



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MAY 23, 2023
AGENDA**

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – MAY 8, 2023

ACTION ITEMS:

1. **BYLAW #1747 – Livestock Bylaw**
RE: 2nd & 3rd Readings
2. **CORRES: Fort Macleod Minor Hockey Association**
RE: Thank You
3. **CORRES: Claresholm & District Transportation Society**
RE: Thank You
4. **REQUEST FOR DECISION: Tax Waiver – Claresholm Medical Clinic**
5. **REQUEST FOR DECISION: Letter of Support - CFEP Grant (Skate Park)**
6. **REQUEST FOR DECISION: Letter of Support – CFEP Grant (Agriplex)**
7. **REQUEST FOR DECISION: Southern Alberta Summer Games**
8. **REQUEST FOR DECISION: 2023 Canada Day Beer Garden**
9. **REQUEST FOR DECISION: Contractor Policy Update**
10. **REQUEST FOR DECISION: Water Plant Numatics G3 Upgrade**
11. **REQUEST FOR DECISION: Campground Rates – Extended Stays**
12. **INFORMATION BRIEF: CAO Report**
13. **INFORMATION BRIEF: Council Committee Reports**
14. **INFORMATION BRIEF: Council Resolution Status**
15. **ADOPTION OF INFORMATION ITEMS**
16. **IN CAMERA**
 - a. **Personnel – FOIP Section 17**
 - b. **Personnel – FOIP Section 17**
 - c. **Advice From Officials – FOIP Section 24**
 - d. **Local Public Body Confidences – FOIP Section 23**

INFORMATION ITEMS:

1. **Oldman River Regional Services Commission Executive Committee Minutes - Apr 13, 23**
2. **Claresholm & District Museum Board Meeting Minutes – March 15, 2023**
3. **Claresholm Public Library Board Meeting Minutes – April 18, 2023**

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MAY 8, 2023

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

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

ABSENT: None

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

MEDIA PRESENT: None

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

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

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

CARRIED

MINUTES: **REGULAR MEETING – APRIL 24, 2023**

Moved by Councillor Zimmer that the Regular Meeting Minutes of April 24, 2023 be accepted as presented.

CARRIED

DELEGATIONS:

1. RURAL DEVELOPMENT NETWORK (RDN) (Remotely by Zoom)
RE: Housing Needs Assessment and Affordable Housing Strategy

CAO Abe Tinney provided the information with Asad Bhatti and Alyce Wickert from the Rural Development Network (RDN) available to answer questions by Zoom.

MOTION #23-074 Moved by Councillor Meister to approve the Housing Needs and Demand Analysis for the Town of Claresholm as presented.

CARRIED

MOTION #23-075 Moved by Councillor Carlson to approve the Affordable Housing Strategy for the Town of Claresholm as presented.

CARRIED

MOTION #23-076 Moved by Councillor Cutler to refer the Affordable Housing Strategy to the Community Development Committee for further discussion and recommendations for implementation.

CARRIED

2. GARY WATSON
RE: Request to Move RCAF Monument at Claresholm Airport

Gary Watson was present to speak to Council regarding the RCAF monument at the Claresholm Industrial Airport. He would like to move it to a safer and more appropriate location, such as Centennial Park by the Harvard aircraft. This would make it more visible and help to provide more protection against theft.

ACTION ITEMS:

1. BYLAW #1760 – 2023 Property Tax Rate Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Zimmer that Bylaw #1760, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2023 taxation year, receive 2nd Reading.

CARRIED

Moved by Councillor Kettles that Bylaw #1760, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2023 taxation year, receive 3rd and Final Reading.

CARRIED

2. BYLAW #1747 – Livestock Bylaw
RE: 1st Reading

Moved by Councillor Cutler to give Bylaw #1747, the Livestock Bylaw, 1st Reading.

CARRIED

3. DELEGATION RESPONSE: Mary-Ann Toone
RE: Bat Boxes

MOTION #23-077

Moved by Councillor Meister to direct administration to assist Mary-Ann Toone with placing bat boxes and signage at the Frog Creek Wetlands.

CARRIED

4. CORRES: Hon. Rebecca Schulz, Minister of Municipal Affairs
RE: 2023 Minister's Awards for Municipal and Public Library Excellence

Received for information.

5. CORRES: Southern Alberta Recreation Association
RE: 2023 Southern Alberta Summer Games

Received for information.

6. CORRES: Southern Alberta Recreation Association
RE: Invitation to Bid for 2025 and 2026 Games

MOTION #23-078

Moved by Councillor Cutler to refer the invitation to bid for the 2025 or 2026 Southern Alberta Summer Games to the Summer Games Committee for recommendations.

CARRIED

7. CORRES: Granum & District Canada Day Society
RE: Canada Day and Fireworks Show

Received for information.

8. CORRES: The Soup Bowl – Brenda Halliwell
RE: Request for Donation

MOTION #23-079

Moved by Councillor Carlson to support the Soup Bowl initiative by Brenda Halliwell with a donation of \$1,000 in order to purchase a freezer, on the stipulation that this item becomes the property of the Claresholm Social Centre should the Soup Bowl initiative conclude.

CARRIED

9. CORRES: 2023 Golf 4 Grads Scramble
RE: Request for Donation

Moved by Councillor Zimmer to support the 2023 Golf 4 Grads Scramble by sponsoring three holes with a donation of \$300.

DEFEATED

MOTION #23-080

Moved by Councillor Cutler to support the 2023 Golf 4 Grads Scramble by sponsoring a hole with a donation of \$100.

CARRIED

10. REQUEST FOR DECISION: Invitation for Government of Ghana Trade Mission

MOTION #23-081

Moved by Councillor Meister to direct administration to respond to the request from the Ghana High Commission with a letter of invitation from the Deputy Mayor and Council, to the Government of Ghana Delegation, inviting them to visit Claresholm during their trade mission from June 22 to July 8, 2023.

CARRIED

11. REQUEST FOR DECISION: Letter of Support - CFEP Grant (Day Care)

MOTION #23-082

Moved by Councillor Kettles to write a letter of support towards the Claresholm Childcare Society's application to the Community Facility Enhancement Program for the purpose of completing their outdoor space and constructing a new playground.

CARRIED

12. REQUEST FOR DECISION: Letter of Support - CFEP Grant (Golf Course)

MOTION #23-083

Moved by Councillor Cutler to write a letter of support towards the Bridges at Claresholm Golf Club's application to the Community Facility Enhancement Grant, for the purpose of replacing the outdated control panel in the golf course pumphouse.

CARRIED

13. INFORMATION BRIEF: Council Committee Reports

Received for information.

14. INFORMATION BRIEF: Council Resolution Status

Received for information.

15. ADOPTION OF INFORMATION ITEMS

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

CARRIED

16. IN CAMERA:

- a. Land – FOIP Section 16
- b. Legal – FOIP Section 27
- c. Local Public Body Confidences – FOIP Section 23
- d. Economic Interests of the Public Body – FOIP Section 25

Moved by Councillor Zimmer to go In Camera at 8:32 p.m. for the following items:

- a. Land – FOIP Section 16
- b. Legal – FOIP Section 27
- c. Local Public Body Confidences – FOIP Section 23
- d. Economic Interests of the Public Body – FOIP Section 25

CARRIED

NOTICE OF RECORDING CEASED: Deputy Mayor Schlossberger stated that the live stream has ended at 8:32 p.m.

Moved by Councillor Zimmer to come out of In Camera at 9:02 p.m.

CARRIED

NOTICE OF RECORDING: Deputy Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 9:02 p.m.

a. Land – FOIP Section 16

MOTION #23-084 Moved by Councillor Carlson to sign the Real Estate Amendment as presented for 359 – 43 Avenue West with a closing date of August 31, 2023.

CARRIED

b. Legal – FOIP Section 27

MOTION #23-085 Moved by Councillor Cutler to approve entering into a new 5-year contract with Benchmark Assessments Consultants Inc. for assessment services for the period of August 1, 2023 to July 31, 2028.

CARRIED

MOTION #23-086 Moved by Councillor Kettles to re-appoint Logan Wehlage, an employee of Benchmark Assessments Consultants Inc, as the Assessor for the Town of Claresholm for the 2023 Assessment year.

CARRIED

c. Local Public Body Confidences – FOIP Section 23

MOTION #23-087 Moved by Councillor Schlossberger to write a letter of support for the Community Hall Board's application to the Community Facility Enhancement Program, Small Stream, for the purpose of a renovation project at the Community Centre & provide the matching funds/in-kind donation of \$125,000.

CARRIED

ADJOURNMENT: Moved by Councillor Meister that the meeting adjourn at 9:05 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Deputy Mayor Schlossberger noted that recording ceased at 9:05 p.m.

Deputy Mayor – Brad Schlossberger

Chief Administrative Officer – Abe Tinney

ACTION ITEMS



REQUEST FOR DECISION

Meeting: May 23, 2023
Agenda Item: 1

BYLAW No. 1747 – LIVESTOCK BYLAW

At the May 8, 2023 regular meeting, Town Council gave first reading to Bylaw No. 1747, a Livestock Bylaw. This bylaw had not been updated since 1983.

Highlights of the new Livestock Bylaw:

1. Definitions and sections all updated for clarity. Care and Control restrictions removed and reference to Animal Protection Act and Environmental Protection & Enhancement Act, etc. noted instead as those supersede any municipal bylaw, and provide all requirements.
2. Exemptions provided for vet clinics, areas where the land use bylaw has been approved, parades, etc.
3. Restriction of urban bees at this time. This item can always be re-visited, however living in an agricultural area access is fairly easy and pollinators can be found in Town as our size is not the same as a city. Control of bees is very difficult and they could travel to parks, schools, etc. and have the potential to be a pest.
4. The bylaw exempts livestock from A/T districts, etc. where the Land Use Bylaw No. 1525 has approvals granted and/or the use listed within those specified land use districts.
5. Existing large R1 parcels that have equine are permitted to continue as per the bylaw. Instead of exempting specific parcels, the bylaw has made the provision more equitable based on parcel size and number of animals.
6. Limit urban hens (poultry only) to within a coop 3 or 5 depending on parcel size/zoning (more permitted in the acreages for example), and require an annual license for the coop. This will ensure they are provincially registered and the appropriate distance from residences, etc. (schedule A – coop license application - \$50 fee)

RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1747, 2nd and 3rd readings.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1747, The Town of Claresholm Livestock Bylaw, 2nd reading.

Moved by Councillor _____ to give Bylaw No. 1747, the Town of Claresholm Livestock Bylaw, 3rd and final reading.

ATTACHMENTS:

- 1.) Bylaw No. 1747

APPLICABLE LEGISLATION:

- 1.) Bylaw No. 1208

PREPARED BY: Tara VanDellen, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: May 16, 2023



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1747**

A Bylaw of the Town of Claresholm, in the Province of Alberta, for the provision of regulating and controlling animals.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, s. 7, Council of the Town of Claresholm (hereafter called Council) may pass bylaws for municipal purposes respecting wild and domestic animals and activities in relation to them;

AND WHEREAS the Council of the Town of Claresholm, in the Province of Alberta, deems it expedient to pass such a Bylaw.

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

This Bylaw may be referred to as the **Livestock Bylaw**.

1. DEFINITIONS

For the purposes of this Bylaw the following definitions shall apply:

CAO means the person appointed to the position of Chief Administrative Officer for the Town of Claresholm within the meaning of the *Municipal Government Act* or designate.

Coop means a fully enclosed weatherproof structure and attached Outdoor Enclosure used for the keeping of Hens, that complies with the Town of Claresholm Land Use Bylaw regulations applicable to Accessory Buildings.

Council means the Mayor and Councilors duly elected pursuant to the provisions of the *Local Authorities Election Act*.

Enforcement Officer means:

- (i) a Bylaw Enforcement Officer appointed under the *Municipal Government Act*;
- (ii) a Peace Officer;
- (iii) a member of the Royal Canadian Mounted Police (RCMP); or
- (iv) a Public Health Inspector.

Hen means a domesticated female chicken.

Highway means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, square, bridge, causeway, or other place whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:

- (v) a sidewalk and/or boulevard;
- (vi) where a ditch lies adjacent to and parallel with a roadway, the ditch; and
- (vii) where a Highway right of way is contained within fences or between a fence and one side of a roadway all the land between the fences or all land between the fence and edge of the roadway as the case may be.

Livestock includes, but is not limited to:

- (viii) a horse, mule, ass, swine, emu, ostrich, camel, llama, alpaca, sheep or goat;
- (ix) domestically reared or kept deer, reindeer, moose, elk, or bison;
- (x) farm bred fur bearing animals including foxes or mink;
- (xi) animals of the bovine species;

- (xii) rabbits raised for meat;
- (xiii) animals of the avian species intended for human consumption, including chickens, turkeys, ducks, geese, quails or pheasant; and
- (xiv) all other animals or insects that are kept for agricultural purposes.

Outdoor Enclosure means a securely enclosed, roofed outdoor area attached to and forming part of a Coop having a bare earth or vegetated floor for Hens to roam.

Rooster means a domesticated male chicken.

Town means the Town of Claresholm, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof.

Wildlife means big game, game birds, birds of prey, fur bearing animals, fur bearing carnivores and any other species of vertebrates designated as Wildlife under the *Wildlife Act* and the regulations passed pursuant hereto.

2. PERMITTED & PROHIBITED

- 2.1 Subject to the provisions of this Bylaw, and any other Bylaw of the Town of Claresholm, animals that may be kept within the Town of Claresholm include domestic pets, such as dogs and cats.
- 2.2 It is not the intention of this Bylaw to prohibit other domestic pets such as small caged pets or birds that fall within provincial and federal guidelines.
- 2.3 No person shall keep or have any of the following within the Town:
 - a. Roosters;
 - b. Hens, except those Hens for which a valid license has been issued under this Bylaw;
 - c. Livestock, except that Livestock which is kept in compliance with an exemption provided for in s. 6 of this Bylaw;
 - d. Wildlife;
 - e. Bees; or,
 - f. Poisonous snakes, reptiles, or insects.

