



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
NOVEMBER 14, 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 – OCTOBER 23, 2023

PUBLIC HEARING: BYLAW #1767 – Land Use Bylaw Amendment

**DELEGATION: CLARESHOLM & DISTRICT MUSEUM BOARD
RE: Museum Strategic Plan**

ACTION ITEMS:

1. BYLAW #1767 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
2. BYLAW #1763 – Land Use Bylaw Amendment
RE: 1st Reading
3. BYLAW #1765 – BMO Operational Borrowing Bylaw
RE: 1st Reading
4. BYLAW #1766 – AMSC Operational Borrowing Bylaw
RE: 1st Reading
5. BYLAW #1770 – Water & Sewer Bylaw Amendment
RE: 2nd & 3rd Readings
6. BYLAW #1772 – Land Use Bylaw Amendment
RE: 1st Reading
7. BYLAW #1773 – Land Use Bylaw Amendment
RE: 1st Reading
8. CORRES: Town of Fort Macleod
RE: 40th Annual Santa Claus Parade
9. CORRES: Oldman River Regional Services Commission
RE: Notice of Change in Subdivision Fees
10. REQUEST FOR DECISION: Fire Department Business Plan
11. REQUEST FOR DECISION: Chamber of Commerce Business Awards
12. FINANCIAL REPORT: Statement of Operations September 30, 2023
13. INFORMATION BRIEF: Urban Wildlife Concerns
14. INFORMATION BRIEF: Council Committee Report
15. INFORMATION BRIEF: Council Resolution Status
16. ADOPTION OF INFORMATION ITEMS
17. IN CAMERA
 - a. Personnel – FOIP Section 17

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – August 25, 2023
2. Claresholm & District Museum Board Meeting Minutes – September 20, 2023
3. Alberta SouthWest Regional Alliance Board Meeting Minutes – October 4, 2023
4. Alberta SouthWest Bulletin – November 2023
5. Claresholm & District Transportation Society Meeting Minutes – September 14, 2023
6. Age-Friendly E-News – November 8, 2023
7. Introduction to Radon for Alberta Municipalities – November 16, 2023
8. Thank you for your donation to STARS – October 23, 2023
9. Oldman River Regional Services Commission Executive Meeting Minutes – Oct 12, 2023
10. Oldman River Regional Services Commission Special Meeting Minutes – Nov 2, 2023

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
OCTOBER 23, 2023

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

COUNCIL PRESENT: Mayor Brad Schlossberger, Councillors: Kieth Carlson, Mike Cutler, Rod Kettles, Diana Ross and Kandice Meister

ABSENT: Councillor Craig Zimmer

STAFF PRESENT: Chief Administrative Officer: Abe Tinney

MEDIA PRESENT: None

NOTICE OF RECORDING: 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 Mayor Schlossberger

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

CARRIED

MINUTES:

1. ORGANIZATIONAL MEETING – OCTOBER 10, 2023

Moved by Councillor Ross that the Organizational Meeting Minutes of October 10, 2023 be accepted as presented.

CARRIED

2. REGULAR MEETING – OCTOBER 10, 2023

Moved by Councillor Meister that the Regular Meeting Minutes of October 10, 2023 be accepted as presented.

CARRIED

DELEGATIONS:

1. SUSTAINABLE HOUSING INITIATIVE: Enabling Housing Choice
RE: Final Report

Presenting the Final Report “Enabling Housing Choice Project – Enabling Diverse Housing Development in Claresholm” on behalf of the Rural Development Network was Alyce Wickert and Sean Adams.

2. TANGO NETWORKS
RE: Broadband Assessment

MOTION #23-145

Moved by Councillor Kettles to accept the broadband survey results and to direct administration to continue working with Tango Networks to develop a Broadband Policy for the Town of Claresholm and to work with ISPs to improve broadband service for Claresholm.

CARRIED

ACTION ITEMS:

1. BYLAW #1764 – Solid Waste Management Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Carlson to give Bylaw #1764, a Solid Waste Management Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Meister to give Bylaw #1764, a Solid Waste Management Bylaw, 3rd & Final Reading.

CARRIED

2. BYLAW #1767 – Land Use Bylaw Amendment
RE: 1st Reading

Moved by Councillor Meister to give Bylaw #1767, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

3. BYLAW #1768 – Dog Bylaw
RE: All Readings

Moved by Councillor Meister to give Bylaw #1768, the Dog Bylaw, 1st Reading.

CARRIED

Moved by Councillor Kettles to give Bylaw #1768, the Dog Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Carlson for unanimous consent to give Bylaw #1768, the Dog Bylaw, 3rd & Final Reading at the same meeting.

CARRIED UNANIMOUSLY

Moved by Councillor Ross to give Bylaw #1768, the Dog Bylaw, 3rd & Final Reading.

CARRIED

4. BYLAW #1769 – Cat Bylaw
RE: All Readings

Moved by Councillor Carlson to give Bylaw #1769, the Cat Bylaw, 1st Reading.

CARRIED

Moved by Councillor Kettles to give Bylaw #1769, the Cat Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Ross for unanimous consent to give Bylaw #1769, the Cat Bylaw, 3rd & Final Reading at the same meeting.

CARRIED UNANIMOUSLY

Moved by Councillor Meister to give Bylaw #1769, the Cat Bylaw, 3rd & Final Reading.

CARRIED

5. BYLAW #1770 – Water & Sewer Bylaw Amendment
RE: 1st Reading

Moved by Councillor Carlson to give Bylaw #1770, a Water & Sewer Bylaw Amendment, 1st Reading.

CARRIED

6. CORRES: Municipal District of Willow Creek
RE: 30th Legacy of Our Land Banquet

Mayor Schlossberger and Councillor Cutler will attend the Legacy of Our Land Banquet on November 3, 2023.

7. CORRES: Rowan House Society
RE: November is Family Violence Prevention Month

Received for information.

8. CORRES: Chinook Sexual Assault Centre
RE: Grand Opening of the Chinook Child and Advocacy Centre

Mayor Schlossberger will attend the Grand Opening on November 17, 2023 on behalf of the Town.

9. CORRES: Inclusion Foothills
RE: Monthly Mingle – October 25, 2023

Received for information.

10. CORRES: Willow Creek Immigrant Services
RE: Request for Letter of Support

MOTION #23-146 Moved by Councillor Carlson to write a letter of support for Willow Creek Immigrant Services and the work they do in our community for the residents of Claresholm, especially the immigrant population.

CARRIED

11. REQUEST FOR DECISION: Letter of Support – Claresholm Arts Society

MOTION #23-147 Moved by Councillor Carlson to write a letter of support towards the Claresholm Arts Society's application for the Community Foundation Community Priorities Grant.

CARRIED

12. REQUEST FOR DECISION: Letter of Support – Claresholm Fire Department

MOTION #23-148 Moved by Councillor Ross to write a letter of support towards the Claresholm Fire Department's application for the Community Priorities Grant.

CARRIED

13. REQUEST FOR DECISION: Oldman Watershed Council – Pollinator Gardens

MOTION #23-149 Moved by Councillor Kettles to write a letter of support for the Oldman Watershed Council's *Restoring Grasslands and Empowering Communities* project.

CARRIED

14. REQUEST FOR DECISION: Library Board Appointment

MOTION #23-150 Moved by Councillor Meister to reappoint Ashley Tebbutt to the Claresholm Library Board as the member-at-large for the MD of Willow Creek.

CARRIED

15. REQUEST FOR DECISION: Arena Divider

Moved by Councillor Kettles to approve the out of budget expenditure of the aluminum rink dividers, funded 75% from the Arena Capital Reserve to a maximum of \$7,200, with 25% funded by Claresholm Minor Hockey.

Moved by Councillor Kettles to amend the motion to approve the out of budget expenditure of the aluminum rink dividers, funded 75% from the Arena Capital Reserve to a maximum of \$7,200, with the remaining portion funded by Claresholm Minor Hockey.

CARRIED

Moved by Councillor Kettles to approve the out of budget expenditure of the aluminum rink dividers, funded 75% from the Arena Capital Reserve to a maximum of \$7,200, with the remaining portion funded by Claresholm Minor Hockey.

DEFEATED

16. REQUEST FOR DECISION: Tamarack Subdivision Engineering

MOTION #23-151

Moved by Councillor Ross to approve the out of budget expenditure in the amount of \$4,900 to be funded from the Town's Land Reserves account.

CARRIED

17. REQUEST FOR DECISION: Organizational Restructuring

MOTION #23-152

Moved by Councillor Carlson to approve the Organizational Structure as presented.

CARRIED

18. REQUEST FOR DIRECTION: Community Centre Assessment

Received for Information.

19. REQUEST FOR DIRECTION: Aggressive Deer

MOTION #23-153

Moved by Councillor Carlson to direct administration to contact Alberta Fish and Wildlife to inquire about resident complaints in regards to aggressive deer attacking a dog, and to provide information to the public on deer safety.

CARRIED

20. INFORMATION BRIEF: CAO Report

Received for information

21. INFORMATION BRIEF: Council Committee Report

Received for information.

22. INFORMATION BRIEF: Council Resolution Status

Received for information.

23. ADOPTION OF INFORMATION ITEMS

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

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:56 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger noted that recording ceased at 8:56 p.m.

Mayor – Brad Schlossberger

Chief Administrative Officer – Abe Tinney

PUBLIC HEARING

NOTICE OF PUBLIC HEARING

TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1767

7:00 p.m., Tuesday November 14, 2023

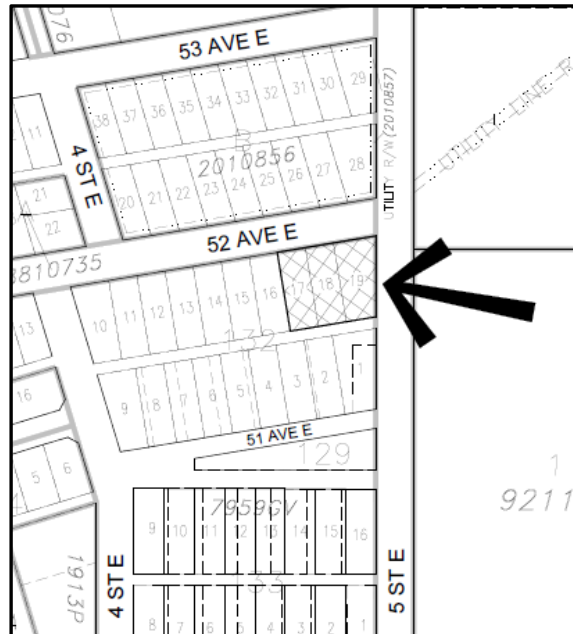
Town of Claresholm Council Chambers, 111 - 55 Avenue West

PURSUANT to sections 216.4, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta has given first reading to Bylaw No.1767, which on final passage would amend the Town of Claresholm Land Use Bylaw No.1525.

THE PURPOSE of proposed Bylaw No. 1767 is to re-designate a portion of land described as:

Lots 17, 18, 19, Block 132, Plan 7959GV

BE AMENDED BY CHANGING FROM “RETAIL COMMERCIAL – C1” TO “MULTIPLE RESIDENTIAL – R4”.



THEREFORE, TAKE NOTICE THAT a public hearing to consider proposed Bylaw No. 1767 will be held in the Town of Claresholm Council Chambers at 7:00 p.m. on Tuesday, November 14, 2023.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Town Planner/Development Officer no later than 2:00 p.m. on November 9, 2023. Both written and/or verbal presentations may be given at the public hearing. A copy of the proposed bylaw may be emailed please inquire at the Town office during normal business hours.

DATED at the Town of Claresholm in the Province of Alberta this 1st day of November, 2023.

Abe Tinney
Chief Administrative Officer

ACTION ITEMS



REQUEST FOR DECISION

Meeting: November 14, 2023
Agenda Item: 1

BYLAW No. 1767 - LAND USE BYLAW No.1525 AMENDMENT

At the October 23, 2023, regular meeting, Town Council gave first reading to Bylaw No. 1767, a land use Bylaw amendment. This bylaw allows for the re-designation of a property from C1- retail commercial to be zoned R4 – multiple residential. The property's intended use is to convert the building into residential suites.

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

RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1767, 2nd and 3rd readings after the Public Hearing.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1767, a Land Use Bylaw Amendment, 2nd reading.

Moved by Councillor _____ to give Bylaw No. 1767, a Land Use Bylaw Amendment, 3rd and final reading.

ATTACHMENTS:

- 1.) Bylaw No.1767 / map

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Section 692 – Planning Bylaws.
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: November 9, 2023



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW # 1767

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

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

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

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

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

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

LAND USE DISTRICT MAP

Lots 17, 18, 19, Block 132, Plan 7959 GV

Be amended by changing the lands from “Retail Commercial – C1” to “Multiple Residential – R4” as per “Schedule A” attached.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1767 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **23rd** day of **October** 2023 A.D.

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

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

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Aerial Photo Date: 2021



FROM: Retail Commercial C1

TO: Multiple Residential R4

LOTS 17-19, BLOCK 132, PLAN 7959GV WITHIN

NE 1/4 SEC 26, TWP 12, RGE 27, W 4 M

MUNICIPALITY: TOWN OF CLARESHOLM

DATE: OCTOBER 12, 2023

Bylaw #: 1767

Date: _____



0 Metres 50 100 150 200



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



REQUEST FOR DECISION

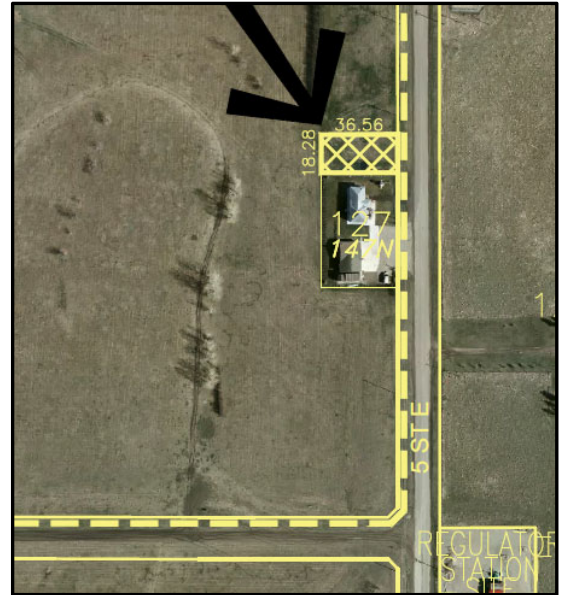
Meeting: November 14, 2023

Agenda Item: 2

BYLAW No. 1763 - LAND USE BYLAW No.1525 AMENDMENT

The Town of Claresholm has received an application for subdivision on a Town owned parcel of land that is currently being used for a septic field for the adjacent residence. Town Council has agreed to the subdivision and transfer of that land to the property owner. As part of the subdivision process the zoning on the parcel to be transferred requires re-designation from Public to Single Detached Residential. Therefore, the Development Department has prepared Bylaw No. 1763 for first reading. This parcel currently does not have access to municipal sanitary and is located adjacent to the east side off-leash dog park.

