



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
APRIL 22, 2024
AGENDA**

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – APRIL 8, 2024

ACTION ITEMS:

1. **BYLAW #1782 – Fire Protection Bylaw**
RE: 1st Reading
2. **BYLAW #1785 – Land Use Bylaw Amendment**
RE: 1st Reading
3. **BYLAW #1786 – 2024 Property Tax Rate Bylaw**
RE: 1st Reading
4. **CORRES: Hon. Jason Nixon, Minister of Seniors, Community and Social Services**
RE: National Seniors Week 2024
5. **CORRES: United Irrigation District**
RE: Letter of Support – Belly River Reservoir Proposal
6. **CORRES: Workers' Compensation Board – Alberta**
RE: National Day of Mourning – April 28, 2024
7. **CORRES: Alberta Disability Workers Association (ADWA)**
RE: Alberta Disability Services Professional Appreciation Week
8. **REQUEST FOR DECISION: Special Tax Levy & Amended Budget**
9. **REQUEST FOR DECISION: 2024 Financial Plans**
10. **REQUEST FOR DECISION: National Junior Hockey League**
11. **REQUEST FOR DIRECTION: Community Development Committee**
12. **INFORMATION BRIEF: Youth & Community Sport Equipment & Programming**
13. **INFORMATION BRIEF: CAO Report**
14. **INFORMATION BRIEF: Council Committee Report**
15. **INFORMATION BRIEF: Council Resolution Status**
16. **ADOPTION OF INFORMATION ITEMS**
17. **IN CAMERA:**
 - a. **Economic Interests of the Public Body – FOIP Section 25**
 - b. **Advice from Officials – FOIP Section 24**
 - c. **Advice from Officials – FOIP Section 24**

INFORMATION ITEMS:

1. Claresholm Public Library Board Meeting Minutes – March 19, 2024
2. Feasibility Study of Waste to Energy in Willow Creek – March 11, 2024
3. Oldman River Regional Services Commission Executive Meeting Minutes – Mar 14, 2024
4. ORRSC Periodical – Water Management, Spring 2024
5. Mayors & Reeves of Southwest Alberta Meeting Minutes – March 1, 2024
6. Claresholm & District Chamber of Commerce Board Meeting Minutes – March 13, 2024

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
APRIL 8, 2024

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, Rod Kettles, Kandice Meister, Diana Ross and Craig Zimmer

ABSENT: Councillor Mike Cutler

STAFF PRESENT: Chief Administrative Officer: Abe Tinney, Finance Assistant: Karine Keys, Director of Corporate Services: Blair Bullock

MEDIA PRESENT: None

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

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

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

CARRIED

MINUTES: **REGULAR MEETING – MARCH 25, 2024**

Moved by Councillor Meister that the Regular Meeting Minutes of March 25, 2024 be accepted as presented.

CARRIED

DELEGATION: **GREGORY HARRIMAN & ASSOCIATES LLP – Erin Gregory, CPA, CA**
RE: 2023 Financial Statements

Erin Gregory, CPA, CA from Gregory Harriman & Associated LLP presented the draft 2023 Financial Statements to Council virtually by Zoom.

ACTION ITEMS:

1. REQUEST FOR DECISION: 2023 Reserve Transfers

MOTION #24-047 Moved by Councillor Meister to transfer out of reserve funds for 2023 operational and capital purposes in the amount of \$1,240,531 for the year ended December 31, 2023 as follows:

Transfers from Operating Reserves

General - \$5,133
Policing - \$37,398
Healthcare Professional Recruitment - \$1,793
Economic Development - \$2,633
Office - \$6,800

Transfers from Capital Reserves

Recreation - \$5,500
Fire - \$44,385
Parks and pathways - \$14,894
Water and Sewer - \$499,632
Land & Development - \$70,604
Garbage and Recycling Equipment - \$551,759

CARRIED

MOTION #24-048 Moved by Councillor Zimmer to transfer 2023 unrestricted surplus funds of \$1,691,787 to Reserves for the year ended December 31, 2023 as follows:

Transfers to Operating Reserves

General - \$36,853
Policing Costs - \$56,060
Healthcare Professional Recruitment - \$480
Trust accounts - \$2,356
Economic Development - \$840
Office - \$23,834
Fill dirt - \$11,174
Cemetery - \$33
Events - \$4,449

Transfers to Capital Reserves

General - \$82,676
Arena - \$12,979
Recreation - \$27,547
Fire - \$69,996
Parks and pathways - \$16,806

Water and sewer - \$891,916
Land & Development - \$407,637
Garbage & recycling equipment - \$17,331
Acreage assessment - \$1,869
Tamarack Subdivision - \$1,154
Playground rehabilitation - \$461
Enforcement vehicle - \$2,471
Tax recovery land - \$544
Cemetery - \$7,321
Emergency Management - \$15,000

CARRIED

2. REQUEST FOR DECISION: 2023 Audited Financial Statements

MOTION #24-049 Moved by Councillor Kettles to accept the Audited Financial Statements for the year ended December 31, 2023 as presented.

CARRIED

MOTION #24-050 Moved by Councillor Carlson to appoint Gregory Harriman and Associates LLP as the Town of Claresholm Auditor for the 2024 fiscal year.

CARRIED

3. REQUEST FOR DECISION: 2024 Final Budget

MOTION #24-051 Moved by Councillor Meister to approve the 2024 Operational Budget as presented.

CARRIED

MOTION #24-052 Moved by Councillor Ross to approve the 2024 Capital Budget as presented.

CARRIED

4. BYLAW #1783 – Land Use Bylaw Amendment

RE: 1st Reading

Moved by Councillor Carlson to give Bylaw #1783, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

5. BYLAW #1784 – Special Tax Levy

RE: 1st Reading

Moved by Councillor Kettles to give Bylaw #1784, a Special Tax Levy, 1st Reading.

CARRIED

MOTION #24-053 Moved by Councillor Ross to direct administration to prepare a public participation plan regarding Bylaw #1784 prior to 2nd Reading.

CARRIED

6. DELEGATION RESPONSE: National Police Federation

RE: 2024 Budget Update

Received for information.

7. DELEGATION RESPONSE: Claresholm RCMP Detachment

RE: Quarterly Update

MOTION #24-054 Moved by Councillor Zimmer to recommend the following priorities to the Claresholm RCMP Detachment for the 2024 fiscal year: traffic safety, police/community relations and public visibility, crime reduction and prevention of property crimes, and drug enforcement.

CARRIED

8. CORRES: Hon. Ric McIver, Minister of Municipal Affairs

RE: Assessment Model Review

Received for information.

9. CORRES: President Tyler Gandam, Alberta Municipalities

RE: Political Parties

MOTION #24-055 Moved by Councillor Meister to support the position of Alberta Municipalities regarding political parties in municipal politics.

CARRIED

10. CORRES: Community Futures Alberta Southwest

RE: Board Opening

Received for information.

11. CORRES: Claresholm & District Transportation Society

RE: Letter of Support – Provincial Assisted Transportation Grant

MOTION #24-056 Moved by Councillor Ross to direct Administration to write a letter of support towards the Claresholm & District Transportation Society's application to Healthy Aging Alberta's Provincial Assisted Transportation Project Grant for the purpose of expanding their services in the Claresholm area, assisting low-income seniors with a subsidized service to access the services they need.

CARRIED

**12. CORRES: 4-H Beef Club
RE: Sponsorship Request**

MOTION #24-057 Moved by Councillor Carlson to support the Claresholm 4-H Beef Club's annual achievement day at the Claresholm Community Centre on June 25, 2024 with a donation of \$450.

CARRIED

**13. CORRES: Lisa Darch
RE: Skatepark Bleachers**

MOTION #24-058 Moved by Councillor Ross to allow Lisa Darch to sand and refinish the skatepark bleachers once they have been inspected for safety and to have Public Works relocate the bleachers to the new location when appropriate.

CARRIED

14. REQUEST FOR DECISION: Water Shortage Response Plan

MOTION #24-059 Moved by Councillor Zimmer to direct administration to complete a supplementary pumping strategy for the Pine Coulee Reservoir, at a cost not to exceed \$20,800 plus GST, with a 50% contribution from the M.D. of Willow Creek, and that expenses come from Water and Sewer Utility Operating Reserves.

CARRIED

15. REQUEST FOR DIRECTION: Taxi Tokens

MOTION #24-060 Moved by Councillor Kettles to refer the Taxi Token Program Policy to the Administrative Services Committee to explore policy update options in consideration of increased taxi costs.

CARRIED

16. FINANCIAL REPORT: Statement of Operations – March 31, 2024

Moved by Councillor Ross to accept the Consolidated Statement of Operations for the month ended March 31, 2024 as presented.

CARRIED

17. INFORMATION BRIEF: Council Committee Report

Received for information.

18. INFORMATION BRIEF: Council Resolution Status

Received for information.

19. ADOPTION OF INFORMATION ITEMS

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

CARRIED

20. IN CAMERA:

- a. Advice from Officials – FOIP Section 24
- b. Land – FOIP Section 16

Moved by Councillor Ross to go In Camera at 8:10 p.m. for the following items:

- a. Advice from Officials – FOIP Section 24
- b. Land – FOIP Section 16

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger stated that the live stream has ended at 8:11 p.m.

Moved by Councillor Meister to come out of In Camera at 8:34 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:34 p.m.

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:34 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger noted that recording ceased at 8:34 p.m.

Mayor – Brad Schlossberger

Chief Administrative Officer – Abe Tinney

ACTION ITEMS



REQUEST FOR DECISION

Meeting: April 22, 2024
 Agenda Item: 1

BYLAW No.1782 – FIRE PROTECTION BYLAW

DESCRIPTION:

This bylaw replaces Bylaw 1705 and amendment 1715, the Fire Protection Bylaw. The previous iteration of this bylaw increased the response rates, but since that time, some municipalities have amalgamated their rates to reflect those imposed by Alberta Transportation. These rates are the same rates that Claresholm Fire are reimbursed at for events occurring on numbered highways in our community. While others have not changed their rates, but are still higher than our current rates. Different municipalities have additional rates for other types of equipment, but comparing just fire engines or similar and command trucks/transport vehicles a brief comparison is included below:

	Fire Truck / Rescue Van	Command Truck / Transport Vehicle
Claresholm (Current)	\$300/hr	\$100/hr
MD of Willow Creek (unchanged from 2020)	\$300/hr	\$100/hr
Fort Macleod (unchanged from 2020)	\$400/hr	\$100/hr
Vulcan	As per Alberta Transportation Table 1: Rates of reimbursement for fire departments, currently \$720/hr	As per Alberta Transportation Table 1: Rates of reimbursement for fire departments, currently \$210/hr
Taber	As per Alberta Transportation Table 1: Rates of reimbursement for fire departments, currently \$720/hr	As per Alberta Transportation Table 1: Rates of reimbursement for fire departments, currently \$210/hr
Pincher Creek (unchanged from 2020)	\$400/hr	
Crowsnest Pass (unchanged from 2020)	\$450/hr	\$175/hr
Cardston (unchanged from 2020)	\$615/hr	

The fire department will always remain primarily a contingency asset and we will never pay for department through the collection of fees for call outs, however the cost for response to a particular incident should be largely, if not fully, covered by those responsible for the response rather than passing that cost on to the general tax payer. As such the costs need to increase to reflect that.

Claresholm wants to remain conservative, and not put undue burden on individuals, while remaining aware of increasing levels of inflation and overall increasing operating costs. The proposal is therefore to increase our fees up to equal with the municipality of Crowsnest Pass in our comparison. This will increase our fees

for a Fire Truck by 50% (from \$300 to \$450) and our command truck/transport vehicle rate will increase by 75% (from \$100 to \$175).

Motor vehicle collisions that occur along a numbered highway in our jurisdiction have the ability to be billed to Alberta Transportation at their own rates. Currently those rates are: \$210.00/hr. for a command unit, and \$720.00/hr. for any other fire apparatus.

We also propose **removing** the \$300 non-cumulative credit on firefighting charges, as no other municipality gives such a credit. In its place, we will not bill for the first “false alarm” call per annum to non-tax-exempt properties.

Additionally, while conducting a review of the bylaw, Schedule B (Fines & Penalties) was reviewed, after which, a more definitive structure was created. In reviewing and referencing the fines for specific bylaw section infractions; reference was given to the existing fines, as well as those from the Town of Claresholm bylaw #1656 – Community Standards Bylaw.

RECOMMENDED ACTION:

Bylaw #1782, Fire Protection Bylaw was reviewed by the Audit and Finance Committee on April 11, 2024 as part of budget discussions. They have recommended the bylaw to council for review and first reading.

PROPOSED RESOLUTION:

Moved by Councilor _____ to give Bylaw #1782, Fire Protection Bylaw, first reading.

ATTACHMENTS:

1. Bylaw No. 1782, DRAFT Fire Protection Bylaw *includes*:
 - a. Schedule 'A' Fire Protection Charges
 - b. Schedule 'B' Fines & Penalties
2. Media Information piece for release upon bylaw adoption

PREPARED BY: Craig White – Fire Chief

APPROVED BY: Abe Tinney – CAO

DATE: April 18th, 2024



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1782**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to provide for the protection and preservation of life and property within the municipality from fire.

WHEREAS the *Municipal Government Act* R.S.A. 2000 Chapter M-26, provides that a Council of a Municipality may pass bylaws for the safety, health and welfare of people and the protection of people and property, and for services provided by or on behalf of the municipality;

AND WHEREAS the Council for the Town of Claresholm wishes to regulate the use and setting of fires within the Town;

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

SECTION 1 NAME OF BYLAW

- 1.1 This Bylaw may be cited as the "**Fire Protection Bylaw.**"

SECTION 2 DEFINITIONS

2.1 In this bylaw:

- a) "**Apparatus**" means any vehicle suitable for land, air, or water use which is provided with machinery, devices, equipment, materials or personnel for firefighting, rescue, or other emergency response, as well as vehicles used to transport fire fighters or supplies.
- b) "**Chief Administrative Officer (CAO)**" means that person appointed to the position and title by Council and includes any person appointed by the CAO to act as his/her appointee.
- c) "**Council**" shall mean the Municipal Council of the Town of Claresholm.
- d) "**Contained**" means within a fire pit or burning receptacle
- e) "**Dangerous Goods**" shall mean a substance, (gas, liquid or solid), in transit capable of creating harm to people, property and the environment as defined by the United Nations Hazard Class Number System.
- f) "**Department**" shall mean the Claresholm Fire Department established under this Bylaw.
- g) "**Department Property**" means all property owned or controlled by, and designated for use by, the Department, regardless of the source of the property.
- h) "**Director of Emergency Management**" shall mean that person appointed by Council to act as the Town of Claresholm's Director of Emergency Management or designated delegate.
- i) "**Disaster**" shall mean an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property.
- j) "**Emergency**" shall mean a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.
- k) "**Enforcement Officer**" shall mean a Community Peace Officer, Bylaw Enforcement Officer, RCMP Officer or an inspector appointed by and employed by the Town with respect to the enforcement of bylaws of the Town of Claresholm.
- l) "**Equipment**" shall mean any tools, contrivances, devices or materials used by the Fire Department to combat an incident or other emergency.
- m) "**False Alarm**" means any notification to the Department of any Member thereof respecting the existence of a condition, circumstance or event containing an imminent serious danger to persons or property, wherein such a condition, circumstance or event is in fact not in existence.
- n) "**Fire**" means the burning of any flammable or combustible material or any combustible material in a state of combustion.
- o) "**Fire Chief**" shall mean the person employed by the Town under the provisions of this Bylaw, or designated delegate.
- p) "**Fire Department Property**" means all property owned or controlled by, and designated for use by, the Fire Department, regardless of the source of the property.

- q) **“Fire Hazard”** means any condition, circumstance, or event that increases the possibility and/or probability of Fire occurrence.
- r) **“Fire Permit”** means a document issued by the Fire Chief pursuant to this Bylaw, on the form adopted by the Town from time to time.
- s) **“Fire Protection”** shall mean all aspects of fire safety including, but not limited to, fire prevention, firefighting or suppression, pre-fire planning, fire investigation, public education and information, rescue, training or other staff development and advising.
- t) **“Hazardous Material”** shall mean a substance (gas, liquid or solid) not in transit capable of creating harm to people, property and the environment as defined by the United Nations Hazard Class Number System.
- u) **“Illegal Fire”** shall mean any fire that is set in contravention of this Bylaw.
- v) **“Incident”** shall mean a fire, a situation where a fire or explosion is imminent or any other situation presenting a danger or possible danger to life or property and to which the Department has responded.
- w) **“Incident Commander”** shall mean the Fire Chief or in the absence of the Fire Chief, the highest-ranking Member present at an incident.
- x) **“Inspection Officer”** shall mean the Fire Chief, or any Member directed to undertake inspections.
- y) **“Member”** shall mean any person employed as a Volunteer Member of the Department under this Bylaw and shall also include the Fire Chief.
- z) **“Municipal Government Act”** shall mean the Municipal Government Act, RSA 2000, Chapter M-26, and any amendments thereto;
- aa) **“Mutual Aid Agreement”** shall mean an agreement between the Town and other municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment.
- bb) **“Officer”** shall mean an Officer of the Department.
- cc) **“Open Fire”** means any fire that is not contained within a fire pit, fire place or portable fire receptacle.
- dd) **“Portable Fire Receptacle”** means an outdoor fire receptacle which is not permanently affixed.
- ee) **“Qualified Personnel”** shall mean a person in possession of a Fireworks Supervisor Card issued pursuant to the Explosives Act (Canada) and the most current version of the **National Fire Codes – Alberta Edition** and their regulations.
- ff) **“Quality Management Plan (QMP)”** shall mean the uniform QMP that includes Sections 1 – 11 that was accepted by the Administrator Service of Accreditation and signed on January 10, 1996.
- gg) **“Recreational Fire”** shall mean a fire contained with a fire pit, an outdoor fireplace or a stationary barbeque.
- hh) **“Running Fire”** shall mean a fire burning without being under the proper control of any person.
- ii) **“Safety Codes Officer”** shall mean an individual designated as a Safety Codes Officer in accordance with the **most current edition of the Safety Codes Act of Alberta.**
- jj) **“Standard Operating Procedures”** shall mean the Claresholm Fire Department's Procedure Manual.
- kk) **“Town”** shall mean the Town of Claresholm.

SECTION 3

FIRE BANS

- 3.1 The Fire Chief (or Designate) or CAO may, from time to time, prohibit **or restrict** all fires within the Town including Recreational Fires when, in the discretion of the Fire Chief or CAO, the prevailing environmental conditions give rise to an increased risk of a Fire becoming a Running Fire.
- 3.2 A Fire ban imposed by the Fire Chief or CAO under Section 3.1 shall be in force either until the date established by the Fire Chief or CAO in the notice provided to the public pursuant to Section 3.3, or until such time as the Fire Chief or CAO gives notice to the public that the ban has been lifted.
- 3.3 The Fire Chief or CAO shall give notice of the Fire ban in effect on www.albertafirebans.ca, on the Town’s website, social media accounts, electronic signage, the community bulletin board, and any other places deemed appropriate by the Fire Chief or CAO. The notice shall indicate that the Fire ban is in place, the date if any that the ban shall be lifted, and the penalty for failing to comply with the Fire ban.
- 3.4 When a Fire Ban is in effect, **NO PERSON** shall ignite a Recreational Fire, or an Open Fire with active issued burning permit, or cause or allow a Recreational Fire or Open Fire to be ignited on his or her Property or Property under his or her control.

SECTION 4 PROPERTY IDENTIFICATION

4.1 The civic address of any Property, including buildings and structures, shall be prominently displayed on the front of the Property, including buildings and structures, so as to be clearly visible from both the street and rear laneway.

SECTION 5 FIRE HYDRANTS

5.1 No person shall, other than Members or employees of the Town, without prior approval from the CAO or designate, affix any tool, hose or other device to any fire hydrant or fire hydrant valve.

5.2 No person shall, without prior approval from the CAO or designate, paint any fire hydrant or any portion thereof.

5.3 A one (1) meter clearance must be maintained on each side of a fire hydrant. Nothing may be erected and only grass may be planted in this clearance area.

SECTION 6 CONTROL OF FIRE HAZARDS

6.1 If the CAO or Fire Chief finds within the Town's boundaries, on privately owned land or occupied public land, conditions that, in their opinion, constitute a fire hazard, they may order the owner or person in control of the land on which the fire hazard exists to reduce or remove the fire hazard within a fixed time and in a manner prescribed by the Town.

6.2 If the CAO or Fire Chief finds that the order it made pursuant to Section 6.1 has not been carried out, a Designated Officer may enter onto the land with any equipment and any person he/she considers necessary and may perform the work required to eliminate or reduce the fire hazard.

6.3 The owner or occupant of the land on which work was performed pursuant to Section 6.2 shall, upon demand, pay to the Town a Fire Protection Charge and in default of payment of the Fire Protection Charge, the Town may add the Fire Protection Charge to the tax roll of the said land as per **the applicable Section of the** Municipal Government Act.

SECTION 7 REQUIREMENT TO REPORT

7.1 The owner or authorized agent of any property damaged by fire, shall immediately report to the Department particulars about the fire which are satisfactory to the Fire Chief.

7.2 The owner or authorized agent of any property containing dangerous goods shall immediately report to the Department the particulars regarding any accidental or unauthorized release of such dangerous goods.

SECTION 8 OPEN FIRES

8.1 "Open Fire" means a fire which is not contained within an incinerator or outdoor fireplace or barbeque in accordance with Section 9.

8.3 Burning permits are only to be issued in "Agricultural Transitional", or "Direct Control" zoned land. Unless otherwise approved by the CAO or a motion of council

8.4 The Claresholm Fire Chief or designate may:
a) Issue permits
b) Amend or revoke a burning permit at anytime
c) Require a site inspection before issuing a burning permit
d) Advise fire dispatch of all permits issued

8.5 Burning Permit Conditions:
a) The fire must be supervised at all times by a responsible adult.
b) No burning is permitted when winds exceed 15 km/hr or are gusting.
c) Suitable fire extinguishing equipment to be located at the site.

- d) The 911 Dispatch Centre @ 1-888-808-3722 must be notified approximately one (1) hour prior to burn taking place.
 - e) The Permit holder must call the Dispatch Center each and every day before they burn
 - f) No burning is permitted between the night hours of 10:00 pm and 7:00 am
 - g) Only Class A combustibles are to be burned (clean wood/paper products).
 - h) An accurate description of the size and the type of combustibles must be given to the Claresholm Fire Department when applying for a permit.
 - i) Any breach of the above conditions renders the permit null and void.
- 8.6 The following items are NOT ALLOWED to be burned with or without a permit:
- a) Tires,
 - b) Plastics,
 - c) Household Garbage,
 - d) Paint Cans,
 - e) Used Motor Oil,
 - f) Furniture,
 - g) Treated Products,
 - h) Animal Carcasses, or parts thereof
 - i) Biohazardous Materials
 - j) Other similar products or debris.
- 8.7 Burning Permits are;
- a) Burning permits are valid for a maximum of 5 days from the date of issue and are not transferrable from person to person or from property to property. If conditions warrant, permits may be cancelled at any time. Extensions may be granted under a new permit number, provided the required conditions can be met.
 - b) The Fire Chief, may suspend or cancel all permits or prohibit the lighting of fires in any part or all of the Town of Claresholm with a Fire Ban. When permits are suspended or cancelled and fires are prohibited, all fires ignited under the authority of a burning permit must be extinguished immediately
 - c) The area being burned must be completely surrounded by a guard, cleared of combustible material, to a width of not less than 15 meters.
 - d) Every fire must be supervised and controlled by a responsible person or persons.
 - e) The Permit holder must ensure that fire guards are wide enough and cleared to prevent sparks from the fire. Large fires can carry sparks over a considerable distance.
 - f) The Permit holder must have required tools ready at the fire site and enough portable water to control fire if required. Even for a small single pile there should be a shovel and water available
 - g) The minimum amount of equipment required on site:
 - i. cultivation equipment as directed in permit
 - ii. one barrel of at least 200 litres of water
 - iii. one water backpack and hand pail or four heavy sacks; and
 - iv. two (2) round mouth shovels and one axe
- 8.8 No person shall cause an open fire to be ignited or allow an open fire to continue burning without a valid open fire permit.

SECTION 9 FIREPITS, OUTDOOR FIREPLACES, STATIONARY & PORTABLE BARBECUES

9.1 No person shall set, or cause to be set, any fire within the boundaries of the Town except as otherwise provided for under this Bylaw.

9.2 No person shall burn, or cause to be burned, any refuse, waste, junk, garbage, structures, debris or other noxious substance within the boundaries of the Town.

9.3 Subject to Section 10, no person shall use fireworks or permit the use of fireworks on his or her property or property under his or her control, within the boundaries of the Town.

For the enjoyment of dwelling residents use of fire pits, outdoor fireplaces and stationary barbecues may be permitted. **No person shall use a solid-fuel-fired barbecue (e.g. charcoal briquettes, wood-fired pizza oven, chimineas or similar such devices) in a building or on the balcony of a building that contains more than 2 dwelling units**

9.4 Subject to Section 9, a person may, on property owned or controlled by him or her, set a Recreational Fire, so long as that Recreational Fire is set **and contained** within a fire pit, outdoor fireplace, or other structure designed for the purpose of containing the recreational fire within a small, controlled area.

Fire pits, outdoor fireplaces, and stationary barbecues that burn combustible material shall:

- a) Be located in a rear yard with a minimum of 3.4 meters (10 feet) clearance from buildings, property lines and combustible materials, or as approved by the Fire Chief;
- b) Be constructed of bricks or concrete blocks, or heavy gauge metal, or other suitable non-combustible components;
- c) Have a spark arrestor mesh screen of 1.30 centimeters (.50 inches) expanded metal (or equivalent) to contain sparks over the fire at all times;
- d) Be the sole responsibility of the owner or tenant of the property;
- e) Be supervised at all times by a responsible adult person over the age of eighteen (18) until such time as the fire has been completely extinguished. For the purpose of this clause, a fire shall be deemed to include any hot ashes and smoldering embers resulting from the fire;
- f) Only burn clean wood, charcoal briquettes, propane or natural gas;
- g) Have flames no higher than ninety (90) cm (3.28 feet) above the fire pit or the barbecue fire box.

9.5 When a fire is set in contravention of this Bylaw or during a fire ban pursuant to Section 3, the owner or occupier of the land, or the person having control of the land upon which the fire is lit shall:

- a) Extinguish the fire immediately; or
- b) If unable to extinguish the fire immediately, report the fire to the Department as soon as possible.

SECTION 10 FIREWORKS

10.1 Permits for Fireworks will only be issued for the discharge of professional Fireworks and discharged by professional pyrotechnicians as accredited by Natural Resources Canada in accordance and **pursuant to the most current edition of the *National Fire Code – Alberta Edition***

10.2 Subject to the exceptions set out following, no person shall discharge any fireworks within the corporate limits of the Town.

10.3 The Fire Chief may, upon written application, permit qualified personnel to ignite fireworks and conduct fireworks displays. The Fire Chief may impose at the sole discretion of the Fire Chief such conditions and restrictions on their use and display as may be appropriate. Such conditions and restrictions might address:

- a) Hours of the day
- b) Days of the week
- c) Length of display
- d) Height of display and type of fireworks used
- e) Geographic location requirements for notification of affected residents' safety
- f) Having Members in attendance at event and having applicant pay for Members and equipment to be on hand.

- 10.4 All fireworks shall be stored, used and ignited in accordance with provisions of the Explosives Act (Canada) **and most current edition of the National Fire Code – Alberta Edition** and in accordance with those conditions determined solely by the Town.
- 10.5 No person shall be permitted to sell, **offer for sale, or store for the purpose of sale, consumer or display fireworks within the Town without first obtaining a permit.**
- 10.6 **No person shall possess, handle, discharge, fire or set off consumer or display fireworks in the Town without first obtaining a fireworks permit.**
- 10.7 **An accredited pyrotechnician shall apply, in writing, to the Authority Having Jurisdiction (AHJ), a minimum of fourteen (14) business days prior to the proposed display fireworks event. The application must address all information required by *the Explosive Act (Canada)*, and the most current National Fire Code – Alberta Edition.**

SECTION 11 ILLEGAL FIRES

- 11.1 Any Member, Enforcement Officer or Employee of the Town may extinguish an illegal fire using whatever apparatus or procedure that the individual may deem appropriate or necessary to extinguish an illegal fire.
- 11.2 The costs of controlling or extinguishing any illegal fire shall be recovered from the person causing the illegal fire under the provisions of the Municipal Government Act.

SECTION 12 RECOVERY OF COSTS

- 12.1 Upon the Town issuing an order or taking steps under Sections 13 or 14 or upon the Department providing Fire Protection services to property within or outside the Town boundaries, resulting in the Town incurring fees or charges, the Town may in its sole and absolute discretion charge any or all of the following persons, namely:
- a) The person causing or contributing to the fire; or
 - b) The owner or occupant of the property;
- a Fire Protection Charge, and all individuals charged are jointly and severally responsible for payment of the Fire Protection Charge to the Town.
- 12.2 The schedule of fees for Fire Protection Charges are set out in Schedule "A" attached hereto and forming part of this Bylaw.
- 12.3 Without limiting the foregoing, a Fire Protection Charge may be imposed in the event of a False Alarm.
- 12.4 A Fire Protection Charge shall be paid within thirty (30) days of being levied.
- 12.5 Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the Town is entitled to place on the property in respect of which the indebtedness is incurred.
- 12.6 The owner of a parcel to which Fire Protection is provided is liable for Fire Protection Charges incurred, and the Town may add to the tax roll of a parcel of land all unpaid Fire Protection Charges and interest charges accrued one hundred and twenty (120) days after the Fire Protection Charge has been levied.

