



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
FEBRUARY 26, 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 – FEBRUARY 12, 2024

ACTION ITEMS:

1. BYLAW #1779 – Business License Bylaw
RE: 2nd & 3rd Readings
2. CORRES: Alberta Municipalities
RE: Webinar Registration – Alberta's 2024 Budget Overview
3. CORRES: Alberta Municipalities
RE: Join the Call to Keep Political Parties out of Local Elections
4. REQUEST FOR DECISION: Texas 4000 for Cancer
5. REQUEST FOR DECISION: Letters of Support – Claresholm Lions Club
6. REQUEST FOR DECISION: Municipal Library Bylaws
7. REQUEST FOR DECISION: Broadband Policy
8. REQUEST FOR DECISION: Cell Phone Policies
9. REQUEST FOR DECISION: FCM Convention
10. FINANCIAL REPORT: Statement of Operations – January 31, 2024
11. INFORMATION BRIEF: CAO Report
12. INFORMATION BRIEF: Council Committee Report
13. INFORMATION BRIEF: Council Resolution Status
14. ADOPTION OF INFORMATION ITEMS
15. IN CAMERA:
 - a. Business Interests of a Third Party – FOIP Section 16
 - b. Personnel – FOIP Section 17
 - c. Personnel – FOIP Section 17

INFORMATION ITEMS:

1. Claresholm & District Museum Board Meeting Minutes – November 15, 2023
2. Claresholm Public Library Board Meeting Minutes – January 16, 2024
3. Willow Creek Agricultural Society Board Meeting Minutes – January 17, 2024
4. Presentation to Mayors & Reeves of Southwest Alberta – Alberta Needs Pas
5. Age-Friendly E-News – February 12, 2024

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
FEBRUARY 12, 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, Mike Cutler, Rod Kettles, Kandice Meister, Diana Ross and Craig Zimmer

ABSENT: None

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

MEDIA PRESENT: None

NOTICE OF RECORDING: Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin immediately at 7:00 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 – JANUARY 22, 2024**

Moved by Councillor Zimmer that the Regular Meeting Minutes of January 22, 2024 be accepted as presented.

CARRIED

ACTION ITEMS:

1. **BYLAW #1779 – Business License Bylaw**
RE: 1st Reading

Moved by Councillor Cutler to give Bylaw #1779, the Business License Bylaw, 1st Reading.

CARRIED

2. **CORRES: Hon. Jason Dixon, Minister of Seniors, Community & Social Services**
RE: Affordable Housing Partnership Program (AHPP)

Received for information.

3. **CORRES: Hon. Rebecca Schulz, Minister of Environment & Protected Areas**
RE: Water Sharing Agreements

Received for information.

4. **CORRES: Alberta Municipalities**
RE: Sponsor a Resolution at 2024 Convention

Received for information.

5. **CORRES: Oldman Watershed Council**
RE: Drought Workshop February 29th

Received for information.

6. **CORRES: Alberta SouthWest**
RE: Regional Economic Development

Received for information.

7. **CORRES: National Police Federation**
RE: Budget 2024 Update

MOTION #24-017 Moved by Councillor Meister to direct administration to arrange a Delegation of the National Police Federation to attend an upcoming Regular Town Council Meeting.

CARRIED

8. **REQUEST FOR DECISION: Alberta Municipalities Spring Leaders' Caucus**

MOTION #24-018 Moved by Councillor Ross to send Councillors Carlson and Zimmer to the Alberta Municipalities Spring Leaders' Caucus in Edmonton March 14 & 15, 2024.

CARRIED

9. REQUEST FOR DECISION: Coffee with Council

MOTION #24-019 Moved by Councillor Zimmer to hold Coffee with Council at the Town Office every 1st Saturday at 2:00 p.m. and 3rd Tuesday at 7:00 p.m. starting in March 2024 until the end of June 2024 at which time the initiative will be revisited.

CARRIED

10. REQUEST FOR DECISION: Update Quality Management Plan

MOTION #24-020 Moved by Councillor Kettles that the Town of Claresholm agrees with and will adhere to the requirements outlined in the updated Quality Management Plan that pertains to the Safety Codes Disciplines of Building, Electrical, Plumbing, Gas and Fire.

CARRIED

11. REQUEST FOR DIRECTION: Alberta Municipalities 2023 Resolutions

MOTION #24-021 Moved by Councillor Meister to send a letter to Alberta Municipalities in support of the 2023 social resolutions to emphasize the importance of advocacy for these issues.

CARRIED

12. INFORMATION BRIEF: Local Government Fiscal Framework (LGFF) - Capital

Received for information.

13. INFORMATION BRIEF: RNIP Extended

Received for information.

14. INFORMATION BRIEF: Council Committee Report

Received for information

15. INFORMATION BRIEF: Council Resolution Status

Received for information.

16. ADOPTION OF INFORMATION ITEMS

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

CARRIED

17. IN CAMERA:

- a. Business Interests of a Third Party – FOIP Section 16**
- b. Business Interests of a Third Party – FOIP Section 16**
- c. LAND – FOIP Section 16**

Moved by Councillor Ross to go In Camera at 7:45 p.m. for the following items:

- a. Business Interests of a Third Party – FOIP Section 16**
- b. Business Interests of a Third Party – FOIP Section 16**
- c. LAND – FOIP Section 16**

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger stated that the live stream has ended at 7:45 p.m.

Moved by Councillor Cutler to come out of In Camera at 8:25 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:25 p.m.

a. Business Interests of a Third Party – FOIP Section 16

MOTION #24-022 Moved by Councillor Cutler to direct administration to provide a letter of support for CFI Flight Academy's international students' applications to Immigration, Refugee and Citizenship Canada.

CARRIED

MOTION #24-023 Moved by Councillor Kettles to direct administration to invite the CFI Flight Academy to a future Regular Council Meeting as a Delegation.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:27 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger noted that recording ceased at 8:27 p.m.

Mayor – Brad Schlossberger

Chief Administrative Officer – Abe Tinney

ACTION ITEMS



REQUEST FOR DECISION

Meeting: February 26, 2024
Agenda Item: 1

BUSINESS LICENSE BYLAW AMENDMENT 2nd & 3rd READINGS

At the regularly scheduled Council meeting held February 12, 2024, Council carried a motion to amend/repeal bylaw No. 1615 a Business License Bylaw to exclude sale of vaping and tobacco products from home occupations and/or mobile vendors as recommended by AHS.

There are no regulatory requirements for a tobacco or vaping retailers to seek out approvals to sell prior to operations, only that they must obtain these products from approved / regulated sources. AHS will make a Tobacco and Vaping monitoring file when a facility is known to be selling any of these products. This is monitored typically 1 x per year by AHS.

Under the Act and Regulations there are many restrictions related to any public advertising outside the facility, on-line or in any media. This is all detailed in the provided links to the TSV program above.

There is also a secret shopper type program provincially that is now being implemented with minors going into retailers to try to buy these products. This is enforced not by public health inspectors but by AHS Peace Officers who fine violators on the spot with up to a \$950 dollar fine. The fail rate generally province wide has been about 60%. Many vendors are still selling to minors.

At this time, Administration recommends 2nd and 3rd readings of the bylaw as presented.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1779, a business license bylaw amendment second reading.

Moved by Councillor _____ to give Bylaw No. 1779, a business license bylaw amendment third and final reading.

ATTACHMENTS:

- 1.) Bylaw No. 1779

APPLICABLE LEGISLATION:

- 1.) Bylaw No. 1615 – Business License Bylaw

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: February 23, 2024



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1779

A Bylaw of the Town of Claresholm to provide for the licensing and regulation of businesses, within the Town of Claresholm.

WHEREAS it is provided in and by the *Municipal Government Act* that the Council may issue licenses to control and regulate business and industry carried on within or partly within Town and may license any and all such businesses whether or not such businesses are specifically provided for in the *Municipal Government Act*.

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, the Council of the Town of Claresholm duly assembled hereby enacts the following:

This Bylaw may be cited as the Business License Bylaw of the Town of Claresholm.

1.0 **Definitions**

In this Bylaw, unless the context otherwise requires:

1. **Adult Person** – Shall mean any person over the age of 18 years of age.
2. **Business** – Shall include, as well as any trade, profession, industry, occupation, employment or calling, the providing of goods or services to the public or to any other party.
3. **Council** – Shall mean the Council of the Town of Claresholm.
4. **Farmers Market** – means an open air or fully or partly covered market, for the sale of goods directly by the producers, or their representatives who are involved in the production, of local fresh, dried or frozen fruit and vegetables, local dried or frozen meat and seafood, local eggs, local dairy products, local plants, locally prepared and ready to eat foods and local artisan crafts.
5. **Flea Market** – means the carrying on of a business to organize a group of more than three (3) merchants, vendors or participants, to gather in one location or building to offer handcrafts, produce and vegetables, food, new and used goods, wares, merchandise or services for sale for time periods of (7) seven days or less in duration.
6. **Garage Sale** – means the displaying and offering for sale of five (5) or more items of goods, wares or merchandise (other than boats, motor vehicles or recreational vehicles of any kind) on private residential property.
7. **Town** – Shall mean the Town of Claresholm.
8. **License Inspector** – Shall mean any person so designated by the Town Council.
9. **Licensee** – Shall mean a person holding a valid business license issued pursuant to this Bylaw.
10. **Mobile Vendor** – means any person selling goods, food, amusements or services from a mobile motor vehicle, trailer, or similar structure that is designed for offering the sale of goods, food, or services.
11. **Trade Show** – means a group of five or more persons at a single location, for a period of not more than seven (7) days, displaying to the public the types of goods, wares, merchandise, food or services that they have available for sale.
12. **Person** – Shall include a corporation, firm, partnership, association and their respective legal representatives.
13. **Premises** – Shall include any store, office, warehouse, factory, building enclosure, yard or other place wholly or partially within the town that is occupied or capable of being occupied for any purpose.
14. **Resident** – Shall mean a person who lives in the Town of Claresholm.
15. **Non-Resident** – Shall mean a person who is not an inhabitant of Claresholm.
16. **Contractor** – Shall mean any person who undertakes the erection, construction, alteration, repair or demolition of any land, building or structure, and shall include any owner of a property who causes, or any person who supervises the erection, construction, alteration, repair or demolition of any land, building or structure thereon.
17. **Canvasser** – A Canvasser is an adult person who takes or attempts to take orders by telephone or other means, for the sale of merchandise or services or both for future delivery or services to be furnished or performed in the future.
18. **Hawker, Peddler or Direct Seller** – Shall mean any person who, whether as principal or agent,
 - a. Goes from house to house selling or offering for sale any merchandise or service, or both, to any person; who is not a wholesaler or retailer in such merchandise or service, and not having a permanent place or business in the municipality or,
 - b. Offers or exposes for sale to any person by means of samples, patterns, cuts or blueprints or merchandise or service, or both, to be afterwards

- delivered in and shipped into the municipality, or
- c. Sells merchandise or services, or both, on the streets or roads or elsewhere than in a building that is his permanent place of business but does not include any persons selling:
 - i. Meats, fruits or other farm produce that has been produced, raised or grown by himself.

19. **Sub-Contractor** – Shall mean a person contracting with or employed directly or indirectly by a Contractor or his agent to do work or perform services in the Town of Claresholm but does not include a person who merely furnishes materials.

20. **Improvement** – Shall mean anything constructed, erected, built, placed, demolished, dug, drilled, moved or intended to be constructed, on or in land except a thing that is neither affixed to the land nor intended to become a part of the land.

21. **Seniors Lodge** – Shall mean a housing facility developed for the use of senior citizens not capable of maintaining or not desiring to maintain their own housing accommodation.

22. **Home Occupation** – Shall mean an occupation, trade, profession or craft carried on by a person at his residence or at any other residence in the Town as a use secondary to the residential use of the building.

23. **Vacation Rentals** – Shall mean short-term rentals including Air BnB's. This includes owner operated or properties managed by a third party. This does not include Bed & Breakfasts.

2.0 **Appointment, Authority and Duties of a License Inspector**

The Council, by resolution, may appoint one or more License Inspectors, to carry out the provisions of this Bylaw.

The duties and powers of a License Inspector are inter alia:

1. To consider and approve or refuse all license applications.
2. To secure the due observance of this Bylaw.
3. On receipt of the appropriate fees, to issue licenses hereunder where warranted.
4. To prosecute violators of this Bylaw.
5. Such other duties as Council may require.

3.0 **General**

1. Every application for a license or renewal or transfer thereof shall be made to a License Inspector by an adult person in writing and shall disclose the names and addresses or all persons who are actively engaged in the management and control of the business. Every applicant for a license shall conform to the provisions of this Bylaw and any other Bylaw applicable to the business or industry.

2. Failure to disclose any information reasonably required by the License Inspector herein shall be grounds for withholding a license or immediate cancellation of any license issued and forfeiture of any fees paid. Any changes in the management and control of the business shall be communicated to the License Inspector forthwith.

4.0 **Requirements for License**

1. No person shall, whether within the Town or partly within the Town:
 - a. Carry on or operate any business without obtaining the necessary license unless specifically exempted under the provisions of this bylaw or by provincial or federal legislation.
 - b. Receive home occupation approval for the sale of any tobacco or vaping products.
2. If, in the opinion of the License Inspector, an applicant for a license has complied with the terms of this Bylaw and of any other applicable Bylaw, the applicant is entitled to a license upon payment of the appropriate fee.
3. A License Inspector may issue a conditional license, and he shall endorse on any conditional license issued, the particulars of such conditions.
4. Every license issued under this Bylaw shall be displayed in a conspicuous place in the premises in which the business so licensed is being carried on.
5. Any person or company who does not ordinarily maintain a permanent place of business within the Town and who goes about Town conducting business must produce a valid Business License or a copy of the License upon request.
6. Every license issued under this Bylaw shall terminate at midnight on the 31st day of December of the year in which it was issued unless otherwise provided herein.
7. Except for non-resident contractors, hawkers, peddlers, direct sellers, and Christmas tree vendors, all new business licenses purchased after June 30th of any year shall be one half of the license fee for the full year, provided the business did not commence operation prior to June 30th of that year.
8. A business license for an existing, licensed business shall be renewed by the 1st of March each year. Renewal shall be affected by a business license holder submitting applicable fees, and relevant development applications where necessary. Failure to renew by the specified date will result in a late payment fee as per Schedule "B".

9. No license shall be issued under this Bylaw unless the License Inspector is satisfied that all licenses required by the Government of Alberta have first been obtained by the applicant.
10. Every person who operates more than one store, branch, or premises in respect of any business shall take out a separate license in respect of each such separate store, branch, or premises.
11. For Businesses where more than one salesperson conducts business within the Town of Claresholm, such as, but not limited to, AVON, Tupperware, Mary Kay, only the regional manager is required to obtain a Business License.
12. The License Inspector may on just and reasonable grounds refuse to issue or renew a license or may cancel the license of any licensee who, in the opinion of the License Inspector, is in violation of any town Bylaw or provincial law or regulation.
13. An applicant shall be promptly informed in writing by the License Inspector if his application for a license or the renewal of a license has been refused and the reasons for such refusal.
14. If, in the opinion of the License Inspector, there has been a substantial attempt by the licensee to correct any deficiencies or violations of any Town Bylaw, the License Inspector may, upon receipt of the proper fees issue a license to the licensee.
15. A License under this Bylaw shall be signed by the License Inspector of the Town or other authorized person and shall contain description of the business so licensed and the premises covered by such license.
16. Any license granted under this Bylaw shall be authority only to engage in or carry-on business on the premises therein described and not in or on any other premises, provided however that this section shall not apply to hawkers, peddlers, or mobile vendors, and to other persons carrying on a business, the nature of which requires such a person to go from place to place throughout the Town.
17. Where a person receives a license under the authority of this Bylaw, such license does not relieve any person from any other licensing or permit requirements required under the law.

5.0 **Exceptions**

A Business License is not required for the following Businesses:

1. A Charitable or Non-Profit Organization registered under the Alberta Societies Act, and amendments thereto;
2. A minor providing individual light duty occasional services such as paper deliveries, babysitting, yard work and snow shoveling;
3. Publicly funded, educational or institutional establishments in the Town.
4. A business providing goods and services to the residents of a seniors lodge exclusively;
5. Persons selling home-made baked goods, crafts, meat, plants, fruit or other farm produce that has been raised, grown or produced by themselves within the Town of Claresholm, and does not operate a commercial business to sell such items;
6. A Business that carries on activities at the Farmers Market which is operated by an organization that is registered with the Farmer's Market Association;
7. A Business exhibiting at a trade show or exhibition held in the Town of Claresholm for a consecutive period not exceeding seven (7) days;
8. Residential garage sales, provided that the sale takes place on a residential property where that property owner, or primary resident when referring to residential rental properties, directly supervises and controls the sale to a maximum of four (4) weekends per calendar year;
9. The Business/ Event is carried on or operated by the Town or at a location operated by an official or employee of the Town acting on behalf of the Town in his / her capacity as such official or employee;
10. The Business is carried on by the Government of the Province of Alberta or the Government of Canada;
11. Any other Business exempted through or by order of Council.

6.0 **Zoning Regulations, Relocation and Suspension of License**

1. The issuance of a license shall not be deemed as approval to carry on any business in or on any premises that are in contravention of the provisions of any other Bylaw of the Town. Where a license is granted to a person to carry on a business in or on premises where such activity is not permitted by the zoning regulations of the Town of Claresholm, the License Inspector shall forthwith cancel the license.
2. Upon being directed by the appropriate Medical Health authorities to do so, a License Inspector may suspend the license of any business and shall not reinstate such license until the appropriate Medical Health Officer certifies that the premises concerned meet all applicable health standards.
3. Any act or omission of a clerk, agent or employee of a person licensed under this Bylaw shall be deemed to be the act of omission of the licensee and the licensee shall be responsible for such act or omission, as though it were done by the

Licensee themselves.

7.0 Appeal Where License Refused

1. In every case where:
 - a. A license or a license renewal has been refused,
 - b. A license has been issued subject to conditions,
 - c. A license has been cancelled,the person seeking a license may appeal to the Town Council and the Council, after hearing the applicant, may:
 - a. Direct that license or renewal be issued with or without conditions,
 - b. Refuse to grant a license or renewal,
 - c. Uphold or revoke the cancellation of a licenseOn any ground which appear just and reasonable.
2. An appeal from the decision of a License Inspector shall be made by the applicant within 30 days after notification of the License Inspector's decision has been communicated to the applicant.
3. Every appeal shall be in writing, addressed to the License Inspector and shall be dated as of the date it is received.

8.0 Inspection by Town of License Premises

A License Inspector or other person authorized by Council may inspect any premises at all reasonable times for the purpose of administering or enforcing this Bylaw; and any person who refuses admission to a License Inspector or authorized person or who neglects or refuses to produce the appropriate license upon request, shall be guilty of an offence.

9.0 License Fees

1. Where there is a distinction made between types of businesses or activities in the zoning bylaw, the distinction shall be deemed to be made in this bylaw and separate business license shall be required for each business or activity. However, where different activities are operated under one management then only one License is required per business site.
2. All Businesses operating whether wholly or partially within the Town shall pay an annual license fee of \$50.00 per business unless otherwise provided for in this Bylaw.
3. The fee payable for a Business License issued between July 1 and December 31 shall be 50% of the fee shown on Schedule "A".
4. The fee payable for a first time Business License issued between July 1 and December 31 shall be 50% of the fee shown on Schedule "A".

10.0 Contractor and Sub-contractor

1. Upon request of the License Inspector any person making application for a building permit shall furnish a list of contractors and subcontractors who are, or will be, working on the building project together with the address of same.

11.0 Hawkers, Peddlers, Direct Sellers and Mobile Vendors

1. A person who sells merchandise on a wholesale basis to retail merchants in the Town shall not be required to obtain a license pursuant to this section.
2. All hawkers, peddlers, direct sellers, or mobile vendors shall require a separate license of each employee or agent who acts as a hawker, peddler, direct seller or mobile vendor in the Town.
3. A Business License issued to a Hawker, Peddler or Mobile Vendor of foodstuffs, fruits and/or vegetables, shall be withheld until the Applicant has produced appropriate permits, licenses or certificates from Alberta Health Services.
4. Vaping and tobacco products cannot operate from a mobile vendor or mobile business unit.

12.0 Provisions for Flea Markets

A Business License for a Flea Market is required for the organizing entity only. All other individual vendors partaking in the Flea Market are not required to obtain a Business License. The Business License issued pursuant to this schedule shall be valid:

1. For the specific flea market only;
2. For one location on which the flea market is to be held;
3. For the specific license period that the license is issued for and;
4. Every applicant must co-operate with the License Inspector to ensure that all required inspections, including building, fire and health inspections, are conducted as required.

13.0 Provisions for Vacation Rentals

1. A business license is required if you own/manage/operate a short-term or vacation rental property.
2. If you own a vacation rental that is being managed by a third party, that third party company requires the business license.

14.0 **Transfer / Changes to a Business License**

1. An existing Business License issued under this Bylaw may be transferred / changed upon application to and approval by the Licensing Inspector in the following circumstances;
 - a. When the transfer is from one Licensee to another for the same Business name in the same Business Premises; or
 - b. When there is a change of civic address from one Business Premise to another for the same Licensee and Business with the same land use designation (zoning).
2. No person to whom a Business License has been issued under this Bylaw shall change the location of the premises in which he carries on his business, trade, profession or other occupation without first having applied to the License Inspector.
3. Any person desiring to obtain a transfer / change of any License issued pursuant to this bylaw, shall be required to pay a processing fee as outlined in Schedule "A".
4. A non-resident Person or Business is not allowed to transfer his or her License.

15.0 **Fines and Penalties**

1. A person violating any provision of this Bylaw shall be guilty of an offence and liable upon summary conviction to a fine of not less than \$200.00 and not more than \$2,000.00 and in default of payment thereof, to imprisonment for a period of not less than 30 days.
2. Where a person is found guilty of non-payment of a license fee payable hereunder, the convicting provincial court judge may order payment thereof in addition to imposing a fine.
3. The License Inspector may enforce the provisions of this Bylaw by issuing a voluntary fine to any person alleged to have committed one or more breaches of the Bylaw. The voluntary fine shall state the alleged offence and require payment of the appropriate fee as provided in Schedule "B" attached hereto and declared to be part of this Bylaw by the date indicated on the voluntary fine.
4. A voluntary fine may be issued by personally serving it upon the alleged offender or by leaving it at the residence or place of business of the alleged offender or by serving it on the alleged offender by single registered mail.

16.0 **Amendment to Schedule**

Town Council may by resolution amend Schedule "A" and /or Schedule "B" from time to time as required.

