



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MARCH 27, 2023
AGENDA**

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA
MINUTES: REGULAR MEETING – MARCH 13, 2023
PUBLIC HEARING: BYLAW #1758 – Land Use Bylaw Amendment
DELEGATION: GREGORY HARRIMAN & ASSOCIATES LLP – Erin Gregory, CPA, CA
RE: 2022 Financial Statements
ACTION ITEMS:

1. REQUEST FOR DECISION: 2022 Reserve Transfers
2. REQUEST FOR DECISION: 2022 Audited Financial Statements
3. BYLAW #1758 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
4. CORRES: Alberta JSG (Justice & Solicitor General) Engagement
RE: Upcoming Town Halls
5. CORRES: Joe Ceci, MLA Calgary-Buffalo
RE: Meeting Opportunity at Spring Municipal Leaders' Caucus
6. CORRES: Workers Compensation Board – Alberta
RE: Day of Mourning April 28
7. CORRES: WCCHS 2023 Graduating Class
RE: Spring Festival April 28, 2023
8. CORRES: Nancy Schroeder
RE: Highway Safety
9. REQUEST FOR DECISION: RCMP Claresholm & Nanton Detachment Hubbing
10. REQUEST FOR DECISION: Claresholm Skatepark Association Beer Garden Event
11. REQUEST FOR DECISION: Recreation Fees Policy Update
12. REQUEST FOR DECISION: Health & Safety Policy Update
13. REQUEST FOR DECISION: Workplace Violence & Harassment Policy
14. REQUEST FOR DECISION: Active Transportation Fund Agreement
15. REQUEST FOR DECISION: Mayor Petrovic's UCP Nomination Livingstone-Macleod
16. INFORMATION BRIEF: Alberta Settlement Integration & Languages Partnership
17. INFORMATION BRIEF: Alberta Municipalities Springs Leaders' Conference
18. INFORMATION BRIEF: CAO Report
19. INFORMATION BRIEF: Council Committee Reports
20. INFORMATION BRIEF: Council Resolution Status
21. ADOPTION OF INFORMATION ITEMS
22. IN CAMERA:
 - a. Land – FOIP Section 16
 - b. Personnel – FOIP Section 17
 - c. Advice from Officials – FOIP Section 24
 - d. Intergovernmental Relations – FOIP Section 21

INFORMATION ITEMS:

1. Municipal Planning Commission Meeting Minutes – February 10, 2023
2. Willow Creek Regional Waste Management Services Commission Meeting Minutes – January 18, 2023
3. Willow Creek Regional Waste Management Services Commission Meeting Minutes – February 15, 2023
4. Claresholm Public Library Board Meeting Minutes – February 21, 2023

ADJOURNMENT



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

Place: Council Chambers
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAfNL1KA/live>

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

ABSENT: None

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

MEDIA PRESENT: None

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

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

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

14. IN CAMERA

d. Advice from Officials – FOIP Section 24

DEFEATED

Moved by Councillor Kettles that the Agenda be accepted as presented.

CARRIED

MINUTES: **REGULAR MEETING – FEBRUARY 27, 2023**

Moved by Councillor Meister that the Regular Meeting Minutes of February 27, 2023 be accepted as presented.

CARRIED

ACTION ITEMS:

1. BYLAW #1759 – Dog Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Meister to amend Bylaw #1759, the Dog Bylaw prior to 2nd Reading by increasing the fees to \$70 for intact dogs per year.

CARRIED

Moved by Councillor Cutler to give Bylaw #1759, the Dog Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Meister to give Bylaw #1759, the Dog Bylaw, 3rd and Final Reading.

CARRIED

2. CORRES: Hon. Rebecca Schulz, Minister of Municipal Affairs
RE: Budget 2023

Received for information.

3. CORRES: Hon. Rebecca Schulz, Minister of Municipal Affairs
RE: Local Government Fiscal Framework (LGFF)

Received for information.

4. CORRES: Alberta Municipalities
RE: 2023 Provincial Budget Analysis

Received for information.

5. CORRES: SouthGrow Regional Initiative
RE: Southern Alberta Economic Development Forum

Received for information.

6. CORRES: Royal Canadian Legion – Alberta/NWT Command
RE: Commemorative History Book

MOTION #23-032 Moved by Councillor Cutler to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$485.71 plus GST for 2024.

CARRIED

7. REQUEST FOR DECISION: Culture Days Letter of Support

MOTION #23-033

Moved by Councillor Zimmer to write a letter of support towards the Claresholm Arts Society's application to the Alberta Culture Days Grant in order to host a drama camp for ages 8 and up during Alberta Culture Days in September 2023.

CARRIED

8. INFORMATION BRIEF: Claresholm Housing Authority

Received for information.

9. INFORMATION BRIEF: KalTire Replay Grant Program

Received for information.

10. INFORMATION BRIEF: Canadian Federation of Independent Business

Received for information.

11. INFORMATION BRIEF: Council Committee Reports

Received for information.

12. INFORMATION BRIEF: Council Resolution Status

Received for information.

13. ADOPTION OF INFORMATION ITEMS

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

CARRIED

14. IN CAMERA:

- a. Land – FOIP Section 16
- b. Advice from Officials – FOIP Section 24
- c. Advice from Officials – FOIP Section 24

Moved by Councillor Meister to go In Camera at 7:34 p.m. for the following items:

- a. Land – FOIP Section 16
- b. Advice from Officials – FOIP Section 24
- c. Advice from Officials – FOIP Section 24

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic stated that the live stream has ended at 7:34 p.m.

Moved by Councillor Schlossberger to come out of In Camera at 8:04 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 8:04 p.m.

a. Land – FOIP Section 16

MOTION #23-034

Moved by Councillor Zimmer to accept the offer in the amount of \$81,000 plus GST for Lots 66, 68 & 69, Block 118, Plan 8010781, with the condition to re-acquire if development permit is not issued within one year.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:05 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic noted that recording ceased at 8:05 p.m.

Mayor – Chelsae Petrovic

Chief Administrative Officer – Abe Tinney

PUBLIC HEARING

NOTICE OF PUBLIC HEARING

TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1758

7:00 p.m., Monday, March 27, 2023
Town of Claresholm Council Chambers
111 - 55 Avenue West

PURSUANT to sections 216.4, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta has given first reading to Bylaw No.1758, which on final passage would amend the Town of Claresholm Land Use Bylaw No.1525.

THE PURPOSE of proposed Bylaw No. 1758 is to amend the Land Use Bylaw No. 1525 to redesignate lands for the purpose of a residential development.

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

LAND USE DISTRICT MAP

Lot 11-12, Block 5, Plan 147N

Be amended by changing the lands from “Single Detached Residential – R1” to “Duplex – R2”



THEREFORE, TAKE NOTICE THAT a public hearing to consider proposed Bylaw No. 1758 will be held in the Town of Claresholm Council Chambers at 7:00 p.m. on Monday, March 27, 2023.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Town Planner/Development Officer no later than 2:00 p.m. on March 23, 2023. Both written and/or verbal presentations may be given at the public hearing. A copy of the proposed bylaw may be emailed please inquiry at the Town office during normal business hours.

DATED at the Town of Claresholm in the Province of Alberta this 14 day of March, 2023.

Abe Tinney
Chief Administrative Officer

DELEGATIONS



1

To Town Council

We are pleased to provide you with the results of our audit of the Town of Claresholm financial statements for the year ended December 31, 2022.

During the course of our audit, management made certain representations to us – in discussions and in writing. We documented these representations in the audit working papers.

2

Status of the Audit

We have substantially completed our audit for the year ended December 31, 2022, financial statements, pending completion of the following items:

- Approval of financial statements by Council, and,
- Receipt of signed documents provided in our finalized audit package

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Our Six-Step Audit Process

1. Scoping
2. Identify and Assess Risks
3. Design the Audit Process
4. Obtain Audit Evidence
5. Form an Opinion
6. Report

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Audit Findings

Financial Statement Areas	Risks Noted	Audit Findings
Revenue Recognition	There is a risk of inaccurate recording of revenue at year end. Property tax revenue is specifically higher risk as property tax balances are based on the approved budget in the bylaw. Grant revenue is also higher risk due to the significant dollar value as well as the grant conditions required to be satisfied.	Our procedures, including discussions with management, property tax bylaw analysis, analysis of grant revenue and deferred revenue confirmed no indication of fraud or material misstatement with regards to revenue recognition.
Tangible Capital Assets	Identified as high due to the significant account balance, as well as the fact that Council has a set capital budget and capital asset policies which the Town is required to adhere to.	The value of additions were reviewed through our review of projects and vouching invoices to the funds spent on the projects. We found no indication of fraud or material misstatement.

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Form an Opinion and Report

INDEPENDENT AUDITORS' REPORT

To the Members of Council:

Opinion

We have audited the consolidated financial statements of Town of Claresholm (the Municipality), which comprise the consolidated statement of financial position as at December 31, 2022, and the results of its operations, changes in its net financial assets (debt) and cash flow for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Town of Claresholm as at December 31, 2022, the results of its operations, change in its net financial assets (debt) and its cash flow for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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Statement of Financial Position

	2022	2021
FINANCIAL ASSETS		
Cash (Note 2)	\$ 2,332,594	\$ 3,180,026
Investments (Note 3)	3,065,636	2,400,000
Taxes and grants in place of taxes receivable (Note 4)	313,665	228,851
Trade and other receivables (Note 5)	1,064,566	637,093
Land inventory held for resale	<u>10,370</u>	<u>12,442</u>
	<u>6,786,831</u>	<u>6,458,412</u>
LIABILITIES		
Accounts payable and accrued liabilities	304,942	385,234
Employee benefit obligations (Note 6)	552,407	381,767
Deposits	41,471	13,494
Deferred revenue (Note 7)	747,458	1,176,787
Long term debt (Notes 8, 9)	<u>5,368,991</u>	<u>5,706,118</u>
	<u>7,015,269</u>	<u>7,663,400</u>
NET FINANCIAL DEBT	<u>\$ (228,438)</u>	<u>\$ (1,204,988)</u>

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Non-Financial Assets

	2022	2021
NET FINANCIAL DEBT	<u>\$ (228,438)</u>	<u>\$ (1,204,988)</u>
NON-FINANCIAL ASSETS		
Prepaid expenses	130,828	98,152
Inventory for consumption	199,439	118,225
Tangible capital assets (Schedule 2)	<u>33,267,064</u>	<u>33,120,820</u>
	<u>33,597,331</u>	<u>33,337,197</u>
ACCUMULATED SURPLUS	<u>\$ 33,368,893</u>	<u>\$ 32,132,209</u>

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Statement of Operations

	<i>Budget (Unaudited)</i>	2022	2021
REVENUE			
Net municipal taxes (Schedule 3)	\$ 3,661,934	\$ 3,666,351	\$ 3,528,479
User fees and sales of goods	3,091,989	3,489,464	3,402,678
Government transfers for operating (Schedule 4)	548,010	556,583	555,238
Franchise and concession contracts	262,000	288,994	227,944
Licenses and permits	113,000	107,668	124,633
Rental	130,330	155,857	109,814
Other	114,300	148,232	150,832
Investment income	66,000	148,294	55,661
Penalties and costs on taxes	80,100	106,633	110,339
Gain on disposal of capital assets	<u>40,000</u>	<u>39,175</u>	<u>80,622</u>
TOTAL REVENUE	<u>\$ 8,107,663</u>	<u>\$ 8,707,251</u>	<u>\$ 8,346,240</u>

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Statement of Operations

	<i>Budget (Unaudited)</i>	2022	2021
CONSOLIDATED EXPENSES BY OBJECT			
Salaries, wages and benefits	\$ 3,177,113	\$ 3,390,488	\$ 2,996,669
Contracted and general services	1,731,600	1,633,163	1,614,738
Materials, goods, supplies and utilities	1,349,490	1,407,240	1,226,023
Bank charges and short-term interest	500	1,102	878
Interest on long-term debt	220,326	218,520	235,364
Other expenditures	90,040	39,952	137,082
Transfers to organizations and others	431,666	421,975	363,914
Loss on disposal of tangible capital assets	-	-	-
Amortization of tangible capital assets	<u>1,805,159</u>	<u>1,881,857</u>	<u>1,793,506</u>
TOTAL EXPENSES	<u>\$ 8,805,894</u>	<u>\$ 8,994,297</u>	<u>\$ 8,368,174</u>

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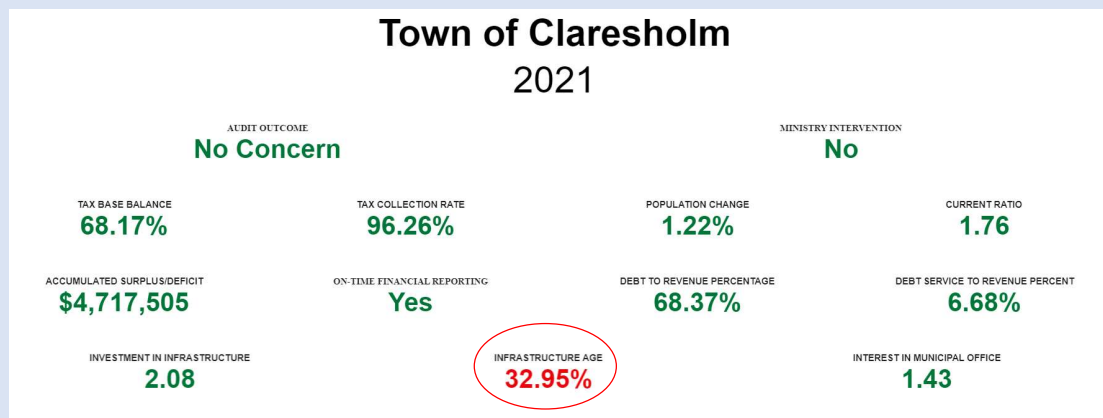
Statement of Operations *(continued)*

	<i>Budget (Unaudited)</i>	2022	2021
SHORTFALL OF REVENUE OVER EXPENSES – BEFORE OTHER	\$ (698,231)	\$ (287,046)	\$ (21,934)
OTHER			
Contributed assets	-	-	-
Government transfers for capital (Schedule 4)	1,691,734	1,523,730	2,074,429
	1,691,734	1,523,730	2,074,429
EXCESS OF REVENUE OVER EXPENSES	993,503	1,236,684	2,052,495
ACCUMULATED SURPLUS, BEGINNING OF YEAR	32,132,209	32,132,209	30,079,714
ACCUMULATED SURPLUS, END OF YEAR	\$ 33,125,712	\$ 33,368,893	\$ 32,132,209

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Municipal Indicators

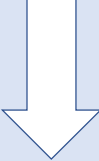
Town of Claresholm 2021



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Infrastructure Age

(The depreciated (amortized) value of tangible capital assets as a percentage of original cost. Triggered when the net book value of the tangible capital assets is less than 40% of the original cost)

- 2021 Infrastructure Age 32.95%
 - 2022 Infrastructure Age 32.53%
- 
 0.42%
- Investment in Infrastructure 2.08
 - Investment in Infrastructure median 1.77

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Net Debt Position

	<i>Budget (Unaudited)</i>	2022	2021
Increase (Decrease) in Net Assets (Debt)	\$ 539,328	\$ 976,550	\$ 1,268,106
Net Financial Assets (Debt), Beginning of Year	<u>(1,204,988)</u>	<u>(1,204,988)</u>	<u>(2,473,094)</u>
Net Financial Assets (Debt), End of Year	<u>\$ (665,660)</u>	<u>\$ (228,438)</u>	<u>\$ (1,204,988)</u>
Median Net Financial Assets (Debt)			\$ 2,959,854

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GHA
GREGORY
HARRIMAN
& ASSOCIATES LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

ACTION ITEMS



REQUEST FOR DECISION

Meeting: March 27, 2023
Agenda Item: 1

Reserve Transfers – December 31, 2022

DESCRIPTION:

Administration requires a motion of Council in order to allocate unrestricted funds to restricted funds (Reserves) included in the draft 2022 Financial Statements prior to the 2022 Financials being accepted.

BACKGROUND:

On March 21, 2023, the Audit & Finance Committee and Administration reviewed the draft 2022 Audited Financial Statements received from Gregory Harriman and Associates LLP. After an in-depth review of the statements with the committee, presented by Administration, a discussion was held regarding transactions that have occurred during the year, including transfer out of and into reserves and what the current reserve balances are. A discussion was then had as to what transfers the committee wanted to recommend to Council. Many of these reserve transfers were already approved in the 2022 budget or approved by Council Resolution during the year for specified projects and then there was a few year-end transfers into reserves to preserve 2022 surpluses for future use.

Administration is also recommending the name and purposes of the Fire Truck capital reserve be changed to the Fire capital reserve to broaden the use of those funds for other items such as the Fire Hall renovation in the 5-year capital plan. Additionally, the committee has requested a renaming of the Physician Recruitment reserve to reflect that these proceeds may be used for recruiting healthcare professionals other than physicians.

COSTS / SOURCE OF FUNDING:

The committee made a recommendation to Council for year-end transfers to or from reserves as follows, which includes amounts in the 2022 budget:

- Transfers from Operational Reserves in the amount of \$126,107, which includes approximately:
 - \$47K of reserve funds used to fund a few non-regular projects/purchases including Laserfiche Migration, Fire Panel for Drop-in Centre, and asphalt crushing,
 - \$44K of carryforward/unutilized funding from 2021 that was carried into and used in 2022,
 - \$28K to adjust for timing variance on Provincial Policing Costs for when funds are collected in taxes and the period the fees relate to,
 - \$7K from 2022 budget to fund shortage of tax revenue to cover operational costs to balance the budget.
- Transfers into Operational Reserves in the amount of \$85,495 which includes approximately:
 - \$37K for policing fund carryover
 - \$22.5K to carryforward funding on economic development projects not completed in 2022.
 - \$4.9K for interest earned on reserve funds
 - \$20.7K remaining surplus from 2022 operations into General Operational Reserve

- Transfers from Capital Reserves in the amount of \$564,692, which includes utilizing reserves as follows:
 - \$420K water and sewer capital reserve to partially fund the 2nd Street water/sewer main replacements, the Westrose Ave Watermain replacement, the Lagoon Outlet replacement, as well as engineering for the Hwy #2 sewer repairs
 - \$100K for purchase of land required to continue forward on our Storm Water Masterplan. This is specifically to allow for installation of stormwater main along Westlynn Drive to connect to golf course holding ponds.
 - \$42.5K Town contribution to Amundsen Park playground installation.
 - \$2K for initial design costs of Community Hall renovation project.
- Transfers into Capital Reserves of \$1,358,619 which includes:
 - \$1.019M of utility fees for future capital replacements of equipment and underground infrastructure. \$1.008M of this is water and sewer utilities, with remainder being garbage and recycling.
 - \$182K of gain/proceeds on sale of land reserved to facilitate future development,
 - \$68K of interest earned on reserve funds,
 - \$44K for the Fire Department capital reserve,
 - \$37.7K for recreation, \$13.1K of this specifically for the Arena and the rest general recreation use.
 - \$5.2K for future cemetery capital, such as expansion or additional columbarium
 - \$2K to save for future replacement of our bylaw enforcement vehicle.

RECOMMENDED ACTION:

Council pass motions to change the name of the fire truck capital reserve and to approve the transfers as presented.

PROPOSED REOLUTIONS:

Moved by Councillor _____ to change the name and broaden the use of the funds in the Fire Truck capital reserve to the Fire capital reserve to be used for any capital expenditures related to the Fire Department.

Moved by Councillor _____ to change the name and broaden the use of funds in the Physician Recruitment capital reserve to the Healthcare Professional Recruitment operational reserve to be used for expenditures associated with the recruitment of healthcare professionals.

Moved by Councillor _____ to transfer out of reserve funds for 2022 operational and capital purposes in the amount of \$690,799 for the year ended December 31, 2022 as follows:

Transfers from Operating Reserves

General - \$29,546
 Policing - \$28,030
 Physician Recruitment - \$1,200
 Economic Development - \$33,331
 Office - \$14,000
 Fill dirt - \$20,000

Transfers from Capital Reserves

General - \$1,976
 Water and Sewer – \$420,154
 Land & Development - \$100,165
 Playground Rehabilitation - \$42,397

Moved by Councillor _____ to transfer 2022 unrestricted surplus funds of \$1,444,114 to Reserves for the year ended December 31, 2022 as follows:

Transfers to Operating Reserves

General – \$23,559
Policing Costs - \$37,398
Physician Recruitment - \$263
Trust accounts - \$1,115
Economic Development - \$22,450
Office - \$339
Fill dirt - \$355
Cemetery - \$16

Transfers to Capital Reserves

General – \$819
Arena – \$14,965
Recreation - \$25,612
Fire - \$49,152
Parks and pathways - \$853
Water and sewer – \$1,050,268
Land & Development – \$192,959
Garbage & recycling equipment – \$14,074
Acreage assessment - \$884
Tamarack Subdivision - \$546
Playground rehabilitation – \$218
Enforcement vehicle - \$2,183
Tax recovery land - \$257
Cemetery - \$5,829

Attachments:

Reserve Schedule

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

APPROVED BY: Abe Tinney – CAO

DATE: March 22, 2023

TOWN OF CLARESHOLM
RESERVES
FOR THE YEAR ENDED DECEMBER 31, 2022

	BALANCE				BALANCE
NAME	DEC 31/21	TRANSFER OUT	TRANSFER IN	INTEREST (Transfer in)	DEC 31/22
General Reserves					
General	167,894.92	(29,546.52)	20,727.23	2,832.12	161,907.75
Policing Costs	28,029.75	(28,029.75)	37,397.50	-	37,397.50
Healthcare professional recruitment	14,066.81	(1,200.00)	-	263.40	13,130.21
Trust accounts	54,488.07	-	-	1,115.42	55,603.49
Economic development	33,331.00	(33,331.00)	22,450.00	-	22,450.00
Office	30,534.35	(14,000.00)	-	338.47	16,872.82
Fill dirt	37,348.98	(20,000.00)	-	355.15	17,704.13
Cemetery	766.55	-	-	15.69	782.24
	366,460.43	(126,107.27)	80,574.73	4,920.25	325,848.14
Capital Reserves					
General	41,991.62	(1,976.00)	-	819.16	40,834.78
Arena	77,067.22	-	13,119.30	1,846.20	92,032.72
Recreation	24,822.33	-	24,600.00	1,011.72	50,434.05
Fire	218,408.94	-	44,271.74	4,880.46	267,561.14
Parks and pathways	41,663.99	-	-	852.90	42,516.89
Water and sewer	1,444,031.66	(420,154.51)	1,008,659.74	41,607.96	2,074,144.85
Land & development	629,179.35	(100,165.00)	182,129.14	10,829.42	721,972.91
Garbage & Recycling equipment	152,951.58	-	10,723.69	3,350.59	167,025.86
Acreage assessment	43,203.16	-	-	884.41	44,087.57
Tamarack subdivision	26,682.04	-	-	546.21	27,228.25
Playground Rehabilitation	53,047.62	(42,396.63)	-	218.04	10,869.03
Enforcement vehicle	6,928.89	-	2,000.00	182.78	9,111.67
Tax recovery land	12,575.57	-	-	257.43	12,833.00
Cemetery	23,637.19	-	5,237.50	591.09	29,465.78
	2,796,191.16	(564,692.14)	1,290,741.11	67,878.37	3,590,118.50
	3,162,651.59	(690,799.41)	1,371,315.84	72,798.62	3,915,966.64



REQUEST FOR DECISION

Meeting: March 27, 2023
Agenda Item: 2

2022 AUDITED FINANCIAL STATEMENTS

DESCRIPTION:

Council must pass a motion to accept the Audited Financial Statements for the year ended December 31, 2022.

Annually we must also pass a motion to appoint the Town's Auditor. 2022 was the last year of the current 3-year contract with Gregory Harriman & Associates, however the contract includes optional extensions for another 2-years. Gregory Harriman & Associates has been great to work with and we have been happy with their work. Administration's intention is to renew if Council passes the motion to appoint Gregory Harriman & Associates as the Town's Auditor for the 2023

BACKGROUND:

Erin Gregory, CPA, CA from Gregory Harriman & Associates LLP will present the draft Financial Statements for the year ended December 31, 2022 to Council with transfers to reserves included as noted in the 2022 Reserve Transfers RFD.

RECOMMENDED ACTION:

Council pass a motion to accept the Audited Financial Statements for the year ended December 31, 2022 as presented. The statements were reviewed by the Audit and Finance Committee on March 21, 2023 and they have recommended Council accept the statements.

PROPOSED RESOLUTION:

Moved by Councillor _____ to accept the Audited Financial Statements for the year ended December 31, 2022 as presented.

Moved by Councillor _____ to appoint Gregory Harriman and Associates LLP as the Town of Claresholm Auditor for the 2023 fiscal year.

Attachments:

2022 Draft Financials

Applicable Legislation:

Municipal Government Act, RSA 2000, Chapter M-26 Section 276 to 281

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

APPROVED BY: Abe Tinney, CAO

DATE: March 22, 2022

Town of Claresholm

Consolidated Financial Statements

For the Year Ended December 31, 2022

Draft for discussion purposes only

Town of Claresholm

December 31, 2022

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MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

Management of the Town of Claresholm is responsible for the preparation, accuracy, objectivity and integrity of the accompanying consolidated financial statements and all other information contained within this Financial Report. Management believes that the consolidated financial statements present fairly the Town's financial position as at December 31, 2022 and the results of its operations for the year then ended.

The consolidated financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).

The consolidated financial statements include certain amounts based on estimates and judgments. Such amounts have been determined on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly in all material respects.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for preparation of the consolidated financial statements.

Town Council meets annually with management and external auditors to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, and to satisfy itself that each party is properly discharging its responsibilities. Council is also responsible for the engagement or re-appointment of the external auditors. The Town Council has approved the consolidated financial statements.