SECTION 13 OFFENCES

- 13.1 No person shall damage or destroy Department apparatus or supplies.
- 13.2 No person shall obstruct the Fire Chief or any other person authorized to inspect property or to perform any work necessary to remedy a condition, from performing his or her duties under this Bylaw.
- 13.3 No person shall:
- a) Contravene any provision of this Bylaw;
 - b) Impede, obstruct or hinder a Member, or other person assisting or acting under the direction of a Member;
 - c) ~~Damage or destroy Fire Department Property or Equipment;~~ **Sell, offer for sale, or store for the purpose of sale consumer or display fireworks**
 - d) **Possess, handle, discharge, fire or set off consumer or display fireworks in the Town without first obtaining a fireworks permit**

- e) At an incident, drive a vehicle over any Apparatus or Equipment without permission from the Fire Chief or Incident Commander;
- f) Obstruct a Member from carrying out any function or activity related in any way to Fire Protection;
- g) Falsely represent themselves as a Member or wear or display any Fire Department badge, cap, button, insignia, or other paraphernalia which may leave the false impression that the person is a Member;
- h) Obstruct or otherwise interfere with access roads or streets or other approaches to any Fire alarm, fire hydrant, cistern or body of water designated or intended to be used for Fire Protection or any connections provided to a fire main, pipe, stand pipe, sprinkler system, cistern, or other body of water designated or intended to be used for Fire Protection;
- i) Either directly, or indirectly, personally or through an agent, servant or employee kindle a Fire or let it become a Running Fire on any land not his or her own property or allow a Running Fire to pass from his or her own property to that of another.
- j) Light a Fire without first taking sufficient precautions to ensure that the Fire can be kept under control at all times;
- k) Light a Fire when weather conditions are conducive to creating a Running Fire;
- l) Fail to take reasonable steps to control a Fire for the purpose of preventing it from becoming a Running Fire or from spreading onto Property other than his or her own;
- m) Deposit, discard or leave any burning matter or substance where it might ignite other materials and cause a Fire;
- n) Conduct any activity that involves the use of Fire that might reasonably be expected to cause a Fire unless that person exercises reasonable care to prevent the Fire from occurring;
- o) Use a Fire to burn:
 - i. Material that will result in the production of dense black smoke, including, but not limited to, insulation from electrical wiring or equipment, asphalt roofing materials, hydrocarbons, plastics, or other materials or creosoted wood; or
 - ii. Herbicides, pesticides or other toxic materials or substances;
 - iii. Animal carcasses, or parts thereof
 - iv. Biohazardous materials
- p) Conduct any activity that involves the use of a Fire, where smoke from the Fire may impede visibility of the vehicular traffic on any Highway as defined in the *Traffic Safety Act*, R.S.A. 2000 Chapter T-6, as amended; or
- q) Light a Fire on lands owned or controlled by the Town except with the Town's express written consent if a Recreational Fire, in a fireplace or campfire provided by the Town for that purpose.

SECTION 14

PENALTIES

ENFORCEMENT

- 14.1 Where Property does not comply with this Bylaw or a person contravenes this Bylaw, the Town may pursue its enforcement alternatives in accordance with any Act, or common law right, including but not limited to the issuance of an order to remedy the contravention by the Town, adding amounts to the tax roll, and pursuing injunctions pursuant to [the applicable Section of the Municipal Government Act](#).

PENALTIES

- 14.2 Any person who:
- a) Violates any provision of this Bylaw;
 - b) Suffers or permits any act or thing to be done in contravention of or in violation of any provision of this Bylaw;
 - c) Neglects to do or refrains from doing anything required to be done by the provisions of this Bylaw; or
 - d) Does any act or thing or omits any act or thing, thus violating any provision of this Bylaw;
- is guilty of an offence under this Bylaw, and upon a conviction, is liable to a fine as set out in Schedule "B" attached hereto and forming a part of this Bylaw.

VIOLATION TAGS & TICKETS

- 14.3 Where an Enforcement Officer has reasonable grounds to believe that a provision of this Bylaw has been contravened, that Enforcement Officer is authorized and empowered to issue a Violation Tag to any person who the Enforcement Officer has reasonable grounds to believe is responsible for this contravention.
- 14.4 A Violation Tag issued pursuant to this Bylaw shall be in a form approved by the CAO and may be delivered to the Person reasonably believed to have contravened this Bylaw by means of actual service upon the person or by mailing a copy to the Person at his or her address as it appears on the Town's tax roll.

- 14.5 Where a Violation Tag is issued pursuant to this Bylaw, the Person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town, the penalty specified on the Violation Tag within seven (7) business days if delivered by actual service to the person and within fourteen (14) business days if served by mail.
- 14.6 Where a Violation Tag has been issued and the specified penalty not paid within the prescribed time, the right of the Person named on the Violation Tag to pay the penalty in lieu of prosecution shall expire and the Enforcement Officer is authorized to issue a Violation Ticket pursuant to Part 2 of the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended, or repealed and replaced from time to time, to any person the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 14.7 Notwithstanding Section 14.6, an Enforcement Officer is hereby authorized and empowered to immediately issue a Violation Ticket to any person whom the Enforcement Officer has reasonable grounds to believe has contravened or is responsible for a contravention of any provision of this Bylaw regardless of whether a Violation Tag has first been issued. Nothing in the Bylaw shall prevent an Enforcement Officer from immediately issuing a Violation Ticket.
- 14.8 The specified penalty payable in respect of a contravention of a provision of this Bylaw is the amount provided for in Schedule "B" of this Bylaw in respect of that provision.
- 14.9 ~~For any offence for which there is no penalty specified, to a penalty of not less than \$300.00 and not more than \$10,000.00 (plus any applicable costs of firefighting).
Where any Person contravenes the same provision of this Bylaw twice within one twelve (12) month period, the specified penalty payable in respect of the second such contravention shall be double the amount provided for in Schedule "B" of this Bylaw.~~
- ~~14.10 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 and subsequent such contravention shall be triple the amount provided for in Schedule "B" of this Bylaw.~~

SECTION 15 NOTICE

- 15.1 Any Notice provided for in this Bylaw shall be in writing.
- 15.2 Service of any Notice provided for in this Bylaw may be made as follows:
- Personally, upon the person to be served; or
 - By mailing the copy to the person to be served by double registered mail or certified mail to the last known post office address of the person to be served and service shall be deemed to be effected at the time the copy is delivered by an official of the post office to the person to be served or to any person receiving it on his or her behalf;
 - Where the property is not occupied, by mailing the Notice by double registered mail or certified mail to the mailing address noted on the Town's tax roll for that property, and service shall be deemed to be effected at the time the copy is delivered by an official of the post office to the person to be served or to any person receiving it on his or her behalf; or
 - As directed by the Court.

SECTION 16 SCHEDULES

- 16.1 Schedules A and B as attached shall form part of this Bylaw.

SECTION 17 SEVERABILITY

- 17.1 Should any section or part of this Bylaw be found to have been improperly enacted for any reason, then such section or part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

SECTION 18 PASSAGE OF BYLAW

18.1 Bylaws No. 1705, 1715 the Fire Protection Bylaw, and any amendments thereto, are hereby repealed.

SECTION 19 PASSAGE OF BYLAW

19.1 This Bylaw shall come into effect upon passage of 3rd Reading.

READ a first time in Council this day of 2024 A.D.

READ a second time in Council this day of 2024 A.D.

READ a third time in Council and finally passed this day of 2024 A.D.

Brad Schlossberger, Mayor

Abe Tinney, CAO

DRAFT

**TOWN OF CLARESHOLM
 BYLAW NO. 1705
 SCHEDULE "A"
 FIRE PROTECTION CHARGES**

Burning Permit—No Charge

Fire truck and rescue van (flat rate includes manpower) \$200.00 per hour per unit

Where a vehicle is used only for transportation of firemen \$100.00 per hour per unit

Any material used shall be billed at cost.

A \$300.00 credit shall be allowed on the first call out to any residential or commercial call, including false alarms, per calendar year. This credit shall apply only to firefighting charges. Credits are not cumulative.

**TOWN OF CLARESHOLM
 BYLAW No. 1782
 SCHEDULE "A"
 FIRE PROTECTION CHARGES**

Type of Event	Type of Apparatus Responding	Applicable Charge
Fires, Motor Vehicle Collisions (not on a numbered highway), Rescues, Alarms, etc.	Engines / Pumpers / Tenders / Tankers / Rescue Units / Bush Trucks / Medical Response Units	\$450/hr. rounded to the nearest one-half (1/2) hour
Motor Vehicle Collision – on a numbered highway	Engines / Pumpers / Tenders / Tankers / Rescue Units / Bush Trucks / Medical Response Units / Command Unit	As Per Alberta Transportation Table 1: Rates of Reimbursement for Fire Departments
Response Trucks / Personnel Transport only	Any type of department apparatus used for personnel transport / rehab only	\$175/hr. rounded to the nearest one-half (1/2) hour
Fires, Motor Vehicle Collisions, Rescues, Alarms, etc. <i>Not</i> on a numbered highway	Command Vehicle(s)	\$175/hr. rounded to the nearest one-half (1/2) hour

Other Charges

Description of Charge	Applicable Charge
Consumables (Foam, tools, equipment, gear, etc.)	At Cost
Contracted Equipment (Excavators, Dozers, etc.)	At Cost
Lost, Broken, or Destroyed Equipment	At Cost
Fire Safety Codes Inspection	No Charge
Burn Permit (for those in Ag Transitional or Direct Control zoned lands)	No Charge
Burn Pit / Site Inspection or Review	No Charge
False Alarm / Alarm Bells	No Charge for 1 st response to municipal tax-roll number. Subsequent responses will be charged at applicable rates. First-call exemption not applicable to tax-exempted properties

**TOWN OF CLARESHOLM
BYLAW NO. 1705
SCHEDULE "B"
FINES & PENALTIES**

\$300 First offence _____

\$500 Second offence _____

\$750 Third and any subsequent offence _____

**TOWN OF CLARESHOLM
BYLAW No. 1782
SCHEDULE "B"
FINES & PENALTIES**

Bylaw Section	Offence	1st Offence Penalty	2nd Offence Penalty	3rd & Subsequent Offence Penalties
3.4	When a fire ban is in effect, any person who contravenes the fire ban may be subject to the fines established	\$300	\$500	\$1000
13.1	Damage or destroy any fire department apparatus or equipment	Cost of repair +25%	Cost of repair +25% and \$500	Cost of repair +25% and \$1000
13.2 13.3(b) 13.3(f)	Interfere with efforts of any person authorized to carry out duties outlined in this bylaw	\$300	\$500	\$1000
13.3(a)	Contravene any provision of this bylaw that does not have a specified penalty attached	\$300	\$500	\$1000
13.3(c)	Sell, offer for sale, or store for the purpose of sale consumer or display fireworks	\$300	\$500	\$750
13.3(d)	Possess, handle, discharge, fire or set off consumer or display fireworks in the Town without first obtaining a fireworks permit	\$500 +associated costs of firefighting	\$750 +associated costs of firefighting	\$1000 +associated costs of firefighting

13.3(e)	At an incident, drive a vehicle over any fire department equipment without permission from the Fire Chief or Incident Commander	\$300	\$500	\$1000
13.3(g)	Falsely represent themselves as a member, or wear or display any fire department badge, cap, button, insignia or other paraphernalia which may leave the false impression that the person is a member	\$300	\$500	\$1000
13.3(h)	Obstruct or otherwise interfere with access to any fire alarm, fire hydrant, cistern, or body of water intended to be used for fire protection, or any connections provided to a fire main/pipe/stand-pipe/sprinkler system etc. designed or intended to be used for fire protection	\$500	\$1000	\$2000
13.3(i)	Either directly or indirectly, personally or through an agent/servant/or employee kindle a fire or let it become a running fire on any land not his/her own or allow a running fire to pass from his/her own property to that of another	\$2500 +associated costs of firefighting	\$5000 +associated costs of firefighting	\$7500 +associated costs of firefighting
13.3(j)	Light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times	\$500 +associated costs of firefighting	\$750 +associated costs of firefighting	\$1000 +associated costs of firefighting
13.3(k)	Light a fire when weather conditions are conducive to creating a running fire	\$500 +associated costs of firefighting	\$750 +associated costs of firefighting	\$1000 +associated costs of firefighting
13.3(l)	Fail to take reasonable steps to control a fire for the purpose of preventing it from becoming a running fire or from spreading onto property other than his/her own	\$500 +associated costs of firefighting	\$750 +associated costs of firefighting	\$1000 +associated costs of firefighting
13.3(m)	Deposit, discard, or leave any burning matter or substance	\$300 +associated	\$500 +associated	\$750 +associated

	where it might ignite other material and cause a fire	costs of firefighting	costs of firefighting	costs of firefighting
13.3(n)	Conduct any activity that involves the use of Fire that might reasonably be expected to cause a Fire unless that person exercises reasonable care to prevent the Fire from occurring	\$300 +associated costs of firefighting	\$500 +associated costs of firefighting	\$750 +associated costs of firefighting
13.3(o)	Use a fire to burn any prohibited material, or that which may produce dense black smoke	\$300 +associated costs of firefighting	\$500 +associated costs of firefighting	\$750 +associated costs of firefighting
13.3(p)	Conduct any activity that involves the use of a Fire, where smoke from the Fire may impede visibility of the vehicular traffic on any Highway as defined in the <i>Traffic Safety Act</i> , R.S.A. 2000 Chapter T-6, as amended	\$300	\$500	\$750
13.3(q)	Light a Fire on lands owned or controlled by the Town except with the Town's express written consent if a Recreational Fire, in a fireplace or campfire provided by the Town for that purpose.	\$300	\$500	\$750

Fire Insurance

The Town of Claresholm has recently updated the Fire Protection Bylaw #1782, and as a result, fire service charges have increased.

Claresholm Fire would like to take this opportunity to remind residents to review their homeowner's insurance policy to ensure they're adequately covered in the event of a fire.

For more information consult:

- Your insurance broker / agency
- Insurance Bureau of Canada Website (general information): <https://www.ibc.ca/insurance-basics/home/types-of-home-insurance-coverage>
- Town of Claresholm Fire Protection Bylaw, Section 12 – Recovery of Costs: <https://www.claresholm.ca/admin/resources/page-files/fire-protection-bylaw.pdf>



BYLAW No. 1785 – 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 R4 – Multiple Residential to C1 - Retail Commercial. This property was redesignated from Retail Commercial to Multiple residential in 2023, however no renovations proceeded, and now new owners would like to utilize the property for a daycare. 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), the land use bylaw amendment requires a public hearing and advertisement (neighborhood circulation) prior to giving second. 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:

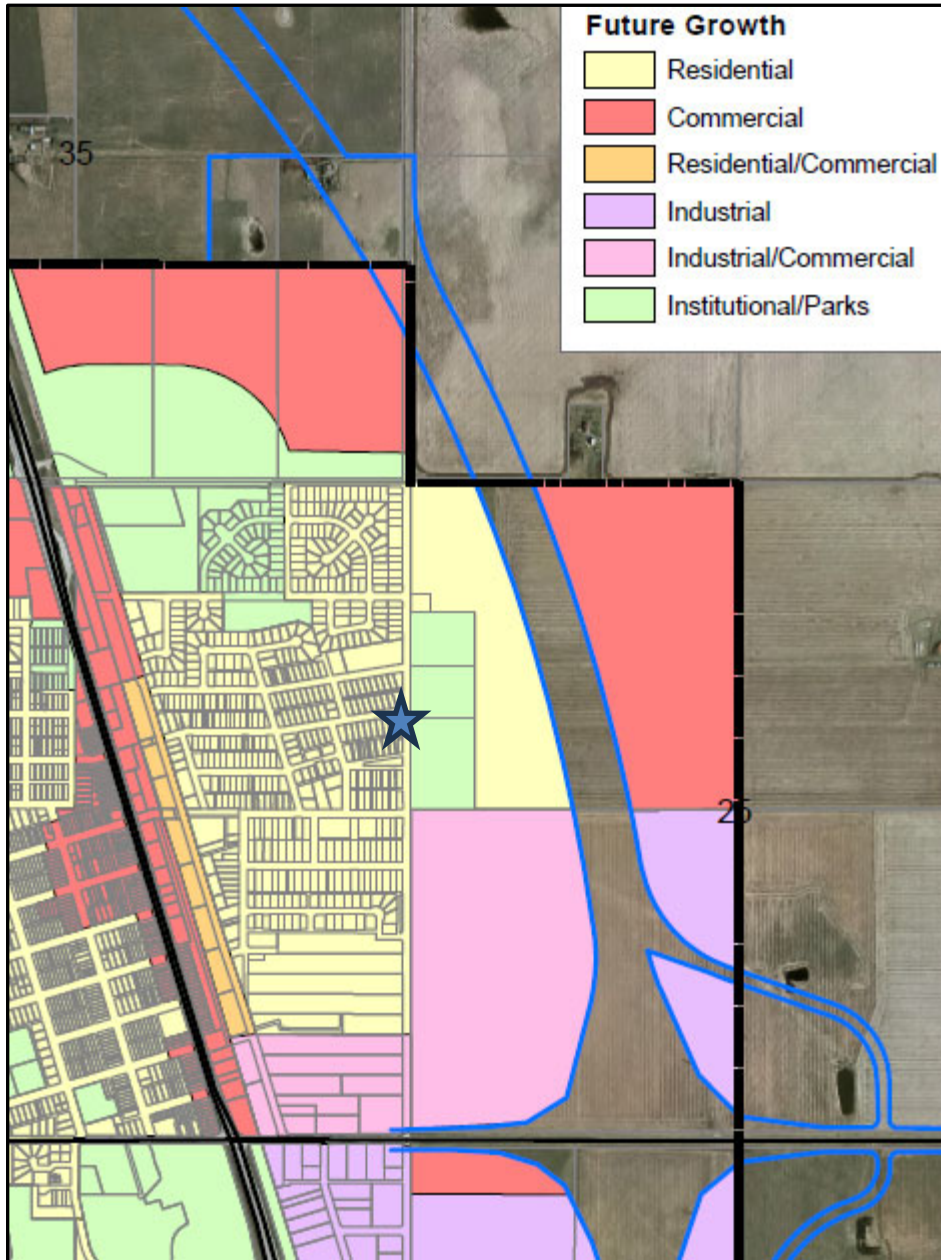
This property is a large space with green space and parking adjacent. This is also a quiet area for traffic, and the building is a suitable size for its intended use.

ORRSC comments:

Municipal Development Plan Bylaw 1644 goal 4.2 supports the redesignation of this parcel as the parcel is adjacent to a major collector road and within a node previously identified acceptable as a neighbourhood commercial node.

4.2 Goal The Town of Claresholm supports and encourages commercial development in the central business district as well as in the identified nodes within neighbourhoods and along the main transportation corridors.

Furthermore, objective 4.3.1 to promote and attract new business and increase economic well-being and objective 4.3.10 to encourage the development of Neighbourhood Commercial in residential areas further supports the proposal.



RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1785, a bylaw to amend Land Use Bylaw No.1525 first reading.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1785

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: April 18, 2024



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1785**

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 operating a commercial 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 “Multiple Residential – R4” to “Retail Commercial – C1” as per “Schedule A” attached.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1785 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this day of 2024 A.D.

Read a second time in Council this day of 2024 A.D.

Read a third time in Council and finally passed in Council this day of 2024 A.D.

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'A'**

Aerial Photo Date: 2021

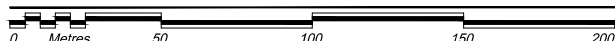


FROM: Multiple Residential R4
TO: Retail Commercial C1

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: APRIL 18, 2024

Bylaw #: _____

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"



Claresholm

REQUEST FOR DECISION

Meeting: April 22, 2024
Agenda Item: 3

Bylaw #1786 – 2024 Property Tax Rate Bylaw

DESCRIPTION/BACKGROUND:

Property Tax

Property tax is a main source of revenue for financing municipal operations. Property tax rates can be established once Council adopts the annual operational and capital budgets and the annual assessment roll is prepared.

The tax rates are set annually. A property tax rate is calculated by dividing the tax levy required by the corresponding property assessment class or subclass. 2024 Property taxes are based on the 2023 Property Assessments as at Dec 31, 2023.

In addition to the municipal tax rates, municipalities must set tax rates to raise the revenue for any requisitions they are required to pay (e.g. Alberta School Foundation Fund requisition and a housing management body requisition). Each tax rate must be identified separately on the tax notice.

Annexed Lands

The Town has annexed additional land in the Town of Claresholm from the MD of Willow Creek. Part of these annexation agreements are that those lands would be taxed at MD of Willow Creek tax rates for the next X number of years or until land is developed. There are currently three different annexation agreements still in effect for tax rates.

- 2017 annexation with tax agreement for 25 years (until 2042).
- 2021 annexation with tax agreement for 10 years (until 2030).
- 2024 annexation with tax agreement for 15 years (until 2038).

The M.D. passed their 2024 tax rates on April 10, 2023. These rates are included in this draft bylaw as annexed land rates.

DISCUSSION/OPTIONS:

As is noted in the 2024 approved budget document, this tax rate bylaw proposes a tax revenue increase for municipal purposes of 3.6% over last year. This is due primarily to significant inflation we have seen over the last couple years. However, with significant inflationary assessment value increases that have been seen as well this year, with upwards of 12% assessment value increases in residential properties, and around 5% for non-residential properties, on average, we are looking at an actual real decrease in the tax rate.

2024 residential property tax rates are down 7.4% from 2023 rates, and non-residential is down 2.6%. After factoring in assessment value inflation, the estimated average real tax cost increases per property for residential properties is 3.7% and for non-residential properties of only 1%.

The tax rate bylaw also dictates the tax rates for tax requisitions, including Alberta School Foundation Fund (Education Tax Requisition), Porcupine Hills Lodge Foundation (Home for the Aged Requisition), and Designated Industrial Property Requisition (DIP). The Town, nor Town Council, has any control over these amounts nor their corresponding tax rates. They are determined simply by the requisitioning body and assessment values.

The Education Requisition is up 10.6% for residential and 1.1% for non-residential. With assessment inflation this is a 2% decrease in residential requisition tax rate and a 3.2% increase for non-residential requisition tax rate.

Porcupine Hills Lodge Foundation requisition is up 25.1% for a tax rate increase of 12.6% (the rate is the same for residential and non-residential).

The Audit & Finance committee met on April 11, 2024 and recommends Council approve the tax rates as drafted in Bylaw 1786 as attached.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ that Bylaw #1786, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2024 taxation year, receive 1st Reading.

ATTACHMENTS:

- 1.) Draft Bylaw #1787 – 2024 Property Tax Rate Bylaw

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act

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

APPROVED BY: Abe Tinney - CAO

DATE: April 15, 2024



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1786**

Claresholm

A bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2024 taxation year.

WHEREAS, the Town of Claresholm has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on April 22, 2024; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Claresholm for 2024 total \$13,327,851; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$9,449,762 and the balance of \$3,878,089 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)

Residential & Farmland	\$1,069,376
Non-Residential	\$381,473

Porcupine Hills Lodge Foundation (PHL)

Residential & Non-Residential	\$199,543
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Designated Industrial Property Requisition(DIP)

Designated Industrial Properties	\$751
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WHEREAS, the Council of the Town of Claresholm is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Town of Claresholm as shown on the assessment roll is:

Residential	453,511,650
Vacant Residential & Farmland (VR&F)	3,763,000
Non-Residential	88,707,810
Linear & Designated Industrial (DI) Property	8,745,530
Machinery & Equipment (M&E)	985,300
Machinery & Equipment (M&E) - Designated Industrial (DI)	69,950
Exempt	152,999,540
Annexed Residential	2,117,900
Annexed Farmland	166,230
Annexed Non-Residential	4,882,690
Annexed Linear and Designated Industrial (DI) Property	739,400
Annexed Machinery & Equipment (M&E) - Designated Industrial (DI)	263,450
Total	716,952,450

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Town of Claresholm, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Claresholm

General Municipal		Tax Levy	Assessment	Tax Rate
	Residential	\$2,710,411	\$453,511,650	0.0059765
	VR&F	\$22,489	\$3,763,000	0.0059765
	Non-Residential	\$1,005,422	\$88,707,810	0.0113341
	Non-Residential – Provincial Grants in Lieu 50% reduction	-\$13,391		
	Linear & DI Property	\$99,122	\$8,745,530	0.0113341
	M&E	\$0	\$985,300	0.0000000
	M&E – DI	\$0	\$69,950	0.0000000
	Annexed Residential	\$5,608	\$2,117,900	0.0026480
	Annexed Farmland	\$1,636	\$166,230	0.0098450
	Annexed Non –Residential	\$40,638	\$4,882,690	0.0083230
	Annexed Linear & DI Property	\$6,154	\$739,400	0.0083230
	Annexed M&E – DI	\$0	\$263,450	0.0000000
		\$3,878,089	\$563,952,910	
ASFF		Tax Levy	Assessment	Tax Rate
	Residential & VR & F	\$1,064,110	\$457,274,650	0.0023271
	Non-Residential	\$361,363	\$95,090,340	0.0038002
	Annexed - Residential & VR & F	\$5,266	\$2,284,130	0.0023060
	Annexed - Non-Residential	\$20,110	\$5,622,090	0.0035770
		\$1,450,849	\$560,271,210	
PHL		Tax Levy	Assessment	Tax Rate
	Residential, Non-Residential VR&F	\$197,284	\$552,364,990	0.0003572
	Annexed - Residential, Non-Residential VR & F	\$2,259	\$7,906,220	0.0002860
		\$199,543	\$560,271,210	
Designated Industrial (DI) Property Requisition		Tax Levy	Assessment	Tax Rate
	Linear & DI including M&E	\$751	9,818,330	0.0000765

Note: Annexed properties are taxed at MD of Willow Creek tax rates as per Order In Council 004/2017 (until 2042), 383/2020 (until 2030), and 213/2023 (until 2038).

PROPERTY TAX RATES BY CLASSIFICATION

	RES & VR&F	NON-RES	DI
Alberta School Foundation Fund (ASFF)	0.0023271	0.0038002	0.0038002
Porcupine Hills Lodge Foundation (PHL)	0.0003572	0.0003572	0.0003572
Designated Industrial Property Requisition (DIP)			0.0000765
Municipal	0.0059765	0.0113341	0.0113341
	0.0086608	0.0154915	0.0155680

PROPERTY TAX RATES BY CLASSIFICATION – ANNEXED LANDS

	RES	VR&F	NON-RES	DI
Alberta School Foundation Fund (ASFF)	0.0023060	0.0023060	0.0035770	0.0035770
Porcupine Hills Lodge Foundation (PHL)	0.0002860	0.0002860	0.0002860	0.0002860
Designated Industrial Property Requisition				0.0000765
Municipal	0.0026480	0.0098450	0.0083230	0.0083230
	0.0052400	0.0124370	0.0121860	0.0122625

2. That this bylaw shall take effect on the date of third and final reading.

READ a first time in Council this day of 2024 A.D.

READ a second time in Council this day of 2024 A.D.

READ a third time in Council and finally passed this day of 2024 A.D.

Brad Schlossberger
Mayor

Abe Tinney
Chief Administrative Officer

DRAFT

From: Seniors Information <Seniorsinformation@gov.ab.ca>
Sent: Tuesday, April 16, 2024 2:22 PM
To: Seniors Information <Seniorsinformation@gov.ab.ca>
Subject: Recognizing Seniors' Week 2024 - Community Declaration

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.

For 38 years, the Government of Alberta has dedicated the first week of June to honour and recognize seniors for their invaluable contributions to our province. This year, Seniors' Week is from June 3 to 9, and will be kicked off with a provincial launch event on June 3 in the Town of Banff.

All municipalities, First Nations communities, and Metis Settlements are encouraged to officially declare Seniors' Week to demonstrate your community's support and to generate greater awareness of the importance of seniors in Alberta.

To officially declare Seniors' Week in Alberta, the declaration must be made by a senior official (i.e., Mayor/Reeve, Chief) of an Alberta community. This is done at the community level, such as at a town council meeting. If your community does not have a declaration template, attached is a Community Declaration. Once your community has made the declaration, kindly notify us at seniorinformation@gov.ab.ca by May 31, 2024, so that we can recognize your community on [our website](#).

The Government of Alberta encourages communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit www.alberta.ca/seniors-week.aspx or email us at seniorsinformation@gov.ab.ca if you have any questions.

Thank you.

Ministry of Seniors, Community and Social Services
Government of Alberta



DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 3 – 9, 2024 to be Seniors' Week in

Community

Official Title

Official Signature

A handwritten signature in black ink, appearing to be "J. Nixon", written over a horizontal line.

The Honourable Jason Nixon; Minister of Seniors, Community
and Social Services

UNITED IRRIGATION DISTRICT

Box 1006
Glenwood, Alberta
T0K 2R0

Phone: (403) 626-3255
Fax: (403) 626-3967
E-mail: uid@xplornet.com

April 8, 2024

To Whom It May Concern,

RE: Request for the Letter of Support for the Belly River Reservoir Proposal

The United Irrigation District is proposing a Belly River Reservoir Project.

With global warming approaching, all of us need more and more water storage. We need to invest in these projects to meet the water supply challenges of today and the future, especially during drought like this year. Your municipalities and towns can benefit from the proposed water storage while also creating environmental benefits.

This proposed flood mitigation and storage reservoir will help with flood mitigation as well as with water storage, which can be used for irrigation and municipal projects. It would greatly reduce the chance of flooding in all areas along the Belly River.

The size of the proposed project will be around 55,000 acre-feet. The location we are considering is west of Hwy 800 and north of Hwy 5 close to the Mountain View area. We have done only a preliminary study of this area. I presented this proposal at the Reeves and Mayors meeting on April 5th, 2024 in Lethbridge.

I am writing you today to respectfully request a letter of support. If you can mention in the letter the necessity of water storage with climate change, benefits for other districts, etc. it would be great.

Should you have any questions or need more information do not hesitate to contact me at 403-626-3255 or via email.

