



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

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – NOVEMBER 14, 2023

**DELEGATION: SHOCK TRAUMA AIR RESCUE SERVICE (STARS)
RE: 2023 Update**

ACTION ITEMS:

1. BYLAW #1765 – BMO Operational Borrowing Bylaw
RE: 2nd & 3rd Readings
2. BYLAW #1766 – AMSC Operational Borrowing Bylaw
RE: 2nd & 3rd Readings
3. BYLAW #1774 – Land Use Bylaw Amendment
RE: 1st Reading
4. DELEGATION RESPONSE: Claresholm & District Museum Board
RE: Museum Strategic Plan
5. DELEGATION RESPONSE: Sustainable Housing Initiative
RE: Enabling Housing Choice – Final Report
6. CORRES: Alberta Municipalities
RE: Provincial Consultations on LAEA and MGA
7. CORRES: President Tyler Gandam, Alberta Municipalities
RE: Virtual Town Hall Meeting – November 30, 2023
8. CORRES: Porcupine Hills Classic Cruisers
RE: 32nd Annual Show ‘n’ Shine – August 11, 2024
9. REQUEST FOR DECISION: Large Print Books Donation
10. REQUEST FOR DECISION: Policy #3.3.20 – Fire Department Remuneration
11. FINANCIAL REPORT: Statement of Operations - October 31, 2023
12. INFORMATION BRIEF: Open House Notice
13. INFORMATION BRIEF: Emergency Management Tabletop Exercise
14. INFORMATION BRIEF: CAO Report
15. INFORMATION BRIEF: Council Committee Report
16. INFORMATION BRIEF: Council Resolution Status
17. ADOPTION OF INFORMATION ITEMS
18. IN CAMERA
 - a. PERSONNEL – FOIP Section 17
 - b. LAND – FOIP Section 16
 - c. LAND – FOIP Section 16
 - d. Business Interests of a Third Party – FOIP Section 16

INFORMATION ITEMS:

1. Claresholm Public Library Board Meeting Minutes – October 17, 2023
2. Claresholm & District Transportation Society Meeting Minutes – October 12, 2023
3. Claresholm & District Museum Board Meeting Minutes – October 18, 2023
4. Update from AHS: Changes to Calgary Zone Healthcare Planning Engagement – Nov 16
5. The Bridges at Claresholm Golf Club Board Meeting Minutes – October 18, 2023

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
NOVEMBER 14, 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: Mike Cutler, Rod Kettles, Kandice Meister, Diana Ross and Craig Zimmer

ABSENT: Councillor Kieth Carlson

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

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: **REGULAR MEETING – OCTOBER 23, 2023**

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

CARRIED

PUBLIC HEARING: **BYLAW #1767 – Land Use Bylaw Amendment**

Mayor Schlossberger declared the Public Hearing open regarding Bylaw #1767 at 7:01 p.m.

CAO Abe Tinney presented Bylaw #1767, a Bylaw for the purpose of amending Land Use Bylaw #1525 to re-designate a portion of land from “Retail Commercial - C1” to “Multiple Residential - R4”. No formal submissions were received from the public.

Mayor Schlossberger asked if there were any comments from the public.

No comments were received from the public regarding Bylaw #1767. No comments from members of Council were noted.

Mayor Schlossberger declared the Public Hearing closed at 7:02 p.m.

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

Bill Kells, Museum Executive Director and Barry Gibbs, Board Chair were present to give some updated information about the Claresholm & District Museum. All of the current Museum Board members were also in attendance. An update to the Museum’s Strategic Plan was recently undertaken as it had not been updated since 2018. Mr. Gibbs outlined the goals of the Museum, and Mr. Kells presented the Annual Report for 2023.

ACTION ITEMS:

1. BYLAW #1767 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings

Moved by Councillor Zimmer to give Bylaw #1767, a Land Use Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Ross to give Bylaw #1767, a Land Use Bylaw Amendment, 3rd and Final Reading.

CARRIED

2. BYLAW #1763 – Land Use Bylaw Amendment
RE: 1st Reading

Moved by Councillor Meister to give Bylaw #1763, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

3. BYLAW #1765 – BMO Operational Borrowing Bylaw
RE: 1st Reading

Moved by Councillor Kettles to give Bylaw #1765, the BMO Operational Borrowing Bylaw, 1st Reading.

CARRIED

4. BYLAW #1766 – AMSC Operational Borrowing Bylaw
RE: 1st Reading

Moved by Councillor Zimmer to give Bylaw #1766, the AMSC Operational Borrowing Bylaw, 1st Reading.

CARRIED

5. BYLAW #1770 – Water & Sewer Bylaw Amendment
RE: 2nd & 3rd Readings

Moved by Councillor Ross to give Bylaw #1770, a Water & Sewer Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Zimmer to give Bylaw #1770, a Water & Sewer Bylaw Amendment, 3rd & Final Reading.

CARRIED

6. BYLAW #1772 – Land Use Bylaw Amendment
RE: 1st Reading

Moved by Councillor Kettles to give Bylaw #1772, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

7. BYLAW #1773 – Land Use Bylaw Amendment
RE: 1st Reading

Moved by Councillor Meister to give Bylaw #1773, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

8. CORRES: Town of Fort Macleod
RE: 40th Annual Santa Claus Parade

Mayor Brad Schlossberger will attend on behalf of the Town of Claresholm on November 25, 2023 and Councillor Zimmer will take the float.

9. CORRES: Oldman River Regional Services Commission
RE: Notice of Change in Subdivision Fee

Received for information.

10. REQUEST FOR DECISION: Fire Department Business Plan

Fire Chief Craig White presented the Claresholm Fire Department's 2023 Business Plan to Council.

MOTION #23-154

Moved by Councillor Meister to approve the Claresholm Fire Department's Business Plan 2023 Update as presented.

CARRIED

11. REQUEST FOR DECISION: Chamber of Commerce Business Awards

MOTION #23-155

Moved by Councillor Ross 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.

CARRIED

12. FINANCIAL REPORT: Statement of Operations - September 30, 2023

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

CARRIED

13. INFORMATION BRIEF: Urban Wildlife Concerns

Received for information

14. INFORMATION BRIEF: Council Committee Report

Received for information.

15. INFORMATION BRIEF: Council Resolution Status

Received for information.

16. ADOPTION OF INFORMATION ITEMS

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

CARRIED

17. IN CAMERA
a) Personnel – FOIP Section 17

Moved by Councillor Zimmer to go In Camera at 7:58 p.m. for the following items:

a. Personnel – FOIP Section 17

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger stated that the live stream has ended at 7:58 p.m.

Moved by Councillor Ross to come out of In Camera at 8:10 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:10 p.m.

a. Personnel – FOIP Section 21

MOTION #23-156 Moved by Councillor Meister to appoint Larry Sushelnitski to the Claresholm Museum Board.

CARRIED

ADJOURNMENT: Moved by Councillor Ross that the meeting adjourn at 8:11 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger noted that recording ceased at 8:11 p.m.

Mayor – Brad Schlossberger

Chief Administrative Officer – Abe Tinney

DRAFT

DELEGATIONS

Karine Keys

From: Kimberly Holbrook <kholbrook@stars.ca>
Sent: November 20, 2023 10:19 AM
To: Karine Keys
Cc: Glenda Farnden
Subject: STARS Delegation Materials - Nov 27th
Attachments: Town of Claresholm Nov 27 2023.pdf; Town of Claresholm Nov 27 2023.pptx

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

Hello,

Please find attached Glenda's presentation materials for her delegation to Council on November 27th. The presentation has been provided in PDF and PowerPoint format so that you may use your preferred format.

We also wanted to provide a link to the newest edition of STARS Horizons, our semi-annual magazine. Please feel free to post this to your website for residents and to share with Council however you feel appropriate.

https://publications.stars.ca/stars_horizons-spring-2023.html

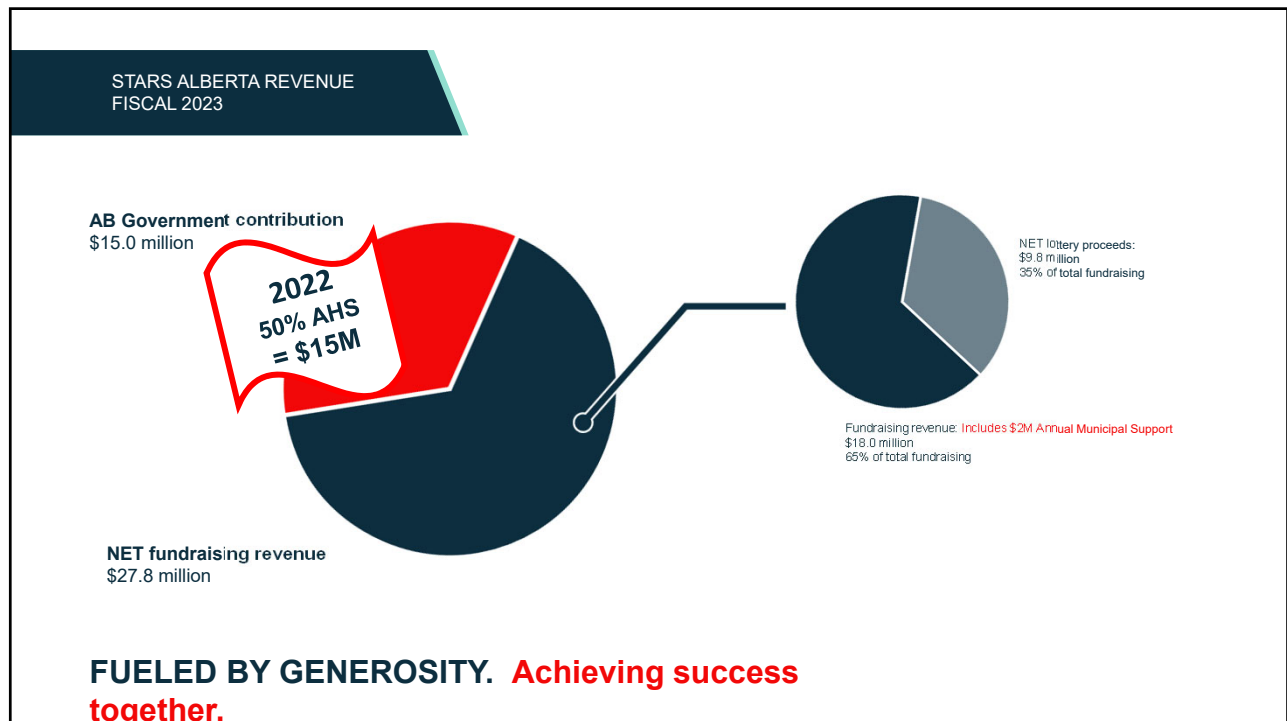
If you have any questions, or require more information, please let me know.

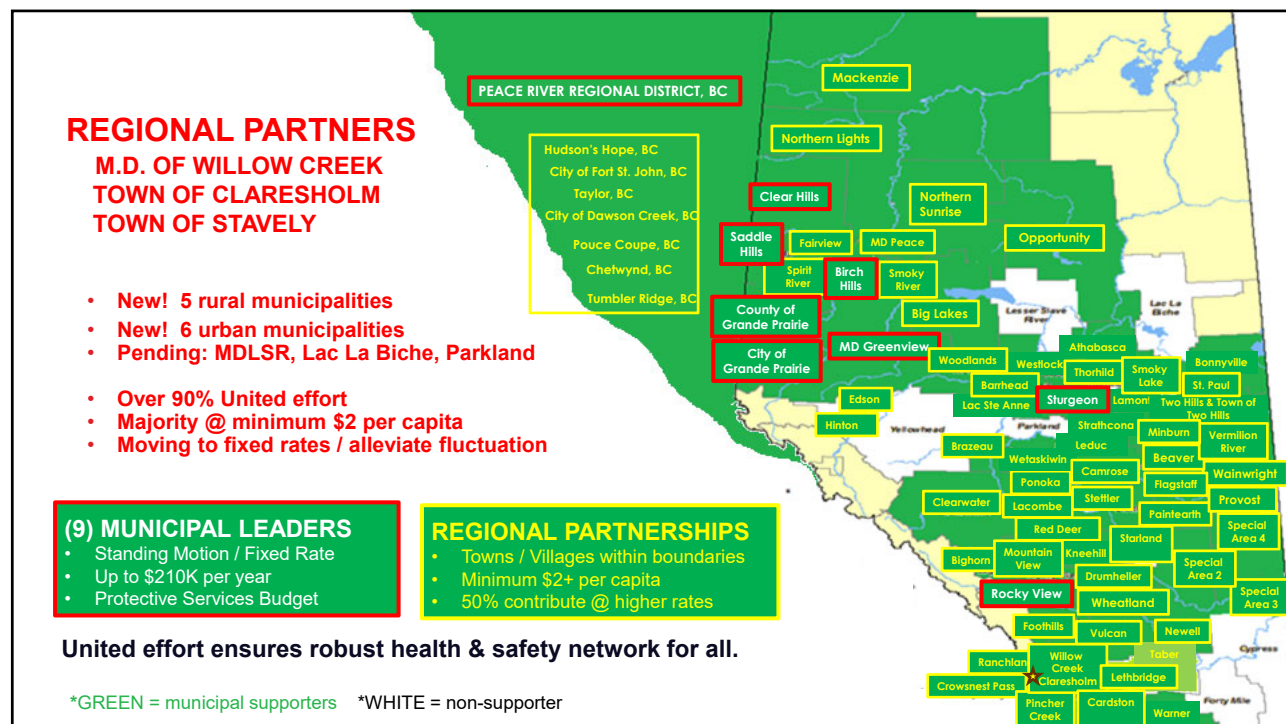
Thank you and take care,

Kimberly Holbrook
Foundation Administrator
STARS

kholbrook@stars.ca

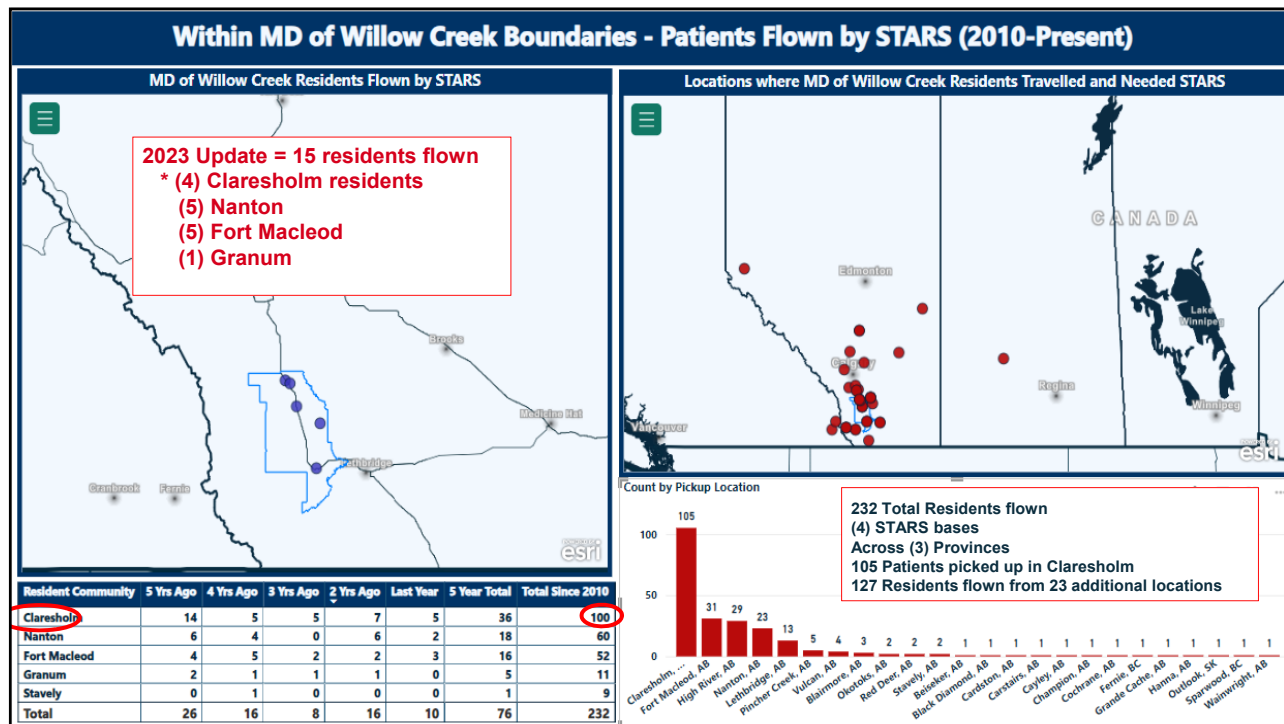
t: 403-516-4822





Town of Claresholm / M.D. of Willow Creek @ October 31, 2023	2019	2020	2021	2022	2023	TOTAL
Claresholm Hospital (critical inter-facility transfers)	8	5	10	5	6	34
Claresholm (scene)	1	2	2	2	2	9
Fort Macleod Hospital (critical inter-facility transfers)	14	4	3	5	3	29
Fort Macleod (scene)	1	2	5	1	3	12
Near Glenwood (within M.D. of Willow Creek)			1			1
Near Granum (scene)			2	1		3
Nanton (scene)	6	3	2	4	2	17
Near Pearce (within M.D. of Willow Creek)	2	1				3
Near Stavely (scene)					1	1
TOTAL	32	17	25	18	17	109

- M.D. of Willow Creek averages approximately 23 missions per year
- Town of Claresholm averages 8 missions per year (IFT + scene calls)
- Claresholm = 33% of missions flown within the M.D. of Willow Creek



EMERGENCY LINK CENTRE (ELC)

Receives 100 Calls Per Day

- Over 36,000 emergency requests/year
- STARS Vigilant monitors over 4,000 registered sites/year

S

- ✓Critical Care
- ✓Physically
- ✓Virtually

STARS Transport Physicians

- Medical and procedural guidance
- Every critical call
- All modes of transport
- Logistical arrangements with receiving Drs. and Hospitals

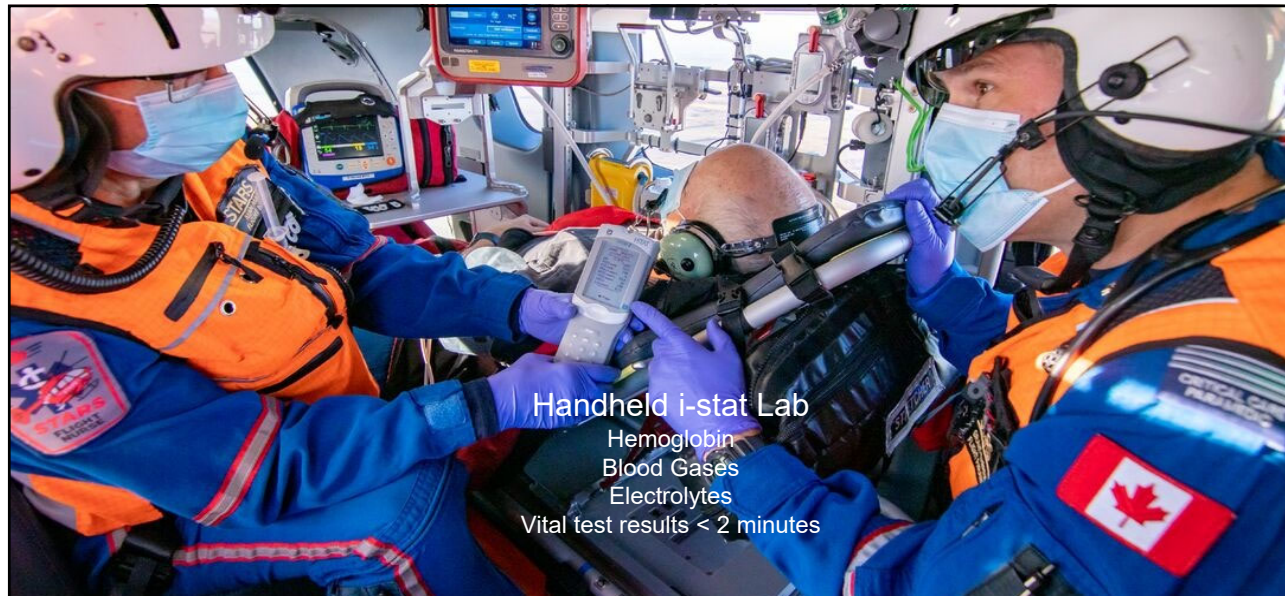


Generational Investment H145 Fleet (10)

Campaign Completed
All bases H145 Operational
Night Vision Goggles (NVG)

1st Civilian Org. in Canada (2002)





H145 INTENSIVE CARE UNIT (ICU)



Hamilton T-1 Ventilator

Fully featured (ICU)
Adult / Pediatric / Neonatal
Optimal ventilation therapy in transit



(2) Units Universal Blood

STARS – An Innovative Leader
1st HEMS program in North America
Advanced care in trauma patients
The difference between life & death



Video Laryngoscope

Advancement in intubation
Video screen view of trachea
Difficult airway management
Trauma / Burns / Crushed on impact

TIME – TOOLS - TALENT





EZIO Drill

Time-sensitive
Life-threatening cases
Immediate IV access
Stabilization / Pain Management



Handheld Ultrasound

(test results for rapid diagnosis)
Collapsed lungs
Trauma-related internal bleeding
Heart abnormalities
Fetal Compromise
*Expedite treatment plans



Pain Management Drugs Thrombolytics

(stroke patients)
*Mandatory CAT Scan required
Physicians kit includes:
Central Venous Catheterization
Temporary Pacemaker

TIME – TOOLS - TALENT



Air Medical Transport Conference (AMTC)



2022 CHAMPIONS!!
Chris Fay and Kevin Easton

- Rigorous competition / complex cases
- Triage multiple patients
- Inconceivable critical situations
- Graded: decision-making/timing/outcomes





TOWN OF CLARESHOLM
LEADERSHIP – DEDICATION – SUPPORT
CURRENT PLEDGE OF SUPPORT
\$2 PER CAPITA
2023, 2024, 2025
(IN CONJUNCTION WITH COUNCIL TERM)

A life is saved every day. Partnership makes it possible.

ACTION ITEMS



**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 **14th** day of **November** 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 **14th** day of **November** 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 27, 2023
Agenda Item: 3

BYLAW No. 1774 - LAND USE BYLAW No.1525 AMENDMENT

The Town of Claresholm has been working with the adjacent landowners along the old CPR railway lands (previously Town owned and zoned Direct Control). As part of the approved and finalized subdivision process the zoning on the parcel requires re-designation from Direct Control to Highway Commercial. Therefore, the Development Department has prepared Bylaw No. 1774 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.

RECOMMENDED ACTION:

Moved by Councillor _____ to give first reading to Bylaw No. 1774, a bylaw to amend Land Use Bylaw No.1525.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1774 & Map

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 22, 2023





**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1774**

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 subdivided portions of land from “Direct Control - DC” to “Highway Commercial – C2” and from “Direct Control – DC to Retail Commercial – C1”.

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

PORTIONS OF LOTS 6-9, BLOCK 9, PLAN 2311945

Be amended by changing the lands from “Direct Control – DC” to “Retail Commercial – C1” as per “Schedule A” attached.

PORTIONS OF LOTS 10 & 11, BLOCK 9, PLAN 2311945

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 #1774 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'

PORTION OF LOTS 6-9, BLOCK 9, PLAN 2311945



FROM: Direct Control DC
TO: Retail Commercial C1

PORTION OF LOTS 10 & 11, BLOCK 9, PLAN 2311945



FROM: Direct Control DC
TO: Highway Commercial C2

WITHIN SE 1/4 SEC 26, TWP 12, RGE 27, W 4 M
MUNICIPALITY: TOWN OF CLARESHOLM
DATE: NOVEMBER 15, 2023

Bylaw #: 1774
Date: _____

Aerial Photo Date: 2021

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"



November 15, 2023 N:\Willow-Creek-MD\Claresholm\Claresholm LUD & Land Use Redesignations\ Claresholm LUD Redesignation 1774 - Lots 6-11, Block B, Plan 2311945 Schedule A.dwg





DELEGATION FOLLOW-UP

Meeting: November 27th, 2023

Agenda Item: 4

Museum Board

PROPOSED MOTION:

MOVED by Councillor _____ to accept as information the Museum Board's annual report and strategic planning notes, as presented at the November 14th, 2023 Council meeting.

DESCRIPTION:

The Museum Board was present at the November 14th Council meeting and presented an annual report of their activities, as well as information on their recent strategic planning session. Some of the board's requests in terms of additional funding for staff will be discussed during 2024 budgeting.

ATTACHMENTS:

1. Museum Annual report 2023 and Strategic Plan Notes

PREPARED BY: Abe Tinney

DATE: November 23, 2023

Museum Annual report 2023

2023 has been a busy year and has shown us that people's confidence in getting out and mingling in public is returning. That visitation to the museum and tourism in general is rebounding. It was also a successful year for important growth and improvements within the museum. In addition to the Day-to-Day responsibilities associated with managing the museum, we continually focus our attention in key areas.

Exhibits

- Downsized but enhanced the Louise McKinney Exhibit to focus on Louise rather than the Famous Five. Originally created as a shared exhibit with the United Farmers Historical Society, opened in 2019 by the Lieutenant Governor of Alberta,
- Opened the Transportation exhibit "Trains, Rails & Roads" in May.
- Finalizing a new Gwendlyn Toone Doll Exhibit (over 350 dolls) to open Dec 1st
- Currently enhancing the Fire Fighting and Farming exhibits to open May 2024. Partly to provide better exhibit lighting but also to facilitate turning off the last bank of overhead fluorescents. Resulting in only isle and exhibit lighting throughout the entire museum.

This lighting initiative started during the Covid shutdown, in part thanks to the Town Council approving carrying over unused budget from 2020 to help fund the project. This initiative has been the single biggest transformation within the Exhibit Hall in recent years.

Community Engagement

- Special events
 - o Father's Day Car show, (2nd year), attracts large numbers, but equally as important, involves other community groups such as the Lions providing breakfast and the Social Center with lunch.
 - o Fair Days Friday night (2nd year), attracts many local visitors to the museum.
 - o Tea on the Lawn, a popular annual event, to which we added many fun children's games this year, attracting a larger than normal crowd.
 - o Visiting vintage car club, hosted with the Porcupine Hills Car Club on the museum grounds, again involving the Lions Club, attracting a good turnout.
 - o Old Fashioned Christmas, scheduled for Dec 1st. this year, includes opening a new Gwendolyn Toone Doll Exhibit and opening the Gift shop.
- Social media (297 followers in June of 2020 has grown to 1229 today with lots of engagement through interactions and comments on the posts)
- Parade floats every year, tied to Claresholm history. This year the most engaging of all with Bill's Coffee Shoppe!! We also attended Fort Macleod's Xmas parade.
- Offsite Community events - Canada Day in the Park and Winterfest at the Community Hall, with a Boothe promoting the museum and engaging the public.

- Farmers Market – Although not a museum event, hosting the Farmers Market, for the first time this year, attracted a new audience to the grounds and visitors through the museum.

Tourism

- Bus tours were back to higher than pre-pandemic levels this summer with us hosting nineteen tours from three separate tour companies. We continue to market to this segment but word of mouth between bus drivers and tour guides seems to be our best advertising.
- Travelling visitor numbers have increased by 27% % over last year and we are seeing larger numbers from the Calgary market and communities south. American tourists are beginning to return but the overseas market remains very flat. With confidence returning in travel, however, we are expecting to see that improve.
- Local Visitor numbers have also increased, not only through the increase in events but through visitor's word of mouth promotion. The response from the local community to the changes in the museum has been incredibly positive.

Collections

- We are a professionally accredited museum under the Recognized Museum Program of the Alberta Museum Association. Accreditation is up for renewal every four years, ours in 2024.
- Became a registered member of the Archives Society of Alberta early this year.
- Obtained a \$7,500 grant from the Foundation of Lethbridge and Southwestern Alberta (through the Friends of the Museum Society) to purchase the equipment and software required to implement a Digital scanning project for Archival photos and documents.
- Continue to receive Donations of Artifacts and Archival documents of excellent quality, significant in telling the Claresholm story.
- Made the Archives secure by installing locking doors and authorizing Staff only access.
- Installed artifact storage shelving in the area previously occupied by the transferred-out Fire truck. Also, a holding area for donations waiting to be accessioned.
- For part of 2021, all of 2022 and the first 6 mths. of 2023 we had in place a part time Collections Technician who acquired the professional training to help manage the museum collections. The Collections Technician:
 - o Accessioned and catalogued all incoming donations.
 - o Caught up on a backlog of Artifacts dating back to 2016.
 - o Conducted a complete "Box Level" inventory of Archival holdings.
 - o Installed & used new Archival software in the Collections Management program.
 - o Monitored storage areas and addressed concerns.
 - o Responded to research requests by the public.
 - o Assisted with the development of Exhibits.
 - o Managed summer students and the operation of the VIC. May – Sept.
 - o Assisted with delivering School programs.

Marketing

- Claresholm Local Press (Regularly advertising the museum and special events.)
- Trade Shows - a booth at Pincher Creek and Claresholm shows, will add more.
- Social Media (regular posting on Facebook and Instagram)
- Interviewed for two separate TV News segments highlighting the museum. One on Global Calgary and the other on CBC Calgary last weekend.
- Through a Marketing Committee formed in early 2022, we have begun to pull together photos and promotional information to include in both a new brochure and a promotional video to attract more visitors. We are constantly reminded that the museum in Claresholm is now of a quality and professional standard worthy of promotion as an attraction. We will promote to:
 - Travel Alberta
 - Alberta Southwest Regional Alliance
 - Tourism Lethbridge
 - Municipal Visitor Information Centers in Southern Alberta
 - Through Economic Development Claresholm
 - Tour Bus companies, Etc.

Volunteer contribution (Friends of the Museum Society and Museum Board members)

- Attending regular meetings for both Boards and Sub Committees.
- Serving coffee and cookies for bus tours
- Keeping the gardens looking beautiful all summer
- Preparing the museum for opening in May.
- Supporting the museum as a nonprofit Society with grant applications.
- Baking hundreds of “homemade” cookies for bus tours and events.
- Helping set up for & hosting events.
- Building parade floats & participating in the parades.
- Helping where needed in the museum.

Grants and Financial Donations.

- We have increased the variety and quality of product in the gift shop and in 2023 seen an increase in sales of 220% to \$1,547. We will continue to build on that.
- Gate donations are up considerably this year to \$ 5,090.00 and we have noticed more \$10 & \$20 bills in the donation box.
- We have been successful annually in obtaining Federal grants to hire two summer students, which are crucial to museum operations.
- We recently received 3 generous donations of \$5,000, \$500.00 and \$200.00.
- Through the Friends of the museum Society, we have obtained \$7,500 this year (as noted above) for equipment to undertake a digital scanning project for documents and photos in the Archives.

Future Planning

- Buildings and Grounds (addressing needs and enhancements)
 - Storage
 - Outdoor seating for seniors
 - Trees (as barrier between Station and Legacy Motors), and on site.
 - Refurbishing and relocating Hwy. signage to more prominent location.
 - Adding outdoor interpretive panels representing aspects of important history associated with both the station and grain elevators.
 - Improving the appearance of the Caboose and speeder car.

