



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
OCTOBER 10, 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 – SEPTEMBER 25, 2023**

**ACTION ITEMS:**

1. **BYLAW #1764 – Solid Waste Management Bylaw**  
**RE: 1<sup>st</sup> Reading**
2. **CORRES: Ghana High Commission**  
**RE: Letter of Appreciation**
3. **CORRES: Royal Canadian Legion Branch No. 41**  
**RE: Poppy Fund Request 2023**
4. **REQUEST FOR DECISION: Fortis Franchise Fee**
5. **REQUEST FOR DECISION: Haunted House**
6. **FINANCIAL REPORT: Statement of Operations August 31, 2023**
7. **INFORMATION BRIEF: Council Committee Report**
8. **INFORMATION BRIEF: Council Resolution Status**
9. **ADOPTION OF INFORMATION ITEMS**
10. **IN CAMERA**
  - a. **Personnel – FOIP Section 17**
  - b. **Intergovernmental Relations – FOIP Section 21**
  - c. **Advice from Officials – FOIP Section 24**

**INFORMATION ITEMS:**

1. Alberta SouthWest Regional Alliance Board Meeting Minutes – September 6, 2023
2. Alberta SouthWest Bulletin – October 2023
3. Claresholm & District Museum Board Meeting Minutes – July 19, 2023
4. Claresholm & District Transportation Society Meeting Minutes – July 13, 2023

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**SEPTEMBER 25, 2023**

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

**COUNCIL PRESENT:** Deputy Mayor Craig Zimmer, Councillors: Kieth Carlson, Mike Cutler, Rod Kettles and Kandice Meister  
Mayor-Elect Brad Schlossberger, Councillor-Elect Diana Ross

**ABSENT:** None

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

**MEDIA PRESENT:** Rob Vogt, Claresholm Local Press

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

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

**OFFICIAL OATHS:** The Official Oath of Office was administered to Mayor-Elect Brad Schlossberger and Councillor-Elect Diana Ross by Cody Olson, Barrister and Solicitor.

Mayor Brad Schlossberger assumed control of the meeting.

**CODE OF CONDUCT OATH:** The Code of Conduct Oath was signed by Mayor Brad Schlossberger and Councillor Diana Ross.

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – SEPTEMBER 11, 2023**

Moved by Councillor Meister that the Regular Meeting Minutes of September 11, 2023 be accepted as presented.

**CARRIED**

**PUBLIC HEARING:** **BYLAW #1757 – Land Use Bylaw Amendment**

Mayor Schlossberger declared the Public Hearing open regarding Bylaw #1757 at 7:06 p.m.

CAO Abe Tinney presented Bylaw #1757, a Bylaw for the purpose of amending Land Use Bylaw #1525 to accommodate the change of use for closed roads from “No zoning” to “Single Detached Residential – R1”. 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 #1757. No comments from members of Council were noted.

Mayor Schlossberger declared the Public Hearing closed at 7:09 p.m.

**ACTION ITEMS:**

1. **BYLAW #1757 – Land Use Bylaw Amendment**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Kettles to give Bylaw #1757, a Land Use Bylaw Amendment, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Carlson to give Bylaw #1757, a Land Use Bylaw Amendment, 3<sup>rd</sup> and Final Reading.

**CARRIED**

2. **CORRES: Claresholm Haunted House**  
**RE: Request for Donation**

MOTION #23-137 Moved by Councillor Cutler to support the 4<sup>th</sup> Annual Halloween Haunted House to be held at the Claresholm Community Centre the weekend of October 27, 2023 with a donation of \$440 to cover the cost of renting the space.

**CARRIED**

3. **CORRES: Claresholm Local Press**  
**RE: Old Fashioned Christmas**

MOTION #23-138 Moved by Councillor Meister to allow the Claresholm & District Chamber of Commerce to use the downtown parking lot for the Old-Fashioned Christmas event on December 1, 2023, to close the downtown parking lot including all access points, and to allow a bonfire in the downtown parking lot (weather permitting).

**CARRIED**

**4. REQUEST FOR DECISION: Strategic Planning**

MOTION #23-139 Moved by Councillor Kettles to direct Administration to coordinate a Strategic Planning date for Town Council that fits everyone's schedule within the next month.

**CARRIED**

**5. REQUEST FOR DECISION: Letter of Support – Fire Training Grant**

MOTION #23-140 Moved by Councillor Zimmer to write a letter of support for the Municipal District of Willow Creek's application for the 2024 Fire Services Training Program Grant.

**CARRIED**

**6. REQUEST FOR DECISION: Letter of Support-Regional Housing Supply**

MOTION #23-141 Moved by Councillor Carlson that the Town of Claresholm provide a letter of support for the &Villages and Alberta SW Regional Housing Project and Grant Proposal.

**CARRIED**

**7. INFORMATION BRIEF: By-Election Result**

Received for information.

**8. INFORMATION BRIEF: Fire Department Open House**

Received for information.

**9. INFORMATION BRIEF: RMA Report on FCSS Programs**

Barbara Bell, FCSS Director was present to speak to the report.

**10. INFORMATION BRIEF: CAO Report**

Received for information.

**11. INFORMATION BRIEF: Council Resolution Status**

Received for information.

**12. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**13. IN CAMERA:**

**a. Intergovernmental Relations – FOIP Section 21**

Moved by Councillor Meister to go In Camera at 7:38 p.m. for the following items:

**a. Intergovernmental Relations – FOIP Section 21**

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger stated that the live stream has ended at 7:38 p.m.

Moved by Councillor Zimmer to come out of In Camera at 8:06 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:06 p.m.

**a. Intergovernmental Relations – FOIP Section 21**

MOTION #23-142 Moved by Councillor Zimmer to proceed with the intergovernmental matter as discussed in closed session.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Ross that the meeting adjourn at 8:07 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger noted that recording ceased at 8:07 p.m.

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Mayor – Brad Schlossberger

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Chief Administrative Officer – Abe Tinney

# ACTION ITEMS



# REQUEST FOR DECISION

Meeting: October 10, 2023  
Agenda Item: 1

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## Curbside Garbage Pickup (Black Bins)

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### **BACKGROUND:**

There has been significant discussion and presentation of options with regards to our solid waste (garbage) service delivery as a result of our current garbage truck being at the end of its useful life. The type of truck to be purchased would be significantly different depending on the service delivery method moving forward. Options included:

- No change – continue with rearload truck and hand collection of garbage. – purchase a new rearload truck.
- Curbside automated pickup – Contract out both Residential (tote) and commercial (bin) collection. - No truck purchase required
- Curbside automated pickup – Contract out only one of the services (residential (tote) collection or commercial (bin) collection) what type of truck would depend on which service is contracted out.
- Curbside automated pickup – all service delivery kept internal. – new front load garbage truck with curroto can.

At the April 18, 2023 Audit and Finance Committee meeting, the committee (Council) approved moving forward with a curbside collection garbage program with the services kept internal and purchasing a front load garbage truck with curroto can. This decision was based on the significant financial savings of this option over the others, though there was a higher up front cost for the equipment and bins.

At the April 24, 2023 regular meeting of Council the purchase of the new frontload truck with curroto can was approved in the 2023 capital budget.

With a significant change in the service delivery we need a new solid waste management bylaw to reflect this new service delivery. This new bylaw has added most of the wording and clauses that are included in the recycling bylaw with regards to terminology and collection of curbside bins, including location at the front curb, while keeping much of the old solid waste management bylaw in terms of what can and cannot be put out for collection, timeframes for collection, and currently, rates.

This new truck is expected to arrive any day now, and the new bins and totes are scheduled to arrive by mid October. Expected rollout date of this new program is late October/early November, assuming the attached Bylaw receives 2<sup>nd</sup> and 3<sup>rd</sup> readings on October 23<sup>rd</sup>.

### **FINANCIAL:**

When the Audit and Finance Committee discussed the need for a new garbage truck and how to fund that purchase, it was noted that there was very little garbage reserves to fund the truck replacement. This highlighted the concern that current garbage rates were not appropriately funding the garbage program. Though it was covering our operational costs annually, it was only barely doing so and not appropriately funding the capital costs related to the truck nor the replacement of the commercial garbage bins.

As noted above, moving to a curbside collection program and front load truck has significantly operational cost savings due to the reduced staffing required for the garbage program. This will allow the Town to fund

not only the operational costs, but also the capital costs with very little change in rates. The attached draft bylaw includes some small rate changes, including some decreases and some increases.

	Current Rates (monthly)	Proposed (monthly)	Change (monthly)
Bin Rental	40.00	35.00	(5.00)
Commercial Bin Service (per weekly pickup)	28.50	35.00	6.50
Commercial Tote or Shared Bin Service	28.50	24.00	(4.50)
Residential Tote Service	12.50	13.50	1.00

These rate changes will cost residential users only an additional \$1 per month. Businesses with tote or shared bin service will see a reduction in costs of \$4.50 per month. Business with large bin service will see savings on their bin rental, but increased costs for collection. Business with only one (1) collection per week will therefore see an increase of only \$1.50 per month. Business with more collections per week will see larger increases if they maintain the same number of collections as they currently have, however the new bins are larger, and so some businesses may be able to reduce the number of collections and actually see a reduction. For example, a business currently receiving 3 collections per week would see a monthly fee increase \$14.50 per month, or \$174 per year. If they drop to only 2 collections per week however due to the larger bins, they would see a reduction in costs of \$20.50 per month.