The consolidated financial statements have been audited by Gregory, Harriman & Associates LLP, Chartered Professional Accountants, independent external auditors appointed by the Town. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

Chief Administrative Officer



GREGORY
HARRIMAN
& ASSOCIATES LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

To the Members of Council:

Opinion

We have audited the consolidated financial statements of Town of Claresholm (the Municipality), which comprise the consolidated statement of financial position as at December 31, 2022, and the results of its operations, changes in its net financial assets (debt) and cash flow for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Town of Claresholm as at December 31, 2022, the results of its operations, change in its net financial assets (debt) and its cash flow for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

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

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

Auditors' Responsibility for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omission, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Strathmore, Alberta

Gregory, Harriman & Associates LLP
Chartered Professional Accountants

Town of Claresholm
Consolidated Statement of Financial Position
As at December 31, 2022

	<u>2022</u>	<u>2021</u>
FINANCIAL ASSETS		
Cash (Note 2)	\$ 2,332,594	\$ 3,180,026
Investments (Note 3)	3,065,636	2,400,000
Taxes and grants in place of taxes receivable (Note 4)	313,665	228,851
Trade and other receivables (Note 5)	1,064,566	637,093
Land inventory held for resale	10,370	12,442
	<u>6,786,831</u>	<u>6,458,412</u>
LIABILITIES		
Accounts payable and accrued liabilities	304,942	385,234
Employee benefit obligations (Note 6)	552,407	381,767
Deposits	41,471	13,494
Deferred revenue (Note 7)	747,458	1,176,787
Long term debt (Notes 8, 9)	5,368,991	5,706,118
	<u>7,015,269</u>	<u>7,663,400</u>
NET FINANCIAL DEBT	<u>(228,438)</u>	<u>(1,204,988)</u>
NON-FINANCIAL ASSETS		
Prepaid expenses	130,828	98,152
Inventory for consumption	199,439	118,225
Tangible capital assets (Schedule 2)	33,267,064	33,120,820
	<u>33,597,331</u>	<u>33,337,197</u>
ACCUMULATED SURPLUS (Schedule 1) (Note 10)	<u>\$ 33,368,893</u>	<u>\$ 32,132,209</u>
COMMITMENTS AND CONTINGENCIES (Note 17)		

Approved by: _____ Mayor _____ Chief Administrative Officer

Town of Claresholm
Consolidated Statement of Operations
For the Year Ended December 31, 2022

	<i>Budget</i> <i>(Unaudited)</i>	2022	<i>2021</i>
REVENUE			
Net municipal taxes (Schedule 3)	\$ 3,661,934	\$ 3,666,351	\$ 3,528,479
User fees and sales of goods	3,091,989	3,489,464	3,402,678
Government transfers for operating (Schedule 4)	548,010	556,583	555,238
Franchise and concession contracts	262,000	288,994	227,944
Licenses and permits	113,000	107,668	124,633
Rental	130,330	155,857	109,814
Other	114,300	148,232	150,832
Investment income	66,000	148,294	55,661
Penalties and costs on taxes	80,100	106,633	110,339
Gain on disposal of capital assets	40,000	39,175	80,622
TOTAL REVENUE	8,107,663	8,707,251	8,346,240
EXPENSES (Schedule 5)			
Legislative	116,900	115,067	108,042
Administration	1,558,911	1,554,106	1,488,670
Policing	168,179	140,293	103,538
Fire	230,898	247,191	213,264
Bylaw enforcement and emergency management	133,930	137,218	104,011
Common and equipment pool	614,901	625,501	676,592
Roads, streets, walks and lighting	857,798	948,083	806,420
Airport	-	-	17,250
Storm sewers and drainage	265,961	263,491	267,110
Water supply and distribution	1,265,961	1,260,666	1,209,775
Wastewater treatment and disposal	533,867	489,772	495,708
Solid waste management	384,296	431,004	431,039
Recycling program	301,984	297,436	294,324
Family and community support services	252,438	256,527	218,701
Cemeteries and crematoriums	20,525	23,048	23,757
Other public health and welfare	39,292	37,906	38,824
Economic development	417,226	353,422	300,387
Planning and development	241,208	243,334	255,067
Parks and recreation	998,017	1,149,010	943,336
Culture - library and museum	403,602	421,222	372,359
TOTAL EXPENSES	8,805,894	8,994,297	8,368,174
SHORTFALL OF REVENUE OVER EXPENSES - BEFORE OTHER	(698,231)	(287,046)	(21,934)
OTHER			
Government transfers for capital (Schedule 4)	1,691,734	1,523,730	2,074,429
	1,691,734	1,523,730	2,074,429
EXCESS OF REVENUE OVER EXPENSES	993,503	1,236,684	2,052,495
ACCUMULATED SURPLUS, BEGINNING OF YEAR	32,132,209	32,132,209	30,079,714
ACCUMULATED SURPLUS, END OF YEAR	\$ 33,125,712	\$ 33,368,893	\$ 32,132,209

Town of Claresholm
Consolidated Statement of Change in Net Financial Assets (Debt)
For the Year Ended December 31, 2022

	<i>Budget</i> <i>(Unaudited)</i>	2022	<i>2021</i>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES	\$ 993,503	\$ 1,236,684	\$ 2,052,495
Acquisition of tangible capital assets	(2,259,334)	(2,032,638)	(2,706,912)
Amortization of tangible capital assets	1,805,159	1,881,857	1,793,506
Loss (gain) on disposal of tangible capital assets	-	(39,175)	(80,622)
Proceeds on disposal of tangible capital assets	-	43,712	132,756
	<u>(454,175)</u>	<u>(146,244)</u>	<u>(861,272)</u>
Net change in inventory for consumption	-	(81,214)	4,079
Net change in prepaid expenses	-	(32,676)	72,804
	<u>-</u>	<u>(113,890)</u>	<u>76,883</u>
INCREASE (DECREASE) IN NET ASSETS (DEBT)	539,328	976,550	1,268,106
NET FINANCIAL ASSETS (DEBT), BEGINNING OF YEAR	<u>(1,204,988)</u>	<u>(1,204,988)</u>	<u>(2,473,094)</u>
NET FINANCIAL ASSETS (DEBT), END OF YEAR	<u>\$ (665,660)</u>	<u>\$ (228,438)</u>	<u>\$ (1,204,988)</u>

Town of Claresholm
Consolidated Statement of Cash Flow
For the Year Ended December 31, 2022

	<u>2022</u>	<u>2021</u>
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
Operating		
Excess (shortfall) of revenue over expenses	\$ 1,236,684	\$ 2,052,495
Non-cash items included in excess (shortfall) of revenue over expenses:		
Amortization of tangible capital assets	1,881,857	1,793,506
Loss (gain) on disposal of tangible capital assets	(39,175)	(80,622)
	<u>3,079,366</u>	<u>3,765,379</u>
Non-cash charges to operations (net change):		
Decrease (increase) in taxes and grants in place of taxes receivables	(84,814)	(29,109)
Decrease (increase) in trade and other receivables	(427,473)	36,620
Decrease (increase) in land inventory held for sale	2,072	403
Decrease (increase) in inventory for consumption	(81,214)	4,079
Decrease (increase) in prepaid expense	(32,676)	72,804
Increase (decrease) in accounts payable and accrued liabilities	(80,292)	(450,552)
Increase (decrease) in employee benefit obligations	170,640	13,589
Increase (decrease) in deposits	27,977	(1,511)
Increase (decrease) in deferred revenue	(429,329)	(320,630)
	<u>2,144,257</u>	<u>3,091,072</u>
Net cash provided by operating transactions	<u>2,144,257</u>	<u>3,091,072</u>
Capital		
Acquisition of tangible capital assets	(2,032,638)	(2,706,912)
Proceeds on disposal of tangible capital assets	43,712	132,756
Cash applied to capital transactions	(1,988,926)	(2,574,156)
Investing		
Decrease (increase) in investments	(665,636)	(2,400,000)
Cash applied to investing transactions	(665,636)	(2,400,000)
Financing		
Repayment of long-term debt	(337,127)	(429,437)
Cash applied to financing transactions	(337,127)	(429,437)
Change in cash and cash equivalents during the year	(847,432)	(2,312,521)
Net Cash, beginning of year	<u>3,180,026</u>	<u>5,492,547</u>
Net Cash, end of year	<u>\$ 2,332,594</u>	<u>\$ 3,180,026</u>
Net Cash is made up of:		
Unrestricted cash (Note 2)	\$ 1,543,665	1,989,745
Unspent grant funds (Note 2)	747,458	1,176,787
Deposits held (Note 2)	41,471	13,494
	<u>\$ 2,332,594</u>	<u>3,180,026</u>

Town of Claresholm
Schedule of Changes in Accumulated Surplus
For the Year Ended December 31, 2022
(Schedule 1)

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2022	2021
BALANCE, BEGINNING OF YEAR	\$ 1,554,855	\$ 3,162,650	\$ 27,414,704	\$ 32,132,209	\$ 30,079,714
Excess (shortfall) of revenue over expenses	1,236,684	-	-	1,236,684	2,052,495
Unrestricted funds designated for future use	(1,444,114)	1,444,114	-	-	-
Restricted funds used for operations	126,107	(126,107)	-	-	-
Current year funds used for tangible capital assets	(1,467,946)	(564,692)	2,032,638	-	-
Disposal of tangible capital assets	4,538	-	(4,538)	-	-
Annual amortization expense	1,881,857	-	(1,881,857)	-	-
Capital long term debt repaid	(337,126)	-	337,126	-	-
Change in accumulated surplus	-	753,315	483,369	1,236,684	2,052,495
BALANCE, END OF YEAR	\$ 1,554,855	\$ 3,915,965	\$ 27,898,073	\$ 33,368,893	\$ 32,132,209

Town of Claresholm
Schedule of Tangible Capital Assets
For the Year Ended December 31, 2022
(Schedule 2)

	Land	Land Improvements	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	2022	2021
COST:								
BALANCE, BEGINNING OF YEAR	\$ 1,406,708	\$ 2,318,561	\$ 16,676,167	\$ 76,052,799	\$ 2,203,821	\$ 1,863,610	\$ 100,521,666	\$ 97,975,806
Acquisition of tangible capital assets	100,165	136,367	452,467	1,254,121	-	-	1,943,120	2,683,033
Construction in progress	-	12,176	-	77,342	-	-	89,518	138,780
Disposal of tangible capital assets	-	-	-	(142,942)	-	(152,708)	(295,650)	(275,953)
BALANCE, END OF YEAR	<u>1,506,873</u>	<u>2,467,104</u>	<u>17,128,634</u>	<u>77,241,320</u>	<u>2,203,821</u>	<u>1,710,902</u>	<u>102,258,654</u>	<u>100,521,666</u>
ACCUMULATED AMORTIZATION:								
BALANCE, BEGINNING OF YEAR	-	1,065,972	6,834,882	56,622,376	1,478,783	1,398,833	67,400,846	65,831,159
Annual amortization	-	107,737	335,900	1,121,000	190,619	126,601	1,881,857	1,793,506
Accumulated amortization on disposals	-	-	-	(140,795)	-	(150,318)	(291,113)	(223,819)
BALANCE, END OF YEAR	<u>-</u>	<u>1,173,709</u>	<u>7,170,782</u>	<u>57,602,581</u>	<u>1,669,402</u>	<u>1,375,116</u>	<u>68,991,590</u>	<u>67,400,846</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 1,506,873</u>	<u>\$ 1,293,395</u>	<u>\$ 9,957,852</u>	<u>\$ 19,638,739</u>	<u>\$ 534,419</u>	<u>\$ 335,786</u>	<u>\$ 33,267,064</u>	<u>\$ 33,120,820</u>
2021 Net Book Value of Tangible Capital Assets	<u>\$ 1,406,708</u>	<u>\$ 1,252,589</u>	<u>\$ 9,841,285</u>	<u>\$ 19,430,423</u>	<u>\$ 725,038</u>	<u>\$ 464,777</u>	<u>\$ 33,120,820</u>	

Town of Claresholm
Schedule of Property and Other Taxes
For the Year Ended December 31, 2022
(Schedule 3)

	<i>Budget (Unaudited)</i>	2022	2021
TAXATION			
Real property taxes	\$ 4,965,264	\$ 4,962,261	\$ 4,735,990
Linear property taxes	120,933	131,986	118,565
Government grants in place of property taxes	30,157	31,028	29,566
Special assessments and local improvements	5,140	-	-
	<u>5,121,494</u>	<u>5,125,275</u>	<u>4,884,121</u>
REQUISITIONS			
Alberta School Foundation Fund	1,338,137	1,338,136	1,241,619
Porcupine Hills Lodge	120,788	120,788	114,023
Designated Industrial Property	635	-	-
	<u>1,459,560</u>	<u>1,458,924</u>	<u>1,355,642</u>
NET MUNICIPAL PROPERTY TAXES	<u>\$ 3,661,934</u>	<u>\$ 3,666,351</u>	<u>\$ 3,528,479</u>

Town of Claresholm
Schedule of Government Transfers
For the Year Ended December 31, 2022
(Schedule 4)

	<i>Budget (Unaudited)</i>	2022	2021
TRANSFERS FOR OPERATING			
Provincial Government	\$ 345,671	\$ 353,745	\$ 372,029
Other Local Governments	202,339	202,838	183,209
	<u>548,010</u>	<u>556,583</u>	<u>555,238</u>
TRANSFERS FOR CAPITAL			
Provincial Government	909,484	850,337	1,910,520
Federal Government	782,250	673,393	163,909
	<u>1,691,734</u>	<u>1,523,730</u>	<u>2,074,429</u>
TOTAL GOVERNMENT TRANSFERS	<u>\$ 2,239,744</u>	<u>\$ 2,080,313</u>	<u>\$ 2,629,667</u>

Town of Claresholm
Schedule of Consolidated Expenses by Object
For the Year Ended December 31, 2022
(Schedule 5)

	<i>Budget</i> <i>(Unaudited)</i>	2022	2021
CONSOLIDATED EXPENSES BY OBJECT			
Salaries, wages and benefits	\$ 3,177,113	\$ 3,390,488	\$ 2,996,669
Contracted and general services	1,731,600	1,633,163	1,614,738
Materials, goods, supplies and utilities	1,349,490	1,407,240	1,226,023
Bank charges and short-term interest	500	1,102	878
Interest on long-term debt	220,326	218,520	235,364
Other expenditures	90,040	39,952	137,082
Transfers to organizations and others	431,666	421,975	363,914
Amortization of tangible capital assets	1,805,159	1,881,857	1,793,506
	<u>\$ 8,805,894</u>	<u>\$ 8,994,297</u>	<u>\$ 8,368,174</u>

Draft for discussion purposes only

Town of Claresholm
Schedule of Segmented Disclosure
For the Year Ended December 31, 2022
(Schedule 6)

	General Government	Protective Services	Transportation Services	Environmental Services	Public Health Services	Planning & Development	Recreation & Culture	Total
REVENUE								
Net municipal taxes	\$ 3,666,351	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,666,351
User fees and sales of goods	7,503	6,167	-	3,119,677	19,831	185,099	150,873	3,489,150
Government transfers for operating	38,500	9,000	-	-	242,428	158,968	107,687	556,583
Investment income	148,294	-	-	-	-	-	-	148,294
Penalties and cost of taxes	101,069	5,563	-	-	-	-	-	106,632
Licenses and permits	24,498	7,030	-	-	-	76,141	-	107,669
Franchise and concession contracts	288,994	-	-	-	-	-	-	288,994
Rental	50,416	-	-	-	-	-	105,441	155,857
Government transfers for capital	-	-	645,583	265,726	-	-	612,421	1,523,730
Other revenues	67,176	39,197	1,555	-	3,868	-	36,750	148,546
Gain on disposal of tangible capital assets	-	15,614	23,561	-	-	-	-	39,175
	4,392,801	82,571	670,699	3,385,403	266,127	420,208	1,013,172	10,230,981
EXPENSES								
Salaries and wages	806,343	246,474	499,905	665,023	164,456	331,320	676,967	3,390,488
Contract and general services	439,033	169,364	162,417	500,663	54,407	233,115	74,164	1,633,163
Goods and supplies	93,718	70,914	518,014	454,325	9,946	1,386	258,937	1,407,240
Bank charges	1,102	-	-	-	-	-	-	1,102
Long term debt interest	70,887	-	-	147,633	-	-	-	218,520
Other expenses	37,619	213	-	236	1,884	-	-	39,952
Transfers to organizations and others	89,310	-	-	-	86,365	-	246,300	421,975
	1,538,012	486,965	1,180,336	1,767,880	317,058	565,821	1,256,368	7,112,440
NET REVENUE, BEFORE AMORTIZATION	2,854,789	(404,394)	(509,637)	1,617,523	(50,931)	(145,613)	(243,196)	3,118,541
Amortization expense	132,877	37,738	656,739	710,996	423	27,383	315,701	1,881,857
NET REVENUE	\$ 2,721,912	\$ (442,132)	\$ (1,166,376)	\$ 906,527	\$ (51,354)	\$ (172,996)	\$ (558,897)	\$ 1,236,684

Segmented Disclosure (Note 19)

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2022

1) SIGNIFICANT ACCOUNTING POLICIES

The Town of Claresholm ("the Town") is a Municipality in the Province of Alberta. The consolidated financial statements are the representations of management and have been prepared in accordance with Canadian generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Town of Claresholm are as follows:

A. Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenue and expenditures, changes in fund balances and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all the organizations that are owned or controlled by the Town and are, therefore, accountable to the Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education, health care, social and other external organizations that are not controlled by the municipal reporting entity.

These statements exclude trust assets that are administered for the benefit of external parties.

Interdepartmental and organizational transactions and balances are eliminated.

B. Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

C. Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates. The amounts recorded for valuation of tangible capital assets, the useful lives and related amortization of tangible capital assets is an area where management makes significant estimates and assumptions in determining the amounts to be recorded in the consolidated financial statements.

continues ...

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2022

1) SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

E. Requisition Over-levy and Under-levy

Over-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any excess collections or under-levies of the prior year.

F. Land Inventory Held for Resale

Land inventory held for resale is recorded at the lower of cost or net realizable value. Cost includes the costs for land acquisition and improvements required to prepare the land for servicing, such as clearing, stripping and levelling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as capital assets under their respective function.

G. Tax Revenue

Tax revenue are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

H. Contaminated Sites Liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

continues ...

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2022

1) SIGNIFICANT ACCOUNTING POLICIES (continued)

I. Government Transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met by the Town, and reasonable estimates of the amounts can be determined.

J. Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the consolidated Change in Net Financial Assets (Debt) for the year.

i. Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. The cost, less residual value of the tangible capital asset, is amortized as follows:

	YEARS	METHOD
Land improvements	10-25	straight line
Buildings	25-50	straight line
Engineered structures	5-75	declining balance
Machinery and equipment	5-40	declining balance
Vehicles	10-25	declining balance

For assets that are amortized using the declining balance method they will be amortized at rates based on their maximum useful lives as per the following formula: $(1/\text{useful life})^3$

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

ii. Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

iii. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

continues ...

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2022

1) SIGNIFICANT ACCOUNTING POLICIES (continued)

iv. Inventories

Inventories held for consumption are recorded at the lower of cost or net realizable value with cost determined by the average cost method.

v. Cultural and Historical Tangible Capital Assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

2) CASH

	2022	2021
Savings - Reserves	\$ 1,444,440	\$ 1,013,818
Chequing account	456,303	151,853
Savings - Operating	314,109	1,899,349
Savings - Deferred revenue	117,742	115,006
	<u>\$ 2,332,594</u>	<u>\$ 3,180,026</u>

The Town received Government grants and funding that are restricted in their use and are to be utilized as funding for operating or capital projects. Since the projects have not been completed for which the funding has been received, \$747,458 (2021 - \$1,176,787) is not available for general use by the Town (*Note 7*).

Included in cash is \$41,471 (2021 - \$13,494) of deposit liability funds which are not available for current purposes.

A temporary loan has been authorized by Bank of Montreal to a maximum of \$450,000 which bears interest at prime plus 0%, with an effective rate of 6.45%.

A settlement risk line of credit for payroll electronic funds transfer payments has been authorized by Bank of Montreal to a maximum of \$500,000.

Security pledged on these temporary loans includes a general security agreement. As at December 31, 2022 there were no balances outstanding on these loans.

3) INVESTMENTS

	2022	2021
GIC - Reserves	\$ 2,056,536	1,400,000.00
GIC - Operating	1,009,100	1,000,000.00
	<u>\$ 3,065,636</u>	<u>2,400,000.00</u>

Investments are comprised of Canaccord Genuity Wealth Management GICs bearing interest from 1.2% to 4.9% maturing between January 2023 and July 2025.

4) TAXES AND GRANTS IN PLACE OF TAXES RECEIVABLE

	2022	2021
Current year	\$ 254,362	\$ 182,635
Arrears	59,303	46,216
	<u>\$ 313,665</u>	<u>\$ 228,851</u>

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2022

5) TRADE AND OTHER RECEIVABLES

	2022	2021
Trade accounts	\$ 579,565	\$ 512,735
Due from Provincial government	350,987	4,381
Goods and Services Tax receivable	68,366	43,507
Local improvement levies	32,883	36,173
Due from local governments	32,765	40,297
	\$ 1,064,566	\$ 637,093

6) EMPLOYEE BENEFIT OBLIGATIONS

	2022	2021
Sick time	\$ 307,140	\$ 151,052
Vacation	245,267	230,715
	\$ 552,407	\$ 381,767

The employee benefit obligations liability is comprised of the vacation and sick time that employees are deferring to future years.

7) DEFERRED REVENUE

	2022	2021
MSI/CCBF (FGTF) capital grants	\$ 238,266	\$ 318,676
Sundry trust	130,795	127,588
Cemetery	111,377	111,184
Offsite levies	70,592	68,951
Family and Community Support Services	67,269	135,374
Alberta settlement and integration program	57,012	193,106
Subdivision fund	40,856	39,906
Skate park	13,186	22,871
Taxi token prepayments	5,541	5,510
Parking fund	4,088	3,993
Parks Society	2,819	2,819
Walking path fund	2,207	2,156
Rural physician associate program grant	1,964	2,378
Winter festival	1,486	1,486
Community facility enhancement grant	-	77,334
Alberta Community Resilience Program	-	40,581
Labour market partnership project grant	-	22,874
	\$ 747,458	\$ 1,176,787

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2022

8) LONG TERM DEBT

	2022	2021
Utility supported debentures	\$ 2,727,636	\$ 3,000,055
Tax supported debentures	2,641,355	2,706,063
	5,368,991	5,706,118
Less: Current portion of long term debt	(352,874)	(337,126)
	\$ 5,016,117	\$ 5,368,992

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2023	352,874	204,579	557,453
2024	283,109	188,042	471,151
2025	295,407	175,744	471,151
2026	308,282	162,869	471,151
2027	321,762	149,388	471,150
Thereafter	3,807,557	1,024,838	4,832,395
	\$ 5,368,991	\$ 1,905,460	\$ 7,274,451

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at rates ranging from 2.638% to 5.875% annum and matures in periods 2023 through 2050. The average annual interest rate is 4.19% (3.81% for 2021). Debenture debt is issued on the credit and security of the Town of Claresholm at large.

Interest on long-term debt amounted to \$218,520 (2021 - \$235,363). The Town's total cash payments for interest in 2022 were \$220,326 (2021 - \$237,183).

9) DEBT LIMITS

Section 276(2) of the Municipal Government Act requires that debt limits as defined by Alberta Regulation 255/2000 for the Town be disclosed as follows:

	2022	2021
Total debt limit	\$ 13,060,877	\$ 12,519,360
Total debt (Note 8)	5,368,991	5,706,118
Amount of surplus debt limit	\$ 7,691,886	\$ 6,813,242
Debt servicing limit	\$ 2,176,813	\$ 2,086,560
Debt servicing	557,453	557,452
Amount of surplus debt servicing limit	\$ 1,619,360	\$ 1,529,108

The debt limit is calculated at 1.5 times revenue of the municipality, as defined in Alberta Regulation 255/2000, and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2022

10) ACCUMULATED SURPLUS

Accumulated surplus consists of internally restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2022	2021
Unrestricted surplus	\$ 1,554,855	\$ 1,554,855
Internally restricted surplus (reserves) (Note 12)	3,915,965	3,162,650
Equity in tangible capital assets (Note 11)	27,898,073	27,414,704
	\$ 33,368,893	\$ 32,132,209

11) EQUITY IN TANGIBLE CAPITAL ASSETS

	2022	2021
Tangible capital assets (Schedule 2)	\$ 102,258,654	\$ 100,521,666
Accumulated amortization (Schedule 2)	(68,991,590)	(67,400,846)
Long term debt - Capital (Note 8)	(5,368,991)	(5,706,118)
	\$ 27,898,073	\$ 27,414,704

12) RESERVES

Reserves for operating and capital activities are as follows:

	2022	2021
Operating		
General	161,908	167,892
Trust accounts	55,603	54,488
Policing costs	37,397	28,030
Economic development	22,450	33,331
Fill dirt	17,704	37,349
Office	16,873	30,534
Healthcare professional recruitment	13,130	14,067
Cemetery	782	767
	325,847	366,458
Capital		
Water and sewer	2,074,145	1,444,032
Land and development	721,973	629,179
Fire	267,561	218,409
Garbage and recycling equipment	167,026	152,952
Arena	92,033	77,067
Recreation	50,434	24,822
Acreage assessment	44,087	43,203
Parks and pathways	42,517	41,664
General	40,835	41,992
Cemetery	29,466	23,637
Tamarack subdivision	27,228	26,682
Tax recovery land	12,833	12,576
Playground rehabilitation	10,869	53,048
Enforcement vehicle	9,111	6,929
	3,590,118	2,796,192
	\$ 3,915,965	\$ 3,162,650

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2022

13) SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	Salary ¹	Benefits and Allowances ²	Total 2022	Total 2021
Council				
Mayor Petrovic	\$ 18,418	\$ 950	\$ 19,368	4,689
Councillor Carlson	11,165	537	11,702	11,357
Councillor Cutler	11,093	533	11,626	13,251
Councillor Kettles	10,899	522	11,421	3,281
Councillor Meister	14,812	745	15,557	4,073
Councillor Schlossberger	15,972	811	16,783	14,365
Councillor Zimmer	11,199	539	11,738	10,984
Mayor MacPherson	-	-	-	12,592
Councillor Moore	-	-	-	7,868
Councillor Schulze	-	-	-	8,578
	<u>93,558</u>	<u>4,637</u>	<u>98,195</u>	<u>91,038</u>
Chief Administrative Officer	135,000	28,284	163,284	163,669
Designated Officers (2022:6 positions, 2021: 5 positions)	417,179	91,426	508,605	472,445
	<u>\$ 645,737</u>	<u>\$ 124,347</u>	<u>\$ 770,084</u>	<u>\$ 727,152</u>

- 1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.
- 2) Benefits and allowances include the employer's share of all employee benefits and contributions or payments, made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long- and short-term disability plans, professional memberships, and tuition.

Benefits and allowances also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances, and club memberships.

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2022

14) LOCAL AUTHORITIES PENSION PLAN

Employees of the Town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pensions Plans Act. The plan serves about 282,000 people and 435 employers. The LAPP is financed by the employer and employee contributions and investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Town is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 12.80% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 7.45% of pensionable salary up to the year's maximum pensionable salary and 11.80% on pensionable salary above this amount.

Total current service contributions by the Town to the LAPP in 2022 were \$180,046 (2021 - \$181,380). Total current service contributions by the employees of the Town to the LAPP in 2022 were \$160,326 (2021 - \$163,388).

At December 31, 2021 the LAPP disclosed an actuarial surplus of \$11.92 million.

For further information of the amount of LAPP deficiency/surplus information see:
www.lapp.ca/page/annual-reports

15) FINANCIAL INSTRUMENTS

The Town's financial instruments consist of cash, investments, taxes and grants in place of taxes receivable, trade and other receivables, accounts payable and accrued liabilities, employee benefit obligations, deposits and long term debt. It is management's opinion that the Town is not exposed to significant interest or currency risk arising from these financial instruments. Taxes receivables and requisition over/under-levy are compulsory in nature, rather than contractual, however the town manages risk exposure on these items similar to other receivables and payables.

Credit Risk

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivable and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

Town of Claresholm
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2022

16) BUDGET AMOUNTS

The 2022 budget for the Town was approved by Council on April 25, 2022 and has been reported in the consolidated financial statements for information purposes only. These budget amounts have not been audited, reviewed, or otherwise verified.

The approved budget contained reserve transfers, capital additions and principal payments on debt as expenditures. Since these items are not included in the amounts reported in the consolidated financial statements, they have been excluded from the budget amounts presented in these financial statements.

Budget surplus per financial statements	\$ 993,503
Less: Capital expenses	(2,259,334)
Long-term debt repayments	(837,127)
Transfers to reserves	(819,222)
Add: Amortization	1,805,159
Transfers from reserves	617,021
<hr/>	
Equals: Balanced budget	\$ -

17) COMMITMENTS AND CONTINGENCIES

The Town is a member of the Alberta Municipal Insurance Exchange (MUNIX) which provides liability insurance. Under the terms of membership, the Town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

18) CONTAMINATED SITES LIABILITY

The Town has adopted PS3260 liability for contaminated sites. The Town did not identify any financial liabilities in 2022 (2021 - nil) as a result of this standard.

19) SEGMENTED DISCLOSURE

The Town provides a range of services to its ratepayers. For each reporting segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 6).

General government includes council and other legislative, and general administration. Protective services includes bylaw enforcement, police, and fire. Transportation includes roads, streets, walks and lighting. Planning and development includes land use planning, zoning and subdivision land and development. Public health and welfare includes family and community support. Recreation and culture includes parks and recreation, libraries, museums and halls. Environmental use and protection includes water supply and distribution, wastewater treatment and disposal, and waste management.