Yours truly,
UNITED IRRIGATION DISTRICT



Fred W. Rice
District Manager



COUNTY OF WARNER NO. 5

PO BOX 90
300 COUNTY ROAD
WARNER, AB T0K 2L0

Phone: 403-642-3635
www.warnercounty.ca

April 10, 2024

United Irrigation District
PO Box 1006
Glenwood, AB T0K 2R0

Via email: uid@xplornet.com

To Whom It May Concern,

Re: Belly River Reservoir Proposal Letter of Support

We are writing this letter of support of the Belly River Reservoir Proposal as outlined in a presentation by the United Irrigation District in February 2024.

Water management is fundamental to providing and protecting a vital resource used for drinking, agriculture, and the environment. Improving water resource infrastructure will increase the overall resilience of the water storage system that will protect this resource against multi-year drought and other extreme weather events.

The proposed reservoir would improve water security for agriculture for up to seven Irrigation Districts, which minimizes crop losses during droughts and so fosters overall economic stability in the region. Improved upstream flow maintenance capacity would increase flood resiliency. Stabilized flows support a consistent aquatic ecosystem for fish in the Belly River.

We hope that this proposal is successful in obtaining approval and funding. We look forward to the action taken by the Province of Alberta, Irrigation Districts, other institutions, and municipalities to collaboratively address improving water resource management in the coming years.

Yours truly,

A handwritten signature in black ink that reads "Randy Taylor". The signature is written in a cursive, flowing style.

Randy Taylor
Reeve – County of Warner

cc: Honourable R.J. Sigurdson, Alberta Minister of Agriculture and Irrigation
Honourable R. Schultz, Alberta Minister of Environment and Protected Areas
Honourable G. Hunter, MLA Taber-Warner

For the years 2016, 2017, 2018 and 2019, Council referred to Administration to recognize the National Day of Mourning on the day specified by the Workers Compensation Board. Due to the pandemic, the National Day of Mourning was not recognized from 2019 until last year, when the flags were lowered to half-mast.

Karine Keys

From: WCB-Alberta <communications@wcb.ab.ca>
Sent: April 18, 2024 11:00 AM
To: Karine Keys
Subject: Day of Mourning tribute story

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[View this email in your browser](#)



Thank you for signing up to receive resources to recognize the Day of Mourning and honour those we lost through work-related incidents last year.

[Access the Day of Mourning materials.](#)

In 2023, **165 Alberta workers** lost their lives through workplace illnesses or injuries. Each loss has a profound impact on employers, co-workers, friends and families.

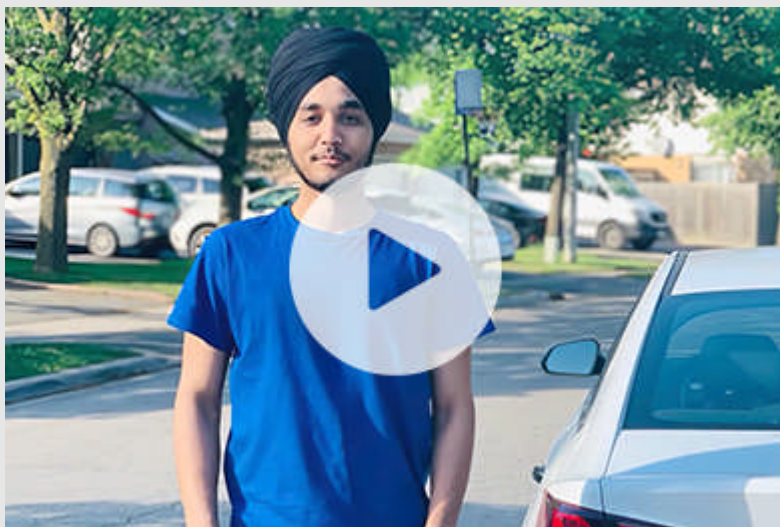
Families like Davinder Singh's.

Born in Punjab, India, Davinder was the oldest son of a middle-class family. To his parents, he was a humble and devoted son; to his younger brothers, he was a role model and a superhero. It was his parents' wish that he move to Canada to pursue better opportunities, and in 2017, he arrived in Ontario to turn his passion for mechanics into a lifelong career.

Davinder met his wife Ishika in Ontario and they were married in a small ceremony in 2021. Though COVID-19 delayed their plans for a traditional Indian wedding, they didn't let it slow them down from building a life together.

They moved to Calgary where Davinder began work as an apprentice mechanic. Their plan was to build a new house and, once Davinder earned his Red Seal certification, they would reunite with their friends and family in India for their big dream wedding.

Those plans ended on April 27, 2023, when Davinder lost his life in a motor-vehicle incident while on the job. He was only 24 years old.



For those who had the fortune of knowing Davinder, he was a ray of light and source of inspiration. He was passionate, multi-talented and a joy to everyone around him. His kind spirit will be remembered always. He will be missed.

Together, let's take a moment on Sunday, April 28 to honour the lives lost in 2023 to work-related illnesses and injuries.

Download the [Day of Mourning materials](#). If you have any questions, please reach out to [communications](#).

Community Day of Mourning events: Sunday, April 28

Edmonton and District Labour Council

Grant Notley Park, 116 Street and 100 Avenue at 11 a.m. For more information visit the [Edmonton and District Labour Council's website](#).

[Unsubscribe from this list](#).



Our mailing address is:

PO Box 2415

Edmonton AB T5J 2S5

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WCB-Alberta · 9912 107 Street, PO Box 2415 · Edmonton, AB T5J 2S5 · Canada

April 08, 2024

To whom it may concern,

Re: Alberta Disability Services Professional Appreciation Week:

I am writing this letter in my capacity as Board President of the Alberta Disability Worker Association (ADWA) to bring awareness to a matter of significance.

The [Alberta Disability Workers Association \(ADWA\)](#) is the established professional voice and advocate for the 15,000+ professionals employed in Community Disability Services (CDS) across the Province of Alberta. ADWA was formed in 2010, and one of our important roles is to heighten Albertans' awareness of our essential and valuable workforce by publicly recognizing the positive impact the profession has on the lives of people with disabilities, their families, and the overall community. ADWA is a professional association, not a union; our members are Community Disability Service professionals who voluntarily register for membership.

The Minister of Seniors, Community and Social Services, Jason Nixon, has declared the week of May 20-26, 2024, as the Alberta Disability Services Professional Appreciation Week. This declaration, which has been enacted in perpetuity (3rd Monday in May), is a testament to the unwavering dedication and invaluable contributions made by disability service professionals in our communities.

I respectfully request that where possible Alberta's communities join ADWA in acknowledging this significant occasion. By doing so, we can collectively raise awareness about the essential role that CDS professionals play in enhancing the lives of individuals with disabilities who live, work, and play in communities, across Alberta. One example is that various CDS organizations are hoping that their municipalities will "light up" on Wednesday, May 22, 2024, to showcase the breadth of this profession across Alberta.

Your support in this initiative would not only serve to honor the dedicated professionals working in disability services but also encourage a more inclusive and understanding societal ethos.

Thank you in advance for your consideration.

All the best,



Alexander Stoye
Board President
Alberta Disability Worker Association (ADWA)



REQUEST FOR DECISION

Meeting: April 22, 2024
Agenda Item: 8

Special Tax Levy & Amended 2024 Budget

BACKGROUND:

At the April 8, 2024 regular meeting of Council, Bylaw #1784 – 2024 Special Tax Levy, was presented for first reading, with a couple members of Council opposed and a following motion passed directing Administration to prepare a public participation plan regarding Bylaw #1784 prior to 2nd Reading.

Property tax notices have to be issued and mailed out no later than May 23rd 2024 this year to have taxes due by the end of June. This is due to MGA regulations that the penalty date cannot be any sooner than 30 days after the tax notices are “received”, and tax notices are deemed to be received 7 days after mailing. The tax deadline for 2024 is on June 28th, as June 30th is a Sunday. As such the Property Tax Bylaw for 2024, along with any Special Tax Levy’s or Local Improvement Tax Bylaws intended to be levied or collected for the 2024 year need to have been passed all three readings, prior to this date, with sufficient time for Administration to process and mail out the notices.

DISCUSSION:

Based on the timing of tax notices needing to be sent out, and that any tax levy, including a special tax levy, needs to be passed and included in the tax notice, Bylaw 1784 – 2024 Special Tax Levy, would need to receive all three readings by the May 13th meeting of Council. It is therefore not possible, logistically, to engage in a full public participation plan regarding Bylaw 1784 and still have this bylaw passed and levied for the 2024 year. As a special tax levy bylaw is passed for a specific given year, and Bylaw 1784 is for 2024, Administration is recommending that this bylaw be withdrawn, and not presented for any further readings in the future.

As a result, Administration is also recommending that the 2024 Budget, that was passed on April 8th, 2024, be amended to remove the revenue from the special tax levy, and the offsetting transfer to reserves, from the budget, to reduce confusion.

Administration will still work on a public participation plan as directed, as funding recreation infrastructure is still a significant concern and issue that needs to be addressed, however it will be regarding recreation and culture infrastructure funding more generally vs specific to a special tax levy.

RECOMMENDATION

The Audit & Finance Committee reviewed the above proposal and on April 11, 2024 passed a motion to recommend Council adopt the amended budget to remove the special tax levy and withdraw Bylaw 1784.

PROPOSED MOTION

Moved by Councillor _____ to withdraw Bylaw 1784 – 2024 special tax rate bylaw, not bringing it back for second reading, and to approve the amended 2024 Final Budget reflecting the withdrawal of Bylaw 1784, as presented.

ATTACHMENTS:

- 1.) 2024 Final Budget Report - Amended

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

APPROVED BY: Abe Tinney – CAO

DATE: April 15, 2024



Claresholm

Where **Community** Takes Root

Final Budget Document

AMENDED

2024

April 22, 2024

Abe Tinney
CAO

Brad Schlossberger
Mayor

Town of Claresholm Budget Summary

2024

Summary by Object (excludes Amortization)	2024	2023
Operating Revenue		
Property taxes net of requisitions	3,881,379	3,745,982
User fees and sales of goods	3,473,182	3,481,961
Operating grant funding	627,023	650,751
Investment income	270,000	105,000
Penalties and costs of taxes	68,600	86,600
Licenses and permits	119,700	113,500
Franchise fees	355,335	292,000
Rental	151,786	134,700
Other	59,700	62,700
Reserve funds to be used for operations	87,944	61,880
Total Operating Revenue	9,094,648	8,735,074
Operating Expenses		
Salaries, wages & benefits	(3,359,245)	(3,319,534)
Contracted & general services	(1,974,403)	(1,812,585)
Materials, goods, supplies & utilities	(1,696,981)	(1,463,858)
Bank charges and short-term interest	(1,200)	(1,200)
Interest on long-term debt	(188,042)	(204,579)
Other expenditures	(33,000)	(29,490)
Transfers to other organizations	(429,137)	(426,682)
Debt principal repayment	(283,109)	(352,874)
Transfers to reserves for future purposes	(1,124,531)	(1,119,272)
Total Operating Expenses	(9,089,648)	(8,730,074)
Capital		
Capital grant funding	1,982,475	1,319,018
Other capital funding	82,629	148,500
Reserve funds to be used for capital	2,103,099	1,026,744
Proceeds from disposal of capital assets	65,000	60,000
Capital expenditures	(4,238,203)	(2,559,262)
Net Capital	(5,000)	(5,000)
Balanced Budget	-	-

2024 Budget

As per Claresholm Town Council's 2022-2026 Strategic Plan, their Vision for Claresholm is "To be the community of choice, leading to a thriving and diverse Claresholm". Their Mission is "We will offer quality family living and encourage economic prosperity through innovative and progressive thinking." This Vision and Mission have guided this 2024 Budget for the Town of Claresholm.

Within the 2024 Budget there are a number of new initiatives or changes that are specifically geared towards this Vision and Mission. These include:

- **New automated garbage program** – though technically an initiative of 2023, the 2024 budget is where we first see the significant financial impact of this new program. An automated collection program significantly increases the sustainability of our garbage service without significant change in fees. This automated collection, with front load commercial bin, makes it possible to operate the garbage collection service with only one operator instead of two, nearly cutting in half the labour costs of the program. Automated collection also significantly reduces the Town's liability risk, as the number one cause of employee injury is hand collection of garbage. With very little change in fees we have been able to increase our commercial bin size (not possible with a rear load truck), decreasing number of bins/pickups needed for some businesses, reducing their fees, and put an appropriate amount of funds into reserve for future replacement of equipment/garbage truck at the end of its life.
- **Restructuring of Community Development Department** - Bringing Economic Development and Development/Planning under the same department to improve effectiveness and efficiency in our Economic Development activities. Again, this was something that began in 2023, but is really reflected for the first time in the 2024 budget
- **Utilizing innovation and technology to improve efficiency and organization** - This includes a few new systems included in the 2024 budget including:
 - **Meeting/Agenda Software** – This will improve efficiency and ease of preparing for, running, and follow-up of Council and Committee meetings. It will create interactive agendas, automate portions of the agenda and minute creation, as well as automate and track the review/approval process of the agenda and agenda items.

- **Request Management Software** – This will automate and improve the transparency and tracking of work orders, requests, and issues. It will allow for direct submission of issues/requests from the public and automate the response/follow-up on those issues, as well as to submit/track internal requests/work orders. This could be anything from concerns from a resident regarding cracked sidewalk or downed tree or branches to internal work orders such as open/close of a cemetery plot or utility shutoff.
- **Microsoft 365** – The Town is currently still running an on-premises exchange server which is more vulnerable to being off line (power outage) eliminating our ability to receive or communicate via email. Migrating to Microsoft 365 moves our email service to the cloud, as well as ensures all staff are running the same version of office programs, improving compatibility and ease of training, as well as giving access to other programs/applications to improve productivity, such as Microsoft Teams and OneDrive.
- **Cemetery Management Software** – We still manage our cemetery primarily with paper records, many dating back many decades. This makes records not very accessible, often difficult to find, fading records, and difficult for someone new to come in and understand the system/process. This has led to issues in the past of errors of where someone is buried or selling a plot that isn't available. The cloud-based cemetery management software and service that is included in the budget will digitize all our existing records, take images of all plots, and make all records searchable and available with a few clicks. Public data will also be made directly available to the public online, whether viewing what plots are available for purchase, to looking up location and images of headstone/markers of where an individual is buried. This will greatly improve transparency/communication, improve efficiency of managing the cemetery, and reduce errors.
- **Increased funding for training and development** – this includes funding for all of Council to attend the annual Alberta Municipalities Convention and receive important training and information to fulfill their duties serving the residents of Claresholm, as well as training for staff. Training was cut significantly over the last few years with COVID and Council's desire to keep tax increases as low as possible during the difficult economic times and significant inflation. Continuing to deny or postpone training however is not sustainable and can have a significant negative effect on employee moral and retention. These budgets have been increased back towards prior levels.
- **Increased Museum funding for personnel** – The Museum has grown tremendously over the last few years, becoming more involved in special events such as the Father's Day Car show to Fair Days Friday activities, and continuing with other events such as Tea on the Lawn. Social media followers have increase 314% since 2020 (from 297 to 1229). Bus Tours and out of town visitors have increased significantly, with nineteen (19) tours

from three (3) separate tour companies which is above pre-pandemic numbers, and a 27% increase in other traveling visitors over last year. Local visitors have also increased with new and updated exhibits to see and more publicity in the community. To continue this amazing work and tourism draw to the museum and therefore to the community, staffing needs to be improved as it has been difficult to attract and/or retain staff at the Museum. This is due to non-competitive wage rates and part-time hours. This budget includes some incremental increases to begin addressing these deficiencies.

Future Viability of Town Services

Annually, all municipalities in Alberta submit audited financials and other information to Municipal Affairs, a ministry of the provincial government. Municipal Affairs gathers, compiles and analyzes this information and measures us against a number performance indicators. Each indicator has a defined benchmark and if a municipality does not meet that benchmark they are flagged. A municipality can be flagged on any or all of these 13 indicators, which depending on the number and consistency of failure to meet these benchmarks will result in a municipal review or municipal intervention.

The Town of Claresholm consistently meets, or exceeds, all these benchmarks with the exception of one, infrastructure age, calculated by amortized book value against original cost of tangible capital assets. The Town of Claresholm rating for infrastructure age is partially due to lack of growth in the community, but is also a result of deferring or ignoring aging infrastructure that may be failing or at risk of failure, which is due primarily to a lack of funding to replace or address these issues. Council is aware of this and has been making incremental steps to address this issue in a sustainable way.

Starting in 2018 Council began the process of a significant fee restructuring and increase in water and sewer utility services to build up capital reserves to aid in the necessary replacement, or upgrades, in water and sewer services. Previously we had relied almost exclusively on provincial funding or debt, as we did not structure fees to pay for any capital costs. It became clear that this was not sustainable, especially with the significant decline, or stagnation, of provincial funding and ever-increasing costs of infrastructure.

In 2021 the Town signed an Intermunicipal Collaboration Framework (ICF) agreement with the MD. As part of this agreement the MD gives the Town capital recreation funding annually, which the Town matches, to help fund major repairs, upgrades, replacement, or new construction of recreation buildings and infrastructure.

In 2022 it was imperative that the Town replace our 20 year-old fire pumper truck. However, there was a significant insufficiency of fire reserves to fund the replacement. To ensure there is sufficient fire reserve funds in the future, Council doubled the annual amount of tax dollars that went towards the Fire capital reserve. Though it doesn't help fund the current truck replacement, it will hopefully avoid this issue in the future.

In 2023 Council similarly recognized the deficiency in the solid waste collection department when it also became necessary to replace the garbage truck and again, there were very little reserves to fund the replacement. Current garbage fees were not sufficient to fund both operations and capital costs of the program. Council reviewed the costs and the resulting fee increase that would be required to maintain the existing garbage program and collect sufficient fees to fund the capital costs of the program. A significant fee increase would have been necessary to maintain the existing program. The new garbage program, with automated collection, is significantly more efficient and cost effective. It allows Council to continue to provide the service and fund the capital costs of the service with very little increase in fees.

Council recognizes that there are many other aspects of the Town's capital infrastructure that are similarly underfunded in our current budgets and fee structures to maintain or replace. Provincial funding is likewise woefully insufficient. This includes primarily transportation infrastructure (streets and sidewalks) and recreation and cultural buildings and facilities. With this in mind Council has made a small step towards addressing these gaps in transportation infrastructure with an increase in the sidewalk maintenance budget, and a small investment into reserves for future streets projects.

Overall Impact for 2024

Council has kept tax rate increases below inflation for a number of years, especially in the last couple, mindful of the inflationary and economic pressures and struggles already facing the residents and businesses of Claresholm. In 2023 this included not only keeping the tax increase to residents to only about 1% while inflation was in excess of 6%, Council also eliminated the planned inflationary fee increases in the water and sewer utility fees. The Town, however, is not immune to inflation, and therefore cannot maintain this lack of increases long term.

As a result, the 2024 budget includes Council's decisions in late 2023 to reinstate inflationary increases for water and sewer utility services, along with the slight fee restructuring and planned annual inflationary increases to the garbage service fees. Council also made motions in late 2023 to increase the franchise fee rates for ATCO, our natural gas distributor, from 10% to 12% and for Fortis, our electricity distributor, from 5% to 6%.

The 2024 budget also includes an increase in municipal property tax revenue of 3.6%. Approximately 0.8% of this tax revenue increase is from development/growth in the community, with the remaining 2.6% from increase in taxes to residents and businesses in Town. Due to Council's commitment to the growth and development of the business community, they have limited the average tax increase for non-res at only 1%, with the residential tax rate increase at 3.7%.

DEPARTMENT
OPERATING
BUDGETS

Town of Claresholm Budget by Function

2024

Municipal Taxes

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
Property Taxes	5,529,232	5,243,174	5,246,979	5,125,275	4,884,121
Less Requisitions	(1,651,143)	(1,503,627)	(1,504,287)	(1,458,924)	(1,355,641)
Net property tax revenue for municipal purposes	3,878,089	3,739,547	3,742,692	3,666,352	3,528,481

Council

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
Salaries, wages & benefits	(107,834)	(93,129)	(100,400)	(98,495)	(92,095)
Contracted & general services	(24,000)	(19,835)	(14,500)	(10,370)	(15,285)
Materials, goods, supplies & utilities	(1,200)	(1,188)	(1,250)	(6,203)	(662)
Net tax cost	(133,034)	(114,152)	(116,150)	(115,067)	(108,042)

Administrative & General

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	6,500	172,998	7,100	189,795	37,936
Operating grant funding	83,650	82,387	75,000	38,500	109,489
Investment income	270,000	328,960	105,000	148,294	55,661
Penalties and costs of taxes	54,600	85,684	74,600	93,202	93,168
Licenses and permits	25,700	25,690	28,000	24,498	26,875
Franchise fees	355,335	291,760	292,000	288,994	227,944
Rental	47,700	48,751	45,700	50,416	40,176
Other	47,200	49,485	54,200	58,118	77,524
Internal charges to other departments	108,957	88,590	88,590	88,590	84,090
Transfers from reserves	20,711	65,459	31,000	58,576	75,842
Subtotal	1,020,353	1,239,764	801,190	1,038,983	828,704
Salaries, wages & benefits	(718,664)	(712,188)	(689,833)	(707,848)	(676,628)
Contracted & general services	(463,642)	(395,790)	(424,261)	(405,994)	(344,426)
Materials, goods, supplies & utilities	(126,184)	(105,036)	(110,123)	(108,469)	(103,384)
Bank charges and short-term interest	(1,200)	(993)	(1,200)	(1,102)	(878)
Interest on long-term debt	(67,480)	(69,167)	(69,244)	(70,887)	(72,563)
Other expenditures	(29,500)	(29,237)	(26,000)	(37,619)	(137,120)
Transfers to other organizations	(121,137)	(120,132)	(119,608)	(125,602)	(111,657)
Transfers to reserves	(140,000)	(747,061)	(19,178)	(313,053)	(307,509)
Debt principal repayment	(68,190)	(66,426)	(66,426)	(64,708)	(63,034)
Internal charges from other departments	(48,085)	(52,766)	(48,449)	(53,084)	(57,704)
Subtotal	(1,784,081)	(2,298,795)	(1,574,322)	(1,888,366)	(1,874,904)
Net tax cost	(763,728)	(1,059,031)	(773,132)	(849,383)	(1,046,199)

Town of Claresholm Budget by Function

2024

Policing

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
Contracted & general services	(226,480)	(208,834)	(224,238)	(140,293)	(103,538)
Net tax cost	(226,480)	(208,834)	(224,238)	(140,293)	(103,538)

Fire Department

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	20,000	30,767	10,000	47,172	7,277
Operating grant funding	9,000	9,000	9,000	9,000	8,707
Transfers from reserves	13,000	-	-	-	-
Subtotal	29,000	39,767	19,000	56,172	15,984
Salaries, wages & benefits	(153,058)	(140,530)	(140,095)	(143,750)	(126,412)
Contracted & general services	(28,030)	(21,595)	(22,250)	(28,619)	(22,589)
Materials, goods, supplies & utilities	(64,701)	(40,572)	(54,222)	(49,454)	(42,027)
Transfers to reserves	(20,000)	(54,690)	(20,000)	(44,272)	(10,000)
Internal charges from other departments	(5,202)	(5,047)	(5,100)	(5,085)	(5,051)
Subtotal	(270,991)	(262,434)	(241,667)	(271,179)	(206,078)
Net tax cost	(228,991)	(222,667)	(222,667)	(215,007)	(190,094)

Emergency Management

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
Salaries, wages & benefits	(14,103)	(11,301)	(34,271)	(33,588)	(23,924)
Materials, goods, supplies & utilities	(1,500)	(532)	(1,500)	(7,675)	(2,062)
Net tax cost	(15,603)	(11,833)	(35,771)	(41,263)	(25,986)

Bylaw Enforcement

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	3,000	8,625	2,500	6,167	655
Penalties and costs of taxes	2,000	392	2,000	1,874	3,666
Licenses and permits	9,000	7,875	6,500	7,030	6,235
Subtotal	14,000	16,892	11,000	15,071	10,556
Salaries, wages & benefits	(81,629)	(78,363)	(79,421)	(69,136)	(53,851)
Contracted & general services	(8,050)	(13,325)	(6,500)	(8,533)	(7,300)
Materials, goods, supplies & utilities	(6,600)	(5,349)	(8,000)	(5,703)	(8,196)
Other expenditures	-	-	(250)	(213)	(100)
Transfers to reserves	(2,000)	(2,000)	(2,000)	(2,000)	-
Subtotal	(98,279)	(99,036)	(96,171)	(85,585)	(69,447)
Net tax cost	(84,279)	(82,145)	(85,171)	(70,514)	(58,891)

Town of Claresholm Budget by Function

2024

Common Equipment

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
Rental	-	315	-	-	-
Internal charges to other departments	183,477	70,000	70,000	70,000	70,000
Transfers from reserves	14,650	5,500	-	33,000	-
Subtotal	198,127	75,815	70,000	103,000	70,000
Salaries, wages & benefits	(272,390)	(289,905)	(213,736)	(221,589)	(214,258)
Contracted & general services	(125,439)	(72,856)	(76,887)	(92,070)	(137,295)
Materials, goods, supplies & utilities	(242,504)	(237,453)	(238,485)	(213,570)	(211,160)
Internal charges from other departments	(20,000)	(21,960)	(8,160)	(12,875)	(7,321)
Subtotal	(660,333)	(622,174)	(537,268)	(540,104)	(570,034)
Net tax cost	(462,206)	(546,359)	(467,268)	(437,104)	(500,034)

Roads, Streets, Walks & Lights

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
Local improvement tax	-	-	-	-	1,345
User fees and sales of goods	15,000	29,086	27,000	1,555	36,363
Subtotal	15,000	29,086	27,000	1,555	37,708
Salaries, wages & benefits	(226,870)	(202,527)	(208,242)	(270,768)	(195,831)
Contracted & general services	(150,900)	(78,404)	(81,500)	(70,348)	(82,270)
Materials, goods, supplies & utilities	(315,000)	(317,702)	(324,713)	(301,114)	(267,956)
Transfers to reserves	(30,000)	(10,000)	(10,000)	-	(10,000)
Internal charges from other departments	(49,319)	-	-	-	-
Subtotal	(772,090)	(608,632)	(624,455)	(642,230)	(556,057)
Net tax cost	(757,090)	(579,546)	(597,455)	(640,674)	(519,694)

Town of Claresholm Budget by Function

2024

Water Utility

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	1,801,000	1,740,445	1,859,832	1,746,863	1,823,365
Penalties	12,000	12,477	10,000	11,558	13,505
Internal charges to other departments	39,642	44,528	42,602	44,373	50,433
Subtotal	1,852,642	1,797,450	1,912,434	1,802,794	1,887,303
Salaries, wages & benefits	(478,137)	(445,966)	(428,617)	(363,081)	(345,407)
Contracted & general services	(56,472)	(35,295)	(33,520)	(27,956)	(31,567)
Materials, goods, supplies & utilities	(567,700)	(492,887)	(421,569)	(402,787)	(349,938)
Interest on long-term debt	(114,402)	(122,816)	(123,197)	(131,187)	(139,136)
Other expenditures	-	(160)	-	(236)	(329)
Transfers to reserves	(389,798)	(466,779)	(671,474)	(652,352)	(790,157)
Debt principal repayment	(174,466)	(165,672)	(165,672)	(157,320)	(149,389)
Internal charges from other departments	(71,667)	(67,875)	(67,875)	(67,875)	(67,875)
Subtotal	(1,852,642)	(1,797,451)	(1,911,924)	(1,802,794)	(1,873,798)
Net tax cost	-	(0)	510	(0)	13,505

Sanitary & Storm Sewer Utility

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
Local improvement tax	3,290	-	3,290	3,290	9,654
User fees and sales of goods	629,190	610,138	626,858	621,135	614,568
Internal charges to other departments	12,944	13,748	11,180	13,049	13,036
Subtotal	645,424	623,886	641,328	637,474	637,258
Salaries, wages & benefits	(89,006)	(70,023)	(104,825)	(80,842)	(86,663)
Contracted & general services	(35,500)	(37,316)	(26,000)	(12,444)	(18,821)
Materials, goods, supplies & utilities	(37,981)	(31,954)	(34,540)	(28,061)	(22,820)
Interest on long-term debt	(6,160)	(10,689)	(12,138)	(16,446)	(21,914)
Transfers to reserves	(386,423)	(324,853)	(314,775)	(356,308)	(339,406)
Debt principal repayment	(40,453)	(120,776)	(120,776)	(115,099)	(109,706)
Internal charges from other departments	(49,902)	(28,275)	(28,275)	(28,275)	(28,275)
Subtotal	(645,424)	(623,886)	(641,329)	(637,474)	(627,604)
Net tax cost	-	0	(1)	(0)	9,654

Town of Claresholm Budget by Function

2024

Garbage & Recycling Services

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	797,020	764,367	745,171	750,128	747,753
Internal charges to other departments	28,316	29,357	16,806	22,040	15,999
Transfers from reserves	-	389,646	-	-	-
Subtotal	825,336	1,183,370	761,977	772,168	763,752
Salaries, wages & benefits	(118,367)	(207,458)	(181,959)	(228,649)	(207,503)
Contracted & general services	(490,793)	(487,261)	(477,548)	(460,264)	(457,264)
Materials, goods, supplies & utilities	(70,500)	(410,656)	(25,000)	(26,807)	(42,423)
Transfers to reserves	(92,710)	(32,270)	(30,245)	(10,724)	(10,836)
Internal charges from other departments	(52,966)	(45,725)	(47,225)	(45,725)	(45,725)
Subtotal	(825,336)	(1,183,370)	(761,977)	(772,168)	(763,752)
Net tax cost	-	-	-	-	-