Claresholm & District Museum

- Town owned facilities
- staffed by town employees



Alberta Museums Association accredited

- Serve the public through preservation, study & interpretation
- Collections held in public trust (16,000)

Board established by ByLaw 1639

- Strategic direction and planning role
- Appointed volunteers; Betty Hoare, Margaret Lane, Cynthia Wannamaker, Earl Taylor, Mich Forster, Barry Gibbs
- Kandice Meister, Council Rep

Day-long Strategic Planning Workshop (October 17th)

- led by Jerry Firth, Community Development, Alberta Government

Vision

We are a major attraction in a community proud of its history, evoking Claresholm & District's past to educate present and future generations. Our visitors feel engaged, enlightened and inspired.

Goals for 2024-2028 (First Draft)

1. Increase funding for staff stability
2. Increased community involvement and stakeholder engagement
3. Continued modernization and Professionalism of Collections Management
4. Analyze Facility needs and gain necessary funding
5. Increase self-generated revenue and diverse funding
6. Enhance visitor experience with improved accessibility



DELEGATION FOLLOW-UP

Meeting: November 27, 2023

Agenda Item: 5

Enabling Housing Choice

PROPOSED RESOLUTION:

MOVED by Councillor _____ to approve the Enabling Housing Choice Report, provided by the Rural Development Network's Sustainable Housing Initiative.

DESCRIPTION:

The Town was successful with a grant application for consulting services (no monetary value) from the Rural Development Network's Sustainable Housing Initiative. The consulting project involved a review of the Town's development policies and bylaws, as well as engagements with administration, the CDC committee, and local landowners and developers. The purpose of the project is to understand housing development processes and barriers/challenges in the community and advise best practice options for furthering housing choice in Claresholm. This project builds off the Housing Needs Assessment and Affordable Housing Strategies approved by council earlier in 2023.

Administration and the CDC have begun to review the report, and it would be appropriate to get a motion from Council to approve the report as this would legitimize any work done. If the CDC (or MPC) would like to implement any recommendations of the report, they will first need approval from Council.

Council can discuss any of the recommendations that they would like to see immediate action on. Administration is currently researching a Secondary Suite Development Policy Incentive, as well as continuing to engage with landowners and developers – both are recommendations from the report.

ATTACHMENTS:

1. EHS Summary Notes
2. EHC Claresholm Report

PREPARED BY: Abe Tinney, CAO

DATE: November 23, 2023

Enabling Housing Choice Summary Notes and Action Items

Two part report: What We Heard (stakeholder engagement) and Policy/Bylaw Review with Recommendations

The report supports and advances objectives of:

- MDP (2010)
- Strategic Plan 2022-2026
- Affordable Housing Strategy (2023)
- Housing Needs and Demand Analysis (2023)

For Sections to the report

Section 1: Overview of Importance of Housing Diversity in Claresholm

Importance of Housing Diversity:

Social and Economic Diversity; Population Growth and Retention; Attract Skilled Workforce; Aging Population and Accessibility; Community Stability

Housing Needs in Claresholm:

- 1.2.1 Increased Housing Rental Options – lack of rental options affects newcomers to town and long-term residents seeking more flexible living arrangements. Increased rental housing will not only address housing scarcity, but contribute to town's economic growth by attracting and retaining a more diverse workforce.
 - o The report noted progress in this area – Town housing at Tamarack and planned apartment
- 1.2.2 Housing For Seniors – Housing Needs Analysis – senior's population will continue to grow and the town will have to ensure it has an adequate number of supported living and independent living units to retain this segment of the population.
 - o The report notes that Porcupine Hills Lodge is planning an assisted living complex, consisting of 32 units (4-plex)
 - o The overall concern is ensuring smaller, more affordable homes for singles, small families, downsizing seniors
- 1.2.3 Housing for Newcomers – engagement participants were vocal about the need for greater housing diversity to accommodate growing immigrant workforce.
 - o Needs Assessment: steady mobility into town (more people moving in than leaving), however lack of housing can impede retention and growth and encourage people to move on.
- 1.2.4 Affordable Housing – both the Housing Strategy and Needs and Demand Analysis emphasize need to more affordable housing. Market and non-market affordable housing are both required in the community.

- Community Engagement – there are many different opinions on definition of “affordable housing.” EHC report encourages the Town to establish a community-specific definition and then proceeding to address “affordable housing” in Claresholm.

Section 2: Policy Incentive Recommendations -

This section discusses potential development policy incentives that can encourage diverse housing. Some recommendations align with strategies from the Affordable Housing Strategy, and thus this section reflects changes aimed at addressing affordable housing needs. Incentives are aimed at attracting developers and the overall prosperity.

- 2.1.1 – Create Secondary Suite Development Policy Incentive – encourages developers, homebuilders and property owners to facilitate the creation of secondary suites within residential properties. Incentives can include: reduced permit fees and expedited permit processes, reducing parking requirement for secondary suites, tax deferral, rebate or refund incentives, secondary suite grant programs
 - Benefits include additional affordable housing, promote housing diversity, which helps address housing shortages and affordability
 - Secondary suites can ease demand for housing in tight markets and make housing more accessible to broader range of individuals and families.
 - Pg 14 contains considerations for this policy.
 - Okotoks has a Secondary Suite and Accessory Dwelling Unit Grant Program (est. 2023).
- 2.1.2 – Create Affordable Housing Development Policy Incentive – this can spur the creation of new affordable housing units
 - Incentives include density bonuses, reduced building setbacks, reduced parking requirements, reduced permitting fees, tax exemptions or deferrals, infrastructure cost sharing can help reduce costs of developing new housing and, therefore, improve the affordability of that housing.
 - The Town can dedicate funds to the construction of affordable housing units, which will offset costs of private developers or non-profit housing providers
 - Use municipally owned land to encourage developers, builders and non-profit housing providers to construct affordable housing -- town can sell, lease, or donate municipally owned land to lower overall costs of affordable housing development and attract potential development partners.
 - Important considerations (pp. 16-17) – establish affordable housing targets, establish cohesive affordable housing definition, establish affordable housing reserve fund
 - Town acquire vacant land parcels that can be used for incentive program, develop partnerships with developers, non-profits, etc., engage community.
 - City of Lethbridge and Okotoks have relevant policies.
- 2.2 Advertising and Promoting Housing Development –
 - Attracting residential development is crucial to Town’s growth, economic vitality, and long-term sustainability. We must attract investment, enhance competitiveness, and encourage collaboration.

- More work required promoting advantages to developing in Claresholm.
- 2.3 Exploring Further Policy Incentive Approaches links to other incentives – these could be reviewed by administration with recommendations for best practices.

Section 3: Municipal Tools and Areas of Opportunity Recommendations

Recommends changes to the Land Use Bylaw to enabling diverse and affordable housing, and housing choice

- 3.1.1 Increase Housing Diversity and Density in Residential Districts
 - Define Ready-to-Move dwellings in the LUB
 - Diversify the types of housing and uses to Single Detached Residential – R1 by adding as:

Permitted Use	Discretionary Use
Duplex, Modular Home, Moved-in Dwelling, RTM, Semi detached Dwelling	Rowhouse or Townhouse

- Amalgamate Duplex Residential – R2 District, the Multiple Residential – R4 District to singular Medium Density Residential District:

Permitted Use	Discretionary Use
duplex, multi-unit dwelling, rowhouse dwelling or townhouse, semi-detached dwelling	Apartments 3 storeys and under.

- Country Residential:

Permitted Use	Discretionary Use
Manufactured home, modular home, Moved-in Dwelling, RTM	No recommendations

- R5 District:

Permitted Use	Discretionary Use
Multi-Unit Dwelling, Rowhouse Dwelling, Townhouse	No recommendations

- 3.1.2 Enable Additional Residential Development in Commercial And Industrial Districts
 - Increase housing diversity in commercial and industrial districts by including mixed use residential as discretionary in Industrial – I1 and Service Industrial- I2 Districts.
 - Amend the definition of Mixed-Use Residential to include vertically integrated residential uses that are compatible with additional commercial uses that are not just office spaces, for example, restaurants, retail, entertainment

- 3.1.3 Considerations and Mitigating Measures
 - Remove list of Development Officer Discretionary Uses
- 3.2 Repurpose Existing Vacant Buildings and Sites into Residential Use
 - Repurpose vacant motels, commercial buildings, etc. into housing (council and administration are currently undergoing this process with Journeys).
 - Prepare an inventory of properties and buildings for conversion to dwellings
- 3.3 Facilitate Continual Community Engagement
 - Early and continual engagement with community members
 - Establish Community Engagement Committee
 - Ad hoc steering committee to ensure engagement with community
 - Contains recommendations for members of committee
 - Engage residents and stakeholders in suggested policy and bylaw changes, can create buy-in
- 3.4 Continue Education, Promotion and Marketing of Town
 - 3.4.1 Prepare Strategic Marketing Campaign to spotlight the Town's development potential to take advantage of growth opportunities – promote Claresholm as an ideal location for housing development.
 - Syncs with town strategic plan to be forward thinking and to promote development.
 - 3.4.2 Provide Readily Available Information About the Town
 - Create print and digital information about residential development opportunities and initiatives.
 - Topic Suggestions include: Residential infill, mixed use, secondary suite, Claresholm as a great place to live
- 3.5 Facilitate Housing Partnerships and Collaboration
 - 3.5.1 Continue Fostering Developer/Builder Relationships and Partnerships
 - Educate developers about development incentives, issues and opportunities
 - Facilitate creation of housing cooperative between developers and local stakeholders "Paths for Housing Co-ops: Guidebook", "Step by Step Guide to Developing Affordable Housing."
- 3.6 Address Legislation and Regulations That Affect Residential Development
 - Advocate for legislative changes new home warranty program, advocate at Alberta Municipalities, more information on page 40. B
 - Suggesting coalition or committee to promote legislative changes regarding building codes and new home warranties.

Section 4: Next Steps – EHC team will follow-up with the town to monitor progress on the recommendations and incorporate findings into their Guidebook for Diversifying Housing Development in Rural Communities.



ALBERTA
REAL ESTATE
FOUNDATION

Enabling Housing Choice Project

Enabling Diverse
Housing
Development in
Claresholm

October 2023



RURAL
DEVELOPMENT
NETWORK



LAND ACKNOWLEDGEMENT

We, the Rural Development Network (RDN) and the Enabling Housing Choice (EHC) project acknowledge that the Town of Claresholm, Alberta, Canada is located on Treaty 7 territory, signed in 1877. This territory is the shared traditional and ancestral home of the Blackfoot Confederacy, consisting of the Piikani, Amksapi Piikani, Siksika, and Kainai Nations, as well as the Tsuu'tina and the Îethka Nakoda Nations, which includes the Chinikii, Bears Paw, and Good Stoney First Nations. We also acknowledge that this territory is home to the Métis Nation of Alberta, Region III.

We acknowledge that we are all treaty people with a shared unity that is tied to the land. Through our work we take part in that responsibility and with our treaty connections. We stand in alliance with all treaty people and take ownership in all that we do, with a mind toward reconciliation now and in our ongoing endeavors.

Furthermore, we acknowledge the ancestors of all Treaty 7 Nations who have lived on this land and their descendants who will continue to live here. We appreciate and honour the traditional Knowledge Keepers and Elders who are with us today and those who have gone before us.

RDN is committed to supporting the implementation of the Truth and Reconciliation Commission of Canada's Calls to Action, and believes in the need for meaningful engagement and consent with Indigenous peoples in the community. As this project specifically touches on development and planning concepts which are built on a colonial system of governance and land use management, we also recognize that we have more work to unpack the systems in which we are upholding and working within.

It is our sincere hope that the findings provided in this report will serve to address Claresholm's diverse housing needs and provide greater housing security and inclusion for both Indigenous and non-Indigenous peoples in the community and surrounding area



PROJECT ACKNOWLEDGEMENTS

Thank you to the Alberta Real Estate Foundation for their funding and support of this project. We would also like to express our appreciation to the Town of Claresholm in their efforts to help tackle housing diversity and choice in Albertan communities through participation in the Enabling Housing Choice project.

Furthermore, we would like to express our appreciation and gratitude to all the individuals from the Town of Claresholm who participated in the internal interview process for this project. Your willingness to share your valuable insights, experiences, and perspectives has been instrumental in shaping the recommendations provided in this report.

Lastly, we extend our gratitude to all the external interview participants from the local housing industry in Claresholm and surrounding area. We greatly appreciate the time and effort you dedicated to sharing your insights, identifying key challenges, highlighting opportunities, and suggesting ways to advance Claresholm's diverse housing goals. Your expertise and contributions have played a vital role in shaping the understanding of the current housing landscape and guiding us towards meaningful solutions. Your generosity and willingness to collaborate have been instrumental in our goal to create a more affordable, inclusive and complete community in Claresholm.

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EXECUTIVE SUMMARY

INTRODUCTION

On the behalf of the Rural Development Network (RDN), the Sustainable Housing Initiative (SHI) partnered with the Town of Claresholm to prepare Enabling Diverse Housing Development in Claresholm, which offers recommendations for diversifying housing choice and development in the community.

The Enabling Housing Choice Project aims to provide insight on how Albertan municipalities can support growth in their communities^{*} and help provide more housing options and choices to their residents through local policy changes and capacity building strategies.

SHI and the Town of Claresholm's partnership will support the project's goals in constructing meaningful policy change while contributing to the creation of an Enabling Housing Choice Guidebook. Furthermore, it is intended to assist the Town of Claresholm in determining municipal tools and areas of opportunity for enabling diverse housing development that meets the needs of Claresholm's residents.

PURPOSE

The purpose of *Enabling Diverse Housing Development in Claresholm* is to investigate and analyze the current barriers to diverse housing development in the Town of Claresholm, while also identifying municipal tools, incentive policies, and areas of opportunity that can be leveraged to enable more diverse housing options. By examining the existing landscape, the report seeks to provide actionable recommendations and strategies that the municipality can implement to foster a more inclusive and sustainable housing environment, accommodating the diverse needs of its residents.

It is crucial to acknowledge that our research, coupled with insights gathered from our community engagement efforts, underscores the Town of Claresholm's commendable progress in enhancing the availability of diverse and affordable housing options within the community. This report stands as a testament to the Town's ongoing commitment to addressing housing needs. By offering substantial recommendations, we aim to fortify Claresholm's existing achievements and stimulate constructive dialogues about how the Town can sustain and expand its efforts to foster housing choice and diversity.

Furthermore, this report is intended to support and advance objectives and policy directions outlined in the following documents:

- Town of Claresholm *Municipal Development Plan* (2010)
- Town of Claresholm *2022-2026 Strategic Plan* (2022)
- Town of Claresholm *Affordable Housing Strategy* (2023)
- Town of Claresholm *Needs and Demand Analysis* (2023)

PROJECT SCOPE

The scope of *Enabling Diverse Housing Development in Claresholm* consisted of the following main elements:

- Researching best practices and reviewing Town of Claresholm statutory plans, strategies and relevant guiding documents.
- Understanding the context that characterizes Claresholm's current housing landscape through a review of published housing related data.
- Gathering locally informed opinions on Claresholm's housing situation through conducting interviews with subject matter experts and housing stakeholders. Interview participants included members of Town Administration, planning consultants, and local developers and home builders.
- Identifying the various opportunities and challenges associated with diverse housing development within Claresholm's housing landscape
- Making recommendations on municipal tools and approaches that will have the highest potential to encourage diverse housing development in Claresholm.

METHODOLOGY

The methodology used to obtain the overall findings for *Enabling Diverse Housing Development in Claresholm* consisted of the following:

- **Interviews:** The key actor interview process consisted of conducting 4 interviews with developers, home-builders and staff from the Town of Claresholm to gain a variety of insights and opinions on the current state of Claresholm's housing landscape. The interviews were conducted from June 21 to August 2, 2023.
- **Focus Groups:** The focus group process consisted of hosting discussions with 6 local landowners/developers, 3 Town staff and the Community Development Committee from the Town of Claresholm. Two focus groups were conducted separately on July 13 and August 21, 2023.
- **Key Topics/Themes of the Interview and Focus Group Process:** The following key topics and themes were discussed throughout the course of the interview process:
 - Barriers/challenges for developing diverse housing types in Claresholm
 - What municipal tools the Town can utilize to encourage diverse housing development
 - How the Town can further incentivize diverse housing development while strengthening partnerships with the development industry.

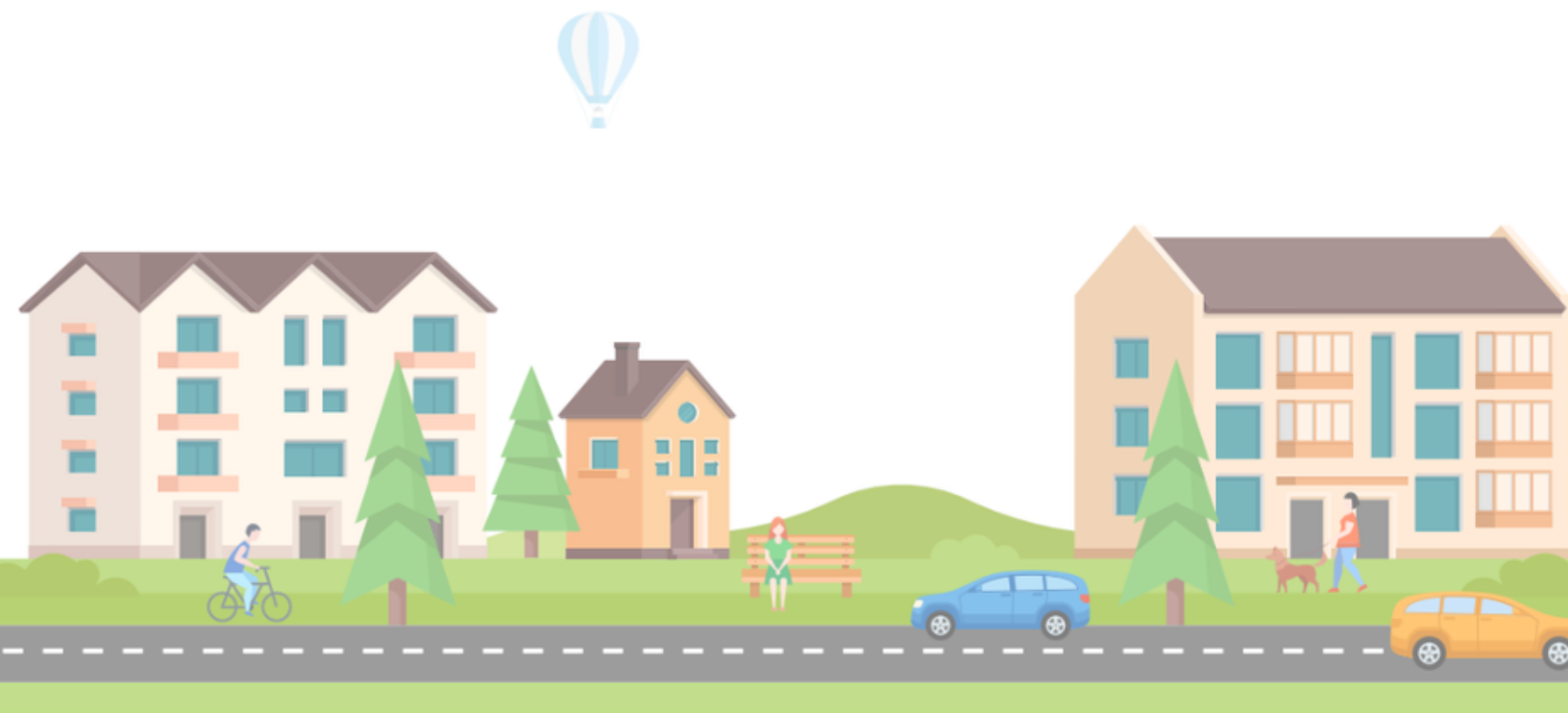
REPORT OVERVIEW

Section 1 provides an overview of the importance of housing diversity for Claresholm, while highlighting key areas of housing needs in the community.

Section 2 provides a comprehensive exploration of potential development incentive policies the Town of Claresholm can adopt to encourage the development of diverse housing. The primary focus of this section is to provide incentive examples that address key areas of housing need within Claresholm, while outlining novel avenues for incentivizing developers to undertake housing projects within Claresholm.

Section 3 presents the report's key recommendations for enabling diverse and affordable housing development in Claresholm. It consists of primary tools and approaches that the Town can utilize to address the lack of diverse housing availability. The section also outlines areas of opportunity and additional approaches the Town can explore to take action on diverse housing needs in Claresholm.

Section 4 outlines next steps of the project as the Enabling Housing Choice team will continue to monitor progress and key milestones related to diverse housing development in Claresholm.



SECTION 1: THE IMPORTANCE OF HOUSING DIVERSITY FOR CLARESHOLM

INTRODUCTION

This section aims to emphasize the value of housing diversity for Claresholm while sharing viewpoints from community engagement participants. It underscores how diverse housing options are crucial for the town and offers insights into why various participants believe such housing is necessary. By showcasing these perspectives, we can better understand the significance of housing diversity in meeting the town's needs and aspirations.

Furthermore, this section includes findings^{*} from Claresholm's recent *Needs and Demand Analysis* (2023) to provide statistical evidence for housing needs in Claresholm, while also facilitating a comparison between these empirical findings and the community's own perceptions regarding the types of housing that are in demand. This multi-faceted approach ensures that this report is well-grounded in both quantitative data and the lived experiences of the local residents, guiding informed decisions and strategies to address Claresholm's housing needs effectively.

It is important to remember that the Needs and Demand Analysis is done using quantitative data obtained from Statistics Canada, Alberta Regional Dashboard, and Alberta Health. Data is critical to confirming the anecdotal evidence gathered by community members and can help refine conclusions on what type of housing is most needed in Claresholm.

1.1 IMPORTANCE OF HOUSING DIVERSITY

Housing diversity refers to the range of housing types and forms in a community. A diverse community has various different dwelling types and sizes – which may be achieved by flexible zoning that promotes a variety of building forms. By providing greater housing choice, communities can meet the housing needs of increasingly diverse residents and household types (such as young families, professionals, retirees, people with disabilities). The importance of housing diversity for a town like Claresholm, or any community for that matter, is significant and can have various positive impacts on the residents and the town as a whole. Such impacts include:

- **Social and Economic Diversity:** Housing diversity attracts a broader range of residents with varying income levels, backgrounds, and lifestyles. This fosters a more diverse and inclusive community, creating a vibrant social fabric and supporting local businesses with a broader customer base.

- **Population Growth and Retention:** Offering a diverse range of housing options can attract new residents to Claresholm and encourage existing residents to stay. Young professionals, families, retirees, and individuals with different housing needs can all find suitable accommodations, helping to sustain or increase the Town's population.
- **Attracting a Skilled Workforce:** If Claresholm aims to attract businesses and industries, a diverse housing market is crucial. Potential employees will be more likely to consider moving to the town if there are housing options that cater to their preferences and needs.
- **Aging Population and Accessibility:** As populations age, the need for accessible and age-friendly housing becomes more important. Housing diversity can include designs that accommodate people with mobility challenges, ensuring that older residents can continue to live comfortably in their community.
- **Community Stability:** A mix of housing types can contribute to community stability. If the town's housing market is solely reliant on one type of housing, fluctuations in that market can have a disproportionate impact. A diverse market can mitigate these effects by spreading risk across different housing sectors.

What We Heard:

- When asked about the importance and meaning of housing diversity in Claresholm, participants provided the following comments:
 - “Housing diversity means having housing that is suitable for a wide array of demographics in rural communities.”
 - “If you have something on your shelves of inventory that appeals to all, that means you hit a larger target market. Claresholm has a smaller population, but with technology and advancements, there’s no reason for small towns to not have the diversity that larger towns have.”
 - “Housing diversity means anything from low income, or multi-unit housing all the way up to acreage homes scale. Economic diversity is key for having different types of housing.”
 - “By having more affordable and more diversity of housing, we can attract younger people and keep people who graduate from highschool instead of them (to urban centers) moving away for school.”
 - “Most areas and towns are always looking for diversity and maybe it’s not modular anymore, but it may be something simple, smaller and more affordable and covering the whole gamut.”

Findings From The Needs and Demand Analysis:

- While house prices are historically lower in Claresholm than most of Alberta, they are increasing steadily and have the potential to price people out of the market. Increasing housing options would help mitigate this concern while also attracting residents from higher cost housing markets such as Lethbridge or Calgary.
- Based on population trends, there is a demand for a wide range of housing options for current and future residents.

1.2 HOUSING NEEDS IN CLARESHOLM

While the recently updated Needs and Demand Analysis provides a statistical analysis of Claresholm's overall housing needs, the EHC team gauged community engagement participant's perspectives on the need for diverse housing in Claresholm. The following areas of need were considered to be the most important by participants.

1.2.1 INCREASED RENTAL HOUSING OPTIONS

During the engagement process, participants consistently emphasized the urgent need for increased rental housing options in Claresholm. Participants noted that a shortage of rental properties is affecting both newcomers seeking temporary accommodations and long-term residents in search of more flexible living arrangements. The participants underscored how additional rental housing would not only address housing scarcity but also support the town's economic growth by attracting a diverse workforce. Their insights emphasized the tangible impact that an enhanced rental housing market could have on Claresholm's overall livability and community vitality.

What We Heard:

- “There are people wanting to leave the city (i.e. Calgary, Lethbridge), and it would be nice to have rental houses - but the rental supply is drying up.”
- “This [housing needs] assessment will be critical for demonstrating the Town’s overall housing type needs, while also demonstrating the low-vacancy rates that can help justify the need for more rental-units developments in Claresholm.”
- “There needs to be a wider range of rental and purchase price points for people to be able to afford housing. For example, some of the only rental choices people have in Claresholm is to rent a duplex for \$1650 a month, which is not affordable for many in the community.”

Findings From The Needs and Demand Analysis:

- The rental vacancies in Claresholm show wide fluctuations that presumably mirror the small number of rental units
- Rental vacancy rates are extremely low and are exacerbated by a lack of supply. This can prevent new residents from moving into the community, especially young families, and cause housing instability for current residents. However, a low supply also presents an opportunity for developers and landowners looking to create rental housing in Claresholm.
- The overwhelming majority of homeowners live in single detached houses, while renters are mostly split between single detached houses and low rise apartments.
- There are large fluctuations in the purpose built rental vacancy rates between years, but it has been dropping down to zero vacancy and causing issues for new residents and longtime tenants.

Important Note: At the time of this report, there is a 26-unit town house project under construction in the northeast of Claresholm located on Tamarack Road. This project may provide townhouse units for rental, however it is undetermined at this time.

Additionally, the Town has approved rezoning to allow for three 50-unit apartment buildings that will be available for rent on Westlynn Drive. Construction is expected to begin early 2024.



1.2.2 HOUSING FOR SENIORS

Community engagement participants also underscored the urgent requirement for additional housing options tailored to Claresholm's senior population. Participants expressed concerns about the limited availability of suitable housing for seniors, emphasizing the need for age-friendly accommodations that promote independence and community engagement. With the town's aging demographic in mind, participants stressed the importance of expanding housing options that cater to the unique needs of seniors, ensuring their comfort and well-being while fostering a sense of belonging within the community.

What We Heard:

- “There is definitely a place to do better on seniors housing due to the hospital. And there are many people in the area that are past retirement age, and they may want to be near a hospital. Some seniors would like to buy, but producing senior rentals is better as they may not be there that long.”
- “Claresholm is a farming community with older people that like their homes being detached, so they don’t like apartments etc. A lot have moved into retirement homes but don’t like them because they prefer the independent home-feel. Claresholm is missing the mark on these smaller-style homes.”
- “There are possibly too many 3 and 4 bedroom homes that seniors are still in. If smaller, 2-bedroom homes are built, seniors may downsize.”

Findings From The Needs and Demand Analysis:

- The gaps across the housing continuum are mainly ensuring that there is adequate supply of smaller housing units as residents get older, and support for young families.
- The senior segment of Claresholm will continue to grow, and the town will have to ensure it has an adequate number of supported living and independent living units to retain this segment of the population.
- Overall, the main potential concern appears to be ensuring that there is an appropriate supply of smaller, more affordable homes for small families, singles, and downsizing seniors.

Note: At the time of this report, the Porcupine Hills Lodge, which is an assisted living complex, has issued a RFP for 32 units (4-plexes) on 5th Street East in Claresholm.

1.2.3 HOUSING FOR NEWCOMERS

Throughout the community engagement process, participants were vocal about the need for greater housing diversity to accommodate the growing immigrant workforce population as well as newcomers to Claresholm. As the town continues to evolve and welcome newcomers seeking employment opportunities, it has become increasingly apparent that the existing housing options are insufficient to meet the diverse needs of this demographic. Participants stressed the importance of providing affordable, suitable and adequate housing options to ensure that newcomers feel welcome and can contribute effectively to the town's economic growth. Addressing this housing diversity gap will not only benefit the immigrant workforce, but also contribute to the town's overall prosperity and inclusivity.

What We Heard

- “Who are the people that are moving mostly into Claresholm? It’s immigrants and a lot of these people are minimum wage earners, and they would rather have affordability than a backyard.”
- “Housing types appear to predominantly cater to seniors in Claresholm. Housing should start catering to young families and immigrants. If Claresholm prioritizes affordable and appropriate housing for young families, this would make a large difference for the community.”
- “We don’t need more housing entirely for the people we have, we also want to attract new people to Claresholm.”

Findings From The Housing Needs Assessment:

- There is a steady level of mobility into the town, meaning more people are moving into the community than leaving. However, a lack of housing supply can potentially dissuade potential residents from seeing the Town as an option to move to. On the other hand, people moving into the community provides an incentive for more housing development and growth.
- There is a high number of single-detached homes relative to the population, especially for homeowners. This may present an opportunity for smaller, lower cost housing alternatives.

1.2.4 AFFORDABLE HOUSING

Claresholm's recent *Affordable Housing Strategy* (2023) and *Needs and Demand Analysis* (2023) have shed light on the pressing need for more affordable housing in the community. The reports emphasize the demand for housing solutions that encompass both below-market units and housing options at the lower end of the market, including both rentals and properties for purchase.

However, community engagement efforts have unveiled a diverse range of opinions on this subject. Some residents believe that Claresholm already offers sufficient affordable housing options, while others maintain that improvements are necessary. Furthermore, the feedback underlines a critical challenge — establishing a precise and community-specific definition of "affordable housing" that aligns with Claresholm's unique context. Clarity in this regard is pivotal to effectively address the community's evolving housing needs and to develop targeted solutions that cater to a wide range of residents.

What We Heard

- “There are some concerns with the findings that were brought back regarding affordable and seniors housing, as the report says Claresholm has none. However, Claresholm does have a fair bit of it, so the findings from that report were misrepresented. Claresholm does have affordable and low income housing and the recently built duplexes are called ‘affordable housing’ and so it was a miss on that part.”
- “Further clarification is needed on what counts as ‘affordable housing’ as the duplex developments were not considered as part of the affordable housing inventory in Claresholm.”
- “Affordable housing is like chasing a cat in a bag. 30% of their income isn’t going to get them much. There’s a lot of people in Town that won’t be able to afford that anyways. I don’t think it’s a good measurement.”
- “There are 46 rental units (duplexes) that have been built within the last 2 years. Part of the funding conditions from CMHC is that they stay as rental units for 10 years (that applies to 80 percent of them) and there is a waiting list for the units. They are among the higher priced places to live in the community. They are rent-controlled housing but not necessarily affordable according to the CMHC definition.”
- “There needs to be a wider range of rental and purchase price points for people to be able to afford housing. For example, some of the only rental choices people have in Claresholm is to rent a duplex for \$1650 a month, which is not affordable for many in the community.”