20) COMPARATIVE FIGURES

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



REQUEST FOR DECISION

Meeting: March 27, 2023
Agenda Item: 3

BYLAW No. 1758 - LAND USE BYLAW No.1525 AMENDMENT

BACKGROUND / DESCRIPTION:

At the February 27, 2023 regular meeting, Town Council gave first reading to Bylaw No. 1758, a land use Bylaw amendment. This is an application for a bylaw amendment to re-designate a property from R1-single detached residential to R2 Duplex for future new development.

In accordance with the Municipal Government Act (MGA) Section 692, a public hearing is required prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice

of public hearing was circulated in the Local Press Town News March 15th and 22nd, 2023 and mailed to the neighborhood. No comments were received from the neighborhood circulation.



RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1758, 2nd and 3rd readings for the districting of the location noted above after the Public Hearing.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1758, a Land Use Bylaw Amendment, 2nd reading.

Moved by Councillor _____ to give Bylaw No. 1758, a Land Use Bylaw Amendment, 3rd and final reading.

ATTACHMENTS:

- 1.) Bylaw No.1758

APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: March 23, 2023



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

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

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

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

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

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

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

LAND USE DISTRICT MAP

Lot 11-12, Block 5 Plan 147N

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

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

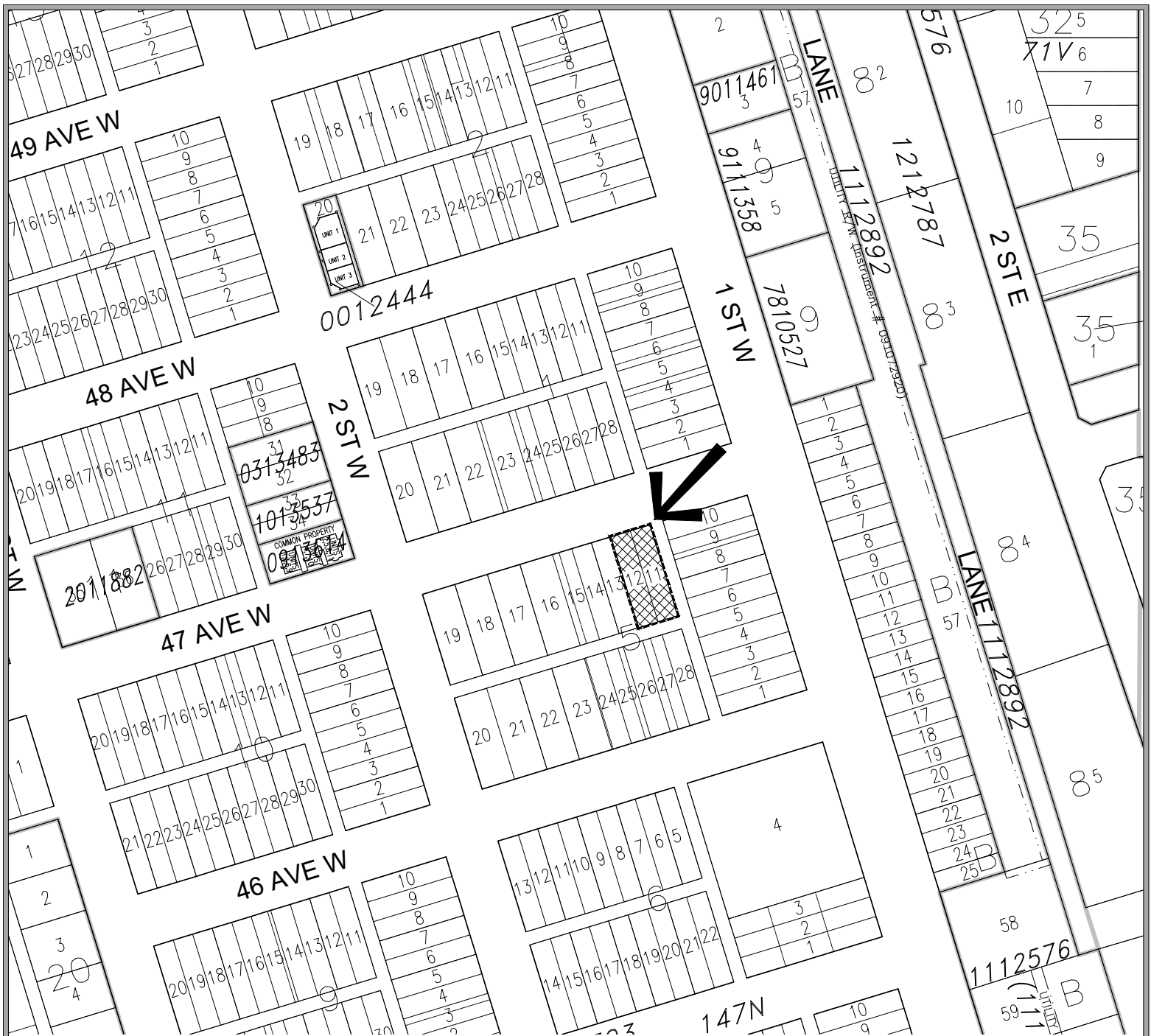
Read a first time in Council this **27** day of **February** 2023 A.D.

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

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

Chelsae Petrovic, Mayor

Abe Tinney, Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



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

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

MUNICIPALITY: TOWN OF CLARESHOLM
DATE: FEBRUARY 22, 2023

Bylaw #: 1758
Date: _____



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

Karine Keys

From: JSG Engagement <JSG.Engagement@gov.ab.ca>
Sent: March 17, 2023 7:28 PM
Subject: In-person Town Halls - Minister of Public Safety and Emergency Services and Minister of Justice

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

Hello,

Albertans are invited to participate in upcoming in-person town halls hosted by the Minister of Public Safety & Emergency Services, Mike Ellis, along with some dates co-hosted with the Minister of Justice, Tyler Shandro. The town halls are an opportunity to learn more about government priorities and ask questions.

Please register for your selected session at the links below:

Location	Date/Time	Registration Link
St. Paul Royal Canadian Legion Branch 100, 4925 49 Ave, St. Paul, AB T0A 3A0 Capacity: 100	Friday, March 24 th , 2023 6:00p.m. to 7:00p.m.	https://www.eventbrite.ca/e/591813268417
Red Deer Alberta Sports Hall of Fame, 102-4200 Hwy 2, Red Deer AB T4N 1E3 Capacity: 100	Thursday, March 30 th , 2023 5:00p.m. to 6:00p.m.	https://www.eventbrite.ca/e/591819135967
Lethbridge Birch Hall, Sandman Signature Lethbridge Lodge, 320 Scenic Drive South, Lethbridge, AB T1J 4B4 Capacity: 100	Tuesday, April 4 th , 2023 5:00p.m. to 6:00p.m.	https://www.eventbrite.ca/e/591820921307
Brooks East/West Meeting Room, JBS Canada Centre, 323 1 St E, Brooks, AB T1R 1B7 Capacity: 100	Wednesday, April 5 th , 2023 6:00p.m. to 7:00p.m.	https://www.eventbrite.ca/e/591823067727
Slave Lake Elks Hall, Legacy Centre, 400 6 Ave NE #200, Slave Lake, AB T0G 2A2 Capacity: 100	Tuesday, April 18 th , 2023 5:00p.m. to 6:00p.m. <i>Note: co-hosted with Ministry of Justice</i>	https://www.eventbrite.ca/e/591825986457
Airdrie	Wednesday, April 19 th , 2023 6:00p.m. to 7:00p.m.	https://www.eventbrite.ca/e/591829186027

Rotary Room, Genesis Place, 800 East Lake Blvd NE, Airdrie, AB T4A 2K9 Capacity: 100	<i>Note: co-hosted with Ministry of Justice</i>	
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Please contact JSG.Engagement@gov.ab.ca if you have any questions or concerns.

We look forward to your participation.

Classification: Protected A

[View this email in your browser](#)

Joe Ceci

MLA Calgary - Buffalo

1173 11 Ave SW, Calgary AB T2R 0G4
403-216-5454
Calgary.Buffalo@assembly.ab.ca



Dear Mayors, Reeves and Councillors,

As the RMA Spring Convention wraps up, I'm thinking ahead to next week's Spring Municipal Leaders' Caucus hosted by Alberta Municipalities. If you are attending, I would welcome the opportunity to meet you to discuss the recent Alberta Budget and any other issues of local concern. The Caucus takes place at the Westin Edmonton and we have booked a meeting room.

To arrange a meeting, please reply to this email or write directly to my staff at Calgary.Buffalo@assembly.ab.ca.

Municipalities continue to face a range of critical issues, from downloading by the provincial government to challenges relating to policing, economic development, healthcare and more. As Critic for Municipal Affairs, I am seeking to understand how these issues are impacting your community and how we can work together to address them.

Thank you for your service to Albertans.

Sincerely,

Joe Ceci
MLA for Calgary-Buffalo and Critic for Municipal Affairs

Karine Keys

From: WCB-Alberta <communications@wcb.ab.ca>
Sent: March 22, 2023 6:49 AM
To: Karine Keys
Subject: Day of Mourning – April 28

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.

[View this email in your browser](#)

Day of Mourning April 28

We can make a difference by working together to make workplaces safer.



Day of Mourning resources now available

Every year on April 28, Canadians pause to honour those who have lost their lives, been injured or suffered illness at work.

WCB honours those lost and encourages organizations to reflect on the devastating impacts of workplace fatalities and the importance of workplace safety.

Commemorate the day and share its importance within your organization by downloading and using our digital and print-friendly materials that are [now available on our website](#).

Together we will commit to protecting workers and preventing further workplace tragedies.

Community Day of Mourning events: Friday, April 28

Edmonton and District Labour Council

Grant Notley Park, 116 Street and 100 Avenue at 11 a.m. For more information visit the [Edmonton and District Labour Council's website](#).

Calgary Regional Safety Committee

Fish Creek Park – Glennfield, Area A, 14428 Bannister Road at 12 p.m. For more information email calgarydayofmourning@gmail.com.

[Unsubscribe from this list](#)



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Our mailing address is:

PO Box 2415

Edmonton AB T5J 2S5

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WCB-Alberta · 9912 107 Street, PO Box 2415 · Edmonton, AB T5J 2S5 · Canada

For the years 2016, 2017, 2018 and 2019, Council referred to Administration to recognize the National Day of Mourning on the day specified by the Workers Compensation Board. Due to the pandemic, this has not been recognized since 2019.



JOIN US FOR A GREAT DAY OF SPRING FUN!

28

APRIL

4PM-9PM

LIVE AUCTION, CARNIVAL GAMES, SNACKS & FOOD,
PETTING ZOO, DUNK TANK, FACE PAINTING,
GLITTER TATTOOS, AND LOTS OF PRIZES!

FOOTBALL FIELD BEHIND THE WCCHS GYM

Dear Community Leader,

The Willow Creek Composite High School 2023 Graduating Class is hosting a Spring Festival as a Grad Fundraiser. This event will take place on Friday, April 28, 2023, from, 4-9:00 pm at WCCHS. Please see the included fundraising poster.

We are hosting this fundraiser to help offset the incredible expense of graduation. We estimate that our graduation activities (including grad photos for all graduates, cap and gown, ceremony, and celebration mixer) will cost approximately \$20,000. To date, we have raised \$8,900 through fundraising efforts.

Our students come from various economic backgrounds and as a result, many students may not be able to afford to participate in graduation ceremonies due to the significant cost. We want our graduation ceremony to be inclusive for all graduates, regardless of financial barriers. To do this, we have committed to raising enough funds so that all costs can be covered. Our goal is to make this opportunity more affordable so **ALL** graduates may attend the memorable and safe celebration, and that is why we need your help.

As part of this fundraising event, we will have a Dunk Tank, fundraising BBQ, carnival games and both a Silent Auction and a Live Auction at our Spring Festival. All funds raised will go towards WCCHS Grad 2023. Any extra funds will be used to purchase a legacy gift for the community.

We are reaching out to local community leaders with the hopes that you will support our Spring Festival Fundraiser by participating in our Dunk Tank. Will are scheduling participants to sit in the Dunk Tank for 30-minute sessions from 4-7:00 pm. We have 4 slots to fill.

If you are willing to participate in the Dunk Tank, it would be greatly appreciated! In return, we will offer well-marked documentation of your participation and support of local youth and the 2023 WCCHS Grad Class!

Thank you in advance for considering our request. Should you have any further questions, please contact Dakota Van Langen, Fundraising Coordinator at (403)682-8849.

We invite you to stop by and participate in a fun, family-friendly, community event run by your local youth.

With gratitude,

Dakota Van Langen, Laci McLeod, Delaney Douglas, Celina Reinhard, Kozo Chisanga
- Grad 2023 Spring Festival Committee



Spring FESTIVAL

JOIN US FOR A GREAT DAY OF SPRING FUN!

28

APRIL

4PM-9PM

LIVE AUCTION, CARNIVAL GAMES, SNACKS & FOOD,
PETTING ZOO, DUNK TANK, FACE PAINTING,
GLITTER TATTOOS, AND LOTS OF PRIZES!

FOOTBALL FIELD BEHIND THE WCCHS GYM

ALL PROCEEDS GO TOWARDS SUPPORTING THE
WCCHS CLASS OF 2023!

From: nancy schroeder
Sent: February 25, 2023 12:16 PM
To: Abe Tinney <Abe@claresholm.ca>
Subject: Attention Mayor Petrovic

To Mayor Petrovic

I am writing this letter to address a concern in our town which falls under both our municipality and our provincial government.

My husband and I moved to Claresholm in August of 2012. At that time the town was being surveyed for a bypass and we were told that a bypass would be going in within the next couple of years. However, this never happened and we have never seen any information as to why. Do you have any answers to this?

My concern relates to this as we now live in the Derochie subdivision and the noise from the trucks using their engine brakes on the highway is horrendous. Not only is it irritating during the day, but it wakes us up at night. I do understand that this falls under the provincial highways allowing them to use them on a major highway due to safety, however, there is no reason to be using them on a level road going through Claresholm. The issue is that these trucks are not slowing down to the required speeds using their brakes, but instead are using only their engine retarder brakes to slow them down, causing the excessive noise upon entering and throughout the town. The Department of highways does have a sign asking them to refrain from using them however this is not being enforced by our town, nor are they being stopped for speeding. I would like to know why the speed limit of 70 km is not at the town limits, but is instead almost a km within the town? As a result they are hitting their engine brakes directly in front of the residential area. Our area is not the only area of town being affected as I have spoken with many people in other areas who are also fed up and are willing to sign a petition in order to get a resolution.

My next question to you would be why no action is being taken to slow these trucks down? As well as passing a bylaw to enforce a time period that there would be fines for the use of engine brakes within the town limits? (eg: No engine brakes between the hours of 10:00p.m - 8:00 am) My husband spoke with the head Constable at the RCMP and he informed us that they do not have the qualified manpower to give out speeding tickets, however they have appealed to both the town and the MD to hire a Peace Officer. From what we understand the MD has approached the town to offer to help share the costs of hiring a Peace Officer. **Can you explain as to why this has not been pursued?** We currently have a bylaws officer who cannot enforce any laws other than asking people to shovel the sidewalk and mow their lawns.

Do you not feel that it would be of great benefit to this town to hire a Peace Officer?

As a town trying to sell lots on the east side just off the highway I would think you would want to help make it more appealing to those looking to move into this community. In the past the town has not required the developers to provide any noise barriers to residential areas, so now we call on the town to find a solution. This noise problem is affecting our community now and will continue to do so in the future if nothing is done.

As Mayor of this town and a candidate for MLA I would ask that you make this an utmost concern. Not only is this a noise problem for our community but also a safety issue with the speed these trucks are traveling.

I look forward to hearing from you, and to hearing what resolutions you and your council come up with to address this problem.

Thank You
Nancy Schroeder



REQUEST FOR DECISION

Meeting: March 27, 2023
Agenda Item: 9

RCMP Claresholm and Nanton Detachment Hubbing

DESCRIPTION/BACKGROUND:

The RCMP have been running a “hubbing” pilot program of the Claresholm and Nanton detachments for a little over a year. RCMP regional administrators are considering implementing the hubbing as a permanent model and have requested letters of support (or opposition) from the municipal Councils of Claresholm and Nanton, and the M.D.s of Willow Creek and Ranchlands.

The RCMP implemented the hubbing structure at a time when the Nanton detachment was short staffed, with the intention of providing coverage or additional support for Nanton through the Claresholm detachment when the need arose. Nanton is fully staffed, with the Claresholm department being understaffed at different times and relying on coverage from Nanton.

If the hubbing becomes permanent, Nanton would become a satellite detachment of Claresholm and overseen by the Claresholm detachment. Members from Claresholm and Nanton would be responsible for covering both detachment areas when there was lack of coverage and a need in the other community’s boundaries, which would effectively expand the size and responsibility of each detachment. This can (and has) lead to slower response times and thus decreased coverage at times when a Claresholm RCMP has to return from Nanton coverage to respond to an issue in Claresholm, or vice versa.

Prior to hubbing, members from each detachment spent 100% of their time in their respective detachment areas and with the hubbing members juggle between two areas.

Another reason for the hubbing is to try and reduce “on call” hours by scheduling a hubbing member in the “on call” detachment area and thus reducing costs. While this has resulted in lower on call costs, it has also led to increased overtime costs, most likely due to each detachment now having to factor in overtime pay for members getting called out from Claresholm to Nanton and vice versa.

If the detachments were to quit the hubbing project, Claresholm members would focus solely on the Claresholm detachment area. Back-up staff would always be responding from within the detachment area, resulting in faster back-up response times.

Additionally, under the hubbing model, front counter staff from both detachments currently deal with matters from each detachment instead of focusing on their own intended detachment. The RCMP have indicated that residents in the MD of Willow Creek benefit from the hubbing as there is increased travel back and forth on Hwy 2, and Staveland most likely gets patrolled more than it did pre-hubbing.

DISCUSSION/OPTIONS:

While the hubbing appears to benefit the Claresholm detachment (and community) over the Nanton detachment, there are still concerns for Claresholm associated with the hubbing. Administration is not recommending a letter of support for the hubbing program, but rather recommends expressing concern

over incurring increasing jurisdictional areas at a time when Towns are paying ever more for policing costs, loss of coverage in the Town (when members respond to back-up requests or are off covering in Nanton) and potentially slower response times.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to send a letter RCMP regional administrators regarding the proposed hubbing of the Claresholm and Nanton detachments and that the letter should express concern over hubbing and the loss of coverage, slower response times and increasing responsibilities resulting from the hubbing.

ATTACHMENTS:

- 1.) Town of Nanton Police Hubbing

PREPARED BY: Abe Tinney, CAO

DATE: March 24, 2022



Town of Nanton

1907 21 Avenue, PO Box 609, Nanton, Alberta T0L 1R0
P 403.646.2029 F 403.646.2653 nanton.ca

March 9, 2023

Deputy Commissioner Curtis Zablocki,
K Division Headquarters
11140 – 109 Street NW
Edmonton, Alberta T5G 2T4

Dear Deputy Commissioner Zablocki:

Re: Proposed permanent hubbing of Nanton and Claresholm RCMP detachments

Nanton Council wishes to emphatically convey that it is opposed to the proposed permanent hubbing of the Nanton and Claresholm RCMP detachments. The reasons for this opposition are laid out in this communication.

1. While community satisfaction with police services has increased in the last 18 months or so, that satisfaction is directly attributed to the Nanton detachment being fully staffed and then supported from last June by a full time Community Peace Officer in the Town. This is the first time in years that such a situation has existed – the hubbing model cannot take credit for this improved perception of police services.
2. There is already a concern that Nanton detachment members are being used to back up Claresholm most of the time, taking them away from their own patrol and service area all too frequently. That is then exacerbated further due to the agreement between Claresholm and Fort Macleod detachments with respect to back-up in that community, taking Nanton members away from their own areas and putting them in their vehicles for many hours. Time and resources are not being well utilized at present. Very little 'hubbed' reciprocation from Claresholm detachment members has been observed in Nanton in recent months.
3. Nanton detachment is regularly put in the place of having to use the cells in Fort Macleod due to existing arrangements, again a wasteful use of time and resources for local members.
4. Detachment commanders may struggle to keep on top of what is going on in each community if this approach continues, threatening the successes achieved lately from good community policing.
5. Hubbing with High River detachment (much closer to Nanton) was tried a couple of years ago and was determined to be a failure. With two or more vacancies in the Nanton detachment at the time, there was almost no RCMP presence in the community, despite the principles upon which hubbing is based. This demonstrated that the needs of the larger centre, be they High River or Claresholm, will always take priority for senior officers and members over a solid policing presence in Nanton.

In short, making the hubbing a permanent arrangement would be a retrograde step for the level of RCMP service in Nanton. It seems unlikely that Nanton members see any real benefit from the existing arrangement in terms of their ability to do their jobs. It is less than ideal that Nanton's detachment commander remains in Claresholm filling in for the vacant position there as much as he is. A permanent situation that places more RCMP members between Claresholm and Fort Macleod (40 - 60 minutes away) is a worrying development for this community that makes little geographical sense.

In contrast to all of this, Minister Shandro last year suggested that each detachment under a proposed Alberta Police Force would have a minimum of ten (10) serving officers. If K Division is seeking to make an Alberta Police Force look more attractive to the public by watering down of the level of service in small towns while Police Taxes are being increased dramatically, the proposed hubbing might make sense. Nanton is on the record as being unconvinced by the case for a new police force, but that is based on the proven success of a fully staffed Nanton RCMP detachment, not a hubbed arrangement with Claresholm that takes its members away for hours every single day.

Please advise how Nanton can secure the future of its detachment and current level of service without formalized hubbing.

Yours sincerely,
Town of Nanton

A handwritten signature in black ink, appearing to read "Jennifer Handley", is written over a horizontal line.

Jennifer Handley
Mayor

:NS

cc: Honourable Tyler Shandro, Minister of Justice and Solicitor General
Roger Reid, MLA Livingstone Macleod
John Barlow, MP
Mayors and Reeves SW
AUMA Small Communities Committee
RMA President and Board
MD of Willow Creek
MD of Ranchland



REQUEST FOR DECISION

Meeting: March 27, 2023
Agenda Item: 10

SKATEPARK ASSOCIATION BEER GARDEN EVENT REQUEST

DESCRIPTION/BACKGROUND:

The Skatepark Association have requested approval to host a beer garden at the FCSS Summer Bash (invited by FCSS) on June 20th, 2023, from 5:00pm to 8:00pm. The application to AGLC requires municipal consent. This family event will be held in Amundsen Park and will host a live band, food truck, bouncy house and other children's activities.

The Skatepark Association will look after the fence panels and garbage cans, but require tables and chairs at Amundsen Park for the event. They are requesting if required Town public works crews assist with getting tables and chairs to Amundsen Park if there are none already being stored there.

RECOMMENDED ACTION:

Council approve the request from the Skatepark Association to host a beer gardens on June 20th, 2023 for the FCSS event in Amundsen Park.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the beer gardens from 5-8pm at Amundsen Park June 20th, 2023, as well as use of Town tables and chairs to accommodate the event if required.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION

- 1.) Policy 5.8.15

PREPARED BY: Tara VanDellen, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: March 22, 2022



REQUEST FOR DECISION

Meeting: March 27, 2023
Agenda Item: 11

RECREATION FEES POLICY UPDATE

Background:

The current Recreation Fees Policy (v2.2) (approved by Council Feb 27, 2023) only states fees for most facilities up through 2022/2023. Depending on the facility, these current rates carry us through to:

- Arena – end of 2022-2023 ice season
- Aquatic Centre & Ball Diamonds – Apr. 30, 2023
- Multi-use Community Building – end of 2022 (already passed).
- Campground was already updated Feb 27, 2023 up through 2024

The current policy doesn't provide an end date, so for any rates that are already passed/approved the prior year rate is still in affect without issue. However, the policy is overdue an update.

Administration has gone through and compared Claresholm's rates to other communities in the area and, for the most part, Claresholm is one of the lowest. The Arena, for example, for local youth across 21 communities, rates range from \$60/hr to \$109.50/hr, with an average rate of \$85.86. Only two communities are lower than our current \$70.90/hr, which is Vulcan at \$60 and Bow Island at \$70.

Administration prepared two options of the policy that were presented to the Audit & Finance Committee on March 14, 2023. The main difference between the policies was in Arena rates – Option A having approximate 2% increases across the board; Option B having more significant increases (up to 10% for some rates) for the Arena to begin bringing Claresholm's rates more in line with other communities in the area. Costs for operating the Arena have increased substantially over the last year with increasing utility rates and other costs related to inflation. Option A contains standard 2% increases and Option B contains a combination of increases designed to generate more revenue through user fees and to better keep up with inflationary and operational pressures.

The Audit & Finance committee made a motion to recommend Council adopt Option B to bring Arena rates more in line with other communities and to have users bear more of these increasing inflationary costs versus having them born by all residents through taxes.

Included in both options of the policy were a couple other updates to the policy including:

- Clause added (highlighted yellow) that damage/security deposit for out of town rentals for tournaments are non-refundable if booking is cancelled and the facility is unable to find an alternative renter
 - Why this is being introduced: A Minor Hockey group from Calgary who was unable to fulfill their rental in fall of 2022 passed their rental to another group who ultimately backed out the day before their organization's tournament submission deadline. If we are able to fill the spot, there would be no reason to hold the deposit. It's an incentive for groups to fill their rental obligation. Currently there is no cost for them to hold these spots (they get their full deposit

back), but it costs us potential revenue. If there is a chance they will not receive their deposit back, it will make them be more intentional about their tournament booking.

- Campground – Correcting an error, adding back in 30Amp Water/Power only sites in addition to the 50Amp Water/Power only sites.
- Ball diamonds – no increases, but a new fee for Tournaments over 3 days (There is significant manhours in preparing the fields and recovering after, and periodically new shale - \$20,000 minimum)
- Multi-use Community Building - 5% increase for 2023 and 2024

Based on discussions/recommendations from the Audit and Finance Committee we have also added the addition of Rental Fees for the Fire Hall Meeting Room which were not part of the policy (Option B) that was presented to the committee. Details on these rates are as follows:

- No rental charge to Government and First Responder users (Fish & Wildlife, RCMP, other Fire Departments, etc.)
- Otherwise, same rates as for the Youth and Community room in the Multi-Use Community Building.

Recommendation:

Audit and Finance Committee, along with Administration, recommends Council adopt the amended policy, Option B, with Fire Hall Meeting Room Rental fees added, as attached, to update rates for the next 2 years.

Proposed Resolution:

Moved by Councillor _____ to adopt the updated Rec Fees Policy; Policy 5.7.10 Version 2.3, as presented, effective March 27, 2023


ATTACHMENTS:

- 1.) Draft Rec Fees 5.7.10 Version 2.3 (Options B)

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

APPROVED BY: Abe Tinney - CAO

DATE: March 24, 2023

 Claresholm	Recreation Fees OPTION B		Policy #5.7.10
Department Owner:	Parks & Recreation		
Policy Applies To:	Recreation Facility Rentals and Fees		
Date Created:	March 9, 2023	Date Approved By Council:	
Version #:	2.3	Resolution #:	
Last Review Date:	March 14, 2023	Policy(ies) Replaced/Rescinded:	Version 2.2

Intent:

To establish a policy setting recreation facility and user fees.

Policy:

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

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

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

Damage/Security Deposits are non-refundable if:

- Booking is cancelled within 2 weeks prior to the scheduled rental time, which is not due to inclement weather or
- Booking is for out of town Tournament Ice time slots and the Town, doing their due diligence, is unable to find another renter for the time slots

If it is prior to two weeks before, or another renter is found, the Damage/Security Deposit is refundable less a \$50 administrative fee. If cancelled within 2 business days of making the booking the administrative fee will be waived.