In accordance with the Municipal Government Act (MGA) Section 692, the land use bylaw amendment requires a public hearing and advertisement prior to giving second reading and notice given in accordance with MGA Section 606. The notice of public hearing must be published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, or in which the meeting or hearing is to be held. The notice of public hearing must be advertised at least 5 days before the public hearing occurs with information as to the general purpose of the public hearing, address of where a copy of the bylaw can be inspected, outlining procedure for anyone wishing to petition, date, time and place where the public hearing is to be held.



The purpose of first reading is to get the land use amendment bylaw “on the books” so to speak, in anticipation of the subdivision being complete. MPC approved the subdivision on October 27, 2023.

RECOMMENDED ACTION:

Moved by Councillor _____ to give first reading to Bylaw No. 1763, a bylaw to amend Land Use Bylaw No.1525.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1763 & Maps

APPLICABLE LEGISLATION:

- 1.) LUB No.1525 & MDP No.1644
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: November 9, 2023



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1763**

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

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

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

WHEREAS the purpose of the amendment is to re-zone a subdivided portion of land from “Public - P” to “Single Detached Residential – R1”.

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

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

LAND USE DISTRICT MAP

Portion of Lot 1, Block 128, Plan 1811272

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

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1763 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

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

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

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

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Aerial Photo Date: April 22, 2017



FROM: Public - P

TO: Single Detached Residential - R1

PORTION OF LOT 1, BLOCK 128, PLAN 1811272

WITHIN NE 1/4 SEC 26, TWP 12, RGE 27, W 4 M

MUNICIPALITY: TOWN OF CLARESHOLM

DATE: AUGUST 2, 2023

Bylaw #: 1763

Date: _____



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



REQUEST FOR DECISION

Meeting: November 14, 2023

Agenda Item: 3 & 4

OPERATIONAL BORROWING BYLAWS – BYLAW 1765 & 1766

DESCRIPTION/BACKGROUND:

As per MGA Section 251(1) a municipality may only borrow if such borrowing is authorized by a borrowing bylaw. Such borrowing bylaws should be renewed regularly (i.e. annually)

The Town has maintained a revolving line of credit for many years with a principle sum of \$450,000 and there are currently no funds drawn on this credit facility. It has been a long time since we have had to use the revolving line of credit, but maintain it to ensure there are funds available in an emergency or where there is a short-term cash flow concern. There is no change to this bylaw from the prior one with the exception of bylaw number and date, and the interest rate on the BMO Operational Borrowing Bylaw.

It was also noted that the BMO Operating Borrowing Bylaw has a stated maximum interest rate of 5%. Our line of credit with BMO has an interest rate of Prime + 0%. Due to the significant Bank of Canada interest rate increases, prime is now 7.2% (in excess of the 5% in the current bylaw). This has therefore be adjusted to 9% maximum, to allow for some possible additional rate increases and still be onside with this bylaw.

The Town of Claresholm in early 2018 began using AMSC's Procurement Card credit card program, which is a MasterCard issued by BMO. The Town has a total authorized credit limit on this account of \$50,000. Issuing of cards and card limits are governed by Policy 3-0-01 "Corporate Credit Card Policy".

As the attached bylaws are for operational borrowing not to exceed 3 years we are not required to advertise the bylaw. Limits authorized cannot exceed expected tax revenue for 2024, approximately \$3.7M, which we are well below.

RECOMMENDATION:

Administration recommends that these two operational borrowing bylaws, Bylaw #1765 – 2024 BMO Operational Borrowing, and Bylaw #1766 – 2024 AMSC Operational Borrowing, be maintained at the same amounts and both receive first reading.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw #1765 – 2024 BMO Operational Borrowing Bylaw – regarding the Town revolving line of credit in the amount of \$450,000 1st Reading.

Moved by Councillor _____ to give Bylaw #1766 – 2024 AMSC Operational Borrowing Bylaw – regarding the Town MasterCard account in the amount of \$50,000 1st Reading.

ATTACHMENTS:

- 1.) Bylaw #1765 – 2024 BMO Operational Borrowing Bylaw
- 2.) Bylaw #1766 – 2024 AMSC Operational Borrowing Bylaw

APPLICABLE LEGISLATION:

- Municipal Government Act, RSA 2000, Chapter M-26 Section 251 - 258

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

APPROVED BY: Abe Tinney - CAO

DATE: November 6, 2023



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1765

WHEREAS the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from the Bank of Montreal (“BMO”) up to the principal sum of \$450,000.00 repayable upon demand at a rate of interest per annum from time to time established by BMO not to exceed 9%, and such interest will be calculated daily and due and payable monthly on the last day of each and every month. The principal sum of \$450,000.00 consists of the following:
 - a. \$450,000.00 revolving line of credit;
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:
 - a. To apply to BMO for the aforesaid loan to the Corporation and to arrange with BMO the amount, terms and conditions of the loan and security or securities to be given to BMO;
 - b. As security for any money borrowed from BMO:
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to BMO all such securities and promises as BMO may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of BMO of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to BMO the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from BMO are:

Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.
5. In the event that the *Municipal Government Act* permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and BMO is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to BMO will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note or other obligation, and BMO will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw comes into force on the final passing thereof.
7. Bylaw #1754 is hereby rescinded.

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

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

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

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1766**

WHEREAS the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Municipal Services Corporation (“AMSC”) up to the principal sum of \$50,000.00, repayable monthly on the 4th day of each and every month. Past Due Amounts will be subject to a rate of interest per annum from time to time established by AMSC not to exceed 19.5%, and such interest will be calculated daily and due and payable monthly on the 4th day of each and every month. The principal sum of \$50,000.00 consists of MasterCard accounts administered by AMSC and issued by the Bank of Montreal (BMO).
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:
To apply to AMSC for the aforesaid credit to the Corporation and to arrange with AMSC the amount, terms and conditions of the MasterCard Accounts;
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:
Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the credit will not exceed any restrictions set forth in the *Municipal Government Act*.
5. This Bylaw comes into force on the final passing thereof.
6. Bylaw #1755 is hereby rescinded.

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

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

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

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1770**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to amend Bylaw 1659 respecting water-works, sewers and plumbing in the Town of Claresholm.

WHEREAS the Municipal Government Act, Chapter M-26 and amendments hereto, authorizes a Municipal Council to pass Bylaws pertaining to public utilities;

NOW THEREFORE the Council of the Town of Claresholm in the Province of Alberta duly assembled enacts as follows:

1. The Town of Claresholm Water & Sewer Utility Bylaw 1659 shall be amended as follows:

REPLACE: Schedule “D”

2. This bylaw shall come into effect on the date of third and final reading.
3. Bylaw 1756 is hereby repealed.

Read a first time in Council this **23rd** day of **October** 2023 A.D.

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

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

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer

TOWN OF CLARESHOLM
Bylaw No. 1770
SCHEDULE “D”
WATER & SEWER RATE TABLES

Rates are effective January 1 of each year.

Residential Rates (Monthly)				
	2023	2024	2025	2026
Basic Water Charge	\$35.70	\$36.77	\$37.87	\$39.01
Water Consumption Charge (per cubic meter)	\$1.680	\$1.730	\$1.782	\$1.836
Basic Sewer Charge	\$16.83	\$17.33	\$17.85	\$18.39
Sewer Usage Charge (per cubic meter) – charged on 50% of water consumption for residential users.	\$0.920	\$0.948	\$0.976	\$1.005

Non-Residential – Water Basic Charge No Consumption Included				
	2023	2024	2025	2026
½”, 5/8”, ¾”	\$45.78	\$47.15	\$48.57	\$50.03
1 INCH	\$73.25	\$75.45	\$77.71	\$80.04
1 – ½ INCH	\$169.38	\$174.46	\$179.70	\$185.09
2 INCH	\$256.36	\$264.05	\$271.97	\$280.13
3 INCH	\$869.77	\$895.86	\$922.74	\$950.42
4 INCH	\$1,510.66	\$1,555.98	\$1,602.66	\$1,650.74
6 INCH	\$3,570.65	\$3,677.77	\$3,788.10	\$3,901.75

Non-Residential – Sewer Basic Charge No Usage Included				
	2023	2024	2025	2026
½”, 5/8”, ¾”	\$18.47	\$19.02	\$19.59	\$20.18
1 INCH	\$24.48	\$25.21	\$25.97	\$26.75
1 – ½ INCH	\$49.27	\$50.75	\$52.27	\$53.84
2 INCH	\$67.23	\$69.25	\$71.32	\$73.46
3 INCH	\$168.06	\$173.10	\$178.29	\$183.64
4 INCH	\$254.27	\$261.90	\$269.76	\$277.85
6 INCH	\$484.69	\$499.23	\$514.21	\$529.63

Bulk Water Station	2023	2024	2025	2026
	\$2.226	\$2.293	\$2.362	\$2.432

Consumption Amount (m^3)	Consumption Charge – Water				Usage Amount (m^3)	Usage Charge – Sewer			
	2023	2024	2025	2026		2023	2022	2022	2023
16	0.780	0.803	0.828	0.852	16	0.847	0.872	0.899	0.926
180	0.604	0.622	0.641	0.660	180	0.683	0.703	0.725	0.746
Thereafter	0.572	0.589	0.607	0.625	Thereafter	0.408	0.420	0.433	0.446

Intermunicipal Agreement Rates	2023	2024	2025	2026
Water Rate (Cost + 5%) (per cubic meter)	\$2.226	\$2.293	\$2.362	\$2.432
Basic Monthly Sewer Charge (2x Residential)	\$33.66	\$34.67	\$35.71	\$36.78
Sewer Usage Charge (same as non-residential up to 16 cube rate) (per cubic meter)	\$0.847	\$0.872	\$0.899	\$0.926

Sewer usage is unmetered, and is therefore assumed at 100% of water consumption for non-residential users and 50% for residential users.



REQUEST FOR DECISION

Meeting: November 14, 2023
Agenda Item: 6

BYLAW No. 1772 – LAND USE BYLAW AMENDMENT

DESCRIPTION / BACKGROUND:

The Town has received a land use bylaw amendment application to add the use of Personal Service (for the use of a laundromat) into the Highway Commercial – C2, land use district. This is to facilitate development within an existing business that was once a laundromat along the highway corridor previously. The applicant would like to have a personal laundry service there where clients can drop off laundry and have it delivered or picked up wash, dried and folded. The actual use will be approved within a separate application process through the Development office; however, this is the first step in that process; ensuring the use is listed within the land use district.

Definition: Personal Service means a development providing services for personal care and appearance; services for cleaning, servicing, altering and maintenance of personal effects and accessories. "Personal Service" included barber shops, beauty salons, tailors, diet centers, shoe repair shops, photography studios, upholstery and rug cleaners, and laundromats.

Currently, Personal Service is listed within the Retail Commercial – C1 & Neighborhood Commercial – C3 districts. There are no concerns from the Development Department as to the addition of this use within the Highway Commercial – C2, district.

Comments: Gavin Scott, Planner ORRSC: The potential for the 'Personal Service' use to need a larger Highway Commercial parcel is understood and should not affect the Downtown as Downtown parcels are typically smaller and suitable for personal services businesses who do not require a large footprint. As always staff will monitor a change like this with the intent of reporting back to Council when the land use bylaw is being reviewed more broadly.

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

RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1772, a bylaw to amend Land Use Bylaw No.1525 first reading.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1772

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 216.4 – Public Hearings.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: November 9, 2023



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1772**

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

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

AND WHEREAS THE PURPOSE of proposed Bylaw No. 1772 is to amend the Land Use Bylaw No. 1525 to add a use within the Highway Commercial ‘C2’ land use district;

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

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

Adding the following use to Highway Commercial – C2 under section 1.

PERMITTED USES

Personal Service

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1772 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

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

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

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

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



REQUEST FOR DECISION

Meeting: November 14, 2023

Agenda Item: 7

BYLAW No. 1773 - LAND USE BYLAW No.1525 AMENDMENT

The Town of Claresholm has been working with an adjacent landowner along the old CPR railway lands (Town owned and zoned Direct Control) for subdivision on a Town owned parcel of land. Town Council has agreed to the subdivision and transfer of that land to the property owner. As part of the subdivision process the zoning on the parcel to be transferred requires re-designation from Direct Control to Highway Commercial. Therefore, the Development Department has prepared Bylaw No. 1773 for first reading.

In accordance with the Municipal Government Act (MGA) Section 692, the land use bylaw amendment requires a public hearing and advertisement prior to giving second reading and notice given in accordance with MGA Section 606. The notice of public hearing must be published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, or in which the meeting or hearing is to be held. The notice of public hearing must be advertised at least 5 days before the public hearing occurs with information as to the general purpose of the public hearing, address of where a copy of the bylaw can be inspected, outlining procedure for anyone wishing to petition, date, time, and place where the public hearing is to be held.



The purpose of first reading is to get the land use amendment bylaw “on the books”. MPC approved the subdivision on October 27, 2023.

RECOMMENDED ACTION:

Moved by Councillor _____ to give first reading to Bylaw No. 1773, a bylaw to amend Land Use Bylaw No.1525.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1773 & Maps

APPLICABLE LEGISLATION:

- 1.) LUB No.1525 & MDP No.1644
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: November 9, 2023



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1773**

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

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

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

WHEREAS the purpose of the amendment is to re-zone a subdivided portion of land from “Direct Control - DC” to “Highway Commercial – C2”.