Findings From The Housing Needs Assessment:

- The biggest issue seems to be affordability, with 41.8% of renters and 16.4% of homeowners paying more than 30% of their incomes on housing.
- Lastly, unaffordability is most prominent amongst households in Claresholm. One person households seem to be the most affected, with 87.5% of non-subsidized renters paying too much for rent.
- Unaffordability is the most prominent issue for local residents, with one person households being the most affected regardless of status as a non-subsidized tenant, subsidized tenant, homeowner with a mortgage, or homeowner without a mortgage.

1.3 ADDRESSING CLARESHOLM'S HOUSING NEEDS

Overall, the majority of findings from Claresholm's *Needs and Demand Analysis* (2023) correlate with the perspectives obtained from our community engagement process. It is important to note however that findings related to affordable housing needs produced more significant discrepancies between the housing data and community perspectives.

These comparisons suggest that the community's perceptions of Claresholm's housing needs are generally supported by quantitative data and support the recommendation that further action is required to address these needs. Recognizing the pressing need for diverse housing development in Claresholm, the subsequent sections of this report delve into a comprehensive analysis of current development incentives, land use regulations and municipal initiatives related to housing development in the community. Through a thorough examination of these factors, this report aims to provide an understanding of Claresholm's existing housing landscape and identify areas for improvement.

Furthermore, the recommendations provided in the following sections of this report are grounded in rigorous research, and are enriched by the comprehensive insights gathered through our extensive community engagement efforts. Collaborative discussions with developers, homebuilders, internal staff and the Community Development Committee from the Town of Claresholm have provided a multifaceted perspective on the challenges and opportunities related to housing development. This synthesis of input from key stakeholders has been instrumental in shaping recommendations that are not only practical but also tailored to the unique dynamics of Claresholm. By leveraging these collective insights, the proposed recommendations seek to enable a planning environment that fosters diverse housing development, while aligning with the aspirations of both the community and local stakeholders.



SECTION 2: POLICY INCENTIVES RECOMMENDATIONS

INTRODUCTION

This section delves into a comprehensive exploration of potential development policy incentives that the Town of Claresholm can consider to help bolster the development of diverse housing types in the community. Some recommendations align closely with key strategies highlighted in Claresholm's recent *Affordable Housing Strategy* (2023), reflecting a concerted effort to address affordable housing needs within Claresholm. By identifying potential areas of opportunity for additional incentives, this endeavor aims to chart a strategic course that will not only attract developers but also contribute to the Town's overall prosperity and continued progress.

It is also important to acknowledge that the Town of Claresholm took a significant step forward in incentivizing housing development with the adoption of the *Residential Tax Refund Bylaw* in 2022. This incentive, designed to stimulate residential development, boasts potential for attracting developers and homebuilders to Claresholm. However, it is equally important to recognize that the full impact of this incentive has not yet been realized, given its recent implementation. As such, it would be premature to propose recommendations for its enhancement without a comprehensive evaluation of its effectiveness in stimulating housing development within the town.

Furthermore, this section contains key insights and perspectives obtained from our engagement process with internal and external participants. It should be noted that these perspectives outlined in this section are not necessarily endorsed by the Town of Claresholm, nor are they deemed to reflect the views of the Town administration.

2.1 EXPLORING POLICY INCENTIVES FOR CLARESHOLM

This section outlines additional areas of opportunity the Town of Claresholm could explore to adopt policy incentives that encourage the development of diverse housing types in the community.

2.1.1 RECOMMENDED ACTION: CREATE A SECONDARY SUITE DEVELOPMENT POLICY INCENTIVE

Description: The purpose of this policy incentive is to encourage developers, homebuilders and property owners to facilitate the creation of secondary suites within residential properties in Claresholm. Secondary suite development incentives vary by location and can take many forms. Examples of secondary suite incentives can include:

- **Reduced Permit Fees & Expedited Permit Processes**
- **Reducing Parking Requirements For Secondary Suites**
- **Tax Deferral, Rebate or Refund Incentives**
- **Secondary Suite Grant Programs**

Benefits:

- Secondary suites can provide additional affordable and low end of market housing options within a community, helping to address housing shortages and affordability challenges.
- These incentives promote housing diversity by allowing homeowners to generate rental income from their properties, making it financially feasible for them to remain in their homes or invest in upgrades. This, in turn, can contribute to neighborhood stability and diversity.
- Secondary suites can ease the demand for housing in tight markets, potentially reducing rent increases and making housing more accessible to a broader range of individuals and families.



Important Considerations:

- The Town should consider the overall impact of any incentives on municipal revenue and budget.
- Consider whether the incentive applies to new construction only, or includes upgrading existing suites to bring them up to code.
- The Town should consider establishing eligibility criteria for property owners, builders or developers who want to participate in the incentive program. Factors that could be considered consist of the following:
 - Compliance with existing Land Use Bylaw regulations and building codes
 - Setting a minimum size for secondary suites to ensure they meet livable standards
 - Prioritizing applications in locations that have limited availability of affordable rental housing.
- Conduct public engagement to gather input and address concerns while creating transparency and building support for the incentives.

What Other Municipalities Are Doing:

The Town of Okotoks established a *Secondary Suite and Accessory Dwelling Unit Grant Program* in 2023 to provide financial assistance for the development of secondary suites or accessory dwelling units that meet Safety Codes requirements. This program offers grants of up to \$5000 or \$10,000 depending on the type of project, on a first-come first-served basis, subject to funding availability.

What We Heard

- “Incentives for secondary suites (i.e. the \$30,000 development incentive for building a secondary suite in Banff) should be added. This could encourage people to upgrade their home to allow for more density and more affordable rental opportunities in Claresholm.”
- One participant noted that in certain instances, parking requirements have hindered housing development projects in Claresholm. Parking restrictions need to be changed so they’re not so restrictive while granting more flexibility for diverse housing developments.

Alignment With Claresholm’s Affordable Housing Strategy:

- **Reduce/Eliminate Parking Requirements As an Incentive:**
 - Reduce or eliminate parking requirements for Secondary Suites one space per bedroom requirement in the land use bylaw. Secondary suites are commonly used as a form of lower-cost market housing and are often used by students, seniors, people with disabilities, and young families with children. Legislation that each bedroom is being utilized by someone who requires their own parking space leads to excessive costs and wasted land

2.1.2 RECOMMENDED ACTION: CREATE AN AFFORDABLE HOUSING DEVELOPMENT POLICY INCENTIVE

Description: Affordable housing policy incentives can spur the creation of new affordable housing units, helping to meet the needs of individuals and families who struggle to find suitable and affordable homes.

Incentives such as density bonuses, reduced building setbacks, reduced parking requirements, reduced permitting fees, tax exemptions or deferrals, and infrastructure cost sharing can help reduce the costs of developing new housing and, therefore, improve the affordability of that housing.

Additionally, if municipalities allocate dedicated funds towards the construction of affordable housing, these funds can be used in the form of grants to assist private developers or non-profit housing providers in constructing affordable housing units in a community.

Lastly, municipally-owned land can also be used as leverage to encourage developers, builders or non-profit housing providers to construct affordable housing. The Town could potentially donate, sell or lease municipally-owned land parcels at minimal prices to lower the overall costs of affordable housing development and attract potential development partners.

Benefits

- The primary benefit is spurring the development of affordable housing units in Claresholm. Incentives can motivate builders or non-profit affordable housing providers to construct affordable housing, which can help lower-income individuals and families find suitable places to live.
- Affordable housing incentives can promote socio-economic diversity within communities. When affordable housing is available in various neighbourhoods, it can help reduce concentrations of poverty and create more inclusive, mixed-income communities.
- Enabling the development of affordable housing will provide Claresholm with increased housing options for low-income earners while reducing the likelihood of people searching for housing outside the community.

Important Considerations

- The Town should research and establish a cohesive definition of what is considered affordable housing in Claresholm.
- The Town should establish clear affordable housing targets.
- The Town should establish clear eligibility criteria for builders and non-profit affordable housing providers to access incentives. Criteria could include whether projects address Claresholm's affordable housing targets, or if the development will remain affordable for a certain duration (i.e. 20 years).
- The Town should consider establishing an affordable housing reserve fund. This fund can be used to leverage additional provincial or federal funding sources that can be specifically used towards providing monetary incentives/grants to developers, builders and non-profit housing providers seeking to build affordable housing.
- The Town should consider acquiring vacant land parcels that can be used to leverage/incentivize developers or non-profit housing providers by donating, selling or leasing the land at a minimal price.

- The Town should explore opportunities for partnerships with private developers, non-profit organizations, and community groups to leverage resources and expertise in reaching its affordable housing goals.
- The Town should involve the community in the policy development process. This would consist of gathering input from residents, stakeholders, housing advocates, and developers to ensure that the policy aligns with local needs and values.

What Other Municipalities Are Doing:

- The City of Lethbridge's Affordable and Social Housing Capital Grant provides financial support to non-profit and for-profit organizations for eligible projects that involve purchasing, constructing, renovating or retrofitting affordable and social housing units in their community.
- The Town of Okotoks' Below Market Housing Incentive Grant Program offers a financial incentive to facilitate development of below market housing units in Okotoks aimed at addressing waitlist demands and improving the ability of people employed in Okotoks to also reside in Okotoks.
- **Note:** Capital grants for affordable housing are often explored and implemented by larger urban centres and cities in Alberta. By taking positive action on affordable housing incentive policies, the Town of Claresholm would be at the forefront of smaller, rural municipalities seeking to provide solutions for affordable housing provision in their communities.

What We Heard

- A participant suggested that Claresholm should consider acquiring the parcel of land near the school and bringing in appropriate infrastructure to create a new subdivision that is affordable and suitable for young families and immigrants.
- Another participant similarly suggested that the Town could provide land for housing development at a reduced cost.
 - **Note:** While the participant's suggestion was primarily directed towards encouraging residential development in general, the Town could explore this as an option for attracting developers, builders and non-profit housing providers to construct affordable housing units.
- One internal participant noted that P3 partnerships are important for creating opportunities between developers, non-profit housing agencies and the Town in order to collaboratively achieve new housing developments.

Alignment With Claresholm's Affordable Housing Strategy:

- **Section 2.22 - Objective 3:** Ensure Affordable Housing is Financially Viable - which outlines the following strategy:
 - Encourage development partners to create housing projects and increase affordable supply, through town incentives and assistance.
- **Section 2.2.3 Objective 2:** Open up Land For Affordable Housing - which outlines the following strategy:
 - Identify and dedicate land for affordable housing.

2.2 ADVERTISING AND PROMOTING HOUSING DEVELOPMENT INCENTIVES

Advertising and promoting development incentives to developers, builders, and property owners in Claresholm holds crucial importance for the Town's growth, economic vitality, and long-term sustainability. Effectively communicating these incentives can lead to a range of positive outcomes:

- **Attracting Investment:** Clear and compelling promotion of development incentives can attract developers, builders, and property owners to consider Claresholm as a viable and attractive location for their projects. This can stimulate increased investment in the community, leading to the creation of new developments, job opportunities, and economic growth.
- **Enhancing Competitiveness:** Effective promotion of incentives can set Claresholm apart from other communities and regions competing for the same investment and development projects. By showcasing the unique benefits and opportunities the town offers, Claresholm can position itself as a preferred destination for developers and builders.
- **Encouraging Collaboration:** Promoting development incentives can foster collaboration between the Town's municipal government, local businesses, and property owners. When stakeholders are aware of the incentives available, they may be more willing to work together to realize mutually beneficial projects that contribute to the community's development and prosperity.

2.3 EXPLORING FURTHER POLICY INCENTIVE APPROACHES

The following policy incentives have been implemented by other rural municipalities throughout Western Canada. The intent of outlining these incentives is to provide an initial starting point for exploring alternative incentive approaches that enable housing development in Claresholm.

- Mayerthorpe Subdivision Tax Refund Program (Alberta)
Purpose: To encourage the creation of new lots within Mayerthorpe through a one-year, 75% tax refund
- Drumheller Multi-Unit Residential Rental Incentive Program (Alberta)
Purpose: To incentivize the development of affordable multi-unit residential rental dwellings through a 4-year property tax abatement.
- Vermillion Community Improvement and Infill Program (Alberta)
Purpose: To encourage the demolition of an old residential dwelling and subsequent construction of a new residential dwelling within existing residential districts through a one-year tax cancellation incentive.
- Martensville Development Incentive Program (Saskatchewan)
Purpose: To provide tax abatement incentives on vacant lots to encourage residential, commercial and industrial land development.
- Dauphin Housing Incentive Program (Manitoba)
Purpose: To encourage the creation of new residential dwellings to address Dauphin's housing shortage, the City provides an incentive of \$1,000 per new dwelling unit created (house, apartment, basement suite etc.)



SECTION 3: MUNICIPAL TOOLS & AREAS OF OPPORTUNITY RECOMMENDATIONS

INTRODUCTION

This section outlines recommended changes to Claresholm's existing *Land Use Bylaw* (2017), in light of the responses from the community survey, developers, realtors, home builders and community stakeholders. It also provides recommendations for other initiatives to encourage increased housing diversity and choice in Claresholm.

The intention of these recommendations is to initiate and promote discussion among community stakeholders - town administration, developers, planners, businesses and residents. They are suggestions that may help to reduce development barriers, increase housing supply and encourage housing diversity in Claresholm. The most important consideration with these suggestions is that they be used as a platform for discussion about the status quo, whether the community feels the status quo should be changed, to what degree it should be changed, and then how to facilitate that change.

The first part of this section will outline suggested amendments to the current *Land Use Bylaw* (2017) to enhance and enable diverse housing development in the Town. The following parts will outline other areas of opportunity that can be explored to facilitate diversity and inclusion in the Town.

3.1 CLARESHOLM LAND USE BYLAW AMENDMENTS

the following amendments to the *Land Use Bylaw* (2017), are recommended for consideration by the Town to help diversify the types of housing that may be built, increase density in a way that will not adversely affect existing neighborhoods, and shorten the process for development permit approvals.

Note: Important considerations and mitigation measures related to these recommendations are provided in Section 3.1.3, page 31.

3.1.1 RECOMMENDED ACTION: INCREASE HOUSING DIVERSITY AND DENSITY IN RESIDENTIAL DISTRICTS

Claresholm's current *Land Use Bylaw* (2017) regulates the type of housing and uses that may be built in residential districts. It has been identified that diversifying the types of housing that may be built in the various residential districts will help increase housing choice and potentially influence affordability of housing in the town.

What We Heard

- A participant suggested that Claresholm should look at other Land Use Bylaws from other municipalities for ideas for innovations - what did they do for success and growth? The Town of Okotoks and High River were suggested as good examples to look towards.

The following *Land Use Bylaw* (2017) amendments are recommended for consideration to enhance housing options in the community.

Objective 1: Increase housing diversity in residential districts of the Land Use Bylaw

Important Note:

- The following tables categorize residential dwelling types that are listed uses within Claresholm's current Land Use Bylaw. The tables also provide unlisted uses to help prompt discussions about what additional uses can be added to certain residential districts.
- Development Officer Discretionary Uses have been combined with Discretionary Uses for the purposes of visual representation. Please refer to **Section 3.1.3, page 31** for important considerations regarding Development Officer Discretionary Uses.
- Secondary suites as a discretionary use are further discussed in **Section 3.1.2** and have not been included in the tables below.

Current Uses in the Single-Detached Residential District (R-1):

Permitted Uses	Discretionary Uses	Unlisted Uses:
Single Detached Dwelling	Modular Home	Apartment
	Moved-In Dwelling	Duplex
	Semi-Detached Dwelling	Rowhouse Dwelling or Townhouse
		Manufactured Home
		Multi-Unit Dwelling

Current Uses in the Duplex Residential District (R-2):

Permitted Uses	Discretionary Uses	Unlisted Uses:
Duplex	Modular Home	Apartment
Semi-Detached Dwelling	Single-Detached Dwelling	Moved-In Dwelling
		Rowhouse Dwelling or Townhouse
		Manufactured Home
		Multi-Unit Dwelling

Current Uses in the Country Residential District (R-3):

Permitted Uses	Discretionary Uses	Unlisted Uses:
Single-Detached Dwelling	Modular Home	Apartment
	Semi-Detached Dwelling	Multi-Unit Dwelling
	Manufactured Home	Moved-In Dwelling
		Rowhouse Dwelling or Townhouse
		Apartment

Current Uses in the Multiple Residential District (R-4):

Permitted Uses	Discretionary Uses	Unlisted Uses:
Duplex	Rowhouse Dwelling or Townhouse	Apartment
Multi-Unit Dwelling	Assisted Living	Manufactured Home
Semi-Detached Dwelling	Senior Citizen Housing	Modular Dwelling
		Moved-In Dwelling
		Single-Detached Dwelling

Current Uses in the Apartments District (R-5):

Permitted Uses	Discretionary Uses	Unlisted Uses:
Apartment	Multi-Unit Dwelling	Manufactured Home
	Rowhouse Dwelling or Townhouse	Modular Dwelling
		Moved-In Dwelling
		Single-Detached Dwelling
		Semi-Detached Dwelling

RECOMMENDED ACTIONS:

- Define **RTM Dwellings** in the Land Use Bylaw and list them as a use, as provided below. (It has been noted that Ready-to-Move (RTM) dwellings are not a listed use in the current Land Use Bylaw.)
- Diversify the types of housing and uses to the **Single Detached Residential - R1 District** by adding the following dwelling types as **permitted** uses:
 - **Duplex**
 - **Modular Home**
 - **Moved-In Dwelling**
 - **RTM**
 - **Semi-Detached Dwelling**
- In the **Single Detached Residential - R1 District**, diversify the types of housing by adding the following dwelling types as **discretionary** uses:
 - **Rowhouse Dwelling or Townhouse**

- Amalgamate the **Duplex Residential - R2 District**, the **Multiple Residential - R4 District** to a singular **Medium Density Residential District**.

Diversify the types of housing in this **Medium Density Residential District** by adding the following dwelling types as **permitted** uses:

- **Duplex**
 - **Multi-Unit Dwelling**
 - **Rowhouse Dwelling or Townhouse**
 - **Semi-Detached Dwelling**
- For the proposed **Medium Density Residential District**, diversify the types of housing by adding the following dwelling types as **discretionary** uses:
 - **Apartments ≤ 3 Storeys**

Note: Details related to balancing and distributing density within the proposed Medium Density District will need to be discussed and prepared by the Town Administration and Town Planner.

- Diversify the types of housing and uses to the **Country Residential - R3 District** by adding the following dwelling types as **permitted** uses:
 - **Manufactured Home**
 - **Modular Home**
 - **Moved-In Dwelling**
 - **RTM**

Note: Semi-Detached Dwelling is not included in the proposed permitted uses list as it must occupy two separate lots. Under this definition, Semi-Detached Dwellings would be inapplicable to larger country residential lots.



- Diversify the types of housing and uses to the **Apartments - R5 District** by adding the following dwelling types as **permitted** uses:
 - **Multi-Unit Dwelling**
 - **Rowhouse Dwelling** or **Townhouse**

Note: Manufactured housing typically refers to dwellings that are built wholly or partially off site and then moved onto a lot (see full definition in the Land Use Bylaw). While the term ‘manufactured dwelling’ typically brings up images of a decrepit ‘mobile home’ or ‘trailer’, the design and construction of manufactured homes has progressed to the point that they can fit very well into the housing design of existing neighborhoods.

Benefits:

- Adding attached housing types as a discretionary use in the **Single Detached Residential - R1 District** and as a permitted use in the proposed Medium Density District increases the range of housing types that may be built in a residential district.

Note: ‘Attached’ housing has been referred to as the ‘missing middle’ of housing - these housing types fall between single family homes and low or mid-rise apartment buildings and;

- Combining the **R2 and R4 Districts** into a **Medium Density District** will help simplify processes because it eliminates the need to rezone a parcel to accommodate a proposed use that may be suitable for the district but is currently not listed as permitted or discretionary.
- Making uses permitted rather than discretionary reduces the length of the permit approval process. Typically a permitted use application will be processed within 2 to 3 weeks of submission. A discretionary use must be decided upon by MPC, which takes 4 - 6 weeks depending on how often MPC meets. In addition, a discretionary use permit may be appealed, which can add several weeks to the process;
- These housing types can add to housing diversity and inclusion for newcomers in the community, in both the rental and home ownership areas;

- These housing types may help expand the supply of less expensive housing and/or affordable housing, in both the rental and home ownership areas;
- Adding these uses can help to increase density in the neighborhood incrementally. For example, building duplexes on infill lots will the change density, but most likely the change will occur over a long period of time; this makes the changes less dramatic and potentially more acceptable to neighbors;
- The increase in density can potentially be achieved in the neighborhood without the need to update or build additional infrastructure to support it;
- Attached housing and manufactured homes can be more cost-effective to build than single-family homes; this housing is often considered more attainable/affordable in terms of cost to build and cost to rent or purchase;

What We Heard

- A participant suggested that the Town of Claresholm should consider having a more flexible approach to zoning and being more open to diverse/different housing types in the community. The participant suggested “allowing duplexes and multifamily dwellings in single family zoning. Prairie Shores residential development is a mix of housing densities - if it was all one zoning, it would reduce costs and time to develop”.
- One participant rhetorically asked if Claresholm can support multifamily housing that provides more of a community. They suggested this may help incentivise older people to downsize and that this could even attract people that are retiring in Calgary to come to Claresholm.
- “As a builder, revenue models have to make sense, and housing units need to be sold or rented at a reasonable price. Encouraging higher density housing types in rural municipalities is the key to this because a builder can still provide quality product while reducing the overall cost per door.”



Alignment With Claresholm's Affordable Housing Strategy:

Objective 2: Modify Residential Zoning Requirements

- Modify R1 Zoning to allow for duplexes in new neighborhoods or infill projects as a permitted use rather than discretionary
- Modify R2 Zoning to allow for 3-4plexes or townhouses as a permitted use

Objective 2: Increase housing density in residential districts of the Land Use Bylaw

- In the **Single Detached Residential - R1 District**, the **Duplex Residential - R2 District**, and the **Country Residential - RA District** of the Land Use Bylaw, Secondary Suites are listed as a discretionary use.
- **Secondary Suite Definition:** Means a development of an accessory dwelling unit containing cooking facilities, a food preparation area, sleeping area, and sanitary facilities, which are physically separate from and subordinate to those of the principal dwelling within the structure or on the same title and that has a separate entrance. A secondary suite may be a basement or garage suite within the principal dwelling, or a garage or garden suite within an accessory building. A secondary suite does NOT include a boarding house, duplex, semi-detached dwelling, multi-unit dwelling, rowhouse dwelling or townhouse, manufactured home park, or apartment (p. 21. *Claresholm Land Use Bylaw*, 2017)

Furthermore, “a secondary suite shall be restricted to a title occupied by a single dwelling unit either a Single detached dwelling, Modular home or Moved-in dwelling but, not including a Manufactured home as defined by this bylaw” (Schedule 15, *Claresholm Land Use Bylaw*, 2017).

RECOMMENDED ACTIONS:

- Add density and diversity to existing residential areas by making **secondary suites** a **permitted** use in the **Single Detached Residential - R1 District**, the proposed **Medium Density Residential District** and the **Country Residential - R3 District** of the Land Use Bylaw.

- Expand the range of housing types that are eligible to accommodate a **secondary suite**. These could include:
 - **Duplex**
 - **Semi-Detached Dwelling**
 - **Rowhouse or Townhouse Dwelling**

Benefits:

- Increases density and diversity in these residential districts without significantly altering the existing built environment or the neighborhood;
- Reduces the length of the permit approval process. Typically a permitted use application will be processed within 2 to 3 weeks of submission. However, a discretionary use must be decided upon by MPC, which takes 4 to 6 weeks depending on how often MPC meets. In addition, a discretionary use permit may be appealed, which can add several weeks to the process;
- Provides additional rental options for single people, couples and seniors.
- May potentially provide additional rental options for low and moderate-income households;
- Adds housing to the neighborhood, often without the need to update or build additional infrastructure to support it;
- Provides revenue for the homeowner and increases property value;
- Provides additional property tax revenue for the Town.

What We Heard

- “Claresholm’s vacancy rate is next to zero so we have needs for rental, small and transitional housing and aging in place.”
- “When looking at the current availability of housing and the different types of places on the market, everything was more or less the same - you can either get a small townhouse or a house that is large enough in size for a family of 4 - but there is nothing in terms of 1-2 bedroom types. That’s what Claresholm needs in terms of diversity.”

3.1.2 RECOMMENDED ACTION: ENABLE ADDITIONAL RESIDENTIAL DEVELOPMENT IN COMMERCIAL AND INDUSTRIAL DISTRICTS

The current standard in the Land Use Bylaw is to regulate residential development in commercial and industrial areas. Through the community engagement process, it has been identified that commercial areas in the Town may benefit from limited residential development, which may help to diversify housing and potentially influence housing affordability in the town.

The following Land Use Bylaw amendments are recommended for consideration by the town to enhance housing options in the community.

Objective 1: Increase housing diversity in commercial and industrial districts

Current Definitions: Mixed-use Residential means a development of vertically integrated residential that is part of a commercial office building within a commercial land use designated district. Typical uses include ground floor commercial, second floor commercial/office or residential dwelling units, and/or third floor (or to the maximum height allowed in the district) residential dwelling units.

Current Uses in Commercial and Industrial Districts:

- In the **Retail Commercial - C1** and the **Neighbourhood Commercial - C3 Districts** of the Land Use Bylaw, **Mixed Use Residential** is listed as a **discretionary use and development officer discretionary use**, respectively.
- In the **Industrial - I1**, and **Service Industrial - I2 Districts** of the Land Use Bylaw, **Mixed-Use Residential** is not listed as a use.

RECOMMENDED ACTIONS:

- Enable additional residential development in industrial districts by making **Mixed Use Residential** a discretionary use in the **Industrial - I1**, and **Service Industrial - I2 Districts** of the Land Use Bylaw
- Amend the definition of **Mixed-Use Residential** to include vertically integrated residential uses that are compatible with additional commercial uses that are not just office spaces. For example:
 - **Restaurants**
 - **Retail**
 - **Entertainment**

Benefits:

- Increases the range of commercial uses that can accommodate mixed-use residential development in the community;
- Housing can be added to an existing development, in some instances without the need to update or build additional infrastructure to support it (see building code discussion in **Section 3.1.3**);
- Adds to housing diversity and inclusion for newcomers in the community, in both the rental and home ownership areas;
- Increases the ability for businesses to house new workers. This can take different forms: temporary housing for a worker until they are able to rent or purchase; long-term housing for a worker who doesn't need more than what the unit offers.
- Expands the housing supply; may contribute to the supply of less expensive and/or affordable housing.

What We Heard

- A participant suggested that Claresholm should look at mixed use development to tackle both housing and economic development opportunities simultaneously

3.1.3 IMPORTANT CONSIDERATIONS AND MITIGATION MEASURES

It is important to discuss the recommended changes and benefits listed above in terms of additional considerations and impacts to existing residential neighborhoods and commercial areas. Mitigating measures have been suggested, but should be discussed further by Town Administration and Council, the planning consultants, and other stakeholders.

- The EHC Team recommends that the Town of Claresholm consider removing the list of Development Officer Discretionary Uses from the Land Use Bylaw districts. It is suggested that, if these housing types are varied or unique enough to be considered 'discretionary', then they should be decided upon by a majority agreement of the five Municipal Planning Commission (MPC) members, rather than one Development Officer.

- Building code regulations may require unexpected and expensive construction costs for the homeowner or business owner. (i.e. fire code requires fire-rated walls between home and suite).

Suggested Measure: Ensure that residents who are taking advantage of these changes understand the importance of following code requirements and what the costs of those requirements are.

- Additional parking may be needed where density is increased, which may add to parking issues in the area.

Note: Claresholm's recent Affordable Housing Strategy (2023) recommends providing greater flexibility for parking requirements for affordable housing and secondary suite developments. It is the EHC team's recommendation to consider this when new affordable housing or secondary suite developments are proposed.

Suggested Measure: Review and revise parking requirements as necessary in the Land Use Bylaw to ensure they meet the needs of both the landowner and residents in the surrounding area.

- Adding density to residential areas and adding dwellings to commercial areas over many years may have a cumulative effect that creates a need to upgrade infrastructure (water, sewer, etc);

Suggested Measure: Refer to *Claresholm's Infrastructure Master Plan* and update it as needed if further infrastructure upgrades are required to accommodate increased density.

- Increased density in residential areas and adding dwellings to commercial areas could create pushback from surrounding neighbors or businesses from the increase in people and cars in the area.

Suggested Measure: Engage residents, Council and community stakeholders to discuss the benefits and implications of this change;

- Making a use permitted instead of discretionary can have far-reaching effects on the community. Permitted applications are approved by the Development Officer rather than MPC, which speeds up the permitting process. While this can have a positive effect on how quickly a use may be built, it also removes the ability for neighbors to speak against an application or appeal a decision that may have a negative impact on them.

Suggested Measure: Engage residents, Council and community stakeholders to discuss the benefits and implications of this change; ensure that everyone understands the pros and cons of this matter.

- The above recommended changes to the residential, commercial and industrial districts may impact other areas of the Land Use Bylaw that are not discussed above. It is important to have a thorough discussion about how these recommendations will impact the entire bylaw and not just the sections being changed.

Suggested Measure: Engage residents, Council and community stakeholders to discuss the benefits and implications of this change;

3.2 REPURPOSE EXISTING VACANT BUILDINGS AND SITES INTO RESIDENTIAL USE

Vacant buildings and sites, both residential and commercial, can be a valuable resource to provide additional housing in a rural community. Many rural communities have a few vacant buildings that could be repurposed as housing. A common example of this is repurposing a local motel into residential apartments.

3.2.1 RECOMMENDED ACTIONS: To facilitate upgrading vacant residential or repurposing vacant retail or commercial buildings, it is recommended that the Town consider the following:

- Utilize the Community Development Committee to facilitate this initiative;
- Prepare an inventory of vacant properties and buildings with notable characteristics and features that have potential for conversion to dwellings;

Example: Converting a school to affordable housing in Lunenburg, NS

What We Heard

- A participant suggested that Claresholm should consider acquiring the parcel of land near the school and bringing in appropriate infrastructure to create a new subdivision that is affordable and suitable for young families and immigrants.
- A participant suggested that Claresholm should explore what developed areas of the town can be rezoned to accommodate residential uses

3.3 FACILITATE CONTINUAL COMMUNITY ENGAGEMENT

To achieve the goal of increasing housing diversity and choice in Claresholm, the Town will benefit from early and continual engagement with community members. All residents - landowners, renters, young and old, couples with and without childrens, businesses, home-builders, developers - have important information to contribute about determining how to increase housing choice and diversity in Claresholm. Without a doubt, having a diverse group of people involved in talking about housing diversity will inevitably lead to further discussions about affordable housing opportunities in the community.