Family & Community Support Services

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	1,000	1,497	-	1,551	1,700
Operating grant funding	243,036	233,080	232,774	239,014	199,841
Other	5,000	12,192	2,000	3,868	566
Internal charges to other departments	28,085	27,197	26,309	26,309	26,309
Subtotal	277,120	273,966	261,083	270,742	228,416
Salaries, wages & benefits	(145,505)	(142,216)	(143,743)	(144,917)	(142,497)
Contracted & general services	(31,750)	(20,146)	(25,250)	(23,165)	(19,967)
Materials, goods, supplies & utilities	(30,150)	(47,233)	(23,562)	(38,291)	(14,079)
Other expenditures	(500)	(120)	(240)	(270)	(200)
Transfers to other organizations	(55,000)	(50,036)	(54,074)	(49,884)	(41,958)
Internal charges from other departments	(14,215)	(14,215)	(14,215)	(14,215)	(9,715)
Subtotal	(277,120)	(273,966)	(261,084)	(270,742)	(228,416)
Net tax cost	-	(0)	(1)	(0)	0

Town of Claresholm Budget by Function

2024

Cemetery

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	19,800	21,804	19,000	19,831	20,544
Operating grant funding	3,000	3,000	3,000	3,000	3,000
Transfers from reserves	27,000	-	-	-	-
Subtotal	49,800	24,804	22,000	22,831	23,544
Salaries, wages & benefits	(26,633)	(23,500)	(22,019)	(19,539)	(21,578)
Contracted & general services	(29,000)	-	-	-	-
Materials, goods, supplies & utilities	(2,500)	(1,848)	(2,500)	(3,086)	(1,752)
Transfers to reserves	(5,000)	(5,825)	(5,000)	(5,238)	(8,170)
Internal charges from other departments	(7,700)	(2,500)	(2,500)	(2,500)	(2,500)
Subtotal	(70,832)	(33,672)	(32,019)	(30,362)	(34,000)
Net tax cost	(21,032)	(8,869)	(10,019)	(7,531)	(10,456)

Physician Recruitment

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
Operating grant funding	1,000	1,964	1,000	414	622
Transfers from reserves	2,000	1,793	2,000	1,200	-
Subtotal	3,000	3,757	3,000	1,614	622
Other expenditures	(3,000)	(3,757)	(3,000)	(1,614)	(622)
Subtotal	(3,000)	(3,757)	(3,000)	(1,614)	(622)
Net tax cost	-	-	-	-	-

Economic Development

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	1,000	664	2,400	151	-
Operating grant funding	179,037	202,051	235,677	158,968	127,635
Rental	-	7,030	4,000	15,045	15,390
Other	-	-	-	14,837	24,921
Transfers from reserves	10,583	2,633	28,880	33,331	20,000
Subtotal	190,620	212,377	270,957	222,333	187,946
Salaries, wages & benefits	(112,001)	(175,354)	(228,725)	(227,980)	(157,595)
Contracted & general services	(87,784)	(101,794)	(112,892)	(120,924)	(142,792)
Materials, goods, supplies & utilities	(8,820)	(951)	(12,650)	(4,518)	-
Transfers to reserves	-	-	-	(22,450)	(33,331)
Subtotal	(208,605)	(278,098)	(354,267)	(375,872)	(333,718)
Net tax cost	(17,986)	(65,721)	(83,310)	(153,540)	(145,771)

Town of Claresholm Budget by Function

2024

Planning & Development

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	9,972	18,579	26,100	2,970	3,622
Licenses and permits	85,000	78,984	79,000	76,141	91,523
Subtotal	94,972	97,562	105,100	79,111	95,145
Salaries, wages & benefits	(120,488)	(122,628)	(110,865)	(99,580)	(88,298)
Contracted & general services	(121,407)	(160,426)	(193,293)	(102,226)	(125,245)
Internal charges from other departments	(23,119)	-	-	-	-
Subtotal	(265,014)	(283,054)	(304,158)	(201,806)	(213,543)
Net tax cost	(170,042)	(185,492)	(199,058)	(122,696)	(118,398)

General Recreation & Parks

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	74,000	75,074	80,000	79,469	101,886
Operating grant funding	94,300	89,300	89,300	74,300	74,300
Other	2,500	-	2,500	1,349	4,493
Transfers from reserves	-	-	-	-	62,173
Subtotal	170,800	164,374	171,800	155,117	242,852
Salaries, wages & benefits	(227,673)	(227,013)	(207,576)	(262,257)	(230,426)
Contracted & general services	(47,000)	(36,193)	(45,500)	(40,039)	(34,251)
Materials, goods, supplies & utilities	(42,500)	(38,940)	(42,768)	(53,533)	(36,977)
Interest on long-term debt	-	-	-	-	(1,751)
Transfers to other organizations	(50,000)	(50,000)	(50,000)	(50,300)	(50,300)
Transfers to reserves	(39,600)	(39,600)	(39,600)	(24,600)	(24,600)
Debt principal repayment	-	-	-	-	(107,310)
Internal charges from other departments	(45,547)	(20,372)	(20,400)	(21,125)	(22,463)
Subtotal	(452,319)	(412,118)	(405,844)	(451,853)	(508,078)
Net tax cost	(281,519)	(247,744)	(234,044)	(296,736)	(265,226)

Ice Arena

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
Rental	91,086	77,493	70,000	76,839	44,424
Subtotal	91,086	77,493	70,000	76,839	44,424
Salaries, wages & benefits	(113,435)	(116,720)	(125,682)	(104,264)	(78,175)
Contracted & general services	(2,184)	(2,163)	(2,100)	(710)	(1,903)
Materials, goods, supplies & utilities	(123,488)	(118,562)	(110,910)	(141,250)	(75,464)
Transfers to reserves	(19,000)	(8,709)	(7,000)	(13,119)	(20,492)
Internal charges from other departments	(9,600)	(10,197)	(9,588)	(9,497)	(8,346)
Subtotal	(267,707)	(256,350)	(255,280)	(268,839)	(184,379)
Net tax cost	(176,621)	(178,857)	(185,280)	(192,000)	(139,955)

Town of Claresholm Budget by Function

2024

Aquatic Centre

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	94,200	106,244	75,000	70,874	50,115
Rental	13,000	9,664	15,000	13,557	9,824
Subtotal	107,200	115,908	90,000	84,431	59,939
Salaries, wages & benefits	(238,701)	(229,289)	(203,116)	(220,649)	(167,521)
Contracted & general services	(5,884)	(5,553)	(5,700)	(3,571)	(5,244)
Materials, goods, supplies & utilities	(28,240)	(25,011)	(26,700)	(22,877)	(19,948)
Subtotal	(272,825)	(259,852)	(235,516)	(247,097)	(192,713)
Net tax cost	(165,625)	(143,944)	(145,516)	(162,666)	(132,774)

Museum

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
User fees and sales of goods	1,500	1,870	1,000	530	535
Operating grant funding	14,000	6,552	5,000	33,387	6,722
Other	5,000	5,313	4,000	6,133	3,609
Subtotal	20,500	13,734	10,000	40,050	10,867
Salaries, wages & benefits	(114,749)	(84,653)	(96,409)	(93,557)	(88,006)
Contracted & general services	(10,235)	(9,065)	(10,250)	(9,101)	(9,370)
Materials, goods, supplies & utilities	(27,414)	(24,089)	(25,366)	(40,826)	(34,916)
Internal charges from other departments	(4,100)	(4,488)	(3,700)	(4,106)	(3,727)
Subtotal	(156,498)	(122,294)	(135,725)	(147,590)	(136,019)
Net tax cost	(135,998)	(108,560)	(125,725)	(107,540)	(125,152)

Library

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
Contracted & general services	(29,853)	(29,116)	(30,396)	(29,744)	(29,333)
Transfers to other organizations	(203,000)	(203,000)	(203,000)	(196,000)	(160,000)
Internal charges from other departments	-	-	-	-	(1,166)
Subtotal	(232,853)	(232,116)	(233,396)	(225,744)	(190,499)
Net tax cost	(232,853)	(232,116)	(233,396)	(225,744)	(190,499)

Town of Claresholm Budget by Function

2024

Capital

	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2021 Actual
Proceeds from disposal of capital assets	65,000	242,426	60,000	39,175	80,622
Other	82,629	119,585	148,500	15,200	21,000
Capital grant funding	1,982,475	1,059,515	1,319,018	1,523,730	2,074,429
Transfers from reserves	2,103,099	775,500	1,026,744	564,692	634,702
Subtotal	4,233,203	2,197,026	2,554,262	2,142,797	2,810,753
Capital expenditures	(4,238,203)	(2,193,565)	(2,559,262)	(2,032,638)	(2,706,912)
Subtotal	(4,238,203)	(2,193,565)	(2,559,262)	(2,032,638)	(2,706,912)
Net tax cost	(5,000)	3,461	(5,000)	110,159	103,841
Net Budget	-	(252,862)	-	(1,248)	(23,884)

DEPARTMENT
CAPITAL
BUDGETS

The following table summarizes the anticipated funding sources for the capital projects for the upcoming year.

BUDGETED FUNDING SOURCES FOR THE YEAR	
Local Government Fiscal Framework (LGFF)	1,252,640.00
Canada Community Building Fund (CCBF)	204,753.00
Community Facility Enhancement Program (CFEP)	295,340.00
Alberta Municipal Water/Wastewater Program (AMWWP)	64,317.00
Active Transportation Fund (ATF)	65,425.00
Enabling Accessibility Grant	100,000.00
Total Government Transfers for Capital	1,982,475.00
Transfers from reserves	2,103,099.00
Other external funding	82,629.00
Proceeds on sale or trade-in of vehicles and equipment	65,000.00
Tax funded	5,000.00
TOTAL FUNDING	4,238,203.00

Capital Summary Budget

OPERATING & MAINTENANCE EQUIPMENT	Funding	Expenditure
Bobcat Replacement Program		70,000
<i>Proceeds on sale or trade-in of vehicles and equipment</i>	65,000	
<i>Tax funded</i>	5,000	
Fleet Replacement - 2 Pickups		110,000
<i>Local Government Fiscal Framework (LGFF)</i>	110,000	
60 HP Tractor with 15' Mower		110,000
<i>Local Government Fiscal Framework (LGFF)</i>	110,000	
OPERATING & MAINTENANCE EQUIPMENT TOTAL	290,000	290,000
FIRE SERVICES	Funding	Expenditure
Fire Pumper Truck		677,640
<i>Local Government Fiscal Framework (LGFF)</i>	477,640	
<i>Reserves: Fire Capital Reserve</i>	200,000	
Fire Hall Roof Repairs		90,000
<i>Reserves: Fire Capital Reserve</i>	90,000	
FIRE SERVICES TOTAL	767,640	767,640

TRANSPORTATION & UNDERGROUND INFRASTRUCTURE	Funding	Expenditure
2nd Street E from Tamarack to 55th Ave		623,000
<i>Local Government Fiscal Framework (LGFF)</i>	400,000	
<i>Reserves: Water/Sewer Utility Capital Reserve</i>	155,000	
<i>Reserves: Land & Development Capital</i>	68,000	
55th Ave E Upgrade/Pine Place Development		931,000
<i>Reserves: Water/Sewer Utility Capital Reserve</i>	247,500	
<i>Reserves: Land & Development Capital</i>	683,500	
Storm Main Outfall Phase 2		543,718
<i>Reserves: Water/Sewer Utility Capital Reserve</i>	221,133	
<i>Reserves: Land & Development Capital</i>	47,183	
<i>Canada Community Building Fund (CCBF)</i>	160,402	
<i>Local Government Fiscal Framework (LGFF)</i>	100,000	
<i>Other External Funding</i>	15,000	
TRANSPORTATION & UNDERGROUND INFRASTRUCTURE TOTAL	2,097,718	2,097,718
UTILITY SERVICES	Funding	Expenditure
Highway Pump Station Backup Generator Replacement		204,300
<i>Reserves: Water/Sewer Utility Capital Reserve</i>	204,300	
Water Treatment Plant Numatics G3 Upgrade		131,700
<i>Alberta Municipal Water/Wastewater Program (AMWWP)</i>	64,317	
<i>Reserves: Water/Sewer Utility Capital Reserve</i>	67,383	
Replace and Upsize Water Mains Leaving the Water Treatment Plant (engineering only in order to apply for grant)		15,000
<i>Reserves: Water/Sewer Utility Capital Reserve</i>	15,000	
Water Utility SCADA Computer Replacement and Radios Upgrade		102,600
<i>Reserves: Water/Sewer Utility Capital Reserve</i>	89,100	
<i>Other External Funding</i>	13,500	
UTILITY SERVICES TOTAL	453,600	453,600
RECREATION & CULTURE	Funding	Expenditure
Amundsen Park Pathways, Parking, and Accessibility		265,000
<i>Enabling Accessibility Fund (EAF)</i>	100,000	
<i>Active Transportation Fund (ATF)</i>	65,425	
<i>Canada Community Building Fund (CCBF)</i>	44,351	
<i>Community Facility Enhancement Program (CFEP)</i>	40,224	
<i>Reserves: Parks & Pathway Capital Reserve</i>	15,000	
New Skate Park		364,245
<i>Community Facility Enhancement Program (CFEP)</i>	255,116	
<i>Local Government Fiscal Framework (LGFF)</i>	55,000	
<i>Other External Funding</i>	54,129	
RECREATION & CULTURE TOTAL	629,245	629,245
GRAND TOTAL	4,238,203	4,238,203

Operating & Maintenance Equipment

Bobcat Replacement Program	
Project Description	Annual trade-in of Bobcat
Project Cost	\$70,000
Funding Sources	Trade in of old Bobcat, with Tax Funding for difference.
Rationale for need	The equipment is only covered by one-year warranty and with some service of the machine included, we are keeping our costs for operations at the lowest possible for the Town.
Impact on future operating costs	This purchase procedure eliminates the chance of major repairs as we always have new warranty coverage
Implications of deferring this project	The value of our Bobcat will drop yearly and the cost for maintenance will also increase as this machine is used for 250+ hours per year. There is no warranty coverage unless we purchase extended warranty at almost \$2,500 per year.

Fleet Replacement – 2 Pickup Trucks	
Project Description	Replacing 2 public works fleet vehicles.
Project Cost	\$110,000
Funding Sources	Local Government Fiscal Framework funding (previously MSI)
Rationale for need	Public works currently has 2-2001 ford ½ ton fleet vehicles. These vehicles are becoming increasingly unreliable. After 20+ years as fleet vehicles these trucks have high mileage and parts are wearing out.
Impact on future operating costs	Decreased maintenance costs and vehicle downtime.
Implications of deferring this project	A vehicle replacement program needs to be adhered to be able to affordably maintain a fleet. Every year deferred adds to the average age of the fleet and increased costs.

60 HP Tractor with 15' Mower	
Project Description	Replacement of current 60HP tractor used to mow ditches and large green spaces around town.
Project Cost	\$110,000
Funding Sources	Local Government Fiscal Framework funding (previously MSI)
Rationale for need	The current tractor was purchased in 2007. It is experiencing more frequent breakdowns which leads to more downtime every year. This tractor is used for the large green spaces and ditches around town. If this tractor is out of commission for an extended period of time the smaller tractors need to be used to maintain the larger greenspaces. This causes a large loss of time as well as unnecessary wear and tear on the mowers.
Impact on future operating costs	Decreased maintenance costs and equipment downtime.
Implications of deferring this project	Increased equipment downtime.

Fire Services

Fire Pumper Truck	
Project Description	Purchase new pumper fire apparatus to replace the existing 2002 GMC pumper fire apparatus.
Project Cost	\$677,640
Funding Sources	Fire Capital Reserve with the majority from the Local Government Fiscal Framework funding (previously MSI) to cover the reserve shortfall.
Rationale for need	Current fire pumper truck is over 21 years old and has outlived its useful life. The age of the truck results in the truck being out of service more regularly for repairs and testing/certification. The amount of time it is out of service is increased due to the difficulty in finding parts for this old of a truck. The purchase of the truck was approved in Council in 2022 with a deposit paid. Truck is anticipated to be completed, and arrive, in 2024.
Impact on future operating costs	Continued increasing maintenance costs as repairs become more significant and frequent and as parts become more difficult to obtain.
Implications of deferring this project	Increased risk of being unable to appropriately respond to a fire call within the Town, or mutual aid calls.

Fire Hall Roof Repairs	
Project Description	Repair metal roof, eaves, etc. on the fire hall building.
Project Cost	\$90,000
Funding Sources	Fire Capital Reserve
Rationale for need	The Fire Hall is reaching end of life and is requiring a number of repairs/upgrades over the next few years to keep it operational. The most urgent repair is the roof, as there are a number of leaks.
Impact on future operating costs	If not repaired/replaced it could result in additional damage, and therefore repairs, to the building, or could even result in having to find a temporary location to operate from.
Implications of deferring this project	Deferring the project would result in greater risk of additional damage to the building or even complete failure of the roof. This would result in additional costs to repair the building or even escalate the damage to be beyond repair and have to replace the building. It could also result in having to find a temporary location to operate from which could affect operating costs and response time.

Transportation & Underground Infrastructure

2 nd Street E from Tamarack to 55 th Ave E	
Project Description	Install new 375mm Sanitary Sewer from the existing manhole at 2nd Street and Tamarack Road East to 2nd Street and 55th Ave East. Road upgrades including base structure, asphalt and curb and gutter will be completed on 2nd St East as well as the intersection of 2nd and 55th.
Project Cost	\$623,000
Funding Sources	Canada Community Building Fund (CCBF), Local Government Fiscal Framework (previously MSI), and Land & Development Capital Reserve, with Sewer main funded from Water/Sewer Capital Reserve.
Rationale for need	With development underway in the final lots in the Tamarack subdivision the Town needs to finish the road upgrades adjacent to the development. The sewer main will also be extended to accommodate future development North of 55th Ave East. Currently no utilities are located North of 55th, and this will be the first step in that process.
Impact on future operating costs	Current road is oiled gravel that requires constant maintenance and complete restoration every 3-5 years. The paved road will have an expected 25 year lifespan with lower maintenance costs. The sewer main extension will make future development North of 55th Ave East possible.
Implications of deferring this project	Unfinished infrastructure around a Town development. No capacity for future development North of 55th Ave East

55 th Ave E Upgrade/Pine Place Development	
Project Description	This includes installing a 375mm sewer main on 55 th Ave E from Tamarack Rd to Pine Place and extending water and sewer services into pine place and servicing the 8 lots. Also included in this project is the road widening and upgrade, including road structure, pavement, curb & gutter, on 55th Ave East from 2 nd Street to Pine Place.
Project Cost	\$931,000
Funding Sources	Land & Development Capital Reserve with Water/Sewer Capital Reserve for underground utility infrastructure.
Rationale for need	With the new development at Tamarack Road, renewed interest is being shown in Pine Place. This project will allow 8 new single residential properties to be constructed in Claresholm.
Impact on future operating costs	Currently, 55th Ave is a gravel road that requires constant maintenance. Less maintenance will be required with a paved road. This project also allows Pine Place to be developed, which will allow for a larger tax base/increased revenue.
Implications of deferring this project	Pine Place will not be developed until the in-ground infrastructure is developed. The new Tamarack properties will be inundated with dust from 55th Ave, and will be surrounded by unfinished infrastructure.

Storm Main Outfall Phase 2 (2023 Project Carryforward)	
Project Description	Installation of storm sewer main from Centennial Park to the Golf Course, crossing Highway 520 and proceeding along Westlyn Dr.
Project Cost	\$543,718
Funding Sources	CCBF, Water & Sewer Capital Reserve, LGFF, and a small portion funded by developer contribution for their share/utilization of the main.
Rationale for need	This is a continuation of the overall Storm Water Masterplan to increase storm water capacity, reducing flooding risk, throughout Town. The addition of this line will take a lot of pressure off the frog creek drainage line slightly further to the east, eliminating this bottleneck.
Impact on future operating costs	Facilitates development of the property to the west of Westlyn Drive (parade staging grounds) which will increase future tax revenues.
Implications of deferring this project	Continued increased risk of flooding in Town due to the bottleneck in the stormwater system crossing Hwy 520.

Utility Services

Highway Pump Station Backup Generator Replacement	
Project Description	Replace the existing 200kW generator with a 250kW generator
Project Cost	\$204,300
Funding Sources	Water/Sewer Capital Reserve
Rationale for need	The existing generator was moved/repurposed from the Water Treatment Plant in 2010 and was in service at the Water Treatment Plant for many years prior to that. Though it doesn't have many hours on it for its age, it is reaching end-of-life due to the lack of available parts because of its age.
Impact on future operating costs	No significant impact on future operating costs.
Implications of deferring this project	The Highway Pump Station is a critical part of the water distribution infrastructure for the Town. Deferring this replacement could result in the generator being offline and therefore the Highway Pump Station being offline in a power outage. This could result in loss of pressure in the water distribution system which provides water not only for household and business use, but also for fire suppression.

Water Treatment Plant Numatics G3 Upgrade	
Project Description	Supply and install new upgraded Numatics solenoid manifolds with G3 electronics for the Microfiltration System.
Project Cost	\$131,700
Funding Sources	Alberta Municipal Water/Wastewater Program (AMWWP) funding with Water/Sewer Capital Reserve for required matching funds.
Rationale for need	The existing G2 Numatics are obsolete and are no longer supported by the manufacturer, therefore making maintenance and repairs difficult and more expensive. Depending on the issue they could even become unrepairable.
Impact on future operating costs	May experience decreased repairs and maintenance costs for a period of time with new parts under warranty.
Implications of deferring this project	Increased risk that the existing Numatic G2 electronics will be unrepairable and be offline, increasing risks and costs to properly treating the Town's water. It could also result in significantly higher costs to this project if it has to be completed in emergency conditions on failure.

Replace/Upsize Water Mains Leaving the Water Treatment Plant (Engineering Only)	
Project Description	Project would be to replace the two watermains that start inside the water treatment plant and extend to 8th Street West that are the main source lines for the entire Town. Completing the engineering will allow for estimated probable costs for the project and enable the Town to apply for AMWWP grant funding.
Project Cost	\$15,000
Funding Sources	Water & Sewer Capital Reserve.
Rationale for need	These two mains supply the water for the entire Town, so any failure in these lines would be highly disruptive to the entire community. These mains are the same type that we have had some failures/issues with in other areas. While replacing one of the mains would also be upsized to remove a bottleneck in the system, increasing max flow capacity to support growth. All valves would be replaced through this section of main as part of this project.
Impact on future operating costs	No impact on future operating costs.
Implications of deferring this project	Continued increased risk of water main leaks/failure in these extremely important sections of watermain.

Water Utility SCADA Computer Replacement and Radios Upgrade	
Project Description	Upgrade/Replace the existing radio network/system that communicates and provides information to the Supervisory Control and Data Acquisition (SCADA) system, as well as update/replace the computer hardware for the SCADA system.
Project Cost	\$102,600
Funding Sources	Water/Sewer Capital Reserve
Rationale for need	The existing radio system uses obsolete systems and protocols, which are becoming more difficult to service/repair and are causing instances of communication failure/alarms. This project would update the radio system to ethernet radios and network that communicates directly with the SCADA system. It would also update/replace the existing computer hardware for the SCADA system as per best practice.
Impact on future operating costs	Reduced overtime/callouts due to false alarms or communication alarms, and reduced repairs and maintenance costs related to trying to keep an old obsolete system running.
Implications of deferring this project	Continued communication issues and increased risk of communication failure in the SCADA system which is critical to operating the water and sewer utilities. Also increased risk of computer issues/failure as the computer ages.

Recreation & Culture

Amundsen Park Pathways Parking & Accessibility (2023 Project Carryforward)	
Project Description	Redevelop/Redesign Amundsen Park – Complete the pathways and lighting project from 2023 as well as add angled parking on the south side of the park, as well as adding additional accessible ramps sidewalk, and pathway in the park and on adjacent corners.
Project Cost	\$265,000
Funding Sources	Enabling Accessibility Fund (EAF), Active Transportation Fund (ATF) and CFEP Grant funds are funding the majority of the project, with a bit of CCBF and Capital Recreation Reserve funds to provide required matching funds and cover grant writing fees that are not eligible expenditures in the grant.
Rationale for need	Increase accessibility and parking to this updated park to allow this park to be a central location for different activities, including events and markets, improving traffic in the down town.
Impact on future operating costs	No impact on future operating costs expected.
Implications of deferring this project	No significant implications of deferring the project other than deferring the benefits of an updated park.

New Skate Park	
Project Description	Constructing a new skate park in the adjacent to the Town Administration building on the West side of Town. <i>Project will only proceed if successful in receiving grant funding.</i>
Project Cost	\$364,245
Funding Sources	Community Facility Enhancement Program (CFEP), along with other funds from Skate Park Association fundraising or grant application efforts, with remaining matching funds from Local Government Fiscal Framework (previously MSI).
Rationale for need	A new skate park has been desired for many years, with a local community group spearheading the initiative. The current skatepark is undersized and reaching an age where it either needs a major refurbishment or to be decommissioned.
Impact on future operating costs	No anticipated change in operating costs.
Implications of deferring this project	If this project takes too long the community group could lose interest and the Town would lose a huge asset in this project.



REQUEST FOR DECISION

Meeting: April 22, 2024
Agenda Item: 9

2024 FINANCIAL PLANS

DESCRIPTION / BACKGROUND:

The Municipal Government Act (MGA) now requires municipalities to have Operational and Capital Financial Plans.

Section 283.1(2) states:

Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years.

Section 283.1(3) states:

Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.

These plans must not only detail expenditures but revenues and how capital expenditures are to be funded, in essence balancing these financial plans. They must also be reviewed and updated annually.

The operational financial plan was prepared by first entering the few items where the amounts are known for the next year, or even for all 3 years, such as long-term contracts, or debt repayments, which are entered at the exact known amounts. From here it is created primarily by taking the 2023 budget and then estimating the percentage each line item would increase in subsequent years based on history or other known factors (i.e. 2.5% for wages, as per CUPE agreement), ranging anywhere from 0% to 4%. These numbers were then reduced for any one-off revenues or expenditures in 2023 that we don't expect to occur/be realized annually moving forward, and increased for any one-off expenditures or projects we expect in future years. This would include adjustments for items such as reservoir cleaning that is only done once every 5 years, or operational grants/projects.

Some highlights of the attached financial plan:

- Instituted a \$360K rec reserve transfer in 2025 with it carrying through at that same amount for 2026 and 2027.
- A \$5K/yr increase in the transfer to reserves for roads from what was instituted in the 2024 budget of \$20K.
- The ASIP/SILP grant is coming to an end in early 2025, resulting in a significant reduction in revenues and expenses in Economic Development. There is however an increase in wage costs as we transition the two position currently part of that program into permanent full time positions, with benefits.
- There are a couple other departments as well with benefits costs increases greater than 2.5% in 2025, from the 2024 budget, as newly filled positions start receiving benefits and pension, including Aquatic Centre and Museum.
- Requisitions are estimated at 5% increase annually. The last few years the increase has been significantly more than this, especially with Porcupine Hills, however we don't want to indicate an expectation that they will increase greater than this.

- Showing a decrease in investment income over the 3 years as we anticipate interest rates to drop.
- 2025 includes costs for the municipal election.

The tax implications to the attached proposed plan are:

- 2025 has a 5.3% tax revenue increase due primarily to bringing on the EDA and Engagement Coordinator full time with benefits. This is a fairly significant increase of approximately \$100K in 2025 over 2024, however is on par with 2023. So we got those savings in 2024, helping us keep tax increases in 2024 lower than anticipated, but have to make up for it in 2025
 - In addition to this 5.3% is another 9.3% for the \$360K recreation infrastructure
- 2026 has a 3.6% tax revenue increase
- 2027 has a 3.1% tax revenue increase

The capital financial plan was prepared by looking at capital priorities of Council, plans and guiding documents approved by Council (e.g. Infrastructure Master Plan and Recreation Master Plan), and Administration analysis and recommendation on life or replacement needs of equipment or infrastructure. These were then prioritized and analyzed against available funding or possible conditional grant and community contributions.

The new Local Government Fiscal Framework (LGFF) funding from the provincial government increases government funding over what we have seen in the last couple years, but still below what we have seen historically. The tying of the rate to provincial revenues however should provide much greater certainty and some long term upward movement of funding in real dollars, though it may or may not keep up with inflation.

The capital plan includes a significant number of water and sewer projects including sewer main lining and repairs, watermain looping to improve water flows and quality, and watermain replacement/upgrades. This is made possible largely due to the funding we are putting away each year from water and sewer utility rates for this purpose. There is also a significant water project planned for 2028 of a new water reservoir and pumping station in the north end of Town which will address water pressure and quality issues in the north end and support development on that side of Town. The plan does propose some debt funding of this project, but for less than 1/4 of the project cost with anticipated government funding and utilization of water/sewer utility reserves.

Over the 5-year period included in this capital plan, we have included a total of \$18M of capital projects, funding this \$18M as follows:

- \$3.5M Local Government Fiscal Framework funds
- \$1.1M Canada Community Building Funds
- \$5.1M of other (competitive) grant funding
- \$5.7M of reserve or tax funds utilized
- \$2M of debenture funding
- \$0.3M of funding from sale/trade-in of equipment
- \$15K of outside funding.

RECOMMENDATION:

The Audit & Finance committee reviewed the 3-year financial plan (operations) for 2025 to 2027 at their April 11, 2024 meeting and the Facility and Infrastructure Planning Committee reviewed the 5-year capital plan at their March 26, 2024 meeting. Both recommended the corresponding plans for approval.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the 3 Year Financial Plan for 2025 through 2027.

Moved by Councillor _____ to adopt the 5 Year Capital Plan for 2025 through 2029.