The attached draft bylaw also includes an annual 3% inflationary increase in rates. Garbage rates have not changed any since 2011, never accounting for any inflationary cost increases in 12 years, which is in part why we did not have sufficient reserves to fund the capital replacements. Adding an annual inflationary increase will help to ensure that in 10 years when the truck has to be replaced again, we will have sufficient funds to do so.

### **RECOMMENDATION:**

The Audit and Finance Committee passed a motion on October 5, 2023 to recommend Council give the attached draft bylaw, with fees as presented, first reading.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to give Bylaw #1764, the Solid Waste Management Bylaw 1<sup>st</sup> Reading.

Attachment:

- DRAFT Bylaw #1764 – Solid Waste Management Bylaw

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

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APPROVED BY: Abe Tinney, CAO

DATE: October 6, 2023

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# TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1764

**A Bylaw of the Town of Claresholm to outline the provision of Solid Waste Management.**

**WHEREAS** pursuant to the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, a Council may pass bylaws for municipal purposes respecting the safety, health and welfare of the people, and the protection of people and Premises, nuisances, services provided by or on behalf of the municipality;

**AND WHEREAS** the *Municipal Government Act*, also provides that a council may pass bylaws to establish a system for the collection, removal and disposal of Garbage and Waste;

**NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

## **SECTION 1 TITLE**

- 1.1 This Bylaw may be cited as the **“SOLID WASTE MANAGEMENT BYLAW”**.

## **SECTION 2 DEFINITIONS**

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **“Ashes”** means cold residue from the burning of wood, coal and other like material for the purpose of cooking, heating buildings and disposition of waste combustible materials.
  - b) **“Automated Collection”** means the collection of waste by a system of mechanical lifting and tipping of receptacles into specifically designed vehicles.
  - c) **“Biomedical Waste”** means medical waste that requires proper handling and disposal because of environmental, aesthetic, and health and safety concerns as well as risks to human health and includes:
    - i) Human anatomical waste;
    - ii) Infectious human waste;
    - iii) Infectious animal waste;
    - iv) Blood and body fluid waste; and
    - v) Medical sharps, such as needles, syringes, blades or other clinical laboratory material capable of causing punctures or cuts.
  - d) **“Boulevard”** means:
    - i) The strip of land between the curb and the sidewalk and between the sidewalk and the property line;
    - ii) Where there is no sidewalk, the strip of land between the curb and the property line;
    - iii) Where there is no curb, the strip of land between the near edge of the road and the property line.
  - e) **“Building Waste”** means all waste produced in the process of constructing, demolishing, altering or repairing a building and shall include, but not be limited to, soil, vegetation and rock displaced during the process of building.
  - f) **“Bylaw Enforcement Officer”** means an appointed bylaw officer or Community Bylaw Enforcement Officer, Peace Officer and Director of Infrastructure of Public Works or the Royal Canadian Mounted Police – Claresholm Detachment.
  - g) **“CAO”** means the Chief Administrative Officer of the Town of Claresholm.
  - h) **“Collection Day”** means the day which is scheduled by the Director of Infrastructure for municipal collection of solid waste.
  - i) **“Collector”** means a person or persons who collect waste within the Town for and on behalf of the Town.
  - j) **“Curb”** means the actual curb, if there be one, and if there is no curb in existence, shall mean the division of roadway between that part intended for the use of vehicles and that part intended for use by pedestrians.

- k) **“Customer”** means any person, corporation or organization that has entered into a contract with the Town for utility provision at a particular premise, or who is the owner or occupant of any premises connected to or provided with a utility.
- l) **“Director of Infrastructure”** means the Director of Infrastructure appointed to oversee the sanitation department and/or their duly authorized delegated, agent or representative.
- m) **“Garbage”** means waste by-products produced from household and commercial process and can be composed of organic and inorganic material.
- n) **“Hazardous Waste”** means any substance or thing that falls within the definition of Hazardous Waste in Schedule 1 of Alberta Regulation July 6, 1999 192/96, the Waste Control Regulation.
- o) **“Lane”** means a narrow roadway intended chiefly to give access to the rear of buildings and parcels of land.
- p) **“Occupant”** means a person or corporation in actual possession of any premises either as an owner or tenant. For billing purposes further defined as a person contracting with the Town for the domestic supply of utilities to any premises.
- q) **“Premises”** means any land, building, supplied with utilities by the Town.
- r) **“Shared Receptacle Service”** means garbage collection services provided to a specific multi-premise site in Town in which several premises share a waste bin for garbage collection.
- s) **“Sidewalk”** means that part of a roadway primarily intended for the use of pedestrians and includes the part lying between the curb line or edge of the roadway and the adjacent property line, whether or not paved or improved.
- t) **“Street”** means a public thoroughfare within the Town and includes, where the context so allows, the sidewalk and borders of the street and all parts appearing in the Land Titles Office as set aside for a public thoroughfare; when used in distinction, it means the public thoroughfare on which the premises in question front.
- u) **“Town”** means the corporation of the Town of Claresholm, or the area contained within the boundaries thereof, as the context requires.
- v) **“Transient Waste”** means any waste material produced at a location other than at the building in front of which it is placed for pick up.
- w) **“Waste”** means any discarded household or commercial debris or refuse, which could include Biomedical Waste, Garbage, Hazardous Waste, Wet Garbage or Yard Waste.
- x) **“Waste Receptacle”** means any waste receptacle provided by the Town for mechanized collection, specifically marketed to store waste, and excludes bins that are meant for other purposes. This includes:
  - i) 96 gallon collection tote (black, grey, or brown);
  - ii) 3 to 6 yard bin;
- y) **“Wet Garbage”** means the kitchen waste containing liquids originating from hotels, boarding houses and restaurants but excludes drained household kitchen waste which has been properly packaged.
- z) **“Yard Waste”** means grass clippings, leaves, brush, twigs, house and garden plants, sawdust and wood shavings or other similar items as designated by the Director of Infrastructure.

### **SECTION 3 GENERAL**

#### **3.1 Authority of the Town**

Except as otherwise provided in this bylaw, the Town shall provide for the public collection and removal of waste within the limits of the Town and shall supervise the facilities and equipment necessary or desirable for the management of waste collected or disposed by the Town.

#### **3.2 Authority of the Director of Infrastructure**

The Director of Infrastructure shall:

- a) Supervise the collection, removal and disposal of waste;
- b) Set the days and times that collection shall be undertaken in different portions of the Town;
- c) Outline the quantities and classes of waste to be removed from any premises or accepted by the Town for disposal;



- d) Decide which method will be used to collect waste:
  - i) manual collection;
  - ii) automated collection;
  - iii) shared receptacle service;
- e) State the location from which waste will be collected;
  - i) front street collection; or
  - ii) rear lane collection;
- f) May specify availability of waste collection for commercial pick-up;
- g) May specify that private waste haulers report the total volume of solid waste to be hauled out of the Town's boundaries;
- h) Carry out any inspections required to determine compliance with this bylaw;
- i) Take any steps or carry out any actions required to enforce this bylaw;
- j) Take any steps to carry out any actions required to remedy a contravention of this bylaw.

### 3.3 Waste Receptacles

Every customer within the Town of Claresholm shall receive or shall have use of a waste receptacle in accordance with the following:

- a) Every residential customer, with the exception of those in apartment buildings, will receive a 96-gallon collection tote (black, grey, or brown).
- b) Each apartment building will receive a 3 to 6 yard bin for shared receptacle service for the apartment building.
- c) Each non-residential customer will receive either a 96-gallon tote or will have access to a 3 to 6 yard bin within close proximity for shared receptacle service depending on customer preference and/or the Director of Infrastructures discretion based on space and convenience for placing a shared bin or curbside tote collection.
- d) High use non-residential customers will have the choice, or on the discretion of the Director of Infrastructure based on use and volumes of waste materials, to rent their own, or multiple, 3 to 6 yard bin solid waste/garbage receptacles.
- e) Each 96-gallon tote will have a serial number and be assigned to a specific customer to track which bin belongs to whom. The loss or damage of a tote due to neglect, misuse, or other cause not of the fault of the Town or its contractors will be replaced and billed to the customer as per prices on Schedule "A". If at the fault of the Town or the Town's contractor the replacement cost will not be billed to the Customer.

### 3.4 Preparation of Waste Materials for Collection

No person shall set out Waste materials for collection without ensuring that the Waste materials have been prepared for collection in accordance with the following:

- a) Any Waste material that is to be collected must be:
  - i) acceptable by the Town as per Section 3.6-3.9
  - ii) contained within the Waste Receptacle, with the lid closed.
- b) No person shall place Waste materials elsewhere than in the Waste Receptacle. Waste material left beside, or otherwise outside of the Waste Receptacle, will not be collected.
- c) No person shall place Waste materials for pickup without the permission of the owner or occupant of the premise.
- d) The Director of Infrastructure or their designate reserves the right to withhold collection of Waste materials where the Waste materials do not meet the necessary requirements.

### 3.5 Location of Waste Receptacle

- a) No person who receives Waste collection shall set out Waste materials or Waste Receptacles at locations that are: unsafe, obstructed, blocked by snow or ice, poorly maintained and uneven, or that prevent Collectors from collecting in a safe and efficient manner in the opinion of the Director of Infrastructure or their designate.
- b) The occupant of residential premises shall place Waste Receptacle for collection in such a way that collectors shall have access without entering into private property.
- c) Waste Receptacles will be set out for automated collection next to the curb on the front street or, where there is no curb, at the transition from street to boulevard or yard.