17.0 Bylaw number 1615 and all amendments are hereby repealed.

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

Read a first time in Council this **12th** day of **February** 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

Schedule “A” - Fees

Without limiting the generality of the foregoing, the license fee for each of the following business shall be the amount set opposite their common designation:

<u>Canvassers</u>	Resident	\$100.00 per annum
	Non-Resident	\$ 50.00 per day
		\$100.00 per week
		\$200.00 per month
		\$300.00 per year

<u>Carnivals and circuses</u>	\$100.00 per day
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<u>Resident Contractors</u>	
operating from a residence site	\$100.00 per annum
operating from a business site	\$ 50.00 per annum

<u>Non-Resident Non-Construction</u>	\$100.00 per annum
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Non-Resident Contractors

\$100.00 per year when doing under \$15,000.00 gross business in Town
\$175.00 per year when doing over \$15,000.00 but under \$40,000.00 gross business in Town
\$225.00 per year when doing over \$40,000.00 but under \$75,000.00 gross business in Town
\$325.00 per year when doing over \$75,000.00 but under \$150,000.00 gross business in Town
\$650.00 per year when doing over \$150,000.00 but under \$250,000.00 gross business in Town
\$1,000.00 per year when doing over \$250,000.00 gross business in Town

The onus of establishing the amount of the contract to the satisfaction of the License Inspector shall be on the non-resident contractor. If a non-resident contractor undertakes further contracts in the Town of Claresholm prior to December 31st in the year in which the license was issued, further fee or fees will be levied but not exceed the maximum total fee of \$1,000.00 for that calendar year.

Hawkers, Peddlers, Direct Sellers, Mobile Vendors:

Non-Resident	\$ 50.00 per day or \$100.00 per week or \$200.00 per month or \$300.00 per year
Resident	\$100.00 per year
Itinerant Shows and entertainments and other transient business:	\$ 50.00 per day or \$300.00 per annum

Salvage Dealers and Secondhand Dealers

Resident	\$ 50.00 per annum
Non-Resident	\$300.00 per annum

<u>Christmas Tree Vendors</u>	\$ 50.00 per annum
(No fee for religious or Community groups)	per site

<u>Home Occupation</u>	\$100.00 per annum
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Other Charges:

<u>Transfer / Change on Information Fee:</u>	\$ 10.00
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<u>Late Payment Fee:</u>	\$ 15.00
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Schedule “B” – Fines

1. A voluntary fine of \$200.00 for a first offence.
2. A voluntary fine of \$250.00 for a second offence providing the second offence is committed within twelve (12) months of the first offence.
3. A voluntary fine of \$500.00 for the third offence providing the offence is committed within twelve (12) months of the first offence.

Karine Keys

From: Tyler Gandam <president@abmunis.ca>
Sent: February 20, 2024 2:42 PM
To: Karine Keys
Subject: Webinar Registration - Alberta's 2024 Budget Overview

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

Dear Mayors, Councillors, and CAOs:

On February 29, the Government of Alberta will release its budget for the 2024-25 fiscal year. As usual, our ABmunis team will conduct a comprehensive analysis and release a report the day after that outlines how the 2024-25 provincial budget supports municipalities.

In addition to our report, we will host a webinar on March 1, 2024, at 3:00 – 4:30 p.m. where we will walk through the numbers, share our perspectives, and provide you the opportunity to ask questions. If you aren't free at that time, don't worry, we will record it and share a link to the video in the next edition of our weekly newsletter. If you aren't subscribed to The Weekly newsletter, sign up for free at <https://www.abmunis.ca/news>.

Any municipal elected official or municipal employee is welcome to attend the budget webinar. [Register for the webinar today!](#)

Lastly, a quick reminder that you are invited to attend our Spring Municipal Leaders' Caucus in Edmonton or online on March 14-15. I hope you choose to join us for two days of educational sessions, networking, and dialogue with provincial ministers and MLAs. [View the MLC agenda.](#)

Thank you,
Tyler Gandam | President

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



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

Karine Keys

From: Tyler Gandam <president@abmunis.ca>
Sent: February 22, 2024 2:36 PM
To: Karine Keys
Subject: Join the Call to Keep Political Parties Out of Local Elections
Attachments: Government of Alberta Survey Results.png; 2023-02-22 Key Messages on Political Parties for MLAs citizens etc.docx; Political Parties - Media Event - Social Post Examples.docx

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

Dear Mayors, Councillors, and CAOs,

A public survey, an ABmunis resolution, and results of the province's own consultation processes indicate that Albertans do not want to see the encroachment of political parties at the local level. Despite this, the Government of Alberta has not committed to abandoning plans to enable parties to be included on local election ballots.

Today, ABmunis hosted a media availability calling for a commitment from the Government of Alberta to listen to Albertans. We need your help to amplify our call so that all political parties know Albertans' local leaders want local elections to be independent.

Attached for you to adapt and use are:

- Messages you can select from and adapt for local media; for email, letters or conversations with your local MLA; or for conversations with interested Albertans. (There are more messages than you would likely use in one communication so you can select and adapt the ones that will resonate best with your audience)
- Social media post examples and images.

We also encourage you to follow and share ABmunis' social media posts on [LinkedIn](#), [Twitter](#), and [Facebook](#).

Don't hesitate to reach out if you have questions or ideas related to ABmunis' campaign to keep local elections independent.

Thank you,
Tyler Gandam | President

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



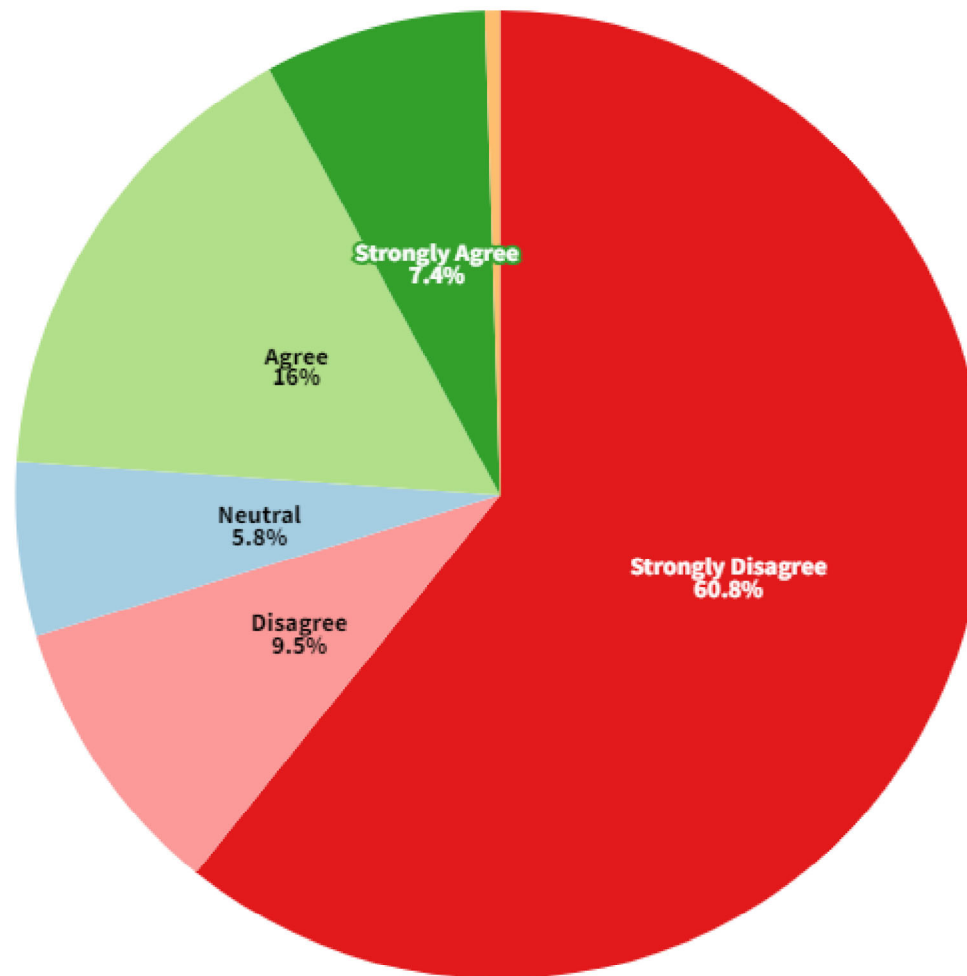
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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples.

Survey Shows Little Appetite for Adding Parties to Municipal Election Ballots

Responses to Alberta government's online survey

"The electoral ballot should be amended to allow political parties to be listed by municipal candidates"



Source: Government of Alberta survey - 7,680 responses from Nov. 7, 2023 to Dec. 6, 2023 • [Graphic: Matthew Black/Postmedia](#)

Messages on keeping local elections independent.

The following messages are provided for you to adapt and use in letters, emails or conversations with your MLA or communication with other interested Albertans. The messages are grouped into themes, and you are encouraged to select a couple that are most relevant to your audience.

- We all represent Albertans.
- Given the size of Alberta and Canada, political parties are necessary at the provincial and federal levels.
- However, at the local level, Albertans don't see political parties as adding value.

Survey Results

- Since 2020, Albertans have indicated through three surveys, two of which were conducted by the provincial government, that they do not want to see political parties introduced in local elections.
- Through a 2020 provincial government survey on the *Local Authorities Election Act* (LAEA), Albertans commented that they do not want to see increased partisanship or increased influence of campaign donations at the local level.
- The results of a public survey, conducted by Janet Brown Opinion Research on behalf of ABmunis in early September 2023, indicate that most Albertans do not support the introduction of political parties at the local level. Specifically:
 - Sixty-eight per cent (68%) of respondents indicated that they would prefer to see municipal candidates run as individuals. Only 24 per cent of respondents would prefer to see municipal candidates run as members of a political party.
 - More than 80 per cent (81%) agree that municipal officials who are part of a political party would vote along party lines and not necessarily in the best interest of the community.
 - Sixty-nine per cent (69%) of respondents think that political parties would make municipal governments more divisive and less effective.
- Results from the Government of Alberta's November 2023 survey on proposed changes to the LAEA show that 70 per cent of Albertans are opposed to the introduction of political parties at the local level.

Good Governance

- While political parties are an important part of the parliamentary system at the provincial and federal level, they are not a good fit with local government legislation and processes in Alberta.
- Political parties could contravene the *Municipal Government Act* (MGA) where it requires a councillor to consider the interests of the municipality as a whole and not the interests of the success of the party in decision making.

- Political parties would create an environment where all issues are discussed in private by party members resulting in a whipped vote versus the current system which encourages debate and openness to changing your mind based on public hearings and council discussion.
- In the United Kingdom, local elections are seen as referendums for higher levels of government, and we don't want to create that environment here.
- Parties could also lead to money being raised in one part of the province being used to influence the election in another region. This would again take the focus away from keeping local elections local.
- The Government of Alberta has spent years encouraging municipal governments to collaborate at a regional level to save money for Albertans. Introducing political parties at the local level could make regional collaboration an even more difficult task.
- Some councils have struggled with good governance, but political parties could make problems like split councils worse, not better.

Voter Turnout

- Vancouver and Montreal have political parties but have similar or sometimes lower voter turnout than comparable Canadian cities where political parties are not featured in local elections.

Trust and Integrity

- We recognize there is currently nothing preventing candidates from running on slates or for political parties, other than an historic lack of success.
- However, changes to legislation could be made that might make it easier for political parties or slates of candidates to raise funds. We know from previous reviews of the election rules that Albertans want to see less money involved in local elections, not more.
- The [mandate letter](#) from Premier Danielle Smith to Minister of Municipal Affairs Ric McIver instructed him to collaborate with Minister of Justice Mickey Amery to review the *Local Authorities Election Act* (LAEA) and make recommendations for any necessary amendments to “strengthen public trust in and the integrity of our municipal election laws”.
- We believe the best way to strengthen trust and integrity is to listen to Albertans when they say they do not want political parties at the local level.

Social Media Post Examples

Example 1

The province's survey shows that over 70% of Albertans don't want political parties in municipal elections. To date, no one from the provincial government has explained what real or perceived problems the introduction of political parties to municipal elections would fix.

That is why I encourage you to write to our MLA <<NAME>> and tell <<her or him>> to listen to the majority of voters.

#ABmunis #ABpoli #ABleg

Example 2

70% of Albertans have said they do not want the divisiveness of political parties disrupting their communities. Municipal elected officials need to continue to work on local challenges and not focus on the interests of their parties.

I encourage you to write to our MLA <<NAME>> and tell <<her or him>> to listen to the majority of voters.

#ABmunis #ABpoli #ABleg

Example 3

Albertans don't want political parties in their municipal elections. Elected officials should stay focused on their community's challenges and not on political agendas.

That is why I encourage you to share this information with your network and write to our MLA <<NAME>> and tell <<her or him>> to listen to Albertans.

#ABmunis #ABpoli #ABleg

Example 4

Albertans don't want political parties in their municipal elections. Elected officials should stay focused on their community's challenges and not on political agendas.

Learn more about this topic in this Edmonton Journal article: [Opinion: Albertans don't want party politics in local elections | Edmonton Journal](#)

#ABmunis #ABpoli #ABleg



REQUEST FOR DECISION

Meeting: February 26, 2024
Agenda Item: 4

TEXAS 4000 FOR CANCER

DESCRIPTION:

In 2009, the Town of Claresholm first received a request from a cycling group that was travelling from Texas to Alaska in the summer months to raise funds and awareness for the fight against cancer. This group asked for a platform in Claresholm to share their cause with the community, and a fundraising BBQ was held at the same time by Kidsport. This group has been coming through Claresholm each summer since then, except for 2020 and 2021 due to COVID restrictions. In 2023, the group did not stay in the campground, rather they just used the washroom facilities.

The ride originates in Austin, Texas at the University of Texas at Austin. Riders must be students of the university and must be accepted to join. Each participant is required to raise \$4,500 USD prior to the start of the race. There are three routes: Sierra, Ozarks and Rockies. The one coming through Claresholm to Alaska is the Rockies route.

<https://www.texas4000.org/>

In the past, this group has asked to stay in Centennial Park Campground for one night for free on their way through Town in order to support their cause. As they are camping in tents on the journey, they do not take up much space. This summer, they have once again asked to stay in the campground. Per their request, they plan to pass through Claresholm on Tuesday, July 2, 2024, which is the 39th day of their ride. There should be about 20 riders in this group. In the past, the Claresholm Public Library has been offered as an alternative should the weather be miserable. The Library is aware and have placed it in their calendar.

Administration is recommending that we allow the Texas 4000 for Cancer group to stay in Centennial Park Campground free of charge and that our Recreation Manager work with the Campground Attendant to facilitate their stay.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to allow the Texas 4000 for Cancer Rockies group to stay in Centennial Park Campground for one night on July 2, 2024 for free of charge to support their cause of raising funds and awareness for cancer research, for the Claresholm Public Library to be offered as a bad weather alternative, and for administration to facilitate their stay.

ATTACHMENTS:

- Email request
- Host package

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: February 23, 2024

From: **Marley C Fox** <marleyfox@utexas.edu>
Date: Mon, Feb 12, 2024 at 10:13 AM
Subject: Texas 4000 for Cancer Host Opportunity
To: <roysplacerest@gmail.com>
Cc: rockiestravel@gmail.com <rockiestravel@gmail.com>

Dear Roy's Place Restaurant,
My name is Marley Fox, and I am one of the Rockies travel coordinators for the 2024 Texas 4000 for Cancer team.

First and foremost, we want to **thank you for the support you have given our organization in the past.** It means so much to us to be able to sustain relationships with you and your community. **Your generosity allows us to spread our mission across the continent.**

I'm reaching out today because we have confirmed the 2024 Rockies route, and **Claresholm, AB** is part of our journey again! We'll be visiting Claresholm, AB on Day 39 of the ride, **July 2nd, 2024**, and we would be so grateful to have you as a host again this summer or for your help finding other hosts in the community if you are unable to host this year.

If you are interested in hosting us again or supporting us in other ways, we would love to send you our host survey. I have attached the updated information packet for the 2024 ride. Please let me know if you have any questions or concerns, and I look forward to hearing from you!

To Alaska and back,
Marley Fox

TEXAS 4000

FIGHTING CANCER EVERY MILE

www.texas4000.org

TEXAS 4000

FIGHTING CANCER EVERY MILE

WHO We Are



Our mission is to cultivate student leaders and engage communities in the fight against cancer through the **World's Longest Charity Bike Ride.**

OUR PILLARS

HOPE

Letting those touched by cancer know that we are riding for them.

KNOWLEDGE

Bringing cancer prevention info to communities and leadership development training to riders.

CHARITY

Contributing to cancer research and cancer support services while developing the next generation of volunteers and philanthropists.

WHAT We Do

1- Texas 4000 for Cancer competitively selects students from the University of Texas for our 18-month program.

2- We empower the next generation of philanthropists who each raise thousands of dollars to fund cancer research institutions and cancer support service organizations.

SUMMER RIDE ROUTES

SIERRA
ROUTE

ROCKIES
ROUTE

OZARKS
ROUTE

3- We train students on fitness, bike safety, nutrition, and teamwork. Riders log 2,000 miles before they even begin their 70-day, 4,000+ mile cross-continental journey.

4- We develop leaders who not only plan each aspect of their ride but support and sustain themselves on their journey, driving support and gear vehicles, manning rest stops, ensuring safety, and connecting with communities across the US and Canada.

MEDIA & RECOGNITIONS



2021 Special Award
World Bicycle Day of the United Nations
presented by
Founder Leszek Szibiski
to
Texas 4000 for Cancer
United States

Southern Living

www.texas4000.org

View our GuideStar profile [HERE](#)

HOSTING OVERVIEW

WHAT To Expect

Every host is different, just as every community is different. We stay in school gyms, churches, community centers, individual host homes, and campsites during the ride.

No matter the accommodations, please expect to provide 25 grateful riders with a roof over our heads for 1-2 nights.

Please discuss with your travel contact which of the following you will be able to provide:

- Dinner on the day of arrival, *a note of dietary needs below*
- Breakfast the following morning
- Showers in your home, church, or local recreation center
- Laundry facilities, if not please refer the team to a nearby Laundromat
- A secure place where the team can store their bicycles overnight
- Parking for the team's two vehicles and support trailers
- WiFi accessibility

In exchange, the riders hope to share their experiences with cancer and travel stories with their host families. The relationship between rider and host is unique, and many riders remain in touch with hosts across the continent years later.



“The Texas 4000 riders have given our community so much more than we have provided to them. Through hosting Texas 4000, neighbors and casual acquaintances have developed into friendships as together we've shared the hosting experience and personal stories of how deeply cancer has impacted each of our lives. There is never a shortage of fun, laughter and intelligent conversations as hosting this highly accomplished group of riders is nothing short of **AMAZING** and we highly recommend it to others.”

— Jim & “B” Gorman, Team Hosts, South Lake Tahoe, CA



When I think about Texas 4000, I think about connection. I joined this organization in 2009 because I wanted to make an impact in the cancer space. During my time in the program, I could see the impact of our organization directly on the people I met. Throughout the ride we had countless people reach out to share their stories, from strangers at the gas station to our hosts. It's these connections that motivated us to keep riding when things got really hard. To this day I am still in touch with many of my hosts who generously opened their homes and communities during my ride. These relationships, the experience of the ride, and time with the Texas 4000 organization influence our students well beyond their ride year. I would not be who I am today without Texas 4000, and I know our 20 years of ride teams would not have made it to Alaska without our countless hosts.

— Kate Ruder, Board Chair, 2010 Rockies



“Texas 4000 provided a space of care and ambition in myself and my team like no other. The stories I both shared and collected along the way are ones I will hold with me forever, as they pushed me both on and off the bike. Texas 4000 taught me many lessons, but most importantly how to love and be loved.”

— Ani Ward, 2023 Rockies

THINGS TO CONSIDER

ACCOMMODATING 25+ Riders

The number of riders varies annually, but approximately 25-30 are on each route. Hosting before Day 60 of the ride, you will have one route of 25-27 riders. If you are hosting after Day 60, please consider creating a plan to accommodate all three routes (79 riders).

That's a LOT of people. Please consider sharing the hosting duties with neighbors. If you coordinate hosting multiple host homes, you can assign riders to homes or ask the travel contact to do so for you.

If you want to coordinate, the travel contact can give you any rider requirements (pet allergies, etc). If you would like us to coordinate, please provide us with your host's gender preferences, the number of riders they can accommodate, or any other concerns.

DETERMINING Arrival Time

One of the most important things we try to communicate with hosts is arrival time. Weather conditions, injuries, and unexpected terrain can all affect arrival time. It is our goal to remain in close touch with the host about our arrival time, but late arrivals are common. For this reason, we try to give time ranges and encourage you to reach out to your assigned travel contact for updates.

SHARING The Mission

Are there opportunities for Texas 4000 for Cancer riders to share their cancer awareness program with your community or social group? Our presentations can make a meaningful impact and raise awareness about the important cause of the need for cancer research support and cancer prevention information.

We also love to talk to the media! Please let us know if you have a connection to the local paper/radio/TV station. We are always interested in spreading our mission and would appreciate any connection you could make on our behalf.

BIKE NEEDS For Riders

We would appreciate it if you could contact a local bike shop beforehand about potential rush repairs, particularly if your travel contact lets you know they will be visiting on a rest day. It is common to have a few mechanical problems that need attention.

MEDICAL NEEDS For Riders

Riders appreciate hosts helping to take the guesswork out of finding quality care on the ride. We appreciate hosts taking a moment to gather a list of nearby doctors or clinics for quick appointments. Riders usually only address minor medical issues on rest days, so having this information readily available is helpful.

RIDER Mail Drop

You may be asked if you would be willing to be a mail drop location for a route. If mail arrives for riders too late, forward it to our office. If it is a package, contact our staff who can make arrangements as needed.

A NOTE ON MEALS



RIDERS

Dietary Needs

As we bring together a diverse group of individuals in Texas 4000 for Cancer with varying backgrounds, we want to highlight the importance of accommodating our various dietary needs.

Many follow vegetarian or vegan diets or have specific food allergies and restrictions. To create a welcoming and inclusive environment for everyone, we kindly request that hosts graciously accept our riders, keeping in mind their dietary preferences, without making them feel uncomfortable or apologetic about their choices.

In line with this, we have implemented a "vegetarians/vegans eat first" policy to ensure ample options for our vegetarian and vegan participants. This approach helps us prioritize their dietary needs and ensures a positive dining experience.

Your understanding and support in accommodating these dietary considerations contribute significantly to our riders' overall well-being and enjoyment during their time with you. On the road without hosts, we eat a lot of peanut butter and spaghetti. It is always nice to have something different.

Riders appreciate salad and fresh fruit and vegetables at every meal!

MEAL

Suggestions

Cooking for a diverse group could be daunting, but it doesn't have to be! We've provided several links below where you can find great recipes for cooking group meals for those with dietary restrictions.

[Big Batch Meatless Meals](#)

[17 Vegetarian Recipes for a Crowd](#)

[21 Vegan Dishes](#)

[Halal Recipes](#)

[Gluten-Free Main Dishes](#)

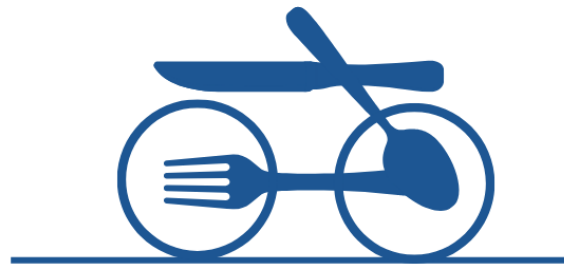
Your travel contact will let you know the unique diets of each rider you'll be hosting. If you have questions, reach out; they are happy to answer them.

The more communication, the better!

www.texas4000.org



FURTHER SUPPORT



FUEL THE RIDE

Consider getting your church, civic club, business, or neighborhood association involved in supporting *The World's Longest Annual Charity Bike Ride* and fuel their ride to fight cancer every mile.

Ideas include:

Gas Cards: Consider soliciting friends, community members, or local businesses to provide gas cards for riders to fuel their support vehicles during the journey. It is a tremendous help as gas is a major expense during the Summer Ride.

Laundry Services: If you are unable to provide laundry facilities on-site, please consider reaching out to local laundromats to request free or discounted laundry services for riders,

Fight Cancer Every Mile Club: Whether you bike, run, swim, or walk, we'd love for you to consider doing so while raising funds to support our mission. Please use the contact details below to reach out to our staff to learn more.

Support Kits: Consider asking a group you are associated with to create fun kits for our riders to take on their journey. Ideas include nutritious snacks, toothbrushes, travel toothpaste, sunscreen spray, and small motivational notes.

More Ideas: There are many other ways to support; consider contributing to our Sponsor-a-Day or Sponsor-a-Bike projects. Project information at <https://www.texas4000.org/donate/>



Thanks from our 2024 Team

Through the generous support of sponsors, volunteers, riders, and community leaders, Texas 4000 for Cancer has impacted thousands of individuals by sharing our message of hope, knowledge, and charity over the past decade. We are proud to have raised more than \$5 million in the fight against cancer, but we know there is so much more work left for us to do to overcome cancer. We are energized about Texas 4000 for Cancer's future growth and impact and are thankful you are considering hosting our team!

To Alaska and Back!



For more information on hosting the team:

Call us **737-300-2318**

Email us at **info@texas4000.org**

Like us **[Facebook.com/texas4000](https://www.facebook.com/texas4000)**

Watch our videos at **[youtube.com/Texas4K](https://www.youtube.com/Texas4K)**

Follow us **[instagram.com/texas4000](https://www.instagram.com/texas4000)**

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REQUEST FOR DECISION

Meeting: February 26, 2024
Agenda Item: 5

LETTERS OF SUPPORT – (LIONS) CFEP, COMMUNITY FOUNDATION & COOP

The Claresholm Lions Club is requesting letters of support for three applications to fund a new playground at Centennial Park. (Colors below are representative only and may differ upon installation).



The Claresholm Lions Club is submitting an application to the Community Facility Enhancement Program with a deadline of May 15th. CFEP Small Funding stream maximum funding request is \$125,000. They have requested a letter of support and commitment for the matching funds for the application. Centennial Park (spray park/campground playground) is scheduled for replacement in 2025 if the grant application(s) are successful. This project is approved within the Town's 5-year capital plan.

For further information regarding this grant, please visit their website: <https://www.alberta.ca/community-facility-enhancement-program.aspx/>

The total project cost is \$198,062. The Lion's Club is applying to the Community Facility Enhancement Program for \$99,031 with the Town's donated in-kind portion (for landscaping, base prep, playground construction, etc.) being \$23,190 and municipal funding request being \$75,841.

The Lions Club and the Town are also working together to submit an application to The Community Foundation of Lethbridge and Southwestern Alberta (deadline March 15, 2024) for the swing portion of the project (approx.\$12,500), and Coop Community Spaces for the pour in place base (approx. \$66,000 - deadline March 1, 2024) to assist with funding the project. Being that the park is adjacent to the spray park light colored pour in place is the best type of fall protection for the base surface. This will allow for increased accessibility and longevity for the project; this comes at an increased cost vs other base system (turf or

engineered wood fibre). If the Lions are successful in other grant funding, the matching portion of the project will be reduced.

For further information regarding these grants, please visit the sites below:

<https://www.co-op.crs/communityspaces/funding>

<https://cflsa.ca/grants/>

Additionally, an application was submitted online to the KalTire fund (application submitted by the Town but noted the partnership with the Lions club) which is available for non-profit, community based organizations and municipalities to apply. The proposed projects aims to be inclusive and accessible and provide multiple benefits to the community. This project meets that criteria being at the campground and providing additional tourism and economic development opportunities. Publicly accessible projects are favored. There is no fixed amount of funding provided by the KalTire fund, and the grants typically range from \$18,000-\$22,000, as this would not cover 100% of the surfacing the funds would be stacked if successful with the other applications.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to write a letter of support towards the Claresholm Lion's Club application to the Community Facility Enhancement Program for the purpose of constructing a new playground at Centennial Park and provide the matching funds of \$75,841 plus \$23,190 in-kind donation (total \$99,031).

Moved by Councillor _____ to write a letter of support towards the Claresholm Lion's Club application to the Co-op Community Spaces Grant for the purpose of constructing the new accessible playground at Centennial Park, and to receive the funds on their behalf.

Moved by Councillor _____ to write a letter of support towards the Claresholm Lion's Club application to the Community Foundation of Lethbridge and Southwestern Alberta for the Community Priorities Grant for the swing set at Centennial Park, and to receive the funds on their behalf.

ATTACHMENT:

1. Claresholm Lions Club letter

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: February 23, 2024



CLARESHOLM LIONS CLUB

Town of Claresholm
Box 1000,
Claresholm, Alberta
T0L 0T0

19 February 2024

Attention: Mayor SCHLOSSBERGER and members of the Claresholm Town Council

The Claresholm Lions Club has been a strong community minded service club in Claresholm for over 50 years. The Claresholm Lions Club has been involved with many small and large events as well as projects in the past that have helped shape and move this community forward.

We are now proposing to be part of the new Centennial Playground Park Project, where our part will be to construct and provide a new playground park structure that will allow for our community citizens and visitors alike to use it as a place to play and gather plus enhance and work together with the present Spray Park.

The Claresholm Lions Club are seeking the support and partnership of the Claresholm Town Council in respect to a Community Facility Enhancement Program Grant (CFEP) application for the construction of a new playground park at Centennial Park and to provide matching funds of \$99,031.00.

Along with this matching CFEP grant application, the Claresholm Lions Club is also applying to two other separate, direct funding grants (Coop Community Spaces Grant, and Community Foundation of Lethbridge and Southern Alberta Grant) for funding in the range of \$75,500.00 to help offset costs that the Town of Claresholm will not have to provide nor require matching funds for.

Respectfully Submitted,

Jeffery KERR

Treasurer – Claresholm Lions Club



REQUEST FOR DECISION

Meeting: February 26, 2024

Agenda Item: 6

CLARESHOLM PUBLIC LIBRARY UPDATE TO MUNICIPAL LIBRARY BYLAWS

DESCRIPTION:

The Claresholm Public Library recently adopted amended Bylaws that require the approval of Claresholm Town Council. The Library has indicated the changes made in the Bylaws by highlighting the relevant sections, which were the following:

- Schedule "B" – Conduct in the Library – Inclusion of a Zero Tolerance clause
 - Schedule "C" – Borrowers Card Fees – Senior's fees reduced from \$20 to \$15
- This reduction comes out of community survey where seniors indicated that the fees were too high.

As the Library is a municipal library of the Town of Claresholm, the Library's Bylaws must be approved by Council to be valid.

PROPOSED MOTION:

Moved by Councillor _____ to approve the Bylaws of the Town of Claresholm Municipal Library as presented.

ATTACHMENTS:

- Bylaws of the Town of Claresholm Municipal Library

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: February 23, 2024

BY-LAWS OF THE TOWN OF CLARESHOLM MUNICIPAL LIBRARY

The Claresholm Municipal Library Board enacts the following by-laws pursuant to *The Libraries Act*, R.S.A. 2000, Chapter L-11, Section 36.

1. INTERPRETATION

1.1 For the purposes of these by-laws the specific word:

- **Act** refers to *The Libraries Act*, R.S.A. 2000, Chapter L-11 and amendments thereto.
- **Board** refers to the Town of Claresholm Library Board.
- **Borrower** refers to the person to whom a library membership card has been issued.
- **Manager** refers to the person charged by the Library Board with the operation of the Claresholm Library.
- **Library Resources** means any material, regardless of format, that is held in a library's collection and includes books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, prints or photographs, micromaterials, toys and games, kits, DVDs/Blu-Rays and electronic databases in the collection of the Claresholm Library or borrowed by the Claresholm Library.
- **Library System** refers to a library system established under the Minister of Community Development: Strategic Information and Libraries Branch.
- **Resident** refers to a borrower living within a municipality that has signed an agreement with a regional library system.

1.2 In these by-laws, unless the contrary intention appears in the context:

- The usage of he/she shall be replaced with they.
- Words in the singular include the plural and words in the plural include the singular.
- When a word is defined, other parts of speech and tenses of that word will have the same meaning.

- Where a period of time dating from a given day, act or event is prescribed or allowed for any purposes, the time shall be reckoned exclusively of such day or of the day of such act or event.
- 1.3 When the time limit for accomplishing a project or assignment falls on a day when the library is closed to the public, the time shall be deemed as extended to the first day there-after that the library is open to the public.

2. LIBRARY FACILITY

Access to the Public Library Portion of the Building

- 2.1 The portion of any building used for public library purposes is open to any member of the public free of charge. The hours of opening are set by the Claresholm Library Board in Schedule F from time to time. The library will not be responsible for injury incurred by unaccompanied children, see Schedule A.

Non-Library Usage

- 2.2 Charges for the use of library premises, not normally used for public library purposes, are set out in Schedule A that is attached hereto and forms part of this bylaw.

Conduct in the Library Building

- 2.3 Any person using the library building shall conduct-themselves so as not to disturb other library users per Schedule B.
- 2.4 Any child under the age of 7 must be accompanied by an adult or older child of at least 13 years of age.

3. PROCEDURE FOR ACQUIRING A BORROWERS CARD

Resident Card

- 3.1 Any person resident in the Town of Claresholm, M.D. of Willow Creek and M.D. of Ranchlands or at the discretion of the Manager is eligible to apply for a borrowers' card.

Local Services Card

- 3.2 Any person who resides within the Town Claresholm, M.D. of Willow Creek or who resides within a municipality that is a member of the CARL System shall be given "resident" status for member fees.

TAL Card

- 3.3 Any person who is temporarily residing in a local institution or resides in a municipality that is ineligible for membership in a Regional Library System

ID Required

- 3.4 For any person presenting a valid TAL card.
- 3.5 An application pursuant to 3.1 shall:
- present identification showing current name and address.
 - fill out and sign the application form prescribed by the library accompanied by the fee prescribed in Schedule C.
- 3.6 An application pursuant to 3.1 from a child who is less than six years old must be signed by a parent or guardian.
- 3.7 The Manager may issue a borrower's card to a person who has made proper application pursuant to 3.1 and 3.2.

4. RESPONSIBILITIES OF A BORROWER

- 4.1 A borrower's card may only be used by the person to whom it is issued except at the Manager's discretion.
- 4.2 A member should take proper care of any library item entrusted to their care.
- 4.3 A borrower shall notify the Staff of any change of contact information.
- 4.4 A member must return any library item to the library on or before the due date as provided in Schedule D.

5. LOAN OF LIBRARY RESOURCES

- 5.1 In accordance with *The Libraries Act*, Section 36 (3), there shall be **NO CHARGE** for use of any library resources from the public library collection or any item of property designated for public use. This includes resources used on the premises, resources owned by the Library and resources acquired from other services, at the discretion of the Board.
- 5.2 The loan periods for various resources are set out in Schedule D.
- 5.3 Library resources may be reserved in accordance with policy established by the Board.

- 5.4 Library resources may be renewed in accordance with policy established by the Board.

6. PENALTY PROVISIONS

Revocation of a Borrower's Card

- 6.1 The fines for late return of resources are as set out in Schedule E.
- 6.2 The fines for damaged or lost resources are set out in Schedule E.
- 6.3 The procedures for demanding the return of resources are set out in Schedule E.
- 6.4 A borrower's card may be revoked by the Manager for the reasons set out in Schedule E.

Appeal

- 6.5 A person who has had their borrower's card revoked pursuant to 6.4 may, within **30 days** of such revocation, make an appeal to the Board in writing, setting out the grounds of the appeal.
- 6.6 The decision of the Board in an appeal, pursuant to 6.5 is final and not subject to further appeal.

Prosecution

- 6.7 In cases of serious dereliction the Board may prosecute an offence under *The Libraries Act*, Section 41. Such an offence is punishable under **The Libraries Act**, Section 41. The range of penalties applied on conviction for such an offence is set out in Schedule E.
- 6.8 Any fine or penalty imposed pursuant to an offence under 6. 7 inures to the benefit of the Claresholm Public Library Board in accordance with *The Libraries Act*, Section 42.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Whereas, pursuant to Section 89 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000 cF-25 s89; 2003 c21 s19, the Claresholm Library Board must designate a person or group of persons as the head of the Board for the purposes of the Act;

And **whereas**, pursuant to Sections 87 and 89 of the *Freedom of Information and Protection of Privacy Act*, the Claresholm Library Board may set any fees payable to the Board for services under the *Act* and Regulations;

The Claresholm Library Board enacts:

Purpose

The purpose of the Bylaw is to establish the administrative structure of the Claresholm Library Board in relation to the *Freedom of Information and Protection of Privacy Act* and to set fees thereunder.

Definitions

In this Bylaw, unless the context otherwise requires:

- **Act** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000 cF-25 s89; 2003 c21 s19.
- **Applicant** means the Claresholm Library Board and includes any committee, commission, panel, agency or corporation that is created or represented by the Claresholm Library Board and all the members. or officers of which are appointed or chosen by the Claresholm Library Board
- **Library Manager** means the person charged by the board responsible for the operation of the Claresholm Library.
- **Province** means the Province of Alberta.

Interpretation

The marginal notes and headings in this Bylaw are for reference purpose only.

Designated Head

For the purpose of the *Freedom of Information and Protection of Privacy Act*, Chinook Arch Regional Library System is designated as the Head of the Board for any queries, which may fall under the *Freedom of Information and Protection of Privacy Act*.

Fees

Where an applicant is required to pay a fee for services, the fee payable is in accordance with the *Freedom of Information and Protection of Privacy Regulation*, AR 200/95, as amended from time to time or any successor Regulation that sets fees for information from the province.

Effective Date

The Bylaw came into effect on February 4, 2004.

Where a request for information is given and not disposed of before the coming into force of the Bylaw, the request is deemed to be a request made on February 4, 2004, under the provision of the *Act*.

Read a first time: January 20, 2024

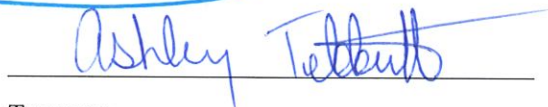
Read a second time: January 20, 2024

Read a third time and adopted: January 20, 2024

Edited and adopted: January 20, 2024



Chairperson



Treasurer

Schedules A to H form part of the Bylaws of the Claresholm Municipal Library

Schedule A: Public Use of the Library

- Children in the Library

Schedule B: Rules of Conduct in the Library

Schedule C: Borrowers Card Fees

Schedule D: Loan Period for Library Resources

Schedule E: Penalty Provisions

- NSF Cheques
- Overdue Fines
- Fines for lost or damaged resources
- Suspension or Revocation of borrower's card
- Procedure for prosecution

Schedule F: Hours of Operation

Schedule G: Charges for Services

Schedule H: Room Rental Rates

PUBLIC USE OF THE LIBRARY

1. The Library may be used outside of library hours at the discretion of the Board, providing arrangements are made for supervision and security.
2. Children in the Library:

In order to maintain a suitable environment for all of our library users, we ask that the posted **Rules of Conduct** be observed, and that parents and caregivers be aware of the following policy concerning children in the Library.

Children are welcome in the Library. We care about their safety and welfare. However, the responsibility for the safety and behaviour of children in the Library rests with the parent or caregiver and not with the Library staff.

Children under the age of 7 must have a parent/caregiver in the same area of the Library as the child. If a child under seven is found unattended, or violates the *Rules of Conduct*, the child and parent/caregiver may be asked to leave the Library.

Children ages 7 and up may use the library on their own. Parents, however, are still responsible for the actions and safety of their children. Children are subject to the same rules and consequences as other library users, including being asked to leave the Library. Please note: it is sometimes necessary for libraries to close due to unusual or emergency situations. All children should have the telephone number of someone to call in an emergency.

- It may be necessary to notify appropriate law enforcement or child protective authorities if:
- an unattended child is being disruptive.
 - a child is habitually left unattended for long periods of time.
 - a child is deemed to be at risk of coming to harm (as in the case of a child being left alone when the Library closes.

If it is unsafe for a child to leave the building without an adult, s/he should NOT be in the Library unattended.

ONCE AGAIN, PARENTS AND CAREGIVERS, NOT LIBRARY STAFF, ARE RESPONSIBLE FOR THE ACTIONS AND SAFETY OF CHILDREN VISITING THE LIBRARY.

Code of Conduct

As a destination for information, inspiration, and enrichment for all residents of Claresholm and area, the Library's Code of Conduct has been established to ensure a positive Library experience for everyone. The Library will uphold existing bylaws to guarantee a safe and comfortable place for all.

Zero Tolerance: The Claresholm Public Library is committed to providing a safe, respectful environment for all staff and customers. No physical or verbal abuse will be tolerated.

At the Claresholm Public Library, we expect every customer's conduct to be:

- ☐ Respectful of everyone: customers, visitors, staff and volunteers
- ☐ Careful and considerate of Library property
- ☐ Lawful
- ☐ Responsible

We expect every customer to:

- ☐ Dress appropriately
- ☐ Attend to and supervise children in their care
- ☐ Attend to personal belongings
- ☐ Use library furniture, equipment and property properly and for only their intended purposes
- ☐ Use washrooms only for their intended purpose
- ☐ Leave the Library promptly at closing time.

Examples of behaviours which are NOT permitted include:

- ☐ Threatening, abusive, harassing language, behaviour or actions
- ☐ Behaviour that disturbs others' use of the Library
- ☐ Being under the influence/selling/using alcohol, marijuana and/or illegal substances
- ☐ Carrying weapons or implements which can be used as weapons
- ☐ Damage or theft of Library materials
- ☐ Sleeping
- ☐ Offensive body and/or clothing odour
- ☐ Use of communications devices such as cell phones, laptops, iPods etc. in a disruptive manner
- ☐ Taking Library materials into washrooms
- ☐ Photographing or filming without prior approval from staff.
- ☐ Violation of any of the above may result in **monetary** charges for damage and/or misuse, suspension of some or all library privileges, exclusion from the Public Library, and/or criminal prosecution.

SCHEDULE "C"

BORROWERS CARD FEES

All borrowers card fees are based on an annual rate.

RESIDENT FEES: exception will be made for a student who is 18 years of age and is enrolled in High School.

Category	Rate
Adult (18 to 64 years)	\$20.00
Senior (65 years and up)	\$15.00
Young Adult (14 – 17 years)	Free
Juvenile (6 – 13 years)	Free
Child (birth – 5 years)	Free

LOCAL SERVICES CARD FEES: \$30.00

This card may be issued to a person who is temporary residing in one of the local institutions. When card and all items are returned: a refund of \$10.00 will be given.

Must present current ID with their primary address.

The following restrictions will apply:

- Allowed to have signed out 2 items at one time;
- The card is valid for 6 months only (if they still reside in Claresholm, then a full service card can be issued at this time);
- No PIN is given;
- No TAL card is given;
- Can not put items from other System member libraries on hold.

NON-RESIDENT FEES:

For anyone who lives in the municipalities of Waterton or Nobleford \$50.00
and those who do NOT live within Chinook Arch area:

INSTITUTIONAL FEES:

Category	Particulars	Rate	Annual Renewal Time
Hutterite Colonies	School use only; One membership/Colony	\$50.00	September
Medical	Care Centre, AADAC, W.C.C.H.,	\$50.00	January

If a Library user chooses not to follow the Library's Rules of Conduct, that user will be asked to correct the unacceptable behaviour. If the behaviour continues, that user will be asked to leave. Police will be called if the user refuses to leave.

SCHEDULE "B"

PROCEDURES FOR DEALING WITH DISRUPTIVE BEHAVIOR

1. Inform the person their behaviour is a problem and should be stopped.
2. If they do not desist, ask them to leave.
3. If they do not leave, inform them you are contacting the police to assist you and that they are liable to charges under *The Libraries Act*, Section 36.
4. Try to inform the Library Manager, Chairman of the Board or other trustee that you are going to contact the police. Endeavour to have one of them present when police arrive.
5. Solicit the assistance of responsible patrons who have witnessed the misdemeanour to stay until police arrive.
6. Contact the Police.
7. As soon as possible write a report for the board on what transpired including names of borrowers who can verify the report.

	Porcupine Hills Lodge		
Youth	Playschool, Day Care, After School Program, etc.	\$30.00	January

Resources taken out under an Institutional Borrowers Card will be called a Block Loan.

Block Loans are not applicable to Educational Institutions that contain their own library facilities.

SCHEDULE "D"

LOAN PERIOD FOR LIBRARY RESOURCES

The following loan periods apply to resources belonging to the Claresholm Public Library. For the loan period of resources belonging to other libraries that are members of Chinook Arch, see Chinook Arch Circulation Policy Manual.

BOOKS: 3 weeks

AUDIO: 3 weeks

MAGAZINES: 1 week

VIDEOS/DVD's: 1 week

The 16mm projector can be charged out 48 hours.

The overhead projector can be charged out for 24 hours.

The audio/video projector can be charged out for 2 – 5 hours (fee charged)

If a borrower knows that they will be away for longer than 3 weeks, then at the time they are checking out their materials, they can ask for an extended loan period. The loan period will be granted if there is no "holds" on the item(s).