3.3.1 RECOMMENDED ACTIONS: ESTABLISH COMMUNITY ENGAGEMENT COMMITTEE

To facilitate continual community engagement in Claresholm, it is recommended that the Town consider the following:

- Set up an ad hoc steering committee to facilitate this initiative; suggested members include community leaders, seniors, young people, couples, realtors, developers, home-builders, Town employees, business owners and anyone else who has something to say about housing;
- Prepare a mandate and/or guidelines for the steering committee that outlines its objectives and goals; this mandate will be updated by the committee as needed;
- Committee tasks could include, but are not limited to, the following:
 - Spread the word about the changes that are happening in the community to help reduce perceived negative impacts or pushback.

Benefits:

- Engaging residents and stakeholders early in the process and having them review and take ownership of suggested changes to policy and bylaws about diverse or affordable housing will help to reduce negative reactions and pushback from the community;
- Having community members spread the word about the benefits and implication of the changes should help increase 'buy in' by the community.

What We Heard

- Several participants mentioned the importance of engaging younger demographics (young singles, couples, families) to understand their housing needs in the community.
- A participant mentioned that there is generally an overall community hesitancy to newcomers, new businesses and new ideas/approaches. "It is important to understand that the pace of cultural change is slow in Claresholm, and that this can impact overall acceptance of new developments, whether housing or commercial".

3.4 CONTINUE WITH EDUCATION, PROMOTION AND MARKETING OF THE TOWN

This section will go over additional initiatives that will add to Claresholm's promotion and marketing campaigns for the community.

3.4.1 RECOMMENDED ACTIONS: CREATE A MARKETING CAMPAIGN

It is recommended that a strategic marketing campaign be prepared to further spotlight the Town's compelling development potential, take advantage of growth opportunities, and promote Claresholm as an ideal location for housing development. By integrating these elements into the campaign, Claresholm can effectively showcase its commitment to fostering sustainable and diverse growth and attracting prospective developers, builders, and property owners.

This initiative is intended to emphasize not only the Town's unique charm and community spirit but also its forward-thinking approach to rural planning and investment. The campaign can spotlight Claresholm's current and future development incentives, vacant land parcels,

What We Heard

- “It’s not just housing, its services and everything that comes with attracting people to Town. But how do we attract and keep young people here if they want to go to Calgary because they can get better housing and more choice? How do we advertise that there are choices for them here? That ties into economic development and provision of services to help with that.”



3.4.2 RECOMMENDED ACTION: PROVIDE READILY AVAILABLE INFORMATION ABOUT THE TOWN

To further promote the Town, provide local information about residential development opportunities and initiatives. It is recommended that this information be in both digital and print formats, to engage all age-groups and demographics.

Suggestions for informational packages include the following:

Residential Infill:

- **Example:** Edmonton Infill Brochure: Although this is a brochure for a large city, the concepts are transferable to rural areas

Mixed Use:

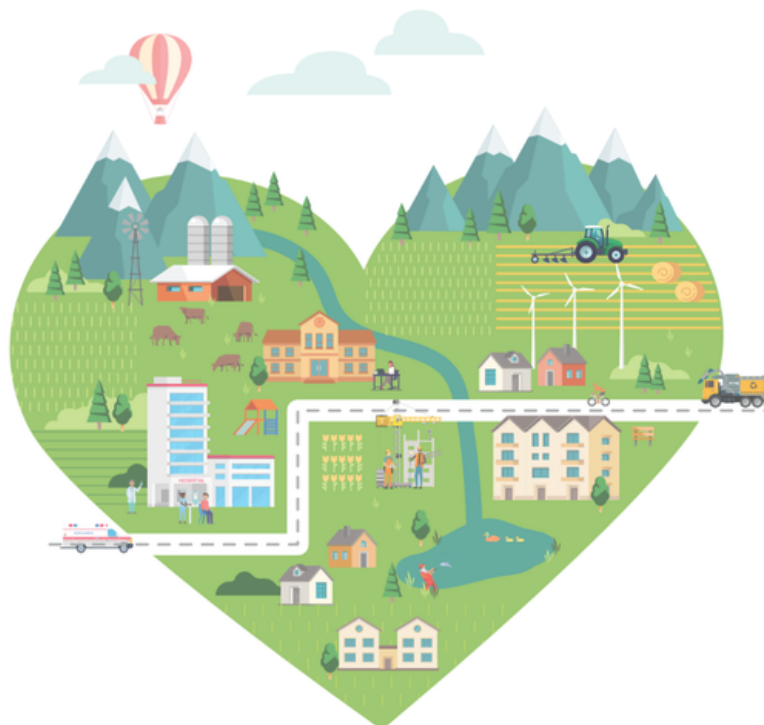
- Commercial/residential development; pros and cons
- Where this is applicable in Claresholm

Secondary Suite:

- Definition; process
- Where is this applicable in Claresholm?

Claresholm As A Great Place To Live:

- Market and advertise available vacant lots and buildings that may be repurposed.



3.5 FACILITATE HOUSING PARTNERSHIPS AND COLLABORATION

Through the interviews and discussions from Claresholm stakeholders, there were several comments about creating partnerships between the Town, developers and/or home builders and the community. This section will provide suggestions to connect developers and community members in creating partnerships to help the Town move forward with initiatives that meet the diverse housing needs of the community.

3.5.1 RECOMMENDED ACTION: CONTINUE FOSTERING DEVELOPER/BUILDER RELATIONSHIPS AND PARTNERSHIPS

As provided in **Sections 3.3** and **3.4**, and continuing with the community engagement theme, it is recommended that the Town consider the following:

- Utilize the Community Development Committee to facilitate this initiative;
- It is recommended to add community members to the committee, such as community leaders, seniors, young people, couples, realtors, developers, home-builders, Town employees, business owners and anyone else who has something to say about housing
- Prepare a mandate and/or guidelines for the committee that outlines the project objectives and goals; this mandate will be updated by the committee as needed;
- Committee tasks could include, but are not limited to, the following:
 - Research and prepare a plan to form partnerships between developers and other stakeholders, as listed above; include seniors in these partnerships;
 - Educate developers and community members about development incentives, issues and opportunities;
 - If feasible, facilitate the creation of a housing cooperative between developers and local stakeholders. These documents are available on the RDN website:
 - “Paths for Housing Co-ops: Guidebook”
 - “Step by Step Guide to Developing Affordable Housing”

What We Heard

- A participant stated that a major barrier for a developer in the community is understanding who to speak to regarding development-related inquiries, as well as getting definite answers to development-related questions. Lack of communication and uncertainty can significantly impact a developer's decision-making process and create uncertainty within development timelines
- “Any help from the Town in terms of incentives from the Government of Alberta or other areas of incentives that we don't know about, that would be great. It comes at no cost to the Town if the provincial and federal government can do something, and knowing that and sharing that with developers is a big tool. Don't just say “start it and we'll figure it out as we go”, but instead provide opportunities and tools along the way.”
- Another developer mentioned that they are open to the idea of exploring partnerships with the Town of Claresholm to help increase the likelihood of obtaining CMHC's Rental Construction Financing Initiative (RCFI) funding. It is also important for the Town to help support CMHC applications where possible to help achieve low-cost loans and financing for housing projects.
- Another participant noted that the biggest approach to enabling diverse housing development is understanding the need. What does the Town see as the need? Is it from an economic standpoint that they need development, is it a need for housing?



3.6 ADDRESS LEGISLATION AND REGULATIONS THAT AFFECT RESIDENTIAL DEVELOPMENT

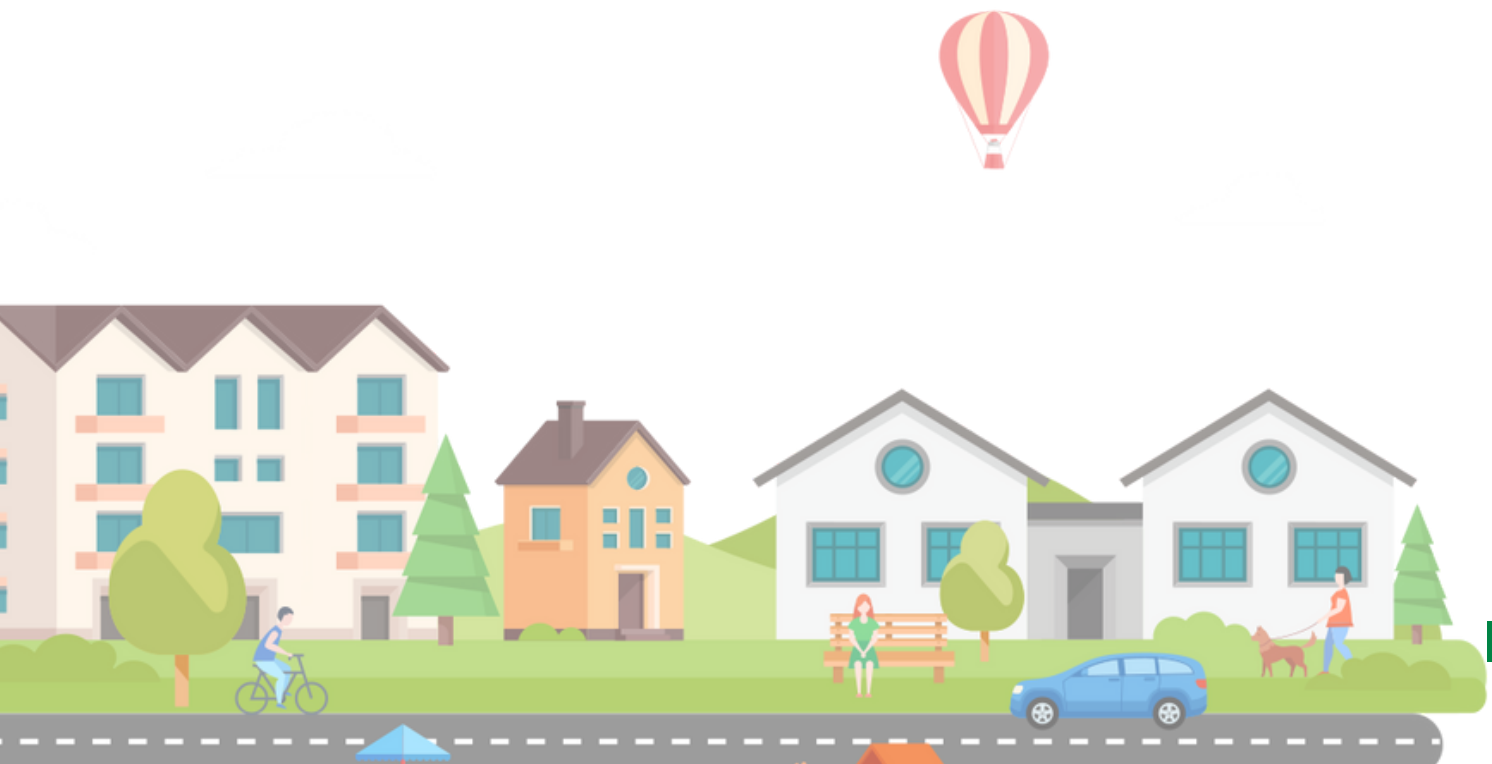
Throughout the stakeholder engagement process in Claresholm, several interviewees commented that existing regulations and codes can have a detrimental impact on their ability to build housing quickly, efficiently and affordably.

The Alberta Municipal Government Act and the Alberta New Home Warranty Program regulate and impact municipal housing development. These 2 statutes are provincially regulated, and so are not in the realm of a municipality to change directly. However, municipalities have the ability to lobby the government to affect change. This section will summarize how this legislation regulates and affects municipal housing development and provide suggestions for the Town to address recommendations for change.

3.6.1 RECOMMENDED ACTION: ADDRESS MUNICIPAL HOUSING DEVELOPMENT ISSUES WITH THE ALBERTA NEW HOME WARRANTY PROGRAM ISSUES AND THE ALBERTA MUNICIPAL GOVERNMENT ACT (MGA)

The Alberta New Home Warranty Program came into effect on February 1, 2014. The program is part of the New Home Buyer Protection Act, most recently updated December 15, 2022.

This legislation makes home warranty coverage mandatory for new homes in Alberta. It requires builders to provide home warranty coverage on all new residential homes, including condos, manufactured homes and recreational properties; it does not apply to renovated homes. All new homes, built after February 1, 2014, must have the following minimum warranty coverage: one year on labour and materials, two years on delivery and distribution systems, five years for building envelope, and ten years for major structural components.



The intention of the program was (and is) to provide home owners with peace of mind, first, that their home had been built properly, and second, that their investment was protected. Whether this goal has been achieved is up for debate and requires further discussion.

In the case of small rural home-building companies, the Warranty has had a detrimental effect. By requiring that these small companies put money aside for ten years for warranty purposes makes it difficult for them to continue building homes because that money is no longer available to cover ongoing expenses. Larger home-building companies (operating primarily in larger urban areas) can more readily manage these warranty requirements.

In addition, rural areas typically have only a few home-builders, mostly small family-run companies that only build a couple of houses per year. The Warranty makes it much more difficult for them to continue operating if a portion of their finances is unusable. As a result, many of these small rural home-building companies have switched from home construction to home renovation. This switch has resulted in fewer new homes being built in rural areas.

Suggested Measure: Collaborate with other municipalities to prepare resolution(s) to lobby the Alberta government to review the *Alberta New Home Warranty Program*. The intent of the review is to determine the effectiveness of the legislation and whether changes are needed to improve it.

The *Alberta Municipal Government Act (MGA)* provides direction regarding how municipalities must operate. It empowers municipalities to shape their community and plan for growth, and regulates how they are funded and how they should govern.

The *Alberta MGA* does not provide for or regulate any type of diverse or affordable housing development.

In the interviews and focus group discussions, a few people commented about the need for additional provincial government assistance regarding the provision of affordable housing. A good starting point would be for the MGA to provide guidelines and regulations that will encourage developers to build affordable (and diverse) housing in municipalities.

Examples of where this type of regulation has been enacted are in the *BC Local Government Act* and the *Ontario Planning Act*. Both provide information and regulations in their municipal governing legislation that outline how affordable housing is to be provided through municipal policy and bylaws.

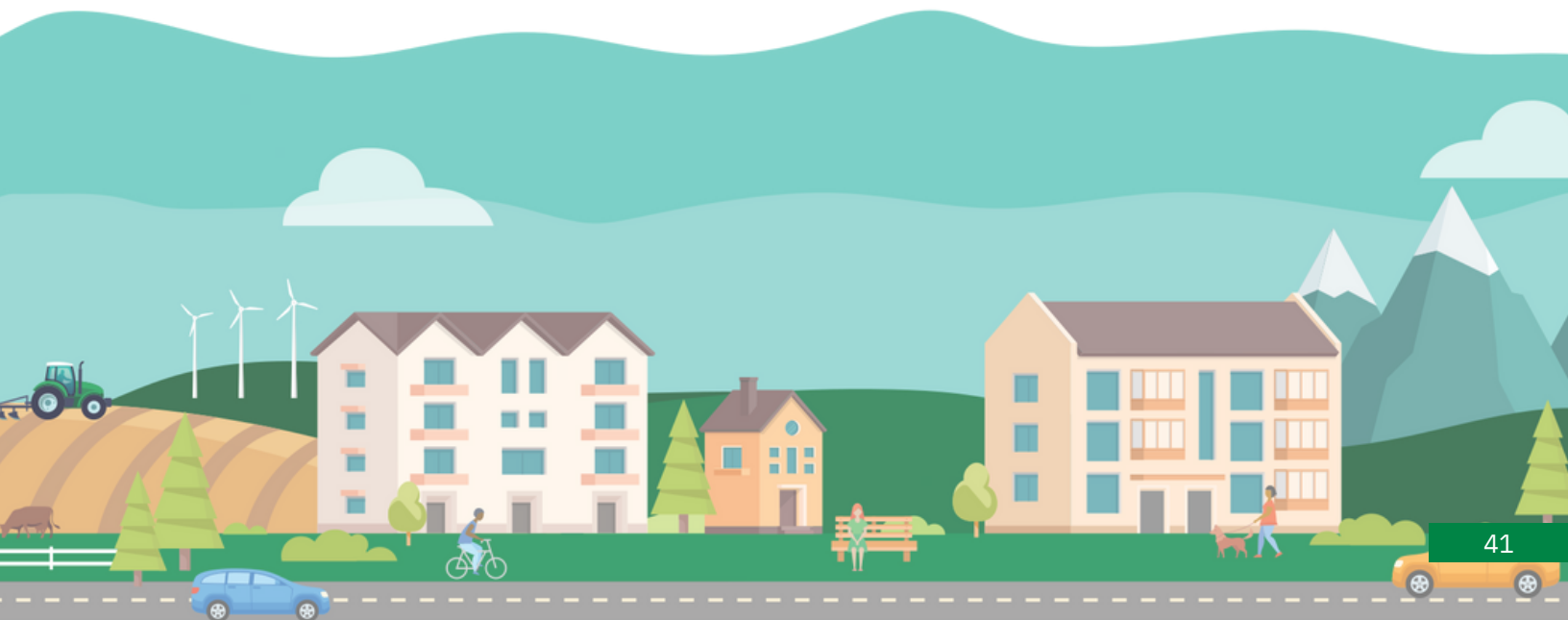
These documents could be valuable resources for the Alberta government to enact legislation that will address both diversity in housing and affordable housing.

Suggested Measure: Collaborate with other municipalities to prepare a resolution(s) to lobby the Alberta government to review the *Alberta Municipal Government Act*, with the intention of adding affordable, attainable, and diverse housing requirements to the legislation. This will give municipalities another tool to address affordable housing issues in the province.

Suggested Measure: Continuing with the community engagement theme, the EHC Team suggests that Claresholm set up a steering committee or task force to review the *Alberta New Home Warranty Program* and the *Alberta Municipal Government Act (MGA)*.

Considerations:

- This task force to address the *New Home Warranty Program* and the *Municipal Government Act* could be combined with the steering committee in **Section 3.5**;
- The committee should be composed of community stakeholders, such as, but not limited to: home-builders, developers, community leaders, seniors, realtors, young people, couples, and business owners;
- It could also include Council members and Town Administration;
- It will review the *Alberta New Home Warranty Program* and the *MGA*, identify the key issues that affect the Town, and then prepare recommendations to address the issues for Council to consider;
- The task force and Town would benefit from collaborating with other like-minded municipalities to prepare resolutions that address the issues identified by the task force, and present them at the annual *Rural Municipalities Association (RMA)* and the *Alberta Municipalities Association (MA)* conference.



3.6.3 RECOMMENDED ACTION: ADDRESS BUILDING CODE ISSUES

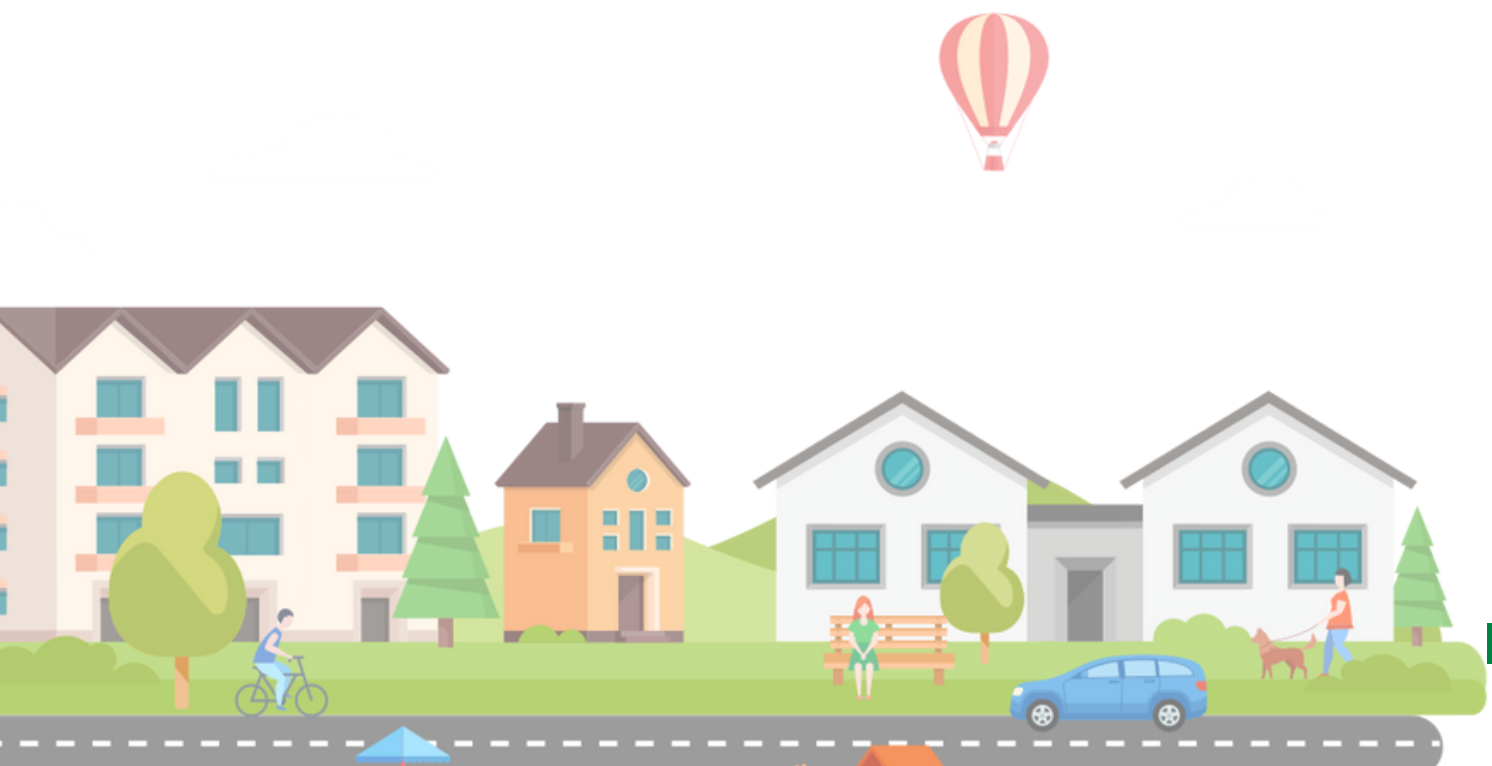
A third regulation that interviewees felt inhibited housing development were the Alberta Safety Codes regulations - aka building, plumbing, gas, and electrical codes and regulations.

It is important to state that Provincial Safety Codes provide important safeguards that ensure buildings are properly built and safe for habitation. At the same time, it is understandable that builders are frustrated by excessive or obsolete standards and codes that can add to their already high costs and hinder innovative construction ideas. However, it is noted that municipalities are not directly involved in home inspections and enforcing safety codes.

Suggested Measure: The EHC Team suggests that the Town redirect home-builders who have issues with building or safety regulations to the *Alberta Safety Codes Council*.

What We Heard

- One participant mentioned that while this is primarily a barrier imposed by the provincial government and is difficult to relax or amend, there are instances in which building and safety codes have made it challenging to accommodate proposed residential developments in Claresholm.





SECTION 4: NEXT STEPS

This report on Enabling Diverse Housing Development in Claresholm was initiated in response to the need for research about local housing challenges and barriers in the Town and an agreement with the Enabling Housing Choice (EHC) team to provide recommendations to facilitate the development of more diversity in housing options in the Town.

FACILITATE CONTINUOUS DISCUSSION

As stated previously, the purpose of providing these recommendations is to help facilitate discussion among community stakeholders - Town Administration, residents, home-builders, local businesses and others - to review, analyze and disseminate the suggestions in a way that will work best for the Town. It is expected that the recommendations will be implemented over a period of time, as funds become available, and as the community learns how to move forward in addressing its diverse housing needs.

MONITOR AND TRACK PROGRESS

Following the completion of this report, the EHC project team will develop a progress tracker to report on project milestones and achievements with respect to the report's recommendations. In addition, the project team will check in with Claresholm Administration on a regular basis to keep track of progress and provide feedback or insights, as needed.

GUIDEBOOK FOR DIVERSIFYING HOUSING DEVELOPMENT IN RURAL COMMUNITIES

One of the final outcomes from this research project is the preparation of a **Guidebook for Diversifying Housing Development in Rural Communities**. The Guidebook will outline strategic planning tools and suggestions for accomplishing housing diversity goals in rural communities. The EHC team anticipates that the Guidebook will be ready for release in spring 2024.

FINAL WORDS

Pursuing the goal of diversifying housing in Claresholm will be a complex and ongoing endeavor. It will require collaboration and commitment among numerous stakeholders. The Town of Claresholm will have a pivotal role in being active and dedicated to diversifying housing in the community. In collaboration with other community stakeholders - residents, home-builders, local businesses - the Town will be able to address its housing needs and provide a positive example for other communities facing similar challenges.

With perseverance and collaboration, Claresholm can pave the way for a more inclusive community, where all residents have access to diverse and affordable housing.





RESOURCES

[Alberta New Home Warranty Program \(2023\)](#)

[City of Dauphin \(2022\) \\$1,000 Per Unit Housing Incentive Program](#)

[City of Martensville \(2020\). Development Incentive Program](#)

[City of Lethbridge \(2021\). Affordable and Social Housing Capital Project Grant](#)

[District of Lunenburg \(2023\). Municipality Negotiating with NEST on the sale of the Former Centre School Property.](#)

[Government of Alberta \(2023\). Municipal Government Act \(MGA\)](#)

[Government of British Columbia \(2023\). Local Government Act](#)

[Government of Ontario \(2023\). Ontario Planning Act](#)

[Rural Development Network \(2021\) Paths For Housing Co-Ops Guidebook](#)

[Sustainable Housing Initiative \(2023\). Claresholm's Affordable Housing Strategy](#)

[Sustainable Housing Initiative \(2023\). Town of Claresholm Needs and Demand Analysis.](#)

[Sustainable Housing Initiative \(2023\). Claresholm What We Heard Report](#)

[Sustainable Housing Initiative \(2023\) Step-By-Step Guide to Developing Affordable Housing](#)

[Town of Claresholm \(2010\). Municipal Development Plan \(Bylaw 1551\)](#)

[Town of Claresholm \(2017\). Land Use Bylaw \(Bylaw 1625\)](#)

[Town of Claresholm \(2021\) Infrastructure Master Plan](#)

[Town of Claresholm \(2022\) Residential Tax Refund \(Bylaw 1741\)](#)

[Town of Claresholm \(2022\). 2022-2026 Strategic Plan](#)

[Town of Drumheller \(2023\). Multi-Unit Residential Rental Incentive Policy](#)



ALBERTA
REAL ESTATE
FOUNDATION



RURAL
DEVELOPMENT
NETWORK

Email: housingchoice@ruraldevelopment.ca

Website: housingredefined.ca/enabling-housing-choice-project

From: Tyler Gandam <president@abmunis.ca>

Sent: Wednesday, November 15, 2023 10:02 AM

To: Abe Tinney <Abe@claresholm.ca>

Subject: Provincial Consultations on Local Authorities Election Act and MGA – give your input before December 6

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

Dear ABmunis Members:

This is a long email, but we encourage you to read to the end so that you are fully informed about the Government of Alberta's current consultations on matters that are particularly important to municipal governments, municipal elected officials, and municipal candidates. Last week, the Government of Alberta launched two online public surveys on:

1. **Potential changes to the *Local Authorities Election Act* (LAEA) on topics of:**
 - Supporting the use of political parties in municipal governments
 - Advance voting
 - Making voter lists available to candidates
 - Rules for postponement of local elections
 - Ability to vouch for electors without ID
 - Use of special ballots
 - Using runoff elections for the position of mayor/reeve
2. **Potential changes to the *Municipal Government Act* (MGA):**
 - Mandating orientation training for councillors
 - Expanding the ability for councils to meet in private
 - Authority for the Minister to remove a councillor
 - Changes to recall legislation
 - Rules for councillors to disclose business interests or other personal history
 - Rules for councillor disqualification
 - Clarify councillor conflicts of interest

What is ABmunis doing?

We already know that our members do not support the introduction of political parties within municipal government and will strongly carry that message forward. That said, many of the consultation questions focus on other matters so our staff have been reaching out to members and municipal administrative associations to better understand technical aspects and potential consequences if any of the proposed changes were made. That has allowed us to develop draft positions that will go to our Board of Directors for review this week. We will be making a written submission to the Minister of Municipal Affairs before the December 6 deadline, but we also see value for you to get involved.

Call to Action

We believe it is important that municipal elected officials, municipalities, and Albertans take time to fill out the surveys so that the Government of Alberta has a clear understanding of Albertans' views on these matters. Therefore, we encourage you to:

1. Discuss the consultation questions with your council (see the attachments for background).

2. Complete both surveys by December 6, 2023. Survey links are available at <https://www.alberta.ca/local-elections-and-councillor-accountability-engagement>
3. Consider sending additional written communication to Municipal Affairs through ma.engagement@gov.ab.ca.
4. Encourage your residents to complete one or both surveys.

Attachments

If your council wants to review the consultation questions together, we have provided the background information in two formats depending on if you plan to complete the online survey or write to the Minister.

- LAEA Consultation: Two attachments including the (1) online public survey questions and (2) Municipal Affairs' Discussion Guide for municipal stakeholders.
- MGA Consultation: Two attachments including the (1) online public survey questions and (2) Municipal Affairs' Discussion Guide for municipal stakeholders.

Note that the online public survey questions are more narrowly focused than the discussion guide questions.

As mentioned, we already know that our members and most Albertans do not support the introduction of partisan politics within local governments. This has been confirmed by the [independent public poll conducted by Janet Brown Opinion Research](#) in September 2023 and the [resolution passed by members](#) at our 2023 Convention. While we share that message with provincial leaders, please take the time to share your input before **the consultation closes on December 6, 2023**.

If you have any questions, please contact our Advocacy team at advocacy@abmunis.ca.

Thank you,

Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-
6644 | www.abmunis.ca



Local Authorities Election Act

Discussion Guide

Preamble

Municipal Affairs is exploring potential legislative amendments to strengthen integrity and public trust in local elections. Building upon the consultation done in 2022, Municipal Affairs is further engaging on additional topics to strengthen the *Local Authorities Election Act (LAEA)*.

Background

The *LAEA* establishes the framework for local elections in the province, which includes municipalities and school boards. In 2021, the *LAEA* was used by 332 municipalities and 60 school boards to run both municipal and school board elections involving more than 3,700 candidates province-wide. Local general elections occur every four years, with the next general elections taking place in October 2025.

The *LAEA* governs processes and procedures for election workers, voters, and candidates. It sets out procedures for the nomination period, the election, and the post-election period. It also includes provisions regulating campaign finances, third party advertising, and the role of the Chief Electoral Officer of Alberta in local elections.

Following the 2021 municipal election, Municipal Affairs engaged with stakeholders to examine changes to the *LAEA* related to election integrity and procedural streamlining. Municipal Affairs is continuing these conversations to strengthen local elections legislation.

The following discussion guide is to be used during the stakeholder sessions. The questions below build on the past engagement and seek to clarify and elicit advice on additional areas including: electors' privacy and elector lists, postponement of elections, municipal political parties, and third party advertising.