3. CONTROL AND CARE OF LIVESTOCK

- 3.1 All Livestock in the Town of Claresholm not under the direct control of a person shall be placed in a fenced or other secure area which will prevent the free roaming of such Livestock.
- 3.2 An Enforcement Officer may capture and confine Livestock which trespasses within the Town of Claresholm on any:
 - a. Public lands owned and controlled by the Town, including Highways;
 - b. Public lands owned by the Crown; or
 - c. Privately owned land without the consent of the owner of those lands.
- 3.3 The owner of all Livestock in compliance with the provisions of this Bylaw must hygienically dispose of any feces produced by such Livestock on or off the owner's property in accordance with the *Environmental Protection and Enhancement Act*.
- 3.4 The owner of any Livestock in the Town of Claresholm must adhere to any and all applicable local, provincial and federal rules, acts, regulations, and associated certification, approval and permitting processes that are in addition to the following requirements shall be adhered to at all times and include but are not limited to the *Animal Protection Act*, *Environmental Protection and Enhancement Act*, the *Agricultural Operation Practices Act*, and all associated regulations.

4. URBAN HEN LICENCES

- 4.1 A person may keep up to five (5) Hens within the Agricultural/Transitional (A/T) land use district, and a person may keep up to three (3) Hens within the Country Residential (R3) & Single Detached Residential (R1), as defined in the Town of Claresholm Land Use Bylaw, with an Urban Hen Coop License, which may be applied for by:

- a. Submitting a completed Urban Hen Coop Licence Application;
- b. Obtaining a Premises Identification (PID) under the *Animal Health Act* and its regulations; and
- c. Paying an annual fee for the Urban Hen Coop Licence as outlined in this Bylaw.

4.2 Urban Hen Coop Licenses may be issued if the CAO and/or designate is satisfied that:

- a. The applicant is the owner of the property on which the Hens will be kept, or that the owner of the property has provided written consent to the applicant;
- b. The applicant resides on the property on which the Hens will be kept and:
 - (i) All required information has been provided;
 - (ii) An inspection has been completed;
 - (iii) The applicable license fee of \$50.00 per year has been paid; and,
 - (iv) The applicant has complied with all other Provincial and Federal regulations for the keeping of Hens.

4.3 Urban Hen Coop Licenses may be refused or revoked by the CAO and/or designate if:

- a. The applicant or licence holder does not meet or no longer meets the requirements for an Urban Hen Coop Licence as set out in this Bylaw or the Town of Claresholm Land Use Bylaw;
- b. The applicant or licence holder furnishes false information or misrepresents any fact or circumstance required pursuant to this Bylaw;
- c. The applicant or licence holder has, in the opinion of the CAO and/or designate, based on reasonable grounds, contravened any part of this Bylaw whether or not the contravention has been prosecuted;
- d. The applicant or licence holder fails to pay a fine imposed by a Court for a contravention of this Bylaw or any other applicable Bylaw related to the keeping of Livestock;
- e. The applicant or licence holder fails to pay any fee required by this Bylaw or any other applicable legislation; or
- f. In the opinion of the CAO and/or designate, based on reasonable grounds, it is in the public interest to do so.

4.4 Urban Hen Coop Licenses are not transferable from one person to another.

4.5 Urban Hen Coop Licenses are not transferable from one property to another except:

- a. When a licence holder has moved to a new property within the Town, then:
 - (i) The licence holder may apply to transfer the licence; and
 - (ii) An inspection of the new property must be carried out to determine the licence holder is still able to meet all requirements for an Urban Hen Coop Licence as set out in this Bylaw and the Town of Claresholm Land Use Bylaw at such property.

4.6 Urban Hen Coop Licence Fees:

- a. \$50.00 per year is to be paid prior to the 31st of January of every year and expires on December 31st;
- b. Shall not be reduced or prorated no matter the month of purchase; and,
- c. Shall not be refunded or rebated if revoked or otherwise terminated.

4.7 If the CAO and/or designate revokes, or refuses to issue an Urban Hen Coop Licence, the applicant may appeal the decision to Council within 21 days.

5. KEEPING OF HENS

5.1 A person who keeps Hens must:

- a. Ensure that each Coop is:
 - (i) Located in the rear of the property;
 - (ii) Meets the setback requirements for Accessory Buildings and structures as outlined in the Town's current Land Use Bylaw.
- b. Provide and maintain, in the Coop, at least one nest box per Coop and one perch per Hen;
- c. Keep each Hen in the Coop at all times;

- d. Provide each Hen with appropriate food, water, shelter, light, warmth, ventilation, veterinary care, and opportunities for essential behaviours such as scratching, dust bathing, and roosting, all sufficient to maintain the Hen in good health;
- e. Maintain the Coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances;
- f. Follow biosecurity procedures outlined by the Canadian Food Inspection Agency to reduce the potential for a disease outbreak;
- g. Keep Hens for personal use only; and,
- h. Inform the Town immediately of any disease or welfare issues that may affect the public, and of the steps taken to rectify the situation.

5.2 No person who keeps Hens shall:

- a. Sell eggs, manure, meat, or other products derived from a Hen;
- b. Slaughter any Hen on the property;
- c. Dispose of any Hen except by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of such; and,
- d. Keep a Hen in a cage, kennel, or any other form of shelter other than a Coop, except for the purpose of temporary transport.

6. EXEMPTIONS

6.1 Exceptions to Section 2.3 include:

- a. Facilities where Livestock are temporarily housed for educational, veterinary, scientific, or civic purposes;
- b. Facilities where Livestock are temporarily housed for industrial or commercial purposes, such as slaughterhouses or auction markets, subject to requirements and restrictions by an applicable Town of Claresholm Bylaw, which may include, but is not limited to, the Land Use Bylaw and Business License Bylaw;
- c. For approved special events, such as parades or filming; and
- d. Specific areas as designated within the Town of Claresholm Land Use Bylaw, or any other current bylaw, subject to such restrictions and conditions stated therein.

6.2 Where the property is designated by the Land Use Bylaw as Agricultural Transitional (A/T), Single Detached Residential (R1) or Country Residential (R3) it is exempt from Subsection 5.1 (a), with regards to Equine species only, with the following restrictions on number of animals kept:

- a. 0.00 to 1.49 acres – none
- b. 1.50 to 2.49 acres – maximum of two animals
- c. 2.50 to 3.49 acres – maximum of three animals
- d. 3.50 and greater – maximum of four animals
- e. No person shall keep any Livestock in any place used for a dwelling house, or in any building or shed attached thereto or connected therewith.

6.3 Where exemptions apply as per Sections 6.1 & 6.2, an owner shall not create, establish, or maintain:

- a. A stable or other building in which Livestock are kept in such a manner or in such numbers as to be injurious or dangerous to health or which may hinder in any manner the prevention or suppression of disease; or
- b. An accumulation or deposit of offensive matter, refuse, offal or manure, wherever situated excepting a Highway, which:
 - (i) is injurious or dangerous to health;
 - (ii) may hinder in any manner the prevention or suppression of disease; or
 - (iii) may provide a breeding place for flies or creation of odors;
- c. Any accumulation or deposit of offensive matter, refuse, offal or manure on a Highway.

6.4 No horses or cattle of any kind shall be kept in any shed, stable, pen, byre, yard or other enclosure situated at less distance than seventy-five (75) feet from the nearest dwelling house nor twenty-five (25) feet from any public Highway not being a lane or recreational park. If more than one animal is kept the distance shall be at least one hundred (100) feet from the nearest dwelling.

- 6.5 No person shall keep any poultry in any shed, stable, Coop, pen, yard or other enclosure situated at a distance less than twenty (20) feet from any occupied building on the same lot, thirty (30) feet from any occupied building on an adjacent lot or twenty five (25) feet from any public Highway not being a lane or recreational park except in the case of lots having a frontage on two Highways, the minimum distance shall be twenty five (25) feet from the Highway on which the occupied building on the lot fronts and ten (10) feet from any Highway at the side or rear of the lot. For the purpose of this section a lane shall not be considered a Highway.
- 6.6 All sheds, stables, pens, byres, yards, or enclosures where Livestock are kept shall be properly constricted, drained, ventilated and lighted and kept clean to the satisfaction of the Medical Officer of Health or such Health Inspector as may be appointed from time to time and shall be open to the subject of inspection by any Health Inspector at all reasonable times.
- 6.7 Any unclean, leaking, foul, dangerous, defective, or filthy drain, ditch, tank or gutter or any leaking or broken slop garbage, manure box or receptacle of like character whenever or wherever found in the limits of the Town of Claresholm shall be deemed a nuisance.
- 6.9 The Health Officer may order the relocation, alteration or removal of any existing sheds, Coops, runways or enclosures in which poultry are kept which do not comply with the provisions of this Bylaw.

7. PENALTIES AND ENFORCEMENT

- 7.1 No person shall willfully obstruct, hinder, or interfere with an Enforcement Officer or any other person authorized to enforce and engage in the enforcement of this Bylaw.
- 7.2 Any person who contravenes any provision of this Bylaw is guilty of an offence and liable to a fine of:
- a. \$250.00 – First (1st) offense;
 - b. \$500.00 – Second (2nd) and subsequent offences.

8. GENERAL

- 8.1 It is the intention of the Council of the Town that each provision of this Bylaw should be considered as being separate and severable from all other provisions, should any section or provision of this Bylaw be found to have been improperly enacted then such section or provision shall be regarded as being severable from the rest of this Bylaw and that the Bylaw remaining after such severance shall remain effective and enforceable.
- 8.2 It is the intention of the Council of the Town that all offences created pursuant to this Bylaw be construed and considered as being Strict Liability Offences.
- 8.3 Whenever the singular and masculine gender is used in this Bylaw it shall include the plural, feminine and neutral gender whenever the context so requires.

This Bylaw shall take effect on the date of final passage.

Read a first time in Council this **8** day of **May** 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

Schedule "A"



URBAN HEN COOP LICENSE APPLICATION

111 -55 Avenue W, Box 1000
Claresholm, AB T0L 0T0
P 1.403.625.3381 F 1.403.625.3869
www.claresholm.ca

Applicants must fill in the following application form and submit photographs and a site plan.

APPLICANT/AGENT INFORMATION	
Applicant Name:	
Mailing Address:	
Email:	
Phone:	
PROPERTY INFORMATION	
Property Owner(s):	
Civic Address:	
Legal Description:	Lot: Block: Plan:
Premises Identification Number through Alberta Agriculture and Rural Development:	
PROPERTY OWNER SIGNATURE/PERMISSION LETTER	
You must provide either a property owner signature OR a permission letter from the property owner authorizing the agent to sign the application form.	
<div><div>_____</div><div>Property owner signature</div></div> <div>OR</div> <div><input type="checkbox"/> Permission letter is attached</div> <div>Date: _____</div>	
RIGHT OF ENTRY	
In accordance with the <i>Municipal Government Act</i> , I hereby authorize the Town of Claresholm to enter the above property for the purpose of conducting site inspection(s) pursuant to bylaw regulation.	
Property owner signature: _____	
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT	
The information collected via this form is being collected by the Town of Claresholm pursuant to legislation governing the information handling practices of the Town of Claresholm, specifically Sections 33(a) and (c) of the <i>Freedom of Information and Protection of Privacy Act (Alberta)</i> , and other legislation or bylaws governing the municipality, as may be applicable. By signing this document, you acknowledge that, in accordance with Section 17(2)(g) of the <i>Freedom of Information and Protection of Privacy Act</i> your name, address and other details related to your permit may be made available to the public. Should you have any questions related to the collection or disclosure of your personal information, please contact the Chief Administrative Officer at the Town Office.	
<div>_____</div> <div>Applicant/Agent signature</div> <div>Date: _____</div>	
FOR OFFICE USE ONLY	
Roll #:	Land Use District:
Lot Size:	Approval Date:
Date Received:	
Fee Paid (\$50.00):	



Fort Macleod Minor Hockey Association

PO Box 2180
Fort Macleod, AB
T0L 0Z0
fortmacleodminorhockey.com

May 11th, 2023

Town of Claresholm;

FMMHA would like to thank the town of Claresholm and its facilities workers for helping us and these children have such a successful beginning of the season.

The friendly and helpful faces that we and these children were greeted with everyday at the rink did not go unnoticed as we awaited our ice. We found the town staff to be exceptionally helpful and willing to go above and beyond for anything we as an association needed.

We would also like to thank the town for giving such a generous ice rental reduction while we awaited our facility.

We are forever grateful for the continued support.

FMMHA



Box 2076 • 111 55th Ave W • Claresholm • AB • T0L 0T0

Tel: 403-625-4455

Email: claresholmtransportation@gmail.com

May 8th, 2023

Abe Tinney
Town of Claresholm
Box 1000
Claresholm, AB
T0L 0T0

Dear Abe & Council

Just a short note to say a big thank you to you and Council, for your approval of the 2023 community grant to our Society. This operational funding makes a big impact to our budget, and helps us to maintain our financial costs over the year.

Our service continues to grow since our beginnings in 2002, with more clients coming on board, a wider geographical area covered, and vehicle maintenance costs & mileage rising! On average we have seen a 30% increase in trips over the last 3 years, a clear sign of what an essential service we provide to our town and neighbouring communities. We are proud to serve community, and we thank you for helping us deliver our mission.

Yours sincerely,

Sally Morton, CEO,
On behalf of the Board
Claresholm and District Transportation Society

Affordable and Accessible Transportation for Seniors and those with Disabilities



REQUEST FOR DECISION

Meeting: May 23, 2023
Agenda Item: 4

REQUEST FOR TAX WAIVER CLARESHOLM MEDICAL CLINIC

DESCRIPTION:

The Town of Claresholm has received a request from the MD of Willow Creek regarding the property taxes for the Claresholm Medical Clinic located at 4215 Fairway Drive.