- d) Except where in the opinion of the Director of Infrastructure, it is impractical to store Waste materials outside of a building, no collector shall make a collection of Waste materials from inside any building.
- e) The Town shall collect Waste materials from only one pick-up point from each premise, except where the Director of Infrastructure has designated any other pick-up point they consider necessary.

### 3.6 Garbage and Waste

- a) An occupant of premises from which Waste is to be collected shall:
  - i) thoroughly drain all Wet Garbage and place it in a plastic garbage bag before disposing of it in the Waste Receptacle;
  - ii) bag all light, dusty or objectionable materials including cooled ashes, powders, sawdust, vacuum cleaner bags, furnace filters, animal feces and absorbents, and disposable diapers;
  - iii) ensure any spillage from Waste Receptacles is picked up and/or cleaned up within twenty-four (24) hours after scheduled pick-up (if the spillage was not the fault of the Collector).
- b) The Town shall not remove the following from premises:
  - i) large bulky items such as mattresses, box springs, dressers, tables, chairs, whole shrubs, or discarded heavy machinery;
  - ii) sheet iron, large pieces of scrap metal or machine parts;
  - iii) electronic equipment including televisions, computers, computer monitors, keyboards, and associated cables;
  - iv) Building Waste such as renovation, construction or demolition material;
  - v) stumps, concrete blocks or slabs, soil, rocks or aggregate;
  - vi) transient waste;
  - vii) waste material which has not been placed for collection in accordance with the provision of this bylaw;
  - viii) liquid waste or material that has attained a fluid consistency and has not been drained;
  - ix) any material outside the waste receptacle that is caused by foraging animals or improper storage in accordance with the provision of this bylaw;

### 3.7 Prohibited Items

No person shall place or dispose of in a Waste Receptacle for collection or disposal any of the following prohibited items:

- a) highly combustible or explosive materials including but not limited to liquid or solid fuels, gunpowder, ammunition or explosives;
- b) hot ashes which are not properly quenched and appear to be hot or likely to cause a fire;
- c) compressed propane or butane cylinders;
- d) toxic or household hazardous waste including solvents, oven cleaners, paints, automotive fluids, wet cell batteries, pesticides, herbicides, or any material commonly referred to as household, commercial, or industrial hazardous waste;
- e) biomedical waste including hypodermic needles or syringes, lancets or any sharp item used in home medical care;
- f) dead animals and animal parts from hunting or trapping;
- g) septic tank pumpings, raw sewage, or industrial sludge;
- h) radioactive waste;

### 3.8 Wet Garbage

No person shall remove wet garbage from any hotel, boarding house, restaurant or retail or wholesale food outlet within the Town for use as food for swine or other livestock except under the authority of permits issued by the Environmental Health Inspector.

### 3.9 Building Materials and Construction Waste

- a) A person carrying out the construction, demolition or alteration of buildings or other building operations on any property shall do so in such a manner as to not permit building material or Building Waste material to remain loose, free or uncontrolled on the property.

- b) The main contractor on the building site shall be responsible for the actions of any subcontractor or tradesman who fail to comply with subsection a).
- c) Any building material or Building Waste material which blows free from the building site shall be recaptured, returned to the building site and deposited in a waste receptacle.
- d) The main contractor on a building site shall be responsible for the term of the construction in providing a suitable waste receptacle capable of receiving all Building Waste material and maintaining the same in a safe contained manner.
- e) Where the contractor is working on more than one building site and they are adjoining, he may provide one (1) Building Waste receptacle for each three (3) building sites.
- f) The main contractor on a building site shall be responsible for having all unused building material and Building Waste material disposed of in the landfill or appropriate area.
- g) The Director of Infrastructure may direct the person carrying out the construction or alteration of a building to provide a fence of a type that will trap any building material in such a manner as to prevent it from escaping from the building site.

### 3.10 Collection Schedules

- a) The Town shall collect Waste from each residential premise once a week.
- b) Any Waste that is stored in a Waste Receptacle may be collected by the Town at the Director of Infrastructure's discretion.
- c) The Director of Infrastructure may stipulate a different Waste collection schedule for the following establishments:
  - i) hotels, restaurants and apartment houses;
  - ii) business and professional offices;
  - iii) retail and wholesale merchants;
  - iv) other commercial premises, whether similar or dissimilar;
  - v) industrial premises; and
  - vi) agricultural and irrigated areas.
- d) Where the Town does not collect Waste at a premise listed in 3.9(c), the property owner or occupant, either by contractors, agents or by employees, shall remove and dispose of the waste in compliance with all applicable federal, provincial and municipal laws and shall provide the Town with a copy of the contract between the owner and the service provider.
- e) Waste Receptacles shall not be set out for collection prior to 7:00pm the evening of the day prior to the collection day, and must be placed at collection points no later than 7:00am on the scheduled collection day.
- f) All Waste Receptacles must be removed from the street or lane by 8:00pm on the collection day and stored on the property when not in use.

### 3.11 Transportation of Waste

No person shall convey through any street in the Town any Waste except in a properly enclosed receptacle or in a vehicle which is covered with canvas or tarpaulin, or secured such that the contents are protected from being wind borne or falling on the streets.

### 3.12 Damage to Private Roads and Infrastructure

The Town will not be responsible for any damage to roads or infrastructure on a private site resulting from legitimate operation of Waste collection vehicles during Waste collection activity at that private site.

### 3.13 Other Provisions

- a) It shall be unlawful for any person to dump Building Waste or other Waste material anywhere within the limits of the Town of Claresholm, except in the location designated by the Director of Infrastructure and approved in writing by the Director of Infrastructure.
- b) No person, other than the occupant of the premise or the Collector, shall pick over, remove, disturb, or otherwise interfere with any waste material that has been set out for collection.
- c) No person shall place residential or commercial Waste in a public litter container.
- d) No person shall burn household refuse, burnable debris, or prohibited debris in any fireplace or fire pit within the Town.

- e) The Town reserves the right to withhold collection of improperly prepared Waste, prohibited Waste, excessive quantities of Waste, or Waste located at unsafe or non-compliant set-out locations.
- f) The occupant shall keep the curb and gutter at the front of the premises in a clean and tidy condition.

### 3.14 Charges for Collection and Depositing Waste

- a) Charges for Waste removal by the Town are stipulated in Schedule “A”.
- b) The Director of Infrastructure shall cause such measurements to be made and records to be maintained as he/she deems necessary to estimate or determine the volume of Waste removed from any premises and on the basis of such measurements and records shall establish the monthly charge to be levied on any occupier or commercial hauler. The Director of Infrastructure on being satisfied that any estimate required to be amended may establish new charges.
- c) Where conditions exist which could require the application of a different rate, such rate will be stipulated by the Director of Infrastructure.
- d) The fee for additional Waste collection shall be set out per Schedule “A”.

### 3.15 Contravention

Any person who contravenes a provision of this bylaw is guilty of an offense and is liable of a fine not exceeding one thousand dollars (\$1,000.00) and not less than seventy-five dollars (\$75.00).

### 3.16 Violation Tickets and Penalties

- a) Where a Bylaw Enforcement Officer and/or the Director of Infrastructure believes on reasonable and probable grounds that a person has contravened any provision of this bylaw, he may serve upon such person a violation tag provided by this section:
  - i) either personally on the premises or by leaving it for the occupant at their residence with a person on the premises who appears to be at least eighteen (18) years of age or by registered mail, and such service shall be adequate for the purpose of this bylaw.
  - ii) A violation tag shall be in such form as determined by the Town of Claresholm and shall state the section of the bylaw which was contravened and the amount which is provided, that will be accepted by the Town in lieu of prosecution.
  - iii) Upon production of violation tag issued pursuant to this section within fourteen (14) days from the issue thereof together with the payment to the Town of Claresholm of the fee as provided, the person to whom the tag was issued shall not be liable for prosecution for the contravention in respect of which the tag was issued.
  - iv) Notwithstanding the provision of this section, a person to whom a tag has been issued pursuant to this section may exercise his right to defend any charge committing a contravention of the provisions of this bylaw.
- b) The specified penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule “B” in respect of that provision.
- c) The minimum penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule “B” in respect of that provision.
- d) Notwithstanding Section 3.16:
  - i) where any person contravenes the same provision of this bylaw more than once within an eighteen month (18) period, the specified penalty payable in respect of the subsequent contravention is doubled the amount shown in respect of that provision; and
  - ii) where any person contravenes the same provision of this bylaw three or more times within one twelve (12) month period, the specified penalty payable in respect of the third or subsequent contravention is triple the amount shown in respect of that provision.

### 3.17 Compliance with Other Legislation

No section of this bylaw relieves a person from complying with any federal or provincial law or regulation other bylaw or any requirements of any lawful permit, order, consent or other direction.

3.18    Validity of Bylaw

Every provision of this bylaw is independent of all other provisions, if any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

**SECTION 4   RESCINDED**

4.1        On the passing of this bylaw, Bylaw 1548, along with amending Bylaw 1722 are hereby rescinded

**SECTION 5   PASSAGE OF BYLAW**

5.1        This Bylaw shall come into effect upon passage of Third Reading.

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.