Purpose

A review of the *LAEA* occurs after every municipal general election. Furthermore, a review of the *LAEA* is a commitment identified in the Minister of Municipal Affairs' mandate letter: "In collaboration with the Minister of Justice, reviewing the *Local Authorities Election Act*, and making recommendations for any necessary amendments to strengthen public trust in and the integrity of our municipal election laws."

The engagement will focus on developing potential legislative amendments by engaging with municipal stakeholders and providing all Albertans an opportunity to submit feedback on key policy challenges (identified in the Scope section of this document). Feedback gathered will be summarized and used to:

- identify opportunities to strengthen local authority elections;
- highlight gaps in legislation that may contribute to an erosion of public trust; and
- inform the development of legislative proposals for consideration by the Minister.

Scope

In Scope

- Proof of Elector Eligibility (vouching)
- Requirement to prepare list of electors
- Rules for postponement of a local election during a natural disaster or other unforeseen circumstances
- Political parties at the municipal level
- Rules for advance polling, including the ability to vote outside of the elector's jurisdiction
- Judicial recount for elections using tabulators
- Special ballots criteria
- Rules and criteria for mayoral runoffs
- Protection of electors' personal information
- Reporting rules for third party issue advertising (e.g. plebiscites)
- General clarification of current election rules and procedures

Out of Scope

- Changes to voter age
- Changes to voter eligibility (including permanent residents)
- Removing third party advertising and finance rules
- Provincial Senate votes and provincial referenda votes
- Online voting

Discussion Questions

Proof of Elector Eligibility

The *LAEA* outlines requirements for proof of eligibility for an elector. Electors must have proper identification. Voter identification requirements are one piece of identification issued by a federal, provincial, or local government that contains a photograph of the person, the person's name and the address of the person's residence; or one piece of identification authorized by the Chief Electoral Officer under the *Election Act*. Identification requirements may also be established by the municipality, by bylaw, to verify an elector's name and address.

The *LAEA* also outlines stipulations regarding attesting and vouching for an elector without proper identification. Attesting is the act in which another elector can vouch on behalf of an elector who does not have proper identification.

1. Should the *LAEA* be amended to remove the ability for another elector to vouch on an elector's behalf?
2. Are there any challenges with the current *LAEA* voter identification requirements?

[Proof of elector Eligibility List | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Elector List

Currently under section 50 of the *LAEA*, local authorities are granted the ability to prepare a list of electors via bylaw. The *LAEA* stipulates that the elected authority must conduct an enumeration of electors to create the list of electors. Elections Alberta maintains a list of electors for provincial elections and may provide this information to municipalities for local elections.

1. Should Elections Alberta be required to share a voter list for local elections?
2. Should municipalities be required to create a municipal list of electors for local elections based on the provincial voter registry?
3. What would be the implications if a list of electors were required for local elections?
 - a. What are the pros and/or cons of requiring or using an elector list?
4. Should candidates have access to the municipal list of electors upon request with individual names and personal information? Why or why not?

[Elector List | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Rules for Election Postponement in Case of Unforeseen Circumstances

Natural disasters and other unforeseen circumstances can affect elections. The province of Alberta has been affected by wildfires, floods, snowstorms and tornadoes, all of which have at some point caused concern among authorities and candidates about access to voting stations.

1. Should elections be postponed in the case of unforeseen circumstances?
2. What considerations should be taken into account for the postponement of an election?

[Rules for Election Postponement in Case of Unforeseen Circumstances | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Political Parties

There are no *LAEA* provisions prohibiting a candidate or councillor from being part of an organization such as a political party. The *LAEA* provides strict parameters for the contents of ballots to elect candidates. The ballot must only contain the name of each candidate arranged alphabetically by surname, or if approved by bylaw, in a randomized order. Accordingly, the *LAEA* does not permit a political affiliation or endorsement to be included on a ballot. The Act also does not contain provisions addressing financial reporting and accountability measures for these organizations.

1. Should the *LAEA* be amended to allow political party affiliation to be listed on the electoral ballot?
 - a. What are the pros/cons, opportunities and issues related to this?

2. If political parties are permitted, should they follow the same financial disclosure rules as provincial political parties?

[Political Parties | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Advance Voting

Any municipality with a population over 5,000 must allow for an advance vote period. That period cannot be held within 24 hours of the general election day, and the actual days and hours are set by the returning officer.

1. Are there any issues with the current rules for advance voting?
2. Should electors have the ability to cast a vote at a polling station outside of their ward or municipality?

[Advance Voting | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Special Ballots

Special ballots, commonly known as mail-in voting, allow an elector to vote who would otherwise not be able to attend a polling station on election day. To be eligible to vote by a special ballot, an elector must have a physical disability, be absent from the local jurisdiction, or be working at a polling station on election day other than that of their place of residence.

1. Should the criteria for special ballots be removed or expanded?
 - a. If expanded, what other criteria could be used for special ballots?

[Special Ballots | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Runoff Elections for Chief Elected Officials

A runoff election system is a voting system used to elect a single winner who has more than a pre-established percentage of the votes. For example, this can be facilitated by rounds of voting or ranked ballots. Under the two-round election system, the election process usually proceeds to a second round only if in the first round no candidate received a simple majority (more than 50%) of votes cast, or some other lower prescribed percentage. There are various methods to structure a runoff ballot.

The following questions relate only to municipalities where the chief elected official is elected at large, rather than selected by council.

1. Would a runoff election lead to a stronger and more accountable local electoral system?
2. What are the pros and/or cons of a runoff election?

3. Are there any issues or opportunities that exist with adopting this system of election for chief elected officials?
4. If a runoff election system was adopted, should it apply to all municipalities that elect their chief elected official, or only a subset of those municipalities (e.g. population, municipal type, etc.)

[Runoff Elections for Chief Elected Officials | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Revisiting Prior Discussion Topics from 2022

Elector Privacy (Protecting voters)

Through prior engagement, stakeholders were asked their opinions regarding “objecting to an individual who has shown up to vote”. Allowing candidates, their scrutineers, or their official agents the opportunity to object to electors had some support from respondents. The rationale provided was to ensure accountability and an opportunity to discourage fraudulent voters. The responses also indicated a need for further discussions on this topic.

1. Should candidates, their scrutineers, or their official agent continue to have the opportunity to object to an individual who has shown up to vote? Please explain your answer.

[Elector Privacy \(Protecting voters\) | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Third Party Advertisers

Third party advertisement is an important aspect of the election process. The participants in the engagement sessions, and the written feedback, were in agreement that Third Party Advertisers (TPAs) involved in advertising for or against an issue on a ballot (e.g. plebiscite), should be required to register. Respondents to the survey also indicated a need for more clarity on definitions of some of the terms (such as “promoting”, “issues”, and “influence” etc.), the provision of guidelines, and addressing any impacts on transparency of legislative changes relating to TPAs. Stakeholders also supported that issues-based TPA campaigns should follow the same financial rules as candidate-based TPAs.

1. Should issues-based TPAs follow the same financial obligations and regulations as candidate-based TPAs?

[Third Party Advertisers | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Ballot Recounts for Elections Using Tabulators

Section 84(1) of the LAEA enables an elected authority to, by bylaw, provide for the taking of the votes of electors by means of voting machines, vote recorders or automated voting systems (note: this does not include

online computer voting). Section 84(3) states that a judicial recount is not available for votes collected by voting machines, vote recorders or automated voting systems including tabulators.

1. Should elections conducted with electronic voting equipment be eligible for judicial recount, whereby the judge can determine how to recount ballots?

[Ballot Recounts for Elections Using Tabulators | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

A What We Heard document is attached from our summer 2022 engagement. If you have any additional comments on these topics, please email us at ma.engagement@gov.ab.ca.

The Engagement HQ idea board links will be accessible until October 31, 2023 to provide additional feedback. You may also submit your feedback by submitting it to the Municipal Affairs, Municipal Policy and Engagement, Engagement Team at ma.engagement@gov.ab.ca by November 17, 2023.

In addition, your feedback may be sent through the survey which will be available online in November 2023.

This document is a copy and paste of the Government of Alberta's online survey that was launched on November 7, 2023.

<https://www.alberta.ca/local-elections-and-councillor-accountability-engagement>

Content sourced on November 7, 2023

Local Authorities Election Act

The Government of Alberta wants your input on the Local Authorities Election Act.

This confidential survey is collecting feedback related to the Local Authorities Election Act (LAEA) that provides the legislative framework for municipal and school board elections. Municipalities include cities, towns, villages, summer villages, counties, municipal districts, and specialized municipalities. Metis Settlements and Irrigation Districts also rely on the LAEA to conduct their elections. Some questions refer to municipality, however these changes may also apply to school boards, Metis Settlements and Irrigation Districts.

Your input will be used to inform decisions regarding:

- Voter eligibility
- Voter list
- Political parties
- Advance voting
- Runoff elections for Chief Elected Officials

The survey will take 10 to 15 minutes to complete and closes December 6, 2023.

All fields marked with an asterisk (*) are required.

Your privacy is important

The views or opinions you provide, as well as the personal information about you, are protected by the Freedom of Information and Protection of Privacy (FOIP) Act. We are collecting this information to help inform decisions about the Local Authorities Election Act, as authorized by Section 33(c) of the FOIP Act. We will not use or disclose your personal information for any other purpose without your written consent or unless required to do so by law.

If you have questions about how we collect or use your information, contact the FOIP Coordinator, Service Alberta and Red Tape Reduction at 10405 Jasper Avenue, Edmonton, Alberta, T5J 3N4 by calling 310-0000 or by emailing ma.engagement@gov.ab.ca.

Please do not submit responses that include personal information about other people.

Advance Voting

Currently, any municipality with a population over 5,000 must allow for an advance voting period for municipal elections. That period cannot be held within 24 hours of the general election day. The returning officer (the person who is in charge of the election for the municipality) sets the actual days and hours for the advance voting period.

1. Have you used advance voting in a previous municipal election?*

- Yes
- No

If the responder selects “yes” in the previous question, then the following question is added:

2. How was your experience with advance voting?

- Very poor
- Poor
- Acceptable
- Good
- Very good

3. In my opinion, the opportunity for advance voting in municipal elections is:*

- Not at all important
- Not important
- Neutral
- Important
- Very important
- Don't know

4. During advance voting, voters should be able to cast their vote at a polling station outside of their ward or municipality.*

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

[In large municipalities, such as the City of Edmonton, a registered voter in Edmonton may vote outside of their ward during advance voting.]

Voter List

Currently under section 50 of the Local Authorities Election Act (LAEA), local authorities are granted the ability to prepare a list of voters via bylaw. The LAEA stipulates that the elected authority must conduct an enumeration of voters to create the list. Elections Alberta maintains a list of voters for provincial elections and may provide this information to municipalities for local elections.

Voter lists may include individual names and personal information (e.g., residential address, telephone number, gender, birth date, public or separate school resident). Section 50 of the LAEA requires a returning officer to provide a candidate of the list upon request following the close of the nomination period.

5. If there is a municipal voter list, candidates should be able to request access to a redacted list (personal information is removed).*

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

Rules for Election Postponement in Case of Unforeseen Circumstances

Natural disasters and other unforeseen circumstances can affect elections. The province of Alberta has been affected by wildfires, floods, snowstorms and tornadoes, all of which have at some point concerned authorities and candidates about access to voting stations.

This would only apply to the jurisdiction(s) that are experiencing the unforeseen circumstance. For example, due to a flood or wildfire, a municipality may have to evacuate their citizens, which could affect their municipal election.

6. In the case of unforeseen circumstances, affected municipalities or wards should be able to postpone their local elections.*

- Disagree
- Neutral
- Agree

If the responder selects "agree" in the previous question, then the following question is added:

7. Under what circumstances should a local election be allowed to be postponed?

- [Comment box]

Political Parties

There are no provisions in the Local Authorities Election Act (LAEA) prohibiting a candidate or councillor from being part of an organization such as a political party. The LAEA provides strict parameters for the contents of ballots to elect candidates. The ballot must only contain the name of each candidate arranged alphabetically by surname, or if approved by bylaw, in a randomized order.

Accordingly, the LAEA does not permit a political affiliation or endorsement to be included on a ballot. The Act also does not contain provisions addressing financial reporting and accountability measures for these organizations.

8. The electoral ballot should be amended to allow political parties to be listed by municipal candidates.*

- Strongly disagree
- Disagree
- Neutral
- Agree

- Strongly agree
- Don't know

If the responder selects “agree” or “strongly agree” on question 7, the following question is added:

9. Political parties at the municipal level (if permitted) should be required to follow the same financial rules as provincial political parties.*

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

10. Could there be any issues or challenges with listing political parties on the electoral ballot for local elections?

- [Comment box]

Proof of Voter Eligibility

The Local Authorities Election Act (LAEA) outlines requirements for proof of eligibility for a voter. Electors must have proper identification. The LAEA also outlines attesting and vouching for a voter without proper identification. Attesting is the act in which another voter can vouch on behalf of a voter who does not have proper identification.

Voter identification requirements are one piece of identification issued by a federal, provincial, or local government that contains a photograph of the person, the person's name and the address of the person's residence; or one piece of identification authorized by the Chief Electoral Officer under the Election Act. Identification requirements may also be established by the municipality, by bylaw, to verify a voter's name and address.

11. Have you vouched or attested for another voter in a municipal election?*

- Yes
- No

[Attesting is the act in which another voter can vouch on behalf of a voter who does not have proper identification.]

If the responder selects “yes” in the previous question, then the following question is added:

12. How was your overall experience vouching for another voter? Please elaborate:

- [Comment box]

13. A voter's ability to attest or vouch for another voter should be removed from the Local Authorities Election Act.*

- Disagree
- Neutral
- Agree

If the responder selects “agree” in the previous question, then the following question is added:

14. Why should the ability to attest or vouch be removed? *

- [Comment box]

Special Ballots

Special ballots, commonly known as mail-in voting, allow a voter to vote who would otherwise not be able to attend a polling station on election day. To be eligible to vote by a special ballot under the LAEA, a voter must have:

- a physical disability,
- be absent from the local jurisdiction, or
- be working at a polling station on election day other than that of their place of residence.

15. Have you used a special ballot in a previous municipal election?*

- Yes
- No

If the responder selects “yes” in the previous question, then the following question is added:

16. How was your overall experience voting by special ballot? Please elaborate:

- [Comment box]

17. In my opinion, the option to vote via special ballot in municipal elections is:*

- Not at all important
- Not important
- Neutral
- Important
- Very important
- Don't know

18. Special ballot criteria should be removed so any registered voter can choose to vote by special ballot.*

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

Runoff Elections for Chief Elected Officials

A runoff election system is a voting system used to elect a single winner who has more than a pre-established percentage of the votes. For example, this can be facilitated by rounds of voting or ranked ballots.

Under the two-round election system, the election process usually proceeds to a second round only if in the first round no candidate received a simple majority (more than 50%) of votes cast, or some other lower prescribed percentage. There are various methods to structure a runoff ballot.

The following questions relate only to municipalities where the chief elected official (including mayors and reeves) is elected at large, rather than selected by council.

19. In a municipal election with more than three candidates for Mayor or Reeve, there should be a runoff election.*

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

20. What issues or challenges might exist with adopting a runoff election system for municipal Chief Elected Officials (Mayor or Reeve)?

- [Comment box]

21. What are the first three characters of your postal code?*

- [Comment box]

22. What best describes the municipality that you live in?*

- Summer Village or Village
- Town or City (population less than 20,000)
- City (population of 20,000 or more)
- County or Municipal District
- Special Area or Improvement District
- Métis Settlement

23. What best describes your role?*

- Albertan with an interest in this topic
- Municipal administrator
- Municipal elected official
- None of the above

24. Are you associated with any of the following groups?

- School division
- Metis settlement
- Irrigation district

25. What is your age?*

Municipal Councillor Accountability

Discussion Guide

Preamble

Municipal Affairs is exploring potential legislative amendments to enhance accountability and public trust in locally elected officials. Building upon the consultation done in 2022, Municipal Affairs is further engaging with stakeholders and the public on additional topics to strengthen *Municipal Government Act (MGA)* provisions related to councillor accountability.

Background

There are many requirements in the *MGA* that support councillor accountability, including a mandatory council code of conduct, councillor disqualification criteria, and requirements to disclose financial conflicts of interest.

In previous engagements, municipal stakeholders have raised concerns regarding unclear requirements, challenges with enforcement, and the inability to legislate against bad actors. The topics previously explored included council code of conduct, candidate eligibility, councillor disqualification, and ministerial authority to remove a councillor.

Municipal recall is a new tool for the public to hold councillors accountable as of April 24, 2023. The period for electors to initiate a recall petition will close on December 31, 2024, as the campaign period for the next general municipal election begins on January 1, 2025. Since recall legislation came into force, there have been six petitions initiated as of October 20, 2023. Of the four petitions, two have been completed with one of the two being successful.

Purpose

Councillor behaviour has been identified as an ongoing issue by residents and municipal councils. From a lack of mandatory pre-election disclosure to behaviour on council there are limitations to the current suite of enforcement and corrective policy tools.

The engagement will focus on developing potential legislative amendments by engaging with municipal stakeholders and Albertans on key policy questions. Feedback gathered will be summarized and used to:

- identify opportunities to more effectively hold councillors and candidates accountable for unethical behaviour;
- highlight gaps in legislation that may contribute to an erosion of public trust in councils; and
- inform the development of legislative amendments for consideration by the Minister.

Scope

In scope

- Enhanced councillor accountability:
 - Disqualification rules for councillors;
 - Councillor training;
 - Disclosure by council candidates;
 - Allowing council to caucus in private;
 - Cabinet's authority to remove a councillor;
 - Clarifying financial conflicts of interest; and
 - Changes to recall legislation thresholds.

Out of scope

- Candidate training;
- Rules for election campaign financing; and
- Requirement for a council code of conduct.

Discussion Questions

Disqualification Rules for Councillors

Section 174 of the *MGA* provides criteria for councillor disqualification, such as a councillor not being eligible for nomination as a candidate, failing to file the disclosure statement as required in the *Local Authorities Election Act (LAEA)*, absence from all council meetings for eight consecutive weeks, or taking a position as judge of a court, a member of the Senate or House of Commons.

The *MGA* currently requires a disqualified councillor to resign their seat voluntarily. If a disqualified councillor does not resign, the council or a member of the public must take them to court. The court process results in considerable delays as well as costs for taxpayers.

1. Should the *MGA* be amended to make a councillor's seat vacant upon disqualification, thus putting the onus on the councillor to make an application to court to dispute the disqualification?

[Disqualification Rules for Councillors | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Councillor Training

Section 201.1 of the *MGA* requires municipalities to offer orientation training to each councillor within 90 days of the councillor taking the oath of office. This is intended to ensure a councillor is informed of their responsibilities and mandate of their role. However, it is not mandatory for the councillor to attend the orientation training.

1. Do you think it should be mandatory for councillors to attend orientation training?
 - a. If yes, should the training be made mandatory before a Councillor takes the oath, within 90 days of taking the oath (as in the current legislation) or at some other time?

Disclosure by Council Candidates

Section 171 of the *MGA* allows municipalities to pass a bylaw that would require councillors to disclose information about family members, employers, or corporations the councillor may own or be a partner in. Section 172 of the Act sets out requirements for council members to disclose any pecuniary interest in any matter before council and to abstain from voting on any question relating to the matter. Under section 174, failure to follow the pecuniary interest requirements can result in councillor disqualification. The *MGA* does not have any rules for what candidates for council must disclose. The *LAEA* provides financial disclosure rules for candidates of what financial information must be disclosed after the election.

1. Other than financial information, what should candidates for municipal office disclose?
2. Should financial disclosure be mandatory for council candidates prior to an election?
3. Should council candidates be required to disclose other information that is not financial in nature?
4. Should financial disclosure be mandatory for all councillors?

[Disclosure by Council Candidates | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Allowing Council to Caucus in Private

Section 193 of the *MGA* requires that when council meets, they do so at pre-scheduled meetings. Section 197 and 198 of the *MGA* establish that meetings must be open to the public and everyone has a right to attend. Any change to the schedule must include at least 24 hours notice to the public and any councillor who was not present at the meeting when the schedule was changed. Some commentators have suggested that councils should be able to caucus (meet) in private to discuss broad strategic issues in another forum, and this might also provide an avenue to address interpersonal dynamics with greater privacy. All decisions of council would still need to be made in an open public meeting.

1. Should councils have the ability to meet in private, beyond the current provisions for closed sessions?
2. Should there be limitations on what could be discussed in such meetings?

[Allowing Council to meet in Private \(outside scheduled meetings\) | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Minister's Authority to Remove a Councillor

Section 602.39 of the *MGA* provides the Minister with the authority to dismiss a councillor. This can happen as the result of not following ministerial directives or orders following an inspection or a report of an official administrator. In practice, procedural fairness requirements create challenges for the Minister to provide timely decisions to remove a council or councillor.

1. Do you think that the current process of dismissing a council or councillor needs to be changed?
2. What other options are there for a more streamlined process to address instances of severely inappropriate councillor behaviour?

[Cabinet's Authority to Remove a Councillor | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Clarifying Conflicts of Interest

The *MGA* requires councillors to disclose when they or their immediate family may have a financial interest in a decision before council. This could include votes on a subdivision or a development permit, or a zoning or other land use related bylaw that may benefit the councillor or their family.

1. Are there additional situations where a councillor may be considered being in a conflict of interest?
 - a. If yes, what additional provisions should be added to the *MGA*?

[Clarifying Conflicts of Interest | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Changes to Recall Legislation

As of April 2023, municipal recall is a new tool that allows the public to hold councillors accountable. A petitioner must collect signatures from eligible voters that represent 40 per cent or more of the population as a whole within 60 days.

This threshold can be challenging to meet, especially in larger municipalities or in municipalities with a large number of residents who are not eligible to vote. In some cases, petitioners must solicit more signatures than the total voter turnout of the previous election. This makes the use of these provisions out of reach for some municipalities.

1. Should the threshold for a municipal recall petition be revisited, and if so, should it be:
 - a. based on percentage of total number of electors?
 - b. based on the percentage of electors who voted in the previous election?
 - c. tiered by population size?
 - d. Any other suggestions?

[Changes to Recall Legislation | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Revisiting Prior Discussion Topics from 2022

During the 2022 engagement sessions, the following topics were discussed:

- Strengthening code of conduct legislation;
- Simplifying the code of conduct investigation process and responsibility to investigate;
- Role of third party in investigating code of conduct Issue;
- Enforcement of code of conduct; and
- Provincial role in code of conduct disputes.

A summary document is attached from our 2022 engagement. If you have any additional comments on these topics, please email us at ma.engagement@gov.ab.ca.

The Engagement HQ idea board links will be accessible until October 27, 2023 to provide additional feedback. You may also submit your feedback by submitting it to the Municipal Affairs, Municipal Policy and Engagement, Engagement Team at ma.engagement@gov.ab.ca by November 17, 2023.

In addition, your feedback may be sent through the survey which will be available online November 2023.

This document is a copy and paste of the Government of Alberta's online survey that was launched on November 7, 2023.

<https://www.alberta.ca/local-elections-and-councillor-accountability-engagement>

Content sourced on November 10, 2023

Municipal Government Act (MGA) Councillor Accountability Review

The Government of Alberta wants your input on municipal councillor accountability related to legislation under the *Municipal Government Act*.

This confidential survey is collecting feedback regarding the Municipal Government Act as it relates to councillor accountability. The *Municipal Government Act* provides the legislative framework supporting councillor accountability once they're elected. Your input will be used to inform decisions regarding:

- Municipal councillor training requirements
- Allowing a council to meet in private
- Authority to remove a councillor
- Disclosures by a municipal councillor, including conflicts of interest
- Disqualification rules for municipal councillors
- Municipal councillor recall thresholds.

The survey will take 10 to 15 minutes to complete and closes December 6, 2023.

All fields marked with an asterisk (*) are required.

Your privacy is important

The views or opinions you provide, as well as the personal information about you, are protected by the Freedom of Information and Protection of Privacy (FOIP) Act. We are collecting this information to help inform decisions about the Municipal Government Act (councillor accountability), as authorized by Section 33(c) of the FOIP Act. We will not use or disclose your personal information for any other purpose without your written consent or unless required to do so by law.

If you have questions about how we collect or use your information, contact the FOIP Coordinator, Service Alberta and Red Tape Reduction at 10405 Jasper Avenue, Edmonton, Alberta, T5J 3N4 by calling 310-0000 or by emailing ma.engagement@gov.ab.ca.

Please do not submit responses that include personal information about other people.

Councillor Training

Section 201.1 of the Municipal Government Act requires municipalities to offer orientation training to each councillor within 90 days of the councillor taking oath. This is intended to ensure a councillor is informed of their responsibilities and the mandate of their role. However, it is not mandatory for the councillor to attend the orientation training.

1. Attending orientation training offered by the municipality should be mandatory for all councillors.*

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

Allowing Council Meet in Private

Section 193 of the Municipal Government Act (MGA) requires that when council meets, they do so at pre-scheduled meetings. Sections 197 and 198 of the MGA establish that meetings must be open to the public and everyone has a right to attend. Any change to the schedule must include at least 24 hours notice to the public and any councillor who was not present at the meeting when the schedule was changed.

Allowing a council to meet with more flexibility reduces red tape and increases efficiency of public meeting time by allowing councillors to discuss broad strategic issues in another forum. It also provides an avenue to address interpersonal dynamics with greater privacy.

The legislation currently allows the councils to have in-camera meetings, this option will continue to be available for any matters requiring a closed meeting. All decisions of council will still need to be made in a scheduled meeting that is advertised and allows participation of all councillors and the public.

2. Municipal councils should have the ability to meet in private outside of scheduled council meetings.*

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

3. There should be limitations on what councils can discuss in private meetings.*

- Disagree
- Neutral
- Agree

If the responder selects "agree" in the previous question, the following question is added:

4. What should those limitations include?

- Comment box

5. What other rules could be considered for private council meetings?

- Comment box

Authority to Remove a Councillor

Consistent with the principle of local accountability, and out of respect for the role and responsibility for voters, councils, appeal boards and the courts, the Municipal Government Act (MGA) does not give the Minister of Municipal Affairs significant authority to directly intervene in municipal decisions, except in very specific circumstances.

Section 602.39 of the MGA provides the Minister of Municipal Affairs with the authority to remove a councillor only in very specific circumstances, and after specific legislated processes related to a municipal inspection or inquiry have taken place. A municipal inspection is a comprehensive process that closely examines the management, administration, and operation of the municipality. A municipal inquiry is a quasi-judicial process that can be used to examine the same matters as an inspection, depending on the circumstances.

In practice, due to the principles of natural justice, this process takes 12 –18 months to complete.

6. The current process for dismissing a municipal council or a councillor needs to be changed.*

- Yes
- No
- Don't know

Changes to Recall Legislation

As of April 2023, municipal recall is a new tool that allows the public to hold councillors accountable. A petitioner must collect signatures from eligible voters that represent 40 per cent or more of the population of the ward or municipality. These signatures must be collected within 60 days.

However, this threshold can be challenging to meet, especially in larger municipalities or in municipalities with a large number of residents who are not eligible to vote. In some cases, petitioners must solicit more signatures than the total voter turnout of the previous election. This makes the use of these provisions out of reach for some municipalities.

7. Are you familiar with the new municipal recall legislation?*

- Not at all familiar
- Somewhat familiar
- Moderately familiar
- Very familiar

8. The threshold of a municipal recall petition should be based on:*

- Percentage of all eligible voters in the municipality or ward (currently 40 per cent)
- Percentage of eligible voters who voted in the previous municipal election
- Varied based on the municipality's population size
- Don't know
- Other (Please specify)

9. What percentage should it be?

[The nature of this question changes to match the selection made in the previous question.]

- Comment box

10. Are there any other measurements that could be considered as a threshold for a municipal recall petition?

- Comment box

Clarifying Conflicts of Interest

The Municipal Government Act requires councillors to disclose when they, or their immediate family may have a financial interest in a decision before council. This could include votes on a subdivision or a development permit, a zoning or other land use related bylaw that may benefit the councillor or their family.

A councillor must vote in any meeting they're in attendance and they are not permitted to abstain from the vote, unless it is due to a financial conflict of interest. A municipality may by bylaw require a councillor to proactively disclose business interests.

11. Councillors should be required to abstain from voting in situations that present non-financial conflicts of interest.*

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

12. Besides financial conflicts of interest, what other situations may create conflicts of interest for municipal councillors?

- Comment box

Disclosure by Council Candidates

Sections 171 and 172 of the Municipal Government Act (MGA) allow municipalities to pass a bylaw that would require councillors to disclose information about family members, employers, or corporations the councillor may own or be a partner in. This is to ensure that councillors and residents are aware of any potential financial conflicts of interest that may occur in the future.

Under section 174, failure to do so can result in councillor disqualification. The MGA does not have any rules for what candidates for council must disclose. The Local Authorities Election Act provides financial disclosure rules for candidates about what financial information must be disclosed after the election.

13. Disclosure of business interests should be mandatory for all council candidates prior to an election.*

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

[Business interests mean shareholder status, including each corporation, other than a distributing corporation, in which the councillor is a shareholder, director or officer, each distributing corporation in which the councillor beneficially owns voting

shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the councillor is a director or officer, and each partnership or firm of which the councillor is a member.]

14. Prior to an election, should council candidates should be required to disclose any additional information related to:*

- Criminal history
- Disciplinary records from a professional association
- Business interests, including ownership
- Shareholder status
- None of the above
- Other (please specify)

Disqualification Rules for Councillors

Section 174 of the Municipal Government Act (MGA) provides criteria for councilor disqualification, such as:

- A councillor not being eligible for nomination as a candidate,
- Failing to file the disclosure statement as required under in the Local Authorities Election Act,
- Absent from all council meetings for eight consecutive weeks, or
- Taking a position as judge of a court, a member of the Senate or House of Commons.

[Currently, the MGA requires a disqualified councilor to resign their seat voluntarily. If a disqualified councilor does not resign, the council or a member of the public must take them to court. The court process results in considerable delays and costs for taxpayers.]

15. A councillor's seat should automatically become vacant if they are disqualified.*

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

[This would require a councillor to dispute their disqualification in the courts instead of the public taking them to court. This would also trigger a by-election for the vacant seat, unless the vacancy occurs six months before a general election or council consists of six or more councillors (see Section 162 and 163 of the Municipal Government Act (MGA) for more information).]

About You

16. What are first three characters of your postal code?*

- Comment box

17. What best describes the municipality that you live in?*

- Summer Village or Village
- Town or City (population less than 20,000)
- City (population of 20,000 or more)
- County or Municipal District
- Special Area or Improvement District
- Metis Settlement

18. What best describes your role?*

- Albertan with an interest in this topic

- Municipal elected official
- Municipal administrator

19. What is your age?*

- Under 18 year old
- 18 - 24 years old
- 25 - 34 years old
- 35 - 44 years old
- 45 - 54 years old
- 55 - 64 years old
- 65 - 74 years old
- 75 - 84 years old
- 85 years or older
- Prefer not to answer

From: Tyler Gandam <president@abmunis.ca>

Sent: Tuesday, November 21, 2023 2:52 PM

To: Abe Tinney <Abe@claresholm.ca>

Subject: INVITATION: Virtual town hall meeting with ABmunis President Tyler Gandam on November 30

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

Hello, everyone.