BACKGROUND:

Council reviewed the request in 2018 and carried a motion to waive the municipal portion of the taxes in the spirit of cooperation in the amount of \$6,387.79, as the MD of Willow Creek supports the Town of Claresholm by way of the recreation grant in the amount of \$50,000 (now the ICF recreation grant of \$74,300).

The municipal portion of property taxes was again waived in 2019 in the amount of \$6,087.60, in 2020 in the amount of \$6,280.10, in 2021 in the amount of \$6,634.51 and in 2022 in the amount of \$7,064.27.

Should Council decide to waive the municipal portion of the property taxes on this property, it is important to note the *Municipal Government Act* (MGA) in regards to this request.

PART 10 TAXATION

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

(b) cancel or refund all or part of a tax.

In order to waive the municipal portion of the property taxes, the property taxes must first be levied. It must also be determined why "Council considers it equitable to do so" and it must state that in the motion. This waiver must be revisited on an annual basis to determine whether or not the conditions for the waiver still exist.

PROPOSED RESOLUTION:

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

ATTACHMENTS:

- 1.) MD of Willow Creek request letter
- 2.) 2022 Taxation Notice & Property Assessment

APPLICABLE LEGISLATION:

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

PREPARED BY: Lisa Chilton – Tax Administrator

APPROVED BY: Abe Tinney, CAO

DATE: May 16, 2023



Municipal District of Willow Creek

Office of the Administrator

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

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

May 15, 2023

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

ATTENTION: Abe Tinney, MA

Dear Sirs:

RE: Claresholm Medical Clinic
Lot 2, Block 5, Plan 7711577
Tax Roll 11573000

The M.D. of Willow Creek No. 26 would like to request a waiver of the municipal portion only of the 2023 property taxes levied on the above-noted property owned by the M.D. of Willow Creek. The amount requested to be waived is \$7,017.65

The M.D. of Willow Creek sincerely appreciates your prompt attention to this matter.

Yours truly,

Derrick Krizan, C.L.G.M.
Chief Administrative Officer

TOWN OF CLARESHOLM

2023

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



Claresholm

TAXATION NOTICE
& PROPERTY ASSESSMENT

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

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11573000	0	YB: 1978			0	0	0	0
SUBDIVISION NAME								
CIVIC ADDRESS		Medical Clinic 4215 FAIRWAY DRIVE						
MORTGAGE NUMBER		PLAN	BLOCK	LOT				
		7711577	B	2				
MORTGAGE COMPANY NAME								

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

MUNICIPAL DISTRICT OF WILLOW
CREEK
BOX 550
CLARESHOLM, AB T0L 0T0
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMMERCIAL IMPROV	603,000	COMMERCIAL IMPROVE	603,000
TOTAL ASSESSMENT	603,000	TOTAL ASSESSMENT	603,000
		EXEMPT	0
		TAXABLE	603,000

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

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res	0.003924500	24.71424	2,366.47
TOTAL 2023 EDUCATION TAXES			2,366.47
SUB TOTAL 2023 TAXES			2,366.47

TAX INSTALLMENT PAYMENT PROGRAM

CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR	797.94
PAYMENTS COULD BE AS LOW AS	0.00

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged	0.000317100	1.99690	191.21
Municipal Tax - Non- Res	0.011637900	73.28886	7,017.65
TOTAL 2023 MUNICIPAL AND OTHER TAXES			7,208.86
SUB TOTAL 2023 TAXES			9,575.33

FOR COMPARISON 2022 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE 9,754.68

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

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

TOTAL 2023 TAXES	9,575.33
CURRENT OUTSTANDING	0.00
TOTAL CURRENT TAXES PAYABLE FOR 2023	9,575.33
AMOUNT DUE AFTER JUNE 30th, 2023	10,915.88

TOWN OF CLARESHOLM

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



Claresholm

ROLL NUMBER

11573000

LAST DATE
BEFORE PENALTY

2023-Jun-30

2023

TAXATION NOTICE
& PROPERTY ASSESSMENT

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	9,575.33	9,575.33

AMOUNT DUE PLEASE PAY	9,575.33
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN
MAKING PAYMENT. THANK YOU.

MUNICIPAL DISTRICT OF WILLOW
CREEK
BOX 550
CLARESHOLM, AB T0L 0T0
Canada

COPY

11573000

LETTER OF SUPPORT – CFEP GRANT (SKATEPARK)

The Claresholm Skatepark Association is applying to the Community Facility Enhancement Program with a deadline of June 15th. CFEP Large Funding stream is for applications over \$125,000. They have requested a letter of support for the application. They are applying for \$186,061.50 and have raised \$54,000 thus far. They have also applied to Co-op Community Spaces, and if they are successful in that grant funding the amount of municipal matching funds would decrease. Within the Town's 5 year capital plan there has been \$100,000 of municipal funding allocated for the project in 2024.



For further information regarding this grant, please visit their website: <https://www.alberta.ca/community-facility-enhancement-program.aspx/>

They are also requesting any remaining matching funds be allocated in budget and in-kind donation in the way of equipment, labor for some earthwork, landscaping, etc (listed below). The value of this matching funds/in-kind donation is \$132,062 (\$118,706 cash, and \$13,356 in-kind).

Site Stripping & Rough Landscape Grading & Landscaping Remediation (seeding)

- Strip existing organics to at least the full extents of the “Limit of Structural Build-Up” as identified on the Rough Grading and General Layout drawing - sheet SK-004
 - estimated area = approx. 650m²
 - estimated depth = approx. 0.4m (or as required to remove all organics)
 - estimated volume = approx. 260m³
- Stockpile on site for reuse as non-structural landscape fill
- Following completion of all skatepark concrete, use the stockpiled material to grade non-structural landscape berms around all the built-up areas of the skatepark (3:1 max slope)
- Grade additional landscape berms as needed to spoil all stockpiled material and/or remove surplus material as needed (dispose of consistent with municipal and provincial guidelines)

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to write a letter of support towards the Claresholm Skatepark Association's application to the Community Facility Enhancement Program for the purpose of constructing the skatepark at 111 55 Ave West (in which the Town has allocated land for the Skatepark construction), and provide the matching funds & in-kind donation for stripping the site, minor earthwork, and landscaping where the Town crews have the ability/equipment to complete that work in the amount of \$132,062 (\$118,706 cash & \$13,356 in-kind).

ATTACHMENT:

1. Skatepark Association request email

PREPARED BY: Tara VanDellen, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: May 19, 2023



Claresholm Skatepark Association
Box 231
Claresholm, AB T0L 0T0

April 26, 2023

Attn: Town of Claresholm Council

Re: CFEP application

Dear Council Members,

It is the intention of the Claresholm Skatepark Association to apply for the large stream CFEP grant, which has a deadline of June 15, 2023.

We would like to request matching funding from the Town of Claresholm in our application in the amount of \$118,706 cash and \$13,356.00 in kind labor/equipment, should it be necessary. Our objective is to apply for \$186,061.50, where the Claresholm Skatepark Association is able to claim \$54,000.00 in funds raised. We are waiting to hear on another grant application worth potentially \$150,000.00, and will be notified in the last part of May.

It is my truest hope that we will have some success in this grant and the contributions required by the town towards CFEP will be minimal.

The Claresholm Skatepark Association sincerely appreciates your patience and support in this project and are confident it's going to be a very popular addition to the community.

Many thanks,

Lisa Darch
Chair – Claresholm Skatepark Association



REQUEST FOR DECISION

Meeting: May 23, 2023
Agenda Item: 6

LETTER OF SUPPORT – CLARESHOLM AGRIPLEX

BACKGROUND:

The Willow Creek Agricultural Society is applying to the Community Facility Enhancement Program (CEFP) for the purpose of completing stage three, the front-end addition, of the indoor equine facility at the Claresholm Agriplex.

They are not asking for any monetary commitment from the Town of Claresholm, only a letter of support at this time.

PROPOSED RESOLUTIONS:

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

ATTACHMENTS:

- Email from the Willow Creek Agricultural Society

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: May 19th, 2023

Karine Keys

From: Claresholm Agriplex <clhmagriplex@telus.net>
Sent: May 9, 2023 3:51 PM
To: Karine Keys
Subject: letter of support request
Attachments: 2021 town letter of support_0001.pdf

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

Hi,

The Willow Creek Agricultural Society is applying for the Community Facility Enhancement Program-Large Funding Stream. We are requesting a letter of support from the Town of Claresholm.

I have attached the last letter of support we received for this grant. Something similar to this would be great except in the first paragraph should read "regarding the grant application being submitted by the Willow Creek Agricultural Society for the purpose of completing stage three, the front-end addition, of the indoor equine facility at the Claresholm Agriplex".

Also, note that the address for the program has changed to:

Community Facility Enhancement Program
Suite 212, 17205 106A Avenue
Edmonton, Alberta T5S 1M7

The application deadline is June 15 so we would need this letter before that.

Please let me know that you received this email.

Thank you,

Nadine Jensen



REQUEST FOR DECISION

Meeting: May 23, 2023
Agenda Item: 7

SOUTHERN ALBERTA SUMMER GAMES

DESCRIPTION:

The Southern Alberta Recreation Association (SARA) Board is asking communities to bring forward their proposals to host the Southern Alberta Summer Games in 2025 or 2026.

BACKGROUND:

Council reviewed the attached letter from SARA at the last regular meeting on May 8th and passed the following motion:

Moved by Councillor Cutler to refer the invitation to bid for the 2025 or 2026 Southern Alberta Summer Games to the Summer Games Committee for recommendations. MOTION #23-078

The Summer Games Committee had a meeting on Tuesday, May 16th and discussed the options. Claresholm was originally supposed to host the games in 2021, and the committee still has casino funds in the amount of \$55,000. The reason that the 2024 games are not available is because the Town of Coaldale is hosting.

The Town of Fort Macleod has shown interest in the 2025 games. It is the committee's recommendation that Claresholm should try to partner with Fort Macleod in order to host the 2025 games. Hosting together makes sense as we are close in distance and will be able to offer many more events over the normal offerings. It would also be much more cost-effective to host together. If we are allowed to host with Fort Macleod, there may be a possibility of receiving another casino. There is no longer grant funding available to host the games as the provincial government has ceased this practice, so casino funding would be important.

Further, it is the committee's recommendation that if Claresholm is not chosen to host with Fort Macleod in 2025, the casino funds should be dispersed per the outlined allowable expense schedule to community sporting groups and wait and see what direction the Summer Games takes in the future. It would not make sense to bid for the 2026 games if Fort Macleod has them in 2025.

PROPOSED MOTION:

Moved by Councillor _____ to advise Administration to contact the Town of Fort Macleod and the Southern Alberta Recreation Association to determine if there is a possibility that the Town of Claresholm could partner with the Town of Fort Macleod in order to co-host the 2025 Southern Alberta Summer Games.

ATTACHMENTS:

- 1.) May 3, 2023 letter from the Southern Alberta Recreation Association (SARA)

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: May 19, 2023



May 3, 2023

To Honourable Mayor and Council Members,

The Southern Alberta Recreation Association is inviting the regions within S.A.R.A. to send in Bids with a Letter of Intent to host the Southern Alberta Summer Games in 2025 and 2026. Regions have expressed interest to host future games, and as an organization we have decided that the best course of action, is to send out an invite and start afresh. Our mission is to *“promote the benefits of sport & recreation and facilitates related initiatives in Southern Alberta to help develop healthy and active individuals and communities”*.

If your region or Municipality is interested in hosting the games, please forward an Expression of Interest via email to karbra@medicinehat.ca by December 31, 2023. S.A.R.A. is focusing on scheduling the next 5 years of games, and welcome those who are interested to send us a letter. Regions are welcome to partner with other communities within their respective municipalities to provide a broad selection of sporting events for regions to participate in. The following are the Southern Alberta Summer Games core sporting activities and cultural events that have been a feature since the games began.

Core Sports		Host Community (Optional Sports)	
5/10 KM Run Athletics Ball Hockey Baseball Badminton 3 on 3 Basketball Beach Volleyball	Cribbage Cycling (Road Race & Time Trials) Mini Soccer Photography Soccer Swimming	Archery Equestrian Handgun Horseshoes Kayaking Lacrosse Pickleball Slo-pitch Small bore Softball	Trapshooting Tennis 2.5/3 KM Walk/Run Gymnastics Triathlon Bowling Golf Rugby Motocross

S.A.R.A. is a non-profit organization formed in the late 1960s and incorporated in 1973. Our largest initiative is the Southern Alberta Summer Games (S.A.S.G), which was hosted annually in a select community in Southern Alberta. The Covid-19 pandemic halted the 2020-2022 games, and we were unable to find a host community in 2023. We are excited to work with our upcoming 2024 host, to be announced in the following months. Our goal at S.A.R.A. is *“To provide an opportunity for the greatest number of people to participate in an enjoyable grass roots festival”*, will continue to be viable. We’re looking to the future, and collaboration is essential.

Thank you for your continued support as we navigate the path ahead,

Best regards,

Kara Brake

Chair

Southern Alberta Recreation Association



REQUEST FOR DECISION

Meeting: May 23, 2023
Agenda Item: 8

2023 CANADA DAY BEER GARDEN

DESCRIPTION:

As per Town of Claresholm Liquor and Town Facilities Policy #5.8.15, liquor/alcohol is not allowed in Town owned facilities or park areas except with the permission of the Town of Claresholm, and a permit by the Alberta Gaming and Liquor Commission.

BACKGROUND

The Claresholm Skate Park Association has a successful history of hosting beer garden fundraisers at various community events in and around Claresholm. The Association has received liquor licenses with AGLC for previous events, and at the invitation of the Town's Engagement Coordinator, have agreed to participate in Canada Day 2023.

DISCUSSION/OPTIONS:

The Engagement Coordinator and the Claresholm Skate Park Association are requesting Town Council approval for the Canada Day beer gardens to operate at Centennial Park, July 1, 2023, between the hours of 10:30 am and 4:00 pm. There will be food, water, and shelter available at the event.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the responsible sale and consumption of liquor at Centennial Park, Saturday July 1, 2023, between 10:30 am and 4:00 pm, on the condition that an application to the Alberta Liquor and Gaming Commission has been approved, and is displayed at the event.