SCHEDULE A: CLARESHOLM ARENA

Effective Sept 1 st	2022	2023 10% 5% 2.5%	2024 10% 5% 2.5
ICE RENTALS			
Prime Time Ice Rental (/hr) <i>Youth, Minor Hockey</i>	\$70.90 + GST	\$78.00 + GST	\$85.80 + GST
Prime Time Ice Rental (/hr) Adult	\$105.00 + GST	\$115.50 + GST	\$127.50 + GST
Non Prime Time (/hr) Youth	\$47.50 + GST	\$50 + GST	\$50.50 + GST
AA & Adult (/hr)	\$105.00 + GST	\$115.50 + GST	\$127.50 + GST
Out Of Town (/hr) Youth	\$123.65 + GST	\$129.83 + GST	\$136.32 + GST
Out Of Town Adult (/hr)	\$129.50 + GST	\$135.98 + GST	\$142.77 + GST
Arena Floor (/hr) Non Profit	\$61.80 + GST	\$64.90 + GST	\$68.13 + GST
Stat Holiday Rental <i>25% on top of regular fees</i>	+25%	+25%	+25%
Out of Town Tournament Fee / Mezzanine Rental (/Day) Inc. Lobby	\$61.80 + GST	\$64.90 + GST	\$68.15 + GST
Mezzanine Hourly Rental (to 2.5 hrs)	\$20.80 + GST	\$21.21 + GST	\$22.28 + GST
Rental Damage / Security Deposit	50% of Rental Fee to max of \$500	50% of Rental Fee to max. of \$500	50% of Rental Fee to max. of 500
LOBBY RENTAL			
Lobby Rental Non Profit DAY <i>Includes Mezzanine</i>	\$61.80 + GST	\$64.90 + GST	\$68.15 + GST
Lobby Rental Non Profit Evening <i>Includes Mezzanine</i>	\$33.65 + GST	\$35.33 + GST	\$37.10 + GST
Lobby Rental Profit DAY <i>Includes Mezzanine</i>	\$112.45 + GST	\$118.07 + GST	\$123.98 + GST
Lobby Rental Profit Evening <i>Includes Mezzanine</i>	\$56.30 + GST	\$59.12 + GST	\$60.30 + GST
ADMISSIONS & PASSES			
School Use (Joint Use Agreement)	NO CHARGE	NO CHARGE	NO CHARGE
Open/Public Skating	NO CHARGE	NO CHARGE	NO CHARGE
Public Skating (Corporate Sponsors)	*Find Sponsor Open Skate	*Find Sponsor Open Skate	*Find Sponsor Open Skate
SUMMER RATES			
Recreational Use/Hour <i>Pickleball, Ball hockey, Lacrosse</i>	\$41.80 + GST	\$43.89 + GST	\$46.08 + GST
Recreational Use (/DAY)	\$290.70 + GST	\$305.24 + GST	\$320.50 + GST
Community Non Profit (/DAY)	\$171.35 + GST	\$179.92 + GST	\$188.91 + GST
Commercial Use (/DAY)	\$708.90 + GST	\$744.35 + GST	\$781.56 + GST
STORAGE & MISC. RENTAL			
Arena Building Key Deposit	\$50.00	\$50.00	\$50.00
Concession Rental (/YR)	\$1,500.00 + GST	\$1537.50 + GST	\$1614.38 + GST
Storage (Mezzanine /Small) (/YR)	\$326.40 + GST	\$332.95 + GST	\$339.61 + GST
Storage (Large) (/YR)	\$652.80 + GST	\$665.85 + GST	\$679.17 + GST

SCHEDULE B: CLARESHOLM AQUATIC CENTRE

Effective May 1 st	2022	2023 ~2%	2024 ~2%
LESSONS			
Parent and Tot (GST exempt) 4 lessons	\$28.50	\$29.00	\$29.50
Preschool 1-6 (GST exempt) 2.5 hours-3hours, 0.5 hour sessions	\$40.00	\$41.00	\$41.75
Swimmer 1-4 (GST exempt) 3.75hour-4.5hour 0.5-0.75 hour sessions	\$46.00	\$47.00	\$48.00
Swimmer 4-5 (GST exempt) 3.75hour-4.5 hour 0.5-0.75 hour sessions	\$46.00	\$47.00	\$48.00
Swimmer 5-6 (GST exempt) 5-6hrs 1 hour sessions	\$52.50	\$53.50	\$54.50
Rook/Ranger/ Star (GST exempt) 5-8.75 hours, 5-1 hour school sessions-6-1 hour sessions after school, 5-1.75 summer sessions,	\$57.00	\$58.00	\$59.00
Private (0.5 hour) (Youth - GST exempt; Adults – GST included)	\$19.00	\$19.50	\$20.00
Masters/Stroke Improvement Coached 1 hour Instruction, unless otherwise posted	2 X Adult Rate/hr	2 X Adult Rate/hr	2 X Adult Rate/Hour
ADVANCED COURSES			
Junior Lifeguard Sport (GST exempt)	\$6.25 / Hr*	\$6.50 / Hr*	
Junior Lifeguard Competitive (GST exempt)	\$6.25 / Hr + Fundraising & Merchandise	\$6.50 / Hr + Fundraising & Merchandise	\$6.50 / Hr + Fundraising & Merchandise
Bronze Star (GST exempt)	\$84.00*	\$85.00*	\$85.00*
Standard 1st Aid (16 hr) (GST included)	\$130.00*	\$130.00*	\$130.00*
SFA Recertification (8 hr) (GST included)	\$100.00*	\$100.00*	\$100.00*
Bronze Medallion (16 hrs-20hrs) (GST exempt)	\$130.00*	\$130.00*	\$130.00*
Bronze Cross & Medallion (GST exempt)	\$250.00*	\$250.00*	\$250.00*
Bronze Cross (20hrs) (GST exempt)	\$130.00*	\$130.00*	\$130.00*
National Lifeguard (NL) (40 hrs) (GST included)	\$300.00*	\$300.00*	\$300.00*
National Lifeguard (NL) (4hrs) Recertification	\$100.00*	\$100.00*	\$100.00*
Lifesaving Swim Instructor (LSI)(40hrs) (GST included)	\$300.00*	\$300.00*	\$300.00*
LSI Recertification (GST included)	\$100.00*	\$100.00*	\$100.00*
Shallow Water & Amenity Attendant (GST exempt)	\$90.00*	\$90.00*	\$90.00*
Preschool Proficiency (GST exempt)	\$50.00*	\$50.00*	\$50.00*
* listed price plus materials			

ADMISSIONS & PASSES			
Shower Fees <i>Fee when using shower only – no swim</i>	\$3.00	\$3.00	\$3.00
Baby/ Toddler (0-2yrs) (GST exempt)	FREE	FREE	FREE
Child (3-7) (GST exempt)	\$2.50	\$2.75	\$3.00
Child 10 Punch Pass (GST exempt)	\$15.00	\$15.50	\$16.00
Child 3 Month Pass (GST exempt)	\$30.00	\$31.00	\$32.00
Youth (8-17) (GST exempt)	\$4.00	\$4.25	\$4.50
Youth 10 punch pass (GST exempt)	\$30.00	\$31.00	\$32.00
Youth 3 Month Pass (GST exempt)	\$58.00	\$60.00	\$62.00
Adult (18-54) (GST included)	\$5.75	\$6.00	\$6.25
Adult 10 Punch pass (GST included)	\$50.00	\$51.00	\$52.00
Adult 3 month pass (GST included)	\$100.00	\$102.00	\$104.00
Senior (55+) (GST included)	\$4.25	\$4.50	\$4.75
Senior 10 Punch Pass (GST included)	\$36.00	\$36.50	\$37.00
Senior 3 Month Pass (GST included)	\$65.00	\$66.00	\$67.00
Family (GST included)	\$14.00	\$14.25	\$14.50
Family 10 punch pass (GST included)	\$106.00	\$108.00	\$110.00
Family 3 Month pass (GST included)	\$205.00	\$209.00	\$213.00
3 MONTH PASS SPECIAL 25% off-Child & Senior always subsidized			
Child 3 Month Pass (GST exempt)	No Special	No Special	No Special
Youth 3 Month Pass (GST exempt)	\$44.00	\$45.00	\$46.50
Adult 3 Month Pass (GST included)	\$75.00	\$82.00	\$82.00
Senior 3 Month Pass (GST included)	No Special	No Special	No Special
Family 3 Month Pass (GST included)	\$158.00	\$168.00	\$168.00
WATER EXERCISE RATES (GST included)			
AquaFit/Bootcamp Drop in	\$5.75	\$6.00	\$6.25
AquaFit/Bootcamp 1 month session	\$3.75/class	\$4.00/class	\$4.25/class
AquaFit/Bootcamp 10 punch pass	\$52.50	\$53.50	\$54.50
RENTALS (GST included)			
Pool Rental (/hr) (Under 40 people)	\$95.00	\$95.00	\$96.50
Pool Rental (/hr) (41- people)	\$190.00	\$190.00	\$195.00
Plus Inflatable <i>dependent on staffing and CAC approval</i>		\$50.00	\$55.00
Key Lock Rentals <i>refund of \$4.50 when lock returned</i>	\$5.00	\$5.00	\$5.00
Locker rentals	\$5 Small Locker \$8 Large Locker	\$5 Small Locker \$8 Large Locker	\$5 Small Locker \$8 Large Locker
Lane Rental (/hr)	\$25.00	\$25.00	\$25.00
School Rental (/hr) (Under 75 people)	\$50.00	\$50.00	\$50.00
School Rental (/hr) (75 - 124 people)	\$100.00	\$100.00	\$100.00
School Program/Rental (/hr)	\$55.00	\$55.00	\$55.00
School Lesson (1 instructor) (/hr)	\$30.00	\$30.00	\$30.00
Swim Club Pool Rental (/hr)	\$50.00	\$50.00	\$50.00
Out of Town Swim Club (/hr)	\$55.00	\$55.00	\$55.00
ACTAR & Equipment RENTAL	\$25/Set/Day	\$25/Set/Day	\$25/Set/Day

SCHEDULE C: CLARESHOLM CAMPGROUND

Effective January 1 st	2022	2023 3-5%	2024 ~ 2%
30 Amp Full Service (GST included)	\$38.00	\$40.00	\$41.00
50 Amp Water & Power (GST included) <i>No Sewer</i>	-	\$40.00	\$41.00
30 Amp Water & Power (GST included) <i>No Sewer</i>	\$34.00	\$35.50	\$36.50
Un-serviced (GST included)	\$25.00	\$26.00	\$26.50
Tent (GST included)	\$20.00	\$21.00	\$22.50
Camp Kitchen (GST included) <i>Must be reserved for use</i>	No Charge	No Charge	No Charge
Reservation Deposit <i>Long Weekends, special events</i>	\$38.00	\$40.00	\$41.00

SCHEDULE D: CLARESHOLM BALL DIAMONDS

Effective May 1 st	2022	2023	2024
COMMUNITY MEMBERS/ LOCAL USERS			
School Groups	No charge	No charge	No charge
Minor Ball & Co-ed Recreation Ball, regular season	No charge	No charge	No charge
TOURNAMENTS (Millennium Ball Complex, Weekend)			
Local Users – 3 Day Tournament	No charge	\$250 + GST	\$255 + GST
Out of Town user groups	\$1,000.00 + GST	\$1,000.00 + GST	\$1,000.00 + GST
Out of Town Rental, 1 Diamond (Per Game) (up to 6 Games / Day, then reverts to Ball Complex Rental)	\$50.00 + GST	\$50.00 + GST	\$50.00 + GST
Out of Town Rental, Ball Complex per Day	\$350.00 + GST	\$350.00 + GST	\$350.00 + GST

SCHEDULE E: MULTI-USE COMMUNITY BUILDING

Effective January 1 st	2022	2023 5% Increase	2024 5% Increase
YOUTH & COMMUNITY ROOM			
Non Profit DAY (4+ hours)	\$70.00 + GST	\$73.50 + GST	\$77.20 + GST
Non Profit Hourly	\$17.50 + GST	\$18.40 + GST	\$19.30 + GST
Profit DAY (4+ hours)	\$140.00 + GST	\$147.00 + GST	\$154.35 + GST
Profit Hourly	\$35.00 + GST	\$36.75 + GST	\$38.60 + GST
Building Deposit (cleaning/fob)	\$50.00	\$50.00	\$50.00
COUNCIL CHAMBERS			
Non Profit DAY (4+ hours)	\$80.00 + GST	\$84.00 + GST	\$88.20 + GST
Non Profit Hourly	\$20.00 + GST	\$21.00 + GST	\$22.05 + GST
Profit DAY (4+ hours)	\$250.00 + GST	\$262.50 + GST	\$275.65 + GST
Profit Hourly	\$60.00 + GST	\$63.00 + GST	\$66.15 + GST
Building Deposit (cleaning/fob)	\$50.00	\$50.00	\$50.00

SCHEDULE F: FIRE HALL MEETING ROOM

Effective January 1 st	2022	2023 NEW	2024 5% Increase
Government/First Responders	-	NIL	NIL
Non Profit DAY	-	\$73.50 + GST	\$77.20 + GST
Profit DAY	-	\$147.00 + GST	\$154.35 + GST
Building Deposit (cleaning/fob)	-	\$50.00	\$50.00

DRAFT



REQUEST FOR DECISION

Meeting: March 27, 2023
Agenda Item: 12

HEALTH AND SAFETY POLICY – UPDATE

DESCRIPTION / BACKGROUND:

Recent training taken by the Safety Officer has identified that our Safety Policy did not meet Occupational Health and Safety standards. A template from Alberta Municipal Health and Safety Association (AMHSA) was provided in the training, which has been used to draft the new policy.

The key items missing from our current policy are:

- The requirement for the protection and maintenance of the health and safety of all employees, specifically their **physical, psychological, and social well-being**.
- What each level of the organization “**will do**” for roles and responsibilities.
- The requirement for all levels to **comply** with Occupational Health and Safety (OH&S) legislation and the organization’s health and safety procedures and standards. The word **comply** must be in the statements.
- In addition, state the requirement to make all levels aware of their individual **OH&S rights**, which are the right to know, right to participate, and the right to refuse dangerous work.
- State the **review process** for the policy (e.g., every three years).

The Town’s Administrative Services committee reviewed the Health and Safety Policy update at a recent meeting and has recommended the policy to Council for approval.

RECOMMENDATION:

The amendments to the Health and Safety Policy bring the policy up to industry standards. This aligns with the Provincial Partners in Injury Reduction (PIR) program and the Certificate Of Recognition (COR) program. Administration recommends committee adopt the amended policy by resolution.

PROPOSED RESOLUTIONS:

Moved by Councilor _____ to adopt the updated Health and Safety Policy as presented, effective March 27, 2023.

ATTACHMENTS:

- 1.) 1.3.01 – Health and Safety Policy (v2.0) – version 2
- 2.) 1.3.01 – DRAFT Health and Safety Policy (v3.0) – version 3

PREPARED BY: Jason Hemmaway, Utility Services/Director of Emergency Management/Safety Officer

APPROVED BY: Abe Tinney – CAO

DATE: March 14, 2023

 Claresholm	Health and Safety Policy		Policy # 1.3.01
Department Owner:	Health and Safety		
Policy Applies To:	Entire Organization		
Date Created:	October 2022	Date Approved by Council:	
Version #:	3.0	Resolution #:	
Last Review Date:	March 28, 2022	Policy(ies) Replaced/Rescinded:	1.3.01

Intent

The Town of Claresholm is committed to a health and safety management system that protects our workers, and other workers and the public (i.e., contractors, suppliers, self-employed persons, visitors) who enter onto our property. We are committed to the protection and maintenance of the **physical, psychological, and social well-being of all employees.**

Policy

Employees **at every level are responsible and accountable for** the municipality's health and safety performance. Health and safety responsibilities and program compliance and participation are included in performance reviews and performance measurements for all levels of staff. Active participation by everyone, every day, in every job is necessary for safety excellence at the Town of Claresholm. Our goal is a healthy, injury free workplace for all workers. By working together, we can achieve this goal.

Management and Supervisors will:

- Set an example and provide leadership in the health and safety system
- Develop and maintain a health and safety policy and procedures
- Provide appropriate funding, resources, and staff
- Provide proper equipment and training for workers
- Identify hazards and implement appropriate control measures
- Report, investigate, and track illness, injury, and near-misses
- Create an environment that promotes active employee participation in health and safety
- **Comply with OHS legislation** and any site policies, procedures, and codes of practice
- Participate in, and provide resources for, health and safety committees
- Make the health and safety policy and all other related policies, procedures, and documents readily available to all staff at all locations.

Workers will:

- Follow all safe work procedures
- Ensure their co-workers are appropriately protected and working safely
- Assist in the identification of hazards, review of assessments, and investigation of incidents
- Cooperate with the employer in working towards improved health and safety at work
- **Comply with OHS legislation** and any site policies, procedures, and codes of practice
- Participate in health and safety committees

Other Work Site Parties will:

- Comply with OHS legislation and site policies and assist in the identification of hazards
- Participate in health and safety initiatives where applicable

Employees at every level must be familiar with the requirements of the Alberta Occupational Health and Safety legislation as it relates to their work. Employees have the right to know, to participate, and to refuse dangerous work.

This policy is to be reviewed, at a minimum, every 3 years. It must be signed and dated by the current senior manager and must be visibly posted and communicated to all affected parties.

Signed:

Dated:

Version: 3.0



REQUEST FOR DECISION

Meeting: March 27, 2023
Agenda Item: 13

WORKPLACE VIOLENCE AND HARASSMENT POLICY

DESCRIPTION / BACKGROUND:

The Chief Administrative Officer and the Safety Officer have identified that our Respectful Workplace Policy does not do enough to address the needs of the organization and comply with Occupational Health and Safety legislation in relation to workplace violence and harassment.

A new policy is being presented with the key items being:

1. We must have a Workplace Violence and Harassment Plan that consists of policies and procedures.
2. We must define workplace harassment and violence in all forms, including domestic and sexual violence.
3. We are required as employers to investigate incidents of violence and harassment and take corrective action.
4. We are required as employers to develop separate violence and harassment prevention plans which includes orientation, training, and hazard identification.
5. We are required to review the policy and its procedures at least once every 3 years.
6. We are required as employers to advise workers of treatment options if harmed by violence or harassment; and that workers are entitled to wages and benefits while attending treatment programs.

The Town's Administrative Services committee reviewed the Workplace Violence and Harassment Policy update at a recent meeting and has recommended the policy to Council for approval.

RECOMMENDATION:

To approve the updated the Respectful Workplace Policy and adopt the Workplace Violence and Harassment Policy. This aligns with the Provincial Partners in Injury Reduction (PIR) program and the Certificate of Recognition (COR) program. Administration recommends Council adopt the new policy and procedures by resolution.

PROPOSED RESOLUTIONS:

Moved by Councilor _____ to rescind Town policy #1.2.01, Respectful Workplace Policy.

Moved by Councilor _____ to adopt the Workplace Violence and Harassment Policy and Procedures, effective March 27, 2023.


ATTACHMENTS:

- 1.) 1.2.02 – Workplace Violence and Harassment Policy
- 2.) Workplace Violence and Harassment Procedures
- 3.) 1.2.01 – Respectful Workplace Policy

PREPARED BY: Jason Hemmaway, Utility Services/Director of Emergency Management/Safety Officer

APPROVED BY: Abe Tinney – CAO

DATE: March 14, 2023

 Claresholm	Workplace Violence and Harassment Policy		Policy #1.2.02
Department Owner:	Human Resources		
Policy Applies To:	Town of Claresholm Employees		
Date Created:	November 21, 2022	Date Approved By Council:	
Version #:	2.0	Resolution #:	
Last Review Date:		Policy(ies) Replaced/Rescinded:	1.2.01 (v1.0) Respectful Workplace Policy

1. PURPOSE

The Town of Claresholm recognizes the potential for violence and harassment to occur is a hazard our workers face. Occupational Health and Safety (OH&S) legislation also addresses this hazard and we must develop and implement violence and harassment prevention plan's that include violence and harassment policies and violence and harassment prevention procedures. The prevention plan therefore has two pieces:

1. Violence and Harassment Policy
2. Violence and Harassment Prevention Procedures

Familiarizing all workplace parties about the prevention plan, builds the understanding in our organization on how we shall address and control behaviors and actions that can constitute workplace violence and harassment. Controlling this hazard builds a safe, healthy, and supportive work environment promoting physical, physiological, and social wellbeing.

2. POLICY STATEMENT

The Town of Claresholm believes in the prevention of violence and harassment hazards and is committed to providing an abuse-free environment in which all people respect one another and work together to achieve common goals. We will therefore make every reasonable effort to identify all potential sources of such hazards to eliminate or control them through the engineering, administrative and personal protective equipment controls identified in the prevention plan.

Any act of violence or harassment committed by or against any worker or member of the public within the workplace or during work related activities is unacceptable and will not be tolerated under any circumstances.

No employee shall endanger their health or safety to prevent theft or property damage by confronting and attempting to prevent a perpetrator.

Everyone is obligated to uphold this policy. This includes training on the aspects within the policy and its procedures and working together to prevent workplace violence and harassment. Violation of this policy by an employee or contractor will result in an investigation and may result in disciplinary action up to and including immediate termination or forfeit of contract.

The Town of Claresholm will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence and/or harassment in a fair, respectful, and timely manner. In

the event of an incident, the Town of Claresholm pledges to respect the privacy of all concerned as much as possible. We will not disclose the circumstances related to an incident of harassment or the names of the parties involved, including the complainant, the accused, and any witnesses. This except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving violence and/or harassment. In addition, those harmed by violence and/or harassment will be supported with treatment options and are entitled to wages and benefits while attending such treatment.

This violence and/or harassment policy is not meant to discourage an employee from exercising their rights under any other law, including:

- Reporting an incident of violence and/or harassment to the police,
- Pursuing a concern under any applicable legislation, including the Alberta Human Rights Act and the Alberta Occupational Health and Safety Act,
- Pursuing a concern or complying with the provisions of a professional or government association,
- Filing a grievance in accordance with an applicable collective agreement, or
- Exercising any other legal rights, the worker may be entitled to.

3. LOCATION (OR APPLICATION) OF WHERE THE POLICY APPLIES

The workplace is any location where a worker is, or is likely to be, engaged in work for the Town of Claresholm, including any vehicle or mobile equipment.

4. DEFINITIONS

a) Anonymous, frivolous, and/or vexatious complaints and/or inquiries.

These types of complaints can consume a disproportionate amount of the workers time and resources. These complaints and/or inquiries are deemed as workplace harassment when complaints are initiated with the intent to embarrass or annoy the recipient, and/or is part of a pattern of conduct by the accused that amounts to an abuse of the complaints and/or inquiry process.

b) Worker

All workers engaged in work at the Town of Claresholm worksites are protected from workplace violence and harassment regardless of who pays or employs the workers, including:

- Elected officials
- Full or Part-time workers employed by the Town of Claresholm,
- Temporary employees placed by an outside agency to work at the Town of Claresholm,
- Volunteers and Students who work at a site for free, and
- Contract labor or workers employed by contractors and/or subcontractors to perform work at the site under a contract with the Town of Claresholm.

c) Workplace Harassment

Harassment is clearly defined in the Alberta, Human Rights Act and Occupational Health and Safety Act (OHS Act). The intent of this policy is to comply with those definitions as well as

provide further clarity to our workers.

The OHS Act defines harassment as any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes:

- Conduct, comments, bullying or actions because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and
- A sexual solicitation or advance, any unwanted sexual act done by one person to another.

Workplace harassment can include, but is not limited to:

- Unwelcome conduct, comments, gestures or contact which causes offense or humiliation (e.g., name calling, harassing phone calls, spreading rumors),
- Deliberate mis-gendering (e.g., referring to a person using terms or pronouns that do not align with the person's affirmed gender),
- Physical or psychological bullying which creates fear or mistrust or which ridicules or devalues the individual (e.g., fist shaking, yelling),
- Exclusion or isolation of individuals,
- Intimidation (e.g., standing too close or making inappropriate gestures/comments),
- cyber bullying (e.g., posting or sending offensive or intimidating messages through social media or email),
- Deliberately setting the individual up to fail (e.g., making unreasonable demands, setting impossible deadlines, interfering with work),
- Intentionally withholding information or giving the wrong information,
- Taking away work or responsibility without cause, and
- Displaying or circulating offensive pictures or materials in print or electronic form.

Sexual harassment is often interpreted as objectionable comments or conduct of a "sexual" nature. In the broader context sexual harassment includes unequal treatment based on gender, may refer to instances where the behavior is not overtly sexual in nature, but is related to the person's gender, and demeans or causes personal humiliation or embarrassment to the recipient based. Examples of sexual harassment are broken into two categories:

- Verbal
Degrading words, comments, suggestions, innuendoes, rude jokes, name calling, sexual demands and insulting remarks about the person's sexual orientation.
- Physical
Pinching, patting, rubbing, or leering, pictures and/or materials that are pornographic in nature.

Unwanted sexual advances, unwanted requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- submission to, or rejection of, such conduct by an individual affects that individual's employment.

d) What Is Not Workplace Harassment

- Any reasonable conduct of an employer or supervisor related to the normal management of workers or a work site. Reasonable actions include changing work assignments, scheduling, assessing, and evaluating work performance, inspecting workplaces, implementing health and safety measures and taking disciplinary measures such as dismissing, suspending, demoting or reprimanding with just cause.
- Differences of opinion or minor disagreements between co-workers are generally not considered to be workplace harassment, however if not resolved can turn into harassment.
- Difficult conditions of employment such as professional practice limitations, organizational changes or financial restrictions are also not considered harassment.
- Work-related stress on its own does not constitute harassment, however an accumulation of stress factors resulting from harassing behaviours may result in a harassment situation.

e) Workplace Violence

The OHS Act defines Violence as, whether at a work site or work related, to mean the threatened, attempted, or actual conduct of a person, that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.

Workplace violence can include, but is not limited to:

- Physical attack or aggression (e.g., hitting, shoving, pushing or kicking a worker; throwing an object at a worker; kicking an object the worker is standing on, such as a ladder),
- Threatening behavior (e.g., shaking a fist in a worker's face, wielding a weapon at work, trying to hit a worker, trying to run down a worker using a vehicle or equipment such as a forklift, destroying property or throwing objects),
- Verbal or written threats (e.g., verbally threatening to attack a worker, leaving threatening notes or sending threatening emails to express an intent to inflict harm on a worker). Threats of this nature generally come in three (3) forms:
 - A Direct Threat
Is a clear and explicit communication distinctly indicating that the potential offender intends to do harm (e.g., I am going to make you pay for what you did to me).
 - A Conditional Threat
Involves a condition (e.g., If you do not leave me alone you will regret it).
 - A Veiled Threat
Usually involves body language or behaviors that leave little to doubt in the mind of the worker that the perpetrator intends to cause physical harm.
- Domestic Violence is a pattern of behavior used by one person to gain power and control over another with whom a person has or has had a personal relationship (e.g., physical violence, sexual abuse, financial control, emotional and psychological intimidation, verbal abuse, stalking and using electronic devices to harass and control). Domestic violence becomes a workplace hazard when it occurs or spills over into the workplace, potentially putting the worker or co-workers at risk, and
- Sexual violence refers to any sexual act, attempt to obtain a sexual act, or other act directed against a worker's sexuality (e.g., obscene name calling to rape and includes online forms of sexual violence and sexual exploitation).