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**Brad Schlossberger, Mayor**

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**Abe Tinney, CAO**

SCHEDULE “A”

Fees

EFFECTIVE JAN 1	2024*	2025	2026	2027
COMMERCIAL SERVICES (Monthly)				
Three (3) to Six (6) cubic yard garbage container rental	\$35.00	\$36.05	\$37.13	\$38.25
Commercial Bin Collection (per weekly collection)	\$35.00	\$36.05	\$37.13	\$38.25
Commercial Tote (96 gallon) Collection	\$24.00	\$24.72	\$25.46	\$26.23
RESIDENTIAL SERVICES (Monthly)				
Residential Dwellings	\$13.50	\$13.91	\$14.32	\$14.75
96 GALLON TOTE REPLACEMENT FEE	\$100.00	\$100.00	\$100.00	\$100.00
SPRING CLEANUP – Commercial three (3) or four (4) cubic yard garbage container rental for 1 week with a single pickup. (Only available if booked during the month of May – receipt/pickup of bin may extend beyond May depending on availability of bins).	\$30.00	\$30.90	\$31.83	\$32.78

\*2024 rate is effective on date this bylaw comes into effect.

SCHEDULE “B”

Penalties

Section	Description	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> & Subsequent Offences
3.4	Preparation of Waste Material for Collection, including overfilled Waste Receptacle (lid doesn’t close), or waste materials outside of the Waste Receptacle.  96 Gallon Tote Service  3-6 Yard Bin Service	\$75  \$150	\$150  \$300	\$225  \$450
3.5	Location of Waste Receptacle for Collection	\$75	\$150	\$225
3.7	Prohibited Items	\$200	\$400	\$600
	All other sections	\$75	\$150	\$225



**GHANA HIGH COMMISSION  
OTTAWA, CANADA**

OT/SCR/47

3<sup>rd</sup> October, 2023

Ref.No. \_\_\_\_\_

**LETTER OF APPRECIATION**

On behalf of the High Commission, I wish to express our heartfelt appreciation for the warm hospitality accorded to the delegation of Ghana during their visit to the beautiful city of Claresholm from 21<sup>st</sup> to 29<sup>th</sup> September, 2023.

2. I also want to thank you and your able team members for taking time off your busy schedule to join us to personally participate in the various programmes, lined up for the delegation. Indeed, we are very grateful.
3. It would be highly appreciated if the Council could consider the invitation extended to you and your team by the three (3) Assemblies to visit Ghana, preferably in April next year.
4. It is our fervent hope that continuous and effective collaboration between the three (3) Assemblies and the Council would inure to the benefit of the people of Ghana and Canada as well as further strengthen the existing cordial relations between the two countries.
4. Once, again please accept our sincere gratitude.

**SIMON ATIEKU  
MINISTER/POLITICAL & ECONOMIC**

**THE MAYOR  
TOWN OF CLRESHOLM  
111-55 AVENUE WEST  
CLARESHOLM, ALBERTA**



Royal Canadian Legion Branch #41  
414 - 53rd Ave East  
Claresholm, AB T0L 0T0  
Phone: 403-625-3755  
email: RCLegion41@shaw.ca

RECEIVED

OCT 03 2023

Monday, October 2, 2023

Poppy Fund 2023 Request: The Town of Claresholm

From the Royal Canadian Legion Claresholm Branch # 41:

The Claresholm Legion requests the presence of the town mayor, Brad Schlossberger or his representative, to receive the first Poppy, on Friday, October 27<sup>th</sup>, 2023 @ 11:00 a.m. @ the Claresholm Legion 414 53 Ave. E. to kick off the 2023 Poppy Campaign. Please advise the Poppy Chair, Margaret Smith @ 403-625-5278 or President Leonard Weiss @ 403-625-3515 or the Claresholm Legion Branch # 41 @ 403-625- 3755, or @ fax 403-625-3533 or @ Email RCLegion41@shaw.ca as to who the representative will be by Monday, October 23, 2023. Coffee and do-nuts will be available from 10:30 a.m.

Thank you on behalf of the Claresholm Legion Branch # 41.

  
Poppy Chair

Margaret Smith (403-625-5278)

  
President

Leonard Weiss (403-625-3515)

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Honouring all who served





# REQUEST FOR DECISION

Meeting: October 10, 2023  
Agenda Item: 4

## Claresholm

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### Fortis (Electricity) Franchise Fee

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#### **BACKGROUND**

Fortis franchise fees are essentially the rent or lease costs Fortis pays the Town to have their infrastructure (powerlines, etc.) on Town land and exclusive rights to the distribution of electricity within the Town of Claresholm. These fees are in turn charged directly to the consumer (residents and businesses) on their electric bill. Most municipalities in Alberta have franchise fees.

Council has the ability to change the rate for our Fortis (electricity) franchise fee. As per our agreement, we must notify Fortis of any changes. We do not require a motion if Council does not want to make changes.

#### **DISCUSSION**

Claresholm's rate is currently 5%. As detailed in the attached chart, Claresholm is well below the average – out of 165 communities (not including Claresholm), the average Fortis franchise fee rate is 9.49%, with a Median of 10%. This includes 32 summer villages, 27 of which have a rate of 0%. If we exclude summer villages, there are 133 communities included and the average increases to 11.47%, with a median of 11%. These rates are as of July 2023 (see attached listing from Fortis). Claresholm is less than half of this average.

Communities we generally compare ourselves to for tax rates and such include those in close proximity to us, including Fort Macleod (15%), Nanton (9%), High River (20%), Stavely (6%), and Granum (5.5%), and those of similar size and distance from larger urban communities, including Vulcan (20%), Raymond (16%), and Pincher Creek (13%).

Based on our current rate, and Fortis' projection for 2024 delivery tariff revenue, it is estimated that our 2024 revenue from Fortis Franchise Fees will be \$170,706. This is a projected increase from 2023 at \$165,101.

If Council chose to increase the Fortis Franchise Fee rate to 6% this would result in an additional \$34K in revenues, helping to reduce the burden on property taxes, and more fairly distribute the burden of municipal revenues to all properties, vs only those that are taxable (i.e. AHS, Schools, etc.). A 1% increase in the Franchise Fee rate is estimated to have a \$11.93 annual impact on residential customers (approx.. \$1/month). A 2% increase would be a \$21.03 annual impact to residential customers (1.75/month).

Franchise Fees to Utility Companies can be a fairly significant portion of an urban municipalities' revenue. The Town often makes comparisons to other municipalities for different rates we may charge our residents, especially around Property Tax rates. Comparison of Tax rates however can often be misleading for various reasons. Franchise fees is one reason these comparisons can be misleading. Municipality A may have a higher tax rate than Municipality B, but significantly lower franchise fee rates. Total burden to the household therefore could be higher in Municipality B, but the public only focuses on (and the Municipality gets beat up for) the tax rate being higher in Municipality A.

Council did just pass a motion in September to increase the franchise fee rate for ATCO (natural gas) from 10% to 12%, which is still well below average. Council also increased the Fortis (electricity) franchise fee two years ago from 4% to 5%.

### **RECOMMENDATION**

Administration has noted above the difficulty in comparing tax rates, and other financial and level of service comparisons, with other communities when other rates are significantly below the average, or below other communities we are comparing ourselves to. Administration therefore is recommending an increase to the Fortis Franchise Fee rate of 1% to 2%, to help offset inflationary operating costs and reduce the burden on property taxes.

If a change is made, there are advertising requirements that will have to be met prior to the increase, which will occur prior to the new year.

If Council would like to leave the rate unchanged no motion is required.

### **POSSIBLE RESOLUTION**

Moved by Councillor \_\_\_\_\_ to approve a rate change in the Fortis Franchise Fee from 5% to 6% (or a different percentage as desired by council).

#### **ATTACHMENTS:**

- 1) Fortis Municipal Franchise Letter
- 2) Municipal Franchise Fees by Community (July 2023)
- 3) Municipal Franchise Fee Comparison Chart

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

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APPROVED BY: Abe Tinney – CAO

DATE: October 6, 2023

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September 26, 2023

## RE: 2024 Franchise Fee Calculator, Confirmation of Franchise Fee, Microgeneration Update

FortisAlberta is writing to you to share some important information about the 2024 Franchise Fee Calculator as well as an update on franchise fees and microgeneration.

### 2024 Franchise Fee Calculator

FortisAlberta is currently preparing for the annual franchise fee changes and is updating the calculator used by the municipalities to forecast franchise fee revenue in 2024.

In early September, FortisAlberta filed its annual rates application as required by the Alberta Utilities Commission (AUC). However, the AUC has not yet issued a decision on the *Third Generation Performance-Based Regulation* plan that will cover the 2024-2028 period or the *Cost-of-Capital Parameters in 2024 and Beyond*, that will determine the 2024 rates. The AUC is expected to issue these decisions by the end of September.

Once these decisions are issued, FortisAlberta would then incorporate the directions from these decisions, or any other relevant decisions and apply for its 2024 distribution rates as and when directed by the AUC, potentially towards the end of October. In addition, actual transmission rates primarily depend on the transmission rates filed by the Alberta Electric System Operator (AESO), which are then approved by the AUC. As of the date of this letter, the AESO has not applied for the 2024 transmission rates.

Typically, rate information for the coming year is known by early September. FortisAlberta recognizes this delayed timeline for 2024 rates will be a challenge for municipalities as they prepare their budgets and set their franchise fees for 2024. To allow the municipalities to start budgeting for 2024, FortisAlberta has created the franchise fee calculator with an assumption that both transmission and distribution rates would increase by 3.71 per cent.

Currently, inflation in 2024 is expected to be somewhat lower than in 2023, and therefore, FortisAlberta considers that assuming a rate increase of 3.71 per cent is reasonable on balance. However, any actual rate change for 2024 could be materially different than this estimated increase of 3.71 per cent. FortisAlberta also estimates electricity consumption and the franchise fee amount paid by customers within each municipality. While this estimate is more robust, actual consumption could be somewhat different.