You are invited to participate in an [Alberta Municipalities virtual town hall meeting](#) for elected officials and CAOs on **Thursday, November 30**, from 3:30pm to 4:30pm.

During the town hall, I want to provide you updates on:

- ABmunis' efforts to date regarding the Government of Alberta's online surveys on potential changes to the *Local Authorities Elections Act* (LAEA) and *Municipal Government Act* (MGA). I will summarize the actions our association has taken since the provincial government launched the surveys in early November and outline how we can motivate more Albertans to complete the surveys between now and December 6. To some extent, the future of local government in Alberta will be shaped by the results.
- Member involvement in advocating for an increase in the Local Government Fiscal Framework (LGFF) starting base amount.
- ABmunis' submission to the Alberta Utilities Commission on renewable energy developments.

Following my initial remarks, I will open the virtual floor and take questions via Zoom's chat function.

Please [register](#) now.

I hope you can find time in your busy workdays to join me for this important online meeting on November 30.

Respectfully,

Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-
6644 | www.abmunis.ca





Town of Claresholm
P.O. Box 1000
Claresholm, AB T0L 0T0

November 14, 2023

Honorable Mayor & Councillor Members:

The members of the Porcupine Hills Classic Cruisers car club will be hosting their 32nd Annual Car Show 'N' Shine on Sunday, August 11, 2024.

With your permission and approval, we would like to host our event during the "Fair Days" weekend at the Centennial Park Ball Diamonds. We trust our club has left everything in order from past shows and we appreciate the opportunity to host our event there.

Thank you for considering our request and we look forward to your reply. Our club appreciates the town employees and councillors that have supported and assisted us in our past Show 'N' Shine events.

Yours truly,

Dave Wasylyshen
President
Porcupine Hills Classic Cruisers
P.O. Box 815
Claresholm, AB T0L 0T0

RECEIVED
NOV 14 2023



REQUEST FOR DECISION

Meeting: November 27, 2023
Agenda Item: 9

LIBRARY DONATION

BACKGROUND/DISCUSSION:

The Town has received a \$1,000 donation with the request that the funds be used to expand the availability of large print books in the community. Administration would like to recommend that Council approve the out of budget expenditure of purchasing some large print books for the community. As the Claresholm Library is best able to make these available to the public, and is aware of what books they already have, Administration will request the Claresholm Library purchase these books on the Town's behalf and the Town will reimburse the Library for the purchase to a maximum of \$1,000 and donate the books to the Library.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the out of budget expenditure of large print books for the public's use to a maximum of \$1,000 and that these books be donated to the Claresholm Public Library.

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

APPROVED BY: Abe Tinney – CAO

DATE: November 22, 2023



REQUEST FOR DECISION

Meeting: November 27, 2023

Agenda Item: 10

Policy 3.3.20 Fire Department Remuneration Update

DESCRIPTION/BACKGROUND:

The last fire department policy relating to pay and pay increases was from 2015. Many aspects of the department have changed, and a revision of the policy was undertaken.

DISCUSSION/OPTIONS:

In addition to updating definitions, and establishing guidelines, the Chief has also included a wage schedule so as to be transparent to administration as well as the public. Additionally, the Chief is proposing an Officer On-call (responsibility pay) for weekends from Friday at 1700 to Sunday at 1700. The anticipated budget impact is approximately \$4700 per annum. 47 weekend on-call shifts at \$100 per weekend, \$50/day. The Fire Chief, on his duty weekends, would not be drawing responsibility pay, rather, he would bank any call back time as per his current contract.

The MD of Willow Creek currently has an on-call pay system for full fire crews on weekends, and is willing to employ this same system for the Claresholm Department Officer on-call. Their contribution is \$45 per day or \$90 per weekend.

PROPOSED RESOLUTIONS:

Recommended by Councilor _____ to approve the revision to Policy 3.3.20 with the addition of officer responsibility pay.

COSTS/ SOURCE OF FUNDING (if applicable):

Fire department call revenue as outlined above.

ATTACHMENTS:

- 1.) DRAFT Policy 3.3.20
- 2.) Policy PROT 05-15, Fire Department Increases


APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Craig White – Fire Chief

APPROVED BY: Abe Tinney, CAO

DATE: November 23, 2023

 Claresholm	Fire Department Remuneration Policy		Policy #3.3.20
Department Owner:	Administration		
Policy Applies To:	Fire Department		
Date Created:	October 2023	Date Approved By Council:	
Version #:	1.0	Resolution #:	19-041
Last Review Date:	May 2015	Policy Replaced/Rescinded:	Prot 05-15

Intent

To establish a policy related to the remuneration of pay-per-call (volunteer) firefighters, and to define the Town's compensation strategy with respect to wage adjustments for the Town of Claresholm Pay-per-call (volunteer) fire department. This policy excludes the Fire Chief salaried position.

Definitions

Firefighter

Shall apply to any member, including a probationary member, who has been successfully hired onto the department and is fulfilling the duties of a firefighter.

Lieutenant

Is the lowest of the Officer ranks in the Claresholm Department. The department Lieutenant may perform duties in the absence of or in addition to the Captain or other ranking officer.

Captain

Is the third highest rank in the Claresholm Department. The department Captain may perform duties in the absence of, or in addition to the Deputy Chief or other ranking officer.

Deputy Chief

Is the second highest rank in the Claresholm Department. Assists the Fire Chief in providing leadership and strategic direction for the operational activities of the Claresholm Fire Department (CFD).

Fire Chief

Is the highest rank in the Claresholm Department. The Fire Chief is responsible for providing senior leadership to the department for the purpose of aligning services and programs with the Town's strategic and business plans.

Wage

A fixed regular payment earned for work or services, typically paid on an hourly basis.

Guidelines

General

- The Town of Claresholm has contracted the MD of Willow Creek to provide payroll and benefit services for the members of the Claresholm pay-per-call (volunteer) fire department.
- Members shall be paid bi-annually on or about the months of December and June. There are two pay periods per year.
- A minimum 1 hour call out will be paid to firefighters who respond to the hall for calls that are stood down. Responders must document their response on sign-in sheets and on Fire Pro to be paid.
- Members will have a deduction of \$40 per pay period that will be applied to the Claresholm Fire Department Firefighter Fund. This fund is used for the benefit of the members in regards to social functions or gifts to sick members / their families, this list is not exclusive and motion can be made by members to have items purchased or reimbursed through this fund.

Wage Schedule

The Claresholm Fire Department operates under two distinct wage schedules, Schedules A and B below. Schedule A is for members responding to calls within the boundaries of the Town of Claresholm. The Town of Claresholm wage scale excludes the salaried Fire Chief Position.

Town of Claresholm pay-per-call (Volunteer) firefighter hourly wages are adjusted by the same percentage that is granted to Town of Claresholm Employees by way of the CUPE Local 3023 Collective Agreement.

The second, is for members responding to calls within the Municipal District of Willow Creek, and follows Schedule "E" of the Intermunicipal Collaboration Framework – Fire Services Agreement (Attached).

On Call

This payment will be issued to Lieutenants, Captains, and the Deputy Chief for the performance of administration on-call for weekends from Friday at 1700 to Sunday at 1700. The various officers will rotate and share this responsibility and each officer will be responsible for a minimum of 5 weekend shifts throughout the year. The Chief will also fall into the rotation, but without additional monetary compensation, however, he will still accrue banked hours for any callouts as per his contract with the Town.

The On Call amounts were decided upon as the MD currently employs an on-call pay system for firefighting crews, but is amenable to applying it to Claresholm FD officer coverage.

Schedule A

Town of Claresholm Wage schedule (with annual increases – highlighted in green)

Position	January --> December 2022	January --> December 2023	January --> December 2024	January --> December 2025	January --> December 2026
	2.25% ↑	2.5% ↑	2.50% ↑	2.50% ↑	2.50% ↑
Fire Chief	Salary	Salary	Salary	Salary	Salary
Deputy Fire Chief	\$21.52	\$22.05	\$22.61	\$23.17	\$23.75
Captain	\$20.30	\$20.81	\$21.33	\$21.86	\$22.41
Lieutenant	\$19.11	\$19.59	\$20.08	\$20.58	\$21.10
Fire Fighter	\$17.92	\$18.37	\$18.83	\$19.30	\$19.78

Position	January --> December 2022	January --> December 2023	January --> December 2024	January --> December 2025	January --> December 2026
	2.25% ↑	2.5% ↑	2.50%	2.50%	2.50%
Fire Chief	Salary	Salary	Salary	Salary	Salary
Deputy Fire Chief	\$21.52	\$22.05	\$22.61	\$23.17	\$23.75
Captain	\$20.30	\$20.81	\$21.33	\$21.86	\$22.41
Lieutenant	\$19.11	\$19.59	\$20.08	\$20.58	\$21.10
Fire Fighter	\$17.92	\$18.37	\$18.83	\$19.30	\$19.78

Schedule B

Municipal District of Willow Creek Wage Schedule

Willow Creek Rates*	
<ul style="list-style-type: none"> Fire Chief Department Chief Captain Lieutenant Firefighter 	\$24.00/hour \$23.00/hour \$22.00/hour \$22.00/hour \$20.00/hour

Schedule C

Officer On Call (Responsibility pay)

	per weekend shift
Town of Claresholm Portion	\$100

M.D of Willow Creek Portion	\$90
Total for On-Call	\$190

DRAFT



Policy #PROT 05-15

Fire Department Pay Increases

Effective Date: MAY 25, 2015

PURPOSE: Town of Claresholm is committed to rewarding its Volunteer Fire Department employees with compensation plans that recognizes their contribution to the organization. As such, the intent of this Policy is to outline the Town's compensation strategy with respect to salary and wage adjustments for the Town of Claresholm Volunteer Fire Department. This Policy excludes the Fire Chief salaried position.

DEFINITIONS

Wage is defined as a fixed regular payment earned for work or services, typically paid on an hourly basis.

Pay bands are a tool for managing individual wages and represents the range of salary opportunities available for jobs evaluated within a given band.

POLICY

GUIDELINES

The Town recognizes that a fair compensation program, within budget parameters, is important in attracting and retaining individuals with the knowledge, skills and abilities required to meet and exceed their goals and objectives within the Town of Claresholm Volunteer Fire Department.

All employees are paid within the established wage bands for the job they are performing. Wage bands, for the Fire Department, will be reviewed annually and changes will be determined by the percentage change in the current C.U.P.E Local 3023 Collective Agreement with the Town of Claresholm.

PERFORMANCE MANAGEMENT

Town of Claresholm's compensation program is designed to support the performance management process. Performance management focuses on defining mutual expectations, giving and receiving feedback and adjusting performance for continuous improvement and growth.

An individual's performance is one of the factors influencing compensation levels, along with other criteria including skills development, goal attainment, performance and contribution, etc.

DISCRETIONARY WAGE & SALARY ADJUSTMENTS

There may be circumstances in which a Volunteer Firefighter's wage should be permanently adjusted outside of the regular compensation progression or review process. In such cases, a recommendation may be submitted to the Town of Claresholm Chief Administrative Officer for presentation to council at his/her discretion.

ADMINISTRATION

This document was created on April 30th, 2015 and is to be used as the Pay Increase Policy for Town of Claresholm Volunteer Fire Department and its employees (excluding the Fire Chief).

RESOLUTION #: MOTION #15-053

EFFECTIVE DATE: MAY 25, 2015



Town of Claresholm
Income Statement by Object
October 31, 2023

				YTD % of
Revenue	OCTOBER	2023 YTD	2023 BUDGET	Budget
Net municipal taxes	2,778.88	(4,080,087.01)	(3,742,694.00)	109% 1
Special assessments	-	(3,289.54)	(3,290.00)	100%
User fees and sales of goods	(409,608.87)	(2,917,560.80)	(3,448,961.00)	85%
Government transfers for operating	(28,084.58)	(414,393.29)	(432,912.00)	96%
Investment income	(25,540.73)	(184,699.14)	(105,000.00)	176% 2
Penalties and costs of taxes	(3,600.51)	(95,971.84)	(86,600.00)	111% 3
Licenses and permits	(11,302.80)	(95,769.64)	(113,500.00)	84%
Other local government transfers	(30,846.90)	(212,262.91)	(217,839.00)	97%
Proceeds from disposal of capital assets	-	(45,900.00)	(60,000.00)	77%
Franchise and concession contracts	(21,132.71)	(245,586.07)	(292,000.00)	84%
Rental	(953.03)	(77,892.74)	(130,700.00)	60%
Other	(356.56)	(75,827.01)	(99,700.00)	76%
Government transfers for capital	(26,263.46)	(442,914.46)	(1,319,018.00)	34%
Other external funding for capital	-	(80,909.58)	(148,500.00)	54%
	(554,911.27)	(8,973,064.03)	(10,200,714.00)	88%
Expenses				
Salaries, wages and benefits	249,320.42	2,734,110.19	3,319,536.00	82%
Contracted and general services	108,114.37	1,500,764.62	1,909,817.00	79%
Materials, goods, supplies, and utilities	147,653.64	1,199,191.17	1,422,626.00	84%
Bank charges and short-term interest	112.69	838.09	1,200.00	70%
Interest on long-term debt	-	106,119.06	204,579.00	52%
Other expenditures	869.69	25,816.74	29,490.00	88%
Transfers to organizations and others	71,676.11	342,384.26	376,682.00	91%
Amortization	-	-	1,792,787.00	0%
	577,746.92	5,909,224.13	9,056,717.00	65%
Internal Transfers				
Internal transfers	(7,136.19)	(10,727.50)	-	
Net Income	15,699.46	(3,074,567.40)	(1,143,997.00)	
Other				
Transfers to/from reserves	-	-	24,648.00	0%
Capital expenditures	21,612.14	1,156,587.96	2,559,262.00	45% 4
Debt Proceeds	-	-	-	
Debt Principal Repayment	-	215,758.27	352,874.00	61%
Amortization addback	-	-	(1,792,787.00)	0%
	37,311.60	(1,702,221.17)	-	

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
October 31, 2023

	OCTOBER	2023 YTD	2023 BUDGET	YTD % of Budget
Revenue				
Tax and requisition revenue	(43,989.74)	(4,594,391.15)	(4,240,494.00)	108% 1
General administration revenue	(1,071.91)	(348,888.61)	(179,800.00)	194% 2
Police	(1,500.00)	(3,013.74)	(4,000.00)	75%
Fire	-	(26,090.53)	(19,000.00)	137% 3
Bylaw enforcement	(210.00)	(14,406.51)	(11,000.00)	131% 4
Common equipment pool	-	(45,900.00)	(60,000.00)	77%
Roads, streets, walks, lighting	-	(182,449.00)	(1,121,165.00)	16%
Water supply and distribution	(222,106.19)	(1,494,493.71)	(2,018,332.00)	74%
Wastewater treatment and disposal	(81,679.08)	(500,407.68)	(630,148.00)	79%
Garbage Collection	(57,110.26)	(359,822.76)	(441,000.00)	82%
Recycling	(43,273.82)	(249,659.72)	(304,171.00)	82%
FCSS	(61,224.48)	(242,970.24)	(234,774.00)	103%
Cemetery	-	(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	(10,837.80)	(63,519.64)	(105,100.00)	60%
Parks and recreation	(31,793.10)	(587,922.29)	(556,653.00)	106% 6
Culture - libraries and museum	(114.89)	(13,200.06)	(10,000.00)	132% 7
	<u>(554,911.27)</u>	<u>(8,973,064.03)</u>	<u>(10,200,714.00)</u>	
Expenses				
Legislative	21,880.61	88,979.45	122,150.00	73%
Administration	103,151.04	1,180,982.59	1,415,271.00	83%
Police	-	151,076.00	224,238.00	67%
Fire	13,136.41	153,388.01	216,567.00	71%
Bylaw enforcement	6,978.18	87,686.11	129,942.00	67%
Common and equipment pool	37,470.96	461,035.80	528,598.00	87%
Roads, streets, walks and lighting	57,941.50	517,774.33	614,455.00	84%
Storm sewers and drainage	82.93	7,816.13	13,140.00	59%
Water supply and distribution	83,216.30	862,408.86	1,007,413.00	86%
Wastewater treatment and disposal	6,751.86	108,405.13	164,363.00	66%
Garbage Collection	27,500.49	295,248.11	374,030.00	79%
Recycling	25,503.34	249,763.67	310,477.00	80%
FCSS	13,412.69	208,461.32	246,869.00	84%
Daycare	-	19,684.00	25,000.00	79%
Cemetery	1,310.23	24,364.18	24,519.00	99%
Physician recruitment	-	2,118.55	3,000.00	71%
Economic development	17,923.01	250,243.37	354,267.00	71%
Agriculture - weed and pest control	-	11,849.63	21,609.00	55%
Land use planning, zoning and development	26,035.55	215,734.14	304,158.00	71%
Parks and recreation	88,048.13	703,346.65	798,443.00	88%
Culture - libraries and museum	47,403.69	308,858.10	365,421.00	85%
Amortization	-	-	1,792,787.00	0%
	<u>577,746.92</u>	<u>5,909,224.13</u>	<u>9,056,717.00</u>	
Net Income	<u>15,699.46</u>	<u>(3,074,567.40)</u>	<u>(1,143,997.00)</u>	

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.
- 7** Museum revenue is over budget due to significant increase in bus tours and visitation, resulting in more donations.



INFORMATION BRIEF

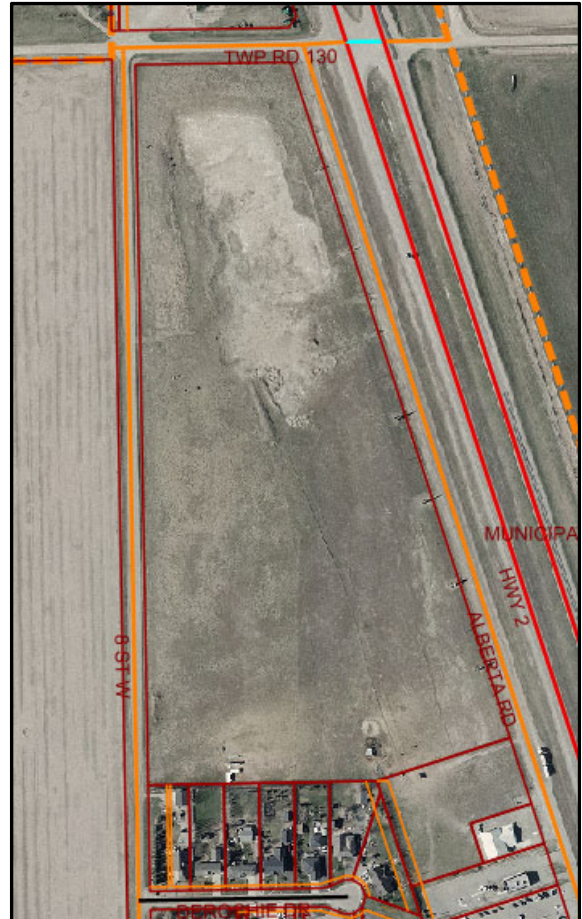
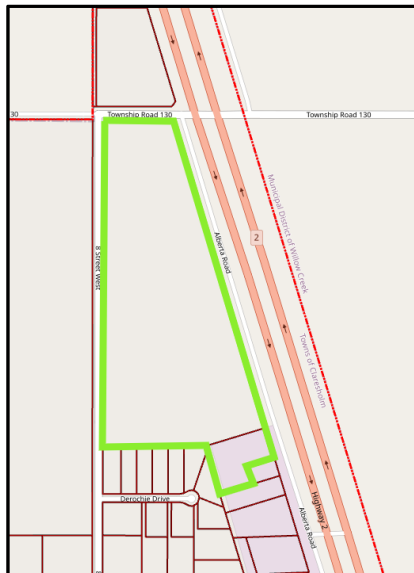
Meeting: November 27, 2023
Agenda Item: 12

NORTH POINT AREA STRUCTURE PLAN – OPEN HOUSE

The Town has been working with the landowners and Associated Engineering on an Area Structure Plan. To gather feedback and present the project to Council and the public we would like to hold an open house. The date set for the Public Open House is **January 8th at 6pm** prior to the regularly scheduled Council meeting at the Town of Claresholm Council Chambers.

Associated Engineering will be here to present the plan and answer any questions that may arise. The landowners have chosen the name North Point ASP.

Following the open house, any changes, etc. can be finalized and then the ASP will be presented for 1st reading of the Bylaw at an upcoming Council meeting.



ATTACHMENTS:

- 1.) N/A

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: November 22, 2023



INFORMATION BRIEF

Meeting: November 27, 2023
Agenda Item:13

Emergency Management Exercise – October 31, 2023

BACKGROUND/DESCRIPTION:

Municipalities are required by legislation to hold an emergency management Table Top Exercise yearly and a Functional Exercise every four years.

The Town held its Functional Exercise in 2022, which was both a local and regional exercise. Members of Council participated in both days of the exercise to give them the opportunity to see firsthand how an Incident Command Post (ICP) functions. Additionally, the event called for a State of Local Emergency (SOLE) and media scrums – both events involve Council in a real emergency. The Functional Exercise was a success and was an accumulation of three years of planning, training, and drills by everyone in the organization.

The primary feedback from the exercise was, that at the inception of any incident a lot is happening very quickly and it can be easy to get behind on the documentation and paperwork that is required. One of our goals for 2023 was to become more efficient with this paperwork and to practice the establishment and functions of a ICP in real time.

Therefore, Alberta Emergency Management Agency (AEMA) was asked to facilitate our incident, focusing on the first two to three hours in real time. We wanted all our staff to have no previous knowledge of what the incident was going to be to make it as realistic as possible. Our incident was an early morning motor vehicle accident on Highway #2, at the Fairway Drive (Dairy Queen) intersection resulting in a hazardous chemical release of 5000 gallons of Benzene. Benzene is highly flammable and toxic and required an initial evacuation of 300 meters.

The four objectives set in advance of the exercise are listed below with the outcomes being the bulleted points:

- 1) Re-familiarize Town staff with the Municipal Emergency Plan.
 - The plan was exercised with some adjustments and/or needed additions noted.
 - The goal when exercising the plan is to identify these adjustments to evolve and improve the plan.
- 2) Establish (set-up) and maintain a coordinated structure in an Incident Command Post (ICP).
 - Call out system was utilized effectively.
 - Staff set-up the ICP within 20 minutes.
 - Staff filled all key positions of the ICP, this included the Incident Command, Scribe, Information Officer, Safety Officer, Operations S.C., Planning S.C., Resource Unit Leader, Logistics S.C. and Finance/Administration S.C.
 - Staff utilized the appropriate ICP wall posters, this included the town map, organizational chart, SMART objectives worksheet and resource tracking sheets.
 - Planning Section facilitated a Tactics meeting and Operations briefing.

3) Develop objectives with integrated critical planning and implement a response.

- This always begins with the ICS-201 that is built by the initial incident commander, who for this incident was the Fire Chief.
- The Fire Chief briefed the ICP team initiating the ICP response to approve or adjust the objectives that were set out in the ICS-201.
- SMART objectives were approved that focused on the key priorities of life safety, incident stabilization, property/environmental protection and economic restoration.
- The ICP team then followed through on getting and tracking the required resources to support the objectives.
 - This is also where the team responded to additional injects and problems that arose.
- Traffic control and evacuation objectives were met.
- Social media objectives were met with the issuance a practice alert on the Federal Alerting System (Alert Ready) and two social media posts.

4) Utilize ICS forms appropriate for the scenario, at a minimum those are the ICS-201, ICS-213 RR and a Purchase Order tracking system.

- The ICP team did utilize the ICS-201, 213 RR and the Purchase Order tracking system.
 - 16, 213-RR and Purchase Orders were issued.
- In addition, the ICP team also generated these additional ICS forms the ICS-200, 200A, 202, 203, 205, 207, 208, 211E, 211P, 214A, 223, 228 and 230.
- Costs for the incident accumulated just over \$33,000.

In closing, the exercise was a success. Our objectives of getting staff some real time experience in an ICP and practice with the ICS forms was met. Real value was achieved in physically practicing the response, establishment and execution of the ICP roles and responsibilities.

With each passing year our emergency management team gains confidence, understanding and hones their skills to better serve and protect our community. Thankyou for supporting and contributing to that success.

Attachments: 2023 Town of Claresholm - Tabletop Exercise - ICP operations

PREPARED BY: Jason Hemmaway – Director of Emergency Management

APPROVED BY: Abe Tinney – CAO

DATE: November 24, 2023



Alberta Emergency
Management Agency

Ministry of Municipal Affairs
Provincial Building, Third Floor
328, 200 – 5th Avenue South
Lethbridge, AB T1J 4L1

November 22, 2023

Jason Hemmaway
Director of Emergency Management
PO Box 1000, 111-55th Avenue
Claresholm, Alberta T0L 0T0

Re: Tabletop Exercise “ICP Operations” October 31, 2023.

Dear Mr. Hemmingway,

Thank you for the opportunity to participate in your tabletop exercise held in the Claresholm Town Hall. The opportunity to work through your Incident Command Post operations to identify strengths and weaknesses within the organizational structure was very well done.

The Town of Claresholm has continued to be very pro-active with training & exercise programs and I encourage you to keep up the good work. As you are aware, all municipal staff who would support an event or disaster must have, as a minimum, Basic Emergency Management (BEM) & ICS-100. We do however encourage everyone to have a minimum of ICS 200 as it provides a much more rounded Incident Command System experience. All of these courses are available through your Regional Field Officers or if it is more convenient for your staff they could complete some of this training on-line. BEM and ICS-100 can be accessed through the AEMA Website at <https://www.alberta.ca/emergency-management-training-online-enrolment>.

Once you have produced your After Action Report, which may include any recommended amendments to your Municipal Emergency Plan, please forward it to us for review and we will update you municipal files.

Should you require any assistance with any aspect of emergency management please feel free to contact myself at 587-591-1874 or Field Officer Charity Schweitzer at 587-594-4211.

Thank you,

Lorne Thompson

Lorne Thompson
Regional Field Officer, Alberta Emergency Management Agency.

Cc *Abe Tinney, CAO, Town of Claresholm*
 Charity Schweitzer, South Region Field Officer, AEMA
 Rob Morton, Manager South Division, AEMA



CAO REPORT

November 27th, 2023

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

November 4th – reviewed the strategic plan with council, providing updates and looking for possible new focus areas, given the election and our new mayor and councillor. The strategic plan will see a few minor changes and administration is working through this.

Completed new councillor orientation for Councillor Ross. Councillor orientation is legislatively required by the provincial government, required topics include municipal purposes and powers, roles and responsibilities of councillors, code of conduct bylaw, council proceedings, bylaws and resolutions, public participation, pecuniary interest and bias, councillor disqualification, budget and finance and personal liability of councilors.

Work is ongoing with HR and the Development Services Manager on recruiting the new EDO. Town staff has conducted two rounds of interviews.

I have met with several potential industrial and institutional organizations looking for a location in Claresholm or the surrounding MD for their operations. The town continues to field questions and inquiries from interested industry professionals, and we continue to promote the Town and region as an excellent place to live and work.

I have also attended ongoing water shortage response meetings, hosted by Alberta Environment and Protected Areas. Alberta Environment is concerned that ice will damage the fish screens on the Town's raw water intake, as well as their outflow into Willow Creek. Damaged fish screens are not normally a concern in the winter because water (and ice) levels are usually much higher. Alberta Environment will be placing air bubblers at the fish screen locations to prevent the water from freezing and ice from damaging the screens. The Town will be assisting Alberta Environment throughout the winter to maintain the bubbler systems at Pine Coulee.

CDC meeting met on November 9th, the main topic of discussion was the Enabling Housing Choice report from Sustainable Housing Initiative. That report is on Council's November 27th agenda for approval and further discussion.

BYLAW

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Abe Tinney
CAO

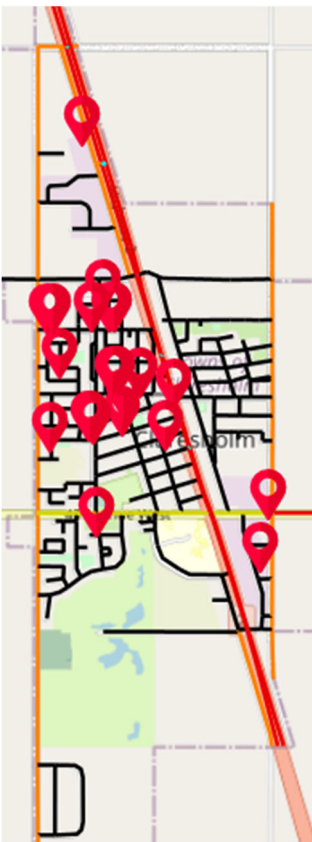


INFORMATION BRIEF

Meeting: Nov 27, 2023
Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT Oct 17, 2023/Nov 21, 2023

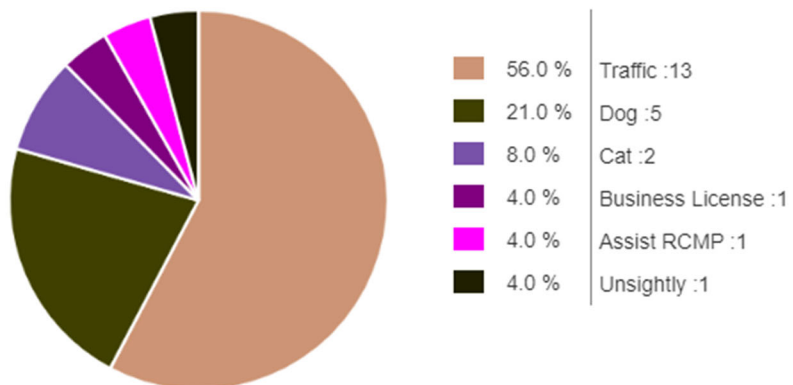
Report Mapping



Oct 17/Nov21, 2023 Highlights:

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.
2. 7 Animals brought into CARES
 - 5 Dogs
 - 2 Cats
3. Unsightly Properties has decreased with the season change.
4. Bylaw Office started 23 files between Oct 17, 2023- Nov 21, 2023.
5. With the warm temperatures calls are down.
6. Radar signs have been removed.
7. Traffic calls are on the increase as there are more detached trailers left at Weigh Scales.
8. Assist RCMP files renamed to Assistance from RCMP
9. Bylaw Officer coordinated the Town's quarterly Emergency Services Committee. In attendance were the RCMP Sergeant, Fire Chief and Deputy, Councillors Kettles and Zimmer and the bylaw officer and director of Infrastructure.

Total number of requests by Service Type :



Opened	Closed
0	13
5	0
1	1
1	0
0	1
1	0

DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 10/23/2023 - 11/24/2023

Financial

- Questica is working well and has helped the budget process be more transparent, and allowed managers to take a more active role in setting their budgets. Training and time are still needed to get full utilization out of the system, but we are already seeing benefits.
- 2024 Interim budget (Capital and Operating) has been drafted for Committee review and input. Due primarily to delays in the implementation of Questica, we are a little later than usual bringing this draft budget to committee. We have committee meetings scheduled for Nov 28th and again on Dec 5th, and plan to have a interim budget ready to present to Council at the December 11th regular Council meeting.
- September and October monthends were completed with council financial statements for September presented at the Nov 14th meeting, and Octobers being presented at the November 27th meeting.
- New operational borrowing bylaws were drafted and passed first reading and will be presented for 2nd and 3rd readings at this Nov 27th meeting. These are bylaws that are refreshed annually for our Line of Credit (undrawn on in many years – kept for emergencies) and our credit cards (used for operations with no carrying balance).
- Completed and sent off final grant reporting for the Canada Community Revitalization Fund grant we received for Amundsen Park Plaza & Pavilion project and the interim grant reporting for the Active Transportation Fund grant for the Amundsen Park Pathway & Lighting project.
- In the process of preparing for an Audit of our Settlement, Integration, and Language Projects grant funding reporting. This audit will be completed during December/January.