ATTACHMENTS:

- 1.) 2024 3-Year Financial Plan
- 2.) 2024 5-Year Capital Plan

APPLICABLE LEGISLATION:

- MGA Section 283.1 – Required Plans

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

APPROVED BY: Abe Tinney - CAO

DATE: April 15, 2024



Claresholm

Where **Community** Takes Root

3 Year Financial Plan - 2024

(2025 – 2027)

April 22, 2024

Abe Tinney
CAO

Brad Schlossberger
Mayor

Operational Plan: 2025-2027

Municipal Taxes

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
Property Taxes	5,529,232	6,176,664	6,422,265	6,655,873
Less Requisitions	(1,651,143)	(1,733,700)	(1,820,385)	(1,911,404)
Net property tax revenue for municipal purposes	3,878,089	4,442,964	4,601,880	4,744,469

Council

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
Salaries, wages & benefits	(107,834)	(110,530)	(113,293)	(116,126)
Contracted & general services	(24,000)	(21,000)	(21,000)	(21,000)
Materials, goods, supplies & utilities	(1,200)	(8,224)	(1,248)	(1,273)
Net tax cost	(133,034)	(139,754)	(135,542)	(138,399)

Administrative & General

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
User fees and sales of goods	6,500	6,500	6,500	6,500
Operating grant funding	83,650	75,800	75,800	75,800
Investment income	270,000	270,000	190,000	155,000
Penalties and costs of taxes	54,600	54,600	54,600	54,600
Licenses and permits	25,700	25,700	25,700	25,700
Franchise fees	355,335	365,995	376,975	388,284
Rental	47,700	48,163	48,637	49,122
Other	47,200	47,400	47,604	47,812
Internal charges to other departments	108,957	110,740	112,567	114,439
Transfers from reserves	20,711	-	-	-
Subtotal	1,020,353	1,004,897	938,382	917,258
Salaries, wages & benefits	(718,664)	(736,631)	(755,047)	(773,923)
Contracted & general services	(463,642)	(481,590)	(486,872)	(500,853)
Materials, goods, supplies & utilities	(126,184)	(123,967)	(128,852)	(133,956)
Bank charges and short-term interest	(1,200)	(1,200)	(1,200)	(1,200)
Interest on long-term debt	(67,480)	(65,669)	(63,810)	(61,902)
Other expenditures	(29,500)	(30,170)	(30,859)	(31,566)
Transfers to other organizations	(121,137)	(121,493)	(121,867)	(122,260)
Transfers to reserves	(140,000)	(120,000)	(80,000)	(70,000)
Debt principal repayment	(68,190)	(70,001)	(71,860)	(73,768)
Internal charges from other departments	(48,085)	(48,325)	(48,572)	(48,826)
Subtotal	(1,784,081)	(1,799,046)	(1,788,938)	(1,818,255)
Net tax cost	(763,728)	(794,148)	(850,556)	(900,997)

Operational Plan: 2025-2027

Policing

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
Contracted & general services	(226,480)	(231,010)	(235,630)	(240,342)
Net tax cost	(226,480)	(231,010)	(235,630)	(240,342)

Fire Department

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
User fees and sales of goods	20,000	20,000	20,000	20,000
Operating grant funding	9,000	9,000	9,000	9,000
Transfers from reserves	13,000	-	-	-
Subtotal	29,000	29,000	29,000	29,000
Salaries, wages & benefits	(153,058)	(156,767)	(160,569)	(164,466)
Contracted & general services	(28,030)	(27,850)	(28,096)	(28,429)
Materials, goods, supplies & utilities	(64,701)	(54,884)	(58,326)	(62,053)
Transfers to reserves	(20,000)	(20,000)	(20,000)	(20,000)
Internal charges from other departments	(5,202)	(5,306)	(5,412)	(5,520)
Subtotal	(270,991)	(264,808)	(272,404)	(280,468)
Net tax cost	(228,991)	(235,808)	(243,404)	(251,468)

Emergency Management

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
Salaries, wages & benefits	(14,103)	(14,455)	(14,817)	(15,187)
Materials, goods, supplies & utilities	(1,500)	(1,500)	(1,500)	(1,500)
Net tax cost	(15,603)	(15,955)	(16,317)	(16,687)

Operational Plan: 2025-2027

Bylaw Enforcement

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
User fees and sales of goods	3,000	3,000	3,000	3,000
Penalties and costs of taxes	2,000	2,000	2,000	2,000
Licenses and permits	9,000	9,000	9,000	9,000
Subtotal	14,000	14,000	14,000	14,000
Salaries, wages & benefits	(81,629)	(83,670)	(85,762)	(87,906)
Contracted & general services	(8,050)	(8,101)	(8,153)	(8,206)
Materials, goods, supplies & utilities	(6,600)	(5,610)	(5,722)	(6,937)
Other expenditures	-	-	-	-
Transfers to reserves	(2,000)	(2,000)	(2,000)	(2,000)
Subtotal	(98,279)	(99,381)	(101,637)	(105,048)
Net tax cost	(84,279)	(85,381)	(87,637)	(91,048)

Common Equipment

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
Rental	-	-	-	-
Internal charges to other departments	183,477	186,101	188,796	191,561
Transfers from reserves	14,650	-	-	-
Subtotal	198,127	186,101	188,796	191,561
Salaries, wages & benefits	(272,390)	(280,544)	(287,558)	(294,747)
Contracted & general services	(125,439)	(105,611)	(108,408)	(111,307)
Materials, goods, supplies & utilities	(242,504)	(242,680)	(247,976)	(253,166)
Internal charges from other departments	(20,000)	(20,600)	(21,218)	(21,855)
Subtotal	(660,333)	(649,435)	(665,160)	(681,075)
Net tax cost	(462,206)	(463,334)	(476,365)	(489,513)

Operational Plan: 2025-2027

Roads, Streets, Walks & Lights

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
User fees and sales of goods	15,000	15,000	15,000	15,000
Subtotal	15,000	15,000	15,000	15,000
Salaries, wages & benefits	(226,870)	(234,750)	(240,619)	(246,634)
Contracted & general services	(150,900)	(151,600)	(152,212)	(152,836)
Materials, goods, supplies & utilities	(315,000)	(329,250)	(344,183)	(359,831)
Transfers to reserves	(30,000)	(35,000)	(40,000)	(45,000)
Internal charges from other departments	(49,319)	(49,959)	(50,615)	(51,289)
Subtotal	(772,090)	(800,559)	(827,629)	(855,591)
Net tax cost	(757,090)	(785,559)	(812,629)	(840,591)

Water Utility

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
User fees and sales of goods	1,801,000	1,853,920	1,908,428	1,964,570
Penalties	12,000	12,000	12,000	12,000
Internal charges to other departments	39,642	40,454	41,287	42,141
Subtotal	1,852,642	1,906,374	1,961,715	2,018,711
Salaries, wages & benefits	(478,137)	(491,530)	(503,819)	(516,414)
Contracted & general services	(56,472)	(57,454)	(58,456)	(59,477)
Materials, goods, supplies & utilities	(567,700)	(584,033)	(569,843)	(584,655)
Interest on long-term debt	(114,402)	(105,140)	(95,387)	(85,115)
Transfers to reserves	(389,798)	(411,614)	(466,616)	(493,912)
Debt principal repayment	(174,466)	(183,728)	(193,482)	(203,753)
Internal charges from other departments	(71,667)	(72,874)	(74,113)	(75,384)
Subtotal	(1,852,642)	(1,906,374)	(1,961,715)	(2,018,711)
Net tax cost	-	(0)	0	0

Operational Plan: 2025-2027

Sanitary & Storm Sewer Utility

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
Local improvement tax	3,290	3,290	3,290	3,290
User fees and sales of goods	629,190	647,983	667,340	687,278
Internal charges to other departments	12,944	13,210	13,482	13,760
Subtotal	645,424	664,483	684,112	704,328
Salaries, wages & benefits	(89,006)	(91,874)	(94,171)	(96,525)
Contracted & general services	(35,500)	(35,500)	(35,500)	(35,500)
Materials, goods, supplies & utilities	(37,981)	(38,691)	(39,422)	(40,174)
Interest on long-term debt	(6,160)	(4,935)	(3,672)	(2,371)
Transfers to reserves	(386,423)	(401,247)	(417,175)	(433,595)
Debt principal repayment	(40,453)	(41,678)	(42,941)	(44,242)
Internal charges from other departments	(49,902)	(50,558)	(51,231)	(51,921)
Subtotal	(645,424)	(664,483)	(684,112)	(704,328)
Net tax cost	-	(0)	(0)	(0)

Garbage & Recycling Services

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
User fees and sales of goods	797,020	818,843	841,276	864,336
Internal charges to other departments	28,316	28,896	29,491	30,101
Transfers from reserves	-	-	-	-
Subtotal	825,336	847,739	870,767	894,437
Salaries, wages & benefits	(118,367)	(122,478)	(125,540)	(128,679)
Contracted & general services	(490,793)	(500,242)	(511,962)	(523,961)
Materials, goods, supplies & utilities	(70,500)	(20,900)	(21,308)	(21,724)
Transfers to reserves	(92,710)	(150,575)	(157,819)	(165,326)
Internal charges from other departments	(52,966)	(53,544)	(54,138)	(54,746)
Subtotal	(825,336)	(847,739)	(870,767)	(894,437)
Net tax cost	-	0	(0)	-

Operational Plan: 2025-2027

Family & Community Support Services

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
User fees and sales of goods	1,000	1,000	1,000	1,000
Operating grant funding	243,036	242,496	242,226	242,226
Other	5,000	5,000	5,000	5,000
Internal charges to other departments	28,085	28,085	28,085	28,085
Subtotal	277,120	276,580	276,310	276,310
Salaries, wages & benefits	(145,505)	(149,143)	(152,871)	(156,693)
Contracted & general services	(31,750)	(31,750)	(30,750)	(30,750)
Materials, goods, supplies & utilities	(30,150)	(25,797)	(24,619)	(21,614)
Other expenditures	(500)	(500)	(500)	(500)
Transfers to other organizations	(55,000)	(55,000)	(53,000)	(52,000)
Internal charges from other departments	(14,215)	(14,390)	(14,569)	(14,753)
Subtotal	(277,120)	(276,580)	(276,310)	(276,310)
Net tax cost	-	(0)	(0)	(0)

Cemetery

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
User fees and sales of goods	19,800	20,480	21,228	22,051
Operating grant funding	3,000	3,000	3,000	3,000
Transfers from reserves	27,000	-	-	-
Subtotal	49,800	23,480	24,228	25,051
Salaries, wages & benefits	(26,633)	(27,558)	(28,247)	(28,953)
Contracted & general services	(29,000)	(2,040)	(2,081)	(2,122)
Materials, goods, supplies & utilities	(2,500)	(2,550)	(2,601)	(2,653)
Transfers to reserves	(5,000)	(5,000)	(5,000)	(5,000)
Internal charges from other departments	(7,700)	(7,899)	(8,103)	(8,313)
Subtotal	(70,832)	(45,047)	(46,032)	(47,042)
Net tax cost	(21,032)	(21,567)	(21,804)	(21,991)

Operational Plan: 2025-2027

Physician Recruitment

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
Operating grant funding	1,000	-	-	-
Transfers from reserves	2,000	3,000	3,000	3,000
Subtotal	3,000	3,000	3,000	3,000
Other expenditures	(3,000)	(3,000)	(3,000)	(3,000)
Subtotal	(3,000)	(3,000)	(3,000)	(3,000)
Net tax cost	-	-	-	-

Economic Development

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
User fees and sales of goods	1,000	1,000	1,000	1,000
Operating grant funding	179,037	40,178	-	-
Transfers from reserves	10,583	-	-	-
Subtotal	190,620	41,178	1,000	1,000
Salaries, wages & benefits	(112,001)	(135,523)	(138,911)	(142,384)
Contracted & general services	(87,784)	(33,588)	(18,764)	(19,024)
Materials, goods, supplies & utilities	(8,820)	(2,838)	(2,855)	(2,874)
Subtotal	(208,605)	(171,949)	(160,530)	(164,281)
Net tax cost	(17,986)	(130,771)	(159,530)	(163,281)

Planning & Development

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
User fees and sales of goods	9,972	3,100	3,100	3,100
Licenses and permits	85,000	85,000	85,000	85,000
Subtotal	94,972	88,100	88,100	88,100
Salaries, wages & benefits	(120,488)	(123,500)	(126,587)	(129,752)
Contracted & general services	(121,407)	(94,510)	(96,996)	(99,606)
Internal charges from other departments	(23,119)	(23,718)	(24,332)	(24,962)
Subtotal	(265,014)	(241,727)	(247,915)	(254,320)
Net tax cost	(170,042)	(153,627)	(159,815)	(166,220)

Operational Plan: 2025-2027

General Recreation & Parks

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
User fees and sales of goods	74,000	74,000	74,000	74,000
Operating grant funding	94,300	94,300	94,300	94,300
Other	2,500	2,500	2,500	2,500
Transfers from reserves	-	10,000	-	10,000
Subtotal	170,800	180,800	170,800	180,800
Salaries, wages & benefits	(227,673)	(234,814)	(240,685)	(246,702)
Contracted & general services	(47,000)	(48,700)	(50,485)	(52,359)
Materials, goods, supplies & utilities	(42,500)	(43,350)	(44,243)	(45,180)
Transfers to other organizations	(50,000)	(50,000)	(50,000)	(50,000)
Transfers to reserves	(39,600)	(399,600)	(399,600)	(399,600)
Internal charges from other departments	(45,547)	(46,339)	(47,149)	(47,978)
Subtotal	(452,319)	(822,803)	(832,161)	(841,819)
Net tax cost	(281,519)	(642,003)	(661,361)	(661,019)

Ice Arena

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
Rental	91,086	106,590	109,663	112,826
Subtotal	91,086	106,590	109,663	112,826
Salaries, wages & benefits	(113,435)	(117,375)	(120,310)	(123,317)
Contracted & general services	(2,184)	(2,184)	(2,184)	(2,184)
Materials, goods, supplies & utilities	(123,488)	(146,143)	(128,877)	(151,693)
Transfers to reserves	(19,000)	(9,180)	(19,364)	(9,551)
Internal charges from other departments	(9,600)	(9,792)	(9,988)	(10,188)
Subtotal	(267,707)	(284,674)	(280,722)	(296,933)
Net tax cost	(176,621)	(178,084)	(171,059)	(184,107)

Operational Plan: 2025-2027

Aquatic Centre

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
User fees and sales of goods	94,200	96,084	98,006	99,966
Rental	13,000	13,260	13,525	13,796
Subtotal	107,200	109,344	111,531	113,761
Salaries, wages & benefits	(238,701)	(257,298)	(263,731)	(270,324)
Contracted & general services	(5,884)	(5,884)	(5,884)	(5,884)
Materials, goods, supplies & utilities	(28,240)	(26,713)	(22,787)	(22,863)
Subtotal	(272,825)	(289,895)	(292,402)	(299,071)
Net tax cost	(165,625)	(180,551)	(180,871)	(185,309)

Museum

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
User fees and sales of goods	1,500	1,500	1,500	1,500
Operating grant funding	14,000	14,000	14,000	14,000
Other	5,000	5,000	5,000	5,000
Subtotal	20,500	20,500	20,500	20,500
Salaries, wages & benefits	(114,749)	(124,208)	(127,314)	(130,496)
Contracted & general services	(10,235)	(10,235)	(10,235)	(10,235)
Materials, goods, supplies & utilities	(27,414)	(27,779)	(28,156)	(28,543)
Internal charges from other departments	(4,100)	(4,182)	(4,266)	(4,351)
Subtotal	(156,498)	(166,405)	(169,970)	(173,625)
Net tax cost	(135,998)	(145,905)	(149,470)	(153,125)

Library

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
Contracted & general services	(29,853)	(31,508)	(31,891)	(32,369)
Transfers to other organizations	(203,000)	(203,000)	(203,000)	(203,000)
Subtotal	(232,853)	(234,508)	(234,891)	(235,369)
Net tax cost	(232,853)	(234,508)	(234,891)	(235,369)

Operational Plan: 2025-2027

Capital

	2024 Budget	2025 Plan	2026 Plan	2027 Plan
Proceeds from disposal of capital assets	65,000	65,000	65,000	65,000
Other	82,629	65,520	19,250	-
Capital grant funding	1,982,475	-	-	-
Transfers from reserves	2,103,099	-	-	-
Subtotal	4,233,203	130,520	84,250	65,000
Capital expenditures	(4,238,203)	(135,520)	(89,250)	(70,000)
Subtotal	(4,238,203)	(135,520)	(89,250)	(70,000)
Net tax cost	(5,000)	(5,000)	(5,000)	(5,000)
Net Budget	-	0	(0)	(0)



Claresholm

Where **Community** Takes Root

5 Year Capital Plan - 2024 (2025 – 2029)

April 22, 2024

Abe Tinney
CAO

Brad Schlossberger
Mayor

**5-Year Capital Plan
2025-2029**

	2025	2026	2027	2028	2029
Public Works					
Bobcat Replacement Program	70,000	70,000	70,000	70,000	70,000
Fleet Replacement (1/2 Ton Trucks)		60,000		65,000	65,000
Back-hoe Replacement	325,000				
Fleet Replacement (3/4 Ton Trucks)			90,000		
Grader Replacement			450,000		
Water/Wastewater/Stormwater					
Watermain Replacement - Water Treatment Plant to 8th Street W	200,000				
Watermain Looping Project - 59th Ave W to 2nd St E	720,000				
Watermain and Road Rehab. - 4th St from Harvest Square to 59th Ave W	500,000				
Watermain Looping Project - Hwy 520 between 3 St W & Hwy #2		315,000			
Sewer Main Rehab 43rd Ave W crossing under Hwy #2		300,000			
Watermain Upsize - 4" to 8" - 4400 Block of 2nd Street W		250,000			
Sewer Main Rehab. - 2nd St E from 43 Ave E to 50 Ave E		150,000			
Water Treatment Plant SULLAIR Compressors replacement		35,000			
Water Treatment Plant Pall Rack Filtration System Replacement			365,000		
Watermain Looping Project - 5th St E from 40 Ave to 43 Ave			600,000		
North Side Reservoir and Pump Station				8,468,000	
North Industrial Sewer Main Upgrade - 8" to 12"				243,000	
Watermain Looping Project - East of Care Centre in Hwy #2 Ditch					300,000
Acreages Water Main Replacement with Road Upgrades					1,000,000
Watermain Looping Project - 5th St E from 43 Ave to 50 Ave					775,000
Streets					
Downtown Alley Repaving			350,000		
Pavement Overlay - 4 St W from 51 Ave W to 58th Ave W			450,000		
Pavement Overlay - Facility parking lots (Arena, Museum, Etc.)				250,000	
Recreation					
Centennial Park Playground Replacement	175,000				
Moffat Park Rehab. - Backstop, Fencing, and Dugouts	100,000				
Cemetery Shed	30,000				
Arena Compressor Replacement		100,000			

**5-Year Capital Plan
2025-2029**

	2025	2026	2027	2028	2029
Culture (Museum/Library/Community Hall)					
Community Centre Accessibility Renovation	497,704				
Museum Storage Building			200,000		
Total Planned Capital Additions	2,617,704	1,280,000	2,575,000	9,096,000	2,210,000
Funding Sources					
Grant Funding					
Local Government Fiscal Framework (previously MSI Capital)	573,852	217,500	1,275,000	315,000	1,152,500
Canada Community Building Fund (previously FGTF)	593,463	150,000	350,000	48,600	
CFEP Grants	397,883	50,000	100,000		
Alberta Municipal Water/Wastewater Program (AMWWP)	100,000			4,403,360	
Other	12,506				
Total Grant Funds Used	1,677,704	417,500	1,725,000	4,766,960	1,152,500
Other Funding Sources					
Donated and Contributed Funding			15,000		
Trade-In	65,000	65,000	65,000	65,000	65,000
Tax Funded	5,000	5,000	5,000	5,000	5,000
Reserve Funded	870,000	792,500	765,000	2,259,040	987,500
Borrowing	-	-	-	2,000,000	-
Total Capital Funding	2,617,704	1,280,000	2,575,000	9,096,000	2,210,000



REQUEST FOR DECISION

Meeting: April 22, 2024
Agenda Item: 10

NJHL - National Junior Hockey League 2024-25

BACKGROUND

The National Junior Hockey League (NJHL), formerly the Greater Metro Hockey League, has expressed interest in expanding into Claresholm, starting September 15, 2024. Their season would run from September 15 to April 1st. The NJHL has requested 1.5 hours of practice Monday through Friday during non-prime time hours, a commitment of home games with ice blocks reserved from 6:30 p.m. to 11:00 p.m. Friday's and Saturdays, and 2:00 p.m. to 8:00 p.m. on Sundays.

In 2022 the Town of Claresholm was approached by the GMHL to expand into our area. The Town put together an ADHOC Committee (members of Claresholm Minor Hockey, Claresholm Skating Club, Pond Hockey, Town Council, Arena Staff, and the Recreation Manager) to investigate the pros and cons of the expansion into our community and presented the findings to Town Council with an RFD on April 25, 2022. Council approved the initiative, but it ultimately fell through due to the League undergoing changes.

In February 2024 members of the ADHOC Committee met again, and there were no issues with hosting the league for 2024-25. The committee felt that having the NJHL in our community could help further foster hockey in youth. Administration has determined that operating costs would increase minimally with the season running an extra 3.5 weeks (September 15 to April 1), versus past years where the season starts the last week of September and runs until mid-March.

DESCRIPTION:

NJHL has requested the Prime Time & Non-Prime time youth rates, which could be perceived unfavorably by other user groups. Administration is recommending using Local Adult Rate for games, and the Local Youth rate for practices.

With the proposed rates above, the Claresholm Arena is looking to increase rental revenue by approximately \$23,000 for 2024-25 season.

Request an earlier start to the season, with ice starting the second week of September 8-14, with facility opening September 15 versus the last week of September.

Administration has vetted a user agreement through legal and recommends that council approve the draft agreement.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the user agreement with the National Junior Hockey League for 2024-2026.

Attachments: DRAFT Agreement

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Abe Tinney, CAO

DATE: April 18th, 2024



REQUEST FOR DIRECTION

Meeting: April 22, 2024
Agenda Item: 11

COMMUNITY DEVELOPMENT COMMITTEE

DESCRIPTION:

The Mayor has asked that administration prepare a Request for Direction regarding the future of the Community Development Committee (CDC).

BACKGROUND:

Council struck the ad hoc committee in 2022 to assist with its strategic development priorities. The committee first met in May 2022 and has met 15 times total, but has not met since January 2024.

The committee has advised council on a number of development related matters, including:

- Sale of commercial and residential lots, including Tamarack, Parade Staging grounds, airport commercial properties.
- Review and refer to council Bylaw 1741, Residential Tax Refund Bylaw
- Review and refer to council the strategy to sell Town owned railway land, this project encourages redevelopment of the area and the construction and maintenance of a Town alley
- Participate in Enabling Housing Choice engagement with RDN
- Discussed/reviewed annexation items, community redevelopment levies and redevelopment of areas in town, development of areas in town with ASPs, working with landowners, municipal land development corporations, regional solutions to housing supply (Alberta SW was working with &Villages on a regional housing project, which did not reach fruition)

DISCUSSION/OPTIONS:

There are several options for Council to consider:

- Have the CDC reconvene, review terms or reference and develop possible actionable plans or recommendations for Council on the future of the committee
- Cancel the committee
- Refer committee objectives to other committees (EDC)

ATTACHMENTS:

- 1.) Council's Strategic Plan
- 2.) CDC Terms of Reference

APPLICABLE LEGISLATION:

- 1.) MGA s142-146

PREPARED BY: Abe Tinney, CAO

DATE: April 18th, 2024



Town of Claresholm

2022-2026 Strategic Plan



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Vision

To be the community of choice, leading to a thriving and diverse Claresholm.



Mission

We will offer quality family living and encourage economic prosperity through innovative and progressive thinking.



The Town of Claresholm's Core Values



Community Pride

We take pride in our entire community - in its people, and in the many groups, businesses and organizations that make it a community. Organizationally, we take pride in the quality and variety of services we provide and the facilities we maintain. We are proud of all that Claresholm has to offer, and whenever possible we will work to improve and enhance our community.

Healthy, Active Living

The Town of Claresholm will enhance the lives of our residents by supporting Town recreation services and community safety and wellness programming, and by assisting community groups that provide similar services.

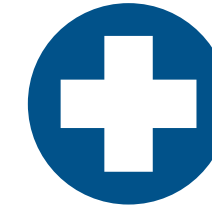
Diversity

We recognize and respect the diverse needs of our residents and different sectors of our community. We will seek their input and engagement and grow together.

Forward Thinking

We will plan for the future. We will comply with provincial legislation and understand municipal best practices as we challenge conventional ways of conducting the community's business, managing its finances, and delivering services to our community.

Key Themes to Achieve Vision and Mission



Advocate for Alberta Health Services on local health services



Infrastructure



Diversity in housing, including affordable housing



Industry



Increased corporate operations and activity, leading to community investment.

20 Years In The Future

The Town of Claresholm identified what it wants to be known for in twenty years:

- Rooted and collaborative relationships with the farming and ranching community.
- A beautiful destination for tourism and a great place to live – a safe, secure place to live for all ages
- Agriculture service center
- Range of family housing
- Friendly town – welcoming
- Health care facilities
- Major service center between Calgary and Lethbridge
- Transportation hub/gateway to southern Alberta
- Organic and farm to table food
- A vibrant business and industrial community
- Accessible post-secondary education



The Town of Claresholm is unique in the following ways:

- Diverse community that accepts and celebrates
- Stable access to water
- Value-added agriculture
- Transportation corridor
- Affordable investment centre
- Ideal Location
- Health Care

Council's Role



To advocate



To be open and approachable and to listen to all views



To be fiscally responsible



To ensure the community is viable



To conduct the business of the town

In conducting its roles, it is important that Council is:

- Consistent
- Transparent
- Dedicated
- Collaborative
- Mutual respect
- Open to healthy debate
- Passionate
- Striving for shared understanding
- Assertive

Strategic Priority Areas



Strategic Priorities



Policy and Planning for Responsible, Sustainable Growth



Revise Three-Year Operations Plan and Five-Year Capital Plan

- Audit and Finance Committee will continue to meet to accomplish this goal
- Reliance on Infrastructure Master Plan and Asset Management Processes to inform Capital Planning

Enhance Community Center

- Work with Community Centre Association to secure funding and facilitate accessibility and front entrance upgrades



Continue with Improvements to the Stormwater Infrastructure Phase 2

- Finalize and Approve Engineering
- Secure Grant Funding for the Project Economic and Community Development to Revitalize Claresholm



Economic and Community Development to Revitalize Claresholm

Develop and implement a clear and actionable plan for the Town's development readiness, for residential, commercial, and industrial development.

- Create Ad Hoc Development Committee to examine best practices and assess development challenges and opportunities in Claresholm. Key areas of focus for the Committee will be:
 - work with Land Owners
 - Starline Business Park
 - Residential Land Development Resulting in Diverse Housing
 - Strategies to sell Town owned Land
 - Best practices in municipal development (including MCC, PPP)

Continue to support Economic Development Committee

- Continue to provide operational budget for Community Economic Development and the Economic Development Committee
- Economic Development and Recreation department assist with event planning for impactful collaboration

Explore Business Attraction Incentives

- Adopt progressive incentives for private development and re-development of residential, commercial, and industrial property and buildings;
 - Include residential development in the tax incentive program

- Consider other incentives such as land, utilities, and recreation benefits
- Provide access to development or construction expertise when you invest in Claresholm
- Explore business improvement programs to promote downtown business retention, expansion, and revitalization;
 - Community Futures Small Business Loan Program
 - New business start-up grants
 - Façade improvement grants and/or loans
 - Focused attention and resources on annexed lands, and vacant properties in the downtown core and highway corridor

Explore Value-Added Industry Opportunities in Claresholm

- Continue to be an active member of Economic Developers of Alberta, Alberta Southwest, and SouthGrow Regional Initiative,
- Foreign Direct Investment training suggest a narrow focus, 1-2 industries, and 1-2 countries
- Greenhouse farming/specialty agriculture is a growing industry that benefits from our above average sunlight
- Should be complementary to what is happening around us, Lethbridge and Calgary



Sound, Responsible Governance and Strengthen Internal Operations

Develop and implement recommendations of a Communications and Public Engagement Strategy

Continue to Review and Update Administration and Council Policies as Required and in-line with Industry Best Practices

- Administrative Services Committee will be used to review policy and bylaw matters
- Address Legislative Changes in a Timely Fashion



4 Improve and Expand Partnerships, Collaborations, Relationships

Build Relationships with all Levels of Government, including Municipal Partners in the Region, and Look for Opportunities to Collaborate

Continue to Strengthen Relationships with Stakeholder Organizations, Including the Chamber of Commerce and Service Clubs Among Other Organizations

Continue to Enhance Relationships with AHS and Other Service Providers

Develop Relationships with Land Developers In Order to Progress on Residential Development



5 Livable Community for a Vibrant, Healthy Quality of Life



Investigate Opportunities for Various Types of Housing via Housing Needs Assessment

Improvement of Parks and Expansion of Pathways

- Recreation Master Plan Revamp to identify park and pathway priorities and opportunities.
- Pursue Grant funding Pathway and Park Expansions

Continue to Encourage Events and Activities That Vitalize the Community

- Economic Development Committee to incorporate coordinating meeting once or twice a year for community groups to ensure resource and knowledge sharing.
- Promotion of Parks through town videos
- Maintain and enhance current programming
- Develop Town Event Strategy, including desired level of events/activity, and sustainable funding model



Focused Priorities

Improvements to Stormwater Infrastructure

Development Readiness of the Town, impacting residential, commercial and industrial development

Next steps in economic development by incentivizing business attraction

Communication and Public Engagement Strategy

Diverse Housing based on the Social/Housing Needs Assessment





Claresholm

Town of Claresholm

Community Development Ad Hoc Committee

Membership	<p>The Ad Hoc Committee shall be appointed by Council and consist of the following:</p> <ul style="list-style-type: none"> a) Minimum of three (3) members of Council <p>The CAO will provide administrative Support, with assistance and attendance from the Town's Development and Economic Development Officers as required.</p>
Date & Time of Meeting	<p>Monthly (time to be determined)</p>
Mandate	<p>The Committee will work to accomplish strategies from the Town of Claresholm's Strategic Plan 2022-2026. Specifically, this Committee will</p> <ul style="list-style-type: none"> a) Develop best practices strategy for Council approval regarding residential, commercial and industrial development to improve the Development Readiness of the Town, b) Develop business incentives and attraction best practices strategy for Council approval, so the Town can take the next steps in economic development, c) Develop a strategy for Council approval regarding selling existing Town owned property (including researching MCC and PPP), d) Develop a strategy for Council approval to promote development in difficult to develop areas of town, particularly areas with existing Area Structure Plans.
Guidelines	<p>The Ad Hoc committee will report to Council once a month at the regular council meeting.</p> <p>The Committee shall select from among themselves a Chairperson.</p> <p>A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.</p> <p>Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.</p> <p>Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.</p>



INFORMATION BRIEF

Meeting: April 22, 2024
Agenda Item: 12

Youth & Community Sport Equipment and Programming

BACKGROUND

The Town of Claresholm approved the purchase of Youth Sporting equipment for the Arena which will provide additional recreation programming in the community, creating accessible recreation for youth. In the event of inclement weather or air quality issues, the arena will be ready to provide alternative entertainment.

