



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
JULY 15, 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 – JUNE 24, 2024**

**PUBLIC HEARING:**

**BYLAW #1781 – Evolution Area Structure Plan Bylaw**

**DELEGATION:**

**CLARESHOLM SKATEPARK ASSOCIATION**

**ACTION ITEMS:**

1. **BYLAW #1781 – Evolution Area Structure Plan Bylaw**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
2. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**  
RE: Bill 20, the *Municipal Affairs Statutes Amendment Act*, 2024
3. **CORRES: Alberta Municipalities**  
RE: Member Engagement on Bill 20 Regulations
4. **CORRES: SouthGrow Regional Initiative**  
RE: Grants Advising Services
5. **CORRES: Oldman River Regional Services Commission (ORRSC)**  
RE: New Service Opportunity – Development Processing and Support
6. **CORRES: Pincher Creek Chamber of Commerce**  
RE: Pincher Creek Parade – August 17, 2024
7. **CORRES: Southern Alberta Regional Victim Serving Society (SARVSS)**  
RE: Board Recruitment
8. **REQUEST FOR DECISION: Update to Municipal Library Bylaws**
9. **REQUEST FOR DECISION: Bench Show 2024**
10. **REQUEST FOR DECISION: Centennial Park Campground – Accessibility Grant**
11. **REQUEST FOR DECISION: Fair Days 2024**
12. **FINANCIAL REPORT: Statement of Operations – June 30, 2024**
13. **INFORMATION BRIEF: Strategic Plan Update**
14. **INFORMATION BRIEF: Council Committee Report**
15. **INFORMATION BRIEF: Council Resolution Status**
16. **ADOPTION OF INFORMATION ITEMS**
17. **IN CAMERA:**
  - a. **Advice from Officials – FOIP Section 24**
  - b. **Advice from Officials – FOIP Section 24**

**INFORMATION ITEMS:**

1. **ORRSC Periodical: Hamlets – Summer 2024**
2. **Oldman River Regional Services Commission 2023 Annual Report**
3. **Oldman River Regional Services Commission Meeting Minutes – May 9, 2024**
4. **Claresholm & District Museum Board Meeting Minutes – May 15, 2024**
5. **Claresholm Public Library Board Meeting Minutes – May 21, 2024**
6. **FCM Voice – June 24, 2024**

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**JUNE 24, 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 that the Agenda be accepted as presented.

**CARRIED**

**MINUTES:** **REGULAR MEETING – JUNE 10, 2024**

Moved by Councillor Meister that the Regular Meeting Minutes of June 10, 2024 be accepted as presented.

**CARRIED**

**ACTION ITEMS:**

1. **DELEGATION RESPONSE: The Station Association for Claresholm & Area**

MOTION #24-108 Moved by Councillor Zimmer to refer the matter of Mackin Hall and it's use by outside agencies to Administration to gather more information.

**CARRIED**

2. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**  
**RE: Canada Community Building Fund (CCBF)**

Received for information.

3. **CORRES: Alberta Municipal Affairs**  
**RE: Meeting request with Minister McIver – ABMunis Fall 2024 Convention**

Received for information.

4. **CORRES: Alberta Municipalities**  
**RE: CEO Dan Rude's Retirement**

Received for information.

5. **CORRES: Alberta Municipalities**  
**RE: Alberta Day 2024**

Received for information.

6. **CORRES: Town of Coaldale**  
**RE: Invitation to Opening Ceremonies July 3, 2024**

Mayor Brad Schlossberger will attend the Opening Ceremonies of the Southern Alberta Summer Games on July 3, 2024 on behalf of the Town of Claresholm.

7. **CORRES: Town of Coalhurst**  
**RE: Annual Miner's Day Parade – Saturday, July 27<sup>th</sup>**

MOTION #24-109 Moved by Councillor Meister to send the Town of Claresholm float to the Miner's Day Parade in Coalhurst on Saturday, July 27, 2024.

**CARRIED**

8. **CORRES: Carmangay Horticultural Association**  
**RE: Carmangay Annual Sports Day Parade – Saturday, August 3<sup>rd</sup>**

MOTION #24-110 Moved by Councillor Cutler to send the Town of Claresholm float to the Annual Sports Day Parade in Carmangay on Saturday, August 3, 2024.

**CARRIED**

**9. CORRES: Claresholm & Area Palliative Care Committee  
RE: Christmas Cruise Drive-Thru Light Display**

MOTION #24-111 Moved by Councillor Carlson to allow the Claresholm & Area Palliative Care Committee to use Centennial Park Campground for a Christmas light display as a fundraiser, to allow them to use the Town's power supply for their display, and to ensure that the roads are clear of snow for their event to be held in December 2024.

**CARRIED**

**10. REQUEST FOR DECISION: Letter of Support – Claresholm Golf Club**

MOTION #24-112 Moved by Councillor Ross to write a letter of support towards the Bridges at Claresholm Golf Club's application to the Community Facility Enhancement Grant, for the purpose of replacement of the irrigation system on the original 9 holes of the golf course.

**CARRIED**

**11. REQUEST FOR DECISION: Prize Donation – Fire Department Golf Tournament**

MOTION #24-113 Moved by Councillor Cutler to approve a cash donation of \$200 to sponsor a hole at the Claresholm Fire Department's Annual Golf Fundraiser on Saturday, August 17th, 2024.

**CARRIED**

**12. REQUEST FOR DECISION: Economic Development Strategic Plan 2024-2026**

MOTION #24-114 Moved by Councillor Ross to approve the Economic Development Strategic Plan 2024-2026 as presented.

**CARRIED**

**13. REQUEST FOR DIRECTION: Authorization to Employ Peace Officers**

MOTION #24-115 Moved by Councillor Carlson to direct administration to investigate the potential to create a CPO program in Claresholm and to report back to Council at a future meeting.

**CARRIED**

**14. INFORMATION BRIEF: Update on Fire Engine Delivery**

Received for information.

**15. INFORMATION BRIEF: CAO Report**

Received for information.

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

Received for information.

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

Received for information.

**18. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**19. IN CAMERA:**

- a. Local Public Body Confidences – FOIP Section 23
- b. Advice from Officials – FOIP Section 24
- c. Advice from Officials – FOIP Section 24
- d. Advice from Officials – FOIP Section 24
- e. Advice from Officials – FOIP Section 24

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

- a. Local Public Body Confidences – FOIP Section 23
- b. Advice from Officials – FOIP Section 24
- c. Advice from Officials – FOIP Section 24
- d. Advice from Officials – FOIP Section 24
- e. Advice from Officials – FOIP Section 24

**CARRIED**

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

Moved by Councillor Carlson to come out of In Camera at 8:30 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:30 p.m.

**d. Advice from Officials – FOIP Section 24**

MOTION #24-116 Moved by Councillor Cutler to approve the out of budget expense of \$8,000 for staff training to be funded from General Operating Reserves.

**CARRIED**

**e. Advice from Officials – FOIP Section 24**

MOTION #24-117 Moved by Councillor Meister to approve the CAO Contract with Abe Tinney as presented effective July 27, 2024.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Zimmer that the meeting adjourn at 8:31 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger noted that recording ceased at 8:31 p.m.

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Mayor – Brad Schlossberger

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Chief Administrative Officer – Abe Tinney

DRAFT

# **PUBLIC HEARING**

# NOTICE OF PUBLIC HEARING

## TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA

### PROPOSED BYLAW NO. 1781

7:00 p.m., Monday, July 15, 2024  
Town of Claresholm Council Chambers  
111 - 55 Avenue West

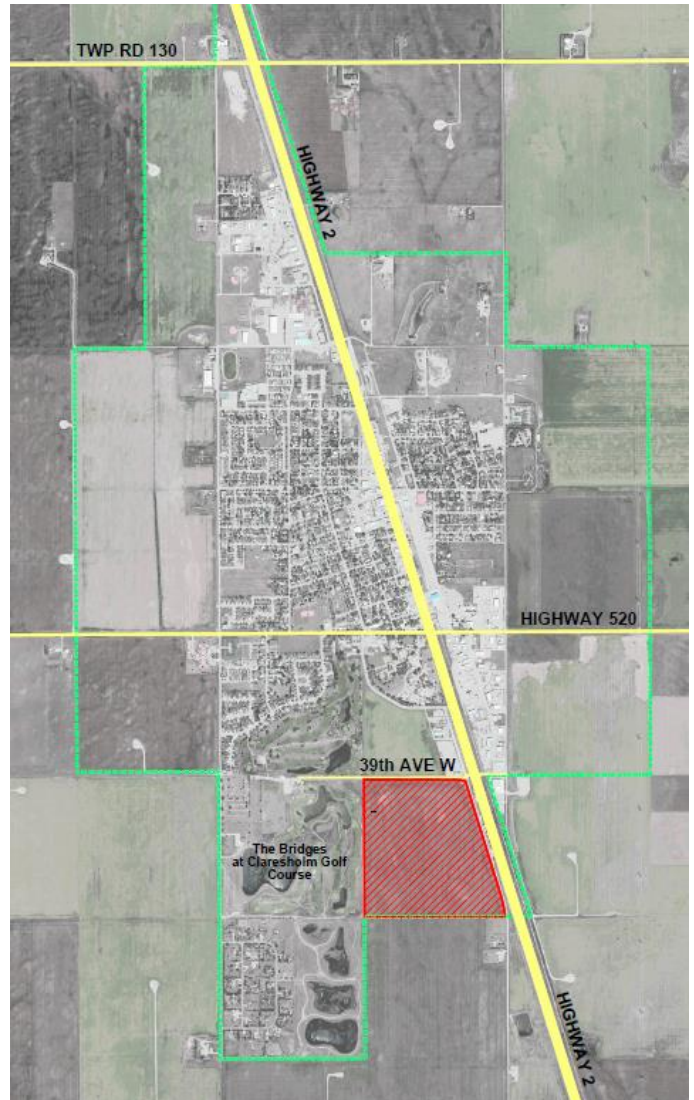
PURSUANT to sections 216.4, 606, 636, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta has given first reading to Bylaw No.1781, being the Evolution Area Structure Plan.

The Council of the Town of Claresholm wishes to adopt a comprehensive land use plan for approximately +- 54 hectares of land legally described as SE-23-12-27-4.

**The purpose of the area structure plan is to provide a framework for the subsequent orderly subdivision and development of land within a defined area; and to regulate and control development of these said lands, but also to promote these lands as a residential, commercial area.**

**THEREFORE, TAKE NOTICE THAT** a public hearing to consider proposed Bylaw No. 1781 will be held in the Town of Claresholm Council Chambers at 7:00 p.m. on Monday, July 15, 2024.

**AND FURTHER TAKE NOTICE THAT** anyone wishing to make a presentation regarding the proposed bylaw should contact the Town Development Manager no later than 2:00 p.m. on July 11<sup>th</sup>, 2024. Both written and/or verbal presentations may be given at the public hearing. A copy of the proposed bylaw may be inspected at the Town of Claresholm municipal office during normal business hours or on the municipal website.



**DATED** at the Town of Claresholm in the Province of Alberta this 11<sup>th</sup> day of June, 2024.

*Abe Tinney  
Chief Administrative Officer  
Town of Claresholm  
Box 1000  
Claresholm, Alberta T0L 0T0*

The full document can be found on the Town of Claresholm website: [www.claresholm.ca](http://www.claresholm.ca)

# Summary of Evolution Area Structure Plan

The Evolution Area Structure Plan (ASP) is a document that outlines the vision and policies for future development of approximately 54 hectares of land in south Claresholm. The ASP area was annexed by the Town in 2007 to accommodate future growth and provide a diverse range of residential, commercial, and service industrial opportunities.


The ASP is guided by the following principles:


- **Sustainability:** The ASP promotes efficient and effective use of infrastructure and services, energy efficiency, innovative housing design, and alternative servicing options.
- **Housing Diversity:** The ASP provides for a variety of housing types and densities to meet the needs of different income groups and lifestyles, including seniors' housing, multi-family and various sized lots to provide affordable options to the marketplace.
- **Economic Development:** The ASP supports the development of highway commercial uses along the Highway 2 frontage, which will provide services to travelers and residents, generate employment opportunities, and increase the tax base of the Town.
- **Community Vitality:** The ASP features a network of parks and open spaces that provide active and passive recreational opportunities for residents and visitors. The ASP also supports local and regional scale commercial and service industrial development along the Highway 2 corridor.
- **Connectivity:** The ASP enhances connectivity and walkability within and beyond the plan area by providing trails and pathways that link to the Bridges at Claresholm Golf Course, Kin Trail, Frog Creek Wetland, and other amenities.
- **Flexibility:** The ASP allows for minor revisions to the development concept and the road network to respond to market demand and the Town's evolving needs.


The ASP is divided into four main sections:

- **Planning Context:** This section outlines the policy context of the plan, including the Municipal Government Act, the South Saskatchewan Regional Plan, the Municipal Development Plan, and the Land Use Bylaw. It also describes the plan interpretation, monitoring, review, and amendment processes.
- **Plan Area:** This section highlights the existing conditions of the plan area, including the location, current land use, topography, and land ownership.
- **Development Concept:** This section provides the overall development concept for the plan area, showing the general location of land uses, community amenities, and the road network. It also describes the vision and guiding principles for the plan area.
- **Development Framework:** This section details the policies designed to actualize the development potential of the plan area, including general development policy, residential, commercial, service industrial, open space, transportation, servicing, and implementation.

The ASP is a statutory plan that provides a comprehensive framework for future development of the Evolution Lands. It is intended to be a long-term policy document that promotes a vision for development and provides guiding principles and policies that work towards achieving that vision over time. The ASP will be reviewed and updated every 10 years or as needed to reflect changes in the overall policy direction or specific planning applications.







# Evolution Area Structure Plan Public Hearing

Evolution Land Development Corporation

1



Development is intended to integrate with the existing community and provide a diverse range of residential, commercial and service industrial opportunities that will contribute to a healthy environment, healthy economy and a high quality of life.







## Evolution

A diverse and vibrant neighbourhood

Integrated Expertise. Locally Delivered. 

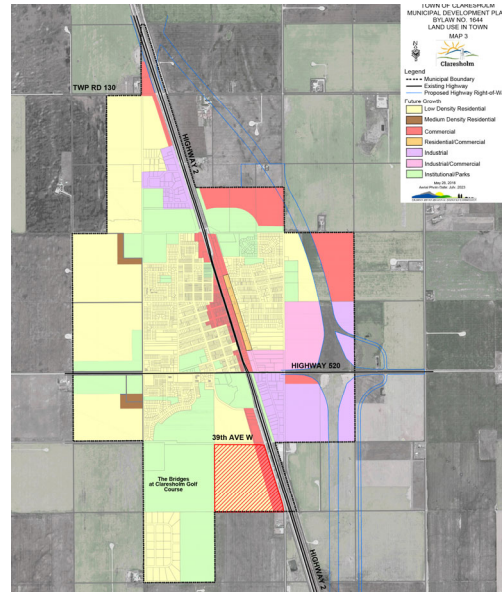
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# CONTEXT PLAN

## Existing Conditions

- | The Evolution ASP encompasses approximately 54 hectares.
- | Annexed for development in 2007.
- | Lands are currently designated Agricultural Transition District (A/T).
- | Lands are proposed for future residential and highway commercial development which will provide services to travelers and residents, generate employment opportunities and increase the tax base of the Town.
- | Access via 39 Avenue W and Range Road 271. No direct access to Highway 2.
- | Connections to adjacent established areas and existing trail systems including the Bridges at Claresholm Golf Course, Kin Trail and the Frog Creek Wetland.

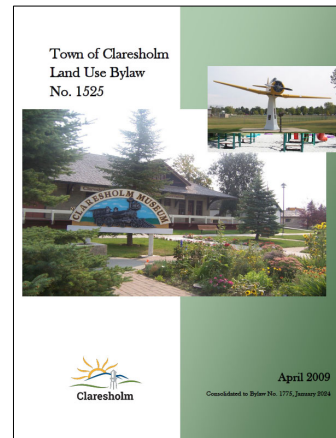
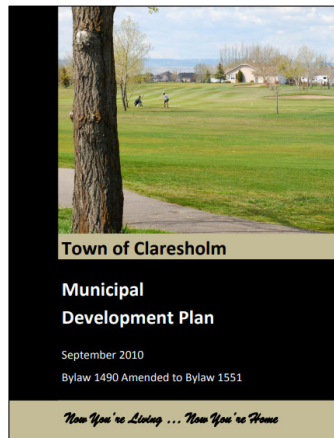
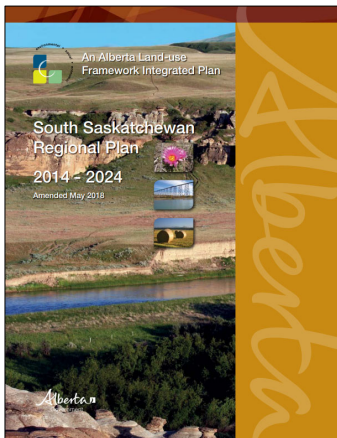


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# POLICY COMPLIANCE

Policies within the Evolution ASP are consistent with existing plans and bylaws



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# DEVELOPMENT CONCEPT

## Guiding Principles

- Sustainability:** Infrastructure and servicing to be developed in an efficient manner following sustainable best practices.
- Housing Diversity:** A diversity of housing options to be encouraged in order to respond to various market segments and meet the needs of a variety of different income groups and lifestyles.
- Community Vitality:** Active and passive recreational opportunities for the local residents as well as commercial and service industrial development to serve the needs of local residents.
- Connectivity:** Walking, cycling and convenient vehicular access to amenities and services. Trails and pathways incorporated into the linear open space corridors to promote a healthy balance of mobility choices.
- Flexibility:** Future revisions to respond to evolving market conditions and policy direction may be accommodated without requiring an amendment to the ASP where the intent of the plan is not compromised.



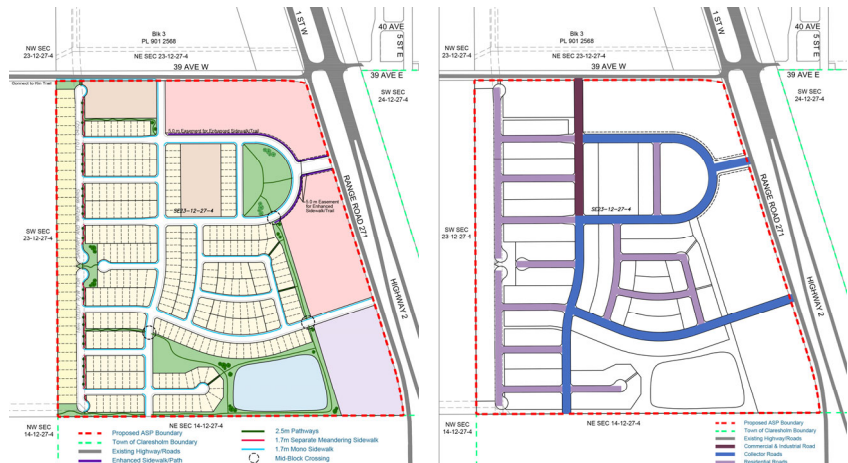
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# CONNECTIVITY

## Active Modes Network

- Trails and pathways provide valuable connections between key land use areas and commercial amenities.
- The roads within the plan area are designed as a modified grid network.
- Access to commercial and service industrial development provided via 39 Avenue W and Range Road 271 to facilitate vehicular access without impacting traffic patterns within the residential area.

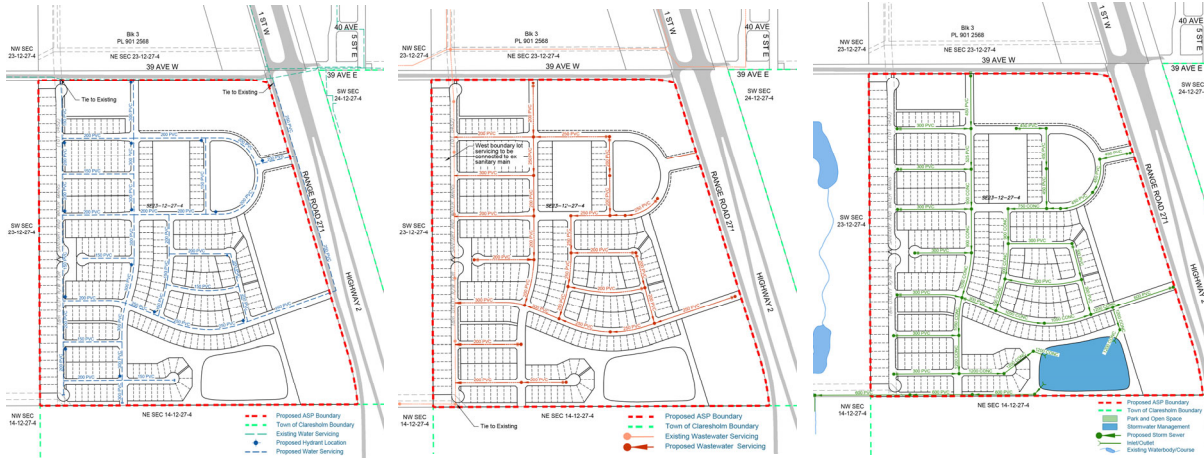


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# SERVICING

## Provision of Water, Sanitary and Stormwater Services



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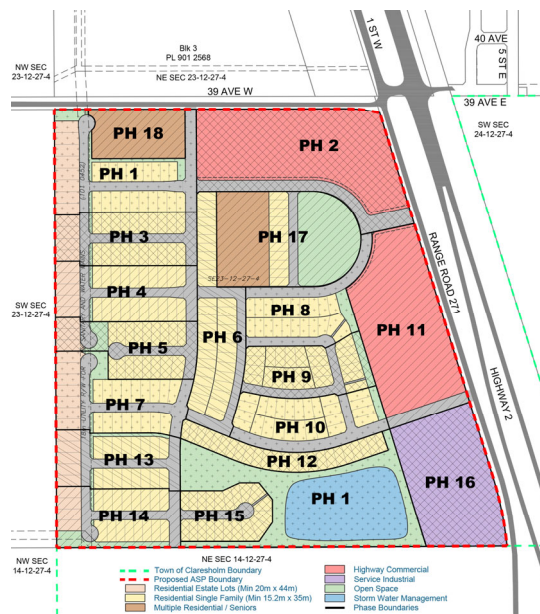
# PHASING

## Proposed Sequence of Development

The general sequence development within this the Evolution ASP has been determined in consideration of capacity and constraints within the transportation and servicing framework.

It is anticipated that minor revisions to the plan may be required over time.

Modifications to phasing at the time of development may occur where the intent of the plan is not compromised.



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# REDISTRICTING

## Proposed Land Use Districts

### R-1 Single Detached Residential District

Accommodates single detached residential development on serviced lots in an orderly, economical and attractive manner.

### R-4 Multiple Residential District

Provides residential areas which will accommodate medium density housing within the community where high-quality multi-unit dwelling environments are integrated into either existing or proposed residential neighbourhoods.

### C-2 Highway Commercial District

Provides sites adjacent to the highway to be reserved for appropriate commercial uses which will provide services to travelers and residents, generate employment opportunities, and increase the tax base of the Town.

### I-2 Service Industrial District

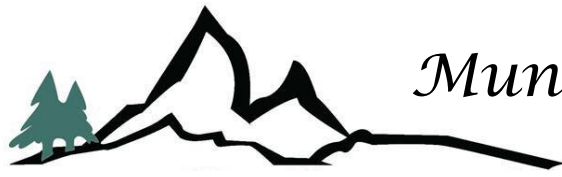
Provides for uses that are light industrial in nature and may allow for transition between more intensive industrial and other uses.



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10



# Municipal District of Willow Creek

Office of the Administrator

*www.mdwillowcreek.com*  
273129 Secondary Highway 520  
Claresholm Industrial Area  
Box 550, Claresholm Alberta T0L 0T0

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

July 11, 2024

Abe Tinney  
Chief Administrative Officer  
Town of Claresholm  
Box 1000  
Claresholm, AB  
T0L 0T0  
[Abe@claresholm.ca](mailto:Abe@claresholm.ca)

**RE: Proposed Bylaw No. 1781  
Evolution Area Structure Plan  
SE 23-12-27-W4M**

In reference to the above, on July 10, 2024, the Municipal District of Willow Creek (MD) Council reviewed the Town's proposed Bylaw No. 1781 and Evolution Area Structure Plan.

The MD acknowledges the Intermunicipal Development Plan (IDP) between the MD of Willow Creek No. 26 (Bylaw No. 1900) and the Town of Claresholm (Bylaw 1723), and the requirement of notification pursuant to the IDP Referral Policies.

The MD has concerns pertaining to the Evolution Area Structure Plan and seek a meeting of the IDP committee before 2<sup>nd</sup> reading of the proposed Bylaw No. 1781:

Stormwater Management:

- Drainage appears that it will eventually enter the MD. Confirmation and further discussion may be necessary.
- The ASP states that the development will utilize the downstream stormwater conveyance system. It is my understanding that the referred to downstream stormwater conveyance system is not fully compliant with AEPA. Confirmation of such with AEPA is recommended.
- Location of the pond is adjacent to the southern boundary is not ideal. Confirmation and further discussion with the MD may be necessary to ensure pond does not adversely affect the adjacent lands in the MD.

Water Servicing:

- There is no information on whether the water connection along 39<sup>th</sup> Avenue will have any impact to the water delivery to the Hamlet of Granum. Confirmation of impact should be sought from the Town.

## Transportation:

- Throughout the document, Range Road 271 is incorrectly referenced as TWP 123.
- Will Range Road 271 (TWP RD 123) be paved to accommodate the Industrial, Commercial, and Residential traffic expected?
- The long-term transportation infrastructure upgrades will be costly. How will this be paid and by whom?
- Has consideration been given to the likely utilization of TWP RD 122 and Range Road 271 to enter/exit the development, which is fully within the MD?
- There appears to be only 1 south access point into the NE 14-12-27. For future development, it is recommended that at least 1, if not 2 additional access points be added to the plan.

The Municipal District of Willow Creek thank you for the referral and the opportunity to comment. If you have any questions, please call (403) 625-3351, extension 235 or via email at [chisholm@mdwillowcreek.com](mailto:chisholm@mdwillowcreek.com).

Thank you

*(VIA EMAIL ONLY)*

Cindy Chisholm  
Director of Planning & Development

## References:

- Intermunicipal Development Plan – M.D. of Willow Creek No. 26 Bylaw No. 1900 and the Town of Claresholm Bylaw No. 1723 (May 2021)

# **ACTION ITEMS**



**Claresholm**

# REQUEST FOR DECISION

Meeting: July 15, 2024

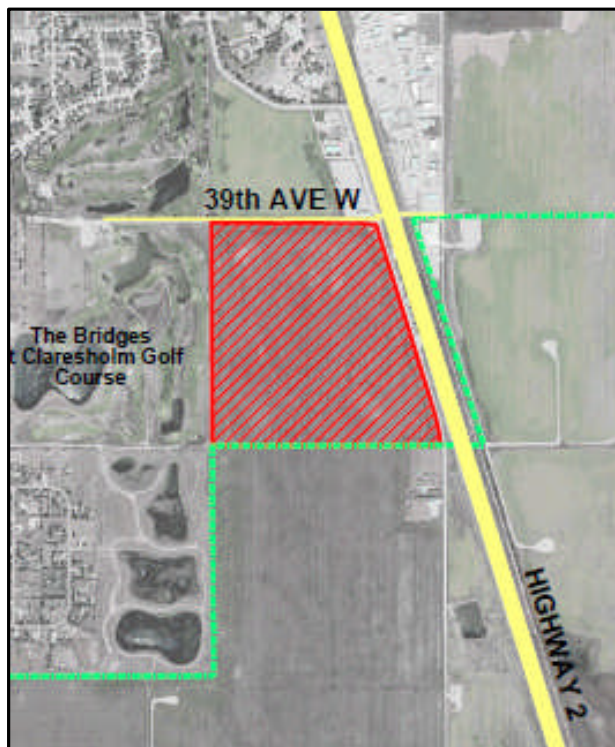
Agenda Item: 1

## BYLAW No. 1781 – EVOLUTION AREA STRUCTURE PLAN

At the regularly scheduled Council meeting held June 10, 2024, Bylaw No. 1781 was given first reading. Bylaw 1781 is to adopt an area structure plan (ASP) within the south area of Town (Evolution ASP).

The adopted ASP would allow prospective developers to anticipate the land uses within an area. The ASP acts as a high-level blueprint for the area, streamlining future subdivision applications to comply with the needs and goals of development. The ASP includes the sequence of development proposed for the area, the density of development proposed for the area, and the general location of major transportation routes and public utilities.

In accordance with the Municipal Government Act (MGA) a public hearing is required prior to giving second reading. The notice of public hearing was circulated in the Local Press Town News and mailed to the neighborhood. Any comments received from the public hearing can be implemented in the plan, or if changes are required Council has a few options, to wait until those changes are reflected in the document and then proceed to further bylaw readings or proceed with readings as noted below.



### **POSSIBLE RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1781, a bylaw to adopt the Evolution Area Structure Plan, second reading.

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1781, a bylaw to adopt the Evolution Area Structure Plan, third and final reading.

### ATTACHMENTS:

- 1.) Bylaw No. 1781
- 2.) "Schedule A" Evolution ASP (please visit [www.myclaresholm.com/](http://www.myclaresholm.com/) for the full plan)

### APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Section 216.4, 606, 636, 692.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: July 10, 2024





**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW No. 1781**

**A Bylaw of the Town of Claresholm in the Province of Alberta, to adopt Bylaw No. 1781, being the Evolution Area Structure Plan.**

**WHEREAS** the Council of the Town of Claresholm wishes to adopt a comprehensive land use plan approximately  $\pm$  54 hectares of land legally described as SE-23-12-27-4; and

**WHEREAS** the purpose of an area structure plan is to provide a framework for the subsequent orderly subdivision and development of land within a defined area; and

**WHEREAS** the Council wishes to regulate and control development of these said land, but also to promote these lands as a residential, commercial area.

**NOW THEREFORE** under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta duly assembled does hereby enact the following:

1. Council shall adopt an area structure plan in accordance with the provisions of the Act.
2. This plan attached as Schedule 'A', upon adoption, shall be known as the "Evolution ASP".
3. This bylaw shall come into effect upon third and final reading hereof.

Read a first time in Council this **10** day of **June** 2024 A.D.

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

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

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**Brad Schlossberger, Mayor**

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**Abe Tinney, CAO**



ALBERTA  
MUNICIPAL AFFAIRS

Office of the Minister  
MLA, Calgary-Hays

RECEIVED

JUL 03 2024

AR115257

June 11, 2024

His Worship Brad Schlossberger  
Mayor  
Town of Claresholm  
PO Box 1000, 111 - 55 Avenue West  
Claresholm AB T0L 0T0

Dear Mayor Schlossberger:

Thank you for your letter of May 14, 2024, to the Honourable Danielle Smith, Premier of Alberta, copying myself, regarding Alberta's introduction of Bill 20, the *Municipal Affairs Statutes Amendment Act, 2024*. I am pleased to respond on behalf of the Government of Alberta.

As you are aware, the recently passed Bill 20 will modify two key pieces of legislation for Alberta municipalities – the *Municipal Government Act (MGA)* and the *Local Authorities Election Act (LAEA)*. Bill 20 will help municipalities accelerate housing development, strengthen provincial oversight, and update the rules for local elections and locally elected officials. I realize there has been much misinformation about the contents and intent of this bill, and I am pleased to respond.

Under Canada's Constitution, there are two levels of government that are defined: provincial and federal. All municipal matters fall under provincial jurisdiction. The Government of Alberta has delegated significant authority to locally elected municipal governments under the *MGA*, to make decisions of a local nature on behalf of their residents. This said, all municipal jurisdictions are subject to provincial legislation and authority.

Through the powers in the Constitution and the *MGA*, the provincial government has always had the ability to dismiss a councillor, and it is a process which is not taken lightly. As you may be aware, I recently made the decision to dismiss a mayor and several councillors. More information on that situation is available at [www.alberta.ca/chestermere-municipal-inspection](http://www.alberta.ca/chestermere-municipal-inspection).

This process was done through a municipal inspection and Ministerial Order. While this process may be appropriate for most cases, there may be situations which require an expedited process as outlined in Bill 20. I strongly believe in local decision-making, but like all governments, municipalities must focus on matters within their delegated responsibility when making their decisions.

.../2

Similarly, the provincial authority to repeal or amend bylaws is not new. The *MGA* already provides Cabinet the ability to intervene in planning and development bylaws; however, this ability has never been used. In 2022, the government introduced Bill 4, which amended the *MGA* to repeal bylaws related to face mask mandates in the City of Edmonton. This was an example of a municipal bylaw that was contrary to provincial public health advice. The changes in Bill 20 will enable government to address similar situations through a more expedited process; however, it remains this would be only used in rare circumstances.

On May 23, I tabled additional amendments to further clarify the intent of this bill. The amendments can be found at [www.alberta.ca/strengthening-local-elections-and-councils](http://www.alberta.ca/strengthening-local-elections-and-councils). I encourage you to review the bill with amendments directly for more information on the contents of Bill 20.

Bill 20 will maintain the municipal ability to govern affairs within local jurisdiction while allowing Cabinet to step in when a municipal bylaw crosses into provincial jurisdiction. This will ensure municipal councils remain focused on municipal issues their constituents elected them to address. The authority of Cabinet to intervene in municipal bylaws or order public votes on possible dismissal of a councillor will be considered as a last resort; I anticipate these powers will be used very rarely, if ever.

In addition, the updates to the *MGA* and the *LAEA* will enhance transparency and ensure local elected officials are held accountable to the Albertans they represent. We are strengthening public trust in local elections by eliminating the use of electronic tabulators. It is important for Albertans to feel they can trust the methods and results of local elections and requiring all ballots to be counted by hand will give Albertans that assurance.

Bill 20 will also enable the option to have criminal record checks as a part of candidate nomination packages and will allow local candidates to identify with local political parties without direct affiliation to provincial or federal parties. I have publicly stated my intention to implement the option to include municipal political party affiliation on ballots only in the cities of Edmonton and Calgary.

Currently, municipal candidates are able to organize into political parties or slates without any rules around their organization. Adding rules around political parties will increase transparency for electors. I will also note that no candidate will be required to join a political party – they will always remain voluntary and local.

Bill 20 will also increase transparency in campaign financing. In 2018, the government at the time banned corporation and union donations to individual candidates. Rather than taking the “big money” out of local elections, donations shifted to third-party advertisers. For example, Calgary’s Future raised \$1.7 million to endorse nine specific candidates who were elected in the 2021 municipal election. By enabling corporation and union donations at a cap of \$5,000 per municipality, voters will have public records of the unions, corporations, and individuals supporting candidates. We are also introducing an expense cap for municipal campaigns to limit donations collected and keep local campaigns focused on the current election.

Albertans deserve to have faith in their local governments, and Albertans expect municipal leaders to behave responsibly to reflect the interests and needs of the community. Occasionally, the provincial government is asked to look into the management of an Alberta municipality and the leadership of its elected officials. We always treat such requests with the due diligence they deserve. Albertans deserve a provincial government which can respond promptly to extraordinary situations that occur within a municipality.

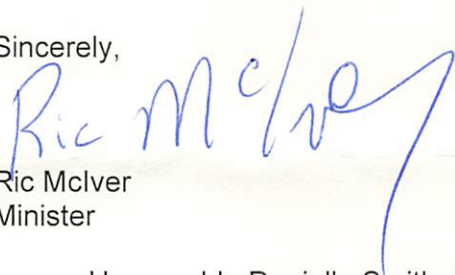
Bill 20 also includes amendments to the *MGA* which will encourage housing development in municipalities. Affordable and attainable housing has become one of the most urgent concerns across the country, and the Government of Alberta is unlocking options for municipalities to consider as they take local action to address housing affordability. The amendments to the *MGA* will create balance between appropriate engagement with residents and stakeholders and prompt municipal planning and development decisions. This ensures municipalities have greater flexibility to tackle their housing priorities while providing residents with the opportunity to have their say about development plans in their communities.

This bill was informed by feedback my ministry received from Albertans in 2021-23. The results of the consultation surveys can be found at [www.alberta.ca/local-elections-and-councillor-accountability-engagement](http://www.alberta.ca/local-elections-and-councillor-accountability-engagement).

I appreciate your feedback and your participation in the discussion of this important piece of legislation. The Government of Alberta remains committed to fairness and due process and will continue working with local authorities to ensure Albertans have the effective local representation they deserve.

Now that Bill 20 has passed, Municipal Affairs will be engaging with municipalities and stakeholders over the coming months to explain the changes Bill 20 will require at a local level, and develop regulations as required.

Sincerely,



Ric McIver  
Minister

cc: Honourable Danielle Smith, Premier of Alberta

## Karine Keys

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**From:** Tyler Gandam <president@abmunis.ca>  
**Sent:** July 12, 2024 1:59 PM  
**To:** Karine Keys  
**Subject:** ABmunis Webinar: Member Engagement on Bill 20 Regulations  
**Attachments:** Draft Positions on Implementation of the Municipal Affairs Statutes Amendment Act (Bill 20).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 Mayors, Councillors, and CAOs:

ABmunis is participating in a consultation on the development of new provincial regulations following the Government of Alberta's recent passing of [Bill 20, the Municipal Affairs Statutes Amendment Act](#). The ABmunis Board would like your feedback on draft positions that will guide ABmunis' input during Municipal Affairs' consultations and form our official written submission. We invite you to attend our **webinar on Thursday, July 18, 2024 from noon to about 1:30 pm** to provide your feedback. Register at [https://abmunis-ca.zoom.us/webinar/register/WN\\_uGR0IM4QQ06e-aah-5pm-Q](https://abmunis-ca.zoom.us/webinar/register/WN_uGR0IM4QQ06e-aah-5pm-Q). Elected officials and administrators from all municipalities in Alberta are welcome to attend.

The following topics are covered in the Municipal Affairs' consultation and will be the focus of our July 18 webinar:

- Definition of "public interest" when cabinet considers calling for a public vote on removal of a councillor.
- Definition of "provincial government policy" when cabinet considers amending or repealing a municipal bylaw.
- Creation of an Integrity Commissioner's Office to manage code of conduct complaints.
- Election campaign expenses.
- Local political parties.
- Joint use planning agreements.

### Provide written input to ABmunis

In addition to attending the July 18 webinar, you can also provide written comments on our attached draft position by emailing [advocacy@abmunis.ca](mailto:advocacy@abmunis.ca) by end of day Monday July 23<sup>rd</sup>. Timelines are tight based on Municipal Affairs' schedule and ABmunis' Board needs to review, approve, and submit an official written position to Municipal Affairs by July 26. Once submitted, we will share a copy with you so you can see how your input was reflected.

### Grants Survey Relaunch

Earlier this month ABmunis launched a Municipal Grants Survey. Many municipalities let us know that the survey is challenging to complete. We are working with our external consultant to revamp the survey and we plan to relaunch a more user-friendly survey on July 24. If you have already completed the survey – thank you! Completed surveys will be saved and included in our analysis. We apologize for the inconvenience and appreciate your patience.

Thank you,

**Tyler Gandam** | President

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

## Draft Positions on Implementation of the Municipal Affairs Statutes Amendment Act (Bill 20)

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**Version 4: July 12, 2024 - NOT yet reviewed or approved by ABmunis Board**

The following is a working document to help guide Alberta Municipalities' (ABmunis) input on Alberta Municipal Affairs' development of regulations, definitions and other initiatives related to the Municipal Affairs Statutes Amendment Act (aka Bill 20) implementation. It will be updated as required based on discussions with ABmunis' committees, Board, and members, as well as partner organizations.

This document builds on ABmunis' existing positions and principles that have been developed over the past several years with extensive member input and in collaboration with other municipal associations. ABmunis goal is to facilitate sharing of perspectives and alignment to the extent possible among the municipal stakeholders involved in providing feedback on the implementation of Bill 20.

This document is organized based on Municipal Affairs discussion guide and includes background and questions as well as ABmunis draft positions (in blue font) on the following topics:

- A. Joint Use Planning Agreements (JUPAs)
- B. Definition of "public interest"
- C. Definition of "provincial government policy"
- D. Code of conduct (integrity commissioners)
- E. Campaign Expenses
- F. Local Political Parties

As this is a working document, please excuse any typographical, grammatical, or formatting errors. The document will be thoroughly reviewed before being finalized for submission.

### A. Joint Use Planning Agreements

#### **Municipal Affairs background and discussion question**

Section 670.1(1) of the MGA requires a school board that is operating within a municipal boundary to enter into a Joint Use and Planning Agreement (JUPA) with the municipality or municipalities.

A JUPA must establish a process for discussing matters related to the planning, development, use, disposal, and servicing of school sites. A JUPA must also outline how a municipality and the school board will work collaboratively, resolve disputes, and review the agreement. The Municipal Affairs Statutes Amendment Act, 2024 will amend the MGA to grant ministerial authority to create regulations respecting JUPA criteria, requirements, or exemptions.

1. **Should some municipalities be exempted from preparing a JUPA?**
  - a. **If yes, what could be the criteria for municipalities to be exempted?**

#### **ABmunis Draft Position**

ABmunis recognizes that "one size does not fit all". We suggest regulations could allow municipalities and school boards to mutually opt out of developing a JUPA like the opt-out clause for Intermunicipal Development Plans.

## B. Defining “Public Interest”

### Municipal Affairs background and discussion question

Please consider how we can clarify the concept of “public interest” in regard to the authority of the Lieutenant Governor in Council to, by order, direct the chief administrative officer of a municipality to conduct a vote of the electors respecting the dismissal of a councillor.

Bill 20 states that this authority may be used if the Lieutenant Governor in Council is of the opinion that:

- the councillor is unable, unwilling, or refusing to perform the duties of a councillor; or
- it is in the public interest to do so.

In determining the “public interest,” the Lieutenant Governor in Council may take into account illegal or unethical behaviour by the councillor.

1. What elements should be considered when defining “public interest” regarding a vote of electors to dismiss a councillor?
  - a. Are there any concepts that should be excluded or included?

#### ABmunis Draft Position

The dictionary definition of public interest is “the welfare or well-being of the general public”. No provincial official has provided a clear definition of public interest other than stating that it will be a “high bar”.

ABmunis recognizes that current legislation limits the ability for the Minister to make timely decisions for removal of a council or councillor. However, the recent example in the City of Chestermere demonstrates that the Minister does have the power to remove a councillor(s). While the process may be cumbersome, it does provide local electors evidence from an independent third party as to why a councillor should be removed. This evidence likely influenced the outcome of the June 2024 by-election where the terminated councillors were unsuccessful in their attempt to be re-elected to Chestermere’s council.

The changes made by Bill 20 might impede the ability of the province to remove a councillor(s), rather than expedite it, because it will now require a vote of electors to remove a councillor(s). To provide electors the information they need to make an informed decision, the province will still need to conduct a thorough investigation and share information with the public ahead of a vote. Furthermore, if electors choose to remove the councillor, the municipality will be required to hold a second public vote in the by-election to elect the replacing councillor.

We recommend a broader review with legal experts and stakeholders to:

- Define “public interest” based on the roles and responsibilities of councillors as set out in the MGA and Codes of Conduct. We note that the dictionary definition of public interest does align with the general duties of councillors as set out in section 153(a) of the MGA “to consider the welfare and interests of the municipality as a whole and to bring to council’s attention anything that would promote the welfare or interests of the municipality;” However, a clearer definition of what breaches those duties is required.
- A third-party inspection should be required before provincial cabinet orders a municipality to conduct a public vote on the removal of a councillor.
- Identify if alternative measures should be implemented prior to mandating a public vote such as suspending a councillor from conducting municipal business for a defined period, or



methods of removing a councillor on a timelier basis following a third-party inspection that follows a clear process and criteria.

ABmunis also points out that the introduction of the Recall Act in 2022 provides electors with additional democratic power to remove a councillor where circumstances are deemed warranted.

ABmunis is concerned that municipalities will be forced to cover the costs for the initial public vote and if applicable, the resulting by-election even though the matter is directed by the province.

## C. Defining “Provincial Government Policy”

### Municipal Affairs discussion question

Bill 20 states that the Lieutenant Governor in Council may, by order, direct a municipality to amend or repeal a bylaw with or without conditions, if the Lieutenant Governor in Council is of the opinion that the bylaw in question:

- exceeds the scope of the purposes of a municipality established in the MGA Section 3;
- exceeds the authority of a municipality to pass a bylaw under the MGA or any other act;
- contravenes the Constitution of Canada;
- conflicts or is inconsistent with the MGA, or another enactment of Alberta; or
- is contrary to a policy of the government unless the municipality obtains the prior consent of the government to pass that bylaw

1. From a municipal perspective, what should the province consider in order to define “provincial government policy”?
  - a. What would help to provide clarity for municipalities?

### ABmunis Draft Position

As it applies to this Act, “provincial policy” should be defined as positions that are:

- publicly accessible,
- duly adopted by the Alberta Legislature or Cabinet, and
- within provincial jurisdiction.

This includes legislation, motions and regulations/ministerial orders.

The provision should not be retroactive in order to provide certainty to municipalities, residents and businesses.

We reiterate that municipalities are already bound by the MGA, which is one of the most comprehensive pieces of legislation in the province. The new provision in the MGA to enable cabinet without due process to rescind or amend a bylaw is unnecessary and undemocratic.

## D. Codes of Conduct Integrity Commissioner

### Municipal Affairs background and discussion question

Under the MGA, every municipal council is required to establish, by bylaw, a code of conduct. Concerns arose regarding the potential misuse of municipal codes of conduct, including multiple instances of courts overturning code of conduct sanctions imposed on councillors, as well as a recent instance where the sanctions imposed by council appear excessive to some observers.

There are several options regarding establishing an independent body to review codes of conduct matters, which range from officers that report to a Minister (such as the Mental Health Patient Advocate or the Farmers' Advocate) to Officers of the Legislature (such as the Auditor General or Chief Electoral Officer).

### 1. Should there be an independent body to deal with code of conduct complaints?

#### ABmunis Draft Position

Yes. ABmunis reiterates a position we have long shared with RMA that a province-wide third-party investigation unit/integrity commissioner should be established to support more effective implementation of the codes. There may be an opportunity to expand the role of the Ombudsman or establish a similar body.

### Reporting

### 2. If established, should the provincial Integrity Commissioner report to the Legislature or directly to the Minister?

#### ABmunis Draft Position

Reporting should be made publicly available through the Legislature similar to the Chief Electoral Officer, Auditor General, and Ombudsman.

### Extent of Authority

### 3. What elements should be included in the role of the Integrity Commissioner?

### 4. Should the Integrity Commissioner primarily have investigative authority, appeal authority, or both?

#### ABmunis Draft Position

The role of the Integrity Commissioner should include:

- Triaging code complaints to dismiss spurious complaints and point municipalities to alternative options to resolve conflicts.
- Providing investigation services that avoids councils investigating themselves, or administrators being asked to investigate their employers.
- Providing guidance and recommendations to municipalities with regards sanctions and to help ensure procedural fairness is maintained throughout the process.
  - Application of sanctions should still be the responsibility of council with a requirement for a clear rationale on why council has applied any sanctions.
  - The office will need to have sufficient capacity to support municipalities navigating what can be a challenging and administratively burdensome process (for example, representatives of the office will need to be available to provide reports to council).
- Providing reporting to Municipal Affairs and municipal associations to support research on lessons learned from Alberta and other jurisdictions.
  - Careful consideration needs to be provided in terms of what the Integrity Commissioner publicly reports on based on consideration around “privacy” and de-escalation.

- Collaborating with Municipal Affairs and municipal associations to enhance information and education provided to candidates and councillors on governance through the Elected Officials Education Program and other methods.

### Cost

#### 5. What factors should the ministry consider when determining potential cost-sharing or cost-recovery models for the Integrity Commissioner's office?

##### **ABmunis Position**

Investment in a strong process of investigation and a body that can support municipalities in implementing good governance practices could save municipalities and the Ministry of Municipal Affairs from being embroiled in conflict and reduce the need for taxpayers to fund legal costs.

##### Principles

The development of a cost-sharing model to fund an Integrity Commissioner's Office should factor in the following principles:

- The Government of Alberta should fund a portion of the Integrity Commissioner's Office to demonstrate partnership with municipalities and because it will reduce workload on other Ministry resources.
- Councillors and residents of a municipality who engage in behaviour and actions that require formal investigations by the Integrity Commissioner should bear a financial cost for each investigation to increase accountability and demonstrate fairness to taxpayers in municipalities who trigger less or no code of conduct investigations.
- If the funding model were to produce a surplus over expenses in any particular year, that surplus shall be restricted for use by the Integrity Commissioner's Office in future years and not treated by the province as general revenue.

##### Possible Cost-Sharing Model

ABmunis' recommendation for a cost-sharing model is based on a concept of an annual base rate amount plus a fee for each investigation that goes beyond an initial triage.

- The base amount per municipality would be calculated based on a portion (e.g. 25%) of the Office's budgeted operating costs for the year.
  - The formula to determine each municipality's portion of the base amount cost could be calculated based on:
    - 50% per capita + 50% equalized assessment,
    - Funding models used by certain subdivision and development appeal boards, or
    - Other models.
- The remaining portion of the Officer's operating costs would be funded by:
  - A contribution by the Government of Alberta, and
  - When a code of conduct complaint goes beyond an initial triage and triggers a formal investigation, the municipality is charged based on the number of hours involved in the investigation.
    - This would be similar to what municipalities would currently pay to a law firm to manage a code of conduct investigation but would be a lower hourly cost to the municipality because of the non-profit nature of the Office and that a portion of the Office's costs are already funded through the base amount and funding by the Government of Alberta.
    - Tiered cost-caps may be required to ensure access to all municipalities.
  - For complaints from residents, an upfront administration fee could be charged that could be reimbursed if the investigation finds in favour of the complainant.

### Existing Roles

6. Should the provincial Integrity Commissioner replace existing local integrity or ethics commissioners?

#### **ABmunis Position**

ABmunis would like to hear from municipalities that have their own integrity commissioners.

## **E. Campaign Expense Limits**

### **Municipal Affairs background and discussion questions**

Section 147.1 of the LAEA defines a campaign expense as any expense incurred, or non-monetary contribution received by a candidate that is used to directly promote or oppose a candidate during a campaign period.

Sections 147.9 and 188 provide the Minister the authority to make regulations determining campaign expense limits for candidates and election advertising expense limits for third party advertisers, respectively. Bill 20 expands the Minister's authority to include regulations to set expense limits for local political parties.

Developing a campaign expense limit regulation in a timely manner addresses public concerns about the influence of "big money" in local elections and helps to level the playing field with respect to financial resources available to candidates. The aim is to develop a regulation that will provide consistent, fair campaign spending limits for all candidates.

Potential models that could be used to calculate campaign expense limits include:

- per capita formulas; or
- tiers based on population bands (currently used in British Columbia).

### **1. How should campaign expense limits be calculated?**

#### **ABmunis Draft Position**

ABmunis had the opportunity to float the idea of per capita expense limits by members at our five Summer Municipal Leaders Caucus events held in June 2024.

Members were generally supportive of the concept of a base plus per capita with the need to understand there are differences between councillor and mayoral races and in larger versus small communities.

#### Municipalities where all candidates are elected at-large:

- Candidates for mayor should have a slightly higher per capita limit because candidates for mayor generally need more votes than candidates for council, though there should still be strict limits on mayoralty campaigns.

#### Municipalities where councillors are elected by ward and mayor at-large:

- The expense limit for ward-based councillors should be based on an equal amount per ward that is representative of the average population per ward.

- The expense limit for the mayor’s position would be higher because the limit would be based on the population at large in the municipality, and possibly require a ceiling.

Other recommendations

- The base amount should be set such that candidates in very small communities can afford basic election expenses such as:
  - Brochures
  - Advertising in local newspapers
  - Signs
- Municipal Affairs should conduct research on campaign spending to determine what the average has been in recent elections to determine an appropriate per capita rate.
- There should be consideration of whether a ceiling should apply for larger municipalities.
- Consideration should be given to candidates in geographically large municipalities where there are higher travel costs to engage electors.
- Penalties for violations should be commensurate to the scale of the violation. For example, bans from running again for spending more than certain percentage over the limit.

**2. What other models could be used to calculate expense limits?**

**ABmunis Draft Position**

ABmunis would be open to expense based on population tiers.

**3. Should expense limits be the same each year over the four-year election cycle?**

**a. If no, please specify.**

**ABmunis Draft Position**

No. Between elections the focus of municipal councils should be on governing, not campaigning. Expense limits between elections should be limited to nominal costs (e.g. maintaining a website domain).

**4. Are there any other considerations for campaign expense limits?**

**ABmunis Draft Position**

- The campaign expense limits should apply to third parties the same as they apply to individual candidates.
- As explained in further detail in the section on political parties, the same expense limits should apply to candidates who are part of parties as to candidates who are running independently.
- Clarify rules and provide sufficient education so all candidates know how to count the reuse of signs etc. as part of the spending cap to maintain a level playing field between new and returning candidates.
- An independent body should be retained to conduct research to study campaign spending including:
  - Whether expense limits result in candidates increasing spending “up to the limit”.
  - Whether expense limits result in more money being spent by third parties.
  - The degree to which contributions come from outside the municipality.
  - The degree to which money is a factor in encouraging or discouraging candidates from running for council and its impact on whether candidates reflect the diversity of their constituency.

## F. Local Political Parties

### **Municipal Affairs background and discussion questions**

Local political parties will be piloted in the cities of Edmonton and Calgary during the 2025 municipal general election. Areas for input on potential regulations include the establishment of a party, candidate nomination, operational restrictions, and financial reporting.

### **Establishment of Party (Party registers with the returning officer)**

#### **1. Should there be qualifying requirements to register a political party?**

For example, minimum party membership numbers (e.g., 50 members, mirroring B.C.).

##### **ABmunis Draft Position**

ABmunis does not have a position on requirements to register a party. One of ABmunis election principles is that election rules must be enforceable and where authority for ensuring election rules are followed is clearly established.

To avoid confusion and downloading of responsibility to local ratepayers, Elections Alberta should be responsible for any oversight of municipal political parties.

#### **2. Should there be restrictions on party names?**

For example, provincial election legislation establishes that the name or the abbreviation of the name of the applying party cannot nearly resemble the name or abbreviation of another local political party or registered provincial or federal political party.

##### **ABmunis Draft Position**

ABmunis does not have a position on this issue.

### **Candidates**

Only registered endorsed candidates can have their party's name identified on the ballot. The party principal endorses these candidates. The endorsement would be required to be registered with the returning officer prior to nomination day.

#### **3. Should there be rules regarding candidate nomination contests, such as processes and procedures for how candidates are nominated and declared the winner of the endorsement?**

a. If 'yes,' what types of rules should be required?

##### **ABmunis Draft Position**

ABmunis does not have a position on this issue.

### **Restrictions and Reporting**

Restrictions and reporting of financial expenses are essential to maintaining transparent, equitable, and democratic elections. The ministry is exploring options to regulate expense limits for local political parties and candidates.

4. Should local political parties have their own campaign expense limits? Or should their campaign expenses be applied to the campaign expense limits of their endorsed candidates?

**ABmunis Draft Position**

Restrictions on campaign spending and contributions must be applied equally to candidates running as part of a party or independently.

To uphold transparency, regulations should require parties to publicly release their boards, contributors, audited financial statements, etc. prior to the election.

5. Should there be restrictions on the operational expenses of local political parties (e.g., audit fees, office fees, salaries, wages, incidental expenses by volunteers)?

**ABmunis Draft Position**

Yes. To ensure fairness between independent candidates and candidates who run under a party, the total expenses of a party including both operational and campaign expenses must not exceed the total combined expense limit of local candidates who run under a party. For example, if the expense limit was \$10,000 per candidate and the party ran three candidates, then the party's expense limit for operational and campaign activities should be set at \$30,000.

However, rules must be put in place to prevent parties from underspending in one ward that is considered a less competitive race in order to exceed the expense limit in a more competitive ward as this would be unfair to other candidates in the latter ward. To overcome this risk, one option would be to require all general party costs to be equally attributed to each candidate running under the party name.

Parties that accept contributions/incur expenses must file financial disclosures, like Third Party Advertisers (TPA) and candidates.

6. Should local political parties be able to carry a surplus following the general election? Or, should local political parties, like candidates, be required to donate a surplus greater than \$1,000 to a charitable organization?

**ABmunis Draft Position**

Again, with an emphasis on fairness, political parties must not be able to carry a surplus forward and must be required to donate a surplus greater than \$1,000 to a charitable organization. Expenses between elections should be limited to nominal expense items such as maintaining a website domain name.

**Review and Evaluation**

7. What metrics should be tracked and monitored through the pilot?
8. What other elements should be considered for the evaluation of the pilot?

**ABmunis Draft Position**

The province should provide funding for a fully independent body to conduct surveys and research on the experience of candidates and average Albertans, to determine the impact of municipal political parties on fulfilling election principles. Regulations should require that a review of the election pilot should be made within one year of the election, such that further changes to the LAEA can be made well in advance of the 2029 election. A longer-term independent review of impact of parties on municipal governance and administration should also be undertaken:

ABmunis' Principle	Consideration for parties
<ul style="list-style-type: none"> <li>• <b>Democratic</b> - Elections enable local citizens to select representatives who make decisions to create and sustain safe and viable communities.</li> </ul>	<ul style="list-style-type: none"> <li>• Political parties are not a good fit with local democracies in Alberta as once elected the tenets of good local government require councillors to think in the best interest of the municipality as a whole, and consider issues based on information presented in public council meetings and hears.</li> <li>• Regulations must restrict the activity of parties between election periods.               <ul style="list-style-type: none"> <li>○ For example, there must be no “caucusing” or private meetings to determine how councillors shall vote on issues in council.</li> <li>○ Locally elected officials must consider the welfare of the municipality as a whole and be responsive to electors, not to a party.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Autonomous</b> - Municipalities are empowered to implement the will of local electors within areas of their jurisdiction.</li> </ul>	<ul style="list-style-type: none"> <li>• Political parties potentially undermine autonomy.</li> <li>• Again, restrictions must be put in place on the ability of political parties to conduct activities between elections, so they do not unduly influence council decisions.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Locally Focused</b> – Local elections are dedicated to addressing locally defined needs and issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Political parties must be specific to each municipality and should not be able to share resources between municipalities.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Inclusive</b> - Every eligible person can participate as a voter, contributor, or candidate with minimal barriers (e.g. financial).</li> </ul>	<ul style="list-style-type: none"> <li>• Restrictions on campaign spending and contributions must be applied equally to candidates running as part of a party or independently.</li> <li>• The Government of Alberta should provide funding for an independent body to collect data and conduct analysis on the impact of political parties on how well candidates and voters reflect the diversity of their local jurisdiction.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Fair</b> - Each candidate has an even playing field regardless of whether they are an incumbent, a returning, or a first-time candidate.</li> </ul>	<ul style="list-style-type: none"> <li>• Again, restrictions on campaign spending and contributions must be applied equally to candidates running as part of a party or independently.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Enforceable</b> – Authority for ensuring election rules is followed is clearly established.</li> </ul>	<ul style="list-style-type: none"> <li>• To avoid confusion and downloading of responsibility to local ratepayers. Elections Alberta should be responsible for registration, regulation, and oversight of municipal political parties.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Scalable</b> – election rules are applicable and adaptable to local authorities of all sizes.</li> </ul>	<ul style="list-style-type: none"> <li>• ABmunis believes that political parties are not a good fit for municipalities of any size as they undermine provisions in the Municipal Government Act.</li> </ul>



ABmunis' Principle	Consideration for parties
	<ul style="list-style-type: none"> <li>• A clear criterion based on meaningful and transparently shared input from municipal associations, Albertans and election expert should be established to assess the “piloting” of parties in Edmonton and Calgary and whether it should be ended, continued just in Calgary or Edmonton, or expanded to other municipalities.</li> <li>• An independent group made up of academics, legal experts and municipal clerks and administrators should be convened to help analyse election results against the criteria. That analysis should be used for another meaningful engagement with municipalities and Albertans.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Transparent</b> – Election rules and processes are easy to access and understand, and voters have access to interim disclosure statements from candidates and third-party advertisers before the elections.</li> </ul>	<ul style="list-style-type: none"> <li>• Regulations must be clearly written in plain language.</li> <li>• Regulations should require parties to publicly release their boards, contributors, audited financial statements, etc., similar to what is required of provincial political parties.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Nonpartisan</b> - Candidates are elected to represent and be accountable to municipal residents, not a political party.</li> </ul>	<ul style="list-style-type: none"> <li>• The province has decided to ignore this principle which is supported by the majority of municipalities and Albertans, on the grounds of perceived benefits. As recommended above, the province should provide funding to an independent body overseen by a steering committee of non-elected municipal experts to study and make recommendations on the impact of political parties on voter turnout, trust in local elections, harassment of candidates and voters, administrative burden on municipalities and other principles outlined here.</li> <li>• Assessment of voter turnout needs be qualified by other factors that can impact turnout (e.g. weather, number of candidates, public interest in specific candidates, a local issue that is driving public interest, competition with federal or provincial elections at a similar/same time).</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Respectful</b> - Local elections provide an opportunity for candidates and voters to demonstrate their continuing commitment to sharing their perspectives and seeking to understand differences respectfully.</li> </ul>	<ul style="list-style-type: none"> <li>• 69% Albertans believe that parties would make municipal governments more divisive.</li> <li>• As suggested above the province should provide funding for a fully independent body to conduct surveys and research and make recommendations on the experience of candidates, the resulting councils, administration, and average Albertans, to determine the impact of municipal political parties on the level of respectful dialogue on municipal issues.</li> </ul>

## Appendix A

### Further Background on Codes of Conduct:

- The provisions for codes of conduct were introduced in 2015 as part of a broad review of the MGA.

- The Code of Conduct for Elected Officials Regulation then came into force on October 26, 2017. The Regulation sets out the topics each municipality's code must include.
- Municipalities were required to establish a code by bylaw to govern all councillors by July 23, 2018.
- In advance of that 2018 deadline, ABmunis and RMA used a grant from Municipal Affairs to release a Guide for municipalities on [Councillor Codes of Conduct](#). That guide was subsequently updated in 2023 based on lessons learned.
- In 2021, Municipal Affairs held limited consultations as part of their Red Tape Reduction review of the MGA on potentially removing the requirements for a Code of Conduct for elected officials. The Minister had heard complaints that Codes were being “weaponized” in council disagreements. Despite recognition that there are many shortcomings with Codes, ABmunis, along with the Rural Municipalities of Alberta (RMA), the Local Government Administration Association (LGAA) and Alberta Rural Municipal Administrators Association (ARMAA), convinced the Minister that Codes provide an essential opportunity for councils to discuss appropriate conduct and should be maintained.
- In 2022, the Ministry held further consultations on codes as part of their consultation on “Local Elections and Councillor Accountability”. During the 2022 engagement sessions, the following topics were discussed:
  - Strengthening code of conduct legislation;
  - Simplifying the code of conduct investigation process and responsibility to investigate;
  - Role of third party in investigating code of conduct Issue;
  - Enforcement of code of conduct; and
  - Provincial role in code of conduct disputes.
- The Ministry's 2023 consultation documents revisited the 2022 consultations on codes.

## Abe Tinney

---

**From:** Peter Casurella <peter.casurella@southgrow.com>  
**Sent:** June 26, 2024 11:34 AM  
**To:** Peter Casurella  
**Subject:** Grants Advising Program from SouthGrow  
**Attachments:** Grants Advising Program 2024.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.

Dear Friends,

Please find attached a notice for your councils, administrations, and community groups on our Grants Advising services that are available for your communities and your community associations.

Our REDA staff are very knowledgeable and experienced at getting community projects grant funded and the Board is making our staff widely available to offer advice and consulting support to your staff or community groups to help them succeed.

**We can't write them for you, but we can get you going in the right direction!**

Please review the attached details and share widely :)

Sincerely,

--

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

---

[peter.casurella@southgrow.com](mailto:peter.casurella@southgrow.com)  
[www.southgrow.com](http://www.southgrow.com)



[Subscribe to our Newsletter](#)

## New Program Alert

Dear SouthGrow Members,

We wanted to make you aware of a new program available through the SouthGrow office to assist your communities. The Grant Advice Hotline allows you and your community groups to get personal assistance in identifying appropriate grants for your projects and get advice on how to handle the intricacies of those grants. Our experience staff have been made available to consult with your municipal employees and/or community groups to help them get started on their projects.

***We can't write them for you, but we can get you going in the right direction!***

## The Details

**Program Title:** SouthGrow Grant Advice Hotline

**The Program:** SouthGrow staff will provide grant advice services to our member communities, businesses, and non-profits by advising them on appropriate grant avenues to meet their needs, including how to leverage additional funding, stacking options, and other related topics.

**What need are we addressing?:** Many community members and non-profit groups do not have experience in searching for and obtaining grant funding, and the undertaking can seem quite daunting. Having SouthGrow staff available to help navigate the best course of action for their organization may result in higher success rates overall for our community partners. Many municipalities also have community associations regularly reach out to them for this sort of help. It's a way we can materially assist with your work load on the ground.

**How will we do that?:** SouthGrow staff will make ourselves available for phone calls and online meetings to discuss grant strategy with our members or community groups within member communities.

**Who can participate?:** This service is open to all SouthGrow members or community groups within those communities.

**Getting started:** Contact us at the information below to schedule a phone call.

Peter Casurella  
Executive Director  
[peter.casurella@southgrow.com](mailto:peter.casurella@southgrow.com)  
403-394-0615

Emma Dering  
Grants Manager  
[emma@southgrow.com](mailto:emma@southgrow.com)  
403-870-8924

**Getting the word out:** SouthGrow members are kindly asked to share the program with the non-profits and community groups in their networks.

## Abe Tinney

---

**From:** ORRSC Administration <admin@orrsc.com>  
**Sent:** June 27, 2024 10:45 AM  
**Cc:** Lenze Kuiper  
**Subject:** Expression of Interest: New Service Opportunity - Development Processing and Support  
**Attachments:** 30H-12 Development Officer Expression of Interest June 2024.pdf

**Importance:** High

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

Good Morning,

On behalf of Lenze Kuiper, Chief Administrative Officer for the Oldman River Regional Services Commission, please see attached for correspondence inquiring on the level of interest in a proposed new optional service for our membership, development processing and support.

Please refer to the attached correspondence for more information.

Please do not hesitate to contact our office by email at [admin@orrsc.com](mailto:admin@orrsc.com) or by telephone at 403-329-1344 if you have any questions.

Thank you,

**Raeanne Keer**

Executive Assistant

Pronouns: she/her

---

Phone: 403-329-1344

Email: [admin@orrsc.com](mailto:admin@orrsc.com)

Oldman River Regional Services Commission

3105 – 16 Ave N | Lethbridge, AB | T1H 5E8



**CONFIDENTIALITY NOTICE:** The contents of this e-mail may be privileged and are confidential. It may not be disclosed to, or used by, anyone other than the addressee(s), nor copied in any way. If received in error, please advise the sender, or alternately the Administration Office of ORRSC and delete the message from your system(s).

June 27, 2024

File: 30H-12  
**Sent via Email**

All Member Municipalities of the  
Oldman River Regional Service Commission

Dear Council and Chief Administration Officer:

**RE: Expression of Interest: New Service Opportunity - Development Processing and Support**

Over the years the Oldman River Regional Services Commission (ORRSC) has received a number of inquiries regarding our availability to provide Development Officer services to our membership, such as processing permits and compliance certificates. Many of these inquiries have stemmed from a variety of circumstances such as, municipalities whose Chief Administrative Officer dually fulfill the CAO and Development Officer role and those who are seeking permanent or temporary coverage for a Development Officer due to changes of staff.

Given the recent increase in inquiries the Oldman River Regional Services Commission is now exploring the addition of this new optional service to the membership to better serve our members and their communities better. Our intent is to provide a dedicated staff member to process development permits, compliance certificates, and provide development permit advice to those municipalities who are interested in participating in this program. This position would operate remotely and would be available for Municipal Planning Commission meetings virtually, with the potential for some in-person attendance when necessary.

As we are in the early stages of developing this program, we are first looking to determine who in our membership would be interested in participating in this program through an Expression of Interest. Any associated fees and the exact level of service offered for the program will be determined once we understand the level of interest of those who wish to participate.

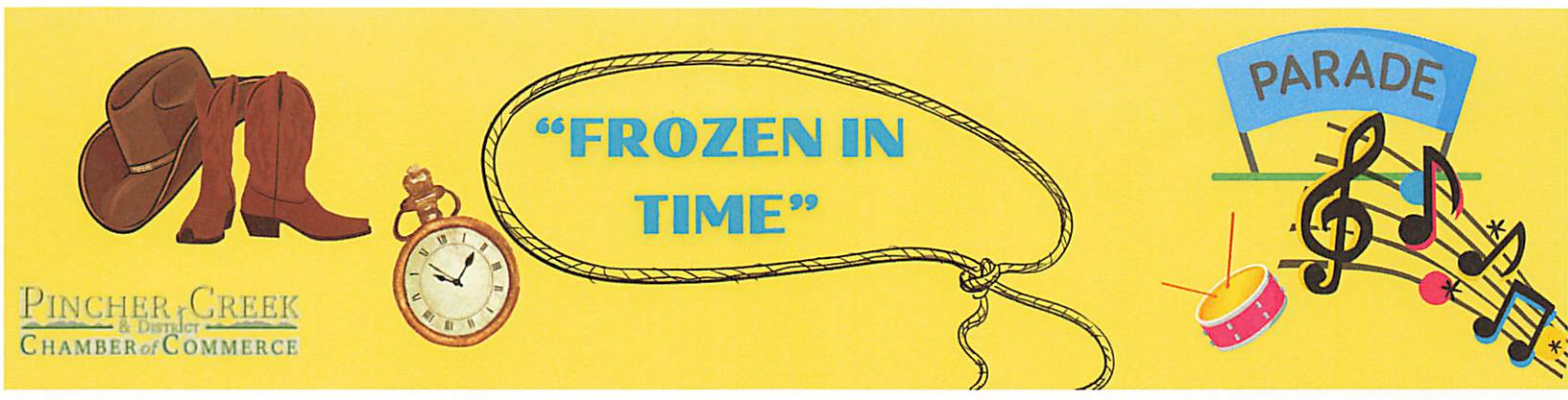
If your municipality is interested in this exciting new service, please email [admin@orrsc.com](mailto:admin@orrsc.com) by **4:30 pm on Tuesday, July 9, 2024** to receive further information and the required survey to help us better understand what type of program our members would be interested in participating in.

Should you have any questions regarding this new opportunity please call the office at 403-329-1344 or email [admin@orrsc.com](mailto:admin@orrsc.com).

Sincerely,



Lenze Kuiper  
Chief Administrative Officer



PINCHER CREEK  
& District  
CHAMBER of COMMERCE

June 17, 2024

Council has already agreed to send the Town of Claresholm float to Pincher Creek on August 17th with a contractor already lined up.

RECEIVED  
JUN 25 2024

RE: Pincher Creek Parade

The Town of Pincher Creek Mayor and Council cordially invites you to enter your float and/or have a Council representative(s) participate in the 2024 parade on August 17<sup>th</sup>. We Look forward to an exciting event this year.

The Parade staging area is located at Canyon Elementary School, 408 Victoria Crescent, located at the west end of Main Street. Parade assembly starts at 9:00 a.m., judging at 10:00 a.m. and the parade will begin at 11:00 a.m.

Immediately following the parade, the Town of Pincher Creek will host a dignitary Luncheon at the Kootenai Brown Pioneer Village (1037 Beverely McLachlin Drive) for all visiting Mayors, Councillors, dignitaries, and their guests.

We are requesting your RSVP by August 9<sup>th</sup> at 403-627-4322 or email [rec@pinchercreek.ca](mailto:rec@pinchercreek.ca)

For safety reasons, we kindly request that there is no candy thrown from your float or vehicle. We suggest if you would like to give out candy that you are accompanied by walkers who can hand out candy from the street. We thank you for adhering to these guidelines.

If you have any questions, please feel free to contact the Town of Pincher Creek. We look forward to your participation and hope you enjoy the day.

Best Regards,

Rhonda Oczkowski  
403 627 4322  
[rec@pinchercreek.ca](mailto:rec@pinchercreek.ca)



**TOWN OF PINCHER CREEK**  
962 St. John Ave (Box 159) Pincher Creek, AB T0K 1W0  
Phone 403 627 4322 Fax 403 627 4784  
[rec@pinchercreek.ca](mailto:rec@pinchercreek.ca) [www.pinchercreek.ca](http://www.pinchercreek.ca)



## Karine Keys

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**From:** Melody Kotyk <Melody.Kotyk@gov.ab.ca>  
**Sent:** July 5, 2024 9:12 AM  
**To:** Karine Keys  
**Subject:** Southern Alberta Regional Victim Serving Society - Board Recruitment  
**Attachments:** Board Recruitment Standard - SARVSS 2024May14.pdf; Board Application Form - SARVSS 2024Apr18.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.

Good morning,

I am reaching out on behalf of the Southern Alberta Regional Victim Serving Society (SARVSS). I hope I am contacting the correct person, but if not I would appreciate if you would direct me to someone who may be able to assist.

SARVSS incorporated as an Alberta society in October 2023. Over the past 8 months, SARVSS has been focused on building capacity and operationalizing in preparation for launch of the new regional governance model for Victim Services in Alberta. SARVSS is aiming to expand its board membership with representation from communities in Southern Alberta, and adding new skill sets to enhance the diversity and capabilities of the Board.

We have a posting listed on the Volunteer Connector and are receiving applications, but it is important to us to ensure that the voices of communities throughout our service delivery region are represented. Any assistance you can provide in helping us to reach potential candidates in your community would be highly appreciated.

I have attached a copy of the job description (Board Standard) as well as the Board Application form. The listing in the volunteer connector is below:

<https://www.volunteerconnector.org/calgary/southern-alberta-regional-victim-serving-society/board-member>

I appreciate your consideration of this request. Please let me know if there is any additional information you would find helpful.

Sincerely,

**Melody Kotyk**

Ex-Officio Board Member

Southern Alberta Regional Victim Serving Society

She/Her/Hers

[melody.kotyk@gov.ab.ca](mailto:melody.kotyk@gov.ab.ca)





Classification: Protected A

# Board Recruitment Standard

## About Us

The Southern Alberta Regional Victim Serving Society (SARVSS) provides a broad range of services under the Victims of Crime and Public Safety Act and Regulation, and in partnership with the Government of Alberta (GoA), the Alberta RCMP, specialized and community-based victim serving organizations, municipalities, and other local agencies.

SARVSS assists victims of crime throughout the criminal justice process by providing the core services of information, support, and referrals. SARVSS also supports communities by providing resources and support to people undergoing loss and tragic circumstances.

## Roles and Responsibilities

Board Members bring their unique experience, skills, and expertise to the task of advancing the organization's mission, strategy, and goals. This position is part of a diverse and qualified team of professionals who are responsible for governance, oversight, and strategic direction for the Southern Alberta Regional Victim Serving Society (SARVSS).

The role and responsibilities of the Board and Executive Committee are detailed in SARVSS's Bylaws. In addition, all Board Members must comply with the following:

**Duty of Care:** Ensure diligence and competence in the execution of fiduciary duties; and take care of SARVSS by ensuring prudent use of all assets, including facility, people, and goodwill.

**Duty of Loyalty:** Act in good faith to ensure that SARVSS activities and transactions are, first and foremost, advancing its mission; recognize and disclose conflicts of interest; and make decisions that are in the best interest of SARVSS and not in the best interest of the individual board member (or any other individual or entity).

**Duty of Obedience:** Ensure that SARVSS obeys applicable laws and regulations; follows its own Bylaws, Code of Conduct, and other policies; and that SARVSS adheres to its stated mission and mandate.

## Qualifications

### Education and Experience

The Board welcomes applications from all interested and qualified applicants, especially those who have significant professional experience, education and/or expertise in one or more of the following areas:

- Administration / Management
- Community Partnership / Engagement / Understanding of Community Needs
- Executive Leadership (Leadership Skills / Motivator)
- Financial Oversight / Accounting / Audit / Investment Management
- Government
- Human Resources

# Board Recruitment Standard

	<ul style="list-style-type: none"> <li>• Law / Legal</li> <li>• Law Enforcement / Criminal Justice System</li> <li>• Marketing / Communications / Public Relations</li> <li>• Non-profit</li> <li>• Organizational Development (Early-stage organizations / Start-ups)</li> <li>• Physical Plant (Architect / Engineer)</li> <li>• Policy / Governance</li> <li>• Project Management</li> <li>• Real Estate</li> <li>• Risk Management</li> <li>• Strategic Planning</li> <li>• Technology / Digital Transformation</li> <li>• Victim Services</li> </ul> <p>Diversity in experience is preferred to achieve the balance of skills and expertise required to enable the Board to fulfill its governance responsibilities.</p> <p>Previous experience serving on a non-profit Board is considered an asset.</p>
<p><b>Requirements</b></p>	<p>To become a Member at Large, an individual must meet the following minimum requirements:</p> <ul style="list-style-type: none"> <li>• be at least 18 years of age;</li> <li>• reside within the Service Delivery Region*;</li> <li>• not have been declared incapable under the laws of a Canadian province or territory, or by a court in a jurisdiction outside Canada;</li> <li>• not be in bankrupt status;</li> <li>• not be currently employed by a victim serving organization (community-based or police-based);</li> <li>• not be formerly employed as a paid employee with a police-based Victim Services Unit (VSU) for a period of at least one (1) year;</li> <li>• not concurrently volunteer with another RVSS in a front-line capacity;</li> <li>• not concurrently serve as a Board Member for another victim serving organization or any other organization where a conflict of interest may exist;</li> <li>• submit the Board Agreement and any other required document(s);</li> <li>• submit the results of a Criminal Record Check; and</li> <li>• Provide verification of their qualifications.</li> </ul> <p><i>*Note: To ensure fair community representation from across the SDR, there will normally be a maximum of 1 Board Member from any RCMP detachment area.</i></p>
<p><b>Benefits</b></p>	
<ul style="list-style-type: none"> <li>• The opportunity to make an impact on the lives of people in your community and communities across the Region</li> </ul>	

# Board Recruitment Standard

- Networking opportunities with stakeholders from victim serving organizations, community support agencies and justice system partners
- Monthly honoraria are available for participating in Board and Committee Meetings
- Specialized training on victim services and board requirements
- All Board Members are covered under SARVSS's liability insurance

## Commitment

- The term of office for Board Members is 3 years with the option for extension
- Executive Committee positions are 1-year terms within the 3-year Member at Large term
- Attendance at monthly (virtual) Board Meetings and specialized meetings (e.g., AGM)
- Participation in at least one Committee (Standing or Ad-hoc) or Working Group
- Completion of Victim Services training (as specified by GoA)
- Ability to attend functions outside of normal business hours, if required
- Commitment to Code of Ethics, Confidentiality, Conflict of Interest, and compliance with Board Agreement

## Location

Board Members will be representatives from communities across the Southern Region, and meetings will normally be held remotely using videoconferencing technology. Travel may be required to attend the AGM.

## How to Apply

We are committed to having an accessible, diverse, inclusive, and barrier-free work environment where everyone can reach their full potential. We encourage all qualified persons to apply.

Please send your resume and cover letter describing your experience and your motivation for wanting to join SARVSS to: [melody.kotyk@gov.ab.ca](mailto:melody.kotyk@gov.ab.ca). Please clearly indicate in the subject line that you are interested in a Board Member position.

Applicants will be assessed according to the qualifications outlined in the position posting by the Governance and Nominations Committee, using the Board Composition Matrix to ensure a fulsome and diverse team that is representative of the Albertans we serve and support. Final decision may be made via election by the current Board of Directors at an AGM in accordance with SARVSS's Bylaws.

*Thank you for your interest in volunteering for the RVSS Board.*



# REQUEST FOR DECISION

Meeting: July 15, 2024

Agenda Item: 8

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## CLARESHOLM PUBLIC LIBRARY UPDATE TO MUNICIPAL LIBRARY BYLAWS

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### **DESCRIPTION:**

The Claresholm Public Library recently adopted amended Bylaws at their June 17, 2024 Board meeting that require the approval of Claresholm Town Council. The Library has indicated the changes made in the Bylaws by highlighting the relevant sections, which were the following:

Schedule B: the addition of no animals allowed in the Library except trained service animals.

Schedule B: addition of Procedures for Dealing with Disruptive Behaviours.

Schedule C: Previously non-resident fees applied to people living in Nobleford and Waterton but they now pay the same fees as other patrons of the Chinook Arch Libraries so they were removed from this schedule.

Schedule C: Block Loans, eg: an assisted living facility could get one card for the facility and use it to check out books for any of their residents. Previously it stated that the card could only be renewed at certain times of year and this restriction has been removed because it made no sense.

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

### **PROPOSED MOTION:**

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

### **ATTACHMENTS:**

- Bylaws of the Town of Claresholm Municipal Library
- Library Bylaw Schedules

PREPARED BY: Karine Keys, Finance Assistant

---

APPROVED BY: Abe Tinney, CAO

DATE: July 12, 2024

---

# BY-LAWS OF THE TOWN OF CLARESHOLM MUNICIPAL LIBRARY

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

## 1. INTERPRETATION

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

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

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

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

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

## **2. LIBRARY FACILITY**

### **Access to the Public Library Portion of the Building**

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

### **Non-Library Usage**

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

### **Conduct in the Library Building**

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

## **3. PROCEDURE FOR ACQUIRING A BORROWERS CARD**

### **Resident Card**

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

### **Local Services Card**

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

## TAL Card

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

## ID Required

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

## 4. RESPONSIBILITIES OF A BORROWER

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

## 5. LOAN OF LIBRARY RESOURCES

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



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

## **6. PENALTY PROVISIONS**

### **Revocation of a Borrower's Card**

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

### **Appeal**

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

### **Prosecution**

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

## **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

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

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

The Claresholm Library Board enacts:

### **Purpose**

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

### **Definitions**

In this Bylaw, unless the context otherwise requires:

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

### **Interpretation**

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

### **Designated Head**

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

### **Fees**

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

### **Effective Date**

The Bylaw came into effect on February 4, 2004.


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

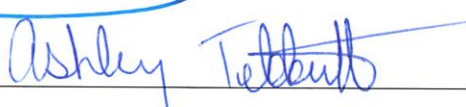
Read a first time: January 20, 2024

Read a second time: January 20, 2024

Read a third time and adopted: January 20, 2024

Edited and adopted: January 20, 2024

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Treasurer

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

**Schedule A:** Public Use of the Library

- Children in the Library

**Schedule B:** Rules of Conduct in the Library

**Schedule C:** Borrowers Card Fees

**Schedule D:** Loan Period for Library Resources

**Schedule E:** Penalty Provisions

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

**Schedule F:** Hours of Operation

**Schedule G:** Charges for Services

**Schedule H:** Room Rental Rates

**PUBLIC USE OF THE LIBRARY**

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

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

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

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

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

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

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

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

## **Code of Conduct**

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

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

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

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

### **We expect every customer to:**

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

### **Examples of behaviours which are NOT permitted include:**

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

## SCHEDULE "C"

### BORROWERS CARD FEES

All borrowers card fees are based on an annual rate.

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

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

LOCAL SERVICES CARD FEES: \$30.00

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

Must present current ID with their primary address.

The following restrictions will apply:

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

NON-RESIDENT FEES:

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

INSTITUTIONAL FEES:

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

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

## **SCHEDULE "B"**

### **PROCEDURES FOR DEALING WITH DISRUPTIVE BEHAVIOR**

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



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

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

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

## SCHEDULE "D"

### LOAN PERIOD FOR LIBRARY RESOURCES

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

- BOOKS: 3 weeks
- AUDIO: 3 weeks
- MAGAZINES: 1 week
- VIDEOS/DVD's: 1 week

The 16mm projector can be charged out 48 hours.

The overhead projector can be charged out for 24 hours.

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

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

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

## SCHEDULE "E"

### PENALTY PROVISIONS

#### **NSF Cheques:**

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

#### **Overdue Fines:**

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

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

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

#### **Fines for lost or damaged resources:**

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

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

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

**PENALTY PROVISIONS**

**SCHEDULE “E” cont.**

- 5.2 Procedures for revocation of membership:
- 1) Librarian will recommend revocation to the Board.
  - 2) The Board will consider all facts.
  - 3) The Board will give written notification to the person involve, of consideration of revocation.
  - 4) A decision will be reached at the next board meeting.
  - 5) The person will be given written notification if the decision of the board is for revocation.
  - 6) The person may appeal in writing within 30 days.
  - 7) If appealed, further consideration will be given to the case.

6. Procedure for prosecution:  
 If the value of the lost or damaged resource is in excess of \$250.00 and revocation procedures have failed, the following steps may be taken by the Board after written notice to the offender:

- a) Place the account with a collection agency or municipal By-law Enforcement Officer,  
or
- b) Take the person to small claims court and pursue civil action,  
or
- c) Lay charges under *The Libraries Act*, Section 42 after legal consultation.

**Charges for Damaged/Miscellaneous Items :**

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

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

## SCHEDULE "F"

### HOURS OF OPERATION

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

Regular Hours:

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

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

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

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

## SCHEDULE "G"

### CHARGES FOR SERVICES

**Services:**

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

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

**Miscellaneous Items:**

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

ITEM	<u>CHARGE</u>
Audio Cassette cases	\$1.00
Audio Inserts	\$5.00
Barcode Removal	\$2.00
CD Cases	\$2.00
CD Inserts	\$5.00

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

## SCHEDULE "H"

### ROOM RENTAL RATES

#### Bill Simpson Room (Meeting Room) Rental Rates:

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

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

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

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

## SCHEDULE I

### EQUIPMENT RENTAL RATES

There is no charge for CNIB equipment.

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

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

**PUBLIC USE OF THE LIBRARY**

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

2. Children in the Library:

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

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

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

Children ages 10 and up may use the library on their own. Parents, however, are still responsible for the actions and safety of their children. Children are subject to the same rules and consequences as other library users, including being asked to leave the Library. Please note: it is sometimes necessary for libraries to close due to unusual or emergency situations. All children should have the telephone number of someone to call in an emergency.

Parents or caregivers must inform Library staff if their child requires accommodation due to a protected ground, such as a cognitive disability. Staff will accommodate individual requests as may be reasonably available, including access to a “quiet room” should it be requested. Parents and caregivers remain responsible for the conduct of their children at all times; should a child continue to be disruptive to other library users, the child will be asked to leave the Library.

It may be necessary to notify appropriate law enforcement or child protective authorities if:

- an unattended child is being disruptive.
- a child is habitually left unattended for long periods of time.
- a child is deemed to be at risk of coming to harm (as in the case of a child being left alone when the Library closes).

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

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



## SCHEDULE B

### CONDUCT IN THE LIBRARY

#### *Rules of Conduct*

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

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

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

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

**We expect every customer to:**

- Dress appropriately
- Attend to and supervise children in their care
- Attend to personal belongings
- Use library furniture, equipment and property properly and for only their intended purposes
- Use washrooms only for their intended purposes
- Leave the Library promptly at closing time.
- Not bring any animals into the Library with the exception of trained service animals.**

**Examples of behaviours which are NOT permitted include:**

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

**If a library user chooses not to follow the library's rules of conduct, that user will be asked to correct the unacceptable behaviour. If the behaviour continues, that user will be asked to leave. Police will be called if the user refuses to leave.**

## **PROCEDURES FOR DEALING WITH DISRUPTIVE BEHAVIOUR**

1. Inform the patron that their behaviour is in violation of the Library's Rules of Conduct and must stop.
  - a. Name the violating behavior: "Sam keeps running through the stacks and screaming."
  - b. State why the behavior is in violation "It's disruptive to other users and the Library is meant to be a quiet space."
  - c. Offer an accommodation if appropriate for the situation: "Would it help Sam to have some time in the X room alone to settle?"
  - d. Name the consequences if the behaviour continues: "If Sam doesn't settle down, you'll have to leave for today."
2. If the patron does not desist, ask them to leave.
3. If they do not leave, contact the police.
4. Try to inform the Library Manager, Chairman of the Board or other trustee that you have contacted the police. Endeavour to have another Library staff or Board member present when police arrive.
5. Endeavour to keep patrons safe until police arrive.
6. As soon as possible, write a report for the Board on what transpired, including names of borrowers who can verify the report.

## SCHEDULE C

### BORROWERS CARD FEES

All borrowers card fees are based on an annual rate.

**Resident Fees** An exception will be made for a student who is 18 years of age and is enrolled in High School.

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

### **Local Services Card Fees \$30.00**

This card may be issued to a person who is temporarily residing in one of the local institutions.

When card and all items are returned: a refund of \$10.00 will be given.

Must present current ID with their primary address.

The following restrictions apply:

- Allowed to have a maximum of 2 signed out items at one time.
- The card is only valid for 6 months. (If the patron still resides in Claresholm, a full-service card can be issued at this time).
- No PIN is given
- No TAL card is given
- Cannot place items on hold from other System member libraries.

### **Non-Resident Fees \$50:00**

The Non-resident fee applies to anyone who does NOT live within the Chinook Arch area.

Resources taken out under an Institutional Borrower's Card will be called a Block Loan.

Block Loans are not applicable to Educational Institutions that contain their own Library Facilities.

<b>Category</b>	<b>Particulars</b>	<b>Rate</b>
Hutterite Colonies	School use only: one membership/Colony	\$50.00
Medical	Care Centre, AADAC, W.C.C.H.	\$50.00
Assisted Living	Porcupine Hills Lodge, Willow Creek Continuing Care Centre, Cottonwood Village	\$50.00
Youth	Playschool, Day Care, After School Programs, etc.	\$30.00

Resources taken out under an Institutional Borrower's Card will be called a Block Loan.

Block Loans are not applicable to Educational Institutions that contain their own Library Facilities.

## **SCHEDULE D**

### **LOAN PERIOD FOR LIBRARY RESOURCES**

The following loan periods apply to resources belonging to the Claresholm Public Library.

Please see the Chinook Arch Circulation Policy Manual for the loan period of resources belonging to other Chinook Arch member libraries.

BOOKS: 3 weeks (21 days)

AUDIO: 3 weeks (21 days)

MAGAZINES: 1 week (7 days)

VIDEOS/DVD's: 1 week (7 days)

When a library patron knows they will be away longer than the 3-week (21 day) loan period, they may ask for an extended loan period at the time of check out. The loan period will be granted if there are no holds on the item(s).

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

The 16mm projector can be charged out for 48 hours.

The overhead projector can be charged out for 24 hours.

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

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

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

## SCHEDULE E

### PENALTY PROVISIONS

#### *NSF Cheques*

People writing NSF cheques will be charged the original charge plus an extra fee of \$10.00 (this is in addition to any bank charges). All fines MUST be paid in cash or certified cheque.

#### *Overdue Fines*

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

Category	Rate
Picture, Board Collections; Children's kits	\$ .10
Juvenile fiction and non-fiction	.10
Magazine, Periodicals, Vertical File, Maps	.30
DVDs and Blu-Ray	1.00
For all other materials whether a child has charged out the item or not.	.30

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

#### **Fines for lost or damaged resources**

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

Borrowers will be assessed charges on items returned to the library in a damaged condition. A set price will be charged for each item.
3. Everyone, including all Board Members, volunteers and staff using Library resources shall be responsible for any fines and damages incurred. The only exception to this policy will be resources signed out for use of library programs.
4. All fines owing must be paid in full before renewing a library card.
5. Suspension or revocation of membership.

Suspension of library membership will occur with non-payment of library fees and non-return of resources. Revocation of a library card will occur for failure to pay charges for overdue, damaged or lost resources in excess of \$10.00.
6. Procedures for revocation of membership.

The Library Manager may revoke membership with consideration of the penalty provisions above.

The offender will be advised they may appeal to the Library Board within 30 days.

If appealed, the Board, at the next scheduled board meeting, shall render a decision, and advise the offender of their decision, in writing. The offender may have their membership reinstated following settlement of the original penalty to the satisfaction of the Library Manager.
7. Procedure for prosecution.

If the value of the lost or damaged resource is in excess of \$250.00 and revocation procedures have failed, the following steps may be taken by the Board after written notice to the offender:

  - a) Place the account with a collection agency or municipal By-law Enforcement Officer, or
  - b) Take the person to small claims court and pursue civil action, or
  - c) Lay charges under *The Libraries Act*, Section 42 after legal consultation.

***Charges for Damaged/Miscellaneous Items***

<b>ITEM</b>	<b>CHARGE</b>
Barcode Removal	\$2.00
CD/Talking Book Cases	\$2.00
CD/Talking Book Inserts	\$5.00
DVD Cases	\$2.00
Kit Bags	\$2.00
Magazines: Damaged (still usable)	Up to a max of \$2.00
Magazines: Lost/totally damaged)	\$10.00
Books: Damaged, Still Usable	Up to \$10 (depends on amount of damage)
Minor Repairs to books	Up to \$5.00

## **SCHEDULE F**

### **HOURS OF OPERATION**

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

<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
CLOSED	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM
	to 5:30PM	to 5:30PM	to 5:30PM	to 8:00 PM	to 5:30PM	to 3:00PM

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

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

## SCHEDULE G

### CHARGES FOR SERVICES

#### *Services*

The following chart indicates the charges for various services provided by the Claresholm Public Library.

ITEM	PARTICULARS		CHARGE
Photocopies	Letter/Legal Paper	One side	0.25¢
		Two Sides	0.40¢
	Ledger	One Side	0.50¢
		Two Sides	0.80¢
Printer	Black & White		0.25¢
	Colour		\$1.50
Paper	Letter/Legal Paper		0.10¢/sheet
	Ledger		0.20¢
Envelopes	All sizes		0.25¢
Book Covering			\$3.00/book



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## SCHEDULE H

### ROOM RENTAL RATES

#### *Bill Simpson Room (Meeting Room) Rental Rates*

Up to 4 hours: \$ 50.00  
Over 4 hours and up to 8 hours: \$100.00

Individuals or organizations who rent the Bill Simpson Room and leave the space dirty, damaged, or otherwise unusable will be charged when applicable.

Deposit for cleaning: \$20.00

*The deposit may be refunded at the discretion of the Library Manager*

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

Equipment Rental: \$50  
(Projector with or without screen)

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

## **SCHEDULE I**

### **EQUIPMENT RENTAL RATES**

There is no charge for CNIB equipment.

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

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



# REQUEST FOR DECISION

Meeting: July 15, 2024

Agenda Item: 9

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## BENCH SHOW REQUEST – UPDATE

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### **DESCRIPTION:**

At the June 10, 2024 regular meeting of Claresholm Town Council, a request was considered from the Claresholm Fair Board for the Town to cover the fees for the community centre for the bench show during Fair Days. Council agreed and passed the following motion:

Moved by Councillor Cutler to support the Claresholm & District Fair Days Bench Show with a donation of \$700 towards the rental of the Claresholm Community Centre. CARRIED MOTION #24-096

Unfortunately, the fees have increased since 2023 and the cost is now \$755. In order to cover the additional cost of \$55, Council must pass another motion for the increase.

### **PROPOSED MOTION:**

Moved by Councillor \_\_\_\_\_ to donate an additional \$55 to the Claresholm & District Fair Days Bench Show to cover the full rental cost at the Claresholm Community Centre for the Bench Show during Fair Days 2024.

### **ATTACHMENTS:**

- Invoice #INV173 from the Claresholm Community Centre
- Original letter from the Claresholm & District Fair Days Bench Show Committee

PREPARED BY: Karine Keys, Finance Assistant

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APPROVED BY: Abe Tinney, CAO

DATE: July 10, 2024

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**CLARESHOLM  
COMMUNITY  
CENTRE**

**INVOICE**

**Invoice No. INV173**

04 July 2024

Claresholm Community Centre Association, Box 183, Claresholm, AB T0L 0T0  
Located at 690, 59 Ave West Claresholm, AB

**Bill To:**

Town of Claresholm (karine@clareholm.ca)

Box 1000 Claresholm, AB T0L 0T0

Bench Show

755.00

**Total Amount Due**

**\$755.00**

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**How to pay this invoice**

We accept payment by e-transfer, credit card paid online, or cheque :

[https://hallbookingonline.com/clareholm/pay\\_invoice.php?invoice\\_ref=UAA2YJCV4WPU8ZC](https://hallbookingonline.com/clareholm/pay_invoice.php?invoice_ref=UAA2YJCV4WPU8ZC)

Cheques made out to Claresholm Community Centre Association can be sent to:

P.O. Box 183, Claresholm, AB T0L 0T0

E-transfers can be sent to [clareholmhallbilling@gmail.com](mailto:clareholmhallbilling@gmail.com)

NOTE: A deposit of 50% of the total booking fee is required to confirm your booking.

\*\*Booking is not confirmed until payment is made online or received via mail.

June 10, 2024

Moved by Councillor Cutler to support  
the Claresholm & District Fair Days  
Bench Show with a donation of \$700  
towards the rental of the Claresholm  
Community Centre. CARRIED  
MOTION #24-096



To: The Town of Claresholm  
c/o Claresholm Town Council

Re: Support of Claresholm & District Fair Days Bench Show August 8 – 10,  
2024

The Claresholm Bench show volunteers are busy planning for the 2024 Bench Show as part of the Claresholm & District Fair Days. The annual Bench Show started in 1907 and has run almost consistently – except for a few years during the thirties and most recently during the Covid pandemic. The 2024 Bench Show runs Thursday to Saturday during Fair Days.

In 2023, Claresholm Town Council generously provided us with a donation to cover the cost of our portion of the rent for the Claresholm Community Centre

We respectfully request that Claresholm Town Council support us again this year through a donation to cover all, or a portion of, the Community Centre rental fee. This will go a long way in ensuring we can continue to operate the bench show in the coming years.

Thank you for your consideration.

Sincerely,

*Rita Ewen on behalf of Syd Gray*

Syd Gray  
President, Claresholm & District Fair Days Bench Show

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## CENTENNIAL PARK PLAYGROUND – ACCESSIBILITY GRANT

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The Town is looking to apply for grant funding for the project at Centennial Park to create a fully accessible playground.

Enabling Accessibility Fund (EAF) – municipalities are eligible to apply for projects up to \$125,000. The grant does provide funding up to 75% of the project costs. The Town is utilizing GrantMatch for assistance with this application. The deadline is July 23<sup>rd</sup>, 2024.

<https://www.canada.ca/en/employment-social-development/services/funding/enabling-accessibility-fund-small-projects.html>

This program provides funds to retrofit public buildings, parks, etc. that can offer programming and inclusivity to those with disabilities.

Administration is in contact with community groups and organizations that work with people with disabilities to provide letters of support for the improvements to allow for additional programming at the park. Centennial Park Proposal with project costs total \$193,213.54. CFEP has been requested for this project, which covers 50% of eligible costs, leaving the Town responsible for \$96,606.77 of those costs. We will be able to apply for EAF to cover 75% of the accessible portions of \$96,606.77. These grant programs can all be stacked.



**RECOMMENDED ACTION:**

Carry a motion to apply to the Enabling Accessibility Projects Fund. This project is within the Town's capital budget for 2025. The Lions Club have applied to CFEP for the playground etc. The Lions and the Town have also partnered and were successful in the application to the Community Foundation for the swing portion of the project.

**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to approve the application to the Enabling Accessibility Fund for the purpose of enabling accessibility by the pour in place base and accessible playground within Centennial Park, and to provide the required 25% matching funds.

ATTACHMENTS:

- 1.) N/A

PREPARED BY: Tara Vandervalk, Development Services Manager

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APPROVED BY: Abe Tinney, CAO

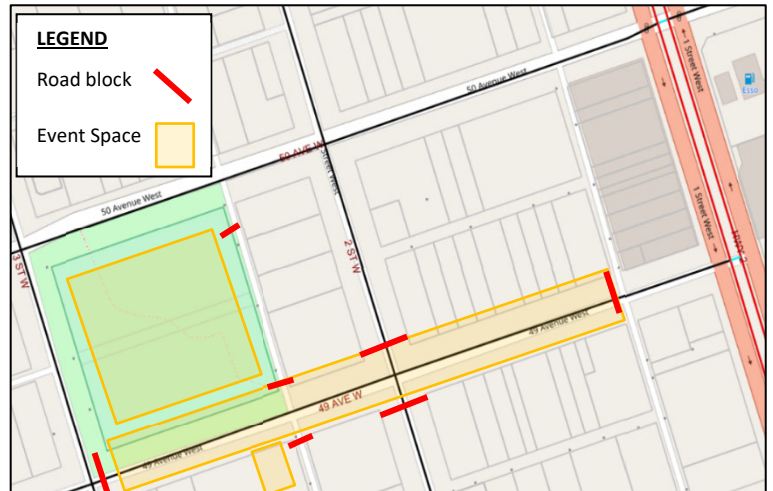
DATE: July 11, 2024

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## 2024 FAIR DAYS ROAD CLOSURES & BEER GARDENS

Claresholm Fair Days 2024 will take place from Thursday August 8<sup>th</sup> to Sunday August 11<sup>th</sup>. Traditionally, the Street Market Closure on 49<sup>th</sup> Avenue West is from the 3<sup>rd</sup> Street crosswalk to the East property line of ATB. This leaves the north/south lane behind BMO and beside ATB open, so as not to impede any highway traffic that attempts to turn onto 49<sup>th</sup> Avenue.

For 2024, many events will take place at the newly renovated Amundsen Park (49<sup>th</sup> Avenue West road closure from ATB to 3<sup>rd</sup> Street West). There will be events, games, music, vendors market, beer garden, kids strong competition, food trucks and more both in Amundsen Park and along the entire street. This will leave the downtown parking lot available for parking. The road closure would be adjusted to allow for the Parade Route between 11:00 am – 12:00 pm.

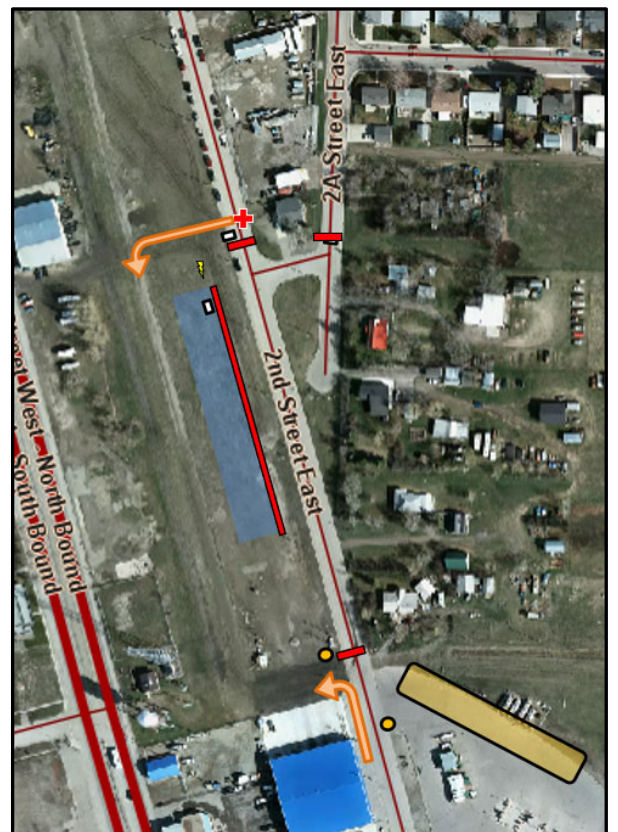


### Drift Club Demonstration

Rocky Mountain Drift Club and Claresholm Economic Development are requesting a road closure for the Drift Car Demonstration on 2<sup>nd</sup> Street East Saturday August 10<sup>th</sup> from 5:00 pm until 8:00 pm.

### Drift Demonstration Schedule

- |                   |  |
|-------------------|--|
| 5:00 pm – 6:00 pm | Road barriers up<br>Volunteers directing traffic<br>Spectators arrive and park |
| 6:00 pm – 8:00 pm | <b>Main event</b>  |





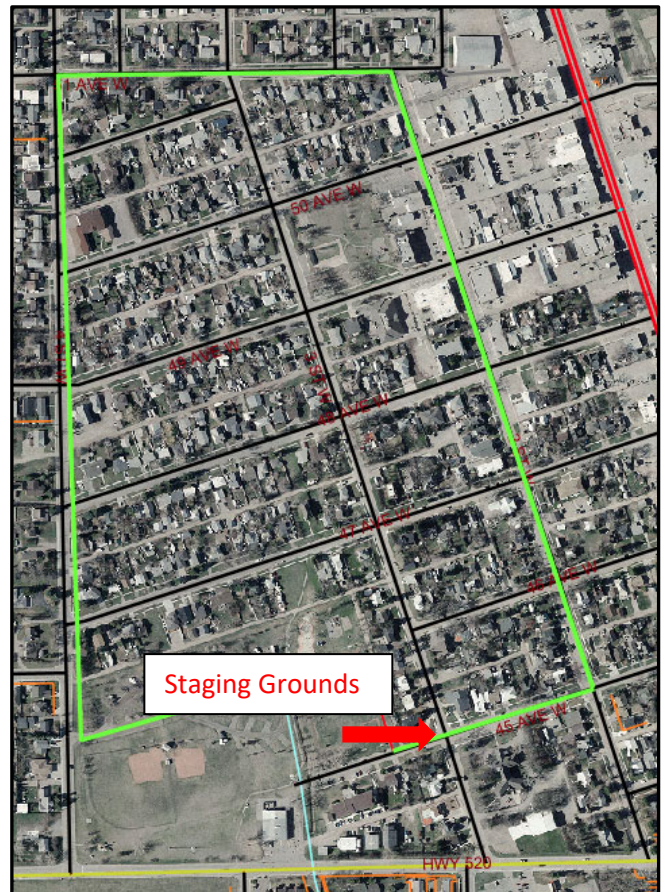
## Parade

Requesting approval of the mainly traditional parade route and road closure on HWY-520, from 4<sup>th</sup> Street West, to 2<sup>nd</sup> Street West, between the hours of 10:30 am and 11:30 am. This year staging will occur in Centennial Park and the start of the parade will be on 2<sup>nd</sup> Street W travelling to 51<sup>st</sup> Ave W, then to 4<sup>th</sup> Street.

## Beer Gardens

As per Town of Claresholm Liquor and Town Facilities Policy #5.8.15, liquor/alcohol is only permitted in Town owned facilities or park areas with the permission of the Town of Claresholm, and a permit by the Alberta Gaming and Liquor Commission. Such Drama is operating the beer gardens for the events Friday at the Museum and Saturday at Amundsen Park.

The Claresholm Art Society is running the beer gardens for the car show on Sunday, August 11<sup>th</sup> from 10am to 4pm at Centennial Park. These events will require a motion of Council as proposed below.



## PROPOSED RESOLUTIONS:

Moved by Councillor \_\_\_\_\_ to approve the closure of 49<sup>th</sup> Avenue West from the lane between 2<sup>nd</sup> Street West and 1<sup>st</sup> Street West, to 3<sup>rd</sup> Street West, including the intersection at 2<sup>nd</sup> Street West, on Saturday August 10<sup>th</sup>, 2024 from 7:30 am to 11:00 pm, including the use of Amundsen Park, for Fair Days activities.

Moved by Councillor \_\_\_\_\_ to approve the 2024 Claresholm Parade Route and Road Closure from 4<sup>th</sup> Street West, to 2<sup>nd</sup> Street West (51<sup>st</sup> Ave), between the hours of 10:30 am and 11:30 am on Saturday August 10<sup>th</sup>, 2024.

Moved by Councillor \_\_\_\_\_ approve a road closure on 2<sup>nd</sup> Street East, north of UFA to 47<sup>th</sup> Avenue East, including the south end of 2A Street East on August 10<sup>th</sup>, 2024, for the Rocky Mountain Drift Club Drag Racing Demo, on the condition that excessive noise to be restricted to between the hours of 6:00 pm and 8:00 pm.

Moved by Councillor \_\_\_\_\_ to approve Such Drama for a beer garden at the Museum, Friday August 9<sup>th</sup>, between 5:00 pm and 11:00 pm, and in Amundsen Park on Saturday August 10<sup>th</sup> between 11:00am and 4:00pm on the condition that an application to the Alberta Liquor and Gaming Commission has been approved and is displayed at the event.

Moved by Councillor \_\_\_\_\_ to approve the Claresholm Arts Society for a beer garden at Centennial Park on Sunday August 11<sup>th</sup> between 10:00am and 4:00pm on the condition that an application to the Alberta Liquor and Gaming Commission has been approved and is displayed at the event.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney - CAO

DATE: July 10, 2024



**Town of Claresholm**  
**Income Statement by Function**  
**June 30, 2024**

<b>Revenue</b>	<b>JUNE</b>	<b>2024 YTD</b>	<b>2024 BUDGET</b>	<b>YTD % of Budget</b>
Tax and requisition revenue	486,825.81	(5,021,058.18)	(4,591,873.97)	109% <b>1</b>
General administration revenue	3,765.67	(59,033.71)	(172,900.00)	34% <b>Sch1</b>
Police	(255.00)	(2,129.28)	(4,000.00)	53%
Fire	(3,125.00)	(29,733.86)	(29,000.00)	103%
Bylaw enforcement	(580.00)	(11,685.00)	(14,000.00)	83% <b>2</b>
Roads, streets, walks, lighting	(11,158.00)	(11,878.00)	(15,000.00)	79%
Water supply and distribution	(236,334.11)	(783,202.05)	(1,813,000.00)	43%
Wastewater treatment and disposal	(87,644.32)	(288,038.16)	(632,480.00)	46%
Garbage Collection	(66,931.95)	(230,425.05)	(485,500.00)	47%
Recycling	(44,085.89)	(148,991.61)	(311,520.00)	48%
FCSS	(5,839.50)	(137,168.14)	(249,035.56)	55%
Cemetery	(1,400.00)	(14,101.02)	(22,800.00)	62%
Physician recruitment	-	(1,000.00)	(1,000.00)	100% <b>3</b>
Economic development	-	(179,037.09)	(180,037.09)	99% <b>3</b>
Land use planning, zoning and development	(3,652.40)	(44,959.05)	(94,972.00)	47%
Parks and recreation	(25,574.75)	(230,350.56)	(369,086.00)	62%
Culture - libraries and museum	(1,864.46)	(4,748.25)	(20,500.00)	23%
	<u>(1,932.65)</u>	<u>(7,202,057.76)</u>	<u>(9,006,704.62)</u>	
<b>Expenses</b>				
Legislative	8,574.57	48,857.30	133,034.35	37%
Administration	125,815.42	822,622.04	1,502,806.74	55% <b>Sch1</b>
Police	-	225,827.00	226,480.00	100% <b>4</b>
Fire	36,572.26	111,422.37	245,789.38	45%
Bylaw enforcement	7,675.05	55,655.80	111,882.12	50%
Common and equipment pool	48,242.70	329,736.34	640,333.43	51%
Roads, streets, walks and lighting	24,980.55	284,164.03	692,770.48	41%
Storm sewers and drainage	-	3,295.38	16,277.54	20%
Water supply and distribution	121,164.54	544,569.59	1,216,710.71	45%
Wastewater treatment and disposal	8,067.05	42,961.66	152,369.13	28%
Garbage Collection	26,635.52	226,353.78	362,884.20	62%
Recycling	21,714.63	132,322.81	316,775.99	42%
FCSS	14,910.10	157,844.53	262,905.06	60%
Daycare	-	10,173.65	25,000.00	41%
Cemetery	7,638.93	20,391.27	58,132.62	35%
Physician recruitment	-	1,800.00	3,000.00	60%
Economic development	15,907.13	82,401.13	208,605.15	40%
Agriculture - weed and pest control	596.60	2,496.11	18,391.14	14%
Land use planning, zoning and development	15,304.24	131,490.35	241,894.89	54%
Parks and recreation	73,976.53	420,701.46	860,714.18	49%
Culture - libraries and museum	14,361.36	155,196.66	385,251.22	40%
Amortization	-	-	1,884,547.00	0%
	<u>572,137.18</u>	<u>3,810,283.26</u>	<u>9,566,555.33</u>	
<b>Net Income</b>	<u><b>577,537.16</b></u>	<u><b>(3,398,377.08)</b></u>	<u><b>559,850.71</b></u>	

**Notes:**

- 1** Net municipal tax is in excess of 100% as it is net requisitions. Only the first two quarters school tax payment has been paid along with Porcupine Hills Lodge Requisition. The last two school tax payments are still to be paid.
- 2** Bylaw revenue to date is dog licenses, with majority of revenue received in January. Majority of remaining budgeted revenue is fines and clean-up fees charged that will be charged more evenly throughout the year.
- 3** Physician recruitment and economic development revenues are (primarily) grant funding, which has been fully received or recognized into revenue already for the year.
- 4** Policing costs have been paid for the year. This is a single invoice. There are no further expenditures for the year.



**Town of Claresholm  
Income Statement by Object  
June 30, 2024**

<b>Revenue</b>	<b>JUNE</b>	<b>2024 YTD</b>	<b>2024 BUDGET</b>	<b>YTD % of Budget</b>
Net municipal taxes	535,578.30	(4,657,557.10)	(3,878,088.97)	120% <b>1</b>
Special assessments	-	(3,289.54)	(3,290.00)	100%
User fees and sales of goods	(446,150.08)	(1,576,731.85)	(3,438,182.00)	46%
Government transfers for operating	(8,720.00)	(264,304.30)	(396,525.09)	67%
Investment income	(11,053.23)	(142,084.56)	(270,000.00)	53%
Penalties and costs of taxes	(1,999.36)	(31,722.89)	(68,600.00)	46%
Licenses and permits	(6,032.40)	(71,862.75)	(119,700.00)	60%
Other local government transfers	-	(148,738.34)	(230,497.56)	65%
Franchise and concession contracts	(28,859.26)	(186,880.34)	(355,335.00)	53%
Rental	(3,754.81)	(47,345.14)	(151,786.00)	31%
Other	(30,941.81)	(71,540.95)	(94,700.00)	76%
	<b>(1,932.65)</b>	<b>(7,202,057.76)</b>	<b>(9,006,704.62)</b>	<b>80%</b>
<b>Expenses</b>				
Salaries, wages and benefits	283,412.79	1,614,595.32	3,359,244.67	48%
Contracted and general services	101,896.56	1,097,101.19	2,054,840.37	53%
Materials, goods, supplies, and utilities	77,291.82	772,354.41	1,659,794.56	47%
Bank charges and short-term interest	90.98	539.32	1,200.00	45%
Interest on long-term debt	95,523.14	95,523.14	188,041.73	51%
Other expenditures	6,681.79	23,046.06	33,000.00	70%
Transfers to organizations and others	7,240.10	200,397.20	379,137.00	53%
Purchases from other governments	-	6,726.62	6,750.00	100% <b>2</b>
Amortization	-	-	1,884,547.00	0%
	<b>572,137.18</b>	<b>3,810,283.26</b>	<b>9,566,555.33</b>	<b>40%</b>
<b>Net Income</b>	<b>577,537.16</b>	<b>(3,398,377.08)</b>	<b>559,850.71</b>	
<b>Other</b>				
Transfers to/from reserves	-	-	(1,066,511.78)	0%
Government transfers for capital	-	(164,316.77)	(1,982,475.00)	8%
Other external funding for capital	(28,186.28)	(28,186.28)	(147,629.00)	19%
Capital expenditures	159,318.30	619,797.84	4,238,203.00	15%
Debt Principal Repayment	140,052.26	140,052.26	283,109.07	49%
Amortization addback	-	-	(1,884,547.00)	0%
	<b>848,721.44</b>	<b>(2,831,030.03)</b>	<b>(0.00)</b>	

**Notes**

- 1** Net municipal tax is in excess of 100% as it is net requisitions. Only the first two quarters school tax payment has been paid along with Porcupine Hills Lodge Requisition. The last two school tax payments are still to be paid. This appears further "over budget" than "Tax and requisition revenue" on the Income Statement by Function due to that also including other revenues, such as Franchise Fees (ATCO and Fortis) that are at only approximately half their annual budgeted amount.
- 2** This is annexation fees paid to the MD of Willowcreek on annexation of lands on west side of Town that took effect on January 1, 2024. This was a one time fee.



**Town of Claresholm**  
**Schedule 1: Administration Function by Object**  
**June 30, 2024**

	JUNE	2024 YTD	2024 BUDGET	% of Budget
<b>Revenue - General administration revenue</b>				
User fees and sales of goods	9,653.95	(1,786.27)	(4,500.00)	2.6%
Government transfers for operating	-	-	(72,800.00)	42.1%
Licenses and permits	(2,200.00)	(25,920.00)	(25,700.00)	14.9% <b>1</b>
Rental	(1,797.67)	(18,418.08)	(47,700.00)	27.6% <b>2</b>
Other	(1,890.61)	(12,909.36)	(22,200.00)	12.8% <b>3</b>
	<u>3,765.67</u>	<u>(59,033.71)</u>	<u>(172,900.00)</u>	<u>100%</u>
<b>Expenses - Administration</b>				
Salaries, wages and benefits	55,147.46	362,011.07	718,664.32	47.8% <b>4</b>
Contracted and general services	20,638.23	301,950.04	480,809.00	32.0% <b>5</b>
Materials, goods, supplies, and utilities	2,053.55	48,559.12	102,266.56	6.8% <b>6</b>
Bank charges and short-term interest	90.98	539.32	1,200.00	0.1%
Interest on long-term debt	33,963.31	33,963.31	67,479.86	4.5% <b>7</b>
Other expenditures	6,681.79	21,149.01	29,500.00	2.0% <b>8</b>
Transfers to organizations and others	7,240.10	47,723.55	96,137.00	6.4% <b>9</b>
Purchases from other governments	-	6,726.62	6,750.00	0.4% <b>10</b>
	<u>125,815.42</u>	<u>822,622.04</u>	<u>1,502,806.74</u>	<u>100%</u>
<b>Net Income</b>	<u><b>136,913.72</b></u>	<u><b>756,985.75</b></u>	<u><b>1,329,906.74</b></u>	

**Notes**

- 1** Licenses and permits in administration is business license fees.
- 2** Rental revenue includes rentals of meeting rooms and office space in the Multi-use Community Buildings, and rentals of other non-recreation buildings and space, including food bank, playschool, and daycare. It also includes some leases, including land leases for the telus radio tower, and a few other similar leases.
- 3** Other revenue includes administrative fees, paper utility bill fees, and other miscellaneous charges, as well as grants and donations for events.
- 4** Salaries, wages and benefits includes 6 full-time office staff, plus three other part-time staff.
- 5** Contracted and general services includes insurance costs (180K) plus professional services fees (Auditor, Assessor, Legal, IT Services - totalling 118K), and other services (professional development/training, VOIP phone service, memberships/association fees, advertising, office equipment rentals).
- 6** Materials, goods, supplies and utilities is largely utility fees (including energy utilities, and phone and internet services) for the Multi-use building and Mackin Hall, as well as IT related costs (annual licensing of financial and other administrative software, and annual computer replacements) as. It also includes office supplies.
- 7** Interest on long-term debt is the interest on the debenture for the Multiuse Community Building Project which also included the construction of the daycare/playschool building.
- 8** Other expenditures includes cancellations of taxes granted by Council (Medical Clinic, Golf Course, Curling Club, and The Legion), 1.25% discount on taxes for those who have paid prior to January 31, subsidy costs for the Taxi Token program and public relations/entertainment.
- 9** Transfers to organizations and others includes the grants/funding provided to most of the community organizations the Town funds, as well as other one-off donations and contributions. This includes CARES, Transportation Society, Community Hall, Ag Society (insurance), as well as STARS and others.
- 10** This is annexation fees paid to the MD of Willowcreek on annexation of lands on west side of Town that took effect on January 1, 2024. This was a one time fee.

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

**Mission Statement** We will offer family living and encourage economic prosperity through innovative and progressive thinking

# Core Values

**Community Pride**

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

**Healthy, Active Living**

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

**Diversity**

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

**Forward Thinking**

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

MULTI-YEAR		Assigned to	Update on Progress
<b>POLICY &amp; PLANNING</b>			
<b>3 Year Operations and 5 Year Capital Plan</b>			
	Revise 3 Year Operations Plan and 5 Year Capital Plan	Blair	Council approved the 3-year Operations and 5-Year Capital plan at the April 22, 2024 Council meeting.
<b>Community Center</b>			
	Work with Community Centre Association to secure funding and facilitate accessibility and front entrance upgrades	Jace/Tara	Administration held pre-tender meetings at the Community Centre with engineering groups and Community Centre Association members. The project is currently out to tender.
<b>Stormwater Infrastructure</b>			

<b>MULTI-YEAR</b>			<b>Assigned to</b>	<b>Update on Progress</b>
		Finalize and Approve Engineering	Jace	Operations has been working with the engineer and contractor to complete the road crossing and north leg (around firehall) of Phase 2 Stormwater. Construction expected to resume July 22nd.
		Secure grant funding for Phase 2	Jace	There is no competitive grant funding available for this project. Council has provided funding through the Community Canada Building Fund and Water and Sewer Utility Reserves. This is a focussed priority of Council and will it will be completed in 2024.
<b>ECONOMIC &amp; COMMUNITY DEVELOPMENT</b>				
	<b>Support the EDC</b>			
		Provide Operational Budget for EDC	Council	Approved through 2024 budget
		Update Economic Development Committee Business Plan	Economic Development	EDC Stratgic Plan has been finalized and approved by the committee, as well as by Council. The goal is to sync EDC priorities and activity with Council's Strategic Plan.
	<b>Ensure Town is Development Readiness in Areas of Residential, Commercial and Industrial Development</b>			
		Ad Hoc Committee to Address:		
		Residential, Commercial and Industrial Development Best Practices (Including MCC and PPP)	Abe	Council has approved the Enabling Housing Divesity best practices report. The CDC met in May and decided to reconvene in the fall (or sooner) prior to making a recommendation to Council on its future.
		Consider Residential Development in Tax Incentive Program	Tara	Bylaw 1741, Residential Tax Incentive Bylaw was passed by council on August 15th, 2022. Town is sharing and promoting the bylaw with potential developers, including developer at parade staging, Tamarack, Prairie Shores, etc.
		Sell and Develop Town-Owned Land	Abe/Tara	Council has approved servicing insfrastructure for 2nd St. East and Patterson Heights to service Tamarack Subdivision. The Town currently has one residential lot (Westlynn) for sale, and has sold over a dozen industrail or residential lots during its term.

<b>MULTI-YEAR</b>			<b>Assigned to</b>	<b>Update on Progress</b>
		Explore Diverse Housing Opportunities (Housing Assessment)	Abe/Tara	RDN presented the Enabling Housing Choice findings to Council in October. Findings are being reviewed by CDC. Housing construction is currently underway at Tamarack -- R1 dwellings and town housing. Apartment buiding Phase 1 approved and constrction is expected in the spring. Council has approved North Point ASP and will be hearing 1st Reading of Evolution ASP at the June 10th Council meeting. Both ASPs have R1 and R2 zoning to accomodate diverse housing opportunities.
		Continue to work with landowners where Area Structure Plans exist (Starline Business Park, Prairie Shores)	Tara/Economic Development	Claresholm has four approved ASP (Prairie Shores, Starline, Southwest and North Point ) and one ASP (Evolution) in the approval process. Administration is currently working with Norht Point land owner on development opportunities. Administration also fields calls and works with groups interested in Prairie Shores (north of the elementary school).
<b>Explore Value-Added Industry Opportunities</b>				
		Continue Membership in Economic Developers of Alberta, Alberta SW and South Grow Regional Initiatives	Council	2024 memberships provided via operating budget. The future of REDA provincial funding is currently uncertain however, as REDAs have been informed that future funding will be project based (as opposed to operational). Council applied to two projects through Alberta SW -- a shared energy conservation officer and a regional housing initiative. Both endeavours were unsuccessful.
		Explore FDI in 1-2 Industries from 1-2 Countries	Economic Development	Economic Development department has completed Community Profile through a partnership with Alberta SW ( <a href="https://www.claresholm.ca/business/community-profile">https://www.claresholm.ca/business/community-profile</a> ). The profile will market the community to potential business and investors. More needs to be done in this area, however.
		Research Value-Added Agri-Food Examples in Neighbouring areas (Lethbridge, Taber, Calgary)	Economic Development	Canada's Premier Food Cooridor has successfully attracted the food processing industry. More work requiried in this area.

<b>MULTI-YEAR</b>			<b>Assigned to</b>	<b>Update on Progress</b>
		Explore opportunities in greenhouse farming and speciality agriculture	Economic Development	Administration has responded to a provincial greenhouse site-selection request. The Town and M.D. have provided a joint response/expression of interest.
<b>Explore Business Attraction Incentives</b>				
		Adopt Progressive Incentives for Private Development and Re-Development of Commercial and Industrial property	Economic Development	Council approved the small business improvement loans program with Community Futures.
		Consider other Incentives (land, utilities and recreation benefits)	Economic Development	Ongoing conversations at the Community Development Committee. Nothing new to report, however.
		Provide Expertise and Resources to Investors	Economic Development	Working on enhancing the webpage and updating resources for investors and potential business owners.
<b>Business Improvement Programs to Promote Downtown Business Retention, Expansion and Revitalization</b>				
		Community Futures Small Business Loan Program	Economic Development	Adopted Community Futures Business Improvement Loans program in partnership with Chamber of Commerce.
		New Business Start-up Grants	Economic Development	This service is coordinated through Community Futures SW
		Façade Improvement Grants/Loans	Economic Development	This service is offered through Community Futures SW and the Town of Clareholme.
		Focus on annexed land and vacant properties in downtown core and highway corridor	Economic Development	Continue to assist development inquiries as they are received. Council approved annexation on west side of Town, providing more land for residential development within the Town's boundaries.
<b>Sound, Responsible Governance</b>				
		Ensure ongoing public participation	Karine/Abe	Council has approved Coffee with Council schedule. Council has also held two ASP Open Houses. Council has also approved two public participation plans, which will include public engagement on Town communications and reserve funding for Recreation and Cultural facilities. The Town is currently conducting surveys on these issues.



<b>MULTI-YEAR</b>			<b>Assigned to</b>	<b>Update on Progress</b>
		Develop Communications and Public Engagement Strategy	Karine/Abe	Administration actively assessing current communication and engagement strategies, and recommendations for improvement. Council has approved a Public Participation Plan to engage the community on Town communications. This is a focused priority of Council.

<b>MULTI-YEAR</b>			<b>Assigned to</b>	<b>Update on Progress</b>
		Continue to review and update Administration and Council policies.	Blair/Abe	The Administrative Services Committee met in May and recommended the Flag Policy, and updated Hiring Policy and Taxi Token Policy for approval. Council approved these policies in May.
		Address legislative changes in a timely fashion	Abe	Any legislative changes to statues, acts and regulations that affect the Town are updated as required.
<b>PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS</b>				
<b>Build Government Relations at All Levels</b>				
		Look for opportunities to collaborate	All departments	M.D. and Town administrations are discussing the possibility of more Emergency Management collaboration. The ICF agreements are up for renewal within the year. ICF committee and participating administrations are actively reviewing the ICF agreements. Relationships are strong and we actively look for opportunities to collaborate. Economic Development is working with neighbouring communities to cross promote Town events.
<b>Strengthen Stakeholder Relationships</b>				
		Encourage presentations to Council, visit organizations to build relationships and have a presence in the community	Council	Ongoing - delegation policy is working as Council has been receiving delegations throughout the year.
		Develop relationships with Land Developers in order to progress on residential development	Economic Development	Administration is actively working with two ASP landowners.
<b>Relationships with AHS and Other Service Providers</b>				
		Enhance Relationships with AHS and Advocate for this industry where possible.	Council, Staff	Initial work still required on this emergent priority.
<b>VIBRANT COMMUNITY, QUALITY OF LIFE</b>				
<b>Housing</b>				

<b>MULTI-YEAR</b>			<b>Assigned to</b>	<b>Update on Progress</b>
		Complete Housing Needs Assessment	Economic Development/FCSS	This document was approved by Council on May 8, 2023. Community Development Committee has reviewed and sent zoning and planning recommendations to MPC. MPC did not impliment any as they felt they the recommendations were not beneficial. Administration has shared the report with various developers to provide leverage for grant opportunities. This is a focussed priority of Council.
		Once Assessment is Complete, Explore how to leverage results and integrate with future housing developments	Economic Development/FCSS	As noted above, the Town was successful with a consulting grant that will provide consulting to the town on how to build on Housing Needs Assessment findings.
<b>Improvement of Parks</b>				
		Revise Recreation Master Plan to Identify Priority Areas	Denise	Recreation personnel had initial conversation on revising the Master Plan. The recreation manager and CAO have met to discuss incorporating Council Strategic plan into the Recreation Master Plan. Work is ongoing.
		Pursue Grant Funding for Pathway and Park Expansions	Denise	Administration is actively pursuing grant opportunities.
<b>Plan Events and Activities that Vitalize Claresholm</b>				
		Economic Development to Coordinate Meeting amongst community groups to ensure resource and knowledge sharing	Economic Development	Adminsitration has coordinated community event meetings, bringing various community groups and volunteers together to plan large community events. Recent meetings have focussed on Fair Days.
		Promotion of Parks Through Town Videos	Denise	No updates
		Maintain and Enhance Current Programming	Denise	Administration applied for grant funding for summer programming assistant. The Town was not successful.
		Planning for Town Event Sustainability	Abe	Town events planning is currentlty funded via grants, with funding to expire March 2025. Funding of Town event planning will be required via the 2025 operational budget.



# Town of Claresholm

Council Committee Report

Date: July 15, 2024

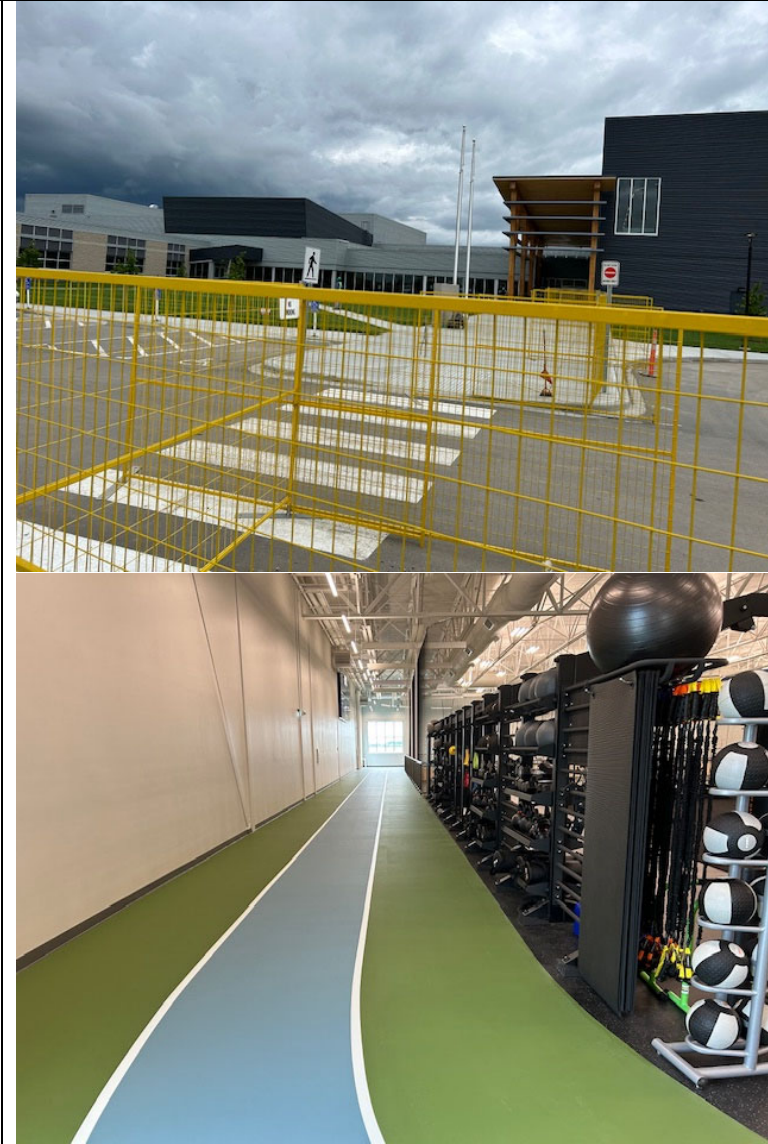
**Mayor  
Schlossberger**



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



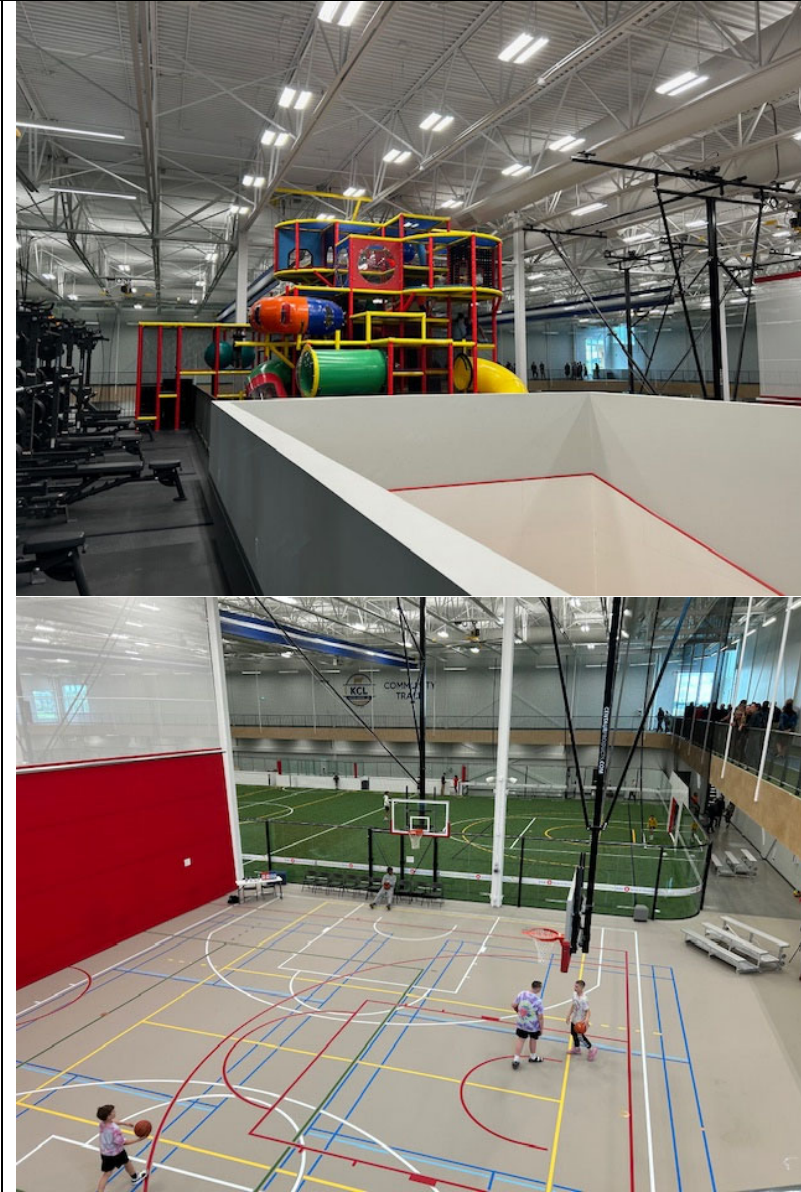
# Town of Claresholm



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



# Town of Claresholm



**Councillor  
Carlson**



# Town of Claresholm

<b>Councillor Cutler</b>	
<b>Councillor Kettles</b>	
<b>Councillor Meister</b>	
<b>Councillor Ross</b>	
<b>Councillor Zimmer</b>	



**Claresholm**

# INFORMATION BRIEF

Meeting: July 15, 2024

Agenda Item: 14

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 13, 2024				
12	CORRES: Terry Fox Run - Moved by Councillor Meister to direct Administration to reach out to local charity groups to see if anyone is interested in sponsoring the Terry Fox Run going forward and to promote the need for a new coordinator on social media. CARRIED MOTION #24-070	Megan	Request is being shared	In progress
15	RFD: Water Shortage Response Plan Updates - Moved by Councillor Cutler to direct administration to further investigate options regarding having perpetual set watering schedules for odd and even properties. CARRIED MOTION #24-073	Brad	Administration is researching this issue.	In progress
16	RFD: Public Participation Plan - Recreation Facilities - Moved by Councillor Cutler to approve the Public Participation Plan for a potential Recreation and Cultural Facilities Capital Reserve for the Town of Claresholm as presented. CARRIED MOTION #24-074	Abe/Blair	Administration is working through the PPP. Public survey is live.	In progress
17	RFD: Public Participation Plan - Communications - Moved by Councillor Ross to approve the Public Participation Plan for the Communications and Engagement Strategy as presented. CARRIED MOTION #24-075	Abe/Karine	Administration is working through the PPP. Public survey is live.	In progress
29c	IN CAMERA - Moved by Councillor Cutler to extend the closing date for Lot 48 Block 4 Plan 2311249 to May 31, 2024, on the condition that all of the interest as per Section 10 of the purchase contract is obtained. CARRIED MOTION #24-081	Tara	Notified Legal and Realtor.	Complete
Regular Scheduled Meeting - May 27, 2024				
3	CORRES: Be Prepared Program - Moved by Councillor Zimmer to nominate local resident Kelly Fowler for the Emergency Management Exemplary Service Award in the Search and Rescue Volunteer Category through Public Safety Canada. CARRIED MOTION #24-082	Jason	Nomination being drafted	In progress
3	CORRES: Be Prepared Program - Moved by Councillor Meister to nominate Director of Emergency Management Jason Hemmaway for the Outstanding Contribution to Emergency Management Award through Public Safety Canada. CARRIED MOTION #24-083	Abe	Nomination being drafted	In progress



Regular Scheduled Meeting - June 24, 2024				
1	Delegation Response: The Station Association for Claresholm & Area - Moved by Councillor Zimmer to refer the matter of Mackin Hall and it's use by outside agencies to Administration to gather more information. CARRIED MOTION #24-108	Abe	Item to be disucssed at next Facility and Infrastructure Planning committee meeting	In progress
6	CORRES: Town of Coaldale - Mayor Brad Schlossberger will attend the Opening Ceremonies of the Southern Alberta Summer Games on July 3, 2024 on behalf of the Town of Claresholm.	Karine	Town of Coaldale has been notified	Complete
7	CORRES: Town of Coalhurst - Moved by Councillor Meister to send the Town of Claresholm float to the Miner's Day Parade in Coalhurst on Saturday, July 27, 2024. CARRIED MOTION #24-109	Karine/Lisa/Jace	Contractor has been booked to take the float	Complete
8	CORRES: Carmangay Horticultural Association - Moved by Councillor Cutler to send the Town of Claresholm float to the Annual Sports Day Parade in Carmangay on Saturday, August 3, 2024. CARRIED MOTION #24-110	Karine/Lisa/Jace	Contractor has been booked to take the float	Complete
9	CORRES: Claresholm & Area Palliative Care Committee - Moved by Councillor Carlson to allow the Claresholm & Area Palliative Care Committee to use Centennial Park Campground for a Christmas light display as a fundraiser, to allow them to use the Town's power supply for their display, and to ensure that the roads are clear of snow for their event to be held in December 2024. CARRIED MOTION #24-111	Jace	Administration has confirmed this event with the Palliative Care Committee.	Complete
10	RFD: Letter of Support - Claresholm Golf Club - Moved by Councillor Ross to write a letter of support towards the Bridges at Claresholm Golf Club's application to the Community Facility Enhancement Grant, for the purpose of replacement of the irrigation system on the original 9 holes of the golf course. CARRIED MOTION #24-112	Abe	Letter has been sent	Complete
11	RFD: Prize Donation - Fire Department Golf Tournament - Moved by Councillor Cutler to approve a cash donation of \$200 to sponsor a hole at the Claresholm Fire Department's Annual Golf Fundraiser on Saturday, August 17th, 2024. CARRIED MOTION #24-113	Karine	Donation sent	Complete
12	RFD: Economic Development Strategic Plan - Moved by Councillor Ross to approve the Economic Development Strategic Plan 2024-2026 as presented. CARRIED MOTION #24-114	Tara	website & documents updated	Complete
13	RFDirection: Authorization to Employ Peace Officers - Moved by Councillor Carlson to direct administration to investigate the potential to create a CPO program in Claresholm and to report back to Council at a future meeting. CARRIED MOTION #24-115	Tara	RFD drafted for an upcoming agenda.	Complete
19e	IN CAMERA: Advice from Officials - Moved by Councillor Cutler to approve the out of budget expense of \$8,000 for staff training to be funded from General Operating Reserves. CARRIED MOTION #24-116	Abe/Jace	The staff training has been booked, and will take place in August.	Complete
19f	IN CAMERA: Advice from Officials - Moved by Councillor Meister to approve the CAO Contract with Abe Tinney as presented effective July 27, 2024. CARRIED MOTION #24-117	Abe	This item has been processed	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

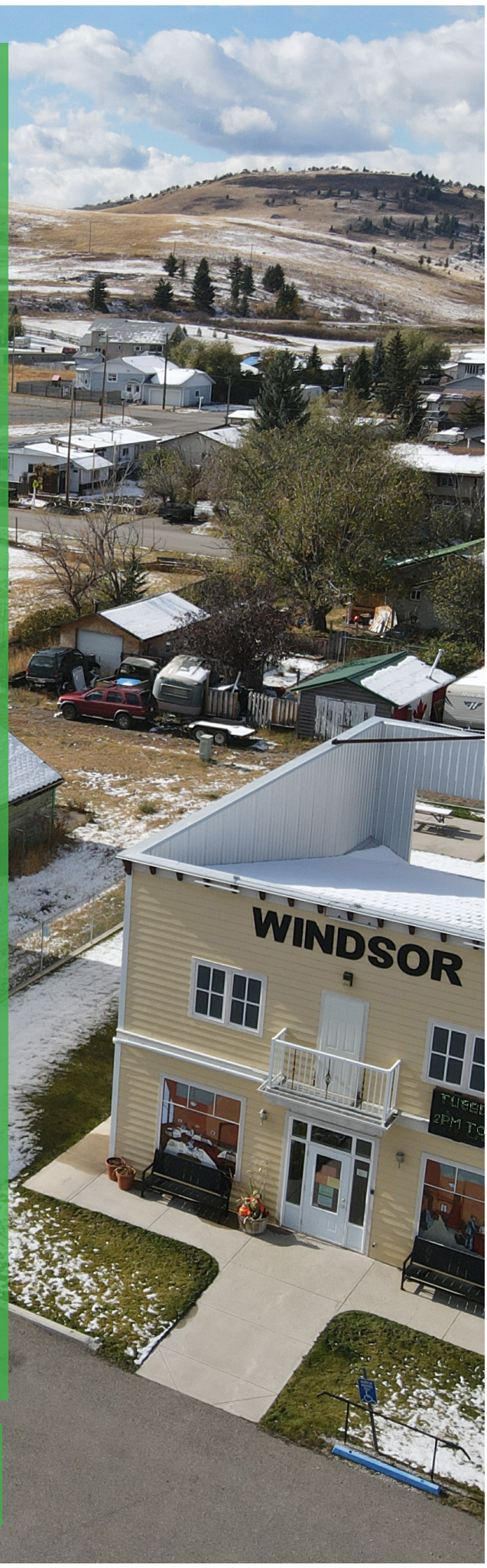
DATE: July 12, 2024

# **INFORMATION ITEMS**

# Hamlets

The urban element of rural planning and its potential for sustained growth.

Hamlets are common throughout southern Alberta and exist in all shapes and sizes in the jurisdiction of rural municipalities. For a typical hamlet to thrive, key ingredients must be provided – some of which will not be present unless substantial investment is made. Where a hamlet is in decline, it can be preserved through careful land use management to provide for these lasting settlements to maintain their potential for renewed significance.



# Hamlet Context

In Alberta, municipalities are incorporated as entities including cities, towns, villages, municipal districts & counties, and specialized municipalities. The benefits of incorporation are conventional and well-understood, the most obvious of which is autonomy – the ability to manage an entity’s own affairs to the extent afforded to it by the province. On the other side of the coin, unincorporated communities are commonplace and come in a variety of forms spanning the spectrum from informal to organized and small to big - even Gasoline Alley in Red Deer County or the Vegas Strip in Clark County! Unincorporated communities include localities (any place or area with scattered population), townsites (federally administered villages), improvement districts and special areas (governed by the province), and hamlets. This periodical looks to examine the characteristics, challenges and opportunities pertaining to hamlets common to the ORRSC Region and the process of becoming and/or departing from this form.

Hamlets are usually small population centres that typically don’t exceed 1000 people (although many exceptions exist) and are governed by the rural municipality within which they exist. In this framework, the notion of a hamlet boundary is somewhat of an oxymoron. Still, boundaries can be useful for the administration and planning of these settlements and can be established by resolution of Council when a hamlet is designated. In reverse fashion, a municipality becomes unincorporated when it goes through a dissolution process and foregoes its governance structure in favour of the municipality that takes it over.

If hamlets don’t have control over their own land use and administrative decisions what’s the point of congregating together in a fashion that might incite land use conflict? Humans settle together to enjoy the social and economical benefits of proximity to one another. As these settlements grow, so do the concerns and challenges that come with proximity, which is why it’s sometimes desired to take control of the matters that directly affect them. For many hamlets, formation (incorporation into a municipality) is unrealistic, which means that hamlets will continue to be fixtures on the rural municipal landscape.

## Legislative Framework & Dissolution

Part 4 of the *Municipal Government Act* (MGA) deals with the form of municipalities – including formation, amalgamation, annexation and dissolution. Specifically, Section 77 of the MGA provides for the formation of a: municipal district, village, town, city or specialized municipality. Formation can be initiated by a municipality but is ultimately at the behest of the Minister of Municipal Affairs. Despite the ability for new municipalities to form, no new formations have taken place since 2001. Of note are Summer Villages, which continue to exist despite that new Summer Villages cannot officially be created.

*Most hamlets were established as rail siding communities, agricultural service centres or coal mining communities and have since receded in population after the associated economic activity was no longer viable or disappeared. For example, in Lethbridge County, the origins of Kipp are initially associated with a trading post in the area called Fort Kipp. Diamond City has a history going back over 100 years as it became a village in 1910 and just two years after incorporation as a village it was incorporated as a town with a population of 800 people. Its fortunes as a community were tied to the coal mine, and when the business foundered in the 1920s, the population began to decline.*



Source: ORRSC

## Notable Designated Hamlets in ORRSC Region:

Grassy Lake – 856  
(MD of Taber)

Granum – 557  
(MD of Willow Creek)

Shaughnessy – 388  
(Lethbridge County)

Burdett – 331  
(County of Forty Mile)

Lundbreck – 289  
(MD of Pincher Creek)

Monarch – 217  
(Lethbridge County)

Diamond City – 204  
(Lethbridge County)

Hays – 196  
(MD of Taber)

Moon River Estates – 145  
(MD of Willow Creek)

Mountainview – 87  
(Cardston County)

Beaver Mines – 85  
(MD of Pincher Creek)

Source: Statscan 2021 Census

Dissolution, on the other hand, is the process where a municipality disbands as a corporate entity. The MGA stipulates procedural requirements respecting dissolution, for the purpose of ensuring that it is not undertaken whimsically and without due process. A viability review must be undertaken if requested by the municipality, if a sufficient petition is submitted (30% of electors of the municipality) or if the Minister believes a review is warranted. The viability review process includes an in-depth look at the financial affairs of a municipality and engagement with the rural municipality that would prospectively inherit the subject municipality should it dissolve. Following submission of the review the Minister can elect to initiate an Order in Council to address matters stemming from the review or hold a vote of electors respecting dissolution. If the vote is in the affirmative, the Minister will recommend that the Lieutenant Governor in Council dissolve the municipality.

A dissolution order will stipulate the effective date of the dissolution and address governance and financial matters. Like with annexation, the plans and bylaws of the former municipality remain in place until the receiving municipality elects to change them. For example, the Land Use Bylaw of the former Town of Granum (dissolved in 2020) will remain in place until/if the MD of Willow Creek decides to establish new zoning and standards for it within the MD's Land Use Bylaw.

## Hamlet Scenarios and Challenges

The Municipality of Crowsnest Pass – a specialized municipality created in 1979 that brought together 4 former urban municipalities and Improvement District No. 5 – is an interesting case study on unincorporated community management. The CNP scenario is so unique that the Crowsnest Pass Regulation (repealed in 2022) was brought into place to address the geographical and organizational circumstances, including the calculation of grants and distinguishing between urban and rural fire service areas. When a municipality dissolves, like in the case of Blairmore, Coleman, Bellevue and Frank, its former boundary typically continues to have meaning – whether it is formalized or not. This is often reflected in some type of urban oriented zoning to distinguish developed areas from fringe areas. The CNP used a system of 3 wards in attempt to provide distinct political representation and resource allocation for different areas of the municipality up until 1998 when it was abandoned in favour of a single political system. Similarly, in terms of zoning, the CNP's Land Use Bylaw uses a standard set of urban districts applicable to all urban areas within the municipality. Although eligible to be designated as hamlets, the fact that the municipality has not gone about this process begs the question of whether there is still value in doing so in Alberta.

The presence of hamlets across rural municipalities owes its existence to pioneering industries like mining, farming and most of all, the railway. The sprawling Canadian Pacific Railway (now Canadian Pacific Kansas City - CPKC) was built largely between the late 1800s to 1930. Settlements



Source: ORRSC

were strung out along the railway lines like beads on a string, at separation distances of 5 to 10 miles to maintain accessible distances for steam engine functionality. This also served farmers by providing a reasonable distance to get their crops to market. Some of these settlements flourished while just as many gradually lost prominence. This effect is readily apparent along the CPKC lines including the mainline that traverses in an east-west orientation through the County of 40 Mile, MD of Taber, Lethbridge County, MD of Willow Creek and MD of Pincher Creek – where a linear pattern of settlement exists. The close proximity of competing service centres led to many settlements falling out of favour. For those that didn't incorporate, hamlet status often means a countdown to eventual abandonment.

While dying with dignity is the reality for some hamlets, many others are enjoying growth and the amenities that come with it. In the MD of Taber, the hamlets of Hays, Enchant and Grassy Lake (former village dissolved in 1996) have the benefit of piped water (including water meters) and wastewater utility systems operated by the MD through partnership with the Highway 3 Regional Water Services Commission and the Vauxhall & District Water Services Commission. The provision of municipal services is an obvious facilitator of growth, with the MD continuing to develop residential subdivisions in response to the demand – having the effect of increasing the population of Grassy Lake to well beyond its pre-dissolution level. In the case of the former Town of Granum in the MD of Willow Creek, an infrastructure assessment was undertaken as part of the dissolution study, revealing the need for infrastructure improvements that the MD funded using a Special Tax levied against hamlet landowners under Section 382 of the MGA.

Whereas small urban municipalities often struggle with the financial burden of developing and maintaining infrastructure, rural municipalities may be better equipped to handle such an undertaking. The old adage of “if you build it they will come” is a double edged sword as it relates to land development done by municipalities. Although a private developer is free to take market risks as it sees fit, a municipal council must be more careful as a public entity answerable to the electorate. Still, the case for hamlet servicing as a means of community revival is unlikely to attract the attention of a private developer. A municipality equipped with the financial resources may choose to invest in its hamlets, and if so should be sure to have in place the benefit of hamlet specific planning to support and guide the investment.

For many municipalities the existence of a post office, grain elevator or school is reason enough to invest. With the post office comes a reason to come to “town” and perhaps stay for coffee at the cafe. With the grain elevator a place to do business. But with a school a sense of community is strengthened and can be a foundation upon which further investment in the hamlet is justified. With schools comes housing and sports facilities which can garner pride, citizen driven volunteerism and a real sense of place. Within the ORRSC Region ten hamlets have schools.



Source: Livingstone Range School Division

## **Municipal Government Act**

*59(1) The council of a municipal district or specialized municipality may designate an unincorporated community described in subsection (2) that is within its boundaries to be a hamlet.*

*(2) An unincorporated community may be designated a hamlet if the community*

*a. consists of 5 or more buildings used as dwellings, a majority of which are on parcels of land smaller than 1850 square metres,*

*b. has a generally accepted boundary and name, and*

*c. contains parcels of land that are used for non-residential purposes.*

*(3) The designation of a hamlet must specify the hamlet's name and boundaries.*

# Planning and Regulating Hamlets

Lethbridge County recently completed hamlet growth studies for 8 of its hamlets. The studies took stock of existing conditions, providing a yardstick of future opportunities in the face of current challenges. In terms of scope, a hamlet will identify growth opportunities like servicing capacity, vacant lots, employment opportunities, growth areas and recreational amenities, against a review of contaminated sites, servicing shortfalls, and conflict with existing land uses like confined feeding operations. While these documents don't have statutory standing on their own, Lethbridge County linked these studies in its municipal development plan, thereby giving standing to the vision established in the hamlet studies. The implementation of the growth studies included bestowing Urban Fringe zoning to help safeguard certain growth areas until needed for urban hamlet expansion.

The land use bylaws of rural municipalities typically contain one or more hamlet land use districts that address their hamlets as a whole, or in some cases, individually. For example, in addition to its uniform hamlet districts, the MD of Willow Creek's Land Use Bylaw deals with the Hamlet of Moon River Estates in a separate land use district – providing for a custom solution to the unique circumstances of the community. Given the variable nature of hamlet servicing scenarios, most districts will be clear about parcel sizes for serviced (or partially serviced) hamlet lots as well as for unserviced lots. For example, the County of Warner's Land Use Bylaw requires a 929 m<sup>2</sup> (10,000 ft<sup>2</sup>) lot where it has only piped sewer, but 1,858 m<sup>2</sup> (20,000 ft<sup>2</sup>) where no services or only water service is provided. This lot size range aligns with the MGA requirement for hamlets, and the unserviced lot size can be thought of as the absolute minimum needed for a soil based private sewage disposal systems – depending on a multitude of considerations like system size and soil composition - and comes from early versions of the *Planning Act*.

Given their sparse population, and low land prices, hamlets can be magnets for hoarding, derelict properties and challenging socioeconomic situations. It's important that a rural municipality set clear expectations in the form of an unsightly premises or community standards bylaw to ensure that hamlets don't succumb to the downward pressure that sometimes exists. The regulation of recreational vehicles (RVs) is another matter that often comes to light in the hamlet context. A rural land use bylaw should be clear about RV storage and RV use in a hamlet, necessitating clear definitions and corresponding development standards. For instance, the Vulcan County Land Use Bylaw allows for the use of one RV on a developed hamlet parcel for a period not exceeding 72 hours, either consecutively, or cumulatively within a 7-day period.

The Planning of rural municipalities takes on a duplicity of thought one rural and one urban. Urban planning need not be equated to the needs of cities and towns, but needs to have enough standards to create a foundation for investment.



Source: ORRSC

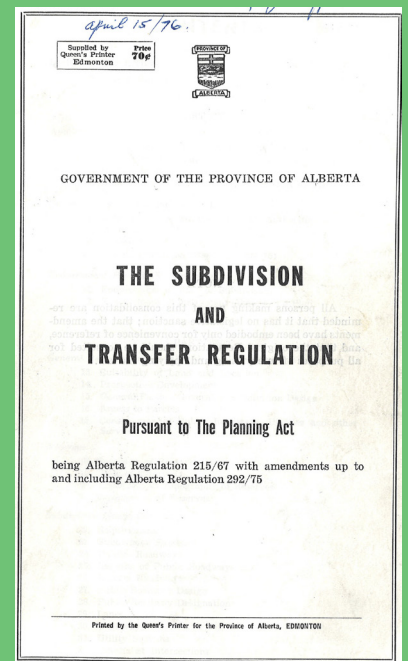
## Grassy Lake: A Story of Change

*It's clear that the corporate status of a community isn't a pre-requisite to its ability to grow, as evidenced by the significant growth the Hamlet of Grassy Lake has experienced over the past 25 years. At the time of dissolution in 1996, Grassy Lake had a population of 327 persons. According to the 2021 federal census, Grassy Lake's population is 856. The Hamlet serves an important role in advancing the MD of Taber's Municipal Development Plan goals to accommodate higher density residential development within hamlets and bolster their economic viability and service centre function.*

# Concluding Remarks

Hamlets exist in a no-man's land on the spectrum of organized communities – with some ability for recognition but little in terms of status. For rural municipalities, promoting hamlet development helps to serve the objective of preserving farmland, while also allowing for some diversification of the assessment base. When a hamlet thrives, it can be a useful service centre with employment generating uses and recreational amenities. A strong sense of place is attached to historic hamlets that sometimes contain nothing more than a general store, community hall and a postal box (like Twin Butte in the MD of Pincher Creek). Whether or not a hamlet is on a growth trajectory to reach critical mass and an opportunity for incorporation is irrelevant to the fact that hamlets must continue to be safeguarded as an important part of the rural municipal landscape.

*It is common for hamlets to be unserved or partially serviced with water and sewer. The lot size requirements found in most Land Use Bylaw's in the ORRSC Region come from the 1967 Subdivision and Transfer Regulation pursuant to the Planning Act. The Act stipulated a minimum lot size for single-unit residential use of 10,000 ft<sup>2</sup> for lots with only sewer servicing; 15,000 ft<sup>2</sup> for lots with only water servicing; and 20,000 ft<sup>2</sup> (or 0.45 acres – the same as is in Section 59 of the MGA) for lots not having any services.*



For more information on this topic contact [admin@orrsc.com](mailto:admin@orrsc.com) or visit our website at [orrsc.com](http://orrsc.com).

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# 2023 Annual Report

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**Oldman River  
Regional Services  
Commission**



# ■ About ORRSC

The Oldman River Regional Services Commission (ORRSC) provides a spectrum of land use planning, subdivision, GIS, drone photography, and assessment review services to municipalities spanning the Oldman, Milk and Bow River watersheds.

ORRSC's history is deeply rooted in southern Alberta and has evolved from various forms since 1955 when it first started as the Lethbridge District Planning Commission.

2023 marked our 68th year anniversary of embodying an exemplary shared services approach to regional service delivery. We are comprised of 39 member municipalities, 40 appointed members to the Board of Directors, and 21 staff members.

Cover: Town of Cardston  
Below: ORRSC Office



## ■ Our Intent

Established under Part 15.1 of the Municipal Government Act, this service commission is a cooperative effort of its member municipalities in southern Alberta who have created an organization to provide municipal planning advice to its members.


To continue to champion municipal perspectives sustaining the legacy of southern Alberta as a region where meaningful connections are experienced.



## ■ What We Do?

The Municipal Government Act requires municipalities to manage land use, subdivision, and development by preparing bylaws and statutory long-range planning documents.

ORRSC is contracted by its member municipalities and provides professional advice and assistance to Administration and Council regarding land use planning, subdivision, and other related planning concerns.



Above: Cardston County

## ■ Our Services

But ORRSC is not only planning services, we are also comprised on a strong GIS Department who offers a multifaceted approach to the world of displaying and providing geographic information to our GIS member municipalities and their residents. The GIS Department also provides services such as developing maps, plotting, GPS acquisition, and a variety of geographic analysis tools and modules.

**Statutory Plans**  
**Subdivision Processing & Finalization**  
**Regional Subdivision and Development**  
**Appeal Board**  
**Regional Assessment Review Board**  
**Quarterly Periodical**  
**Development Officer Training**  
**Professional Planning Advice**  
**GIS Services & Data Aquisition**  
**Mapping Services**  
**Drone Photography**

# ■ Message from the Chair & CAO

*"Individual commitment to a group effort - that is what makes a team work, a company work, a society work, a civilization work."*

– Vince Lombardi

It is with great pleasure that we present to you our 68th annual report, encapsulating our journey, achievements, and aspirations over the past year. As Chair and Chief Administrative Officer of the Oldman River Regional Services Commission, we are immensely proud of the strides we have made and the transformative impact we continue to have in our municipalities and beyond.

As we approach another milestone in our journey together, we find ourselves filled with gratitude and admiration for each one of you. In the face of challenges and triumphs alike, it is your unwavering dedication, resilience, and innovation that continue to propel us forward.

Throughout the year, we have achieved significant milestones across all facets of our operations. From optimizing our subdivision, development, and GIS processes, to enhancing operational efficiencies, each accomplishment reflects our unwavering dedication to driving positive change and creating long-term value for all stakeholders.

Our commitment to innovation remains at the forefront of our endeavors. By harnessing the power of emerging technologies, fostering strategic partnerships, and nurturing a culture of continuous improvement, we have positioned ourselves as experts in our profession and trusted advisors, poised to navigate new opportunities and future challenges with confidence.

Furthermore, our dedication to municipal social responsibility continues to guide our actions and decisions. Whether it be through our sustainability initiatives, community engagement programs, new plans, or through ethical professional practices, we remain steadfast in our commitment to making a meaningful difference in the municipalities that surround us.

As we reflect on the past year and look ahead to the future, we are filled with optimism and excitement for what lies ahead. With a talented team, a strong cooperative spirit, and a shared vision for success, there is no limit to what we will achieve as an organization.

In closing, we extend our heartfelt gratitude to our Executive, our Board, our colleagues, and our member municipalities for their unwavering support and dedication. It is through our collective efforts and collaboration that we continue to drive progress, inspire innovation, and create a brighter future for all.

Thank you for your continued trust and confidence in ORRSC. Together, let us embrace the opportunities that lie ahead and continue to write the next chapter of our success story. Here's to another year of growth, success, and meaningful impact.



Lenze Kuiper, Chief Administrative Officer



Gord Wolstenholme, Chair

# ■ Executive Committee

The Executive Committee is elected by their peers on the Board of Directors and are delegated the responsibility of financial and administrative matters, such as budget preparation, approval of accounts, and policy and procedure review.

In accordance with its governing Bylaw, the Board of Directors works to elect a minimum of 2 Rural and 2 Urban Members to ensure their is equal representation of all Member Municipalities. At the Organizational Meeting held on December 1, 2022, the following members were elected:

Below: Village of Cowley



- **Gord Wolstenholme** Chair, Town of Fort Macleod
- **Don Anderberg** Vice Chair, Town of Pincher Creek
- **David Cody** County of Warner
- **Jesse Potrie** Town of Coalhurst
- **Christopher Northcott** Vulcan County
- **Brad Schlossberger** Town of Claresholm
- **Neil Sieben** Town of Raymond

"Leadership and learning are indispensable to each other."

John F. Kennedy

# ■ Board of Directors

As of December 31, 2023, including former members of 2023

## **Colin Bexte**

Village of Arrowwood

## **Kent Bullock**

Village of Barnwell –Former Member

## **Jake Hiebert**

Village of Barnwell

## **Dan Doell**

Village of Barons

## **Mike Wetzstein**

Town of Bassano

## **Ray Juska**

City of Brooks

## **Roger Houghton**

Cardston County

## **Allan Burton**

Town of Cardston

## **Sue Dahl**

Village of Carmangay

## **James F. Smith**

Village of Champion

## **Brad Schlossberger**

Town of Claresholm

## **Jesse Potrie**

Town of Coalhurst – Former Member

## **Scott Akkermans**

Town of Coalhurst

## **Tanya Smith**

Village of Coutts

## **Dave Slingerland**

Village of Cowley

## **Dean Ward**

Municipality of Crowsnest Pass

## **Dave Filipuzzi**

Municipality of Crowsnest Pass

## **Stephen Dortch**

Village of Duchess

## **Gord Wolstenholme**

Town of Fort Macleod

## **Mark Peterson**

Village of Glenwood

## **Suzanne French**

Village of Hill Spring

## **Morris Zeinstra**

Lethbridge County

## **Brad Koch**

Village of Lomond

## **Gerry Baril**

Town of Magrath

## **Peggy Losey**

Town of Milk River

## **Dean Melnyk**

Village of Milo

## **Victor Czop**

Town of Nanton

## **Marinus de Leeuw**

Town of Nobleford

## **Teresa Feist**

Town of Picture Butte

## **Tony Bruder**

Municipal District of Pincher  
Creek

## **Don Anderberg**

Town of Pincher Creek

## **Ron Davis**

Municipal District of Ranchland

## **Neil Sieben**

Town of Raymond

## **Don Norby**

Town of Stavely

## **Matthew Foss**

Village of Stirling

## **John DeGroot**

Municipal District of Taber

## **Ray Coad**

Town of Vauxhall

## **Christopher Northcott**

Vulcan County

## **Richard DeBolt**

Town of Vulcan

## **David Cody**

County of Warner

## **Marty Kirby**

Village of Warner

## **Evan Berger**

Municipal District of Willow  
Creek

# ORRSC Staff

## Administration

Lenze Kuiper  
Chief Administrative  
Officer (2005)

Sherry Johnson  
Bookkeeper (1981)

Raeanne Keer  
Executive Assistant (2022)

## Planning

Mike Burla\*  
Senior Planner (1978)

Steve Harty  
Senior Planner (1998)

Diane Horvath  
Senior Planner (2000)

Bonnie Brunner  
Senior Planner (2007)

Gavin Scott  
Senior Planner (2007)

Ryan Dyck  
Planner (2013)

Jennifer Maxwell  
Subdivision Technician (2015)

Maxwell Kelly  
Planner (2019)

Madeleine Baldwin  
Planner (2019 - March 2023)

Kattie Schlamp  
Planner (2022)

Jack Shipton  
Planner (March - Sept. 2023)

Tristan Scholten  
Planning Intern (June 2023)

## GIS

Jaime Thomas  
GIS Analyst (2005)

Mladen Kristic  
CAD/GIS Technologist (2006)

Jordan Thomas  
GIS Analyst (2006)

Kaylee Sailer  
CAD/GIS Technologist (2013)

Yueu Majok  
CAD/GIS Technologist (2017-April 2023)

Carlin Groves  
GIS Technician (2019)

# 121

bylaw amendments were  
implemented for  
Intermunicipal  
Development Plans, Land  
Use Bylaws, and Municipal  
Development Plans in  
2023\*\*

\*M. Burla retired in February 2022, and has continued as a contracted employee.

\*\*as of December 31, 2023



# ■ Planning Projects

Below: Municipal District of Ranchland



With rising inflation and interest rates in 2023, riding on the coattails of the COVID-19 pandemic, many industries were impacted, such as development, construction, agriculture, and government. As a result, the Oldman River Regional Services Commission felt the trickle down, like many organizations, as the desire to subdivide land softened and an aversion to spending on Fee for Service projects due to economic conditions was felt. That being said, the Commission continues to provide strong professional support to our member municipalities, and foster opportunities for collaboration with outside agencies and landowners.

In 2023, we completed numerous statutory plans such as Municipal Development Plans and Area Structure Plans. Also, collaborative efforts have begun in several communities to amend and review Intermunicipal Development Plans.

Work continued with a variety of new, and amended Land Use Bylaws, to ensure that each member municipality's unique land use needs continue to be monitored and addressed. We also provided planning advice and support to assist our member's with intermunicipal matters, annexation discussions and applications, subdivision and development appeal board hearing, as well as participation in Provincial Board Hearings including the Land and Property Rights Tribunal, Natural Resources Conservation Board, and Alberta Utilities Commission. This year has also allowed for a number of new projects to be initiated such as land use strategies, policy reviews, and joint-use and planning agreements.

Our Planners continued to work closely with entities like the Miistakis Institute in developing various tools and studies. The results of these projects can be leveraged by our members and help facilitate bringing people and ideas together to promote healthy communities and landscapes. To this end, our quarterly periodical on various planning topics provides a conversation starter that can act as a bridge between municipalities, community stakeholders, academics, and other levels of government.

Moving into 2024, our Planners look forward to working diligently to provide valuable planning support to our members while completing and initiating important projects.

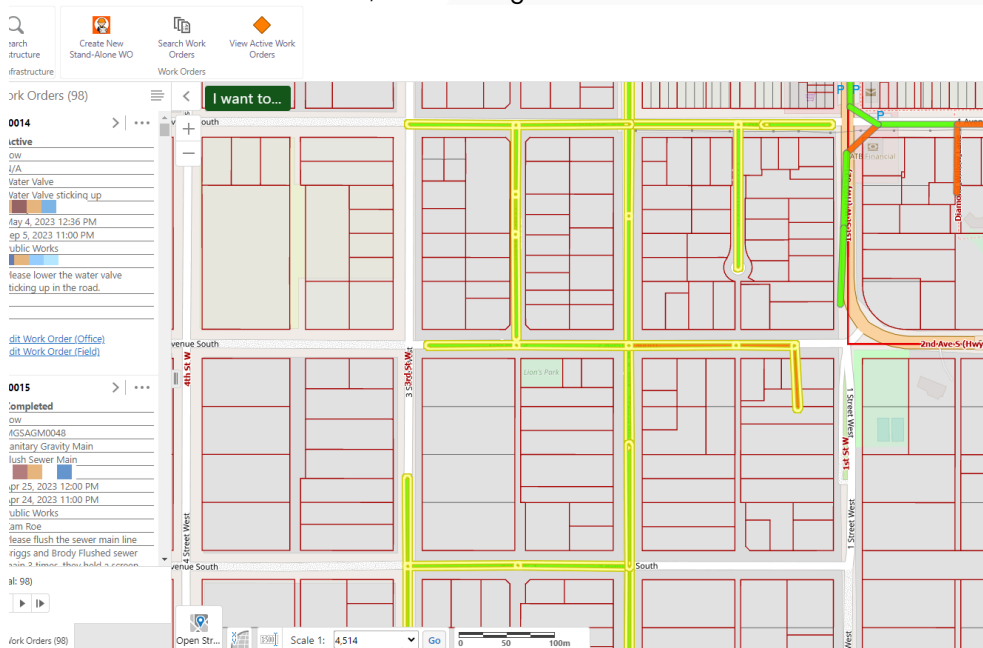
# Geographic Information System (GIS) Projects

GIS staff completed three large projects in 2023, which resulted in great enhancements for the user experience.

The first project was adding the ability to attach documentation to all infrastructure features in the GIS. This functionality already existed for the property layer, but the demand existed to also add it to infrastructure features. Upon completion, users now can attach unlimited files to any infrastructure feature of their choice. Users may choose to simply attach photos of hydrants and curb stops or attach a full as-built drawing to a specific area.

GIS Staff made major enhancements to the existing cemetery layer in the GIS providing municipal staff the ability to not only add their own records but edit existing records using a customizable edit form tailored to their specific needs.

Photo: GIS Work Order Module, Town of Magrath



Cemetery information varies greatly from one cemetery to another, we worked alongside municipal staff to ensure each edit form was fully customized to meet the needs on their specific cemetery. Municipal staff can now add documents to specific plots (purchase agreements, headstone photos) and track the financing and purchasing directly in the GIS.

The largest undertaking by GIS staff in 2023 was the creation of the Work Order module within the GIS. This new module allows users to create, track and edit work orders from the office or in the field. A work order can be created on either a pre-existing infrastructure asset or a user defined area. The system then prompts a user to enter details about the work required to be completed such as priority, dates of completion, materials, and a detailed description of the project. The system then sends an auto-generated email to select employees responsible for conducting the work and at the same time, creates a new layer on the GIS showing the area of interest. The module comes equipped with capabilities to search work orders by status, priority, department, employee, and dates, and spatially creates a visual inventory of what work orders have been created and completed. This module has been highly successful and has been utilized very heavily by a number of municipalities who now rely solely on this module for their work order system.

2024 will bring another major enhancement to the GIS system as staff are in the preliminary steps of adding an asset management module to the GIS system. This module will assist municipalities with their annual Tangible Capital Asset (TCA) reporting as well as provide information on replacement valuation and long-term infrastructure capital planning.

# ■ Recognition of Service

## Board of Directors

### 5+ Years

Tanya Smith  
Dean Ward  
Suzanne French  
Morris Zeinstra  
Peggy Losey  
Marinus de Leeuw  
Don Norby  
David Cody

### 10+ Years

Dave Filipuzzi  
Don Anderberg

### 15+ Years

Gord Wolstenholme

### 20+ Years

Brad Koch

### 40+ Years

Ron Davis



Above: Town of Clareholm

# ■ Recognition of Service

## ORRSC Staff

### 5+ Years

Jennifer Maxwell

### 10+ Years

Ryan Dyck  
Kaylee Sailer

### 15+ Years

Bonnie Brunner  
Mladen Kristic  
Lenze Kuiper  
Gavin Scott  
Jaime Thomas  
Jordan Thomas

### 20+ Years

Steve Harty  
Diane Horvath

### 40+ Years

Mike Burla  
Sherry Johnson

# Subdivision Statistics

A total of 160 Subdivision applications were processed during the 2023 calendar year. The status of these applications, as of December 31, 2023 are as follows:

**144** Approved or Approved on Condition

**14** Pending

**1** Refused

**1** Withdrawn

MEMBER MUNICIPALITY	# of Subdivisions	Boundary Line Adj	DECISION				NEWLY CREATED LOTS (By Use)								
			A or A/C	R	W/E	P	Res	Com	Ind	CR	Ag	Inst	Rec	Misc	TOTAL
Cardston County	14	1	11	1	-	2	-	-	-	18	3	-	-	-	21
City of Brooks	3	-	2	-	-	1	-	2	-	-	1	-	-	-	3
County of Warner No. 5	11	-	9	-	-	2	-	-	1	12	2	-	-	-	15
Lethbridge County	29	17	28	-	-	1	3	4	16	12	2	-	-	-	37
Municipal District of Pincher Creek No. 9	9	1	9	-	-	-	5	-	-	6	-	-	-	-	11
Municipal District of Ranchland No. 66	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Municipal District of Willow Creek No. 26	15	10	13	-	1	1	-	-	6	7	2	-	-	-	15
Municipal District of Taber	19	5	18	-	-	1	-	-	-	14	2	-	-	-	16
Municipality of Crowsnest Pass	10	3	8	-	-	2	20	-	-	-	-	-	6	-	26
Town of Bassano	1	1	1	-	-	-	-	-	-	-	-	-	-	-	0
Town of Cardston	4	1	4	-	-	-	12	2	3	-	-	-	-	-	17
Town of Claresholm	3	1	3	-	-	-	1	1	-	-	-	-	-	-	2
Town of Coalhurst	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Town of Fort Macleod	7	-	4	-	-	3	10	-	2	-	-	1	2	-	15
Town of Magrath	4	1	4	-	-	-	8	-	-	-	-	-	-	-	8
Town of Milk River	1	1	1	-	-	-	-	-	-	-	-	-	-	-	0
Town of Nanton	1	-	1	-	-	-	1	2	-	-	-	-	-	-	3
Town of Nobleford	2	-	2	-	-	-	1	1	-	-	-	-	-	-	2
Town of Picture Butte	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Town of Pincher Creek	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1
Town of Raymond	3	2	3	-	-	-	14	-	-	-	-	-	-	-	14
Town of Stavely	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Town of Vauxhall	4	-	4	-	-	-	8	-	3	-	-	-	-	-	11
Town of Vulcan	1	-	1	-	-	-	-	1	-	-	-	-	-	-	1
Village of Arrowwood	1	1	1	-	-	-	-	-	-	-	-	-	-	-	0
Village of Barnwell	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Barons	1	-	1	-	-	-	-	-	-	-	-	1	-	-	1
Village of Carmangay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Champion	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Coutts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Cowley	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Duchess	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Glenwood	1	-	1	-	-	-	4	-	-	-	-	-	-	-	4
Village of Hill Spring	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Lomond	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Milo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Stirling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Village of Warner	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Vulcan County	15	16	14	-	-	1	1	1	-	7	2	-	-	-	11
<b>TOTAL</b>	<b>160</b>	<b>61</b>	<b>144</b>	<b>1</b>	<b>1</b>	<b>14</b>	<b>89</b>	<b>14</b>	<b>31</b>	<b>76</b>	<b>14</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>234</b>

# ■ Chinook Intermunicipal SDAB

The Chinook Intermunicipal Subdivision and Development Appeal Board (SDAB) is a quasi-judicial board comprised of appointed persons from participating municipalities. The Chinook Intermunicipal SDAB is a regional board which provides municipalities with shared access to a large pool of certified board members and board clerks. ORRSC offers regular in-house training to board members to ensure the legislative requirement is met.

**13** SDAB Appeals Received

**10** SDAB Hearings Held

**13** SDAB Members Trained (new and recertified)

**49** Board Members Appointed

# ■ Regional Assessment Review Board

The Regional Assessment Review Board (ARB) is long-standing quasi-judicial board established under the Municipal Government Act, and is responsible for making decisions regarding property assessment complaints. The Regional ARB is comprised of both appointed lay-members and Councillors from participating municipalities who have completed the provincially mandated training.



**7 Hearings Held\***

\*11 Appeals were held concurrently in 1 Hearing



**22 Residential Complaints Filed**

**8 Commercial Complaints Filed**



**10 Complaints Withdrawn**

Right: Town of Coalhurst



# ■ ORRSC Periodical

## 2023 Editions

Spring 2023

**Campgrounds**

Summer 2023

**Temporary Uses**

Fall 2023

**Liquor and Land Use**

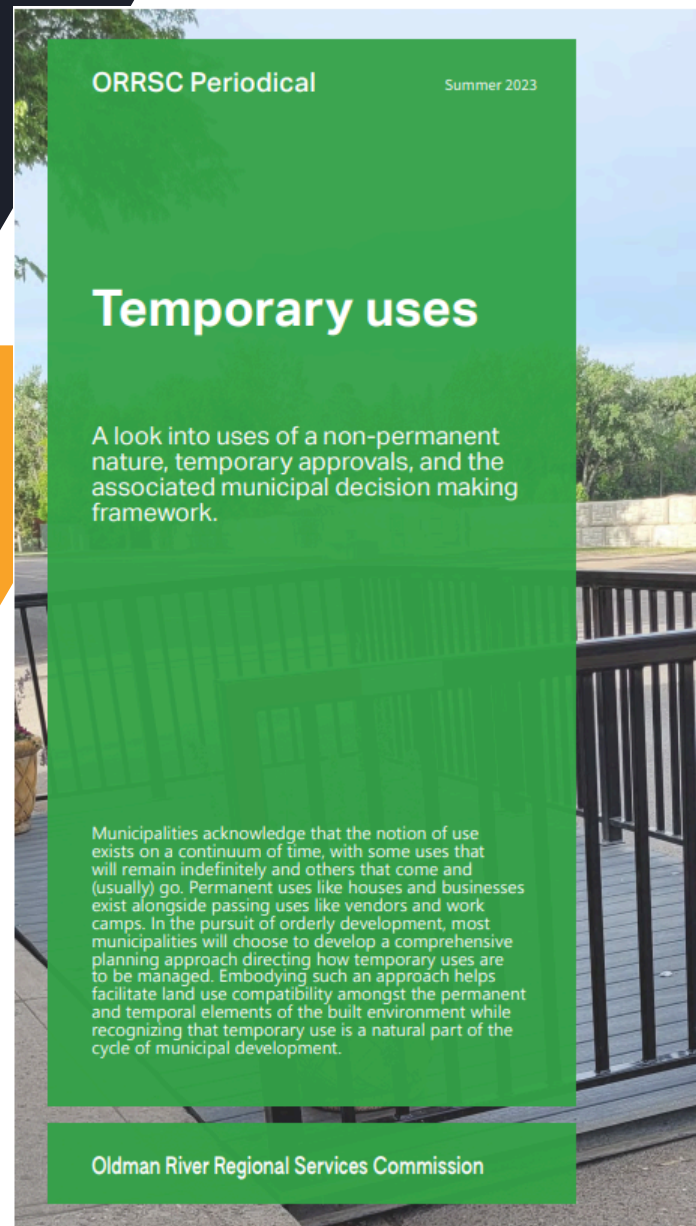
Winter 2023

**Slope Adaptive Development**

## ■ What is the Periodical?

The ORRSC Periodical is a quarterly publication focusing on planning topics of a regional interest and the promotion of best practices.

The Periodical is researched, written, and designed in house by ORRSC staff.



Copies of the current and past editions of the Periodical can be found at [www.orrsc.com](http://www.orrsc.com).

# Financial Statements

The following pages consist  
of the Independent Auditor's  
Report prepared by KPMG LLP.

Financial Statements of

**OLDMAN RIVER REGIONAL  
SERVICES COMMISSION**

And Independent Auditor's Report thereon

Year ended December 31, 2023





**KPMG LLP**  
3410 Fairway Plaza Road South  
Lethbridge, AB T1K 7T5  
Canada  
Telephone 403 380 5700  
Fax 403 380 5760

## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors of Oldman River Regional Services Commission

### ***Opinion***

We have audited the financial statements of Oldman River Regional Services Commission (the Commission), which comprise:

- the statement of financial position as at December 31, 2023
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies (Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2023, and its results of operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



## ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Commission's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission's financial reporting process.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*KPMG LLP*

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Chartered Professional Accountants

Lethbridge, Canada

April 11, 2024

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Financial Position

**DRAFT**

December 31, 2023, with comparative information for 2022

	2023	2022
<b>Financial assets</b>		
Cash and short-term deposits	\$ 215,450	\$ 460,068
Accounts receivable (note 4)	62,895	51,631
Cash not available for current operations	192,986	350,035
	<u>471,331</u>	<u>861,734</u>
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities	\$ 225,957	\$ 241,114
Deferred revenue	20,000	20,000
Debt	40,000	40,000
	<u>285,957</u>	<u>301,114</u>
<b>Net financial assets</b>	185,374	560,620
<b>Non-financial assets</b>		
Prepaid expenses and deposits	7,522	11,356
Capital assets (note 5)	630,982	502,140
	<u>638,504</u>	<u>513,496</u>
Accumulated surplus (note 10)	823,878	1,074,116
Commitments (note 6)		

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

## Statement of Operations

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget (note 13)	2023 Actual	2022 Actual
<b>Revenue:</b>			
Municipal contributions	\$ 985,947	\$ 985,948	\$ 941,570
GIS member fees	560,753	526,463	556,608
Application fees	310,000	203,605	249,815
Other revenue	59,700	96,523	99,058
Service fees	400,000	127,557	85,759
Finalization fees	-	56,780	64,144
Interest income	12,000	47,353	24,509
Extention fees	-	5,520	6,210
	2,328,400	2,049,749	2,027,673
<b>Expenses:</b>			
Salaries and benefits	2,071,015	1,995,158	1,855,012
Occupancy costs	34,700	59,436	48,193
Equipment	104,000	55,294	44,384
Repairs and maintenance	15,001	41,971	36,855
Telephone	16,000	24,931	27,895
Staff travel	13,000	15,415	13,945
Miscellaneous	1,250	11,207	22,798
Professional fees	13,000	10,450	9,000
Members' fees	5,000	7,383	6,144
Members travel	8,000	7,105	1,646
Consulting fees	1	6,720	11,465
Advertising	5,000	6,338	4,863
Janitorial	6,000	6,000	7,502
Public relations	2,000	4,924	10,513
Staff training and conferences	7,000	4,792	5,170
Printing and duplicating	4,500	2,134	4,937
Land titles office	2,500	2,051	3,008
Office and general	5,500	1,376	8,233
Interest and bank charges	-	647	1,014
Postage	7,500	16	4,135
Amortization	-	36,119	39,804
	2,320,967	2,299,467	2,166,516
Deficiency of revenues over expenses before the undernoted item	7,433	(249,718)	(138,843)
Other expense:			
Loss on sale of capital assets	-	(520)	-
<b>Deficiency of revenues over expenses</b>	<b>\$ 7,433</b>	<b>\$ (250,238)</b>	<b>\$ (138,843)</b>

See accompanying notes to financial statements.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

## Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operations:		
Deficiency of revenue over expenses	\$ (250,238)	\$ (138,843)
Items not involving cash:		
Amortization	36,119	39,804
Loss on sale of capital assets	520	-
	(213,599)	(99,039)
Changes in non-cash operating working capital:		
Accounts receivable	(11,264)	14,452
Prepaid expenses and deposits	3,834	4,333
Accounts payable and accrued liabilities	(15,157)	(25,081)
	(236,186)	(105,335)
Capital activities:		
Purchase of capital assets	(165,481)	(8,072)
Decrease in cash and short-term deposits	(401,667)	(113,407)
Cash and short-term deposits, beginning of year	810,103	923,510
Cash, end of year	\$ 408,436	\$ 810,103
Cash is represented by:		
Cash and short-term deposits	\$ 215,450	\$ 460,068
Cash not available for current operations	192,986	350,035
	\$ 408,436	\$ 810,103

See accompanying notes to financial statements.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

## Statement of Changes in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	Budget	2023	2022
<b>Excess of revenue over expenses</b>	\$ 7,433	\$ (250,238)	\$ (138,843)
Acquisition of tangible capital assets	--	(165,481)	(8,072)
Loss on disposal of tangible capital assets	--	520	--
Amortization of tangible capital assets	--	36,119	39,804
	7,433	(128,842)	31,732
Decrease in prepaid expenses	--	3,834	4,333
Change in net financial assets	7,433	(375,246)	(102,778)
Net financial assets, beginning of year	560,620	560,620	663,398
Net financial assets, end of year	\$ 568,053	\$ 185,374	\$ 560,620

See accompanying notes to financial statements.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2023

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## **Nature of operations:**

Oldman River Regional Services Commission (the "Commission") is a regional planning commission created by an order in Council of the province of Alberta on October 21, 2003. It was created pursuant to the Municipal Government Act of Alberta. Members of the Commission are restricted to municipal authorities. The Commission is exempt from income tax under Section 149 of the Canadian Income Tax Act.

## **1. Significant accounting policies:**

These financial statements are prepared in accordance with Canadian public sector accounting standards including the 4200 standards for government not-for-profit organizations. The Commission's significant accounting policies are as follows:

### **(a) Revenue recognition:**

The Commission follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are recognized. Unrestricted investment income is recognized as revenue when earned.

Approval fees, sales of maps revenue and fee for service revenue are recognized as revenue in the period in which the service is delivered or in which the transaction or events that gave rise to the revenue occurred.



# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

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## 1. Significant accounting policies (continued):

### (b) Capital assets:

Capital assets are stated at cost, less accumulated amortization. Amortization is provided using the following methods and annual rates:

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Asset	Basis	Rate
Building	Declining balance	4%
Vehicles	Declining balance	30%
Computer	Straight-line	4 years
General contents	Straight-line	5 years

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Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long-term service potential to the Commission. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.

### (c) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits, which are highly liquid with original maturities of less than three months from the date of acquisition. These financial assets are convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

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## 1. Significant accounting policies (continued):

### (d) Financial instruments:

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Commission recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, bank indebtedness, accounts payable and accrued liabilities, debt and other liabilities. Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate and other price risks.

Portfolio investments in equity instruments quoted in an active market and derivatives are recorded at fair value. All other financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of items in the cost or amortized cost upon initial recognition. The gain or loss arising from de-recognition of a financial instrument is recognized in the Statement of Operations. Impairment losses such as write-downs or write-offs are reported in the Statement of Operations.

There are no remeasurement gains or losses and as such, a statement of remeasurement gains and losses has not been prepared.

### (e) Employee future benefits:

The Commission participates in a multi-employer defined pension plan called the Local Authorities Pension Plan ("LAPP"). This pension plan is a multi-employer defined benefit pension plan that provides pension benefits for the Commission's participating employees, based on years of service and earnings.

The plan is accounted for as a defined contribution plan whereby contributions are expensed as incurred.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

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## 1. Significant accounting policies (continued):

### (f) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of capital assets. Actual results could differ from those estimates.

### (g) Contaminated sites liability:

The Commission uses Public Sector Accounting Standards section 3260 - liability for contaminated sites. Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or retroactive or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring. At December 31, 2023 the Commission did not have any liabilities associated with contaminated sites.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

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## 2. Future accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board ("PSAB"). In 2024, the Commission will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

(i) PS 3400 - Revenue :

This section provides guidance on how to account for and report on revenue, specifically addressing revenue arising from exchange transactions and unilateral transactions. This standard has been deferred by PSAB and is now effective for fiscal years beginning on or after April 1, 2023

(ii) PSG-8 - Purchased Intangibles:

The Canadian Public Sector Accounting Board issued a new guideline, PSG 8 - Purchased Intangibles. This new guideline explains the scope of the intangibles now allowed to be recognized in financial statements given the removal of the recognition prohibition relating to purchased intangibles in Section PS 1000. The key aspects of this guideline are:

- A definition of purchased tangibles.
- Examples of items that are not purchased intangibles.
- References to other guidance in the PSA Handbook on intangibles.
- Reference to the asset definition general recognition criteria and the GAAP hierarchy for accounting for purchased intangibles.

(iii) PS 3160 - Public Private Partnerships:

The Canadian Public Sector Accounting Board issued a new standard, PS 3160, Public Private Partnerships in April 2021. This section establishes standards for the recognition, measurement, presentation, and disclosure of infrastructure procured through certain types of public private partnership arrangements.

This section is effective for fiscal years beginning on or after April 1, 2023 and may be applied retroactively with or without prior period restatement. Early adoption is permitted.

## 3. Change in accounting policy :

Effective January 1, 2023, the Commission adopted the new accounting standard PS 3280 Asset Retirement Obligations and applied the standard using the modified retroactive approach. The adoption had no effect on the financial statements.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

## 4. Accounts receivable:

	2023		2022	
Trade receivables	\$	51,254	\$	46,990
Goods and services tax		11,641		4,641
	\$	62,895	\$	51,631

## 5. Capital assets:

	2023		
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	407,324	366,073
General contents	408,053	272,851	135,202
Other equipment	13,678	13,097	581
Vehicles	83,140	54,691	28,449
Computer	171,216	150,539	20,677
	\$ 1,529,484	\$ 898,502	\$ 630,982

	2022		
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	392,071	381,326
General contents	280,461	267,448	13,013
Other equipment	13,678	13,097	581
Vehicles	53,411	42,499	10,912
Computer	173,446	157,138	16,308
	\$ 1,374,393	\$ 872,253	\$ 502,140

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

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## 6. Financial risks and concentration of risk:

### (a) Liquidity risk:

Liquidity risk is the risk that the Commission will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Commission manages its liquidity risk by monitoring its operating requirements. There has been no change to the risk exposures from 2022.

### (b) Market risk:

Market risk is the risk that changes in market price such as interest rates will affect the Commission's income or value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters.

### (c) Interest rate risk:

The Commission is exposed to interest rate risk on its fixed interest rate financial instruments and floating rate operating line of credit.

### (d) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Commission is exposed to credit risk with respect to accounts receivable and has processes in place to monitor accounts receivable balances. The Commission believes that it is not exposed to significant credit risk arising from its financial instruments.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

## 7. Commitments:

- (a) The Commission leased equipment under agreements expiring on dates ranging from June, 2026 to August, 2026. The base rent obligation under the leases for the next year is approximately \$7,284.
- (b) The Commission has signed contracts for electricity and natural gas for its facilities, which expired on December 31, 2018, however it is to continue on a year to year basis until written notice of termination on December 31, 2024.

## 8. Economic dependence:

The Commission receives a significant portion of its revenue directly and indirectly from its members, as such, the Commission is economically dependent on its members.

## 9. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 76/2000 for the Commission be disclosed as follows:

	2023	2022
Total debt limit	\$ 1,024,874	\$ 1,013,836
Total debt	(40,000)	(40,000)
Amount of debt limit unused	\$ 984,874	973,836
Debt servicing limit	\$ 204,975	202,767
Debt servicing	(40,000)	(40,000)
Amount of debt servicing limit unused	\$ 164,975	\$ 162,767

The debt limit is calculated at 0.5 times revenue of the Commission (as defined in Alberta Regulation 76/2000) and the debt service limit is calculated at 0.1 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

## 10. Accumulated surplus

	2023	2022
Net assets:		
Unrestricted	-	221,941
Investment in capital assets	630,982	502,140
Internally restricted	192,896	350,035
	823,878	1,074,116

Internally restricted net assets is comprised of the following:

	2023	2022
Operating reserve fund	175,228	175,017
Capital reserve fund	17,668	175,018
	192,896	350,035



# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2023

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## 11. Local Authorities Pension Plan:

Employees of the Commission participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The plan covers approximately 291,259 employees of approximately 437 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

The Commission is required to make current service contributions to the Plan of 8.45% of pensionable payroll up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.23% on pensionable earnings above this amount.

Employees of the Commission are required to make current service contributions of 7.45% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 11.23% on pensionable salary above this amount.

Total current and past service contributions by the Commission to the Local Authorities Pension Plan in 2023 were \$147,035 (2022 - \$137,670). Total current and past service contributions by the employees of the Commission to the Local Authorities Pension Plan in 2023 were \$130,483 (2022 - \$123,539).

At December 31, 2022 the Plan disclosed an actuarial surplus of \$12.7 billion.

## 12. Contractual rights:

Contractual rights are rights of the Commission to economic resources arising from contracts or agreements that will result in both assets and revenues in the future when the terms of those contracts or agreements are met.

The Commission has entered into agreements to provide services to municipal members. The timing and extent of the fees collected in the future depend upon the timing and extent of services provided and as such will vary in the future.

The Commission collects municipal contributions from its members, the amounts collected depend upon participation and population of member communities and as such will vary in the future.

## 13. Budget information:

The budget information was approved by the Executive on November 10, 2022.



**EXECUTIVE COMMITTEE MEETING MINUTES**  
**May 9, 2024; 6:00 pm**  
**ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, May 9, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

**Attendance**

Executive Committee:

Gordon Wolstenholme, Chair  
 Don Anderberg, Vice Chair, Virtual  
 Scott Akkermans  
 David Cody  
 Christopher Northcott, Virtual  
 Brad Schlossberger  
 Neil Sieben

Staff

Lenze Kuiper, Chief Administrative Officer  
 Raeanne Keer, Executive Assistant  
 Stephanie Sayer, Accounting Clerk

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

**1. Approval of Agenda**

**Moved by: Scott Akkermans**

THAT the Executive Committee adopts the May 9, 2024 Executive Committee Meeting Agenda, as presented.

**CARRIED**

**2. Approval of Minutes**

**Moved by: Neil Sieben**

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

**CARRIED**

**3. Business Arising from the Minutes**

There was no business arising from the minutes.

4. **Official Business**

a. **Summer 2024 Meeting Schedule**

R. Keer stated that historically the Executive Committee only meets once in the summer months and cancels the other meeting. She inquired if the Committee would prefer to meet in July or August this year.

The Committee discussed the options.

**Moved by: David Cody**

THAT the Executive Committee cancels the August 8, 2024 Regular Meeting of the Executive Committee.

**CARRIED**

b. **County of Forty Mile No. 8**

L. Kuiper announced that County of Forty Mile No. 8 would be joining the Commission, and we are in the initial stages of collecting information to bring them on as a client.

The Committee discussed the newest member of the Commission.

**Moved by: Don Anderberg**

THAT the Executive Committee approves the addition of County of Forty Mile No. 8 to the Oldman River Regional Services Commission.

**CARRIED**

c. **Contract Review and Update**

R. Keer stated that Administration has begun reviewing the various service contracts we have with our Member Municipalities and will be updating the contracts as needed to ensure that all members are on up-to-date contracts which accurately reflect the organization and the current fees.

The Committee discussed proposed changes for the service contracts.

**d. Subdivision Activity**

L. Kuiper presented the Subdivision Activity as of April 30, 2024 to the Committee.

**e. For Information: BBQ & AGM – June 13, 2024**

R. Keer presented the invitation to the annual BBQ and AGM for the Board of Directors. She stated that the meeting has been moved from June 6, 2024 to June 13, 2024 to help accommodate those attending the Federation of Canadian Municipalities Conference in Calgary, AB the week of June 6<sup>th</sup>.

**Moved by: Don Anderberg**

**5. Accounts**

**a. Office Accounts**

L. Kuiper presented the Monthly Office Accounts for March 2024 and the Payments and Credits for February to April 2024 to the Committee.

**Moved by: Scott Akkermans**

THAT the Executive Committee approves the Monthly Office Accounts for March 2024 and the Payments and Credits for February to April 2024, as presented.

**CARRIED**

**b. Financial Statements**

L. Kuiper presented the Balance Sheets and Comparative Income Statements for January to March 2024 and the Details of Account as of March 31, 2024 to the Committee.

S. Sayer stated that she has begun reviewing the various accounts reflected in the Financial Statements and will be working to update them to reflect additional information.

The Committee discussed the accrued vacation listed on the Balance Sheet.

**Moved by: Don Anderberg**

THAT the Executive Committee approves the Details of Account as of March 31, 2024, as presented.

**CARRIED**

**6. New Business**

There was no new business for discussion.

**7. CAO's Report**

L. Kuiper presented his CAO Report to the Committee.

**8. Round Table Discussions**

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

**9. Next Meeting – Board of Directors – June 13, 2024; Executive Committee – July 11, 2024**

**10. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 6:47 pm.

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CHAIR

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CHIEF ADMINISTRATIVE OFFICER

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Museum CPR Station

May 15, 2024

Present: Barry Gibbs, Betty Hoare, Mich Forster, Marg Lane, Tom Carey, Earl Taylor, Cynthia Wannamaker, Bill Kells, and Kandice Meister

1. Call to order by Barry Gibbs at 3:05 PM. Motion made for the adoption of agenda as presented by Cynthia Wannamaker. **CARRIED**
2. No correspondence. Mich Forster made a motion of approval for the amended minutes dated April 17, 2024. **CARRIED**
3. Mich Forster made a motion to go in camera. **CARRIED**  
Mich Forster made a motion to go out of camera. **CARRIED**
4. Museum Financial Report dated May 5, 2024, was reviewed. Tom Carey made a motion of acceptance of the financial report. **CARRIED**
5. Executive Directors Report
  - Pincher Creek Trade Fair had another great turn out, close to 3000 people over 2 days. Board Members, Friends of the Museum and staff of the museum hosted the booth. The draw box for “free draw” of a birdhouse donated by board member Mich Forster contained 262 entries.
  - Changes to some displays were accomplished by Jordyn and Bill in the months of April and May. The Claesholm Sports exhibit was moved to a different display case and changes were made to the grain elevator exhibit and the Agricultural college exhibit. A new fire fighter exhibit was created in a large case by the fire truck.
  - Work continued on the Link Trainer, installing the wings, tail, and canopy. Everyone is excited it is finally completed. May 10th was a private volunteer get together of the Museum Board and Friend of the Museum to acknowledge the excellent work of the volunteers who worked on the Link Trainer. Approx 20 folks attended and there were great stories and history told on the Trainer and its importance in the training of WW2 pilots. Don Glimsdale, Bob Mackin, Al Engle, and Dave Wasylshen, were all on hand and acknowledged for their work.
  - Work Bee on May 7<sup>th</sup> with museum Board Members and Friends of the Museum got things ready for opening. The entire museum was spotless, vehicles shining and the saddles in the ranching exhibit were oiled up. These events are great social get togethers and always lots of fun.
  - Stones and Bones event on May 11 and 12 was a tremendous success! Three Archaeologists and one Anthropologist from the RAM were on hand to identify artifacts. Four members from the Archaeological Society of Alberta (Lethbridge) were also there with kids’ outdoor activities and two members from the Calgary branch with great information. 161 people attended, the majority bringing treasures for assessment. The folks from RAM were over the moon with the quality of more than a few items brought forward. They are definitely willing to do another “Stones & Bones” in the future. Thanks to volunteers who helped over the two days. Donations over the two days event were \$284.60.
  - Summer students Jenna Nelson and Tianna Bishoff started on Tuesday May 14<sup>th</sup>.
  - Megan McClung brought a draft of a promotional card that will be handed out in several locations in town including the museum. It is a “Stay and Play” promotion showing tourists stops around town. It will be advertised in the paper and tourism magazines.
  - The proposal for the relocation of the main museum signs on the highway was returned by

Town Development officer, recommending that we do not take parking spots from either parking lot. New locations were recommended and will be reviewed later.

– The museum opens on Friday May 17<sup>th</sup>, 7 days a week, 9 – 5, for the 2024 season. Another great team of summer staff on board this year who are eager to get involved and we are looking forward to another great summer.

6. Events Planning Committee

- Upcoming Father's Day car show will follow the same plans as previous years. The Lions will host a pancake breakfast. The Friends of the museum will have cookies and drinks on the veranda. The social centre has expressed interest in hosting lunch. We will be adding a draw for a leathercraft piece created and donated by Tom Carey.

– Canada Day the museum will again host a booth at the park with information and swag.

– Fair Days will stay much the same with events at the museum grounds on Friday and Saturday. The planning of the float will begin once the theme is revealed.

7. New Board Committees

- The viability of the Marketing Committee was discussed. It was felt that the concept of a marketing committee at this time was not needed. Earl Taylor made a motion to dissolve the Marketing Committee as a standing committee. Those members presently on that committee will move to other sub-committees. **CARRIED**

8. Meeting with the Friends Board

- A round table discussion was held about how a meeting between board members of the museum and the board of the Friends of the Museum went. Everyone felt good about the direction the Friends were going. It is a new group, and they are doing very well. Open communications are necessary between the two groups.

Motion for adjournment by Tom Carey at 5:06. **CARRIED**

Next meeting June 19, 2024, at 3:00 PM.



Barry Gibbs  
Board Chair

**Regular Meeting**

**May 21, 2024**

**AGENDA**

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

With regrets: Earl H, Ashley T

**1: CALL TO ORDER: 5:01 pm**

**2: APPROVAL OF AGENDA**

Adding librarians committee meeting at 6.3

Motion to approve: Joanna

Passed

**3: APPROVAL OF MINUTES**

3.1 Regular Meeting Minutes from April 16, 2024

Motion to approve: Brad S

Second: Joanna

Passed

**4: CORRESPONDENCE**

4.1 From MD of Willow Creek #26 Library Board

Math behind how funds are doled to various libraries – method to distribute funds

**5: FINANCIAL**

5.1 Financial report for end of April 2024

Received a town installment in April

\$1,000 donation for large print books

High photo copy fee – Willow Creek Adult Learning Society bill paid

Miscellaneous fee higher than normal as it included the \$200 Read Award prize.

Sidewalks have been washed to watch accumulation – better than usual

Kelsey moves to accept financials

Passed

**6: REPORTS**

6.1 Library Manager's report

Metal plates on beams to deter pigeons



Griselda and Jay attended Southern Alberta Library Conference April 26 and received a Read Award, which included a plaque and \$200

Plexiglass partition at desk removed – people tend to sit on counter so metal bar installed

#### 6.2 Chinook Arch Board report

VOIP will save \$19,000 across the Chinook Arch

Kelsey attended board meeting – ran a couple ideas past Jay – we tried lego club and bring your own book before but they didn't take off

#### 6.3 Minutes from Librarian's Committee Meeting from March 4, 2024

Librarians who meet on behalf of the Chinook Arch

Damaged item notes – should be attached when books travel between libraries

### 7: NEW BUSINESS

#### 7.1 Policy Changes

3.10 Gifts of money may be deposited with the Town of Claresholm if tax receipts are wanted – Town can no longer do this so would be looking to remove

Pay Cheques – pay cheques are on a monthly basis for part time staff. Full time staff will receive a mid-month advance on the 15<sup>th</sup> day of the month. Monthly pay cheques can be picked up on the second last banking day of the month – should be reflected that staff only get paid once a month

Video surveillance system should be reviewed and updated every two years or sooner – has not been for quite some time

**Jay will send out the policy for review of everything Jay has outline – ad hoc committee of Kendall and Brad S**

Project READ is no more it's now Willow Community Adult Reading Society

Health emergency – we have naloxone now so would need to change – “No medication, including aspirin, should ever be dispensed to the public”

### 8: OLD BUSINESS:

N/A

### 9: ADJOURNMENT: 5:27

Motion to adjourn Kendall

Second Joanna

Passed

Next Meeting: June 18, 2024

## Karine Keys

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**From:** FCM Communique <communique@fcm.ca>  
**Sent:** June 24, 2024 3:28 PM  
**To:** Karine Keys  
**Subject:** FCM Voice: UNDRIP Guide | Sustainable Communities Awards | SCC 2025 | and more

**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.

[View email in browser](#)



June 24, 2024



**FCM VOICE**  
Canada's voice of local government



### **A new guide for municipalities to foster reconciliation**

Last Friday, on National Indigenous Peoples Day, FCM released an innovative new guide for municipalities that is focused on the *United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)*.

*UNDRIP Guide for Municipalities* is designed to assist Canadian municipal leaders and elected officials in gaining a better understanding of the highly significant UNDRIP declaration and its relevance to municipalities across Canada.

This informative guide:

- Introduces UNDRIP and breaks down its implications and importance.
- Explores how municipalities of all sizes can approach its implementation.

- Illustrates how municipalities can use the values and actions outlined by UNDRIP to build renewed and respectful relationships with Indigenous Peoples.

» [READ THE GUIDE](#)

## NEWS

### Don't miss your chance to apply for a sustainability award

There are still a few days left to apply for FCM's Sustainable Communities Awards. Apply in one of seven award categories recognizing initiatives that demonstrate environmental responsibility and excellence. Eligible projects use advanced technologies and best practices that can be replicated in other communities across Canada to help achieve national climate goals. Don't miss your chance to put a spotlight on your municipality's climate action—submit your application by June 28.

» [APPLY TODAY](#)

### SCC 2025: Address your municipality's sustainability challenges

FCM's Sustainable Communities Conference (SCC) is Canada's leading event for municipal sustainability changemakers and champions. Taking place in Fredericton, NB, from February 10-13, SCC 2025 presents a great opportunity to learn from hundreds of municipal leaders, staff and community partners on how to tackle your community's most pressing sustainability issues.

» [REGISTRATION OPENS THIS FALL](#)

## EVENTS

### Canada Infrastructure Bank: CIB Day

CIB Day is an online symposium on June 26 featuring updates on the Bank's newest partnerships and how the Canada Infrastructure Bank (CIB) is addressing some of Canada's most urgent infrastructure needs. Attend one of the following sessions or stay for the whole day:

- 12:00-1:00 p.m. (ET) - CIB's Spring Market Update with CIB CEO Ehren Cory.
- 1:00-2:00 p.m. (ET) - Speak with CIB's Investments team in interactive sessions on how the Bank can work to get more infrastructure built.
- 2:00-3:00 p.m. (ET) - CIB's Annual Public Meeting, with CEO Ehren Cory and Interim Board Chair Jane Bird.

» [REGISTER NOW](#)

## RESOURCES

### GMF funding tree planting in your community

Plant new trees to fight climate change and improve wellbeing in your community. GMF's Growing Canada's Community Canopies initiative is offering up to \$10M for new tree planting projects. Eligible applicants can receive expert advice from urban forest coaches to develop and implement tree planting projects. Apply by July 12.

» [GET STARTED TODAY](#)

### Insights on municipal collaboration

Are you curious about the benefits of collaborating on asset management within your municipality or with neighbouring communities?

Check out our report, *Asset Management Insights: Municipal Collaboration*. You'll discover how collaboration around asset management is accelerating municipal innovation, skill development and increasing internal project capacity as well as cost savings.

» [READ OUR NEW REPORT TODAY](#)

## CORPORATE PARTNER

### CSA Workshop on Cybersecurity for Municipalities

CSA Group is connecting with municipal Chief Information Officers and IT staff to discuss challenges and potential standards-based solutions relating to cybersecurity. We are planning to host an interactive workshop with representatives from municipalities in Fall 2024 to better understand how cybersecurity impacts municipalities of all sizes. RSVP by July 12, 2024.

Contact [don.russell@csagroup.org](mailto:don.russell@csagroup.org) to participate or get info.



## FCM TWEETS

**June 19:** "Delivering on the things people so desperately need and deserve is getting harder" - FCM CEO [@carolesaab](#)

<https://t.co/64MY6vTsoh>

**June 20:** FCM President [@stewart\\_geoff](#) is in Summerside, PE today with local mayors from across Atlantic Canada for [@atlanticmayors](#) Conference. With so much growth happening in Atlantic

**June 21:** On this National Indigenous Peoples Day, FCM recommits to fostering meaningful relationships with Indigenous communities and continuing the vital work of Reconciliation with them to

Our push for a new Municipal Growth Framework to better support the quality of life that Canadians deserve was front and centre at our Annual Conference and Trade Show in Calgary this month.

Read [@MunicipalWorld's #FCM2024AC](#) recap.

provinces, now's the time to reapproach how we fund [#CDNMuni](#). That's why FCM will keep pushing for a new Municipal Growth Framework

better understand their collective history so we can help build a more inclusive future together.

As one part of this important work, we are releasing a new guide for municipal leaders and elected officials to better understand the United Nations Declaration on the Rights of Indigenous Peoples and its relevance to and potential implementation in municipal settings in Canada.

Read the guide here: <https://t.co/G2SA6lhLhM>

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