5. RESPONSIBILITIES

a) The Town of Claresholm (Employer) Responsibilities

- Developing and implementing a violence and harassment policy that includes training, plans and procedures for identifying, assessing and controlling violence and harassment.
- Developing and implementing procedures for reporting and investigation reported incidents.
- Ensuring that the violence and harassment policy and prevention plans and procedures are shared with Worker's and available to them on the worksites.
- Establishing and delivering training and education for all employees related to this Policy.
- Ensure compliance by Managers, Worker's and all who have a relationship with the organization, such as contractors and volunteers.
- Investigating reported incidents of violence and harassment in an objective and timely manner and taking corrective action to address the incidents.
- Protecting the confidentiality of individuals and information related to the investigation.
- Addressing the rights and responsibilities of both the victim and the alleged abuser.
- Facilitating appropriate medical support for victims as required.
- Immediately reporting a death or critical injury to an OH&S inspector, the police (as required), the Joint Health & Safety Committees (JHSC) and investigate with JHSC. Report the circumstance to all parties in writing within 48 hours. Include information and particulars prescribed by the regulations.
- Ensure the workplace violence and harassment policy is reviewed at least once a year in consultation with the JHSC.

b) Supervisors Responsibilities

- Adhering to and enforcing this policy and procedures and monitoring worker compliance.
- Assisting in assessing the risk of workplace violence and harassment for employees under their supervision.
- Ensuring workers have the information they need to protect themselves.
- Identifying and alerting staff to violent persons and hazardous situations.
- Receiving reports of violence and/or harassment, and relaying information to Human resources and/or management in a timely manner.
- Investigating or participating in investigations of all reports of workplace violence and/or harassment.
- Cooperating with police, company investigators or authorities as required during any investigation related to workplace violence or harassment.
- Facilitating appropriate medical support for victims as required

c) Worker Responsibilities

- Working in compliance with this policy.
- Treating co-workers, clients and the public with respect and dignity.
- Participating in education and training opportunities.
- Participating in completion of risk assessments and review of this policy annually.
- Reducing incidents of violence and harassment by practicing principles of prevention.
- Reporting incidents of violence, domestic violence, threats of violence and harassment against themselves or others, to their supervisor, manager, JHSC or the Human Resources manager immediately.
- Being aware of the procedure for filing an incident.
- Consulting with a medical professional for treatment or referral for an injury or adverse symptom is suffered from an incident of workplace violence and/or harassment.
- Cooperating with the policy, company investigators or authorities as required during any

investigation related to workplace violence or harassment

d) Contractors, Subcontractors, Volunteers and Students Responsibilities

- Working to the same standard as Town of Claresholm employees, ensuring they comply with all aspects of applicable legislation and this policy and associated procedures while completing work for volunteering for the Town of Claresholm.

e) The Joint Health and Safety Committee (JHSC) Responsibilities

- Consulting with the Town of Claresholm in the development of a policy and procedures to protect workers from the hazards of workplace violence and harassment.
- Supporting the implementation of violence and harassment policy and procedures.
- Reporting incidents of violence and harassment to the appropriate Manager, or the Human Resources Manager (HR) immediately.
- Aiding the Town of Claresholm with the identification, assessment and control of workplace violence and harassment.
- Making recommendations to the Town of Claresholm regarding training in violence and harassment prevention measures and procedures.
- Participate in investigations and reporting measures as required. Which may include investigating critical violence-related injuries, and/or reviewing reports of critical injury or death.

f) ACCOUNTABILITY

All workplace parties are accountable for complying with the policy and procedures related to workplace violence and harassment prevention plan.

At orientation, workers shall be made aware of the violence and harassment hazards (e.g., violent clients, who have been identified as having a history of violence or violent incidents).

g) CONFIDENTIALITY

All parties to a violence and/or harassment complaint are expected to respect the privacy and confidentiality of all other parties involved, and to limit the discussion of a violence and/or harassment complaint to those that need to know.

The Town of Claresholm and all individuals involved in the violence and/or harassment complaint process will comply with all requirements of the Freedom of Information and Protection of Privacy Act (FOIP).

h) POLICY REVIEW

This Policy and its accompanying Procedure's is to be reviewed by management and the Joint Health and Safety Committee, and updated as necessary:

- After an incident.
- Upon recommendation of the health and safety representative.
- At least every three years.

Date: March ____, 2023

Signed: _____
Chief Administrative Officer

Workplace Violence and Harassment Procedures

1. Purpose

The Town of Claresholm recognizes the potential for violence and harassment to occur is a hazard our workers face. Occupational Health and Safety (OH&S) legislation also addresses this hazard and we must develop and implement violence and harassment prevention plan's that include violence and harassment policies and violence and harassment prevention procedures. The prevention plan therefore has two pieces:

1. Violence and Harassment Policy
2. Violence and Harassment Prevention Procedures

Familiarizing all workplace parties about the prevention plan, builds the understanding in our organization on how we shall address and control behaviors and actions that can constitute workplace violence and harassment. Controlling this hazard builds a safe, healthy, and supportive work environment promoting physical, physiological, and social wellbeing.

2. Hazard Identification, Assessment and Control Procedures

Management (with worker involvement) assesses workplace violence and harassment hazards in all jobs, and in the workplace. It reviews risk assessments annually, as well as when new jobs are created, or job descriptions are changed substantially.

Formal and Field Level Hazard Assessments (i.e., Hazard Assessments) will be used as tools to assess the risk of violence and harassment at the workplace. These hazard assessments are to be conducted by competent personnel and consider the following risk factors:

1) Previous Experience

The history of violence and/or harassment in the workplace and the occupational experience in similar workplaces.

2) Vulnerability of Workers

Which workers are at risk of violence and/or harassment based on personal characteristics (e.g., gender, size, race, religion).

3) Sources of Threat

What persons or groups of persons that workers may meet or are likely to pose a threat of violence and/or harassment (e.g., members of the public, customers, clients).

4) Work Processes

Whether the work involves an unusually high degree of risk (e.g., handling money or valuables, working with mentally unstable people, direct contact with irate customers).

5) Work Conditions

Whether work conditions contribute to the danger of violence (e.g., working at night, working alone, working in dangerous neighborhoods).

6) Workplace Characteristics

How physical conditions of the workplace affect the danger (e.g., are doors and windows secured, is security nearby, if workers deal with the public are they in the open or behind secure barriers).

The competent person will use, at a minimum, the following data to assess violence hazards:

- 1) Internal reports** of workplace violence and/or harassment submitted by workers or other personnel.
- 2) Police reports** of violence and/or harassment about the work site.
- 3) JHSC meeting minutes and recommendations** pertaining to violence and/or harassment hazards.

Where hazard assessments identify workplace violence and/or harassment as a potential hazard to workers, the Town of Claresholm will implement procedures, policies, and work environment arrangements to eliminate, or where total elimination is not possible, minimize those hazards.

In selecting appropriate controls for eliminating or minimizing risks of workplace violence and/or harassment, the Town of Claresholm will follow the hierarchy of controls as outlined in the Alberta Occupational Health and Safety Code, including use of:

- 1) Engineering controls**, including but not limited to physical barriers, alarms, panic buttons, surveillance cameras, and lighting.
- 2) Administrative controls**, including but not limited to safe work procedures for performing job tasks involving risks of violence, such as handling cash, working alone or in isolation, and dealing with irate customers.
- 3) Personal protective equipment** such as a stab proof vest and/or a monitored radio system.

3. Training Procedures

New employees will receive both general and site-specific orientation to the workplace violence and harassment policy within the first week of employment that will include:

- Indication of workplace locations or job classifications where workplace violence and/or harassment has been identified as a potential hazard.
- How to recognize workplace harassment and violence and early warning signs.
- The plans and procedures that effectively assess, eliminate or control workplace violence and harassment.
- The appropriate response to workplace harassment and violence, including how to obtain assistance.
- Procedures for reporting incidents of workplace violence and harassment.

Individuals working in supervisory or managerial roles, or working in areas identified as high-risk as determined during the hazard assessment process may receive additional training including, but not limited to:

- Investigation and response to reports of workplace violence and/or harassment training, and
- Mediation training.

In addition, all employees shall review the policy and its procedures every three years or earlier if required.

3.1 Procedures for Prevention and Managing Violence and Harassment

No incident of abuse is deserved, there are steps that workers can take to reduce the incidents of violence or harassment in the workplace. The following are practical suggestions:

a) Dealing with a Potentially Violent Person

Verbal Communication Procedures

- Focus your attention on the other person to let them know you are interested in what they have to say.
- DO NOT glare or stare, which may be perceived as a challenge.
- Remain calm and try to calm the other person. DO NOT allow the other person's anger to become your anger.
- Remain conscious of how you are delivering your words.
- Speak slowly, quietly and confidently.
- Speak simply. DO NOT rely on official language or complex terminology.
- Avoid communicating a lot of technical or complicated information when emotions are high.
- Listen carefully. DO NOT interrupt or offer unsolicited advice or criticism.
- Encourage the person to talk. DO NOT tell the person to relax or calm down.
- Remain open-minded and objective.
- Use silence as a calming tool.
- Acknowledge the person's feelings. Indicate that you can see he or she is upset.

Non-Verbal Behavior and Communication Procedures

- Use calm body language - relaxed posture with hands unclenched, attentive expression.
- Arrange yourself so that your exit is not blocked.
- Position yourself at a right angle rather than directly in front of the other person.
- Give the person enough physical space. This varies by culture, but normally 1-2 meters is considered an adequate distance.
- Get on the other person's physical level. If they are seated try kneeling or bending over, rather than standing over them. DO NOT pose a challenging stance such as: standing directly opposite someone; putting your hands on your hips; pointing your finger; waving your arms; crossing your arms.
- DO NOT make sudden movements which can be seen as threatening.
- DO NOT fight.
- Walk or run away.
- Get assistance.

b) Responding to a Physical Assault if you are Attacked

- If you are assaulted or in a physical confrontation, as soon as able, immediately call the police by dialing 911.
- Make a scene, yell, or scream as loudly as possible. Try shouting words like STOP, FIRE or HELP.
- If you are being pulled along or dragged, fall to the ground and roll making as much noise as possible.
- Blow a whistle, activate your personal security alarm or push the security alarm.
- Give bystanders specific instructions to help you. Single someone out and send them for help. For example, "You in the yellow shirt, call the police."

- If someone grabs your purse, briefcase or other belongings, DO NOT resist. Throw the item to the ground several feet away from the thief and run in the opposite direction, yelling "help" or "fire".
- DO NOT chase a thief.
- Run to the nearest safe place, a safe office, or an open store.
- File an incident report.
- Be Prepared - Take a self-defense course. Try to imagine yourself responding successfully to different types of attacks and practice your responses.

c) Working Off-Site

If you work away from a traditional office setting you must exercise extra caution. In many cases you have less or no ability to control your work environment. Nevertheless, the following specific preventive procedures will minimize or prevent risks associated with working off-site:

- Have access to a cellular telephone or similar means of communication.
- Use an established check-in procedure that allows you to manage typical situations you may encounter off-site.
- Prepare a daily work plan so that you and others know where and when you are expected somewhere.
- For meetings, arrange to meet in a safe environment.
- Be alert and make mental notes of your surroundings when you arrive at a new or different setting.
- Use the "buddy system", especially when you feel your personal safety may be threatened.
- Determine under which circumstances unaccompanied visiting would involve unacceptable risk.
- Exercise your right to refuse to work in clearly hazardous situations.
- Disclose any feelings of discomfort or apprehension about an impending meeting to your supervisor.
- DO NOT enter any situation or location where you feel threatened or unsafe.
- Carry hand-held alarms, noise devices or other effective alarm devices.
- When you are in unfamiliar premises:
 - Check for escape routes and position yourself near an escape route.
 - Mentally rehearse what you will do if an individual becomes aggressive or hostile.
 - Decide what your best preventive tactic will be.
- Take control of the seating arrangements. If possible, seat yourself near the door.
- Maintain a "reactionary gap" between you and the person. This means, be out of reach of the average person's kicking and/or arm reach distance. Increase the gap by sitting at a table.
- Be always aware of the person's proximity.
- Be well prepared for an appointment. Review the available information about the individual(s) you are meeting.
- Terminate the appointment in a non-confrontational manner if the individual appears to be intoxicated, under the influence of drugs, emotionally disturbed and threatening or out of control.
- DO NOT allow yourself to be backed into a corner. Leave a clear path to the exit.
- DO NOT venture too far into the premises (e.g., remain near an exit).
- DO NOT turn your back on the person or enter a room first.

4. Reporting and Investigation Procedures

- ❖ All reporting must be done using the Workplace Violence and/or Harassment Incident Report found in appendix 1.0. (Further referred to as the incident report).
- ❖ Records will be retained for seven (7) years unless otherwise stated by law or another policy.

4.1 Step 1: Assessing the Danger and/or Threat Level of an Incident

a) **Imminent Danger - Immediate Reporting**

Any Employee who finds or considers themselves or someone else to be in imminent danger while on Town property or while engaged in any Town-approved activity can summon immediate assistance by contacting the police (911). Once the incident has been de-escalated the worker must report the incident Human Resources, another Manager, or the JHSC using the incident report.

b) **Violent Incident/Threats:**

Employees who become involved in or witness a violent incident or a threat of violence or who receive a report of such an incident are required to:

- 1) Ensure their own safety,
- 2) If deemed necessary call 911,
- 3) Do what is safely possible to ensure a victim's safety,
- 4) Provide or if required, call for medical assistance,
- 5) Complete an incident report.

c) **Non-Urgent Threats**

Incidents involving statements or behaviors that do not present an immediate risk of physical harm, but make the worker feel threatened or otherwise concerned for his/her safety must be reported promptly to their Manager, the Human Resources Manager, another Manager, or the JHSC using the incident report.

- Examples of such unwanted activity include a threatening comment, note, email, voicemail, gesture, or a behavior such as stalking.

d) **Domestic Violence**

Domestic Violence in the Alberta OHS Code states that when an employer is aware that a worker is or is likely to be exposed to domestic violence at the work site, the employer must take reasonable precautions to protect the worker and any other persons at the work site likely to be affected.

Workers in a personal relationship involving domestic violence are encouraged to report their concerns to their immediate Manager, Human Resources Manager, another Manager and/or Supervisor if they feel the violence may extend to Town property or to a Town sanctioned activity. Workers who become aware, or ought reasonably to be aware, of workers involved in domestic violence that would likely expose the worker to physical injury on the town's property must immediately inform their Manager, Supervisor or Human Resource's Manager.

4.2 Step 2: General Reporting Requirements

- 1) Employees must report all incidents of workplace violence and/or harassment to their Manager, Supervisor, Human Resources Manager (HR) or Police as appropriate as soon as possible.
 - ❖ Complaints can be issued verbally.
 - ❖ Completing the incident report is mandatory but depending on the situation communicating the threat may be critical to dealing with the hazard.
 - ❖ Hazards that could impact life safety must be reported immediately.
 - ❖ During an incident of violence, individuals should first work to ensure the safety of themselves and others in the area and call 911 for medical treatment as needed.
- 2) Report may be submitted to any of the following a supervisor, a manager, HR, the Joint Health and Safety Committee (JHSC) or the Chief Administrative Officer (CAO).
- 3) The individual receiving the incident report will investigate and ensure all measures are taken to safeguard employees and/or the complainant immediately and restrict any further violence and/or harassment if possible.
- 4) Completing the incident report as soon as possible will capture the most detail.
- 5) At times, the worker that experienced the incident may be fearful or have been threatened about filing a report and will therefore not file a report. This is not tolerated by the organization and is in itself, violence and/or harassment and must be reported, therefore if you witness these actions, report it.
- 6) All reported incidents will be investigated within a reasonable timeframe.
- 7) All records incident reports and subsequent investigations are considered confidential and will not be disclosed to anyone except when required by law.
- 8) The Town of Claresholm will do everything it can to protect the privacy of the individuals involved and to ensure the Complainant and Accused are treated fairly and respectfully.
- 9) The Town of Claresholm will protect their privacy so long as doing so remains consistent with this policy and adherence to the law.
- 10) Disclosure in writing will be provided to the Complainant and the Accused of the result of the investigation and corrective action(s) taken.

4.3 Step 3: Reporting Procedure

Incidents of workplace violence and/or harassment shall be reported immediately where possible. Harassment incidents should be reported no later than one year after the last incident of perceived harassment unless there are circumstances that have prevented the individual from doing so.

The worker reporting the incident should be prepared to provide details of the event(s) for the incident report, including, but not limited to:

- Distinguish if this incident was an act of violence and/or harassment,
- What happened,
- When it happened,
- Where it happened,
- The frequency of the event(s), and
- Whether any witnesses were present,
- Sign and date the report.

After an incident has been reported, the person that the complaint has been filed against will be notified, in writing, of the violence and/or harassment complaint, including details of the allegations that have been made against him or her.

If the incident involves a fatality, or results in an individual being admitted to a hospital ensure that:

- The area where the incident occurred is cordoned off and not disturbed except to attend to an injured or deceased person.
- Immediately notify the CAO after the worker has been attended to.
- Immediately contact the appropriate investigative parties, which may include the Police and Occupational Health and Safety.

4.4 Step 4: Investigation Procedure

The Town of Claresholm will ensure that reports of workplace violence and/or harassment submitted by workers and/or witnesses are taken seriously and investigated in a prompt, thorough, fair, and objective manner by individuals who possess appropriate training and experience. The investigation will consist of the following steps:

- 1) Written report received by the Human Resources (HR) manager will be submitted to the Chief Administrative Officer (CAO).
- 2) CAO will establish an investigation team
- 3) Investigation meeting with the worker who filed the report.
- 4) Investigation meeting with the accused.
- 5) Investigation meetings with witness provided by both parties if applicable.
- 6) CAO/HR will review all documents and investigation notes.
 - ❖ If required additional meetings may be scheduled to clarify any conflicting information or gaps in information.
- 7) HR will provide a written summary report of findings, corrective actions and any recommendations and/or preventative steps to prevent reoccurrence.
- 8) Meetings with both parties will be conducted to review the outcome and discuss next steps.

4.5 Step 5: Violence Resolution and Discipline Procedure

After the completion of an investigation, the investigator's report will be provided to the Town of Claresholm management and other involved parties.

Any workers found by the investigation to have engaged in workplace violence and/or harassment will be subject to discipline in accordance with the Town of Claresholm's progressive disciplinary policy and procedures.

The Town of Claresholm will ensure that workers who report workplace violence are notified of the findings of the investigation as soon as reasonably possible and that necessary corrective actions are taken to ensure that problems that led to the incident are adequately addressed.

Retaliation in any form by those involved in the investigation will be grounds for discipline up to and including termination.

If the incident involves a member of the public against a worker for the Town of Claresholm the CAO, is authorized to evict or ban people from municipal facilities if the offending individual is:

- Causing workplace violence and/or harassment,
- Causing or likely to cause damage to a municipal facility or Town property,
- Behaving in a manner that is unsafe for the individual or others in the facility,
- Harassing, threatening or unduly disturbing other citizens or users,
- Behaving in a deviant or socially unacceptable manner.

If, upon being directed to leave the facility, the offending person refuses to do so, the person is to be advised that the police will be called, and the person may be charged under the Trespass to Premises Act. The Town of Claresholm also reserves the right to seek further legal action.

5. Support for Workers Affected

The Town of Claresholm Management will respond promptly, assess the situation, and ensure that these interventions are followed as appropriate:

- 1) Facilitation of medical attention,
- 2) Debriefing (by a skilled professional),
- 3) Referrals to community agencies, treating practitioner and employee assistance program,
- 4) Referral to the union representative of an applicable collective agreement,
- 5) Completion of incident reports, OH&S reports and WCB reports,
- 6) Reporting to police (as required), and
- 7) Team debriefing.

6. Accountability

All workplace parties are accountable for complying with the policy and procedures related to workplace violence and harassment prevention plan.

At orientation, workers shall be made aware of the violence and harassment hazards (e.g., violent clients, who have been identified as having a history of violence or violent incidents).

7. Confidentiality

All parties to a violence and/or harassment complaint are expected to respect the privacy and confidentiality of all other parties involved, and to limit the discussion of a violence and/or harassment complaint to those that need to know.

The Town of Claresholm and all individuals involved in the violence and/or harassment complaint process will comply with all requirements of the Freedom of Information and Protection of Privacy Act (FOIP).

Appendix 1.0

Workplace Violence and/or Harassment Incident Report

This incident report is to be completed by an employee/individual who has allegedly been the victim of Workplace Violence and/or Harassment. The term allegedly is used because individuals involved are innocent until proven otherwise. When this report is completed, it must be submitted to either your Manager, Supervisor, Joint Health and Safety Committee or Human Resources Manager. If your concern is regarding your direct Manager or Supervisor, then it may be submitted directly to the Chief Administrative Officer (CAO), Joint Health and Safety Committee or the Human Resources Manager.

1. Complainant Information

Name: _____
Position Title: _____
Department: _____
Phone Number: _____

2. Respondent (alleged offender) Information

If your complaint has more than one Respondent, please complete a separate complaint form for each.

Name: _____
Department: _____
Position Title: _____

3. Description of Violence and/or Harassment Incident

Please describe, in as much detail as possible, the incident using the following questions:

- ☐ Was this an act of violence, Harassment or both?

- ☐ Who was involved?

- ☐ What was specifically said or done (words, tone, actions, etc.)?

- ☐ When has it happened (dates and times)?

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- ☐ Where has it primarily occurred?

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- ☐ Any witnesses to the incident(s) describe (names and contact information, if possible)?

- ☐ How the incident(s) impacted you?

- ☐ If the incident(s) was reported to management (please provide details - who, when, what action was taken etc.)?

4. Relevant Time Period

- ☐ When did the workplace Violence and/or Harassment begin?

--

- ☐ When did the most recent incident occur?

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5. Summary Information

Questions	Yes	No	Unsure
Involves multiple incidents of workplace violence and/or harassment			
Involves a single incident of workplace violence and/or harassment			
Involves physical contact and/or assault			
Involves verbal abuse and/or threats			
Involves reprisal and/or retaliation			
Involves abuse of authority (use of authority serving no legitimate work purpose)			
Involves sexual harassment (harassment which is gender based/of a sexual nature)			
Involves discriminatory harassment (based on prohibited ground of discrimination)			

If the answer was "yes" to the last question (discriminatory harassment) what Prohibited Ground was the basis of the workplace violence and/or harassment?

- Prohibited Grounds means race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability, or any other prohibited grounds set out in the Human Rights Code.

6. Certification and Signature

I certify the information provided in the incident report to be accurate, true, and complete to the best of my knowledge.

I understand that I will not be subject to any adverse treatment because of making this complaint, provided that it has not been made for improper purpose and that I have not provided information that I know to be incorrect, untrue, or misleading.


I acknowledge that, to preserve the integrity of the process and to protect the interests of all parties, I will maintain confidentiality and will not discuss this complaint with anyone other than those who need to know (e.g., management representatives, and union representative).

I understand that the Town of Claresholm will maintain the confidentiality of any information gathered as a result of this complaint but will share such information as necessary to pursue the investigation and resolution, including disclosing the complaint and related information to the Respondent or as otherwise required by law.

(Name-Please Print)

(Signature)

(Date)

 Claresholm	Respectful Workplace Policy		Policy #1.2.01
Department Owner:	Human Resources		
Policy Applies To:	Town of Claresholm Employees & Volunteers		
Date Created:	March 13, 2017	Date Approved By Council:	May 13, 2019
Version #:	1.0	Resolution #:	19-065
Last Review Date:	April 29, 2019	Policy(ies) Replaced/Rescinded:	GA 03-17

Intent

To build and maintain a respectful and positive workplace environment that is free of harassment, discrimination and violence. The Town of Claresholm is committed to creating a safe, healthy and productive workplace where all employees, citizens, customers, volunteers and contractors are treated with respect.

Policy

The Town of Claresholm values the dignity of all employees and is committed to providing a respectful, harassment free workplace in which all individuals are treated with respect. All employees are expected to contribute to a positive work environment.

The Town of Claresholm promotes a culture of a positive work environment, one where there is respect for others. A respectful workplace supports the physical, psychological and social well-being of all employees.

In a respectful workplace:

- Employees are valued
- Communication is polite and courteous
- People are treated fairly
- Conflict is addressed in a positive and respectful manner
- Disrespectful behavior, harassment, discrimination and/or violence are addressed

Definitions

Disrespectful behavior: is behavior that is inappropriate in the workplace such as conduct, comments, actions or gestures which are humiliating, offensive, hurtful or belittling.

Disruptive workplace conflict: is a dispute or communication breakdown between two or more individuals that impacts their ability to work productively and cooperatively in the workplace.

Discrimination: Includes all forms of harassment such as differential treatment of an individual or a group of individuals based on a prohibited ground; or systematic discrimination whereby a seemingly neutral policy or practice that in fact is discriminatory according to the Human Rights, Citizenship and Multiculturalism Act.

Harassment: is a form of discrimination which is prohibited under the Human Rights,

Citizenship and Multiculturalism Act. Harassment is any improper conduct by an individual that is directed at and offensive to another person or persons in the workplace that results in unwelcome verbal or physical conduct because of race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status, source of income, or sexual orientation. Alberta Human Rights laws prohibit harassment in the workplace on these grounds.

Sexual Harassment: is a form of discrimination on the grounds of gender, and is a violation of the Human Rights, Citizenship and Multiculturalism Act. Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a term of, or condition of, an individual's employment or
- 2) submission to, or rejection of, such conduct by an individual affects that individual's employment.

Workplace Violence: is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury.

Roles & Responsibilities

All employees are responsible for creating and maintaining a respectful workplace by modeling the appropriate behaviours that maintain a positive work environment and preventing disrespect, harassment or violence in the workplace.

All management employees are responsible for being effective role models of this policy and for dealing with any complaints in a prompt, impartial and confidential manner.

The Chief Administrative Officer (CAO), or designate, is responsible for the support, promotion, education and coordination of this policy. The CAO will coordinate investigations in a confidential manner that supports all parties involved and will ensure that no person suffers reprisal as a result of making a complaint, or for providing information.

Discrimination, Harassment and Violence

See definitions.

What harassment is not:

- Disciplining staff in accordance with the Town of Claresholm personnel policies;
- Legitimate and constructive feedback regarding work performance;
- Practices permitted by law or contract such as mandatory retirement based on age; and
- Expressing opinions that are different from others, unless those opinions fall within the prohibited grounds.

Conflict Management and Complaint Procedures

Informal approach – Many instances of inappropriate behavior can often be resolved directly between the parties involved. The goal is to have the behavior stop while maintaining a good working relationship. The Town encourages all employees to attempt to resolve conflicts in a timely and appropriate manner whenever possible. We encourage the informal approach for conflicts that are less serious and where the employee does not feel their safety is threatened.

Formal approach – There are times when employees need assistance working through a conflict. Requesting assistance from a third party such as the employee’s supervisor or manager can help employees explore their options to resolve the situation. The options could range from providing advice to facilitating a meeting with the parties. The objective is to reach a solution while keeping the process private. People using this process determine their own mutually agreeable solutions.

An employee who experiences or observes behavior that contravenes this policy can make a formal complaint at any time.

The employee shall first seek to settle the complaint with the employee’s supervisor. The complaint shall be submitted in writing to the supervisor. Failing satisfactory settlement of the complaint by the supervisor, the complaint shall then be submitted in writing to the Chief Administrative Officer (CAO). Failing satisfactory settlement of the complaint by the CAO, the complaint shall be submitted in writing to the Town’s Grievance Committee.

Confidentiality regarding a complaint, including the identities of the parties involved, shall not be given either directly or indirectly to any party external to the process outlined, unless given the written consent of the parties involved. Full disclosure will be provided to the parties directly involved so that a full investigation and resolution can be achieved. All formal investigations will be completed in a timely manner.

Any observed threats of bodily harm, sexual assault, or other forms of assault *must* be reported to a supervisor, manager or the CAO as soon as possible and/or the RCMP when of a more serious nature.

False or Frivolous Complaints

Complaints that are found to be false, frivolous or made in bad faith will not be tolerated and will be subject to appropriate disciplinary action.

Retaliation

Retaliation by any person against anyone involved in complaints processes will not be tolerated and will be subject to discipline.

ACTIVE TRANSPORTATION FUND AGREEMENT

The Active Transportation Fund (ATF) has provided their final draft of the contribution agreement (contract) with the Town of Claresholm for the pathways /connections /ramps within Amundsen Park.

This is an agreement, and grant, directly with the Federal Government, rather than the Provincial Government which is what we normally have. A requirement of the Fed's that's a little different from what we are used to is that they require a resolution from Council to authorize entering into the agreement. The Province generally only requires a motion for applying, plus it included in a budget passed by Council.

Administration has reviewed the contract with GrantMatch and the Town meets the parameters for completion of the project (pathway, lighting) within Amundsen Park. The contract is a fairly standard with nothing noted that is unusual or concerning.



Highlights of the agreement are:

- Project/grant start date of Dec 23, 2022 when we received letter approving-in-principle the grant with project completion date of Nov 30, 2024.
- **Federal Government agrees to fund 60% of total eligible expenditures to a max of \$198,590.**
- The Town commits to complete the project in a diligent and timely manner and is responsible pay or repay for any cost overruns, ineligible or disallowed costs.
- We will ensure that contracts for the project are awarded in a way that is transparent, competitive, consistent with value for money principles, or in a manner that is otherwise acceptable and if applicable is in accordance with the Canada Free Trade Agreement (CFTA).
- We will recognize Canada's contribution in all signage and public communication produced as part of the project or agreement, in an acceptable manner.

Their suggested/sample resolution is as follows (see below):

PROPOSED RESOLUTION:

Moved by Councillor _____ that the Town of Claresholm can confirm that it meets all the requirements of Canada- Active Transportation Fund Agreement, and that the CAO can be authorized to execute the agreement on behalf of the Town of Claresholm.

PREPARED BY: Tara VanDellen, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: March 22, 2023



REQUEST FOR DECISION

Meeting: March 27, 2023
Agenda Item: 15

MAYOR PETROVIC'S UCP NOMINATION LIVINGSTONE-MACLEOD

DESCRIPTION:

Mayor Chelsae Petrovic was successful in her bid to be the UCP candidate for MLA for Livingstone-Macleod on Saturday, March 11, 2023 and is opting to take a leave of absence from Council.

Per the *Municipal Government Act*, Mayor Petrovic is under no obligation to resign her position as Mayor until such time as she "becomes a member of the Legislative Assembly of Alberta." Section 174 (1) (c)

There is no legislation covering a member of Council taking a Leave of Absence. The MGA does state that:

Section 174 (1)(d)

A councillor is disqualified from council if the councillor is absent from all regular council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed, under subsection (2) applies.

Section 174 (2)(a)

A councillor is not disqualified by being absent from regular council meetings under subsection (1)(d) if the absence is authorized by a resolution of council in the 8-week period.

Municipal Affairs advises that the best course of action when Mayor Petrovic decides to take a leave of absence from Council is for Council to pass a motion to accept her leave. During the leave, the current Deputy Mayor, Councillor Schlossberger, will fill all mayoral responsibilities and the Mayor will not be active in any capacity.

In the event that the Mayor Petrovic is successful in the provincial election, she would be disqualified as Mayor and be forced to resign, resulting in a by-election for the Town.

Section 165

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

In the interest of being proactive, Administration is requesting that the Mayor's committee obligations be filled at this time in order to ensure that all boards and committees are supported during her leave. Any committees where an alternate is in place, that individual will automatically assume the Mayor's place.

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 – Needs an appointee

- Oldman River Regional Services Commission – Alternate to be appointed
- Physician Recruitment & Retention Committee – Alternate to be appointed
- Willow Creek Agricultural Society Board – Appointee needed

Internal Boards & Committees

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

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve a Leave of Absence from Claresholm Town Council for Mayor Petrovic effective March 28th, 2023 until May 28th 2023.

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

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

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

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

ATTACHMENTS:

- 1.) MPC Board Procedures
- 2.) 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: March 23, 2023

- RD.
- i. A discretionary use under the Land Use Bylaw; or
 - ii. A permitted use under the Land Use Bylaw which does not otherwise comply with the requirements and regulations as set out in the Land Use Bylaw.

3. Notwithstanding Section 2, the Designated Officer may forward any application for development approval to the Municipal Planning Commission for a decision.

Powers and Duties

4. The Development Authority has those powers and duties as set out in the MGA, the Land Use Bylaw and this Bylaw, and any regulations made thereunder.

Appointment of Development Officer

5. Council may, by resolution, appoint a designated officer as Development Officer(s). The powers and duties of the development officer shall be outlined in the Town of Claresholm Land Use Bylaw.

PART 2 – Subdivision Authority

Establishment

6. The Subdivision Authority for the Municipality is the Municipal Planning Commission for all applications for subdivision approval.

Powers and Duties

7. The Subdivision Authority has those powers and duties as set out in the MGA and any regulation thereunder.

Administration

8. The signing authority for all subdivision related matters is the Chairperson of the Municipal Planning Commission or delegate.

9. When a registerable instrument is submitted for endorsement, the signing authority is authorized to accept minor modifications from that approved by the Subdivision Authority provided:

- a. there is no increase to the number of parcels;
- b. municipal, school or environmental reserves are not compromised;
- c. municipal roads and standards are not compromised;
- d. changes comply with municipal bylaws, with the exception that minor changes to the Land Use Bylaw standards may be included as provided in Section 654(2) of the MGA.

PART 3 – Municipal Planning Commission

Establishment of the Municipal Planning Commission

10. That a Commission known as the Municipal Planning Commission of the Town of Claresholm, hereinafter called "MPC" is hereby established.

Membership

11. The MPC shall be composed of not less than five (5) persons as follows:

- 2 members at large, who are adult residents of the Town of Claresholm;
- 2 members of council; and
- 1 member of council or an appointed member of the administrative staff.

All appointed by resolutions of Council.

12. Three (3) of the members of the MPC shall constitute a quorum.

13. No person who is a member of the Subdivision and Development Appeal Board shall be appointed to act as a member of the MPC.

14. Appointments to the MPC shall be made for a term of 3 years.

STANDING BOARD & COMMITTEE APPOINTMENTS 2023

(updated February 27, 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 – lrr123@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)

Appointment term: Four (4) years

July 20, 2020 – Karen Arnold; June 14, 2021 – Vonda Chatterton
November 8, 2021 – Ken McKee and Elaine Clay

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

Mayor Chelsae Petrovic 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

Mayor Chelsae Petrovic 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

Mayor Chelsae Petrovic 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: Mayor Chelsae Petrovic

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: Mayor Chelsae Petrovic

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

Mayor Chelsae Petrovic

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)

Mayor Chelsae Petrovic, Councillors: Carlson, 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 Chelsae Petrovic

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

Mayor Chelsae Petrovic

Councillor 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

Greater Metro Hockey League Exploratory Committee

Councillor Rod Kettles

Councillor Craig Zimmer

Meetings are as needed

Municipal Planning Commission

Mayor Chelsae Petrovic

Councillor Kieth Carlson

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

Mayor Chelsae Petrovic

Councillor Mike Cutler

Councillor Kandice Meister

Councillor Craig Zimmer

Meetings are only required when CUPE agreement is expiring



INFORMATION BRIEF

Meeting: March 27, 2023
Agenda Item: 16

SETTLEMENT INTEGRATION LANGUAGES PARTNERSHIPS

BACKGROUND:

On March 25, 2021 the Town of Claresholm received \$297,625 from the Alberta Settlement Integration & Languages Partnership, for the 24-month rural capacity building project entitled, Community Takes Roots. March 24, 2023, marks the end of the Community Takes Roots project, and the end of the Diversity and Engagement Coordinator contract positions.

Key components of the project included:

- Engagement Coordinator, 30hr/week, 24-months
- Diversity Coordinator, 30hr/week, 24-months
- Professional Film, editing, sound, and production services for 24-months
- Welcoming Claresholm Committee establishment and support
- Welcoming Claresholm/Willow Creek Immigrant Services office lease for 24-months
- Library bookshelf, and 47 different language-learning books at the Claresholm Public Library
- 5 Google Chrome Books at the Claresholm Public Library
- Pictograph facility signs at the Claresholm Aquatic Centre
- Event equipment and assets totaling more than \$20,000
- More than \$26,000 to off-set Town of Claresholm Administrative expenses

DESCRIPTION:

In November 2022, the Economic Development Officer applied to the 2023/2024 SILP call for applications to continue the work of the Community Takes Roots project. Unfortunately, on March 7, 2023 the Town of Claresholm was informed that the application was not successful. A telephone meeting with the manager of Settlement and Language Programs indicated that;

- In the 2 grant streams at least 60 applications were received
- \$3-million in funding available, but more than \$9-million in requests.
- In the 2 grant streams 14 applications were approved
- Communities starting new programs were prioritized over those with previous funding, and that will most likely continue to be the case.
- SILP funding is open for application again in the Fall of 2023

PREPARED BY: Brady Schnell -- Economic Development Officer

APPROVED BY: Abe Tinney – CAO

DATE: March 24, 2023



INFORMATION BRIEF

Meeting: March 27, 2023
Agenda Item: 17

ABmunis Spring Municipal Leader's Conference

DESCRIPTION:

Council has approved Councillors Cutler and Carlson to attend the ABmunis Spring Leader's Conference, which runs March 30th and 31st in Edmonton. During the conference delegates will have the opportunity to vote on two Requests for Decision -- Strengthening Provincial Regulations to Improve Safety of Unlicensed Private Day Homes submitted by the City of Calgary, and Lack of consultation between Alberta Health Services, the provincial government, and municipalities submitted by the Town of Ponoka.

The RFD Session is scheduled for Thursday, March 30 at 4:40 p.m. Elected representatives from the submitting municipalities have two minutes to introduce their respective RFDs. Then audience members can make comments or ask questions. Once there are no further questions or comments from the audience, elected officials from Regular Members will be invited to vote on the RFD using the online platform Mentimeter. An RFD is approved if 51 percent or more of votes cast are in favour. If the RFD is not approved, no further action is taken, and the matter is closed. If the RFD is approved, it is reviewed by one of ABmunis' standing committees, which then makes recommendations to the ABmunis Board on next steps.

RECOMMENDATION:

Council review the attached Abmunis' RFD and provide feedback/community perspective for the Council delegates attending the Spring Leader's Conference.

ATTACHMENTS:

- 1.) RFD Strengthening Provincial Regulations to Improve Safety of Unlicensed Private Day Homes- City of Calgary
- 2.) RFD Lack of consultation between Alberta Health Services, the provincial government, and municipalities - Town of Ponoka

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Abe Tinney – CAO

Date: March 21st, 2023

MEMBER REQUEST FOR DECISION

SPRING MUNICIPAL LEADERS' CAUCUS

DATE:

March 30-31, 2023

TOPIC:

Strengthening Provincial Regulations to Improve Safety of Unlicensed Private Day Homes

RECOMMENDATION:

That Calgary City Council requests that the Alberta Municipalities Board advocate to the Minister of Children's Services to increase protections for the youngest and most vulnerable Albertans by:

1. Mandating minimum safety standards for unlicensed private day homes including, but not limited to:
 - a) Valid First Aid and Cardiopulmonary Resuscitation (CPR) certification for the day home operator and any employees.
 - b) A criminal record check with vulnerable sector search for the day home operator and any employees.
 - c) A criminal record check with vulnerable sector search for any individual 18 years or older who resides at the day home, regardless of whether they are providing care to children.
2. Ensuring all unlicensed private day home providers across the province have access to affordable and timely First Aid/CPR training, criminal record checks and vulnerable sector searches.

BACKGROUND:

Alberta families should not have to sacrifice safety when choosing child care for their children. Currently, the *Early Learning and Child Care Act* allows for two types of home-based child care: licensed and unlicensed. Whereas licensed home-based child care providers are recruited, trained, and regularly monitored by provincially-licensed family day home agencies, there is no government oversight of unlicensed home-based child care providers and there are no minimum standards to operate an unlicensed private day home. Private day homes are businesses that provide care to children 12 and under out of the caregiver's own home but do not include babysitters, nannies and informal arrangements with family and friends. Currently, the only regulation in place for unlicensed private day home operators is that they are only permitted to care for a maximum of six children, not including their own.

Serious incidents, including traumatic injury, sexual assault, and death have occurred in unlicensed private day homes across the province. The tragic death of 22-month-old toddler Mackenzy Woolfsmith at an unlicensed private day home in Calgary in 2012 sparked a Public Fatality Inquiry led by Justice Joshua B. Hawkes in February 2018. In the Public Fatality Report, released in December 2018, Justice Hawkes detailed the lack of risk-focused regulation of the child care sector and made 10 recommendations to



enhance child care safety. Notably, in paragraph 63(b) on page 12 of the report, Justice Hawkes recommended that a legislative review of provincial regulations for child care be conducted and that “a specific focus of that legislative review should be to shift the focus from solely regulating the size of unlicensed daycare to a focus on reducing risk and increasing protective factors in all forms of child care. Academic research, the experience of other jurisdictions and the tragedy in this case all illustrate and support the need for risk focused regulation of child care¹”.

The Ministry of Children’s Services formally responded to the Public Fatality Report in September 2019 and accepted, or accepted in principle, all 10 recommendations proposed by Justice Hawkes. Following a legislative review, a new *Early Learning and Child Care Act* was introduced in February 2021. Although the updated Act made strides toward addressing some of Justice Hawkes’ recommendations, there were no proactive measures introduced to improve safety for children in unlicensed care. While child care providers operating under a provincially-licensed day home agency are required to pass a criminal record check, there are still no restrictions in place to prevent individuals with criminal records from operating an unlicensed private day home and no requirement that they disclose past convictions to prospective families. This leaves the door open for individuals like Mackenzy Woolfsmith’s care provider, who was convicted of manslaughter in connection with her death, to continue operating.

Municipalities across Alberta have been left to address this significant gap in provincial legislation through a variety of municipal interventions. Calgary City Council recently took steps to enhance safety in unlicensed private day homes by approving a municipal business licence to ensure applicants meet minimum standards, including valid first aid/CPR and criminal record checks and vulnerable sector searches for child care providers and residents of the home. Other municipalities have fewer requirements, and many more have no additional rules for private day homes over and above provincial legislation. This has led to a patchwork of regulations across the province, and a two-tiered system where children in licensed child care programs receive significantly more protections from the Government of Alberta than those in unlicensed care. In November 2022, the Children’s Services mandate letter was released and committed to ensuring more transparency and accountability in unlicensed day homes, including increased training. This is a positive step but falls short of the changes needed to ensure the safety of children in unlicensed child care.

All families care deeply about the health and safety of their children but must make decisions regarding their care within constraints such as child care space availability, location, cost, and work schedules. Currently, there are only enough provincially-regulated child care spaces in Alberta for approximately three out of every 10 children². This has made licensed child care unattainable for many families and, in the absence of provincial safety standards, has left municipalities to shoulder the burden of ensuring children in unlicensed private day homes are protected. Although the province recently committed to creating 42,500 new licensed child care spaces over the next five years, Statistics Canada reported in 2001 that 62 per cent of child care providers in Alberta were unlicensed home-based³. With so many children still in unlicensed care across the province, and an ever-increasing number of incidents occurring in the 10 years since Mackenzy Woolfsmith’s tragic death, it is time for Alberta Municipalities members to add their collective voices to the call for provincial accountability for improved safety and oversight of unlicensed private day homes.



The City of Calgary appreciates the feedback provided by the Alberta Municipalities Small Communities Committee on an early draft of this request for decision and acknowledges the need for the Government of Alberta to ensure that all unlicensed private day home providers across the province have access to affordable and timely First Aid/CPR training, criminal record checks and vulnerable sector searches.

¹ Report to the Minister of Justice and Solicitor General Public Fatality Inquiry, 2018:

<https://open.alberta.ca/dataset/c0485cf2-dc5f-4a49-8459-fe60e29d3bac/resource/adc0a267-4d51-4b91-9caf-c4a00fed419/download/woolfsmith-fatality-inquiry-report.pdf>

² Headed Up, But Still Behind, Child Care Coverage Rates in Alberta's Top Ten Largest Cities, 2016 – 2021:

<https://static1.squarespace.com/static/5f170b16bf7d977d587e43c4/t/62c46530ba63d74c32d55c64/1657038128826/Coverage+Rates+in+Alberta's+Ten+Largest+Cities+2022-06-23.Final.pdf>

²Statistics Canada <https://www150.statcan.gc.ca/n1/daily-quotidien/210615/dq210615c-eng.htm>

ENCLOSURES:

None

MEMBER REQUEST FOR DECISION

SPRING MUNICIPAL LEADERS' CAUCUS

DATE:

March 30 and 31, 2023

TOPIC:

Lack of Consultation Between Alberta Health Services, the Provincial Government, and Municipalities

RECOMMENDATION:

1. The Council from the Town of Ponoka requests that the Alberta Municipalities Board advocate for municipalities across the province to be included in the decision-making process when it comes to health care issues concerning their communities, which currently are being made almost exclusively and unilaterally by Alberta Health Services and the provincial government;
2. And further, that Council from the Town of Ponoka requests that the Alberta Municipalities advocate for the provincial government to ensure funding is made available to airports that currently find themselves in the position of needing upgrades to comply with both new Alberta Health Services and provincial standards, and to commit to providing funding to other airports who may find themselves in a similar situation in the very near future.

BACKGROUND:

Early in November 2022, with no advance notice or consultation with the municipality, Alberta Health Services placed the Ponoka Airport on a no-fly winter status. This restriction meant that air ambulance/medivac flights were prohibited from landing at the Ponoka Airport. Three weeks later on November 22, 2022, Alberta Health Services notified Ponoka Town Council of fixed wing safety concerns at the airport, and advised that patients requiring fixed wing air ambulances would be transported through the Wetaskiwin Airport and then be transported by ground ambulance to the destination facility.

Following these events, meetings were arranged with representation from MLA Ron Orr (Lacombe/Ponoka); MLA R. J. Sigurdson (Parliamentary Secretary for EMS Reform), Alberta Health Services, EMS/Air Ambulance Authority, Ponoka County and the Town of Ponoka, where information was shared after the fact.

At these meetings information was shared regarding the varying degrees of experience of pilots and that a risk assessment was conducted which identified hazards on landing the King Aircraft on the existing runway, which is at the minimum length, during winter conditions. It was also identified that in order to achieve full operation, the airport in the future would require an extension to the runway to achieve compliance with operational standards. Funding implications associated with an extension to the runway were also discussed

and it was suggested that Ponoka along with other municipalities lobby the government to ensure funding be made available.

In researching other airports across the province, it was noted that several other airport runways are of similar size and may become subject to the same restrictions imposed on Ponoka. Similarly, we have been informed of airport closures in Two Hills and Spirit River, with the same lack of consultation on behalf of the provincial bodies, whose decisions ultimately impact resources and residents at the local level.

Ponoka's circumstances are unique in that we have the Centennial Centre for Mental Health and Brain Injury, a 330-bed hospital, which serves residents from across Alberta and even some from out of province, as well as the Ponoka Hospital and Care Centre which no longer has a functioning Helipad. Both of these care facilities rely on the air ambulance operations coming into Ponoka, and represent 400 beds.

Additionally, while the Centennial Centre for Mental Health and Brain Injury serves the entire province, the Ponoka Hospital and Care Centre serves a catchment area of nearly 50,000 people, which is comprised of the Town of Ponoka, Ponoka County and Maskwacis residents. To that end, the Emergency Department at the Ponoka Hospital and Care Centre sees on average 70 patients in a 24-hour period.

One only wonders had Ponoka been involved in the consultation and decision-making process regarding the suspension of medivac flights to Ponoka, would the outcomes have been different.

The impacts of this decision include:

- Unknown effects on patients requiring transport. 101 medivac flights came into Ponoka in 2022 delivering 87 patients to the Centennial Centre for Mental Health and Brain Injury. As a designated provincial mental health facility, air ambulance services are paramount in ensuring that patients have access to the mental health services they need in a timely and least invasive manner. It is common practice that patients from across the province receive treatment at this facility, as these specialized services are not available in many municipalities.
- Placing additional stress and workload on an already over-taxed ground ambulance service as these patients have to be transported by ground ambulance from Wetaskiwin which is 39 km away and adds 78 km for a round trip, with at least another hour in travel time.

While we are using our own experience in Ponoka as an example, we understand that lack of proactive, and transparent communication on healthcare decisions with a direct impact on local communities is an issue faced by municipalities across Alberta.

Support of this issue from the Alberta Municipalities will raise an awareness of the importance of reaching out to those closest to the source and inviting them to participate in the decision-making process.

ENCLOSURES:

None



CAO REPORT

March 27th, 2023

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

I attended the AbMunis virtual Provincial Budget report, which provided a broad overview of how the provincial budget will affect municipalities. The province will be doubling the Municipal Sustainability Initiative Operating grant in 2023, for Claresholm this equals an increase of approximately \$32k in revenues. There will be increases in several other funding pools, including FCSS (5% operational increase) and Canadian Facility Enhancement Program (30% increase).

Assisted with set-up and takedown at Winterfest and participated in many of the events. Town staff, Council members, and community volunteers all contributed in different ways to ensure there were plenty of things for people to do.

Attended a Swimming Pool Joint Use committee meeting on March 23rd, where AHS officials announced that the Claresholm Care Centre would be lifting some COVID restrictions in mid-April and the main entrance to the pool area will once again be operational. Administration will have more information to share with Council/the community at a future meeting.

The Town has now received all reports (draft form) from Rural Development Network (RDN) – the Social and Housing Needs Assessment (2 separate reports), and the Affordable Housing Strategy. EDC, FCSS and the CAO will be getting together in the near future to discuss the reports, provide feedback for final versions, and then coordinate a delegation for RDN to present the reports to council. Administration has also scheduled a meeting with Sustainable Housing Initiative for consultation on how to implement/make the most of the Affordable Housing Strategy.

BYLAW

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

HR/TAX

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Abe Tinney
CAO

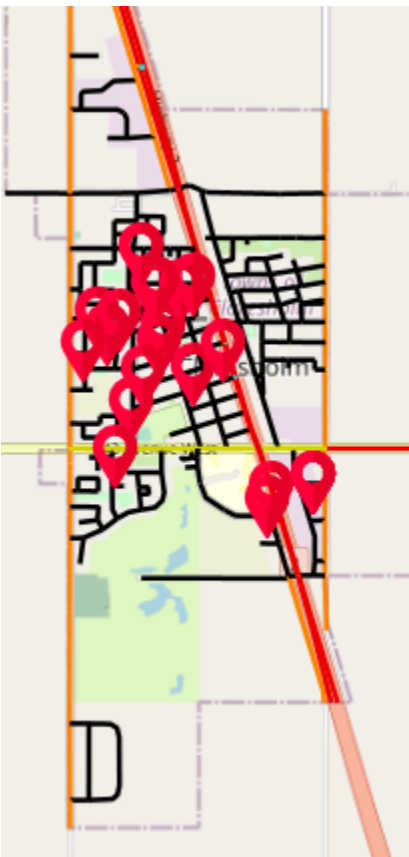


INFORMATION BRIEF

Meeting: Mar 27, 2023
Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT Feb 22, 2023/ Mar 20, 2023

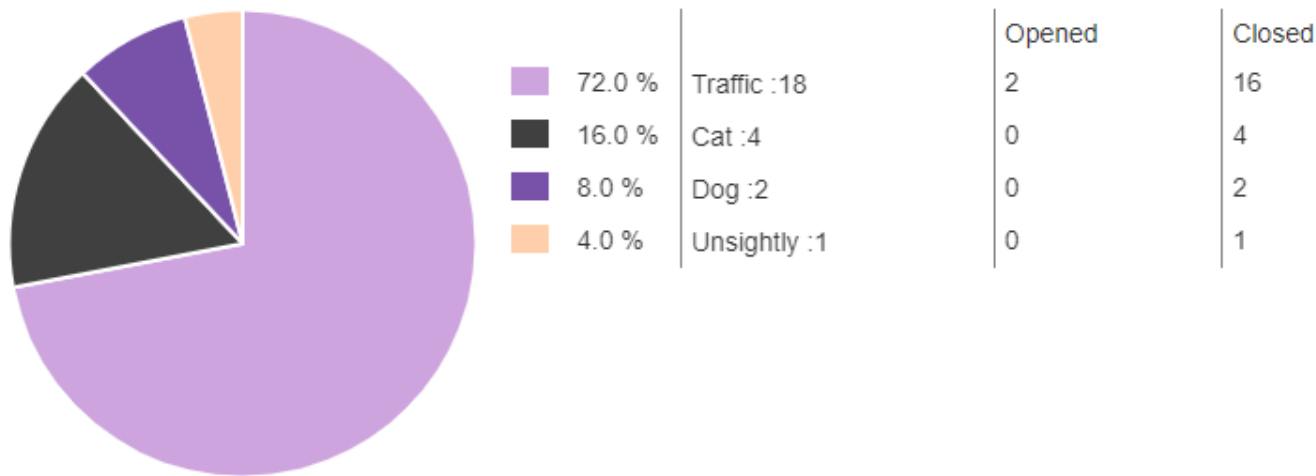
Report Mapping



Feb/Mar Highlights:

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.
2. 6 Animals brought into CARES
 - 4 Dogs
 - 2 Cats
3. Unsightly Properties have decreased with the season change, with an increase in ice and snow. Out of town owners are slow to clear properties.
4. Bylaw Office started 25 files between Feb 22, 2023- Mar 20, 2023
5. With the mild month all calls are down.

Total number of requests by Service Type :



Opened	Closed
2	16
0	4
0	2
0	1

DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 2/27/2023 - 3/24/2023

Claresholm

Financial

- Prepared updated draft operational and capital budgets to present to the Audit and Finance Committee and the Facility Infrastructure and Planning Committee (FIPC). Met with both committees on March 14. We are close to having a finalized 2023 budget.
- As part of the above, reviewed and provided analysis of all 6 community operating grant applications to present to Council at the March 14 meeting of the Audit and Finance Committee.
- Auditors provided their final draft of the 2022 Audited Financial Statements for the Town. These were presented to the Audit and Finance Committee on March 21 and were recommended by that committee to be presented to and accepted by Council. The Auditor will be presenting these to Council at the Council meeting on March 27th, which will conclude our 2022 yearend.
- Assisting the EDO with the financial aspects of winding down the ASIP program and will be assisting with the financial reporting on the same.
- Continuing to assist with the analysis and recommendation of updated recreation fees policy. This was presented to the Audit and Finance Committee on March 14, and will be presented for adoption at the March 27th Council meeting. We also added a rental fee for the Fire Hall Meeting Room to be included within this policy as well, in line with renting of meeting rooms here in the Multi-use Community Building.
- Working with GrantMatch and with Infrastructure Canada to finalize our grant agreement for the Active Transportation Grant we were successful in receiving for our Pathways and Lighting project in Amundsen Park. Last piece to finalize this is a motion from Council. This is detailed in an RFD included on the March 27th Council meeting agenda.

General

- We are hosting a local resident in the office for her practicum for ABM College. She is in a 55-week accounting and payroll administration program, with the conclusion of the program being a 160 hours practicum. This is an unpaid position to provide some exposure to real world application of her program.
- Had a check-in call as part of our Asset Management Cohort 2 training/working group to continue moving us forward on Asset Management. Will be attending the next in person 2-day session in early April.

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

DEVELOPMENT DEPARTMENT REPORT

For: 2/15/2023 – 3/17/2023



Development Permits

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

Compliance Requests

- ❖ 5 compliance requests received.

Miscellaneous

- ❖ Local Press Ads – Public hearing notices, Annexation open house notice, and approved Development Ad.
- ❖ Emergency Management – Alberta Emergency Management Agency field officers visit on March 16, 2023.
- ❖ Municipal Planning Commission meeting held March 17, 2023.
- ❖ Completed Alberta Municipal Health and Safety Association's Leadership for safety course.