Items have been purchased, and some have already arrived.

BUDGET

With the amount of ~\$3800 allotted, Recreation was able to purchase more items than originally requested, to the betterment of community programming and future events. All items will be labelled with The Town of Claresholm.

The town has purchased basketball nets and basketballs, badminton and pickle ball sets and nets, volleyballs, cornhole set, floor hockey equipment and pinnies. There are three ways to access this equipment, which are detailed below.

1. COMMUNITY PROGRAMING AT THE ARENA: Volunteer Ran

1. Youth & Community Ball Hockey: Tuesdays 4:30 p.m. – 6:00 p.m.
 - a. May 7 to June 25
 - b. Volunteer ran, equipment set up and take down
 - c. No cost to participants

2. Youth & Community Badminton: Mondays (or Wednesdays) 6:00 p.m. – 8:00 p.m.
 - a. July to August
 - b. Volunteer ran, equipment set up and take down
 - c. No cost to participants 17 and under
 - d. \$2 drop in for adults 18 and older to be collected by coordinator, and donated back to the WCCHS Sport Society

3. FCSS
 - a. Tuesday evening Teen Group will have access to equipment
 - b. Friday afternoon Junior Teen Group will have access to sporting equipment
 - c. Will be providing dates for July and August Friday programs in which youth will have access to the sporting equipment at the arena.
 - d. Equipment set up and take down

4. Welcoming Claresholm
 - a. Committed to Youth and Community sport evenings, and roller skate evenings, bring your own skates
 - b. Dates to be determined, subject to finding a volunteer to chaperone the time slot
 - c. Equipment set up and take down

5. Claresholm Recreation
 - a. Youth & Community Sport Drop In, Tuesdays 1:00 p.m. to 3:00 p.m.
 - b. July 16, 23 & 30 and August 13, 20 and 27
 - c. Equipment set up and take down

2. COMMUNITY NON-PROFIT GROUPS

1. Sporting equipment will be available at the arena during summer months for use.
 - a. Times to be scheduled in advance
 - b. An adult must be on site supervising and in charge of putting items away.
2. No charge for Youth Programing (17 and under target group)
3. Deposit to be determined, discussed or waived.
 - a. in the case of damaged equipment or replacement required
4. Offsite Fee (to be determined)
 - a. Groups would be responsible for arranging pick up and drop off times with Recreation Department
 - b. Items would be inspected before and after
 - c. Deposit to be determined, discussed or waived.
 - i. in the case of damaged equipment or replacement required

3. ARENA RENTALS

1. Local Users, Youth, use of any of the sporting equipment (scheduled in advance)
 - a. Regular Arena rental fee
 - b. Deposit (to be determined)
 - i. Held in the case of damaged equipment, or facility left in disorder, items left out.
2. Local Users, Adult
 - a. Regular Arena rental fee
 - b. Sporting equipment hourly & day rental fee (scheduled in advance)
 - c. Deposit (to be determined)
 - i. Held in the case of damaged equipment, or facility left in disorder, items left out.
3. Out of Town Users, Youth/ Adult
 - a. Regular Arena rental fee
 - b. Sporting equipment hourly & day rental fee (scheduled in advance)
 - c. Deposit (to be determined)
 - i. Held in the case of damaged equipment, or facility left in disorder, items left out.

PREPARED BY: Denise Spencer – Recreation Manager

APPROVED BY: Abe Tinney – CAO

DATE: April 18, 2024



CAO REPORT

April 22nd, 2024

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.

Administration is in the process of converting the Town’s Council and committee agendas and minutes processes to the eSCRIBE software. The new system will facilitate easier creation and publishing of meeting agendas and minutes, saving administrative time. The system will also be more user friendly and allow Council and the public to navigate council and committee agendas with greater ease. The process will take a few months and we expect to be using the new system at the July 15th council meeting.

CAO continues ongoing monthly meetings with managers, development of the communications and engagement strategy with communications administrator, collaboration with M.D. (emergency management, development opportunities and ICF issues), NRED/broadband study advocacy and meetings with RDN on enabling housing choice.

April 11th - Attended a meeting with Circular Materials for planning of the new Extended Producer Responsibility program. Circular Materials is working with Rural Municipalities of Alberta to roll-out the provincial EPR program, which will result in savings to the town’s recycling program, and ultimately savings to residents.

April 16th - Staff training on workplace wellness. Entire staff brought together for lunch, with half of staff trained in the morning and half trained in the afternoon. The town has good supports and policies in place for mental wellbeing in the workplace, but more work can always be done organizationally to promote existing policy and programs and overall wellbeing. Managers will be gathering feedback from staff on the training and what the organization can do to improve. Manager/leadership training is scheduled for the first week of June.

April 17th – Emergency Management Training – Planning Section Chief half day session to review the planning section chief’s role in the event of a emergency. There were four members of staff in attendance, with more half day sessions scheduled for other staff in the coming weeks.

BYLAW

[See enclosed report](#)

CORPORATE SERVICES

See enclosed report

DEVELOPMENT

See enclosed report

ECONOMIC DEVELOPMENT

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

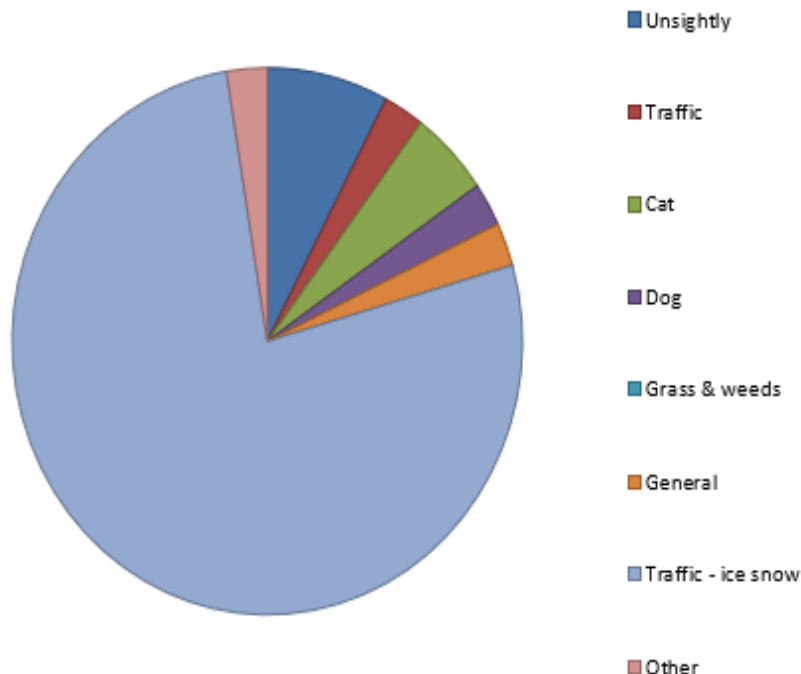
Meeting: April 22, 2024
Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT Mar 20, 2024 – April 17, 2024

Mar 20/Apr 17, 2024, Highlights:

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.
2. 4 new animals brought into CARES: 2 Cats/2Dogs
3. Unsightly Properties has decreased with the season change.
4. Bylaw Office started 37 files between Mar 20-Apr 22, 2024
5. With the warm temperatures calls are down.
6. Detached trailers both loaded and empty still being left at Weigh Scales
7. Assist RCMP files renamed to Assistance from RCMP
8. New tracking system being implemented Q Alert, the systems are not integrated yet, there were 14 new files that are listed in the new system.
9. Radar signs to be re-deployed at end of the month.

Bylaw Request Type



Requests by Type

4/17/2024 12:45 P

This report shows Service Requests by type, separated by status (Open, In Progress and Closed).

Criteria used for this report:

Start Date Greater Than or Equal To: 3/20/2024 12:00 AM

End Date Less Than or Equal To: 4/17/2024 12:00 AM

Request Type(s) Equals Any Of: 285, 286, 287, 359, 526, 505, 291, 542, 292

Request Type	1 - Open	2 - In Progress	3 - Closed	Total
Traffic / Snow & Ice	0	0	30	30
Unightly - General	2	0	3	5
Cat	2	0	0	2
General Bylaw Inquiry	1	0	1	2
Community Standards	0	0	2	2
Other Bylaw Enforcement	1	0	0	1
Dog	0	1	0	1
Traffic - general	0	0	1	1

DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 3/25/2024 - 4/19/2024

Claresholm

Financial

- 2023 Audited Financials have been accepted by Council, including all yearend reserve transfers. Signed copy has been uploaded to the Town of Claresholm Website for public viewing.
- Special Tax Levy was discussed at the FIPC committee for recreation infrastructure funding and was presented for first reading. As a result of further discussions this Bylaw is being dropped, however Administration is moving forward with developing a public participation plan regarding recreation infrastructure funding.
- 2024 Budget, Operational and Capital, were presented and discussed with the Audit and Finance Committee and FIPC Committee respectively, recommended to Council, and adopted by Council at the April 8, 2024 meeting of Council. The budget that was approved does include revenues from the special tax levy, therefore an Amended budget is being presented to Council on April 22nd with these revenues, and corresponding reserve transfer, removed.
- 2024 Tax Rate Bylaw has been drafted with tax rates recommended from the Audit and Finance Committee at their April 11th Committee Meeting. These rates are being presented as Bylaw 1786 for first reading at the April 22nd Council meeting. This bylaw will be presented for 2nd and 3rd readings on May 13 and tax notices will be sent out later that week.

General

- Included in the 2024 interim budget was funding for a couple different new systems/programs. We had initial kickoff meetings for these systems/programs to start the onboarding process. These include:
 - Cemetery Management System – We are seeing significant progress in this project, with the digital archival of old cemetery records being well underway
 - Request Management Software – This system has been launched internally and is working well. We are working on creating additional Knowledge Base articles for the public into the system before we go live to the public.
 - eScribe Meetings – we have started this process, gathering and providing information on templates and setup for the system and the contractor is well underway on taking these to build our site/setup. Pretraining session on the newly built site is scheduled for later this week (week of April 15). We are hoping to be completely live, using this new system, for the July Council meeting, onboarding other committees into the system to follow.
- Jace and I will be attending a Public Risk conference on April 18 and 19th through AB Muni's. This is geared towards risk management for municipalities, covering items such as cyber security, insurance, contracts, maintenance programs, policies and procedures, etc. This is a conference that is run annually, however it has been a number of years since we have attended.

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

DEVELOPMENT SERVICES MANAGER REPORT

For: 3/20/2024 - 4/20/2024



Claresholm

Development Permits

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

Compliance Requests

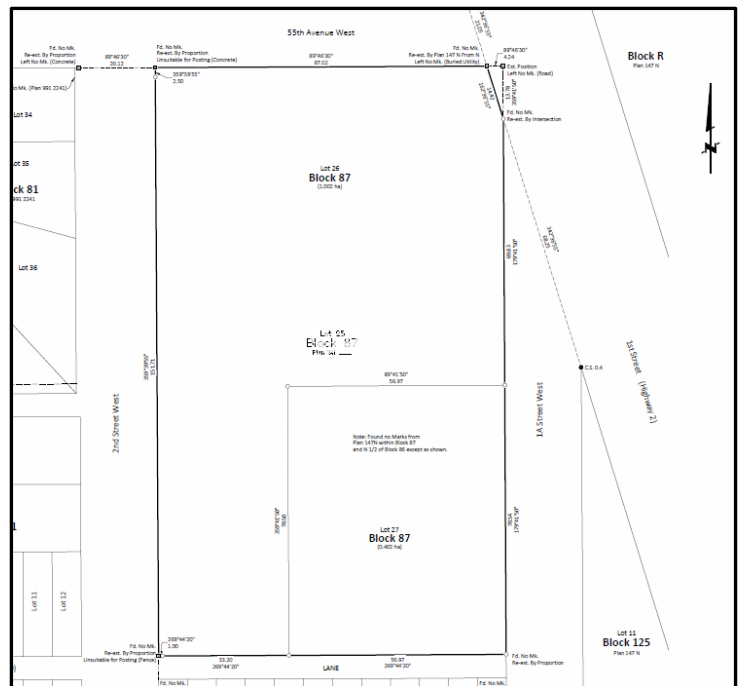
- ❖ 3 compliance requests received.

Miscellaneous

- ❖ The Bylaw and Development Departments are getting busy with permits, land use amendment applications, new business license applications and inquiries, spring projects, renewals, fence, and property inquiries, etc.
- ❖ Local Press Ads – Bylaw reminders, dog license renewals, etc.
- ❖ Emergency Management – April 17, 2024 – Planning section chief training
- ❖ Met with the Alberta Government office to China to discuss potential partnerships, investments, etc.
- ❖ Economic Development Meeting held April 15, 2024 – working through Strategic planning to align with Council's priorities.
- ❖ Staff mental wellbeing workshop April 16, 2024.
- ❖ Planning Section Chief training April 17, 2024, for Emergency Management.
- ❖ Municipal Planning Commission meeting held April 19, 2024.

On-going projects

- ❖ Lions Club application for Centennial Park playground to CFEP being finalized for May 15th submission.
- ❖ Evolution ASP being finalized following the open house and circulation to Provincial Bodies for comments. Once finalized this will be presented to Council for 1st reading.
- ❖ Working with the Community Hall Board on the draft RFP for the design & renovation of the main hall washrooms and entrance scheduled for January 2025.
- ❖ North Point ASP Public hearing advertised for May 13, 2024.
- ❖ Skatepark society – subdivision complete.



Submitted by
Tara Vandervalk, Development Services Manager



Economic Development Report

Prepared by Megan McClung and Ali Hemmaway
April 22, 2024

Engagement Coordinator

Welcoming Claresholm



Attended the Cultural night with our welcoming Claresholm group, Also attended the Volunteer appreciation evening with some of our volunteers from this committee.

Will be hosting a Newcomers guide to Claresholm on April 30th with the Economic Development Assistant, Highlighting all the resources town has to offer to any newcomer in town.

Set up the first Spread the World July first planning meeting

Events

I am in the midst of planning for July 1st and the Fair days, and a lot has already been booked and settled. We've been overwhelmed by the number of people eager to volunteer, participate, and contribute ideas for these events. It's shaping up to be an incredible event this year!

I'll be joining Lisa and Brian at the Hand R Advantage Career Trade Fair Expo in Fort Macleod on April 24th to showcase the job opportunities available through the Town of Claresholm. We'll also highlight upcoming events and engage with students and residents from various areas to promote Claresholm.

Downtown Engagement and Tourism

I'm thrilled to be spearheading the rollout of the "Stay and Play" tourism incentive for Claresholm this May long weekend. We're collaborating with the Museum and campgrounds to distribute a postcard to every camper and visitor passing through town. This postcard will feature all the town's events and happenings, along with a QR code linking to exclusive business discounts and incentives for their stay in Claresholm. Our aim is to encourage visitors to explore our local businesses, enjoy the pools, golf courses, and restaurants while they're here.

Additionally, we're partnering once again with the "Explore Southern Alberta" tourism magazine. They'll dedicate five pages to Claresholm, showcasing the events we offer and including the QR code for easy access to the discounts and incentives.

. Our Fair Days sponsorship package is now being distributed to local businesses, and we've already received some fantastic donations to support the growth of Fair Days 2024. We've also settled on a theme for this year's event.

April 19, 2024

. I have scheduled May 6th our first networking night with the business hub, cheese and crackers and a free class on social media and its benefits for businesses. I hope this will help in connecting and building relationships.



. Regularly publish monthly job postings on social media platforms. Currently, I am in the process of gathering information on vacant buildings to initiate a recurring feature highlighting available retail spaces. This feature will be published bi-monthly to spotlight open and ready-to-rent retail spaces.

. Our "Around Town" posts remain ongoing, we have started reaching out to our industrial park businesses and have had such amazing feedback from this.

Education /Training

Attend monthly interagency meetings.

Attend Monthly welcoming Clareholm meetings.

Attend WCIS monthly meetings.

Attend EDC meeting monthly.

Attending Information Officer Workshop

Attended Mental well being workshop

Economic Development Assistant

Attends and takes minutes for the Economic Development Committee meetings and Subcommittee meetings, creates and sends out Agenda Packages. Currently working on reviewing and adjusting the EDC Strategic Plan. Attends monthly partnership meetings with Willow Creek Immigrant Services. Attends Welcoming Clareholm Committee monthly meetings and events. Attends monthly FCSS Interagency meetings.

With Development Services Manager, met with William Wang of the Alberta China Offices to discuss ways to promote Clareholm products and services, connect Clareholm companies to Chinese buyers, and helps Chinese companies in seize potential investment opportunities in Clareholm.

Primary point of contact for the Rural and Northern Immigration Pilot program, in charge of responding to enquiries, reviewing applications, and conducting interviews. **The RNIP program has been extended to July 2024, and Clareholm has received an additional 17 allocations for a total of 25 allocations in 2024, 9 of which have been issued so far.**

Attended a meeting with Mayor Brad Schlossberger and Mr. Tokuro Furuya, Deputy Head of Mission of the Embassy of Japan in Canada to discuss the benefits of the RNIP program in Clareholm.

Attended a meeting with Dylan Kelso of the Business Council of Alberta to discuss our experience with the RNIP program in Clareholm as part of the research they are conducting to develop a better [Prosperity-Driven Immigration Strategy for Canada](#).

April 19, 2024

Continues to send out bi-weekly Economic Development Bulletins (email newsletters) to subscribed Claresholm businesses as well as monthly Claresholm Business Hub Job Postings roundups.

Will attend the Emergency Management Information Officer workshop on April 25.

With Engagement Coordinator, will host a Newcomer's Guide to Claresholm presentation on April 30th to provide information on all that Claresholm has to offer, including resources and services.

TOWN OF CLARESHOLM FIRE DEPARTMENT

MONTHLY UPDATE

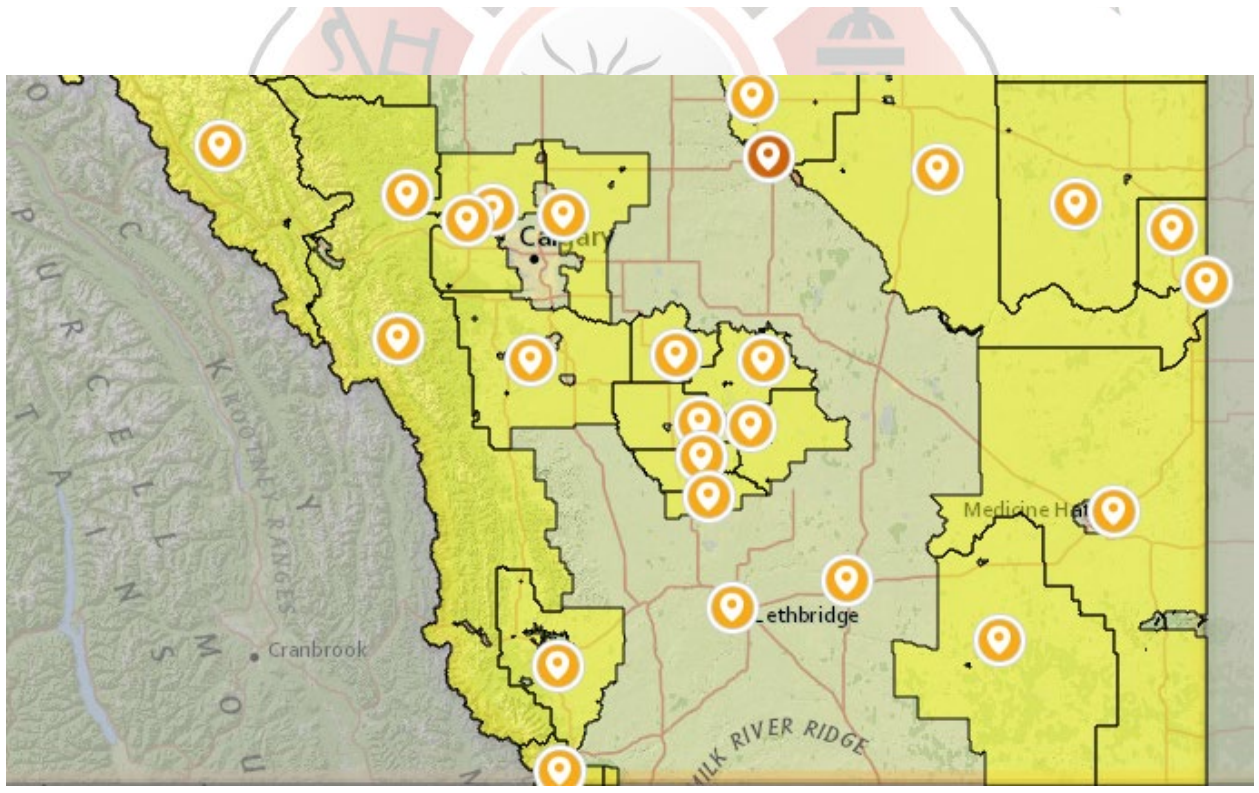
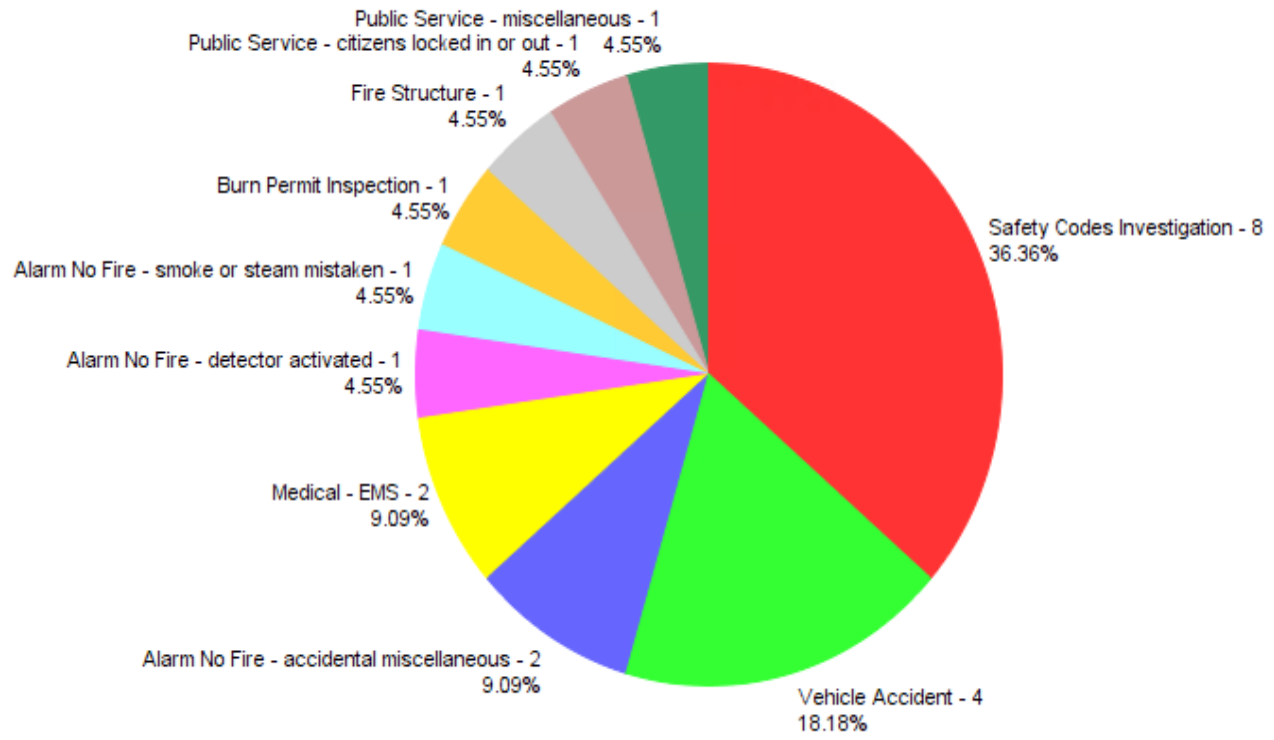
FOR THE PERIOD OF: MARCH 18, 2024 TO April 15, 2024

1. This reporting period saw 22 responses for the members from Station 13 in Claresholm. Fire year to date, the members have responded to a total of **160** events. Highlighting some of our responses this month:
 - a. 4 Motor Vehicle Collisions
 - b. 8 Safety Codes Investigations
 - c. 1 Structure Fire
2. I am happy to report that all members enrolled in the NFPA 1001 Level 2 class were successful on their testing day (both written and practical). The next NFPA 1001 training class will begin in January 2025.
3. Currently there are only 2 open fire safety codes files in the Town. With the aid of public works, we were able to close most of the open files, and we did open one new file this period.
4. Despite the snow received less than two weeks ago, the fire danger currently sits in the high to extreme range in our response area. Although we are forecast to receive rain and snow in the next few days, it will not take long for that moisture to disappear once the warmth returns and winds start to blow.
5. Currently, there is no fire ban or restriction within the Town of Claresholm.
6. Attached is the response breakdown chart, fire danger, fine fuel moisture rating, as well as current snapshot of active fire bans and restrictions in southern Alberta.

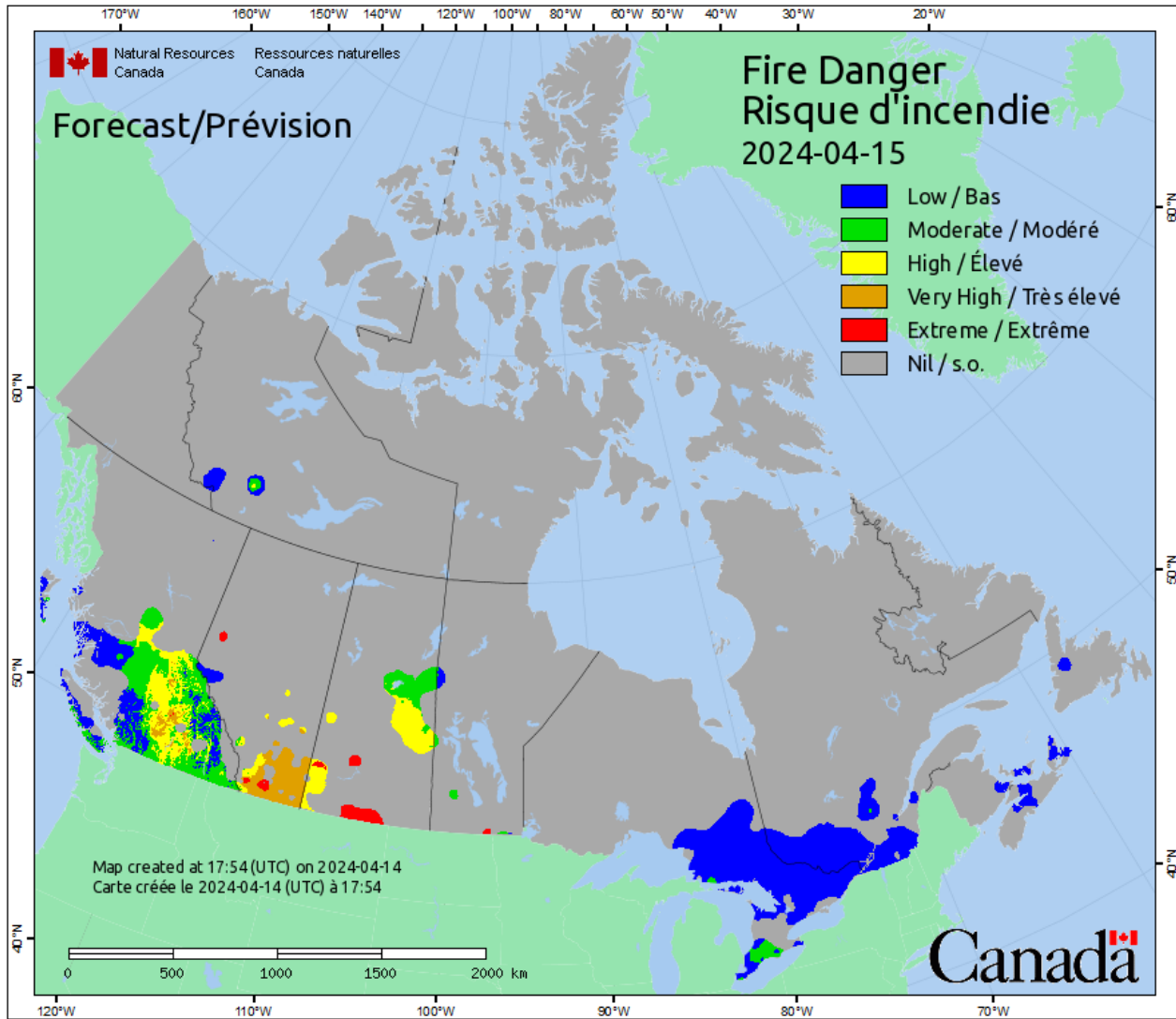
Respectfully submitted,

Craig White
Fire Chief
Town of Claresholm

CFD Responses by Type. March 18 to April 15, 2024

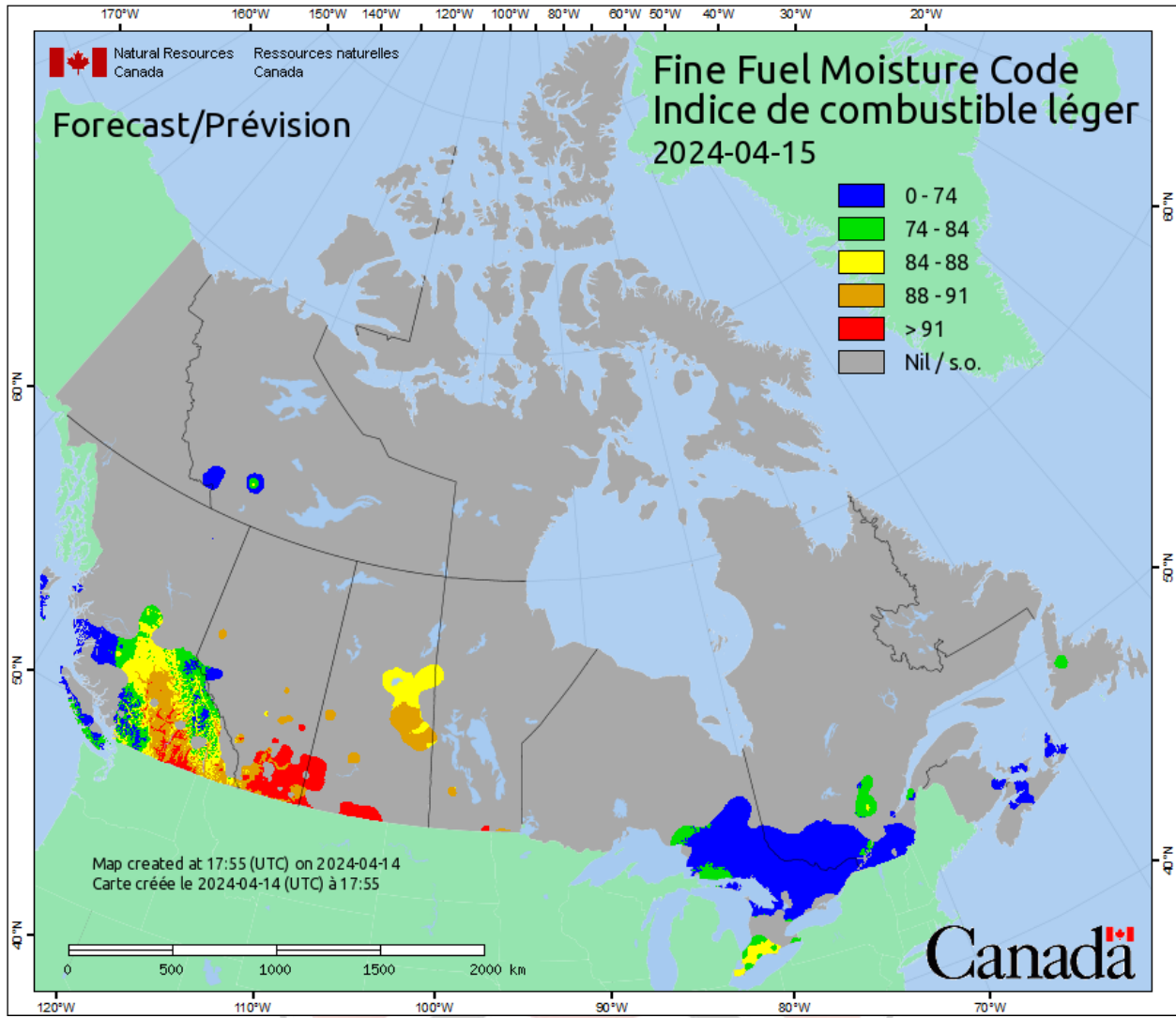


Fire Bans and Restrictions in Southern Alberta – April 15, 2024



Fire Danger is a relative index of how easy it is to ignite vegetation, how difficult a fire may be to control, and how much damage a fire may do.