RECOMMENDED ACTION:

Approval.

PREPARED BY: Megan McClung, Engagement Coordinator

APPROVED BY: Abe Tinney - CAO

DATE: May 16, 2023



REQUEST FOR DECISION

Meeting: May 23rd, 2023
Agenda Item: 9

CONTRACTOR POLICY 1.3.05 – UPDATE

DESCRIPTION / BACKGROUND:

Administration periodically reviews different Town policies. After a recent review of the Contractor Handbook and Contractor policy, administration is recommending updates and revisions to both documents.

The key changes are:

- Formatting the policy to focus on contractors, any reference to visitors has been removed.
- If a Contractor has a Special Clearance Letter or is a sole proprietor without WCB coverage they must inform the Town and their invoice must distinguish their labor hours.
- All incidents involving injuries, spills or damage to property must be reported immediately to the Town of Claresholm.
- The failure to comply with the policy, to meet industry safety standards and meet OH&S legislation will be grounds for the termination of the contractor's employment with the Town of Claresholm.
- The addition of the requirement for the protection and maintenance of the health and safety of all employees, specifically their physical, psychological, and social well-being.
- The addition for requirement to make all levels aware of their individual OHS rights (right to know, right to participate, and the right to refuse dangerous work), roles, and responsibilities.
- The requirement for all levels to **comply** with Occupational Health and Safety Legislation and the organization's health and safety procedures and standards. The word **comply** must be in the statements.
- The review process for the policy, such as every three years.

RECOMMENDATION:

The amendments to the Contractor Policy will bring the policy up to industry standards. This aligns with the recent updates to the Safety Policy, Violence and Harassment Policy and Violence and Harassment Procedures. Administration recommends Council adopt the amended policy by resolution.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the updated Town Policy as follows, effective May 23rd, 2023:

- 1.3.05 Contractor Policy (version 4)
- Contractor Orientation

ATTACHMENTS:

- 1.) GA 12-15(b) – Contractor Policy – OLD
- 2.) Contractor Policy 1.3.05
- 3.) Contractor Policy Orientation

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

APPROVED BY: Abe Tinney – CAO

DATE: May 18, 2023



Policy #GA 12-15(b)

Contractor's Policy

POLICY:

Any contractor to bid on or carry out work for the Town of Claresholm will fall under the content of the Town's safety program and will be responsible to carry out this work with every measure taken to complete the work safely.


Contractors must follow the Occupational Health and Safety guidelines, as well as the guidelines the Town of Claresholm has set in the Joint Health & Safety Program and must have a current Town of Claresholm Business License.

Contractor Responsibilities:

1. Contractors are required to be familiar with the Town of Claresholm's Health and Safety Program and comply with all Safe Work Practices, the OH&S Act, Code and Regulations.
2. If a contractor is deemed prime contractor, they shall be responsible to comply with the Alberta OH&S Act and Regulations as well as the Town of Claresholm Safety Policies.
3. Contractors can follow their own Policies and Safe Work Practices if they exceed that of the Town.
4. Contractors shall take every reasonably practicable precaution to protect the safety of their employees, sub-contractors and the public.
5. Contractors shall carry out regular safety meetings.
6. Contractors shall assess and document hazards and the controls needed to reduce the risk for the hazards identified.
7. Personal Protective Equipment will be required to be worn when undertaking work for the Town.
8. Contractors will be required to supply to the Town, a letter to confirm the Town is listed as an additional insured on the Contractors liability insurance policy and that they have a minimum of \$2,000,000.00 of liability insurance per incident.
9. Contractors must supply the Town with a clearance letter from Worker's Compensation Board.
10. The Town will cover those Contractors that cannot get WCB coverage for themselves as long as they can get a Special Clearance Letter from WCB stating that they cannot get coverage, the Town will only use those Contractor's for up to \$10,000.00 per year unless there are special circumstances that are reviewed by the Joint Health & Safety committee and approved by the Chief Administrative Officer.
11. All incidents must be reported immediately to the Town of Claresholm.

Date Approved by Council: December 14, 2015
Resolution #15-118

EFFECTIVE DATE: December 14, 2015

 Claresholm	Contractor Policy		Policy 1.3.05
Department Owner:	Health and Safety		
Policy Applies To:	Contractors		
Date Created:	Dec 14, 2015	Date Approved By Council:	
Version #:	4.0	Resolution #:	
Last Review Date:	May 18, 2023	Policy(ies) Replaced/Rescinded:	GA 12-15(b)

Intent

The Town of Claresholm is committed to a health and safety management system that protects our workers, 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. This policy outlines the safety responsibilities and expectations for contractors hired by the Town of Claresholm.

Policy

Any contractor to bid on and/or carry out work for the Town of Claresholm must meet or exceed Alberta Occupational Health and Safety (OH&S) legislation and will fall under the content of the Town's ~~safety program~~ **health and safety management system**. Contractors will be responsible to carry out their work with every measure taken to complete their work safely.

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.

~~Contractors must follow the Occupational Health and Safety guidelines, as well as the guidelines the Town of Claresholm has set in the Joint Health & Safety Program and must have a current Town of Claresholm Business License.~~

Contractor Responsibilities:

1. Contractors **working with town employees** are required to be familiar **and comply** with the Town of Claresholm's Health and Safety Program, ~~and comply with all Safe Work Practices, the OH&S Act, Code and Regulations~~ **and comply with OH&S legislation**.
2. If a contractor is deemed the prime contractor, ~~they shall be responsible to comply with the Alberta OH&S Act and Regulations as well as the Town of Claresholm Safety Policies~~ **they are solely responsible for the sub-contractors they hire. The prime contractor must make sure those sub-contractors comply with the OH&S legislation.**
3. Contractors can follow their own Policies and Safe Work Practices if they **meet or** exceed that of the ~~Town~~ **OH&S legislation**.
4. Contractors shall take every reasonably practicable precaution to protect the safety of their employees, sub-contractors and the public.
5. ~~Contractors shall carry out regular safety meetings.~~ Contractors are required to participate in site specific safety meetings and/or facilitate their own site-specific safety meetings.
6. Contractors shall assess and document hazards and the controls needed to reduce the risk for the hazards identified **at the site. This may include signing a Town of Claresholm Hazard Assessment.**
7. ~~Personal Protective Equipment will be required to be worn when undertaking work for the Town.~~ Job and site specific Personal Protective Equipment is required at all locations.

8. Contractors will be required to supply to the Town, a letter to confirm the Town is listed as an additional insured on the Contractors liability insurance policy and that they have a minimum of \$ 2,000,000.00 of liability insurance per incident.
9. Contractors must supply the Town with a clearance letter from Worker's Compensation Board.
10. ~~The Town will cover those~~ Contractors that cannot get WCB coverage for themselves ~~as long as they~~ can get a Special Clearance Letter from WCB stating that they cannot get coverage, the Town will only use those Contractor's for up to \$10,000.00 per year unless there are special circumstances that are reviewed ~~by the Joint Health and Safety Committee~~ and approved ~~by the~~ Chief Administrative Officer ~~and the manager hiring the contractor~~.
11. ~~If you are a Contractor with a Special Clearance Letter or a sole proprietor without WCB coverage you must inform the Town and your invoice must distinguish your labor hours.~~
12. All incidents ~~involving injuries, spills or damage to property~~ must be reported immediately to the Town of Claresholm.
13. ~~The Contractor shall be responsible to provide and maintain tools and equipment in accordance with OH&S and manufactures requirements. All tools and equipment must be in good working condition and safety equipment properly functioning.~~
14. ~~Failure to comply with this policy, to meet industry safety standards and meet OH&S legislation will be grounds for the termination of the contractor's employment with the Town of Claresholm.~~
15. ~~Contractors must sign an acknowledgment that they have had a Contractor Policy Orientation.~~

Employees at every level must be familiar with the requirements of the OH&S 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: 4.0



Claresholm

Contractor

Policy

Orientation

Intent

The Town of Claresholm is committed to a health and safety management system that protects our workers, 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.

This orientation outlines the safety responsibilities and expectations for contractors hired by the Town of Claresholm as outlined in the Town of Claresholm Contractor's policy.

Safety Statement

Any contractor to bid on and/or carry out work for the Town of Claresholm must meet or exceed Alberta Occupational Health and Safety (OH&S) legislation and will fall under the content of the Town's health and safety management system. Contractors will be responsible to carry out their work with every measure taken to complete their work safely.

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.

Employees at every level must be familiar with the requirements of the OH&S legislation as it relates to their work. Employees have the right to know, to participate, and to refuse dangerous work.

Contractor Responsibilities

1. Contractors working with town employees are required to be familiar and comply with, the Town of Claresholm's Health and Safety Program.
 - All contractors must comply with OH&S legislation and standard industry safe work procedures and practices.
2. If a contractor is deemed the prime contractor, they are responsible for the sub-contractors they hire. The prime contractor must make sure those sub-contractors comply with the OH&S legislation.
3. Contractors can follow their own Policies and Safe Work Practices if they meet or exceed that of the OH&S legislation.
4. Contractors shall take every reasonably practicable precaution to protect the safety of their employees, sub-contractors and the public.
 - The contractor is responsible for the individuals accompanying them and/or working with them.

5. Contractors are required to participate in site specific safety meetings and/or facilitate their own site-specific safety meetings.
6. Contractors shall assess and document hazards and the controls needed to reduce the risk for the hazards identified at the site. This may include signing a Town of Claresholm Hazard Assessment.
 - The contractor may choose to use their own Hazard Assessments.
7. Job and site specific Personal Protective Equipment (PPE) is required at all locations.
 - The Contractor shall be responsible to supply and maintain any and all PPE to its own employees.
 - All PPE used and worn shall meet the CSA standards as outlined in the OH&S legislation.
 - The Contractor shall be required to have adequate First Aid supplies (that meet OH&S Code) and Fire Extinguishers on site for Contractors own employees and equipment.
8. Contractors will be required to supply to the Town a letter to confirm the Town is listed as an additional insured on the Contractors liability insurance policy and that they have a minimum of \$ 2,000,000.00 of liability insurance per incident.
9. Contractors must supply the Town with a clearance letter from Worker's Compensation Board.
10. Contractors that cannot get WCB coverage for themselves can get a Special Clearance Letter from WCB stating that they cannot get coverage, the Town will only use those Contractor's for up to \$10,000.00 per year unless there are special circumstances that are reviewed and approved by the Chief Administrative Officer and the manager hiring the contractor.
11. If you are a Contractor with a Special Clearance Letter or a sole proprietor without WCB coverage you must inform the Town and your invoice must distinguish your labor hours.
12. All incidents involving injuries, spills or damage to property must be reported immediately to the Town of Claresholm.
13. The Contractor shall be responsible to provide and maintain tools and equipment in accordance with OH&S and manufacturer's requirements. All tools and equipment must be in good working condition, and safety equipment functioning properly.
14. Failure to comply with this policy, to meet industry safety standards and meet OH&S legislation will be grounds for the termination of the contractor's employment with the Town of Claresholm.
 - This includes unprofessional and/or unethical behavior at worksites.
 - This includes the possession of and/or being under the influence of alcoholic beverages and/or non-prescription drugs.

Contractor Policy Acknowledgment

Company and/or Contractor (print name): _____

Primary Site Contact (print name): _____

Phone Number: _____

Secondary Site Contact (print name): _____

Phone Number: _____

Environmental Considerations

Good Housekeeping practices are mandatory in the work area to help ensure safe work procedures and practices can be adhered to and the area around the site is kept environmentally secure. All refuse and/or garbage from the job site must be disposed of and contained in a proper waste receptacle.

Incident Reporting

All incidents involving injuries, spills or damage to property must be reported immediately to the Town of Claresholm contacts as follows:

1. Town of Claresholm Director of Infrastructure, **Jace McLean at 403-625-6636**
2. Town of Claresholm Public Works On-Call Phone at **403-625-0503**

WCB and Insurance Checklist

- ☐ Contractors WCB account number _____
- ☐ Contractor has WCB Clearance Letter
- ☐ Contractor has no WCB coverage and understands invoices must indicate labor hours as a separate line item.
- ☐ Contractor has provided letter with Town of Claresholm named on liability insurance (minimum \$2,000,000.00) as additional insured.

Consigner and Witnesses

Contractor Name (please print clearly)

Signature

Date

Town of Claresholm Manager

Signature

Date

Anything stated or implied in this orientation does not supersede the requirements of the Occupational Health and Safety Act of Alberta, its Regulations or the Code.



REQUEST FOR DECISION

Meeting: May 23, 2023
Agenda Item: 10

Water Treatment Plant Numatics G3 Upgrade

BACKGROUND

The Microfiltration system at the Water Treatment Plant (WTP) is controlled by a numatic solenoid system. The current system is a Numatics G2-series electronics. The existing G2 series solenoids have been deemed obsolete by the manufacturer and are no longer supported, therefore maintenance and repairs are difficult, and depending on the issue may become unrepairable. There are a total of 6 solenoid manifolds. The system therefore needs to be upgraded to a Numatics G3-series system.

Administration applied for Alberta Municipal Water and Waste Water funding in the fall of 2021 and were unsuccessful. The application was updated and resubmitted in the fall of 2022. The Town received notification this year that we were successful in receiving funding for this project. The project is included in the Town's 5-year capital plan for 2025 as basically the latest we could afford to delay this project, hoping to received funding before that time.

COSTS/ SOURCE OF FUNDING (if applicable):

This project was originally quoted in the fall of 2021 at a cost of \$85,143. When updating our application to resubmit in the fall of 2022 we received an updated quote for the project, which jumped significantly up to \$125,398, this was a 47% increase in price. Furthermore, we received an updated quote on May 18th, with an updated cost of \$140,146.56 or an approximately 12% increase.