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

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

LAND USE DISTRICT MAP

**PORTION OF LOT 57, BLOCK B, PLAN 1122576
(PORTION OF PROPOSED LOT 61, BLOCK B SUBDIVISION FILE 2023-0-123)
WITHIN SE 1/4 SEC 26, TWP 12, RGE 27, W 4 M**

Be amended by changing the lands from “Direct Control – DC” to “Highway Commercial – C2” as per “Schedule A” attached.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1773 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

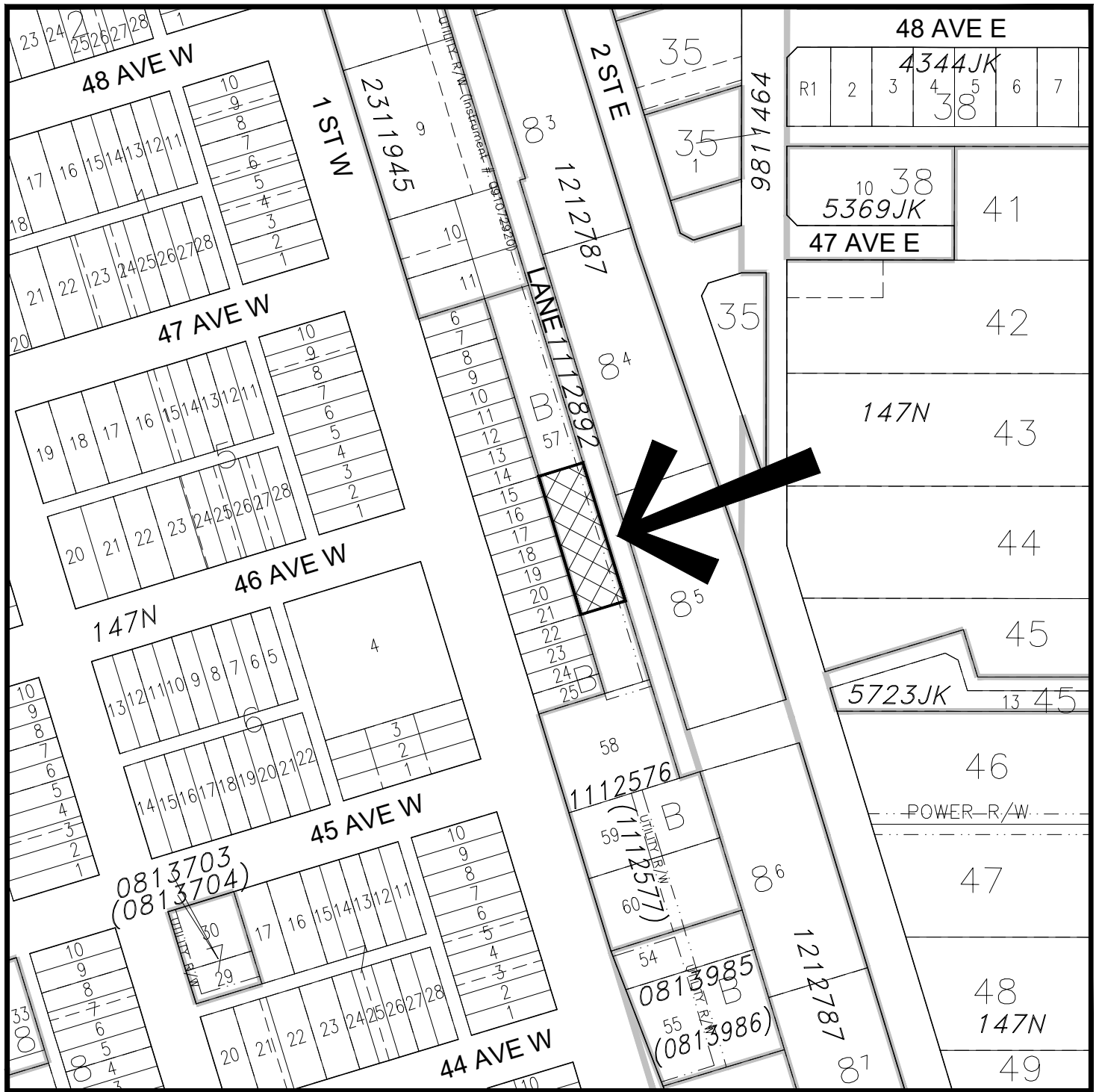
Read a first time in Council this day of 2023 A.D.

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

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

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Bylaw #: 1773

Date: _____



FROM: Direct Control DC

TO: Highway Commercial C2

PORTION OF LOT 57, BLOCK B, PLAN 1122576

(PORTION OF PROPOSED LOT 61, BLOCK B SUBDIVISION FILE 2023-0-123)

WITHIN SE 1/4 SEC 26, TWP 12, RGE 27, W 4 M

MUNICIPALITY: TOWN OF CLARESHOLM

DATE: OCTOBER 30, 2023

MAP PREPARED BY:

OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 50 100 150 200 Metres
October 30, 2023 N:\Willow-Creek-MD\Clareholm\Clareholm LUD & Land Use Redesignations\Clareholm LUD Redesignation 1770 - Lot 57, Block B, Plan 1122576 Schedule A.dwg



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Bylaw #:1773

Date:



FROM: Direct Control DC

TO: Highway Commercial C2

PORTION OF LOT 57, BLOCK B, PLAN 1122576

(PORTION OF PROPOSED LOT 61, BLOCK B SUBDIVISION FILE 2023-0-123)

WITHIN SE 1/4 SEC 26, TWP 12, RGE 27, W 4 M

MUNICIPALITY: TOWN OF CLARESHOLM

DATE: OCTOBER 30, 2023

MAP PREPARED BY:

OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

Aerial Photo Date: 2017





October 24, 2023

RECEIVED
NOV 03 2023

Mayor Brad Schlossberger
Town of Claresholm
PO Box 100
Claresholm, AB
TOL OTO
brad.schlossberger@claresholm.ca

40th ANNUAL SANTA CLAUS PARADE

Dear Mr. Schlossberger,

On behalf of the Town of Fort Macleod Mayor & Council, we invite you, or a delegate, to join us in our horse-drawn carriage during the 40th Annual Santa Claus Parade on Saturday, November 25, 2023. This year, we celebrate Fort Macleod's annual Santa Claus parade with the theme "Celebrating 40 Years of Christmas."

The parade festivities will kick off at 11:00 am, and we ask you to join us at the carriage by 10:00 am. Our carriage will be stationed at the Fort Macleod & District Sports Center parking lot (235 21st Street, Fort Macleod) for convenient loading and unloading. Your punctual arrival will ensure a seamless experience as we prepare for the crowd of onlookers joining this celebration.

To assist us with the necessary arrangements, please RSVP by Thursday, November 9, 2023, to Meranda Day Chief, Executive Assistant, at execassist@fortmacleod.com or 403-553-4425.

In the spirit of community,

Anthony Burdett
Chief Administrative Officer

403.553.4425 • P.O. Box 1420 • 410 20th street
📍 www.fortmacleod.com 📺

NOTICE OF CHANGE IN SUBDIVISION FEES

File: 30K-69

November 6, 2023

To: The Board of Directors of the Oldman River Regional Services Commission
Member Municipalities

Please be advised that on November 2, 2023, the Executive Committee of Oldman River Regional Services Commission approved a motion to cancel the following subdivision policies **effective immediately**:

- No charge for reserves (MR-Municipal Reserve, SR-School Reserve, MSR-Municipal/School Reserve, ER – Environmental Reserve) or Public Utility Lots (PUL)
- A reduction of 50 percent on fees for the subdivision of municipally owned land

Therefore, reserve and public utility lots will now be included in the number of lots to calculate subdivision fees and subdivision applications for municipally owned lands will no longer receive a discount on their fees. Please be advised that the current fee policy applies to all previous subdivision approvals.

Should you have any questions or comments on this matter, please contact me at your earliest convenience.

Thank you,



Lenze Kuiper,
Chief Administrative Officer

LK/jm

cc. Surveyor Companies
Staff of the Oldman River Regional Services Commission



REQUEST FOR DECISION

Meeting: November 14, 2023

Agenda Item: 10

Claresholm Fire Department Business Plan – 2023 Update

DESCRIPTION:

The Claresholm Fire Department has been tasked with the development of four-year business plan; this plan will include (but not be limited to):

- Department Structure
- Defining our Core Services
- Core Activities of the Department
- Environment Scan of the Department that will capture Challenges & Opportunities
- A Workplan that will explore current and future projects vital to the continued operational success of the department
- Performance indicators – past, current and future
- Highlighting our most recent Accomplishments and Successes

To ensure we are maintaining our focus on areas such as workplans, finances, and performance indicators; the Fire Chief has provided an annual update to the original business plan approved by Council in 2022.

The Department's Business Plan continues to be aligned, as best as possible, with the Town of Claresholm's 2022-2026 Strategic Plan.

PROPOSED RESOLUTION:

Moved by Councilor _____ to approve the Claresholm Fire Department's Business Plan 2023 Update

ATTACHMENTS:

1. Claresholm Fire Department Business Plan.
-

PREPARED BY: Craig White -- Fire Chief

APPROVED BY: Abe Tinney – CAO

DATE: November 9, 2023

FIRE DEPARTMENT

Vision Statement:

Provide the citizens of Claresholm with exemplary service in a cost-effective manner.

Mission Statement:

Our family serving your family to help mitigate the threat to life and property from fire, medical and other emergencies, through education, prevention, community preparedness and emergency response

Our Motto:

Our Family Protecting Your Family.

Updated: November 2023



Claresholm

2022 - 2026 Business Plan



FIRE DEPARTMENT

Town of Claresholm Bylaws 1662, 1705, and 1715 are the establishing bylaws for the Claresholm Fire Department.

They provide clear and accurate policy direction reflecting how Council expects the Department to deliver on their core activities to meet the specific needs and circumstances of the Town of Claresholm.

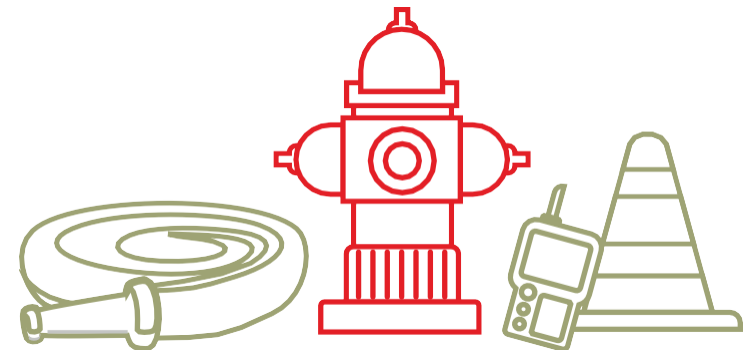
DEPARTMENT OVERVIEW:

The *Municipal Government Act* R.S.A. 2000 Chapter M26 provides that a Council of a Municipality may pass bylaws for the safety, health and welfare of people and the protection of people, property, and for services provided by or on behalf of the municipality.

- Establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and,
- Provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

The Claresholm Fire Department is a Volunteer Fire Service providing an all-hazards response capability to natural and human caused events from one station. Based on the direction from Council and CAO the Members and Officers provide the following services:

- Public Fire Safety Education and Prevention;
- Fire Safety Standards and Enforcement; and,
- Emergency Response.



BUSINESS PLAN OVERVIEW:

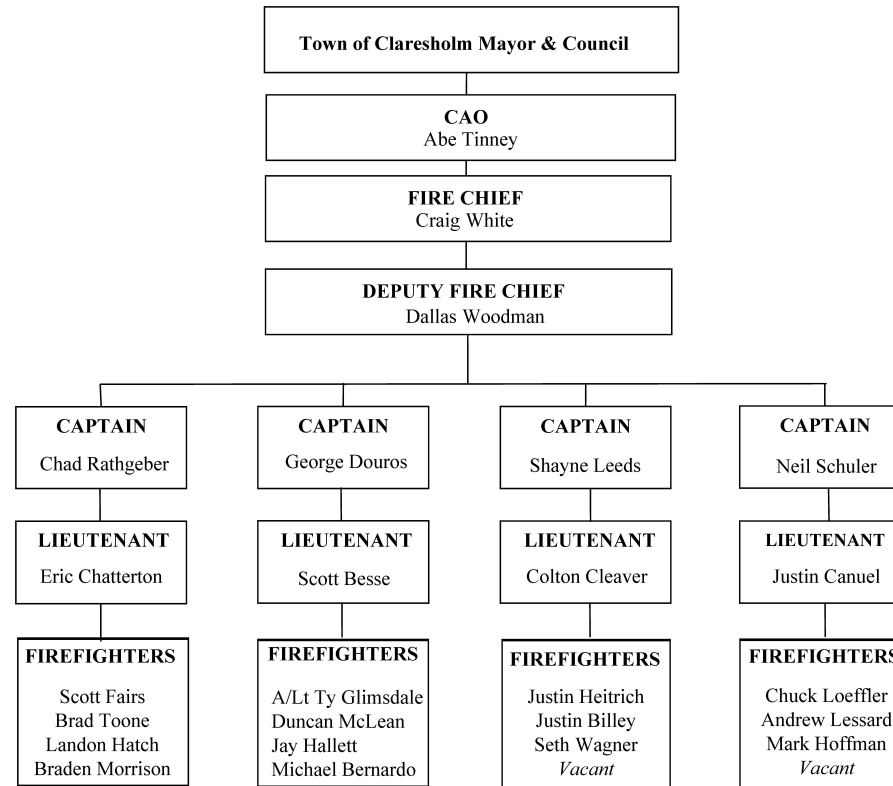
Claresholm Town Council has a bold vision to be the community of choice for families, businesses and industry. Council intends to achieve its vision by offering quality family living and encouraging economic prosperity through innovative and progressive thinking. The Claresholm Fire Department is committed to helping Council realize its vision and has consequently created this Business Plan to ensure the service remains viable, effective and efficient for those who choose to live and do business in Claresholm.

One of Councils' Strategic Priority Areas is to create a livable community for a vibrant, healthy quality of life. As an indispensable element of community safety, the Fire Department has a special role to play in this priority area. As you will read below, this Plan lays out our Core Services and Activities, the Challenges and Opportunities associated with them, and the Projects and Initiatives that will ensure the service remains viable and effective.

Council also identified several Core Values in its Strategic Plan; our Business Plan speaks directly to the values of Community Pride , and Healthy, Active Living . Indeed, the Fire Department is proud to serve Claresholm and to be part of the town's public safety net. We will seek to strengthen our community through training and recruitment of officers, and replacing and upgrading our equipment and infrastructure in an efficient and coordinated manner. We will seek funding and partnering opportunities wherever possible to ensure a cost-effective service.

FIRE DEPARTMENT

► CURRENT ORG CHART:



FIRE DEPARTMENT

► CORE ACTIVITIES:

Core Services:

- **Public Education** activities that promote public fire safety in the community.
- **Inspection & Enforcement** activities add value to our services and ensure compliance with the provision of the Alberta Fire Code, as well as local QMP.
- **Emergency Management** activities related to preparedness, response, mitigation and recovery such as public education, staff training and scenario based exercises.
- **Emergency Response** to all natural and human-caused emergencies.