### Request - Confirmation of Franchise Fee

Reviewing the process for 2024 franchise fee changes, **FortisAlberta requests all municipalities to confirm via email that they have received this information and if they plan any increase/decrease or plan to keep the current franchise fee percentage.** Please confirm your franchise information that is included in the calculator, specifically the franchise fee percentage and respond to

[StakeholderRelations@FortisAlberta.com](mailto:StakeholderRelations@FortisAlberta.com) to confirm any increase/decrease or no change. Additionally, we have included a table showing municipalities and their current franchise fee percentage. This information will help you understand what other communities are charging and confirms of your current franchise fee percentage.

**Media Coverage on Franchise Fees**

Recently in the media there have been reports of high Regulated Rate Option (RRO) rates where some Distribution Facility Owners (DFO) charge Franchise Fees on these Retailer costs. FortisAlberta only charges Franchise Fees on Transmission and Distribution tariff costs and excludes all rate riders and Retailer costs.

**Microgeneration Update**

In case you are asked by constituents about our microgeneration connection process and why it is taking longer to connect these installations, we wanted to provide you with some context. During the last three years, FortisAlberta microgeneration connections have doubled. For 2023, we estimated that more than 1,600 connections will take place in our service area alone. We have added additional staff to meet the demand as FortisAlberta has the busiest service area for microgeneration in Canada. Additionally, one in three applications are not complete when it is submitted resulting in additional work. We are working closely with customers to ensure their preparedness and continue to identify and execute efficiencies to streamline the process.

If you have additional questions or concerns specific to microgeneration, franchise fees or questions in general please contact your Stakeholder Relations Manager.

Sincerely,



Dave Hunka  
Manager, Municipalities  
P: (780) 464-8311  
C: (780) 868-7040  
E: [Dave.Hunka@FortisAlberta.com](mailto:Dave.Hunka@FortisAlberta.com)

## MUNICIPAL FRANCHISE FEE RIDERS

**Availability:** Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

### **Price Adjustment:**

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

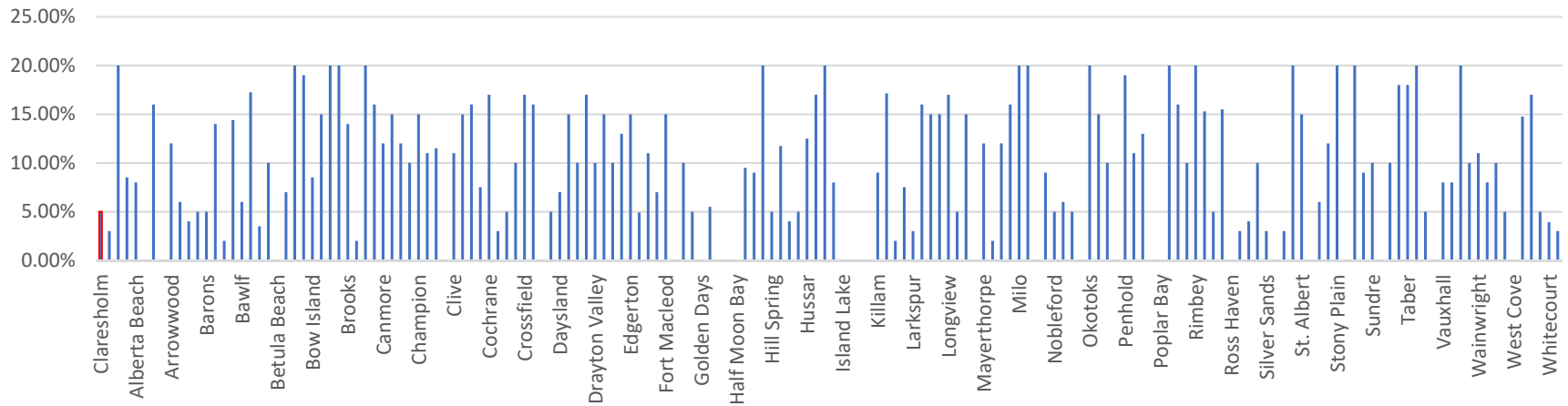
FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	16%	2023/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	16%	2023/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	16%	2023/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

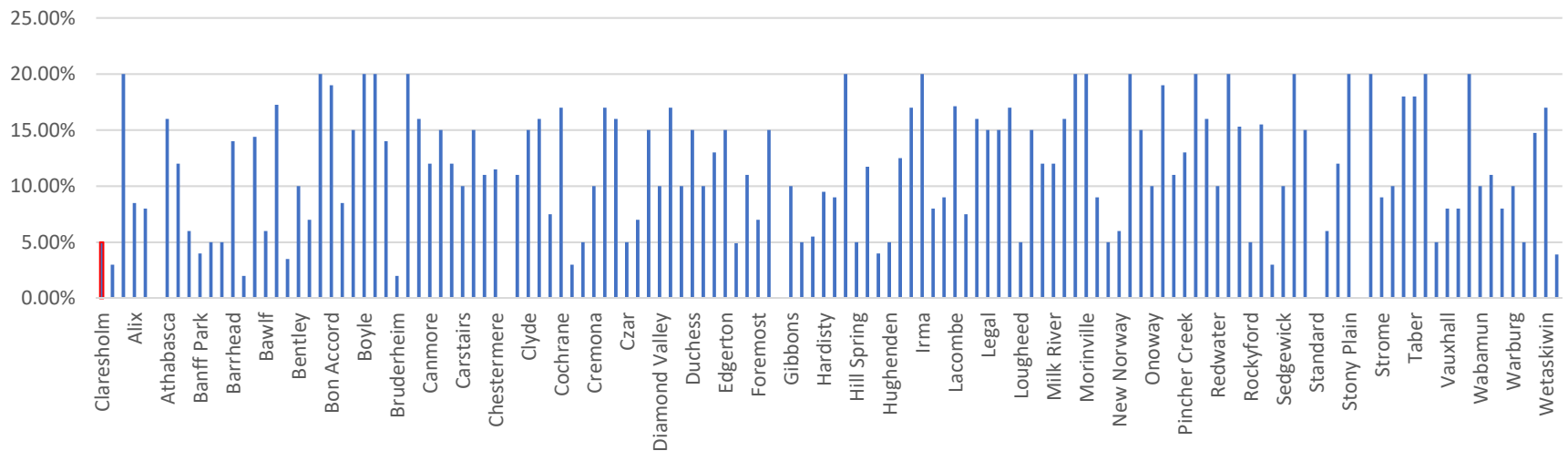
<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>	<b>Muni</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	15%	2023/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.91%	2023/01/01	02-0215	Mayerthorpe	12%	2023/04/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10%	2022/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01

<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>	<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	10%	2023/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	11%	2020/04/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	0%	2015/01/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	5%	2021/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	14.75%	2022/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	17.0%	2023/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	3.91%	2023/01/01
02-0307	Sundre	10%	2020/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				

Fortis Franchise Fees by Community  
165 Communities included (excluding Claresholm) -- Avg 9.49%; Median 10%



Fortis Franchise Fees by Community (excluding Summer Villages)  
133 Communities (excluding Claresholm) -- Avg 11.47%; Median 11%







# REQUEST FOR DECISION

Meeting: October 10, 2023

Agenda Item: 5

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## HALLOWEEN HAUNTED HOUSE

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### **DESCRIPTION:**

At the last regular meeting of Claresholm Town Council held Monday, September 25, 2023, Council received correspondence and an application for donation to support the Halloween Haunted House on October 28 & 29 at the Community Centre. Council passed the following motion:

Moved by Councillor Cutler to support the 4<sup>th</sup> Annual Halloween Haunted House to be held at the Claresholm Community Centre the weekend of October 27, 2023 with a donation of \$440 to cover the cost of renting the space.

The group will be using the Lodge Room for the event. The cost for renting the space increased as of September 1<sup>st</sup> from \$220 per day to \$250 per day. The group will be starting to set up on Friday for the Haunted House on Saturday and Sunday, and therefore will be charged for all three days. On the application for donation, the group asked for \$440 to cover the cost of the space, however the full cost will be \$750. In 2022, the group asked for \$660 to cover the cost of the space, however the Town was only charged \$440.

Even with paying the full \$750 to the Community Centre, there is still about \$7,000 left in this year's budget should any other requests come to Council that Council may wish to support.

Administration is recommending that Council pass a motion for the additional donation cover the full cost of the space for the event.

### **PROPOSED MOTION:**

Moved by Councillor \_\_\_\_\_ to support the 4<sup>th</sup> Annual Halloween Haunted House to be held at the Claresholm Community Centre the weekend of October 27, 2023 with an additional donation of \$310 in order to cover the full cost of renting the space.