The funding we were awarded through AMWWP was 51.29% of the project costs to a maximum of \$64,316.77. This calculates to a maximum project costs of \$125,398 that will receive grant funding, anything over this is 100% funded by the Town. As such, any further inflation in costs will be borne completely by the Town, so even a further 12% increase in costs (total project cost of \$140,146.56) will result in a 24% increase in the cost to the Town.

Per the capital plan, the matching portion, or non-grant funded portion, of the project is being funded from the water & sewer utility capital reserve.

RECOMMENDED ACTION

Administration is recommending we proceed with the project in 2023 to limit further cost increases for the project, as any inflationary increases in costs are magnified in the cost increases to the Town (portion not grant funded).

PROPOSED RESOLUTION:

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

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26 Section 248 – Expenditure of money

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

APPROVED BY: Abe Tinney, CAO

DATE: May 15, 2023



REQUEST FOR DECISION

Meeting: May 23, 2023
Agenda Item:11

CAMPGROUND FEES - 5.7.10 POLICY UPDATE

Background:

The current Recreation Fee Policy 5.7.10 is needing another column stating Weekly Campground fees. Yearly there are many requests for seasonal rates, with adding a weekly fee to Centennial Park the Town of Claresholm will have the ability to charge long term users seasonal rates for camping which will bring Claresholm in line with other communities.

Description:

Administration has gone through and compared Claresholm's rates to other communities in the area and, for the most part, Claresholm now comparable with other communities in Southern Alberta. With the addition of Weekly Fees for Camping Claresholm will be more in line with what other communities offer. Administration went with \$5 off per day for Weekly Rate A & B, and Weekly Rate C for Unserviced/Tenting is a savings of \$5/day and \$1/day

Effective January 1 st	2023	2024
30-50 Amp Full Service <i>(GST included)</i>	\$40.00	\$41.00
Water & Power <i>(GST included)</i> <i>No Sewer</i>	\$35.00	\$36.00
Un-serviced <i>(GST included)</i>	\$26.00	\$26.50
Tent <i>(GST included)</i>	\$22.00	\$22.50
Camp Kitchen <i>(GST included)</i> <i>Must be reserved for use</i>	No Charge	No Charge
Reservation Deposit <i>Long Weekends, special events</i>	\$40.00	\$41.00
Weekly Rate 'A' 7 Days 30-50 Amp Full Service	\$245.00	\$252.00
Weekly Rate 'B' 7 Days Water & Power	\$210.00	\$217.00
Weekly Rate 'C' 7 Days Unserviced/Tenting <i>Must move tent within 4 days as per posted rules</i>	\$147.00	150.50

Recommendation:

Administration recommends Council adopt the above weekly rates for the Claresholm Centennial Campground, and amend the Recreation Fee Policy 5.7.10

Potential Resolutions:

Moved by Councillor _____ to adopt the new campground weekly rates and to update the Town's Recreation Fees Policy, 5.7.10, accordingly.

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Abe Tinney - CAO

DATE: May 19, 2023



CAO REPORT

May 23rd, 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 participated in a meeting with regional RCMP staff to discuss the Claresholm/Nanton hubbing project. Elected officials and administrators from Claresholm, Nanton and the M.D.s of Ranchlands Willow Creek were also in attendance. The RCMP provided an in depth overview of the hubbing project, and RCMP will share some of this information at the next quarterly statistics report to Council.
- Attended the second Town Council Open House (May 4th). Topics were Emergency Management/Emergency Preparedness and Budget 2023. Unfortunately, there were no members of the public in attendance. The Local Press did have a reporter in attendance, however. Administration will look into casting a wider advertising net and creating more interest prior to the next Open House, which is scheduled for Thursday September 21st.
- Had two meetings with Sustainable Housing Initiative to discuss their Enabling Housing Choice program. We are working on an engagement strategy, specifically aimed at developers in the area, to discuss barriers to residential development. The goal is to increase housing development and thus housing choice in Claresholm.

BYLAW

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

HR/TAX

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Abe Tinney
CAO

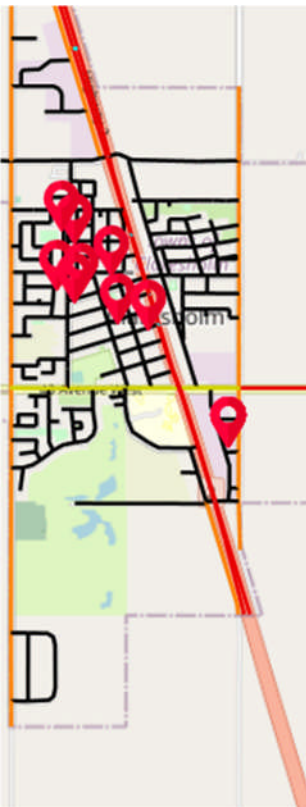


INFORMATION BRIEF

Meeting: May 23, 2023
Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT Apr 19, 2023/May 19, 2023

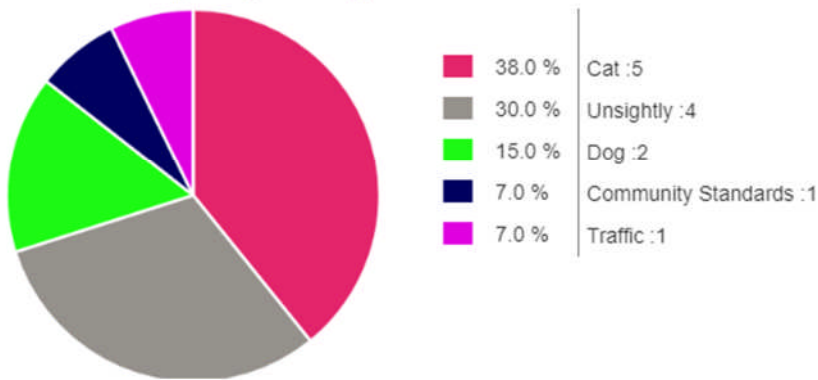
Report Mapping



Apr/May Highlights:

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.
2. 7 Animals brought into CARES
 - 2 Dogs
 - 5 Cats
3. Unsightly Properties on the increase with the season change.
4. Bylaw Office started 13 files between Apr 19, 2023- May 19, 2023.
5. With the warm temperature's calls are down.
6. Radar signs to be re-deployed at months end.
7. Bylaw to assist Coaldale with their bike rodeo at months end.

Total number of requests by Service Type :



Opened	Closed
2	3
2	2
2	0
1	0
0	1

DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 4/24/2023 - 5/19/2023

Financial

- 2023 Operating and Capital budgets were approved. These have been uploaded to the Town's website for public viewing.
- Muniware ERP software was updated with the 2023 financial budget and May month-end financials were sent out to all departments with these updated budget numbers.
- 2024-2026 Financial (Operating) Plan and the 2024-2028 Capital Plans were also approved/adopted. These have been uploaded to the Town's Website for public viewing.
- 2023 Tax Rate Bylaw was passed and tax notices were issued (electronically and by mail) on May 9th and 10th.
- Completed the financial portion of the Alberta Settlement and Integration Grant reporting for the grant that came to an end in late March. Reporting is due by the end of May.
- Initial kickoff meeting for onboarding new budgeting and financial reporting software, Questica. Onboarding process is expected to take approximately 3 months, having it in place for 2024 budgeting cycle in the fall.

General

- Developed Information on the budget and on the 2023 tax rate to be sent out with all tax notices to help inform the public about the Town's 2023 budget.
- Similarly, developed a budget and tax rate presentation for the public for Councils 2nd Open House of 2023. Unfortunately there was poor attendance to the openhouse.
- In the midst of annual evaluations with staff which were long overdue.
- Attended the Government Finance Officers Association annual conference. There were a lot of very relevant sessions for the Town of Claresholm at the conference, including topics on inflation and economic outlook, digital transformation, Artificial Intelligence (AI), selling the budget to the public, disruptive technologies, Etc.

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

DEVELOPMENT DEPARTMENT REPORT

For: 4/20/2023 – 5/20/2023



Development Permits

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

Compliance Requests

- ❖ 3 compliance requests received.

Miscellaneous

- ❖ Annual Safety meeting held April 27, 2023
- ❖ Local Press Ads – Public hearing notices, Amundsen Park construction, and approved Development Ad.
- ❖ Brown Lee Law Planning & Development Law seminar, May 17, 2023. Topics included: Community Revitalization Levies – with the Government of Alberta lifting its moratorium, how can this cost-recovery tool help your municipality? Downzoning – when will a municipality be obliged to expropriate or pay compensation for loss of value? LPRT v SDAB – with the Municipal Government Act s. 685(2.1) in place, hear about recent decisions respecting appeal tribunal jurisdiction. Land Use Bylaws and Statutory Plans – tips on updating your key planning documents. Utility infrastructure ownership and maintenance – when does “private” infrastructure become the municipality’s responsibility? Subdivision Bonds – a newer product on the market for development agreement security. Hear about its pros and cons.

On-going projects

- ❖ Community Development Committee – Continued work on projects, inquiries, etc.
- ❖ Road closure bylaw – still waiting for bylaw to return from the Ministers office.
- ❖ Asset Management – continued updating.
- ❖ Fire Hall – met with Grant Advance Solution with Fire Chief to seek out additional funding sources for projects. Continued work on support letters and assistance of the Association’s grant application.
- ❖ Amundsen Park project – Fortis trenching and electrician on site completing wiring, plugs, lighting. Seeding and watering completed. Quotes for concrete and paving obtained, pathways and connections to be completed over the summer.
- ❖ Centennial Park playground replacement – 2024 – Lions grant application submitted.
- ❖ Annexation – report, letters, and signed consents submitted.

*Submitted by
Tara VanDellen
Development Services Manager*

Economic Development Officer's Report

Town of Claresholm

May 23, 2023

Prepared by Brady Schnell



Since the submission of my April 21st, 2023 report I continue to perform the duties outlined in my employment contract, and as directed by the Chief Administrative Officer and Economic Development Committee.

Economic Development Department

In April, a new term contract was established for a full-time Engagement Coordinator. Megan McClung has accepted the position and hit the ground running. A community event group met April 27, and again in May. Plans for Canada Day, Spread the World, and Fair Days are well underway.

May 11th marked the last day of a 2-year term-contract for the Economic Development Assistant. This position was shared with the Claresholm & District Chamber of Commerce. Town Council and Administration have determined not to continue with shared-staff, but instead will seek a full-time Economic Development Assistant, term-contract, for the Town. The job opening is posted, interviews will take place the first and second week of June, 2023.

Economic Development Committee (EDC)

The EDC met on Tuesday May 9th, from 7:00 pm to 8:22 pm, with 8 members in attendance. Over the past 3-months the Chairperson, Deputy Mayor, Brad Schlossberger, has been encouraging member participation to refine the mission, vision, and priorities of the EDC. During the meeting, 2-immigration applications approved, the housing needs assessment was reviewed, and Claresholm's competitive advantages was discussed.

Investment Attraction

1. Potential investor group from Dubai, with a local connection, inquired about residential, commercial, and industrial development opportunities. The group has shown interest in Prairie Shores residential area, and Starline Business Park industrial and commercial area.
2. The EDO received emails and calls from potential foreign investors wanting to participate in the Alberta Rural Entrepreneur Stream. However, determining the legitimacy of these inquiries is challenging. Invest Alberta, the Ministry of Jobs Economy and Northern Development, and the Ministry of Agriculture are resources for determining legitimacy, but easier said than done.
3. Local business owners and entrepreneurs contacted the EDO to inquire about 2 commercial properties in Claresholm. The EDO provided information and advice, and has been asked to keep these conversations confidential for the time being.

4. Connect4Commerce Claresholm website is now live. This commercial and industrial real-estate tool was made available through Alberta SouthWest membership. The site auto populates from other web sources such as MLS and Realator.ca, and can also be manually populated. The next step is to integrate this tool into an Economic Development landing page.
5. A major joint site-selection response with the MD of Willow Creek continues to make progress, however this exciting venture is confidential. No barriers at this time.
6. In communications with an airplane manufacturer out of British Columbia that intends to purchase land at the Claresholm Airport. They have contacted the EDO to learn more about immigration programs for labour, and determine employer eligibility requirements.
7. The EDO met with the High Commissioner of Ghana to Canada, regarding an upcoming trade-mission to Alberta and Ontario. Earlier this month the Town Council approved a letter of invitation for the 9 government delegates to come to Claresholm to share investment opportunities, agriculture best practices, sister city relations, and government to business strategies. The visit will take place sometime between June 22 and July 8.

Claresholm & District Chamber of Commerce

The Claresholm & District Chamber of Commerce met in April and May. The board has accepted notice that the shared-staff agreement will not be renewed. The Economic Development Committee will host the Chamber board for a joint-meeting, June 18th.

The Chamber Trade Fair returned April 28, 29, after 2-years of cancellations. The Town was front and centre with a large booth including 4-new pop up banners; Live, Work, Visit, and Invest. The booth also showcased community videos of events, facilities, volunteers, and newcomers alike. There was good engagement, door prizes, and 5-Councillors helping out.

An Opportunities for Growth event, Understanding Employment Standards, took place April 19th, with around 12 workers and employers in attendance. The Province provided 2 speakers in-person, free of charge and the presentation included information and resources. The next Opportunities for Growth; showcasing the Lethbridge College, will take place June 8th.

Rural and Northern Immigration Pilot

The EDO reviewed 2 applications, held interviews, and met with the immigration subcommittee to review. Applications for, Retail Sales Supervisor at Fas Gas Plus, and Chef at Roy's Place Restaurant were approved by EDC; recommendations issued, reported to IRCC. There are at least 4 more candidates and employer applications pending. Reports on security and privacy of information, and 2023 allocations, were also completed.

Welcoming Claresholm

An application for 2-years of additional funding from the provinces, Settlement Integration & Languages Programs was successful. Claresholm will receive more than \$296,000 in funding to continue work relating to equity, diversity, inclusivity, and welcoming newcomers (April 1, 2023 - March 31, 2025). Among many other items, the funding supports the salaries and wages for the Engagement Coordinator and Economic Development Assistant.