Public Education:

- Programs and community special events such as hall tours, school and vulnerable occupancy visits to promote fire safety to students, families and seniors.
- Jr & Sr High school Risk Reduction
- Fire extinguisher training.

Inspection and Enforcement:

- Commercial and residential inspections that assist owners in maintaining fire safe facilities.
- Town of Claresholm annual facilities Fire Safety Codes inspection to ensure fire safe buildings
- Plans review.

Emergency Management:

- Other such services as directed and approved by Council.
- Compliance with and participation in the Town's Emergency Response Plan
- Compliance with AEMA Directives

Emergency Response:

- Fire suppression.
- Emergency patient care in support of AHSEMS and Medical First Responder Program
- Technical rescue including but not limited to auto extrication, ice/water, low angle, farm animal rescues.
- Hazardous materials response.
- Training including but not limited to operational, technical, behavioural and leadership training.



FIRE DEPARTMENT

► ENVIRONMENTAL SCAN:



Challenges:

Service Levels

- Maintain service levels to the community that reflect our Inter-municipal Fire Services Agreement
- Implement new technologies & monitor best practices to enhance response effectiveness and safety

Equipment & Facilities

- Ensure fleet and facilities are maintained and continuously upgraded in a cost-efficient and forward-thinking manner

Staffing

- Recruitment & retention of volunteer / pay-per-call members
- Maintain focus on and expand (where available & appropriate) mental health and post-traumatic stress programs for fire service family that are structured to support emotional/mental wellness, and build resilience and encourage a healthy workplace.

Opportunities:

Use of technology, which includes, but is not limited to:

- FirePro2 software, to improve record keeping to support presumptive legislation, as well as provide reliable data to stakeholders.

-IamResponding is an end-to-end emergency response system that puts critical data into the hands of first responders. Not only does this program alert members to calls, and provide routing, it has the ability to house critical information such as: pre-plans, site-specific alerts or MSDS information, as well as being able to identify potentially hazardous/dangerous locations.

FIRE DEPARTMENT

► WORKPLAN:

Project / Initiative	Description	Division Lead	Key Outcomes	Strategic Alignment	2023 Update
1. Facility Expansion & Upgrade	Facility is over capacity. Portions of facility no longer meet needs of having full-time staff on site. (Office spaces, etc.) As a result of facility assessment and due to replacement and addition of apparatus, expansion and upgrades are required	<ul style="list-style-type: none"> Fire Administration CAO Finance Council 	<ul style="list-style-type: none"> Necessary repairs as outlined in WSP documentation Expansion of facility to accommodate additional apparatus as well as clean, safe, and HVAC controlled administration, meeting & training areas 	<ul style="list-style-type: none"> Responsible & Sustainable Growth Livable Community 	<ul style="list-style-type: none"> CFEP application has been submitted Council agreed to match CFEP funding at 50% CFD members donating funds from annual fundraising, and providing “donations in kind” – Time & labor to existing facility.
2. Apparatus Replacement	Town owned Engine 13-1 is nearing the end of its NFPA operational life as well its operational life as outlined by Town of Claresholm Asset Management Policy	<ul style="list-style-type: none"> Fire Administration CAO Finance Council 	<ul style="list-style-type: none"> Supply chain challenges makes repairs a challenge. We are now at a point where certain parts are not available. Apparatus does not meet current safety requirements Purchase of aerial-engine type apparatus vs. pumper-engine to be considered – short term needs vs. long-term vision. 	<ul style="list-style-type: none"> Responsible & Sustainable Growth Livable Community 	<ul style="list-style-type: none"> As of Fall 2022 the RFP closed and Fort Gary Fire Trucks was selected as successful bidder. Delivery scheduled for July 2024.

FIRE DEPARTMENT

► WORKPLAN (continued):



Project / Initiative	Description	Division Lead	Key Outcomes	Strategic Alignment	2023 Update
3. Recruitment & Retention Strategies	Explore new recruitment strategies or staffing and deployment models that better reflect increasing call volume and acuity. These would be comparable with like sized communities & call volume	<ul style="list-style-type: none"> • Training • Fire Administration • CAO 	<ul style="list-style-type: none"> • Improved ability to respond to emergency incidents 	<ul style="list-style-type: none"> • Responsible & Sustainable Growth • Livable Community 	<ul style="list-style-type: none"> • Rural / Volunteer recruitment continues to be a challenge. • Recent recruitment of local long term and younger members will hopefully encourage more interest • Social Media & traditional media strategies continue.
4. Peer Support / Mental Health	<ul style="list-style-type: none"> • Continue training in-house Mental Health Peer Support Team • Extend program to member's families 	<ul style="list-style-type: none"> • Fire Administration • CAO • Finance • Council 	<ul style="list-style-type: none"> • Recognition of signs of distress in first responders / their families. Allowing for earlier intervention and recovery. Lessening long-term impact to operations and continued impact on members mental or physical health. 	<ul style="list-style-type: none"> • Responsible & Sustainable Growth • Livable Community 	<ul style="list-style-type: none"> • Late 2022 the internal CISM program was expanded to include members and their families by way of the firefighters VFIS benefits.

FIRE DEPARTMENT

► WORKPLAN (continued):

Project / Initiative	Description	Division Lead	Key Outcomes	Strategic Alignment	2023 Update
5. Emergency Management	Continued review and updating of emergency management program to meet Provincial requirements	<ul style="list-style-type: none"> DEM 	<ul style="list-style-type: none"> Staff are able to perform their roles as outlined in the Incident Command System Program An emergency plan that assists in minimizing the effects of an emergency on the Town 	<ul style="list-style-type: none"> Improve & expand partnerships, collaborations, and relationships Strengthen internal operations 	<ul style="list-style-type: none"> Chief Staff trained to ICS-300 level Chiefs participated in multi-day, multi-agency simulated event
6. Fire Education	Building on existing fire & life safety program in increase fire and life safety awareness	<ul style="list-style-type: none"> Fire Administration Prevention Public Education 	<ul style="list-style-type: none"> Improved communication to vulnerable communities / groups to reduce injuries or fatalities from fires, or emergency events 	<ul style="list-style-type: none"> Livable Community Improve collaborations & relationships 	<ul style="list-style-type: none"> Return to in-person Fire Prevention Week activities with school aged children In community engagement sessions (e.g. MOPS group) Seniors & Low-income housing fire safety inspections Participating in seniors congregate living facility fire drills and education sessions.

FIRE DEPARTMENT

▶ WORKPLAN (continued):

Project / Initiative	Description	Division Lead	Key Outcomes	Strategic Alignment	2023 Update
7. Social Media	Continue to utilize social media to ensure public is aware of department activities, events as well as informed in case of an emergency	<ul style="list-style-type: none"> Fire Administration Public Education Communications Officer 	<ul style="list-style-type: none"> More informed community Enhanced engagement with department 	<ul style="list-style-type: none"> Livable Community Improve Collaboration & Relationships 	<ul style="list-style-type: none"> New Facebook and Instagram page launched in 2022 Website constantly being upgraded with new member information, as well as fire safety information & department activities and photos
8. Fire Services Agreement	Review & Renewal of Fire Service Agreement contracts with neighbouring municipalities. Ensure alignment with applicable bylaws, act, and Town's Strategic Plan	<ul style="list-style-type: none"> Fire Administration CAO Town Administration 	<ul style="list-style-type: none"> Establish appropriate contracted emergency services, and associated cost recovery for the provision and receipt of these services Ensure compliance with determined levels of service and training 	<ul style="list-style-type: none"> Improve & Expand Partnerships, Collaborations & Relationships. 	<ul style="list-style-type: none"> The current agreement will be expiring in 2025 and the Fire Chief and CAO have already begun reviewing the current document for possible changes; prior to discussions in 2024

FIRE DEPARTMENT

► WORKPLAN (continued):

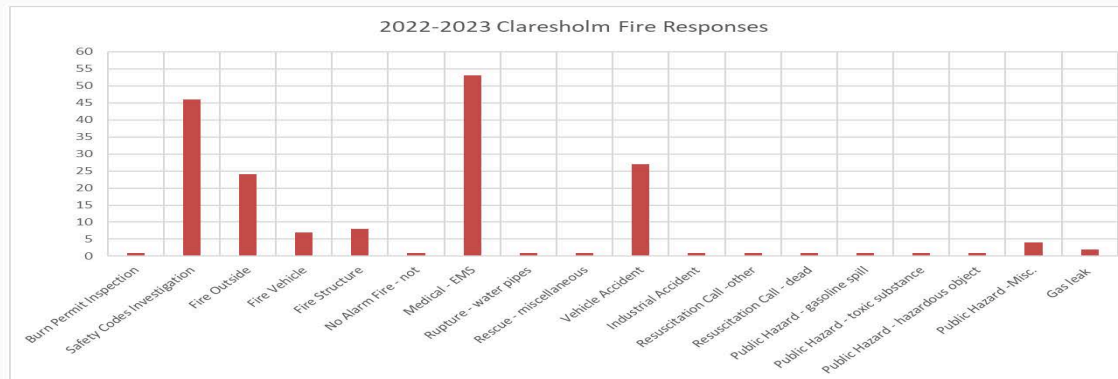
Project / Initiative	Description	Division Lead	Key Outcomes	Strategic Alignment	2023 Update
9. Asset Management	Ongoing assessment of department assets, including: depreciation and replacement costs. Factoring in years of service and legislative and best practice requirements.	<ul style="list-style-type: none"> Fire Administration CAO Finance 	<ul style="list-style-type: none"> Establish an asset management system that tracks initial cost, depreciation and replacement. It must also align with established replacement benchmarks – Town Policy, NFPA standards, etc. 	<ul style="list-style-type: none"> Sound, Responsible Governance and Strengthening Internal Operations. 	<ul style="list-style-type: none"> Through the FirePro Software System, Town Fire Department assets have been inventoried, including costing and depreciation. This allows for more thorough budget planning
10. Fiscal Responsibility	Developing a business plan for the department will assist in alleviating the past practice of just-in-time capital and operating expenses.	<ul style="list-style-type: none"> Fire Administration CAO Finance Council 	<ul style="list-style-type: none"> Ensure both Operating and Capital budgets are considering both short- and long-term expenses and projects 	<ul style="list-style-type: none"> Policy & Planning for Responsible, Sustainable Growth. 	<ul style="list-style-type: none"> This is the update to the first Clareholm Fire Department Business Plan. Knowledge gained since its inception have been used to guide this version.

FIRE DEPARTMENT

► STAFFING IMPACT & RESPONSE STATISTICS:



	+/- FTE Estimates	Service Delivery Area
Full Time	0	Currently 1 FTE (Chief) position. Sufficient for current call volume and requirements.
Volunteer	0	Currently 23 volunteer Firefighters & Officers, with two vacancies as of September 1, 2023. Sufficient for current call volume and requirements, but a full roster would assist in load-sharing of events.
Other	0	If call volumes & requirements continue to increase - a change in staffing model will need to be investigated.



For the 2022-2023 Fire Year Claresholm Fire responded to 243 separate events.

FIRE DEPARTMENT

► PERFORMANCE INDICATORS:

Operational	Target	2023 Update
Effective personnel management	- Ongoing review of volunteer model.	<ul style="list-style-type: none"> Loss of 3 long serving members has impacted the department Active recruiting has brought new and younger members to the hall whom plan on being in the area and department for the foreseeable future
Accurate performance data reflecting international standards and industry best practices: <ul style="list-style-type: none"> Total number of calls for service Track turnout time Track travel time 	- Compare with 2021 baseline.	<ul style="list-style-type: none"> Averages for all three areas of best practice have trended up over the past 2.5 years. We are actively working on improving our chute and response times where we can. Call volume continues to increase year over year
Safe and highly trained first responders: <ul style="list-style-type: none"> Total training hours 	- Establish a baseline for 2023 onward.	<ul style="list-style-type: none"> Training offered is reflective of Intermunicipal Collaboration Framework – Fire Services Agreement.

Quality of Life	Target	2023 Update
Better educated public regarding fire safety: <ul style="list-style-type: none"> Number of messages delivered digitally Number of visits or hits on these platforms 	<ul style="list-style-type: none"> Maintain current or increase as need / request arises 	<ul style="list-style-type: none"> No Change to report.

FIRE DEPARTMENT

► 2022-2023 ACCOMPLISHMENTS/SUCCESSIONS:



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- Ongoing recruitment of volunteer firefighters
- Implemented enhanced training and onboarding programs with new staff.
- Hockey Fundraiser benefiting injured CFD member
- Ongoing professional firefighter training
- Operation *Flying Bull* tested both the Town and neighbouring municipalities disaster preparedness.
- RFP & Selection of Town of Claresholm Replacement Apparatus
- RFP & Selection of contractor for facility upgrade
- End of routine COVID precautions in respect to both medical and fire events
- Annual Fundraising Golf Tournament raised over \$12,000 towards the purchase of electronic extrication equipment
- Fire Prevention Week activities saw students return to the fire hall
- Continuation of training to meet level of service identified in the Fire Services agreement.



FIRE DEPARTMENT

▶ 3 YEAR OPERATING AND CAPITAL BUDGET:

- Spreadsheets are attached at the end of the document
- Capital Project Information sheets have been updated to reflect current status

FIRE DEPARTMENT

	2023 BUDGET	2024 BUDGET	2025 BUDGET	2026 BUDGET
Fire Department Revenue				
MD contribution	(9,000)	(9,000)	(9,000)	(9,000)
Fire response fees	(10,000)	(10,000)	(10,000)	(10,000)
Total Fire Department Revenue	(19,000)	(19,000)	(19,000)	(19,000)
Fire Department Expenses				
Chief & Volunteer Wages and benefits	140,095	143,802	147,609	151,518
Equipment, fuel, etc.	31,370	27,777	28,233	28,698
Training	5,500	6,000	6,000	6,000
Materials, supplies and operating costs	39,602	39,072	39,829	40,605
Internal Transfer	5,100	5,202	5,306	5,412
Reserve transfer	20,000	20,000	20,000	20,000
Amortization	20,897	20,897	20,897	20,897
Total Fire Department Expenses	262,564	262,751	267,874	273,130
Excess (deficiency) of revenue over expenses	243,564	243,751	248,874	254,130

2023-24 Capital Project Information

Project No. CFD 2023-001	Project Name Town Engine Replacement		2023 Budget Reserve: \$200,000
Department Fire Services	Division Suppression / Operations	Project Manager Craig White	
Service Category Fire Services		Funding Sources Capital Reserves & MSI Funding	Amount \$750,000
Target Start Date	January 2024		
Target Completion Date	July 2024		
Future Period Capital Requirements	One-Time	Project Phase	Study/Design Phase <input type="checkbox"/>
Operating Impact	\$ 700,000		Construction Phase <input type="checkbox"/>

Description	
Scope:	<p>This project involves replacing the current Town owned engine as it is approaching the end of its NFPA & Town Policy mandated life cycle. This truck utilizes a cab that does not incorporate current safety features such as airbags, electronic stabilization or occupant crash protection enhancements.</p> <p>Consideration must be given to: sources of funding, grant opportunities, as well as long term use of apparatus. Consideration on type for type replacement vs. increasing level of service (i.e. aerial - engine type apparatus) which would serve both the current and future needs of the community.</p>
Deliverables:	<p>Primary deliverables of this project are to provide a safe and reliable emergency vehicle to respond to emergencies and support fireground operations.</p> <p>Project tender awarded fall 2022, construction of vehicle to start early Q1 2024 with an anticipated delivery date of July 2024</p>
Benefits:	<p>Benefits include reduced down time for repairs and reduced maintenance/repair costs due to apparatus being covered by manufacturer's warranty. Meets Nation Fire Protection Association (NFPA) 1901 Standard for automobile firefighting apparatus , Canada/ULC S515 Standard for automobile firefighting apparatus</p>
Risks If Not Implemented:	<p>As is the case with any vehicles, breakdowns and maintenance costs escalate as they age. Repairs render the apparatus Out Of Service and parts become harder to source resulting in long periods of down time. We have limited redundancy in our fleet and cannot risk having a vehicle unavailable for fire protection in the Town. This apparatus provides first run response within the Town. Not having reliable apparatus can result in added response times or the need to rely on neighboring municipalities to respond. In addition, the Fire Underwriters Insurance Grading for the town can be impacted by the use of older apparatus and result in a downgrade of the Public Fire Protection Classification (PFPC).</p>
Additional Information:	<p>1.)TCA Capitalization and Amortization Policy. Policy #3.2.01 page 7/7 Vehicles → Fire Trucks</p> <p>2.) NFPA 1901 Annex D</p>

2024 Capital Project Information Sheet

Project No. CFD 2024-001	Project Name Fire Hall Repair & Addition		2024 Budget \$1.2M
Department Fire Services		Division Facilities	Project Manager Craig White
Service Category Fire Services		Funding Sources	
Target Start Date January 2024		Capital Budget	\$512,000
		Grant Funding	\$512,000
		Firefighter Foundation	\$10,000 + in-kind donation
Target Completion Date Fall 2024			
Future Period Capital Requirements \$0		Project Phase	Study/Design Phase <input type="checkbox"/>
Operating Impact \$0			Construction Phase <input type="checkbox"/>
Description			
Scope:	<p>Claresholm Fire Hall #1 has reached and surpassed its capacity for storing fire apparatus, and housing the Fire Chief's office. Based on the WSP building analysis, there are approximately \$150,000 in outstanding repairs to be made to the facility - including roof, site grading, and water infiltration. Additionally, a mould assessment was completed with no significant mould found. Based upon these findings it is recommended that an addition is constructed that will house operations, administration offices, training and meeting room, as well as 1 or 2 apparatus bays to accommodate, at minimum 14' height apparatus. Building & fleet security would also be upgraded as a part of this project.</p>		
Deliverables:	<p>Apparatus deployment is streamlined, where by apparatus does not have to moved significantly to deploy other apparatus.</p> <p>Training, and Administration have a clean, safe and up-to-date space to work from</p>		
Benefits:	<p>Benefits include spatial separation between apparatus being deployed and the staff (or public) that are in the office, meeting spaces or training/workout facilities. This will increase our compliance with NFPA 1500 Ch.10 (facility safety), NFPA 1700 Ch.11 (operational hygiene at fire halls), and NFPA 1581 Standard on Fire Department Infection Control Program.</p>		
Risks If Not Implemented:	<p>The following risks are identified if this addition and required repairs not undertaken:</p> <ul style="list-style-type: none"> * Unable to house additional fleet as supplied by MDWC when required per schedule * Limitations on size and type of future apparatus for Town apparatus replacement * Continued exposure to exhaust and other contaminants by Chief (daily), and members when in the hall. * Continued degradation of facility by water infiltration, and tree root infiltration. * Administration offices currently not serviced by HVAC - heat/cold hazard <p>Project is currently partially funded (as of September 1, 2023), awaiting results of CFEP application, and potential additional sources of funding.</p>		
Additional Information:	<ol style="list-style-type: none"> 1. WSP - Building Condition Assessment 2. ASE Services - Mould Assessment 		



REQUEST FOR DECISION

Meeting: November 14, 2023

Agenda Item: 11

CHAMBER OF COMMERCE BUSINESS AWARDS

DESCRIPTION:

The Claresholm & District Chamber of Commerce reached out to the Town on Tuesday, November 7th with the following request:

I am reaching out from the Chamber of Commerce to see if the Town of Claresholm would be interested in sponsoring an award for this year's awards. We currently have three awards without sponsorship; Best Home Based Business, Best Hospitality Business and Most Improved Property. We would love to have the Town help support our amazing local business community. All sponsors get their name on the award and will present the award to the winner. Sponsorship is \$150.

If you could kindly let me know if this interests you by the end of the week, myself, the Chamber and Claresholm Businesses would greatly appreciate it.

Thank you for your time and consideration,

Kendis Kirkendall
Claresholm Chamber Secretary

As time is short, Council was asked to respond by email whether or not to support this initiative. The majority voted by email to support sponsoring one award, that being for Most Improved Property. When administration contacted Kendis, it was noted that the only award left to sponsor is the Claresholm Business of the Year, which is quite appropriate for the Town to sponsor.

PROPOSED MOTION:

Moved by Councillor _____ to support the Claresholm & District Chamber of Commerce's yearly business awards by sponsoring the award for Business of the Year in the amount of \$150.

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: November 10, 2023



Town of Claresholm
Income Statement by Object
September 30, 2023

	SEPTEMBER	2023 YTD	2023 BUDGET	YTD % of Budget
Revenue				
Net municipal taxes	334,534.04	(4,082,865.89)	(3,742,694.00)	109% 1
Special assessments	-	(3,289.54)	(3,290.00)	100%
User fees and sales of goods	(140,354.48)	(2,507,951.93)	(3,448,961.00)	73%
Government transfers for operating	(6,552.00)	(386,308.71)	(432,912.00)	89%
Investment income	(27,037.49)	(159,158.41)	(105,000.00)	152% 2
Penalties and costs of taxes	(291.64)	(92,371.33)	(86,600.00)	107% 3
Licenses and permits	(2,424.70)	(84,466.84)	(113,500.00)	74%
Other local government transfers	-	(181,416.01)	(217,839.00)	83%
Proceeds from disposal of capital assets	-	(45,900.00)	(60,000.00)	77%
Franchise and concession contracts	(20,477.01)	(224,453.36)	(292,000.00)	77%
Rental	(16,362.94)	(76,939.71)	(130,700.00)	59%
Other	(11,640.30)	(75,470.45)	(99,700.00)	76%
Government transfers for capital	(125,000.00)	(416,651.00)	(1,319,018.00)	32%
Other external funding for capital	(80,909.58)	(80,909.58)	(148,500.00)	54%
	(96,516.10)	(8,418,152.76)	(10,200,714.00)	83%
Expenses				
Salaries, wages and benefits	248,507.06	2,484,789.77	3,319,536.00	75%
Contracted and general services	118,818.84	1,392,650.25	1,909,817.00	73%
Materials, goods, supplies, and utilities	97,582.25	1,051,537.53	1,422,626.00	74%
Bank charges and short-term interest	79.73	725.40	1,200.00	60%
Interest on long-term debt	4,788.85	106,119.06	204,579.00	52%
Other expenditures	130.96	24,947.05	29,490.00	85%
Transfers to organizations and others	1,888.11	270,708.15	376,682.00	72%
Amortization	-	-	1,792,787.00	0%
	471,795.80	5,331,477.21	9,056,717.00	59%
Internal Transfers				
Internal transfers	(3,970.59)	(3,591.31)	-	
Net Income	371,309.11	(3,090,266.86)	(1,143,997.00)	
Other				
Transfers to/from reserves	-	-	24,648.00	0%
Capital expenditures	115,619.45	1,134,975.82	2,559,262.00	44% 4
Debt Proceeds	-	-	-	
Debt Principal Repayment	81,513.08	215,758.27	352,874.00	61%
Amortization addback	-	-	(1,792,787.00)	0%
	568,441.64	(1,739,532.77)	-	

Notes

- 1** Tax and requisition revenues are in excess of budget due as this line item is net requisitions. There are still three quarterly school tax payment to be made, which will reduce actuals for this line item as the year continues.
- 2** Investment income has already exceeded budget. This is due to high interest rates. Some of this revenue will be reclassified/deferred as grant funding (interest earning on unspent grant funds), however it is anticipated that investment income will be in excess of budget at yearend.
- 3** Penalty's on taxes (and utilities) are marginally over budget. This is down slightly from last year at this time, but still above budget.
- 4** Capital expenditures remains significantly below budget, primarily due to the storm water project on Westlyn Drive being delayed due to utility relocation delays.



Town of Claresholm
Income Statement by Function
September 30, 2023

	SEPTEMBER	2023 YTD	2023 BUDGET	YTD % of Budget
Revenue				
Tax and requisition revenue	286,871.90	(4,558,623.74)	(4,250,494.00)	107% 1
General administration revenue	(4,705.21)	(347,816.70)	(179,800.00)	193% 2
Police	(149.00)	(1,513.74)	(4,000.00)	38%
Fire	(2,026.44)	(26,090.53)	(19,000.00)	137% 3
Bylaw enforcement	(1,195.00)	(14,196.51)	(11,000.00)	129% 4
Common equipment pool	-	(45,900.00)	(60,000.00)	77%
Roads, streets, walks, lighting	(7,930.00)	(182,449.00)	(1,121,165.00)	16%
Water supply and distribution	(149,823.14)	(1,264,165.19)	(2,008,332.00)	63%
Wastewater treatment and disposal	(20,424.16)	(418,728.60)	(630,148.00)	66%
Garbage Collection	(18,992.75)	(302,712.50)	(441,000.00)	69%
Recycling	(8,809.34)	(206,385.90)	(304,171.00)	68%
FCSS	(1,292.00)	(181,745.76)	(234,774.00)	77%
Cemetery	(2,175.00)	(15,475.00)	(22,000.00)	70%
Physician recruitment	-	(1,963.90)	(1,000.00)	196% 5
Economic development	-	(228,489.49)	(242,077.00)	94%
Land use planning, zoning and development	(2,204.70)	(52,681.84)	(105,100.00)	50%
Parks and recreation	(155,676.32)	(556,129.19)	(530,390.00)	105% 6
Culture - libraries and museum	(7,984.94)	(13,085.17)	(36,263.00)	36%
	<u>(96,516.10)</u>	<u>(8,418,152.76)</u>	<u>(10,200,714.00)</u>	
Expenses				
Legislative	8,030.31	67,098.84	122,150.00	55%
Administration	79,909.37	1,077,831.55	1,415,271.00	76%
Police	-	151,076.00	224,238.00	67%
Fire	9,344.76	140,251.60	216,567.00	65%
Bylaw enforcement	8,306.55	80,707.93	129,942.00	62%
Common and equipment pool	38,055.77	423,564.84	528,598.00	80%
Roads, streets, walks and lighting	58,633.47	459,832.83	614,455.00	75%
Storm sewers and drainage	249.32	7,733.20	13,140.00	59%
Water supply and distribution	63,401.43	779,192.56	1,007,413.00	77%
Wastewater treatment and disposal	12,221.39	101,653.27	164,363.00	62%
Garbage Collection	27,727.41	267,747.62	374,030.00	72%
Recycling	32,447.98	224,260.33	310,477.00	72%
FCSS	13,782.47	195,048.63	246,869.00	79%
Daycare	1,772.00	19,684.00	25,000.00	79%
Cemetery	3,390.69	23,053.95	24,519.00	94%
Physician recruitment	-	2,118.55	3,000.00	71%
Economic development	18,507.46	232,320.36	354,267.00	66%
Agriculture - weed and pest control	5,728.26	11,849.63	21,609.00	55%
Land use planning, zoning and development	20,733.32	189,698.59	304,158.00	62%
Parks and recreation	59,822.97	615,298.52	798,443.00	77%
Culture - libraries and museum	9,730.87	261,454.41	365,421.00	72%
Amortization	-	-	1,792,787.00	0%
	<u>471,795.80</u>	<u>5,331,477.21</u>	<u>9,056,717.00</u>	
Net Income	371,309.11	(3,090,266.86)	(1,143,997.00)	

Notes:

- 1** This is net tax requisitions. It is showing revenue in excess of budget due to one quarterly school tax payment left.
- 2** General admin revenue is way over budget due to sale of land proceeds that weren't budgeted for
- 3** Billable fire calls have been higher than budgeted for by more than double.
- 4** Bylaw revenue is over budget due to animal licenses fee increase after budget was set, as well as resident billed cleanup costs being higher than anticipated due to one large unsightly cleanup file.
- 5** Physician recruitment revenue is RPAP Grant funding.
- 6** Rec revenue is over budget as this includes 125K CFEP grant funding for Amundsen Park capital project received.



INFORMATION BRIEF

Meeting: November 14, 2023
Agenda Item: 13

URBAN WILDLIFE CONCERNS

DESCRIPTION / BACKGROUND:

In regards to the concerns with the deer population in Claresholm, the Bylaw department has reached out to Alberta Fish and Wildlife. The process when Fish and Wildlife receive inquiries, concerns, and/or complaints is to begin an investigation. There are many factors that go into determining concerns on private property. Whether wildlife is being provoked or if animals are overly aggressive is just one area they would investigate. This is difficult if the animal is no longer in the area and can be unfortunate if injuries occur to either a pet or wild animal. Fish & Wildlife suggest that residents check in yards, etc. prior to letting pets out as they may startle wildlife. Even fenced yards may have animals in them and they may view your pet as a threat if approached, especially if they have young nearby. Residents should report any encounters with wildlife to 1-800-642-3800. They can also go online at www.alberta.ca/report-poacher. The Fish and Wildlife office that services Claresholm is in Pincher Creek 403-562-3289.