General

- New garbage bylaw as well as bylaw amendment for an inflationary increase in water and sewer rates both passed 2nd & 3rd readings.
- Working with our auditors we have been able to provide sufficient evidence to support an estimate for our asset retirement obligation for the new accounting standards. We will be setting up a liability for this asset retirement obligation in our 2023 audited financials. This is for three buildings that have (or are suspected to have) asbestos in them, including the Water Treatment Plant, the Highway Pump Station, and the Town Shop. Meeting these new accounting standards obligations is a processes many other municipalities of our size are spending thousands or tens of thousands of dollars on outside consultants to assess and estimate their asset retirement obligation, money we have been able to save/avoid spending.

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

DEVELOPMENT DEPARTMENT REPORT

For: 10/18/2023 – 11/20/2023



Development Permits

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

Compliance Requests

- ❖ 2 compliance requests received.

Miscellaneous

- ❖ Local Press Ads – Land use bylaw amendments and public hearing notices. Deadline with wildlife updates, bylaw reminders, dog license reminders, & advertising for the EDO position.
- ❖ Interviews for the EDO position have taken place. The Development Department continues to update budget, review policies and are brought up to speed on positions, staff, etc. The Town's current economic development staff have done a good job keeping things going.
- ❖ Completed AMHSA training for position on the Town's health and safety committee. Meeting held Nov 16, 2023.
- ❖ Emergency Management – Functional exercise October 31, 2023.
November 14, 2023 - Risk Aware Webinar, creating a culture of preparedness in Alberta. Information regarding the Be prepared website. The Town shares this information frequently. It is a good resource for emergency preparedness information. <https://www.alberta.ca/emergency-preparedness>
- ❖ Economic Development Committee meeting held November 20, 2023.
- ❖ Annual Emergency Advisory Committee meeting held November 21, 2023.

On-going projects

- ❖ Area Structure Plan – Continued work with Associated Engineering on North Point ASP. Concept circulated and background studies have begun. An extension has been requested by the grant office.
- ❖ Annexation – awaiting notification from LPRT.

Submitted by
Tara VanDellen
Development Services Manager



Economic Development Report

Prepared by Megan McClung and Ali Hemmaway
November 22, 2023

Since the last Economic Development Report on June 21, 2023, the Economic Development Officer, Brady Schnell, accepted a new position in Medicine Hat. The Town is in the process of hiring a new EDO.

Engagement Coordinator

Welcoming Claresholm

Since June we have a monthly meeting for Welcoming Claresholm or event.

July – We successfully had 12 countries participate in the Canada day Spread the world event and gave out a record 240 passports to participants, I hosted a Summer Backyard Party at my home for our committee meeting in Aug, Oct we hosted over 80 family members at our Thanksgiving dinner. We gave out our first 2 welcoming boxes to newcomers, We Hosted a winter clothing drive in Collaboration with the schools and Parallel Church, we set up for Christmas Cruise light display in the campground and are hosting a Christmas craft night for Newcomers and families.

Executed and planned welcoming week posts and events, Collaborated with FCSS to host a rock painting class for our town rock garden, Hand out treats, Roller skating night and Library tours.

Events

July 1 Canada day celebration - Planned and executed Spread the world in collaboration with Willow creek immigrants' services and Canada day event.

Applied for the Canada day Grant for 2024

Fair days – Worked with the event planning committee meeting monthly since March to plan Fair days, extended it to 4 days and added in many new aspects and service groups. Including Aiden's Run, cabarets, Thursday theme day events.

Roller Disco night – Collaboration with Claresholm Rec and Welcoming Claresholm and the Town of Claresholm. Rented out around 60 pairs of skates to Youth and Families for a fun night of roller skating.

Organized the African Delegation in Sept. and attended the event for the 4 days.

Organized the food for the By-election for the workers for the day.

Downtown Engagement

Started the Around Town posts Facebook segment - Highlighting 3 businesses and or events or parks and recreation in our town. This will run for a year to get a chance to highlight any business who signs up and wants to be highlights.

Started the downtown Business Hub Facebook chat then expanded it into a group- every business is slowly getting added. It's a place to encourage and support each other's business, share events and ideas to help the economic growth in businesses.

Friday late night shopping – Every Friday with collaboration from the business's Late-night shopping, food trucks, Outdoor games, Open Mic, and movie in the park along with an outdoor Vendors Market was some of the Friday events.

Conducted Broadband surveys for the downtown core internet surveys.

November 24, 2023

Put together and advertised the downtown trick or Treat event. All but 3 businesses participated in handing out candy to kids, Mary's Catering joined in organizing a Trunk or Treat alongside this event. Estimated 250 kids came through between 3.30 -5pm with additional kids in the morning.

Reaching out to downtown businesses to put together the Old Fashion Christmas late night shopping, pairing up vendors to businesses to store fronts to allow more shopping opportunity.

Collaborating with Ali to advertise the monthly business who are looking to hire with our business recruitment posts and emails.

Education

Attend monthly interagency meetings.

Attend Monthly welcoming Claresholm meetings.

Attend WCIS monthly meetings.

Attending Rethinking Communication and Engagement with Multicultural Communities 2-day training.

Attend monthly Alberta Southwest regional round table meetings.

Attended workshop - Tourism Corridor Strategy Program's Sustainable Journeys from Prairies to Pacific Corridor Strategy led by Destination Canada, and co-led by the provincial partners, Travel Alberta, and Destination B.C.

Economic Development Assistant

July to November

Attends and takes minutes for the Economic Development Committee Meetings, creates and sends out Agenda Packages. Attends bi-weekly meetings with IRCC representatives. Attends monthly partnership meetings with Willow Creek Immigrant Services. Attends Welcoming Claresholm Committee monthly meetings and events.

Became primary point of contact for the Rural and Northern Immigration Pilot program, in charge of responding to enquiries, reviewing applications, and conducting interviews. **19 Community Recommendations have been issued since July.** As the RNIP program is set to end in 2024, applied to become a designated community under Alberta's Rural Renewal immigration stream.

Published the [Community Profile](#) provided by Localintel to the Town of Claresholm website. Updated the Rural and Northern Immigration pages on the Town of Claresholm website. Sends out bi-weekly Economic Development Bulletins (email newsletters) to subscribed Claresholm businesses ([11 sent so far](#)), with information on grants, award nominations, programs, and tools. In collaboration with Megan McClung, created a Claresholm Business Hub Job Postings roundup, share job postings on the Town of Claresholm Facebook and through a [dedicated email newsletter](#). Creates and publishes monthly designs for the LED welcome signs.

Assisted with Fair Days and Movies in the Park. Hosted a Cross Cultural Awareness Training event, training provided by the Rural Development Network. Resources provided by the event have been and can continue to be shared with businesses to assist in creating and maintaining inclusive work environments.

Started the Economic Developers Alberta Community Economic Development Training Program. Completed one of three courses: Business and Investment Attraction. Currently taking Economic Development – Establishing the Foundation. Will enroll in the final course, Business Retention and Expansion, in the new year.

November 24, 2023

FCSS Report to Council for November

- Attended an Understanding Electricity webinar put on by the Utilities Consumer Advocate. Good information that we can pass on to our clients.
- Had a phone conversation with the FCSS Director in Pincher Creek. She was inquiring about our Volunteer Tax program as they are considering starting one now.
- Had a phone conversation with FCSS Director in Crossfield about our Board and Council structure and also if Claresholm has an incentive program to recruit doctors.
- Working on the quarterly activity report for Family Resource Network and the semi-annual financial report for the Family Resource Network- Both submitted.
- Attended a meeting held by some community members to discuss the extremism behavior being exhibited in the world. A Doctor of Anthropology is working on a study about extremists and wanted to have a discussion.
- Got things organized for the Tumbling Tots Halloween Party. Ten children participated.



- Attended the Welcoming Claresholm Committee meeting. We discussed the activities that will be happening at Old Fashioned Christmas
- Gabrielle came to meet with a client for an ongoing elder financial abuse case. We have given our recommendations, but the older adult is not prepared to make a change.
- Attended a Director's Network Regional meeting for Calgary-Bow Region via zoom. Heard about things happening at other FCSS offices and also heard that Minister Nixon is not a fan of FCSS.
- Planning for Christmas Giving is underway. FCSS has the applications for the Christmas Hampers. At this point there are 54 applications needing hampers. My City Care is organizing the Shop of Wonders again. Megan is organizing Santa's Gone Loonie. We have secured the Bridges Club House to assemble the hampers this year and the delivery for all the hampers will be December 22 between 9am and noon.
- Was contacted by Shelley Ford (TELUS) about a fundraising opportunity they are doing and how they would like the money to go to the FCSS Teen Centre. You can purchase a cloth shopping bag for \$5 and Tom Harris will match it for the donation. As of November 20th, there were no bags sold.

- We hosted the Bridges Out of Poverty workshop facilitated by Ruth Mueller. It went very well and everyone was happy they attended.

	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
...I have a better understanding of poverty	7	5				
...I have gained insight for addressing poverty	6	5				

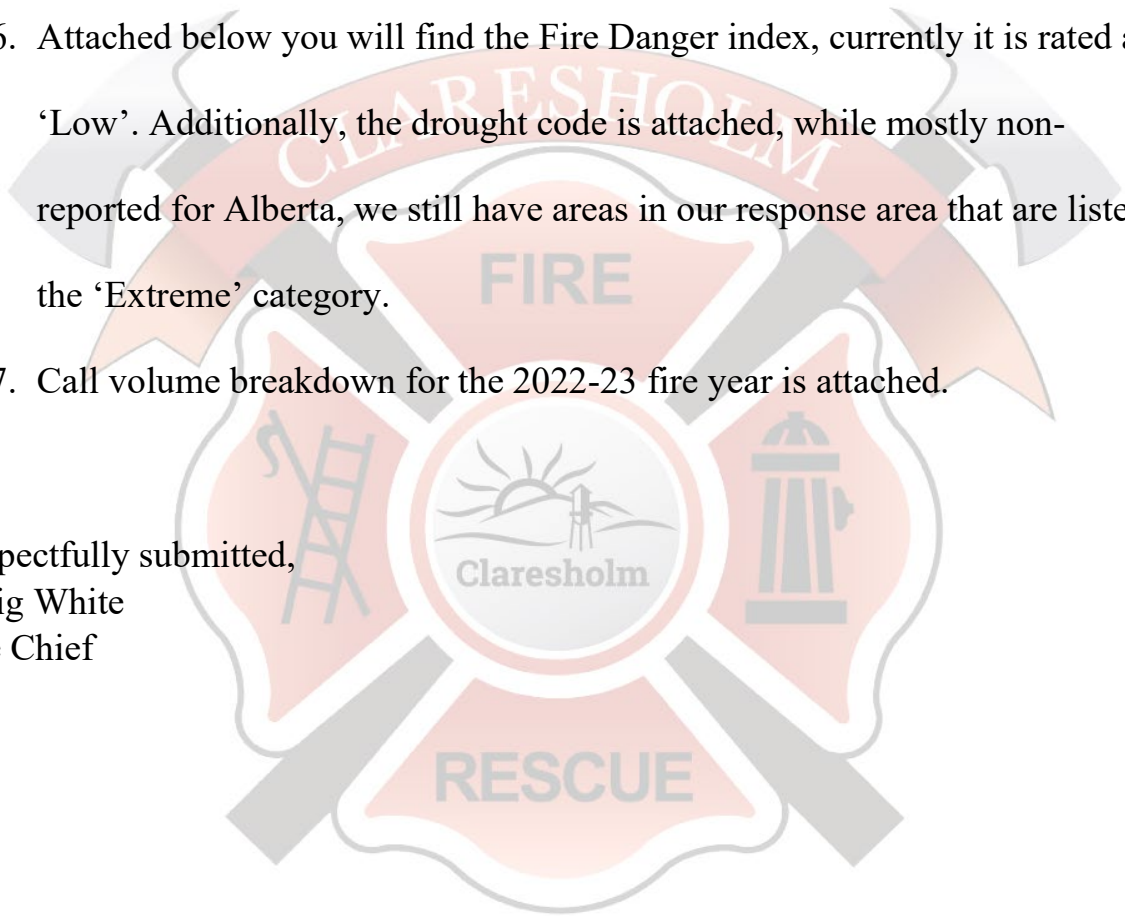
- The Province is moving in a different direction again with our measuring of outcomes. They have not rehired the Outcome Measures Trainers. They have decided to put out an RFP for the project of implementing the new outcomes model and Key Performance Measures listed in the FCSS Accountability Framework. This year's annual report will not have anyone to make sure all the outcomes are being reported correctly as the Outcome Measures Trainers' jobs end at the end of December.
- We have hosted a couple of Lunch and Learns (one at Cottonwood and one in Council Chambers). These had waiting lists to get into. It appears these talks are becoming very popular with our clients.
- We have hosted a couple of CRA tax information programs for newcomers and these have been well attended. They have found a couple of willing people to volunteer to do taxes through WCIS for immigrants and families.
- Children's Services has asked all the FRNs to host open houses around the province. Our open house for the hub and all the spokes within Greater Foothills Family Resource Network was the week of Nov.14 to 17. The only people that attended our open house was the other agencies that are spokes in our Hub region. No one from Children's Services or from any other Hub/Spoke came to see us. It was disappointing.
- Our Family Bingo this month had 40 participants! That is the most so far. We are not sure if it was because there was no school or if people are just hearing about it more now.
- Ladies craft night had 20 participants to paint a craft for Christmas.
- Starla and I head to Edmonton for 3 days to learn and network at the FCSSAA Annual Conference. We have also been invited to Legislative Assembly by MLA Petrovic so we are going to try to fit it into our Conference schedule.
- We received confirmation that we will be getting the CRA grant for our Volunteer Tax Program. They will give us a base rate of \$1500, \$250 for operating a clinic in a rural area and then \$5 for every return filed. I have signed the Funding Agreement and we will be receiving \$3880.00.

TOWN OF CLARESHOLM FIRE DEPARTMENT
MONTHLY UPDATE
FOR THE PERIOD OF: 18-OCTOBER-2023 To 18-NOVEMBER-2023

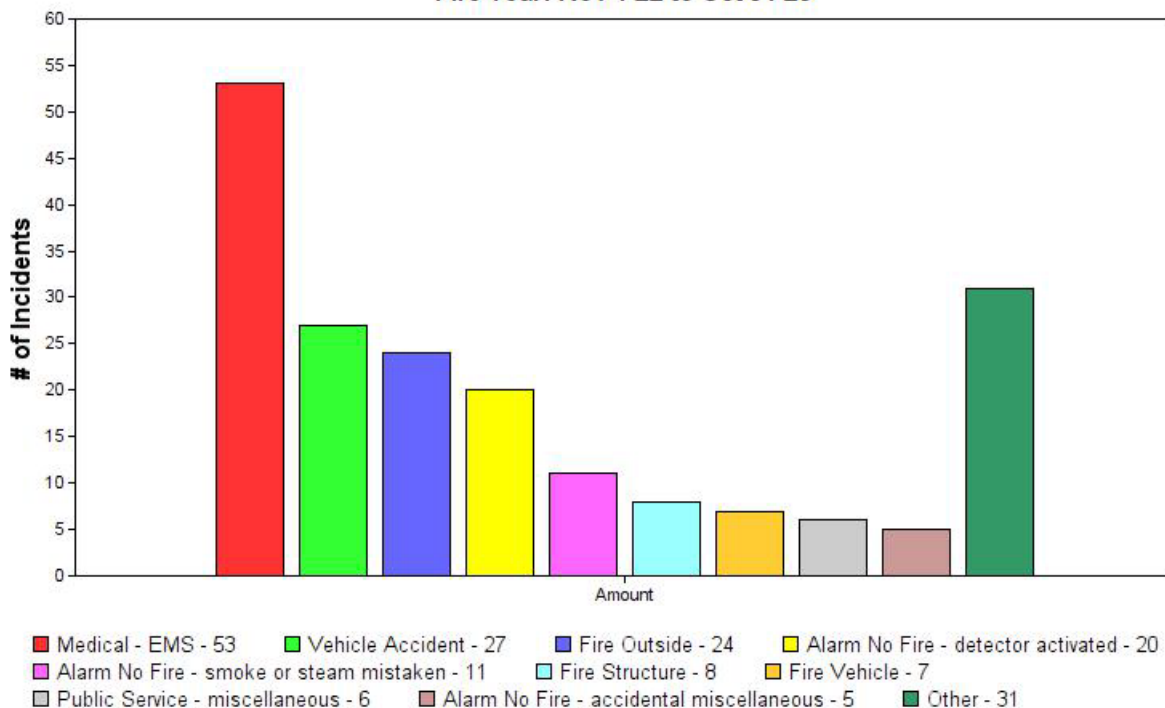
1. October 31 saw the end of the fire year for the department. In 2023 the department responded to 243 calls for service. Highlights include:
 - a. 53 Medical / EMS assist
 - b. 27 Motor Vehicle Collisions
 - c. 24 Outside Fires
 - d. 8 Structure Fires
 - e. 31 'Other' – which encompasses low volume events such as:
Hazardous material response, power line down, etc.
 - f. 51 Fire & Life Safety Inspections or Investigations.
2. The 1001 Level 2 class has resumed, with students in the hall every Monday evening as well as 1-2 Saturdays per month.
3. The Chiefs' have started annual fire safety inspections on Town facilities this period, and we currently have 16 open files as a result. Compliance amongst the Town owned buildings is high, thanks in large part to our Infrastructure & Public Works Departments.

4. Captain George Douros has begun his Fire Safety Codes – Group ‘A’ training. Once complete, the department & town will have an additional safety codes officer to cover vacancies for the Chiefs as needed.
5. We have been successful in filling one of our vacancies, we were close to filing a second; however, the applicant withdrew after the interview process.
6. Attached below you will find the Fire Danger index, currently it is rated as ‘Low’. Additionally, the drought code is attached, while mostly non-reported for Alberta, we still have areas in our response area that are listed in the ‘Extreme’ category.
7. Call volume breakdown for the 2022-23 fire year is attached.

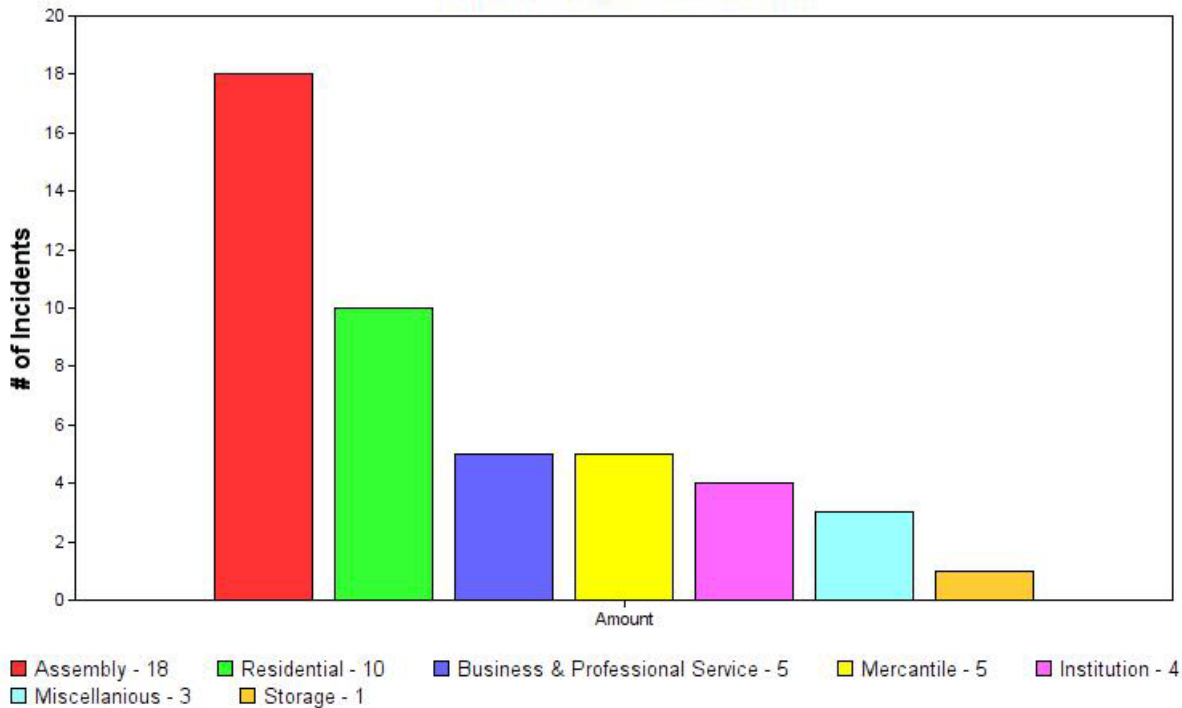
Respectfully submitted,
Craig White
Fire Chief

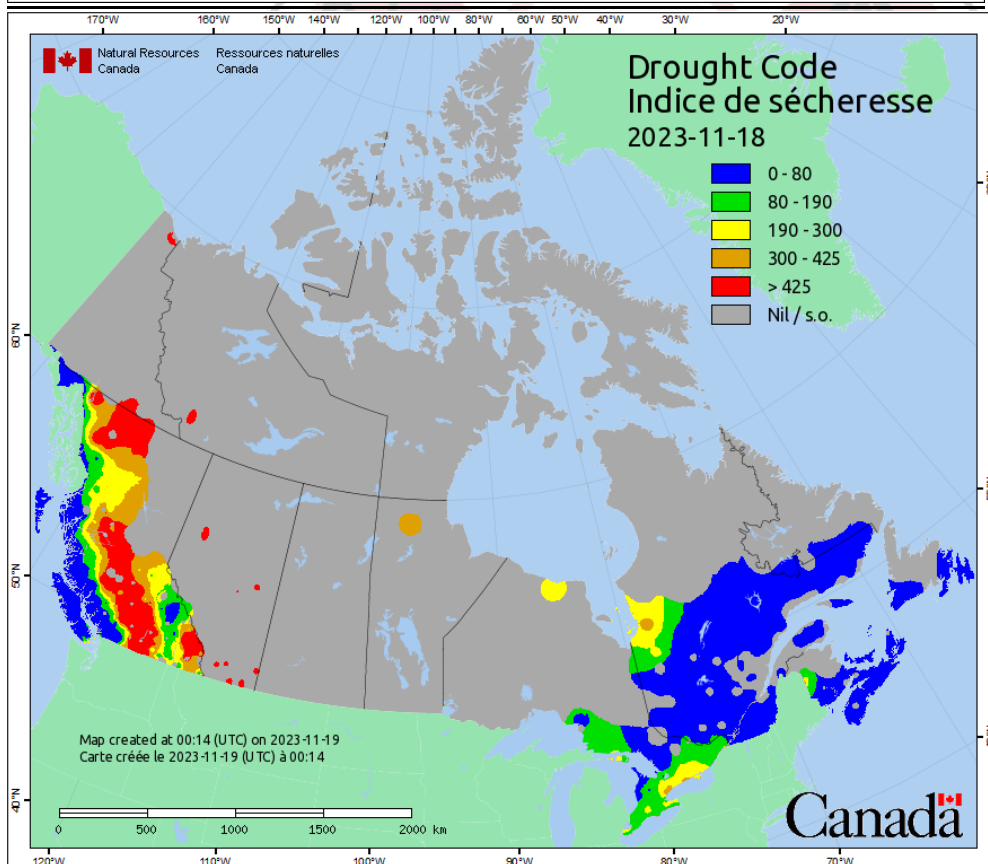
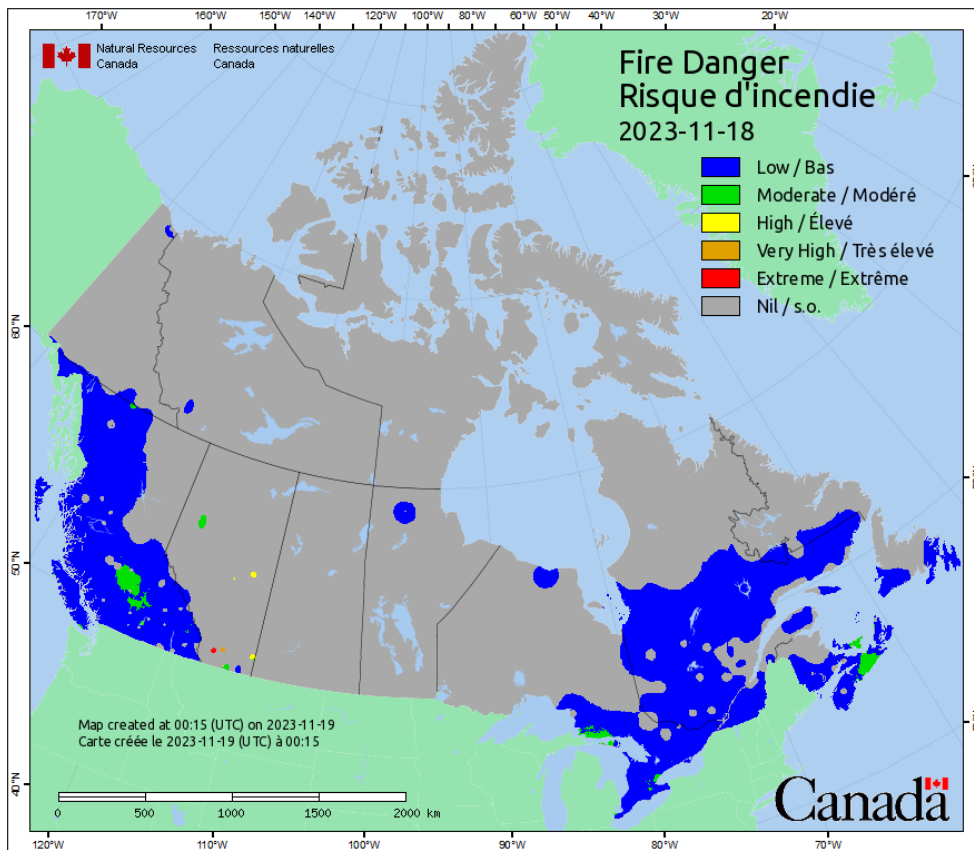


CFD Call Totals by Type
Fire Year: Nov 1 22 to Oct 31 23



Fire Safety Inspections by: Property Class
Fire Year: Nov 1 22 to Oct 31 23







Infrastructure Services Report



November 2023

Jace McLean

Director of Infrastructure

Arena

The Arena is in full swing for the season. No problems to report.

Town Buildings

The regular monthly inspection of Town owned buildings continues.

A company was hired to raise the library floor. He was able to complete the job in a few hours and the results are great.

Equipment

Maintenance and repairs are ongoing.

Another issue was discovered in the sanding truck. After replacing the hydraulic pump and PTO this summer with the new parts supplied by the dealer, it was discovered that the new pump is undersized and cannot run the sanding body under load. The truck will be repaired under warranty once the parts arrive.

Parks

Lots of cleanup was needed in our parks after the last windstorm.

A contractor was hired to screen the compost piles at the North end. This material will be used as top dressing for our parks and green spaces next spring.

Garbage

The new garbage program will hopefully begin soon!

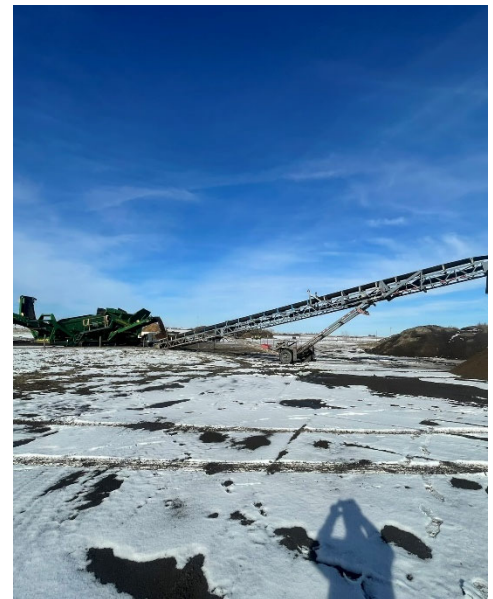
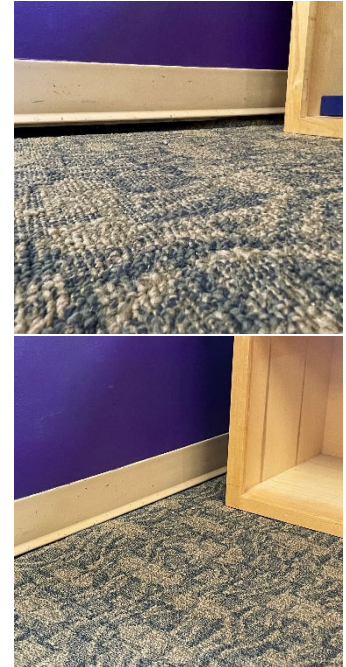
The new bins arrived as scheduled and are being stored in the Town shop. The truck experienced multiple delays in production but is finally on its way. Delivery of the bins to all the residents will start November 27th. Training on the new truck is scheduled for December 4th and the new rollout date for the program is December 11th.

Cemetery

The Town crew has been busy with burials. Nothing else to report.

Sanitary Sewers

The Monthly sewer maintenance continues in problem areas to prevent major backups.



Streets

We have alternated between snow removal and street sweeping this month.

We lost multiple boulevard trees in the last windstorm. Town crews were busy with cleanup.



Sidewalks

Snow removal was done on the town's pathways as needed. No issues to report.

Water Distribution

The yearly valve exercise program continues as time allows. This is an annual maintenance program to keep the valves loose and functional, as well as exposing any problem valves in our system. There are over 380 main valves in our distribution system, and each valve is operated a minimum of three times yearly.

Storm Water/Drainage

The Westlynn Storm Trunk project is underway. We have experienced multiple delays due to outside utilities. The project should be finished mid-December.



Recycling

Recycling program is working well.

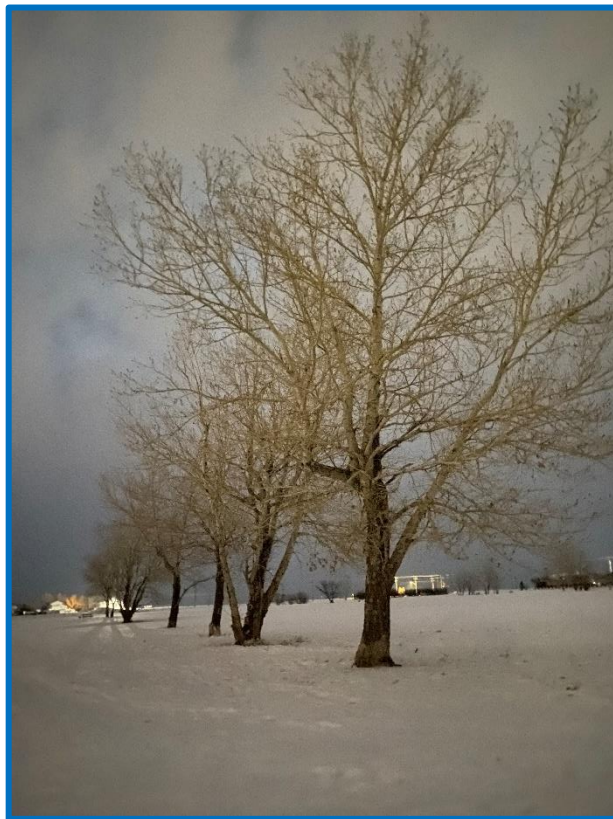
Staff

No issues to report.

Our temporary laborer will stay on until the new garbage program rolls out to alleviate some workload on the crew.

CLARESHOLM RECREATION

September-October 2023 Recreation Report



Authored by: Denise Spencer

November 22, 2023



CLARESHOLM RECREATION

ARENA

- Calgary Minor Hockey placed rules in the last 2 years that have impacted out of town rentals.
 - They are only allowed 1 home tournament (even if out of town)
 - They must finish their tiering prior to booking tournaments, November 29th is when they get notice if they are able to host
- The Hockey Super League, Lethbridge division has been booking ice regularly
- Foothills Hockey has booked our facility as we are in the middle of their region, hosting hockey games, versus tournaments
- 9 full weekends (including Minor Hockey tournaments & out of town tournaments) have been booked this season
 - There is still space for 3 tournaments, or full days of ice
- Personal rentals, and business rentals for ice have had a noticeable increase, in comparison to years prior to the Covid Pandemic.
- FCSS Teen Center started at the Arena Mezzanine November 7, 2023

CAC

- A pool patron generously donated a handcrafted Tea box which we held a draw with, prizes included a one month Aquafit pass, and a family 3 month pass.
- Inservice October 22; trainers on staff hosted this event, which include a round of 'Pool Jeopardy', Aquafit and a review of administration.
- Work has started for the January through April Recreation Program guide, set to be released November 29th, sooner if completed.
 - This publication is vital to getting our programming to community members.
 - Team members have been working on it together.
- CAC Annual Maintenance Shutdown;
 - Started early due to a pipe bursting in the basement, maintenance is fortunate that they caught the issue without major flooding in the basement which would've been a catastrophe due to many electrical systems housed
 - AHS is waiting on their plumber
 - Facility had initial deep clean
 - New flooring has been laid in the gated hallway. The previous flooring was in amaged and worn in many areas

Community Recreation Guide

- Work has started for the January through April Recreation Program guide, set to be released November 29
 - We will print hard copies for the Aquatic Centre, Library, and Town Office.
 - This will be primarily online, to be featured on Claresholm.ca under Active Living, with a link on the main page

Claresholm Skatepark

- Volunteered for the Dollar Store with mores 4th Annual Haunted House
 - This annual fundraiser donated \$1166 to the Skatepark Association to support their fundraising efforts.
- Bartending for the Health Foundation Fundraising Gala November 4th.
- Brandt in Claresholm donated \$5,000.00

SARA-Southern Alberta Recreation Association

Governing board for the Southern Alberta Summer Games

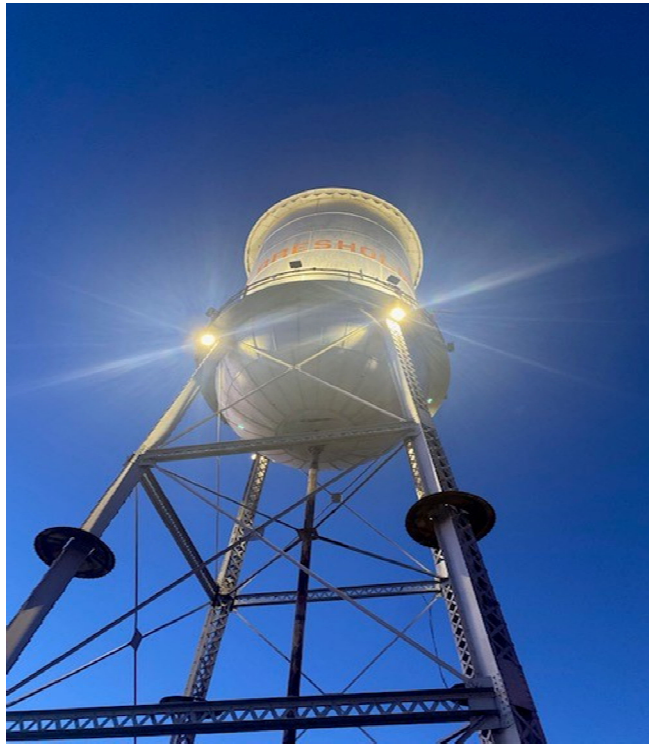
- Next meeting will be in the new year. Preparations are underway for the 2024 Southern Alberta Summer Games in Coaldale Alberta

APRA-Alberta Parks and Recreation Association

- Alberta Parks & Recreation Association Conference & Energize workshop October 25-29
- Highlights:
 - Intersectionality, and why is it important in Gender equity? Inclusivity? Individuals have multiple identities based not only on gender, but other dimensions such as ethnicity, sexual orientation, age, ability, culture and religion. When we make policy and program decisions, we need to consider intersectionality
 - What can we learn from studying current food trends? Locally sourced food
 - Garden to Table Initiative- Ensuring Food Sustainability, Longview ARC Society Program
 - Pallet Gardens for seniors with mobility issues to supplement trips to the grocery store
 - Food security is defined by the Food and Agriculture Organization (FAO) of the United Nations as *“a situation that exists when all people, at all times, have physical, social and economic access to sufficient, safe and nutritious food that meets their dietary needs and food preferences for an active and healthy life.”* *Advances in Food Security & Sustainability 2022*
<https://www.sciencedirect.com/science/article/abs/pii/S2452263522000027>
 - Animate your Facility: *Facility animation is defined as small-scale performances, interactive displays, or programming that take place repeatedly and helps enliven a visitor’s experience by surprising and delighting them.*
 - Boosts Social Interaction and Community Engagement
 - Fosters emotional connections
 - Shared experiences strengthen bonds
 - Sense of community within the facility
 - Communities Choosewell: The Healthy Communities Framework (HCF) has been designed with health and wellness champions in mind and is intended to help increase healthy eating and active living (HEAL) initiatives in communities across Alberta. This free online community development tool is composed of 7 key areas (7 Pillars) that provide suggested actions to help your community build towards a healthier future. <https://communitieschoosewell.ca/healthy-communities-framework/>
 - 7 Pillars include: Policy, Places, People, Partnerships, Programs, Promotion, and Participation.

UTILITY SERVICES REPORT

November 2023





Claresholm

**Utility Services Manager
Brad Burns**

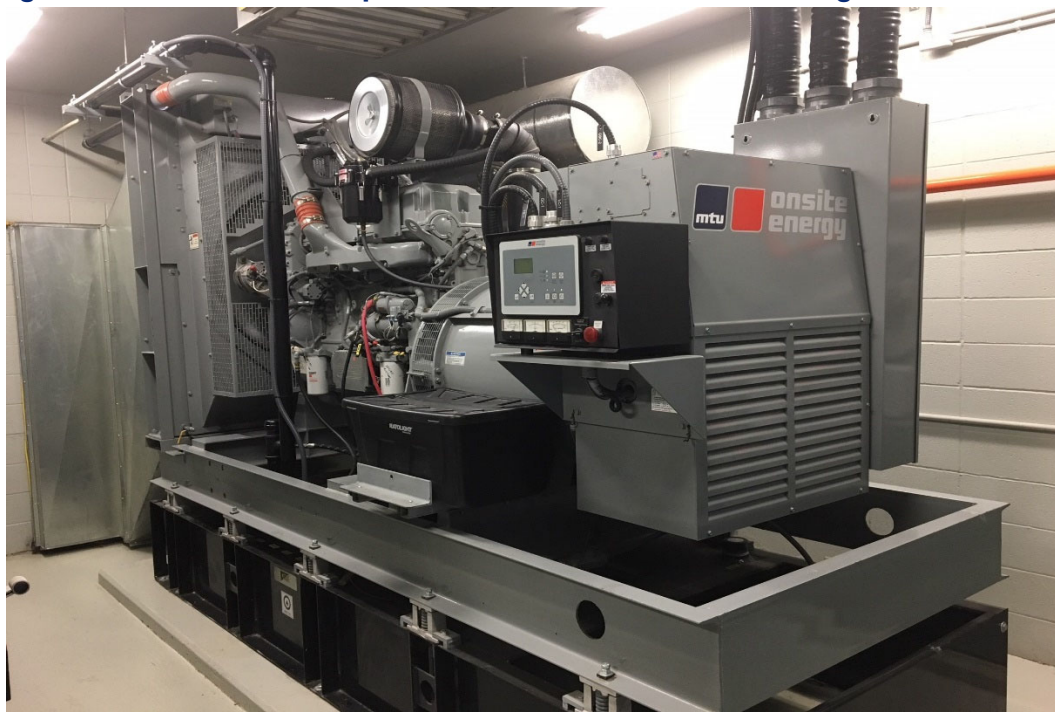
**3700 8th Street West brad.burns@claresholm.ca
Box 1000 T0L-0T0 Cell # 1-403-625-1687
Claresholm, Alberta**

Regional Water Treatment Plant

Maintenance

- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean distribution chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Enhanced Flux Maintenance (EFM) or Clean in Place (CIP) on both PALL membrane racks.
- Flush and clean CIP tanks to the neutralization system.
- Clean sodium Hydroxide line and change pump tube.
- Clean blower to lake air lines to prevent blockage.
- Annual building fire inspection complete with no issues.
- Redcap Ventures service and load test backup generator.

The Water Treatment Plant Marathon Generator Powered by a Series 60 Detroit Diesel Engine Ensures no Interruption in Water Distribution During a Power Outage



Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution samples for free chlorine residual throughout town continue to be compliant approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Report THM and HAA5 non-compliance and send in 7-day letter.

Training and Continuing Education Credits

- Online courses available.

Meetings

- Bi-weekly management meetings.
- Monthly onsite safety meetings.
- M.D of Willow Creek Service Agreement Meetings as requested.
- Ongoing Water Shortage Response Plan situational update meetings with AEP and Oldman Dam Operations.

Safety

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

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- Delivery bulk load of carbon dioxide.

Treated Water Pumping Stations and Reservoirs

Highway Pump Station

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Annual building fire inspection complete with no issues.
- Redcap Ventures service and load test backup generator.

Highway Pump Station Diesel Backup Generator



East Side Reservoir (UFA)

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

Water Distribution

Universal Metering

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

Government Compliance

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

PRV Meter Vaults

- Check acreage PRV vault bi-weekly.

Distribution Lines

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

Lagoon and Wastewater Collection

Government Compliance

- Code of practice for wastewater systems using a wastewater lagoon daily monitoring requirement.
- Discussion with AEP approvals engineer about lagoon clear water holding cell release.

Harvest Square Lift Station

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

Harvest Square Sewage Lift Station Backup Generator



Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Annual building fire inspection complete with no issues.
- Releasing clear water treated holding cell to Willow Creek.
- Redcap Ventures service and load test backup generator.

Lagoon Main Lift Station Natural Gas-Powered Generator



Lagoon Treated Wastewater Outfall Line Release to Willow Creek



Raw Water Lines and Reservoirs

Government Compliance

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

Pine Coulee Reservoir

- Chain Lakes Reservoir 74.03% level 1295.86 geodetic meters, 10669.84 (dam3).
- Willow Creek at OXLY Ranch flow 1.11 m3/s
- Pine Coulee Diversion Head Pond above Head Gates 1050.58 m.
- Pine Coulee Diversion Canal below head gates flowing into reservoir @ 0 m3/s
- Pine Coulee Reservoir level 28.66% 1043.63 geodetic meters, 14500.65 (dam3) (No new data available).
- Pine Coulee organics issue.
- Collaborate with AEP and MPE Engineering about outfall line fish screen protection with air bubbling system.

Pine Coulee Supply Line

- Visually check supply line valve, hydrants air release valves, vaults weekly.
- Operate and paint control valves.
- Operate fire hydrants to check flow.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Check claw compressors daily.
- Onsite raw water reservoir 6277 mm.
- On-site raw water organics issue.
- Filling on-site reservoir from PCR at 50 l/s.

Golf Course

- Backwash water from process continues through the neutralization system to the golf course holding ponds.
- Golf course water diversion from Pine Coulee shut off at 1044.0 m as per AEP license.



Willow Creek West Waterworks System

M.D Chlorine Booster Station

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

M.D Industrial Airport Distribution System

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

PRV Meter Vault

- Check PRV meter vault operating pressure.

West Water CO-OP

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

Chemical

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

Hamlet of Granum

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

Alberta Parks and Environment Requirements

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



Town of Claresholm

Council Committee Report

Date: November 27th, 2023

Mayor Schlossberger	<p>Nov. 15 Meeting the Omni College Group. Discussing a potential college to train health care personnel in Claresholm. Omni College is based in Richmond BC. They are fully accredited. Linked to Mount Royal College and Bow Valley College. This will be for newcomers to Canada.</p> <p>Nov. 16 Meeting with Seed Homes. They are looking to move their manufacturing plant out of Calgary, need to expand. Very progressive innovative modular home builder. They have a large number of orders in the que. I have another site in mind and will be showing them the site Nov 23.</p> <p>Nov. 17 Attended the grand opening of the Chinook Sexual Assault Center in Lethbridge. Packed house.</p> <p>Nov. 17 Attended a Small Community Opportunity Program from the Alberta Government. Grants available.</p> <p>Nov. 20 Seed Homes and Home Care Hub meeting. These 2 groups looking to create a continuing care community. Sounds very interesting. They are applying to the provincial government for funding.</p> <p>Nov. 20 EDC meeting.</p> <p>Nov. 22 Another meeting meeting and tour with Omni group with the school division building.</p> <p>Nov. 24 Meeting another group about Hanger 6 at the airport. They only want to lease.</p>
Councillor Carlson	

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

Councillor Cutler	
Councillor Kettles	<p>Nov 15, 2023: Emergency Services Meeting</p> <p>Summary's from Claresholm Bylaw, Operations, Fire, RCMP Introduction for new committee members Bylaw discussed distribution of calls and explained areas of responsibility and terms of duty and response. RCMP introduced new command and outlined challenges around staffing in Claresholm and Nanton.</p> <p>Fire presented information on efforts for funding for firehall update plans.</p> <p>Operations gave summary of significant initiatives including an update on storm water drainage on parade staging grounds area.</p> <p>Nov 15, 2023 : Claresholm Golf Club</p> <p>With season now largely wrapped up we examined financial statements</p> <ul style="list-style-type: none"> - Revenue was up but expenses up even more so net profit was lower than last year - some of the higher expenses were regarding increased maintenance costs reflecting extra work done on the course this year (irrigation, fertilizer, etc) over levels that was done last year - compressor blow out of irrigation took a bit longer this year as the available equipment was less powerful than what would be ideal. - concerns over silt buildup from treatment plant outflow. Conversations to be had with the Town about that and silt buildup in the ponds in general. - updates on necessary clubhouse maintenance to be completed over the winter <p>Nov 16, 2023: Claresholm Lear-a-Lot Playschool</p> <ul style="list-style-type: none"> - Review of finances and a few instances of outstanding fees - generally finances OK - Updates on personnel and scheduling of shifts over the next month - Update on fundraising efforts. Good success with the always popular Moms Pantry.



Town of Claresholm

	<ul style="list-style-type: none"> - Update on plans around class photos <p>Nov 21, 2023: Claresholm Daycare</p> <ul style="list-style-type: none"> - Reviewed finances and discussed how best to reflect expenses for playground equipment purchased from reserves but reflects in a deficit position for Daycare for current year. - Discussed cost shortfall on grocery charges and the need to increase that monthly charge to parents in the new year. - Reviewed various fundraising initiatives and relative successes so far this year - Casino planned for Jan 29,30 2024 and currently organizing volunteer workers - Staffing updates and info on new hires and programming initiatives
Councillor Meister	<p>Museum</p> <p>We welcomed a new board member. There are plans to increase and improve marketing for the next season. There are also plans to diversify our gift shop to help increase sales and income. We have received a slight bump to our summer student wage, hopefully this helps with attaining them for the summer. They are an integral part of our seasons success. Almost all of the main fluorescent lighting is able to be turned off due to improvements to display and aisleway lighting. Old fashioned Christmas is fast approaching and we will have candy, cider and carols at the station building. The exhibit hall will be open as well.</p> <p>CAReS</p> <p>Our total sales were around \$8k for the raffle, the winner donated half their winnings back to the shelter. A casino was held this past weekend. There is currently an auction online to help raise funds. We received a substantial donation! Over 900 hours of volunteer hours this past month. Currently there are 32 cats and 7 dogs in the shelter. 31 dogs have been refused over the last month, a large portion of them being puppies. STOP BREEDING AND SPAY OR NEUTER YOUR PETS!!!!PLEASE!!!</p> <p>Welcoming Claresholm</p>



Town of Claresholm

	We had a fun evening preparing for Old fashioned christmas. Hopefully everyone can make it out next friday!
Councillor Ross	
Councillor Zimmer	

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	This was direction from the previous council & will need to be revisited with the new council	Complete
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
Regular Scheduled Meeting - November 14, 2023				
1	BYLAW #1767 - Moved by Councillor Zimmer to give Bylaw #1767, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Ross to give Bylaw #1767, a Land Use Bylaw Amendment, 3rd and Final Reading. CARRIED	Tara	Bylaw printed & signed, sent to ORRSC	Complete
2	BYLAW #1763 - Moved by Councillor Meister to give Bylaw #1763, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Tara	On an upcoming agenda	Complete
3	BYLAW #1765 - Moved by Councillor Kettles to give Bylaw #1765, the BMO Operational Borrowing Bylaw, 1st Reading. CARRIED	Blair	On an upcoming agenda for 2nd & 3rd readings	Complete
4	BYLAW #1766 - Moved by Councillor Zimmer to give Bylaw #1766, the AMSC Operational Borrowing Bylaw, 1st Reading. CARRIED	Blair	On an upcoming agenda for 2nd & 3rd readings	Complete
5	BYLAW #1770 - Moved by Councillor Ross to give Bylaw #1770, a Water & Sewer Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1770, a Water & Sewer Bylaw Amendment, 3rd & Final Reading. CARRIED	Blair	Bylaw printed & signed	Complete
6	BYLAW #1772 - Moved by Councillor Kettles to give Bylaw #1772, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Tara	On an upcoming agenda	Complete

7	BYLAW #1773 - Moved by Councillor Meister to give Bylaw #1773, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Tara	On an upcoming agenda	Complete
10	RFD: Fire Department Business Plan - Moved by Councillor Meister to approve the Claresholm Fire Department's Business Plan 2023 Update as presented. CARRIED MOTION #23-154	Craig	Website updated	Complete
11	RFD: Chamber of Commerce Business Awards - Moved by Councillor Ross 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. CARRIED MOTION #23-155	Karine	Payment sent, Mayor Schlossberger to present the award	Complete
16a	IN CAMERA: Personnel - Moved by Councillor Meister to appoint Larry Sushelnitski to the Claresholm Museum Board. CARRIED MOTION #23-156	Karine	Email sent	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: November 24, 2023

INFORMATION ITEMS

MINUTES

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

1. Meeting called to order by Chair Kendall Schille at 5:13 pm
- 2: **APPROVAL OF AGENDA** – motion to approve agenda by Earl Hemmaway, seconded by Brad Schlossberger, carried.
- 3: **APPROVAL OF MINUTES**
 - 3.1 Regular Meeting Minutes from September 19, 2023 – motion to approve minutes made by Donna Meister, seconded by Joanna Ridley, carried.
- 4: **CORRESPONDENCE**
 - 4.1 MD of Willow Creek Library Board – annual funding has been increased and the Library received \$6255 this year.
 - 4.2 Town of Claresholm Council rep to Library Board – Mayor Brad Schlossberger will be our Town Representative and councillor Kieth Carlson will be an alternate if Brad is unable to attend.
- 5: **FINANCIAL STATEMENT**
 - 5.1 Financial Statement for the end of September 2023 – motion to approve made by Kendall Schille, seconded by Brad Schlossberger, carried.
- 6: **REPORTS**
 - 6.1 Library Manager's report – The Library is holding its Pink Tea on October 18th and the Harry Potter Experience on the 28th. Tales and Rhymes started up again for the fall on October 5th. Griselda is now running two Spanish classes, one evening class on Thursdays at 5:30 and another on Friday mornings at 10:30.
 - 6.2 Plan of Service Report – no report at this time as Jay has not yet been able to tally the info from the second survey.
- 7: **NEW BUSINESS**
 - 7.1 2024 Budget – this is just a draft budget. Jay Sawatzky requests that as we

Claresholm Public Library Board
Regular Meeting
October 17, 2023

will be receiving a large donation in 2024 and some of it will be appointed for book purchases that she be allowed to move \$5000 from Savings into the Library Budget for books as it is unknown when the donation will be received Earl Hemmaway made a motion to approve \$5000 be moved from Savings into our 2024 budget to be added to our book budget. His motion is seconded by Joanna Ridley. Motion carried.

Jay will bring a completed 2024 Draft Budget for approval to the next meeting.

7.2 Policy change – Jay Sawatzky requests that **policy 6.3, Code of Conduct**, be revised to include zero tolerance regarding workplace violence by members of the public, Library staff, Library contractors, etc. Earl Hemmaway made a motion to approve this change. Motion was seconded by Kendall Schille. Motion carried. Jay will forward her draft of the policy changes for Kendall to reword and the final draft will be brought to next month's board meeting for approval.

8: OLD BUSINESS

8.1 Raising the north end of the Library. Jace McLean from the Town of Claresholm has a quote of \$2800 from a contractor in Lethbridge to do the work. The Town of Claresholm will pay for this renovation. A date has not yet been scheduled.

9: ADJOURNMENT – meeting adjourned by Chair Kendall Schille at 5:35 pm.

Next Meeting: November 21, 2023

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, October 12, 2023
Community Room, Claresholm Town Office

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

Absent Cindee Schlossberger, Lay Representative
Brian Comstock, Lay Representative

Chair Howard Paulson called the meeting to order at 10:50 am.

1.0 APPROVAL OF AGENDA:

Moved by Laurie Lyckman to accept the agenda as presented with one addition-Grant Update.
Motion Carried..

2.0 APPROVAL OF MINUTES:

Moved by Earl Hemmaway that the minutes of the September 14, 2023 meeting be accepted as presented. Carried.

3.0 BUSINESS ARISING FROM MINUTES:

Van 9 has been repaired. Cost of \$3290.72.
Van 11 is booked in for repairs.

4.0 CORRESPONDENCE:

Letter from Town of Claresholm advising us that Mike Cutler is our Town Representative with Diana Ross as the alternate.

5.0 REPORTS:

5.1 Financial –Sally reported that there is \$69885.45 in chequing, \$3910.74 in casino, \$9687.32 in savings. We did 67 trips in September, 2023. To date in October we have done 65 trips.

The Ladies Auxiliary of Willow Creek Continuing Care Centre will pay for the insurance on the bus again. A thank you card will be sent to them.

Sally moved acceptance of her report.

5.2 Chairman's Report –Howard provided an update on the vans.

6.0 OLD BUSINESS: Mike informed the group that he will get the 50/50 set up with the draw date being December 20th, 2023.

Laurie gave a grant update on the Rural Transit Solutions Fund which is Federal. Can apply for any amount and includes drivers wages. Sally will take the course on November 14th.

7.0 NEW BUSINESS: Discussion on providing a food allowance for drivers doing longer trips was had. This could be added into the cost of the trip. Brydon suggested that we investigate the cost of getting AMA for the drivers

8.0 IN CAMERA: None

NEXT MEETING DATE November 9th, 2023.

The meeting was adjourned by Mike Cutler.

SIGNED:

SIGNED:

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Museum Exhibit Hall

October 18, 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 3:039 PM. Motion made for the adoption of agenda as presented by Earl Taylor. **CARRIED**

2. Correspondence – After being contacted by Betty Hoare about the possibility of becoming a board member, Darry Markle respectfully declined. Motion by Mich Forster that minutes from September 20, 2023, approved as presented. **CARRIED**

3. Museum financial report dated October 5, 2023, was reviewed. Kandice Meister moved the report be accepted. **CARRIED**

4. Motion made by Cynthia Wannamaker to go into In-camera session. **CARRIED**
– Motion made by Mich Forester to come out of In-camera session. **CARRIED**

5. Review of Strategic Planning Session held on October 17, 2023, and facilitated by Jerryn Firth, Community Development Unit Alberta. After full day of reviewing the Claresholm and District Museum's operations and goals here are some of the keypoints that were discussed.

-Accessibility to the museum was restricted to 5 days per week for 16 weeks due to changes in staffing levels.

-Succession planning for current Executive Director needs to be prioritized to ensure the continued success and quality of the Claresholm and District Museum.

- It is important to recognize the value of volunteers. Their unpaid volunteer hours show up in the upkeep of the grounds, greeting bus tours and helping with any staffing needs when asked. The trend for volunteering is on a downward trend, as a lot of the organizations around Claresholm can attest to. How do we get more interest in bringing more volunteers on board?

Goals recognized:

-Increase funding for staff stability

- Increase community involvement and stakeholder engagement

- Continued modernization and professionalization of collections management

- Analyze facility needs and gain necessary funding

- Increase self revenue generation & diverse funding

- Enhance visitor experience with improved access

There was some discussion as to the possibility of follow-up session in the new year.

6. Motion for adjournment by Betty Hoare at 5:07. **CARRIED**

Next meeting November 15, 2023.



Barry Gibbs

Board Chair

APPROVED

Karine Keys

From: Community Engagement <Community.Engagement@albertahealthservices.ca>
Sent: November 16, 2023 9:04 AM
To: Community Engagement
Subject: Update from AHS: Changes to Calgary Zone Healthcare Planning Engagement

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.

Good day,

We want to thank all our community partners for the wonderful response we have received to the Calgary Zone Healthcare Plan. Thanks to you for sharing your thoughts and ideas. We have already received significant feedback on the health care priorities of community members from across our zone which will be considered as we work on updating the Calgary Zone Healthcare Plan.

Last week, the [Government of Alberta announced](#) that they will be refocusing health care in Alberta and will be carrying out their own engagement on healthcare. In light of this, we are opting to postpone our engagement sessions and will be looking to reschedule them in the new year.

In the meantime, please continue to share your thoughts on our [Together4Health](#) page. We will update this page as more information comes available.

Sincerely,

Community Engagement
Alberta Health Services



[AHS Advisory Councils](#)



Learn more about how AHS is improving healthcare by [Subscribing](#) to our biweekly newsletter, Together4Health Headlines.

From: Community Engagement <Community.Engagement@albertahealthservices.ca>
Sent: Friday, October 27, 2023 2:58 PM
To: Community Engagement <Community.Engagement@albertahealthservices.ca>
Subject: An invitation from AHS: Help shape the future of healthcare in Calgary Zone

Sent on behalf of Calgary Zone Executive Leadership

Good afternoon,

As the demands on the healthcare system change, we need to revisit and evolve our plans for future health services.

To this end, we are refreshing our Calgary Zone Healthcare Plan which will help shape the high-level strategic vision and direction for [AHS' Calgary Zone](#) for the next 5 to 10 years. The Calgary Zone Healthcare Plan will be the guide for decision making and prioritization to provide quality, accessible and sustainable health services. The development of this plan will require a zone-wide approach, reaching into the communities served by the zone to understand their unique perspectives and priorities.

To accomplish this, we need your help. We need to hear from those who depend on our health services. We want to hear about what matters to you and the people in our communities to help shape the future of healthcare in Calgary Zone.

We encourage you to visit our [Together4Health](#) page which will have the latest information on when we will be visiting communities, activities where you can submit your thoughts, and information about what the planning process entails.

Thank you for giving us the opportunity to receive your thoughts as we develop the Calgary Zone Healthcare Plan. Please share this opportunity, along with the link to the [Together4Health survey](#), with others so they may also offer their insights.

Sincerely,

Lori Anderson
Chief Zone Officer, Calgary
Zone

Dr. Mark Anselmo
Zone Medical Director, Calgary Zone

Community Engagement
Alberta Health Services



This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

The Bridges at Claresholm Golf Club
Regular Board Meeting Minutes
Date Oct 18th 2023

PRESENT: Andrew M. Shane S., Todd H., Brendan F., Rod K., Lyle B., Frank K., Jeff L.,

ABSENT: Brady E., Quinton F., Ted M.,

CALL TO ORDER: 7:04

1. APPROVAL OF AGENDA

Motion to approve:

Rod to add two items:

- In camera session for advice from council
- In camera session for discussion re: personnel

2. APPROVAL OF MINUTES:

Motion to approve: Rod K.,

3. OLD BUSINESS:

- F150 Truck - inspection complete, not entirely up to his standard. Rescinded 1000\$ offer and instead offered 500\$ with 5 days of volunteer work. Todd makes a motion that we won't sell truck, Frank seconded.

4. CORRESPONDENCE:

- N/a

5. REPORTS:

1. GREENS COMMITTEE: Jeff (7:23)

- Compressor coming next week (oct 25th?)
- Mike Anderson sent proof of a modified tee marker; 3-4000 material cost for 100 pieces asking for 7 years corporate in exchange. Lyle and Jeff to work out details
- Winterizing going well
- Last app of fungicide and anti-desiccant
- Tarp/Snow Fencing 30-31 (9 tarps)
- BIG THANKS to volunteers who tinned the roof on the bathroom

2. FINANCE COMMITTEE: Todd

- Good year overall - net income down a little
 - Some difficulties running tournaments towards end of season
- Shane accepts the financial minutes

3. TOWN REP: Rod

- Mayor brings greetings
- New roles being assigned
- Strategic planning in the next couple weeks - to consider physical and promotional assets
- Plan to do part of the stage - storm water out of the parade staging lot and across the street and into frog creek. Improve drainage. Was delayed
- Concerns brought from Lyle B. re: the dirt shelf forming in the pond on 18 around the inlet

4. CLUB PRO AND MARKETING COMMITTEE:

- Consider reviewing corporate membership rules/regulations
- Sent out membership rate sheet for next year, todd motions to accept same with two changes: range membership stays at 75\$, junior 40, evening membership changed to evening/league membership
- Will have option to "discount" if paid with debit/cash as CC charging 2%
- Discussion re: playing league without membership - will discuss further over the winter.
- Likely to have flash sale in November
- Attending the buying show - ordered some, will be ordering more.
- Alarm system - upfront 892 for maintenance shop, 1858 for clubhouse. Monthly fee ~120\$. Currently paying ~800 a year. Terry makes a motion to move forward with security systems, Brendan seconded. All in favour
- New carts are in

5. Policy: N/a

6. Grant and Casino Committee:

- UFA grant should make decision this month
- CFAP (spelling?) paperwork completed

7. CLUBHOUSE COMMITTEE: Frank

- Restaurant contract lease end tonight
- May need to consider some avenues for future restaurant operations

8. NEW BUSINESS:

ADJOURNMENT

Motion to adjourn: : Frank K

Next Meeting: Nov 15th 2023