The EDO attended Welcoming Claresholm Committee on April 27. The Calgary Catholic Immigration Society presented a new community profile to identify strengths, weaknesses, and gaps relating to support for newcomers. The Welcoming Claresholm committee now hosts monthly family activities, and has begun planning for the 3rd annual Spread the World event to take place on Canada Day.

Northern Regional Economic Development (NRED) program

An application to the NRED program was successful, Claresholm will receive approximately \$56,000. The economic development project, Development by Design, includes an Area Structure Plan for close to 40 acres of highway-commercial and residential land at the north end of Claresholm, as well as a comprehensive internet and broadband assessment. Both project components are under way, the project must be complete by November 30, 2023.

Lethbridge College

The EDO met with Lethbridge College on 3 occasions to discuss the upcoming Opportunities for Growth, and specifically, programs that directly support employers and workers.

Other meetings and activities

April 12-14	Economic Developers Alberta annual conference
April 20	FCSS Interagency
April 25	ABSW Investment Opportunity Network
April 25	Off site; sale of used billboard panels, removal of 2 Town billboard banners
April 27	Evaluating the success of the Rural and Northern Immigration Pilot
May 3	MD Willow Creek site-selector
May 10	Economic Development Assistant farewell lunch

Submitted,

Brady Schnell
Economic Development Officer

FCSS Report to Council for May

- Had a meeting with Ruth Mueller to talk about the social prescribing program they are trying to get going in Vulcan.
- Attended the emergency management meeting that Jason has to hold annually.
- Attended a meeting with the Community Foundation at the Community Centre. They are visiting all the local areas around Lethbridge to explain the grants they offer and to ask us as a community what is needed in the area.
- Attended the Calgary-Bow Regional meeting held in Vulcan. Met with other FCSS directors and some of their board members. There was a keynote speaker and the second half of the meeting was a round table, sharing one good program result and one issue. It is nice to get together with others to see what is happening in other areas.
- Starla and I attended the Healthy Aging Regional Symposium in Lethbridge. There was lots of great knowledge about seniors in the room and we did some networking.
- We got a call from Kevin at Tim Horton's to let us know that we were selected again to receive the Smile Cookie money. The campaign starts May 1 and goes until May 7.
- Holly and I went to Tim Hortons for a morning to decorate Smile Cookies and promote the program as a fundraiser for FCSS.
- Attended Director's Network in Jasper this year. There were presentations on Indigenous Culture and I have touched base with the presenter to access some of the videos that are available through her network. Also attended a presentation on Death Cafes. This is an initiative that has started to get people more comfortable with talking about death and dying. I am looking at having the social workers from AHS help to host one.
- Attended a Lunch and Learn at Cottonwood about Alzheimer's. Attended with a couple of the ladies from my Caregiver Group.
- Holly Gillespie submitted her resignation to me. Her last day is May 19th. FCSS staff and clients will really miss her, but we wish her the best of luck in her new direction.
- We have chosen Starla Alder to fill the position of Outreach Coordinator.

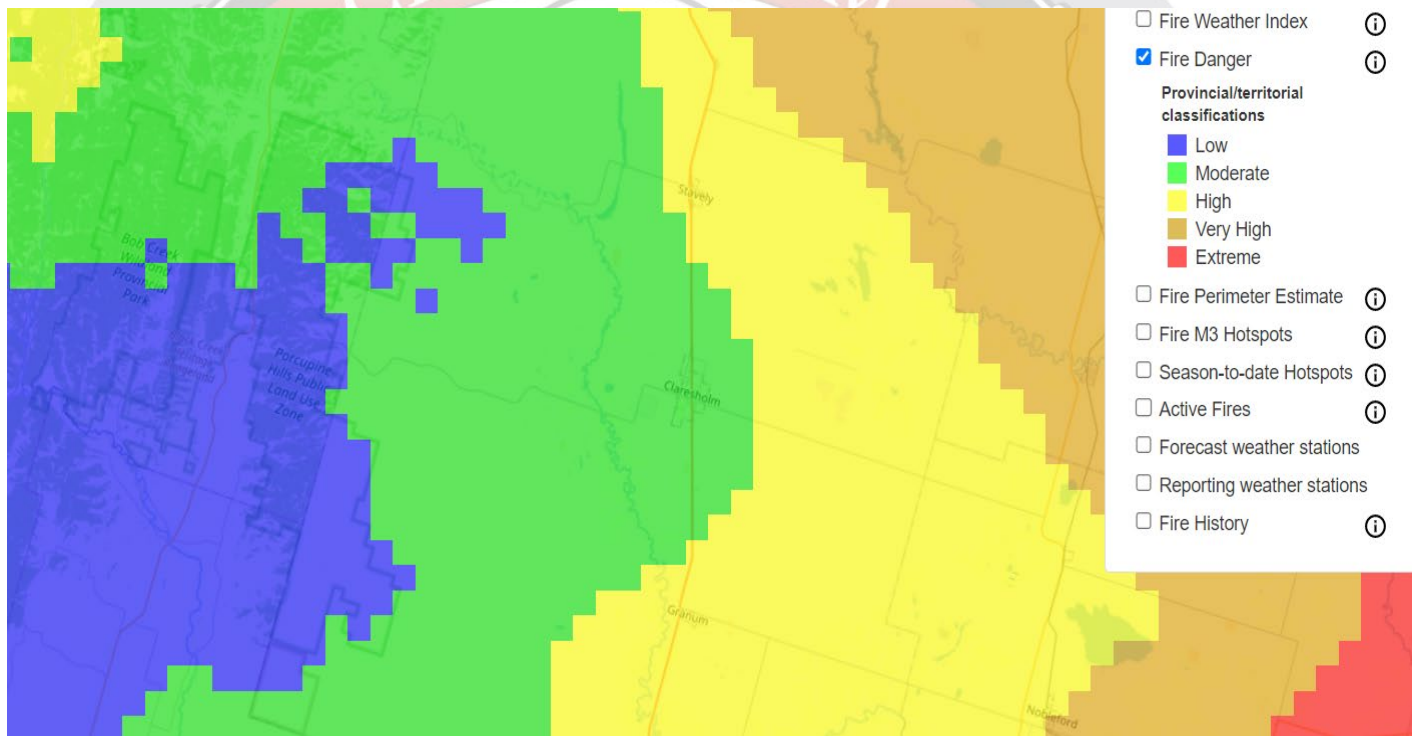
TOWN OF CLARESHOLM FIRE DEPARTMENT
MONTHLY UPDATE
FOR THE PERIOD OF: 18-APRIL-2023 To 17-MAY-2023

1. Event responses are down for this reporting period – Claresholm Fire responded to 13 calls for service this past month.
2. Safety Codes Investigations: Currently the Chiefs have 3 open fire safety investigations, and hope to have two of them closed before the end of the month.
3. The wildfires in northern Alberta have been front and centre of our thoughts these past 2 weeks. Our thoughts go out to those affected by this tragedy, and to those departments assisting in controlling and extinguishing the fires. At this time Claresholm Fire is not sending any members to the area, but considerations will be made should the need arise.
4. Earlier this month, the members, their families as well as Deputy Mayor Schlossberger gathered to recognize the service of three of our longest serving members on their retirement. Captain Dan Egger – 39 years, Captain Grant Ling – 23 years, and Lieutenant Gerald McNair – 33 years.
5. The department is currently in the process of filling the last open firefighter vacancy.
6. The annual Fire Department Fundraising Golf Tournament is set for August 19, 2023 at the Bridges of Claresholm Golf Course. Stay tuned for further details.
7. Claresholm Fire is currently gearing up for potentially busy summer fire season if conditions remain the same, or significant moisture is not received. Training tonight (May 17th) consists of rural water deployment and shuttling. This skill is foundational when the department responds to rural fire events.

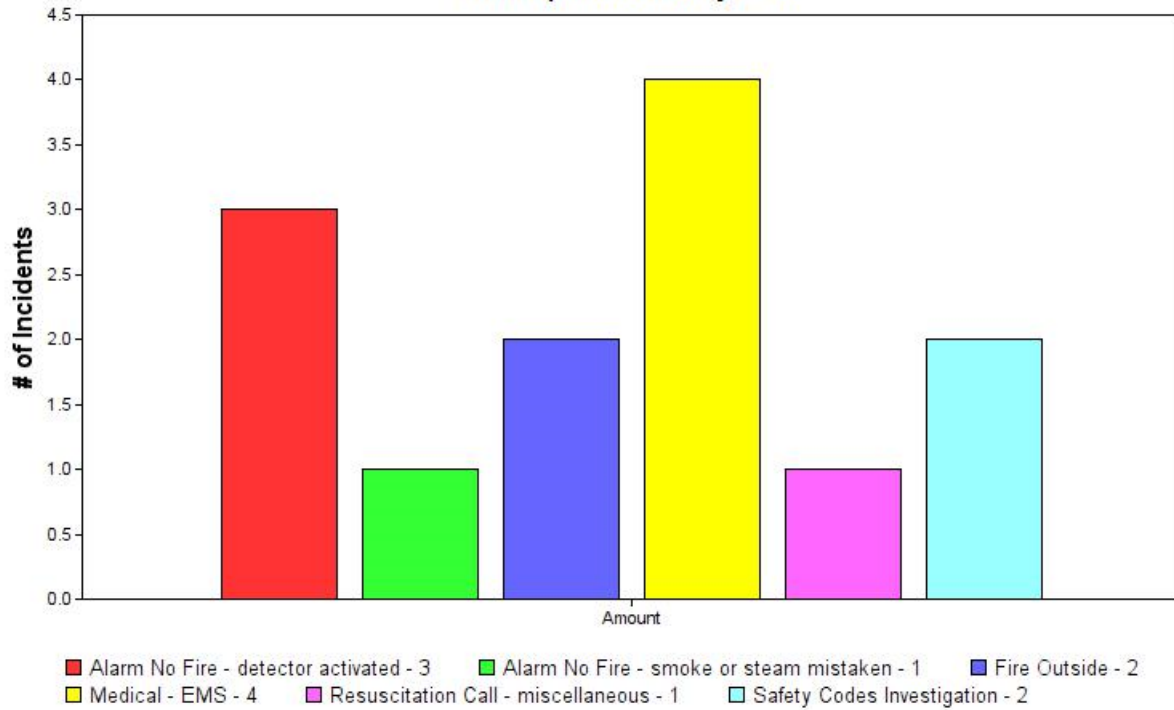
8. Attached, as always, call type breakdown as well as fire danger reports – ranging from Low → High for the response area of CFD, fuel moisture codes, and spread index for May 17th, 2023.

Respectfully submitted,

Craig White
Fire Chief
Town of Claresholm

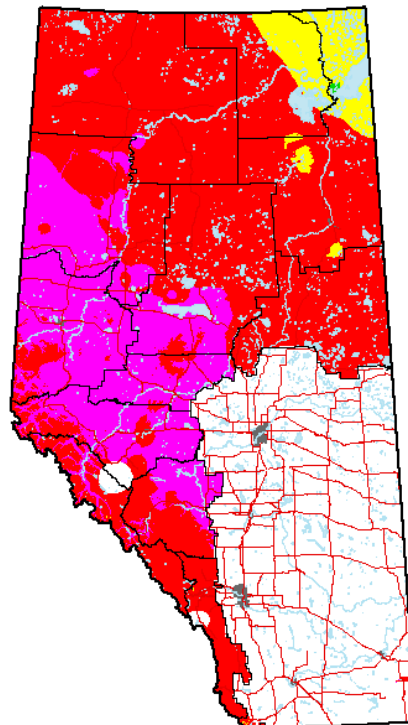
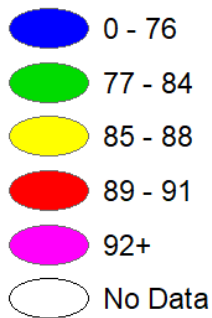


Claresholm Fire Responses by Type From Apr 18 23 to May 17 23



Alberta

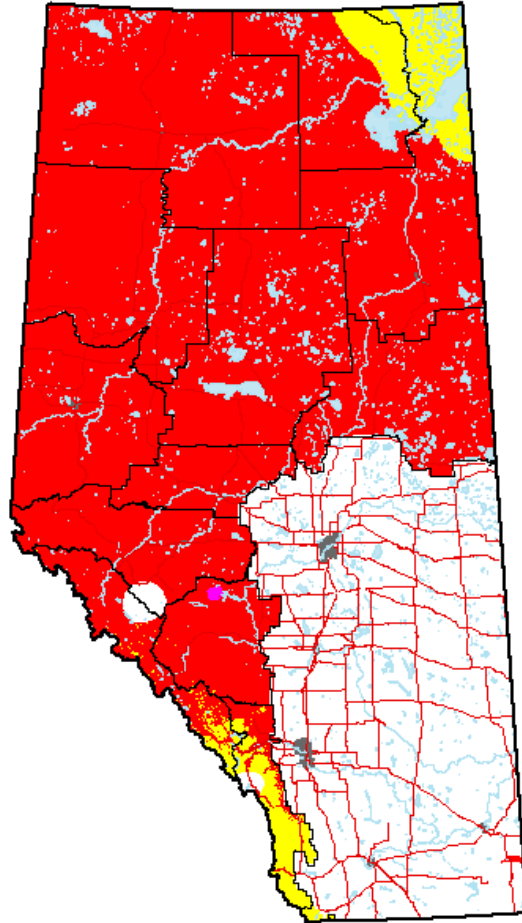
Fine Fuel Moisture Code forecasted for May 17, 2023



Alberta

Initial Spread Index

forecasted for May 17, 2023



Alberta Government
© 2023 Government of Alberta
Map created on May-16 at 15:08



MAY 2023

HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources/Payroll

All the best to both Holly Gillespie, who has moved on to a great position elsewhere, and to Sheila Karsten who has finished her contract with the Economic Development Department and the Chamber of commerce. We thank them both for a job well done here at the Town of Claresholm.