Wildlife come into Town for protection, fruit in trees, etc. So education in regards to urban wildlife is important. The provincial website has a wealth of information and tips for urban wildlife at the link below. This has been shared within the Town News for residents information as well. Our website has this information under public notices and also shared to Facebook.

<https://www.alberta.ca/human-wildlife-conflict>

<https://www.alberta.ca/deer#jumplinks-0>



ATTACHMENTS:

1.) N/A

APPLICABLE LEGISLATION:

2.) N/A

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: November 9, 2023



Town of Claresholm

Council Committee Report

Date: November 14th, 2023

Mayor Schlossberger	<p>Nov.1 Mecap Meeting with industry, Education, and agriculture. We had several people from Livingstone School Division talking about trade programs at the schools. Also talked about their collaboration with Olds & Lethbridge college. This discussion came out of the discussion in previous meeting with industry and their need for trades people.</p> <p>Nov.1 Alberta Southwest. Discussed MECAP. Discussed housing needs again. Provincial government charging us rent for office space in Pincher. Water situation not good any where in southern Alberta.</p> <p>Nov.2 ORRSC Emergence budget meeting. Income down severely. Subdivision fees down substantial. Looking at increasing subdivision fees. Removing member municipal members discount fees. Also looking at raising Membership fees. Feeling around the table is the same as ours. We can not afford infrastructure costs.</p> <p>Nov.4 Strat Planning. Went well.</p>
Councillor Carlson	
Councillor Cutler	
Councillor Kettles	
Councillor Meister	<p>Welcoming Claresholm</p> <p>Our Thanksgiving dinner was wonderful! We had around 80 people attend. With so many different dishes to try we all left very full. We are doing a winter clothing drive with My city care. Any clean, gently used</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>winter items are needed for members of our community. Welcoming boxes are in the works, finally! We will have 2 selections one for people new to Claresholm, as well as those who are new to Canada. Old fashioned Christmas will be moved to Amundsen park instead of the downtown parking lot. Cozy corner will be set up again. Our Christmas celebration will be on the 22nd. Over the next while we would like to find a way to showcase all of the diversity in Claresholm and a few ideas were presented.</p> <p>Museum</p> <p>OFC is coming up and we will be having similar events to previous years. Candy bags, hot cider, cookies, and music will be at the museum from 5-9. We will have a new exhibit ready for display that evening as well. The gift shop will be open for Christmas shopping. We will be having a work bee to decorate the museum.</p> <p>FCSS</p> <p>Our youth group is moving to the arena mezzanine. The indoor walking group is at the community centre tuesday and thursday mornings 9-10am. Snow angel volunteers are needed to help seniors with their snow clearing this winter. Minister Nixon has received his mandate letter which mostly relates to housing and seniors but no mention of support for FCSS services. Taxes are still being done. 24 housing issues have been brought forward in the last month which is a rising concern in all communities. Granum programming is still fantastic and all events are well attended.</p> <p>Social centre</p> <p>The handmade market was a success! The quilt raffle was also a hit, 1/2 the funds went to the centre with the other 1/2 stayed with the Log cabin quilters. They donated the quilt for this event but they also donate to other events and causes. Next time we hope to have volunteers run the kitchen for extra income. Our casino payment should be in soon. Fire doors need replacing. Our rental agreement is being updated which will also include an increase to rental fees. We would like to refine our roles and responsibilities for board members as to not overburden them. However, when things need to be done it is the board members and a few volunteers who step up to accomplish them anyways. The fridge should be in soon so we can set up the bar in the pool room. Christmas events are still to be decided.</p>
Councillor Ross	



Town of Claresholm

Councillor Zimmer	
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COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - June 12, 2023				
18a	IN CAMERA: Moved by Councillor Cutler to direct administration to prepare a public participation plan as discussed in closed session. CARRIED MOTION #23-110	Abe	Planning on hold until after by-election and further direction is received from Council.	Ongoing
Regular Scheduled Meeting - October 23, 2023				
DEL	Delegation: Tango Networks - Moved by Councillor Kettles to accept the broadband survey results and to direct administration to continue working with Tango Networks to develop a Broadband Policy for the Town of Claresholm and to work with ISPs to improve broadband service for Claresholm. CARRIED MOTION #23-145.	Abe	Draft broadband policy is being reviewed by Admin. Services Committee. Will continue to work with Tango to advocate for improved broadband service from ISPs.	Ongoing
1	BYLAW #1764 -Moved by Councillor Carlson to give Bylaw #1764, a Solid Waste Management Bylaw, 2nd Reading. CARRIED Moved by Councillor Meister to give Bylaw #1764, a Solid Waste Management Bylaw, 3rd & Final Reading. CARRIED	Blair	Bylaw Signed and Uploaded to website	Complete
2	BYLAW #1767 - Moved by Councillor Meister to give Bylaw #1767, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Tara	Public Hearing scheduled for Nov 14, 2023. 2nd and 3rd readings to be on an upcoming agenda.	Complete
3	BYLAW #1768 - Moved by Councillor Meister to give Bylaw #1768, the Dog Bylaw, 1st Reading. CARRIED Moved by Councillor Kettles to give Bylaw #1768, the Dog Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson for unanimous consent to give Bylaw #1768, the Dog Bylaw, 3rd & Final Reading at the same meeting. CARRIED UNANIMOUSLY Moved by Councillor Ross to give Bylaw #1768, the Dog Bylaw, 3rd & Final Reading. CARRIED	Tara	Bylaw Signed and Uploaded to website	Complete
4	BYLAW #1769 - Moved by Councillor Carlson to give Bylaw #1769, the Cat Bylaw, 1st Reading. CARRIED Moved by Councillor Kettles to give Bylaw #1769, the Cat Bylaw, 2nd Reading. CARRIED Moved by Councillor Ross for unanimous consent to give Bylaw #1769, the Cat Bylaw, 3rd & Final Reading at the same meeting. CARRIED UNANIMOUSLY Moved by Councillor Meister to give Bylaw #1769, the Cat Bylaw, 3rd & Final Reading. CARRIED	Tara	Bylaw Signed and Uploaded to website	Complete

5	BYLAW #1770 - Moved by Councillor Carlson to give Bylaw #1770, a Water & Sewer Bylaw Amendment, 1st Reading. CARRIED	Blair	Will be presented at the next meeting for 2nd & 3rd reading	Complete
6	CORRES: Municipal District of Willow Creek - Mayor Schlossberger and Councillor Cutler will attend the Legacy of Our Land Banquet on November 3, 2023.	Abe	Notification has been sent	Complete
8	CORRES: Chinook Sexual Assault Centre - Mayor Schlossberger will attend the Grand Opening on November 17, 2023 of the Chinook Child and Advocacy Centre on behalf of the Town.	Abe	RSVP on behalf of Mayor	Complete
10	CORRES: Willow Creek Immigration Services - Moved by Councillor Carlson to write a letter of support for Willow Creek Immigrant Services and the work they do in our community for the residents of Claresholm, especially the immigrant population. CARRIED MOTION # 23-146	Ali	Letter signed and sent	Complete
11	RFD: Letter of Support - Claresholm Arts Society - Moved by Councillor Carlson to write a letter of support towards the Claresholm Arts Society's application for the Community Foundation Community Priorities Grant. CARRIED MOTION: 23-147	Abe	Letter signed and sent	Complete
12	RFD: Letter of Support - Claresholm Fire Department - Moved by Councillor Ross to write a letter of support towards the Claresholm Fire Department's application for the Community Priorities Grant. CARRIED MOTION # 23-148	Craig	Letter signed and sent	Complete
13	RFD: Oldman Watershed Council - Moved by Councillor Kettles to write a letter of support for the Oldman Watershed Council's Restoring Grasslands and Empowering Communities project. CARRIED MOTION #23-149	Denise	Letter signed and sent	Complete
14	RFD: Library Board Appointment - Moved by Councillor Mesiter to reappoint Ashley Tebbutt to the Claresholm Library Board as the member-at-large for the MD of Willow Creek. CARRIED MOTION # 23-150	Abe	Correspondence has been issued to the library and Ms. Tebbutt	Complete
15	RFD: Arena Divider - Moved by Councillor Kettles to approve the out of budget expenditure of the aluminum rink dividers, funded 75% from the Arena Capital Reserve to a maximum of \$7,200, with the remaining portion funded by Claresholm Minor Hockey. DEFEATED	Jace	Minor Hockey has been notified of the decision.	Complete
16	RFD: Tamarack Subdivision Engineering - Moved by Councillor Ross to approve the out of budget expenditure in the amount of \$4,900 to be funded from the Town's Land Reserves account. CARRIED MOTION #23-151	Tara	Engineering firm notified.	Complete
17	RFD: Organizational Restructuring - Moved by Councillor Carlson to approve the Organizational Structure as presented. CARRIED MOTION #23-152	Abe	New organizational structure has been circulated to staff and placed on the website.	Complete
19	RFD: Aggressive Deer - Moved by Councillor Carlson to direct administration to contact Alberta Fish and Wildlife to inquire about resident complaints in regards to aggressive deer attacking a dog, and to provide information to the public on deer safety. CARRIED MOTION #23-153	Tara	Information Brief to be on an upcoming agenda. (Town News & Social media updates)	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: November 10, 2023

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

August 25, 2023

Town of Claresholm – Council Chambers

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

Staff: Tara Vandervalk – Development Services Manager
Tracy Stewart – Development Assistant

9:03 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt the
Agenda by
Councilor Carlson**

**Seconded by
Councilor Meister**

CARRIED

Adoption of Minutes

- July 7, 2023

**Motion to adopt the
Meeting Minutes by
Councilor Meister**

**Seconded by
Doug Priestley**

CARRIED

Item 1: ACTION

HOME OCCUPATION

File: D2023.057
Applicant: Terry Turcotte Smith
Owner: Terry & Suzie Turcotte Smith
Legal: Lots 27-28, Block 9, Plan 147N
Regarding: Home Occupation 2 – Home Music
Studio (Teaching)

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

**Seconded by
Councilor Carlson**

CARRIED

CONDITIONS(s):

1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.
 2. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for
-



MUNICIPAL PLANNING COMMISSION MINUTES

August 25, 2023

Town of Claresholm – Council Chambers

home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.

3. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.
4. Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.
5. Any intensifications of use, or additional employees for the business will require a new application.

Item 2: ACTION

HOME OCCUPATION

File: D2023.067
Applicant: Brian Chartrand
Owner: Aime Chartrand
Address: 223 52 Avenue W
Legal: Lots 1-3, Block 83, Plan 147N
Regarding: Home Occupation 2 – Landscaping & grounds maintenance

**Motion to approve with
conditions by
Councillor Carlson**

**Seconded by
Doug Priestley**

CARRIED

CONDITIONS(s):

1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.
 2. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.
 3. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and
-



MUNICIPAL PLANNING COMMISSION MINUTES

August 25, 2023

Town of Claresholm – Council Chambers

may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.

4. Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.
5. All work vehicles, trailers, etc. shall be parked off street.
6. Any intensifications of use or additional vehicles/employees will require a new application.

NOTE(S):

1. The purpose of the Town of Claresholm Noise Bylaw No. 1243 is to prohibit certain activities creating noise and to abate instances of noise and to restrict when certain sounds can be made. Hours: Mon – Sat morning 10:00pm to 7:00am (quiet times), Sat evening to Sun morning 10:00pm to 10:00am (quiet time).
 2. As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight of 4,500kg, shall not be parked on a highway any time after 10:00PM and before 7:00AM, unless it is parked in a location completely adjoining the vehicle owner's residence.
 3. As per Bylaw 1550 (Traffic Bylaw), any commercial vehicle, bus, truck or truck tractor:
 - may be parked on private property as long as that vehicle does not block any sidewalk, laneway or alley and doesn't obstruct or hinder the normal flow of traffic (pedestrian or vehicular).
 - shall not be parked on a highway unless it is parked in a location completely adjoining the operator's place of residence.
 - shall not be parked for more than 48 consecutive hours and must be removed to an off-highway location for at least 72 consecutive hours before it may park there again.
-



MUNICIPAL PLANNING COMMISSION MINUTES

August 25, 2023

Town of Claresholm – Council Chambers

9:14 a.m.

**Motion to adjourn by
Councilor Meister
CARRIED**

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Museum Exhibit Hall

September 20, 2023

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

1. Call to order by Barry Gibbs at 2:59 PM. Motion made for the adoption of agenda as presented by Kandice Meister. **CARRIED**

2. No correspondence. Motion by Mich Forster that minutes from July 19, 2023, approved as presented. **CARRIED**

3. Motion made by Earl Taylor to go into In-camera session. **CARRIED**
– Motion made by Kandice Meister to come out of In-camera session. **CARRIED**

4. Chair Report – Discussion on the report presented by Barry Gibbs.
– On August 30, 2023, Carmelle Steel presented the Grand Aggregate Plaque to Bill Kells, Kandice Meister, Bonnie Downy and Barry Gibbs for this year's winning museum float.

5. Museum Financials report from September 20, 2023, was reviewed. Cynthia Wannamaker moved the financial report be accepted. **CARRIED**

6. Executive Directors Report

– Bill Kells, Executive Director felt it was a very successful tourist season and quite possibly the best. The success in a large part goes to the summer students, Jordyn and Molly and the tremendous volunteer contributions of the Museum Board and the Friends of the Museum Society. Both of the summer students are very mature and hard working, personable and extremely helpful with visitors. Jordyn will continue to work Saturdays 9-5 until the end of 2023 to help finish ongoing projects and assist with managing incoming collections. Thanks also goes out to the Town of Claresholm and Town Maintenance crew for their ongoing support with building and grounds maintenance. We cannot forget to thank the gardeners from the Friends of the Museum for the amazing job at keeping the perennial and rose gardens looking fantastic.

– The Young Canada Work grant, first payment of \$6,552.00 was deposited to the town on Sept. 11th. The final report will be filed soon for the grant's final payment.

– The proposed Collections Manager/Assistant ED position will be held off for the balance of this year. After talks with Blair Bullock, it was agreed to wait for the approval from Town Council on the budget for that position, a proposed increase for summer students and the staffing requirements to go back to opening 7 days a week.

- Museum visitation increased by approx. 27% to 30% over last year. The increased numbers are a combination of both travelling public and special event visitors, with a lot more Calgary visits this year. There were 19 bus tours visits this year. A big hit is the coffee and cookies that greet the tour bus. Thanks again to all the cookie baking

volunteers.

- We have focused a lot of attention on improving the gift shop inventory this year as well as the quality of products. We are stocking items that are popular in some larger museum gift shops. We are also stocking a much larger selection of books. The difficult part in buying from the larger suppliers is the minimum order amount they require. The upside though, is the higher markup of 40% - 50% as the pricing is at a wholesale level.

- Museum gate donations are also up. The financial statement from Sept. 20 shows \$4,645 year to date. This amount does not include a large deposit of \$400 made this week. We are also hoping for more donations with the Christmas special event. Another significant difference from 2022 actuals, is that there was a financial donation for signs in 2022, of \$500 from Alvin and Maria Kelly and another \$200 donation from Greg Pedersen which were not gate donations but were recorded as such. No such cash donations were received in 2023, all gate!

- Another positive change this summer has been that since July 26th the Farmers Market has set up on the green space outside the Exhibit Hall. This has not resulted much in terms of visitors through the museum but it is very positive exposure.

- Throughout the summer we have continued to accept artifacts and archival material with strong significance to the Claresholm and area story. They are segregated with their donation forms awaiting processing. The ED and Jordyn will do what they can to process these until a Collections Manager is hired.

- The status of the painting needed to finish the Link Trainer project has turned into a significant delay. The project is a Lethbridge Foundation grant funded project that is years overdue for final reporting. Barry Gibbs and Bill Kells will arrange a visit with Frame Aviation to try to resolve the issue.

7. New Building Committee

- On Sept. 8, 2023, Bill Kells, Barry Gibbs, and Kandice Meister toured a recently built 44 x 100 ft. pole style construction that Doug Leeds built for extra storage. The building is metal clad and is 12 feet tall inside. It has a 6-inch-thick concrete floor and he had the entire shell of the building sprayed with foam insulation. Doug did the site preparation himself and there are no services in the building. The total cost was \$100,000. After visiting the site, the building committee came to the following conclusion. A simple storage building could be relatively “cheap”. The committee needs to determine exactly what our needs and wants are. Some of those things are bathroom/kitchen, heated storage space and a powered workshop. The board members discussed what type of things that we may not be able to afford right now, but need to spend money for future development.

8. Strategic Planning Session

- A Strategic Planning Session with Jerry Firth, Community Development Officer is planned for October 17, 2023 from 9:00 AM to 4:00 PM. An agenda was reviewed as well as a worksheet titled “Environmental Scanning- Wave Analysis”. It is a participatory process to help organizations consider and analyze their current and future

operating environment to be able to plan realistically for the future. It can be used for reviewing what's happening within the organization's environment in a way that prompts participants to consider new and innovative ways of operating as well as thinking about "old habits" that they may need to let go of. There are six components in the worksheet. It was felt that if everyone could fill in the 6 components and send to Betty before the workshop, she would compile a list of the anonymous comments and send out to the board before the planning session. This would be done in hopes of jump starting the session.

9. A meeting with the Friends of the Museum will be scheduled after the Strategic Planning Session.

10. Motion for adjournment by Earl Taylor at 5:02. **CARRIED**

Next meeting is October 18, 2023, at 3:00 PM.



Barry Gibbs

Board Chair

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday, October 4, 2023 – REO Hall, Fort Macleod



Board Representatives

Brent Feyter, Fort Macleod
Brad Schlossberger, Claresholm
Sahra Nodge, Pincher creek
Barbara Burnett, Cowley
Rick Lemire, MD Pincher Creek
Kevin Todd, Nanton
Ron Davis, MD Ranchland
Blair Painter, Crowsnest Pass
Cam Francis, Cardston County

Doral Lybbert, Glenwood
Monte Christensen, Hill Spring
Barbara Clay, Waterton

Resource Staff and Guests

Lori Hodges, LRSD
Linda Erickson, PrairiesCan
Marie Everts, JET
Natalie Gibson, InnoVisions
Bev Thornton, AlbertaSW

- | | | |
|----|---|--|
| 1 | Call to Order | Chair Brent Feyter called the meeting to order. |
| 2 | Approval of Agenda | Moved by Cam Francis THAT the agenda be approved as presented.
Carried. [2023-10-859] |
| 3 | Approval of Minutes | Moved by Kevin Todd THAT the Minutes of September 6, 2023, be approved as presented.
Carried. [2023-10-860] |
| 4 | Approval of Cheque Register | Moved by Sahra Nodge THAT cheques #3265 to #3274 be approved as presented.
Carried. [2023-10-861] |
| 5 | Office Rental Agreement | Alberta Infrastructure will be sending terms of a proposed agreement to consider. |
| 6 | Mid-year Summary of Budget and Expenditures | Board reviewed the budget for the first 2 quarters of the 2023-2024 fiscal year. Expenditures are on track. AlbertaSW has requested a 6-month extension to Northern & Regional Economic Development (NRED) grant, to December 2024. |
| 7 | Regional Solutions for Housing Supply | Thank you to communities that have submitted letters to support a proposal to Seniors, Community and Social Services for resources to implement a “proof of concept” collaborative approach for rural communities. Still awaiting response. |
| 8 | MECAP Industry Influencers and Innovators Meeting | The Manufacturing, Energy, Construction, Ag Processors (MECAP) project held the first meeting in Fort Macleod, with 17 participants from industry and government agencies. Very positive conversation and ideas for going forward. |
| 9 | Blackfoot Signage Project | This partnership is funded by SouthGrow Regional Initiative, Community Futures Lethbridge Region, Tourism Lethbridge, with Kainaiwa and AlbertaSW as resources. This pilot offers 80% funding for the design and purchase of Blackfoot language signage, with the Kainai Nation providing the translation/interpretation services. Once we have a proof of concept and proof of demand the initiative could be expanded with more partners across southwest Alberta. |
| 10 | Invest Alberta Community Profiles | The Southern Alberta Investment and Trade Initiative (SAITI), a partnership of AlbertaSW, SouthGrow and Economic Development Lethbridge, each community in both regions will be contacted by Garnering Results Consulting to ensure their information is correctly added to the Invest Alberta Corporation template. |
| 11 | Executive Director Report | Accepted as information. |
| 12 | Round Table | Received as information. |
| 13 | Upcoming Board Meetings | ➤ November 1, 2023-Cowley (tentative)
➤ December 6, 2023-Pincher Creek - Organizational Meeting |
| 14 | Adjourn | Moved by Ron Davis THAT the meeting be adjourned.
Carried. [2023-10-862] |

Approved November 1, 2023

Executive Director Report October 2023

MEETINGS and PRESENTATIONS

Oct 2: Meeting with Westward Solutions re: website re-build, Zoom

Oct 3: RINSA meeting, Community Futures, Lethbridge

Oct 3: Blackfoot Signage Steering Committee Meeting, Zoom

Oct 3: Meeting with Mark Gallant, Invest in Canada, Tecconnect, Lethbridge

Oct 4: MECAP industry innovators meeting, Fort Macleod

Oct 4: AlbertaSW Board meeting, Fort Macleod

Oct 5: EV demonstration event, Pincher Creek

Oct 11: EDA Site selector webinar, Zoom

Oct 11: MECAP meeting with InnoVisions, Zoom

Oct 12: AEDO Accreditation Committee meeting, Zoom

Oct 16: Meeting with S. Braund re: website rebuild, Zoom

Oct 18: EDA Ministry Dinner, Edmonton

Oct 20: Meeting with Westward Solutions and S. Braund re: website content, Zoom

Oct 23: Meeting with Invest Alberta, European representative, Tecconnect

Oct 23: Meeting with EDL, SouthGrow and EarthMMO, Teams

Oct 24: CITT Supply Chain Exchange event, Lethbridge

Oct 25: Meeting re: investment inquiry, Zoom

Oct 26: AEDO Accreditation Committee Meeting, Zoom

Oct 30: Meeting with REDS and Energy Manager, Zoom

PROJECT MANAGEMENT and REPORTING

- Partnering/planning upcoming Economic Development Summit, end of March 2024
- Compile MECAP invitation list for industry and resource agencies; plan agenda and communications
- Submit display ad for Waterton Guide
- Review and clarify details of rental agreement with GoA
- Provide input to Blackfoot Signage pilot project

INVESTMENT ATTRACTION and REGIONAL PROMOTION

- Joint project with SouthGrow (CanExport Grant) to create community investment profile for all 41 communities.
- Provide Peaks to Prairies data to uLeth student mapping project (GEOG 3700)
- Support Travel Alberta-Destination Canada consultation process
- Provide documents and regional information to Invest in Canada, invest Alberta
- Respond to regional inquiries and information requests

Alberta SouthWest Bulletin November 2023

Regional Economic Development Alliance (REDA) Update

❖ NRED (Northern and Regional Economic Development) program

Application opened October 23, closing December 20, 2023.

\$9 million over the next three years is allocated to support projects that help deliver business supports, boost labour force attraction and retention, enhance Alberta's tourism development, and build capacity for economic growth.

<https://www.alberta.ca/northern-and-regional-economic-development-program>

❖ Manufacturing, Energy, Construction, Ag Processing

The second "Innovators and Influencers" meeting was attended by 25 industry and government representatives. Presenters included:

- **Livingstone Range School Division overview of "Pursuits" program**

The innovative dual credit collaboration with Lethbridge College and Olds College creates the opportunity for students to experience careers in trades, applied learning and much more. <https://www.lrsd.ca/services/lrsd-pursuit>

- **Alberta Jobs, Economy, and Trade**

Workforce consultants identify skill shortages and connect workers to business.

- **Lethbridge Family Services**

Specialists support skilled workers who are already in our region and work to attract newcomers with needed skills..

➡ A recording of the meeting is available. Contact bev@albertasouthwest.com for the link.



❖ Community Profiles Project

AlbertaSW and SouthGrow have jointly engaged Garnering Results Consulting to interview our communities and gather information to be used by Invest Alberta to promote opportunities. Thank you to all the municipal staff who are assisting! Some key information in the Community Profiles will include, but not be exclusive to

- **Cost of Doing Business:** Tax rates/Land Costs per acre (average); Real estate costs per sq. ft (average)
- **Ease of Doing Business:** Supports for new business; transportation access (road, rail, air)
- **Speed of Doing Business:** Point of contact for inquiries; permits, zoning, approval timelines;
- **Affordability:** average housing costs, utilities)
- **Workforce and Training:** Demographics/workforce stats; access to post-secondary or training programs
- **ESG (Environmental, Social, and Governance) + DEI (Diversity, Equity & Inclusion):** Investors place importance on our responsibility to build a sustainable and resilient future.

Industry by the numbers

- Over the past two decades, on-road freight has grown by 53%
- In Canada, there are more than 750,000 trucking and logistics workers
- In 2022, Trucking HR reported Alberta's truck transportation sector contributed approximately \$3.52 billion to the province's GDP
- Alberta has more than 18,000 fleets Comprised of 1-200 trucks
- Less than 1% of Alberta carriers have more than 100 workers
- As of 2022, there were 147,134 licensed Class 1 drivers in the province (Trucking HR, 2022)
- Alberta's GDP \$330 Billion
- Over 57% of the Provincial GDP is delivered on the back of a truck



❖ Transportation & Logistics

At a recent Canadian Institute of Traffic and Transportation (CITT) event, the Alberta Motor Transport Association (AMTA) cited numbers that demonstrate the size, impact, and importance of the trucking and logistics industry in moving goods and services.



Alberta SouthWest Regional Economic Development Alliance

Box 1041 Pincher Creek AB T0K 1W0

403-627-0244 (cell)

bev@albertasouthwest.com

www.albertasouthwest.com



ACCREDITED
ECONOMIC
DEVELOPMENT
ORGANIZATION
International Economic Development Council



ITB
BERLIN

Best of the Americas 2020



CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, September 14, 2023
Community Room, Claresholm Town Office

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

Chair Howard Paulson called the meeting to order at 10:55 am.

Howard introduced Lauren Slavik from Healthy Aging Alberta.

1.0 APPROVAL OF AGENDA:

Moved by Earl Hemmaway to accept the agenda as presented with one addition.
Motion Carried..

2.0 APPROVAL OF MINUTES:

Moved by Cindee Schlossberger that the minutes of the July 13
2023 meeting be accepted as presented. Carried.

2.5 LAUREN SLAVIK:

Lauren distributed a handout on the Healthy Aging Alberta and what it does and funds. It fits in well with what we need funds for - \$100,000 for a wheelchair van.

3.0 BUSINESS ARISING FROM MINUTES:

None

4.0 CORRESPONDENCE:

None

5.0 REPORTS:

5.1 Financial –Sally reported that there is \$70045.03 in chequing, \$3910.58 in casino, \$9675.39 in savings. We did 93 trips in August, 2023. The new vehicle has been delivered and are awaiting for the decals to be put on. Van 9 repair is \$1038.45. Van 11 - \$3000.00 to repair dents. Sally will be on holidays for two weeks in October

Brydon moved we do the repair to Van 11. Motion carried..

Sally moved acceptance of her report.

5.2 Chairman's Report –The Transportation Society was incorporated in 2002, 20 years ago. Get an article put in the paper.

6.0 OLD BUSINESS: None

7.0 NEW BUSINESS: None

8.0 IN CAMERA: None

NEXT MEETING DATE October 12, 2023.

The meeting was adjourned by Laurie Lyckman. at 12:25 pm.

SIGNED:

SIGNED:

Karine Keys

From: Seniors, Community and Social Services <seniorsinformation@gov.ab.ca>
Sent: November 8, 2023 10:55 AM
To: Karine Keys
Subject: Age-Friendly E-News

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.

Trouble viewing this email? [Read it online](#)

Age-Friendly E-News

Alberta

Minister's Seniors Service Awards 2023 Nominate Today! Deadline to Submit: November 15, 2023

The Minister's Seniors Services Awards honour the contributions that Albertans, organizations and businesses make to improve the lives of Alberta's seniors.

All around us, there are countless examples of individuals, nonprofit organizations and businesses stepping up in new and innovative ways to ensure seniors have the supports they need. Take a moment to submit a nomination to celebrate their achievements. Maybe for a business who introduced a special service for seniors? Perhaps an organization came up with an innovative way to deliver services? Or to recognize a senior community builder, or an organization that has worked collaboratively to deliver services to seniors?

Since 1998, the Minister's Seniors Service Awards have celebrated Albertans that go the extra mile to support seniors. This year marks the 25th anniversary of the awards, making it a great year to submit your nominations for Individuals, Businesses and Nonprofit Organizations who support seniors in Alberta.