On-going projects

- ❖ Community Development Committee – provided update on projects and inquiries.
- ❖ Road closure bylaw – still waiting on bylaw to return from the Minister.
- ❖ Fire Hall – Completed site visits. RFP closed March 21st, 2023 – proposals graded, presented to Council for review.
- ❖ Asset Management – Cohort check-in with Urban Systems (facilitator) held on March 7, 2023. Continued work on the Town's water and fire hydrant levels/service/upgrades in relation to investigating levels of service.
- ❖ Community Centre Hall renovation project – June 2023 scheduled deadline for notification if there will be funds available for the GICB fund, right now the fund is oversubscribed. We continue to seek out funding sources.
- ❖ Amundsen Park project – Fortis has surveyed the streetlight locations along the new pathway and will trench and construct in approx. 1-2 months. Waiting for notification on two other grant applications.
- ❖ Centennial Park playground project – Claresholm Lions club would like to apply to CFEP for the park, coordinating playground choices and budget.
- ❖ Annexation – Open house March 27, 2023.

*Submitted by
Tara vanDellen
Development Services Manager*

FCSS REPORT TO COUNCIL FOR MARCH

- March 1 was opening day for Volunteer Tax – there was concern that the government tax slips were not going to be mailed this year but they finally arrived. The government is pushing hard to go paperless and would like everyone to use MyAccount.
- We had 2 outreach positions for the tax program again this year. One volunteer was at Parkside and filed for about 25 seniors. One was at Porcupine Lodge and filed 12. Our regular office has taken in (after 15 days) 183 files to be filed.
- We have enlisted 4 volunteers to help us do the intake of the information slips. They have been using the community room and it has worked out well.
- Continuing with the Caregivers Support Group. Have had 2 more people join the group.
- At the last FCSS Board of Directors meeting we assigned the external funding. The following are the agencies that were successful for Claresholm funding:

1. Chaplaincy	\$1300	
2. Kidz Zone	\$1100	
3. Elder Abuse Coalition	\$1500	
4. Inclusion Foothills	\$8000	
5. Junior Achievement	\$2000	
6. Mothers of Preschoolers	\$3000	
7. Ranchland Victims Services	\$2100	
8. Dad Connexx	\$4000	
9. Safe At Home	<u>\$2000</u>	Total of \$25000

- The Board also made decisions for the external funding for Granum

The following are the successful candidates:

1. Canada Day	\$3500	
2. Show & Shine	\$1500	
3. Chaplaincy	\$2000	
4. Explorers	\$2000	
5. Drop In	\$8500	
6. Walking Group	\$1000	
7. Golf & Country Club	\$0.00	
8. Recreational Society	\$5000	
9. Elder Abuse Coalition	<u>\$2500</u>	Total of \$25000

- The letters of approval have been sent to all agencies along with the funding agreement. Once the signed agreements have been returned the cheque for the agreed amount will be sent.
- After a meeting of the MD, Councilor John Kroetsch called some people in Granum to tell them there was extra funding to be used from FCSS and that started a couple of calls inquiring about the dollars. We have already assigned the funding applications that were received. I have a meeting with the MD Council to present what we have been doing and how much extra money is left. After their advice we will possibly look again at the other applications that have come forward. Hopefully we can come up with another way to handle the FCSS dollars for Granum.
- We hosted a watch party in which Dr. Bruce Perry discussed childhood trauma. We had 18 participants.
- Holly took the Kids Korner group to Porcupine Lodge to join in the BINGO fun. The residents loved having the kids.
- Holly and I attended Winter Festival and hosted the first ever FCSS Amazing Race. This was in place of the scavenger hunt that we hosted the past few years. We had 5 teams register and participate with 3 teams winning gift cards from Tim Hortons.
- Had a meeting with the coordinator at Food Rescue to see if there is anything to be done about transportation in accessing food from the Food Bank. Food Rescue has a volunteer that will drop off the food to clients but the clients are relating that they can't access food from the Food Bank because they don't have any way to pick it up and the taxi is too expensive. We will be trying to help solve this issue for our community.
- Had a zoom meeting with John Barlow to express my concern over the CRA and the push for clients to access MyAccount. With a community that is over 30% senior population that is not going to be feasible. Lots of seniors do not have internet access, know how to use or own a computer or smart phone. When seniors need assistance to contact CRA they have many hurdles to jump through to prove they are who they say. Some of the questions they are

asking are things that 'less-senior' people would not have in their memories. The program really needs to change somehow in order for agencies like FCSS to help the people of our community.

- Having our offices in the back of the town building and accessible from the parking lot has been working very well for this tax time. We are able to communicate more privately with all our clients and be able to have them sit and tell us if there is more help they need. We have also been able to make use of the Community and Youth Room to help assist more people or have a space where they can sit and wait.
- We continue to hold family games night once a month. We have been offering BINGO and offering chocolate bars as prizes. This last month saw 28 participants with lots of conversations happy during the games. Bylaw Bryan is doing a great job as our number caller.

TOWN OF CLARESHOLM FIRE DEPARTMENT

MONTHLY UPDATE

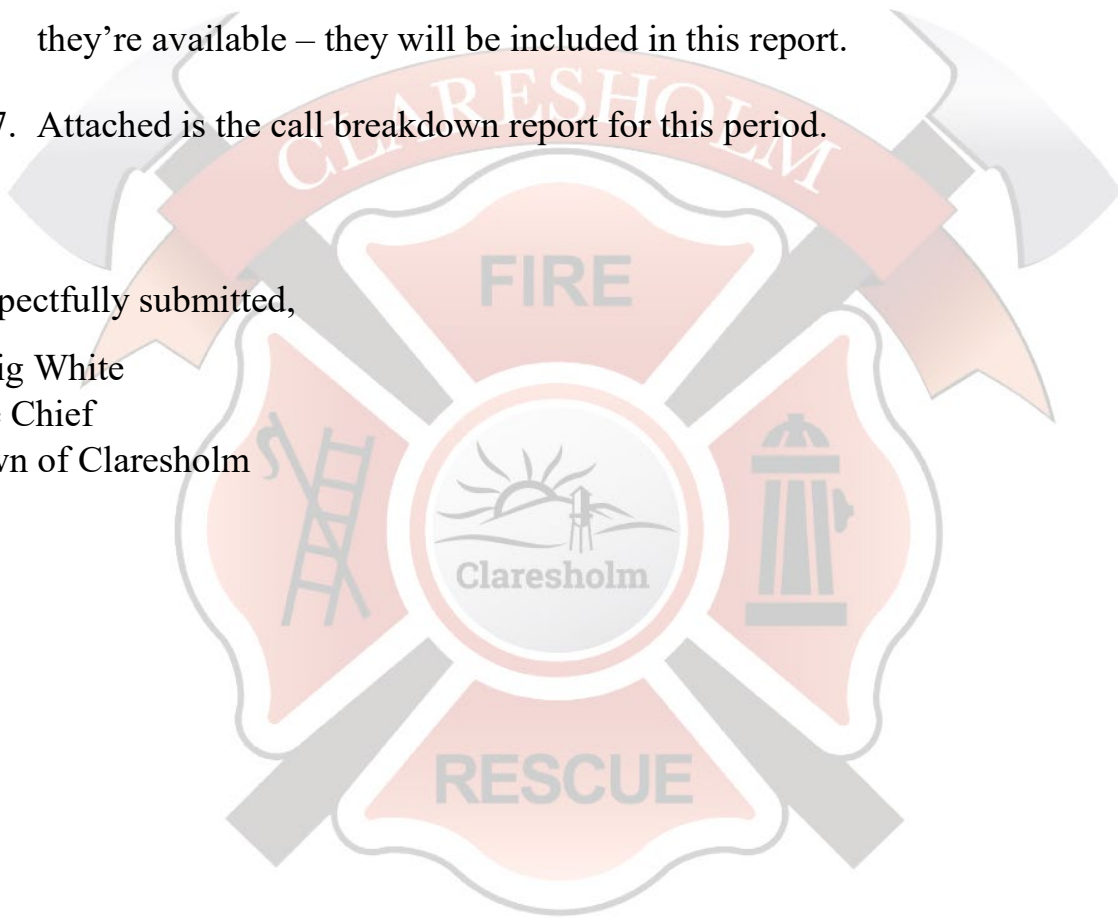
FOR THE PERIOD OF: 18-FEBRUARY-2023 To 18-MARCH-2023

1. Call volumes are trending downward for the 2022-23 fire year, with the department responding to 100 calls for service this year to date – compared with 118 this same reporting period last year. For this month – the members responded to 17 calls, including:
 - a. 1 Structure Fire
 - b. 2 Motor Vehicle Collisions
 - c. 2 Medical / EMS calls
2. There are again, only 2 open safety codes files; one nearing completion, the other is larger and will be open for a longer period
3. Training in the NFPA 1001 Level 1 Professional Fire fighter program is wrapping up, and should be completed by the end of the month.
4. This past weekend saw members from across the 5 stations embark on their NFPA 1002 – Standard for Fire Apparatus Driver / Operator training. This first portion of the program focuses on the driving portion, while the second installment focuses on the pumping / operating aspect.

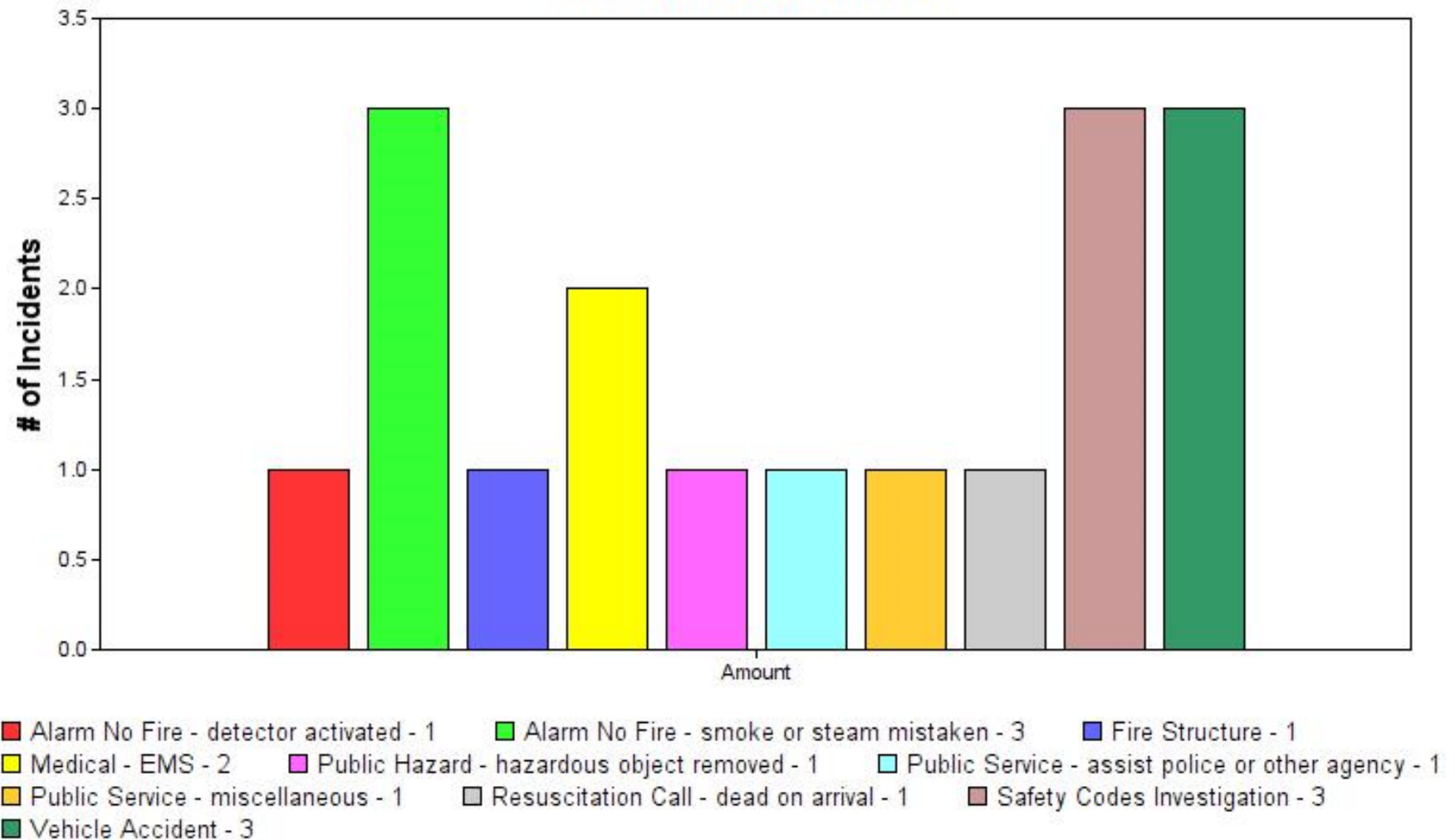
5. The Chief is happy to report that two-thirds of the vacancies have been filled
– we have some keen new talent entering the hall, and we're excited for what these new members will bring.
6. As previously reported – wildfire season began on March 1st – there are no up-to-date reports on forest conditions or fire danger forecasts, but once they're available – they will be included in this report.
7. Attached is the call breakdown report for this period.

Respectfully submitted,

Craig White
Fire Chief
Town of Claresholm



Claresholm Fire Department Responses by Type
From Feb 18 23 to Mar 18 23



MARCH 2023

HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources/Payroll

All of the 2023 seasonal staff have been hired. They will all start at varying times in May.

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

Assessment and Taxation

There are still two (2) properties remaining on the 2022 Tax Arrears List. If the taxes are not paid by March 31st, 2023 the properties can be auctioned.

The 2023 Tax Arrears List is prepared and ready for delivery to Land Titles before the March 31st deadline.

Below is the amount of outstanding taxes, at January 18th, not including TIPPS Participants. Taxes outstanding are **\$318,347.33** summarized as follows:

\$ 53,239.35	Current Taxes Outstanding
\$ 215,323.81	Arrears including previous penalties
\$ 49,784.17	On 2022 Tax Arrears List. Subject to auction in 2023.

The 2022 assessments have been received into the tax system and we are ready for the combined tax and assessment notices to be issued as soon as the tax rate is set.

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

Infrastructure Services Report



Claresholm

Where Community Takes Root



March 2023

TOWN OF CLARESHOLM

Jace McLean

Director of Infrastructure

Arena

Another season has come to an end. The ice is expected to be taken out March 28 and the rink staff will be busy cleaning and getting the arena prepared for the off season.

Town Buildings

The regular monthly inspection of Town owned buildings continues. A hole was found behind the soffit at the Community Centre, and a large bird nest found on the drop ceiling in the meeting room. Town crew assisted with the repair. No other issues in any town facilities to report.

Cemetery

As always, the winter frost is a problem for digging at the cemetery and it takes considerably longer to complete full graves and cremation holes.

Equipment

Maintenance and repairs are ongoing. An issue was discovered with the new sanding truck. The hydraulic pump that was installed is too large for the system and causing the hydraulic fluid to overheat. When the threat of snow is over it will be sent back to have the proper parts installed at the cost of the supplier.

Garbage

Our collection program is working well. We have been experiencing ongoing computer issues with the garbage truck, hopefully they are resolved now.

Sidewalks

It has been a challenge this month to keep sidewalks and pathways clear of ice. The crew is staying diligent with ice melt and sand, and they are trying to stay ahead of it.

Streets

We have been battling the ice buildup on the roads all winter. Frost heaves are also exceptionally bad this year, but we are hoping the roads will settle down when the ground thaws. Street sweeping has also begun, as conditions allow.

Sanitary Sewers

No sewer issues to report. Monthly flushing of the sewer system in the Town's problem areas continues to stay ahead of the issues.

Water Distribution

No water issues to report. We have been very lucky this winter and have not experienced any breaks. It is always a threat as the ground begins to thaw and move.

Storm Water Drainage

A large portion of the town's storm drains froze over the course of the winter, with our frequent thaw and freeze cycles. Our last snowfall and melt caused issues all over town, but the crew did a fantastic job dealing with the problems.

Parks

Spring cleaning has begun in the town parks. Gopher bait stations are out. Work continues in Amundsen park.

Recycling

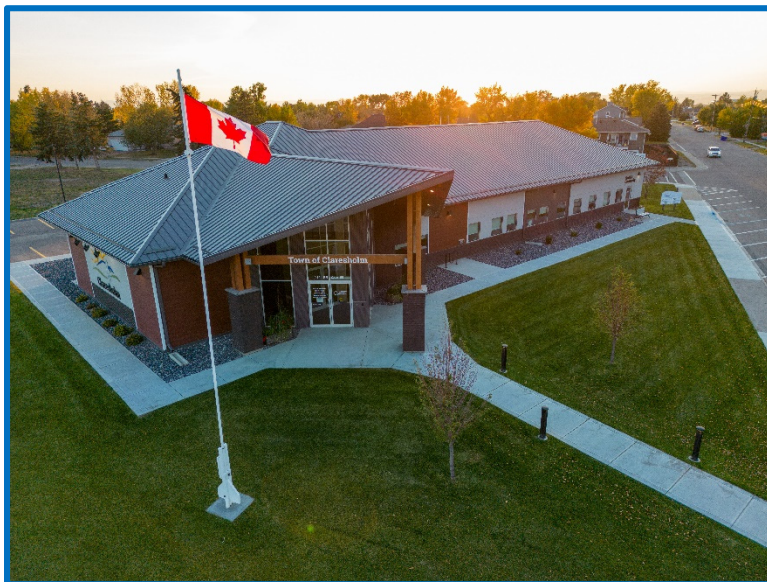
No issues to report for recycling.

Staff

No issues to report. Training continues with the new staff in public works.

CLARESHOLM RECREATION

February-March 2023 Recreation Report



March 20, 2023

Authored by: Denise Spencer

CLARESHOLM RECREATION



ARENA

- The Season is wrapping up after the Thunder Alumni Tournament scheduled March 24-26.
- The ice is set to be removed after the tournament
- Clareholm's Annual Gun Show is scheduled April 22nd and 23rd
- The Clareholm Trade Show April 28 and 29 is gearing up, they have approximately 30 vendors/tables booked, and are looking for 45 if possible. Overall the response has been positive due to the larger space. Organizers are working with the Gun Show, booked the previous weekend, to secure additional tables and chairs.

CAC

- Big news at the pool! After 3 years of using a hallway door right next to the Chlorine room as an alternative exit, Alberta Health Services has made the decision to reopen our main doors on April 17, 2023. While our many patrons will be thankful, our staff will be ecstatic!
 - Masking will be required for adults and youth & provided by AHS
 - The expectation is that our patrons will be appreciative and respectful
 - If the facility goes into an outbreak status, we will be using the hallway doors again
 - Key Cards for Senior Lifeguards to access the pool main entrance will be issued by AHS
- February sales held strong, although we were only open from February 1-15. Our in house revenue was ~\$8,660
- The Hot Tub is a big seller, we have had to increase numbers for swim time registrations, while still keeping our ratios within limits (Lifeguards: patrons)
- Swim Coach 101 was cancelled as Swim Canada has had issues with their website they have not resolved.
- Discover Scuba Diving cancelled due to lack of registrants. The ½ hour time slots and fee were not seen as having value.
- AquaFits: We have a sustained number of 16 attendees for our 1-2 pm AquaFit. BootCamp is hovering around 10 attendees, Seniors Program is still popular with approximately 10 attending on Tuesdays and Thursdays at 11:15 am. Our smallest program is now our 7:45 am AquaFit with 2-4 attendees.
- Our Spring/ Summer Program guide is now available and open for registrations!
 - Increased advanced programming as High River made the decision this year not to offer advanced training.

CLARESHOLM AQUATIC CENTRE

PROGRAM GUIDE APRIL - AUGUST 2023

Where Community Takes Root

PARENT & TOT LESSONS

3 MONTHS TO 3 YEARS \$28.50 PER SESSION
MONDAYS & WEDNESDAYS
11:15 - 11:45AM APRIL 3-12
11:30AM - 12:00PM MAY 1-10, JUNE 19-28
LEARN HOW TO PLAY SAFELY WITH YOUR LITTLE ONE WHILE BOTH OF YOU LEARN SKILLS

PRESCHOOL LESSONS

3 TO 5 YEARS \$40.00 PER SESSION
MONDAYS & WEDNESDAYS MAY 15 - JUNE 7 NOT MAY 22
11:00AM - 11:30AM PRESCHOOL 1/2 \$40
11:30AM - 12:00PM PRESCHOOL 3/4 \$40
DOES YOUR LITTLE ONE ENJOY THE WATER? THIS INSTRUCTOR LEAD CLASS DOES NOT REQUIRE PARENT/INSTRUCTOR

SATURDAY LESSONS

APRIL 22-MAY 27
10:15-10:45AM PRESCHOOL 1 & 2 \$40
10:50-11:20AM PRESCHOOL 3 & 4 \$40
11:05-11:50AM SWIMMER 1 & 2 \$46
10:15-11:00AM SWIMMER 3 & 4 \$46
11:25-12:25PM SWIMMER 5 & 6 \$52.50
LAST SATURDAY SESSION UNTIL FALL!

SUMMER WEEKLY LESSONS

JULY 3-7, JULY 10-14*, JULY 17-21, JULY 24-28*, JULY 31 - AUGUST 4, AUGUST 14-18*, AUGUST 21-25
11:00-11:30AM PRESCHOOL 1 \$40
10:30-11:00AM PRESCHOOL 2 \$40
10:30-11:00AM PRESCHOOL 3 & 4 \$40
9:45-10:30AM SWIMMER 1 \$46
9:00-9:45AM SWIMMER 2 \$46
9:45-10:30AM SWIMMER 3 & 4 \$46
8:45-9:45AM SWIMMER 5 & 6 \$52.50
JULY 3-7, JULY 17-21, JULY 31 - AUGUST 4, AUGUST 21-25
JULY 10-14*, JULY 24-28*, AUGUST 14-18*
11:30-12:00PM PRIVATE LESSON \$95

AFTERNOON WEEK LESSONS

APRIL 17-20 (4 DAYS) APRIL 24-27 (4 DAYS)
5:25 - 5:55 PM PRESCHOOL 1/2 \$40
4:50 - 5:20 PM PRESCHOOL 3/4 \$40
4:00 - 4:45 PM SWIMMER 1/2 \$46
3:50 - 4:35 PM SWIMMER 3/4 \$46
SNEAK IN BEFORE BALL SEASON IS IN FULL SWING!

INFO BRIEF

- All scheduled programming must be booked online, including public swims, fitness & lane swims, Seniors Program, Drop in Aquafit etc. There is no visibility of our entrance on and staffs first priority is safety and supervision on deck.
- Masks are mandatory upon entry in the hallway, CAC is in an AHS facility.
- Doors open 3-5 minutes prior to lesson times, please come prepared to go in water.
- Registrations require payment prior to lesson start.
- We don't know when the main doors will be opened again, we are waiting as patiently as our customers.
- During swimming lessons, parents & guardians must stay out of deck. Please wait in the change rooms, hallway, or your vehicles. We do not have the staffing to guard those not in the water, thank you for understanding.
- Price increase for fees and programs will be in effect May 1, 2023
- Fall program guide will be available August 2, 2023

DROWNING PREVENTION WEEK

JULY 17 - 21
2:15 PM MONDAY - FRIDAY
WATER SMART ACTIVITIES, SWIM TO SURVIVE, GAMES, DEMONSTRATIONS. COME JOIN THE FUN!

JLC SUMMER SPORT CAMP \$40

AUGUST 8 - 11 TUESDAY TO FRIDAY 9-11 AM
The Junior Lifeguard Club (JLC) program is for all 4-7 youth between the ages of 8 to 15 years. Our summer program will include games, JLC members are encouraged to develop skills based on ROOKIE, RANGER, STAR, personal bests in swimming, lifesaving, fitness, knowledge, leadership and team work.

Office Phone (403) 925-2172 212 Fairway Dr West
Lane, Public Swims, Drop In programs register at Clareholm.ca
cac@clareholm.ca Clareholm Rec Facebook rec@clareholm.ca

CLARESHOLM AQUATIC CENTRE

PROGRAM GUIDE APRIL - AUGUST 2023

Water Exercise Options... AQUAFIT

MONDAY, WEDNESDAYS, & FRIDAYS
8 - 9 AM OR 1 - 2 PM
APRIL 3 - 28 \$37.50 NOT APRIL 7 & 10
MAY 1 - 31* \$52.00 NOT MAY 22
JUNE 2 - 30 \$52.00
JULY 3 - 28 \$48.00 NOT AUGUST 7
FEE INCREASE MAY 1ST 2023
\$5.75* DROP IN FEE, OR SIGN UP FOR THE MONTH
A LOW TO HIGH IMPACT WORKOUT THAT FOCUSES ON CARDIO-VASCULAR SYSTEM, STRENGTH, AND IS GREAT FOR PEOPLE WITH JOINT ISSUES. GREAT WORKOUT, GREAT PEOPLE!
ARE YOU NEW TO THE AREA? GIVE US A CALL AND WE'LL HELP FIND THE RIGHT FIT FOR YOU.
*BOOTCAMP TUESDAYS & THURSDAYS FROM 5-6PM WRAPS UP APRIL 27TH, AND WILL RETURN SEPTEMBER 5TH.

Advanced Courses... BRONZE STAR

JUNE 26 - 28 MONDAY - WEDNESDAY 8:30AM - 12PM
COURSE FEE \$80*
11+ YEARS, ROOKIE, RANGER, STAR EXPERIENCE AN ASSET.
STANDARD FIRST AID
APRIL 14 & 15 OR JULY 21 & 22
FRIDAY & SATURDAY 8AM - 4 PM
COURSE FEE \$130 + \$13.50
THIS IS A PREREQUISITE FOR BRONZE MEDALLION AND CROSS
BRONZE MEDALLION
MAY 12, 13 & 14 FRI 4 - 8PM, SAT & SUN 8 - 4PM OR
AUG 8, 9 & 10 TUES & WED 8 - 4PM THURS 8AM - 12PM
COURSE FEE \$130 + Materials \$47.50
PREREQUISITE: STANDARD FIRST AID WITH CPR
BRONZE CROSS
MAY 26 - 28 FRI 4-8PM SAT & SUN 8AM - 4PM OR
AUG 10 - 12 THURS 1PM - 5 PM, FRI & SAT 8AM - 4PM
COURSE FEE \$130.00 + Materials \$29.50
MUST HOLD BRONZE MEDALLION AWARD & STANDARD FIRST AID
NATIONAL LIFEGUARD
APRIL 28, 29, 30 & MAY 5, 6, 7 OR
JUNE 9 - 11 & 16 - 18 FRI 4 - 8PM, SAT & SUN 8 - 4PM OR
AUGUST 28 - SEPTEMBER 2 MONDAY - FRIDAY 8AM - 4PM
COURSE FEE \$300.00 + MATERIALS \$49.50
MUST BE 16 YEARS WITH BRONZE CROSS & CURRENT STANDARD FIRST AID
NL RECERTIFICATION: APRIL 21ST OR JUNE 2, 2023
FRI 4-8PM COURSE FEE \$100 MUST HAVE CURRENT SEA
LIFESAVING SWIM INSTRUCTOR
AUGUST 18 - 20 & AUGUST 25 - 27
FRI 4 - 8PM SAT & SUN 8AM - 4PM
COURSE FEE \$300.00 + MATERIALS \$82.00
MUST BE 16 YRS+ AND HOLD A BRONZE CROSS AWARD
ONLINE RECERTIFICATION \$65.00; CAN BE COMPLETED AT THE LIFESAVING SOCIETY ONLINE ACADEMY, LIFESAVING.ORG

SENIORS PROGRAM

TUESDAYS AND THURSDAYS 11:15 - 11:45AM
Come out and get your groove on to some classic rock. With great people, a smooth 20-30 minute workout. Ideal if you're just starting to exercise, have lower mobility, or need rehabilitation due to an injury or surgery. Regular admittance applies. Use our 10 punch pass for added value!

INFLATABLE WEEKENDS

APRIL 8 & 9
MAY 19, 20 & 21
JUNE 16, 17 & 18
JULY 14, 15 & 16
AUGUST 26 & 27
During afternoon scheduled Public Swims
Must book online at Clareholm.ca
Must follow the posted facility rules for the inflatable
May be asked to do a swim test, must be a swimmer to use inflatable.

CLARESHOLM KRAKEN SWIM CLUB STARTS MAY 1ST, 2023

MORE INFO:
www.teamunify.com/canassackcc
CLARESHOLM KRAKEN SWIM CLUB

"You're off to great places, today is your day,
Your mountain is waiting, so get on your way."
- Dr. Seuss

PAYMENT IS DUE AT TIME OF REGISTRATION, WE CANNOT HOLD A SPACE IF PAYMENT HAS NOT BEEN MADE, KIDSPORT FORMS ARE AVAILABLE. SUMMER FUN GROUPS PLEASE CONTACT US TO ENSURE STAFFING. THANK YOU

Claresholm Recreation

- Updated Fee Policy draft submitted, and committee has reviewed.
- Updated signage for Millennium, Moffat and Centennial Park is in progress
 - Inclusive, using pictorial images when able.

Centennial Park Campground

- Updated brochure for Campers; in progress

Winterfest

- Sno pitch was a fun event! The game ran from 12:30-2pm, with FCSS's Amazing Race contestants coming through.
- Feedback after from the Amazing Race contestants was positive! They had to hit a ball, run to first, run halfway then slide on a sled to second base, balance an egg on a spoon and run to third, throw 3 balls through the tire stand, and run home to tag the next player.



2nd Annual Seed & Plant Exchange

- We have had multiple phone calls for the Seed Exchange, and for community members that would like to be part of the Claresholm Garden Club
- \$5 fee is earmarked for possible workshops and the purchase of seeds
- Speaker, presenter Maggi McIvor will be hosting a short workshop
 - 13 participants attended the workshop and planted plants

2ND ANNUAL SEED & PLANT EXCHANGE

CLARESHOLM GARDEN PROJECT

2 SEED EXCHANGE DATES

- March 22, 2023 5-8pm
*Maggi McIvor, Horticulturist will be presenting and hosting a short workshop from 6-7:30pm
Seeds are available!*
- April 19, 2023 5-8pm
\$5 Fee for supplies
403-625-2172 to register

2 PLANT EXCHANGE DATES

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

RAIN BARREL SIGN UP

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

TOWN OF CLARESHOLM COMMUNITY ROOM

UTILITY SERVICES REPORT MARCH 2023





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

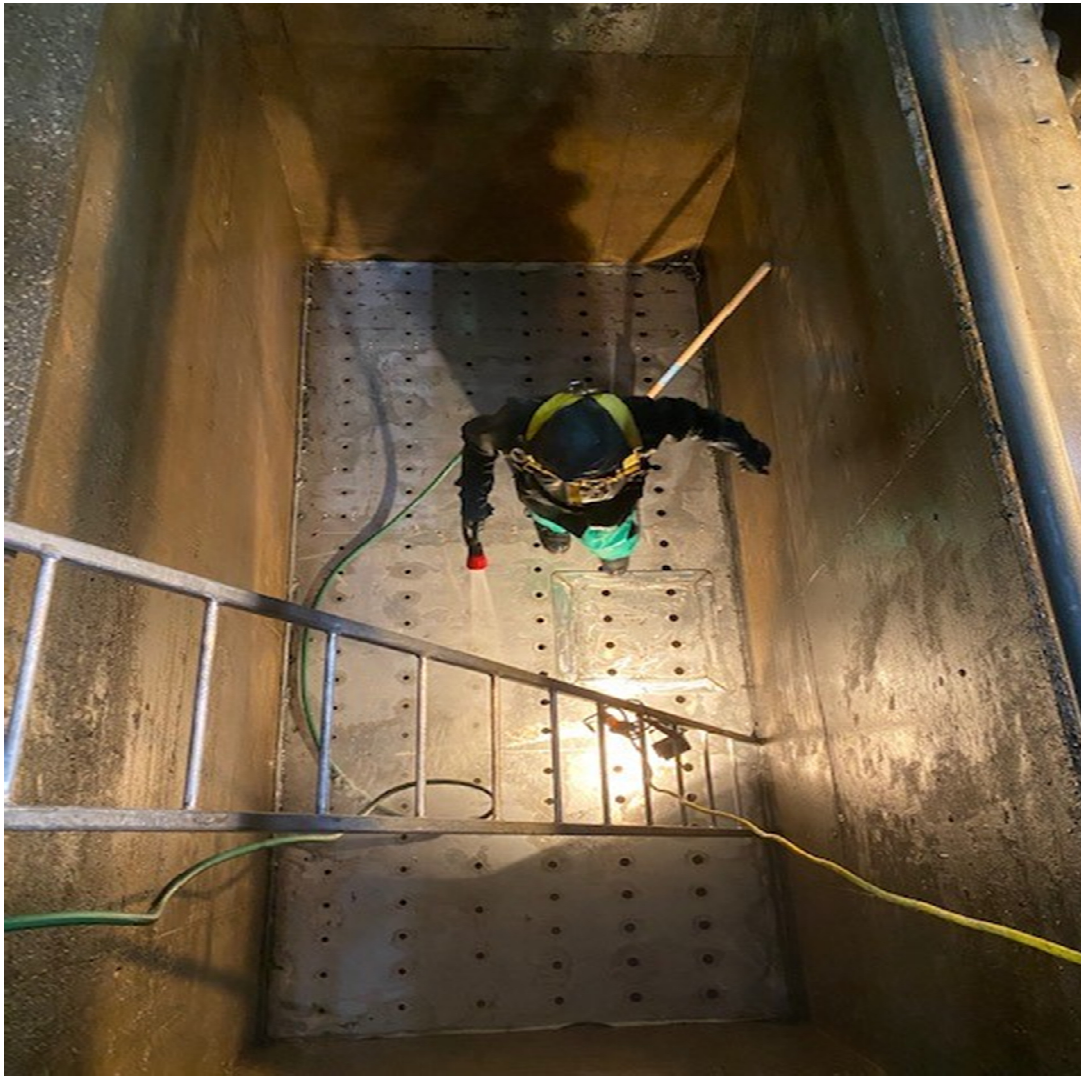
Maintenance

- 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 chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- CHAMCO onsite to investigate SULLAIR compressor "A" hydraulic leak.
- Install new claw compressor for onsite raw water lake aeration.
- Shut down and clean powder activated carbon system.
- Replace LED indication lights on MCC panels.
- Remove and clean common effluent pressure transducer.
- Clean both Dissolved Air Filtration (DAF) trains.
- MPE technician onsite adding operator SCADA control for common effluent tank level.
- HACH instrumentation technician onsite replacing flow sensor in CL17 SC chlorine analyzer.

Claw Compressors Supply Air to the Onsite Raw Water Reservoir in the Pretreatment Process to Improve Raw Water Quality and Maintain Oxygen Saturation in the Water



DAF Train Cleaning to Remove Debris and Chemical Deposits During the Pretreatment Process Prior to Membrane Filtration



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.
- Review Claresholm Alberta Environment Approval with staff.
- Enter raw water usage to Water Use Reporting System (WUR'S).

Training and Continuing Education Credits

- Online courses available.
- RMA Urban Systems zoom meeting
- Review AEP Compliance 360 certification process and continuing educational credits process.

Meetings

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

Safety

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

Chemical

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

Pumping Stations and Reservoirs

Highway Pump Station

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

East Side Reservoir (UFA)

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

- Receive quote for reservoir cleaning from Aqua-Tech Diving.

M.D Willow Creek

Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Check building daily and record as per AEP code of practice.
- Clean chlorine line, injection quill and replace pump tube as required.
- Repair leak in chlorine line after pump and replace.
- Replace chlorine pump tube and clean sodium hypochlorite from area.

M.D of Willow Creek Chlorine Injection Pump Supplies Sodium Hypochlorite to the Treated Water Distribution Line to the Willow Creek West Waterworks Distribution System



Industrial Airport

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

PRV Meter Vault

- Check PRV meter vault operating pressure.

Hamlet of Granum

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

West Water CO-OP

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

Alberta Parks and Environment Requirements

- Code of Practice treated water quality limits daily monitoring.

-
- Bacteriological samples 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.
 - Update Water Treatment Plant Operations Program.
 - Enter raw water usage to Water Use Reporting System (WUR'S).

Water Distribution

Universal Metering

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

Government Compliance

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

PRV Meter Vaults

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

Distribution Lines

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

Lagoon and Wastewater Collection

Government Compliance

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

Harvest Square Lift Station

- Check lift station daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.
- Corona Electric onsite to replace UPS and add SCADA alarms.
- MPE and Corona Electric onsite to test installed alarms.
- MPE SCADA technician onsite for programing and resetting totalizer.

Hard Controls Being Installed at HVSQ Lift Station for SCADA Control High Level Alarm, UPS Battery Fail, Hot Swap Maintenance Bypass and Providing Appropriate Connections for Programing



Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Replace battery on backup generator.
- Power outage, no issues with generator running (eagle hit power line).
- MPE technician onsite to fix radio communication and reset totalizer.

Pumping Stations and Reservoirs

Pine Coulee Reservoir

- Chain Lakes Reservoir **77.09%** level **11296.00** geodetic meters, **11110.56 (dam3)**.
- Pine Coulee Diversion Head Pond above Head Gates **1051.08 m**.
- Pine Coulee Diversion Canal below head gates flowing into reservoir at **0.00 m³/s**.
- Pine Coulee Reservoir level **43.59%** **1045.99** geodetic meters, **22056.66 (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.
- Onsite raw water reservoir **6472 mm** adding @ **30 l/s/s**.
- Check claw compressors daily.
- Install new claw compressor for onsite raw water lake aeration.

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.
- Enter raw water usage to Water Use Reporting System (WUR'S).



Town of Claresholm

Council Committee Report

Date: March 27th, 2023

Mayor Petrovic	
Councillor Carlson	
Councillor Cutler	
Councillor Kettles	
Councillor Meister	
Councillor Schlossberger	<p>Mar.1. AMA Alberta Budget Review. Lots of good information on this zoom call. Good attendance. Some good news some bad news.</p> <p>Mar. 1 Alberta Southwest. We received 2nd place in the top 100 green destinations across the world, for the Dark Sky's park initiative. Great achievement. Great discussion about Municipal Energy Managers. Taber has had an energy manager since 2019. Since then Taber has been able to save \$344,000. Pincher Creek and MD of Pincher Creek have jointly hired an energy manager.</p> <p>Mar.2 ORRSC. Full board meeting. Sub division activity remains on slower side. Have been able to find new employees after some staff have retired or moved on. Financially in good shape.</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>Mar. 14 FPIC and Budget meeting. Good discussion and we are making head way.</p> <p>Mar. 15 Landfill meeting. Good shape financially. Have had a few major purchases in the last year. New dry cell. New front end loader. Used half ton truck for yard work and picking garbage in surrounding area.</p> <p>Continued talk of waste to energy. Hoping to enter into an agreement with Mitacs to do a study on what type of waste to energy system would suit our needs.</p> <p>Mar. 15 RNIP candidate interview. This interview was extremely exciting.</p> <p>Mar. 20 RNIP candidate interview. Also went very well.</p> <p>Mar. 20 EDC. Good meeting. Lots of input from our members on my request for suggestions for 2 action items we as can take on as EDC.</p> <p>Action items we can accomplish in the next 12 months. Lots of great ideas!! Lots of engagement. I will be asking for ideas on what action we need to take to accomplish those goals for the next meeting. One common idea we heard was who knows who is on the Economic Development Committee?</p> <p>Mar. 21 Library meeting. All is well at the Library. Lots of programming coming up. Our casino coming up in April.</p> <p>Mar. 21 Assessment review and Audit & Finance meeting.</p> <p>Mar. 22 Southgrow webinar on Municipal Energy Management. 26 communities in Alberta have signed up for the Energy management program. Looking forward to Southgrow's Economic Summit on March 30. 110 participants have registered for this presentation so far.</p>
Councillor Zimmer	

COUNCIL RESOLUTION STATUS

Description		Assigned	Comments	Status
Regular Scheduled Meeting - February 13, 2023				
16c	IN CAMERA: Land - Moved by Councillor Zimmer to direct Administration to proceed with researching Starline Business Park development scenarios. CARRIED MOTION #23-023	Abe	Administration is researching development scenarios.	Ongoing
Regular Scheduled Meeting - March 13, 2023				
1	BYLAW #1759 - Moved by Councillor Meister to amend Bylaw #1759, the Dog Bylaw prior to 2nd Reading by increasing the fees to \$70 for intact dogs per year. CARRIED Moved by Councillor Cutler to give Bylaw #1759, the Dog Bylaw, 2nd Reading. CARRIED Moved by Councillor Meister to give Bylaw #1759, the Dog Bylaw, 3rd and Final Reading. CARRIED	Karine	Printed signed and updated on the website.	Complete
6	CORRES: Royal Canadian Legion - Moved by Councillor Cutler to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$485.71 plus GST for 2024. CARRIED MOTION #23-032	Karine	Payment has been generated	Complete
7	RFD: Culture Days Letter of Support - Moved by Councillor Zimmer to write a letter of support towards the Claresholm Arts Society's application to the Alberta Culture Days Grant in order to host a drama camp for ages 8 and up during Alberta Culture Days in September 2023. CARRIED MOTION #23-033	Abe	Letter drafted and sent to the Claresholm Arts Society	Complete
14a	IN CAMERA: LAND - Moved by Councillor Zimmer to accept the offer in the amount of \$81,000 plus GST for Lots 66, 68 & 69, Block 118, Plan 8010781, with the condition to re-acquire if development permit is not issued within one year. CARRIED MOTION #23-034	Abe/Tara	Purchase contracts have been signed.	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: March 24, 2023

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

February 10, 2023

Town of Claresholm – Council Chambers

Attendees: Chelsae Petrovic – Mayor (via zoom)
Brad Schlossberger – Council Member (Chairperson)
Doug Priestley – Member-at-Large

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

Regrets: Kieth Carlson – Council Member
Jeff Kerr – Member-at-Large (Vice Chairperson)

8:57 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the Agenda by Doug Priestley
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**Seconded by
Mayor Petrovic
CARRIED**

Adoption of Minutes

- January 20, 2023

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

**Seconded by
Mayor Petrovic
CARRIED**

Item 1: ACTION	HOME OCCUPATION	Motion to approve with conditions by Doug Priestley
	File: D2023.004	
	Applicant/Owner: Gina Fankhanel	
	Address: 302 49 Avenue W	
	Legal: Lot 20, Block 16, Plan 147N	
	Regarding: Home Occupation 2 – Hair Salon	
		Seconded by Mayor Petrovic CARRIED

Item 2: DISCUSSION	MD of WILLOW CREEK LUB AMENDMENT	Taken for information
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MUNICIPAL PLANNING COMMISSION MINUTES

February 10, 2023
Town of Claresholm – Council Chambers

9:08 a.m.

Motion to adjourn by
Doug Priestley

CARRIED

Willow Creek Regional Waste Management Services Commission
Box 2820 Claresholm, Alberta T0L 0T0
Phone: 403-687-2603
Fax: 403-687-2606

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
January 18, 2023 at 10:00 A.M.

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

1. Chair Gord Wolstenholme called the meeting to order at 9:59 A.M.

2. Approval of Agenda

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

3. Delegations

No delegations.

4. Approval of Minutes

a) Regular Monthly Meeting December 19, 2022

23.02 **Moved by Earl Hemmaway** to adopt the minutes of the December 19, 2022 regular
monthly meeting as presented.
CARRIED

5. Financial Information

a) Accounts Payable

CAO Friesen presented the accounts payable with the addition of Telus in the amount of
\$6 766.88.

23.03 **Moved by Brad Schlossberger** to approve for payment, the accounts payable in the
amount of \$6 766.88.
CARRIED

b) Check Detail December 20, 2022 to January 12, 2023

CAO Friesen presented the members with the check detail from December 20, 2022 to
January 12, 2023 in the amount of \$26 336.41.

23.04 **Moved by Don Norby** to accept the check detail of December 20, 2022 to
January 12, 2023 in the amount of \$26 336.41 as presented.
CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
January 18, 2023 at 10:00 A.M.

5. Financial Information cont.

c) Bank Reconciliation December 2022 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation reports for December 2022 for the ATB Financial checking account & 90-day notice account.

23.05 **Moved by Earl Hemmaway** to accept the December 2022 reconciliation report for the ATB Financial checking account & 90-day notice account as presented.

CARRIED

d) Budget vs. Actual Report ending December 31, 2022

CAO Friesen presented the members with the budget vs. actual report ending December 31, 2022.

23.06 **Moved by Brad Schlossberger** to accept the budget vs. actual report ending December 31, 2022 as presented.

CARRIED

e) Material Volumes Report ending December 31, 2022

CAO Friesen presented the members with the material report ending December 31, 2022.

23.07 **Moved by Don Norby** to accept the material report ending December 31, 2022 as presented.

CARRIED

6. New Business

a) Alberta Circular Plastics Day 2023

Accepted for information

b) Loader Offer

CAO Friesen explained that the members must ratify the email correspondence in regards to the sale of the 930H wheel loader.

23.08 **Moved by Earl Hemmaway** that the WCRWMSC ratify the email correspondence of December 30, 2022 authorizing CAO Friesen to accept the verbal offer of \$100 000.00.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
January 18, 2023 at 10:00 A.M.

6. New Business cont.

c) CAO Vacation

CAO Friesen explained that she would like to book April 11-25 for vacation. Friesen further explained that the regular monthly commission meeting is scheduled during this time and the members could choose to cancel the April meeting or move it to an alternate date.

23.09 **Moved by Brad Schlossberger** that the regular April meeting date be changed to April 5, 2023 to allow CAO Friesen to takes vacation from April 11 to 25, 2023.

CARRIED

7. Old Business

a) Alberta Care Spring Seminar

CAO Friesen explained that member Hemmaway had asked for this item to come back to the commission. Friesen explained that February was not a good month for her to be away from the landfill. Member Hemmaway was not able to attend but also didn't feel there was anything of great interest. None of the other members were interested in going.

b) Waste to Energy – For Decision

CAO Friesen explained that she had been in contact with Hannah Scott from Mitacs. Hannah is interested in having a virtual meeting with the members. Friesen explained that the commission is to book an appointment online. It was decided that the members would meet at the landfill on January 24, 2023 to have a virtual meeting with Hannah.

c) Equis – For Information

CAO Friesen explained that the landfill power has been switched over to Equis. She further explained that she had received notification that Equis increased their electricity rates from 7.759 to 9.209 cents per kilowatt hour.

8. Correspondence

No correspondence.

9. General Landfill Information

Nothing to report.

10. In Camera

23.10 **Moved by Earl Hemmaway** to go In Camera at 10:29 A.M.

CARRIED

23.11 **Moved by Brad Schlossberger** to come out of In Camera session at 11:09 A.M.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
January 18, 2023 at 10:00 A.M.

23.12 **Moved by Don Norby** that CAO Friesen be authorized to sign the legal agreement.
CARRIED

11. Adjournment

Chair Wolstenholme declared the meeting adjourned at 11:09 A.M.

Chairman Gord Wolstenholme

CAO Cheryl Friesen

Willow Creek Regional Waste Management Services Commission
Box 2820 Claresholm, Alberta T0L 0T0
Phone: 403-687-2603
Fax: 403-687-2606

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the M.D. of Willow Creek Administration Building February 15, 2023 at 10:00 A.M.

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

1. Chair Gord Wolstenholme called the meeting to order at 10:01 A.M.

2. Approval of Agenda

23.18 **Moved by Earl Hemmaway** to adopt the agenda as presented.
CARRIED

3. Delegations

Chandra Deaust – Avail CPA

Chair Wolstenholme asked CAO Friesen to introduce the members to Chandra Deaust from Avail CPA. Following the introductions, Chandra went through the pages of the financial statements with the board and answered any questions that were brought up.

23.19 **Moved by Brad Schlossberger** to approve the 2022 audited Financial Statements as presented.
CARRIED

23.20 **Moved by Don Norby** to approve the transfers to restricted reserves as follows:
Reserve account #4430905 Machinery and Equipment \$142 064.00
Reserve account #4430910 Waste Cells \$124 650.00
CARRIED

Chandra left the meeting. Chair Wolstenholme excused himself from the meeting for a brief period and returned at 10:32 A.M.

4. Approval of Minutes

a) Regular Monthly Meeting January 18, 2023

23.21 **Moved by Don Norby** to adopt the minutes of the January 18, 2023 regular monthly meeting as presented.
CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the M.D. of Willow Creek Administration Building February 15, 2023 at 10:00 A.M.

4. Approval of Minutes cont.

b) Special Meeting January 24, 2023

23.22 **Moved by Earl Hemmaway** to adopt the minutes of the January 24, 2023 special meeting as presented.

CARRIED

5. Financial Information

a) Accounts Payable

CAO Friesen provided the members with a verbal accounts payable listing.

23.23 **Moved by Brad Schlossberger** to approve for payment, the accounts payable as reported.

CARRIED

b) Check Detail January 19 to February 9, 2023

CAO Friesen presented the members with the check detail from January 19 to February 9, 2023 in the amount of \$30 753.33.

23.24 **Moved by Earl Hemmaway** to accept the check detail of January 19 to February 9, 2023 as presented.

CARRIED

c) Bank Reconciliation January 2023 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation reports for January 2023 for the ATB Financial checking account & 90-day notice account.

23.25 **Moved by Don Norby** to accept the January 2023 reconciliation report for the ATB Financial checking account & 90-day notice account as presented.

CARRIED

6. New Business

a) Draft Employee RRSP Policy #2023-01

CAO Friesen presented the draft employee RRSP policy for consideration.

23.26 **Moved by Brad Schlossberger** to adopt the draft Employee RRSP Policy #2023-01 as presented.

CARRIED

7. Old Business

a) Mitacs

CAO Friesen presented the members with the completed Mitacs application as asked if anyone wanted any changes made. Member Schlossberger thought that environmental sciences should be added. There was further discussion regarding the number of students that would be required as well. Friesen was asked to touch base with Hanna Scott and get her feedback.

b) Landfill Truck/ATV

CAO Friesen informed the members that the Ford site truck is in a state of disrepair. She explained that she had asked member Schlossberger for assistance in finding a suitable unit. Member Schlossberger stated that he called several dealerships and that there was nothing available. There was some discussion regarding a side by side as well. Friesen explained that a side by side would be a good choice however she was concerned about the safety issues that could present. Member Hemmaway did not like the idea of buying a used vehicle with high miles as we would then run into repair issues. Member Schlossberger explained that there was a 2019 truck available with 1100 km. but the cost was \$35 000.00.

23.27 **Moved by Earl Hemmaway** that Brad Schlossberger be authorized to spend up to \$35 000.00 to purchase a truck for the landfill.

CARRIED

8. Correspondence

a) Town of Claresholm

Accepted for information

9. General Landfill Information

a) Court Documents

CAO Friesen reported that she had received documents from the court in regards to restitution. She further explained that one individual that was charged and plead guilty has been ordered to pay restitution. Friesen further said that she would have to file the document at the Lethbridge courthouse.

10. In Camera

No In Camera items.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the M.D. of Willow Creek Administration Building February 15, 2023 at 10:00 A.M.

11. Adjournment

Chair Wolstenholme declared the meeting adjourned at 11:03 A.M.

Chairman Gord Wolstenholme

CAO Cheryl Friesen

Claresholm Public Library Board
Regular Meeting
February 21, 2023

In attendance: Joanna Ridley, Donna Meister, Ashley Tebbutt, Kendal Schille, Jay Sawatzky, Kelsey Hipkin

Guests: Chief Craig White (Claresholm Volunteer Fire Department)

1. CALL TO ORDER – 5:00 pm

Motion – Donna Meister

Passed

2: APPROVAL OF AGENDA

Motion: Kelsey Hipkin

Passed

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from January 17, 2023

Motion: Donna Meister

Passed

4: Guests re: Naloxone use in Library – see 8.1a under Old Business

- Kendall explains background of naloxone use in the library
- Policy for only staff to use, kept behind desk
- Chief White's concern was ensuring the staff had the online training
- Library went with the nasal spray as there are no sharps
- Chief White mentions a component with naloxone in First Aid and CPR training as an adjunct – its up to the library and the board to check insurance and make sure it fits within that. Part of First Aid and 911 no different than pulling an AED off the wall – if there is a suspected overdose based on training, its part of the dispatch carts that it is there to administer as per use
- Taber has similar policy as outlined today – have used it once since in the year they've had it
- If someone is administered naloxone, can they become aggressive
- Naloxone has no affect on alcohol
- Both drugs and alcohol are both central nervous system depressants – all very case specific says Chief White – their bigger concern is if someone takes an opioid as well as a

Claresholm Public Library Board
Regular Meeting
February 21, 2023

stimulant like cocaine or pcpc and you reverse the opioid there's a reaction that can cause aggressive – can be confusion or aggression

- Can ask for RCMP as part of your 911 call
- Sometimes naloxone won't work with just a single dose
- Legislation of Good Samaritan Act
- Aggressive reactions are case dependent – importance of situational awareness – if not comfortable giving it go through CPR and First Aid
- NARCAN part of fire department's first response
- Is it safe to say naloxone is more an addition to a first aid kit than something above and beyond? Chief White says its beginning to be so
- Possibility of seniors who forget and double up on a medication and pass out whilst at the library
- If someone takes naloxone when it isn't necessary, it isn't going to affect them in any way

5: FINANCIAL

5.1 Financial report for end of January 2023

- Jay still awaiting a phone bill – calling company again to confirm if we should have monthly payments or different?
- Book sales are strong the first two months of this year

Motion to accept Financial Report for end of January: Joanna Ridley

Passed

6: REPORTS

6.1 Library Manager's report

- Karaoke System and Telescope purchased for patron loans
- \$60,000 moved to Term Deposits on Feb. 3, 2023
- Donation of three wifi hotspots from Chinook Arch who purchased them through a grant
- Feb. 15 Grade One class visited library with handmade bouquet for Appreciation Day
- Casino moved to June 28–29

7: NEW BUSINESS

7.1 Annual Report for approval

Motion to approve Annual Report: Ashely Tebutt

Second: Kendall Schille

Claresholm Public Library Board
Regular Meeting
February 21, 2023

Passed

7.2 Plan of Service

- Has to be completed by end of 2023
- Survey released via Survey Monkey and in the library itself
- Plan of Service Committee – Jay, Joanna, and Ashley will form committee and arrange for meetings etc. before reporting back to the board

8: OLD BUSINESS:

8.1 a Naloxone – guests Claresholm Fire Chief Craig White

- **ACTION – Jay will email insurance policy to Kendall**
- Policy gives guidance to staff, goes further with any potential insurance claim
- Very unlikely to happen in the library at all
- Needle found in library last week, whether it was insulin or drug related we don't know
- 8.1 b – Conversation with Taber Library re staff Naloxone training
- Taber doesn't have a policy, have used naloxone once

Motion: Joanna Ridley to accept the naloxone policy as presented

Second: Kelsey Hipkin

Recorded vote, all in favour: Joanna Ridley, Donna Meister, Ashley Tebutt, Kendall Schille, Kelsey Hipkin

Passed

8.2: Alberta Ministries of Agriculture & Irrigation and Municipal Affairs
Grant Partnership outcome

- Hard to get seniors for computer training but Jay still pursuing the resume classes
- MCG Careers comes to library once a week

9: ADJOURNMENT – 5:47 pm

Next Meeting: March 21, 2023 – 5:00 pm