PREPARED BY: Karine Keys, Finance Assistant

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APPROVED BY: Abe Tinney, CAO

DATE: October 3, 2023



**Town of Claresholm**  
**Income Statement by Function**  
**August 31, 2023**

	<b>AUGUST</b>	<b>2023 YTD</b>	<b>2023 BUDGET</b>	<b>YTD % of Budget</b>
<b>Revenue</b>				
Tax and requisition revenue	(48,048.00)	(4,845,495.64)	(4,250,494.00)	114% <b>1</b>
General administration revenue	(117,035.93)	(343,111.49)	(179,800.00)	191%
Police	-	(1,364.74)	(4,000.00)	34%
Fire	(6,786.82)	(24,064.09)	(19,000.00)	127% <b>2</b>
Bylaw enforcement	(730.00)	(13,001.51)	(11,000.00)	118% <b>3</b>
Common equipment pool	-	(45,900.00)	(60,000.00)	77%
Roads, streets, walks, lighting	(1,996.00)	(174,519.00)	(1,121,165.00)	16%
Water supply and distribution	(250,882.34)	(1,114,342.05)	(2,008,332.00)	55%
Wastewater treatment and disposal	(88,315.17)	(398,304.44)	(630,148.00)	63%
Garbage Collection	(57,609.53)	(283,719.75)	(441,000.00)	64%
Recycling	(39,062.59)	(197,576.56)	(304,171.00)	65%
FCSS	(402.00)	(180,453.76)	(234,774.00)	77%
Cemetery	(185.00)	(13,300.00)	(22,000.00)	60%
Physician recruitment	-	(1,963.90)	(1,000.00)	196% <b>4</b>
Economic development	(285.00)	(228,489.49)	(242,077.00)	94%
Land use planning, zoning and development	(10,211.75)	(50,477.14)	(105,100.00)	48%
Parks and recreation	(30,827.27)	(400,452.87)	(530,390.00)	76%
Culture - libraries and museum	(2,448.06)	(5,100.23)	(36,263.00)	14%
	<b>(654,825.46)</b>	<b>(8,321,636.66)</b>	<b>(10,200,714.00)</b>	
<b>Expenses</b>				
Legislative	4,522.40	59,068.53	122,150.00	48%
Administration	78,673.49	997,922.18	1,415,271.00	71%
Police	-	151,076.00	224,238.00	67%
Fire	9,712.13	130,906.84	216,567.00	60%
Bylaw enforcement	6,627.42	72,401.38	129,942.00	56%
Common and equipment pool	39,392.25	385,509.07	528,598.00	73%
Roads, streets, walks and lighting	88,710.95	401,199.36	614,455.00	65%
Storm sewers and drainage	360.69	7,483.88	13,140.00	57%
Water supply and distribution	138,913.86	715,791.13	1,007,413.00	71%
Wastewater treatment and disposal	4,145.18	89,431.88	164,363.00	54%
Garbage Collection	24,497.98	240,020.21	374,030.00	64%
Recycling	25,416.49	191,812.35	310,477.00	62%
FCSS	12,091.73	181,266.16	246,869.00	73%
Daycare	1,772.00	17,912.00	25,000.00	72%
Cemetery	3,519.16	19,663.26	24,519.00	80%
Physician recruitment	-	2,118.55	3,000.00	71%
Economic development	25,216.52	213,812.90	354,267.00	60%
Agriculture - weed and pest control	2,403.47	6,121.37	21,609.00	28%
Land use planning, zoning and development	39,938.79	168,965.27	304,158.00	56%
Parks and recreation	63,855.93	555,475.55	798,443.00	70%
Culture - libraries and museum	14,102.23	251,723.54	365,421.00	69%
Amortization	-	-	1,792,787.00	0%
	<b>583,872.67</b>	<b>4,859,681.41</b>	<b>9,056,717.00</b>	
<b>Net Income</b>	<b>(54,885.98)</b>	<b>(3,461,575.97)</b>	<b>(1,143,997.00)</b>	

**Notes:**

- 1** Tax and requisition revenues are in excess of budget due as this line item is net requisitions. There are still two quarterly school tax payment to be made, which will reduce actuals for this line item as the year continues.
- 2** Billable fire calls have been higher than budgeted for by more than double.
- 3** Animal licenses are over budget, primarily due to increase in license fees. Cleanup costs revenue (charge back) is also over budget due to a relatively large unsightly cleanup file at a single property.
- 4** Physician recruitment revenue is RPAP Grant funding, based on grant funds spent. Expenditures are under budget.



**Town of Claresholm**  
**Income Statement by Object**  
**August 31, 2023**

				YTD % of
Revenue	AUGUST	2023 YTD	2023 BUDGET	Budget
Net municipal taxes	350.96	(4,417,399.93)	(3,742,694.00)	118% <b>1</b>
Special assessments	-	(3,289.54)	(3,290.00)	100%
User fees and sales of goods	(580,026.76)	(2,367,597.45)	(3,448,961.00)	69%
Government transfers for operating	-	(379,756.71)	(432,912.00)	88%
Investment income	(25,787.67)	(132,120.92)	(105,000.00)	126% <b>2</b>
Penalties and costs of taxes	(2,219.80)	(92,079.69)	(86,600.00)	106% <b>3</b>
Licenses and permits	(10,066.75)	(82,042.14)	(113,500.00)	72%
Other local government transfers	-	(181,416.01)	(217,839.00)	83%
Proceeds from disposal of capital assets	-	(45,900.00)	(60,000.00)	77%
Franchise and concession contracts	(20,391.49)	(203,976.35)	(292,000.00)	70%
Rental	(2,620.55)	(60,576.77)	(130,700.00)	46%
Other	(14,063.40)	(63,830.15)	(99,700.00)	64%
Government transfers for capital	-	(291,651.00)	(1,319,018.00)	22%
Other external funding for capital	-	-	(148,500.00)	0%
	<b>(654,825.46)</b>	<b>(8,321,636.66)</b>	<b>(10,200,714.00)</b>	<b>82%</b>
<b>Expenses</b>				
Salaries, wages and benefits	313,039.12	2,236,282.71	3,319,536.00	67%
Contracted and general services	156,705.63	1,273,831.41	1,909,817.00	67%
Materials, goods, supplies, and utilities	111,846.41	953,955.28	1,422,626.00	67%
Bank charges and short-term interest	80.89	645.67	1,200.00	54%
Interest on long-term debt	-	101,330.21	204,579.00	50%
Other expenditures	277.01	24,816.09	29,490.00	84%
Transfers to organizations and others	1,923.61	268,820.04	376,682.00	71%
Amortization	-	-	1,792,787.00	0%
	<b>583,872.67</b>	<b>4,859,681.41</b>	<b>9,056,717.00</b>	<b>54%</b>
Internal Transfers				
Internal transfers	16,066.81	379.28	-	
<b>Net Income</b>	<b>(54,885.98)</b>	<b>(3,461,575.97)</b>	<b>(1,143,997.00)</b>	
<b>Other</b>				
Transfers to/from reserves	-	-	24,648.00	0%
Capital expenditures	338,682.72	1,019,356.37	2,559,262.00	40% <b>4</b>
Debt Proceeds	-	-	-	
Debt Principal Repayment	-	134,245.19	352,874.00	38%
Amortization addback	-	-	(1,792,787.00)	0%
	<b>283,796.74</b>	<b>(2,307,974.41)</b>	<b>-</b>	

**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

**Council Committee Report**

**Date: October 10, 2023**

<b>Mayor Schlossberger</b>	
<b>Councillor Carlson</b>	
<b>Councillor Cutler</b>	
<b>Councillor Kettles</b>	
<b>Councillor Meister</b>	<p>CHA</p> <p>The boiler replacement has been approved! The railings at Heritage have been redone. The social needs assessment has been completed and more low income housing would benefit our community greatly, however funding and logistics make it nearly impossible to obtain more dwellings.</p> <p>Museum</p> <p>The new building committee had the opportunity to visit a similar building as to what the museum needs for storage. The actual numbers look more promising than initially thought. The museum had an excellent year compared to the last few. Gate donations, attendance and bus tours were up. Thank you to the Friends of the museum for helping to make them feel welcome! We held a few fun events on the grounds and they were all very well received. The additions to the gift shop were also wonderful and we hope to expand a little more next year. The summer</p>

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



# Town of Claresholm

students were very helpful, as always. Jordyn is working on sorting and researching the dolls that were donated, the display may be ready in time for OFC. Strategic planning will be held on Oct. 17. The link trainer is still not finished almost 4 years into the project!

## CAReS

From June to Sept. there were almost 2600 volunteer hours logged! However they are still struggling to obtain reliable volunteers. The daily pound rates have increased. We will also be holding an online 50/50 through the month of October.

## FCSS

Barb presented a report to council on the struggles of rural offices and it hit the nail on the head! A few things that I took from the report, centralization does not work and I wonder how many times it needs to be tried before it is realized?! Downloading from the GoA is having a negative impact in so many ways for many groups and organizations. Technology and the lack of in person appointments when seeking AB supports also hinders those needing help. Lastly, the key to a healthy community is prevention not intervention, once we get into intervention it is much harder for people to feel and see their worth. Many fall through the cracks because of various reasons. The minister for seniors and housing will be looking at the FCSS mandate and possibly expanding the scope of their offices. This worries me, hopefully the mandate is not expanded without the addition of more funding.

\*Snow angels are needed to assist seniors this winter. Anyone willing to help out should contact the FCSS office.

\*Palliative care training will take place Feb 1&2

\*Cross cultural awareness will be held at the town office on Oct. 17th 8:30-12:30

\*Bridges out of poverty session is on Nov. 4th 10am-2:30

## Conference sessions

1.Digging up roots, healthy communities. Again, prevention is the key to healthy people and communities! For every \$1 spent on prevention and healthy people, \$7 is saved on intervention. 97% of women and 95% of men incarcerated have experienced victimization that makes them question their self worth and in turn make questionable choices. A large percentage of these have also experienced homelessness. Too many end up lost in the system. Some people feel safer in jail than on the streets



# Town of Claresholm

and it's easier to return to prison than it is to find and receive the help that is needed to repair the damages they have suffered in their lives. You can receive mental health resources easier as an inmate than as a low income or homeless person, However on release many are left to fend for themselves with nothing other than a bus ticket to their 'home' and no tools or skills to be able to do better.