This year, the Special Service Award will go to a recipient that strives to promote healthy aging through innovative programs or services supporting seniors' education, employment, food security, income, housing, social inclusion, and access to affordable health services.

The deadline to submit nominations is November 15. It is easy to submit a nomination either [online, or by using the fillable form](#). For more information about the Minister's Seniors Service Awards and to nominate an outstanding Albertan, please visit alberta.ca/MSSA.



Website



E-mail

For a print-friendly version click on "Read it online" at the top of the page.

Alberta Seniors, Community and Social Services
600-10405 Jasper Avenue
Edmonton Alberta T5J 4R7
Canada

Karine Keys

From: Take Action on Radon and CARST <info@carst.ca>
Sent: November 10, 2023 8:42 AM
To: Karine Keys
Subject: Join us for a Radon Information Session for Municipalities

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

[View this email in your browser](#)



Join us for:
Introduction to Radon for Alberta Municipalities

Thursday, November 16, 2023
1pm MST (1hr)

Register here:
https://us02web.zoom.us/webinar/register/WN_4dz5g63mRyOV1J0EvAmSpA

Presenters:

Madison Pecoskie, *Health Canada Alberta Region*

Jamie Happy, *Alberta Lung*

Pam Warkentin, *Executive Director CARST and Project Manager, Take Action on Radon*

Katelyn Penstone, *Health Canada National Radon Program*

November is Radon Action Month in Canada.

Join us for an information session about radon and the initiatives available to Alberta Municipalities for supporting their citizens. The session will cover fundamental radon information, Radon Action Guides for Municipalities, community testing initiatives, and more. We will also reserve time for a Q&A session to address any questions.

Additionally, we'll provide information on where homeowners can purchase radon test kits and the grants available for mitigation if needed. You'll also learn about the radon

data specific to your province and how to access resources for sharing this information to homeowners.

[Share this event through Facebook here.](#)

[Register Online](#)

Sincerely,

Pam Warkentin

CARST Executive Director and Take Action on Radon, Project
Manager

info@carst.ca

info@takeactiononradon.ca

Our office is located on Treaty 1 land, home of the Anishinaabe, Cree, Oji-Cree, Dakota, Dene peoples and homeland of the Métis nation.

This email was sent to info@claresholm.ca

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C-NRPP · 4 Donald Mcclintock Bay · Winnipeg, MB R2G 3N3 · Canada



October 23, 2023

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

Dear Mr. Abe Tinney,

I want to express my sincere gratitude for your donation to STARS. Because of your support, STARS saved my life.

It was a foggy August morning when a life-changing accident required the immediate help of STARS to save my life. I had just left the family farm for my nursing job, when a one-tonne truck careened through a stop sign, crashing into the driver's side of my small car. The impact was devastating, leaving me in critical condition. I suffered a fractured pelvis, dangerously low blood pressure, and a broken rib that had pierced my heart. As a nurse, I knew about STARS, but had no idea of the depth of their trauma experience. I would not have survived by ground ambulance. It was only because of the generosity of dedicated STARS allies like you that I survived.

When you support STARS, you enable the highly trained crews to deliver care anywhere it's required. You propel innovation, allowing STARS to deliver leading-edge care that saves lives. Your \$7,560.00 donation allows STARS to reach patients and deliver the critical care they need using any transportation and tools necessary. Today, I've recovered, and I got to see my daughter graduate. We are so grateful STARS was there for me that day, because of allies like you. Thank you!

Because when it comes to the next patient who needs critical care, it's never too far.

Thank you,

Charlotte McHugh

STARS Very Important Patient



403-295-1811 | 1-855-516-4848



1441 Aviation Park NE, Box 570
Calgary, AB T2E 8M7



donations@stars.ca | stars.ca

 PLEASE CUT HERE



Shock Trauma Air Rescue Service Foundation

1441 Aviation Park NE, Box 570
Calgary, AB T2E 8M7
stars.ca

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

Receipt Number: 60834
Date Issued: October 23, 2023
Gift Date\Type: 2023-10-11\Pay-Cash
Receipt Amount: \$7,560.00

Gift Amount: \$7,560.00
Advantage Amount: \$0.00

Per:

Kinda A. Juretz

Business Receipt



EXECUTIVE COMMITTEE MEETING MINUTES
October 12, 2023; 6:00 pm
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, October 12, 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
Neil Sieben
Brad Schlossberger, Virtual

Staff:

Steve Harty, Senior Planner
Raeanne Keer, Executive Assistant
Gavin Scott, Senior Planner
Jaime Thomas, GIS Analyst

Chair Wolstenholme called the meeting to order at 6:00 pm.

1. Approval of Agenda

Moved by: Christopher Northcott

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

CARRIED

2. Approval of Minutes

Moved by: Don Anderberg

THAT the Executive Committee approves the July 13, 2023 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Official Business

a. GIS Presentation – Jaime Thomas

J. Thomas, GIS Analyst, presented information on the current GIS system, recently implemented applications accessible within the system, and examples of special projects developed for member municipalities.

b. Chinook Intermunicipal SDAB Mid-Year Report

R. Keer, Executive Assistant, presented the mid-year report for the Chinook Intermunicipal Subdivision and Development Appeal Board to the Committee, highlighting that as of August 29, 2023 10 appeal applications have been received, with 8 hearings held, and 2 appeals withdrawn.

R. Keer noted that currently 34 of the 39 member municipalities are a part of the Chinook Intermunicipal SDAB, with anticipation of another municipality joining soon.

c. Regional Assessment Review Board Report

R. Keer, presented an update on the 2023 Assessment Review Board, highlighting that as of August 29, 2023 27 Assessment Complaints were received, and that the hearings have been scheduled within their respective municipalities through October and November 2023.

R. Keer noted that currently 35 of the 39 member municipalities are a part of the Regional Assessment Review Board for an annual fee of \$225.00, and that ORRSC currently provides services to two municipalities outside of the membership, the Town of Coaldale and Improvement District No. 4 (Waterton) for a higher annual fee of \$500.00.

R. Keer stated that the current annual fee has not been increased for a number of years, and that Administration is recommending increasing the member fee from \$225.00 to \$300.00, and the non-members from \$500.00 to \$650.00, approximately a 30% increase. R. Keer stated that Administration would like direction from the Executive on this increase as it will have implications for the budget process and will be required to initiate updating contracts with the member municipalities regarding this service.

Moved by: Jesse Potrie

THAT the Executive Committee approves the increase for member municipalities from \$225.00 to \$300.00, and non-member municipalities from \$500.00 to \$650.00, approximately a 30% increase, for budget purposes, and for Administration to begin reviewing for contract amendments with the participating municipalities.

The Committee discussed whether the increase to the annual fee should be discussed further as part of the budget deliberations at the next meeting.

J. Potrie withdrew his motion.

Moved by: Christopher Northcott

THAT the Executive Committee directs Administration to review the annual fee increase by 30% for the Assessment Review Board for the 2024 draft budget.

CARRIED

d. Mileage Rate Report

R. Keer presented the Mileage Rate Report to the Committee, highlighting that ORRSC currently uses two different mileage rates for various functions within the organization, the Canada Revenue Agency mileage rate and the Government of Alberta Travel, Meal, and Hospitality Expenses Policy mileage rate.

R. Keer stated that Administration is requesting direction on if the Committee would like to standardize the rate across the organization, and if so, what mileage rate they would like to set.

Moved by: Don Anderberg

THAT the Executive Committee directs Administration to implement the Canada Revenue Agency Mileage Rate as the corporate standard, effective for the 2024 Budget.

CARRIED

e. 2024 Operating Budget & 5 Year Capital Plan - Draft

The Executive Committee reviewed the draft 2024 Operating Budget and 5 Year Capital Plan.

The Committee discussed the organization's current financial situation, and potential impacts on the 2024 Operating Budget.

Brad Schlossberger and Christopher Northcott left the meeting at 7:00 p.m. and did not return.

The Committee discussed having a special budget meeting prior to the next monthly Executive Committee meeting.

Moved by: David Cody

THAT the Executive Committee scheduled a Special Budget Executive Committee Meeting for Thursday, November 2, 2023 at 6:00 p.m.

CARRIED

f. 2023 Annual Chief Administrative Officer Performance Evaluation

R. Keer presented the 2023 Annual Chief Administrative Officers Performance Evaluation to the Committee.

The Committee discussed submitting the forms to Chair Wolstenholme for compilation for the November 9th Executive Committee Meeting.

g. Subdivision Activity

- As of September 30, 2023

G. Scott, Senior Planner, presented the Subdivision Activity Reports as of September 30, 2023 to the Committee.

5. Accounts

a. Office Accounts

(i) Monthly Office Accounts

- June 2023 - August 2023

(ii) Payments and Credits

- May 2023 - July 2023

Chair Wolstenholme presented the Monthly Office Accounts and the Payments and Credits to the Committee.

Moved by: Don Anderberg

THAT the Executive Committee approves the Monthly Office Account for June 2023 through August 2023 and the Payments and Credits for May 2023 through July 2023, as presented.

CARRIED

b. Financial Statements

(i) Balance Sheet

- As of August 31, 2023

(ii) Comparative Income Statement

- As of August 31, 2023

(iii) Details of Account

- As of August 31, 2023

Chair Wolstenholme presented the Balance Sheet, the Comparative Income Statement and the Details of Account, as of May 31, 2023 to the Committee.

Moved by: David Cody

THAT the Executive Committee approves the Balance Sheet as of August 31, 2023, the Comparative Income Statement as of August 31, 2023, and the Details of Account as of August 31, 2023, as presented.

CARRIED

6. New Business

There was no new business for discussion.

7. Round Table Discussions

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

8. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:35 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER



OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES

November 2, 2023; 6:00 pm

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

The Special Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, November, 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
Neil Sieben
Brad Schlossberger

Staff:

Raeanne Keer, Executive Assistant
Lenze Kuiper, Chief Administrative Officer

Chair Wolstenholme called the meeting to order at 6:00 pm.

1. Approval of Agenda

L. Kuiper, Chief Administrative Officer, stated that Administration has prepared additions to the Agenda to potentially relieve the need to meet again next week, depending on discussions regarding the proposed 2024 Operating Budget.

L. Kuiper proposed the following additions:

- Official Business: d. Subdivision Activity as of October 31, 2023;
- Office Accounts: (i) Monthly Office Accounts (September 2023) and (ii) Payments & Credits August 2023);
- Financial Statements: (i) Balance Sheet (As of September 30, 2023), (ii) Comparative Income Statement (As of September 30, 2023), and (iii) Details of Account (As of September 30, 2023);
- CAO Report; and,
- Roundtable.

Moved by: Neil Sieben

THAT the Executive Committee adopts the November 2, 2023 Executive Committee Meeting Agenda, as amended to include:

- Official Business: d. Subdivision Activity as of October 31, 2023;
- Office Accounts: (i) Monthly Office Accounts (September 2023) and (ii) Payments & Credits August 2023);

- Financial Statements: (i) Balance Sheet (As of September 30, 2023), (ii) Comparative Income Statement (As of September 30, 2023), and (iii) Details of Account (As of September 30, 2023);
- CAO Report; and,
- Roundtable.

CARRIED

2. Official Business

a. Chinook SDAB & Regional ARB Annual Fee Analysis

R. Keer, Executive Assistant, presented a fee analysis for the annual fees charged to participating municipalities for the Chinook Intermunicipal Subdivision and Development Appeal Board and the Regional Assessment Review Board.

The Committee discussed the administrative roles and responsibilities of maintaining and managing the Chinook SDAB and Regional ARB.

Moved by: Don Anderberg

THAT the Executive Committee directs Administration to increase the annual fee for the Regional Assessment Review Board from \$225.00 a year to \$500.00 a year, effective for 2024.

CARRIED

Moved by: David Cody

THAT the Executive Committee directs Administration to leave the annual fee for the Chinook Intermunicipal Subdivision and Development Appeal Board as \$500.00 a year for 2024.

CARRIED

b. 2023 Cash Flow Report

L. Kuiper presented the 2023 Cash Flow Report to the Executive Committee.

c. 2024 Operating Budget & 2023-2027 Capital Budget

L. Kuiper presented the proposed 2024 Operating Budget, highlighting proposed increases to membership fees for planning and GIS, the decreased proposed Fee for Service Revenue, and decreased proposed Subdivision Fees Revenue.

The Committee discussed the 50% subdivision fee reduction received by municipalities, and the loss of income to the organization associated. The Committee discussed the no charge

policy for reserves (MR- Municipal Reserve, SR – School Reserve, MSR – Municipal/School Reserve, (ER – Environmental Reserve) and Public Utility Lots (PUL).

Moved by: Brad Schlossberger

THAT the Executive Committee directs Administration stop the subdivision fee membership discount of 50% and the no charge policy for reserves (MR- Municipal Reserve, SR – School Reserve, MSR – Municipal/School Reserve, (ER – Environmental Reserve) and Public Utility Lots (PUL).

CARRIED

L. Kuiper continued presenting the 2024 Operating Budget to the Committee.

The Committee discussed a further increase in membership fees for both planning and GIS.

The Committee discussed further decreasing the proposed revenue for Fee for Service and Subdivision Fees to correlate stronger with recent years.

d. Subdivision Activity

- **As of October 31, 2023**

L. Kuiper presented the Subdivision Activity Reports as of October 31, 2023 to the Committee.

3. Accounts

a. Office Accounts

(i) Monthly Office Accounts

- September 2023

(ii) Payments and Credits

- August 2023

L. Kuiper presented the Monthly Office Accounts and the Payments and Credits to the Committee.

Moved by: Brad Schlossberger

THAT the Executive Committee approves the Monthly Office Accounts for September 2023 and the Payments and Credits for August 2023, as presented.

CARRIED

b. Financial Statements

(i) Balance Sheet

- As of September 30, 2023

(ii) Comparative Income Statement

- As of September 30, 2023

(iii) Details of Account

- As of September 30, 2023

L. Kuiper presented the Balance Sheet, the Comparative Income Statement and the Details of Account, as of September 30, 2023 to the Committee.

Moved by: Jesse Potrie

THAT the Executive Committee approves the Balance Sheet as of September 30, 2023, the Comparative Income Statement as of September 30, 2023, and the Details of Account as of September 30, 2023, as presented.

CARRIED

6. CAO Report

L. Kuiper presented his CAO Report to the Committee

7. Round Table Discussions

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

8. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:46 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER