



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

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

**NOTICE OF RECORDING**

**CALL TO ORDER**

**AGENDA: ADOPTION OF AGENDA**

**MINUTES: REGULAR MEETING – JANUARY 8, 2024**

**DELEGATION: THE RANGE GRAVEL EXPERIENCE – GARTH STOTTS (Remotely by Zoom)**

**ACTION ITEMS:**

1. **CORRES: Alberta Health Services & Prairie Mountain Health Advisory Council**  
**RE: Zoom Meeting – Health Care Delivery & Services**
2. **CORRES: Alberta Public Safety & Emergency Services Engagement Team**  
**RE: Engagement on improving police governance in Alberta**
3. **CORRES: Foothills Bisons AA Hockey Association**  
**RE: Request to Waive Ice Fees**
4. **REQUEST FOR DECISION: The Range Gravel Experience – July 20, 2024**
5. **REQUEST FOR DECISION: Municipal Infrastructure Funding**
6. **REQUEST FOR DECISION: SouthGrow Immigrant Retention Research**
7. **REQUEST FOR DECISION: Terms of Reference: Mayors & Reeves of Southwest Alberta**
8. **REQUEST FOR DECISION: Feasibility Funding for Immigration Partnership**
9. **REQUEST FOR DIRECTION: Council Communication**
10. **INFORMATION BRIEF: CAO Report**
11. **INFORMATION BRIEF: Council Committee Report**
12. **INFORMATION BRIEF: Council Resolution Status**
13. **ADOPTION OF INFORMATION ITEMS**
14. **IN CAMERA: PERSONNEL - FOIP Section 17**

**INFORMATION ITEMS:**

1. **SouthGrow Regional Economic Development – Monthly Report January 2024**
2. **Claresholm & District Transportation Society Meeting Minutes – November 16, 2023**
3. **Claresholm Public Library Board Meeting Minutes – November 21, 2023**
4. **Willow Creek Agricultural Society Manager's Report – January 2024**

**ADJOURNMENT**



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

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

**COUNCIL PRESENT:** Mayor Brad Schlossberger, Councillors: Kieth Carlson, 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 Cutler for unanimous consent to remove the following from the Agenda:

**16. IN CAMERA**

**a. Personnel – FOIP Section 21**

**CARRIED UNANIMOUSLY**

Moved by Councillor Ross that the Agenda be accepted as amended.

**CARRIED**

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

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

**CARRIED**

**PUBLIC HEARINGS:**

**1. BYLAW #1771 – Land Use Bylaw Amendment**

Mayor Schlossberger declared the Public Hearing open regarding Bylaw #1771 at 7:03 p.m.

CAO Abe Tinney presented Bylaw #1771, a Bylaw for the purpose of amending Land Use Bylaw #1525 to re-designate a portion of land from “Retail Commercial - C1” to “Single Detached Residential - R1”. No formal submissions were received from the public.

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

No comments were received from the public regarding Bylaw #1771. No comments from members of Council were noted.

Mayor Schlossberger declared the Public Hearing closed at 7:06 p.m.

**2. BYLAW #1774 – Land Use Bylaw Amendment**

Mayor Schlossberger declared the Public Hearing open regarding Bylaw #1774 at 7:06 p.m.

CAO Abe Tinney presented Bylaw #1774, a Bylaw for the purpose of amending Land Use Bylaw #1525 to re-designate a portion of land from “Direct Control - DC” to “Highway Commercial - C2” and from “Direct Control - DC” to “Retail Commercial - C1”. No formal submissions were received from the public.

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

No comments were received from the public regarding Bylaw #1774. No comments from members of Council were noted.

Mayor Schlossberger declared the Public Hearing closed at 7:08 p.m.

**3. BYLAW #1775 – Land Use Bylaw Amendment**

Mayor Schlossberger declared the Public Hearing open regarding Bylaw #1775 at 7:08 p.m.

CAO Abe Tinney presented Bylaw #1775, a Bylaw for the purpose of amending Land Use Bylaw #1525 to re-designate a portion of land from “Rural General - RG” to “Agricultural / Transitional - A/T”. No formal submissions were received from the public.

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

A concerned attendee asked about whether or not the land is planned for future development. Also, is there a possibility of opposing any future development.

There was a question regarding the rezoning to Agricultural / Transitional, as well as what type of residential dwellings would be built and what considerations are being made regarding water usage.

No comments from members of Council were noted.

Mayor Schlossberger declared the Public Hearing closed at 7:18 p.m.

#### **ACTION ITEMS:**

**1. BYLAW #1771 – Land Use Bylaw Amendment  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Meister to give Bylaw #1771, a Land Use Bylaw Amendment 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Cutler to give Bylaw #1771, a Land Use Bylaw Amendment 3<sup>rd</sup> & Final Reading.

**CARRIED**

**2. BYLAW #1774 – Land Use Bylaw Amendment  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Ross to give Bylaw #1774, a Land Use Bylaw Amendment, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Zimmer to give Bylaw #1774, a Land Use Bylaw Amendment, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**3. BYLAW #1775 – Land Use Bylaw Amendment  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Ross to give Bylaw #1775, a Land Use Bylaw Amendment, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Carlson to give Bylaw #1775, a Land Use Bylaw Amendment, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**4. BYLAW #1776 – Emergency Management Bylaw  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Cutler to give Bylaw #1776, the Emergency Management Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Zimmer to give Bylaw #1776, the Emergency Management Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

MOTION #24-001 Moved by Councillor Kettles to appoint Councillor Meister to the Emergency Management Advisory Committee.

**CARRIED**

**5. BYLAW #1778 – Administrative Services Committee Bylaw  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Ross to give Bylaw #1778, the Administrative Services Committee Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Meister to give Bylaw #1778, the Administrative Services Committee Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

MOTION #24-002 Moved by Councillor Cutler to appoint Councillor Meister to the Administrative Services Committee.

**CARRIED**

**6. CORRES: Hon. Ric McIver, Minister of Municipal Affairs  
RE: Launch of Local Government Fiscal Framework (LGFF) Program**

Received for information.

**7. CORRES: Hon. Ric McIver, Minister of Municipal Affairs  
RE: Municipal-Federal Agreements**

Received for information.

**8. CORRES: Hon. Rebecca Schulz, Minister of Environment & Protected Areas  
RE: Drought Conditions in Alberta**

Received for information.

**9. CORRES: Claresholm Pentecostal Assembly**  
**RE: Request for Letter of Support for Government Grant Application**

MOTION #24-003 Moved by Councillor Zimmer to write a letter of support towards the Claresholm Pentecostal Assembly's application to the Community Facility Enhancement Program (CFEP) grant for the purpose of a renovation project at their facility located at 4716 - 2<sup>nd</sup> Street West.

**CARRIED**

**10. REQUEST FOR DECISION: 2024 Willow Creek Fire Games**

MOTION #24-004 Moved by Councillor Cutler to approve the following road closure on Saturday, May 18, 2024 from 11:00 a.m. to 3:00 p.m. to facilitate the Municipal District of Willow Creek's 2024 Willow Creek Fire Games taking place at the Claresholm Arena: 2<sup>nd</sup> Street East between 47<sup>th</sup> and 50<sup>th</sup> Avenue.

**CARRIED**

**11. REQUEST FOR DECISION: Letter of Support – Porcupine Hills Lodge**

MOTION #24-005 Moved by Councillor Carlson to direct administration to draft a letter of support for the Porcupine Hills Lodge's application to the Affordable Housing Partnership Program, and that the letter be addressed to the Minister of Seniors, Community and Social Services and the Livingstone-Macleod MLA.

**CARRIED**

**12. FINANCIAL REPORT: Statement of Operations – November 30, 2023**

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

**CARRIED**

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

Received for information.

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

Received for information.

**15. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 7:44 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger noted that recording ceased at 7:44 p.m.

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Mayor – Brad Schlossberger

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Chief Administrative Officer – Abe Tinney



# ACTION ITEMS

## Karine Keys

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**From:** Christine Osunde <Christine.Osunde@albertahealthservices.ca>  
**Sent:** January 12, 2024 10:44 AM  
**To:** Prairie Mountain HAC  
**Subject:** You are invited to attend the Prairie Mountain Health Advisory Council meeting on January 25, @ 5:30 - 8:30 pm  
**Attachments:** Prairie Mountain Meeting Poster - January 25, 2024.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.

Hello Community Members,

Alberta Health Services and the Prairie Mountain Health Advisory Council invite the public to Join us via Zoom to hear from AHS Calgary Zone leadership about local healthcare delivery and services. Plus, the latest from the Home to Hospital, Hospital to Home program. Also, meet and hear from members of the Prairie Mountain Health Advisory Council as they bring updates to AHS from their local communities.

*Please see poster with registration link attached to attend in person or via zoom or click on registration link below.*

### **Prairie Mountain Health Advisory Council Meeting**

**Date: Thursday, January 25, 2024**

**Time: 5:30 - 8:30 p.m.**

**[Register to attend via Zoom](#)**

Thank you, and we look forward to connecting with you.

Sincerely,

AHS Community Engagement & the [Prairie Mountain Health Advisory Council](#)

**Christine Osunde**

Senior Advisor, Community Engagement & External Relations

[Alberta Health Services](#)



Stay informed about key public health information and opportunities to engage with AHS. [Subscribe](#) to Community Engagement's e-newsletter, Together4Health Headlines.

# Join the healthcare conversation



Participate in the Prairie Mountain Health Advisory Council Meeting.

**Join us for the Calgary Zone Leadership update and hear from the team at Home to Hospital, Hospital to Home program**

**Date: Thursday, January 25, 2024**

**Time: 5:30 - 8:30 p.m.**

**[Register to attend via Zoom](#)**



**More info:**

Call: 1-877-275-8830

Email: [PrairieMountain@ahs.ca](mailto:PrairieMountain@ahs.ca)



Prairie Mountain  
Health Advisory Council

## Karine Keys

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**From:** PSES.Engagement <ps.es.engagement@gov.ab.ca>  
**Sent:** January 15, 2024 4:08 PM  
**To:** PSES.Engagement  
**Subject:** Engagement on improving police governance in Alberta  
**Attachments:** Discussion guide - PPAB - PAA 2022.pdf; RCMP K Division district map.pdf

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

Hello,

The Government of Alberta would like to invite community representatives and stakeholders to share their input into changes to police governance following recent legislative amendments to the *Police Act*. This is a continuation of the government's efforts to modernize policing in the province which began in 2018.

The *Police Amendment Act, 2022* (PAA), which was passed on December 15, 2022, is an important milestone in Alberta's efforts to modernize policing in the province. The PAA was designed to improve police accountability and enhance public confidence by reforming policing practices and strengthening ties to the community. It also responds to a long-standing desire in communities policed by the Royal Canadian Mounted Police (RCMP) to have a more formal role in setting local policing priorities and performance goals through the creation of civilian governance bodies. The government is now in the process of developing regulations to establish these civilian governance bodies, which will include regional and municipal policing committees and a Provincial Police Advisory Board (PABB).

Communities served by the RCMP under the Provincial Police Service Agreement will be represented on the PPAB.

### **Written submissions**

As a community that will be represented by the PPAB, we are inviting you to provide input into the formation of this governance body, including its powers, duties, functions, and composition.

We ask that you submit written responses via [the online questionnaire available through this link](#).

To guide your input, the attached discussion guide outlines the engagement questions and aims to facilitate organizational discussions, offering relevant context for your written submissions. **The deadline for submitting completed questionnaire is March 15, 2024.**

### **Information sessions**

Additionally, the government will hold virtual information sessions with department representatives where there will be an opportunity to ask questions.

Sessions are arranged based on the RCMP district structure. We kindly request stakeholders and communities to register for the session corresponding to the district their community falls under, as indicated on [the district map here](#).

Upon registration, you will receive a link to access the online session.

- South district – Information session on the Provincial Police Advisory Board
  - February 2, 2:00-3:30PM
  - [Register here](#)
- Central district – Information session on the Provincial Police Advisory Board
  - February 5, 2:00-3:30PM
  - [Register here](#)
- East district – Information session on the Provincial Police Advisory Board
  - February 6, 10:00-11:30AM

- [Register here](#)
- West district – Information session on the Provincial Police Advisory Board
  - February 6, 2:00-3:30PM
  - [Register here](#)

If you have questions, please contact Izabela Witkowska, Director of Engagement, Public Safety and Emergency Services, at [PSES.Engagement@gov.ab.ca](mailto:PSES.Engagement@gov.ab.ca).

We look forward to your participation in this engagement.

Sincerely,

Public Safety and Emergency Services (PSES) Engagement Team





# Engagement on improving police governance

## Discussion guide on legislated governance changes in communities served by the Royal Canadian Mounted Police (RCMP) in Alberta

### Introduction

The Government of Alberta (GoA) invites stakeholders to inform the development of supporting regulations enabled by the *Police Amendment Act, 2022* (PAA) related to police governance in Alberta.

The PAA mandates the establishment of civilian governance bodies for all communities policed by the RCMP, including regional and municipal policing committees (for communities with a municipal police service agreement) and a provincial police advisory board (PPAB) (for those under the provincial police service agreement). As a next step to the 2022 legislative amendments, the GoA is now developing supporting regulations to clarify the powers, duties, functions, and composition of these new governance bodies, as well as the regional configurations for the regional policing committees. Your input is crucial to help the government gain a comprehensive understanding of the different needs and perspectives of Alberta's diverse communities to develop these regulations.

### Input submission

This discussion guide aims to facilitate discussions within your organization by offering pertinent context and assisting in the preparation of written submission. You are invited to provide input through the online questionnaire, which aligns with the questions outlined in this discussion guide.

[To access the online questionnaire, please use this link.](#)

This discussion guide is tailored for communities that fall under the Provincial Police Service Agreement (PPSA) that will be represented by the Provincial Police Advisory Board. The online questionnaire will prompt you to identify your affiliation and automatically direct you to parts of the engagement that are relevant to your community.

### Scope

This engagement seeks stakeholder input on establishment of civilian governance bodies, including regional and municipal policing committees and the PPAB in communities policed by the RCMP. This includes the powers, duties, functions, and composition of these new governance bodies, as well as the regional configurations for the regional policing committees.

### Overview of *Police Amendment Act, 2022*

Following several years of engagement with stakeholders and the public, the Legislative Assembly passed the PAA in December 2022 to modernize policing in Alberta. The legislation was intended to increase police transparency and enhance public trust to help build safer communities. In addition to other reforms, the legislation created formal civilian governance bodies for all communities policed by the RCMP in Alberta, with the intent for communities to have a role in setting policing priorities and performance goals. Before the amendments, communities did not have this role.

### PAA key changes:

- establishes an independent agency, the Police Review Commission, to manage complaints against police and conduct disciplinary proceedings
- mandates the creation of civilian governing bodies for communities policed by the RCMP
- expands the mandate of Alberta Serious Incident Response Team (ASIRT) to investigate cases of serious injury or death and serious and sensitive allegations involving peace officers (for example, Alberta Sheriffs and community peace officers)
- requires police commissions to develop community safety plans and report annually on their progress

- requires police commissions to create diversity and inclusion plans to reflect the communities they serve and better understand their needs
- enables the Minister of Public Safety and Emergency Services to set provincial policing priorities to help foster consistency in policing across Alberta
- requires police commissions to create their own policing priorities that consider the provincial priorities and report annually on their progress
- adds 8 guiding principles for Alberta police services to provide a foundation of core beliefs and values
- makes administrative changes to the Law Enforcement Review Board

While some PAA provisions have been proclaimed and are in force, others have not been proclaimed and are not in force yet, including the provisions related to civilian governance bodies.

More information on the PAA can be found on [the Government of Alberta website](#).

### **Civilian governance bodies**

The legislation mandates civilian governance bodies for all communities policed by the RCMP in Alberta, giving them a role in setting policing priorities and performance goals they've never had under the existing governance structure.

Once proclaimed into force, the PAA requires the following governance changes:

- the creation of formal civilian governance bodies in communities policed by the RCMP under Municipal Police Service Agreements (MPSA) that will give these communities a greater role in setting policing priorities and performance goals.
  - Communities with a population of under 15,000 will be represented by regional governance bodies – but will have the option to form their own municipal governance body.
  - Communities with a population over 15,000 that are policed by the RCMP will be required to establish municipal governance bodies.
- the creation of a PPAB that will enable communities served by the RCMP under the Provincial Police Service Agreement (PPSA) to be represented on a provincial board that will make recommendations on province-wide policing priorities.

These governance bodies are generally comprised of community members who are not police officers, and provide guidance and input into policing priorities and performance goals.

These governance bodies are tailored to meet the distinct needs of diverse communities. Regional policing committees for smaller communities will ensure that they can have a say without creating an unreasonable administrative burden on them, while municipal policing committees will help meet the needs of larger communities policed by the RCMP. Communities under the PPSA will be represented by a single provincial board that will make recommendations on province-wide policing priorities.

There are similar governance bodies that are currently in place in Alberta, but the PAA-mandated representation for communities served by the RCMP does not currently exist until the relevant provisions in the PAA are proclaimed. For example, municipal police services are governed by police commissions (i.e. the Edmonton Police Commission is the governance body for the Edmonton Police Service), and a few RCMP-served municipalities in Alberta currently have optional police advisory committees.

### **Provincial Police Advisory Board**

Once implemented, communities served by the RCMP under the PPSA will be represented on a provincial board that will make recommendations on province-wide policing priorities. The provincial board will have one seat designated for a First Nations representative and one seat designated for a representative of Métis communities, as mandated through the legislative amendments.

### **Powers, duties and functions**

The powers, duties and functions of the PPAB are not outlined in the PAA, and will need to be addressed in the new regulations. For example, this could include a more formal role in developing community safety plans.

In comparison, the *Police Act* outlines responsibilities for police commissions. These responsibilities include the allocation of funds that are provided by council, establishing policies providing for efficient and effective policing, issuing instructions as needed to the chief of police, and ensuring the police service has sufficient staffing to carry out their functions.

The PPAB will be subject to the *Alberta Public Agencies Governance Act* (APAGA). APAGA will require the board, once established, to create a Mandate and Roles document that will set out their mandate, roles and responsibilities, and processes.

### Community Safety Plans

There is currently no requirement for the PPAB to develop or report on a Community Safety Plan.

In comparison, Section 31 (1) of the *Police Act* requires police commissions to develop a Community Safety Plan in conjunction with the police service that includes a plan for collaboration with community agencies, and to report annually on the implementation of and any updates to the plan.

Community safety plans encourage police to work more closely with civilian partners and put added focus on alternatives to enforcement that target root causes of crime, like addiction treatment, housing and employment supports. The planning process will result in greater coordination between police and civilian partners, helping them identify and close gaps in services for people who need help. Greater collaboration with partners could help prevent crime, while also allowing police to devote more resources toward serious and violent offences.

### Policing priorities

While the *Police Act* identifies several parties with a role in setting policing priorities, the responsibilities of the PPAB in setting policing priorities are not outlined in the PAA and may be addressed in the new regulations.

For example, the Minister may set priorities for policing in the province, while municipal police commissions must establish the priorities of their municipal police service, while taking the provincial priorities under consideration.

#### Discussion questions

- What powers, duties and functions should the PPAB have?
- PPAB should be involved in the creation of a Community Safety Plan.
  - Choose one option: Disagree, Neutral, Agree
  - Why or why not?
- The PPAB should be involved in setting policing priorities.
  - Choose one option: Disagree, Neutral, Agree
  - Why or why not?

### Composition of the PPAB

The PAA states that the PPAB will have not more than 15 members, appointed by the Minister in accordance with the regulations, with at minimum one member from a First Nation and one member from a Métis settlement or community.

The composition could include factors such as any other mandated representation and member qualifications.

#### Discussion questions

- Aside from the requirement for one First Nations and one Métis representative, are there any other specific groups that should have mandated PPAB representation?
- Are there any other considerations the Government could take into account when establishing the PPAB?

### Mechanisms for local input

Given the diverse communities that will be represented by the PPAB, it is important to examine mechanisms for community engagement and ways to ensure the board's alignment with the needs of the communities it represents. While formalizing these processes in regulations may not be necessary, input is being gathered to ensure that the regulations can effectively support and align with potential mechanisms.



**Discussion questions**

- The PPAB should be required to seek feedback from the communities it serves.
  - Choose one option: Disagree, Neutral, Agree
  - Why or why not?
- What requirements could help ensure a consistent feedback loop from the public to inform board activity and police governance?
- What mechanisms for local input could be considered?

**Additional input**

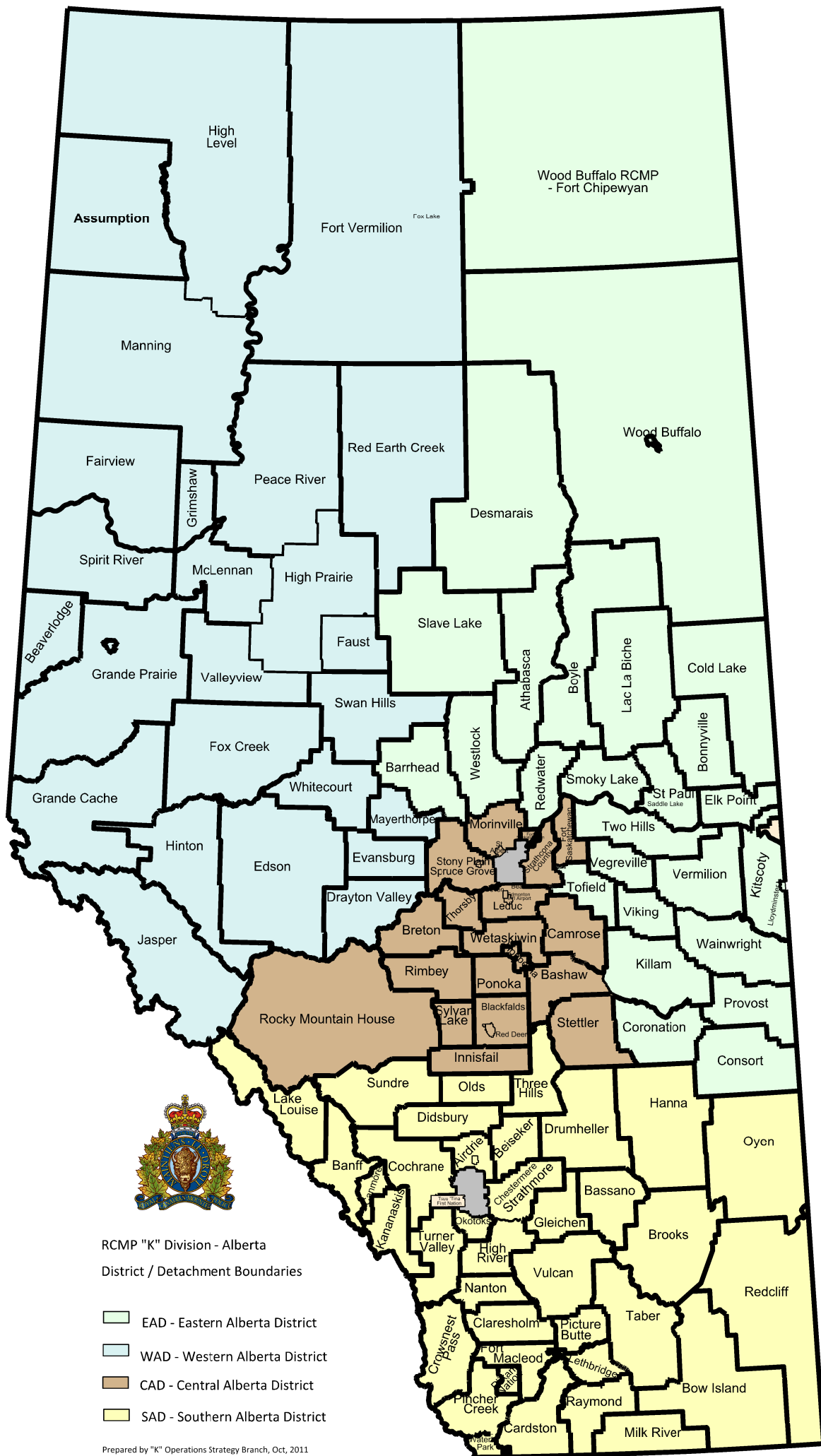
While the questions included in this discussion guide will help inform regulatory development related to police governance in Alberta, stakeholders may also share any other feedback related to these changes that may not have been addressed in the discussion questions.

**Next steps**

Following stakeholder engagement, the government will develop new regulations in support of the PAA related to police governance in Alberta.

**Questions/contact**

If you have any questions related to this engagement, please contact the Public Safety and Emergency Services (PSES) Engagement team at: [PSES.Engagement@gov.ab.ca](mailto:PSES.Engagement@gov.ab.ca).



RCMP "K" Division - Alberta  
District / Detachment Boundaries

- EAD - Eastern Alberta District
- WAD - Western Alberta District
- CAD - Central Alberta District
- SAD - Southern Alberta District

Good afternoon Mayor and Councilor's,

I am writing to you on behalf of the Foothills Bisons AA Hockey association. Our AA association has a player draw zone that includes Claresholm, (as well as Black Diamond, Vulcan, Turner Valley, High River, Nanton, and Staveland). Every year we put on a fundraiser event in one of our draw zones communities and have all three of our AA teams (U13, U15, and U18) play at that community's arena. To give you a bit of background; our Bisons day fundraising event has been going on for over 20 years! In 2022 we raised over \$9000 for the Foothills Boys and Girls Club, and last year we raised over \$21,000 for the Tom Baker Cancer Center in High River! We also hold a food and toiletry drive with those proceeds usually going to local Food Rescue initiatives led by Wildrose Community Connections.

This year we are running our fundraiser on Saturday February 10, 2024, at your Claresholm arena. The chosen recipient will be Stars; in memoriam of a Bisons dad that recently passed away.

Aside from wanting to make you aware of this amazing upcoming fundraising event, we are also reaching out to inquire about our ice rental fees. We have 3 games booked at your arena that day. Given the fact that all proceeds from this event will be going towards an invaluable service within our community, we are wondering if we could have our ice rental for a reduced rate. The past two years we were fortunate enough (*and pleasantly surprised!*), to have both Vulcan, and the Town of Black Diamond waive all ice fees, and those funds were then reallocated to the FBG club, and Cancer center respectively! Given the difficulties of increased operating costs coupled with inflation we certainly understand if no fee reduction is possible but thought it couldn't hurt to inquire just in case.

I am hoping you can consider this request and I look forward to hearing back from you soon. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your time!

Sincerely,

Lexie Farmer

403 465 2033

[afarmer@mtroyal.ca](mailto:afarmer@mtroyal.ca)

Foothills Bisons AA Director/Social media/website coordinator

You can also contact Jordy Ferguson

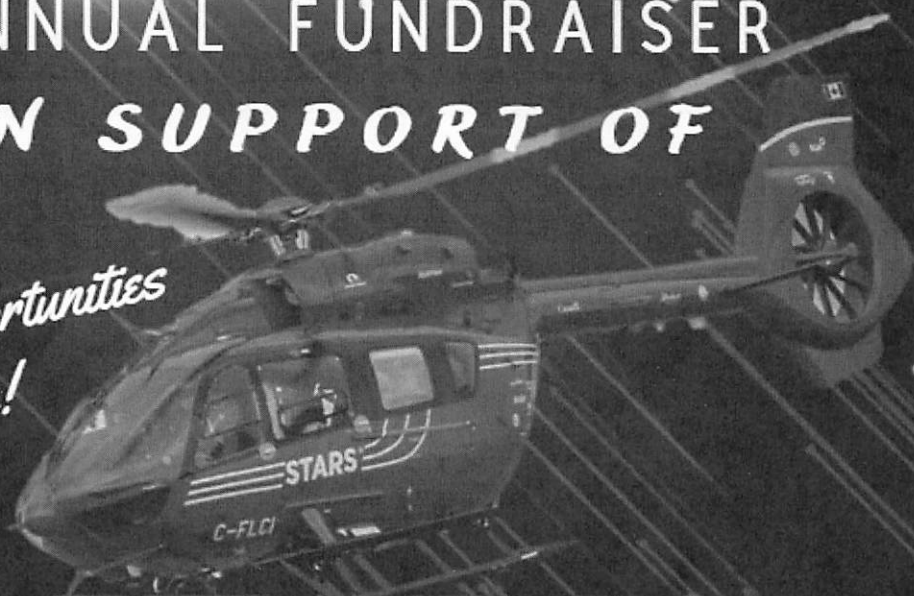
403 625 6141

[Jordyferg25@hotmail.com](mailto:Jordyferg25@hotmail.com)

# FOOTHILLS BISONS DAY!

ANNUAL FUNDRAISER  
IN SUPPORT OF

*Sponsorship opportunities  
available!*



## STARS® AIR AMBULANCE

SATURDAY FEB. 10. 2024  
IN CLARESHOLM. AB

1:00PM UI3AA BISONS VS. TABER SUNS  
3:45PM UI5AA BISONS VS. HURRICANES  
6:00PM UI8AA BISONS VS. CNHA BLACK



FOOTHILLS BISONS  
AA HOCKEY

# Town of Claresholm Application for Donation

(Policy 5.1.01 – Schedule “A”)

Date of Application: Jan 4, 2024

Date of Event: Feb. 10, 2024



## 1. Applicant Information

Name of Applicant: Alexandria Farmer (Foothills Bisons AA Secretary on behalf of Bisons committee)

Address:

Contact Person: Alexandria Farmer

Phone, Fax, Email: 403 465 2033, afarmer@mtroyal.ca

2. Type of Organization: (circle) ARTS/CULTURE RECREATION/SPORTS EVENT OTHER(specify)  
3 AA hockey games/fundraiser event

3. Is the Organization registered with Revenue Canada as a Charity? (circle) YES NO

If yes provide registration date & #

4. Is the Organization incorporated as a non-profit organization? (circle) YES NO

If yes provide registration date & #

## 5. Type of Donation: (check and explain)

- |   |   |
|---|---|
| <input type="checkbox"/> COMMUNITY EVENT                              | <input type="checkbox"/> SPECIAL EVENT  |
| <input type="checkbox"/> COMMUNITY PROJECT FUNDING                    | <input type="checkbox"/> DONATION - Financial Assistance                        |
| <input checked="" type="checkbox"/> IN-KIND CONTRIBUTION - Fee Waiver | <input type="checkbox"/> IN-KIND CONTRIBUTION - Service, Equipment or Materials |
| <input type="checkbox"/> Other (explain):                             |   |

Explanation:

we are requesting the cost of the ice rental be waived so those funds may be redirected to our donation to STARS.

Amount (value) Requested: ice rental cost of the 3 games being played that day

## 6. Details of how the funds will be expended:

100% of proceeds raised go to a chosen recipient. In 2021 we raised \$10,000 for a young Nanton boy battling brain cancer, playing out of Nanton arena. In 2022 we raised over \$9000 for the Foothills Boys and Girls Club playing out of Oilfields, and last year we raised over \$21,000 for the Tom Baker Cancer Center in High River playing out of Vulcan! This year we are running our fundraiser on Saturday February 10, 2024 at your Claresholm arena. The chosen recipient will be Stars; in memoriam of a Bisons dad that recently passed away.

Is a copy of the organization's operational or project budget attached?

YES NO

no but we keep detailed records of all expenses and funds raised and this itemized spreadsheet can be provided.

## 7. Previous Donations

Has your organization received donation from the Town of Claresholm in the past? If so, please explain the amount and use of these donations.

Date	Amount	Use of Funds

## 8. Organizational Information

What services or activities does your organization provide to the Town of Claresholm residents? (Please attach a list of membership/executive)

Foothills Bisons is a AA Hockey organization affiliated to FMHA. We provide kids with opportunity to play higher level hockey that they would not be privy too if they had to travel to surrounding larger centers.

### Describe in broad terms the principal objective of your organization or initiative:

Every year we put on a fundraiser event in one of our draw zones communities and have all three of our AA teams (U13, U15, and U18) play at that community's arena. Our Bisons day fundraising event has been going on for over 20 years! I listed some of our most recent events above in item 6. We do not keep any funds, rather all moneys raised goes to the recipient.

### How will your organization acknowledge the Town's donation?

In the previous 3 seasons we had our ice donated by Oilfields, Nanton, and most recently Vulcan. I created announcement posts, and posters which were placed on our website, all of our social media sites, as well as community sites. This event was also covered in the High River times and/or other local media outlets.

## 10. Please provide a detailed list of all sources of funding for the organization. T

his fundraiser is entirely through donations from our communities (parents, family friends, community members, local businesses, and more recently we've even received donations from the Calgary Flames organization! As it varies year to year I can't provide any specifics in the table below.

Funding Source	Amount	Recommended Use of Funds

## Karine Keys

---

**From:** Alexandria Farmer <afarmer@mtroyal.ca>  
**Sent:** January 8, 2024 12:14 PM  
**To:** Karine Keys  
**Subject:** Re: Request to waive ice fees  
**Attachments:** Application for Donation (1).pdf

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

Hi Karine!

Please find attached the application form.

Hopefully I filled it in correctly, and adequately. Apologies for the giant red circle at the start. I was trying to circle recreation/sports/event, and then I couldn't erase it! 😞

I will also attach the committee names here as when I put them in the sheet it moves the text and items got lost after it. Apologies for that.

**2023-24 Bisons Committee**

**FMHA AA Director** - Dustin Connor

**Treasurer** - Tricia Berger

**Secretary** - Lexie Farmer

**U13 Director** - Murray Ingstrup

**U15 Director** - Alexandria Farmer

**U18 Director** - Dustin Connor

**SCAHL Representative** - Todd Olson

**AAA Representative** - Dana Budd

**Website/Social Media** - Alexandria Farmer

**Equipment** - Kyle Wickstrom

**Busing** - Dana Budd

**Claresholm Representative** - Jordy Ferguson

**High Country Representative** - Murray Ingstrup

**Vulcan Representative** - Kyle Wickstrom

**Nanton Representative** - Brad Wickett

**FMHA Operations Manager** - Rachelle Jackson

I can provide examples of past posts, fundraising outcomes, spreadsheets of past donations. We vary greatly from year to year in what we raise but it's been an increasingly successful fundraising event, particularly in recent years, likely due to greater social media presence and more people knowing about it and spreading the word for us. We will be inviting some local up and coming celebrities to perform for us (Brettyn Rose, Chase Morgan, Grady Bakken, etc.), as well as members of the public for ceremonial puck drops that have had their lives impacted by STARS (this years recipient). STARS will also have representation at the event (and I'm contacting local media as well). Hoping for a really great day!! If you require any additional information please don't hesitate to reach out.

Thank you Karine!

Lexie (403 465 2033)

Foothills Bisons AA Secretary/Social media and Website

Alexandria Farmer MSc Pollination Ecology  
Senior Biology Lab Coordinator  
Department of Biology  
Mount Royal University

"Intelligence plus character; that is the goal of true education."





# Request for Decision

Meeting: January 22, 2024

Agenda Item: 4

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## The Range - Gravel Experience – July 20, 2024

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### **BACKGROUND:**

On February 10, 2020 a presentation was made for The Range, Gravel Experience <https://thegravelexperience.com/> a cycling event being hosted in Claresholm July 25, 2020, with set up July 24, 2020. 122 km route across MD of Willow Creek land, MD of Ranchlands and landowners. A partnership across the board.

February 12, 2020: the Organizer, Garth Stotts met with the MD of Willow Creek with his presentation.

July 25, 2020: The event was cancelled due to Covid-19, Routes are on Ride with GPS. Had approximately 50 riders.

July 24, 2021: Advanced reservations for Camping at Centennial, closed May 31, 2021. 150 Riders were registered for the event. Feedback from riders included; "*...even with the smoky conditions I heard nothing but raves about the event, best gravel course and roads in Alberta.*"

November 22, 2021: received permissions from Claresholm Town Council to hold the start and finish line at Centennial Campground. Additional permission for \$5 shower, beer garden, and advanced reservations of Camping spots to be held until May 31, 2022

July 24, 2022: 28 Volunteers and approximately 250 registrants participated. The Town of Claresholm set out the signs and barricades the day before off to the side to ensure participants parked in the correct area and residents were aware of the event. The Town provided 5 tables and 10 chairs and pylons for the event.

July 22, 2023: 300 participants were registered, approximately 250 participated in highs of 36 degree weather.

### **DESCRIPTION:** The Range Gravel Experience July 20, 2024

The event has been expanded from the initial 250 registration spots to 400 for 2024, with the addition of a youth race in the campground, and a distance of 60 km has been added.

1. Garth Stotts, organizer has requested bylaw enforcement to assist at 8<sup>th</sup> street and 520 between 9-9:30 a.m. for the neutral roll out of riders.
2. Garth Stotts, organizer has requested the use of Centennial Park Campground to stage the Start and Finish lines for the event. Riders will finish coming from the North instead of south like previous years
3. Shower use with a fee (\$5) has been requested for after riders are finished the course. (these would be in the afternoon, evening of the event). To be coordinated with Campground Attendant.
4. Reservation of Campsites for the event up until May 31, 2024 (similar to past years) has been requested. After that time participants of the event will be first come, first serve (the same as other campers).
5. Reservation of 8 treed Campsites sites 4-11 for volunteers
6. Request of barricades, no parking signs, 4 tables and 10 chairs and pylons for the event.
7. Request that the Claresholm Skate Park Association be allowed to hold a Beer Gardens from 12:00 p.m. to 8:00 p.m. in Centennial Park.

### **PROPOSED:**

Moved by Councillor \_\_\_\_\_ to have the event staged at Centennial Park Campground.

Moved by Councillor \_\_\_\_\_ to provide showers at the campground for a \$5 fee to Range Event participants o.

Moved by Councillor \_\_\_\_\_ to reserve 8 treed sites for volunteers and to reserve Campsites for the event up until May 31, 2023.

Moved by Councillor \_\_\_\_\_ to permit the Claresholm Skate Park Association to host a Beer Gardens in Centennial Park on July 20<sup>th</sup>, 2024 from 12 p.m. - 8 p.m. and for the town to provide tables and chairs.



ATTACHMENTS:

1.) The Range Info Package 2023

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PREPARED BY: Denise Spencer, Recreation Manager

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APPROVED BY: Abe Tinney, CAO

DATE: January 19<sup>th</sup>, 2024

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# THE RANGE

2023



Garth Stotts

The Gravel Experience Ltd.

1/1/2023



## **Welcome to THE RANGE!**

Our simple mission is to provide the quintessential gravel experience that inspires via the ride, the adventure, the scenery, and the connection with the community, riders and the environment.

**The Range is an awesome course that has it all: 128 KM of varied terrain, 3 creeks, steep hills, private roads, a community start/finish, and stunning scenery.** It is a fun and hard day out in a stunning environment.

### **A Few Key Points:**

To participate in the ride, a liability waiver needs to be signed. We collect this electronically for registration, but also on paper for our records.

**VERY IMPORTANT: You must have your bike plate for ID on course AND you must bring your personal ID to sign on at the start and get your timing chip. YOU WILL NOT BE ALLOWED ON COURSE WITHOUT AN ID THAT MATCHES YOUR NAME ON THE BIKE PLATE.**

The road traffic is very limited overall, and the ride should have minimal impact on roadways or traffic. The Town, MDs and RCMP are notified the week prior to the event. HWY permits are obtained.

An Emergency Response Plan is in place. Aaron Paramedical will be on course and at finish line as well.

PLEASE READ INFO below and let me know if you have any questions.

Thanks,  
Garth Stotts  
403-826-8838  
garth@thegravelexperience.com



## **EVENT SCHEDULE:**

### **Friday July 21, 2023**

- Course Markings and signs are put on course
- **Package Pick Up #2: 5 pm – 8:00 pm / Claresholm Campground**
- **Chip Pick-up and Sign-on 5 pm – 8:00 pm / Claresholm Campground**
- Volunteer Meeting: 8 pm / Campground

### **Saturday July 23, 2022**

- **Package Pick up #3: 6:30 am – 8:30 am / Claresholm Campground**
- **Chip Pick-up and Sign on: 6:30am – 8:30 am / Claresholm Campground**
- **Rider Line up and Debrief – 8:45 am / Campground**
- **Mass Neutral Start – 9 am / Campground**
- On course Aid Stations set up between 10 am – 3 pm
- Finish Line Aid Station / Tents: 12PM – 5 PM
- **Time Cut-off at Corner 12 – 2 PM**
- Final Course Sweep – 5 pm
- **Beer Garden – 2 pm – 7 pm / Finish Line**
- **BBQ – 2pm – 5 pm / Finish Line**
- Course Marking taken down (during sweep) - 5 pm
- Awards announced at the Campground

## **TIMING AND SIGN ON:**

- **Zone4 Chips are used for timing the overall and sector challenges.**
- **Chip Pick Up and Sign On – see above for Friday and Saturday times.**
  - **BRING YOUR ID! YOU MUST SHOW ID TO GO ON COURSE.**
- **Please Return your chip to a volunteer at the finish line**

## **Time Cut-Off:**

- **Riders need to make it to 77 km point (Left Turn on to HWY 520, corner 12) by 2:00 pm. This is Corner 12 on The Range Route.**



- This is an average of 16 km/hr.
- Riders that do not make the cut-off will be directed right to shorten the course and ensure that everyone is off-course by 5 pm.

### **Partners and Sponsors:**

Please check out their websites and support them when possible.

- Willow Creek MD - Course and Public Roads
- Burke Creek Ranch - Course and Private Roads
- The Doctrine - On Course and Start/Finish Bike Support
- Troubled Monk Brewery – Prizing / Aid Station
- Davis Chevrolet Claresholm - Finish Area and On Course Support
- Town of Claresholm - Campground, Start and Finish Area
- 54Blue - Bike Plates
- Ridley's Cycle – Prizing
- TransRockies - Prizes

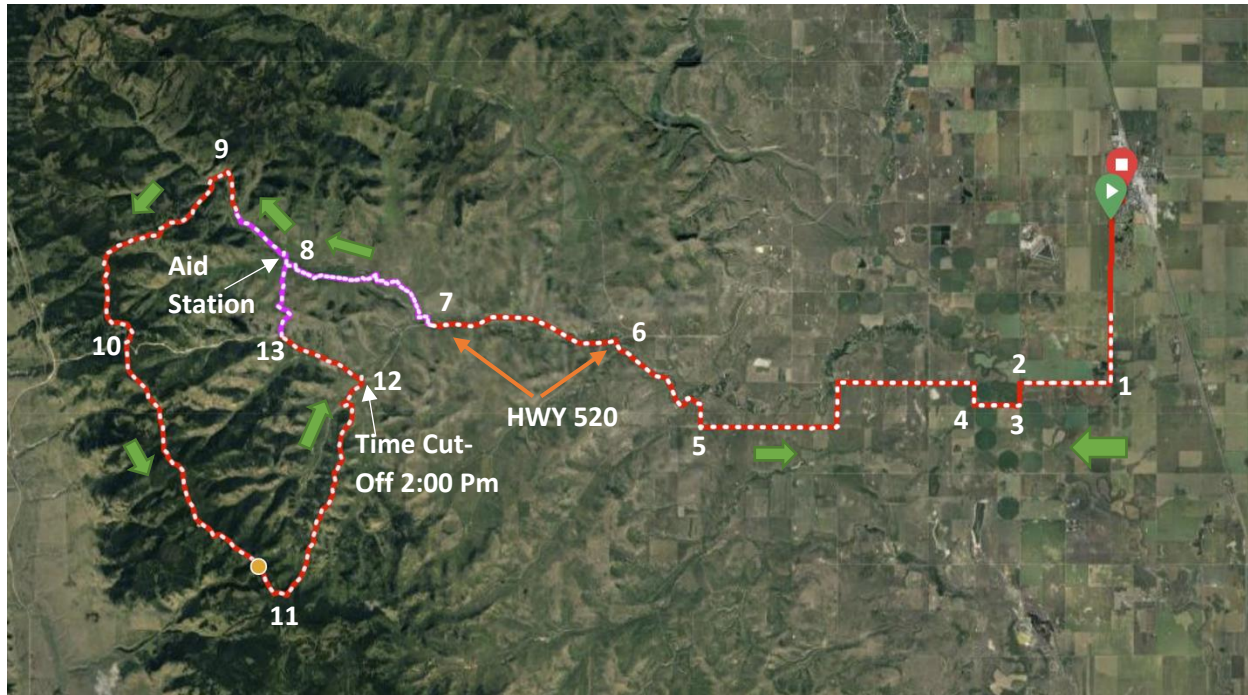
### **Course Routes and Marking:**

Please study the course routes and download the GPS from RWGPS, if needed. The course is fully marked but you are responsible for navigating the course. We have marshals at all main sections, signs and flags. You should not go off course!





## THE RANGE ROUTE 128 KM



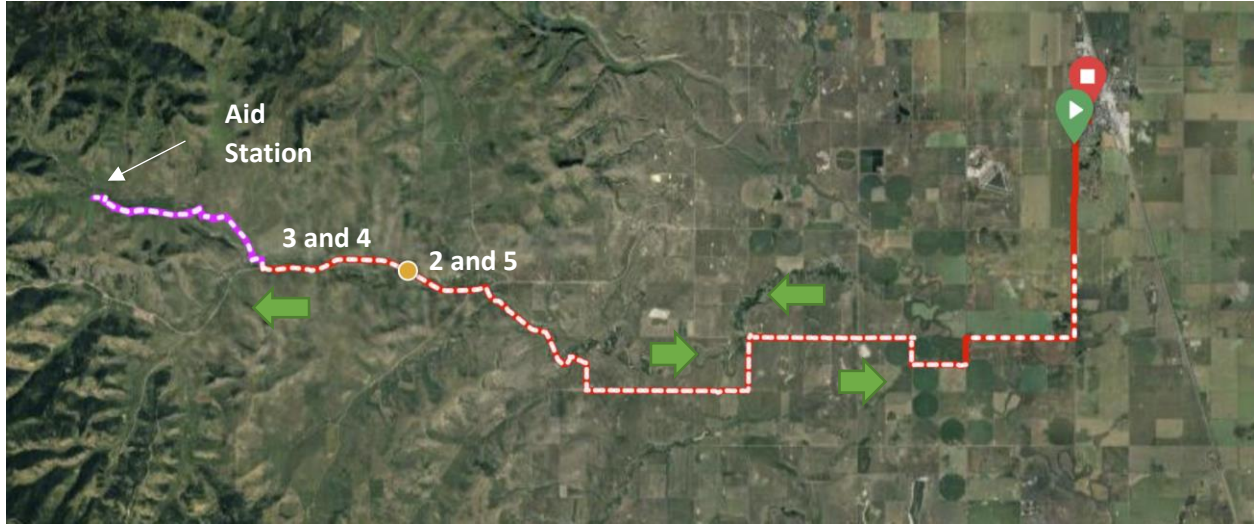
<https://ridewithgps.com/routes/35361456>

**Marshall Route Positions (See numbers on Map). Corners are listed below. Please watch out for cars at all intersections!**

1. TWP Road 120 and RR 272
2. TWP Road 120 and RR 274 (YIELD TO CARS!)
3. TWP ROAD 115A and RR 274
4. TWP ROAD 115A and RR 275
5. TWP ROAD 115 and RR 285 ie. BOTTOM SHARPLES ROAD
6. BOTTOM SHARPLES ROAD and HWY 520 (YIELD TO CARS!)
7. HWY 520 and Range Road 295 (Private Road start)
8. Aid Station on Ranch
9. Left Turn on East Trout Creek Road
10. HWY 520 and Skyline (YIELD TO CARS!)
11. West Sharples and East Sharples
12. HWY 520 and East Sharples Road – TIME CUT OFF – 2:00 PM (YIELD TO CARS!)
13. HWY 520 and Burke Creek Hill



## **The Rustler Route – 88 KM Out N Back**



<https://ridewithgps.com/routes/32598333>

**Route Entry / Exit Points for HWY 520 (See numbers on Map) Corners are listed below. Please watch out for cars at all intersections!**

1. Start / Finish line on TWP 273
2. Exit Bottom Sharples turn west on HWY 520 **(YIELD TO CARS!)**
3. Exit off 520 on to Burke Creek Ranch (Private Road) – NO TRUCK ENTRY
4. Enter 520 by turning left **(YIELD TO CARS!)**
5. Exit 520 by turning right on Bottom Sharples Road



To foster a more community and event atmosphere after the ride, the Start and Finish are at the **Centennial Campground in Claresholm, 4604 4 St W, Claresholm, AB T0L 0T0**

## **The Range Start July 23, 2022**

**845am:** Riders will gather at the Claresholm campground for a mass start neutral roll-out

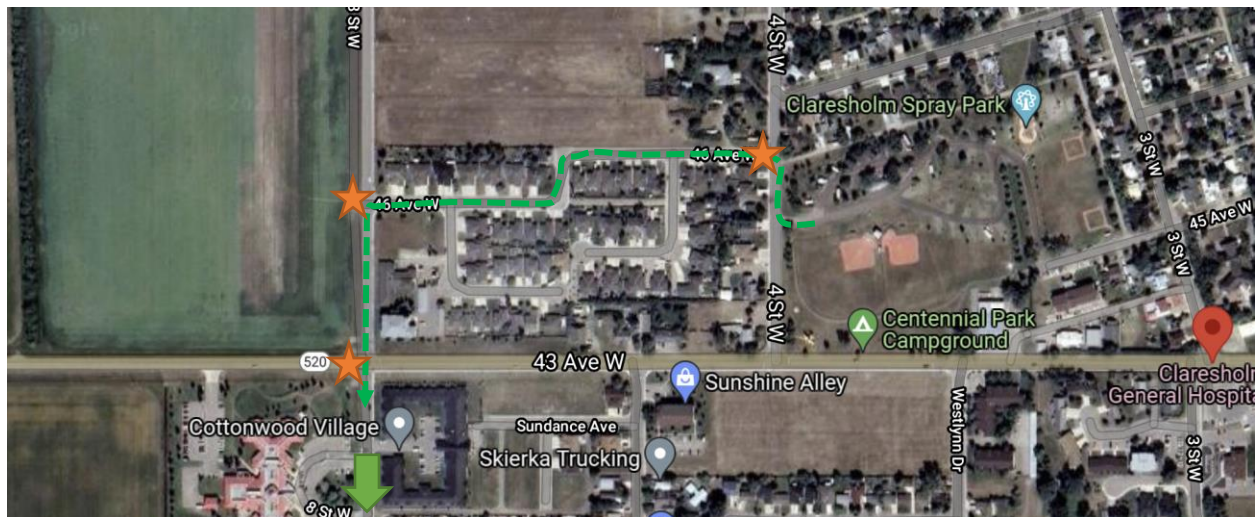
**845 – 900am:** Rider Debriefing

**900am:**

1. Riders roll out following a neutral car turning **right** on to 4<sup>th</sup> St W. (Marshalled Turn)
2. Neutral start continues turns **left** on to 46 Ave W (Marshalled)
3. Neutral start continues turns **left** on to 8<sup>th</sup> St W. (Marshalled)
4. Riders continue **straight past** 43 Ave W (HWY 520) (Marshalled)

★ Volunteer Marshalls will be placed at all intersections.

The Alberta Transportation Permit will include a Traffic Accommodation Strategy (TAS) for HWY 520 (43 Ave W).



The neutral car will **pull off at the Kin Trail**. Riders are now on course.

Riders continue on 8<sup>th</sup> St W to Range Rd 272 until they **take a right** on TWP Rd 120.

A route marshal will be at the TWP Rd 120 Right turn





## The Range Finish July 23, 2022:

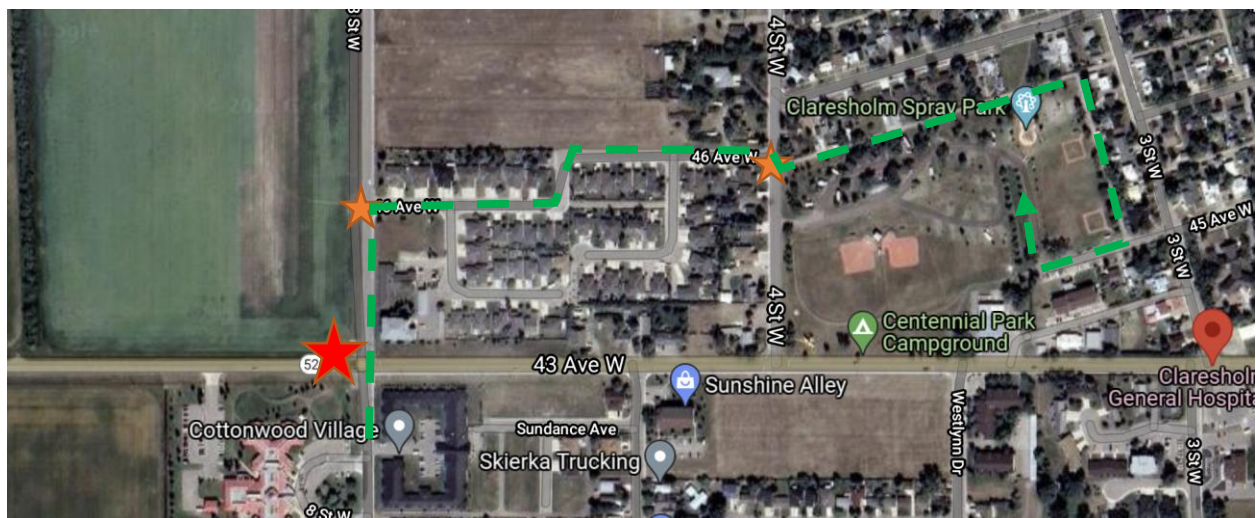
Riders will be coming in from 1 pm until 430 pm. All riders are to be off course at 5 pm.

1. Riders come into town on 8<sup>th</sup> St W.
2. Riders go straight past 43<sup>rd</sup> Ave W (AKA HWY 520)
  - a. (Marshallled – RIDERS MUST YIELD TO HWY520)
3. Riders will take a right on to 46 Ave W.
4. Riders continue onto the GRAVEL Alley that loops the campground and Centennial Park
5. Finish line in the middle of the green space



The Rider will be in full view as they loop the park. Ample green space for tents and supporters to cheer them on as they finish the last few 100 m. There is a clean straight-away for fast finishers.

The finish is ideal and ensures that riders can rest and congregate in a safe spot and be cheered by supports as they come in. The finish line AID Station will have nutrition to help revive the riders.





## Finish Line Area





### **COVID:**

Health guidelines regarding COVID implemented by Alberta Health Services that are in effect must be adhered to at all times during the event. Please do not attend if feeling unwell.

### **PACKAGE PICK-UP:**

Please pick up your package at the earliest opportunity

Package Pick-Up is available at The Doctrine and Claresholm Campground on the dates and times below:

- July 21, 2023 Friday 5 - 8 pm
- July 22, 2023 Saturday 6:30 am – 8:30 am

Package pick-up includes Shirts, Bike Plate with name, Beer and BBQ Ticket, Poster

### **RIDE START TIMES:**

- **MASS START: 9 AM on July 22.**
- **Self-Seeding. Everyone Rolls at the same time.**
- **Rustlers please seed yourselves after The Range starters.**
- **PLEASE REVIEW Start/Finish line map.**

### **AERO-Bars: Courtesy Rule**

- **Aero-bars are permitted.**
- **Courtesy Rule: Please don't ride in a pack or in a pace line.**



### **RIDE RULES:**

- HELMETS REQUIRED
- NO LITTERING
- NO EARBUDS (not safe if you can't hear cars/trucks behind you)
- NO PERSONAL SAG BIKE SUPPORT OR VEHICLES
- OBEY ALL TRAFFIC SIGNS AND LAWS
- RIDE ON THE RIGHT SIDE OF THE ROAD
- DO NOT RIDE LEFT OF CENTER
- FOLLOW COURSE MARKERS
- NO PARKING ON HWY520, TOWN RDS or BLOCKING FIELD ENTRANCES
- YIELD TO HORSE RIDERS
- WAIVERS REQUIRED
- BEWARE OF COWS and WILDLIFE

### **AWARDS AND PRIZES:**

#### **MEN'S AND WOMEN'S OVERALL WINNER AND PODIUM IN THE RANGE:**

Full course completed in the fastest time.

Prize money awarded to places 1 to 5 from \$700 – \$400 – \$300 – \$200 - \$100

Also Winners will be awarded The Range buckle.



### **THE RANGE SECTOR CHALLENGE!**



We love the classics, and this sector rewards the powerful gravel rouleur that still has the energy nearing the 110 km mark. This is about a 10 min effort. Looks for the signs.

**Prizes given to the best Male and Female times.**

Sector challenges will be marked with 'Start' and 'End' signs.

**PERSERVERANCE AWARD:**

The Range is NOT an easy course. It takes a good amount of training and determination to take on The Range.

**The award is pretty awesome:** The Range Buckle





### T-SHIRTS:

Every registration and volunteer get a free T-Shirt.



### BIKE PLATES BY 54BLUE:

A Gold (Range) and Purple (Rustler) bike plates will be provided at package pick up. Please attach to your handle bars with the number and name facing out. Please bring your own zip ties.

For liability reasons, you CAN NOT ride the course without your plate.





### **COURSE MARKING:**

Course is marked with Signs, Flags and Marshalls.

- The Range riders need to follow the signs all the way around the course
- A turnaround sign will be placed for the Rustler Out n Back (Aid Station)

### **PERSONAL SUPPORT VEHICLES:**

Please don't use Personal Vehicles following riders. Support your riders by meeting them on course. Aid Station locations are good place to meet your rider, please see maps.

### **AID STATIONS (COVID AND SPONSOR PERMITTING)**

Aid Station locations (also located on maps below)

1. KM 40 and 80 (Burke Creek Ranch)
2. KM 128 (Finish Line) – The Range and The Rustler

### **Aid Station on COURSE will be set up between 10 AM and 3:00 PM.**

AID STATIONS will have communication to ERP Coordinator and 1<sup>st</sup> aid kits, if needed.

Discards bottles or wrappers in bins. **PLEASE NO LITTERING!**

### **PARKING:**

**Please DO NOT PARK on ROADS in Claresholm or the MD.**

**Please use parking lots. A list of preferred parking lots is listed below.**

- Claresholm Community Centre
- Willow MD Office off HWY 520

All parking lots are a short ride to the Start/Finish line.



## **FAQs**

### **WHAT IF I CAN'T CONTINUE?**

Please go and stay at an AID station. Let the volunteer know. If you need a car ride back, we will try to have a truck sweeper will take you back to the starting area.

### **IS THERE CELL SERVICE ON COURSE?**

There is no cell service for most of the course. Volunteers are using commercial radios. If you need your emergency contact, an AID Station or Sweeper will be able to contact the ERP Coordinator to phone your contact.

### **IS THERE ROUTE ACCESS (WITH VEHICLES) FOR SUPPORT, FRIENDS, FAMILY?**

**Please use HWY 520.** HWY 520 is a wide road and the main corridor from East to West. We want to keep traffic low on most of the course.

### **WHAT ARE THE NO VEHICLE ACCESS ROADS?**

There are several spots on course where vehicles can't and/or should not go.

- **BURKE CREEK RANCH ROAD: NO VEHICLES ALLOWED. Bikes only.**  
**Private road.**
- **EAST SHARPLES ROAD: Very narrow, steep road**
  - Please stay off for safety of riders
- **SKYLINE ROAD: Riders will be coming thru on this road**
  - Please stay off for safety of riders





### **ARE THERE TRUCK and BIKE SWEEPERS?**

Truck sweepers will be used on the course. They have radios, please let them know if you need help.

If you are not able to continue, please go to an aid station. The sweeper will transport you back to the start as soon as possible.

Riders CAN NOT ride with a truck sweeper and rejoin the course.



# REQUEST FOR DECISION

Meeting: January 22, 2024  
Agenda Item: 5

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## Municipal Infrastructure Funding from the CIB – Province-Wide Aggregation Project.

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### **DESCRIPTION/BACKGROUND:**

In their efforts to assist with the housing crisis in Alberta, the Palliser Economic Partnership opened conversations with the Government of Alberta (GOA) and representatives of the Canada Infrastructure Bank (CIB) regarding potential low (or 0%) funding for the municipal expenses associated with building new housing projects. Specifically, regarding the costs for deep services and roadwork, but at this conceptual state it seems the government is willing to entertain any municipal infrastructure expenses that are required to enable the rapid build out of housing.

At the request of the CIB and GOA, the Palliser Economic Partnership (PEP) was asked to reach out to the other Regional Economic Development Alliances to see if there were more municipalities with planned projects that would like to be included.

Once PEP gathers as many projects for potential inclusion as they can find, the Canada Infrastructure Bank will be in a better position to evaluate what level of funding and interest rate they can offer then we can move forward to more detailed discussions.

Potential projects to include will be the Tamarack/Pine Place Development, Porcupine Hills Lodge expansion, North Water Reservoir, and road upgrades for the Prairie Shores development, and the North West and South West highway adjacent developments.

### **RECOMMENDED ACTION:**

Administration recommends Council pass a motion to provide a letter of support and the needed information to the Palliser Economic Partnership to assist with their mission to ease the housing crisis in Alberta.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to draft a letter of support and provide the needed information to the Palliser Economic Partnership to assist with their mission to ease the housing crisis in Alberta.

#### ATTACHMENTS:

- 1.) PEP Housing Initiative Letter

#### APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Jace McLean, Director of Infrastructure

APPROVED BY: Abe Tinney, Chief Administrative Officer

DATE: January 19<sup>th</sup>, 2024



I am reaching out to you today as part of a crucial initiative to address Alberta's housing crisis, on behalf of Mr. Alf Fischer, a prominent advocate in this endeavor. My responsibility involves overseeing the collection of information for this cause.

I am leading the efforts to compile a comprehensive list of municipal infrastructure projects related to wastewater, waterlines, and roads.

Our goal is to create a master agreement that qualifies for financing through the Canada Infrastructure Bank (CIB), as we work to combat the pressing housing crisis in Alberta.

To ensure the success of this initiative, I kindly request your assistance in providing the necessary information related to your municipality's projects.

**We are specifically interested in the following details for each project:**

1. Municipality Name
2. Brief Project Description (up to 10 words)
3. Total Project Cost or Estimated Cost
4. Proposed Installation Date
5. If there is already grant funding in place

By sharing this information, we can prioritize and address the infrastructure needs of Alberta's communities as we work together to address the housing needs.

**To summarize our goals:**

1. Identify the need for infrastructure projects.
2. Understand the total scale of these projects.
3. Collaborate with CIB to modify lending programs if needed.
4. Engage the development industry for 50% private equity participation, which is essential for CIB lending.
5. Emphasize that CIB seeks a return of capital over a 25-year term, making it a valuable financing source.
6. Ensure that serviced lots attract builders and buyers.
7. Explore integration with other federal and provincial initiatives.

Please reach out to discuss this further.

Barbara Kulyk  
Executive Director  
Palliser Economic Partnership  
Office 1-403-878-2347  
Cell 1-403-575-8002

Palliser Economic Partnership  
Box 1046,  
Medicine Hat, AB T1A 7H1  
T-403-526-7552-C-403-878-2347 Call or Text  
[exdirector@palliserlberta.com](mailto:exdirector@palliserlberta.com)  
[palliserlberta.com](http://palliserlberta.com)



# REQUEST FOR DECISION

Meeting: January 22, 2024  
Agenda Item: 6

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## Southwest Alberta Immigrant Retention Study

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### **DESCRIPTION/BACKGROUND:**

SouthGrow is requesting a letter of support expressing the Town of Claresholm's commitment to partner with SouthGrow to complete a proposed Immigrant retention strategy. Specifically, to work with SouthGrow and their partners to get the researchers access to our newcomer populations so that they can gather relevant and important data on retention strategies for our region. The only commitment would be staff time coordinating these connections.

The purpose of Southwest Alberta Immigrant Retention Strategy is to develop actionable information that regional stakeholders can utilize to attract and retain immigrants. The value of this project will lie in understanding the experiences and perceptions of the region's immigrants – including those who decided to leave – to paint a clear picture of the region's benefits and drawbacks. These findings can then be viewed within the context of labour market needs and the services landscape that currently exists in our communities, with the aim of better targeting resources towards activities with the greatest potential impact.

The project is expected to be completed within twelve months of approval of the Labour Market Partnerships (LMP) grant application, with a target completion date of March 1st, 2025.

### **ACTION/OPTIONS:**

Carry a motion to direct administration to draft a letter of support for the Southwest Alberta Immigrant Retention Strategy. The Mayor will sign the letter once drafted.

Or

Not participate, in which case no motion is required.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to direct administration to draft a letter of support for the Southwest Alberta Immigrant Retention Strategy, and that the letter be addressed to Alberta Labour.

### **ATTACHMENTS:**

- 1.) Southwest Alberta Immigrant Retention Strategy
- 2.) Draft Letter of Partnership

### **APPLICABLE LEGISLATION:**

- 1.) N/A

PREPARED BY: Ali Hemmaway, Economic Development Assistant

APPROVED BY: Abe Tinney, Chief Administrative Officer

DATE: January 18<sup>th</sup>, 2024

Southwest Alberta Immigrant  
Retention Strategy  
**Labour Market Partnerships Application**

**SouthGrow Regional Initiative**

January 15, 2024

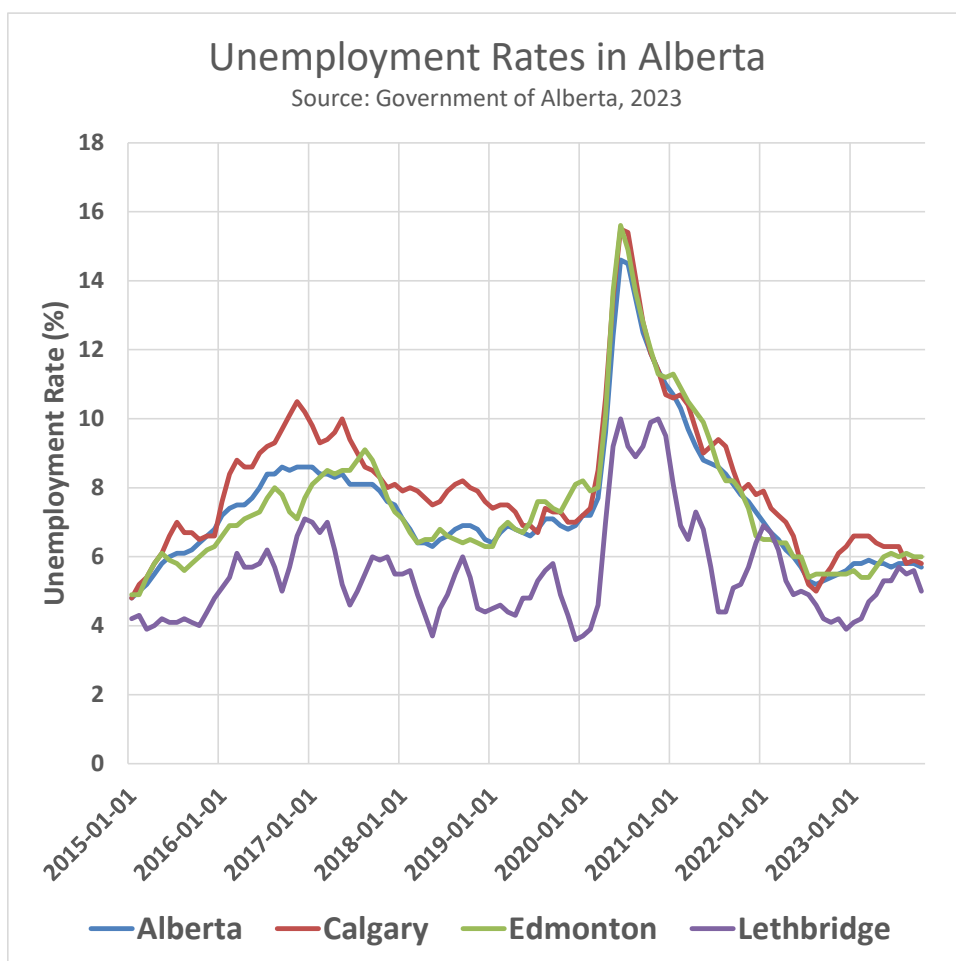
## Background

### The Challenge

The Alberta economy has seen a strong economic rebound following the easing of the Covid-19 pandemic. Since the peak of the pandemic crisis, unemployment rates have declined steadily and are now typically below 6%<sup>1</sup>. The unemployment rates in Southwest Alberta are often some of the lowest in the province. For example, the diagram below indicates that the unemployment rate in Lethbridge is typically below those of both Calgary and Edmonton.

If labour shortages in Southwest Alberta persist, economic activity in the region may be constrained. A lack of available labour creates challenges for regional employers. This assertion is reinforced by data from Economic Development Lethbridge's 2022 Brighter Together Survey, which found that "Workforce Availability" was a top concern for local businesses.

Labour shortages are nothing new to Southern Alberta businesses. This traditionally tight labour market often registers unemployment rates of under 5%, particularly during the busy summer months. As Canadian birth rates decrease, immigration is an important source of labour to keep our communities and economy growing. However, the distribution of immigrants is highly uneven across the province, with larger centres typically welcoming more immigrants. For example, according to 2021 census data, only 1.5% (135 individuals) of the population of the



<sup>1</sup> [Alberta Economic Dashboard | Unemployment rate](#)



Municipal District (MD) of Lethbridge County were recent immigrants who arrived between 2016 and 2021. By comparison, 6.3% (81,315 individuals) of the City of Calgary's population were immigrants who arrived between 2016 and 2021.<sup>2</sup>

The challenge of attracting immigrants to rural communities – and then retaining them in those communities – is not unique to Southwest Alberta, which is why both the Government of Alberta and the Government of Canada have initiated programs that support a more equitable distribution of immigrants to rural communities.

This includes the Government of Alberta's Alberta Advantage Immigration Program (AAIP) Rural Renewal Stream, which began in 2022. This program includes a number of communities within Southwest Alberta that are members of the SouthGrow Regional Initiative, including the Town of Taber and the Town of Cardston, which are both partners in this proposed project.

The Government of Canada initiated a similar program in 2019 called the Rural and Northern Immigration Pilot project. The Town of Claresholm, which is a member of the SouthGrow Regional Initiative and a partner on this proposed project, was the only community in Alberta to participate in the pilot, which is now complete. The pilot was considered a success and many of the participants remained in Claresholm after their three-year commitment period, however 37% elected to leave the community. Single individuals were particularly likely to leave.

## **The Solution**

To keep up with the immigration needs of our rural labour market, there are many initiatives underway across the region that seek to both attract and retain immigrants. However, the data above suggests that more could be done to make the region an attractive location for immigrants to settle. To inform immigrant attraction and retention strategy, stakeholders in the region could benefit from gaining a better understanding of what community characteristics are appealing to immigrants, how immigrants perceive Southwest Alberta, and what could be done to encourage immigrants to choose Southwest Alberta as a place to live for the long-term.

**The purpose of this proposed project is to perform an immigrant attraction and retention study, which would take a collaborative approach to developing actionable information that regional stakeholders can utilize to attract and retain immigrants. Particular focus will be placed on immigrants with skills that address industries identified in the Ministry of Jobs, Economy and Trade's mandate letter, as well as other industries important to the economy of Southwest Alberta.**

Fortunately, there is a robust literature on immigrant attraction and retention in Canada that can provide a solid foundation for this research. While the literature will serve as a useful guide, the value of this project will lie in understanding the experiences and perceptions of

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<sup>2</sup> Source: [Profile table, Census Profile, 2021 Census of Population - Lethbridge County, Municipal district \(MD\) \[Census subdivision\], Alberta; Calgary, City \(CY\) \[Census subdivision\], Alberta \(statcan.gc.ca\)](#)

the region's immigrants – including those who decided to leave – to paint a clear picture of the region's benefits and drawbacks. These findings can then be viewed within the context of labour market needs and the services landscape that currently exists in our communities, with the aim of better targeting resources towards activities with the greatest potential impact. Through primary data collection activities such as surveys, interviews, and focus groups, actionable recommendations can be developed that specifically address the idiosyncrasies of immigrant attraction and retention in Southwest Alberta.

This project is the logical progression of the Labour Market Partnerships (LMP)-funded Southwest Alberta Regional Skills Study and the Southwest Alberta Graduate Retention Strategy. The findings from these studies will help inform the Southwest Alberta Immigrant Retention Study.

## Consultant Selection

Curve Strategic Research (CSR) is the consultant selected to undertake the project. CSR was selected due to their experience conducting community and stakeholder engagement projects of this nature and their relationships in the community, which will facilitate successful project completion. CSR successfully completed the LMP-funded Southwest Alberta Graduate Retention Strategy to a high standard.

The consultant was not paid to write the proposal, nor is there a conflict of interest. CSR provided input to SouthGrow Regional Initiative (SouthGrow) on project elements, such as the recommended project methodology and timelines, to inform the preparation of this proposal, however CSR was not paid to do this work and CSR has no prior business relationship with SouthGrow except for their delivery of the Southwest Alberta Graduate Retention Strategy.

## Alignment with Government of Alberta Priorities

The proposed Southwest Alberta Immigrant Retention Study has close alignment with the mandate given by the Premier to the Minister of Jobs, Economy and Trade. This includes a directive from the Premier to work closely with Regional Economic Development Alliances, such as SouthGrow Regional Initiative, to enhance wayfinding services. The Premier also emphasised the need to seek solutions to labour market shortages in key sectors.

We expect this project to provide significant data that can help support a wide array of regional organizations to make good decisions about how to attract and retain immigrants for the benefit of the regional labour market, with particular attention to the sectors outlined by the Premier in the mandate letter – technology, agriculture, construction, and health care.

## Methodology

The study will utilize both primary and secondary data collection techniques. Primary data collection activities include:

- Surveys of immigrants to the Southwest Alberta region
- Focus groups with immigrants, employers, service providers and other regional stakeholders
- Interviews with key stakeholders on an as-needed basis

The study will explore the following themes:

- What community characteristics are important for immigrants when deciding where to settle in Canada?
- How is Southwest Alberta perceived by immigrants? Does the region have the characteristics immigrants consider important when deciding where to settle?
- Is there anything more that could be done to encourage immigrants to settle in the region?
- Is there an opportunity to attract immigrants to rural communities outside of the City of Lethbridge? What types of immigrants find rural communities appealing?
- Can the region retain more of the international students who attend ULethbridge and Lethbridge College?
- Is there more we can do as a community to connect immigrants with local employers?
- Are there differences in demographic groups (e.g. country of origin) in their perceptions of Southwest Alberta and their willingness to settle in the region?

To answer these questions, CSR is proposing to employ the following primary and secondary data collection techniques:

- A **literature review** is a secondary data collection activity and an important component of any research project. By gaining an understanding of the current state of knowledge on a research topic, a literature review provides the researcher with a foundational understanding that can help inform the direction of subsequent primary data collection activities. As noted above, there is a significant literature on this topic.
- **Surveys** can be a useful tool for efficiently collecting data from a large number of stakeholders, particularly quantitative data. In addition to providing good evidence to support strategy development, the quantitative data collected in a well-executed survey is useful in communicating findings to project stakeholders, potential funders, and the general public.

The quantitative data collected in a survey can do an excellent job in shedding light on *what* people think, however it often lacks context around *why* people think it. While surveys typically have open-ended questions to collect qualitative feedback, they are somewhat limited with respect to the collection of rich qualitative data. For this reason, surveys are only one component (although a very important component) of the overall

data collection picture for this project. In addition to providing evidence to inform strategy development, the surveys will play a critical role in identifying themes to explore in the qualitative data collection activities, such as focus groups and interviews.

**CSR is proposing to conduct a regional survey of immigrants.** The survey questionnaire will be designed and deployed by CSR in consultation with the project partners. Survey participants may include immigrants who participate in programs such as the AAIP Rural Renewal Stream, the Rural and Northern Immigration Pilot project, and/or other regional initiatives supporting immigrants. CSR will work closely with the relevant agencies to ensure participant confidentiality.

The survey will be conducted at an early stage of the project, and the results will be used to identify themes that will then be explored in detail in the subsequent focus groups. To ensure that the survey data can be used to zero-in on the barriers and challenges of specific groups, demographic questions will be included in the questionnaire, including questions that will allow us to better understand how best to attract and retain immigrants in the four priority industries identified in the Premier's mandate letter, and other industries that are particularly relevant in Southwest Alberta.

- **Focus groups** offer many advantages and are particularly useful to test ideas and stimulate creative solutions. Well-structured focus groups typically include eight to fifteen participants who represent a variety of perspectives. A skilled facilitator guides the conversation, encourages involvement from all participants, and helps the group to creatively build on each other's ideas. By observing the interaction of the participants, the facilitator can gain a better understanding of common needs and potential sources of conflict between groups, which can help when prioritizing opportunities and identifying potential challenges.

A key downside of focus groups is that they tend to become easily dominated by vocal participants. In some cases, participants can be reluctant to speak freely and honestly if they have a dissenting view. While a skilled facilitator can help mitigate this outcome by creating a safe environment, encouraging equal input from all participants can be challenging. CSR utilizes a focus group process that encourages input from all.

**CSR is proposing to conduct four focus groups.** The exact make-up of the focus groups will be guided by findings from the literature review and survey, however at least one focus group will be dedicated to community stakeholders (e.g. employers, community groups, government, etc.) and the remainder focused on immigrants. The immigrant focus groups will be held either in-person at locations across the region (e.g. Claresholm, Taber, Lethbridge, etc.) and/or online in cases where in-person participation is challenging for participants due to travel.

- Like focus groups, **key informant interviews** allow for the collection of rich qualitative data. Typically, the key informants are individuals with a large stake in a project or specialized knowledge that cannot be adequately explored in a survey format. They

provide a safe environment for participants to freely speak their minds, which can be particularly useful when collecting feedback from individuals who may find focus group participation intimidating. Lasting from 15 to 30 minutes, the interview follows a basic structure that addresses three to five key questions. This structure is far less rigid than data collected by survey, and the conversational nature of the interviews allow the interviewer to explore insights and topics in greater detail.

**Key informant interviews will be utilized during the project on an as-needed basis.** For example, if a key stakeholder is unable to attend a focus group, CSR may conduct an interview with the stakeholder to ensure their perspective is heard. Additionally, throughout the data collection process individuals or organizations may be identified with subject matter expertise or experiences relevant to the project, and CSR may conduct interviews with these individuals or organizations.

## Project Duration/Timeline

The project is expected to be completed within twelve months of approval of the LMP grant application, with a target completion date of March 1<sup>st</sup>, 2025.

## Deliverables

- Execution of the project components listed under the Methodology section, including data collection and analysis
- Written document summarizing the research findings and providing recommendations for action
- Up to three presentations to regional stakeholder groups (the location and target audience of the presentations will be determined jointly by SouthGrow, CSR, and the other project partners)

## Ongoing Sustainability

The purpose of this project is to generate information and recommendations that can be utilized to develop immigrant attraction and retention strategies, not to undertake the activities outlined in the recommendations. It is therefore a discrete project with defined deliverables that will not require ongoing funding.

That said, it is important to recognize that the value of the study can only be realized if the recommendations are implemented, and that this implementation may require the financial support community stakeholders and/or government.

## Communications

The project will involve three phases of communications:

**Phase 1: Building Awareness**

At the project's initiation, the partners' communication platforms will be utilized to inform stakeholders and the public about the project. This could include notices on websites, newsletters, and email communications. Creating awareness of the project early will help build anticipation for the results and hopefully encourage participation in activities such as the survey and focus groups.

**Phase 2: Coordinating Participation**

This project involves community engagement activities, such as surveys, interviews, and focus groups that will require communications for the purposes of recruiting participants. As a result, they will be developed in the initial stages of the project.

As the project progresses, opportunities may present to share progress reports at meetings, conferences, and other communications platforms. Every effort will be made to utilize these opportunities when available.

**Phase 3: Communicating Results**

At the project's completion, CSR will assist SouthGrow in the development of a press release sent out via the partners' communication channels. The project team will also schedule at least three presentations.

A detailed communication plan will be created as part of the initial project planning activities. All communications will include provincial and federal funder logos as per the LMP program's brand guidelines.

**Ability to Carry Out the Project**

As noted, The SouthGrow Regional Initiative and a number of other partners applied and received LMP funding for two similar projects – the Southwest Alberta Regional Skills Study, which was successfully completed in 2020, and the Southwest Alberta Graduate Retention Strategy, which was successfully completed in 2023. The partners were highly engaged throughout the project and actively managed the project deliverables. SouthGrow played a leading role in the partnership, including managing the project's finances and grant reporting obligations.

Curve Strategic Research (CSR), the consulting firm selected to undertake the project, has been involved in many large community engagement projects involving the data collection methods outlined in this proposal. CSR successfully designed and delivered the Southwest Alberta Graduate Retention Strategy, which had a similar methodology as the proposed Southwest Alberta Immigrant Retention Study. While an employee of Lethbridge College, CSR's lead researcher, Charles McArthur, also designed the Southwest Alberta Regional Skills Study. Charles was highly engaged throughout this project, providing project management and leadership to both the partner group and the consulting firm hired to carry out the project.



All of the project partners have strong regional networks that can be utilized to ensure participation in engagement activities. Many of these partners have successfully delivered on grant funded projects, including LMP-funded projects.

## Risk Management

The partners assembled for this initiative are highly competent and capable of carrying out the project; however, as with all projects, risks exist.

- **Health/Pandemic risk:** The Covid-19 pandemic was a reminder that pandemics can dramatically disrupt society. The pandemic struck Alberta in 2020 while Southwest Alberta Regional Skills Study was in progress, requiring significant adjustments to the project's delivery methodology. While unlikely, a resurgence of Covid-19 or the spread of other pandemics could require a shift in the way the proposed project is conducted. With learnings from the successful adaptations made during the Southwest Alberta Regional Skills Study, the partners are confident that the project can succeed successfully even in the face of a pandemic. This may involve adaptations such as moving meetings, focus groups, and other activities online.
- **Consultant risk:** As noted, Curve Strategic Research's (CSR) Lead Researcher, Charles McArthur will design and deliver the project, and will be directly responsible for many of the project's deliverables. In the event that Charles is unable to continue with the project due to unforeseen circumstances (e.g. health issues), CSR will endeavour to find a qualified replacement within its internal pool of consultants. If a suitable replacement cannot be found internally, CSR will work with SouthGrow to find an external replacement, including the transfer of all relevant project documents and data.
- **Poor participation:** Engagement activities such as surveys, interviews, and focus groups require the participation of the target population to be successful. Poor participation can seriously degrade the quality of the data and analysis. The chances of poor participation will be minimized by utilizing prize incentives for survey and focus group participation. CSR will work closely with the project partners and other stakeholders to leverage their relationships with participants to minimize the risk of poor participation.

## Purpose and Mandate of the Organizations

The project partners include the following organizations:

- [SouthGrow Regional Initiative](#)
- [<Add Partner>](#)
- [<Add Partner>](#)



All of the above organizations have a mandate to support prosperity in Southern Alberta and have a vested interest in ensuring a healthy labour market.

## Budget

Southwest Alberta Immigrant Retention Strategy			
<b>Project Budget</b>			
<b>Expenses</b>	<b>Amount</b>	<b>Revenue</b>	<b>Amount</b>
<i>Consulting Fees</i>			
Curve Strategic Research Consulting Fee	\$ 59,950.00	Alberta Jobs, Economy & Trade - LMP Grant	\$49,950.00
		Cash Contribution from SouthGrow Regional Initiative	\$10,000.00
<i>Other Cash Expenses</i>			
Incentives for survey and focus group participation	\$ 3,500.00		\$ 3,500.00
<b>Total Cash Revenue &amp; Expenses</b>	<b>\$ 63,450.00</b>		<b>\$ 63,450.00</b>
<b>Estimated In-Kind Contributions</b>			
- Human Resources based on a rate of \$75/hr			
<Add Partner>	\$ -		
<Add Partner>	\$ -		
<Add Partner>	\$ -		
Total in-kind:	\$ -		

## About CSR

Curve Strategic Research (CSR) is a consulting firm based in Lethbridge, Alberta that specializes in market research and community/stakeholder consultation. CSR works closely with organizations in a number of industries, including post-secondary, government, events, and agriculture, and conducts both primary and secondary research and data analysis to support strategic decision making. CSR is owned and operated by Charles McArthur.

Charles is a skilled analyst with over 15 years of experience collecting qualitative and quantitative data to support strategic planning and decision making. Having led several major research projects involving dozens of surveys and hundreds of interviews, Charles recognizes that good data is only part of the solution. To be useful, data must be relevant and meaningful to the end user, which involves developing a deep understanding of client needs and how the data can support evidence informed decision making.

Charles holds a master's degree in Food and Resource Economics (MFRE) from the University of British Columbia.

Dear Alberta Labour,

Please accept this letter as a commitment from the Town of Claresholm to partner with SouthGrow to complete the proposed Immigrant retention study. Specifically, we intend to work with SouthGrow and their partners to get the researchers access to our newcomer populations so that they can gather relevant and important data on retention strategies for our region.

Our immigration pilot was a frontrunner in the new landscape of rural immigration programs, and we have learned a lot of lessons so far that are relevant and informative to other communities in Alberta. While the early results we have seen through our program are very promising for attracting new residents and workers to our community, we are very interested in the outcomes of this study to inform our retention efforts amongst our newcomer population and to share the knowledge we've gained over the past 4 years with the many Albertan communities that are now entering this space.

Like many towns, Claresholm struggles with a critical shortage of labour which our immigration program has been important in countering. We consider any work done by SouthGrow and their partners on this retention study to be directly related to Labour outcomes. Immigration is about getting people to come to Alberta, while the study being proposed by SouthGrow is about keeping them here in our communities where they can fill those critical Labour shortfalls.

Thank you for considering this letter. Don't hesitate to reach out if we can provide you with more information about our support for this application.

Sincerely,



# REQUEST FOR DECISION

Meeting: January 22, 2024

Agenda Item: 7

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## TERMS OF REFERENCE MAYORS & REEVES OF SOUTHWEST ALBERTA

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### **DESCRIPTION:**

The Town of Claresholm has been a member of the Mayors & Reeves of Southern Alberta since 2016.

"The purpose of the Mayors and Reeves of Southwest Alberta Committee is to provide an opportunity for conversation and collaboration for Mayors and Reeves located in the Committee's geographical region."

Their objective: "To address local and regional challenges and communicate on behalf of the municipalities of the Committees' geographic area."

The Committee is currently updating their Terms of Reference. They are looking for the Councils of each member municipality to approve the updated Terms by motion. Once all Councils have approved them, the Committee will approve the updated Terms at their next meeting in February.

### **ATTACHMENT:**

- Terms of Reference – Mayors & Reeves of Southwest Alberta Committee

### **PROPOSED MOTION:**

Moved by Councillor \_\_\_\_\_ to approve the updated Terms of Reference of the Mayors & Reeves of Southwest Alberta Committee as presented.

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: January 17<sup>th</sup>, 2024



## **Terms of Reference**

Approved XX/XX/XXXX

### **Purpose**

The purpose of the Mayors and Reeves of Southwest Alberta Committee (hereinafter referred to as the Committee) is to provide an opportunity for conversation and collaboration for Mayors and Reeves located in the Committee's geographical region. The Committee's meetings shall facilitate robust dialogue of the municipally elected leaders of the region to share challenges and opportunities and explore opportunities to jointly lobby on issues of mutual interest.

### **Scope**

To provide a platform for municipally elected leaders to discuss the issues of mutual interest faced by municipalities, to receive input from elected officials of other levels of government (federal, provincial), and to provide municipal perspectives to those officials.

### **Official Formation and Participants**

The Committee shall be comprised of all Mayors and Reeves elected to municipal councils within the geographic region of the Committee. (map/appendix to be attached)

Member Municipalities:

#### **Towns**

1. Bow Island
2. Cardston
3. Claresholm

4. Coaldale
5. Coalhurst
6. Diamond Valley
7. Fort Macleod
8. Granum
9. Magrath
10. Milk River
11. Nanton
12. Nobleford
13. Picture Butte
14. Pincher Creek
15. Raymond
16. Stavely
17. Taber
18. Vauxhall
19. Vulcan

#### Municipal Districts

1. Foothills
2. Pincher Creek
3. Ranchland
4. Taber
5. Willow Creek

#### Villages

1. Barnwell
2. Barons
3. Carmangay
4. Champion
5. Coutts
6. Cowley
7. Glenwood
8. Hill Spring
9. Longview
10. Milo
11. Stirling
12. Warner

#### Municipalities

1. Municipality of Crowsnest Pass

### Counties

1. Cardston
2. Cypress
3. Forty Mile
4. Lethbridge
5. Newell
6. Vulcan
7. Warner

### Cities

1. Lethbridge
2. Brooks
3. Medicine Hat

A Committee Chair and Co-Chair will be appointed by the Committee. The Committee shall determine what arms lengths organizations will provide reports/updates to the Committee. Current reporting organizations:

- All MLAs/MPs representing the geographic area
- Alberta Southwest Regional Alliance
- SouthGrow
- RMA
- AM
- Oldman Watershed Council
- Highway #3 Association

### **Membership Fees**

The Committee shall collect annually a fee of \$200.00 from all member municipalities.

### **Goals and Objectives**

The objective is to address local and regional challenges and communicate on behalf of the municipalities of the Committees' geographic area.

### **Governance**

Decisions will be reached by consensus of the Committee members. Voting will be recorded as "Moved" and "Carried" or "Defeated". The Chair and Vice Chair of the committee shall be appointed annually by the membership at the November meeting.



To be elected chairperson you must be a Mayor or Reeve and/or Deputy Mayor or Deputy Reeve.

### **Meetings**

Meetings will be held regularly, on the first Friday of every month from September to June. A joint meeting shall be held the first Friday in June. Meeting dates will be set at the November meeting, agenda packages shall be sent out to all committee members the Monday of the meeting week. All submissions to the meeting must be submitted to the recording secretary one week prior to the meeting.

### **Recording/Communications**

The Committee shall secure the services of a recording secretary to communicate to the membership, record and distribute minutes. The financial compensation for this shall be determined by the membership at the Annual General Meeting.

### **Authority and Responsibilities**

The Committee is accountable to its member municipalities. The Committee may not implement or authorize any action that is the responsibility of individual member Councils.

### **Quorum**

A quorum will require a minimum of 2/3 member municipality attendance. In order to approve a motion 51% of members must be in agreeance.

### **Review**

The Committee Terms of Reference will be reviewed every five (5) years, from date of approval.



# REQUEST FOR DECISION

Meeting: January 22, 2024  
Agenda Item: 8

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## Feasibility Funding for a Local/Zonal Immigration Partnership in Claresholm

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### **DESCRIPTION/BACKGROUND:**

Calgary Catholic Immigration Society is requesting a letter of support expressing the Town of Claresholm's commitment to partner with CCIS to explore the possibility of a Local/Zonal Immigration Partnership in our region. Specifically, to participate in focus groups for the study, or provide in-kind space and support to conduct the feasibility study. This letter of support would allow CCIS to request feasibility funding for a LIP/ZIP in Claresholm and would provide them with a year (April 2025 - March 2026) to explore whether there is a need for a LIP/ZIP in Claresholm, and whether it would be feasible.

A Local/Zonal Immigration Partnership (LIP/ZIP) initiative aims to create a more welcoming and inclusive community for immigrants and newcomers by working with community partners to provide easy access to the resources and services and identify and reduce barriers. A LIP/ZIP works across sectors, organizations, and service systems to improve local capacity to welcome and support newcomers.

This is a similar service to what the Welcoming Claresholm Committee and the Willow Creek Immigrant Services provides now and would be a complementary program that could address gaps and provide further connections, capacity, and sustainability.

### **ACTION/OPTIONS:**

Carry a motion to direct administration to draft a letter of support for the Feasibility Funding for a Local/Zonal Immigration Partnership. The Mayor will sign the letter once drafted.

Or

Not participate, in which case no motion is required.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to direct administration to draft a letter of support for the Feasibility Funding for a Local/Zonal Immigration Partnership.

#### ATTACHMENTS:

- 1.) Draft Letter of Support

#### APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Ali Hemmaway, Economic Development Assistant

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APPROVED BY: Abe Tinney, Chief Administrative Officer

DATE: January 18<sup>th</sup>, 2024

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23 January 2024

To whom it may concern,

I would like to write this letter to support CCIS's application for feasibility funding for a Local/Zonal Immigration Partnership in Claresholm.

The Town of Claresholm works to attract newcomers from around the world with our Rural and Northern Immigration Pilot Program, and also support multiple welcoming initiatives in the town. We have a very positive working relationship with CCIS/WCIS and appreciate all the settlement services provided by their staff.

While we have been participating occasionally in the Lethbridge LIP and in the Foothills LIP (learning and networking sessions), we would like to explore the possibility of a LIP/ZIP in our region to build more local capacity. We would be happy to participate in focus groups for the study, or provide in-kind space and support to conduct the feasibility study.

Looking forward to the possibility!

Sincerely,

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# REQUEST FOR DIRECTION

Meeting: January 22, 2024

Agenda Item: 9

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## COUNCIL COMMUNICATIONS

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### **DESCRIPTION:**

Council has received the following request from a resident:

Would you agree to dedicate a 15-minute Constituent question/concern period to Council at each Town Council Meeting?

### **BACKGROUND:**

Council is committed to being open and transparent with the public, and has been clear that the Town of Claresholm needs an updated Communications Policy. Administration is currently working on formulating a new policy, however this request stems from a question that was posed to by-election candidates back in September. Council has implemented procedures such as livestreaming and recording meetings, and is open to new ways of communicating with the public.

Few municipalities in the province are hosting an open question period for residents during regular Council meetings, due to the logistics of such a venture. Questions or concerns that would be voiced during an open meeting can often be one-off issues that can be resolved by a simple conversation. Residents can also blind-side Council members with questions that they never see coming and are not prepared to answer.

Administration is recommending that Council have Coffee with Council every quarter. We could offer an evening and a morning session (1 hour duration) in a public venue such as the Claresholm Public Library or the Claresholm Social Centre. Town Council attends and people can come and go and meet with their elected officials. Whichever Council members can make it would do so, and could alternate between morning and evening.

Coffee with Council would allow people access to Town Council in a more relaxed environment. People will be less intimidated if they are meeting Council in a more casual space rather than at the Town Office. It would allow Council the time to research and get answers, or possibly bring the concern forward during a regular Council meeting.

If Council is in favour of this direction, please provide a motion directing administration to prepare a formal proposal for a future Council decision. Please advise if there are any other options or considerations that you would like administration to include in the decision. If Council is not in favour of this initiative, then no motion is required.

PREPARED BY: Karine Keys, Finance Assistant

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APPROVED BY: Abe Tinney, CAO

DATE: January 18, 2024

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# CAO REPORT

January 22, 2022

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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.

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

December 7<sup>th</sup> – 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.

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## **BYLAW**

[See enclosed report](#)

## **CORPORATE SERVICES**

[See enclosed report](#)

## **DEVELOPMENT**

[See enclosed report](#)

## **ECONOMIC DEVELOPMENT**

[See enclosed report](#)

## **FIRE**

[See enclosed report](#)

## **HR / Tax**

[See enclosed report](#)

## **INFRASTRUCTURE SERVICES**

[See enclosed report](#)

## **RECREATION**

[See enclosed report](#)

## **UTILITY SERVICES**

[See enclosed report](#)

Respectfully submitted by

Abe Tinney  
CAO

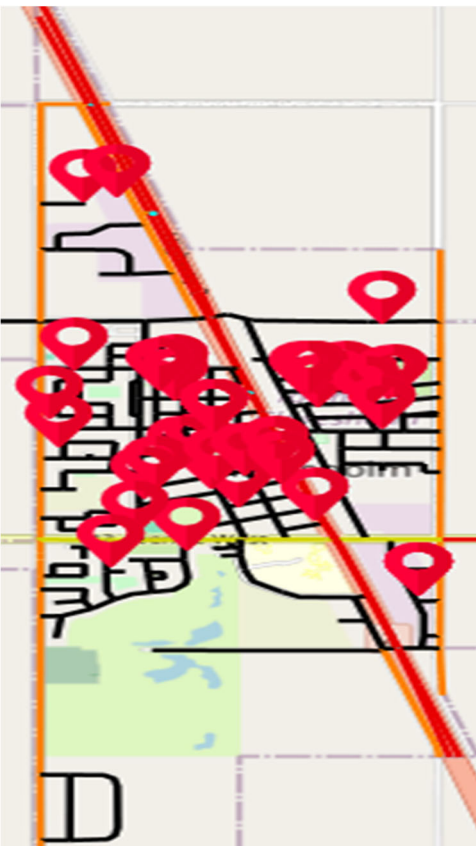


# INFORMATION BRIEF

Meeting: Jan. 22, 2024  
Agenda Item: CAO REPORT

## BYLAW ENFORCEMENT REPORT Nov 21, 2023- Jan 15, 2024

### Report Mapping

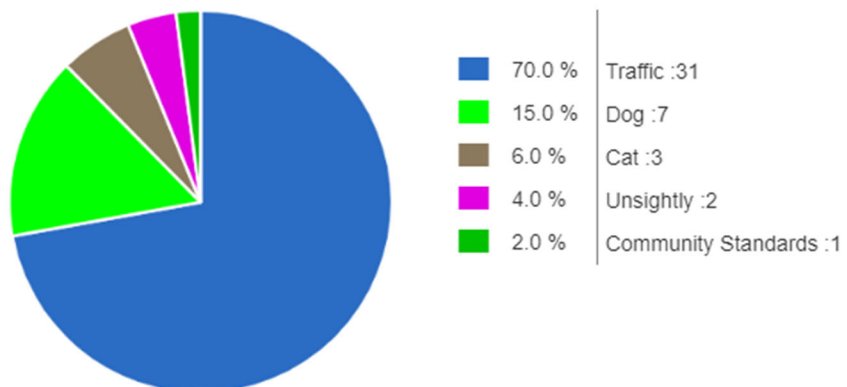


### Oct 17/Nov21, 2023 Highlights:

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.
2. 10 Animals brought into CARES
  - 7 Dogs
  - 3 Cats
3. Unsightly Properties has decreased with the season change.
4. Bylaw Office started 44 files between Nov 21, 2023-Jan 15, 2024
5. With the frigid cold temperatures calls are down.
6. Traffic calls are on the increase as there are more detached trailers left at Weigh Scales.
7. Assist RCMP files renamed to Assistance from RCMP
8. Snow and Ice being cleared at a good rate, the need for outside contractors is low.



Total number of requests by Service Type :



Opened	Closed
7	24
2	5
0	3
1	1
0	1

## DIRECTOR OF CORPORATE SERVICES - UPDATE



*For: 11/27/2023 - 1/19/2024*

### **Claresholm**

#### **Financial**

- 2024 Interim budget was adopted on December 11 and posted to the Town's website.
- Questica has been a tremendous asset in getting our 2024 interim budget prepared, reviewed, and published to the public. It was a more work and a longer road than expected to get it rolled out and there are still capabilities and features that are unutilized or underutilized, but it is already paying for itself in manhours saved. 2024 Final Budget preparation will be underway in Feb/March which Questica will make a quicker and more transparent process throughout the organization. Some managers are also utilizing it for regular operational review of up to date actual financial transactions in their departments and budget utilization.
- 2023 has ended and yearend adjustments and preparation for audit is well underway. We expect to have all yearend working papers and adjustments complete and sent to the auditors before the end of January, with Auditors scheduled to come on February 9<sup>th</sup>. Due to the hard work of the Finance department and the clean working papers provided to the auditors, the auditors have planned and schedule fieldwork to only be a single day now. This is down from 2 days in the past few years, and down from 3 or even 4 days prior to 2018.
- The financial reporting for the Economic Development's 2021-2023 Settlement, Integration and language projects (SILP) grant that ended in March of 2023 requires a separate audit to also be completed. This audit is currently underway and should be finalized later this month.

#### **General**

- Included in the 2024 interim budget was funding for a couple different new systems/programs. We had initial kickoff meetings for these systems/programs to start the onboarding process. These include:
  - Cemetery Management System – We have started gathering information to send to the service provider so they can begin the process of developing the database and mapping for our cemetery and digitizing our cemetery records. We expect they will be coming out on site in early spring to begin the process of digitizing our physical records and taking pictures of our cemetery and all the plots and all monuments/markers.
  - Request Management Software – We have had our first training session and are beginning the processes of building out the types of requests that we deal with or that the public would want to submit and configuring those for appropriate routing and response to deal with these requests.
- Business License and Dog License renewals are well underway. The transition to permanent dog tags last year has made the renewal processes much better this year with a significant decrease in the number of people coming through the door, being able to renew and pay via email/e-transfer making this whole process much more efficient.

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

# DEVELOPMENT SERVICES MANAGER REPORT



**Claresholm**

**For: 11/27/2023 - 1/1/2024**

## Development Permits

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

## Compliance Requests

- ❖ 4 compliance requests received.

## Miscellaneous

- ❖ Local Press Ads – Land Use Bylaw Amendment Public Hearing notices advertised as well as MPC ads. Bylaw reminders – business licenses and dog license renewal reminders.
- ❖ Emergency Management – Attended AHS Nov 30, 2023.
- ❖ December 6, 2023- Health & Safety Committee meeting.
- ❖ December 15, 2023- Municipal Planning Commission meeting.

## On-going projects

- ❖ Annual 2023 Review Newsletter being compiled to be mailed out with the utility bills.
- ❖ Annexation – Order in Council received, Assessors notified, roll numbers assigned to the newly added parcels.
- ❖ Amundsen Park project – Notification received on successful Enabling Accessibility fund application for the south side accessible parking and additional ramps and sidewalk connectors to Amundsen Park. Coordination for spring construction commencing. This project along with the remaining landscaping will complete Amundsen Park.

# 2023 YEAR END DEVELOPMENT STATISTICS

Dec-21

Home Occupation Starts	15
Change in Use applications	11
MPC applications reviewed	27
Development Officer reviewed	65
Council reviewed (LUBA)	2
Total 2021 Development Files	95

Dec-22

Home Occupation Starts	15
Change in Use applications	7
MPC applications reviewed	24
Development Officer reviewed	77
Council reviewed (LUBA)	4
Total 2022 Development Files	82

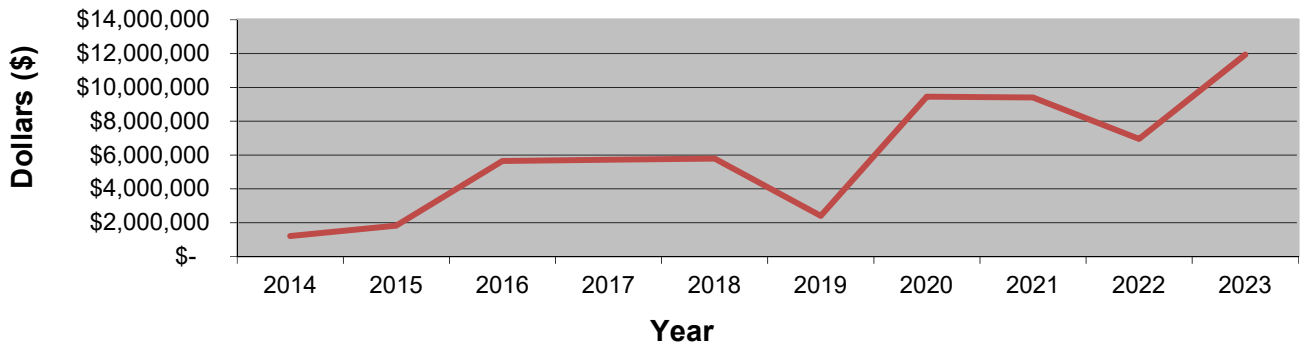
Dec-23

Home Occupation Starts	16
Change in Use applications	11
MPC applications reviewed	14
Development Officer reviewed	76
Council reviewed (LUBA- not including zoning for sub)	5
Total 2023 Development Files	98

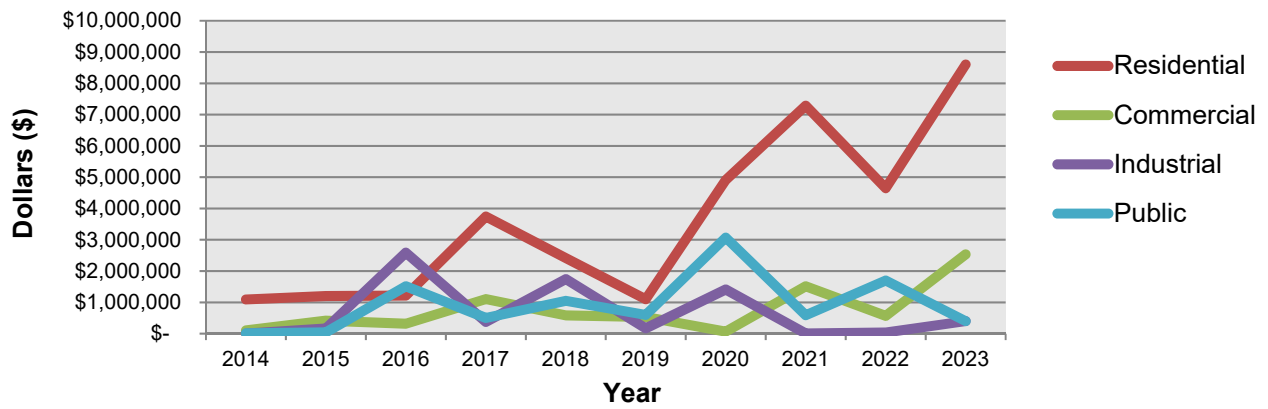
Year	2016	2017	2018	2019	2020	2021	2022	2023
Residential	\$ 1,219,038	\$ 3,744,868	\$ 2,414,987	\$ 1,100,156	\$ 4,908,218	\$ 7,288,800	\$ 4,648,781	\$ 8,600,766
Commercial	\$ 319,449	\$ 1,104,300	\$ 584,500	\$ 532,200	\$ 63,552	\$ 1,516,000	\$ 566,295	\$ 2,549,500
Industrial	\$ 2,589,500	\$ 372,000	\$ 1,742,200	\$ 170,000	\$ 1,412,319	\$ 8,200	\$ 35,000	\$ 400,000
Public	\$ 1,515,600	\$ 501,200	\$ 1,048,800	\$ 600,000	\$ 3,071,050	\$ 591,165	\$ 1,700,000	\$ 401,644
<b>Total</b>	<b>\$ 5,643,587</b>	<b>\$ 5,722,368</b>	<b>\$ 5,790,487</b>	<b>\$ 2,402,356</b>	<b>\$ 9,455,139</b>	<b>\$ 9,404,165</b>	<b>\$ 6,950,076</b>	<b>\$ 11,951,910</b>

Submitted by  
Tara Vandervalk  
Development Services Manager

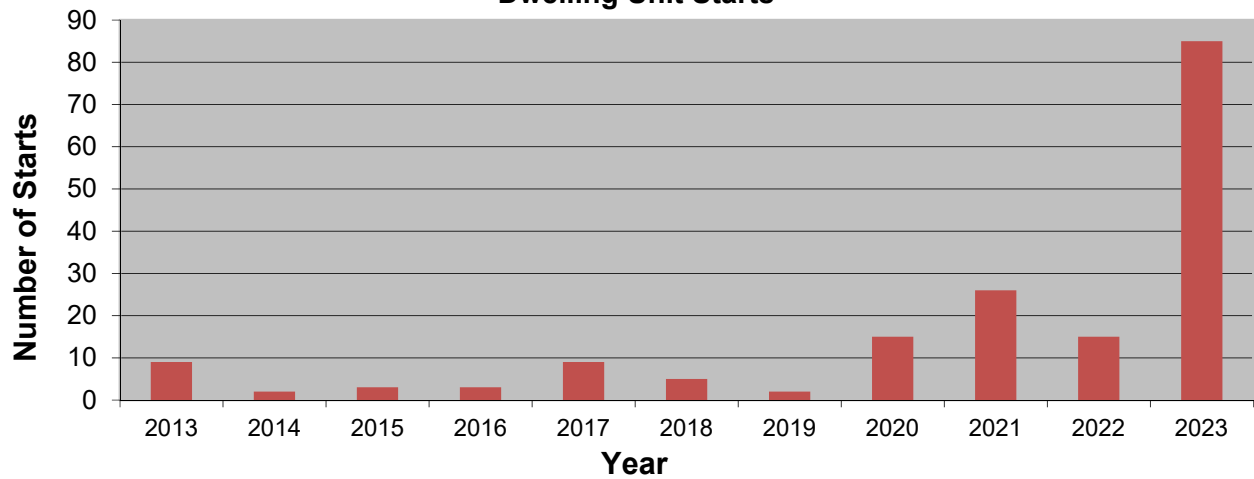
### Town of Claresholm Permit Value



### Town of Claresholm Permit Value (by type of use)



### Dwelling Unit Starts



Submitted by  
Tara Vandervalk  
Development Services Manager



## **Economic Development Report**

Prepared by Megan McClung and Ali Hemmaway

January 22, 2024

### **Engagement Coordinator**

#### **Welcoming Claresholm**

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

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

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

#### **Events**

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

Applied for the Canada day Grant for 2024

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

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

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

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

#### **Downtown Engagement**

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

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

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

Conducted Broadband surveys for the downtown core internet surveys.

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

January 19, 2024

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

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

## **Education**

Attend monthly interagency meetings.

Attend Monthly welcoming Claresholm meetings.

Attend WCIS monthly meetings.

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

Attend monthly Alberta Southwest regional round table meetings.

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

## **Economic Development Assistant**

### **December & January**

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.

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.** EDC has now issued all allocations for 2024. IRCC has stated that they intend to extend the RNIP program. Decided to put our Rural Renewal Application on hold as a result until the future of RNIP is more certain, as we did not feel we would have the capacity to administer both programs at the same time. Will resubmit in the event RNIP is not extended in Claresholm.

Worked with Invest Alberta to create a Community Profile. Updated the [Economic Development page](#) of the Town of Claresholm website to include this Community Profile as well as links and information on the ED Bulletin, Claresholm Business Hub and Business Hub Job Postings, and the Rural Development Network Affordable Housing Strategy. Continues to send out bi-weekly Economic Development Bulletins (email newsletters) to subscribed Claresholm businesses ([14 sent so far](#)) as well as monthly Claresholm Business Hub Job Postings roundup (3 have been sent out so far). These two newsletters have seen an increase of 59 subscribers in the last 6 months.

Completed two of three courses in the Economic Developers Alberta Community Economic Development Training Program. The third and final course, Business Retention and Expansion, will be completed in February. Attended "Rethinking Communication and Engagement with Multicultural Communities" online training.

## **TOWN OF CLARESHOLM FIRE DEPARTMENT**

### **MONTHLY UPDATE**

#### **FOR THE PERIOD OF: 19-NOVEMBER-2023 TO 31-DECEMBER-2023**

1. It's been a busy start to the fire year for the Claresholm Fire Department. As of December 31<sup>st</sup>, we've responded to 50 calls for service (that's more than 1/day in this reporting period!). Highlights include:
  - a. 14 Fire Safety Code Inspections/Investigations
  - b. 8 Medical (EMS) first or co-response
  - c. 4 Structure Fires
  - d. 4 Motor Vehicle Collisions
2. The Level 2 1001 Class is back in session after the Christmas break. Students are hard at work learning about Cause & Origin Determination, as well as completing a practical building inspection and presenting a Life Safety presentation. Life Safety Presentations are an important aspect in the fire service. Traditionally, they are thought of during Fire Prevention Week in October of every year; however, any chance to engage with the public is an opportunity to discuss Fire & Life Safety. There will be an opportunity to see some photos of the students putting their skills to work at the end of this report.
3. Our latest recruit has received her pager and will be responding to calls by the time of this meeting. She is very eager to help the community and be a part of the Claresholm Fire Family. Welcome Prob-FF Rusch!
4. December 20 saw the annual family Christmas party at the fire hall. Members, and their families enjoyed a potluck Christmas meal and the

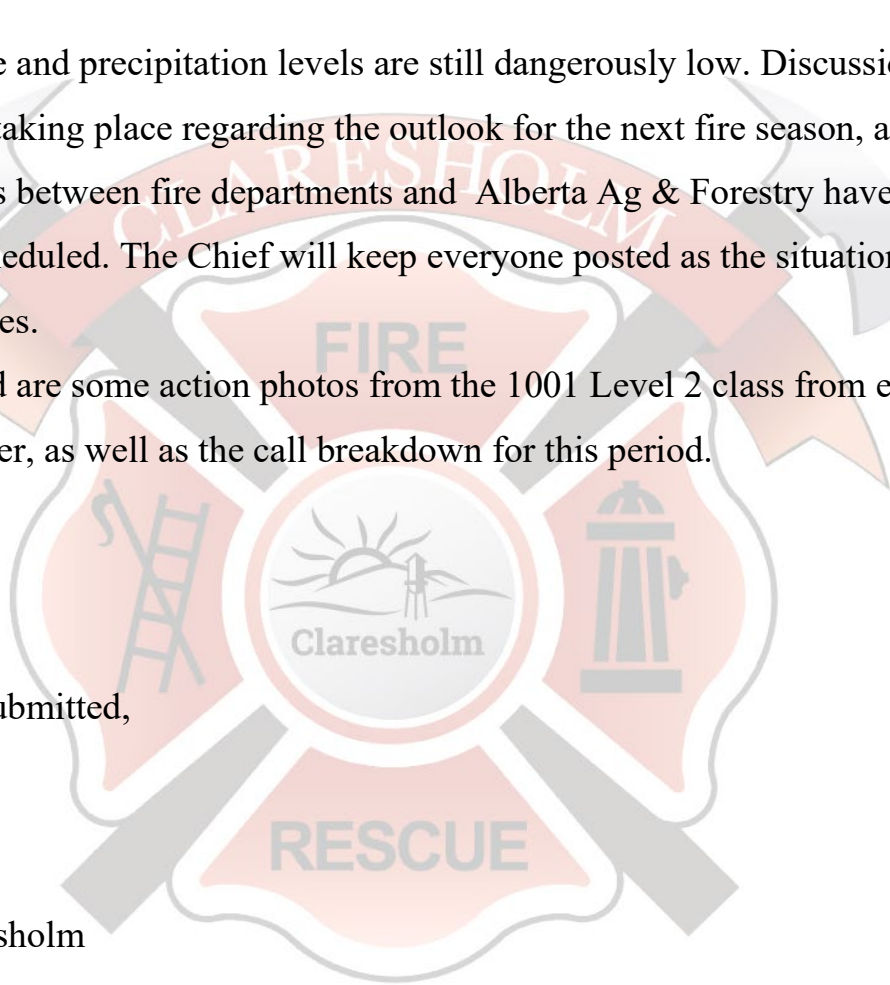


chance to catch up. Mayor Schlossburger and CAO Tinney also joined the members and brought best wishes from Town & Council.

5. January will see the rollout of the weekend officer on call. Captains, Lieutenants, as well as Chiefs will be rotating on-call duties from Friday to Sunday evening. This will provide for a better work-life balance for Chief & Deputy.
6. Moisture and precipitation levels are still dangerously low. Discussions are already taking place regarding the outlook for the next fire season, and meetings between fire departments and Alberta Ag & Forestry have already been scheduled. The Chief will keep everyone posted as the situation progresses.
7. Attached are some action photos from the 1001 Level 2 class from early December, as well as the call breakdown for this period.

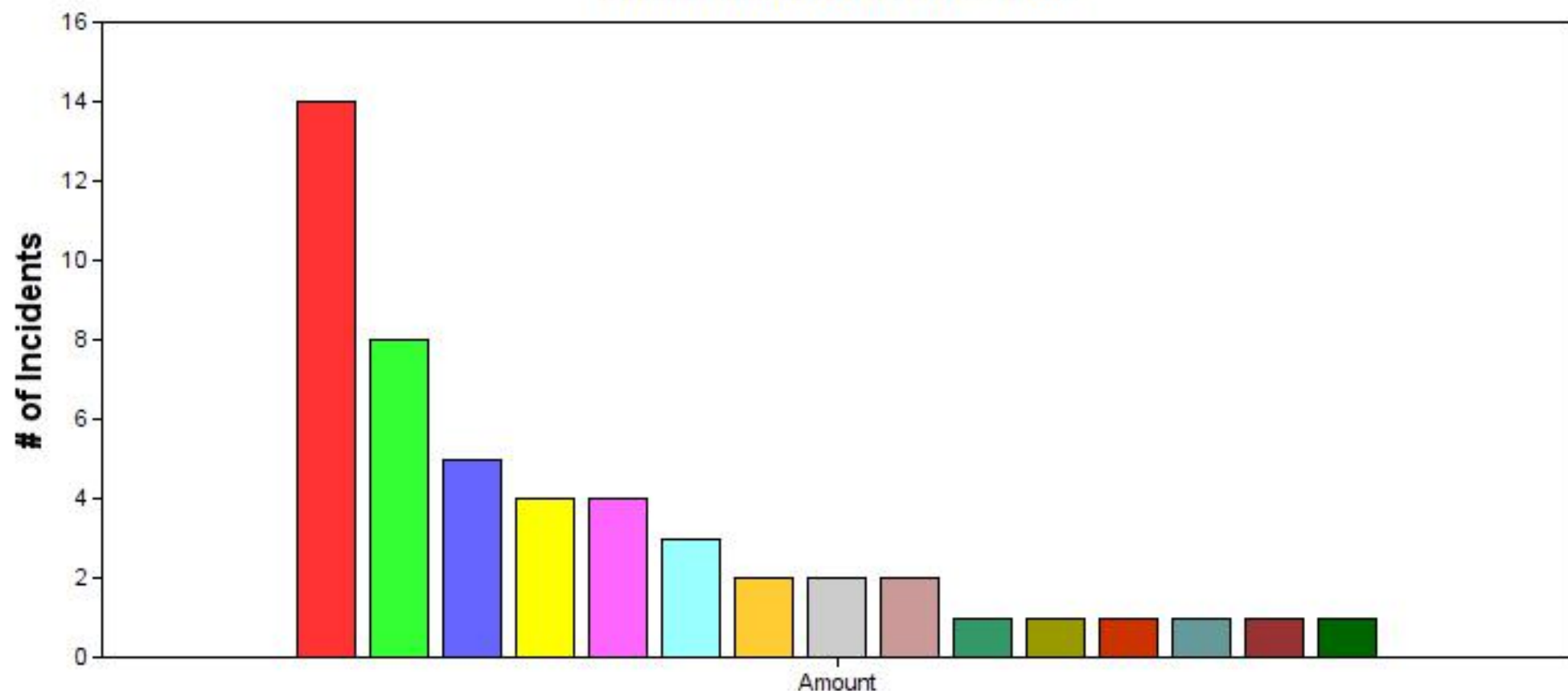
Respectfully submitted,

Craig White  
Fire Chief  
Town of Claresholm



# ***Claresholm Fire Department Calls by Type***

**From Nov 19 23 to Dec 31 23**



■ Safety Codes Investigation - 14    ■ Medical - EMS - 8    ■ Alarm No Fire - smoke or steam mistaken - 5  
■ Vehicle Accident - 4    ■ Fire Structure - 4    ■ Alarm No Fire - detector activated - 3  
■ Alarm No Fire - miscellaneous - 2    ■ Rupture - gas pipes - 2    ■ Public Service - miscellaneous - 2  
■ Fire Outside - 1    ■ Home Accident - 1    ■ No Alarm Fire - not responded to by fire department - 1  
■ Public Service - assist police or other agency - 1    ■ Alarm No Fire - accidental miscellaneous - 1  
■ Public Service - citizens locked in or out - 1

1001 Level 2, Vehicle Extrication Tools  
Duncan McLean  
07 December, 2023



# JANUARY 2024

## HR/TAXATION REPORT

Prepared by Lisa Chilton

### Human Resources/Payroll

We advertised to fill the vacant position of Economic Development Officer, but were unsuccessful in finding a suitable candidate. The decision was made to wait until the new year to pursue this again.

### Assessment and Taxation

Tax arrears letters were sent out January 5<sup>th</sup>, 2024.

There are still three (3) properties on the tax arrears list for 2023. Any properties on the list with outstanding arrears at March 31<sup>st</sup>, 2024 are subject to auction in 2024.

Below is the amount of outstanding taxes, at January 4<sup>th</sup>, 2024 not including TIPPS Participants. Taxes outstanding are **\$189,910.48** summarized as follows:

\$ 169,339.83	Outstanding (all taxes not paid by December 31 <sup>st</sup> )
\$ 22,570.65	On 2023 Tax Arrears List. Subject to auction in 2024.

We will receive the 2023 Assessment for the 2024 taxes on or about January 31<sup>st</sup>, 2024.





# Infrastructure Services Report



January 2024

Jace McLean

Director of Infrastructure

### Arena

The Arena is in full swing for the season. We experienced a failure of a condenser motor on January 7, 2024. Town staff was able to keep the plant running for 2 days until Cimco could make a service call. A new motor, fan, and housing have been ordered and will be installed when it arrives.

### Town Buildings

The regular monthly inspection of Town owned buildings continues. No major problems came up during the cold snap, vacant buildings were checked multiple times a day.

### Equipment

We experienced some minor problems with the new garbage truck, but service was never affected. The cold weather caused issues with most of the equipment when exposed for an extended amount of time.

### Parks

Park cleanup and playground inspections are ongoing through the winter.

### Garbage

The new garbage program is underway! Service began on December 11<sup>th</sup>. Two operators are currently trained on the new system and two more will begin training shortly.

The kinks are still being worked out, but the program is working as good as expected. Total garbage collection time is currently down 6 hours a week from the old system, with improvements in speed still to come.

An informational video was posted to the Town's website and Facebook with instructions for proper bin placement.

### Cemetery

The Town crew has been busy with burials. 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 doing snow removal as needed.

### Sidewalks

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

### Water Distribution

We are experiencing one small leak on Westlynn Dr. Multiple residents had their water services freeze, mostly on mobile homes.

Frost levels are being monitored and properties with shallow services will be notified when they need to run their water.



### Storm Water/Drainage

The Westlynn Storm Trunk project experienced major issues on the final days of construction with a gas main being ruptured and roughly 80 residences being left without gas. Construction was suspended for the season; work will resume as soon as the frost is out of the ground.

Paving and concrete will also be completed in the spring.

### Recycling

Recycling program is working well. Our collection depot in Calgary, Cascades, is closing their doors in March. The Town is looking for a new facility.

### Staff

No issues to report. Training is ongoing with two staff completing WHIMIS and another completing ICS-200.

The temporary laborer finished December 15<sup>th</sup> after extending contract 3 months to assist with the garbage truck.





# CLARESHOLM RECREATION

## December 2023-January 2024

### Recreation Report



Authored by: Denise Spencer

January 15, 2024





# CLARESHOLM RECREATION

## ARENA

- Return Renter, Glenlake Tournament November 24-26 has requested a booking for the 2024-25 season. This group sings the praises of Arena Staff, and the Town of Claresholm.
- The Mcknight Tournament December 15-17<sup>th</sup> was another success, with renters very pleased with the facility and staff
- Pond Hockey Tournament scheduled December 28 & 29 was cancelled by organizer due to lack of registrations from teams
- The Teen Centre (FCSS) has been using the Arena Mezzanine since the second week of November.
  - Researching how the Town Facility can better assist the group to ensure their success, and usage by teens
  - Junior Teen Centre is scheduled to begin February 6
- The National Junior Hockey League (NJHL, formerly Greater Metro Hockey League) has requested a meeting with the Town of Claresholm to review the facility, Meeting is scheduled January 19, 2024 at the Claresholm Arena
  - This would be similar in outline to the previous proposed agreement with the GMHL that we had in 2022.



## CAC

- The facility shut down was extended due to discussions regarding the housing of the pool lights, maintenance had to bring upper management into the discussion
  - Lights were installed in November 2022, these are long lasting LED lights. Expensive, but less maintenance and replacement than the previous lights
  - The pool opened December 27<sup>th</sup>, 10 days after our proposed opening date
  - December sales were not as High as previous years, January is on track to be a record month
- Inservice January 5; Review of Administration procedures, Aquafit training and removals in the hot tub.
- The Recreation Guide, which replaced the Program guide is available online at Claresholm.ca under Active Living and the Claresholm Aquatic Centre
  - This publication is vital to getting our programming to community members.
  - At the January 18, 2024 Interagency meeting let community organizations know we are looking for community content for the community section.
- Family Swim night was January 19, 2024. We're doing our part to remain engaged with the community
- Aquafit programs continue to be well attended, with growth in our 7:45 am program.
- Bootcamp was changed to Monday and Wednesday evenings from 8-9pm due to patrons requesting later time slots. Fitness swimmers will be allowed to swim if they come to the pool during that time.

## Claresholm Skatepark

- In 2017 we held our first open house at the Town of Claresholm, with Newline Skatepark attending. The Claresholm Skatepark Association was formed in 2018. After delays due to the Covid Pandemic, we were excited to hear that The Claresholm Skatepark Association will be receiving a CFEP Grant of \$255,116.00

## 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

# UTILITY SERVICES REPORT

## JANUARY 2024



**Claresholm**

**Utility Services Manager**

**Brad Burns**

[brad.burns@claresholm.ca](mailto: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.
- Clean bulk coagulant tank and service lines.
- Corona Electric change over transfer switch gear electrical power supply.
- Clean Dissolved Air Flotation pretreatment detention tanks.



### 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.

### Training and Continuing Education Credits

- Courses available.



### Meetings

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

### Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly 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 CPAC-181 Coagulant.

## 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.
- MPE Engineering backup generator replacement premeeting.
- Corona Electric change over transfer switch gear electrical power supply.



**East Side Reservoir (UFA)**

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

**Water Distribution**

**Universal Metering**

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

**Government Compliance**

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

**PRV Meter Vaults**

- Check acreage PRV vault bi-weekly.

**Distribution Lines**

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

**Lagoon and Wastewater Collection**

**Government Compliance**

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

**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 Reservoirs**

**Government Compliance**

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

**Pine Coulee Reservoir**

- Chain Lakes Reservoir 69.07 % level 1295.63 geodetic meters, 9955.24 (dam3).
- Willow Creek at OXLY Ranch flow 1.01 m3/s
- Pine Coulee Diversion Head Pond above Head Gates 1050.83 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 Reservoir water organic and manganese higher than normal.
- Collaborate with AEP and MPE Engineering about outfall line fish screen protection with air bubbling system.

Pine Coulee Reservoir Outfall to Water Treatment Plant



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 6564 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.
- 2023 annual AEP inspection complete.



# Town of Claresholm

**Council Committee Report**

**Date: January 22, 2024**

## **Mayor Schlossberger**

### **Jan.5 Mayors & Reeves**

Presentation from Alberta Environment on the water shortage in Alberta. This was a long presentation and discussion. Took 1.5 hours. Minister Neudorf told us to hope for the best but plan for the worst. They are studying a way to transfer water from the north to the south. But this is very, very expensive and is not a short term fix. Health and Safety (meaning people) will always come first. The agreement to supply Saskatchewan with 50% of our normal flow was met this year, but barely!!! The province is very concerned!!!! We are starting with about 25% of our normal fill at this time year! So without major snowfall or rainfall we starting at very very low amount of water.

We also created a Terms of Reference for this group. Which we'll approve at our next meeting. After councils view and approve them. Mayor Thorn of Okotoks, also small towns south rep at AM, gave a report. She told Minister Neundorf and MLA Petrovic that our provincial funding needed to be 1.8 billion not 772 million just to keep up with growth. Growth in population means, more housing more services, more health care, more teachers, more infrastructure. Etc. Also and this a heads up for everyone. There is a shortfall in the police funding model, estimated to be about \$100 to 150 million, which we have to be made up. AB munis asked the province for an extension on this until 2025. So we will pay more for policing. And it is not all the new contract RCMP signed.

Mayors & Reeves is increasing the fee to \$200.00 a year.

Very long productive meeting, even though a bit gloomy. Especially on the water situation!!

### **Jan.11 ORRSC**

Raised fees for municipalities. Raised sub division fees. Sub division activity has picked up in 2024.

### **Jan.12 RCMP**

Discussed recent rash of B&E's. Speeding in town and on highway.

### **Jan.15 EDC**

Tara attended our EDC meeting. Everyone appreciated her answers and direction. It was a good meeting.





# Town of Claresholm

<b>Councillor Carlson</b>	<p><b>Porcupine hills lodge</b>  Everything is on track. Facility is full, well managed and there is a substantial waiting list for cottage rentals.  Working with all stakeholders for grant funding to enable the next phase of 16 more cottages. Timeline looks positive for this year.</p> <p>New aided bath in place and health aids are appreciative.</p> <p><b>EDC.</b>  continuing to help with inquiries for development. Board will continue to plan around both scenarios of having an Ec. Dev officer or what role the board will play going forward without one.  Determining what actionable roles that can be filled by a board as a whole will be a discussion needed.</p>
<b>Councillor Cutler</b>	
<b>Councillor Kettles</b>	<p><b>Claresholm Daycare</b>  Finance and budget discussions for 2024  After a few minor adjustments budget was set  Fundraising discussions - Casino set for Jan 29, 30.  Discussions on a delegation to MD discussing letter request for funding toward a gazebo for students and other projects. More than 30% of students served live in the MD of Willow Creek.  Personnel discussions regarding Asst. Director Position  4 new children have signed up for Daycare this month  Licensing made an un-announced visit but it went well  Fire drill also went well  AGM set for Council room on Feb 13, 2024</p> <p><b>Learn-a-lot Playschool</b>  Finance discussion  - CEBA loan paid back in full, transfer of some casino funds to current account  Fundraising update - spring flower initiative planned  Planning in progress for setting registration date for 2024-25 year</p>



# Town of Claresholm

	<p>Looking to update our website and Facebook pages</p> <p>Playschool currently has a few open spots so if anyone is aware of anyone please contact the Play school for information</p> <p><b>Claresholm Golf Club</b></p> <p>Finance discussions on reports. Year end still being finalized but will show a profit for this past year but down from last year.</p> <p>CEBA loan payed back in full</p> <p>Budget discussions for next year. Budget set with minor adjustments.</p> <p>Planning for new clubhouse kitchen service is in final stages with new operator</p> <p>Review of tree pruning requirements when that can be arranged.</p> <p>Review of pond levels and silt buildup will be done in consultation with the Town in the spring.</p> <p>Winter equipment maintenance ongoing</p> <p>Fundraising discussion on strategies to success for grant applications</p> <p>Casino date set for May 2 and 3 of this year</p>
<b>Councillor Meister</b>	<p><b>Claresholm social centre</b></p> <p>Membership renewals are due, remaining @ \$35/yr. We would like to sponsor an award for the Chamber next year. Finalizing details on what is included with rentals. Rentals were up a great deal from 2022. Looking into hosting regular bingo nights. Our AGM is March 20<sup>th</sup>.</p> <p><b>Museum</b></p> <p>Organized our strategic planning strategies into smaller, more manageable groups. Revamped and added committees to help reach our goals. New lighting is finally finished in the exhibit hall and all of the fluorescents can be turned off! The opening of the Toone doll exhibit was appreciated by the family. Old fashioned Christmas saw 200 people come through and sales in the gift shop were also good. Work bee was said a few times so there will be some of those coming up.</p>
<b>Councillor Ross</b>	
<b>Councillor Zimmer</b>	

## 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 - January 8, 2024				
1	BYLAW #1771 - Moved by Councillor Meister to give Bylaw #1771, a Land Use Bylaw Amendment 2nd Reading. CARRIED Moved by Councillor Cutler to give Bylaw #1771, a Land Use Bylaw Amendment 3rd & Final Reading. CARRIED	Tara	Bylaw printed & signed, sent to ORRSC.	Complete
2	BYLAW #1774 - Moved by Councillor Ross to give Bylaw #1774, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1774, a Land Use Bylaw Amendment, 3rd & Final Reading. CARRIED	Tara	Bylaw printed & signed, sent to ORRSC.	Complete
3	BYLAW #1775 - Moved by Councillor Ross to give Bylaw #1775, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1775, a Land Use Bylaw Amendment, 3rd & Final Reading. CARRIED	Tara	Bylaw printed & signed, sent to ORRSC.	Complete
4	BYLAW #1776 - Moved by Councillor Cutler to give Bylaw #1776, the Emergency Management Bylaw, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1776, the Emergency Management Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
4	BYLAW #1776 - Moved by Councillor Kettles to appoint Councillor Meister to the Emergency Management Advisory Committee. CARRIED MOTION #24-001	Karine	Committee Listing updated	Complete
5	BYLAW #1778 - Moved by Councillor Ross to give Bylaw #1778, the Administrative Services Committee Bylaw, 2nd Reading. CARRIED Moved by Councillor Meister to give Bylaw #1778, the Administrative Services Committee Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
5	BYLAW #1778 - Moved by Councillor Cutler to appoint Councillor Meister to the Administrative Services Committee. CARRIED MOTION #24-002	Karine	Committee Listing updated	Complete

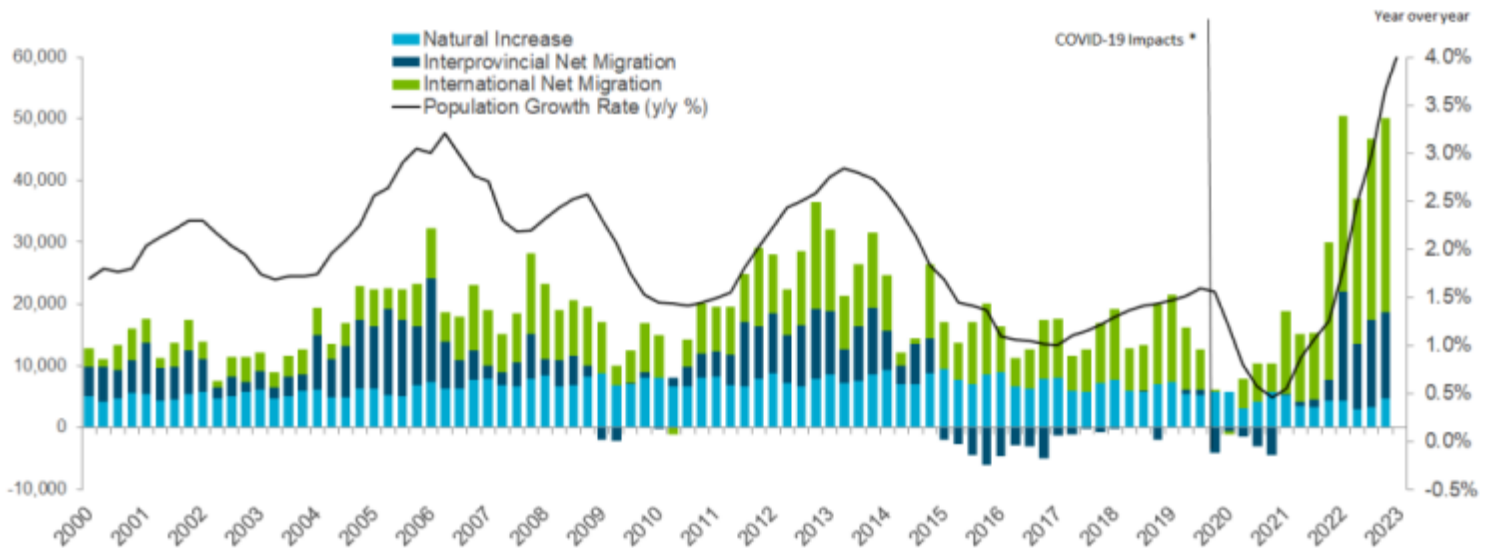
9	CORRES: Claresholm Pentecostal Assembly - Moved by Councillor Zimmer to write a letter of support towards the Claresholm Pentecostal Assembly's application to the Community Facility Enhancement Program (CFEP) grant for the purpose of a renovation project at their facility located at 4716 - 2nd Street West. CARRIED MOTION #24-003	Abe	Letter sent	Complete
10	RFD: 2024 Willow Creek Fire Games - Moved by Councillor Cutler to approve the following road closure on Saturday, May 18, 2024 from 11:00 a.m. to 3:00 p.m. to facilitate the Municipal District of Willow Creek's 2024 Willow Creek Fire Games taking place at the Claresholm Arena: 2nd Street East between 47th and 50th Avenue. CARRIED MOTION #24-004	Abe	M.D. organizers have been updated on the road closure approval.	Complete
11	RFD: Letter of Support - Porcupine Hills Lodge - Moved by Councillor Carlson to direct administration to draft a letter of support for the Porcupine Hills Lodge's application to the Affordable Housing Partnership Program, and that the letter be addressed to the Minister of Seniors, Community and Social Services and the Livingstone-Macleod MLA. CARRIED MOTION #24-005	Tara	Letter sent	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: January 19, 2024

# INFORMATION ITEMS



# Reframing several Labour Market issues.

## Monthly Report

For Mayors and Reeves

# January 2024

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**Dear Mayors and Reeves,**

Industry experts predict that Alberta will experience skilled worker shortages into 2025. The current crunch we're going through is not unique to Canada nor to the developed world, with a shortage being driven by the accelerating retirement of the baby boomer generation, declining domestic birth rates, and the general shift to remote work, which is causing strange, isolated patches of labour shortages in specific industries. Labour is also more mobile than ever, and the younger generation is willing to move to locations where there are opportunities, where housing is affordable, and where they feel like there is a culture that matches their own personal values. Solving the problem requires a multi-varied strategy across several sectors.

I wanted to take my space here to talk about a few issues related to solving the labour crisis in Alberta which I think are often misunderstood or ignored because they've become associated with a specific political brand. I want to explain why they are important economic issues when addressing labour market shortages so that you are better equipped to discuss these issues in your communities as leaders.

1. **The Alberta Advantage:** There is genuine competition for high-quality immigrants and internal migrants in Canada between provinces. But Alberta has it really really good with some major competitive advantages on its side. As of October 1, 2023 Alberta's population was 4,756,408 people, which had expanded by about 194,000 over the previous 12 months leading Canada in growth by 4.3% (Canada's was only 1.07%). This number included net interprovincial migration rates of 10,000 or more for 5 consecutive quarters, meaning that lots of other Canadians are moving here from other parts of the country. There are a lot of opportunities here, with plenty of jobs, high wages, and the 'Alberta is Calling' marketing campaign has been both robust and well-funded. Just telling the story of the opportunities in Alberta is effective. I encourage you to look at the Median Household Income per electoral district map provide by 338canada.com to see just *how much richer Alberta is* than the rest of the country. (<https://338canada.com/map-income.htm>) Alberta's median after-tax household income was \$83,000 in 2020, the highest in Canada with a 4.2% edge over Ontario in second place. Alberta also has the lowest tax environment in the country by several percentage points when you add up the variances between personal, corporate, and consumptions taxes, AND while places like Calgary are very expensive, job-seekers can take advantage of the high-income and low income environment in the province while living in small cities or rural communities where housing is very achievable.

**The Point:** Next time someone tells you how hard Albertan's have it, flip the script on them. Point to the household income data and show them just how much better off we are than our neighbors. This is a positive story, so let's keep telling it and encourage folks to come make Alberta their home and enjoy the advantages that we do.

2. **Diversity and Inclusion:** How many of you read 'Diversity and Inclusion' and had a negative mental reaction? Probably a few, because somehow they've become liberal buzz words with negative cultural associations in certain circles. This is unfortunate because issues embedded in the conceptual space that D&I inhabit are critical to addressing our labour

market shortages. There are numerous segments of our population that are under-represented in the work force and whom just don't have access to the same opportunities as others due to cultural and social barriers (both hidden or explicit) that don't provide for those same opportunities. I like to use the example of a high school sports team that is having open tryouts. In theory, the best possible sports team will result from every single student in the school trying out for the team. When your talent pool is larger, you have increased chances of hitting the jackpot. For the sake of argument, let's say it's a boys' only basketball team. You've immediately limited your potential talent pool by 51% and may miss a hot-shot girl who can out-shoot every other boy in the region. Let's say its only for 12<sup>th</sup> grade boys, once again you further limit your talent pool and will have statistically worse outcomes than if your talent pool was larger. Apply the metaphor to the provincial labour pool: When more people are included, *or feel included*, in the talent pool then employers will have a larger range of talent to explore, will be able to build better teams, and consequently society as a whole will have better economic outcomes.

**The Point:** This is necessarily an overly simplistic take on D&I in an economic context, but the metaphor is poignant. D&I is about leveraging the whole talent of our communities and reducing barriers to accessing that talent to provide our economy as a whole with better outcomes.

3. **Affordable Childcare:** This one is going to be big in the news with the Province in the middle of negotiating the next phase of the \$10/day affordable child-care deal with day care centers across Alberta. Given that this initiative is also being driven by the Federal Liberal Government, I'd also throw it into the 'liberal buzz words' category and there are likely a diversity of opinions on the issue amongst the people reading this. Let's go to the statistics for some solid ground. Canada is classified as a low-fertility country with domestic fertility rates of 1.44 children per woman (2021). This is way below the general replacement rate of 2.1 children per woman to keep a population stable. There's a lot of reasons why this is so, but one of those reasons is that the single-family income for most households is a thing of the past. Both parents need to work for a family to afford life, and kids bring a lot more expenses. If young people choose to NOT have kids, the problem worsens. Some young families are fortunate to have a family support system to help them raise their kids, but this is not a universal experience. To counter-act the low domestic birth rate, Canada brings in an increasing number of immigrants to keep the population growth rate at or above 1% per year. As the birthrate decreases, our immigration rate is growing. Many new immigrants to Canada come without their family support system and don't have elderly parents or extended family that they can rely on for child-support, and they also must have both adults in a family unit working to support life in an increasingly expensive country.

Affordable Child-Care is a potential solution for many of our people, giving them subsidized early child-care education options that are affordable enough that it makes sense for both parents to go to work opens up options for many tens of thousands of workers in our economy, increasing our labour pool and access to talent that might otherwise be unavailable, and spreading the cost over the entire tax base is the way to afford it.



A routine objection to subsidized child-care is often from taxpayers who don't have kids. "I don't have kids, so why should my taxes pay for someone else's childcare?" As community leaders the response is to point to the society-wide necessity of maintaining a stable population. There are any number of explainer videos of the perils of demographic collapse that can be pointed to and can always go and read about the financial hardships that places like Japan are experiencing as they navigate the complexities of an inverted population pyramid.

**The Point:** Affordable Child-care is rapidly becoming a necessity in an environment where the choice to have children has major financial implications and there the family support systems that once existed just aren't there for many long-time Canadians or the accelerating number of new immigrants who call Alberta home.

## Conclusion

Solving the labour crisis is going to take a lot of work by governments at all levels across numerous sectors as we address many pain points. The perspectives above on the three points mentioned come from the work I do on Economic Development every day. I encourage you as community leaders to think about these concepts, how they apply to the economic opportunities and problems in your own communities, and challenge misconceptions as you encounter them. Alberta IS in a very enviable position and we need to keep telling that message; Diversity and Inclusion is about leveraging all of the talents of our population for the common good; and Affordable Childcare is fast becoming a necessary policy response to our particular demographic challenges.

## Upcoming Events

Please mark the following dates in your calendar for upcoming events and offerings from SouthGrow.

January 17<sup>th</sup>: Webinar: Hosting in-bound trade missions

February 14<sup>th</sup>: Webinar: TBD

March 13<sup>th</sup>: Webinar: TBD

March 21: Southern Alberta Economic Development Summit

April 25<sup>th</sup>: SouthGrow Quarterly Meeting: Village of Warner

Sincerely,

Peter Casurella  
Executive Director  
SouthGrow Regional Initiative  
1-403-394-0615

## Headlines for January 2024

Please find below a summary of our operational plan. As the year progresses you will see a rolling report here that tracks our progress on each of the deliverables in real-time. New information each month is highlighted to make it easy for you to spot progress as it happens.

### Pillar I: Strategic Collaboration

#### I. Member Engagement

##### A. Annual Council Presentations

Goal: The Executive Director will endeavor to deliver a direct report to council to 40% of our members on an annual basis. (12) Staff will also provide a once-per-year recorded update to all members that they can play for their councils, and will distribute the monthly Mayors and Reeves reports to the full board with

Progress: Council completed for over 40% of member municipalities.

##### B. Councillor Training

Goal: SouthGrow hosts an Economic Disaster Resilience & Recovery Course for Municipal Staff and Councils that is attended by at least 40 individuals from across the region. This session will take place in quarter 1 or quarter 3 of the fiscal year. Amended by Board motion to be a series of webinars delivered over the year.

Progress: Held 4 webinars, 3 more are planned in addition to the Economic Summit in March.

##### C. Government Relations

Goal: SouthGrow will work to secure multi-year funding for SouthGrow (at or above current funding levels), to retain the promise of a 10-year commitment to twinning all of Highway 3, to retain the core elements of the present rural economic development strategy, and to secure other regional priorities that only partnerships with other levels of governments can bring. We will do this by proactively communicating the value of our priorities to all personalities involved that we can in a politically neutral fashion and by providing them with data that substantiates our claims.

Progress: BRAED leading on booking annual Chair's meeting in Edmonton for this year. Letters sent to re-elected MLAs in region and to the premier. Letters drafted for sending to all new ministers, specific priorities being added to those letters. Meeting with Minister Matt Jones for Chairs booked. Numerous meetings with Ministers and Chair of SouthGrow have been held or booked. REDA joint initiative requests have been submitted to Matt Jones. Requests are for multi-year funding and \$100k per year for regional investment attraction. Executive Director has consulted extensively with Minister Neudorf on the Renewables file. Minister of JET has agreed in principle to REDA proposals. Long-term predictable funding + Investment attraction support for each region. Decision has been made by JET, expecting news in the mail imminently.

##### D. IEDC Accreditation

Goal: SouthGrow secures a membership with the International Economic Development Council, applies for Accredited Economic Development Organization status, and completes the deliverables necessary for accreditation. This will be completed early in the fiscal year. The process will culminate in an SGRI representative attending the IEDC annual conference in Dallas TX in October to receive our accreditation (board or staff member as convenient)

Progress: Application Completed and uploaded, waiting on adjudication and next steps from the IEDC.

E. **Economic Development Summit**

Goal: SouthGrow hosts a regional Economic Development Summit in 2023 that provides stakeholders with access to speakers and engagement on important economic development topics, trends, and issues that affect our region. Importantly, this year we attempt to expand the summit scope to include active partnerships with stakeholders in the Alberta SouthWest and Palliser regions with the intent of growing the event into a pan southern-Alberta partnership. Dates this year have been left vague to accommodate potential partnerships.

Progress: Post-op conducted on last year's event. Survey of attendees complete. Planning for next year complete. Letters sent to possible partners, waiting to hear back. Strategized event budget of \$40k - \$50k is within reach from our input of \$5k. 5 partners signed up. Applying for event grant from City of Lethbridge. Applying for event sponsorship from Prairies Canada. Steering committee has been formed. Date set for March 21<sup>st</sup>. Also applying for Prairies Canada support. Applied for grant support from City of Lethbridge. Grant support from the City of Lethbridge secured. 7 Partners on-board, PC grant moving forward for multi-year support, keynote speaker secured, marketing about to start, program has been finalized, venue secured.

F. **Community Ec Dev Matchmaking**

Goal: SouthGrow surveys its member municipalities by the end of Q2, 2023 to identify what community level Ec Dev projects are being pursued by our administrations, and then offers matchmaking introductions between communities who are pursuing similar projects for potential collaboration. SouthGrow also identifies resources and connections which might help each community to pursue their projects.

Progress: Process workshopped. Goals refined. Survey outlined. Survey drafted in software. Responsibilities for collecting feedback have been defined. Survey needs some final review then is ready to send out to our communities. Surveys now completed. Working on final reports.

II. **Build and Sustain Collaborations**

A. **Southern Alberta Alternative Energy Partnership – Government Education**

Goal: SouthGrow will continue to advocate for a unified vision for Alberta's electrical grid and regulatory reform within the province with the intent of creating certainty in the market for investment and updating Alberta's regulatory codes to account for the modern energy mix and issues on the ground. We will do this by communicating the issues at stake to decision makers along with SAAEP's partners across the province.

Progress: Director Welby booked to attend Energy Efficiency Conference in Edmonton in June. Executive Director Casurella attending Energy Futures Lab visioning session in Calgary in June. SAAEP working on drafting policy recommendations for rural renewable energy regulations that are missing which would prevent abuses. This is in the works and will be completed in time for delivery to AB Munis for discussion at their policy convention. Extensive conversations with government following renewables pause. Consultations with industry and municipal staff have been had. Recommendations have been shared with Minister Neudorf for specific policies that he requested feedback on. Have participated in AUC consultations. Have participated in Energy Futures Lab feedback to Government on this issue (supportive of the pause). Have engaged extensively with CANREA's policy team on the issue. Attended energy futures lab planning in Calgary and attended Energy Transformations Conference in Calgary. Group feedback from sessions has been reviewed and comments sent back to EFL. They have shared documents extensively with Minister Neudorf. Our perspectives have been well represented in the rural stream.

**B. Southern Alberta Investment and Trade Initiative**

Goal: SouthGrow maintains its participation and leadership in the Southern Alberta Investment and Trade Initiative, pursuing meaningful projects under its umbrella as detailed in other plan sections.

Progress: CanExport grant was secured along with partner contributions to this years iteration of our Global marketing campaign. Campaign was re-launched after adjustments and additions in April. We are advertising now across the Google network with youtube ads, and on LinkedIn and Twitter. First campaign report will be forthcoming at end of June. Campaign is going really well. Excellent progress on youtube especially. These ads are driving dozens of conversions to the website. Have applied for 2024 funding to build more ads, improve the website, send rep on a trade mission, and run ads for the year. Community profiles are being completed for Invest Alberta by a consultant right now. Secured full funding for 2024. 2023 program has come to an end with excellent metrics. Working on reporting and final reports.

**C. Canada's Premier Food Corridor and Canada's Western Gateway**

Goal: SouthGrow supports the growth of sub-regional collaborations that promote industry clusters by convening them when necessary, hosting meetings, providing advisor services, connecting them with resources, and by actively using those brands in our own communications efforts. This support is ongoing and continual.

Progress: Canada's Premier Food Corridor in the process of rapid build out with funding received from Prairies Canada. Being led by EDL. Canada's Western Gateway website is being re-freshed by SouthGrow right now. EDL is leading on another application for funded support of cluster growth for CWG. CPFC has completed hiring for their positions. CWG website has been refreshed. CWG group has met to resource an application for cluster development to Prairies Canada. Transmark has been purchased by Cando and new conversations are being pursued.

**D. Southern Alberta Tourism Collaboration**

Goal: SouthGrow will partner with Tourism Lethbridge and contribute funds to enable digital marketing of regional tour routes that are under development or have been developed through previous partnerships.

Progress: Last Year's program is in full swing by TL. Our \$9000 that we gave them enabled a regional program worth \$321,000 which included the development of three additional regional tours focused on natural resources. They will be on TL's website soon. Our money this year will be used for marketing these routes and the others that were created last year – the Ale Trail and the Food Tours. – All of these are regional in scope. Travel Alberta has finished their strategy for the highway 3 tourism development zone, but hasn't released it publicly due to the election. Contribution for marketing paid to TL. Sip, Taste Explore is live. Regional Natural Resources tours are live on Driftscape. Marketing of regional assets has begun. Expecting a report from TL in 2024 for how our investment was used.

**E. Highway 3 Twinning Development Association**

Goal: SouthGrow supports the Highway 3 Twinning Development Association towards its goals by providing matching funding, board representation, in-kind support, and by helping to continually secure regional buy-in from our membership. SouthGrow ensures that the H3TDA remains a vibrant, active, and impactful organization.

Progress: SouthGrow presented on economic trends and the impacts of bypasses to the Crowsnest Pass Chamber of Commerce and Crowsnest Pass Council. SouthGrow facilitated a visioning session that the Board of the H3TDA held in Lethbridge. SouthGrow presented on bypasses to the Town of Bow Island. Contrary to media, construction is proceeding. Just not the road-work phase yet. SouthGrow covering the cost of Agrifood speaker for H3TDA meeting. Premier has NOT confirmed that 10 year funding is actually committed. Was asked at Alberta Municipalities. H3TDA has put together a federal letter writing campaign. Contractors have been picked and actual roadwork expected in the spring.

F. **REDA Collaboration**

Goal: SouthGrow collaborates with the other Regional Economic Development Alliances to promote the value of regional partnerships, encourage government interaction with, and leveraging of, the REDAs, and helps to position the REDAs as key players in the provincial Economic Development ecosystem.

Progress: Annual Chairs meeting with the new Minister is in the planning stages. SouthGrow, ABSW, and PEP presenting to Mayors and Reeves on June 16<sup>th</sup>. JET very amenable to our proposals. Negotiations moving ahead. REDAs have sponsored EDA conference again and it is already paid.