Other extensions for loan periods will be at the discretion of the Library Manager.

SCHEDULE "E"

PENALTY PROVISIONS

NSF Cheques:

People writing NSF cheques will be charged an extra fee of \$10.00 (this is in addition to the bank charges). All following payments MUST be in cash or certified cheque.

Overdue Fines:

All fines are determined on a per item, per day of the library being open. Fines for late return of resources will be as follows:

Category	Rate
Picture, Board Collections; Children's audio (tape and book in bag).	\$.10
Juvenile fiction and non-fiction;	.10
Magazine, Periodicals, Vertical File, Maps	.30
Videos, DVD's	1.00
For all other materials whether a child has charged out the item or not.	.30

The Library Board has set a maximum of overdues fines which will be charged per item: the price of the replacement cost of the item.

Fines for lost or damaged resources:

1. Lost resources:
 - Replacement cost for materials which are replaceable;
 - Purchase cost for those which cannot be replaced;
 - Discretion of the Library Manager when the price is unavailable.
2. Damaged resources:

Borrowers will be assessed charges on miscellaneous items that are returned to the library damaged. A set price will be charged for each item: *see chart below*
3. Everyone, this includes all Board Members, Volunteers and Staff signing out Library resources shall be responsible for fines and damages to resources borrowed. The only exception to the policy would be resources signed out for use of library programs.
4. When a patron renews their borrowers card, all fines owing must be paid in full.

5. Suspension or revocation of membership:
- 5.1 Reasons for suspension of membership:
- Non-payment of library fees per Schedule B and non- return of resources;
 - Reasons for revocation of borrowers card - failure to pay charges for overdue, damaged or lost resources in excess of \$10.00.

PENALTY PROVISIONS

SCHEDULE "E" cont.

- 5.2 Procedures for revocation of membership:
- 1) Librarian will recommend revocation to the Board.
 - 2) The Board will consider all facts.
 - 3) The Board will give written notification to the person involve, of consideration of revocation.
 - 4) A decision will be reached at the next board meeting.
 - 5) The person will be given written notification if the decision of the board is for revocation.
 - 6) The person may appeal in writing within 30 days.
 - 7) If appealed, further consideration will be given to the case.
6. Procedure for prosecution:
- If the value of the lost or damaged resource is in excess of \$250.00 and revocation procedures have failed, the following steps may be taken by the Board after written notice to the offender:
- a) Place the account with a collection agency or municipal By-law Enforcement Officer,
or
 - b) Take the person to small claims court and pursue civil action,
or
 - c) Lay charges under *The Libraries Act*, Section 42 after legal consultation.

Charges for Damaged/Miscellaneous Items :

ITEM	CHARGE
Barcode Removal	\$2.00
Spine Label Removal	\$1.00
CD/Talking Book Cases	\$2.00
CD/Talking Book Inserts	\$5.00
DVD Cases	\$2.00
DVD Inserts	\$5.00
Kit Bags	\$2.00
Magazine: Damaged (still usable)	Up to a max. of \$2.00
Magazine: Lost/totally damaged	\$10.00
Books: Damaged (still usable)	Up to \$10.00 (depends on amt. of

	damage)
Books: Replacement of book cover	\$3.00
Books: Require taping to cover &/or few pages	Up to \$5.00

SCHEDULE "F"

HOURS OF OPERATION

The Claresholm Public Library is currently open 45 hours per week.

Regular Hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CLOSED	10 am	10 am	10 am	10 am	10 am	10 am
	to	to	to	to	to	to
	5:30pm	5:30pm	5:30pm		5:30pm	3 pm
				8 pm		

Monday, Tuesday, Wednesday and Friday	10:00 am	to	5:30 pm
Thursday	10:00 am	to	8:00 pm
Saturday	10:00 am	to	3:00 pm

The Library will be closed every Sunday, Statutory Holidays, and Saturday of long weekends, unless otherwise stated.

The Board has authorized three Professional Development Days for the staff. They will be held on a Monday in February, June and November.

SCHEDULE "G"

CHARGES FOR SERVICES

Services:

The following is the charges for various services provided by the Claresholm Public Library:

ITEM	PARTICULARS		CHARGE
Photocopies	Letter/Legal Paper	One side	25¢
		Two Sides	40¢
	Ledger	One Side	50¢
		Two Sides	80¢
Printer	Black & White		25¢
	Colour		\$1.50
Paper	Letter/Legal Paper		10¢
	Ledger		20¢
Envelopes	All sizes		25¢
Book Covering			\$3.00/book
Floppy Disk/CD/DVD			\$1.25
Fax	To send	1 st page:	\$3.00
		Following pages	\$1.00 / page
	To Receive:	1 st page:	\$1.00
		Following pages	50¢ / page

Miscellaneous Items:

Borrowers will be assessed charges on miscellaneous items that are returned to the library damaged. A set price will be charged for each item:

ITEM	CHARGE
Audio Cassette cases	\$1.00
Audio Inserts	\$5.00
Barcode Removal	\$2.00
CD Cases	\$2.00
CD Inserts	\$5.00

DVD Cases	\$2.00
DVD Inserts	\$5.00
Kit Bags	\$2.00
Magazine: Damaged (still usable)	Up to a max. of \$2.00
Magazine: Lost/totally damaged	\$10.00
Replacement of membership card	\$1.00
Video Cases	\$2.00
Video Inserts	\$5.00

SCHEDULE "H"

ROOM RENTAL RATES

Bill Simpson Room (Meeting Room) Rental Rates:

Up to 4 hours: \$ 50.00
Over 4 hours and up to 8 hours: \$100.00
Deposit for cleaning: \$ 20.00 (*which may be refunded at the discretion of the Library Manager*)

Equipment Rental: \$ 50.00
(*Projector, Screen, Laptop, BluRay/DVD Player*)

If key is lost or not returned, the renter will be billed for a new lock and new keys (this cost will be determined by the lock smith who will have to come from out of Town).

All rates may be adjusted at the discretion of the Board.

SCHEDULE I

EQUIPMENT RENTAL RATES

There is no charge for CNIB equipment.

Audio/Video Projector; Sound Equipment (Speakers/Mics and stands)

1. Not-for-Profit or Individual \$ 50.00 /2-day loan period
2. Business/Government \$ 75.00 /2-day loan period



REQUEST FOR DECISION

Meeting: February 26, 2024

Agenda Item: 7

BROADBAND POLICY

DESCRIPTION/BACKGROUND:

Tango Networks visited Council in October 2023 to discuss findings of the business sector broadband surveys conducted in 2023. The town received provincial grant funding to assist with this project from the Northern and Regional Economic Development program.

Tango found that there are several challenges to the state of broadband in Claresholm, including reliability and connection issues. Establishing a broadband policy is one of the first steps to improving broadband issues. Having a policy will: confirm the importance of broadband and the Town's Role in broadband service advocacy and improvements now and into the future; highlight the importance of Broadband in Claresholm outward to the business community and servicing ISP's, best-value approaches, long-term investment, and building scalable broadband infrastructure with minimal wasted investment; legitimize broadband advocacy and pursuit of grant opportunities; and, encourage broadband access and capabilities as part of Town planning and developer conversations.

Tango and administration have been meeting with local Internet Service Providers to present the findings of the surveys, and to advocate for improved service to the town (see attached advocacy letter). To assist with these advocacy initiatives, and potential future funding opportunities, administration is recommending that council approve the draft Broadband Policy. The policy was reviewed by the Administrative Services Committee at its February 22nd, 2024 meeting, with the following motion:

MOVED by Councillor Carlson to recommend the Broadband Policy to Town Council for approval.

CARRIED

Highlights of the policy include:

- Acknowledgement that some residents and businesses in town are underserved by current internet services
- Statement of internet access as essential service to residents and business.
- a commitment from the Town to pursue advocacy, grant funding and possibly direct investment into broadband upgrades where required.
- the Town include broadband infrastructure considerations in future developments.

PROPOSED MOTION:


Moved by Councillor _____ to approve the Broadband Policy for the Town of Claresholm as presented.

ATTACHMENTS:

- 1.) DRAFT Broadband Policy – 5.2.1
- 2.) Claresholm Broadband Survey Council Presentation
- 3.) Advocacy letters to ISPs

PREPARED BY: Abe Tinney, CAO

Date: February 23, 2024

 Claresholm	Broadband Policy		Policy #5.2.10
Department Owner:	Community/Economic Development		
Policy Applies To:	All Town of Claresholm Employees		
Date Created:	February 2024	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:		Policy(ies) Replaced/Rescinded:	N/A

Intent

To provide the governance framework for the continued support and advocacy of a sustainable broadband network throughout the Town, and to enable municipal operations and its partnerships to support essential broadband development.

Policy Statement

The Town of Claresholm recognizes:

- a) The importance of an affordable, accessible, and high-quality rural broadband service.
- b) That internet is an essential service for the Town of Claresholm
- c) Many town residents and businesses are underserved by current Internet services available,
- d) That economic diversity, sustainability and innovation are essential to the community's success.
- e) That to ensure residents and businesses have affordable, accessible, and high-quality broadband access, the Town will seek partnerships with broadband internet and cellular providers and potentially invest in a high-speed open-access broadband network to reduce the digital divide and provide further opportunities for economic prosperity and social well-being, for now and for generations to come.

SCOPE

This policy applies to the Town of Claresholm Council, and Administration and any partnership undertaken.

DEFINITIONS

- a) "Broadband" means wide bandwidth data transmission which transports multiple signals and traffic types, including internet. The medium can

be coaxial cable, optical fiber, radio, or twisted pair.

- b) "CRTC" means Canadian Radio-Television and Telecommunications Commission that serves as a quasi-judicial independent body and telecommunications regulator for Canada.
- c) "End-User" means a person or business that ultimately uses or is intended to ultimately use a product.
- d) "Essential Service" means those daily services essential to preserving life, health, public safety, and basic societal functioning that people have come to rely on in their daily lives. Access to affordable, quality internet is considered an essential service in Canada.
- e) "Gbps" means "gigabit per second" which is a unit of measurement for bandwidth and throughput on a network. Each gigabit is equal to 1,000 Mbps.
- f) "ISP" or "Internet Service Provider" means an organization that provides services to access and use the Internet.
- g) "Qualified ISP" means an ISP that meets the Town's standards set for service quality and security.
- h) "Mbps" means "megabit per second" which is a unit of measurement for bandwidth and throughput on a network. Each megabit is equal to 1 million bits.
- i) "OAN" or "Open-Access Network" means a telecommunications network architecture and business model that separates physical access to the network from delivery of services. Owner of an OAN does not supply services; these services are supplied by separate ISPs. OAN can include physical towers, physical network equipment such as fibre or radios, or conduit that is large enough to support multiple ISPs access.

GUIDELINES

1. The Town supports the following Broadband Goals and Initiatives:

- a) Broadband Accessibility – Providing enhanced coverage that aims to support current broadband standards for speed and availability along with consideration for future needs.
- b) Broadband Quality – Adherence to industry standards and best practices for design, implementation and operations of infrastructure and networking options.
- c) Broadband Affordability – Service offerings enhanced or developed new remain comparable and competitive with local service providers for business and residential broadband.

2. Principles for Sustainable Broadband Development

- a) The Town will support broadband improvements throughout the Town that support Town residents and businesses in meeting the minimum CRTC's broadband standards.
 - i. Emphasis will be put on network options that facilitate speeds that scale past basic service levels, with targets of 1 multi-Gbps download speeds where achievable.
- b) A fiscally responsible approach to investment and partnerships will be taken to support any infrastructure capital purchasing along with ongoing operating and replacement costs.
 - i. Grant opportunities and partnerships will be pursued and leveraged as a top priority.
- c) Expected service lifetime of broadband infrastructure will be at a minimum of 30 to 50 years depending on the type of infrastructure.
- d) Broadband considerations must be applied to all future development and during the evaluation of any existing development broadband requests.
- e) The Town will look to develop broadband that addresses infrastructure needs within the municipality.

3. Principles for Open-Access Network

- a) Broadband investments and partnerships will support OAN of broadband infrastructure.
- b) Investing in OAN will create a competitive environment in which all qualified ISP's have equal access to all end-users, customers, and common infrastructure.
- c) The Town will not provide end-user internet services.

REVIEW CYCLE: This Policy shall be reviewed at a minimum of every three (3) years.



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DRAFT



1. The Importance of Broadband

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

- Understanding Community Broadband, The Alberta Broadband Toolkit.

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

Broadband connectivity benefits County and its rural population in the following ways:

1. Large business operations:

Broadband connection must be available 24/7/365 and be of high quality.

- Examples include grain elevators, where many utilize off-site servers, telephone systems, and video conferencing in their day-to-day operations.

This market is expected to grow by 35% to \$120 billion in 2021 alone.

2. Remote working and Learning:

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

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

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

3. Leisure and Connectivity:

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

4. Retail Ecommerce:

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

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

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

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

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

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

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

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

2. Survey Feedback / Highlights

71 of 136 businesses surveyed in person 52% of targeted areas. The survey was completed from June to September, 2023 and conducted by Abe, Brady, Megan, and Steven.

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

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

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

3. Survey Observations

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

		To note, we consider Claresholm as being an attractive destination for folks looking to leave Calgary.
Shaw's speed outperforms TELUS in all areas of Claresholm in terms of available speed packages <ul style="list-style-type: none"> 1GB Capable 	Med	Each of the competitors should be approached to discuss their future for Claresholm and the MD of Willow Creek
Both TELUS and SHAW/Rogers have reliability issues throughout the Town.	Med	Each of the competitors should be approached to discuss their future for Claresholm and the MD of Willow Creek
Broadband quality (Reliability and speed) is worse on the West side of Hwy 2 than the East side of Hwy 2	Med	Each of the competitors should be approached to discuss their future for Claresholm and the MD of Willow Creek
Broadband “Expectations” are less then Urban/Metro areas due to living with issues that have normalized poor service	Med	ISP's need to be made aware of chronic service issues in the Town of Claresholm to pursue equal standard of Major centre vs. Rural centre.
Downtown Businesses using Cell phone hot spots to ensure Point of Sale does not fail. Many Downtown business have lost confidence in wireline services.	Low	Cell Hub service (cell phone hot spot) should be only utilized as a stopgap; lack of quality wireline broadband deters business online growth or technology deployment i.e.. On-line franchises, on-line business services, cloud based Security systems, will cause businesses to move or be unable to grow into the future – Band-Aid solution. ISP's need to be made aware of Downtown wireline Issues.

4. Summary

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

1. The important of broadband has not been established and there is a lack of Policy
 - a. Confirms Town’s Role in Broadband now and into the future
 - b. Highlights the importance of Broadband in Claresholm outward to the business community and servicing ISP’s. This allows best-value approaches, long-term investment, and building scalable broadband infrastructure with minimal wasted investment.
 - c. Broadband access and capabilities are not currently part of Town planning and developer conversations, yet the CRTC has considered Broadband a basic service since 2016.
 - d. Broken and/or unorganized advocacy efforts to ISP’s for investment and challenge awareness
 - e. A lack of policy makes pursuit of grant opportunities more difficult.
2. Lack of existing ISP engagement and investment
 - a. ISP’s unaware of issues current and future
 - b. ISP’s will only invest when network fails (reactive)
 - c. Lack of relationship means lack of future planning and streamlined development processes. The ISPs want to ensure their investment will be used by the community.
3. Lack of regional Broadband strategy partnerships
 - a. Claresholm is not on an Island with this challenge, surrounding Counties and municipalities share the same challenges
 - b. County of Willowcreek qualifies for ABF funding opportunity coming Q1 of 2024.
 - i. This potential grant funding could have a positive impact on capacity and capabilities for the Town of Claresholm if Approved
 - ii. Collaborative and Regional approaches to Grant submissions are looked upon more favourably

We also encourage this summary to consider the following:

1. What role does the Town of Claresholm have in current and future Broadband enhancement success?
2. What can the Town of Claresholm do to advocate for, and attract, additional ISP investment into the community?
3. Should we also gain insights into residential feedback on Broadband experiences in the Town of Claresholm? If so how? If not why?
4. If the Town of Claresholm makes Broadband experience and future capabilities a priority – how does this affect the Town Businesses and Residents.



Town of Claresholm

"Development by Design"

Broadband Survey Results (DRAFT) Ver A 2023 10 12

5. How is future development and growth obtained by not prioritizing Broadband access and capacity?
6. What economic impacts will there be on the community if the Town of Claresholm continues to view Broadband status-quo?
7. Would Tango's expertise and experience be beneficial to any Town Committees ie. Development Committee?

DRAFT

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

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

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

Tango Network has several unique areas of strength and experience:

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

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

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

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

6. Appendix: Broadband Survey

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

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

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

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

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

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

Name and Date

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

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

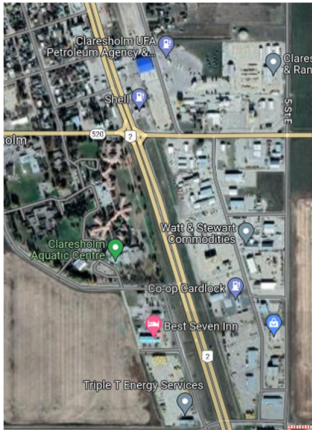


Figure 1: SE Industrial

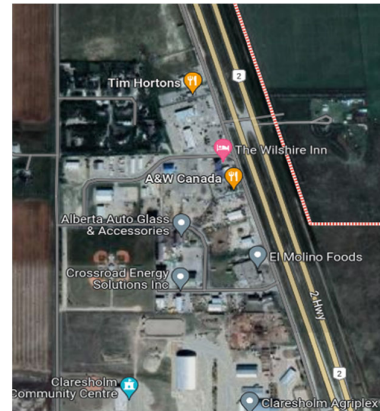


Figure 2: NW Commercial

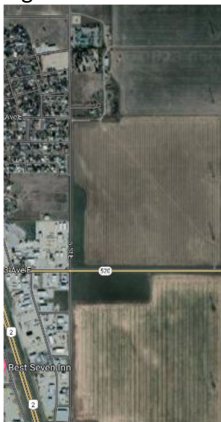


Figure 3 : New Industrial (Future development)

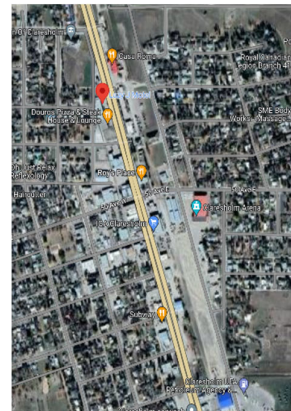


Figure 4 : Downtown / HWY 2

References

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

7. Appendix: Broadband Survey Results

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

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

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

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

Claresholm ISP high level overview

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

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

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

Common Comments

Positive

#3 Tone

"Very supportive of Towns direction with this analysis"

"(ISP) Customer service is awesome"

"(ISP) has never gone down for me"

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

Indifferent

2 Tone

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

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

Negative

#1 Tone

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

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

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

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

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

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

"paying waaaaayyyy too much!"

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

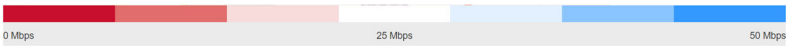
"It will cost me over \$30,000 just to get decent internet to my business"

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

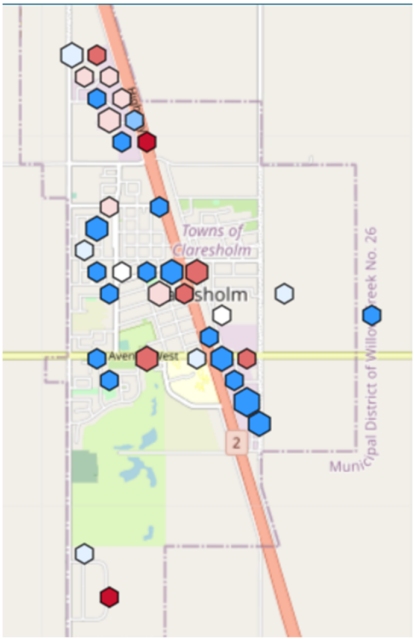
8. CIRA Speedtest Results

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

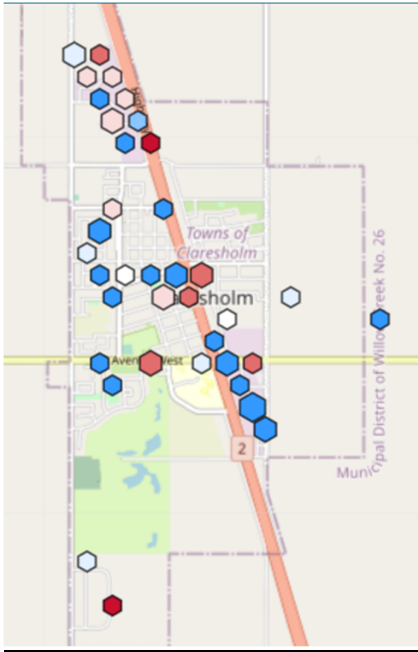
Legend:



Download:



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Request for Interest from Internet Service Providers (ISPs) to enable enhanced internet solutions Town of Claresholm

The Town of Claresholm (the Town), in concert with Town businesses, ISPs, and developers, are planning to create and pursue Broadband initiatives to encourage and stabilize business investment. The Town is also in process of developing a broadband policy.

The Town has identified 5 priority areas that require partnering ISP's to help identify and correct current challenges and position the Town for future business and residential growth:

1. East Annexed Land is poorly positioned for future broadband growth:
 - a. Lack of cohesive strategy to enable high-speed wireline broadband as this area is developed. This has led to the developer not provisioning for broadband during construction, nor have ISPs planned to integrate this areas into their broadband deployments.
2. Northwest Future development and existing business such as Meadowcreek Sausage and John Deer.
 - a. This area has slow and unreliable broadband service.
3. East Side of HWY 2 corridor
 - a. This area has slow and unreliable broadband service.
4. Southeast Industrial
 - a. Locations have no dominant high-quality broadband provider; the differences in quality are substantial from street to street and from one side of street to the other.
5. Downtown Reliability issues
 - a. Most businesses have access to at least two ISP's but find all options have poor reliability.

The areas are shown in Appendix 1.

Background

The town has recently completed a town wide business broadband survey and has uncovered internet challenges in several priority locations. The Town intends to further engage with all developers, the Town business community, and incumbent ISP's to address the challenges regarding Broadband availability and reliability.

The Town is pursuing the role of 'ISP Enabler' and does not intend to become a direct ISP. The Town understands that Capital Investment is needed to achieve these goals and is willing to discuss and review options. This RFI is part of the overall approach the Town is taking to develop broadband infrastructure:

1. Assess the present-state condition of broadband using surveys and establish the importance of broadband within the community; a survey has been completed (Sept 2023) and a policy is being developed.
2. Confirm the willingness of ISPs and their current broadband infrastructure and broadband initiative planned for the Town
3. Select an ISP to develop a partnership with the Tower and other stakeholders.

Schedule

The RFI schedule is as follows:

1. RFI Release : Dec 5, 2023
2. Questions and answers : Dec 5 - 8
3. Response submission deadline : Dec 10
4. Town discussion with each respondent : December

Present state of Internet Service Provider Infrastructure

1. What existing wireline infrastructure does the ISP currently have within Claresholm?
2. What future plans does the ISP have to place more infrastructure within Claresholm?
3. Are there capacity issues within the Town of Claresholm for wireline broadband services?
4. Are you able to service all parts of Claresholm with high-speed wireline services?

The Town is seeking partnerships in delivering long-term broadband solutions. With regards to partnering with the town, please indicate your preferred partnering model:

1. To own Town installed fiber strands
2. To have a right of use for fiber strands without any active Stakeholders
3. To have a right of use for fiber strands which are dependent on active Stakeholders
4. The location(s) they would like to connect to the shared fiber. This could include locations for transports, wireless tower sites and other points in the ISPs and County shared interest.
5. To operate and maintain the shared fiber line on the Stakeholder's behalf. The ISP should indicate if they can offer this as a managed service and high-level terms they would offer or expect.

Please contact Steven Olmsted, Matt Sproule or Abe Tinney for more information.

Steven Olmsted
Business Strategy, Tango Networks;
Consultant for Town of Claresholm
solmsted@tangonetworksinc.ca
403 977 1386

Matt Sproule
Director, Tango Networks; Consultant for Town of Claresholm
msproule@tangonetworksinc.ca
780 887 2533

Abe Tinney
CAO, Town of Claresholm
abe@townofclaresholm.ca
403 625 3381 ext 128

Appendix 1: Town Priority Aras

Issues with current broadband deployment:

1. Data speeds and availability are unreliable for business use; the demand for cloud computing and remote connectivity will continue to grow rapidly to support residential and business needs.
2. Data speeds are insufficient and upgrades/new installations are costly
3. New installations fall on the back of one or two individual businesses. A combined approach would spread the initial cost among several businesses and other Stakeholders
4. There is no long-term plan for broadband to serve these areas
5. Lack of ISP (Internet Service Providers) competition and options for businesses

It is understood that open Access fibre is a 30 – 50 year investment and is the only technology proven to keep pace to ever increasing data demands. From reference [4], fibre is “Future-proof – speeds of fibre connections are limited by the electronics attached to the end of the fibre optic cables, not by the network infrastructure itself.”



Figure 1: SE Industrial

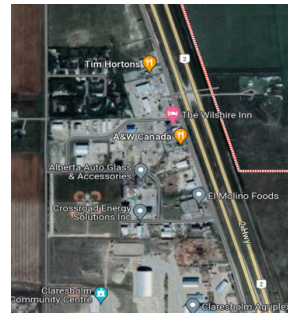


Figure 2: NW Commercial

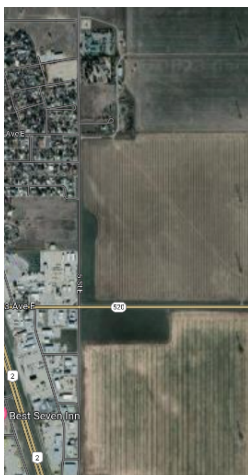


Figure 3 : New Industrial (Future development)

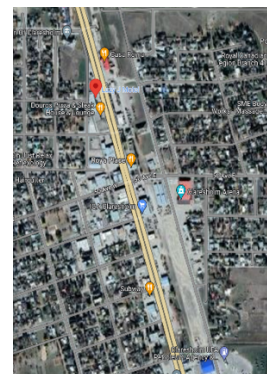


Figure 4 : Downtown Claresholm / HWY 2 Corridor

Appendix 1 – Town of Claresholm Priority Areas



REQUEST FOR DECISION

Meeting: February 26, 2024
Agenda Item: 8

CELL PHONE POLICIES UPDATE

BACKGROUND / DESCRIPTION:

Administration has been reviewing policies in our management meetings every Tuesday following the council meetings for several months now. The purpose is to ensure staff are aware of and understand the policies and to help ensure the policies are kept up to date and relevant for administration and employees as circumstances change.

The policies under review at this time are to do with cell phones and their use.

Policy #1.1.25 – Cell Phones For Business Use (see attached) has to do with the parameters of ownership, replacement, and general administration of the communication devices provided to designated employees. The highlighted areas are the changes suggested.

Policy #1.4.05 – Cell Phone Use has been reconfigured into new policy 1.4.06 Cell Phone Use. The change here is primarily to broaden the scope of the policy address the expanded use of personal phones used for work purposes as the Town has started to utilize more apps in daily work processes.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt version 2.0 of Policy #1.1.25 “Cell Phones For Business Use” as presented to meet current needs and practices.

Moved by Councillor _____ to adopt version 2.0 of Policy #1.4.05 “Cell Phone Use” as presented to meet current needs and practices.


ATTACHMENTS:

- Policy 1.1.25 “Cell Phones For Business Use” v2.0 with changes highlighted
- Policy 1.4.05 “Cell Phones Use” v2.0 with changes highlighted

PREPARED BY: Lisa Chilton – HR & Tax Administrator

APPROVED BY: Abe Tinney – CAO

DATE: February 23, 2024

 Claresholm	Cell Phones for Business Use		Policy #1.1.25
Department Owner:	Administration		
Policy Applies To:	Town of Claresholm Cell Phones		
Date Created:	September 2018	Date Approved By Council:	
Version #:	2.0	Resolution #:	
Last Review Date:	February 22, 2024	Policy(ies) Replaced/Rescinded:	Version 1.0

Intent

To establish a policy related to the replacement, reimbursement, ownership, usage and general administration of employer paid communication devices and plans with Town of Claresholm employees.

Definition

"Communication device" includes but is not limited to handheld electronic device with the ability to receive and/or transmit voice, text, or data messages.

Guidelines

Employer paid communication devices may be granted to employees for communications to help them better perform their duties while away from the office or away from a nearby land line.

a) Approval

- I. Employees are eligible for use of an employer paid communication device with a recommendation from their respective Supervisor and with the approval of the Chief Administrative Officer (CAO) or designate.
- II. The Communication Device Approval Form (see attached) must be filled out and signed by the respective supervisor and the CAO or other designated officer.

b) Usage

- I. The communication device may be used by the employee for both personal and business related calls as long as usage is reasonable. Cell phone bills will be reviewed periodically for unreasonable use and the Town may ask for the employee to reimburse the Town for excessive extra fees incurred for personal use. Reasonableness will be at the discretion of the CAO or designate. The Town reserves the right, at the CAO or designates discretion, to revoke authorization for a Town paid wireless device plan based on abuse of this privilege.
- II. The communication device should be used in a responsible, professional manner and should not be a distraction or take away from the employees' performance.

c) Purchase, Replacement & Ownership

- I. The CAO or designate will determine what communication device is required or adequate for the position and purpose of the employee. This will generally be a budget or lower end device. The employee may request the type or operating system of the device (e.g. iPhone vs Android) which will be considered in the CAO or designates decision. The CAO

- or designate may also provide a used or refurbished phone rather than a new phone. If the employee accepts the device provided the device remains the property of the Town.
- II. At the employees option they may select a different or upgraded communication device of their choosing, but must personally pay for the difference in cost of the device selected from the communication device that would have otherwise been provided. In this case the device will remain the property of the employee.
 1. This can be done either by the employee purchasing personally and submitting an expense claim for reimbursement for Town's approved portion.
 2. Alternatively the Town can purchase and the employee must reimburse the Town for their portion. The device will not be given to the employee until money is received.
 - III. The Town will cover all reasonable costs related to the activation or setup of the device on the Town's wireless communication plan, as well as the cost of a warranty plan (i.e. AppleCare or equivalent). This does not include other local vendor customer care or similar service or warranty packages.
 - IV. The Town will provide reasonable accessories (e.g. case, car charger and/or screen protector) every 18 months.
 - V. New Communication Devices will be replaced only once every 3 years. If a refurbished or used device is provided the device may be replaced sooner at the CAO or designates discretion.
 - VI. If an employee desires to upgrade or replace a device sooner, the CAO or designate may allow for a prorated portion that the Town will cover based on the age of their current device. The difference will be the expense of the employee.
 - VII. If the communication device is lost, broken, or stolen, the employee will be responsible for all replacement or repair costs unless caused by extenuating circumstances which will be determined by the CAO.

d) Retaining the Device After Retirement or Termination.

- I. If an employee chooses to keep their device upon retirement or termination, they can purchase the phone from the Town for the estimated market value of the phone. If the employee paid to upgrade the phone the cost to purchase the phone from the Town will be the estimated market value prorated by the percentage of the original purchase price the Town paid for.
- II. If an employee would like to keep their Town of Claresholm phone number on departure they may do so with approval of the CAO or designate. Any costs related to a transition will be the responsibility of the employee.

e) Administration of Wireless Device Plans

- I. The CAO or designate will determine what rate plan is provided for an employee. This plan will remain under the name of the Town and will be administered by the Town.
- II. If an employee wishes to remain on their own personal rate plan the Town will allow for partial reimbursement of the employees monthly rate plan up to a maximum amount per month at the discretion of the CAO or designate. The maximum reimbursed will be determined based on the use and needs of the employee in their position and the current estimated cost to the Town if the employee was on the Town's rate plan contract.



Town of Claresholm
Communication Device Approval Form

Employee Information

Employee Name: _____

Department: _____ Position: _____

CAO Approved Communication Device Information

New Device to be provided: _____ Cost: _____

Optional Refurbished Device to be provided under Telus Lease Contact _____

Employee's Accepted Device (Mark Choice)

- ☐ Town provided New Device
- ☐ Town provided Refurbished Device
- ☐ Employee Selected Upgrade: _____

Phone Cost: _____ Employee's Portion: _____

Date Purchased: _____ Date Eligible for Replacement _____

Approved Maximum Reimbursement for Employee Wireless Plan:

If employee remains on personal cell phone plan the Town will reimburse the employee for their cell phone plan to a maximum monthly amount of (expense claim must be submitted with invoices): _____


Employee Signature

I certify that I have read, understand and intend to comply with the Town of Claresholm's "Cell Phone For Business Use" Policy. I recognize that if I have upgraded and personally paid for a portion of my phone that it becomes my property at the end of the 3 year contract term, otherwise the phone is the property of the Town and must be returned.

Signature: _____ Date: _____

CAO/Designated Officer Signature

Signature: _____ Date: _____

 Claresholm	Cell Phone Use At Work		Policy #1.4.05
Department Owner:	Administration		
Policy Applies To:	All Town of Claresholm Employees		
Date Created:	November, 2023	Date Approved By Council:	
Version #:	2.0	Resolution #:	
Last Review Date:	February 22, 2024	Policy(ies) Replaced/Rescinded:	V1.0

Intent

To establish a policy that outlines the use of personal cell phones at work, the personal use of business cell phones and the safe use of cell phones by Town employees while driving, or anytime while performing their employment duties.

Guidelines

All employees (fulltime, part time, contractors etc) of the Town of Claresholm will exercise caution, restraint and common sense when using either a company or personally owned cellular phone during working hours.

Parameters

Cellular phones at work

- I. While at work, employees are expected to exercise the same discretion in using cellular phones as is expected for the use of all business phones. Personal calls during the work hours, regardless of the phone used, can interfere with employee productivity and be distracting to others. Personal cell phones are to be used only for emergencies or work-related purposes, during working hours.
- II. Where the Town is requesting or requiring employees to use their personal phones while at work, an employee can submit a request for a monthly phone stipend to their manager, which must be approved by the manager and the CAO. If granted this compensation would be included in the employees pay cheque, divided in 2 payments, on the first 2 pay cheques per month.**
- III. Where the requested use of the phone is in conditions that could reasonably result in potential damage to the phone the employee may also be authorized to purchase a case to protect the phone from damage once every 24 months. The Town will not replace or pay for a damaged phone where an employee did not have an appropriate case on their device to protect it from damage**
- IV. The cell phone, when used as authorized, should be used in a responsible, professional manner and should not be a distraction or take away from the employees' performance

Safety Issues For Cellular Phone Use

- V. Employees whose job responsibilities include regular or occasional driving are expected to not use their phone while driving. Safety must come before all other concerns. In situations where job responsibilities include regular driving and accepting of business calls, hands - free equipment may be provided to facilitate the provisions of this policy. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phones while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline as outlined the Town's Progressive Discipline Policy.



Town of Claresholm
Person Communication Device Stipend for Business Use
& Protective Case Authorization

Employee Information

Employee Name: _____

Department: _____ Position: _____

Approved Amounts

Monthly phone stipend _____

Protective Case Approved Amount (one every 2 years) _____

Employee Signature

I certify that I have read, understand and intend to comply with the Town of Claresholm's "Personal Cell Phone Use at Work Policy."

Signature: _____ Date: _____

Approval

Manager's Signature: _____

CAO/Designated Officer Signature: _____

Date: _____



REQUEST FOR DECISION

Meeting: February 26, 2024

Agenda Item: 9

FEDERATION OF CANADIAN MUNICIPALITIES (FCM) 2024 ANNUAL CONFERENCE AND TRADE SHOW

DESCRIPTION:

The Federation of Canadian Municipalities (FCM) is having their annual conference and trade show in Calgary this year. Administration is of the opinion that a representative from the Town of Claresholm should attend this convention as it has not been this close to us in many years. It is recommended to send Mayor Brad Schlossberger to attend on behalf of Claresholm Town Council, and he has indicated that he is able to attend. The convention presents a great opportunity to network with other municipalities from across Canada.

As this was not a planned convention for this year, a motion to send the Mayor needs to be made for this out-of-budget expenditure. Early-bird registration for FCM members up until April 19th is \$1,095, after which it is \$1,295 per person. All the details can be viewed from their website.

<https://fcm.ca/en/events-training/conferences/annual-conference-and-trade-show>

The Town is a member of the FCM, and this group advocates for municipalities at the federal level much like Alberta Municipalities advocates for municipalities at the provincial level.

PROPOSED MOTION:

Moved by Councillor _____ to send Mayor Brad Schlossberger to the Federation of Canadian Municipalities Annual Conference and Trade Show in Calgary from June 6-9, 2024 up to a total cost of \$3,000 plus GST.

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: February 23, 2024



Town of Claresholm
Income Statement by Object
January 31, 2024

					YTD % of
Revenue		JANUARY	2024 YTD	2024 BUDGET	Budget
21.01	Net municipal taxes	-	-	(3,909,895.19)	0%
21.01.03	Special assessments	-	-	(3,290.00)	0%
21.02	User fees and sales of goods	(25,760.28)	(25,760.28)	(3,478,579.00)	1%
21.03	Government transfers for operating	(29,514.57)	(29,514.57)	(331,310.00)	9%
21.04	Investment income	(47,178.69)	(47,178.69)	(130,000.00)	36%
21.05	Penalties and costs of taxes	(24,259.50)	(24,259.50)	(97,600.00)	25%
21.07	Licenses and permits	(25,768.62)	(25,768.62)	(119,700.00)	22%
21.03.05	Other local government transfers	(30,219.17)	(30,219.17)	(224,687.56)	13%
21.09	Franchise and concession contracts	(23,884.32)	(23,884.32)	(355,335.00)	7%
21.10	Rental	(3,934.23)	(3,934.23)	(139,486.00)	3%
21.11	Other	(2,750.93)	(2,750.93)	(91,700.00)	3%
		(213,270.31)	(213,270.31)	(8,881,582.75)	2%
Expenses					
2-01	Salaries, wages and benefits	200,639.91	200,639.91	3,426,627.26	6%
2-02	Contracted and general services	72,919.66	72,919.66	1,943,856.60	4%
2-03	Materials, goods, supplies, and utilities	71,860.09	71,860.09	1,603,459.56	4%
2-04	Bank charges and short-term interest	70.05	70.05	1,200.00	6%
2-05	Interest on long-term debt	-	-	188,041.73	0%
2-06	Other expenditures	3,737.36	3,737.36	30,185.00	12%
2-08	Transfers to organizations and others	65,760.27	65,760.27	379,691.00	17%
2-09	Purchases from other governments	6,726.62	6,726.62	6,750.00	100% ¹
2-11	Amortization	-	-	1,792,787.00	0%
		421,713.96	421,713.96	9,372,598.15	4%
Net Income		208,443.65	208,443.65	491,015.40	
Other					
Trans	Transfers to/from reserves	-	-	(882,533.47)	0%
21.23	Government transfers for capital	(100,000.00)	(100,000.00)	(2,300,935.00)	4%
21.27	Other external funding for capital	-	-	(174,074.00)	0%
Cap-E	Capital expenditures	148,621.25	148,621.25	4,376,205.00	3%
Debt-R	Debt Principal Repayment	-	-	283,109.07	0%
Amort	Amortization addback	-	-	(1,792,787.00)	0%
		257,064.90	257,064.90	(0.00)	

Notes

¹ This is annexation fees paid to the MD of Willowcreek on annexation of lands on west side of Town that took effect on January 1, 2024. This was a one time fee.



Town of Claresholm
Income Statement by Function
January 31, 2024

	JANUARY	2024 YTD	2024 BUDGET	YTD % of Budget
Revenue				
Tax and requisition revenue	(94,670.51)	(94,670.51)	(4,505,830.19)	2%
General administration revenue	(19,226.63)	(19,226.63)	(149,100.00)	13%
Police	(892.00)	(892.00)	(4,000.00)	22%
Fire	(1,500.00)	(1,500.00)	(29,000.00)	5%
Bylaw enforcement	(7,455.00)	(7,455.00)	(14,000.00)	53% 1
Roads, streets, walks, lighting	-	-	(15,000.00)	0%
Water supply and distribution	(802.53)	(802.53)	(1,877,605.00)	0%
Wastewater treatment and disposal	(286.52)	(286.52)	(646,524.00)	0%
Garbage Collection	(226.50)	(226.50)	(456,920.00)	0%
Recycling	(62.16)	(62.16)	(310,020.00)	0%
FCSS	(58,555.83)	(58,555.83)	(242,225.56)	24%
Cemetery	(500.00)	(500.00)	(22,500.00)	2%
Economic development	-	-	(149,472.00)	0%
Land use planning, zoning and development	(12,299.92)	(12,299.92)	(88,100.00)	14%
Parks and recreation	(14,770.80)	(14,770.80)	(350,786.00)	4%
Culture - libraries and museum	(2,021.91)	(2,021.91)	(20,500.00)	10%
	(213,270.31)	(213,270.31)	(8,881,582.75)	
Expenses				
Legislative	-	-	129,793.95	0%
Administration	110,822.78	110,822.78	1,483,989.47	7%
Police	-	-	226,480.00	0%
Fire	10,027.99	10,027.99	232,695.19	4%
Bylaw enforcement	6,996.44	6,996.44	110,785.05	6%
Common and equipment pool	28,855.04	28,855.04	621,818.92	5%
Roads, streets, walks and lighting	42,660.52	42,660.52	687,942.13	6%
Storm sewers and drainage	2,297.60	2,297.60	15,780.38	15%
Water supply and distribution	41,514.07	41,514.07	1,178,458.74	4%
Wastewater treatment and disposal	4,375.18	4,375.18	152,433.54	3%
Garbage Collection	7,471.87	7,471.87	360,922.10	2%
Recycling	14,274.63	14,274.63	315,000.00	5%
FCSS	12,294.98	12,294.98	256,095.06	5%
Daycare	1,979.17	1,979.17	23,750.00	8%
Cemetery	6,157.82	6,157.82	58,141.15	11%
Physician recruitment	-	-	3,000.00	0%
Economic development	8,808.28	8,808.28	275,157.13	3%
Agriculture - weed and pest control	-	-	18,393.67	0%
Land use planning, zoning and development	19,286.34	19,286.34	208,128.37	9%
Parks and recreation	55,695.79	55,695.79	832,680.67	7%
Culture - libraries and museum	48,195.46	48,195.46	388,365.63	12%
Amortization	-	-	1,792,787.00	0%
	421,713.96	421,713.96	9,372,598.15	
Net Income	208,443.65	208,443.65	491,015.40	

Notes:

- 1** Bylaw revenue to date is dog licenses, with majority of revenue received in January. Majority of remaining budgeted revenue is fines and clean-up fees charged that will be charged more evenly throughout the year.



CAO REPORT

February 26, 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.

November 27th – Emergency Services Committee – discussed EMP, reviewed yearly activities and functional exercise, reviewed bylaw and recommended changes to membership.

December 7th – Attended Recall of Municipal Councillors, municipal affairs training session, where we reviewed the process for recall, including the recall act, recall petition definition: formal request to remove a municipal councillor between elections by collecting signatures. The background for the legislation: many citizens felt councillors weren't accountable. Recall petition legislation aligns with other existing petition legislation. Recall legislation is applicable to MLA, school board trustee recall and municipal councillors.

January and December - ongoing water shortage response meetings, hosted by Alberta Environment and Protected Areas. Alberta Environment is concerned that ice will damage the intake screens on the Town's raw water intake, as well as their outflow into Willow Creek. Damaged intake screens are not normally a concern in the winter because water (and ice) levels are usually much higher. We are currently working with our provincial counterparts to install bubblers at the reservoir, which will keep water moving and avoid ice forming and damaging the intake screens. There is still a lot of water in the reservoir, but the quality is poorer, requiring more intensive treatment processes.

Attended the ABMunis Webinar on the new Local Government Fiscal Framework. Under this new funding program, municipalities will have access to their grant allotments a couple years in advance, which will give municipalities more certainty when creating their operating and capital budgets. Grant funding will be tied to provincial revenues, which in theory will keep pace with inflation and the growing economy. There is also a new needs-based allotment to the capital portion. Municipalities that fall under an 80% threshold of the per capita municipal equalized assessment will receive a needs-based top off to the LGFF capital grant. Claresholm will not qualify for this needs-based grant for the next couple years because we are around 88-90% of the provincial equalized assessment. However, Claresholm may be required to dedicate a portion of LGFF funding to infrastructure replacement. This would be a requirement of the new program – municipalities whose infrastructure age has reached a certain threshold may be required to dedicate portions of LGFF to infrastructure upgrades. Administration will prepare an info brief for a future council meeting.

BYLAW

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

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

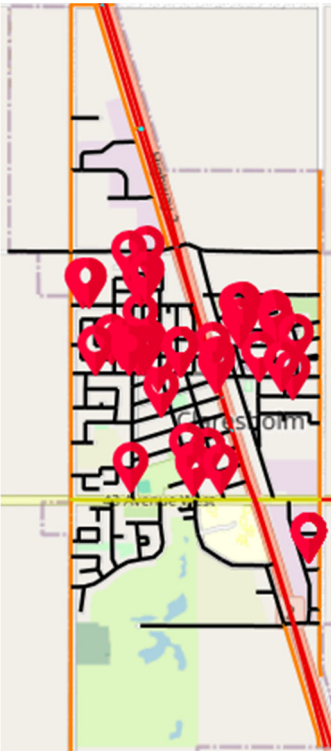


INFORMATION BRIEF

Meeting: Feb 26, 2024
Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT Jan 16, 2024- Feb 21, 2024

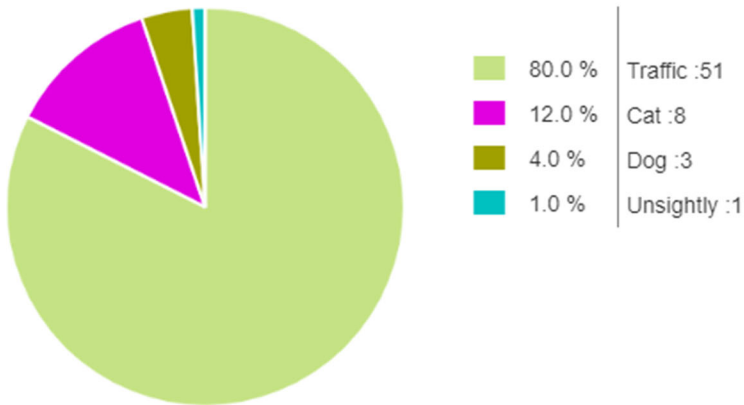
Report Mapping



Jan 16/Feb 21, 2024 Highlights:

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.
2. 11 Animals brought into CARES
 - 8 Dogs
 - 3 Cats
3. Unsightly Properties has decreased with the season change.
4. Bylaw Office started 63 files between Jan 16, 2024- Feb 21, 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. Snow and Ice being cleared at a good rate, with reminders. The need for outside contractors is low.

Total number of requests by Service Type :



Opened	Closed
1	50
0	8
1	2
0	1

DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 1/22/2024 - 2/23/2024

Claresholm

Financial

- 2023 yearend and audit is nearly complete. Auditors were out for field work on Feb 9 and only had to be on premises for 1 day this year which is half the time they are usually here. Everything seemed to go smooth, and we should have audited financials to present to Council in March. Its always a lot of work/hours wrapping up a yearend and preparing the financials in accordance with the appropriate accounting standards, and a lot of staff take part in different pieces, so its nice to see it all come together as nicely as it has.
- 2024 Budget is in the processes of being updated for presentation and discussion with Audit and Finance Committee and FIPC. Changes from the Interim budget include items such as updated LGFF Grant funding amounts, requisitions, updating pricing on items such as insurance, etc. These will go before these committees sometime in mid March, with Budget presented to Council for adoption in April.
 - Operating grant applications for community groups receiving Town funding are due Feb 29th. Reminders have been sent out and these will be presented to the A&F Committee for discussion and inclusion in the 2024 Final Budget.
- The financial reporting and Audit for the Economic Development's 2021-2023 Settlement, Integration and language projects (SILP) grant that ended in March of 2023 has now been completed and submitted as well, which should finalize that grant. We are waiting for confirmation of satisfactory review and release of our final 5% of the grant funds.

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 – This is well underway with much of the preliminary information having been provided. The company is currently looking to secure a contractor to digitize all the records here in our office and come spring take pictures at the cemetery of headstones and monuments, etc. This process should start in here in the next month or so.
 - Request Management Software – This system is nearly ready to launch, starting with just an internal launch for staff to start using and work out any bugs or add any additional edits or request types to the system before launching to the public.
 - eScribe Meetings – we have scheduled our kick off meeting to start the onboarding process for this system for late March.

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

DEVELOPMENT SERVICES MANAGER REPORT



Claresholm

For: 1/1/2024 - 2/20/2024

Development Permits

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

Compliance Requests

- ❖ 2 compliance requests received.

Miscellaneous

- ❖ Working with the Lions Club completing applications for Centennial Park playground. Will continue to coordinate with the group for 2024 submissions.
- ❖ Local Press Ads – Bylaw reminders – parking, business licenses and dog license renewal reminders. Open house notices.
- ❖ Emergency Management – Two department staff participated in ICS 200 training. This increased staff knowledge and capacity for assisting with emergency events. February 12 - Annual review of Emergency Plan with AEMA, everything is updated and in order, DEM will continue to update and add as required.
- ❖ February 6, 2024- Webinar on meeting with grant agencies. Best practices were discussed on competitive grant programs. Municipal Affairs introduced grant programs the Town is familiar with, (Alberta Community Partnership, Municipal Internship). Guidelines for writing grants, identifying partnerships, knowing the funders and their objectives, developing strong budgets, etc. were all discussed. FCM also presented a few of their funding streams – green municipal fund. We continue to review all of these programs for the Town's municipal projects and utilize grantmatch as well.
- ❖ February 13, 2024 – GIS training.
- ❖ February 15, 2024 – Brownlee Law Emerging Trends seminar. Topics included: Teamwork, how governance can work, clearing up concerns with Municipal Utility Bylaws, Tax incentives for Municipalities, “Just Cause” workplace conduct, Municipal Risk Management, Recent case law and legislative changes.



On-going projects

- ❖ Annual 2023 Review Newsletter mailed out with the February utility bills.
- ❖ Training on request management software weekly, establishing the program, onboarding of all the bylaws, information, routing, knowledge-based articles, etc.
- ❖ North Point ASP Open house held Feb 12, 2024. Over 35 people in attendance, comments will be reviewed, any changes made, and added to the report. Finalization and bylaw adoption in process.



Submitted by
Tara Vandervalk,
Development Services Manager



Economic Development Report

Prepared by Megan McClung and Ali Hemmaway

February 26, 2024

Engagement Coordinator

Welcoming Claresholm

The Welcoming Claresholm committee is expanding every month with the addition of new members. Currently, our focus is on a captivating Tile project aimed at fostering connections within our communities, families, and even among long-distance loved ones. By bringing together mosaic tiles to create a unified piece of art, we aim to spread joy and inspiration far and wide.

Our first step in this endeavor will be painting tiles at the upcoming Winter Festival. It's an opportunity for everyone to get involved and contribute to this beautiful project. Additionally, we gather for our monthly meetings regularly to discuss progress and plan our next steps.

Events

Had our first planning meeting for Winter Festival and Spread the word. Both had good number of volunteers and service groups that come forward to help.

We are currently engaged in collaboration with various service groups and businesses to initiate the planning for our upcoming Fair Days, summer movie nights, and events, as well as The Range Bike Tour

Downtown Engagement and Tourism

. Collaborated with FCSS to create over 60 kindness boxes for Kindness Week, delivering them to businesses who then adorned them in pink to demonstrate their support for kindness. Additionally, I consistently update the Business Hub with information aimed at fostering collaboration between the town and local businesses.

. Conducted an event survey tailored to gather insights from businesses, aiming to bolster economic development during events. The feedback received was overwhelmingly positive, and we are currently compiling the results to present to the Economic Development Committee (EDC) as part of our strategic planning efforts.

. Similarly, I conducted an event survey targeted at residents to gather feedback on tourism and events within our town. The responses garnered are brimming with valuable insights, which will be shared with both the council and the EDC.

. Looking ahead, I have scheduled meetings with representatives from Fort Macleod and Nanton to explore potential collaborations for the summer, focusing on mutual support for each other's events and strategies to enhance foot traffic. Work on a Summer passport between communities.

. 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, with a total of 61 businesses already highlighted. I continue to showcase businesses twice a week to further promote local establishments and their offerings.

Education /Training

Attend monthly interagency meetings.

February 23, 2024

Attend Monthly welcoming Claresholm meetings.

Attend WCIS monthly meetings.

Attend monthly Alberta Southwest regional round table meetings.

Attending fort Macleod Networking event for the Chamber

Community Foundation of Lethbridge and Southwestern Alberta grant training

Attend EDC meeting monthly

Attended Hosting International Trade Missions zoom training

Economic Development Assistant

Attends and takes minutes for the Economic Development Committee meetings and Subcommittee meetings, creates and sends out Agenda Packages. Attends bi-weekly meetings with IRCC representatives. Attends monthly partnership meetings with Willow Creek Immigrant Services. Attends Welcoming Claresholm Committee monthly meetings and events. Attends monthly Interagency meetings. With Engagement Coordinator, hosted a site visit from Alberta Association of Immigrant Serving Agencies (AAISA), which included Welcoming Claresholm admin, and WCIS, to share Claresholm's immigration and settlement process, successes and challenges, and learn about how AAISA can support us.

Primary point of contact for the Rural and Northern Immigration Pilot program, in charge of responding to enquiries, reviewing applications, and conducting interviews. **A total of 27 Community Recommendations were issued in 2023 and 8 were issued in January of 2024. The RNIP program has been extended to July 2024, and Claresholm has received an additional 17 allocations.**

Developed a webpage with information on the [Rural Entrepreneur Program](#), communicated with other participating communities to identify best practices on administering this immigration program. Updated and added to the [Links and Tools](#) page of the Claresholm website to make it a bit more informative and user friendly. Continues to send out bi-weekly Economic Development Bulletins (email newsletters) to subscribed Claresholm businesses ([16 sent so far](#)) as well as monthly Claresholm Business Hub Job Postings roundups (4 have been sent out so far). These two newsletters have seen an increase of 89 subscribers since July 1, 2023.

Completed two of three courses in the Economic Developers Alberta Community Economic Development Training Program. The third and final course, Business Retention and Expansion, is in progress and will be completed by the end of February. Attended a Rural Entrepreneur Stream webinar and a Fostering a Community of Inclusion and Belonging at Work webinar.

FCSS REPORT TO COUNCIL FOR FEBRUARY

- Partnered with Claresholm Transportation Society on an EOI for a Healthy Aging Alberta grant for rural transportation. We are looking at dollars to assist us in offering a sliding scale of payment to clients that are struggling financially for costs of trips to medical appointments or trips to town or to attend events. FCSS will be responsible for deciding on the clients that will receive the funding and if they can pay even just a bit. Have not heard back on the EOI as of yet.
- Hosted a Palliative Care Training for volunteers. It was presented by facilitators from Alberta Hospice Palliative Care Association and consisted of two full days of training. Certificates were received for all participants. There were 33 participants for the full two days.

The hope with this training is to find some volunteers to offer help to people either in hospital, Auxiliary or at home that will need some care or visits, or to touch base with the isolated ones. I arranged a meeting with the hospital social worker, the AHS volunteer coordinator and a Homecare nurse to discuss how this will work. We also have one of the trainees that will take the lead on organizing this program.
- Received the amended Family Resource Network contract. We have received a 3% increase for one year which brings the total to \$37080 to assist families and children from 0 to 18 years of age.
- Have planned the next year of activities that we host at the social centre and pre-booked the dates and sent payment. Will use the centre for Family Bingo nights and Junior Teen events.
- Applied for a grant through Rural Development Network for aiding in rural homelessness. If successful it will allow us to put up clients in motels for a few days to organize housing for them, pay damage deposits, or rent in arrears to keep the space, also can pay for utility arrears. Asking for \$27,800 each year for two years.

- The new external funding applications are due on Feb.23 this year and they are starting to come in. I have made sure their final reports have been completed and will present the new applications to my Board at the March 4 to make final decisions.
- In partnership with Town of Claresholm event coordinator and FCSS we created Kindness boxes which were delivered to participating businesses (anyone that asked). The pink boxes included pink decorations and posters that they could use to bring awareness of Kindness and anti-bullying (pink shirt day). For our first time I thought we would maybe get 20 businesses to participate but we delivered 60 boxes. Thanks to Megan McClung for all her work with this project. Thanks to Mayor Schlossberger for taking this picture!



- Hosted the Family Day Skate. It was an amazing day. We had 281 people attend and 11 people volunteered to assist us this day. We also had one cat that refused to stop coming in. New Fox donated 200 hotdogs and we had to run and get 24 more to make it to the end of the day. There was skating, balloon sculptures, face painting, sparkle tattoos and lots of play centers upstairs. This was the best turnout so far during my time as Director.
- With Blair's help we got the financials organized for reporting to GOA; due at the end of March.
- We are preparing for tax time again. Have the u-file program downloaded on all our staff computers and 2 off site laptops. We

have volunteers organized to work off site at Parkside, the Lodge and also in Granum. We will begin accepting clients on March 4th.

Out of 29 responses

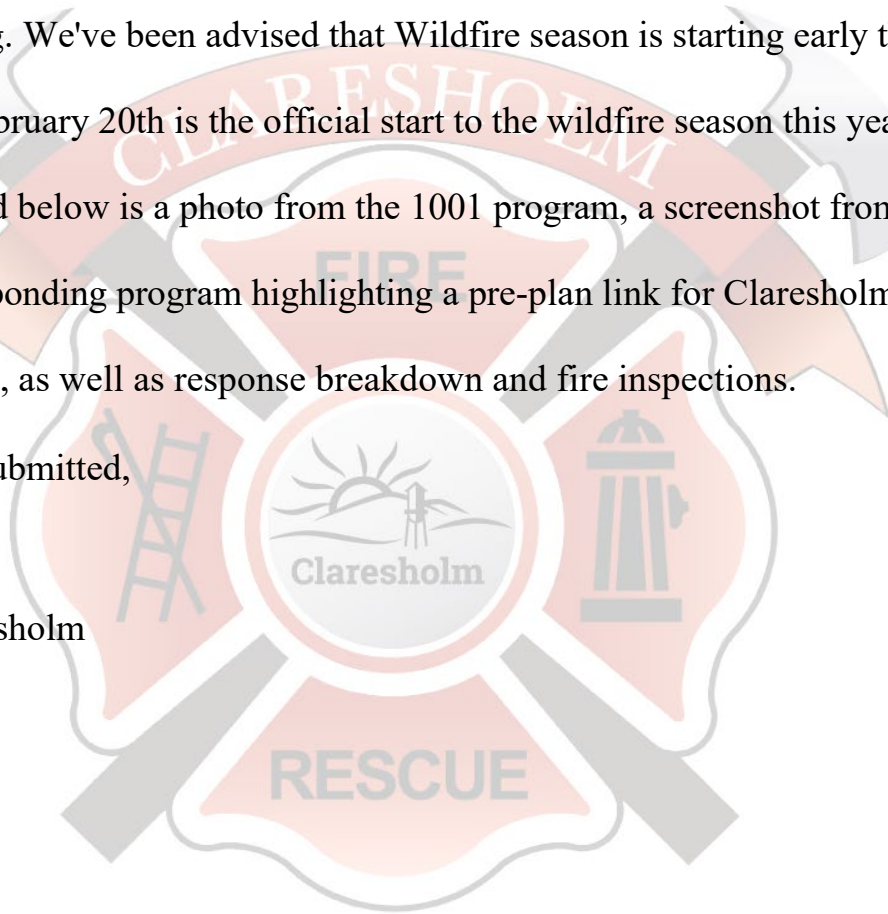
	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
My family enjoyed spending time together today.					3	26
My family feels closer to one another.				2	5	22
My family strengthened existing connections with other families in my community.				2	4	23
My family made new connections with other families in my community.	2		1	8	4	14

TOWN OF CLARESHOLM FIRE DEPARTMENT
MONTHLY UPDATE
FOR THE PERIOD OF: 1-JANUARY-2024 TO 19-FEBRUARY-2024

1. The calls just keep coming for the members of Station 13! This reporting period the members responded to 37 events including:
 - a. 9 Medical First or Co-Responses
 - b. 7 Motor Vehicle Collisions
 - c. 1 Structure Fire
 - d. Multiple Alarm Calls (including numerous Carbon Monoxide alarms with High Levels of Carbon Monoxide (CO) in the buildings)
2. The NFPA 1001 Level 2 Class continues to edge towards completion. Lately the students have been finishing up hall tours and have moved onto building pre-plans. Pre-Plans include helpful information to firefighters and officers such as: building type, special hazards, nearest hydrant location, and power and gas disconnects, amongst other useful items. The Fire Chief has completed pre-plans for all high-hazard as well as high occupancy buildings within the Town of Claresholm; and this information is located electronically on the fire departments IamResponding program which interfaces with our Dispatch Centre.

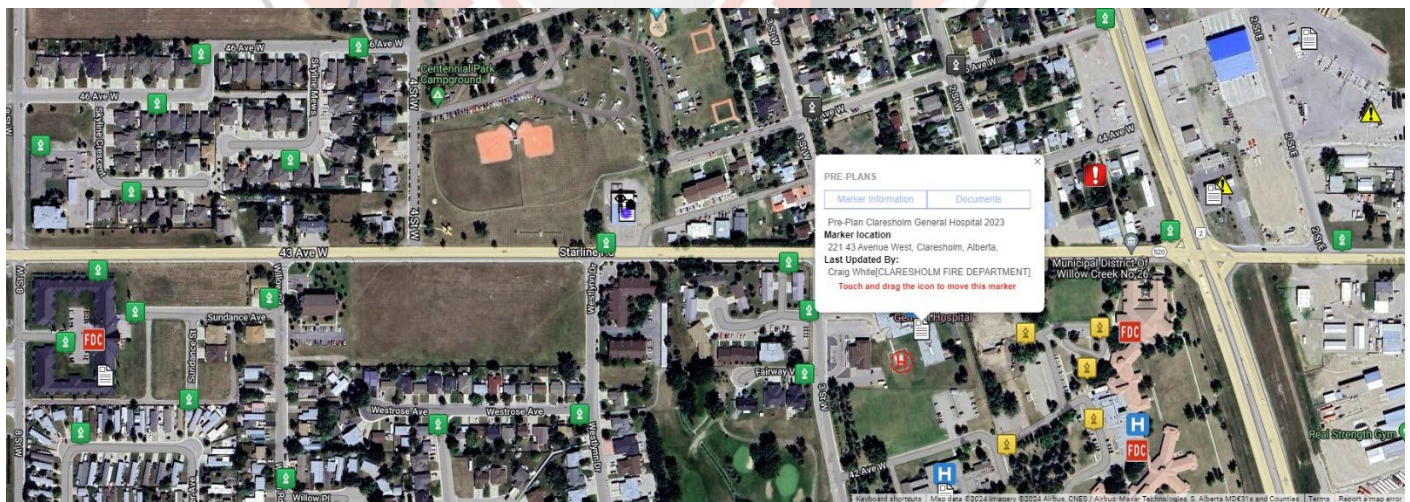
3. Duty officer on call rotation is working well, the officers are enjoying the command experience, speaking well of their training and experience.
4. As mentioned in the last update, meetings with Alberta Ag & Forestry have been schedule to discuss the upcoming wildfire season. That meeting is scheduled for February 28, 2024, at the MD of Ranchlands Administration Building. We've been advised that Wildfire season is starting early this year. February 20th is the official start to the wildfire season this year.
5. Attached below is a photo from the 1001 program, a screenshot from our IamResponding program highlighting a pre-plan link for Claresholm Hospital, as well as response breakdown and fire inspections.

Respectfully submitted,
Craig White
Fire Chief
Town of Claresholm





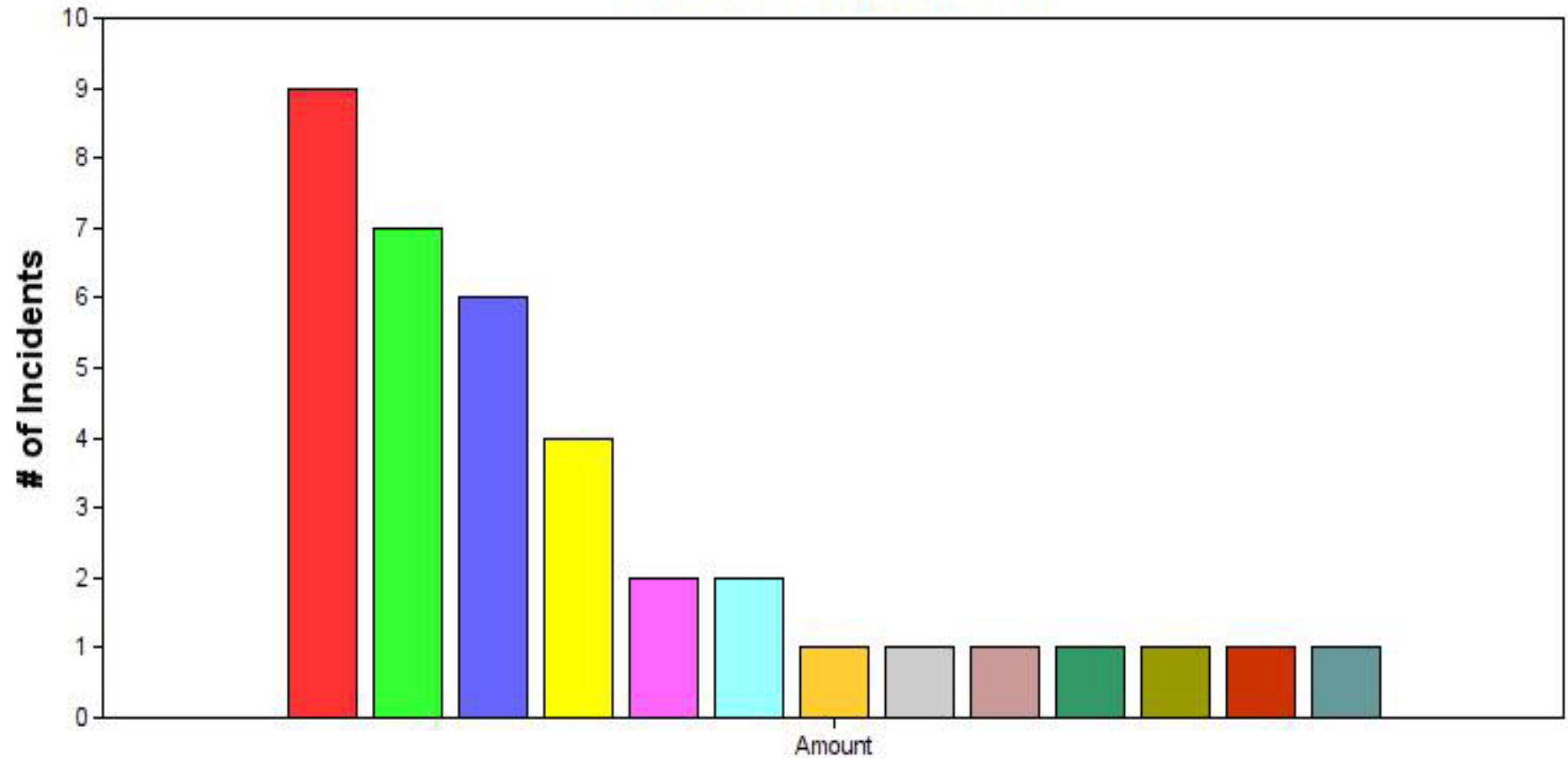
1001 Hall Tour 1



IamResponding Pre-Plan Flag 1

Claresholm Fire Responses - Totals by Type

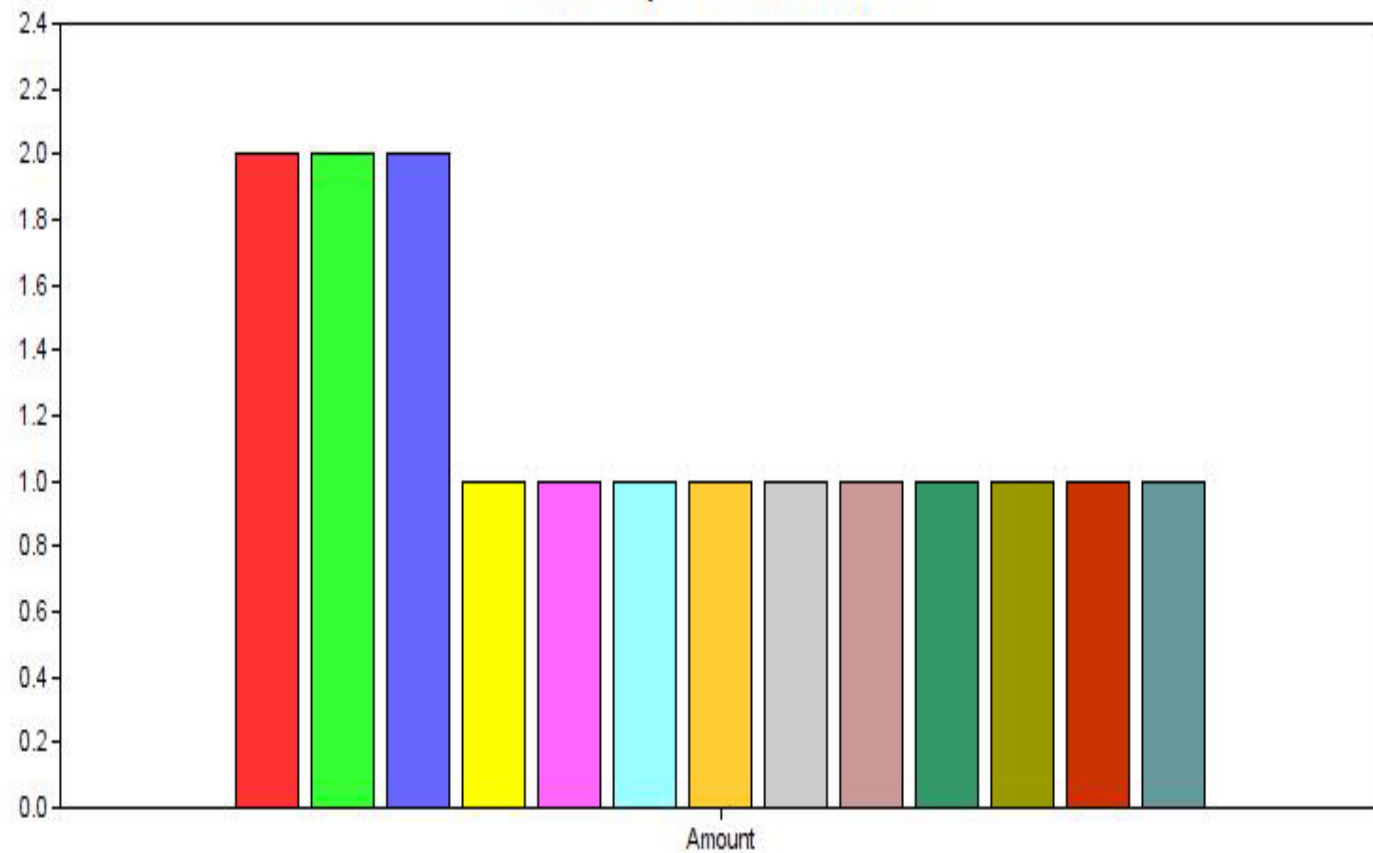
From Jan 1 24 to Feb 19 24



- | | | |
|---|---|--|
| ■ Medical - EMS - 9 | ■ Vehicle Accident - 7 | ■ Alarm No Fire - detector activated - 6 |
| ■ Alarm No Fire - smoke or steam mistaken - 4 | ■ Alarm No Fire - miscellaneous - 2 | |
| ■ Gas leak - response to carbon monoxide detector alarm - 2 | ■ Alarm No Fire - unknown odours investigated - 1 | |
| ■ Fire Structure - 1 | ■ No Alarm Fire - not responded to by fire department - 1 | |
| ■ Alarm No Fire - accidental miscellaneous - 1 | ■ Resuscitation Call - heart attack - 1 | ■ Rupture - water pipes - 1 |
| ■ Safety Codes Investigation - 1 | | |

CFD Open Inspections - YTD

From Sep 1 23 to Feb 20 24



- Arena, Indoor Ice Rink, Curling Rink, Stadium, Amu - 2
 ■ Theatre, Studio, Auditorium - unclassified - 2
- Library, Museum, Art Gallery - unclassified - 2
 ■ Church Hall-Includes Halls for Fellowship Meetings - 1
- Civic, Federal or Provincial Government Office - 1
 ■ Country Club - Includes Golf, Tennis Clubs - 1
- Exhibition Hall, Exposition Hall - 1
 ■ Fire Station - 1
 ■ Home for Aged - without nursing staff - 1
 ■ Library - 1
- Miscellaneous Storage Properties unclassified - 1
 ■ Pet Store, Animal Hospital - includes kennels - 1
- Water Supply System - includes pump house - 1

FEBRUARY 2024

HR/TAXATION REPORT

Prepared by Lisa Chilton

Human Resources/Payroll

We will be gearing up for advertising for summer positions starting in March. It seems early advertising is necessary as students secure jobs early.

Assessment and Taxation

The 2024 Tax Arrears list will be registered with Land Titles by March 31st. At this time, it appears there could be up to ten (10) properties on the list. There is still a month for tax payers to improve their accounts.

There are still one (1) property on the tax arrears list for 2023. Any properties on the list with outstanding arrears at March 31st, 2024 are subject to auction in 2024.

Below is the amount of outstanding taxes, at February 21st, 2024 not including TIPPS Participants.

Taxes outstanding are **\$152,719.35** summarized as follows:

\$ 143,602.46	Arrears outstanding (all taxes not paid by December 31 st)
\$ 9,116.89	On 2023 Tax Arrears List. Subject to auction in 2024.

We will receive the 2023 Assessment for the 2024 taxes on or about February 29th, 2024.



Infrastructure Services Report



February 2024

Jace McLean

Director of Infrastructure

Arena

The Arena has been running on one compressor motor since the failure on Jan 7. The plant is operating normally on the remaining motor. We are waiting for parts; a new fan, housing, shroud, and supports. As soon as all the parts arrive the new motor will be installed.

Town Buildings

The regular monthly inspection of Town owned buildings continues. No problems to report. We have started the process for the roof repair at the firehall. We are currently looking at different options for repair.

Equipment

No problems to report with equipment. A new John Deere tractor and mower deck was purchased to replace the existing New Holland we have. Delivery is expected in March.

Parks

Park cleanup and playground inspections are ongoing through the winter.

Garbage

The new garbage program is running smoothly. We currently have 149 commercial dumpsters with 109 pickups on Mondays and 103 Pickups on Fridays. We have 1607 curbside collection bins with 857 pickups on Tuesdays and 750 pickups on Thursdays.

Cemetery

We have experienced more full burials this month than normal. The cold weather and frost extend the amount of time needed to close a grave.

Sanitary Sewers

The Monthly sewer maintenance continues in problem areas to prevent major backups. We haven't experienced any issues.

Streets

Town crews have been kept busy with the last couple large snowfalls. They clear as much as they can as time and weather allows, while still keeping up with day-to-day work. With 49 kilometers of roads around town, this is no small task.



Sidewalks

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

Water Distribution

We experienced a leak on an abandoned service. The service saddle deteriorated to the point of failure and separated from the main. This is a problem we will continue to face in the future as our infrastructure ages.

The Town crew was able to dig down and install a repair clamp over the hole left by the failed saddle.

Storm Water/Drainage

Culverts are being cleared of snow and ditches opened in preparation for spring melting. The golf course ponds have filled over winter, as well as the frog creek wetlands.

Recycling

Recycling program is working well. Our collection depot in Calgary, Cascades, is closing their doors in March. The Town will begin taking its recyclables to Capital Paper.

An EPR program is in the works to have all residential recycling costs covered by the producers. The program is set to take place in 2025.

Staff

No issues to report. Training will begin in spring get two employees certified as AWWOA Water Operators.



CLARESHOLM RECREATION

January - February 2024

Recreation Report



Authored by: Denise Spencer

February 21, 2024



CLARESHOLM RECREATION

ARENA

- The National Junior Hockey League (NJHL, formerly Greater Metro Hockey League) met with Town representatives on January 19, 2024
 - February 13, 2024 the ADHOC Committee from 2022 met at the Arena
 - Overall consensus was to go forward
 - Concerns with doing a Term Contract (2-3 years) or doing something similar to Vulcan where their NJHL team is considered another renter.
 - We are waiting for confirmation regarding league start as September 1st is too early for our parks and arena staff
- Bring the Thunder for Tristen February 2, 2024 played host to a full house in support of his recovery
- Foothills Bisons Stars Fundraiser Day February 10, raised over \$15,000! They were appreciative of the support by our local skaters.

CAC

- January 2024- we had the best month in revenue since 2019
 - This is a relief due to the low numbers we had experienced through Covid Shutdowns and the lack of registrants in advanced courses
- Family Swim night was February 16, 2024.
- Inflatable weekend January 26-28 (during public swims) was well attended. The next inflatable weekend was February 23-25
- Aquafit programs continue to be well attended, with growth in our 7:45 am program.
 - Bootcamp Monday and Wednesday evenings from 8-9pm has a consistent class of 5, we have opted to do that as a shared time with Fitness Swimmers
- Parent and Tot Swim from 12-1pm daily has gained traction over the weekends, with 10-20 swimmers attending on the weekend timeslots
 - Parents with small children has become the norm during public swims.
- Parent & Tot Swim lessons continued to fill. Patrons seem to enjoy having 6 sessions versus the 4 held prior. We are using the Preschool rate for the 6 session classes.
- Public Swim numbers on the weekends have rebounded to pre covid levels. We will be staffing an extra body on the Sundays to ensure we have coverage
- Advanced course have not filled this session
 - Standard First Aid, Bronze Medallion, Bronze Cross and NL have been cancelled
 - Okotoks has ran into the same issue resulting in cancellation of Courses
- The Recreation Guide, which replaced the Program guide is available online at Clareholm.ca under Active Living and the Clareholm Aquatic Centre. We are actively looking for community content.
 - The next Community Recreation guide should be released March 13, 2024
- Porcupine Hills Lodge has requested an Intermediate First Aid Recertification, we will be providing an instructor March 8, from 9-5pm
- Landers Treatment Center is now attending Thursday afternoon public swims from 3-4pm. The Center reached out to the local Lions Club for assistance with the purchase of Swim Passes for the clients that need their swim fee covered. The lions club provided 12 10 punch passes for the Center.



- The Kraken Swim Club is looking to host a Swim Meet June 21st & 22nd, this would be great for our facility and community.
- Applied for the National Safe Swimming Recovery Program: Alberta Recreation and Parks Association in partnership with Canadian Parks and Recreation Association is looking to identify 2 pools in Alberta for the National Safe Swimming Recovery Program.
 - We put our application in February 13, 2024
- Staffing: we have added 2 more staff members, and are looking for more to ensure ratios are maintained, and we have the capacity for further growth.

Parks & Planting

- On Monday February 12, 2024 we submitted our application for the Tree Tribe Initiative, NWST Charitable Foundation
 - Requested 500-1000 trees
 - Fall planting preferred
 - Will need community engagement
- Pollinator Gardens: Still waiting to hear the results from the OWC (Oldman Watershed Council)

Claresholm Skatepark

- On February 10th The Skatepark Association confirmed the Claresholm Kinsmen Club had agreed to donate \$10,000 to the new skatepark
- The group has slowed down fundraising efforts for 2024, with 2 events requiring services
- The group is ecstatic to have the build begin this year.
- The Skatepark Association is waiting on an updated budget, once the paperwork is complete they're looking forward to breaking ground for the new park.

Winterfest

- Claresholm Rec has partnered with Claresholm Ball Hockey to provide a 3 on 3 Ball Hockey Tournament for Winterfest
 - Bales for the playing area have been organized
 - Prizes TBD

Gravel Road Race

- The Gravel Road Experience- The Range will be returning to our area July 19 & 20
- The Town has confirmed our support
- He will be using a local business to provide a BBQ for all participants and spectators
- The racers consider this to be a premiere ride and event
- Registration numbers were increased from 250-350 for 2024



Fair Board- Bench Show

- The Group is looking to start some new initiatives for promotion
 - Updated Catalogue will be out for 2024-26
 - This will be available online at Claresholm.ca
 - Consensus was while the Bench show had a good turnout for the first year back since Covid, we could reach more people
 - Letter will be sent to Livingstone Range School Division for the teachers in our region
 - Letter will be sent to the editor of the paper
 - Alec Harrison has graciously provided the group with a video clip of the 2023 Bench Show to be used in promotions.

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
- Met January 31, 2024
- There are 5 scheduled meetings from March through June
 - Directors Meeting Scheduled May 1, 2024
- The Southern Alberta Summer Games will be held July 3-6 in Coaldale

UTILITY SERVICES REPORT

February 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.
- Connect with Applied Industrial Technologies about DAF cylinder for skimmer.
- AQUATECH diving on-site cleaning treated water reservoir.

AQUATECH Divers Entering the Water Treatment Plant Treated Water Reservoir for Cleaning and Inspection



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 2023-year end AEP annual report.
- Send AEP 7-day letter for THM and HAA5 results.

Training and Continuing Education Credits

- 2 Online courses completed by staff.
- Level 2 certification preparation course completed.

Meetings

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

Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly 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.
- Delivery bulk load of carbon dioxide.

Treated Water Pumping Stations and Reservoirs**Highway Pump Station**

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Inspect and calibrate reservoir fill valve.
- Corona Electric on-site to replace failed VFD.

Variable Frequency Drive Replacement for failed HPS High Lift Pump 1709**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

- Treated water reservoir cleaning

Universal Metering

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

Government Compliance

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

PRV Meter Vaults

- Check acreage PRV vault bi-weekly.

Distribution Lines

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

Lagoon and Wastewater CollectionGovernment Compliance

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

Harvest Square Lift Station

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

Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.

Raw Water Lines and ReservoirsGovernment Compliance

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

Pine Coulee Reservoir

- Chain Lakes Reservoir 69.07 % level 1295.57 geodetic meters, 9753.77 (dam3).
- Willow Creek at OXLY Ranch flow 1.26 m3/s
- Pine Coulee Diversion Head Pond above Head Gates 1050.49 m.
- Pine Coulee Diversion Canal below head gates flowing into reservoir @ 0 m3/s
- Pine Coulee Reservoir level 28.66% 1043.63 geodetic meters, 14500.65 (dam3) (No new data available).

Pine Coulee Supply Line

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

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Check claw compressors daily.
- Onsite raw water reservoir 6752 mm.

Golf Course

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



Willow Creek West Waterworks System

M.D Chlorine Booster Station

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

M.D Industrial Airport Distribution System

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

PRV Meter Vault

- Check PRV meter vault operating pressure.

West Water CO-OP

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

Chemical

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

Hamlet of Granum

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

Alberta Parks and Environment Requirements

- Code of Practice treated water quality limits daily monitoring.
- Bacteriological samples sent to Provincial Health Lab for testing once per month.
- Distribution samples for free chlorine residual throughout M.D Airport and West Water Co-op continue to be compliant.
- Send AEP 2023 annual report.
- Send THM 7-day letter to AEP.



Town of Claresholm

Council Committee Report

Date: February 26, 2024

Mayor Schlossberger	<p>Feb.12 Open House. Went very well!! Large attendance. Some concerns about housing. Lots of questions.</p> <p>Feb. 14 Delivery of Services course. Very interesting. Some communities and MD's do a lot of private contracting. All communities struggling with infrastructure costs and money available to tackle them.</p> <p>Fed.15 Meeting with Minister Jones about REDA's funding. This was a stacked meeting. REDA reps. Out numbered 5 to 1. Clearly obvious from the minute we stepped into the room that they were not there to listen to us. No less than 5 MLA's there to back Minister Jones.</p> <p>Feb. 19 Attended Claresholm Family Day Skate. Amazing attendance. Handed out 224 hotdogs. Great event. Everyone very appreciative. Well organized.</p> <p>Feb.20 Replied to the grade 3 letters. Enjoyed seeing all their letters. Very thoughtful. Trampoline Park was a suggestion. Farm Day at the Agriplex was another. Nature Day. Very interesting suggestions on what they would like to see in Claresholm.</p> <p>Feb. 20 Library Board. Over 900 memberships sold. Over 12000 books checked out. Several successful events happened in January. The raising of northwest corner of building done successfully. Thank to Jace and town crew who helped.</p> <p>Feb.21 Landfill. Another successful Audit done. New loader working great. Another busy year at the Landfill. Signed contract with Mitacs to do a study on Waste to Energy. They are studying which system would work best for us and what type of return we could expect.</p>
Councillor Carlson	
Councillor Cutler	



Town of Claresholm

Councillor Kettles	<p>Feb 5, 2024 - Claresholm Minor Baseball AGM Planning for upcoming season. Based on last year they are expecting teams at each age group and multiple teams with the younger groups. Hoping to get practices going by April 29 (or earlier for older groups) weather permitting Scheduling with the limited ball diamonds will be a challenge again this year but things should work out.</p> <p>Hoping the Town can help with some prep work at Moffet Field which might include more red shale. Likely need to purchase some new uniforms and baseballs but catching equipment in good shape.</p> <p>Feb 13, 2024 - Claresholm Childcare AGM Financial review - good year with a small profit Budget review - sound fiscal plan for upcoming year which should leave the group in a positive position Playground equipment is installed with a small repair item being waited on Planning underway for a pergola/ gazebo type of structure for people to get out of the sun for lunch, etc.</p> <p>The society added a few new directors to flesh out membership of the board.</p> <p>Feb 13, 2024 - Claresholm Arena Stakeholder meeting to plan out some possible ice scheduling issues for next Season</p>
Councillor Meister	<p>Museum</p> <ul style="list-style-type: none"> -Event planning is underway. Winter festival will be our first event of the season followed by some of our usual and possibly new events involving other groups and museums. -The new building committee has met again and are in the process of fine tuning the next steps. Quotes and proper approvals will be needed before proceeding with fundraising. -Our executive director has hit his 5 year milestone of being employed by the Town. He will be reducing his days until the summer season and again afterwards. We will be participating in the trade show in Pincher Creek in April. There are a few maintenance issues that should be addressed over the coming season. Waiting for confirmation by the Royal Alberta museum as



Town of Claresholm

	<p>to the date of The Stones and bones event to be held at our museum. The parking spots to the north of the museum are regularly used by the adjacent business and we are unsure how best to prevent this.</p> <p>Social centre</p> <ul style="list-style-type: none"> -Our event committee has started meeting again and has a few ideas in the works. We are refining roles and responsibilities for the committee members as well as volunteers to make it a little less overwhelming to newcomers. We are always looking for new ideas and volunteers to help carry them out. Without our volunteers we would not be able to host as many wonderful events as we do. -So far we have 104 members. The office has moved and the bar room is almost complete. New fire doors were installed. Vision and mission statements have been updated and will be presented at the AGM March 20th @6:30. <p>CAReS</p> <p>Our casino funds came in!! We will hold our annual garage sale in June. The shelter is still in outbreak protocols for ringworm. Exploring grants for new cat cages. The hot water tank is not sufficient for the needs of the shelter. Our AGM is March 20th @7:30</p>
Councillor Ross	<p>Chamber of Commerce:</p> <ul style="list-style-type: none"> Planning AGM meeting TBA Trade Fair May 3-5 Always looking for recruits to join Town doing an employment job bank Rural mentorship for Integration (RMFI) Mentorship also benefits employers by providing newcomers with the right skills in the labour market and improving the skills of your current employees. A mentorship program can ease the transition of new employees. Partnering with an existing mentorship program like the



Town of Claresholm

	<p>RMFI can add the benefits of mentoring to your current and potential employees as either Mentors or Mentees.</p> <p>Claresholm Food Bank: Purchased shelving Purchased a fridge motion was moved to purchase a 3-door model which includes installation and setup from a local distributor. Printz orders have been around \$800.00 Avg weekly hampers are 20+ per week. January 2023 have served 1231 individuals Donation seem to be down Deliveries from Leduc and Okotoks are as usual Next casino date will be April, May, June of 2026</p>
Councillor Zimmer	

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - December 11, 2023				
18b	IN CAMERA: LAND - Moved by Councillor Carlson to approve the Offer to Purchase from Homecare Hub Inc. for Lots 58-65, Block 118, Plan 8010781 as presented. CARRIED MOTION #23-171	Abe/Tara	Contract being reviewed	In progress
Regular Scheduled Meeting - February 12, 2024				
1	BYLAW #1779 - Business License Bylaw - Moved by Councillor Cutler to give Bylaw #1779, the Business License Bylaw, 1st Reading. CARRIED	Tara	On an upcoming agenda for 2nd and 3rd readings.	Complete
7	CORRES: National Police Federation - Moved by Councillor Meister to direct administration to arrange a Delegation of the National Police Federation to attend an upcoming Regular Town Council Meeting. CARRIED MOTION #24-017	Karine	Delegation by Zoom booked for March 25, 2024	Complete
8	RFD: Alberta Municipalities Spring Leaders' Caucus - Moved by Councillor Ross to send Councillors Carlson and Zimmer to the Alberta Municipalities Spring Leaders' Caucus in Edmonton March 14 & 15, 2024. CARRIED MOTION #24-018	Karine	Registration & reservations have been confirmed	Complete
9	RFD: Coffee with Council - Moved by Councillor Zimmer to hold Coffee with Council at the Town Office every 1st Saturday at 2:00 p.m. and 3rd Tuesday at 7:00 p.m. starting in March 2024 until the end of June 2024 at which time the initiative will be revisited. CARRIED MOTION #24-019	Abe/Karine	Council Chambers booked, events advertised	Complete
10	RFD: Update Quality Management Plan - Moved by Councillor Kettles that the Town of Claresholm agrees with and will adhere to the requirements outlined in the updated Quality Management Plan that pertains to the Safety Codes Disciplines of Building, Electrical, Plumbing, Gas and Fire. CARRIED MOTION #24-020	Tara	Submitted to Safety Codes Council for approval.	Complete
11	RFD: Alberta Municipalities 2023 Resolutions - Moved by Councillor Meister to send a letter to Alberta Municipalities in support of the 2023 social resolutions to emphasize the importance of advocacy for these issues. CARRIED MOTION #24-021	Barb, Abe	Letter generated, to be sent	Complete
17a	IN CAMERA: Business Interests of a Third Party - Moved by Councillor Cutler to direct administration to provide a letter of support for CFI Flight Academy's international students' applications to Immigration, Refugee and Citizenship Canada. CARRIED MOTION #24-022	Ali	Letter sent	Complete

17a	IN CAMERA: Business Interests of a Third Party - Moved by Councillor Kettles to direct administration to invite the CFI Flight Academy to a future Regular Council Meeting as a Delegation. CARRIED MOTION #24-023	Abe	Administration has coordinated a meeting with members of town and M.D. council	Complete
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PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: February 23, 2024

INFORMATION ITEMS

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

CPR Station

November 15, 2023

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

Absent: Mich Forster

1. Call to order by Barry Gibbs at 3:10 PM. Motion made for the adoption of agenda as amended by Kandice Meister. **CARRIED**

2. Barry Gibbs introduced the newest board member, Larry Sushelnitski. Larry and his wife moved to Claresholm in August of 2023. He comes from an agricultural background and all the board members look forward to collaborating with him in 2024.