Many people in the cycle of incarceration and homelessness make unhealthy choices as they are their best chance of survival. For example some women who live on the streets will do drugs with the hopes that they will not be victimized if they can stay awake! It is hard to find suitable housing and employment with a criminal record and the stigma attached to them, regardless of the type of crime committed. It doesn't matter how dedicated you are to rehabilitation, if you can't find any allies you will continue on in the cycle which is easiest. However minor some offences are there will always be those that are the 'power few' who can easily engage others to commit crimes that they would not partake of themselves without encouragement and the companionship that is offered.

Trauma informed justice, not more or longer prison sentences, can help rehumanize some people. A few examples were shared. Collaboration between the education, health care and the justice systems would be beneficial to address problems before they are exacerbated. Together they can help lead the way to rehumanizing trauma victims. Compassion from others and being able to see themselves worthy of help would also make a huge difference when it comes to the path some choose to get through this thing called life. Access to stable housing, services to manage mental health and addictions, personal security & medical care are all required aspects that should be part reintegration into a healthy community.

2. Keeping political parties out of local politics. This one was a no brainer. Local politics should be democratic, autonomous, local, inclusive, fair, enforceable, scalable, transparent, non-partisan and respectful. Having parties involved takes the accountability that we have to the people, who elected us to serve the best interests of the community, and places it more along party lines. 81% of people believe that parties will not put the best interests of the communities first and 69% believe it causes more division, anger, distrust and resentment. Parties are more likely to have aversions to equal rights/considerations for all citizens, especially those who may appear to be different or belong to marginalized groups. Local



# Town of Claresholm

	<p>councils are more likely to take everyone into their considerations. Having parties involved leads to disrespect and harassment of genuine candidates who would just like to serve their communities. When they get tired of the nonsense and good people stop running for local office this will leave the door open for questionable candidates and their hidden agendas. Local politics should remain local to continue being honourable and respectful. Councils should be collaborative and seek ways to serve the best interests of the whole community in which they are based.</p> <p>3. Emergency preparedness. Edson shared their story from the fires and flood that their community faced this summer! Along the way they learned a few things. It is helpful to be prepared, practicing is no comparison to the real thing but its knowledge in the pocket. Communicate what you can, it is hard to keep on top of everything in such a fast-paced scenario. How can you get the community ready and how do you stress the importance of following orders? If someone doesn't follow evacuation orders there is no way to ensure their safety! Households should have a plan if evacuation ever becomes imminent. Back up power, in case of large scale disturbances may also be useful. Specific update times are recommended so that people are able to be informed and know when to expect news. Large emergencies can adversely affect planning and capital projects with no real way to be financially prepared if disaster hits. Mental health needs to be looked after, not only for some of the residents but especially those who are on the front lines of a disaster. Any questions I wrote down were sent to our DEM and I must say that we are very lucky to have Jason in that role!</p>
<b>Councillor Ross</b>	
<b>Councillor Zimmer</b>	

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - June 12, 2023				
18a	IN CAMERA: Moved by Councillor Cutler to direct administration to prepare a public participation plan as discussed in closed session. CARRIED MOTION #23-110	Abe	Planning on hold until after by-election and further direction is received from Council.	Ongoing
Regular Scheduled Meeting - September 25, 2023				
1	BYLAW #1757 - Moved by Councillor Kettles to give Bylaw #1757, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1757, a Land Use Bylaw Amendment, 3rd and Final Reading. CARRIED	Tara	Bylaw signed and sent to ORRSC to update the Map	Complete
2	CORRES: Claresholm Haunted House - Moved by Councillor Cutler to support the 4th Annual Halloween Haunted House to be held at the Claresholm Community Centre the weekend of October 27, 2023 with a donation of \$440 to cover the cost of renting the space. CARRIED MOTION #23-137	Karine	Community Centre has been booked, fee increase is on the Oct. 10th Agenda for discussion	Complete
3	CORRES: Claresholm Local Press - Moved by Councillor Meister to allow the Claresholm & District Chamber of Commerce to use the downtown parking lot for the Old-Fashioned Christmas event on December 1, 2023, to close the downtown parking lot including all access points, and to allow a bonfire in the downtown parking lot (weather permitting). CARRIED MOTION #23-138	Jace	Chamber has been notified	Complete
4	RFD: Strategic Planning - Moved by Councillor Kettles to direct Administration to coordinate a Strategic Planning date for Town Council that fits everyone's schedule within the next month. CARRIED MOTION #23-139	Abe	Council to discuss at upcoming meeting	In progress
5	RFD: Fire Training Grant - Moved by Councillor Zimmer to write a letter of support for the Municipal District of Willow Creek's application for the 2024 Fire Services Training Program Grant. CARRIED MOTION #23-140	Craig	Correspondence has been sent	Complete
6	RFD: Regional Housing Supply - Moved by Councillor Carlson that the Town of Claresholm provide a letter of support for the Villages and Alberta SW Regional Housing Project and Grant Proposal. CARRIED MOTION #23-141	Abe	Correspondence has been sent	Complete
13a	IN CAMERA: Intergovernmental Relations - Moved by Councillor Zimmer to proceed with the intergovernmental matter as discussed in closed session. CARRIED MOTION #23-142	Abe	Correspondence has been sent	Complete



PREPARED BY: Karine Keys, CLGM, Finance Assistant

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APPROVED BY: Abe Tinney, CAO

DATE: October 5, 2023

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# INFORMATION ITEMS

**Alberta SouthWest Regional Alliance**  
**Minutes of the Board of Directors Meeting**  
Wednesday, September 6, 2023 – Nanton Curling Club



**Board Representatives**

Brent Feyter, Fort Macleod  
Barbara Burnett, Cowley  
Cam Francis, Cardston County  
Blair Painter, Crowsnest Pass  
Kevin Todd, Nanton  
Doral Lybbert, Glenwood  
Tim Court, Cardston  
Monte Christensen, Hill Spring

**Councillors**

Victor Czap  
Jennifer Handley

**Resource Staff and Guests**

Neil Smith, CAO  
Lacey Poytress, LRSD  
Yvonne Chau, Travel Alberta  
Karin Finley, AND Villages Ltd.  
Eppo Van Weelderden, AND Villages Ltd.  
Manuelle Prunier, Green Destinations International  
Becky Scott, Nanton Chamber  
Ursula Sherwood, CF Highwood  
Tony Walker, CF Alberta Southwest  
Bev Thornton, AlbertaSW

- |    |   |  |
|----|---|--|
| 1  | Call to Order/                                    | Chair Brent Feyter called the meeting to order.  |
| 2  | Approval of Agenda                                | Moved by Tim Court THAT the agenda be approved as presented.<br><b>Carried.</b> [2023-09-855]  |
| 3  | Approval of Minutes                               | Moved by Cam Francis THAT the Minutes of August 2, 2023, be approved as presented.<br><b>Carried.</b> [2023-09-856]  |
| 4  | Approval of Cheque Register                       | Moved by Blair Painter THAT cheques #3252 to #3264 be approved as presented.<br><b>Carried.</b> [2023-09-857]  |
| 5  | Travel Alberta-Destination Canada Pilot Project   | Yvonne Chau provided an update on Travel Alberta strategic plans and the upcoming consultation process for the new federal-provincial initiative, "Sustainable Journey from Prairies to Pacific".  |
| 6  | Regional Solutions for Housing Supply             | Karin Finley, AND Villages Ltd. reported that the proposal that has been 7 months in development is meeting with interest. Depending on the results of an upcoming meeting with senior staff from Housing, Community and Social Services, and Infrastructure, letters of support from AlbertaSW communities will strengthen the Phase 1 and Phase 2 of the proposal. |
| 7  | Green Destinations Audit                          | Manuelle Prunier, Canadian Representative for Green Destinations International, is in the region completing the AlbertaSW Crown of the Continent Sustainability assessment. She formally presented the "Top 100" award to the Board for 2022.  |
| 8  | MECAP Industry Influencers and Innovators Meeting | The Manufacturing, Energy, Construction, Ag Processors (MECAP) project will begin with an invitational lunch meeting in Fort Macleod, first week of October. Board is asked to suggest businesses in this sector who should be invited.  |
| 9  | Executive Director Report                         | Received as information.   |
| 10 | Round Table                                       | Received as information.   |
| 11 | Upcoming Board Meetings                           | ➤ October 4, 2023 – Hill Spring (tentative) or Fort Macleod<br>➤ November 1, 2023-<br>➤ December 6, 2023-Pincher Creek -Organizational Meeting   |
| 12 | Adjourn   | Moved by Blair Painter THAT the meeting be adjourned.<br><b>Carried.</b> [2023-09-858]   |

Approved October 4, 2023

## **Executive Director Report September 2023**

### **MEETINGS and PRESENTATIONS**

Sept 5: Blackfoot Signage Project Meeting, Zoom

Sept 6: AlbertaSW Board Meeting, Nanton

Sept 7: Meeting with CFABSW re: website updates and C4C, Fort Macleod

Sept 7: Green Destinations audit meetings, Fort Macleod, Pincher Creek

Sept 12: RINSA meeting, Lethbridge

Sept 12: Project planning meeting with SouthGrow and Garnering Results, Zoom

Sept 18: REDA Chairs meeting, Teams

Sept 18: Meeting with Executive Director, Alberta Sugar Beet Growers, Zoom

Sept 19: Meeting with C4C and CF, Zoom

Sept 19: Meeting with uLeth student project team and professor, Zoom

Sept 20: EDL Board meeting, City Hall, Lethbridge

Sept 20: Meeting with new Sales Exec, CJOC, Lethbridge

Sept 20: Meeting with SouthGrow re: Summit planning, Zoom

Sept 21: Travel Alberta/Destination Canada consultations, Pincher Creek

Sept 21: SouthGrow quarterly meeting, Picture Butte

Sept 26: Tourism Lethbridge Advisory Committee Meeting, Lethbridge

Sept 26: REDA Chairs and Managers meeting with Minister, Edmonton [regrets]