The Community Outreach Coordinator position has been filled by Starla Alder. She will start in this position May 23rd. Welcome to the team Starla.

The revised position of Economic Development Assistant is currently being advertised and will be filled sometime in early June.

There is still one position open at the Claresholm Museum as the first successful candidate has declined the position. The position is currently being advertised.

Assessment and Taxation

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

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

Below is the amount of outstanding taxes, at May 16th, 2023 not including TIPPS Participants. Taxes outstanding are **\$4,365,029.88** summarized as follows:

\$ 4,172,899.76	Current Taxes Outstanding
\$ 158,057.69	Arrears including previous penalties
\$ 34,072.43	On 2023 Tax Arrears List. Subject to auction in 2024.



Infrastructure Services Report



May 2023

TOWN OF CLARESHOLM

Jace McLean

Director of Infrastructure

Arena

Off-season bookings are underway. We had success using the arena as a venue for the trade fair, and the gun show was a success as always. The next event is the gymnastics showcase, followed by the C.A.R.E.S. garage sale.

Town Buildings

The regular monthly inspection of Town owned buildings continues. Lots of work was done at the museum in preparation for its opening to the public.

The bulk water station upgrade has begun at the shop. The project should be completed in 4 weeks.

Parks

Admundson park has been a hub of activity. Hydroseed has been completed, new power has been trenched in and new lights are being installed all along the future pathway.

The public works crew assisted the golf course with the installation of a new bridge.

Equipment

Maintenance and repairs are ongoing. The sweeper was down for a lot of May. The belt that drives the conveyer as well as a motor on one gutter broom have both failed.

The correct pump and valve were delivered for the sanding truck, and it will be installed at the supplier's cost.

Garbage

Our collection program is working well. Spring cleanup is underway and as popular as ever.

Recycling

Recycling program is working well.



Sanitary Sewers

The yearly flush program has been completed. No major problems to report. The highway 2 sewer repairs are due to start the first week of June.

Cemetery

The temporary laborer, Spencer, started May 8th and is working at the cemetery. He worked with us last year at the cemetery as well and did an excellent job.



Streets

There are multiple areas in town where the roads are getting soft. A company will be in town this week for leak detection on the water mains in the problem areas. Hopefully we will find some leaks and have a permanent fix to these problem areas. Temporary fixes will be put in place until paving crews are available. Potholes are being filled as time allows.



Sidewalks

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

Water Distribution

The hydrant flushing program has been completed. The mains were flushed beginning at the water plant and working North to Meadow Creek Sausage. This program greatly improves water quality in the lines as well as giving us vital information on the distribution system.

A water leak was repaired at the acreages. The cause of the leak is suspected to be a glue failure on a 6" T fitting. This is the 4th leak at the acreages in 5 years.



Storm Water Drainage

The storm water system is working as intended.

Staff

A staff rotation was implemented on May 8th for all Operator 1's. The rotation consists of 2 weeks on the garbage truck and 2 weeks with public works. New skills are being learned every day and this will better prepare us for staff turnover in the future.

CLARESHOLM RECREATION

April & May

2023 Recreation Report



Authored by: Denise Spencer

May 17, 2023

CLARESHOLM RECREATION



ARENA

- Arena User meeting was held May 2, 2023, these are the outcomes:
 - Ice scheduler will book U15 & U18 teams closer together on Saturdays at the request of the Arena Staff
 - Public Skating Sponsor is needed
 - Minor Hockey will not book tiering break tourney in November, this date will go to out of Town
 - Great feedback regarding timeslots we could offer to a Girls U18 team out of Lethbridge, unfortunately the times we have are either too late, too early in the morning, or too close to when the girls finish school for the day.
 - Family Day weekend will be held for playoff spots for Minor Hockey
 - Pond Hockey touched base after the meeting, we will hold their 4:30-7pm ice slot on Fridays
- New Fox Diner will be back for the 2023-24 Season which we are incredibly thankful for as very community minded.
 - They're looking to simplify the menu for the next season.
- The Recreation Fee Policy was discussed.
 - Recreation Fees are now posted at Clareholm.ca in Policys and Bylaws.
- Ball Hockey: June 6th till August 22nd, the 3 on 3 Ball Hockey Tournament is scheduled for August 19th.

CAC

- We have had the main doors open for just over a month. It has been great building relationships with our customers again.
 - Most users have been very respectful of the masking rule upon entry
 - Staff are asked to remind people, versus enforcing.
- April sales, in house were over \$12,000
- Swim Club starts May 1st
 - Krakens will be 4-6pm Monday through Thursday from May 1st to August 17
 - Nanton Marlins are Monday-Thursday 6-7pm until the Nanton pool opens , they have extended the date until the end of May
- Clareholm Vikings: We hold 14 provincial awards for our club! This is incredible as we only started the competitive Junior Lifeguard Club in 2015, and we have a small group. Way to go athletes!

Ball Diamonds

- User Meeting Scheduled May 2, 2023
 - Some hiccups due to the amount of slo pitch teams, and the amount of diamonds.
 - What a great problem to have! Growth of sport. This is fantastic news as baseball and slopitch have been in decline over the last 15+ years
 - Reminder to groups that the Town does not typically schedule the diamonds, the town needs to be aware of what is scheduled in case there are enquiries for the diamonds.
- The Ball Diamond Calendar is now live at Clareholm.ca under Active Living
 - The town will post High school Ball, Minor Ball, Clareholm co-ed Slo pitch and any other games or tournaments as they are scheduled.
- Fair Days annual Tournament is scheduled for August 11-13

Tennis Courts

- Outdoor Pickleball will start June 1st at the Tennis courts, it will run Monday and Thursday throughout the summer
 - In 2022 the group added additional wind fencing on the south side of the courts.
- On hold currently: will revisit purchasing a few racquets and balls to start a Town Sponsored program, similar to the Pickleball program until the interested parties reach out again.

Centennial Park Campground

- Updated brochure for Campers are completed. We started with 50 copies so Joy will have available for Campers
- Ordered a covered weather proof bulletin board, 2' X 3' for a community bulletin board for the campground
 - Existing whiteboard will be relocated to ball diamonds or another location as required.

Gardens

- On May 8th did a drive around with the New Gardener to run over his responsibilities and the towns expectations
 - We will be adding a small variety of vegetables to the current downtown gardens as part of the Claresholm Garden Project
 - Some of these vegetables will be earmarked for the Soup Bowl
 - As part of the Towns Garden Project seeds were donated to the Soup Bowl for their gardens at the Community Gardens at the Anglican Church.
 - Plants will be separated May 24th, and set aside for the Towns Plant Exchange that day
 - Seeds will be planted at the same time
- At the end of May, beginning of June we will be going out of town for bulk flowers for Claresholms flower pots
 - The goal is to have value for our dollar
 - Vivid bright colours are being considered. While the flowers were alright in 2022, they were not as compelling and colourful as we had anticipated.

Plant Exchange

- The 2nd annual plant exchange is scheduled for May 24, 2023 from 3-5pm outside of the Community Room at the Town Office
 - The Town will have a variety of plants and seeds available.
 - We've advertised in the paper that we will be accepting tomato plants on behalf of the Soup Bowl.

Rain Barrel Program

- 23 rain barrels were sold in 2023 compared to 40 in 2022
 - They were picked up Thursday May 4th between 1 & 4, with a few leftover that were picked up at 10 am on Friday May 5th

Fair Days

- Bench Show: we've been working with the bench show to support this tradition, as it is over 110 years in the making and it would be a travesty to lose something that sets Claresholm apart from other rural communities. here are some of the outcomes for 2023
 - Simplified Catalogue for 2023, to be posted on Claresholm.ca
 - Double sided 8 X 14 sheet that will be easy to read with sections, and information for users. These will be available at different locations in Claresholm.
 - School visit by a Bench Show Representative is scheduled
 - Will be hosted at the Community Hall, with the Lions Club serving their annual beef on a bun.
- Friday Family Fun night:
 - Claresholm Recreation will be supplying Kites and kite decorating again as it was a success in 2022.
 - This will be set up at the Museum grounds for the second year.

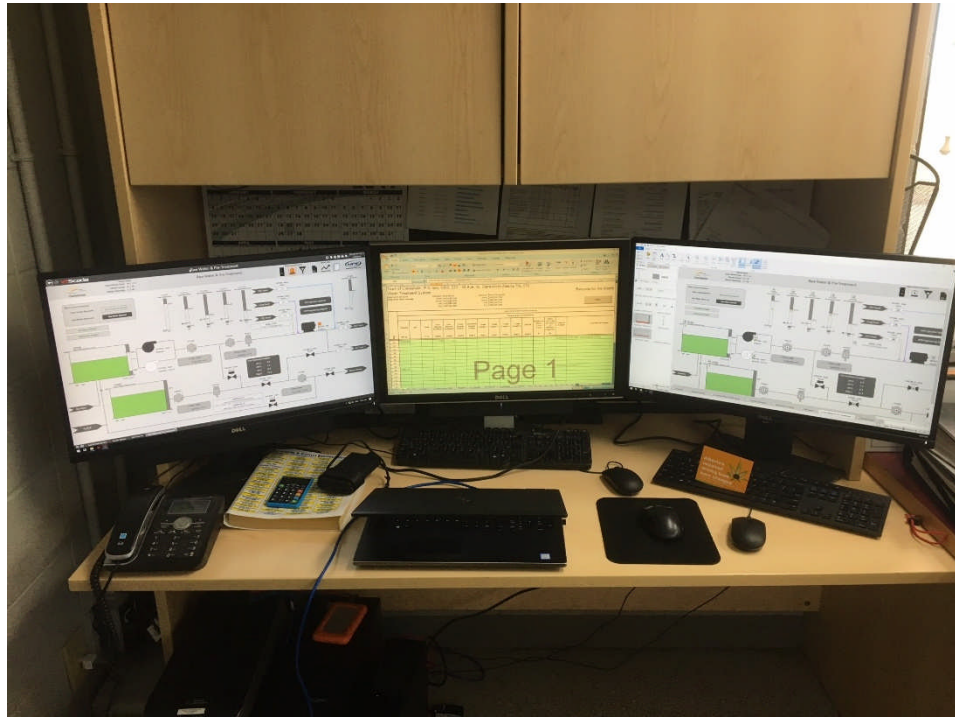
Pitch In Canada

- We had over 20 participants in the Pitch In Canada (Earth Day) for Claresholm on Saturday April 22, 2023

Dunk Tank: On April 28th participated in the Spring Festival Dunk Tank fundraiser for the Grad Society. Was thankful for a warm day.

UTILITY SERVICES REPORT MAY 2023

SCADA CONTROL





Claresholm

**Utility Services Manager
Brad Burns**

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

Regional Water Treatment Plant

Maintenance

- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean distribution chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Enhanced Flux Maintenance (EFM) or Clean in Place (CIP) on both PALL membrane racks monthly.
- Flush and clean CIP tanks to the neutralization system monthly.
- Cut and trim grass.
- Contact Campbell Environment for quote on sludge measurement or raw water reservoir.
- CHAMCO onsite for annual SULLAIR compressor and air dryer service.
- HC Custom Welding on-site mounting prefabbed bracket attachment for deck lift hoist.
- Replace transfer line chlorine pump tube.
- PARCON Construction on-site replacing membrane feed valve dual check valve.

The Membrane Feed Pumps Supply Post Treated Water from the Common Effluent Tank to the PALL Membrane Filters



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.
- Alberta Drinking Water Specialist on-site working with staff on total organic carbon testing (TOC).

TOC Water Testing Helps Determine Treatment Changes made to the Water Plant Process



Training and Continuing Education Credits

- Online courses available.
- Utility Operator challenging level II water distribution exam.

Meetings

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

Safety

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

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- Gas chlorine bottle and sodium hypochlorite drums delivered to site.

Treated Water Pumping Stations and Reservoirs

Highway Pump Station

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

East Side Reservoir (UFA)

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

Water Distribution

Universal Metering

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

Government Compliance

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

PRV Meter Vaults

- Check acreage PRV vault bi-weekly.

Distribution Lines

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

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.
- MPE controls technician on-site working on telemetry signal and replacing communications antenna.

Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Cut and trim grass.
- Clean control vaults prior to anaerobic cells, lift station wet well and outfall vault.

Raw Water Lines and Reservoirs

Government Compliance

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

Pine Coulee Reservoir

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

Pine Coulee Supply Line

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

Raw Water Storage Reservoir

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

Golf Course

- Backwash water from process continues through the neutralization system to the golf course holding ponds.
- Raw water turnout to golf course ponds shut off and drained.
- CORONA Electric on-site checking irrigation pump station controls.

The Golf Course Raw Water Pumping System Controls Pressure in the Irrigation System





Willow Creek West Waterworks System

M.D Chlorine Booster Station

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

M.D Industrial Airport Distribution System

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

PRV Meter Vault

- Check PRV meter vault operating pressure.

West Water CO-OP

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

Chemical

- Transfer chemicals to day tanks as required.
- Change chlorine pump setpoint as required.
- Order and delivery of chemicals as required.
- Sodium hypochlorite pails delivered to site.

Hamlet of Granum

- Check water supply meter vault, electrical and telemetry equipment.
- Repair cabinet door on electrical pedestal.