3. No correspondence. Motion by Earl Taylor those minutes from October 18, 2023, approved as presented. **CARRIED**

4. Chair Report – Barry Gibbs and Bill Kells had a meeting on November 2, 2023, with Abe Tinney and Blair Bullock from the Town of Claresholm. Blair's analysis showed that a new fulltime permanent position for Collections Technician/Assistant Executive Director, would be a net increase of \$28,000 to the Museum 2024 payroll. Currently Town organizations are under financial pressures and Abe will be asking Town Council for direction on priorities for the 2024 budget. On November 14, 2023, Barry Gibbs and Bill Kells made a presentation to Town Council on Museum highlights and our Strategic Plan. All board members were in attendance to show their support.

5. Executive Directors Report – Bill Kells led the board members thru a financial review of the 2023 Income Statement provided by the Town of Claresholm. Cynthia Wannamaker moved the acceptance of the financial report. **CARRIED**. In a report presented to Town Council, Bill Kells summarized the museum activities in a Museum Annual Report 2023.

-*Exhibits* The Louise McKinney Exhibit was downsized to focus on the Famous Five. A New exhibit Trains, Rails and Roads was opened in May. The new Gwendolyn Toone Doll Exhibit opened in December. Two

exhibits in progress are the Fire Fighting and Farming Exhibits to open in May 2024.

– *Community Engagement* Thru prior years established events and new events happening on the museum grounds, the museum has seen an increase in the local residents becoming more aware of what their museum holds for the community.

– *Tourism* Bus tours were back to higher than pre-pandemic levels and we continue to market to this segment. Traveling visitor numbers have increased 27% over last year and we are seeing larger numbers from Calgary and communities in the south.

– *Collections* We are a professionally accredited museum under the Recognized Museum Program of the Alberta Museum Association. We became a registered member of the Archives Society of Alberta in 2023. A grant of \$7,500 from the Foundation of Lethbridge and Southwestern Alberta (through the Friends of the Museum Society) was used to purchase equipment and software required to implement a Digital scanning project for Archival photos and documents. We continue to receive Donations of Artifacts and Archival documents of excellent quality, significant in telling the Claresholm story.

– *Marketing* Advertising in the Claresholm Local Press for the museum on upcoming special events. Trade shows in Claresholm and Pincher Creek were staffed by volunteers. Social Media continues to be a trendy way of promotion for the museum. Interviews on two separate TV News segments highlighting the museum happened in 2023. One on Global Calgary and the other of CBC Calgary.

-*Volunteer Contribution* thru the Friends of the Museum Society and the Museum Board members was strong in 2023.

– *Grants and Financial Donations* Gift shop sales increased in 2023 and plans are to build on that success with increased variety and quality of product. Gate donations are up considerably this year to \$5,090 with more \$10 and \$20 bills in the donation box. Federal grants to hire two summer students were successful. These are crucial to museum operations. Three generous size donations amounting to \$5,700 were given to the museum.

-*Future Planning* Some of the items that have been identified as needed or considered enhancements: storage; outdoor seating; landscaping; refurbishing and relocating highway signage; adding outdoor interpretive panels and improving condition of Caboose and speeder car.

6.. Event Planning – Report by Kandice Meister that plans for Old Fashioned Christmas on Friday December 1, 2023, are in place. The gift shop will be open for Christmas shopping. The doll exhibit will be ready for a private opening to the Toone family before the Old-Fashioned Christmas. This will allow the family members to reminisce about how the collection came to be.

7. Strategic Planning - Barry talked about the work that he sees is required to complete the 2024-2028 Strategic Plan. Some goals that have been identified are:

- Increase funding for staff stability
- Increased community involvement and stakeholder engagement
- Continued modernization and Professionalism of Collections Mgmt.
- Analyze facility needs and gain necessary funding
- Increase self-generated revenue and diverse funding
- Enhance visitor experience with improved accessibility

Motion for adjournment by Marg Lane at 5:28. **CARRIED**

Next meeting January 17, 2024 at 3:00 PM.



Barry Gibbs

Board Chair

Claresholm Public Library Board

Regular Meeting

Jan. 16, 2024

MINUTES

In attendance: Earl H, Joanna R, Donna M, Jay S, Kelsey H, Kendall S, Brad S, Ashley T

CALL TO ORDER: 5:10 pm

2: APPROVAL OF AGENDA

Motion to approve: Earl H

Second: Joanna

Passed

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from November 21, 2023

Motion to approve: Kelsey H

Second: Kendall

Passed

4: CORRESPONDENCE

4.1 from Stringam LLP

More proceeds coming but have received the gift

5: FINANCIAL

5.1 Financial report for end of December 2023

Over because of \$50,000 gift (received in December)

Got some more from the MD of Willow Creek than expected

Expenditures less than we thought – warm fall, early winter contributed

Jay purchased new electronic white board

Last year 350 meetings in library, this year 400+

Motion to approve: Ashley T

Second: Donna

Passed

MINUTES

6: REPORTS

6.1 Library Manager's report

Starting a book club – have tried in the past – will see what happens

Tales and Rhymes started up again

New crafty kids on the way

STEM class for kids six and up

Julia Chatterton volunteered at the library for the day – was very successful

6.2 Financial Committee meeting

November/December looks good

Rental income – \$50 every year, what is it? (Projector with screen we loan out)

\$2500 in photo copies last year vs \$1600 this year – a lot was for programs

Adjusting photo copies to \$2,000 and Jay will add \$400 to expenditures or swap out with other copying so everything lines up

When do we talk about salaries? – tabled to Feb. meeting.

Action: Jay will come to board with a percentage increase for staff for 2024

7: NEW BUSINESS

7.1 Bylaw reading re changes to Schedule C (reducing fees for 65+ to \$15)

Some conversation on whether a reading needs to be done per meeting or in one meeting

Motion: Joanna R makes a motion to approve the bylaw as read and signed and it is to be presented to Claresholm Town Council **TABLE TO FEBRUARY**

8: OLD BUSINESS:

8.1 Plan of Service

Looks good

Library adding some plants/succulents

Wall decals – zen up the place

Earl motions to approve Plan of Service with addition of QR code

Kendall seconds

Passes

MINUTES

8.2 2024 Draft Budget

Talked about increasing expected photo copies revenue (see above) and expecting to spend \$2900 on stationary printing and copier supplies

TABLED TO FEBRUARY

8.3 Augmented Reality Sandbox

Jay sent emails to people about their experiences – one place replied theirs is broken they'd love to have it fixed but having trouble with the time change in the UK

Someone in Cape Breton has it too

Just under \$12,000 CDN including shipping

Motion: Kelsey motions the library purchases an augmented reality sandbox

Second: Brad S

Passes

9: ADJOURNMENT:

Next Meeting: February 20, 2024

Willow Creek Agricultural Society

P.O. Box 1401

Claresholm, Alberta, Canada T0L 0T0

Minutes of the Willow Creek Ag. Society held January 17th, 2024.

Call to Order: Meeting called to order at 7:03 pm at Claresholm Agriplex.

Present: David Hansma, Syd Gray, Lorraine Norgard, Wally Mandel, Rick Penner, Rodney Jensen, Allan Minor, Dave Elliott, Stacie Scheller, Travis Booth, Diana Ross.

Absent: Neil Watt, Arnold Koehler, Perry Douglas

Reading of Minutes: The minutes of the last regular meeting held November 15th, 2023 were read by David Hansma. Allan Minor adopted the minutes as read. Seconded by Rick Penner. Motion carried.

Business Arising from Minutes: The Board discussed the CFEP funding and Town of Claresholm commitment to the front-end. We have been approved \$533,572 by CFEP large stream funding for the front end addition. The town has been notified that we were successful on this application and we are then know when the cheque is deposited. They can move forward on their commitment of the \$200,000 towards this project. As it sits right now this can either be in 4 payments of \$50,000 per year or maybe something quicker.

Treasurers Report: The financial report was read by David. Wally Mandel moves we accept the financials to the end of December 2023. Lorraine Norgard seconds. Motion Carried.

Managers Report: David read the Managers report. David told the board about upcoming events at the Agriplex. David brought up the following items for discussion:

- The CFEP Small application for \$125,000 for the covered outside pens was approved and we are getting a structure requote in early 2023. Quote is around \$500k. This grant can have a change of scope form submitted along with a quote and reason for the change in order to use the grant for a different project but a similar outcome.
- We applied to the CFEP Large before the June 15, 2023 deadline. We requested \$607,000 matching for the front end. We were notified of results at the end of December. We were approved for \$533,572 matching. Also have the Town's commitment of \$200,000 (possibly will be \$50,000 over 4 years).
- Have been in contact with Southwest Design & Construction from Lethbridge on a front end quote which we will have in the next few weeks.
- New grant was announced (Agricultural Societies Infrastructure Revitalization Program). First application deadline is Jan 31, 2024. Can apply for up to \$100,000 (20% matching) for major repairs at existing facilities. Expected to run for 3 yrs, possibly 10 yrs but each society can only receive a max of \$100,000 from the program. You cannot receive CFEP Funding and this new grant in the same year. We are not eligible this round.
- The New Holland tractor has had the exhaust rerouted, the also quick attach front end swapped out, hydraulic outputs on front end installed.
- We are making the shavings bin 16 feet longer. This is being done for a couple of reasons; First we don't have to push shavings up in the bin, sometimes driving on top of the compacted shavings, in order to get a full load under the roof. Secondly stop shaving from blowing around when they get sucked out of the bin when piled close to the front. This has been completed.
- The deadline for Alberta Ag Societies to report to Alberta Agriculture is Feb 15th. This has been submitted.
- The Town has inquired if the ag society would be interested in selling the land across from the agriplex. Diagram of lot size is attached.

New Business:

The board talked about the town request for the leased land directly south of the east Agriplex. The initial response from the board was no to this request as we need this for parking for weekend events. If this land was no longer available for contestants to park how would this effect the rental viability of the East Agriplex. Also, without knowing what the exact use of this space was going to be used for, as well as the time line and the proposed offered price, how could the board make a reasonable decision. The board asked for David to come back with more information before it makes a decision to this land.

The board discussed the front-end layouts that David had drawn up to see what this could look like in the new building. After some discussion the board had a few suggestions for the proposed layout. David will get these ideas redrawn and have a couple of layouts for the next meeting. Southwest Design from Lethbridge has the initial proposed layout and will get us a turnkey quote to erect this addition from start to finish.

Stacie informed David that Coop has a community funding initiative program for projects up to \$10,000 that we could apply for. David told her that spring/electric hose reels is something that we could use for arena conditioning. David saw these when he had to go to Southern Irrigation when he had to pick up curb stops for the added water hydrants. David and Nadine will get this application to into Coop.

Adjourn:

Wally Mandel moves the meeting be adjourned at 8:39 pm.



Canadian
Association
of Physician
Assistants

Association
canadienne
des adjoints
au médecin

Alberta Needs PAs

Presentation to Mayors and Reeves of Southern Alberta

Kirsten Luomala, CD, DMSc, MPAS, CCPA
CAPA President
Neurosurgery PA University of Alberta Hospital

2 February 2024

What is a Physician Assistant (PA)?

The Canadian Medical Association defines:

Physician assistants are skilled health professionals trained in basic medical sciences who provide care under the direction and supervision of a physician. In their capacity as “physician extenders”, physician assistants perform delegated medical acts under physician supervision



What is a PA Continued

- Advanced health care professional who work as Physician Extender that can address important challenges in the health care system.
- PAs work under the scope of a supervising physician(s). Built on mutual trust and respect.
- Negotiated autonomy; Provide care under medical directives/supervising agreement, to make decisions and take-action at discretion of supervising physician.
- Work collaboratively with health professionals to deliver enhanced level of care for patients.
- **Key Activities:**
Taking histories, physical exams; ordering and interpreting tests; diagnose, prescribe medications; develop treatment plans; patient counseling; preventative health care; assisting in surgery.



Growth of PAs in the Canadian Health Care System

- 1984** Canadian Armed Forces (CAF) established profession to provide full spectrum medical care.
- 1999** Manitoba regulates clinical assistants. In 2009 title amended to Physician Assistant.
- 2006** Pilot project in Ontario allowing PAs to practice as unregulated health professionals. In 2020, Government announces intent to regulate.
- 2009** New Brunswick amends Medical Act to include PAs in health care model.
- 2010** Bylaw passed in Alberta allowing PAs to operate under responsibility of a regulated member. 2013 started a demonstration project with 13 PAs. Regulation enacted in 2021.
- 2019** Nova Scotia introduces PAs via pilot in orthopedic surgery. In 2023 government invests to add PAs in primary care and instructs CPSNS to regulate profession.
- 2023** Saskatchewan invests in PAs and introduces legislative change to allow PAs to practice.
Newfoundland and Labrador invests in PA pilot.
Prince Edward Island makes legislative change to allow PAs to practice.
BC announced plans to introduce PAs in ER's
Formalize discussions with Quebec on introducing PAs.



What can PAs do?

Physician Assistants (PAs)
are highly skilled health care providers who practice medicine, and work within health care teams to improve patient health.

EVERYDAY, PAs PRIORITIZE
PATIENT EDUCATION
TO INFORM AND EMPOWER PATIENTS

PAs IMPROVE ACCESS +
DECREASE WAIT TIMES

PAs FIRST ASSIST IN
SURGERY
• DO PRE-OP, POST-OP CARE

PAs PERFORM
PROCEDURES + INTERVENTIONS

PAs WORK IN DIFFERENT SPECIALTIES
Family Medicine, Internal Medicine, Dermatology, NICU, Paediatrics, Cardiology, Nephrology, Psychiatry, Neurology, Orthopaedic Surgery, Psychiatry, ENT, Oncology, CCU, ER, Geriatrics, Rehab, and more!

PAs CAN
PRESCRIBE
MEDICATIONS + DIFFERENT TREATMENT MODALITIES

PAs DO
DIAGNOSE

PAs FORMULATE
TREATMENT PLANS

PAs PERFORM
PATIENT ASSESSMENTS
HISTORY + PHYSICAL EXAM

ORDER + INTERPRET
TESTS
(IMAGING, LABS, + MORE!)

Your PA Can!

RECOGNIZED BY ANNO OF CANADIAN PA'S

VISIT CANADIANPA.CA/WHATISAPA TO LEARN MORE! #CANADANEEDSPAs

Scope of Practice

National Competency Profile
(CanMEDS and EPA-PA competency)

Determined on individual basis.

Formally outlined in practice contract or agreement with supervising Physician, Physician Group, PA, & facility where PA is employed.



Landscape



Over 1000 certified PAs practicing in health care systems across Canada:

- Alberta, Manitoba, Ontario, New Brunswick, Nova Scotia and the CAF
- Soon to be BC, Saskatchewan, Quebec, Prince Edward Island and Newfoundland and Labrador
- PAs becoming essential in primary care, emergency medicine, cancer care, internal medicine, long-term care, surgical specialties: orthopaedic and neurosurgery.
- PAs also used in other OECD countries: US, UK, Netherlands, Australia, New Zealand, Germany



PA Education

PAs are trained in the medical model to mirror training of supervising physicians. Academic PA programs include:

- **Consortium of PA Education** (University of Toronto Faculty of Medicine, the Michener Institute, & the Northern Ontario School of Medicine)
- **Dalhousie University**
- **McMaster University**
- **University of Manitoba**

Approximately 3000 applicants per year for a combined total of **93 seats**. All programs are highly competitive.

Programs in development at the **University of Calgary** and **University of Saskatchewan**

Anticipated growth will lead to more programs and PA students.

US >250 Masters Programs



DALHOUSIE
UNIVERSITY



University
of **Manitoba**



UNIVERSITY OF
SASKATCHEWAN



THE CONSORTIUM OF PA EDUCATION
PHYSICIAN-ASSISTANT PROFESSIONAL DEGREE PROGRAM



Landscape of PAs Internationally

Country	Active PAs	
USA	158,000	
UK	3000	
Netherlands	1800	
Canada	1000+	
Australia and New Zealand	70	



Key Messages

- **PAs help reduce wait times:**
Primary Care: Same-day appointments
Emergency Room: Bring down key benchmarks
- **PAs Improve Access to Care in Rural and Remote Communities**
- **PAs help increase access to mental health services**
- **PAs help improve care for seniors in long-term care**



Increasing productivity in primary care, emergency departments, orthopedics, and other specialties



Reducing wait times



Reducing health care costs



WHAT SPECIALTIES CAN PAs WORK IN?

PHYSICIAN ASSISTANTS PRACTICE MEDICINE

PHYSICIAN ASSISTANTS WORK IN ALL GENERAL PRACTICE & SPECIALTIES!



PAs also work in: Hospitals, Private Office/Clinic, Occupational Health, Correctional Facilities, Military Settings, International Humanitarian Missions, University Hospitals, Telemedicine, Retail Health Clinics, and Research!

TO LEARN MORE ABOUT PHYSICIAN ASSISTANTS IN CANADA, VISIT CANADIANPA.CA/WHATISAPA

Alberta PAs

- Must be Canadian Certified CCPA
- Must register with CPSA
- Maintain CCPA designation through Royal College
- Currently employed at various Alberta sites:

Edmonton

- UAH - Nxs, Trauma, OHNS, Urology
- Sturgeon - Ortho, IM
- RAH - Gen Surg Urology, Ortho, FM med

Red Deer - ER

Calgary

- RGH - Urology
- FMC - Ortho
- Stroke rehab

Bassano - FM

Non-AHS sites - FM med (PCN), Occupational health, Derm, Military (Edm, Cold Lake, Suffield, Wainwright)



Alberta Health Services PAs

- AHS employees - Contract defined
- NUÉE
- Salary \$89,000- 127,000
- Hours as per contract & PA Handbook
- Days/evenings/weekends/nights
- Max hours 2022.75/year
- Average 38.75/week
- Vacation start 20 days +12 stats
- Professional days 3/year
- Shifts 8, 10, 12 hours



PA Stability

- AHS funding thru ACC zones
- Can hire outside of AHS but hospital privileges can be a challenge
- Most PAs in AB remain in 1st hired position
- Demonstration Project was impacted by lack of regulation issues as of 2021 no longer an issue
- Edm zone successful in hiring, many departments looking to expand
- Limitation to employment - jobs>than supply expect to change over next few years




2023 Conference Board of Canada Report

Objective


Develop billing/funding model with discounted options for PA services (75% vs. 85% of standard fee codes for physician services).

Scenario based analysis for 3 Practice areas: Primary care, Emergency Medicine & Orthopedic Surgery


Outcomes of interest



Increase in number of services provided



Increase in time for physicians



Learn more at capa-acam.ca.


Potential Benefits

Monetary


- Decrease costs for healthcare system
- Increased salary for physicians
- Increased salary for PAs

Non-monetary

- Decreased wait times
- Increased services provided
- Increase/Reduce physician hours
- Reduce physician burnout
- Meet or increase patient roster size
- Increased practice efficiency



Questions



7

Thank you!

CAPA President, Kirsten Luomala

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Director, Alberta Lee Spencer

lspencer@capa-acam.ca

Director, Advocacy & Communications Kristy Corrente

kcorrente@capa-acam.ca

<https://capa-acam.ca/>

877-744-2272



Karine Keys

From: Seniors, Community and Social Services <seniorsinformation@gov.ab.ca>
Sent: February 12, 2024 4:08 PM
To: Karine Keys
Subject: Age-Friendly E-News

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Age-Friendly E-News

Alberta

Seniors' Week 2024 Update Call for Expressions of Interest

Apply today to co-host the 2024 Seniors' Week Provincial Launch Event

For 38 years, Alberta has celebrated seniors during the first week in June. This year, Seniors' Week is June 3-9. The week recognizes and celebrates all that older Albertans have contributed to strengthening our families, communities and province.

Many Alberta communities celebrate the week with various activities and community gatherings, and each year a provincial launch event kick-starts the weeklong celebrations.

If you are planning Seniors' Week events in your community with something special planned for June 3, we encourage you to submit an Expression of Interest by **March 7, 2024**, to help launch the week of celebrations.

Co-hosting the provincial launch will highlight your community's/organization's activities and give you an opportunity to collaborate with government and local organizations. Alberta Seniors, Community and Social Services will provide a grant of up to \$5,000 to the successful applicant to help offset the cost of co-hosting the Seniors' Week provincial launch event.

Please visit www.alberta.ca/seniors-week.aspx for more information about how to apply.



Website



E-mail

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

Alberta Seniors, Community and Social Services
44 Capital Boulevard Building
12th Floor, 10044 – 108th Street
Edmonton AB T5J 3S7
Canada