Sept 28: AEDO Committee meeting, Zoom

### **PROJECT MANAGEMENT and REPORTING**

- Board Agenda, Minutes, Bulletin
- Prepare and circulate request for letters of support re: Regional Housing project proposal to GoA
- Manage itinerary for 4 days of Green Destinations Audit; arrange interviews and site visits
- Submit supplementary documents to Green Destinations
- Partnering/planning upcoming Economic Development Summit, end of March 2024
- Final planning for REDA Chairs meeting with the Minister (possibly end of September)
- Compile MECAP invitation list for industry and resource agencies event
- Submit REDA contact list and ideas for EDA 50<sup>th</sup> Anniversary edition of Invest/Xperience Alberta magazine

### **INVESTMENT ATTRACTION and REGIONAL PROMOTION**

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

# Alberta SouthWest Bulletin October 2023

## Regional Economic Development Alliance (REDA) Update

### ❖ New REDS on the JET!

AlbertaSW is excited to welcome Marie Everts as the new Regional Economic Development Specialist (REDS) for Jobs, Economy, and Trade (JET). She is an award-winning economic developer, a cheerleader for the region and a valuable resource and liaison with the province in support of our communities and region.

❖ As part of Province of Alberta Budget 2023, the **NRED (Northern and Regional Economic Development) program is receiving \$9 million over the next three years** to support even more projects that help deliver business supports, boost labour force attraction and retention, enhance Alberta's tourism development, and build capacity for economic growth. In 2022-23, the government invested \$5.1 million in 70 projects.

- Announcement, [Investing in strong regional economies](#)
- [Review the list of 2022-2023 Grant recipients](#)



### ❖ Manufacturing, Energy, Construction, Ag Processing



Natalie Gibson, InnoVisions and Associates, led the first "Innovators and Influencers" meeting, attended by 17 industry and government representatives. The intent of the project is to raise awareness of the diverse manufacturing and processing activity in the region, to identify common themes, highlight opportunities.

Discussion covered topics such as skilled, labour, housing, logistics, transportation, permitting, and other red-tape issues. This is the first of a series of "think tank" meetings to identify priorities and tactics to position the region as attractive to new workers and new investment.

Contact [bev@albertasouthwest.com](mailto:bev@albertasouthwest.com) for more and to inquire about participating in future meetings.

### ❖ Getting linked to Supply Chain Learning!

Canadian Institute of Traffic and Transportation (CITT) will host a day of networking and learning about the supply chain industry and celebrating graduates from Teamworks Career Centre as they join the industry.



When: **October 24, 2023, 1:00pm-7:00pm.**

Where: **Sandman Signature Lethbridge Lodge**, 320 Scenic Drive South, Lethbridge, AB

Cost: **\$40**

For more details, list of speakers, topics, and **link to Register** go to

<https://www.citt.ca/events/lethbridge-supply-chain-exchange>

### Program

12:30 pm-Doors Open / Registration / Networking

1:15 pm-Keynote speaker: Doug Paisley, President - LTT Logistics & RK Trailer Rentals Ltd.

2:00 pm-4:30 pm Panel discussions on a variety of topics including:

- The Rail Renaissance
- Kansas City SmartPort Mission Report
- MELT and Driver Recruiting "The End of the Road?"
- Workplace Culture and Professional Development

4:30 pm-Closing Remarks

5:00-7:00 pm-Evening Reception and Networking

**Alberta SouthWest Regional Economic Development Alliance**

Box 1041 Pincher Creek AB T0K 1W0

403-627-0244 (cell)

[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

[www.albertasouthwest.com](http://www.albertasouthwest.com)



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## CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

### TOWN OFFICE MEETING ROOM

JULY 19, 2023

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

Absent: Earl Taylor

1. Call to order by Barry Gibbs 3:03 PM. Motion made for the adoption of the amended agenda by Kandice Meister. **CARRIED**

2. Correspondence – Acknowledgement of the letter of resignation by Barry Wood. The board thanks Barry for all the time and effort he put into being a very active board member. We wish him well in his studies and hope to see him around town. Motion made by Barry Wood for adoption of the amended June 21, 2023, minutes. **CARRIED.**

3. Events Planning– The stop at the museum of the traveling Car Club, hosted by the Porcupine Hills Classic Cruisers was very well received. The Lions Club catered the lunch. The car club wives and the Friends of the Museum provided cookies and squares.

– Plans for Claresholm Fair Days are in full swing with activities happening at the museum through out the weekend.

4. Marketing Committee – The 2 signs facing Hwy 2 in front of the station need some care. One of the quotes to replace the signs was \$32,000. We will keep looking for a more reasonable solution.

5. Museum Financial report from July 18, 2023, was reviewed. Betty Hoare moved the financial report be accepted. **CARRIED**

6. Executive Directors Report – New hire Molly Smeltzer has joined the staff at the museum. All staff received safety training on June 28<sup>th</sup>.

– Canada Day celebrations at the Centennial Park went well. A tent and some tables were setup and museum staff and volunteers from the Friends of the Museum helped with staffing the booth.

– Bus tours have been strong in the past month, and more are booked in the future. Letters that were send out to tour companies in March and May have proven to be very worthwhile.

-Museum attendance has been much stronger this year than in previous years and donations seem to have increased. The verbal comments received, along with the written comments in the guest book are extremely positive and complimentary.

– Two display cases purchased by the Toone family for the doll collection have been repaired, cleaned and the glass shelves and doors installed. Staff will begin going thru the collection and place the dolls in the cases. We will identify and separate out significant dolls to be retained by the museum. The remainder will eventually be

returned to the Toone family

- Molly Smeltzer, in addition to looking after visitors coming into the Exhibit Hall has started scanning photographs on the New Archives scanner. She is recording accession numbers with each and adding any known information about the photo.
- Work continues on the metal shelving to complete the new storage area in the Exhibit Hall. Once the shelves have been lined, we can begin to relocate artifacts from the future farm display space in the Southwest corner of the gallery to the new shelves.
- Approval for our Young Canada Works grants were approved for both of our summer students. This is the third year for Jordyn and she will not qualify next year but there is another program called Canada Summer Jobs which we can try.

7. General discussion on the need to demonstrate the value of the Museum to Town Council, Town Staff, and the residents of Claresholm and surrounding districts. Barry Wood reported on the meeting he had with Abe Tinney regarding staffing disadvantages that the museum faces when recruiting. It was agreed that a proper salary review was in order. It was questioned as to how town council sees the museum, as an asset or a liability. We continue to get local visitors and others outside the community, that are amazed at the quality of the museum. In October we will be going thru a Strategic Planning Session. After the session we would like to make a presentation to Town Council on the road map for the museum.

8. Motion for adjournment by Cynthia Wannamaker at 5:03. **CARRIED**

No meeting in August. Next meeting September 20, 2023, at 3:00 PM.



Barry Gibbs

Board Chair

**CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY**  
**Board of Directors, July 13, 2023**  
**Community Room, Claresholm Town Office**

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

Chair Howard Paulson called the meeting to order at 10:46 am.

**1.0 APPROVAL OF AGENDA:**

Moved by Laurie Lyckman to accept the agenda as presented. Motion Carried..

**2.0 BLAIR BULLOCK – YEAR END REPORT:**

Blair Bullock presented the Compiled Financial Information for the year ending March 31, 2023..

It was moved by Mike Cutler that we approve the financials as presented  
Motion Carried.

It was suggested that we send a copy of the Financial Report to everyone who has donated money to Claresholm Transportation.

**3.0 APPROVAL OF MINUTES:**

Moved by Earl Hemmaway that the minutes of the June 8, 2023 meeting be accepted as presented. Carried.

**4.0 BUSINESS ARISING FROM MINUTES:**

None

**5.0 CORRESPONDENCE:**

**Claresholm Firefighters Foundation** – is requesting funds to assist in funding the expansion, renovation and repairs required at the Claresholm Fire Hall.

Laurie Lyckman moved that we do not participate in this project..Carried.

**6.0 REPORTS:**

**6.1 Financial** –Sally reported that there is \$81,838.64 in chequing, \$4034.33 in casino, \$56,591.38 in savings. Donations to date – Town of Stavely \$750.00; Claresholm Legion \$500.00; Stavely Royal Purple \$1000,00; Stavely Oddfellows \$250.00; Stavely Elks \$2500.00.

Sally moved acceptance of her report.



**6.2 Chairman's Report** –Look at wheelchair bus...

**7.0 OLD BUSINESS:**

Casino on August 7 & 8<sup>th</sup>, 2023.

**8.0 NEW BUSINESS:**

Sally suggested that any reports that she hands out with names and numbers on (A/R Aging Summary) should be left in the office for shredding.

**9.0 IN CAMERA:** None

**NEXT MEETING DATE September 14, 2023.** This will be our annual meeting.

The meeting was adjourned by Cindee Schlossberger

SIGNED:

SIGNED: