



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

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

- MINUTES:**
1. ORGANIZATIONAL MEETING – OCTOBER 10, 2023
 2. REGULAR MEETING – OCTOBER 10, 2023

- DELEGATIONS:**
1. SUSTAINABLE HOUSING INITIATIVE: Enabling Housing Choice
RE: Final Report
 2. TANGO NETWORKS
RE: Broadband Assessment

- ACTION ITEMS:**
1. BYLAW #1764 – Solid Waste Management Bylaw
RE: 2nd & 3rd Readings
 2. BYLAW #1767 – Land Use Bylaw Amendment
RE: 1st Reading
 3. BYLAW #1768 – Dog Bylaw
RE: All Readings
 4. BYLAW #1769 – Cat Bylaw
RE: All Readings
 5. BYLAW #1770 – Water & Sewer Bylaw Amendment
RE: 1st Reading
 6. CORRES: Municipal District of Willow Creek
RE: 30th Legacy of Our Land Banquet
 7. CORRES: Rowan House Society
RE: November is Family Violence Prevention Month
 8. CORRES: Chinook Sexual Assault Centre
RE: Grand Opening of the Chinook Child and Advocacy Centre
 9. CORRES: Inclusion Foothills
RE: Monthly Mingle – October 25, 2023
 10. CORRES: Willow Creek Immigrant Services
RE: Request for Letter of Support
 11. REQUEST FOR DECISION: Letter of Support – Claresholm Arts Society
 12. REQUEST FOR DECISION: Letter of Support – Claresholm Fire Department
 13. REQUEST FOR DECISION: Oldman Watershed Council – Pollinator Gardens
 14. REQUEST FOR DECISION: Library Board Appointment
 15. REQUEST FOR DECISION: Arena Divider
 16. REQUEST FOR DECISION: Tamarack Subdivision Engineering
 17. REQUEST FOR DECISION: Organizational Restructuring
 18. REQUEST FOR DIRECTION: Community Centre Assessment
 19. REQUEST FOR DIRECTION: Aggressive Deer
 20. INFORMATION BRIEF: CAO Report
 21. INFORMATION BRIEF: Council Committee Report
 22. INFORMATION BRIEF: Council Resolution Status
 23. ADOPTION OF INFORMATION ITEMS

- INFORMATION ITEMS:**
1. ORRSC Periodical – Fall 2023 – “Liquor and land use”
 2. Oldman River Regional Services Commission Board Meeting Minutes – June 1, 2023
 3. Claresholm Public Library Board Meeting Minutes – September 19, 2023
 4. Age-Friendly E-News – October 18, 2023

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
ORGANIZATIONAL COUNCIL MEETING MINUTES
OCTOBER 10, 2023

Place: Council Chambers
Town of Claresholm Administration Office
111 – 55 Avenue West

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

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

NOTICE OF RECORDING: Mayor Brad 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 pm by Mayor Brad Schlossberger.

1. ADOPTION OF AGENDA

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

CARRIED

2. PROPOSED COMMITTEE & ORGANIZATION STRUCTURE

Moved by Councillor Kettles that the proposed Committee Organization and Structure be accepted as presented.

CARRIED

3. MEETING DATES - REGULAR

Moved by Councillor Cutler that the Regular Council Meeting dates for 2024 be accepted as presented.

CARRIED

4. APPOINTMENT OF DEPUTY MAYOR

Moved by Councillor Carlson that the Deputy Mayor appointments be accepted as presented.

CARRIED

5. ANNUAL MOTIONS

a. Designate Municipal Office

Moved by Councillor Meister to designate 111 – 55 Avenue West in Claresholm, Alberta as the Town's municipal office.

CARRIED

b. Designate Financial Institution

Moved by Councillor Zimmer to designate the Bank of Montreal as the Town's banking institution.

CARRIED

6. ADJOURNMENT

Moved by Councillor Kettles that this meeting adjourn at 7:15 pm.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger noted that recording ceased at 7:15 p.m.

Mayor – Brad Schlossberger

Chief Administrative Officer – Abe Tinney



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
OCTOBER 10, 2023

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

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

ABSENT: None

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 7:15 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 7:15 p.m. by Mayor Schlossberger

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

CARRIED

MINUTES: **REGULAR MEETING – SEPTEMBER 25, 2023**

Moved by Councillor Zimmer that the Regular Meeting Minutes of September 25, 2023 be accepted as presented.

CARRIED

ACTION ITEMS:

1. **BYLAW #1764 – Solid Waste Management Bylaw**
RE: 1st Reading

Moved by Councillor Cutler to give Bylaw #1764, a Solid Waste Management Bylaw, 1st Reading.

CARRIED

2. **CORRES: Ghana High Commission**
RE: Letter of Appreciation

Received for information.

3. **CORRES: Royal Canadian Legion Branch No. 41**
RE: Poppy Fund Request 2023

Mayor Schlossberger will attend the presentation of the first poppy on Friday, October 27, 2023.

4. **REQUEST FOR DECISION: Fortis Franchise Fee**

MOTION #23-143 Moved by Councillor Kettles to approve a rate change in the Fortis Franchise Fee from 5% to 6% starting in 2024.

CARRIED

5. **REQUEST FOR DECISION: Halloween Haunted House**

MOTION #23-144 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 an additional donation of \$310 in order to cover the full cost of renting the space.

CARRIED

6. **FINANCIAL REPORT: Statement of Operations August 31, 2023**

Moved by Councillor Carlson to accept the Consolidated Statement of Operations for the month ended August 31, 2023 as presented.

CARRIED

7. **INFORMATION BRIEF: Council Committee Report**

Received for information.

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

Received for information.

9. **ADOPTION OF INFORMATION ITEMS**

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

CARRIED

10. IN CAMERA:

- a. Personnel – FOIP Section 17**
- b. Intergovernmental Relations – FOIP Section 21**
- c. Advice from Officials – FOIP Section 24**

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

- a. Personnel – FOIP Section 17**
- b. Intergovernmental Relations – FOIP Section 21**
- c. Advice from Officials – FOIP Section 24**

CARRIED

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

Moved by Councillor Zimmer to come out of In Camera at 8:41 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:41 p.m.

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:42 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger noted that recording ceased at 8:42 p.m.

Mayor – Brad Schlossberger

Chief Administrative Officer – Abe Tinney

DELEGATIONS

Enabling Housing Choice Project



Today's Agenda

- Land Acknowledgement
- Who We Are!
- Project Overview
- Claresholm's Housing Needs and Development Barriers
- Attracting Diverse Housing Development in Claresholm
- Next Steps
- Wrap Up!

Land Acknowledgement

As we start, I would like to acknowledge where the physical office of RDN is on Amiskwaciwāskahikan, known as Beaver Hills House or Edmonton – the historical land of Treaty 6 Territory and within the Metis Nation Region 4.

As a national organization we also acknowledge that RDN staff and the communities we support, live, gather, and organize across Turtle Island.

We share this acknowledgement to reaffirm our responsibility and commitment to reconciliation.

We also recognize that this land acknowledgement is just that, an acknowledgement; it is but one step in our journey.

The Rural Development Network

A strong sustainable network that **empowers rural communities** by facilitating and providing access to trusted **rural development expertise, information and services**

The Sustainable Housing Initiative (SHI)



Create a **model** for developing affordable housing



Redefine how people feel about affordable housing



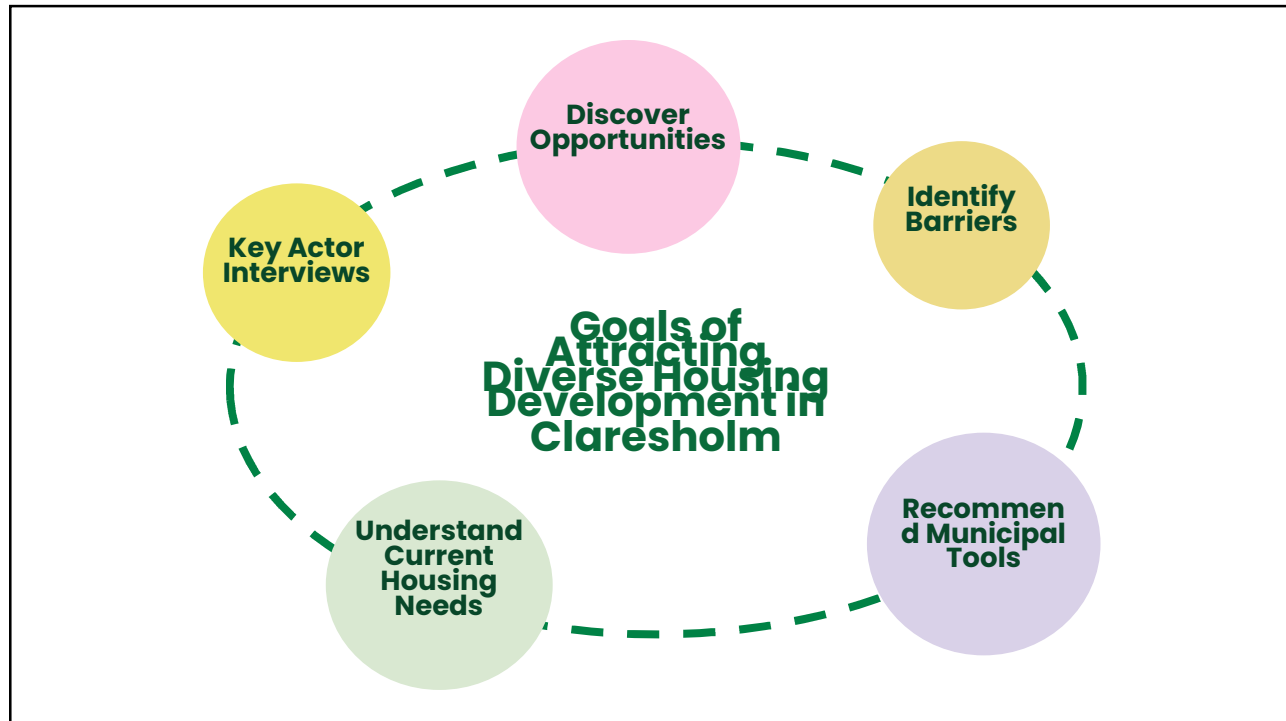
Create **financially sustainable** projects

Project Overview

- Funded by the Alberta Real Estate Foundation
- 3-year project
- Understanding **barriers and challenges** to housing development
- Assisting municipalities to **update policy and bylaws** related to housing diversity



Our goal is to
enable and
encourage
housing choice
and diversity
across Alberta.



Research Methodology:

Internal & External Interviews/Focus Groups

Internal Interviews/Focus Groups

- Town of Claresholm Staff
- Town Council Members
- Community Development Committee

External Interviews/Focus Groups

- Developers/Builders
- Land Owners

Claresholm's Housing Needs

- Increased Rental Housing Options
- Housing For Seniors & Newcomers
- Affordable Housing



Housing Development Barriers:



Lack of Local Labour and Shovel-Ready Properties



Upfront Costs For Housing Construction & Obtaining Financing



Parking Requirements, Building & Safety Codes



Communication With Developers/Builders



Policy Incentive Recommendations:



**Secondary
Suite
Development
Policy
Incentives**



**Affordable
Housing
Development
Policy
Incentives**



**Advertise,
Promote &
Explore
Additional
Incentives**

Municipal Tools & Areas of Opportunity Recommendations



Reducing Residential Districts in Claresholm

Why This Approach Is Good For Claresholm



Simplifies Zoning Districts



Reduces Length of Development Approval



Creates Flexibility & Allows For More Permitted Housing Types

Increase Diversity & Density in New Residential Districts

Why This Approach Is Good For Claresholm:



Enables Housing Diversity



Promotes Density



Increases Secondary Suites & Low End Of Market Options

Enable Residential Development in Commercial & Industrial Districts

Why This Approach Is Good For Claresholm



Encourages Mixed Use Development



Allows For Businesses To House Workers

Ongoing Areas of Opportunity:



Facilitate Continual Community Engagement



Continue With Education, Promotion & Marketing



Strengthen Industry Partnerships

Future Areas of Opportunity:



Repurpose Vacant Buildings or Lots



Address Legislation and Regulations That Affect Housing Development

Town of Claresholm

Next Steps

- **Keep the Conversation Going**
- **Ask Questions About The Recommendations**
- **Monitor Progress and Celebrate Key Milestones & Achievements**
- **Explore External Funding Opportunities**
- **Guidebook for Enabling Housing Choice and Diversity**



**RURAL
DEVELOPMENT
NETWORK**



**SUSTAINABLE
HOUSING
INITIATIVE**

Other Resources

- ★ Step-By-Step Guide To Building Affordable Housing
- ★ Psychology of Aesthetics
- ★ Step-By-Step Guide to Estimating Homelessness
- ★ Paths for Housing Co-operatives
- ★ ruraldevelopment.ca
- ★ housingredefined.ca





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.

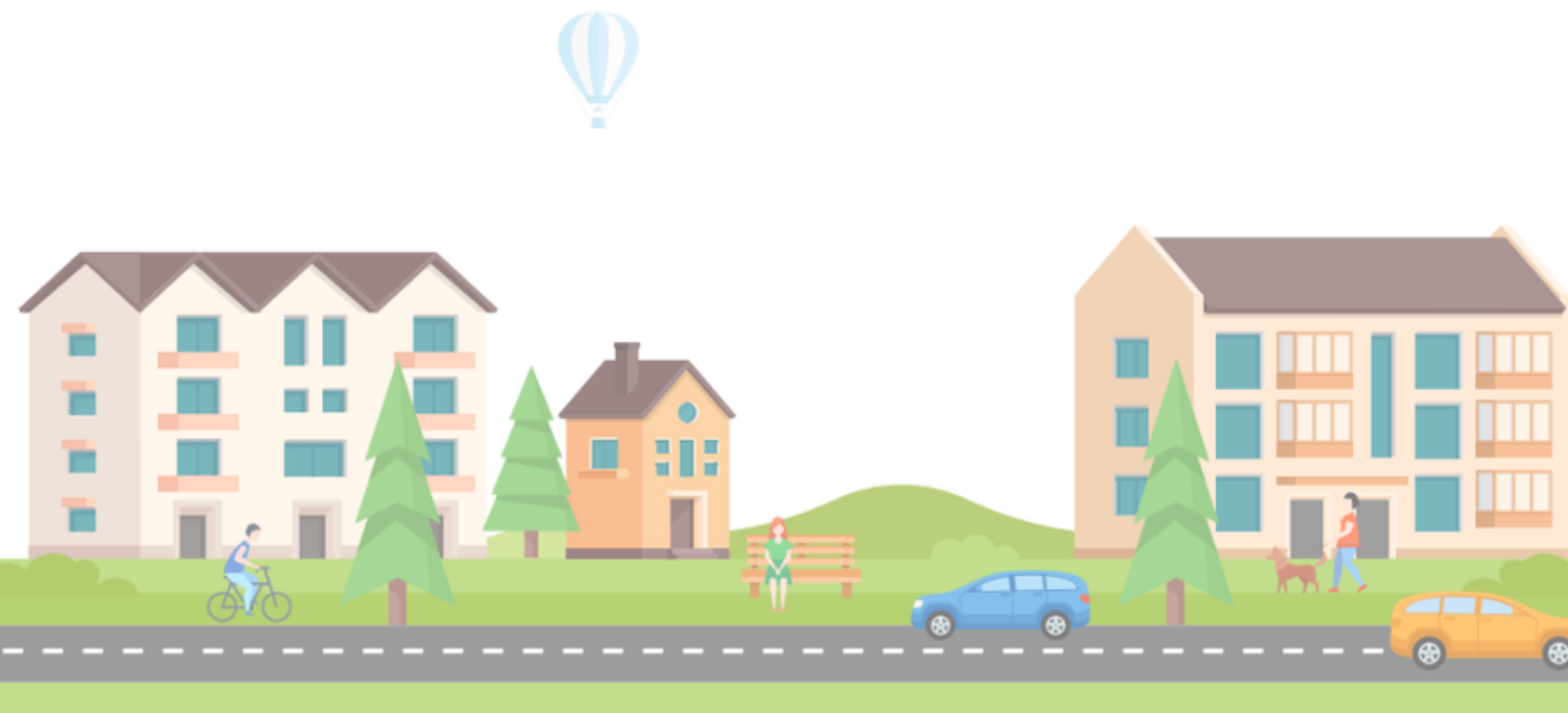
REPORT OVERVIEW

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

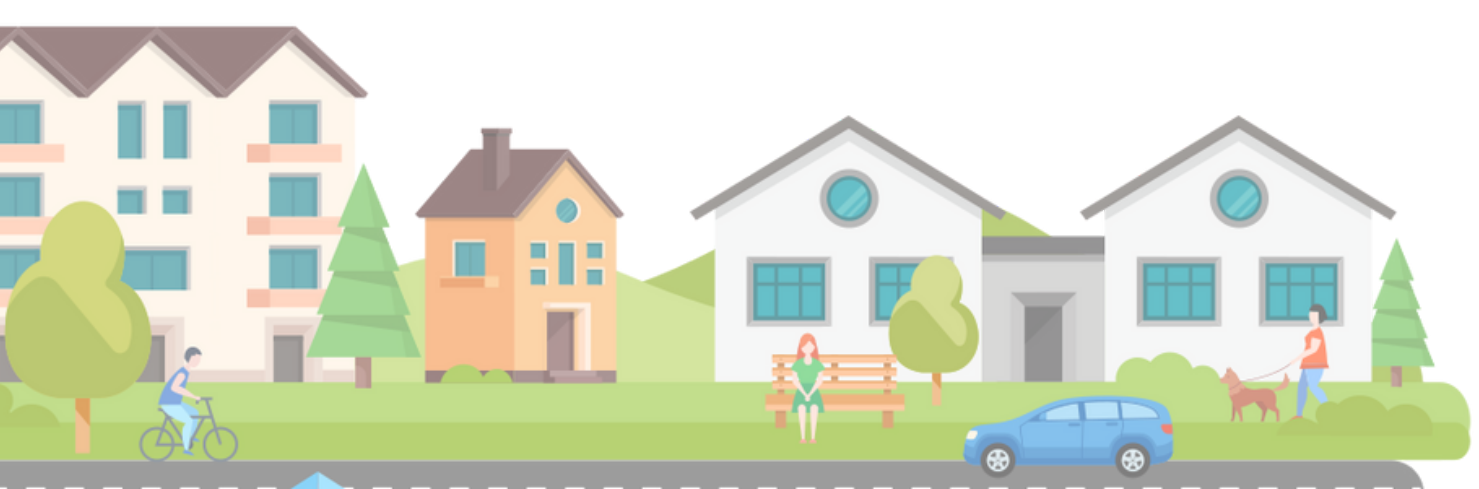
Advertising and promoting development incentives to developers, builders, and property owners in Claresholm holds crucial importance for the Town's growth, economic vitality, and long-term sustainability. Effectively communicating these incentives can lead to a range of positive outcomes:

- **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:

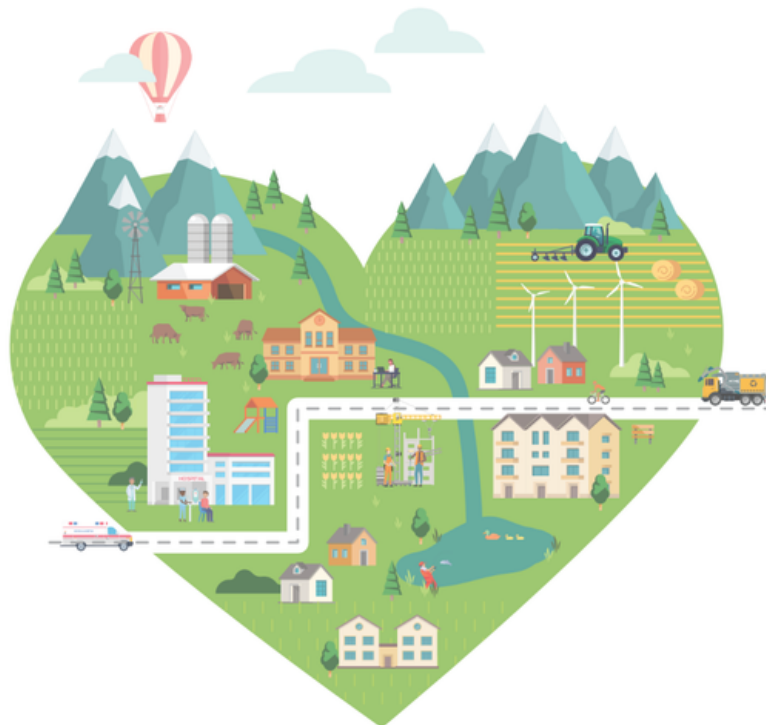
- Commercial/residential development; pros and cons
- Where this is applicable in Claresholm

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

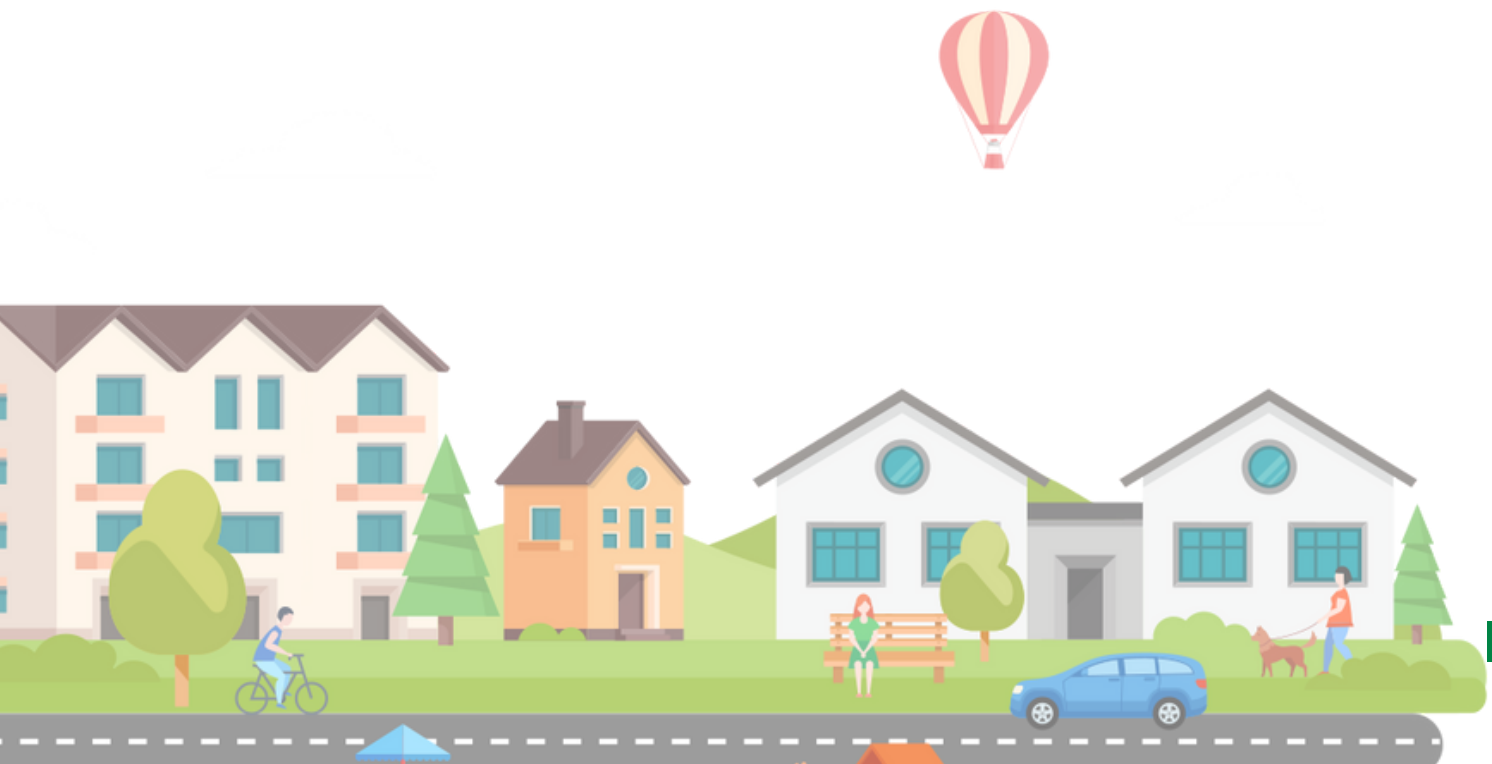
Throughout the stakeholder engagement process in Claresholm, several interviewees commented that existing regulations and codes can have a detrimental impact on their ability to build housing quickly, efficiently and affordably.

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

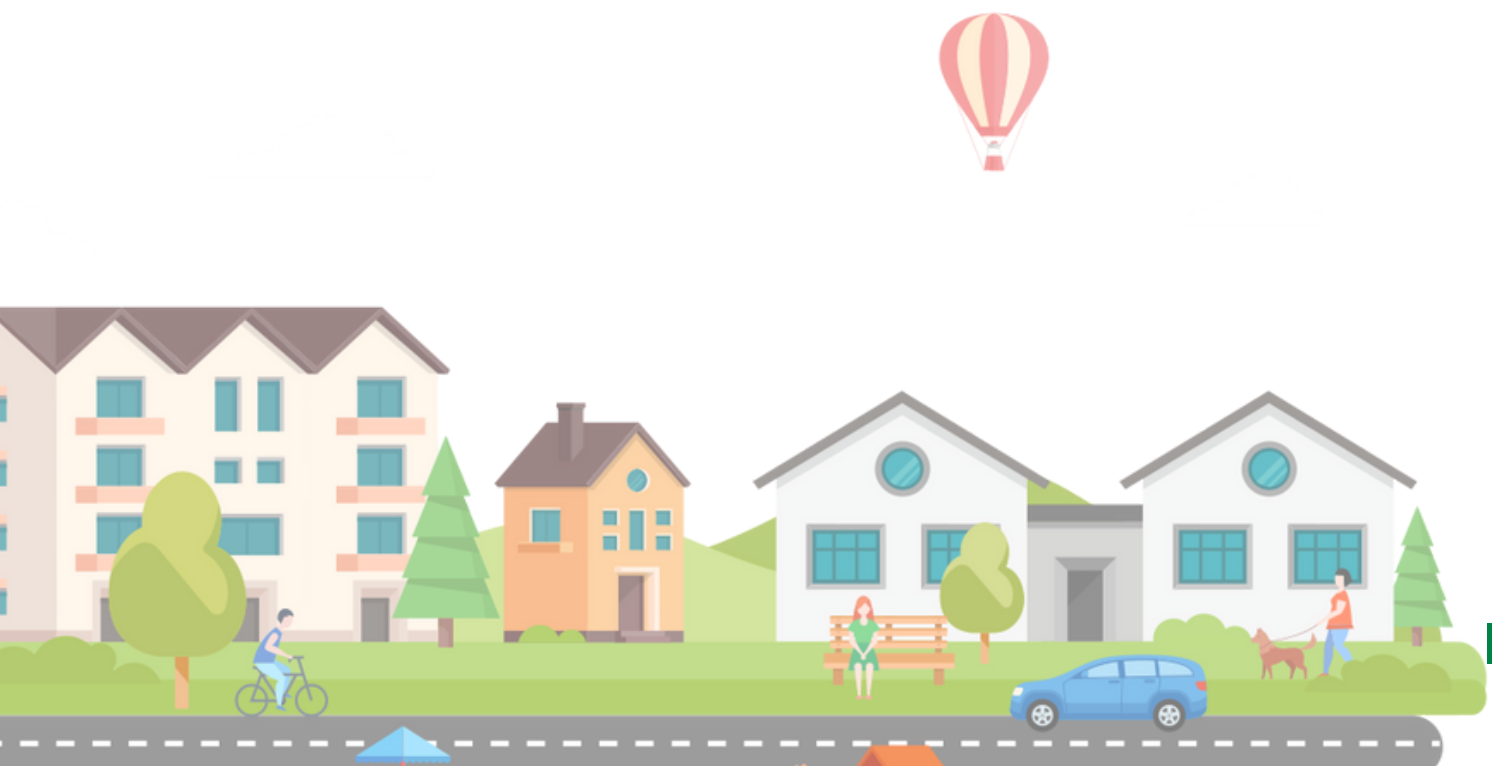
A third regulation that interviewees felt inhibited housing development were the Alberta Safety Codes regulations - aka building, plumbing, gas, and electrical codes and regulations.

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](#)

[Town of High River \(2021\). Land Use Bylaw](#)

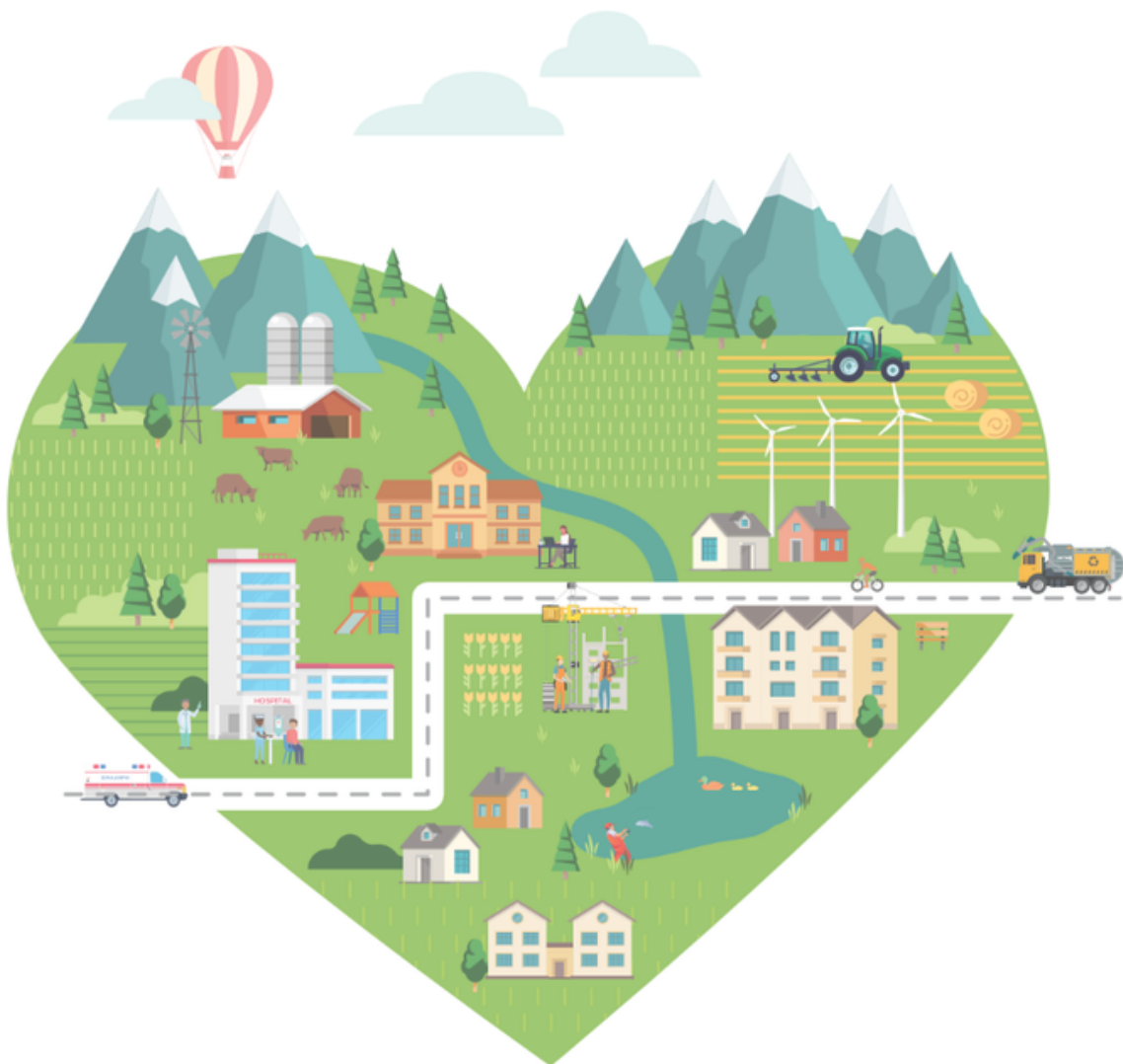
[Town of Mayerthorpe\(2017\). Subdivision Tax Refund Program \(X-003\)](#)

[Town of Okotoks \(2021\). Below Market Housing Incentive Grant Program Policy](#)

[Town of Okotoks \(2023\). Secondary Suite and Accessory Dwelling Unit Grant Program](#)

[Town of Vermillion \(2018\). Community Improvement and Infill Program](#)

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ALBERTA
REAL ESTATE
FOUNDATION



RURAL
DEVELOPMENT
NETWORK

Email: housingchoice@ruraldevelopment.ca

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



REQUEST FOR DECISION

Meeting: October 23, 2023
Agenda Item: DELEGATION

TANGO NETWORKS DELEGATION

PROPOSED RESOLUTIONS:

MOVED by Councilor _____ 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.

DESCRIPTION/BACKGROUND:

As part of the Development by Design project (funded by the provincial Northern and Regional Economic Development (NRED) grant program), the Town hired Tango Networks to conduct a Broadband Assessment for Claresholm. Part of the assessment is broadband surveys with local businesses. Tango Networks has completed analysis of the survey results and will be presenting the data and findings during the delegation.

DISCUSSION:

Following a presentation of the findings, Tango would like to know Council's desire to pursue a broadband policy and broadband initiatives, including advocating on behalf of the Town to Internet Service Providers to improve broadband in Town.

COSTS/ SOURCE OF FUNDING (if applicable):

N/A (costs already budgeted/accounted for).

RECOMMENDED ACTION:

ATTACHMENTS:

- 1.) Tango Networks Business Broadband Survey Report



Contents

1. The Importance of Broadband 2

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3. Survey Feedback / Highlights 4

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1. The Importance of Broadband

"Broadband is connectivity, transmitting all kinds of data beyond web pages or streaming videos. Whether it is used for doing homework on-line, having a business meeting using video conferencing or remotely managing farm sensors from across the field or across the globe, broadband connectivity increasingly impacts our lives."

- Understanding Community Broadband, The Alberta Broadband Toolkit.

Broadband is important to people and business. In fact, broadband is now considered an essential service by the CRTC. Internet speed, reliability, and affordability is a key factor people and businesses use when determining where to locate.

Broadband connectivity benefits Claresholm in the following ways:

1. Remote working and Learning:

Businesses and municipalities, require that employees working from home have internet that allows them to work as efficiently from home as if they were sitting in the office.

Various factors will drive an increase in work from home culture, including cost savings, employee preferences, and climate-change policies.

Education is now available to people of all ages and backgrounds online. Having the ability to sufficiently connect will be of profound importance to families and those in the workforce.

2. Leisure and Connectivity:

Entertainment, news, and conversations have migrated from the television, newspaper, and telephone to the internet, and the demands for adequate internet speed and capacity will only grow.

3. Retail Ecommerce:

Ability to support customers and suppliers beyond their local economic base and provide products and services worldwide; this allows businesses of all sizes to consider all locations in the Town for their homes.

Global ecommerce sales are expected to increase from \$3.4 trillion in 2019 to \$4.9 trillion in 2021 to \$6.4 trillion in 2024 (eMarketer, 2021).

4. Reduce chokepoints and provide infrastructure for current and future technologies:

Recent events and changes have increased the demand on internet capacity, including remote learning, work, and streaming.

Upcoming technologies, including autonomous vehicles, 5G wireless, internet of things, and Artificial Intelligence (AI) will further drive the need for fast and reliable internet and the hardware required to provide that.

Towers used for broadband will be vital to facilitate ancillary technologies, while also providing the potential for increased cellular and GPS coverage.

Technology requirements of streaming services, video conferencing software, and email servers, will require faster speeds; in other words, today's speeds will not be able to maintain status quo over the mid to long-term.


Broadband has become an essential component for many people and businesses. While further investigation is needed to better determine the needs and preferences of Town residents, it is reasonable to surmise that adequate internet service is becoming a determining factor for where people and business decided to locate.

Broadband and economic development

The foundation of economic growth in any community hinges on the ability to provide the needed resources and utilities to organizations to attract and sustain businesses for an extended period of time.

Broadband Capacity and Capabilities are now being viewed with the same importance as Water and Power. Every community should take a thoughtful stance on what types of Broadband currently exist in their areas of responsibility and consider what future capabilities and capacity are needed to ensure that long term investment of any business within your community is technologically secure.

Like the other utilities' needed, Broadband attracts and enables all 3 levels of business sectors of any business vertical.

 DIFFERENCE BETWEEN PRIMARY, SECONDARY, AND TERTIARY SECTORS		
PRIMARY SECTOR	SECONDARY SECTOR	TERTIARY SECTOR
Allied Services Sector	Manufacturing Sector	Service Sector
Raw Materials	Processing of Materials	Distribution
Unorganized	Organized	Organized
Agriculture	Manufacturing	Banking, Insurance

2. Survey Feedback / Highlights

71 of 136 businesses surveyed in person 52% of targeted areas. The survey was completed from June to September, 2023 and conducted by Town administration and Tango Networks

100% surveyed businesses support initiatives for Broadband enablement/enhancement through direct conversations with existing town ISP's.

The overall survey results are shown in the Table below; full survey results are captured as an Appendix.

<u>Claresholm Overall</u>	Completion
	52%
<u>Importance</u>	
7-10 (High)	95%
4-6 (Mid)	5%
0-3 (Low)	0%
<u>Value to \$</u>	
Yes	38%
No	62%
<u>Pay more</u>	
Yes	56%
No	44%
<u>Reliability</u>	
Excellent	18%
Average	52%
Poor	30%
<u>ISP</u>	
Shaw/Rogers	45%
TELUS	45%
Xplore	8%
Starlink	2%

3. Survey Observations

Observation	Impact	Next Steps / Tango Comments
Broadband is considered highly important by businesses.	High	The Town should develop a formal policy with respect to Broadband, and a multi-year strategy
Claresholm Broadband is provided primarily by TELUS and Shaw/Rogers.	High	This means that Claresholm has at least 2 competitors. Each of the competitors should be approached to discuss their future for Claresholm and the MD of Willow Creek
There is inadequate access to reliable and scalable internet services near annexed land East of Claresholm.	High	Each ISP located in the East of Claresholm should be informed of future development plans and discuss capabilities and expansion into development area. The developer(s) should be approached to discuss broadband benefits and early ISP engagement.
Rogers is looking into Small Cell Deployments for Claresholm	High	This is a good opportunity to have a more thoughtful conversation with Rogers about wireline services and capacity/reliability issues with these discussions initiated by Rogers. In theory, in order for Rogers to facilitate small cell growth in the Town of Claresholm, Capacity will have to be increased in the Corridor.
Future development areas must have Broadband Infrastructure as part of "Dig Once" planning.	Med	Town and developers must ensure ISP engagement and conversations on Broadband capacity and capabilities take place in planning phase before rough in of utilities.
ISP packages and speed options differ from Major Centers vs Town of Claresholm	Med	ISP's need to be made aware of Disparity in service levels and speeds compared to Urban centres. This can discourage business/residential moves. Town of Claresholm residents pay the same subscriber rate as Urban users.

		To note, we consider Claresholm as being an attractive destination for folks looking to leave Calgary.
Shaw’s speed outperforms TELUS in all areas of Claresholm in terms of available speed packages <input type="checkbox"/> 1GB Capable	Med	Each of the competitors should be approached to discuss their future for Claresholm and the MD of Willow Creek
Both TELUS and SHAW/Rogers have reliability issues throughout the Town.	Med	Each of the competitors should be approached to discuss their future for Claresholm and the MD of Willow Creek
Broadband quality (Reliability and speed) is worse on the West side of Hwy 2 than the East side of Hwy 2	Med	Each of the competitors should be approached to discuss their future for Claresholm and the MD of Willow Creek
Broadband “Expectations” are less then Urban/Metro areas due to living with issues that have normalized poor service	Med	ISP’s need to be made aware of chronic service issues in the Town of Claresholm to pursue equal standard of Major centre vs. Rural centre.
Downtown Businesses using Cell phone hot spots to ensure Point of Sale does not fail. Many Downtown business have lost confidence in wireline services.	Low	Cell Hub service (cell phone hot spot) should be only utilized as a stopgap; lack of quality wireline broadband deters business online growth or technology deployment i.e.. On-line franchises, on-line business services, cloud based Security systems, will cause businesses to move or be unable to grow into the future – Band-Aid solution. ISP’s need to be made aware of Downtown wireline Issues.

4. Summary

The primary challenges in relation to current and future state of Broadband in Claresholm are prioritized as the following :

1. The importance of broadband has not been established and there is a lack of Policy
 - a. Confirms Town's Role in Broadband now and into the future
 - b. Highlights the importance of Broadband in Claresholm outward to the business community and servicing ISP's. This allows best-value approaches, long-term investment, and building scalable broadband infrastructure with minimal wasted investment.
 - c. Broadband access and capabilities are not currently part of Town planning and developer conversations, yet the CRTC has considered Broadband a basic service since 2016.
 - d. Broken and/or unorganized advocacy efforts to ISP's for investment and challenge awareness
 - e. A lack of policy makes pursuit of grant opportunities more difficult.
2. Lack of existing ISP engagement and investment
 - a. ISP's unaware of issues current and future
 - b. ISP's will only invest when network fails (reactive)
 - c. Lack of relationship means lack of future planning and streamlined development processes. The ISPs want to ensure their investment will be used by the community.
 - d. **Engagement Suggestion :**
 - i. Start with ISP account sales associate reach out asking for conversation with ISP' Government and Regulatory member responsible for your area ie. Alberta/Southern Alberta
 1. Tango is available to assist in garnering the needed contacts for the Town with TELUS and Rogers if requested
 - ii. Make ISP G&R team aware of policy direction of town and request a meeting to discuss current and future plans regarding broadband and development in Claresholm
 1. ISP G&R team are obligated to engage if a request is formally submitted
 - iii. Utilize Tango to broker and/or assist town in ISP meeting
3. Lack of regional Broadband strategy partnerships
 - a. Claresholm is not on an Island with this challenge, surrounding Counties and municipalities share the same challenges
 - b. County of Willowcreek qualifies for ABF funding opportunity coming Q1 of 2024.
 - i. This potential grant funding could have a positive impact on capacity and capabilities for the Town of Claresholm if Approved

- ii. Collaborative and Regional approaches to Grant submissions are looked upon more favourably

We also encourage this summary to consider the following:

1. What role does the Town of Claresholm have in current and future Broadband enhancement success?
2. What can the Town of Claresholm do to advocate for, and attract, additional ISP investment into the community?
3. Should we also gain insights into residential feedback on Broadband experiences in the Town of Claresholm? If so how? If not why?
4. If the Town of Claresholm makes Broadband experience and future capabilities a priority – how does this affect the Town Businesses and Residents.
5. How is future development and growth obtained by not prioritizing Broadband access and capacity?
6. What economic impacts will there be on the community if the Town of Claresholm continues to view Broadband status-quo?
7. Would Tango’s expertise and experience be beneficial to any Town Committees ie. Development Committee?

5. Tango Networks Background; Consultant to the Town of Claresholm

Tango’s Role as consultant to Town of Claresholm is:

- Network engineering (design and delivery to ISP standards)
- Advisement and consulting to municipalities
- ISP liaison and relationships

Tango Network has several unique areas of strength and experience:

Tango Networks is independent from all supplier and internet service providers and have engineering and businesses resources who provide unbiased expert advice to Alberta municipalities. Tango has been working on Alberta municipal broadband networks for two decades and have put forward ideas that attract investment, service providers, and customers.

Tango Networks engineering personnel are versed in carrier class requirements. This enables municipalities to fully realize revenue potential from internet service providers and opening options for the municipality to leasing or purchase of dark fibre.

Tango Networks has recent experience with broadband grant funding and grant funding applications.

Tango Networks technical and business personnel have experience establishing broadband agreements, business processes, and network service provider procedures.

6. Appendix: Broadband Survey

The survey, targeting Claresholm’s businesses, was conducted June to Sept 2023 . The survey provided the following information and questions:

Town of Claresholm Development by Design – Assessment of Broadband Capability and Capacity Broadband Survey

The Town of Claresholm is pursuing an assessment of broadband capacity and capabilities. This survey will assist the Town in identifying stakeholders, broadband growth opportunities, competitive options and enable the Town of Claresholm to create a broadband development strategy and roadmap that shows strengths and weaknesses in current capabilities and capacity.

The survey will enable the Town to approach multiple Internet Service Providers (ISPs) to discuss investment and partnerships, identify underserved areas, and evaluate & assess strategies. The Town intends to grow current capabilities in alignment with existing Alberta Broadband strategies, please reference [1] & [2], which profile the essential role of broadband to support business.

The survey delivers on the Town of Claresholm’s enablement of ISP capability and capacity data to ensure current and future service levels. Figures 1, 2, 3 and 4 show initial areas of focus.

Business	
Business Name	
Business Address(es)	
Contact / email	
Title	

Name and Date

Survey Questions	Responses
Broadband Objectives	
How important is internet speed? (1- 10)	
Do you feel your getting what you pay for?	
Are you willing to pay more for better quality internet?	
Does your business use internet for point of sale?	
How many devices use internet at your location?	
How reliable is your internet connection (poor – average – excellent)	

Does a certain time-of-day affect your speeds?	
What do you do if your internet fails?	
What types of cloud computing do you use? E.g TEAMS, SharePoint	
Do you use or plan to use VOIP phones? (Voice over Internet)	
How will your use of internet change in the next 5 years?	
Internet Service Provider Information	
Who is your current provider?	
How long have you been with your provider?	
Do you have other internet providers available?	
Speed test (Yes or No) Record Speeds https://performance.cira.ca/mdwillowcreek	
Town Guidance	
Do you support the town enabling internet growth and competition through direct ISP conversations?	
Would you want to receive updates on this initiative?	
Are you interested in a follow-up visit from Claresholm Economic Development?	
Any other comments?	



Figure 1: SE Industrial

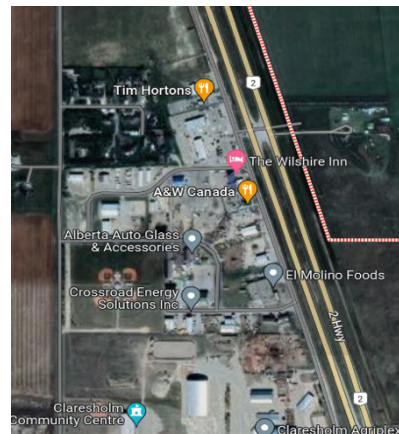


Figure 2: NW Commercial

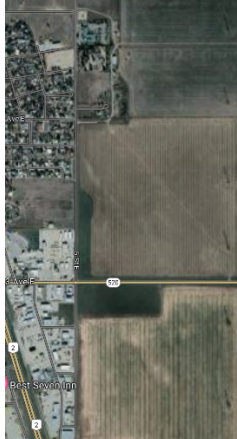


Figure 3 : New Industrial (Future development)

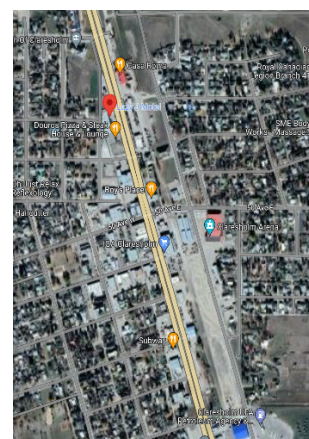


Figure 4 : Downtown / HWY 2

References

- [1] Northern Alberta Broadband Preparedness Project
- [2] Understanding Community Broadband: the Alberta Broadband Toolkit

7. Appendix: Broadband Survey Results

NW Industrial	64%
Importance	
7-10 (High)	86%
4-6 (Mid)	14%
0-3 (Low)	0%
Value to \$	
Yes	32%
No	68%
Pay more	
Yes	80%
No	20%
Reliability	
Excellent	27%
Average	53%
Poor	20%
ISP	
Shaw/Rogers	33%
TELUS	33%
Xplore	27%
Starlink	7%

Downtown	39%
Importance	
7-10 (High)	100%
4-6 (Mid)	0%
0-3 (Low)	0%
Value to \$	
Yes	32%
No	68%
Pay more	
Yes	61%
No	39%
Reliability	
Excellent	5%
Average	51%
Poor	44%
ISP	
Shaw/Rogers	33%
TELUS	67%
Xplore	0%
Starlink	0%

East Industrial	55%
Importance	
7-10 (High)	100%
4-6 (Mid)	0%
0-3 (Low)	0%
Value to \$	
Yes	37%
No	63%
Pay more	
Yes	62%
No	38%
Reliability	
Excellent	0%
Average	56%
Poor	44%
ISP	
Shaw/Rogers	69%
TELUS	25%
Xplore	6%
Starlink	0%

HWY 2	50%
Importance	
7-10 (High)	94%
4-6 (Mid)	6%
0-3 (Low)	0%
Value to \$	
Yes	50%
No	50%
Pay more	
Yes	19%
No	81%
Reliability	
Excellent	38%
Average	49%
Poor	13%
ISP	
Shaw/Rogers	44%
TELUS	56%
Xplore	0%
Starlink	0%

Claresholm ISP high level overview

Rogers/Shaw	Pocketed availability
FIBRE NODE to Copper last mile 1GB Download capabilities Asymmetrical service Upload limitations Capacity issues effecting expansion potential and service issues Standard offerings comparable to major centres Dominate in Residential Market / mixed 50/50 in business market Potential exists for collaboration to increase capacity in area	

TELUS	Town Wide Availability
Twisted pair copper delivery / limited fibre legs Some direct fibre connections for isolated businesses (expensive) Challenges to offer anything over 50mpbs Download Packages standard to major centres but limited in speed offerings Phone delivery moving to VOIP but has limited bandwidth Limited appetite to upgrades services to PURE Fibre Potential exist for collaboration and discussion	

Xplore Net	LOS available Town wide with good LOS
Backbone provided by SHAW/Rogers Limited usage in town due to packages available Speeds do not exceed 100mbps Download Failover usage common - Backs up TELUS connections with some Potential exists for collaboration due to increased capacity need Needs clear LOS to towers	

Common Comments

Positive

#3 Tone

"Very supportive of Towns direction with this analysis"

"(ISP) Customer service is awesome"

"(ISP) has never gone down for me"

"when I switched to (ISP) things dramatically improved" *majority*

Indifferent

2 Tone

"Business is good - no complaints or comments" *majority comment*

"Everything is fine, don't really care about internet"

Negative

#1 Tone

"I feel trapped with (ISP)". *majority comment*

"There are no real choices in town, I feel stuck"

"Used (ISP) in Calgary, but here in Claresholm it is brutal!"

"No choices other than one, so im stuck paying too much for too little"

"I cant upgrade my sytems or install a new security system"

"My POS goes down at least once a week and I lose money"

"paying waaaaaayyyy too much!"

"My VOIP phones drop constantly, ready to give upp and just use cell"

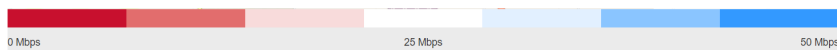
"It will cost me over \$30,000 just to get decent internet to my business"

"I bring my work home to do in the evenings because my house internet is faster"

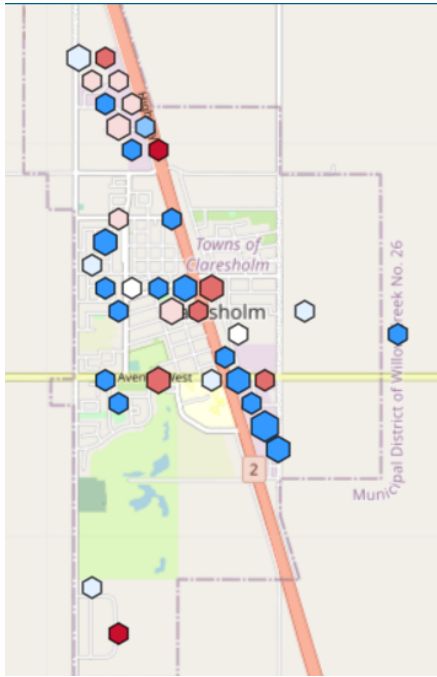
8. CIRA Speedtest Results

TEST DATE / UTC HOUR	(All)		
Year	2023		
HEATMAP_COMMUNITY	TOWN OF CLARESHOLM		
Row Labels	Count of CLIENT IP	Average of DOWNLOAD SPEED	Average of UPLOAD SPEED
Allstream Corp	4	14	12
Edmonton Telephones Corporation	1	2	1
Goco Technology Limited Partnership	1	2	1
iTel Networks Inc	1	0	1
Rogers Communications Canada Inc.	1	48	30
Shaw Communications Inc.	24	225	77
SpaceX Starlink	1	40	5
TELUS Communications Inc	11	21	8
TELUS Communications Inc.	3	44	29
Xplornet Communications Inc.	4	21	2
Grand Total	51	118	42

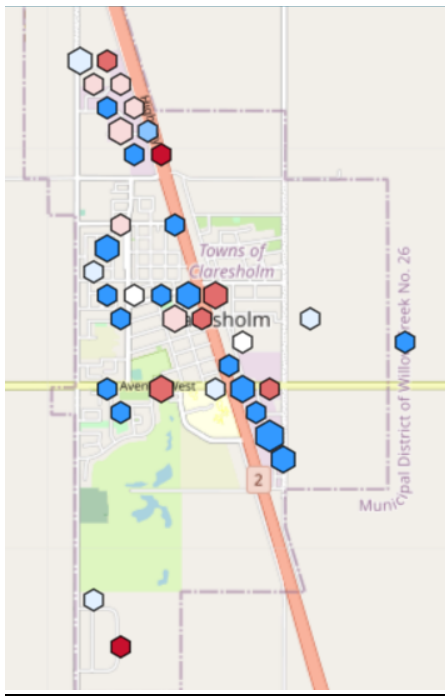
Legend:



Download:



Upload:



From: Chantal Roberts
Sent: Wednesday, October 18, 2023 12:27 PM
To: Steven Olmsted
Subject: Meadow Creek

Hi Steven,

Thanks for taking my call yesterday. Here is the info you asked for:

- Build in 2013, at the time there were 2 problems getting internet. The first a wait list of 1-2 years, the second is the cost to hook up our building to the cables in the ditch.
- Price tag is \$30k+ quoted
- Shaw and Telus have both called to get out business and I tell the sales rep that our building is not hooked up yet.
- Our business is expanding, we are going multinational and adding export. We need fast and reliable internet for our operations and continue our growth. We have xplornet right now and it is not sufficient.
- We need to implement a digital food safety management system which is 100% cloud based.
- We are also looking to double to triple our staff in the next 12 months as well

Hope that helps

Any questions just let me know

Chantal

Meadow Creek Sausage & Meat Ltd
33 Alberta Road
Claresholm, AB
T0L 0T0

ACTION ITEMS



**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 **10th** day of **October** 2023 A.D.

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

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

Brad Schlossberger, Mayor

Abe Tinney, 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 st Offence	2 nd Offence	3 rd & 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	\$75	\$150	\$225
	3-6 Yard Bin Service	\$150	\$300	\$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

BYLAW No. 1767 – LAND USE BYLAW AMENDMENT

DESCRIPTION / BACKGROUND:

The Town has received a land use bylaw amendment application for the re-zoning of the land located at 5123 5 St East from C1 - Retail Commercial to R4 – Multiple Residential. The purpose of this application is to allow for the property to be used for multiple residential development (renovations to the existing building for residential suites). That process will be dealt with at the development permit (safety codes) stage. This is the first step to align the land use designation with the proposed development.



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

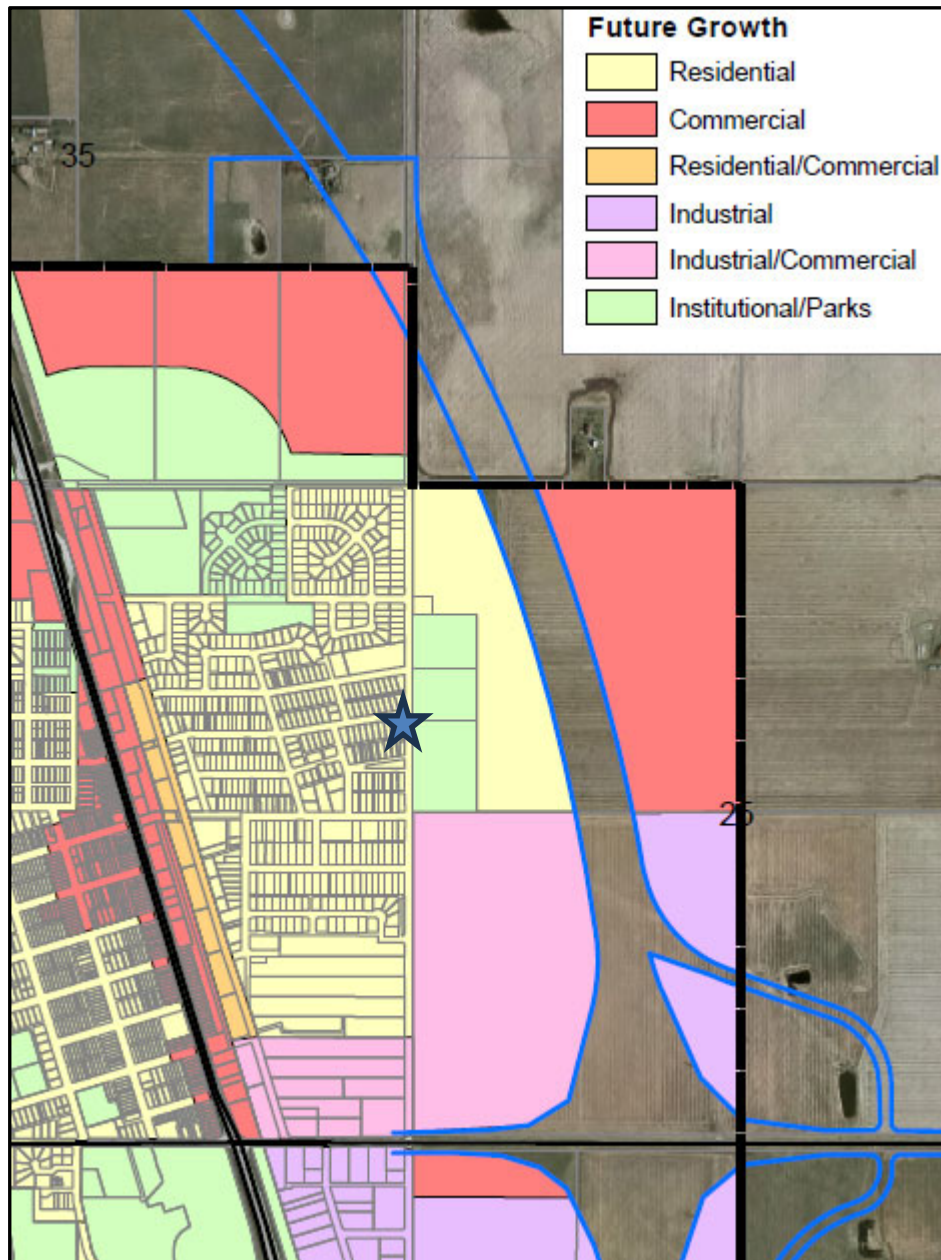
DISCUSSION:

This property is surrounded by residential and in the past years has had extended periods of vacant commercial space. The applicant has noted there is no discernible demand for the retail/commercial use of the building but there is a need for rental accommodation in Claresholm. Investigations have taken place as to renovating the building to develop 5-6 apartment style units. This is a large, landscaped lot with lots of parking available and is located at the end of the block. All those items would be dealt with at the application stage upon successful re-designation to residential.

The Town's Affordable Housing Strategy and its Housing Needs Assessment identify rental housing as a need in Claresholm. Furthermore, the Affordable Housing Strategy identifies the importance of housing diversity (including rental housing) to achieving Council's strategic goals of a diverse and growing community.

Any land use bylaw amendment considered by Council should be reviewed for consistency with the "spirit and intent" of the Municipal Development Plan (MDP). (property noted on the following map, shown with a

star - the future land use map within the MDP – shows the area as residential). This application would therefore be consistent with the MDP.



RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1767, a bylaw to amend Land Use Bylaw No.1525 first reading.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1767

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 216.4 – Public Hearings.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1767**

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

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

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

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

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

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

LAND USE DISTRICT MAP

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

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

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

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

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

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

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Aerial Photo Date: 2021



FROM: Retail Commercial C1

TO: Multiple Residential R4

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

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

MUNICIPALITY: TOWN OF CLARESHOLM

DATE: OCTOBER 12, 2023

Bylaw #: 1767

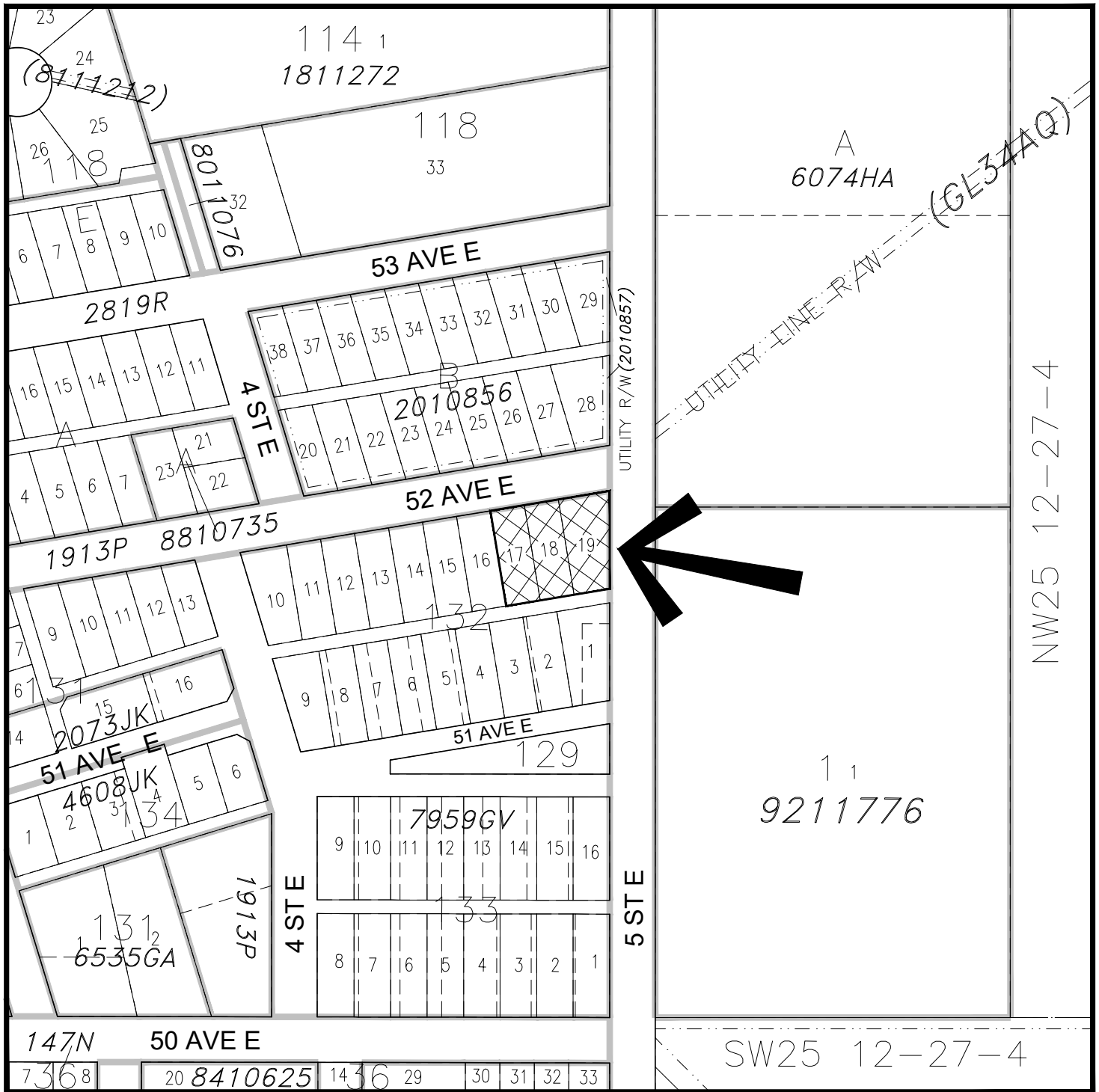
Date: _____



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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"



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Retail Commercial C1

TO: Multiple Residential R4

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

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

MUNICIPALITY: TOWN OF CLARESHOLM

DATE: OCTOBER 12, 2023

Bylaw #: 1767

Date: _____



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



REQUEST FOR DECISION

Meeting: October 23, 2023
Agenda Items: 3 & 4

Bylaw No. 1768 Dog Bylaw & Bylaw No. 1769 Cat Bylaw (Updated fees)

Background and Discussion:

Administration is requesting one change within the Town's Dog & Cat bylaws. Due to increased costs CAReS is requesting a change to the fee structure to house animals. The current impound fee is \$20 per day, the requested change to \$30 per day is reflected in the attached draft bylaws.

The Town collects the fees, but then transfers them to CAReS for their operations.

Recommendation:

Administration is suggesting the updated dog and cat bylaws, with the one change noted above, be passed as attached. In order to complete all three readings a unanimous motion is required prior to third and final reading (see below).

PROPOSED RESOLUTIONS:

Moved by Councillor _____ that Bylaw No. 1768 – Dog Bylaw – be given 1st Reading.

Moved by Councillor _____ that Bylaw No. 1768 – Dog Bylaw – be given 2nd Reading.

Moved by Councillor _____ to allow for third and final reading of Bylaw No. 1768.

Moved by Councillor _____ that Bylaw No. 1768 – Dog Bylaw – be given 3rd and Final Reading.

&

Moved by Councillor _____ that Bylaw No. 1769 – Cat Bylaw – be given 1st Reading.

Moved by Councillor _____ that Bylaw No. 1769 – Cat Bylaw – be given 2nd Reading.

Moved by Councillor _____ to allow for third and final reading of Bylaw No. 1769.

Moved by Councillor _____ that Bylaw No. 1769 – Cat Bylaw – be given 3rd and Final Reading.

Attachments:

- DRAFT Bylaw No. 1768 - Dog Bylaw
- DRAFT Bylaw No. 1769 – Cat Bylaw

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: October 19, 2023



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1768

A Bylaw of the Town of Claresholm to provide for the regulation and control of dogs, within the Town of Claresholm.

WHEREAS, pursuant to Section 7 of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, a Council may, pass bylaws for municipal purposes respecting wild and domestic animals and activities in relation to them;

NOW THEREFORE, the Town of Claresholm, in the Province of Alberta, duly assembled hereby enacts the following:

Title

1. This Bylaw may be cited as the “Dog Bylaw”.

Definitions

2. In this Bylaw:
 - a. “Aggressive or Dangerous Dog” means any dog, whatever its age, whether on public or private property, which has:
 - i. without provocation chased, injured or seriously bitten any other domestic animal or human,
 - ii. without provocation damaged, or destroyed any public or private property,
 - iii. without provocation threatened or created the reasonable apprehension of a threat to other domestic animals or humans and which in the opinion of a Justice, presents a threat of serious harm to other domestic animals or humans,
 - iv. has been previously determined to be a dangerous dog under a Provincial Dog Act or by the Courts.
 - b. “Animal Control Officer” means any person, Bylaw Officer, Peace Officer, RCMP Officer, firm or corporation, appointed by Council to carry out the provisions of this Bylaw.
 - c. “CAO” means the Chief Administrative Officer appointed by the Council of the Town of Claresholm.
 - d. “Council” means the Council of the Town of Claresholm.
 - e. “Dog” shall mean either a male or female dog over the age of three (3) months.
 - f. “Dog Breeder” means any person, group of persons or corporation engaged in the commercial business of breeding, buying, selling, or boarding of dogs.
 - g. “Dog Breeding Facility” means the physical premises where dogs are harbored by a dog breeder.
 - h. “Holding Period” means a period of time being of three (3) business days.
 - i. “Leash” means a physical leash connecting the owner to the dog, that does not exceed 8 meters (26 feet) in length. Electronic leashes are not acceptable.
 - j. “Off Leash Area” means an area designated by Council for the respectable enjoyment of dogs permitted to exercise in an open space free of a leash.
 - k. “Owner” means the person who has legal title to a dog and includes any person who has the possession or custody of the dog, or harbours the dog, or suffers the dog to remain on his/her premises.

- l. “Pound” means a place designated by Council as a place where dogs may be placed and kept impounded under humane conditions.
- m. “Running At Large” means a dog found on any public street, lane, alley or other public place in the Town or is on private property without the permission of the occupant or owner thereof.
- n. “Town” means the Town of Claresholm.
- o. “Dog Fancier Permit” means a permit issued annually to an owner permitting the keeping or harbouring, on land or premises occupied by the owner, of up to five (5) dogs over the age of three (3) months.

Licensing

3. No person shall own, keep or harbor any dog within the Town limits unless such dog has been licensed with the Town, paid the appropriate fee, and the following information about the dog has been collected:
 - a. described as to color, age, breed and sex,
 - b. residing address,
 - c. proof of spay or neutering.
4. License fees are determined by way of Schedule “A” set from time to time by the Town Council.
5. Licenses or Permits are required as set out below:
 - a. A Dog license for every dog residing in the Town of Claresholm over the age of three (3) Months.
 - b. A Dog Fancier Permit for any single dwelling or household housing in excess of three (3) dogs.
 - c. An Aggressive or Dangerous Dog license if the dog is determined to be aggressive or dangerous.
6. Any person requesting a Dog Fanciers Permit shall submit an application to the Bylaw Enforcement Department, or it’s designate. All applications shall disclose:
 - a. Location for permit
 - b. Purpose (breeders will require a business license)
 - c. Breed and sex of dogs
 - d. Type of facilities
7. An Animal Control Officer shall not issue a Dog Fanciers Permit without first inspecting the proposed location and circulating adjacent property owners.
8. An Animal Control Officer shall not issue a Dog Fanciers Permit if, in their opinion, the site or conditions are unsuitable.
9. An Animal Control Officer may remove the Dog Fanciers Permit upon receipt of bona fide complaints from two (2) or more neighbors residing within sixty (60) meters of the residence of the permit.
10. The act of engaging in dog breeding and/or having a dog breeding facility must comply with the Town of Claresholm Land Use and Business License Bylaw.
11. Dog owners have one (1) month to comply with the licensing requirements upon possession of a dog or upon taking up residence in the Town of Claresholm. Dog owners issued a warning to purchase a dog license or a dog fancier permit will be granted fourteen (14) days to comply excepting when a dog has been impounded. Impounded dogs shall be required to be licensed before being released to the owner.
12. Annual license renewal fee is due before the last day of January for each year.

13. Upon payment of the required license fee, the owner will be supplied with a license tag stamped with a number and the year of the license. Every owner shall ensure that the license tag is securely fastened to a collar or harness which must be worn by the dog at all times when the dog is off the premises of the owner.
14. The owner of a dog will be permitted to pay a license fee of one half the annual rate if such owner takes up residence or such dog is acquired on or after the 1st of October in any one year.
15. No refund of license fees shall be made during any one year, except if documentation is provided from a veterinarian that the dog was neutered or spayed after the purchase of the license, then the difference in the license fee will be refunded.

Offences

16. The following constitutes an offence for the owner, which may result in a notice, fine and if necessary, may result in the capture and impoundment of a dog. Offences are as follows:
 - a. an owner who has failed to purchase a valid dog license and/or whose dog is not displaying a valid dog tag,
 - b. a dog who is off the premises of the owner, is not in an off-leash area, and is not on a Leash and under immediate, continuous and effective control by the owner,
 - c. a dog in an off-leash area that is not under immediate, continuous and effective control by the owner,
 - d. a dog running at large,
 - e. a dog chasing, worrying or annoying any person and/or domestic animal on property other than that belonging to the owner of the dog,
 - f. a dog which causes damage to private or public property within the Town,
 - g. a dog which barks, howls or otherwise disturbs any person or persons,
 - h. a dog which has bitten, is biting or is about to bite or attempting to bite any person, upon any street, park or other public place within the Town,
 - i. a dog deemed aggressive or dangerous in nature
 - j. a dog in heat upon any public lands or highway,
 - k. a dog left unattended in any motor vehicle without suitable ventilation,
 - l. a dog named or described or otherwise designated in a complaint made pursuant to The *Dangerous Dog Act*,
 - m. a dog affected with rabies or any other contagious disease.
 - n. a person who removes or attempts to remove any dog from the possession of the Animal Control Officer while in the pound or while being transported to the pound,
 - o. a person who hinders, delays or obstructs any such Animal Control Officer in the performance of any duty imposed upon them by this bylaw,
 - p. an owner who fails to remove defecated matter which the owner has permitted or caused the dog to deposit on public property, the off-leash area or upon the lands or premises of any person other than the owner.
 - q. an owner who has in excess of three (3) dogs in a single-family dwelling or household without a Dog Fancier Permit, or in excess of five (5) dogs with an authorized Dog Fancier Permit, over three (3) months old.
17. The residences or grounds where any dogs are kept shall at all times be maintained in a clean, sanitary and inoffensive condition, satisfactory to the Animal Control Officer. An owner or occupant of private property must not allow animal feces to accumulate on the property so as to create a health hazard. The Animal Control Officer may serve an owner or occupant of private property with a notice to remove all animal feces from the property within 72 hours of service of the notice. The

Town may remove the feces from the property if the person to whom the request is made fails to remove the feces within 72 hours, or after reasonable inquiry, the whereabouts of the owner or occupant of the property cannot be determined. If the Town carried out the work, the costs and expenses may be added to the tax roll and form part of the taxes owing on the land whereon the work was done.

18. The owner of a dog shall ensure that such dog shall not:

- a. bite or injure a person or persons whether on the property of the owner or not unless an unlawful act is being committed,
- b. chase or otherwise threaten a person or persons whether on the property of the owner or not, unless the person chased or threatened is a trespasser on the property of the owner.

19. Where the owner of a dog provides for a dog run or enclosure on the property that dog run or enclosure shall be no closer than one (1) foot from the adjoining property. This dog run must be secure and of an adequate height and size for the dog being housed

Communicable Disease

20. The Animal Control Officer shall immediately segregate from other animals and restrain any dog brought to the pound if it has or appears to have rabies or any other communicable disease.

21. The Animal Control Officer shall report any apparent illness, communicable disease, injury or unhealthy condition of any dog to a veterinarian.

22. The owner of a dog, which is suffering any communicable disease shall not permit or allow the dog to be:

- a. in any public place,
- b. in contact with or in proximity to any other dog,
- c. shall keep the dog locked or tied up,
- d. shall immediately report the matter to a veterinarian,
- e. shall immediately report the matter to the Animal Control Officer or the RCMP.

23. Any dog known to be rabid shall be immediately euthanized in a humane manner.

Aggressive or Dangerous Dogs

24. The owner of an alleged Aggressive or Dangerous dog, shall surrender the dog to the Animal Control Officer immediately and the dog shall be held pending the outcome of the investigation and/or a Provincial Court hearing.

25. At the conclusion of an investigation into a complaint and/or incident complete with a signed statement concerning a dog in the Town, the CAO or their designate may declare a dog to be an Aggressive or Dangerous dog. The CAO will issue an Aggressive or Dangerous Dog designation for the dog in question, provided that the CAO is satisfied that the dog constitutes an ongoing potential danger to persons, property, or domestic animals.

26. The owner of a dog declared to be Aggressive or Dangerous shall be issued a fine as outlined in Section 44 of this Bylaw and shall be charged under the *Alberta Dangerous Dog Act*.

27. If a dog is declared to be an Aggressive or Dangerous Dog by the Justice and not ordered to be destroyed, the CAO or their designate shall give the owner written notice of such declaration containing the following details:

- a. requiring that if the Aggressive or Dangerous Dog is off the owner's property, it shall be in a bite inhibition mechanism, under control, and on a permitted Leash held by a competent person who is able to control the Aggressive or Dangerous Dog,
- b. inform the owner the Aggressive or Dangerous Dog is not permitted in the off-leash area,
- c. requiring the owner to install signage a minimum of 25cm by 25 cm, with 5 cm lettering, warning of the Aggressive or Dangerous dog, installed every fifty (50) feet or fifteen (15) meters on the perimeter of owner's property that is accessible by the general public.

28. The owner of an Aggressive or Dangerous Dog shall obtain an Aggressive or Dangerous Dog license after the dog is determined to be Aggressive or Dangerous. This shall be done within three (3) business days following the dog being classified as such. To issue such a license the following must be completed and provided:
- Provide proof that a Registered Veterinarian has implanted an electronic identification microchip in the Dog that was declared Aggressive or Dangerous, with information indicating such declaration.
 - Provide proof that a liability insurance policy is in force and provides third party liability coverage in a form satisfactory to the Town and in a minimum coverage amount of \$500,000 for any injuries which may be caused by the Aggressive or Dangerous Dog.
 - The insurance policy must contain a provision requiring the insurer to immediately notify the Town in writing in the event that the policy expires, is cancelled or is terminated.
29. The owner of an Aggressive or Dangerous Dog shall ensure that:
- the dog does not, without provocation:
 - chase a person; or
 - injure a person; or
 - bite a person; or
 - chase other domestic animals; or
 - injure other domestic animals; or
 - bite other domestic animals.
 - the dog does not damage or destroy public or private property.
 - when the dog is on the property of the owner:
 - the dog is either confined indoors; or
 - when the dog is outdoors it is in a locked pen or other structure, constructed to prevent the escape of the Aggressive or Dangerous Dog and capable preventing the entry of any person not in control of the dog, and
 - the locked pen or other structure shall not be within one (1) meter of the property line or within five (5) meters of a neighboring dwelling unit.
30. Any person who sells, transfers, gifts, or surrenders a dog that is found to be Aggressive or Dangerous shall be liable to a fine under section 44 of the Dog Bylaw unless:
- It has first had an electronic identification microchip implanted in the dog and has a current Aggressive or Dangerous Dog License through the Town as per Section 28.
 - The Town has been notified in writing of the new residential address and contact information of the new owners of where the Aggressive or Dangerous Dog has been moved to.
31. An Aggressive or Dangerous Dog order pursuant to this Bylaw continues to apply if the dog is given or transferred to a new owner.

Capture and Impoundment

32. An assistant or employee of the Animal Control Officer may do any act which the Animal Control Officer is obliged or permitted to do.
33. The Animal Control Officer, or any person or persons as shall be authorized or appointed by the CAO, may capture a dog that is in contravention of this bylaw by using any humane method and shall deliver said dog to the pound, where it shall be held for the holding period to ascertain the owner.
34. When any dog wearing a Town dog license tag is captured, the Animal Control Officer shall ascertain from the Town records the name and address of the owner and attempt to reunite the dog with its owner.
35. The Animal Control Officer shall, when the name and address of the owner of a dog are not known, post a notice on the door of the pound to inform the general public of the impoundment.
36. Unless the owner of a dog makes arrangements with the Animal Control Officer for the further retention of the dog, an Animal Control Officer may sell, transfer to a new owner or destroy all unclaimed dogs which have been in impoundment for:

- a. seven (7) days if the dog has a current license or the owner can otherwise be identified (ie. Tatoo); or
 - b. seventy-two (72) hours if the dog does not have a current license.
- 37. Notwithstanding subsection 36 (a) & (b) above an Animal Control Officer may euthanize a dog after a shorter period of time, if humane purposes warrant.
- 38. When an Animal Control Officer agrees with an owner to euthanize a dog, the owner shall pay to the Town all costs related to such.
- 39. The Animal Control Officer may, in their discretion, continue to keep a dog in the pound for a longer period than the holding period provided:
 - a. the owner verifies their ownership and requests that the dog be kept there for a longer period,
 - b. a pending investigation requires the extension of the holding period.

Notice

- 40. If a notice is not served personally on an owner or occupant of private property, then a copy of the notice shall be sent by registered mail to the owner of the property at the mailing address shown on the last assessment roll of the Town. A notice sent by registered mail is deemed to have been received on the fifth (5th) day following the date of its mailing.

Impound Fees

- 41. Each dog impounded under the provisions of this Bylaw shall be subject to impounding fees at the rate of:
 - a. ~~\$20.00~~ **\$30.00** per day for each day the dog has been impounded, plus
 - b. \$35.00 – First (1st) offence
 - c. \$100.00 - Second and each subsequent offence
- 42. Any dog impounded under the provisions of this Bylaw shall not be released until such time as the owner can:
 - a. present proof of ownership to the satisfaction of the Animal Control Officer,
 - b. pay all licensing fees, offence fines and impounding charges and/or fees.

Fines

- 43. Any person violating any of the provisions of this Bylaw or any other person responsible for such violation shall be liable to a penalty of:
 - a. Warning – First (1st) offence
 - b. \$100 – Second (2nd) offence
 - c. \$250 – Third (3rd) offence
 - d. \$500 – Fourth (4th) and subsequent offences
- 44. Any Person violating any provisions of this bylaw where the dog has been deemed Aggressive or Dangerous in nature or any other persons responsible for such violations shall be liable to a penalty of:
 - a. \$300– First (1st) Offence
 - b. \$500 – Second (2nd) Offence
 - c. \$1,000 – Third (3rd) and Subsequent Offences

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

Bylaw #1759 is hereby repealed.

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.

Chelsae Petrovic, Mayor

Abe Tinney, Chief Administrative Officer



BYLAW# 1768
SCHEDULE "A"

FEES

	Fee
Dog License (Spay/Neuter) – per dog	\$20/year
Dog License (Intact) – per dog	\$70/year
Dog Fancier Permit application fee – per household *	\$50
Dog Fancier Permit annual renewal fee – per household*	\$20
Aggressive or Dangerous Dog License	\$200
Replacement dog tag	\$5

*Does not include dog licenses for additional dogs



BYLAW# 1768
SCHEDULE "B"

APPLICATION FOR DOG FANCIER PERMIT

Name of applicant: _____ Date: _____

Address: _____ Postal code: _____

Phone:
(Res.) _____
(Bus.) _____
(Cell.) _____

CATEGORY
___ Breeder (# of times per year ___ Bus. Lic #: _____
___ Show Dogs
___ Pets
___ Kennel operation Bus. Lic #: _____

DESCRIPTION OF DOGS

Dog	Breed	Colour	Sex	Age	Altered (Y/N)

TYPE OF FACILITES

	Yes	No
Enclosed yard with fence?		
Enclosed kennel and dog run?		
Will the dogs be kept indoors during the period in when no one is home?		
Will the dogs be kept indoors at night?		
If "NO", will they be kept in a closed kennel or dog run?		

I understand that before this application can be approved, the Animal Control Officer must first inspect the proposed location to ensure the site and conditions are suitable. I further understand the Animal Control Officer will circulate adjacent property owners and advise them of the application, allowing for a period of response. The Animal Control Officer shall not issue a dog fancier permit if the site or conditions are not suitable.

Signature



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1769

A Bylaw of the Town of Claresholm to provide for the regulation and control of cats, within the Town of Claresholm.

WHEREAS, pursuant to Section 7 of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, a Council may, pass bylaws for municipal purposes respecting wild and domestic animals and activities in relation to them;

NOW THEREFORE, the Town of Claresholm, in the Province of Alberta, duly assembled hereby enacts the following:

Title

1. This Bylaw may be cited as the Cat Bylaw.

Definitions

2. In this Bylaw:
 - a. “Animal Control Officer” means any person, firm or corporation, appointed by Council to carry out the provisions of this Bylaw.
 - b. “Cat” shall mean either a male or female cat over the age of three (3) months.
 - c. “Council” means the Council of the Town of Claresholm.
 - d. “Owner” means the person who has legal title to a cat and includes any person who has the possession or custody of the cat, or harbours the cat, or suffers the cat to remain on his/her premises.
 - e. “Pound” means a place designated by Council as a place where cats may be placed and kept impounded under humane conditions.
 - f. “Running At Large” means a cat found on any public street, lane, alley or other public place in the Town or is on private property without the permission of the occupant or owner thereof.
 - g. “Town” means the Town of Claresholm.

Offences

3. A cat owner, whose cat or cats are or become a public nuisance or are running at large, is guilty of an offence.
4. An owner who fails to remove defecated matter which the owner has permitted or caused the cat or cats to deposit on public property or upon the lands or premises of any person other than the owner, is guilty of an offence.
5. The residences or grounds where any cats are kept shall at all times be maintained in a clean, sanitary and inoffensive condition, satisfactory to the Animal Control Officer. An owner or occupant of private property must not allow animal feces to accumulate on the property so as to create a health hazard. The Animal Control Officer may serve an owner or occupant of private property with a notice to remove all animal feces from the property within 72 hours of service of the notice. The Town may remove the feces from the property if the person to whom the request is made fails to remove the feces within 72 hours, or after reasonable inquiry, the whereabouts of the owner or occupant of the property cannot be determined. If the Town carried out the work, the costs and expenses may be added to the tax roll and form part of the taxes owing on the land whereon the work was done.
6. The Animal Control Officer, or any person or persons as shall be authorized or appointed by Council, may capture a cat or cats using any humane method and shall deliver said cat or cats to the pound, where said animal shall be held for a period of three (3) days.

Notice

7. If a notice is not served personally on an owner or occupant of private property, then a copy of the notice shall be sent by registered mail to the owner of the property at the mailing address shown on the last assessment roll of the Town. A notice sent by registered mail is deemed to have been received on the fifth (5th) day following the date of its mailing.

Impound Fees

8. Each cat impounded under the provisions of this Bylaw shall be subject to impounding fees at the rate of:
 - a. ~~\$20.00~~ **\$30.00** per day for each day the cat has been impounded, plus
 - b. \$35.00 – First (1st) offence
 - c. \$100.00 – Second (2nd) and each subsequent offence
9. Any cat impounded under the provisions of this Bylaw shall not be released until such time as the owner can:
 - a. present proof of ownership to the satisfaction of the Animal Control Officer,
 - b. pay all offence fines and impounding charges and/or fees.

Fines

10. Any person violating any of the provisions of this Bylaw or any other person responsible for such violation shall be liable to a penalty of:
 - a. Warning – First (1st) offence
 - b. \$100.00 – Second (2nd) offence
 - c. \$250.00 – Third (3rd) offence
 - d. \$500.00 – Fourth (4th) and subsequent offences

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

Bylaw #1627 is hereby repealed.

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

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

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

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



REQUEST FOR DECISION

Meeting: October 23, 2023
Agenda Item: 5

WATER & SEWER UTILITY BYLAW AMENDMENT

BACKGROUND

In 2018 Council made the decision to undertake a significant utility rate restructuring that took place from 2019 through 2021. This was undertaken due to financial information showing that our revenues from our utilities were not coming close to paying for the cost of these utilities, including capital costs. Part of the cause of this was due to rates remaining constant for many years without any inflationary increase. Council therefore also had indicated the intention of building in an annual inflationary increase from 2022 forward to help prevent the need for significant increases again in a future year, preferring small increases year over year.

During 2023 budget discussions at the Audit and Finance Committee meetings Council expressed the desire and intention to have no water and sewer utility rate increases for the 2023 year, and Council in January of 2023 passed a bylaw to that effect, holding the 2023 rates to the 2022 rates. This decision was based largely on the significant financial pressures residents and business were already facing from other inflationary/cost of living increases in groceries, energy utilities, fuel, etc. The intent though was to return to inflationary increases in 2024.

DISCUSSION

The Town has seen significant cost increases in the last couple years, being subject to the same inflationary cost increases as any other business or individual. This has included wage rate increases of 2.5% annually, water treatment chemical costs upwards of 10%, energy utility cost increases of more than 10%, etc. The impact of these cost increases this year were made worse due to the drop in utility revenues from decreases in water usage due to water shortage response plan measures that the Town enacted during the year due to water levels at pine coulee reservoir. If inflationary fee increases are not reinstituted, operational and capital replacement costs will again outstrip revenues.

RECOMMENDATION

Administration is recommending that a 3% year over year inflationary increase be instituted for the period of 2024-2026. If prior to the end of this period Council wishes to adjust this (higher or lower) for one of these future years another amendment can be passed at that time.

PROPOSED RESOLUTIONS

Moved by Councillor _____ to give Bylaw # 1770, the Water & Sewer Utility Amendment Bylaw first (1st) Reading.

ATTACHMENT:

- 1) Bylaw # 1770 – Water and Sewer Utility Rate Amendment Bylaw

APPLICABLE LEGISLATION:

- 1.) N/A

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

APPROVED BY: Abe Tinney – CAO

DATE: October 19th, 2023



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

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

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

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

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

REPLACE: Schedule “D”

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

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

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

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

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer

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

Rates are effective January 1 of each year.

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

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

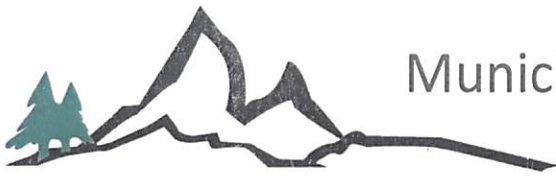
Non-Residential – Sewer Basic Charge No Usage Included				
	2023	2024	2025	2026
½”, 5/8”, ¾”	\$18.47	\$19.02	\$19.59	\$20.18
1 INCH	\$24.48	\$25.21	\$25.97	\$26.75
1 – ½ INCH	\$49.27	\$50.75	\$52.27	\$53.84
2 INCH	\$67.23	\$69.25	\$71.32	\$73.46
3 INCH	\$168.06	\$173.10	\$178.29	\$183.64
4 INCH	\$254.27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

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

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

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

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



Municipal District of Willow Creek

Office of the Administrator

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

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

September 28, 2023

The Municipal District of Willow Creek No. 26 Agricultural Service Board (ASB) will be hosting the:

30th LEGACY OF OUR LAND BANQUET
November 3, 2023
Fort Macleod, Community Centre
Doors open at 5:30 – Prime Rib Dinner to Follow

Each year, the MD of Willow Creek Agricultural Service Board hosts this event to celebrate our agriculture producers. This evening recognizes their dedication to agriculture and thanks them for being a vital part of the community.

The ASB would like to provide 2 tickets to each of the town's within the Municipal District of Willow Creek as well as the neighbouring MD's and County's. Please notify the MD ASB (see below) of the names of the 2 people you would like to send and we will have their tickets available at the door. Please RSVP by October 26, 2023.

Our guest presenter this year is Dr. Digver Jayas, President and Vice Chancellor, University of Lethbridge. He will be speaking about the "Internet of Things for Managing Agriculture" and educational opportunities at the University of Lethbridge.

If you have any questions don't hesitate to call Carla Preachuk, Agricultural Fieldman (403) 625-1656 carla@mdwillowcreek.com or Sheena Johnson, Admin for ASB (403) 625-3351 ext 221.

Regards,

Carla Preachuk
Agricultural Fieldman
Municipal District of Willow Creek



October 10, 2023

Dear Mayor Schlossberger and Members of Council,

As you may know, November is Family Violence Prevention Month, a dedicated time to shine a spotlight on this important, societal issue. Family Violence Prevention Month is an important reminder to everyone that ending domestic violence and abuse starts with just one small action, whether that is seeking support, providing information, or sharing resources.

Rowan House Society provides crisis intervention, long-term support, and preventative education to break the cycle of domestic abuse in our communities. In doing so, we work to fulfill our vision: that we can all thrive in safe and empowering relationships.

We do this through various supports and services within our six core programs:

1. 24-Hour Support Line
2. Emergency Shelter Program
3. Children's Program
4. Outreach Program
5. Preventative Education Program
6. Court Support Program

We are asking you to proclaim November as Family Violence Prevention Month in your community and have attached to this letter, a formal proclamation that we hope you will consider signing, posting in your community, and returning a copy to us.

Please join the movement to create awareness in our communities by having a purple light shine at the Municipal Centre, tie purple ribbons on main street, wear purple, or attend family violence prevention events to show your support.

Thank you for your support in creating awareness of domestic violence and abuse.

In gratitude,

Linette Soldan
Executive Director
Rowan House Society
linettes@rowanhouse.ca



November is Family Violence Prevention Month

Whereas there are many people in Alberta who experience the impact of family violence and abuse;

and

Whereas the impact may be carried on from generation to generation and

Whereas all Albertans have a role to play in preventing family violence and abuse.

Therefore, I _____do hereby proclaim the

Month of November 2023 to be

Family Violence Prevention Month

In_____

(town)

I call upon citizens to speak out against family violence and abuse. I call upon you to make a difference by creating a culture of support for those impacted by family violence and abuse. And I call upon you to encourage all Albertans to help make our province violence free in 2023 and beyond.

In witness whereof,

I have here unto set my hand this

_____Day of _____, 2023.

(Signature)

Karine Keys

From: Ida Draper <Admin@csacleth.ca>
Sent: October 12, 2023 9:41 AM
To: Karine Keys
Subject: Grand Opening of the Chinook Child and Youth Advocacy Centre
Attachments: Chinook CYAC Grand Opening Invitation 2023.pdf

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



GRAND *Opening*



The Chinook Sexual Assault Centre is thrilled to invite you to the Grand Opening of our Chinook Child and Youth Advocacy Centre, where we embark on a new journey dedicated to the well-being and support of children and youth who have experienced abuse in our community.

NOVEMBER

17

10:00 am

712
4 Avenue South,
Lethbridge, AB

Highlights of the Event:

Blessing by Mary Fox
Guest Speakers
Guided Tours of Our Centre
Learn More About What We Do
Meet Our Team



Dear Mayor Brad Schlossberger,

You are invited to the Grand Opening of the Chinook Child and Advocacy Centre on November 17th at 10am.

There will be a tour as part of the Grand Opening but if you wish to schedule a tour at a separate time, please let me know and we will be happy to find a time that works on our schedules.

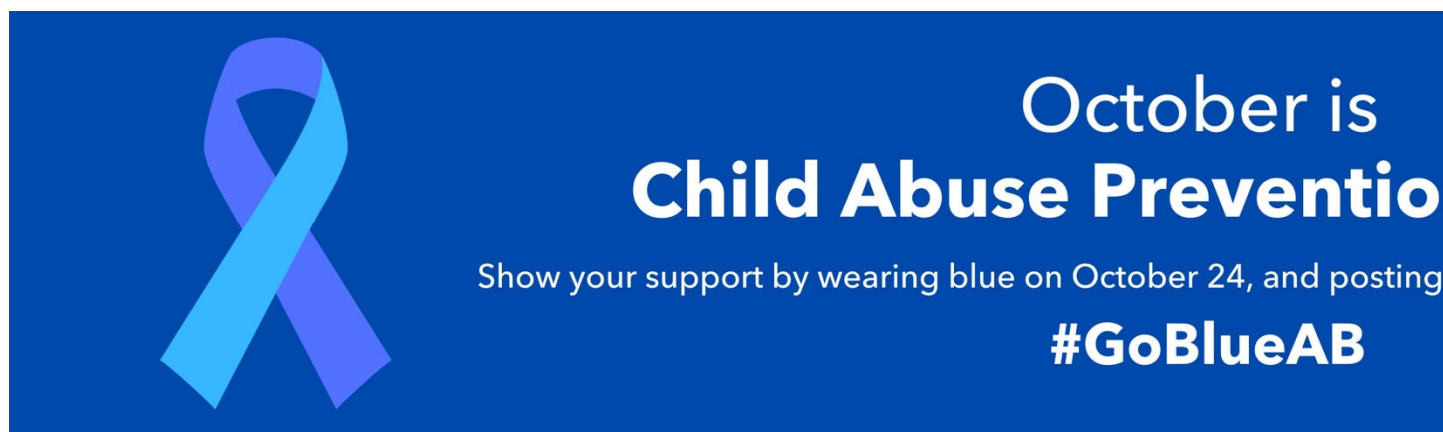
If you have any questions or if you would like more information, please feel free to reach out to Kristine Cassie at 403-694-1094 or email ceo@csacleth.ca

Thank you again for your support.

Sincerely Ida Draper on behalf of Kristine Cassie

Ida Draper
Pronoun: She/Her
Interim Office Manager
Chinook Sexual Assault Centre
502, 740 - 4th Avenue South Lethbridge, AB T1J 0N9

403-694-1094
admin@csacleth.ca
www.csacleth.ca



facebook.com/CSACLeth
twitter.com/CSACLeth
instagram.com/chinook_sexual_assault_centre

The Chinook Sexual Assault Centre acknowledges that we live and work on the traditional, unceded lands and travelling routes of the Piikani, Kainai, and Siksika Nations; and the Metis people living and working in Blackfoot Territory.

Confidentiality Notice: This email and any files transmitted withit are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager at admin@csacleth.ca . If you have received this message in error you should destroy it immediately and may not disseminate, distribute or copy this e-mail.



CHINOOK CHILD AND YOUTH
ADVOCACY CENTRE



CHINOOK SEXUAL
ASSAULT CENTRE

GRAND *Opening*

The Chinook Sexual Assault Centre is thrilled to invite you to the Grand Opening of our Chinook Child and Youth Advocacy Centre, where we embark on a new journey dedicated to the well-being and support of children and youth who have experienced abuse in our community.

NOVEMBER

17

10:00 am

712

4 Avenue South,
Lethbridge, AB

Highlights of the Event:

Blessing by Mary Fox

Guest Speakers

Guided Tours of Our Centre

Learn More About What We Do

Meet Our Team

Karine Keys

From: Sandi C | IEP <jobz@inclusionfoothills.org>
Sent: October 18, 2023 1:30 PM
To: Lynn Stevenson; Legislative Services; clerk@nanton.ca; THR Legislative Services; vernas@diamondvalley.town; Karine Keys
Subject: Invitation

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.

Greetings everyone!

Inclusion Foothills would like to invite you to join us on this celebratory evening of networking fun! If you could please share this with your Town Council members that would be awesome, thank you and we look forward to seeing you there!

October is **deam**^{*}
INCLUDING ALL!

Inclusion Foothills Association Celebrates Inclusive Businesses!

You're invited to join us
at the **Monthly Mingle!**



Oct 25, 2023



5:00 – 7:00 PM



327B Macleod Tr SW



Inclusion Foothills Jobz Centre
327B Macleod Tr SW High River



HIGH RIVER
CHAMBER OF COMMERCE

October is D.E.A.M.
Disability Employment Awareness Month

During the month of October, Inclusion Foothills is honoring Inclusive Businesses in the Foothills as part of DEAM.

On October 25th the High River Chamber of Commerce' Monthly Mingle is hosted by Inclusion Foothills at their Jobz Centre at 327B Macleod Tr SW High River.

Inclusion Foothills invites you to join us in celebrating businesses who are creating opportunities by broadening awareness and inclusivity.

Come mingle with other local businesses. Refreshments and snacks provided.

Questions? Inclusion Foothills Assoc. (403) 603-3232 www.inclusionfoothills.org

Sincerely,

Sandi Cunningham
Business Relations

403-603-3232

www.inclusionfoothills.org



Inclusive communities where everyone is embraced and valued.

The contents of this e-mail are confidential. If the reader is not the intended recipient or its agent, be advised that any dissemination, distribution or copying of the content of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately by return e-mail. If you no longer wish to receive emails from Inclusion Foothills Association, please send an email to admin@inclusionfoothills.org. Thank you.

From: Roan Santos <rsantos@ccisab.ca>
Date: October 18, 2023 at 3:05:41 PM MDT
To: Brad Schlossberger <brad.schlossberger@claresholm.ca>
Cc: Marie Schooten <mschooten@ccisab.ca>
Subject: Request : Letter of Support

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

Hi Brad,

I hope this email finds you well. I am reaching out for support. I'm not sure if Megan have approached you regarding this matter. The last time we had a meeting with her and Ali, it was mentioned that she will reach out to you on behalf of WCIS to request for a letter of support.

CCIS, the parent organization is in preparation for the new funding cycle to support and ensure immigrants services to the community. As part of the process, we are contacting our critical community partners to preparer a letter of support as part of our application submission.

The attached file is for your reference- a sample letter given to our office on other community.

Here is a draft /SAMPLE letter of support.

Re: Letter of Support for Willow Creek Community Immigrant Services

Dear Ricardo Morales

I write today on behalf of myself, my fellow Council members, and the residents of Claresholm, and especially the immigrant population we are fortunate to include in our community, to show our support for our local branch of the Calgary Catholic Immigration Society.

The Willow Creek Community Immigrant Services has been an active and integral part of our community since 2019 and prior to the office in Claresholm, outreach services were been provided from High River 10 years prior. WCIS serves many in our community and plays an integral role in assisting newcomers to settle and integrate into the community. Claresholm is seeing and ever-increasing immigrant population with the partnership and the municipality in the RNIP project and the demand is greater now for their services than it has ever been. We look forward to WCIS continuing support and services in our community ; the impact on our community is vital hence we write this letter in support for your continuance provision of services..

The Willow Creek Community Immigrant Services continues to work alongside our municipality in assisting us to be a more welcoming and inclusive community.

Town Council, the residents and our immigrant population all benefit from this agency working in our community and we all strongly support continued funding for this integral part of our social support network.

We or Ricardo are happy to connect with you if you have any questions.

This is much Appreciated,

Roan Santos || Settlement Counselor

Willow Creek Immigrant Services

Direct Line: 403.973.5583

130-50 Ave W, Claresholm AB T0L 0T0

Website: www.ccisab.ca || E-mail: rsantos@ccisab.ca

[Willow Creek Immigrant Services - WCIS | Facebook](#)

WCIS is a project of Calgary Catholic Immigration Society (CCIS)



CommunityLinks

211, 125 Main Street N.W.
Airdrie, Alberta T4B 0P7

Incorporated in Alberta
10669-0241RR0001

Tel: 403.945.3900
Fax: 403.945.3901
Toll Free: 1.866.945.3905

www.nrvcl.ab.ca

parentLINKcentre

**Government
of Alberta**



*Strong
Individuals*



*Strong
Families*



*Strong
Communities*



January 10, 2019

Dear Ric Morales:

On behalf of Community Links, it is our pleasure to submit this letter in support of Rocky View Immigrant Services (RVIS).

As a non-profit organization that supports individuals and families in North Rocky View, we understand the continued need to support newcomers in these communities. Over the past number of years, Community Links has formed a strong working relationship with RVIS and have worked collaboratively to support clients.

We have found the Settlement Services Worker to be a valuable resource in the community, not only for the clients, but also for our staff and other Service Providers. The Worker has filled a gap in services that existed prior to this program being introduced to our community. Having a Worker in our community has reduced barriers and created increased opportunities for connections to services for newcomers.

As a partner with Rocky View Immigrant Services, we value the opportunities provided to newcomers in our community. Please feel free to contact me at 403.945.3955 if you need additional information.

Sincerely,

Laurie Jacob-Toews
Community Engagement Manager

cc: Brenda Hume, Executive Director



REQUEST FOR DECISION

Meeting: October 23rd, 2023
Agenda Item: 11

ARTS SOCIETY LETTER OF SUPPORT: COMMUNITY FOUNDATION COMMUNITY PRIORITIES GRANT

DESCRIPTION/BACKGROUND:

The Arts Society is applying to the 2023 Community Priorities Grant through the Community Foundation of Lethbridge & Southwestern Alberta. If successful, the grant will support the purchase of a pipe and drape system for the Arts Society quilt show, to hang quilts from the horizontal pipe between stands. Total project cost is estimated at \$9358, and the Arts Society has some funds they can allocate to the project. The Arts Society previously applied in the spring but was unsuccessful. A letter of support is a part of the application process.

As the deadline occurred before the next council meeting, a letter was drafted and attached to the application with the understanding it would go to council at the next available meeting. They are not asking for a monetary commitment from the Town of Claresholm, only a letter of support.

PROPOSED RESOLUTIONS:

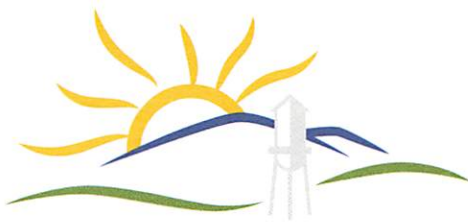
Moved by Councillor _____ to write a letter of support towards the Claresholm Arts Society for the Community Foundation Community Priorities Grant.

ATTACHMENTS:

- 1.) Municipal Letter of Support Arts Society

PREPARED BY: Abe Tinney, CAO

DATE: October 17, 2023



Claresholm

Where **Community** Takes Root

October 10, 2023

Community Foundation of Lethbridge & Southwestern Alberta
1202 - 2nd Ave South
Lethbridge, AB T1J 0E3

RE: MUNICIPAL LETTER OF SUPPORT –

Please consider this letter of support from the Town of Claresholm regarding the Claresholm Art Society's Pipe and Drape System Project at the Claresholm Community Centre.

As the landowner of the Claresholm Community Centre facility, the Town of Claresholm fully supports this application. This community space is vital to the cultural well-being of our community and is an important social gathering space for our residents. The Arts Society regularly brings Claresholm residents together for cultural events in the Community Centre and we believe this initiative will enhance the facility and future events therein. If you have any questions or concerns regarding the above, please contact the undersigned at your convenience.

Regards,

Abe Tinney
Chief Administrative Officer
Town of Claresholm



Town of Claresholm, PO Box 1000, 111 - 55th Avenue West, Claresholm, AB T0L 0T0



www.claresholm.ca



info@claresholm.ca



403.625.3381



403.625.3869



REQUEST FOR DECISION

Meeting: October 23, 2023
Agenda Item: 12

LETTER OF SUPPORT: FIRE DEPARTMENT GRANT APPLICATION TO COMMUNITY FOUNDATION OF LETHBRIDGE & SOUTHWESTERN ALBERTA

DESCRIPTION/BACKGROUND:

The Fire department is applying to the 2023 Community Priorities Grant through the Community Foundation of Lethbridge & Southwestern Alberta. This grant will assist in offsetting the cost of ongoing purchase and upgrade of vehicle extrication tools. A letter of support is a part of the application process. As the deadline occurred before the next council meeting, a letter was drafted and attached to the application with the understanding it would go to council at the next available meeting. They are not asking for a monetary commitment from the Town of Claresholm, only a letter of support.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to write a letter of support towards the Claresholm Fire Department for the Community Priorities Grant.

COSTS/ SOURCE OF FUNDING (if applicable):

N/A

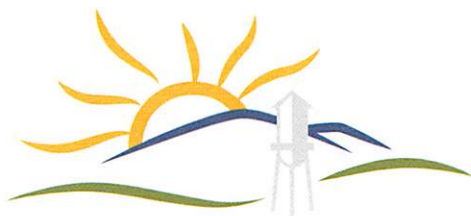
ATTACHMENTS:

- 1.) Municipal Letter of Support FD Application

PREPARED BY: Craig White, Fire Chief

APPROVED BY: Abe Tinney, CAO

DATE: October 17th, 2023



Claresholm

Where **Community** Takes Root

October 13, 2023

Community Foundation of Lethbridge & Southwestern Alberta
1202 - 2nd Ave South
Lethbridge, AB T1J 0E3

RE: MUNICIPAL LETTER OF SUPPORT – FIREFIGHTERS ASSOCIATION

Please consider this letter of support from the Town of Claresholm regarding the Claresholm Firefighter Foundation purchase of electronic extrication tools (Jaws of Life) to replace aging hydraulic tools.

As the fire department (and by extent the members and their foundation) are a department of the municipality, the Town of Claresholm fully supports this application. These tools are of vital importance to the firefighters in the execution of their duties. The firefighter foundation has been raising funds for this three-phase goal for over 5 years. This past winter they purchased the first piece of the three components set at a cost of over \$17,000.00. The Firefighter Foundation consists of: 1 Full-Time Chief and 25 volunteer members and officers. If you have any questions or concerns regarding the above, please contact the undersigned at your convenience.

Regards,

Abe Tinney
Chief Administrative Officer
Town of Claresholm





REQUEST FOR DECISION

Meeting: October 23, 2023
Agenda Item: 13

Pollinator Gardens – Letter of Support for Partnership

Background:

The Old Man Watershed Council OWC is applying for a 5 year grant to restore habitat for native bees, and are looking for partners who would be interested in planting pollinator gardens. The Cuckoo Bumblebee was recognized as a species at risk in Claresholm in 2022, which has the potential to be devastating for our area. The gardens would require some maintenance so the program requires partners to help water the gardens. This could be at people's homes, businesses, parks, schools etc.

The grant would pay for all supplies and OWC staff/volunteers to plant the gardens. The gardens will require watering, and individuals who are interested to partake in the program. The plant species planned for the gardens are drought resistant, native species that can survive if watered in accordance with current water restrictions.

Description:

The OWC have requested a letter of support in favour of this partnership from the Town of Claresholm, and have requested we reach out to local businesses, organizations, and individuals who would like to participate.

Administration has identified the following areas of the Town that could benefit from the gardens, and are interested in adding to our existing gardens to ensure the maintenance of these sites can be maintained by staff or volunteers. Amundsen Park, The Bark Park (watered by the Bark Park Community Volunteers), Fas Gas Gardens.

Additionally, administration can reach out to local organizations various business owners to determine if they would like to participate in this venture. The grant is due October 31 and will require a letter confirming partnership(s) before that date

Recommendation:

Administration recommends Council write a letter of support for the Oldman Watershed Council's Pollinator Garden Initiative

Potential Resolutions:

Moved by Councillor _____ to write a letter of support for the Oldman Watershed Council's *Restoring Grasslands and Empowering Communities* project.

ATTACHMENTS:

- 1.) DRAFT Letter of Support

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Abe Tinney - CAO

DATE: October 23, 2023

Habitat Stewardship Program
Environment and Climate Change Canada

October 20, 2023

Dear Habitat Stewardship Program Grant Review Team,

The Town of Claresholm is pleased to partner on the *Restoring Grasslands and Empowering Communities* project led by the Oldman Watershed Council (OWC). We partnered in the past to install a native plant garden at our library, and look forward to continuing this work to support native bees and bumble bee species at risk, in particular.

The Town of Claresholm represents one of only 23 locations identified as critical habitat for bee species at risk in Western Canada. The Gypsy Cuckoo Bumble Bee (a SARA Schedule 1 Endangered species) was observed in Claresholm as recently as 2018; therefore, its host species, which are also target species at risk under the Habitat Stewardship Program, were almost certainly present in the Town or surrounding area as well. It is essential and urgent that we take action to improve and maintain habitat for the Gypsy Cuckoo Bumble Bee, and host bumble bees, in Claresholm, as the Town may represent one of the last strongholds for this species in the country.

The Town of Claresholm will proudly collaborate with the OWC to identify appropriate sites to incorporate bee-friendly flowering plants, as identified in species Recovery Strategies or Management Plans. The Town will also assist with watering and maintenance of sites on Town property, and encourage our residents to participate in the project by restoring habitat on their property.

We look forward to doing our part to support native pollinators, and encourage you to fund this project. The OWC is well equipped to lead this project, as they have a proven history of restoration work and community collaboration, coupled with their in-house expertise on pollinators and bumble bee species at risk. Funding this project is essential for reducing threats to bumble bee species and encouraging residents within bumble bee critical habitat to take ownership over species conservation.

Thank you for your consideration.

Sincerely,

Mayor Brad Schlossberger



REQUEST FOR DECISION

Meeting: October 23, 2023
Agenda Item: 14

LIBRARY BOARD APPOINTMENT

DESCRIPTION:

One of Council's board appointments to the Claresholm Public Library Board is expiring. Per Bylaw #1620, the Library Board Bylaw, appointments to the board are only for three years.

PART III – STRUCTURE AND PROCEDURES

1. a) The Board will consist of not fewer than five (5) and not more than (9) members appointed in accordance with the *Act*.
- b) The Board will consist of:
 - One (1) Town Council representative;
 - Two (2) members from the Municipal District of Willow Creek;
 - Three (3) to Six (6) members at large from the Town of Claresholm.
- c) The Town Chief Administrative Officer will coordinate the selection of Board members.
- d) A person who is an employee or whose family member is an employee shall not be eligible to be a member of the Board unless the person is a Trustee as defined in this bylaw.
- e) Appointments shall be for three (3) years, except in the first year of the passing of this bylaw wherein Council shall, as nearly as possible, appoint 1/3 of the members for a term of one (1) year, 1/3 of the members for a term of two (2) years and the remaining members for a term of three (3) years.
- f) A member of the Board is eligible to be reappointed for only two (2) additional consecutive terms of office, unless at least 2/3 of the Council support a resolution stating that the member may be reappointed as a member for more than three (3) consecutive terms.

Ashley Tebbutt (nee Oliver) was appointed by Council at the October 13, 2020 regular meeting of Council.

Moved by Councillor Schulze to appoint Ashley Oliver to the Claresholm Library Board as the member-at-large for the MD of Willow Creek. MOTION #20-160

This term has been Ashley's first on the Library Board. Ashley has stated her interest in continuing on the Board, and Administration is recommending that she be re-appointed for another three years.

PROPOSED MOTION:

Moved by Councillor _____ to reappoint Ashley Tebbutt to the Claresholm Library Board as the member-at-large for the MD of Willow Creek.

ATTACHMENTS:

- Email from Ashley Tebbutt

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: October 17, 2023

Karine Keys

From: Ashley Tebbutt <atebbutt11@gmail.com>
Sent: September 28, 2023 11:20 AM
To: Karine Keys
Subject: Library board

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 morning,

Just letting you know that I would like to be reappointed to the Library board after my first term is up.

Thank you,

Ashley Tebbutt

Aluminum Rink Divider



BACKGROUND / DESCRIPTION:

Administration has been in contact with Claresholm Minor Hockey about the need for a new rink dividing system at the Claresholm Arena.

In 2018 Hockey Alberta made the decision that all U9 and U7 minor hockey teams would play on a modified ice surface. This means the length of the rink is shortened, either to the far blue line or center ice. When this change happened Claresholm Minor Hockey received a donation of small foam rink dividers to accommodate this change. These foam rink dividers serve their purpose, but as they are only 16" tall they cannot contain the puck to the playing area.

An aluminum, moveable rink dividing system is desired by both parties. This larger rink divider will allow the players to use the boards during game play, as well as accommodate two games to be played at once without crossover.

The cost of the rink divider is \$8,273.30 plus \$1,300 in shipping. Claresholm Minor Hockey has agreed to contribute 25% of the total cost associated with the new system. The remainder of the funds can be taken from the Arena Capital Reserves. This new system will allow additional advertising to be sold.

COSTS/ SOURCE OF FUNDING:

As noted above, Minor Hockey has agreed to pay for 25% of cost for these dividers, leaving the remaining \$7,180 to be paid for by the Town if we proceed with this purchase. Administration is recommending that this be funded from the Arena Capital Reserve as this reserve is funded by the annual advertising sales on the boards in the Arena, so in essence past (and/or future) advertising revenues will be funding the purchase. With the additional advertising space on these dividers the Town will be able to increase advertising sales and replenish this fund.

RECOMMENDED ACTION:

Administration recommends Council approves the purchase of the Aluminum Rink Dividers from the Arena Reserve Fund, with all future add revenue returned to reserve fund.

PROPOSED RESOLUTIONS:

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

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

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

PREPARED BY: Jace McLean – Director of Infrastructure

APPROVED BY: Abe Tinney - CAO

DATE: October 19, 2023



REQUEST FOR DECISION

Meeting: October 23, 2023
Agenda Item: 16

INFRASTRUCTURE – ENGINEERING (Tamarack subdivision)

DESCRIPTION:

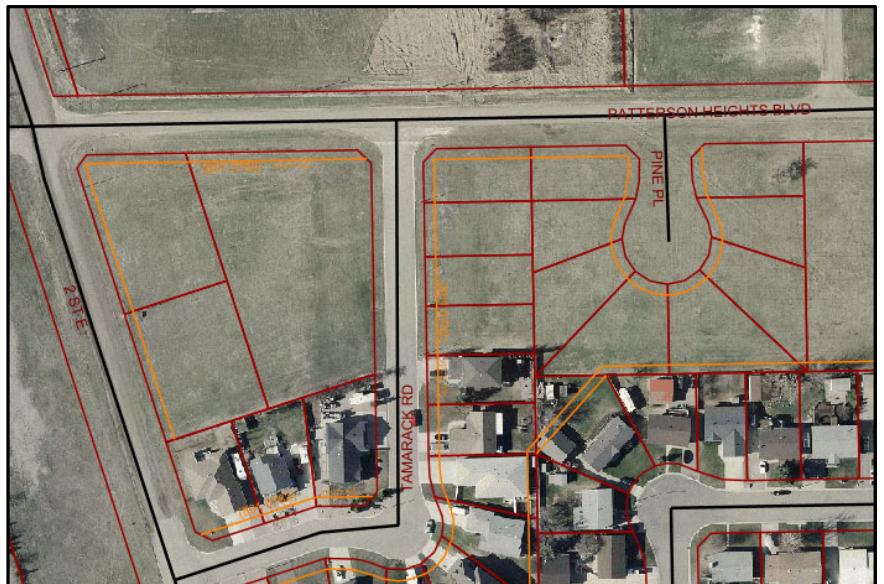
With new development taking place in the Tamarack subdivision and potential development of additional lots adjacent (shown below) a servicing review and preliminary engineering report with costing is required for any infrastructure upgrades and road completion. Associated Engineering is familiar with the area and looked at this area approx. 2 years ago, and at the time provided a high-level review. Administration will require a full review and opinion of probable costs prior to budget discussions.

DISCUSSION / OPTIONS:

For this servicing review, AE's scope of work includes:

- Project Management
- Preliminary Servicing Design with GIS figure of proposed servicing
- OPC Estimate, including cost sharing percentage between Town/Developer
- Summary Memo

Fees for this would be \$4900.00 including disbursements.



COSTS / SOURCE OF FUNDING (if applicable):

The Community Development Committee reviewed this project at their meeting held October 12, 2023, and carried a motion to refer to Council a recommendation to proceed with an engineering review (out of budget expenditure) to be funded from the Town's land reserves. (Since this project supports land development)

PROPOSED RESOLUTIONS:

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

ATTACHMENTS:

- 1.) N/A

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: October 17, 2023



REQUEST FOR DECISION

Meeting: October 23, 2023
Agenda Item: 17

Organizational Restructure

RESOLUTIONS:

MOVED by Councillor _____ to approve the Organizational Structure as presented.

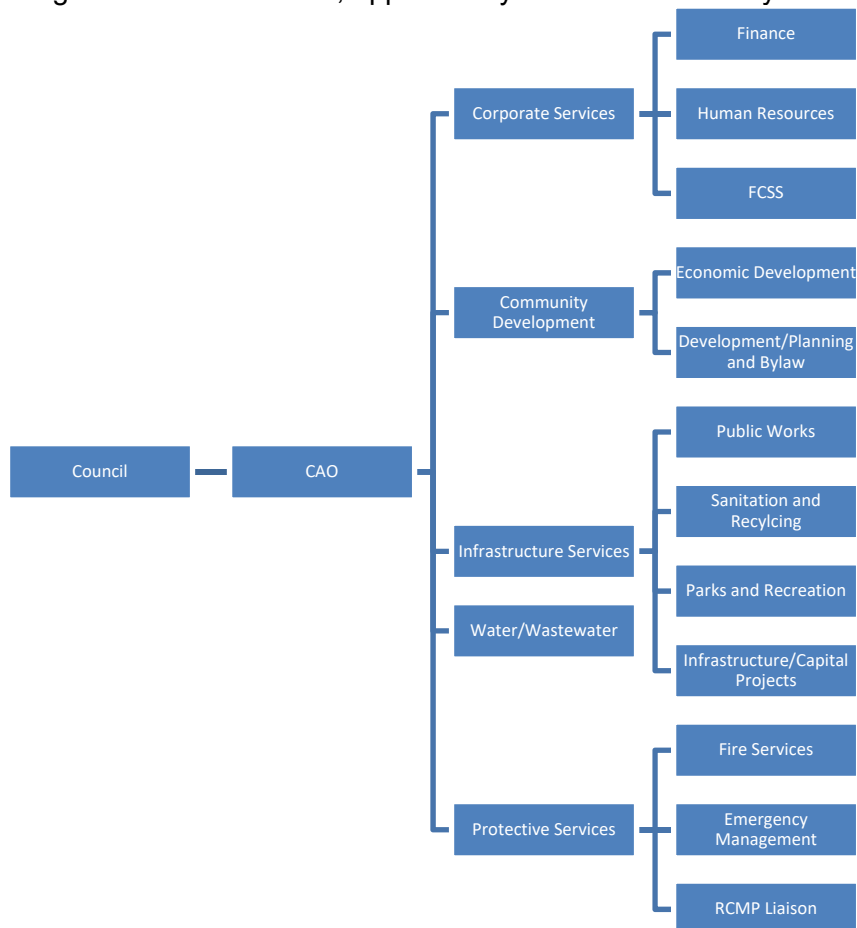
DESCRIPTION/PURPOSE:

With the resignation of the EDO, administration and council have reviewed the community's needs, along with the town's organizational Structure, to ensure organizational alignment with those needs. Following this conversation, administration is recommending a minor change to the Community Development Department.

BACKGROUND:

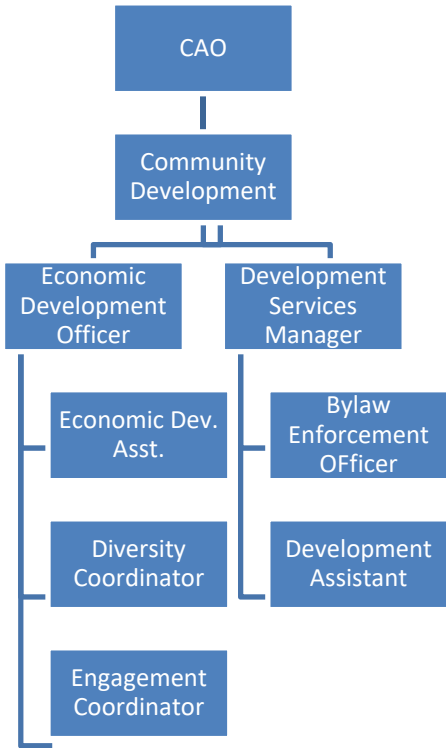
1. Organizational Restructuring

This is the current Organizational Structure, approved by Council in February 2023:

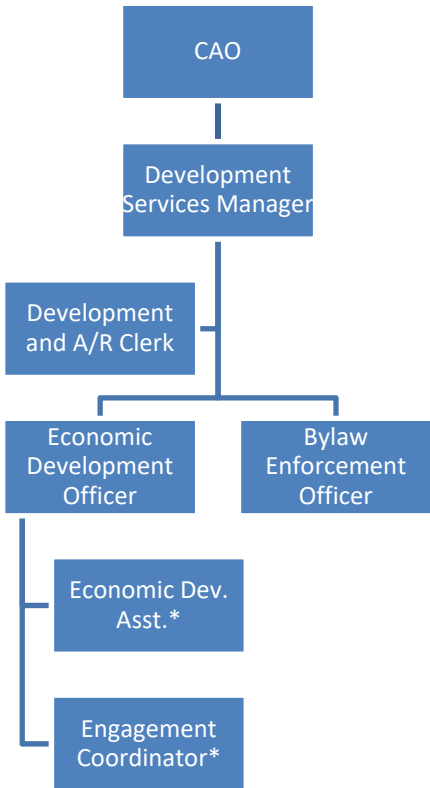


The proposed changes will not affect the structure at this high level, but the change is apparent when we focus on the Community Development Department:

Current Community Development Department Structure (Approved February 2023):



Proposed Community Development Department Structure:



* Grant funded positions

This is a progression of reconceptualizing development in Town, which began with the last round of organizational restructuring when the Town created the Community Development Department and subsumed economic development and development within the same department. This conceptualization recognizes their interrelatedness, and that efficiencies and greater progress can be found when the two are working together to accomplish goals, and complete tasks and projects. In the new structure, the Town streamlines the department by having one manager overseeing both development and economic development, and delegating tasks and projects to the appropriate personnel and committees (MPC, Economic Development, Community Development).

The restructuring will maximize the potential of our Development Services Manager, while giving the CAO one less direct report and ultimately more capacity. Additionally, under the new structure, the Town will have one manager representing this department at the senior management level, as opposed to two.

Within the proposed structure, there is some concern about losing the economic developer autonomy, or perhaps the economic development perspective at meetings or within reports. Administration feels confident that through Council priority setting and feedback, and regular reporting, we can deliver on council's economic priorities.

ATTACHMENTS:

1. Organizational Structure

PREPARED BY: Abe Tinney – CAO

DATE: October 16, 2023



Claresholm

Where **Community** Takes Root

Organizational Structure

Council Approved ~~February~~ 27 October 23, 2023

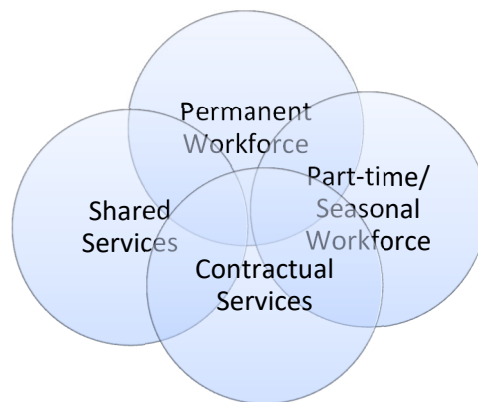


Organizational Structure

The Town's Organizational Structure was updated in October 2023 to align with Council's 2022-2026 Strategic Plan.

Administrative/Operational Structure

The administrative/operational structure is responsible for implementing the services defined by Council's strategic priorities. The business model is divided into four areas: a permanent workforce, a part-time/seasonal workforce, contractual services and shared services. The Town of Claresholm services are accomplished through a combination of these vital resources.



As the administrative/operational head of the municipality, the Chief Administrative Officer (CAO) has the primary responsibility for implementing Council's direction and policy; informing Council on the affairs of the municipality; managing the organization; and performing any other functions that Council or the Municipal Government Act delegates to him/her. The CAO utilizes a management team structure to provide administrative leadership for the organization.

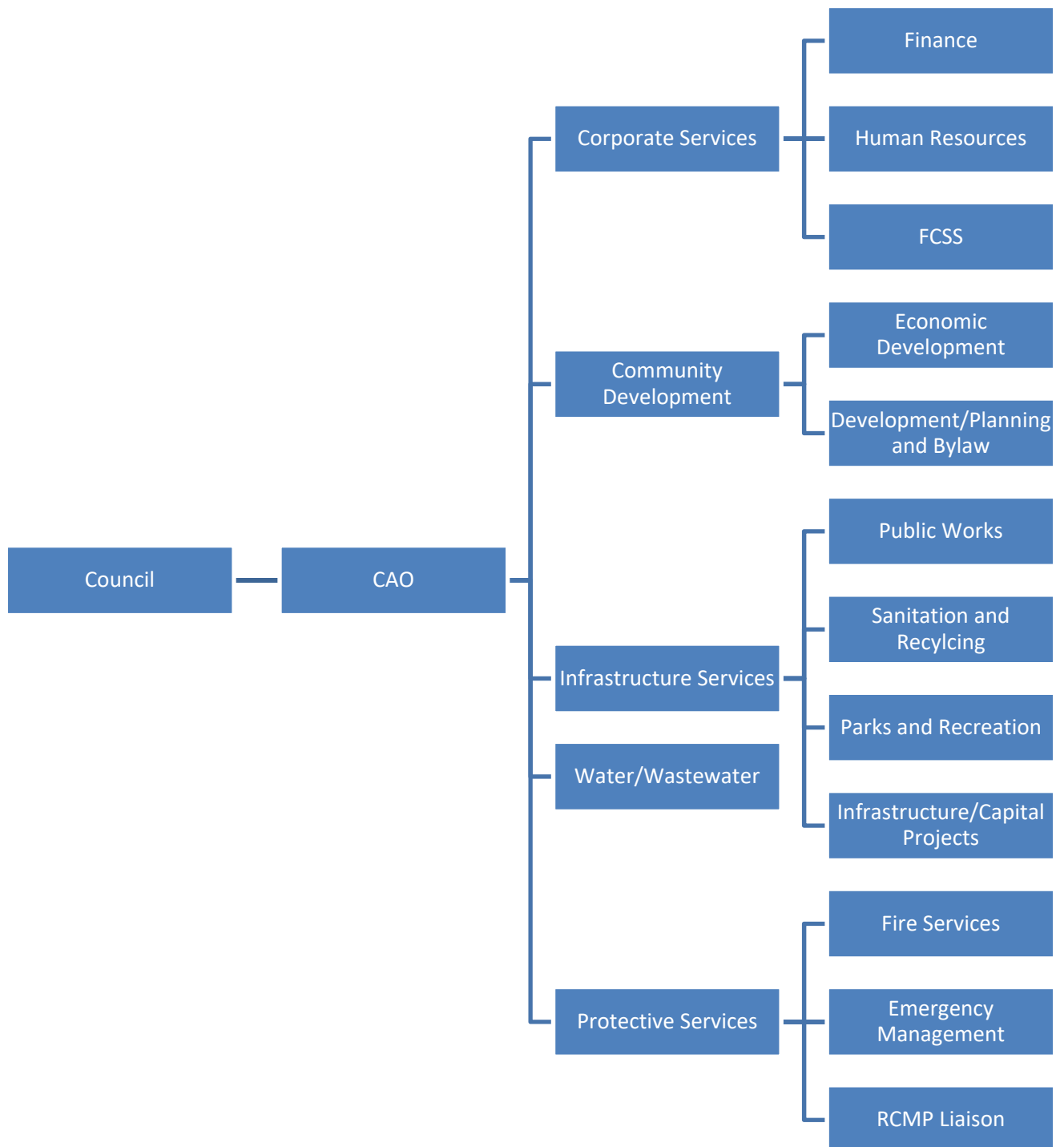
Management Structure

Council and Management are committed to building a focused, responsive, resource-conscious and results-oriented organization that communicates effectively across all departments. Town management is divided into five strategic categories of municipal staff and responsibilities. The CAO is the common thread between these strategic service areas.



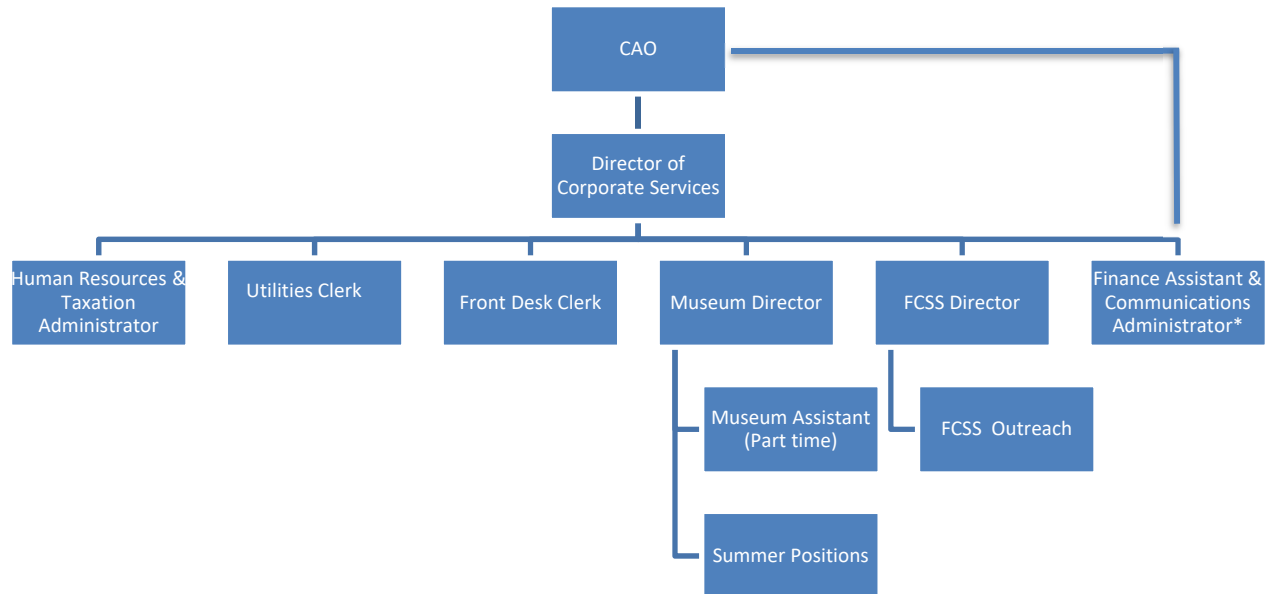
Claresholm

The intent of this structure is to engage a number of technically skilled individuals enhancing the Town's ability to provide quality programs and services. The strategic service areas are outlined on the following page.



Corporate Services	Water/Wastewater Services	Infrastructure Services	Community Development
<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Financial management * Annual operating & capital budgets * Corporate business plans * Organizational administration * Utility billing & management * Information technology * Communication & social media * Human resource management * Inter-agency & community group liaison * Taxation & assessment * Program development * Volunteer services * Joint use agreements * Library services * Museum operations * FCSS programming and administration * Any other matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Water treatment & distribution * Wastewater collection & treatment * Engineering * Capital projects * Facility planning & development * Any other related matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Roadways, boulevards & sidewalks * Project management * Equipment & fleet pool * Infrastructure management * Local improvement projects * Signage * Underground utility services * Parks facility management * Recreation facility management * Pool programming and administration * Campground operations * Solid waste collection * Recycling * Street lighting * Storm water management * Engineering * Capital projects * Facility planning & development * Janitorial services * Airport * Cemetery * Any other related matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Administration of the Claresholm Economic Development Committee * Business retention & expansion programs including a biennial business visitation survey * Investment attraction including commercial and industrial real estate * Marketing & branding including photography, video, website, news media, and social media (with Communication officer) * Tourism attraction (with Parks & Recreation and the District Museum) * Community event coordination including Canada Day, Fair Days, New Years Eve, et. * Downtown & highway beautification * Liaise with the Claresholm & District Chamber of Commerce (with Councillor) * Administration of the Rural & Northern Immigration Pilot * Administration of Dynamic Claresholm Labour Market Partnership * Administration of Welcoming Claresholm * Development and Subdivision approval & appeal * Municipal Planning * Safety Codes * Bylaw Enforcement and/or Community Peace Officer programs

CORPORATE SERVICES



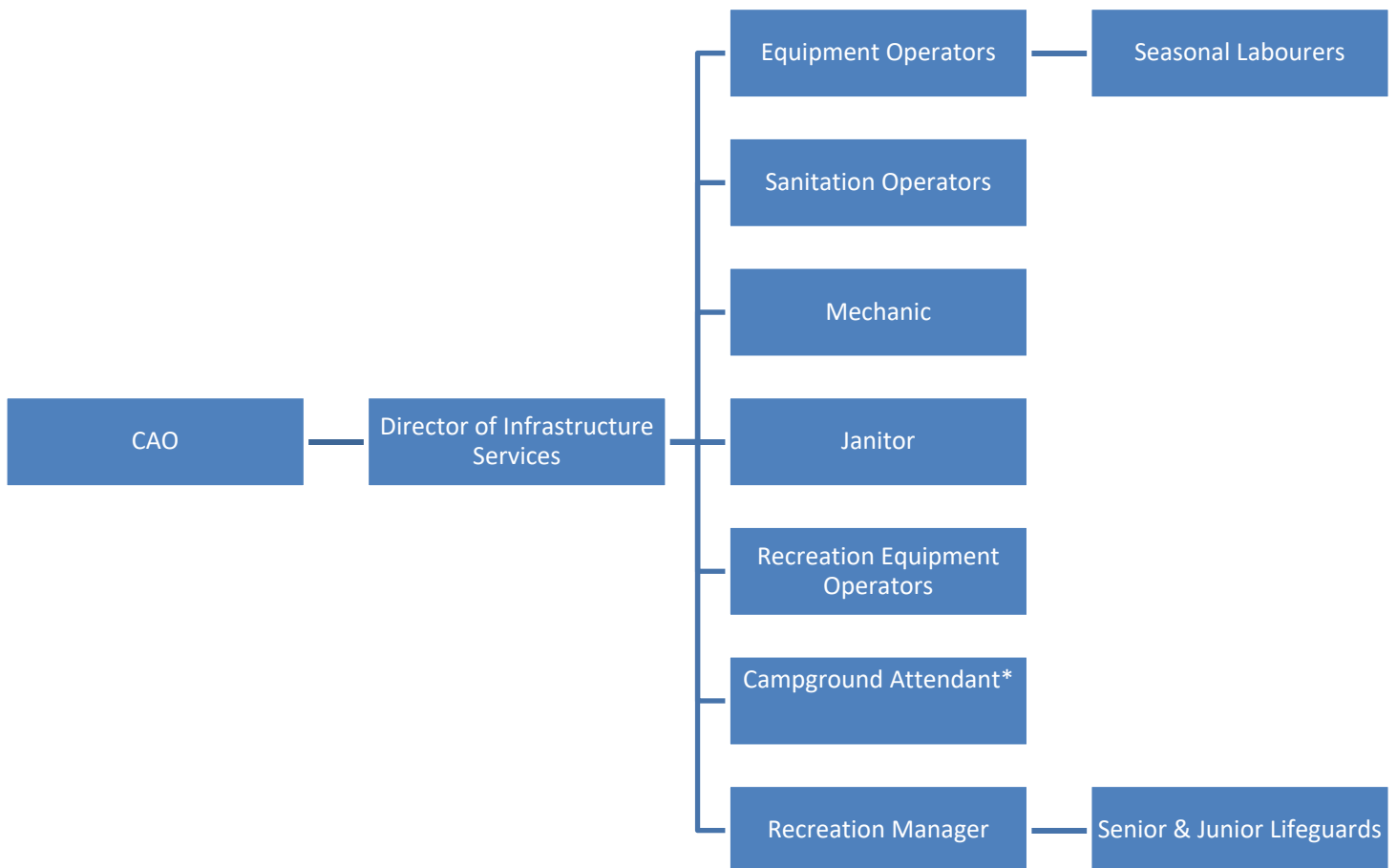
The Corporate Services Department is supported by seven (7) full-time positions, including the Director, Human Resources and Tax Administrator, Utilities and Accounts Receivable, Front Desk Clerk, FCSS Director and FCSS Outreach, and the Finance Assistant and Communications Coordinator. There are also two (2) permanent part-time positions at the museum, and summer support staff.

Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Assessment Review Board	Claresholm Food Bank
Audit & Finance Committee	Claresholm & District Transportation Society
Facility & Infrastructure Planning Committee	Claresholm Child Care Society
Grievance Committee	Claresholm Housing Authority
Wage Negotiating Committee	Claresholm Learn-a-lot Playschool Society
FCSS Board	Claresholm Public Library
Claresholm & District Museum Board	Porcupine Hills Lodge Foundation
Administrative Services Committee	Physician Recruitment & Retention Committee
	Physician Recruitment & Retention Committee

*The Finance Assistant and Communications Administrator reports to the Director, but also works closely with the CAO on Council and governance matters, and this relationship is reflected in the diagram.

INFRASTRUCTURE SERVICES



This Infrastructure Services Department is supported by thirteen (13) full time positions, including the Director, four (4) Equipment Operators, two (2) Sanitation Operators, three (3) Recreation Equipment Operators, a Mechanic, a Recreation Manager and a Senior Lifeguard. This department is also supported by seasonal labourers, a part-time Janitorial position and part-time Lifeguard positions.

*contract position



Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Facility & Infrastructure Planning Committee	Regional Landfill Commission
Recreation Facility Users Committee	Claresholm Golf Club
Asset Management Committee	Community Hall Board
	LRSD Town Joint Use Agreement
	Swimming Pool Joint Use
	Willow Creek Agricultural Society
	Southern Alberta Summer Games Committee



WATER/WASTEWATER SERVICES



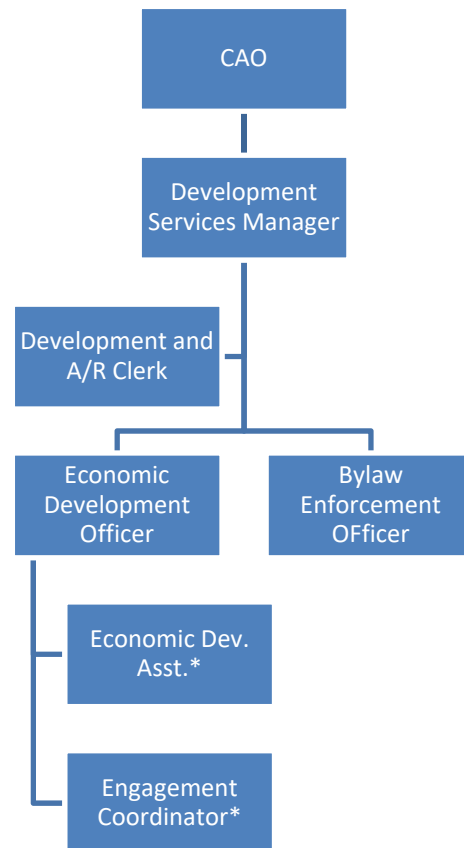
This Water and Wastewater Department is supported by three (3) full-time employees, one Manager and two (2) Utility Operators. One of the Utility Operators also fulfills the roles of Safety Officer and Director of Emergency Management.

Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Facility & Infrastructure Planning Committee	



Community Development

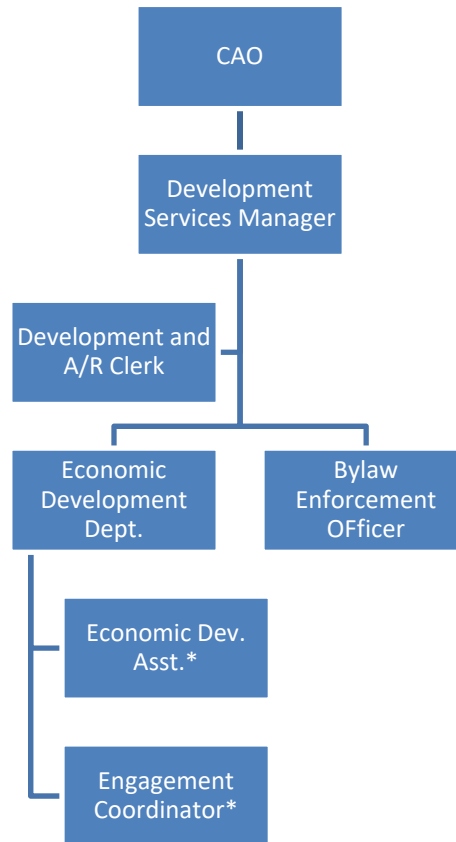


The Community Development Department is supported by four (4) full-time employees – the Economic Development Officer, Development Services Manager, Bylaw Enforcement Officer and the Development and A/R Clerk. Additionally, there is a full-time temporary position of Economic Development Assistant and a part-time temporary position of Engagement Coordinator.

*Temporary positions, grant funded until March 2025.



Community Development



The Community Development Department is supported by three (3) full-time permanent employees,—the Development Services Manager, Bylaw Enforcement Officer, and the Development and A/R clerk. Additionally, there is a full-time temporary position of Economic Development Assistant and a part-time temporary position of Engagement Coordinator.

*Temporary positions, grant funded until March 2025.

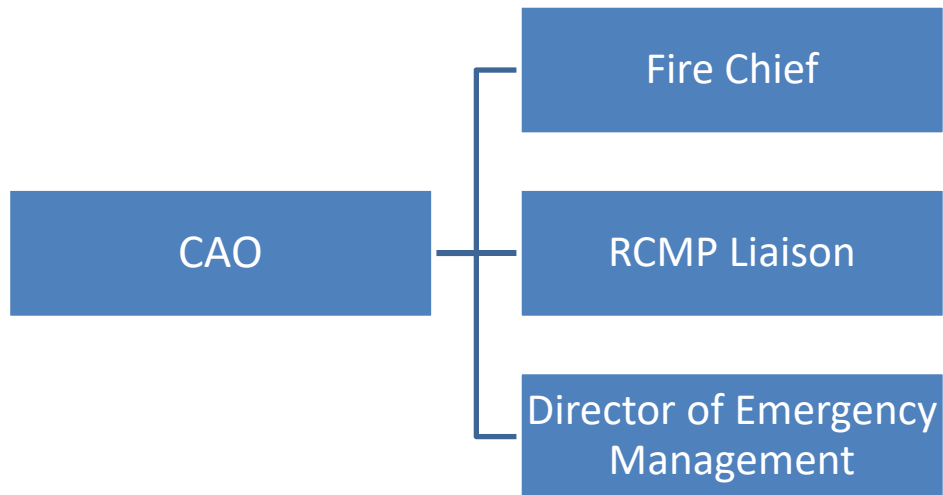


Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Claresholm Economic Development Committee	Claresholm & District Chamber of Commerce
Joint Worksite Health & Safety Advisory Committee; Employer Representative	Joint Economic Development Initiative
Municipal Planning Commission	Fair Days & Winterfest Committees
Subdivision & Development Appeal Board	Willow Creek Immigrant Services Committee
Community Development Committee	Alberta Southwest; Regional Economic Development Alliance
	South Grow Regional Initiative; Regional Economic Development Alliance
	Lethbridge College Community Advisory Council
	Oldman River Regional Services Commission
	Claresholm Animal Rescue Society
	Lethbridge Community Partnership Council & Employment Working Group
	Welcoming Claresholm Committee



PROTECTIVE SERVICES



The Protective Services Department has one full-time employee, the Fire Chief. The Director of Emergency Management position is currently filled by one of the Town's Utility Operators. The RCMP liaison is an advisory role, and not an employee of the Town of Claresholm (including this position in the organizational structure highlights the close relationship between the RCMP and the Town of Claresholm, and the importance of policing services as part of the Town's commitment to community safety).

Committee Liaison Assignments

Internal Board or Committee	External Board/Committee/Representative
Emergency Services Committee	Police protection services liaison
Emergency Management Advisory Committee	



REQUEST FOR DIRECTION

Meeting: October 23rd, 2023
Agenda Item: 18

Community Hall Assessment

DESCRIPTION:

Back in the spring, the Community Hall Board requested that the Town commission a professional assessment on the Community Hall. The assessment is complete, and it provides a 10-year maintenance schedule, covering major capital improvements that will be required.

The Community Hall board has invited administration to discuss the assessment and ongoing maintenance requirements at the community centre. Administration will be attending the Hall's October board meeting and would like Council to review the assessment and provide us with direction for discussion at the meeting.

ATTACHMENTS:

- 1.) Community Hall Assessment

PREPARED BY: Abe Tinney, CAO

DATE: October 20, 2023



DRAFT Building Condition Assessment for

Claresholm Community Centre

690 - 59th Avenue West, Claresholm, Alberta
August 01, 2023

Prepared For:

Town of Claresholm

PO Box 1000, 111 55th Avenue West
Claresholm, AB T0L 0T0
Contact: Jace McLean, Director of Infrastructure

Prepared By:

WSP Canada Inc.

Suite 3300, 237 4th Avenue SW
Calgary, AB T2P 4K3
Contact: Lauren Erickson, EIT

Project Number **CA0006508.9838**



General Description

The property at 690 59th Ave W in Claresholm, AB includes a single-storey building with a gross floor area of about 19,000 ft². Based on received drawings and information, we believe the property was originally constructed in about 1978 and was expanded to the north in 1990. For the purposes of this report, the building is divided into three areas:

- The Main Hall, which is the original building and includes the large hall/theatre, main kitchen, office/meeting areas, washrooms, and small wet bar.
- The Lodge Room, which is part of the 1990 renovation and includes a small kitchen, storage areas, and washrooms.
- The Gun Range, which is the northmost section of the building and also part of the 1990 renovation, and includes an indoor shooting range, washroom, and small storage areas.

The building is clad with prefinished metal cladding. The roof is sloped and protected with a standing-seam metal roof, which has been covered with a coated sprayfoam. There is an additional canopy along the east elevation, also finished with sloped metal roofing.

The building is protected by a single-stage fire alarm system.

Heating and cooling for the building is provided by multiple gas-fired furnaces with external condensers. There are two rooftop units which provide additional ventilation to the kitchen and shooting range.

Domestic hot water is provided by two gas-fired hot water tank heaters.

Electricity is supplied to the building underground to the main electrical room at the north side of the building. The main disconnect switches are rated at 400A, 250V.

Executive Summary

MANDATE

This report was prepared at the request of the Town of Claresholm as a capital plan for the property. Our review considers a 10-year capital renewal timeframe and a \$5,000 capital threshold.

GENERAL CONDITION

The building is in serviceable overall condition, and is adequately performing its intended function. The capital recommendations in this plan are at an expected level for a facility of this type and age.

CAPITAL RENEWAL HISTORY

The following major renewal has been completed over the past 10 years:

- 2022: Replaced rear fire doors;
- 2022: Replaced one hot water tank heater;
- 2021: Replaced two furnaces;
- 2016: Replaced fire alarm panel;
- 2013: Replaced one furnace;
- 2013: Coated main roof.

LIFE CYCLE RENEWAL

A number of components or systems will reach the end of a normal service life within the term of this report. The Expenditure Table which follows includes budgets for those systems that are likely to require renewal or capital repair.

EXCLUDED FROM REVIEW

The following components, systems and/or equipment are specifically excluded from our review:

- Interior finishes and fixtures;
- Operational or process-related equipment such as commercial kitchen equipment and theatre equipment.

CLOSURE

No part of this report should be read in isolation. It is intended to be relied upon only in its entirety including the Scope of Work and Limitations.

Capital Expenditures

The table on the following page summarizes our opinion of reasonable budgets for the capital expenditures identified over the term of this report. The budgets assume a prudent level of ongoing maintenance. Dollars shown are inflated, and include contingencies (typically 5 to 15%) and allowances for design/project management (typically 5 to 15%), where relevant. Taxes are excluded.

Capital projects are classified as follows:

- 1 = Life Safety or Urgent
- 2 = Deferred Maintenance
- 3 = Normal and Life Cycle Renewal
- 4 = Statutory Compliance
- 5 = Upgrade or Discretionary Timing

The budgets provided are intended as order-of-magnitude advice only and should be considered Class D level or lower. For most projects, detailed engineering studies followed by a specification and tender process will be required to confirm budget allocations.

INFLATION RATE AND ESCALATION

This report uses an inflation rate of 3%. For many materials and components, the actual rate at the time of the writing of this report is 20% or more. Since this does not apply across all sectors, and since we cannot reasonably predict the evolution of the rate over the coming 10-year report term, we have used the current published 10-year average construction price inflation rate, which includes the years 2013-2022.

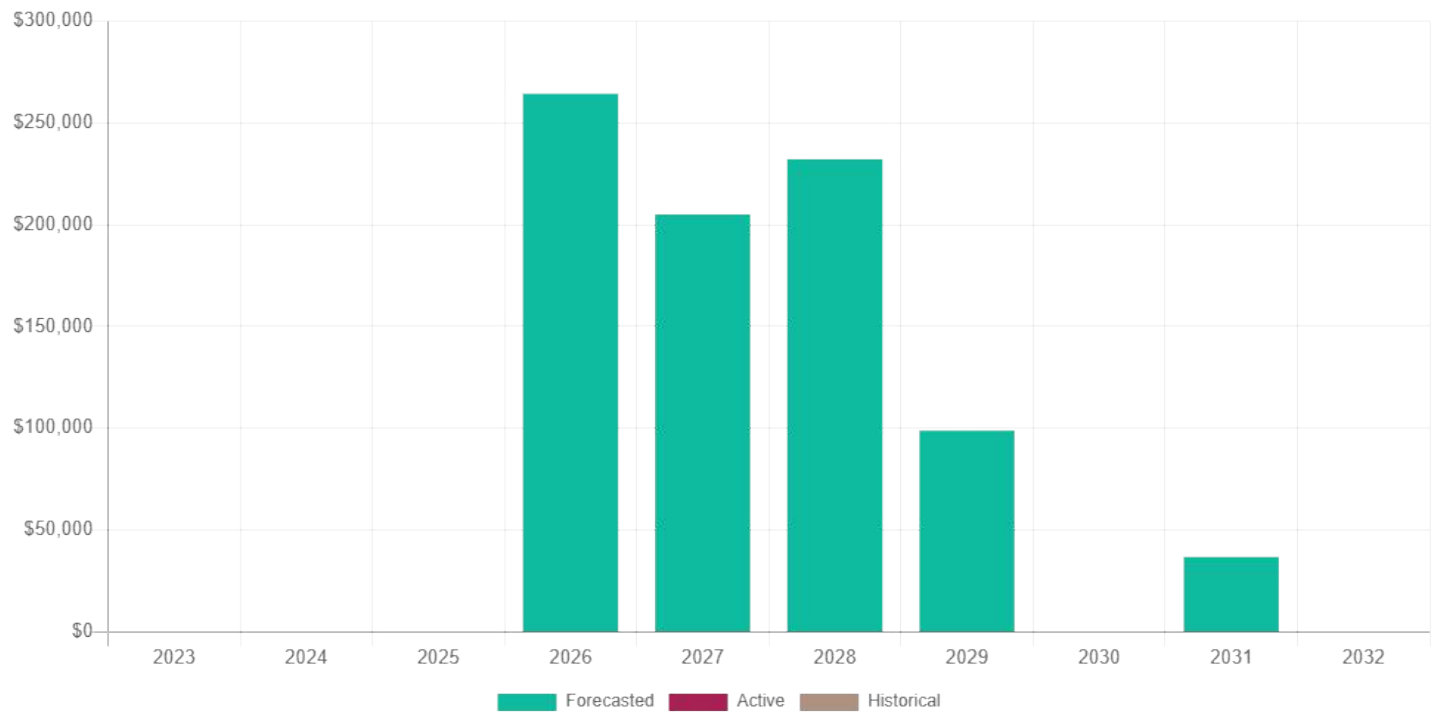
Similarly, construction pricing is presently undergoing an unprecedented increase due in part to global economic forces and pandemic-related escalation. The unit rates used in this report reflect our understanding of the current market, and our knowledge from tendered work, tempered by recent actual invoices and estimates provided where defensible. There is considerable uncertainty with these factors over the next few years or more, so the future accuracy of the pricing used in this report cannot be confirmed. Specific budgets may benefit from a more aggressive escalation factor.

Expenditure Table

Annual Budgets

Item	Description	Class	Status	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
1	Structure												
	No projects identified												
2	Building Envelope												
2.1.1	Refurbish Metal Cladding	3	Forecasted	\$0	\$0	\$0	\$87,445	\$0	\$0	\$0	\$0	\$0	\$0
2.3.1	Replace Main Roof	3	Forecasted	\$0	\$0	\$0	\$177,019	\$182,329	\$187,855	\$0	\$0	\$0	\$0
3	Fire Safety												
	No projects identified												
4	Site												
	No projects identified												
5	HVAC												
5.1.1	Replace 1990 Lodge Room and Gun Range Furnaces	3	Forecasted	\$0	\$0	\$0	\$0	\$22,904	\$0	\$0	\$0	\$0	\$0
5.1.2	Replace 2009 Bryant Furnace	3	Forecasted	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,779	\$0
5.2.1	Replace External Condensing Units	3	Forecasted	\$0	\$0	\$0	\$0	\$0	\$44,377	\$0	\$0	\$0	\$0
5.4.1	Replace Make-up Air Unit	3	Forecasted	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,869	\$0
6	Plumbing												
6.1.1	Replace Lodge Room Hot Water Tank Heater	3	Forecasted	\$0	\$0	\$0	\$0	\$0	\$0	\$7,749	\$0	\$0	\$0
7	Electrical												
7.1.1	Replace Original (1978) Electrical Equipment and Complete Electrical Audit	3	Forecasted	\$0	\$0	\$0	\$0	\$0	\$0	\$43,344	\$0	\$0	\$0
7.2.1	Lighting Upgrade	5	Forecasted	\$0	\$0	\$0	\$0	\$0	\$0	\$47,762	\$0	\$0	\$0
Total				\$0	\$0	\$0	\$264,464	\$205,233	\$232,232	\$98,855	\$0	\$36,648	\$0
\$ / ft²				\$0.00	\$0.00	\$0.00	\$13.92	\$10.80	\$12.22	\$5.20	\$0.00	\$1.93	\$0.00

Graph-Total Expenditures



Expenditure Summary Table

Expenditures Summary Table

	Uninflated	Inflated
Total For 10-Year Reporting Period	\$736,415	\$837,432
Forecasted Projects Total	\$736,415	\$837,432
Active Projects Total	\$0	\$0
Historical Projects Total	\$0	\$0
Total Per Unit	\$736,415	\$837,432
Total Per ft²	\$39	\$44
Average Annual Budget	\$73,642	\$83,743
Average Annual Budget Per Unit	\$73,642	\$83,743
Average Annual Budget Per ft²	\$3.88	\$4.41

Total Number of Units: 1

Average Area Per Unit: 19,000 ft²

Total Area: 19,000 ft²

Inflation Rate: 3%

1. Structure

1.1 Structural Frame

Description:

Structural drawings were not available to confirm the exact structural elements. However, structural investigations completed in 1980 and 2013 indicate that the original above grade structure consists of steel purlins supported by prefabricated metal frames and a combination of concrete grade beams and piles. Walls are infilled between the frames with concrete masonry units. Attic space reviewed in the 1990 addition (the Gun Range) shows a similar steel framed construction. The ground floor is a concrete slab on grade.

Condition / Recommendation:

We note no evidence of unusual settlement, displacement, or structural cracking in the areas reviewed. There is a crack in the slab on grade in the Main Hall; however, the Building Operator reports that this crack has not moved in some time. We note no excessive deterioration or settlement in the areas surrounding the crack. As such, major repairs are not expected.

Other interior structural elements are generally protected from weather and are not expected to require major repair within the report term.

2. Building Envelope

2.1 Walls

Description:

The exterior walls are clad in prefinished metal siding. Sealant is installed at the base of the walls and at door perimeters.

Condition / Recommendation:

The Building Operator reports there have been no ongoing problems with water leakage, but that during intense windstorms there are issues with drafts along the west wall. Although the majority of the cladding is intact and free of widespread deterioration, we note the following local deficiencies, some of which may be contributing to reported drafts:

- Corrosion at the base of the cladding along the west elevation;
- Isolated fasteners which are loose, missing, or corroded;
- Areas where the finishing paint has faded;
- Localized impact damage; and
- Sealants are generally debonded, split, and/or crazed.

The metal cladding is original to construction, and the deterioration noted is consistent with a cladding system of this age. Repairs should be completed to reduce the likelihood of further deterioration, and preserve the service life of the cladding. As such, we have included a budget for refurbishment, including replacing sealants, cleaning and recoating the cladding, and completing minor repairs to corroded and damaged areas.

2.1.1 Refurbish Metal Cladding

Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	Class	Status
\$80,025	\$87,445	2026	15	Recurring	3	Forecasted

2.2 Exterior Doors

Description:

Exterior doors are limited to the main entrances and fire exits. Entrances for the Main Hall and Lodge Room consist of glazed aluminum double-doors set in metal frames. The Gun Range includes a single glazed door. Fire exits are hollow-metal doors set in metal frames.

History of Repairs:

2022: Replaced fire doors (per Building Operator)

Condition / Recommendation:

The Building Operator reports no major concerns with the exterior doors, and we note no major deterioration or problems with the doors that we checked. Exterior doors are expected to be repaired or replaced individually as-needed, at a cost below the report threshold.

2.3 Sloped Roofing

Description:

The main roof is sloped and covered with metal roofing, which was covered with a coated sprayfoam system about 10 years ago.

There is a canopy on the east elevation also with pre-finished metal roofing.

All roof and canopy areas drain into prefinished metal gutters and downspouts that discharge at grade.

History of Repairs:

2013: Coated main roof (per Building Operator and received documentation)

Condition / Recommendation:

The Building Operator reports that there is leakage at the intersection between the original building and the 1990 expansion, which previous repairs have not completely mitigated. This leakage was not active during our review, but we did note some stained ceiling tiles in the area. There are also stained ceiling tiles in other interior areas, but the Building Operator notes that these are under mechanical penetrations and so have been addressed through mechanical repairs.

We note the following deficiencies at the roof level:

- Deterioration of the sprayfoam and coating throughout;
- Displaced insulation above the theatre, which we understand has fallen and been reinstated several times;
- Areas of ponding, particularly around mechanical penetrations where the sprayfoam coating has been installed too thick to allow proper drainage;
- Isolated sealant repairs which appear to have failed;
- Loose and corroded fasteners on the canopy;
- Isolated leakage through the canopy;
- Damage at the cladding intersection, presumably from birds as they reportedly regularly infiltrate the space between the spray foam and metal cladding; and
- The heat trace in the canopy drain line reportedly does not work.

The majority of the roof is original to construction, and so is 45 years old. Sloped metal roofs can last up to 40 years or more with diligent maintenance and regular renewal programs, but given the age of this roof and noted deficiencies replacement should be considered within the report term. A budget for this is included.

2.3.1 Replace Main Roof

Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	Class	Status
\$486,040	\$531,109	2026	40	Recurring	3	Forecasted

Project Phased

2026	2027	2028
33.33%	33.33%	33.34%
\$177,019	\$182,329	\$187,855

3. Fire Safety

3.1 Detection/Alarm

Description:

The building has a single-stage fire alarm system. The control panel was manufactured by Simplex (Model 4007-ES) and is in the Lodge Room lobby. According to provided reports, the fire alarm panel was installed in 2016.

The fire alarm system monitors smoke detectors, heat detectors, and manual pull stations at exits. Signaling devices include horns and strobes. According to provided reports, the majority of wiring and devices were installed in 2016 with the panel.

Emergency lighting is provided by battery-powered fixtures. The main electrical disconnect is also equipped with a transfer switch to allow for external generator hook-ups in the event emergency power for the entire building is required.

The Main Hall kitchen is equipped with a chemical suppression system.

History of Repairs:

2016: Replaced fire alarm panel (per Building Operator and provided documentation)

Condition / Recommendation:

The Building Operator reports there have been no major issues with maintaining the system, but that the alarm is falsely tripped frequently. The annual inspection report by Johnson Controls on May 8, 2023 identifies only maintenance-deficiencies, which we understand have since been addressed. However, the Building Operator reports that the false tripping is still an issue. We recommend having an additional review completed to identify any needed repairs to address this issue. We expect that the review and any minor repairs needed can be completed at a cost below the threshold of this report.

Pending these repairs, and given the absence of other major issues, no capital expenditures are expected within the report term. Minor repairs, as identified by ongoing inspections, are expected to be completed as part of regular maintenance.

4. Site

4.1 Site Features

Description:

Site features are generally limited to parking areas and drive aisles. There is a gravel accessway along the west and north elevations, and asphalt paved parking areas at the east and south.

There is a concrete paved sidewalk along the east elevation, providing access to main entrances. The west and north fire exits also include concrete paved landings.

Condition / Recommendation:

The asphalt paving is generally level and intact. There are transverse and longitudinal cracks throughout the main parking area and a small area with close-spaced "alligator" cracking, but no widespread settlement or deterioration. According to the Building Operator, the paving was overlaid approximately 15 years ago, which is consistent with visual observations.

We understand the existing cracks will be sealed this year. Pending these repairs, we expect the paving can be maintained over the report term by completing localized repairs as needed at a cost below the report threshold.

The concrete sidewalks and landings are generally in good condition. We note the northwest fire exit landing has some pitting and scaling of the surface but this would not affect its current use. There is no cracking or adverse deterioration in other concrete paved areas. As such, no capital expenditures are expected within the report term. Minor repairs are expected to be completed as needed at a cost below the report threshold.

5. HVAC

5.1 Furnaces

Description:

The building is primarily heated by seven gas-fired furnaces located in various mechanical rooms.

The Main Hall and adjacent meeting rooms/kitchen are heated through four furnaces:

- Two manufactured by Payne in 2021, each with an input heating capacity of 140MBH;
- One manufactured by Bryant in 2013, with an input heating capacity of 140MBH;
- One manufactured by Bryant in 2009, with an input heating capacity of 138MBH.

The Lodge Room is heated through two furnaces manufactured by Rheem in 1990, each with input heating capacities of 120MBH.

The Gun Range is heated through a single furnace manufactured by Lennox in 1990 with an input heating capacity of 160MBH.

History of Repairs:

2021: Replaced two Main Hall furnaces (per Building Operator and data plates)

2013: Replaced one Main Hall furnace (per Building Operator and data plates)

Condition / Recommendation:

The Building Operator reports no major issues with maintaining the furnaces.

The Lodge Room and Gun Range furnaces are over 30 years old, and therefore past a typical service life of 20 to 25 years. Given the lack of current concerns, we expect they can continue to be maintained for a few years, but budgets for their eventual replacement are included.

One of the Bryant furnaces is 14 years old, and has reportedly had some problems in recent years with the sensor getting blocked by collected dust. Given this, and a typical service life of 20 to 25 years, replacement may be required within the report term. We have included a budget for replacement towards the end of the report term.

The remaining furnaces are 10 years old or newer, and as such are not expected to require capital renewal within the report term.

5.1.1 Replace 1990 Lodge Room and Gun Range Furnaces

Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	Class	Status
\$20,350	\$22,904	2027	20	Recurring	3	Forecasted

5.1.2 Replace 2009 Bryant Furnace

Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	Class	Status
\$6,930	\$8,779	2031	20	Recurring	3	Forecasted

5.2 Air Conditioning Units

Description:

There are four external condensers on the roof which provide air conditioning through the main furnaces. One unit was manufactured by Lennox in 1989 and has a 5 ton cooling capacity. The other three units were manufactured by York. Their data plates were worn but they appear to be of a similar size and vintage, manufactured circa 1990 with approximately 2 tons of cooling. All units run on R-22 refrigerant.

Condition / Recommendation:

According to the data plates/labels reviewed, the cooling systems are approximately 33 years old, and therefore past a typical service life of approximately 20 to 25 years. Additionally, all the units use R-22 refrigerant, which is being phased out under the Montreal Protocol. This phase-out is expected to make R-22 refrigerant less available and more expensive, rendering continued repairs cost prohibitive. Given this, budgets for replacement has been included.

5.2.1 Replace External Condensing Units

Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	Class	Status
\$38,280	\$44,377	2028	25	Recurring	3	Forecasted

5.3 Exhaust Fans**Description:**

The building is ventilated through three roof-mounted exhaust fans. The Gun Range is also ventilated with a dedicated roof-mounted exhaust fan.

There are small individual fans washrooms and Lodge Room kitchen.

Condition / Recommendation:

Where checked, the rooftop exhaust fans were operating at the time of our visit. We assume these fans will be repaired or replaced individually as needed at a cost below the report threshold.

5.4 Rooftop Units**Description:**

Supplementary heating, cooling, and ventilation to the kitchen is provided by a packaged rooftop unit manufactured by Lennox in 2013. According to the data plate, the unit has an input heating capacity of 150MBH and a cooling capacity of 6 tons. The unit runs on R-410A refrigerant.

Supplementary ventilation to the Gun Range is provided by a make-up air unit manufactured by ICE in 2003. According to the data plate, the unit has an input heating capacity of 1,028MBH and an air volume supply of 8,500cfm.

Condition / Recommendation:

The units were operating at the time of our site review. No major issues were noted or reported. We understand that the units are reviewed regularly per your maintenance contract.

The rooftop unit is approximately 10 years old. A typical service life can range from 20 to 30 years, depending on maintenance practices. Given the lack of current issues and regular maintenance, this unit is expected to perform throughout the report term. Periodic repair and replacement of individual components (such as the compressors, burners, valves, blowers, etc.) are expected to be managed as a maintenance expense.

The make-up air unit is about 20 years old. This type of equipment has a standard service life of about 25 years, though it can last longer with diligent maintenance. Given the lack of current concerns, we expect the unit can continue to be maintained for a few years by completing minor repairs as needed at a cost below the report threshold. A budget for replacement is included towards the end of the report term.

5.4.1 Replace Make-up Air Unit

Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	Class	Status
\$22,000	\$27,869	2031	25	Recurring	3	Forecasted

6. Plumbing

6.1 Domestic Water Systems

Description:

The main water service line is in the main mechanical room in the Main Hall. The main incoming line is 1.5-inches in diameter and is metered. Backflow preventers are not installed.

Domestic hot water is generated by two gas-fired tank heaters:

- One manufactured by AO Smith in 2022 and serving the Main Hall kitchen, washrooms, and bar. It has a heating input capacity of 75MBH and a volume capacity of 98 gallons.
- One manufactured by GSW in 1991 and serving the Lodge Room kitchen and washrooms. It has a heating input capacity of 45MBH and a volume capacity of 31.5 gallons.

We noted copper distribution piping where exposed for review.

History of Repairs:

2022: Replaced Main Hall hot water tank heater (per Building Operator and data plates)

Condition / Recommendation:

No major problems or leaks in the domestic water systems were reported. Given the limited nature of the domestic water systems, and the lack of major concerns, wholesale replacement is not expected to be needed within the report term. Any necessary repairs and replacements are expected to be handled as needed as part of interior renovations or at a cost below the report threshold.

Many municipalities are starting to enact bylaws requiring the installation of backflow preventers on the incoming domestic water line. While we are unaware of any regulations in your jurisdiction, we recommend installing a backflow preventer on the main incoming line prevent contamination of potable drinking water. We expect this can be completed at a cost below the report threshold.

The hot water tanks appear functional, and no major issues were reported. Hot water tanks of this style have a varying service life of 10 to 15 years or more, depending on usage. The Lodge Room unit is approximately 32 years old, though given the lack of current concerns immediate replacement is likely not needed. We have included a budget for its replacement in the mid-term of the report. The Main Hall unit is new, and as such we expect it can be maintained throughout the report term.

6.1.1 Replace Lodge Room Hot Water Tank Heater

Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	Class	Status
\$6,490	\$7,749	2029	15	Recurring	3	Forecasted

6.2 Drainage Systems

Description:

The sanitary system consists of individual plumbing fixtures and drains that discharge to the buried sanitary services line.

The storm drainage system controls rainwater runoff for the site. The roofs are drained by eaves and downspouts that discharge directly on-grade. The site drains to municipal drains in the adjacent street.

The type of buried drainage piping could not be confirmed.

Condition / Recommendation:

No problems with the drainage system were reported to us during our review and interview.

The condition of the buried and concealed piping cannot be evaluated visually. We recommend that drains be flushed and scoped routinely. This maximizes the service life of the piping and also helps identify repair needs. We assume this will be done as part of ongoing maintenance.

7. Electrical

7.1 Electric Supply and Distribution

Description:

Electricity is supplied underground via a pole-mounted transformer at the west side of the property.

The main disconnect switch is in the Lodge Room electrical room. The incoming service is rated at 400A, 250V.

Power is distributed to secondary disconnect switches and circuit breaker panels in the Lodge Room and Main Hall electrical rooms. Switches are typically rated at 100-400A, 240V, while panels are typically rated at 200 or 225A, 250V.

Condition / Recommendation:

No problems with performance or service capacity were reported by the Building Operator. We note some concerns with the current configuration of the electrical systems for the theatre lighting, which is in the secondary service room. The configuration is disorganized, with many conduits and cables covering other outlets and panels and some equipment/materials stored within three feet of the major panels. We recommend having the stored materials moved to provide the appropriate equipment clearances, and having the existing cables organized and tied to the side. This is expected to be completed as an operations expense.

Major electrical equipment has an average service life of about 40 to 50 years. As such, the building is approaching an age where some capital expenditures are likely to be needed, but the scope and timing of such work is difficult to predict. Based on age, we expect that the original 1978 equipment will need to be replaced within the report term. At this time, you may wish to have an electrical audit completed to find any additional efficiencies in the electrical design and pending the outcome of the review, potentially upgrade or replace other electrical components. A budget for the audit and replacement of the original 1978 equipment is included, while additional recommendations that may be provided in the audit are deemed discretionary and are not included in our forecast budget estimates.

We recommend that all panels and equipment be thermally scanned every few years to identify hot spots that require repair. The scans and related repairs found to be needed (assuming minor tightening, etc.) are assumed to be a maintenance expense.

7.1.1 Replace Original (1978) Electrical Equipment and Complete Electrical Audit

Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	Class	Status
\$36,300	\$43,344	2029	45	Recurring	3	Forecasted

7.2 Lighting

Description:

Interior lighting is typically limited to ceiling mounted strip fluorescent fixtures with T8 lamps. Some washrooms and storage areas include simple ceiling mounted lamps with LED and compact fluorescent bulbs. There is also specialized theatre lighting in the Main Hall.

Exterior lighting includes wall mounted fixtures with a combination of HID and LED lamps.

Condition / Recommendation:

The existing fixtures are functional, and we understand individual lamps are upgraded as they burn out. We expect this strategy can continue if desired, but have included a discretionary allowance to upgrade the lighting systems to improve on aesthetics and energy efficiency. Some utility providers offer grants which may be used to offset these costs; however, as we are unaware of any current offers in your area these have not been included in the budget allowance.

7.2.1 Lighting Upgrade

Present Cost	Inflated Cost	First Occur.	Cycle	# Occurrences	Class	Status
\$40,000	\$47,762	2029	N/A	One time	5	Forecasted

Scope Of Work

Authorization

This report was prepared at the request of Jace McLean of the Town of Claresholm as a capital plan for the property.

Mandate

Our scope of work is in general conformance with the ASTM Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment (ASTM E2018-15) with specific exceptions:

- We considered a higher capital threshold than is recommended by the Standard to better align with the scale of the building and typical management objectives;
- We did not make requests to building and fire officials for outstanding work-orders or violations on file; we believe this is part of your legal due diligence;
- We make no comment on requirements of the Americans with Disabilities Act (an American standard which does not apply here) or any RBQ or NBC of Canada barrier-free provisions as these generally apply to new construction only;
- We make no comment on seismic or flood plain risks; and
- We did not review rent roll, lease agreements, zoning or other documents related to the business operations at the site.

The purpose of this report is to provide a general indication of the present physical condition of the building with respect to easily visible portions of the structure; enclosure; site work; mechanical, electrical, and plumbing systems; active fire safety systems; and elevating devices. Passive fire safety systems (e.g., fire containment and egress), and interior finishes, furniture, and tenant equipment, are specifically excluded from our mandate. We were to record deficiencies or conditions noted during a single visual walk-through review that, in our opinion, will likely require Capital expenditures by the Owner over the next 10 years. Capital expenditures are defined as expenditures that are expected to exceed an annual threshold of \$5,000, and are not normally associated with routine maintenance.

Our opinions of cost, assume a prudent level of ongoing maintenance. It is not within our mandate to check the adequacy of existing maintenance practices, or confirm that all mandatory system tests and inspections have been completed (e.g., annual fire alarm testing). In the course of our review, we may identify some maintenance-type issues, but this should not be seen to indicate that a maintenance audit has been completed.

Our mandate was to complete a visual walk-through survey of items, components, and systems that are conspicuous, patent, and that may be observed visually during the walk-through survey without intrusion, removal of material, exploratory probing, and the use of special equipment or design calculations. Therefore, concealed physical deficiencies and design inadequacies are specifically excluded from our mandate. Our interviews of building personnel attempt to uncover known concerns at the property, but we cannot attest to the integrity or knowledge of the interviewees, nor can this process, or the scope of work in its entirety, be considered technically exhaustive or be considered to eliminate all risks related to owning this property. Only conditions actually seen during examination of representative samples can be said to have been assessed, and comments on the balance of the conditions are assumptions based upon extrapolation.

Our mandate does not include an exhaustive review of visible conditions against all code, property standards by-law, or other legislative requirements that existed at the time of construction, or that may retroactively apply, including Human Rights Code violations. During our review patent concerns may be identified such as adequacy and acceptability of guards (at balconies, stairs, retaining walls, etc.), window opening restrictors, daytime light levels in corridors, stairs, and garages, elevator equipment guarding, and backflow preventers or other potential compliance concerns. The inclusion of these findings in the report does not imply or infer that an exhaustive review has been completed.

Our mandate is to provide opinions of probable costs that reflect the repair strategies that we foresee and should be considered preliminary budgets only. Accurate figures can only be obtained by establishing a scope of work and receiving quotes from suitable contractors. We cannot guarantee the actual age of equipment, apparent maintenance practices, or the service lives that we have predicted. Time frames given for undertaking work represent our opinion of when to budget for the work. Failure of the item, or the optimum repair/replacement process, may vary

from our estimate. There can be no assurance that this forward-looking information will prove to be accurate, as actual results and future events could differ materially from those anticipated. Accordingly, readers should not place undue reliance on forward-looking information. Typically further investigation and design will be needed to firm up construction budgets and timing for any significant projects.

In selecting repair strategies, we try to select strategies to match the client's business strategy for the building, when this is communicated to us. In many circumstances, more or less conservative repair approaches could be selected. Our opinions of costs apply only to the strategies described in our report.

Our review was intended to identify conditions resulting from past and current uses. Additional evaluation may be required if a change of use, renovations or additions are anticipated.

Our work is subject to the terms, conditions and limitations referenced in the Authorization for Service issued at the time of engagement.

Survey Method

WSP reviewed the building structure; the building envelope; portions of the interior; the site; active fire safety systems; and mechanical, electrical, and plumbing systems. The site visit was completed on July 11, 2023.

Our field observer and report writer was Lauren Erickson. The report was reviewed by Rob Bauer of WSP.

The survey consisted of a visual review of samples of the following:

- the exterior walls from ground level; sample locations from roof level; and from interior areas where possible;
- the roofs;
- service areas;
- common areas; and
- the perimeter site.

Information Provided

Jace McLean, Director of Infrastructure, and Shayne Peterson, Building Operator, answered our questions about the history of performance of the various systems, described existing capital plans, etc., and accompanied us during our site visit.

The following documents were provided:

- Fire Alarm System Annual Test and Inspection Report, prepared by Johnson Controls, dated May 8, 2023
- Fire Alarm System Verification Report, prepared by MPE Engineering Ltd., dated December 16, 2016
- Structural Review Report, prepared by MPE Engineering Ltd., dated February 20, 2013
- Structural Investigation Report, prepared by Underwood McLellan Ltd., dated February 1980
- 1990 Addition Floor Plans
- 1990 Building Inspection Certificate

We trust that this report addresses your requirements. Should you require clarification, please contact the undersigned.

Respectfully submitted,
WSP Canada Inc.

- DRAFT

Lauren Erickson, EIT
Project Manager

- DRAFT

Rob Bauer, P.Eng.
Manager, Building Science (AB)

Limitations

WSP Canada Inc ("WSP") prepared this report solely for the use of the intended recipient, Town of Claresholm, in accordance with the professional services agreement. In the event a contract has not been executed, the parties agree that the WSP General Terms for Consultant shall govern their business relationship which was provided to you prior to the preparation of this report.

The report is intended to be used in its entirety. No excerpts may be taken to be representative of the findings in the assessment.

The conclusions presented in this report are based on work performed by trained, professional and technical staff, in accordance with their reasonable interpretation of current and accepted engineering and scientific practices at the time the work was performed.

The intended recipient is solely responsible for the disclosure of any information contained in this report. If a third party makes use of, relies on, or makes decisions in accordance with this report, said third party is solely responsible for such use, reliance or decisions. WSP does not accept responsibility for damages, if any, suffered by any third party as a result of decisions made or actions taken by said third party based on this report.

The content and opinions contained in the present report are based on the observations and/or information available to WSP at the time of preparation, using investigation techniques and engineering analysis methods consistent with those ordinarily exercised by WSP and other engineering/scientific practitioners working under similar conditions, and subject to the same time, financial and physical constraints applicable to this project.

It is understood and agreed by WSP and the recipient of this report that WSP provides no warranty, express or implied, of any kind. Without limiting the generality of the foregoing, it is agreed and understood by WSP and the recipient of this report that WSP makes no representation or warranty whatsoever as to the sufficiency of its scope of work for the purpose sought by the recipient of this report.

Only the specific information identified has been reviewed. No physical or destructive testing and no design calculations have been performed unless specifically recorded. Conditions existing but not recorded were not apparent given the level of study undertaken. Only conditions actually seen during examination of representative samples can be said to have been appraised and comments on the balance of the conditions are assumptions based upon extrapolation. Therefore, this work does not eliminate uncertainty regarding the potential for existing or future costs, hazards, or losses in connection with a property. We can perform further investigation on items of concern if so required.

Applicable codes and design standards may have undergone revision since the subject property was designed and constructed. Unless specifically included in our scope, no calculations or evaluations have been completed to verify compliance with current building codes and design standards.

Unless otherwise agreed in writing by WSP, the Report shall not be used to express or imply warranty as to the suitability of the site for a particular purpose. WSP disclaims any responsibility for consequential financial effects on transactions or property values, or requirements for follow-up actions or costs.

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WSP makes no other representations whatsoever concerning the legal significance of its findings.

WSP is not investigating or providing advice about pollutants, contaminants or hazardous materials. The Client and other users of this report expressly deny any right to any claim against the Consultant, including claims arising from personal injury related to pollutants, contaminants or hazardous materials, including but not limited to asbestos, mould, mildew or other fungus.

Budget figures are our opinion of a probable current dollar value of the work and are provided for approximate budget purposes only. Accurate figures can only be obtained by establishing a scope of work and receiving quotes from suitable contractors.

Time frames given for undertaking work represent our opinion of when to budget for the work. Failure of the item, or the optimum repair/replacement process, may vary from our estimate.

WSP disclaims any obligation to update this report if, after the date of this report, any conditions appear to differ significantly from those presented in this report; however, WSP reserves the right to amend or supplement this report based on additional information, documentation or evidence.

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This limitations statement is considered an integral part of this report.

Photos



Photo #1: East Elevation



Photo #2: South elevation



Photo #3: West elevation



Photo #4: North elevation



Photo #5: Sealant deterioration



Photo #6: Typical corrosion at west elevation



Photo #7: Overview roof



Photo #8: Typical deterioration on sprayfoam coating

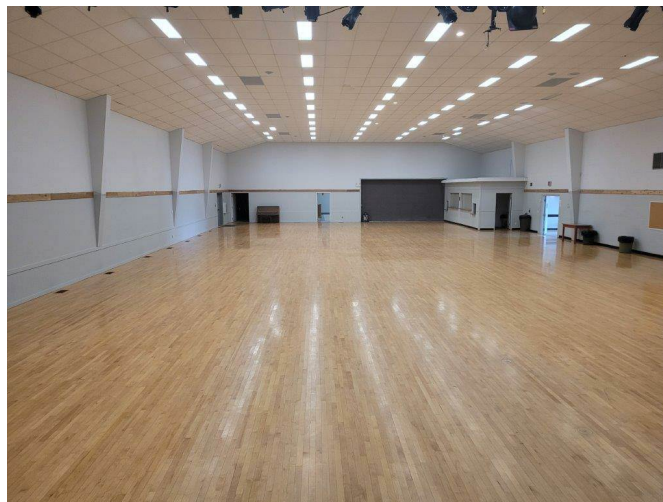


Photo #9: Overview Main Hall



Photo #10: Fire alarm panel



Photo #11: East parking lot



Photo #12: Overview rear drive aisle



Photo #13: Main Hall Furnaces (2021)



Photo #14: Main Hall furnace (2009)



Photo #15: Typical Lodge Room furnace



Photo #16: Gun Range furnace



Photo #17: Typical condensing units



Photo #18: Kitchen rooftop unit



Photo #19: Main Hall hot water tank heater



Photo #20: Lodge Room hot water tank heater



Photo #21: Typical original electrical equipment (Main Hall)



Photo #22: Typical 1990 electrical equipment (Lodge Room)



REQUEST FOR DIRECTION

Meeting: October 23rd, 2023
Agenda Item: 19

RESIDENT CONCERN OVER AGGRESSIVE DEER

DESCRIPTION:

Councillor Carlson was approached by a concerned resident regarding aggressive deer in town attacking dogs. The resident has requested that Council discuss this matter and Councillor Carlson will speak to it.

ATTACHMENTS

1. Deer Tips

PREPARED BY: Abe Tinney – CAO

DATE: October 19, 2023

Deer Tips

If you experience an aggressive deer incident, defined as “deer chasing, or kicking, at a person or pet resulting in damage or injury,” you should:

1. Call 9-1-1 if you feel threatened or witness someone being threatened by an aggressive deer.
2. Contact the Report-a-Poacher line at 1-800-642-3800 to report the incident. They will determine if further action is required.

Avoid Deer Conflict

Although deer aren't considered dangerous, they can act aggressively toward people and dogs to protect themselves or their fawns. Here are some strategies to reduce the chance of deer-human conflict:

1. **Never feed deer.** Feeding deer can cause them to associate people with food; they can act aggressively when hungry. Reliance on unnatural food sources poses challenges for deer in the winter when food sources are less abundant, increasing aggression.
2. **Deter deer from your yard.** Plant unpalatable species, remove bird feeders, use tree guards, rake up crab apples (or remove fruit trees altogether). If deer sleep in your yard, place objects randomly like patio furniture to disrupt sleeping areas. Don't let your dog chase deer out of your yard as this may encourage aggression.
3. **Give deer their space.** Deer may act aggressively if threatened. When walking, cycling, etc., change your course to give deer as much room as possible. When driving in the presence of deer, slow down.
4. **Keep dogs on leash.** Unleashed dogs often chase/scare deer causing them to run into traffic or encourage aggression. If a deer approaches a dog on leash, back away and seek an alternate route. Don't attach your dog leash to yourself.
5. **Behaviours to Watch For.** If deer feel threatened, their ears will be back and they will stomp their feet and sometimes snort.

Avoid Deer Conflict When Walking to School

Although deer aren't considered dangerous, they can act aggressively to protect themselves or their fawns. Children and youth should be informed on how to avoid deer conflict when walking to school.

The most important advice is to give deer their space. Deer are wild animals and may act aggressively if they feel threatened. Use the following tips to reduce the possibility of an aggressive deer encounter.

1. Safety in numbers. Walk with others when possible.
2. Change your path to give deer as much room as possible – this may involve crossing to the other side of the street or moving off the pathway system in a park to take a wider route around deer.
3. If you can't safely go around deer, back off and wait for deer to move on.
4. Never knowingly walk between deer. Deer may be protective over fawns or other deer and you don't want to be perceived as a threat.
5. Don't chase deer. Urban deer are very used to people and may not run off leaving you too close to unafraid deer. Deer that do run off may run into traffic causing an accident.
6. Never feed deer. Feeding deer can help deer associate people with food and they can act aggressively when hungry. An aggressive deer may have to be euthanized by wildlife authorities. A fed deer is a dead deer.

Report aggressive deer incidents to your teacher or parents. They can further determine if the incident should be reported to the appropriate authorities.



CAO REPORT

October 23rd, 2023

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

- Attended several meetings with RDN and Tango Networks to prepare for Oct. 23rd Council delegations.
- Attended the yearly Alberta Municipalities convention and attended the following education session: Managing in a Hybrid World and Help Wanted: Staffing and the Future of Small Communities
 - o Managing in A Hybrid World consisted of a panel of CAOs discussing their municipality's approach to hybrid work. There was panel representation from the private sector, legal (lawyer), and medium and small cities and towns. Coming out of COVID, many municipalities maintained remote or hybrid work places, some even transitioned to 4-day work week (County of Lethbridge). Each municipality had a different approach and implementation to remote work. Generally each municipality looked at remote work as a positive work/life balance of its employees, while one small city expressed frustrations and overall dissatisfaction with their program.
 - o Help Wanted – this conversation centered on the experiences of CAOs, and particularly the declining tenure of COAs across all municipal levels. This session was a part of the Future of Municipal Government Series (<https://www.abmunis.ca/advocacy-resources/governance/future-municipal-government>), which consists of a number of academic studies/papers on local government.
 - The Paper covered three trends in CAO tenure: changes to CAO tenure over time; frequency of CAO transitions over time, and; timing of CAO transitions.
 - CAO tenure has declined over the last two decades, and in all municipality types (cities, towns, villages), the tenure is less than one term.
 - Summary of findings of the paper are as follows:
Some of the data presented in this study are positive. CAOs generally seem to be public servants who take high levels of pride and ownership in their work. They seem to have positive working relationships with their administrations. There is clear variation across municipalities, and there are certainly examples where the CAO role appears to be strong and stable, suggesting positive things about the dynamics and context in those municipalities.
However, on the whole, the data across Alberta municipalities point to a number of alarming trends. CAOs' tenure is steadily shortening, with a clear theme emerging from the interviews and survey data that the political dynamics are a major part of the problem. CAO transitions are costly for municipalities in many ways: the financial cost of departures, recruitment processes and onboarding of new hires; the disruption in the organization and energy taken away from other

priorities to focus on settling a new leader into the role. As one survey respondent said: “the shelf life of a municipal CAO is short — and as a result becomes extremely costly for municipalities.” What are the broader implications of these trends?

The disruptions, challenges and stresses of the past few years have intensified existing challenges in Alberta’s municipal sector. Longstanding financial pressures have reached the point of crisis, with rising costs of everything from fuel to materials to labour. Existing community challenges including housing affordability, mental health and addictions, poverty and more have been exacerbated. The landscape and conditions shaping the experiences of the top professional municipal role have also changed.

At a time when top talent can increasingly live and work anywhere why should they choose Alberta’s communities? At what point do the political dynamics make the role undesirable for those who have other options?

BYLAW

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

HR/TAX

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Abe Tinney
CAO

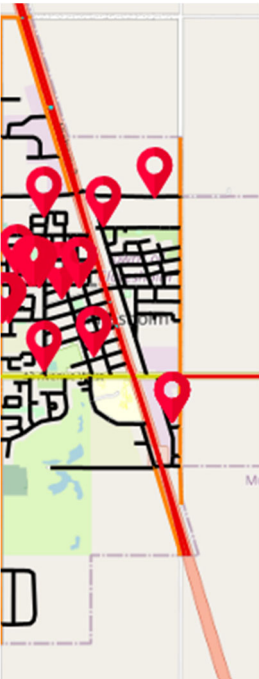


INFORMATION BRIEF

Meeting: Oct. 23, 2023
Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT Sept. 17, 2023/Oct. 17, 2023

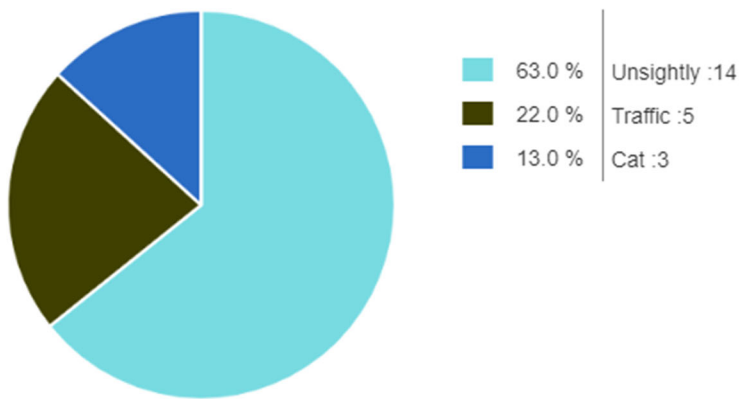
Report Mapping



Sept/Oct. Highlights:

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.
2. 3 Animals brought into CARES
-3 Cats
3. Unsightly Properties has slowed down with the changing of the season.
4. Bylaw Office started 22 files between Sept. 17, 2023- Oct. 17, 2023.
5. With the changing of the seasons calls are down.
6. Radar signs to be removed at months end.
7. Traffic calls are on the increase as there are more detached trailers being left at Weigh Scales.

Total number of requests by Service Type :



Opened	Closed
2	12
1	4
0	3

DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 9/25/2023 - 10/20/2023

Claresholm

Financial

- We have successfully implemented the integration of Muniware with Questica and Questica has been rolled out to all managers and drafting the 2024 budget is well underway.
 - Questica will automate monthly budget to actual reporting to department heads and give access the financial transaction details included within those reports, even offsite (Utilities Manager, Dir of Infrastructure, Museum Director, etc.) as it is cloud based.
 - It also will allow managers to take a more active roll in budgeting for their departments and provide greater detail and transparency to those budgets.
- August month end was completed with corresponding Council Financial Statements included on the Oct 10th Council agenda.
- ATCO Gas Franchise Fee increase notice was advertised in the Local Press and is set to take effect on Jan 1st.
- Fortis Franchise Fee also went to Council to consider increasing the franchise fee rate. It was passed to increase from 5% to 6%. This has been advertised in the Local Press on October 18, and will run in the paper again on October 25th. This is again for an effective date of January 1st.
- Drafted bylaw amendment for inflationary fee increases for the water and sewer utility bylaw. This is being presented to Council for first reading during this meeting (October 23rd)

General

- New garbage bylaw (Solid Waste Management) passed 1st reading and is being presented at this meeting for 2nd and 3rd reading. This bylaw is the legislation for our new automated curbside collection program that will be rolling out within the next few weeks (assuming our new truck arrives soon). This bylaw does come with a slight fee rate change, but it is very minor.
- Beginning preparation on new Asset Retirement Obligation accounting standards that come in affect for our 2023 Audit. This new standard will involve accruing a liability for items such as the remediation of buildings that contain asbestos, which will require an estimate be obtained on the cost of that remediation.
- Insurance renewal questionnaire has already been received and completed for the 2024 year, starting the process for renewing our insurance for 2024. This is a fairly lengthy document/procedure every year with lots of information having to be gathered/provided.
- Working with ADP to address a few issues that have arisen related to ADP GL integration and personnel changes, including onboarding/reactivating Mayor and Councillor after byelection.

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

DEVELOPMENT DEPARTMENT REPORT

For: 9/20/2023 – 10/18/2023



Development Permits

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

Compliance Requests

- ❖ 5 compliance requests received.

Miscellaneous

- ❖ Local Press Ads – Land Use Bylaw Amendments, Bylaw reminders, RV parking, compost area, etc.
- ❖ September 25, 2023- cohort check in meeting for asset management.
- ❖ October 4, 2023 – Rural development meeting in regards to final reports. Reviewed draft findings.
- ❖ Community Development Committee meeting held October 12, 2023, updated on recent areas structure plans progress, new developments, and inquiries.
- ❖ October 11, 2023, investors meeting – land inquiry.
- ❖ Assisted Fire Department with their application to the Community Foundation of Lethbridge and Southwestern Alberta for new equipment.
- ❖ Continued work with GrantMatch to find funding for budgeted items/projects.

On-going projects

- ❖ Area Structure Plan – Development by Design, Associated Engineering presented findings on the background studies with the landowner. Development stats, etc. sent to Associated Engineering, initial concept plan circulated.
- ❖ Amundsen Park project – lots of work completed. Kinsmen grant application successful, final budgeting to utilize the three current grants. Remaining portions to be completed spring 2024 (final plantings, seeding, bench/table install, etc.).
- ❖ Annexation – awaiting notification from LPRT.

*Submitted by
Tara VanDellen
Development Services Manager*

October FCSS REPORT TO COUNCIL

- Attended a virtual round table meeting with Minister Jason Nixon. The issues raised were key concerns related to mental health, elder abuse prevention, transportation, funding, culturally appropriate program development, grants, and caregiver supports. Minister Nixon's mandate seems to revolve mostly around housing. No mention of anything to do with his FCSS departments.
- We have been hosting monthly craft nights and they are very well attended. The last one was full with 20 participants.
- We have taken over the Senior Indoor Walking Group. It is being held on Tuesdays and Thursdays from 9 to 10 at no cost. There is usually about 12 participants so far. We have introduced soft music while they walk and at first, they were against this but have since told us they really like the music.
- Monday and Wednesday, we are holding a Stretch and Strength class (27 participants) and Chair Yoga (26 participants) for everyone but mostly seniors. These activities keep us connected with the senior population.
- Tumbling Tots is still actively running at the Pentecostal Church in the basement. Kirsten Van Diesen is doing a great job with running the program. I discussed planning a Halloween celebration, so I am preparing activities for Oct. 30th.
- I attended the Healthy Aging Summit in Calgary. It was an amazing turnout for a first-time event. There were 350 participants at the event and 275 attending virtually. They had 55 speakers that talked on all parts of older adult life.
- Senior Lunch and Learn for Oct. 20th is on Seniors and Money. We have been full since we advertised it and we are still getting people wanting to join.
- We have had to postpone the opening of the Teen Group again. The date to start is November 7 in the Mezzanine of the Arena.
- Ali and I held a Cross-cultural Event this week and we had 4 participants which is disappointing but there was some great discussion had. The presenters will be sending their slides so I will be able to share with others. There was a lot of information shared.

- There has been a steady increase of clients coming in the door as the needs of the community are getting greater.
- I have been looking at the new program for budget and financial software, Questica. It seems like it will be easy to maneuver.
- Other events are still ongoing: Family Bingo – once a month, Drumming Circle- once a month, Creative Kids – once a month, Interagency – once a month, Lunch and Learn partnering with Cottonwood – once a month, and Caregiver’s Support Group – once a week
- Granum is also offering Lunch and Learns and craft nights. Friday afternoon is the kids’ programming and there is a plan to bring the Granum kids into Claresholm for the evening of Old-Fashioned Christmas. Eliise Jeffers is doing an amazing job at stirring up events for the hamlet.

TOWN OF CLARESHOLM FIRE DEPARTMENT

MONTHLY UPDATE

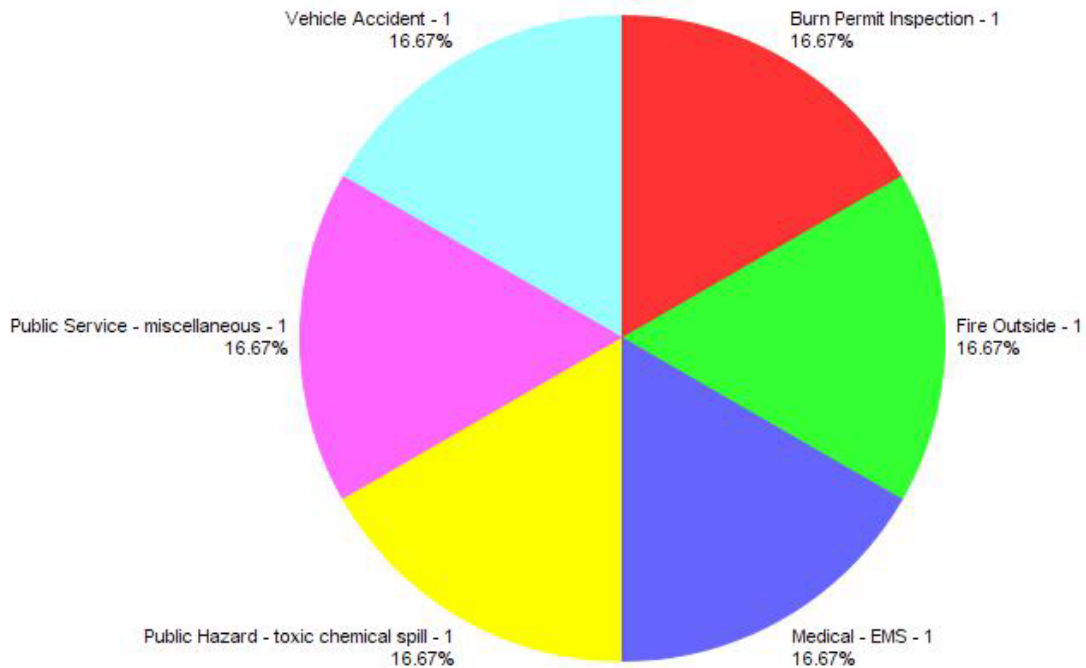
FOR THE PERIOD OF: 20-SEPTEMBER-2023 To 17- OCTOBER-2023

1. A slow month for the members of the fire department as we wrap up harvest and move into fall. This reporting period saw the members respond to only 7 events; which is probably the slowest month we've had since the beginning of COVID in 2020.
2. There is currently only one safety codes file open in the town, and that will be wrapped up by the end of the month. Starting in November, the Chief & Deputy Chief will begin their annual inspections of all Town of Claresholm owned properties, as well as our annual inspections of Porcupine Hills Lodge, and Cottonwood Village. As a reminder, the Quality Management Plan (QMP) for the Town outlines our level of service and response as Fire Safety Codes Officers. As such, inspections are only conducted on a complaint or request basis.
3. The week of October 8th saw our Fire Prevention Officer (Captain George Douros) and other firefighters engaging with the schools, pre-schools, as well as the public to spread the message about kitchen fire safety. Students from West Meadow Elementary were invited to enter a Fire Safety Themed coloring contest for a chance to win one of three prizes from Claresholm Rec Services – stay tuned for announcement of the winners. Claresholm fire also hosted an open house on the afternoon of October 14th, 2023 from 1-2pm which was attended by 15-20 people including the Mayor, Councillor Ross, and CAO Tinney. Our second portion of the open house, focusing on recruitment, was not successful, as we had no one come by the fire hall. Recruitment efforts are ongoing, although it is difficult.

4. With the rain and cooler weather, the Fire Chief has removed the Fire Advisory for the Town. Although as you can see, the fire danger in our response are of the fire protection area remains in the extreme region.
5. Attached is the call break down for the reporting period, as well as the local fire danger.

Respectfully submitted,

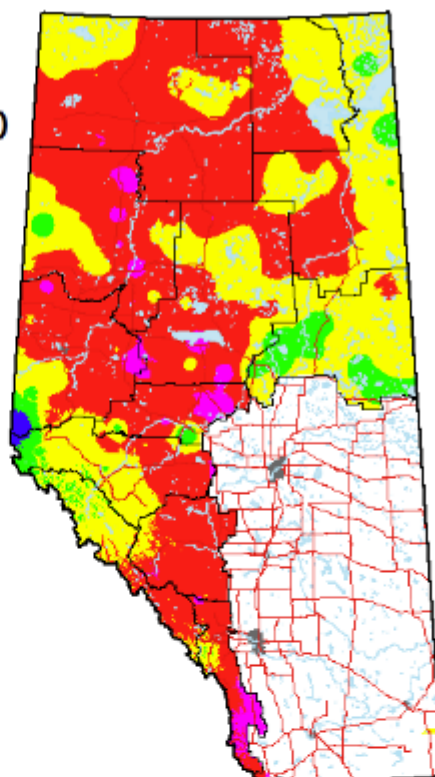
Craig White
Fire Chief
Town of Claresholm



Alberta

Fire Danger (Fire Weather Index)

forecasted for October 19, 2023



Alberta Government
© 2023 Government of Alberta
Map created on Oct-19 at 09:07

How to interpret the fire danger map

Low: Fire can still ignite but is not expected to spread to deeper vegetation layers or larger fuels, such as trees.

Moderate: Creeping or gentle surface fire is likely.

High: Forest fuels are dry and fire risk is serious. Moderate to vigorous surface fire is expected, which may spread to treetops. Conditions may be challenging for fire suppression efforts.

Very high: High-intensity fire is expected and likely to spread to treetops. Fire is expected to start easily and to challenge suppression efforts.

Extreme: Forest fuels are extremely dry and pose a very serious fire risk. Fast-spreading, high-intensity fires are likely, which are very difficult to control.

OCTOBER 2023

HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources/Payroll

We are currently in the process of recruiting for the recently vacated position of Economic Development Officer. We hope to have the position filled by the end of November depending on the availability of the successful candidate.

Assessment and Taxation

Tax arrears letters will be sent out near the end of this month or early in November.

There are still five (5) properties on the tax arrears list this year. Any properties on the list with outstanding arrears at March 31st, 2024 are subject to auction in 2024.

Below is the amount of outstanding taxes, at October 17th, 2023 not including TIPPS Participants.

Taxes outstanding are **\$275,223.87** summarized as follows:

\$ 228,020.11	Past due outstanding (2023 taxes not paid by July 31 st)
\$ 23,334.95	Arrears including previous penalties
\$ 23,868.81	On 2023 Tax Arrears List. Subject to auction in 2024.

The two assessment appeals that were filed against the 2022 Assessment for the 2023 taxes have been withdrawn. Benchmark Assessments were able to negotiate a minimal reduction of \$175,000 total in assessment that resulted in \$2,778.91 less municipal taxes. There will be no appeal hearings in 2023 thus no extra cost to the Town as a result.



Infrastructure Services Report



October 2023

Jace McLean

Director of Infrastructure

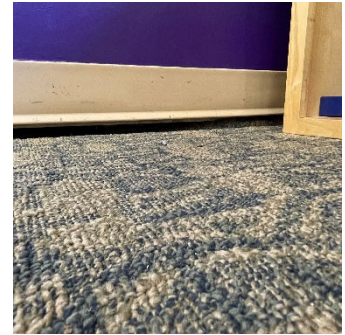
Arena

The Arena opened on September 25th. Lines were installed on the ice to accommodate ringette, as we had interest from an out-of-town league to host games.

Town Buildings

The regular monthly inspection of Town owned buildings continues.

Administration received an estimate to level the library floor with poly urethane foam to remedy the slab settling due to poor compaction during construction. We will orchestrate this job around the library schedule to minimize down time.



Equipment

Maintenance and repairs are ongoing. No major issues to report.

Parks

The Fall tree planting was completed. The Town crew planted 22 trees around town in parks and greenspaces.

Amundsen Park has been completed for the Fall, with seeding, irrigation, and tree planting scheduled for Spring.



Garbage

The collection program is working as normal.

The new bins will start arriving in Claresholm on October 23rd. Town crews will be busy delivering curbside bins to every residence in Town.

The new garbage truck experienced some delays in construction. The wrong fuel tank was ordered, and the correct tank was on back order, now they are dealing with computer issues. The truck is expected to arrive in the next couple weeks.

Storm Water/Drainage

The Westlynn Storm Trunk project construction is due to begin October 23rd. Construction is set to be completed by early November.

Cemetery

Seven new trees were planted at the Cemetery for the 'Memorial Tree Program'.

The Town crew has been busy with burials.

Sanitary Sewers

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

Streets

Streets are being swept whenever an operator is available to keep leaves out of our storm water system. This is an ongoing job until the snow starts to fly.

Sidewalks

Complaints are still coming in about sidewalks. Every year we fall further behind on our sidewalk replacement list, as per the infrastructure master plan.

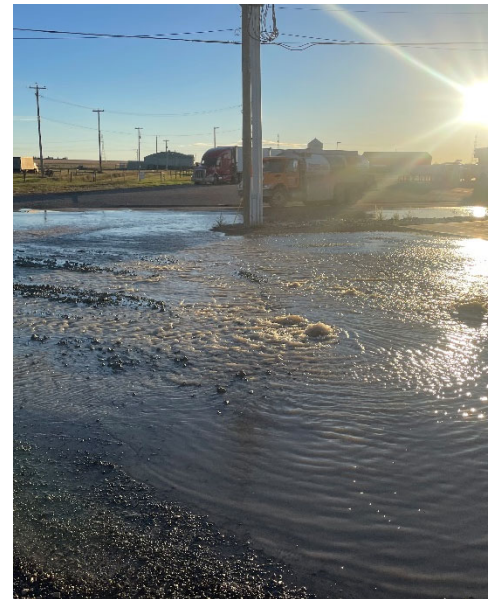
Water Distribution

We experienced a water main leak on October 19th North of Elite Car and Truck Wash. The cause of this leak was a structural failure of a coupler used in the installation of the carwash service. Town crews had the main fixed and back in service by early afternoon.

Dead-End hydrants were flushed around town to improve local water quality. This is done every 6 months by the Town crew.

Hydrants that do not drain were pumped out to prepare for winter. Hydrants need to be pumped if they are in an area of high groundwater, if the drain is nonfunctional, or if a drain plug has been installed, usually due to high ground water.

The yearly valve exercise program is underway. 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.



Recycling

Recycling program is working well.

Staff

The Town Crew participated in an 'Urban Tree Planting' course on October 11th. The course was through Arbor Canada and focused on proper urban planting techniques and how to increase the survival rate of nursery stock. With the Town Crew planting 20-40 trees in town every year, this course was long overdue.



CLARESHOLM RECREATION

September-October 2023 Recreation Report



Authored by: Denise Spencer

October 19, 2023



CLARESHOLM RECREATION

ARENA

- All bookings for the Claresholm Arena are posted to the calendar located at claresholm.ca
- Claresholm Skating Club has removed the additional hour of instruction for Fridays from 4-5pm in Addition to their ice slots Monday & Wednesday evenings.
- FCSS Teen Center is scheduled to start at the Arena Mezzanine October 2023
- The New Fox Diner has returned to the Rink for 2023-24

CAC

- Our fall line-up for programing was light due to staffing uncertainty the end of August
 - After school lessons were well attended, but we definitely noticed a decline which could be in part to no registration fair this year.
- Staff training is ongoing.
 - Inservice was held September 17, review of administrative procedures and registration training
 - Next inservice will be held October 22
- West Meadow School has started their Friday Discovery Days Program. This will run for 3 weeks
- Our 1pm Aquafit for Monday, Wednesday, and Friday continues to be our top adult program with 16 + participants regularly attending. Boot camp numbers are low, this should pick up in January
- Work has started for the January through April Program guide, set to be released November 29th, sooner if completed.
 - This publication is vital to getting our programing to community members.

Tennis Courts-Pickleball

- Indoor Pickleball started at West Meadow Elementary School September 7, it runs Monday and Thursday throughout the school year.
- They are averaging 14-22 participants per evening.

Dog Park

- Volunteers filled gopher holes along the fence line pathway, and in the middle loop in early September, then recently reapplied top soil to those areas, and other holes in the Park.

Tree Planting Workshop

- Participated in a course by Arbor Canada. This course had a lot of valuable information on the correct planting techniques, the importance of depth, root growth, mitigating root growth issues, soil prep, and taking the time to ensure you are following the correct practices when planting
- The Town of Claresholm should have more success with tree growth in the future as there were many things that were not being completed correctly resulting in loss.
- Key points- \$5 tree, \$10 hole
- Highly enjoyable class with a large degree of knowledge passed on in a short amount of time.

Claresholm Skatepark

- The group is still working on Grant funding
- Hoping to have ground breaking Spring 2024
- Bartending for the Health Foundation Fundraising Gala November 4th.

Claresholm Volleyball League

- Created the posters for the group for the third year
- League organizers have 9 teams, up from 5 teams in 2023

SARA-Southern Alberta Recreation Association

Governing board for the Southern Alberta Summer Games

- AGM & Directors meeting October 3, 2023 in Lethbridge at the Sport Council Room
- Coaldale has started work on their events and hiring a coordinator to assist with the 2024 Games
- Next meeting is October 30th at 1pm, it will be virtual

ARPA-Alberta Parks and Recreation Association

- Alberta Parks & Recreation Association Conference & Energize workshop October 25-29

UTILITY SERVICES

REPORT

October

2023

New TORAYFIL Membrane Installed on PALL Rack # 1





Claresholm

**Utility Services Manager
Brad Burns**

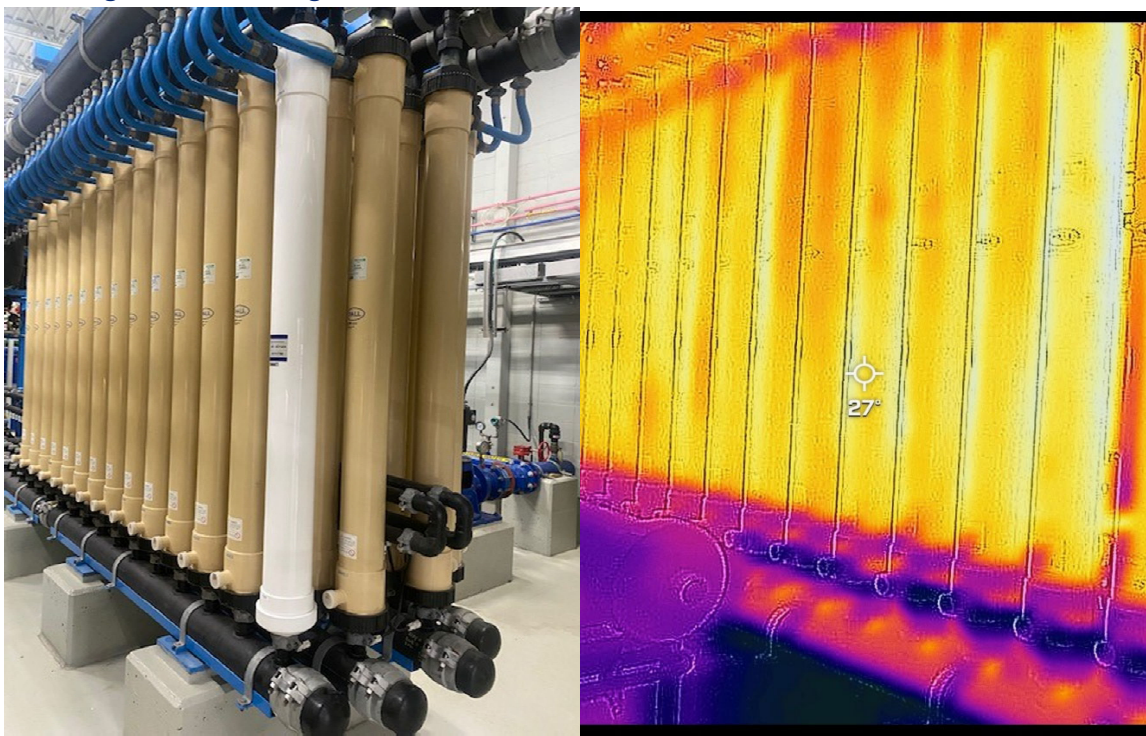
**3700 8th Street West brad.burns@claresholm.ca
Box 1000 T0L-0T0 Cell # 1-403-625-1687
Claresholm, Alberta**

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 coagulant supply line to DAF system.
- Cut and trim grass
- DR3900 bench top analyzer repaired and returned to service.
- Install trial TORAYFIL membrane on rack #1.
- MPE technician online fixing DAF, Rack XR Flow issues, flow meter issues and checking chemical process control.
- K&B Heating on-site for annual BMS boiler service.

Infrared Photo During an EFM Rack Membrane Clean Using a Heated Chemical Wash Water. Lighter Red Images Show Areas Where Wash Water is Effective in Cleaning.



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.
- Cyanobacterial samples sent to Element Labs.
- Collaborate with AEP drinking water operations specialist about raw water treatment process.
- THM and HAA5 samples sent to Element Labs.

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.
- ClearTech chemical engineer on-site jar testing for coagulation performance.

Treated Water Pumping Stations and Reservoirs

Highway Pump Station

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

East Side Reservoir (UFA)

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

Water Distribution

Universal Metering

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

Government Compliance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Cyanobacterial samples sent to Element Labs.

PRV Meter Vaults

- Check acreage PRV vault bi-weekly.
- Summit Valves on-site visit to quote service of PRV valves.

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

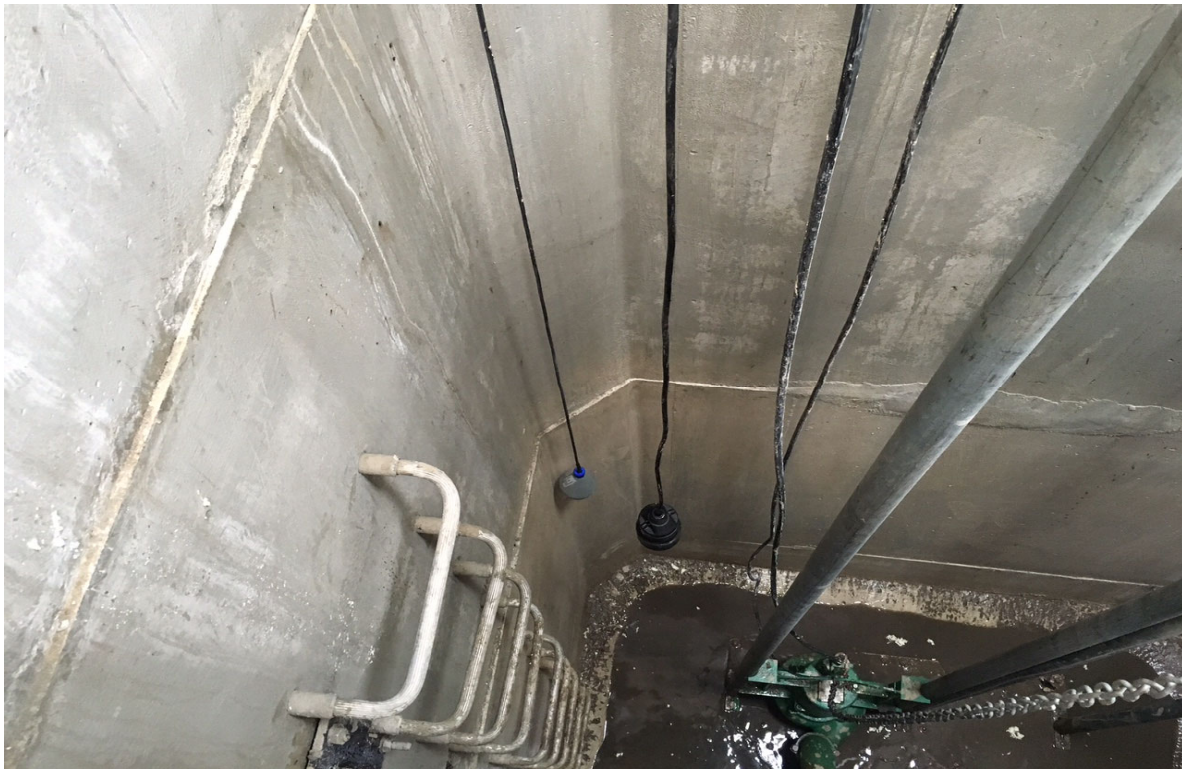
Government Compliance

- 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.
- Pre-lagoon release sample sent to Element Labs.

Harvest Square Lift Station

- Check lift station daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.
- Clean wet well and check inspect ultra-sonic level control and high/low level alarm regulators.
-

Harvest Square Sewage Lift Station Regulators and Ultra-sonic Level Controls



Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Cut and trim grass.
- Clean control vaults.

- Change oil in sewage lift pumps.
- Check operation of lagoon outfall line sluice gate.

Lagoon Outfall Line Sluice Gate



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 76.87% level 1295.99 geodetic meters, 11079.08 (dam3).
- Willow Creek at OXLY Ranch flow 0.35 m3/s
- Pine Coulee Diversion Head Pond above Head Gates 1050.63 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).

- Pine Coulee organics issue.
- Collaborate with AEP and MPE Engineering about outfall line fish screen protection with air bubbling system.

Town of Claresholm Control Vault at Pine Coulee Reservoir Standing at Waters Edge



Pine Coulee Supply Line

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

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Check claw compressors daily.
- Onsite raw water reservoir 6242 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: October 23, 2023

Mayor Schlossberger	
Councillor Carlson	
Councillor Cutler	
Councillor Kettles	<p>Oct 17th - Learn-a-lot Playschool</p> <ul style="list-style-type: none">-The Playschool has added a new teaching assistant to the team as well as new teaching assistants being assigned from Livingstone Range school Division to support the students.-The Playschool board now has a full contingent of members and the years programs and initiatives can move forward with lots of help-Fundraising initiatives were updated-The new board treasurer is getting up to speed but financials sitting OK-The Director report indicated that classes were full with a small wait list. <p>Oct 18th - Claresholm Golf Club</p> <ul style="list-style-type: none">-16 new golf carts finally arrived and they look great...too bad the course has closed for the season.-Winter tasks are now in full swing with irrigation clean out arranged and planning for tarps on 9 greens this year.-Club volunteers worked on some roofing last month - thanks for the help-updated on personnel and financials - revenue was up but expenses even a bit more so the net income was positive but reduced a bit year over year.-Discussions on maintenance and clubhouse cleanup and improvements over the winter

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

	<ul style="list-style-type: none">-Course membership rates and renewals were discussed and set for upcoming year-get your next year membership before the end of the year for same rate as this year.-fundraising raffle is well underway with tickets moving for the \$5000 prizes - get your ticket if you don't have one already-Looks like casino date will come up sometime next year.
Councillor Meister	<p>Social centre</p> <p>We had a strategic planning session to help us set our path forward. We will revamp our mission and vision statements to be more encompassing to the residents of Claresholm. We have a wonderful group of volunteers, dedicated as they are they can't be the ones who are doing everything. This limits our capabilities when choosing which events to host. We would like to see an increase in accessible hours but we do not have the workforce that we would need. The board also needs to remain healthy and cannot continue to be governing as well as operational or we will end up burnt out therefore we need to create clarity around roles and responsibilities. A balance between rentals and regular events needs to be established as well. Overall I think we had a productive meeting, defining some things to begin working on. Being together for the greater part of a day allowed us to get to know each other a little better too.</p> <p>We had 2 resignations from the board. The soup bowl is purchasing a steam table and the town is updating the electrical to accommodate the new addition. New printer and software have been purchased. If training is required we will reach out. We would like to have YTD rental numbers to be able to compare year to year. Bingo will be starting soon. Occupancy numbers were last set in '93 and will be updated.</p>



Town of Claresholm

	<p>Museum</p> <p>We also did strategic planning. We have done many great things and held several awesome events in the last few years and our successes should be celebrated! This board is an amazing team. The main hindrance to the museums growth could be summed up as a lack of resources. Staff, volunteers and storage space are all needed. We would like to be more accessible throughout the year and open more days during the season. Although we tend to get fantastic summer students, fewer and fewer applications come through and we feel there needs to be more incentive to attract them. We also lost our collections technician this year and we need to find a replacement. This position should be cemented as necessary to the daily operations of the museum and as part of the succession plan. Volunteers are in short supply, our community collaboration is strong but the board carries a large chunk of the workload to hold successful events. Having a full-time staff member would help support the supervision and direction of volunteers and assist with the completion of projects on the go. The museum has a duty to care for artifacts and archive materials (we have over 16,00) that are donated. The town and the public entrust us with this responsibility but without the proper staffing we will fall behind and get backlogged again. Storage issues limit what we will be able to accept for accession into the collection. We have a plan for storage but will require some support from stakeholders to accomplish it.</p>
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	Planning on hold until after by-election and further direction is received from Council.	Ongoing
Regular Scheduled Meeting - September 25, 2023				
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	Strategic Planning has been set for Saturday, November 4th	Complete
Regular Scheduled Meeting - October 10, 2023				
1	BYLAW #1764 - Moved by Councillor Cutler to give Bylaw #1764, a Solid Waste Management Bylaw, 1st Reading. CARRIED	Blair	Will be presented at the next meeting for 2nd & 3rd reading	Complete
3	CORRES: Royal Canadian Legion - Mayor Schlossberger will attend the presentation of the first poppy on Friday, October 27, 2023.	Karine	Legion has been notified	Complete
4	RFD: Fortis Franchise Fee - Moved by Councillor Kettles to approve a rate change in the Fortis Franchise Fee from 5% to 6% starting in 2024. CARRIED MOTION #23-143	Blair	Coordinating with Fortis to complete required notifications and paperwork	Complete
5	RFD: Halloween 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 an additional donation of \$310 in order to cover the full cost of renting the space. CARRIED MOTION #23-144	Karine	Payment has been sent	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: October 20, 2023

INFORMATION ITEMS

Liquor and land use

A review of the changing landscape surrounding alcohol and municipal land use planning.

Libations aside, liquor use is an important issue for all levels of government. The municipal role in land use control for developments using liquor is expanding, with changes at the provincial level that offer opportunities and challenges. In parts of southern Alberta, the changing tide of accessibility to liquor is one that has municipalities taking time to thoughtfully address the issue as best suits their particular community.

Introduction

The use of alcohol in society is far reaching and ubiquitous. As commonplace as it is, alcohol is a limited substance, restricted from minors, banned in certain areas of the world, avoided by certain religious associations, and regulated by all levels of government. A long history of controlling alcohol-related land uses exists in Canada, with specific control approaches unique to context and geographic area. This periodical will review the historical and present day environment in southern Alberta surrounding alcohol consumption from a land use perspective, and examine municipal approaches to the regulation of alcohol-related land uses.

An alcoholic beverage is a drink that contains ethanol, a type of alcohol that acts as a drug and is produced by fermentation. The use of alcohol as a recreational drug in Canada is exceedingly common, and here in Alberta, over 76% of Albertans aged 15 or over use alcohol. The topic of alcohol use in society is broad, owing to the fact that humans have been producing and consuming fermented beverages as early as the neolithic period. As the authority on local land use, a municipality is responsible for establishing rules respecting land uses that integrate alcohol as a principal or secondary component of their business model. Alcohol-related land use rules can serve to promote a culture of moderation while facilitating responsible use in locations that make sense for the community.

Historical context

The interwoven histories of liquor trade and liquor regulation were a formative social and political backdrop prior to and during the early days of the Province of Alberta. The bootlegging of liquor across the International Boundary began in the 1860s, when American traders freighted the prized liquid north to the trading posts in Canada. This prompted the North West Mounted Police to develop a number of detachments throughout southern Alberta to police the illegal cross-border liquor trade. One of these detachments was stationed in “Whiskey Gap,” a small settlement near one of the early wagon cart routes.

The *Liquor Licence Ordinance* (1891) governed liquor sales prior to Alberta becoming a province in 1905 and effected the end of a previous temperance period that had existed in the North-West Territories since 1871. Licensed hotels were allowed, with conditions including requirements for lodging and food, as well as limited liquor stores. The push for temperance led to another period of prohibition beginning in 1916. Despite the police presence, smuggling liquor into southern Alberta would become prevalent once again.

In 1924, Alberta’s prohibition was abolished following a plebiscite vote in favour of the same, and with it the introduction of the *Liquor Control Act*. For the remainder of the decade, cross-border flows of liquor would be in the opposite direction in response to the US implementing its own nation-wide

Alcohol by volume (ABV) is the global standard for expressing the percentage of alcohol in a beverage. This metric refers to the number of millilitres of pure ethanol present in 100 mL of solution at 20 degrees Celcius.

While Canadian linguists and brewers are quick to spell the spirit “whisky,” an Alberta heritage marker posted alongside Highway 501 submits that the contemporary place name “Whiskey Gap” is more historically appropriate in view of the American genre of brew being the first to be smuggled across the border. It has been said that atop the Milk River Ridge, bottles from the 19th century remain hidden in the earth in places unknown.

Cover image source:
[Provincial Archives of Alberta](#)



Oldman River Brewing in Lundbreck within the MD of Pincher Creek operating with a Class A (Manufacturer's Tap Room), Class D (Manufacturer's Off Sales) and Class E (Manufacturer - Small) licences. This establishment is one of eight craft breweries involved in the "Highway 3 Ale Trail" initiative.

The City of Red Deer's Entertainment District Bylaw (2022) allows for alcohol consumption along the Ross Street corridor adjacent to the Ross Street Patio—the focal point of the corridor featuring street furniture and live music in partnership with the Downtown Business Association. The district operates between noon and 11 pm, Tuesday through Saturday. Alcoholic beverages must be purchased from licensed vendors within the district and consumed within a disposable, non-glass container—they may not be brought into, or removed from, the district. Public intoxication, underage drinking, cigarette smoking, vaping and cannabis use are not allowed. Despite the use of the term "district," the Entertainment District Bylaw exists outside of the City's land use bylaw. This allows for a more practical enforcement mechanism than the issuance of a Stop Order. Enforcement provisions are contained within the Bylaw, providing for clear guidance on how violations are dealt with as this novel concept matures.

prohibition. During this time, the newly constructed Prince of Wales Hotel in Waterton Lakes National Park became a popular watering hole for thirsty Americans.

Contemporary frameworks

Public alcohol rules vary widely around the world. Across most of Europe, permissive approaches prevail. In Germany for example, drinking in public is generally legal and socially normal. Many areas do not require any "closing hours"—meaning that liquor service in establishments is not regulated—while other areas prohibit service between 3 am to 6 am. In contrast, alcohol use is illegal in much of the Middle East, with strict penalties and varying degrees of enforcement.

In Canada, the regulatory framework for controlling the production, distribution, sale and possession of alcohol is shared between the federal and provincial governments. At the federal level, legal blood alcohol levels for the operation of a motor vehicle are established in the Criminal Code, while authority is delegated to the provinces (and territories) for determining the legal drinking age, which ranges from 18 (AB, MB, QC) to 19 (elsewhere). The provincial and territorial governments maintain wholesale monopolies on the distribution of alcohol, and are typically the leaders in the retail market. Alberta is the lone exception in terms of retail, where liquor stores have been privatized since 1993.

Alberta Gaming, Liquor and Cannabis (AGLC) is the Crown commercial enterprise and agency who oversees the liquor industry in Alberta. The AGLC administers the *Gaming, Liquor and Cannabis Act* and controls liquor licensing through a class system. Section 1(1)(q) of the Act defines liquor as a product intended for human consumption in which the percentage of alcohol by volume exceeds 1% (hence the appearance in grocery stores of non-alcoholic beer containing 0.5% alcohol). Retail liquor stores are restricted from selling non-liquor products pursuant to Section 49 of the *Gaming, Liquor & Cannabis Regulation*. Still, there is some ability to advance a business concept that houses liquor retail sales and other uses under the same roof provided a physical 5 m separation distance is in place (with more information outlined in Section 3.1.1 of the AGLC's Retail Liquor Store Handbook). Similarly, Section 5.12 of the Handbook requires a physical separation between Class A Minors Prohibited premises, which is why many restaurants in Alberta contain a separate lounge area.

Recent regulatory changes

In 2013, the AGLC eliminated its minimum production capacity requirement of 500,00 litres for producers in the province. The lifting of this cap opened the door for smaller brewers and distillers to compete with the industrial-scale brewing giants, and in turn facilitated opportunity and innovation in the industry. The opening of this industry has resulted in the proliferation

of microbreweries, wineries and distilleries, and the introduction of these land uses (including associated beverage rooms and entertainment establishments) to municipalities in southern Alberta.

Recent changes (2020) to the *Gaming, Liquor and Cannabis Act* are symbolic of a tolerance to alcohol use shared by most Albertans. Alcohol consumption at campsites in provincial parks is now formally allowed. Select day use area picnic sites in provincial parks and recreation areas—including a variety of southern Alberta parks like Beauvais Lake and Police Outpost—are now open to alcohol consumption between 11am and 9pm. This amendment also opened up the opportunity for municipalities to allow, by posting signage, public park users to bring their own liquor into parks without the requirement to consume food—a move that municipalities have been slow to adopt, but for which opportunity exists to parlay the responsible enjoyment of alcohol in public with nightlife or recreational corridors. Section 89(4) of the *Gaming, Liquor and Cannabis Act* likewise permits the consumption of alcohol in a public place designated by a municipality (pursuant to a bylaw) as an entertainment district. Furthermore, whereas it is otherwise illegal to remove liquor purchased from licensed premises from said premises (except for a partially consumed bottle of wine), Section 91.1(3) of the *Gaming, Liquor and Cannabis Regulation* empowers a municipality to include a provision in its entertainment district bylaw that permits an alcoholic beverage purchased from a licensed establishment within an entertainment district to be carried anywhere within the boundary of the district.

Changing face of prohibition

For certain municipalities in southern Alberta who have always been subject to a prohibition on the use of alcohol, the biggest change coming from Bill 2 was what in effect serves to potentially end a long period of prohibition. While most of Alberta emerged from Prohibition in 1924, all areas within Cardston County and a portion of the County of Warner remained prohibited from obtaining a liquor licence under the then-in-force *Liquor Control Act*. In 2020, the province amended the *Gaming, Liquor and Cannabis Act*, effectively repealing prohibition in favour of a process whereby a formerly dry municipality can choose whether or not to open the community to liquor licensing. This process is specified in Section 56 of the amended Act, whereby a municipality has 90 days to respond to an initial application for a licence. If successful, additional licences can be applied for, as is the case anywhere else in the province. If the Council of the municipality denies approving the licence, a 3 year moratorium is to follow. It's important to note that this does not apply to special event licensing, which authorizes the use of liquor for a limited duration.

The provincial change is especially significant to urban centres in the former prohibition areas, including the towns of Cardston, Magrath, Raymond and the Village of Stirling. Historic restrictive covenants are registered against many of the land title certificates in these communities, expressing

Part 5 of the former Liquor Control Act prohibited the establishment of a liquor store as well as the issuance of a liquor licence for a beverage room, club or dining lounge on lands located within the MD of Sugar City No. 5 or the MD of Cochrane No. 6—two former rural municipalities that would ultimately be dissolved, and whose lands today are within the County of Warner and Cardston County.

In March of 2022 the Town of Raymond asked residents if they supported providing licensed restaurants the ability to sell alcohol. A narrow majority of 52% of residents voted against changing local regulations on liquor, which was followed by a 6-1 vote by town Council to keep in place its 120 year old ban on alcohol sales. In June 2023 the Town of Cardston queried residents with respect to prospective Bylaw 1647K, which would facilitate the opportunity for Class A liquor licences in restaurants and Class B liquor licences at recreational facilities. 53% percent of residents voted in support of ending prohibition.

Number of Existing Retail Liquor Stores in Select Towns within the ORRSC Region:

Bassano (pop. 1216) - 1
Claresholm (pop. 3804) - 4
Coalhurst (pop. 2869) - 1
Fort Macleod (pop. 3297) - 4
Milk River (pop. 824) - 1
Nanton (pop. 2167) - 3
Nobleford (pop. 1438) - 1
Picture Butte (pop. 1930) - 1
Pincher Creek (pop. 3622) - 4
Stavelly (pop. 544) - 1
Vulcan (pop. 1769) - 3
Vauxhall (pop. 1286) - 2

restrictions on the establishment of liquor-related businesses among other unwanted activities. Instruments like this loom large and alongside the faith-based history of these communities. Each community has gone through, or is currently in the process of determining, the best regulatory approach to serve its respective environment. Of course the notion of “opening” a previously dry community to liquor is hugely symbolic—so much so that thoughtful public consultation processes have been employed prior to decision making, as it is a door that once opened is unlikely to ever be reversed.

As of today, the Town of Magrath and the Town of Cardston have allowed for limited opportunity for liquor use through their land use bylaws, while a broader expanse of liquor-related uses is accommodated in Cardston County’s land use bylaw. The Town of Raymond voted against allowing liquor use in the community, continuing to uphold the decades-old prohibition, while the Village of Stirling has yet to consider the matter.

Municipal approaches

The sale of liquor can generally be divided into two categories for municipal planning purposes: retail sale of packaged product for consumption off-site, and the sale of open beverages, bottled or prepared, for consumption on the premises. This simple binary can be further broken down into types of establishments based on provision of food sales, hours of operation, hard liquor versus beer and wine, if live entertainment is provided, if accommodations are provided, if minors are allowed, and so on. It’s for this reason that many municipalities choose to tie their land use bylaw definitions to the AGLC’s liquor licence classifications—a recognition of the multi-jurisdictional nature of the land use.

The AGLC has a liquor licence class system spanning Classes A to F, as well as other use-specific and special event licences. For municipalities wanting to regulate liquor-related land uses, reference to a specific licence class—like a Class A licence where food is the main source of business—can be an effective approach that precludes the need to create custom definitions. For example, where late night, alcohol primary land uses like nightclubs are not desired, a land use definition can be drafted that limits a use to a “Class A Minors Allowed” liquor licence. The Towns of Magrath and Cardston use this approach to limit both restaurants and establishments falling under “facility, licensed” to the parameters established in Class A Minors Allowed and Class B liquor licences respectively (as well as a Class C licence in Magrath). In Cardston County, a district specific to liquor was introduced that provides for a range of licensed facilities spanning Classes A–F.

A municipality wanting to limit the ready availability and visibility of liquor stores can introduce a separation buffer into its land use bylaw, provided that a retail liquor store is defined separately from other retail uses. The City of Edmonton, for example, requires a 500-m buffer between liquor stores. Separation distances are likely to be upheld where it’s clear that



The Imperial Hunter Hotel in the Town of Bassano, which operates under Class A (Minors Prohibited) and Class D (General Off Sales, Hotel) licences.

the underlying rationale goes beyond business competition, and is instead a true planning objective. In the City of Spruce Grove, a 100-m buffer is required from liquor stores to public/community land uses—mirroring the requirement established in Section 105(3) of the *Gaming, Liquor and Cannabis Regulation* for minimum separation distances between cannabis stores and health care facilities, schools, and parcels of land designated as “school reserve” or “municipal and school reserve.”

Separation distances are one of many of the recommendations found in the Alcohol Policy for Community Safety, Vibrancy, Health and Well-Being - A Practical Guide for Alberta Municipalities (Alberta Health Services, 2022). The document contains a comprehensive review of options and opportunities for municipalities with the aim of reducing alcohol abuse and crime, in an effort to create safer communities. One tool used by the City of Wetaskiwin is a provision in its Business Hours Bylaw that limits the business hours for liquor stores (including off sales) from 10 am to 10 pm - less than the AGLC’s allowable range of 10 am to 2 am. Ultimately, a municipality can establish its own rules applicable to liquor land uses provided they don’t reduce the regulatory requirements established by the AGLC.

Crime Prevention Through Environmental Design (CPTED) is an approach that aims to manage built and natural environments through purposeful design measures (lighting, landscaping, visibility requirements etc.). Liquor-related uses are often associated with increased crime and illicit activity. CPTED can help mitigate the opportunity for these types of activities—something recognized by the Downtown Lethbridge Business Revitalization Zone who offers grants up to \$5000 for CPTED-related improvements. The City of Brooks promotes “natural surveillance” through required CPTED elements for retail liquor stores stipulated in its land use bylaw. However, it is noted that Section 21 of the *Matters Related to Subdivision and Development Regulation* provides that a Development Authority can impose CPTED features as a condition of development permit, regardless of whether these provisions are expressly authorized in the land use bylaw.

Concluding remarks

In recognition of the influence alcohol can have on the social, health, religious and recreational aspects of a community, it’s important that municipalities consider thoughtfully approaching the topic. The interplay of liquor and land use can be complex and a municipality is advised to broach this sensitive issue with the benefit of a public consultation campaign. The municipal development plan is one vehicle through which public opinion on this matter can be solicited and conveyed, wherein an alcohol-related questionnaire might be attached as an appendix to the plan. Presented alongside policing statistics on alcohol-related infractions and crimes, survey information can serve as baseline data to measure change as land uses come and go, and with it the needle of public opinion.



Source: visitparkcity.com

High West Distillery, established in 2006, is the first legally licensed distillery in Utah since the end of (American) Prohibition in 1933. This Park City-based business establishment operates out of a repurposed livery stable (aka “the National Garage”), and the property includes an accompanying saloon. High West bills itself as the world’s first and only “ski-in gastro-distillery.”

For more information on this topic contact admin@orrsc.com or visit our website at orrsc.com.

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BOARD OF DIRECTORS' MEETING MINUTES

Thursday, June 1, 2023 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge) or ZOOM Virtual Meeting

BOARD OF DIRECTORS:

Colin Bexte (Virtual) Village of Arrowwood
Kent Bullock (Absent) Village of Barnwell
Dan Doell (Absent) Village of Barons
Mike Wetzstein (In Person) Town of Bassano
Ray Juska (In Person) City of Brooks
Roger Houghton (In Person) Cardston County
Allan Burton (In Person) Town of Cardston
Sue Dahl (In Person) Village of Carmangay
James F. Smith (Absent) Village of Champion
Brad Schlossberger (In Person) Town of Claresholm
Jesse Potrie (In Person) Town of Coalhurst
Tanya Smith (In Person) Village of Coutts
Dave Slingerland (Absent) Village of Cowley
Dave Filipuzzi (Virtual) Mun. Crowsnest Pass
Dean Ward (Virtual) Mun. Crowsnest Pass
Stephen Dortch (Absent) Village of Duchess
Gordon Wolstenholme (In Person) Town of Fort Macleod
Mark Peterson (In Person) Village of Glenwood
Suzanne French (Absent) Village of Hill Spring
Morris Zeinstra (Absent) Lethbridge County

Brad Koch (Absent) Village of Lomond
Gerry Baril (In Person) Town of Magrath
Peggy Losey (In Person) Town of Milk River
Dean Melnyk (Virtual) Village of Milo
Victor Czop (Virtual) Town of Nanton
Marinus de Leeuw (Absent) Town of Nobleford
Teresa Feist (In Person) Town of Picture Butte
Tony Bruder (In Person) M.D. of Pincher Creek
Don Anderberg (In Person) Town Pincher Creek
Ronald Davis (Absent) M.D. of Ranchland
Neil Sieben (In Person) Town of Raymond
Don Norby (Absent) Town of Stavely
Matthew Foss (Absent) Village of Stirling
John DeGroot (In Person) MD of Taber
Raymond Coad (Absent) Town of Vauxhall
Christopher Northcott (In Person) Vulcan County
Richard DeBolt (In Person) Town of Vulcan
David Cody (In Person) County of Warner
Marty Kirby (Absent) Village of Warner
Evan Berger (Absent) M.D. Willow Creek

STAFF:

Bonnie Brunner Senior Planner
Mike Burla Senior Planner
Ryan Dyck Planner
Carlin Groves CAD/GIS Technologist
Steve Harty Senior Planner
Diane Horvath Senior Planner
Raeanne Keer Executive Assistant

Maxwell Kelly Planner
Lenze Kuiper Chief Administrative Officer
Jennifer Maxwell Subdivision Technician
Kattie Schlamp Planner
Tristan Scholten Intern Planner
Gavin Scott Senior Planner
Jack Shipton Planner

Chair Gordon Wolstenholme called the meeting to order at 7:00 pm.

1. APPROVAL OF AGENDA

Moved by: Richard DeBolt

THAT the Board adopts the Agenda for June 1, 2023, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Peggy Losey

THAT the Board approves the meeting minutes of March 2, 2023, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4. PRESENTATION

a. 2022 Financial Statements & Auditor's Report – Derek Taylor, KMPG LLP

Derek Taylor, of KMPG LLP, presented the 2022 Financial Statements and Auditor's Report to the Board.

5. REPORTS

**a. 2022 Annual Report
- Financial Performance Presentation**

L. Kuiper, Chief Administrative Officer, presented the 2022 Annual Report and Financial Performance to the Board.

Moved by: Gerry Baril

THAT the Board of Directors have reviewed and ratified the Executive Committee Approval of the ORRSC Annual Report and Financial Statements for the Year ending December 31, 2022.

CARRIED

b. Executive Committee Report

Chair Wolstenholme presented the Executive Committee Report to the Board.

6. BUSINESS

a. Staffing Update

L. Kuiper introduced Jack Shipton, Planner, and Tristan Scholten, Intern Planner, to the Board as new staff to ORRSC.

L. Kuiper also noted that Kattie Schlamp and Maxwell Kelly have both been promoted from Assistant Planner to Planner.

- b. Subdivision Activity**
 - **As of April 30, 2023**

L. Kuiper presented the Subdivision Activity statistics as of April 30, 2023 to the Board.

- c. ORRSC Periodical – Temporary Uses**

G. Scott, Senior Planner, presented information on the upcoming ORRSC Periodical topic, Temporary Uses.

7. ACCOUNTS

- a. Balance Sheet and Comparative Income Statement**
 - **As of April 30, 2023**

L. Kuiper presented the Balance Sheet and Comparative Income Statements as of April 30, 2023.

Moved by: Roger Houghton

THAT the Board approves Balance Sheet and Comparative Income State, as of April 30, 2023, as presented.

CARRIED


- 8. NEXT MEETING – Thursday, September 7, 2023**

9. ADJOURNMENT

With no further questions and nothing further to discuss, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:40pm.



Gordon Wolstenholme, Chair



Lenze Kuiper, Chief Administrative Officer

MINUTES

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

With regrets: Brad Schlossberger

1. CALL TO ORDER – 5:17 pm

2: APPROVAL OF AGENDA

Motion to Approve: Joanna

Second: Kelsey

Passed

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from June 20, 2023

Motion to Approve: Ashley

Second: Kendall

4: CORRESPONDENCE

4.1 Correspondence from Stringham LLP

Ellis Martin Norgard is donating a hefty sum to the library – Jay has talked to a niece and building maintenance would be our biggest ask – primarily carpet and jacking up building – \$50,000 plus rest and residue

5: FINANCIAL STATEMENT

5.1 Financial Statement for the end of August 2023

Varying amounts for monthly phone bill as Chinook Arch will now bill us quarterly.

Natural gas and power were sending two bills with different due dates – Jay called and asked for the same due date to amalgamate them so next bill they sent two like

Claresholm Public Library Board
Regular Meeting
September 19, 2023

before and one amalgamated and we ended up paying both – Jay and Ashley have rectified, and September should return to normal

Motion to accept: Kelsey

Second: Ashley

Passed

6: REPORTS

6.1 Library Manager's report

Really good summer – magician Christopher Cool and entertainer Mary Lambert – Library now required to have at least one person per shift trained in First Aid (to date four staff members have received training)

6.2 Plan of Service Committee report

Committee – Ashley, Jay and Joanna – have yet to meet

Focus on getting information out – boost to programming

Run survey again – see if we can boost numbers from start of summer

6.3 Librarians' Committee Meeting Report for May 1, 2023

Manager meet up went well

Pronunciation will have a new app

Libby will now have magazines

7: NEW BUSINESS

7.1 First Aid Training

Library now required to have at least one person per shift trained in First Aid (in turn four staff members have received training)

7.2 Closure for Harry Potter

Claresholm Public Library Board
Regular Meeting
September 19, 2023

Jay would like to close October 27 and 28 –on the Friday close the library itself, keep the lobby open – Saturday have it totally closed – Jay and crew prepping 250 chocolate frogs

Kendall makes a motion as per Jay's suggestion for closures on the 27th and 28th

Second: Kelsey

Passed

8: OLD BUSINESS

8.1 Friends of the Claresholm Library Society received \$34,223.23 from their Casino June 28th and 29th

8.2 Interactive Floor – not likely to have it ready by the end of the year – want to buy through Chinook Arch as their people will do all the tech etc. Another option is a sandbox/sensory type VR thing – possibility end of year or the New Year

9: ADJOURNMENT – 5:43 pm

Next Meeting: October 17, 2023

Karine Keys

From: Seniors, Community and Social Services <seniorsinformation@gov.ab.ca>
Sent: October 18, 2023 9:46 AM
To: Karine Keys
Subject: Age-Friendly E-News

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

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

Age-Friendly E-News



Minister's Seniors Service Awards 2023 - Nominate Today!

The Minister's Seniors Service Awards honour the contributions that Albertans, organizations and businesses make to improve the lives of Alberta's seniors. Nominating individuals, businesses and nonprofit organizations who support seniors in Alberta is a wonderful opportunity to highlight how they lead the way for improved services, and contribute to strong Alberta communities!

Over the past months, there have been countless examples of Albertans stepping up in new and innovative ways to ensure seniors have the supports they need. Take a moment to nominate a business that came up with an innovative way to deliver services, an organization whose volunteers support seniors everyday, a senior community builder, or an Albertan that promotes healthy aging.

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

****EVENT REMINDER** Supporting an Aging Workforce (SAW) Through Policy and Inclusion Workshop**

Edmonton Convention Centre

October 26, 2023

8:00 am - 11:00 am

Two half-day events on **Supporting an Aging Workforce (SAW)** will be hosted in Edmonton at the Edmonton Convention Centre on October 26, 2023.

The morning **SAW Policy and Inclusion Workshop** for professionals includes a keynote speaker, interactive workshop and panel discussion on the barriers, emerging needs and challenges for organizations to support older workers remaining in or re-entering the workforce. To register for the Half-Day Workshop, or learn more, visit the CPHR Alberta [website](#).

The afternoon **Mature Workers Job Fair** and related **pre-event preparation sessions** are for job seekers 50 years or older. Mature job seekers can join free pre-event prep sessions (registration required) and attend the Job Fair at no cost (no registration needed). Prospective employers can register for a free booth; power is extra. To learn more visit the event [website](#).



Website



E-mail

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