The Fine Fuel Moisture Code is a component of the Canadian Forest Fire Weather Index (FWI) System. It is a numeric rating of the moisture content of litter and other cured fine fuels. This code is an indicator of the relative ease of ignition and the flammability of fine fuel.

APRIL 2024

HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources/Payroll

Advertising early for summer staff, and the increase in wage rates, seems to have paid off this year. We had a significant increase in applications received and have secured all of the seasonal staff for this year. All of them will be starting at various times in May.

We also were able to fill the Senior Fulltime Lifeguard position with an already existing Senior Part time guard. Congratulations to Raelene Petek.

Assessment and Taxation

At this time there is one (1) property left over from the 2023 Tax Arrears list that is set to go to auction in December of 2024. The 2024 Tax Arrears list is now registered with Alberta Land Titles and has nine (9) properties on it that are at least 2 years in arrears.

Below is the amount of outstanding taxes, at April 15th, 2024, not including TIPPS Participants.

Taxes outstanding are **\$137,592.88** summarized as follows:

\$ 81,615.60	Arrears outstanding (all taxes not paid by December 31 st)
\$ 9,116.89	On 2023 Tax Arrears List. Subject to auction in 2024
\$ 46,860.39	On 2024 Tax Arrears List. Subject to auction in 2025

We await the passing of the 2024 Tax Rate Bylaw to process the 2024 Combined tax and assessment Notices, which should be processed and sent out on the week of May 13th.



Infrastructure Services Report



April 2024

Jace McLean

Director of Infrastructure

Arena

Off-season rentals are underway. Recreational equipment was purchased for the Arena summer programming.

Parks

Spring maintenance continues on the rest of the Town's greenspaces, including overseeding and top dressing the Millenium ball diamonds.

Trees will be planted and benches and tables will be installed in Amundsen this spring, with the hopes of construction being completed by July.

Town Buildings

The Town fire inventory is completed, and our fire inspection program was assessed. The Town has switched contractors from Johnson Controls to Lethbridge Fire Safety Services for alarm and kitchen suppression inspections.

The Town will take of the extinguisher and emergency lighting inspections, with 168 extinguishers and 130 emergency lights in the Towns buildings.



Garbage

There was some confusion over garbage collection days over the Easter long weekend with residential pickups.

No other issues, the truck is working very well.

Sanitary Sewers

The yearly sewer flush program has begun. We are filling the sewer truck directly from fire hydrants in Town. This will assist in our hydrant flushing program later this spring, as a large number of hydrants will have already been flushed.

Cemetery

We are still experiencing higher than average requests for full burials. Maintenance will continue through the year.



Streets

Street sweeping is underway. It will take a couple weeks to clean every street in Town to collect the sand placed over the winter.

Street sweeping continues throughout the year.

Equipment

Our equipment is working great. The street sweeper was down for one day as a bearing seized, but the repairs were done quickly in house.

Sidewalks

The sidewalk tender is out, close date May 3. With an increase in the budget this year we should be able to replace 500m of sidewalk. With 42 kms of sidewalk in Town it will take 84 years to replace it all.

Water Distribution

No issues to report with the water system. Distribution system maintenance will begin once the weather improves with the valve inspection and hydrant flushing programs needing to be accomplished.

Storm Water/Drainage

The Westlynn Storm Project is due to resume in the next month. The storm line will continue North under HWY 520 and we hope to complete the second phase in 2024.

Recycling

No issues to report with recycling.

Staff

No issues to report. Two public works staff have completed their entry level training through AWWOA for their water operator certifications. They will continue on to the Level 1 Prep Course, and will be eligible to write the certification exam this fall.

Summer staff has been hired, with one gardener and 2 seasonal laborers due to begin May 13th.



CLARESHOLM RECREATION

March - April 2024

Recreation Report



Groundbreaking of Claresholm's new Skatepark, April 2024

April 17, 2024

Authored by: Denise Spencer



CLARESHOLM RECREATION

ARENA

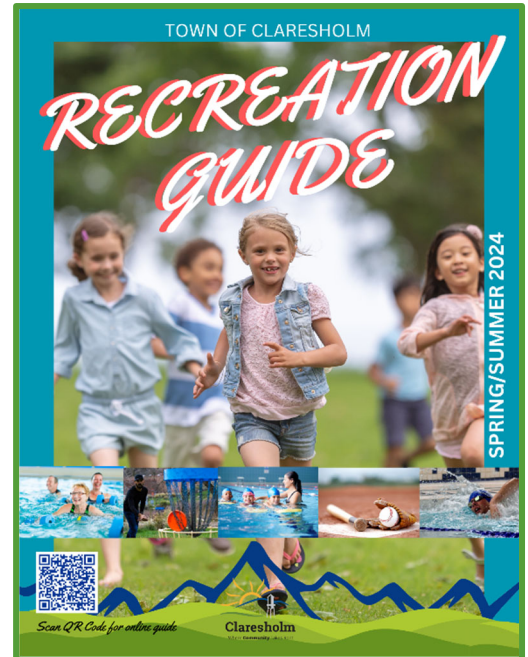
- Arena Sporting Equipment Information Brief has been submitted to council
- The Recreation Department is pleased to work with community organizations and volunteers to increase recreation options during the summer months.
 - Watch for updated schedule in the coming weeks!

CAC

- Claresholm's Spring and Summer Community Recreation Guide has garnered mixed reviews
 - Community information is a welcome addition
 - Swim lessons feel confusing for some, recommend putting them in sets again, for staff and customers
- The 7:45 am Aquafit Class has regular participation of 12-15 people, 1-2pm 15 + people regularly attend, the Bootcamp has sustained numbers of 6-9 participants (this is ran at the same time as Fitness swim)
- Lessons are continuing to fill, it will be great when there is another administrator in the office staying on top of lessons, and promoting them to the public!
- Staffing: it is with great pleasure to announce we have enough staff to cover if needed
 - Inservice scheduled April 20
 - Inservices are staff meetings, with training, administration reminders and updates, and team building.

Parks, Planting & Water Barrels & Around Town

- Pollinator Gardens: OWSC has received less funding from the Government than originally planned for. They are reworking their program to account for less funding.
 - Will be contacting communities when finalized
- Garden Series: 4 speakers have been confirmed for May 6 and May 13
- The Water Barrel Program will go live officially March 25, until April 12
 - Sold 44 barrels, double 2023 numbers of 22, and 2022 numbers of 26 sold
 - 3rd year for the program
 - Supplier inundated due to the drought, was caught off guard with the demand.
 - Delivery April 23, 2024
 - Interest list is continuing to be compiled
 - The Town does not make a profit on the rain barrels, we receive a bulk price, add GST, and round up by





approximately 1% to ensure Public Works and Recreation have their organizational time covered for the pick up date, scheduled April 23 from 12-4pm.

- Pitch In Canada is Scheduled April 19 & 20
 - 10am Friday and Saturday at the Downtown Parking Lot
 - Collaboration with the Bylaw Officer and the Recreation Department
- Bark Park 2 day shutdown and Gopher round up is re-scheduled for May 1 & 2 due to cold weather inhibiting gopher removal
 - April 19, Town staff filling Gopher Holes at the Bark Park



Claresholm Skatepark

- The ground breaking for the skatepark build has begun
- The Skate Park Association is pleased to have the build started, the funds for the project, and are continuing fundraising efforts

Fair Board- Bench Show

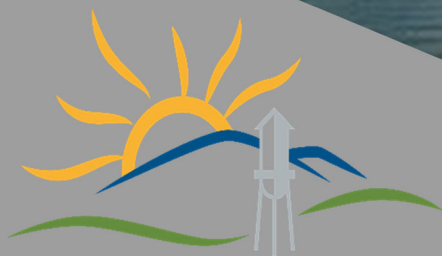
- Meetings April 10 & 23
- Catalogue is in final stages, set to be released end of May, early June
- Livingstone Range School Division has received communication requesting teacher and regional support for entries for the Bench Show.
- Sign up for the Yard and Garden Competition will be at the Social Centre during the Garden Series.

SARA-Southern Alberta Recreation Association

Governing board for the Southern Alberta Summer Games

- Preparations are underway for the 2024 Southern Alberta Summer Games in Coaldale Alberta
 - Directors Meeting Scheduled May 2, 2024
- The Southern Alberta Summer Games will be held July 3-6 in Coaldale

UTILITY SERVICES REPORT APRIL 2024



Claresholm

Utility Services Manager

Brad Burns

brad.burns@claresholm.ca

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.
- DMT Mechanical on-site to review BMS system repairs.
- Applied Industrial on-site inspecting DAF traveling bridge skimmer cylinder issue.

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.
- Send N-Nitroso dimethylamine (NDMA) sample into Element Labs as per schedule 4 testing requirements.
- Send Trihalomethane samples into Element Labs.
- Send Haloacetic Acids samples into Element Labs.

Training and Continuing Education Credits

- Well Being Workshop attended by water plant staff.

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.
- Meetings on distribution system reporting to EPA.

Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Check Co2 detector.
- 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.

Treated Water Pumping Stations, Reservoirs and Distribution

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.

East Side Reservoir (UFA)

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

Water Distribution

- Check distribution operating pressures.

Universal Metering

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

PRV Meter Vaults

- Check acreage PRV vault bi-weekly.

Distribution Lines

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

Government Compliance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Watermain breaks and new service installation reporting to EPA.

Wastewater Collection and Lagoon

Harvest Square Lift Station

- Check lift station daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.
- Investigate high flows.

The Harvest Square Lift Station collects and pumps sewage through a force main to 59 Ave West



Lagoon

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Record main lift station daily flows to holdings cells.

Government Compliance

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

Raw Water Lines and Reservoirs

Pine Coulee Reservoir

- Chain Lakes Reservoir 83.39 % level 1296.21 geodetic meters, 11731.41 (dam3).
- Willow Creek at OXLY Ranch flow 2.04 m3/s
- Pine Coulee Diversion Head Pond above Head Gates 1052.94 m.
- Pine Coulee Diversion Canal below head gates 7.88 m.
- Maximum Diversion to Pine Coulee Reservoir 8.5 (m3/s).
- Water from Diversion Canal below head gates flowing into Pine Coulee Reservoir @ 1.67 (m3/s).
- Pine Coulee Reservoir level 35.24 % 1044.75 geodetic meters, 17832.16 (dam3).

Oldman Dam Operations are currently diverting 1.67 m³/s into Pine Coulee Reservoir**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.
- Filling on-site raw water reservoir at 30.0 l/s level 6514 mm.

Golf Course

- Backwash water from process continues through the neutralization system to the golf course holding ponds.

Government Compliance

- Daily monitoring, measuring and reporting frequency as per approval (WURS).
- Record and report water usage and follow WSRP as per EPA.



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.
- Met with M.D and reviewed water sampling and EPA reporting moving forward.

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 compliant.
- Send Trihalomethane samples into Element Labs.
- Send Lead sample into Element Labs.



Town of Claresholm

Council Committee Report

Date: April 22, 2024

Mayor Schlossberger	
Councillor Carlson	
Councillor Cutler	
Councillor Kettles	
Councillor Meister	<p>FCSS The volunteer appreciation dinner was an excellent opportunity to recognize and celebrate the dedication of so many of our residents. Every moment matters and we THANK each and every volunteer that help support the many organizations throughout our town!</p> <p>CAReS We had our AGM and have 2 new additions to the board for this term. Our new meeting dates will be the 4th Wednesday of the month. The volunteer hours invested in 2023 totaled nearly 7000! 184 cats were admitted, 49 of those were surrendered. 46 dogs, 4 surrendered. We will be unable to hold the annual garage sale this year unless we can gather volunteers. We require, heavy lifting,</p>



Town of Claresholm

	<p>long hours and multiple days... if anyone is interested. Another rafflebox 50/50 is up and running.</p> <p>Social centre Our first board meeting with our AGM recruits. We have a few markets planned for May and June. We served 30 easter dinners. We would like to use our new sound system more for musical events. Trying to get all info for rentals on the website, Our fire capacity numbers have been updated.</p> <p>Museum We will have attendees at the Pincher Creek trade show. A few work bees are coming up to prepare for the season. A joint board meeting will be held with the Friends of the museum to align our priorities with the strategic plan. Our fundraising committee has worked hard, with input from administration, to develop a fundraising policy. We will also be reviewing most of our policies over the coming months. Stones and bones event will be held on May 11 &12th.</p>
Councillor Ross	
Councillor Zimmer	



INFORMATION BRIEF

Meeting: April 22, 2024
 Agenda Item: 15

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - March 11, 2024				
12	RFD: Moved by Councillor Kettles to approve the sporting equipment purchases as presented, up to a maximum of \$3780 including GST, to be funded by the estate of Ruby Thomas. CARRIED MOTION #24-039	Denise	All equipment has been purchased, report to Council on the Agenda for April 22, 2024 meeting	Complete
Regular Scheduled Meeting - April 8, 2024				
1	RFD: 2023 Reserve Transfers - Moved by Councillor Meister to transfer out of reserve funds for 2023 operational and capital purposes in the amount of \$1,240,531 for the year ended December 31, 2023 as follows: CARRIED MOTION #24-047	Blair	Adjusting entries have been made, and transfers have been documented on reserve records	Complete
1	RFD: 2023 Reserve Transfers - Moved by Councillor Zimmer to transfer 2023 unrestricted surplus funds of \$1,691,787 to Reserves for the year ended December 31, 2023 as follows: CARRIED MOTION #24-048	Blair	Adjusting entries have been made, and transfers have been documented on reserve records	Complete
2	RFD: 2023 Audited Financial Statements - Moved by Councillor Kettles to accept the Audited Financial Statements for the year ended December 31, 2023 as presented. CARRIED MOTION #24-049	Blair	Financials have been signed and posted on the Town's website	Complete
2	RFD: 2023 Audited Financial Statements - Moved by Councillor Carlson to appoint Gregory Harriman and Associates LLP as the Town of Claresholm Auditor for the 2024 fiscal year. CARRIED MOTION #24-050	Blair	Gregory Harriman and Associates LLP has been notified	Complete
3	RFD: 2024 Final Budget - Moved by Councillor Meister to approve the 2024 Operational Budget as presented. CARRIED MOTION #24-051	Blair	Signed, Posted on Website, and updated in accounting software	Complete
3	RFD: 2024 Final Budget - Moved by Councillor Ross to approve the 2024 Capital Budget as presented. CARRIED MOTION #24-052	Blair	Signed, Posted on Website, and updated in accounting software	Complete
4	BYLAW #1783 - Moved by Councillor Carlson to give Bylaw #1783, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Tara	To be on an upcoming agenda. Public hearing notice circulated.	Complete
5	BYLAW #1784 - Moved by Councillor Kettles to give Bylaw #1784, a Special Tax Levy, 1st Reading. CARRIED	Blair/Abe	Due to Public Participation requested and timeline of tax notices going out, Administration is advising this bylaw be withdrawn and reconsidered for next year.	Complete

5	BYLAW #1784 - Moved by Councillor Ross to direct administration to prepare a public participation plan regarding Bylaw #1784 prior to 2nd Reading. CARRIED MOTION #24-053	Abe	PPP is being prepared	Ongoing
7	Delegation Response: Claresholm RCMP Detachment - Moved by Councillor Zimmer to recommend the following priorities to the Claresholm RCMP Detachment for the 2024 fiscal year: traffic safety, police/community relations and public visibility, crime reduction and prevention of property crimes, and drug enforcement. CARRIED MOTION #24-054	Abe	Correspondence has been sent	Complete
9	CORRES: Alberta Municipalities - Moved by Councillor Meister to support the position of Alberta Municipalities regarding political parties in municipal politics. CARRIED MOTION #24-055	Karine	Support sent to AbMunis earlier this year	Complete
11	CORRES: Claresholm & District Transportation Society - Moved by Councillor Ross to direct Administration to write a letter of support towards the Claresholm & District Transportation Society's application to Healthy Aging Alberta's Provincial Assisted Transportation Project Grant for the purpose of expanding their services in the Claresholm area, assisting low-income seniors with a subsidized service to access the services they need. CARRIED MOTION #24-056	Karine	Letter sent	Complete
12	CORRES: 4-H Beef Club - Moved by Councillor Carlson to support the Claresholm 4-H Beef Club's annual achievement day at the Claresholm Community Centre on June 25, 2024 with a donation of \$450. CARRIED MOTION #24-057	Karine	Donation sent	Complete
13	CORRES: Lisa Darch - Moved by Councillor Ross to allow Lisa Darch to sand and refinish the skatepark bleachers once they have been inspected for safety and to have Public Works relocate the bleachers to the new location when appropriate. CARRIED MOTION #24-058	Jace	Will work with Lisa when finished	Complete
14	RFD: Water Shortage Response Plan - Moved by Councillor Zimmer to direct administration to complete a supplementary pumping strategy for the Pine Coulee Reservoir, at a cost not to exceed \$20,800 plus GST, with a 50% contribution from the M.D. of Willow Creek, and that expenses come from Water and Sewer Utility Capital Reserves. CARRIED MOTION #24-059	Brad	The Town is coordinating this plan with the M.D. and engineers. The plan will be brought back to Council for approval.	Complete
15	RFD: Taxi Tokens - Moved by Councillor Kettles to refer the Taxi Token Program Policy to the Administrative Services Committee to explore policy update options in consideration of increased taxi costs. CARRIED MOTION #24-060	Abe/Barb	This item will be brought to a future admin services committee meeting.	Ongoing

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: April 19, 2024

INFORMATION ITEMS

Claresholm Public Library Board
Regular Meeting
March 19th, 2024

MINUTES

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

- 1: **CALL TO ORDER** – meeting called to order by Board Chair Kendall Schille at 5 pm

- 2: **APPROVAL OF AGENDA** – Earl Hemmaway motions to accept agenda, seconded by Ashley Tebbutt, all in favour, carried.

- 3: **APPROVAL OF MINUTES**
 - 3.1 Regular Meeting Minutes from February 20th, 2024 – Brad Schlossberger motions to accept minutes from last meeting, Joanna Ridley seconds, all in favour, carried.

- 4: **CORRESPONDENCE**
 - 4.1 Town of Claresholm notification re approval of Library Bylaw/Schedule changes
 - 4.2 Community Foundation of Lethbridge & Southwestern Alberta
 - 4.3 Library financial auditor Shirley Isaacson
 - 4.4 Ric McIver, Minister of Municipal Affairs

– correspondence noted by Board members

- 5: **FINANCIAL**
 - 5.1 Financial report for end of February 2024 – Joanna Ridley motions to accept the Financial Statement, seconded by Donna Meister, all in favour, carried.

- 6: **REPORTS**
 - 6.1 Library Manager’s report – the augmented sandbox is up and running and is popular with kids; poor attendance for the February 24th presentation by Dan Kostka on the Ukraine; Griselda has resumed teaching Spanish as of March 14.

 - 6.2 Draft Minutes from March 4, 2024 Librarians Committee Meeting
– Chinook Arch asks that libraries only fill bins to the top if they are not too heavy and otherwise fill by weight; Chinook Arch is hoping libraries who do not have a YA category add one so ages 13–17 can sign up online; It was also pointed out that libraries need to be careful when buying DVDs online to make sure that are not bootleg copies.

- 7: **NEW BUSINESS**
 - 7.1 Card for Young Adult patrons, ages 13 to 18 (see minutes from Librarians

Committee Meeting – it was decided to leave our patron ages as they currently stand – motioned by Brad Schlossberger, all in favour, carried.

7.2 Term Deposits – Kendall Schille motioned that we put \$100,000 into whichever 12 month term deposit that gives us the most interest. Seconded by Joanna Ridley, all in favour, carried.

8: OLD BUSINESS:

8.1 Pigeons – Home Healers gave us an estimate of \$1725.00 to remove any existing nests and/or debris, supply and install customized charcoal coloured 90 degree metal deterrent which will be screwed to the horizontal edge of the timber cross ties, and clean up and dispose of debris and building material remnants.

– Ashley Tebbutt made a motion that we accept this bid, seconded by Donna Meister, all in favour, carried.

Action: Brad Schlossberger will contact Home Healers.

9: ADJOURNMENT – meeting adjourned by Chair Kendall Schille at 5:30 pm

Next Meeting: April 16, 2024 at 5 pm

#7a



March 11, 2024

Application Ref. : IT39972
Funding Request Ref. : FR121008
Mitacs file : MB-ISED
Cross-Provincial

University of Manitoba
401 – 100 Innovation Drive
Winnipeg, MB R3T 6G2
Attention: Janice Smith, Office/Assistant to Loren Oschipok

**NOTICE OF AWARD – 1st Installment
Mitacs Accelerate**

Project Title: Feasibility Study of Waste to Energy in Willow Creek
Academic Supervisor: Qiuyan Yuan
Intern(s): Sharmin Akhtar
Department: Department of Civil Engineering
Institution: University of Manitoba
Partner Organization: Municipal District of Willow Creek
Accounts: Please open ONE account in the supervisor's name. The account may be opened upon receipt of this letter. All installments should be deposited into this same account.

A first installment of **\$15,000.00** has been awarded for the above referenced project for the eligible internship listed in **Appendix A**. Conditions attached to this Mitacs award are outlined in **Appendix B**. This award covers expenses, which support the direct costs of research, incurred during the period of **May 1, 2024 – June 30, 2025**. *The end date of the account includes an additional period to spend the materials/research cost portion of the award.*

Any future award installment payments listed in Appendix A are subject to change and will only be released once partner payment is received at Mitacs and intern eligibility is confirmed. Any internship that starts prior to receiving a Mitacs Award Letter may not be eligible for continued program funding as Mitacs verifies ongoing program eligibility as part of the award payment process. In the event that partner payment is not received, Mitacs will not be liable for costs incurred by the university.

Mitacs-Accelerate gratefully acknowledges the financial support of the Government of Canada.


If you have any questions, please do not hesitate to contact us at grants-subventions@mitacs.ca.

Sincerely,


March 11, 2024


Application Ref. IT39972

Arija Batura
Director, Grant Management

 **Montréal, QC**
405, avenue Ogilvy,
Bureau 101
Montréal (QC) H3N 1M3

 **Ottawa, ON**
56 Sparks Street,
Suite 300
Ottawa (ON) K1P 5A9

 **Toronto, ON**
Schwartz Resman Innovation Centre,
University of Toronto
105 College Street, Suite W830
Toronto (ON) M5G 0C6

 **Vancouver, BC**
University of British Columbia
6190 Agronomy Road,
Suite 301
Vancouver (BC) V6T 1Z3

Appendix A: Internship details and stipend allocations

Please allocate the awarded funds according to the internship period(s), stipend/salary allocations, and/or materials/research costs, as outlined in the following table. This table replaces any previous award installment letter issued for this Mitacs project. Please verify that this matches your payment records. **Notify Mitacs if there is a change in internship dates and/or an intern replacement.**

Intern Name	Internship Period	Funding Request Ref.	Mitacs Award
Sharmin Akhtar	01-May-2024 — 31-Aug-2024	FR121008	\$10,000.00
Materials and Research Costs	<i>Must be spent by June 30, 2025</i>		\$5,000.00
First installment - awarded			\$15,000.00
Sharmin Akhtar	01-Sep-2024 — 31-Dec-2024	FR121009	\$10,000.00
Sharmin Akhtar	01-Jan-2025 — 30-Apr-2025	FR121010	\$10,000.00
Materials and Research Costs	<i>Must be spent by June 30, 2025</i>		\$10,000.00
Future Installment(s) - pending receipt of partner funds and confirmation of internship eligibility			\$30,000.00
TOTAL AWARD			\$45,000.00

Appendix B: Conditions of the award

- Funds must be spent according to Tri-Agency guidelines. Additional information can be found at the following link: <https://www.mitacs.ca/en/use-funds>
- These expenses could include: travel for the professor for related research interests, equipment and supplies to support the intern's work, costs of preparing a research manuscript for publication, costs for holding a workshop or seminar that relates directly to the research, costs for purchase of books or periodicals, and stipends for additional students who will work on the internship research if needed.
- Any remaining research funds may be used by the academic supervisor to supplement the intern's stipend at the Academic Supervisor's discretion.
- Relevant research expenses incurred outside the indicated funding period can be approved by Mitacs on case by case basis.
- Mitacs is unable to assume liability for any losses including – but not limited to – accidents, illness, travel or other losses that may occur during the internship period.
- Inter-academic institution transfers are not permitted.
- Any future award installment payments listed in **Appendix A** are subject to change and will only be released once partner payment is received at Mitacs and intern eligibility is confirmed. In the event that partner payment is not received, Mitacs will not pay for future installments.
- Internship awards must not be paid out prior to a Mitacs Award Letter being issued for the particular internship. Any internship that starts prior to receiving a Mitacs Award Letter may not be eligible for continued program funding as Mitacs verifies ongoing program eligibility as part of the award payment process. In the event that partner payment is not received, Mitacs will not be liable for costs incurred by the academic institution.
- Changes in interns or changes to internship dates are subject to Mitacs approval.
- Project cancellations are reviewed by Mitacs on a case by case basis and we may require all or a pro-rated portion of the funds to be returned. If the internship is cancelled before it starts, all funds paid to Mitacs by the partner organization will be refunded to the partner organization. If the internship starts but is cancelled partway through, the partner organization's share of the remaining unspent funds (if any) will be refunded.

Carry-forward of monies:

The stipend/salary portion of the award must be spent within the **internship period(s)** indicated in **Appendix A**; any stipend/salary funds not spent by the date(s) outlined in the table must be returned to Mitacs. No extensions can be granted on stipend/salary portions of the award.

The **materials/research cost** portion of the award must be spent as outlined in the table in **Appendix A**. To request a possible extension on the materials/research costs portion of the award, the supervisor needs to contact Mitacs before the end date of the award with sufficient justification for the request. Please note that extension requests will only be considered on a case-by-case basis and will be subject to approval by our funders.

Academic institution Reporting:

If the award straddles fiscal years, the academic institution will provide a separate Form 300 (statement of account) for each account by May 31st for each fiscal year until the account reaches a zero balance. The academic institution will provide a Final Form 300 for each account within 30 days of the end date of this award. The Academic Supervisor and Finance Officer must sign the Form 300s and forward to Mitacs once finalized. *Please include the Application Reference number and Project Title on the Form 300 and submit to form300@mitacs.ca.*



OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES
March 14, 2024; 6:00 pm
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, March 14, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee:

Gordon Wolstenholme, Chair
Scott Akkermans
David Cody
Christopher Northcott
Neil Sieben

Staff

Lenze Kuiper, Chief Administrative Officer
Raeanne Keer, Executive Assistant

Absent

Don Anderberg, Vice Chair
Brad Schlossberger

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

1. Approval of Agenda

Moved by: Christopher Northcott

THAT the Executive Committee adopts the March 14, 2024 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Scott Akkermans

THAT the Executive Committee approves the January 11, 2024 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Official Business

a. Staff Update

L. Kuiper stated that we welcomed a new Assistant Planner, Rachel Schortinghuis, who joined us this week.

He stated that in addition, we have received notice from Sherry Johnson, Bookkeeper, of her retirement at the end of April, and have hired her replacement to start in mid-April.

L. Kuiper further explained that we have been advertising for a Planner but have been unsuccessful in finding a candidate and therefore we will be starting another round of interviews for a second Assistant Planner to be able to assist the Planners with their work loads.

b. Subdivision Activity

L. Kuiper presented the Subdivision Activity statistics as of February 29, 2024 for information.

The Committee discussed the average number of applications received and the correlating number of lots created.

c. Municipal Outreach and Communication

L. Kuiper stated that he has been in conversation with a nearby municipality who is interested in joining the Commission and that we hope to make a presentation to their Council and Administration soon.

L. Kuiper stated that some questions have come out of the 2024 membership fee increase, and that many of them are connected to some of our members still operating with the 1995 agreement. He stated that we will be starting to review our contracts to update them to current practices.

d. GIS Update

L. Kuiper stated that some changes will be coming to our hosting platform for GIS and as a result we will need to purchase additional servers to handle the capacity.

e. SDAB and ARB Update

L. Kuiper stated that we are looking for new ways to manager our board members for the Chinook Intermunicipal Subdivision and Development Appeal Board and the Regional Assessment Appeal Board to help alleviate some of the work from member municipalities regarding recruitment and work to find efficiencies in managing the board.

5. Accounts

a. Office Accounts

L. Kuiper presented the Monthly Office Accounts for December 2023 to January 2024 and the Payments and Credits for November to December 2023 to the Committee.

Moved by: David Cody

THAT the Executive Committee approve the Monthly Office Account for December 2023 to January 2024 and the Payments and Credits for November to December 2023.

CARRIED

b. Financial Statements

L. Kuiper presented the Balance Sheet as of December 31, 2023, the Comparative Income Statement actual to December 31, 2023, and Details of Account as of December 31, 2023 to the Committee.

Moved by: Scott Akkermans

THAT the Executive Committee approve the Balance Sheet as of December 31, 2023, the Comparative Income Statement actual to December 31, 2023, and Details of Account as of December 31, 2023.

CARRIED

6. New Business

There was no new business for discussion.

7. CAO's Report

L. Kuiper presented his CAO Report to the Committee.

8. Round Table Discussions

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

9. Next Meeting – April 11, 2024

10. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:03 pm.

Dee W. Hill

CHAIR

[Signature]

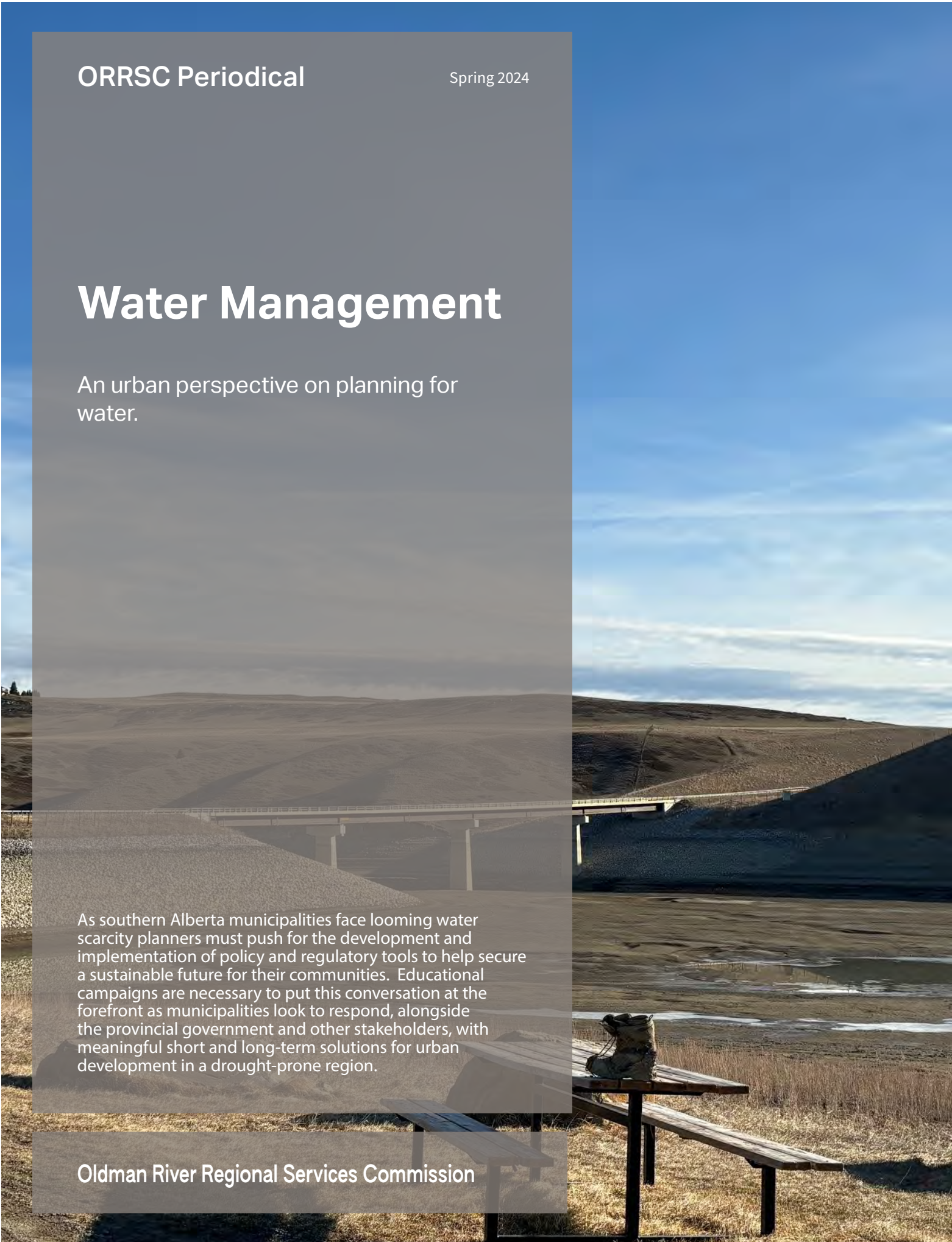
CHIEF ADMINISTRATIVE OFFICER

Water Management

An urban perspective on planning for water.

As southern Alberta municipalities face looming water scarcity planners must push for the development and implementation of policy and regulatory tools to help secure a sustainable future for their communities. Educational campaigns are necessary to put this conversation at the forefront as municipalities look to respond, alongside the provincial government and other stakeholders, with meaningful short and long-term solutions for urban development in a drought-prone region.

Oldman River Regional Services Commission



Water Management Context

The 2003 Water for Life Strategy initiative sought to focus the conversation on water management. Through the Alberta Water Futures: Risks and Opportunities for Water Management, Perspectives Report, June 2021, the large players in the management strategy have acknowledged that “further work is warranted [and] we need to look ahead, plan, and to take action to shift from being a predominantly reactive water management system to one that is more proactive, thereby ultimately increasing the resilience of the system to future risks.” The water crisis of 2023 where water had to be hauled to communities in the Municipal District of Pincher Creek because the Oldman River Reservoir intake was dry highlights the need for a proactive stance. It is not so much that water issues have changed; it is that in the cyclical reality of southern Alberta’s semi-arid climate, we get lulled into an over appreciation of the wet years as the norm and perhaps misunderstand why the southern basins were closed to new water licences in the first place.

Alberta’s existing water transfer system currently allows for the re-distribution (trading) of water licences between different water users, under certain conditions. The current system has several public policy protections: a public review of every water transfer, the consideration of hydrological and third-party impacts for each transfer, and the opportunity for the province to hold back 10 percent of the allocation for environmental in-stream purposes.

At the municipal level, governing water use decisions has always been a matter of balance between economic growth and licensed allocation. Hidden within the notion of some users is the idea that water is a virtually free subsidy with few guard rails on development-related consumption. The true cost of water is however increasing for urban populations. It cannot be overstated that if you are planning for land use you are by default planning for water and therefore should place an emphasis on the effect the planning approval would have on water availability for other uses and users. This periodical will examine the role urban municipalities have as partners in water management and in making land use decisions that affect water usage in southern Albertan urban communities.

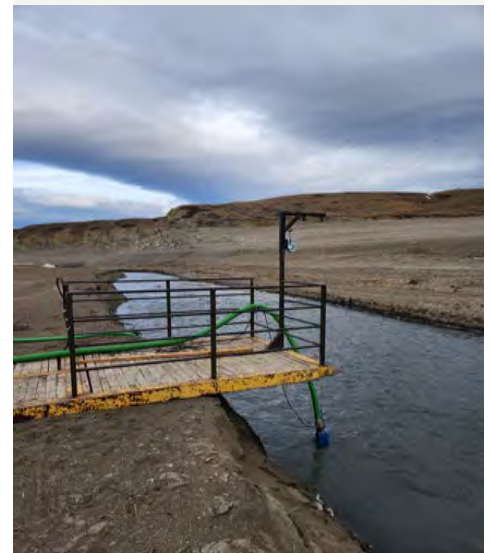
Climatological Context

A semi-arid climate is a dry climate sub-type. It is located in regions that receive precipitation below potential evapotranspiration, but not as low as a desert climate. There are different kinds of semi-arid climates, depending on variables such as temperature, and they give rise to different biomes. Southern Alberta is considered a cold semi-arid climate. Cold semi-arid climates (type “BSk”) tend to be located in elevated portions of temperate zones generally from latitudes in the mid-30s (Oklahoma City) to low 50s (Red Deer), typically bordering a humid continental climate or a Mediterranean climate. They are also typically found in continental interiors

What is a Water Licence?

A water licence is required for any individuals wanting to use or divert water in Alberta (with few exceptions). From business to individual use, the regulations apply if one wishes to use ground or surface water. Since August 2006, portions of the South Saskatchewan River Basin have been closed to new water licence applications, except for First Nations, Water Conservation Objectives (WCO), and water storage projects (as per an Approved Water Management Plan). This moratorium on the issuing of new water licences has created Canada’s first market-based system to transfer (trade) water licences.

Source: Alberta Water Portal Society



Emergency intake facility at the Oldman River Reservoir for nearby urban communities.

Alberta uses an allocation system referred to as FITFIR (First-in-Time, First-in-Right). This system uses 'priority' as the determining factor in certain water-specific situations. Priority is the date and time number assigned to a water allocation and is recorded on the licence. Under Alberta licensing, there is no priority given to the specific use. However, the priority number indicates seniority in times of shortage and is the First-in-Time aspect of FITFIR. This means when there is not enough water for all the licencees, the oldest licencees get their water before the newer ones.

Allowing seniority protects existing licencees from shortages created by new users and also reminds new users not to be wasteful. Under this system, the more junior your licence, the greater the risk of not receiving all or part of your allocated water in low water years. However, during emergency situations, the government has the power to suspend a water licence and redesignate the water for other uses. A licence can also be cancelled for non-use or non-performance of a condition of a licence; however, there is no record of this occurring to date.

Water Conservation Objectives established under the provisions of the Water Act:

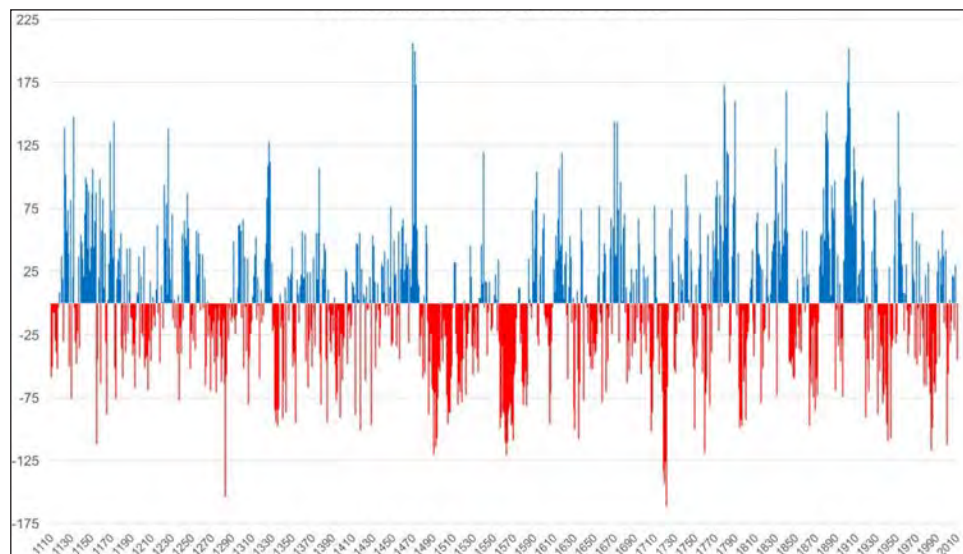
- protection of a natural water body or its aquatic environment, or any part of them;
- protection of tourism, recreational, transportation or waste assimilation uses of water; or
- management of fish or wildlife.”

Generally, a water conservation objective can be expressed in relation to a rate of flow needed or a water level needed.

some distance from large bodies of water. These areas usually see some snowfall during the winter, though snowfall is much lower than at locations in similar latitudes with more humid climates.

Drought is something that has occurred regularly in this region (for example, over 40 droughts have affected western Canada over the last two centuries). Over the last nine hundred years, the Prairie Provinces have experienced several decadal droughts, several multi-decadal droughts, and large flood event years (see Figure 1 where red represents drought years).

Figure 1: South Saskatchewan River: Water-Year Flow



Legislative and Policy Context

The legislative and policy documents governing water begin with the South Saskatchewan Regional Plan under the *Alberta Land Stewardship Act* which references the *Water Act*, Water for Life, and the Approved Water Management Plan for the South Saskatchewan River Basin.

The *Water Act* supports and promotes the conservation and management of water, through the use and allocation of water in Alberta. It requires the establishment of a provincial water management framework and sets out requirements for the preparation of water management plans. The Act addresses: Albertans’ rights to divert water and describes the priority of water rights among users; and the types of instruments available for diversion and use of water and the associated decision-making processes. It also includes the range of enforcement measures available to ensure the goals of the Act are met. Water-related legislation is of particular note, given that water-based amenities are common in urban campgrounds, where riparian environments, wetlands, navigable waters, and fish-bearing watercourses exist, supported by their respective acts and regulations.

The water management plan for the South Saskatchewan River Basin

recommends a balance that is broadly acceptable to the public between water consumption and environmental protection, in light of economic and social objectives and ecological necessity. The plan envisions future management in the basin combining innovative, efficient and productive water use and improved management of aquatic ecosystems.

Alberta is the first province in Canada to introduce the ability for a licensee to transfer all or part of its allocation on a permanent basis. The water, however, cannot be a new allocation, only an unused portion of an existing licence. The licence holder must demonstrate how their actions result in a reduced need for water (surplus water that has never been used could not be sold). Applicants can only obtain water through a licence transfer if they demonstrate a need for it. What has rarely played out in southern Alberta is the commodity sale of allocation for a development the scale of Cross Iron Mills mega-mall in Rocky View County (north of the City of Calgary). The mall was the first large-scale cash-for-water-rights transfer in the province of Alberta. Thus, began the first steps toward a market system that distributes water based on one's ability to pay.

The cost of urban bulk water may soon be a burgeoning battleground, but managers of water systems are just as concerned about upstream users and their contaminants which are adding to the overall cost of cleaning the water for consumption. Simply put, high-quality source water is less expensive to treat. Most provinces now appear to recognize the importance of developing plans that protect source water. In view of this, support of the Oldman Watershed Council and similar organizations could be viewed as an important partner to urban balance sheets.

Land Use Planning

In Canada, there are millions of lawns; watering them accounts for about one third of all residential water use. In a quick overview of Oldman River Regional Services Commission urban member planning documents, it was found that the term xeriscaping only occurred in 7% of current documents. Fewer still list the recommended drought-tolerant plants that should be encouraged for landscaping requirements on all permits. The resulting position is that landscaping is carried out on an individual's personal preference with limited interaction on the part of municipalities for approval of a landscape plan, an inspection of the installation, or follow up as a condition of development. The result may be perpetuating the use of water resources for extensive lawn growth in residential areas.

In industrial and commercial development areas the nature of development and expense of landscape turns on its head and is likely to be forgotten or limited resulting in barren streetscapes and seas of hardscape with little appeal and no relief from the sun. When successful, commercial settings often complete the necessary requirements with cubic yards of landscape gravel and drip irrigated plantings. The use of drip irrigation when maintained is a water saving approach to landscaping especially when feeding drought-tolerant plants suited to commercial environments.

In an article for Scientific American Krystal D'Costa writes: "The state of a homeowner's lawn is important in relation to their status within the community and to the status of the community at large. Lawns connect neighbors and neighborhoods; they're viewed as an indicator of socio-economic character, which translates into property and resale values. Lawns are indicative of success; they are a physical manifestation of the American Dream of home ownership. To have a well maintained lawn is a sign to others that you have the time and/or the money to support this attraction. It signifies that you care about belonging and want others to see that you are like them. A properly maintained lawn tells others you are a good neighbor. Many homeowner associations have regulations to the effect of how often a lawn must be maintained. So important is this physical representative of a desired status that fines can be levied if the lawn is not maintained."

Krystal D'Costa, "The American Obsession with Lawns," Scientific American, A Division of Springer Nature America, Inc., May 3, 2017, <https://www.scientificamerican.com/blog/anthropology-in-practice/the-american-obsession-with-lawns/>

Just beware of a big misconception about xeriscaping: It means making landscapes more waterwise and appropriate for the local environment. It doesn't mean pulling out all the grass and replacing it with gravel. But lawns that include too much grass, the wrong type of grass, or grass in a bad spot require more water and maintenance than is sustainable. When you think about lowering water usage and lawn care, start with these steps before perusing the easy-care lawn alternatives that follow.

Thinking about replacing your grass lawn? Here are small steps you can take to get started:

- *Removing turf areas on slopes, where water runs off.*
- *Taking out narrow strips of grass, especially in "nuisance strips" near the sidewalk.*
- *Evaluating whether your turf is made of high-water-use grass mixes.*
- *Removing grass in corners of the lawn, or awkwardly shaped areas that are difficult to water and mow.*
- *Getting rid of grass along fences.*
- *Keeping appropriate use of grass lawns, like the areas where the kids play, helps cool patios and the house.*
- *Reducing the amount of grass on your property, especially where it doesn't grow as well (like under trees).*

With a deeper look at commercial and industrial land use, it is a worthy exercise for council and its planning staff to discuss land uses that require large quantities of water. Simple solutions like water recycling may be logical in the development of uses like car washes. Other uses could quite blatantly be inappropriate given local circumstance. The Town of Stavely recently removed the use of Cannabis Production Facility after the existing approved facility was found to be using 4 times (equivalent to the volume used by 180 households) its original development approval for water.

Historically, servicing projections were seldom put under the microscope at the time of development permit, but the state of the basin suggests that municipalities should begin looking closer at forecasting water use for individual developments. Without the benefit of a water master plan linked to future land use, restricting the development of large water users is a rather blind exercise. One of the most thorough water shortage response plans comes as part of the conversion of the temporary water licence to a permanent licence for the Claresholm Industrial area. A joint Water Shortage Response Plan (MPE, 2020) was adopted in August of 2020 between the M.D. of Willow Creek and the Town of Claresholm (subsequently added to the Town Water and Sewer Utility Bylaw). The plan was done as a requirement of Alberta Environment to receive the water licence. The M.D. of Willow Creek (including the Hamlet of Granum) and the Town of Claresholm have agreed to jointly implement the response plan and to issue joint media releases as the triggering criteria of the Pine Coulee Reservoir operating levels are reached.

From the normal full supply level of the reservoir, a five stage system of restriction was created as the water level declines. This system is applied to broad land use categories which include residential, commercial, public and agriculture. In the initial stages, water restriction for lawns moves from three days a week to a complete stop at a Stage 4 and 5 where reservoir levels are critically low. As one might expect several other residential activities are also curtailed at the critical levels, including pool and water feature top ups, vehicle washing, and spraying of outdoor surfaces.

The policy in addressing commercial business curtails water for aesthetic use on exterior cleaning and lawns, but it also addresses select businesses whose use of water is integral to their livelihood. At the Stage 4 restriction businesses with retail lawn, garden and plants must cease and car washing must stop at Stage 5. Hard reality for aesthetic based businesses, but in the context of water need for human/livestock consumption and firefighting as the Stage 5 allowable uses it is understandable.

Water Conservation as a Complete Multi-Departmental Approach

Land use planners have a role in the documents they help craft, but in water reduction policy there is a need for all levels of local governance to

participate. Many actions may already be addressed such as investing in water line replacement to eliminate water leaks in outdated infrastructure. Other policies may include:

- a re-evaluation of efficient water uses in public spaces and parks. Park space audits which include an evaluation of active and passive use and should be aware of the neighbourhood needs for the park;
- a street tree management and replacement program that chooses drought-tolerant species;
- furthering public education on the best practices for reduction of water on residential properties including how to design landscaping for drought tolerance with xeriscaping and encouragement of rainwater collection for use on landscaping;
- the installation of a demonstration garden that shows what can be achieved with minimal lawn;
- a rebate on water efficient household fixtures and/or appliances;
- ensuring all users are metered and that the water rates have been recently reviewed as the price of water has a major influence on the amount of water used by households. For example, in 2009, Canadian households with meters on volume-based pricing schemes used 73% less water than unmetered households on flat-rate pricing schemes.

In a search of ORRSC urban municipalities' water bylaws and websites, the results show that although all municipalities have rules regarding tampering with the water system and meters, only four have implemented water restriction protocols with a fine mechanism for enforcement. Most of the remaining urban municipalities had some form of public notice encouraging voluntary water use reduction. Water consciousness through education can have the biggest impact on water usage. As an example, the City of Brooks has published a citizen guide for 100 ways to reduce water.

Where land use planners have access to the information of other departments, this information can be fed back into land use planning documents. A municipal development plan can emphasize these other programs and provide land-based estimates for water use.

Concluding remarks

Some may argue that the management of irrigation allocation (currently licensed in the Oldman watershed for 73% of the total licensed amount) would provide a larger impact on the availability of water. But before southern Alberta gets to the critical decisions of transfers, being paid to remove lawn, or enforcing water efficient equipment for businesses and residences, there are efficiencies that a reduction in use can provide for urban construction and growth of the economy ...until it doesn't. Our American neighbours are playing out these policies on a big economic scale and agriculture is seeing the biggest losses in livelihoods as more water is allocated to human survival in metropolitan cities. Urban and rural entities end up owning that reality in increased food costs and loss of local revenues. If planning for land is planning for water, then every drop of water counts and so should our collective attitude toward it.

Alberta showed a 56% increase in water lost through the distribution system between 2011 and 2021 equating to 70.4 million cubic meters in 2021.

Source: Statistics Canada. Table 38-10-0271-01 Potable water use by sector and average daily use



Xeriscaped public space in the Town of Claresholm

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

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1.0 WELCOME AND INTRODUCTIONS

Reeve Dan Hamilton called the meeting to order at 1:02 pm.

2.0 ADDITIONS TO / APPROVAL OF THE AGENDA

Moved by Mayor Jack Van Rijn – **Carried**

3.0 ADDITIONS TO / APPROVAL OF THE MINUTES

Motion to adopt the minutes, **moved** Mayor Dwight Davis, **Carried**.

4.0 BUSINESS ITEMS ARISING FROM MINUTES

5.0 MP AND MLA UPDATES

5.1 MP Reports

5.2 MLA Reports –

MLA Grant Hunter

- Discussed the balanced budget. Feels it's a mild to modest budget.
- Discussed building another 14 schools across the province.
- Discussed the province addressing concerns about the drought.

Reeve Randy Bullock – the provinces approach to preserve agricultural land in regards to the provisions the province announced is a pretty heavy-handed approach that is going to hurt smaller municipalities like Cardston county.

6.0 REPORTS

6.1 Alberta Southwest Regional Alliance Report – Mayor Blair Painter

- Discussed the Fort Macleod Chamber of Commerce report.
- The Southern Alberta Economic Summit will be held on Thursday, March 21st in the Coast Hotel Conference center, Lethbridge.

6.2 SouthGrow – Mayor Lindsay Montana

- Discussed the need for long term predictable funding and working with the REDA's across the province.

6.3 RMA – Reeve Jason Schneider

6.4 AM – Mayor Tanya Thorn

6.5 Oldman Watershed Council – Shannon Frank

6.6 Highway #3 Association- Councillor Bill Chapman

- Discussed hosting a booth at Ag Expo.
- Discussed attending the Medicine Hat trade show.
- Discussed attending the Lethbridge Chamber of Commerce luncheon.
- The next meeting will be the AGM on April 25th at the Heritage Inn, Taber.

- Discussed the push back the federal government got after announcing they would be defunding new roads.

7.0 Round Table Discussion

- Mayor Cathy Moore **moved** to increase dues from \$100 to \$200 annually. **Carried**
- Reeve Maryanne Sandberg **moved** to have non-voting members to no longer be on the agenda unless they request to have a delegation, other than RMA and AM. Reports are to be sent in the Friday before the meeting. **Carried**
- Mayor Cathy Moore would like to see reports as part of the agenda package but not spoken on.
- Discussed a limit on delegations per meeting and a time limit of 20 minutes to be implemented.
- Discussed possible future delegations.
- Terms of Reference to be discussed at the next meeting.

8.0 NEXT MEETING DATE

Friday, April 5, 2024 at 1:00 – Chinook Regional Library Systems, Lethbridge/Virtual via Zoom

9.0 ADJOURNMENT:

Mayor Blair Painter **moved** to adjourn the meeting at 2:11 pm - **Carried**



Board of Directors Meeting Minutes

Date: March 13th, 2024

Time: 6:30 – General Meeting

Present: Kendall Schille, Kristen Demone, Jordie Bronson, Cody Olsen, Tony Walker, Tanisha Proulx, and Diana Ross

Absent/Regrets: Kendis Kirkendall, Shannon Clay and Audra Smith

Location: Town of Claresholm Community Use Room

Vision: *Healthy Businesses, Healthy Community*

Mission: *Help businesses take their next profitable step through networking, advocacy, and business services.*

Time	Item	Action Required
6:30	<p>1.Call Meeting to Order</p> <p>Kendall calls meeting to Order</p>	
6:31	<p>2.1. Consent Agenda</p> <p>Motion to approve agenda by Kristen. Seconded by Tony; all in favour.</p> <p>2.2 January Minutes</p> <p>Motion to approve February Minutes by Tony. Seconded by Kendall; all in favour.</p>	
6:32	<p>3. Committee Reports</p> <p>3.1 Executive Committee</p> <ul style="list-style-type: none"> • AGM is scheduled for March 27th, 2024, at 6:00pm. Email invites have gone out to members alongside social media announcement. Casa Roma Restaurant has been reserved for the event. • Tony & Kristen will not be able to attend but have advised they would like to continue their positions with the Chamber of Commerce. • The board discussed potential speakers for the event including Bev Thornton from Alberta SouthWest and MLA Petrovic. <p>3.2 Finance Committee</p>	

	<ul style="list-style-type: none"> • Blair Bullock has completed 2023 reconciliation and will have a full Financial Report for the upcoming AGM. • The board is considering the implementation of an Audit Committee to review the Financials. • Budget discussions should begin and have a proposal ready to go for the AGM, if not immediately afterward. Tony to confirm on Bylaw's. <p>3.3 Governance Committee</p> <ul style="list-style-type: none"> • Nothing to report. <p>3.4 Economic Development Committee</p> <ul style="list-style-type: none"> • Rural Northern Immigration Project to expire in August 2024, Jordie is unclear if the program will continue past this date. <p>3.5 Events Committee</p> <ul style="list-style-type: none"> • Trade Fair Days May 3rd and 4th OR May 4th and 5th 2024. • The board has agreed no charge at the door this year to encourage more traffic. Plus reduce curtain usage in the event space to reduce costs. • Tony will begin committee meetings to finalize planning for the Trade Fair. <p>3.6 Connecting with Claresholm</p> <ul style="list-style-type: none"> • eruRadio to reconnect with the Chamber in a years' time. Additional planning is required. 	
7:24	<p>4. Old Business</p> <p>4.1 Blair Bullock</p> <ul style="list-style-type: none"> • Is ready for AGM. <p>4.2 Paid Secretary Position</p> <ul style="list-style-type: none"> • Jordie is receiving quotes from local Law Offices, waiting on a few more, and will 	

	return to board via email for final decision on choice of lawyer before the end of the Month.	
7:25	5. New Business <ul style="list-style-type: none"> • Website hosting – Kendall is still working on this. No major updates. • Fort Macleod Mix n Mingle – Board members were unable to attend. 	
7:28	6. For Your Information/Upcoming Events <ul style="list-style-type: none"> • Economic Development Summit at The Coast Lethbridge, March 21st, 2024. 	
7:29	7. Good News <ul style="list-style-type: none"> • Kristen will be travelling with her family to Arizona. • Kendall will be relaxing in Palm Springs in April • McDonalds development to begin in Claresholm come April/May. 	
7:32	8. Adjourn. <ul style="list-style-type: none"> • Jordie motioned to adjourn. • Next general meeting April 10th, 2024. 	