Alberta Parks and Environment Requirements

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

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





Town of Claresholm

Council Committee Report

Date: May 23, 2023

Mayor Petrovic	
Councillor Carlson	
Councillor Cutler	
Councillor Kettles	<p>Claresholm Child Care Society</p> <p>Board has decided to move forward with the new playground equipment and site preparation. They have also submitted for a Grant to cover some of the costs but will not hear results for a while. Discussed other fund-raising initiatives and plans There was a medical incident last month but all turned out fine and fund-raising dealt with things appropriately. Lots of paperwork and documentation Daycare and Kidszone programs are still fully subscribed. There is planning going on regarding upcoming summer programs</p> <p>Claresholm Golf Club</p> <p>AGM May 2 brought a few new members to the Board Course Superintendent is working hard to stay on top of the irrigation challenges but still 5 incidents on front 9. However, the system is in a better position than last year at this time. Many thanks to Town Operations for finding and placing the replacement bridge between Holes 6 and 7. Looks like a perfect solution to the issue over the drainage ditch. Thanks for donations from the Thunder Hockey tourney for supporting junior golf in Claresholm . The school hopes to leverage interest in doing</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>some winter programs as well. Also thanks for Claresholm Men's league for donation toward the Irrigation replacement fund. The club has submitted for a grant to hopefully help cover some of the eventual costs. Club House Fairway Restaurant is getting into full swing and looks forward to hosting anyone who wants a great casual meal. Membership registration is up a bit for the time of year and looks like junior members will increase as well.</p>
Councillor Meister	
Councillor Schlossberger	
Councillor Zimmer	

Regular Scheduled Meeting - May 8, 2023				
D1	DELEGATION: Rural Development Network (RDN): Moved by Councillor Meister to approve the Housing Needs and Demand Analysis for the Town of Claresholm as presented. CARRIED MOTION #23-074	Abe	Awaiting final copies from RDN.	Ongoing
D1	DELEGATION: RDN: Moved by Councillor Carlson to approve the Affordable Housing Strategy for the Town of Claresholm as presented. CARRIED MOTION #23-075	Abe	Awaiting final copies from RDN.	Ongoing
D1	DELEGATION: RDN: Moved by Councillor Cutler to refer the Affordable Housing Strategy to the Community Development Committee for further discussion and recommendations for implementation. CARRIED MOTION #23-076	Abe	The Affordable Housing Strategy has been placed on the next CDC agenda for discussion.	Complete
D2	DELEGATION: Gary Watson - Request to move the RCAF monument to Centennial Park with approval and assistance from the Town of Claresholm.	Abe/Jace	Adminsitartion has connected with delegate and is working on a formal request for council.	Ongoing
1	BYLAW #1760 - Moved by Councillor Zimmer that Bylaw #1760, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2023 taxation year, receive 2nd Reading. CARRIED Moved by Councillor Kettles that Bylaw #1760, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2023 taxation year, receive 3rd and Final Reading. CARRIED	Blair	Bylaw signed and tax notices issued.	Complete
2	BYLAW #1747 - Moved by Councillor Cutler to give Bylaw #1747, the Livestock Bylaw, 1st Reading. CARRIED	Tara	To be on May 23 Council agenda for 2nd and 3rd readings	Complete
3	Delegation Response: Moved by Councillor Meister to direct administration to assist Mary-Ann Toone with placing bat boxes and signage at the Frog Creek Wetlands. CARRIED MOTION #23-077	Jace	Have reached out to delegate to coordinate install of bat boxes.	Complete
6	CORRES: Southern Alberta Recreation Association - Moved by Councillor Cutler to refer the invitation to bid for the 2025 or 2026 Southern Alberta Summer Games to the Summer Games Committee for recommendations. CARRIED MOTION #23-078	Karine	Summer games committee met on May 16th	Complete
8	CORRES: The Soup Bowl - Moved by Councillor Carlson to support the Soup Bowl initiative by Brenda Halliwell with a donation of \$1,000 in order to purchase a freezer, on the stipulation that this item becomes the property of the Claresholm Social Centre should the Soup Bowl initiative conclude. CARRIED MOTION #23-079	Denise	The Town has notified the Soup Bowl of Council's decision and the freezer has been purchased.	Complete
9	CORRES: 2023 Golf 4 Grads Scramble - Moved by Councillor Cutler to support the 2023 Golf 4 Grads Scramble by sponsoring a hole with a donation of \$100. CARRIED MOTION #23-080	Karine	Donation sent	Complete
10	RFD: Invitation for Government of Ghana Trade Mission - Moved by Councillor Meister to direct administration to respond to the request from the Ghana High Commission with a letter of invitation from the Deputy Mayor and Council, to the Government of Ghana Delegation, inviting them to visit Claresholm during their trade mission from June 22 to July 8, 2023. CARRIED MOTION #23-081	Brady	Letter Sent and have begun coordinating the event.	Complete
11	RFD: Letter of Support - CFEP Grant - Moved by Councillor Kettles to write a letter of support towards the Claresholm Childcare Society's application to the Community Facility Enhancement Program for the purpose of completing their outdoor space and constructing a new playground. CARRIED MOTION #23-082	Tara	Support letter signed and sent	Complete
12	RFD: Letter of Support - Moved by Councillor Cutler to write a letter of support towards the Bridges at Claresholm Golf Club's application to the Community Facility Enhancement Grant, for the purpose of replacing the outdated control panel in the golf course pumphouse. CARRIED MOTION #23-083	Karine	Letter sent	Complete
16a	IN CAMERA: Land - Moved by Councillor Carlson to sign the Real Estate Amendment as presented for 359 – 43 Avenue West with a closing date of August 31, 2023. CARRIED MOTION #23-084	Tara	Amending agreement signed and sent to Realtor	Complete
16b	IN CAMERA: Legal - Moved by Councillor Cutler to approve entering into a new 5-year contract with Benchmark Assessments Consultants Inc. for assessment services for the period of August 1, 2023 to July 31, 2028. CARRIED MOTION #23-085	Blair	New contract signed	Complete
16b	IN CAMERA: Legal - Moved by Councillor Kettles to re-appoint Logan Wehlage, an employee of Benchmark Assessments Consultants Inc, as the Assessor for the Town of Claresholm for the 2023 Assessment year. CARRIED MOTION #23-086	Blair	Motion recorded meeting legislative requirements	Complete
16c	IN CAMERA: Local Public Body Confidences - Moved by Councillor Schlossberger to write a letter of support for the Community Hall Board's application to the Community Facility Enhancement Program, Small Stream, for the purpose of a renovation project at the Community Centre & provide the matching funds/in-kind donation of \$125,000. CARRIED MOTION #23-087	Abe	Supporting letter signed and sent	Complete

INFORMATION ITEMS



EXECUTIVE COMMITTEE MEETING MINUTES
April 13, 2023; 6:00 pm
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, April 13, 2023, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee:

Gordon Wolstenholme, Chair
Don Anderberg, Vice Chair, Virtual
David Cody
Christopher Northcott, Virtual
Jesse Potrie
Brad Schlossberger, Virtual
Neil Sieben

Staff:

Lenze Kuiper, Chief Administrative Officer
Raeanne Keer, Executive Assistant

Guest:

Derek Taylor, KMPG LLP

Chairman Wolstenholme called the meeting to order at 6:05 pm.

1. Approval of Agenda

Moved by: Neil Sieben

THAT the Executive Committee adopts the April 13, 2023 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: David Cody

THAT the Executive Committee approves the January 12, 2023 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Delegation Presentation

a. KMPG LLP – Auditor’s Report and Financial Statements 2022

D. Taylor, of KMPG LLP, presented the Financial Statements and Independent Auditor’s Report for the Year ended December 31, 2022 to the Committee.

The Committee discussed the report and presentation.

Moved by: Don Anderberg

THAT the Executive Committee accepts the Auditor’s Report and Financial Statements for the year ended December 31, 2022 prepared by KMPG LLP, as presented.

CARRIED

5. Official Business

a. 2022/23 Alberta Community Partnership Grant

L. Kuiper presented the 2022/23 Alberta Community Partnership Grant to the Committee, and stated that ORRSC was successful in its application to the Municipal Internship Program to receive grant funding for a 18-months for an Intern Planner.

b. Staff Update

L. Kuiper stated that there have been a few changes to the staff. He stated that Kattie Schlamp and Maxwell Kelly’s titles have changed from “Planning Assistant” to “Planner”, and Tristan Scholten would be joining the organization in mid-May to fulfill the role of Intern Planner for the next 18-months .

L. Kuiper noted that CAD/GIS Technologist Kaylee Sailer would be returning from maternity leave in May, and that CAD/GIS Technologist Yueu Majok would be leaving the organization at the end of April.

c. Subdivision Activity

L. Kuiper presented the Subdivision Activity statistics as of March 31, 2023 for information.

6. Accounts

a. Office Accounts

L. Kuiper presented the Monthly Office Accounts for December 2022, January 2023, and February 2023 and the Payments and Credits for November 2022, December 2022, and January 2023 to the Committee.

6. **Accounts – Cont'd**
a. **Office Accounts – Cont'd**

Moved by: Christopher Northcott

THAT the Executive Committee approves the Monthly Office Account for December 2022, January 2023, and February 2023 and the Payments and Credits for November 2022, December 2022, and January 2023.

CARRIED

b. **Details of Account**

L. Kuiper presented the Details of Account as of December 31, 2022 through February 28, 2023 to the Committee.

Moved by: Jesse Potrie

THAT the Executive Committee approves the and Details of Account as of December 31, 2022 through February 28, 2023

CARRIED

7. **New Business**

There was no new business for discussion.

8. **CAO's Report**


L. Kuiper presented his CAO Report to the Committee.

9. **Round Table Discussions**

Committee members reported on various projects and activities in their respective municipalities.

10. **Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:28 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Museum CPR Station

March 15, 2023

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

Guest: Nina Ewing

Absent: Cynthia Wannamaker

1. Call to order by Barry Gibbs at 3:16 PM.

2. Introduction of guest Nina Ewing who has been approached as a potential new board member. Board members introduced themselves and Barry Gibbs discussed how the museum board operates.

3. Adoption of agenda by Barry Wood. **CARRIED**

4. No correspondence. Earl Taylor moved for the approval of minutes from February 15, 2023, as presented. **CARRIED**

5. Chair Report – Barry Gibbs reported back on the Friends of the Museum Board meeting that he and Bill Kells attended. A new executive has been elected with Bonnie Downey as President, Marianne Williams as Vice President. Catherine Buhmiller stays as Treasurer and John Hart becomes the Secretary. Bonnie Downey will join the Events Planning Committee. A joint board meeting was discussed, and thoughts were to hold it after the museum season.

- Strategic Planning Session – Barry Gibbs has been working on the preliminary planning for a Strategic Planning session in the fall. A trained facilitator to lead the group would need to be booked. Barry Gibbs knows someone who has worked as a trained facilitator and a trainer for 30 years. Another option would be to have one of Community Development Officers from Alberta Tourism chair a session like they did for us in 2018. Discussion was held on the two options and Betty Hoare made a motion for Barry Gibbs to pursue getting a representative from Alberta Tourism for a fall planning session. **CARRIED**

- Barry Gibbs presented a Board to-do list of five items and asked for feedback on those on the list as well as any he might have missed.

6. Financial Report – Bill Kells reviewed the financials dated March 1, 2023. Barry Wood made a motion that financials be accepted as reported. **CARRIED**

7. Executive Directors Report – The Link Trainer body is back at the museum and bolted onto the base. Now waiting for the wings, canopy, and tail assembly.

– The museum has been the scene of two work bees to get the museum ready for the 2023 season. Heavy duty shelving that was stored has been returned to the exhibit hall.

- A new computer paid for by the Friends of the Museum, will be used for the “Community History Digitalization Project.”
- Jordyn Wallace will be returning as one of the summer students
- Bill Kells reported that the Famous Five exhibit panels on loan from the Claresholm Library will be loaned out for a 2-month period to the Fort Macleod Library.
- Friday school program sessions have been held with the High School students. The students have chosen the theme of schools for the display that they will create.
- A donation of a 1910 door and two stained glass windows from a historic house being renovated were accepted as “props” only for display purposes and will not be accessioned.
- The executive director attended a 1-day course sponsored by Know History that was held at the new Central Library in Calgary. Several other museums and Archives were in attendance which provided an opportunity for networking. Ali is registered for an Alberta Museums Association 2 day “Collections Management” course. This course is part of the Certificate in Museum Studies program offered by AMA.

8. Events Planning Committee – The Winter Festival was once again a tremendous success. The next event planning meeting is scheduled for April 12, 2023.

9. Marketing Committee –The updated “Free Pass” was reviewed, and merits were discussed. The pass has the museum major events and opening listed on the back.

– Trade Shows in Claresholm and Pincher Creek are both on April 28 – 29, 2023.

Staffing of the stalls will be covered by board members and volunteers from the Friends of the Museum.

– Barry Wood has started the promotion packages for the bus tour season. – Next committee meeting April 12, 2023.

Motion made for in camera session.

Motion made for back in session.

Motion for adjournment by Barry Wood at 5:19 **CARRIED.**

Next meeting April 19, 2023.



Barry Gibbs

Board Chair

Meeting Minutes

In attendance: Kendall Schille, Ashley Tebbutt, Joanna Ridley, Donna Meister, Brad Schlossberger, Jay Sawatzky. Regrets: Kelsey Hipkin, Earl Hemmaway

1. CALL TO ORDER: Chair calls the meeting to order at 5:05 pm

2. APPROVAL OF AGENDA – Motion by Donna Meister to approve agenda, none opposed, carried.

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from March 21, 2023 – Motion by Ashley Tebbutt to approve minutes, none opposed, carried.

4: CORRESPONDENCE

4. none

5: FINANCIAL STATEMENT

5.1 Financial Statement for the end of March 2023 – Motion by Brad Schlossberger to approve financial statement, none opposed, carried.

6: REPORTS

6.1 Library Manager's report

6.2 Plan of Service report to date

7: NEW BUSINESS

7.1 Loaning out equipment such as power tools

Discussion resulted in the idea of a small household tool kit to be made up to be loaned out. Possibly small kitchen tools as well. Jay will make this happen.

8: OLD BUSINESS:

8.1 Books for the Clear Lake Colony School – Clear Lake Colony advises that all the kids at the school have library cards and are not interested in the Library bringing in more books for the kids at this time.

Claresholm Public Library Board
Regular Meeting
April 18, 2023

8.2 Library Cat – Telus tech advises that a cat would set off the motion sensors so the cat is a no go. Maybe a rabbit?

9: ADJOURNMENT – Kendall motions to adjourn at 5:21 pm, carried.

Next Meeting: May 16, 2023