III. **Sustain or Expand Membership**

A. **Sustain Membership**

Goal: SouthGrow sustains its paying membership within 10% of its current membership income levels (+ or - \$10,000).

Progress: Invoices due out this month to members. Letter from full board set to go to the City of Lethbridge as per board motion in April. Most payments collected. Village of Lomond has given 1-year notice to exit partnership citing financial difficulties.

B. **Expand Associate Memberships**

Goal: SouthGrow retains at least 4 existing associate members and adds 2 more for a total end of year of no fewer than 6 associate members. (Current 10)

Progress: Payments collected. FortisAlberta has been added as an associate member. D-Com has been added as an associate member.

**Pillar II: Marketing & Communications**

I. **Regional Promotion**

A. **Website Improvements**

Goal: SouthGrow updates its website toolkit with additional resources for our communities and enhances the content on our website to host information for site selectors looking at the region. This site selector information is also plugged into our other core websites (SAITI, SAAEP) and is provided to our partner brands or municipalities for their use.

Progress: Local intel tools installed on main website and SAITI website. SAAEP being re-worked. Consultations on CWG website underway for refresh and addition of tools. Partners have had Localintel tools installed on ABSW website and EDL website. All websites have had a refresh this year. Already identifying additional improvements for next year.

B. **Market the Region Globally**

Goal: SouthGrow project manages a global digital marketing campaign to promote the agrifood opportunities in southern Alberta. This is based on content created in 2021 and run as a global campaign in 2022. Content is refreshed in early 2023, youtube ads are created and added to our stable of ads in early 2023. Global marketing is continued through 2023 with these ads. In addition, SouthGrow supports

the attendance of a regional representative at the Site Selectors Guild conference in Texas in the spring of 2023 (grant dependent).

The region continues its unified digital campaign and has increased global awareness as measured by digital metrics. The region continues to build partnerships with global site selectors.

Progress: Same metrics as SAIT reporting above. Going very very very well. Final reports being worked on.

## II. **Internal Communications**

### A. **Newsletters**

Goal: SouthGrow keeps its internal members and stakeholders well-advised of trends, opportunities, threats, and events that impact community and regional economic development. We also keep them well informed of Provincial Government initiatives.

Progress: Newsletters rolling out regularly. AB Today rolling out regularly. Policy advisor to Minister Jones commended SouthGrow on our excellent newsletter. Readership has increased.

### B. **Regional Sponsorships**

Goal: SouthGrow supports stakeholder or partner initiatives with sponsorships to help enable their success. Sponsorships are selected on a case-by-case basis. Requests that provide benefits in the economic sphere to as many of our member communities as possible are prioritized. The sponsorships will not go to any organizations that exist outside of member communities.

Progress: Notice of available sponsorships has been sent out to all members to remind them of the available funding. Sponsorships to the JEDC and Nikka Yuko have been paid out. \$1000 in sponsorship money remaining.

## **Pillar III: Economic Development & Innovation**

### I. **Ag-Tech Market Development**

#### A. **Agri-food Scholarship Program**

Goal: SouthGrow actively supports youth engagement in the Hi-Tech Ag sector by partnering with educational organizations in the region to deliver up to 4 scholarships to students attending Lethbridge College or the University of Lethbridge who plan to build a career in agri-food in southern Alberta.

Progress: Sponsorships received from MNP Taber, Ridge Utilities, and Community Futures. Guidelines sent out. Three scholarships were awarded to deserving students.

#### B. **Agri-food Conference Representation**

Goal: SouthGrow represents southern Alberta at one global agri-food convention or trade show to build relationships and increase awareness of opportunities within the region. Furthermore, we collaborate with our partners to divide up conference attendance so that we have the maximum reach possible.

Progress: Kim Welby attended SIAL Canada in Toronto. EDL provided access to Gazelle AI to allow her to develop targeted contacts. Kim learned a lot and provided the Executive with a full report. 8 individual meetings with prospects held. Trip came in underbudget. Excess of budget applied to sending Kim to

Energy Efficiency Conference in Edmonton in June. Budget room has been found to send Kim Welby to the Protein Industries Canada AGM in Edmonton in September. She attended.

## II. **Broadband Deployment**

### **A. Project Manage upgrade of remaining regional POP sites.**

Goal: SouthGrow identifies remaining regional supernet POP sites that require upgrading to 10G, and works with regional ISPs, municipalities, Service Alberta, and Axia-Bell to secure the funding to upgrade as many sites as possible or which make sense. The projects will be identified and funded within the year.

Progress: Met with Phil Wright from the MCCAC to get initial direction for project. Key contacts secured and file on project is open. Opened conversation with Marnie from Bell to get access to site data for whole region. There's 9 POP sites left to upgrade in the entire region. 4 of them are likely targets. Looking for private partners now.

## III. **Labour Market Solutions**

### **A. Regional Grad Retention Strategy**

Goal: SouthGrow serves as the funding partner for the ongoing regional grad retention strategy project and successfully administers it to completion in May of 2023.

Progress: SouthGrow amended project agreement to extend deadlines until November of 2023. Project was completed just before Christmas. Final report to be unpacked by the partners and then sent out to membership. Then we will look at next steps for implementation.

### **B. Implementation of Regional Grad Retention Strategy**

Goal: SouthGrow leads on the implementation of strategies arising out of the regional grad retention study by serving as the lead funding applicant and convener of partners.

Progress: Pending completion of A.

## IV. **Community Supports**

### **A. Regional Investment Initiative**

Goal: Through our SAITI partnership SouthGrow will work with Invest Alberta to create a network of connected communities who share information and act as ground-level support for the provincial investment attraction ecosystem. SouthGrow will utilize a template provided by Invest Alberta, hire an appropriate contractor in collaboration with Alberta SouthWest, and get the opportunity identification template filled out for all of our communities. We will then submit these templates to Invest Alberta and utilize the information in our own marketing efforts with SAITI. The project is complete within the operational year.

Progress: Initial conversations with Alberta Southwest held. Project pending official kick off. Project has been awarded to a consultant and kick off meetings are booked. Project completed and deliverables given back to SouthGrow. Next step is to share with Invest Alberta and post onto website and unpack for lessons learned to inform investment attraction work going forward.

## V. **Special Projects**



## **A. Zero Emissions Vehicle Infrastructure Project (2-year)**

Goal: SouthGrow manages the disbursement of ZEVIP funding from NRCAN to fund a wide array of charging infrastructure in the region. This project is completed by 2024 and involves an active partnership with the MCCAC allowing many of our member municipalities to get fully subsidized infrastructure, and institutions and businesses to get 46% matching funding for their projects. The full amount is successfully spent by project end in 2024.

Progress: Program is fully subscribed. Completion documents starting to roll in. Coalition of partners has been gathered and permission given to pursue a second program. Fortis and ATCO are on-board as marketing partners and AB Munis is willing to continue working with us. NRCAN fully allocated current intake before we could apply. They are working to open a 2024 intake for a continued program for existing delivery organizations. This is going very well. NRCAN attempting to change the rules again. This is a problem. Still, we are on track to build 197 stations across Alberta. Money for reimbursements has been paid out up until October of 2023.

## **B. EV Bus Project**

Goal: SouthGrow completes multi-year application process to get EV bus for highway 4 corridor funded, with funding landed within 2022 and bus purchased and operational in-region by Fall of 2022.

Progress: Deposit has been paid by Milk River to Crestline Motors in Saskatoon for order of the bus. Agreement with FCM has been amended for new timelines. Next step is to get payouts from FCM for the bus deposit and then wait on delivery of the vehicle. Bus provider pivoted to a different company but same deliverable and same cost. New agreement signed and sent. They've promised on-time delivery for our funding deadlines. 25% deposit paid. Bus is under construction.

## **C. Demand Side Management Pilot Project (PENDING)**

Goal: SouthGrow partners with Fortis to deliver a Demand Side management program funded by NRCAN's Toward Net Zero Homes program, applied for in Q4 of 2022. This partnership would see SouthGrow serve as money handler for a \$600,000 project to install and monitor demand side management technology in homes and businesses in SouthGrow Communities so that Fortis can measure the impact on demand management from these pilots to be able to project to the regulator the impact on grid function that can be achieved from mass implementation. This project specifically focuses on the installation of heat pumps to measure their efficacy year-round and demand side impact on energy use. The program study would be conducted by Dr. Myers from the University of Calgary.

Progress: Grant application to Towards Net Zero Homes was unsuccessful. Conversations for pivoting the project to a new grant target are underway. SouthGrow has applied along with Fortis to the ERA to deliver battery supported EV charging station to two SouthGrow communities (TBD) as part of a technology pilot. Battery EV project is advancing to full application. SouthGrow is responsible for helping find sites. We have facilitated conversations with Bow Island and Coaldale on this as per FortisAlberta's interest. Full application has been submitted. Presentation to the ERA on Monday. \$150,000 has been resourced from ZEVIP project for the Fortis project. Need to find \$50,000 more to fully fund program.

## **D. Supply Chain Opportunity Identification Project**

Goal: Together with Economic Development Lethbridge, SouthGrow launches a 2-year Supply Chain Identification project that profiles regional inputs and outputs from our 200 largest industrials, investment opportunities, red flags, and more, and captures that information in a database to begin matchmaking

and the sharing of opportunities. This project is underway by summer of 2022 with a contractor hired and implementing the deliverables. Project moves into phase 2 by summer of 2023 for completion in 2024.

Progress: Initial setup done. Waiting on EDL to complete Stats Can compilation of in-region business for SouthGrow and contractor to sort and filter. Then it will be off to the interview and surveying stages of the project. Master lists received from EDL. Interviews and surveying are underway. Lots of work was needed to update contact lists and expenses increased.

## **E. Blackfoot Language Signage**

Goal: SouthGrow, Community Futures Lethbridge Region, and Tourism Lethbridge lead a partnership that includes the Blood Tribe with the intent of leveraging partner contributions against grant funding to assemble a pool of money used to fund the deployment of Blackfoot language place signage across south-western Alberta. This project will pursue the assemblage of a significant funding package for Q4 of 2023 (grant timelines) and a project implementation date in Q1 of 2024. Funding will be given in the form of micro-grants to applicants with the Blood Tribe informing the language on the sign. The partners will utilized a common brand for the deployment.

Progress: Steering committee has been struck. Intake portal in development. Securing key contacts from Blood Tribe. Community Futures has received the NRED grant dollars. SouthGrow developing style guide right now. All processes and documents have been created. Program launched! Applications are rolling in. Reconciliation committee from Lethbridge joined partnership. Applications have increased and are being steadily processed.

## **VI. Flagship Project**

### **A. SouthGrow Power Project**

Goal: SouthGrow advances the implementation of a < 5MW solar installation that will be owned and operated by SouthGrow the intent of funding the organization. Within the operational year, we will attempt to identify eligible land, purchasers for the power, and a viable grid connection while completing a feasibility study. By the end of the operational year, we will reach the point where the Board will need to decide on a go-no-go for the project.

Progress: NRED grant received to support application costs. Grant received from Fortis to lower application costs. Waiting on final paperwork from Fortis to confirm grant then applications going in. Proceeding well. Renewables Pause affected us. Working aggressively with Prairies Canada on securing a contribution. The pause gives us some breathing space as we navigate pieces of the project. No reason we won't be able to proceed as we have designed this. Our land is 'effluent spreading land' around a wastewater pond. Prairies Canada has declined to fund the project and have offered to refer us to an NRCAN program. Still alive, but have to change our approach for funding.

Don't forget to email [info@southgrow.com](mailto:info@southgrow.com) if you would like to get signed up for our economic development newsletter. This newsletter has been called 'The Best Economic Development Newsletter in the West' (mostly by us, but that doesn't make it less true.) It comes packed with great resources for you and your people.



**CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY**  
**Board of Directors, November 16, 2023**  
**Community Room, Claresholm Town Office**

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

Chair Howard Paulson called the meeting to order at 10:45 am.

**1.0 APPROVAL OF AGENDA:**

Moved by Mike Cutler to accept the agenda as presented.  
Motion Carried..

**2.0 APPROVAL OF MINUTES:**

Moved by Earl Hemmaway that the minutes of the October 12, 2023 meeting be accepted as corrected. Under 3.0 the cost of \$3290.72 to repair Van 9 was a quote and not the actual price. Carried.

**3.0 BUSINESS ARISING FROM MINUTES:**

The cost of getting AMA coverage for the vans and drivers was investigated. AMA could not cover us, but coverage with Canadian Tire Assistance was found to be \$564.93 per year.

Cindy Schlossberger moved that we pay the amount annually to Canadian Tire Assistance. Carried.

Brydon Saunders made a motion to appoint Shirley Isaacson a Director of the group as well as Secretary. Motion Carried.

Earl Hemmaway made a motion to increase the Credit Card limit to \$1000.00 at the Connect Credit Union. Motion Carried.

**4.0 CORRESPONDENCE:**

Letter from MD of Willow Creek advising us that Brian Nelson is our alternate if Earl Hemmaway is absent. Letter from the Vulcan County advised us that Jason Schneider is the alternative for Laurie Lyckman.

**5.0 REPORTS:**

**5.1 Financial** –Sally reported that there is \$74,493.10 in chequing, \$3910.90 in casino, \$9699.66 in savings. We did 76 trips in October. Donation from the Ladies Auxiliary of Willow Creek Continuing Care Centre for \$4000.00 will be used for the bus expenses.

At the September, 2023 meeting Lauren Slavik from Healthy Aging Alberta informed us of a bus that may be for sale in the Pass. Sally investigated further and found that the bus may not be a big as we thought.

Sally will investigate applying for funding through the Rural Transit Solutions Fund for two new vehicles.

Sally reported that there are three sets of new tires on order for the vans. Then fix the windshields in the vans.

The big bus was on a trip to Lethbridge with residents from the Willow Creek Continuing Care Centre when it would not start. Three other vans were sent to bring the residents home. It will be towed to a garage and inspected.

The Stavely Elks group has the bus booked for their annual Pheasant hunt on the weekend. They will not pay any fees for the use of the bus as they support us with donations.

Sally moved acceptance of her report.

**5.2 Chairman's Report** –Howard informed the group that he gets information from the Federal Government for grants available.

**6.0 OLD BUSINESS:** Mike informed the group that the 50/50 draw is up and running with tickets at \$5.00/\$10.00/\$20.00. December 19<sup>th</sup> is the last day to buy tickets.

**7.0 NEW BUSINESS:** None

**8.0 IN CAMERA:** None

**NEXT MEETING DATE December 14, 2023.**

The meeting was adjourned by Mike Cutler.

SIGNED:

SIGNED:

## MEETING MINUTES

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

CALL TO ORDER: 5:10 pm

### 2: APPROVAL OF AGENDA

Jay adds 7.5 Purchase from equipment budget

Brad makes motion to approve

Passed

### 3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from October 17, 2023

Motion to approve Earl

Passed

### 4: CORRESPONDENCE

4.1 from the Town of Claresholm stating Ashley Tebbutt has been reappointed to The Library Board for another 3 year term.

4.2: Correspondence from Blair Bullock at the Town stating that the Town can no longer accept donations on the Library's behalf – Large donations used to go through town, can't any longer – further discussions will take place when we get to 7.1

### 5: FINANCIAL

5.1 Financial report for end of October

Everything in order

Motion to accept – Kelsey

Passed

5.2 Draft Budget for 2024

Books increase from \$10k to \$15k

iSandbox – Jay wants to use funds from this year as its currently on sale and there is a more budget-friendly version in Bulgaria.

**ACTION: Kendall will do some more research on this particular item and report back to Jay**

## MEETING MINUTES

Jay likes to get 2024 budget to Town by end of year

Potential to call a finance meeting – committee will likely email or Zoom

Finance committee will also review 2024 wages

### **TABLED – Draft budget**

## **6: REPORTS**

### **6.1 Library Manager's report**

Harry Potter had 176 people attend

Author Jenna Boehk read The Adventures of Mickey

Fire Chief Craig White did a surprise inspection – recommends emergency lights in the basement be replaced and included a muster point

Staying up late for Old Fashioned Christmas – 8 pm

Painting class had 13 people

### **6.2 Plan of Service committee report**

Committee went through 83 adult responses and nine teens – committee will review and write up a new service response and meet in December

## **7: NEW BUSINESS**

### **7.1 Donations made to the Library – see email from Blair Bullock**

Jay hopeful someone can look into this further – what we fall under if as the Library Board or Friends Society – Are we a charitable foundation, public foundation, or private foundation. Can do provincially or federally – once we know how to proceed Jay can look into paper work etc.

### **ACTION Kendall will look into this**

### **7.2 Proposed Change to Policy 6.5 – Borrower Cards**

Currently people can get a local card is \$30 but restrictive and they get \$15 back when they leave (visitors, CCMHA clients – good for six months)

Want to add “*If a person is a resident of a local institution for more than six-months they will be required to get a Chinook Arch Regional Library System Borrower*” instead of the local card



## MEETING MINUTES

Chromebooks are a popular ask – more responsibility if people who are here more than six months they're more likely to return the books

Do they make a deposit on the Chromebook?

Kelsey motions we accept revision as noted by Jay

Motion passed

### **7.3 Fee reduction for seniors' proposal – see attached stats**

Claresholm has 193 patrons under the age of 18 (no fee)

341 between 18–64 (\$20)

324 over 65 (\$20)

Library normally takes in \$10k of fees – about 500 renewing each year

Reducing to \$5 is \$3500 less

Reducing to \$10 is \$1750 less

What is we just reduce to \$15?

Earl makes a motion to reduce to \$15 for patrons 65 or older

Passed

### **7.4 Annual dinner for Library volunteers and staff –**

### **7.5 Purchase from equipment budget (see finances)**

**Tabled to January – Annual Dinner for volunteers and staff**

## **8: OLD BUSINESS:**

### **8.1 Zero Tolerance Policy**

Code of conduct, piece missing under insurance – Jay and Kendall made some additions saying the library is a safe respectful environment for staff and visitors – if anyone feels threatened it will not be tolerated. Leave promptly at closing time, don't harass staff verbally or otherwise, don't disturb other patrons. Standard zero tolerance policy.

Claresholm Public Library Board  
Regular Meeting  
November 21, 2023

## MEETING MINUTES

Under 5.13 Zero policy for workplace violence – from patrons towards staff or staff to staff, staff to patrons etc.

Motion to accept as amended Donna M

Passed

**8.2 Library renovation completed. The north end of the Library was successfully raised on Friday, November 10**

Can barely tell anything took place – was successful

**9: ADJOURNMENT – 5:50 pm**

**Next Meeting: January 16, 2024 – 5 pm**

# Willow Creek Agricultural Society

P.O. Box 1401

Claresholm, Alberta, Canada T0L 0T0

Councilor Ross

## Managers report for January 2024

### Events for January

Jan 13	RMR Roping & ABRA Barrels	cancelled
Jan 21	Marina Barrel Racing	\$500
Jan 27	RMR Roping	\$1000
Jan 27	ABRA Barrels	\$1000

Plus 13 various rental time slots in the WB

Wednesdays 7-9 Rhodes team roping practiceEA

Thursdays 7-9 Penner Roping practiceEA

### Events for February

Feb 10	RMR Roping	\$1000
Feb 10	ABRA Barrels	\$1000
Feb 18	Marina Barrel Racing	\$500
Feb 24	RMR Roping	\$1000
Feb 24	ABRA Barrels	\$1000

-The CFEP Small application for \$125,000 for the covered outside pens was approved and we are getting a structure quote 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. Deadline to have project/final report completed is Feb 11, 2024 (18 months after we received the cheque).

-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. So we are not eligible this round.

-We have been approved for \$43,911 from a federal grant for making community spaces more accessible for persons with disabilities. We requested funding for 2 automatic door openers, a wheelchair ramp for the West Agriplex bleachers and cement pads/ramps for doors at the West Agriplex. The companies who quoted have almost finished this.

-We may need to look at replacing the old farmhand manure wagon. If anyone knows of a smaller one at a farm sale let me know. Dave Elliott passed on some info for a Billy Goat vacuum stall cleaner that he saw in Great Falls. We will follow up to see if this is a viable solution to stall cleaning. Dave sent a link for a stall cleaner [www.buddytrailer.com](http://www.buddytrailer.com). I am getting a price for either this meeting or next. It seems relatively simple in its design but will have to call some facilities that he has listed on his web site to see how they perform in the field. Sha has told me they have upgraded the vac power of the biggest stall vac lately.

-Barn quotes were forwarded by email from Integrity Buildings for a 67x164(62 stalls-\$274,634) (Remuda \$214,000) and 97x164(91 stalls-\$377,874) (Remuda 2 interior columns \$321,300).

- The Estate of Ellis Norgard has willed the WCAS \$50,000 in his will. We have received the funds and used towards the purchase of the New Holland Workmaster 120 tractor.
- 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 shavings from blowing around when they get sucked out of the bin when piled close to the front. This has been completed.
- The Barn roof metal sheeting has been checked for screws loosening in the wind and either screwed back down or replaced with 2 inch screws.
- Completed the installation of 4 new water hydrants-two by the west agriplex corrals, one in the trees on the north end of the plug ins and one north of Barn A where the portable stalls are. Also replaced 2 faulty hydrants.
- 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.

**- Progress on the second indoor facility:**

- I have been in contact with B&B welding in Stavelly to discuss possible options for lean-to design for the CFEP grant funds. The alley on the East Agriplex is 14'(high side)-11'(Low side)x12'(wide) and the proposed West Agriplex dimensions are 19'-15'x40'x 320' long. The 19' height would put the exhaust fan from the building underneath the roof. Was quoted at around \$500,000
- Dave Elliot was suggesting that maybe we should put a drillstem lean too structure on the horse hitching area door on the West Agriplex. This would help block the daylight when the door is open as well as add additional shelter to horses waiting to enter the arena when they are not allowed in the building. We could also make this area longer at this time as this is the area that I thought an outside rinse off area for horses could be used if we added a insta hot water tank in the future in that corner.