



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
JUNE 24, 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/UCe3OPyLhTzPajvPVAfNL1KA/live>

**NOTICE OF RECORDING**

**CALL TO ORDER**

**AGENDA: ADOPTION OF AGENDA**

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

**ACTION ITEMS:**

1. **DELEGATION RESPONSE: The Station Association for Claresholm & Area**
2. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**  
**RE: Canada Community-Building Fund (CCBF)**
3. **CORRES: Alberta Municipal Affairs**  
**RE: Meeting request with Minister McIver – ABMunis Fall 2024 Convention**
4. **CORRES: Alberta Municipalities**  
**RE: CEO Dan Rude's Retirement**
5. **CORRES: Alberta Municipalities**  
**RE: Alberta Day 2024**
6. **CORRES: Town of Coaldale**  
**RE: Invitation to Opening Ceremonies July 3, 2024**
7. **CORRES: Town of Coalhurst**  
**RE: Annual Miner's Day Parade – Saturday, July 27<sup>th</sup>**
8. **CORRES: Carmangay Horticultural Association**  
**RE: Carmangay Annual Sports Day Parade – Saturday, August 3<sup>rd</sup>**
9. **CORRES: Claresholm & Area Palliative Care Committee**  
**RE: Christmas Cruise Drive-Thru Light Display**
10. **REQUEST FOR DECISION: Letter of Support – Claresholm Golf Club**
11. **REQUEST FOR DECISION: Prize Donation - Fire Department Golf Tournament**
12. **REQUEST FOR DECISION: Economic Development Strategic Plan 2024-2026**
13. **REQUEST FOR DIRECTION: Authorization to Employ Peace Officers**
14. **INFORMATION BRIEF: Update on Fire Engine Delivery**
15. **INFORMATION BRIEF: CAO Report**
16. **INFORMATION BRIEF: Council Committee Report**
17. **INFORMATION BRIEF: Council Resolution Status**
18. **ADOPTION OF INFORMATION ITEMS**
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**

**INFORMATION ITEMS:**

1. FCM Voice – June 10, 2024
2. Claresholm & District Museum Board Meeting Minutes – April 17, 2024
3. Claresholm Library Board Meeting Minutes – May 21, 2024
4. Calgary Region Airshed Zone
  - a. 2023 Annual Report (Uploaded as separate document)
  - b. 2023 Achievement Report: CRAZ Air QMP
5. Oldman River Regional Services Commission Board Meeting Minutes – December 7, 2023
6. Mayors & Reeves of Southwest Alberta Meeting Minutes – May 3, 2024
7. Oldman Watershed Council – Thank You
8. Claresholm Golf Club Board Meeting Minutes
  - a. January 17, 2024
  - b. February 28, 2024
  - c. March 20, 2024
  - d. April 23, 2024 (Organizational)
  - e. May 22, 2024

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**JUNE 10, 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 – MAY 27, 2024**

Moved by Councillor Meister that the Regular Meeting Minutes of May 27, 2024 be accepted as presented.

**CARRIED**

**PUBLIC HEARING: PROPOSED MUNICIPAL RESERVE DISPOSAL**

Mayor Schlossberger declared the Public Hearing open regarding the Proposed Municipal Reserve Disposal at 7:01 p.m.

Kattie Schlamp, Planner from the Oldman River Regional Services Commission presented the Proposed Municipal Reserve Disposal. The purpose of the proposed disposal is to remove a portion of the Reserve (R) designation from the existing parcel to enable a subdivision for the purpose of accommodating a land sale between the Town of Claresholm and an adjacent landowner in order to align the northerly property line of Lot 43, Block 2, Plan 0513418 with the northerly property line of Lot 39, Block 2, Plan 0610901.

No formal submissions were received from the public in advance of the public hearing.

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

No comments were received from the public regarding the proposed disposal. No comments from members of Council were noted.

Mayor Schlossberger declared the Public Hearing closed at 7:05 p.m.

**DELEGATION: THE STATION ASSOCIATION FOR CLARESHOLM AND AREA**  
**RE: Programming at Mackin Hall**

Members of the Station Association were present to speak to Council along with several other members of the Station Board that was created about 10 years ago. They have made the difficult decision to fold the Station as it presently is. The Station has been coordinating services at Mackin Hall for some time now. They are requesting that the Town reassumes management of Mackin Hall but allows the continued use of the site at no cost to community organizations.

**ACTION ITEMS:**

1. **BYLAW #1781 – Evolution Area Structure Plan Bylaw**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Cutler to give Bylaw #1781, the Evolution Area Structure Plan Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

2. **DELEGATION RESPONSE: Coordinated Response to Elder Abuse Committee**

MOTION #24-095 Moved by Councillor Ross to refer the matter regarding funding a position with FCSS to work with seniors to the Audit & Finance Committee for 2025 budget discussions.

**CARRIED**

3. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**  
**RE: Local Government Fiscal Framework**

Received for information.

**4. CORRES: Government of Alberta Immigration and Multiculturalism  
RE: Alberta Newcomer Recognition Awards Now Open**

Received for information.

**5. CORRES: Tyler Gandam, President, Alberta Municipalities  
RE: 2024 ABmunis Award**

Received for information.

**6. CORRES: Town of Fort Macleod  
RE: Invitation to 150<sup>th</sup> Anniversary Celebrations**

Received for information.

**7. CORRES: Claresholm & District Fair Days Bench Show  
RE: Application for Donation**

MOTION #24-096 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**

**8. REQUEST FOR DECISION: Municipal Reserve Disposal**

MOTION #24-097 Moved by Councillor Meister that the Designated Officer notify the Registrar that the provisions of Part 17, Division 9 of the Municipal Government Act have been complied with and request the Registrar to remove the Reserve Designation from approximately 0.007± ha of the southerly portion of Lot R2, Block 2, Plan 7410893 to enable a subdivision for the purpose of accommodating a land sale.

**CARRIED**

**9. REQUEST FOR DECISION: Tax Waiver – Claresholm Curling Club**

MOTION #24-098 Moved by Councillor Carlson to cancel the municipal portion of the 2024 property taxes levied on the property located at 430 – 53rd Avenue East in the amount of \$1,171.49.

**CARRIED**

**10. REQUEST FOR DECISION: Tax Waiver – Claresholm Golf Club**

MOTION #24-099 Moved by Councillor Kettles to cancel the municipal portion of the 2024 property taxes levied on the golf course, roll #11630000, in the amount of \$3,615.58.

**CARRIED**

**11. REQUEST FOR DECISION: Canada Day Beer Gardens**

MOTION #24-100 Moved by Councillor Cutler to approve the responsible sale and consumption of liquor at Centennial Park, Saturday July 1, 2024, between 10:30 am and 3:00 pm, on the condition that an application to the Alberta Liquor and Gaming Commission has been approved and is displayed at the event.

**CARRIED**

**12. REQUEST FOR DECISION: Arena Rink Divider**

MOTION #24-101 Moved by Councillor Kettles to approve the out of budget expenditure of \$2,051.97 for the Rink Board Dividers, a 20% contribution to the overall cost, with proceeds to come from the Town's Arena Reserves.

**CARRIED**

**13. REQUEST FOR DECISION: Water Treatment & Supply Capital Projects**

MOTION #24-102 Moved by Councillor Meister to approve an additional \$8,450 funding from the Water/Sewer Capital Reserve to cover the overbudgeted costs associated with completing the Water Treatment Plant Numatics G3 Upgrade.

**CARRIED**

MOTION #24-103 Moved by Councillor Zimmer to approve the updated budget of \$250,000 for the Highway Pump Station Generator Upgrade/Replacement capital project with the additional \$45,700 over the approved 2024 Capital Budget being funded from the Water/Sewer Capital Reserve.

**CARRIED**

MOTION #24-104 Moved by Councillor Ross to approve the updated budget of \$110,200 for the Water Utility SCADA Computer and Radios Upgrade capital project with the additional \$7,600 over the approved 2024 Capital Budget being funded from the Water/Sewer Capital Reserve.

**CARRIED**

**14. REQUEST FOR DECISION: Pine Place Development**

MOTION #24-105 Moved by Councillor Carlson to award the Pine Place Development/55<sup>th</sup> Avenue Upgrade to McNally Contractors (2011) LTD in the amount of \$1,319,212.19.

**CARRIED**

**15. REQUEST FOR DIRECTION: Coffee with Council**

MOTION #24-106

Moved by Councillor Cutler to continue the Coffee with Council initiative in September 2024 on the first Saturday of each month at 2:00 p.m. and the third Tuesday of the month at 7:00 p.m. at the Town Office until June 2025.

**CARRIED**

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

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

**CARRIED**

**17. INFORMATION BRIEF: Strategic Plan Update**

Received for information.

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

Received for information.

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

Received for information.

**20. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**21. IN CAMERA:**

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

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

Moved by Councillor Ross to go In Camera at 8:00 p.m. for the following items:

a. Advice from Officials – FOIP Section 24

b. Advice from Officials – FOIP Section 24

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger stated that the live stream has ended at 8:00 p.m.

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

**CARRIED**

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

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

MOTION #24-107

Moved by Councillor Zimmer to approve the Economic Developers of Alberta professional development training for the CAO in 2024 in the following areas: Establishing the Foundation, Business Retention and Expansion, and Business Investment and Attraction.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 8:35 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger noted that recording ceased at 8:35 p.m.

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Mayor – Brad Schlossberger

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Chief Administrative Officer – Abe Tinney

# ACTION ITEMS



## The Station Association for Claresholm and Area

4925 – 1<sup>st</sup> Street West  
PO Box 1297  
Claresholm, AB T0L 0T0

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Town of Claresholm  
c/o Abe Tinney, MA CAO  
221 – 45 Avenue West  
Claresholm, AB T0L 0T0

May 23, 2024

Dear Mr. Tinney,

I am requesting that Kale Hayes, I and several other members of The Station board be a delegation at the June 10, 2024 Town Council meeting.

The letter from Kale explains our purpose.

Thank you for considering our request.

Sincerely,

Ruth Mueller BScN, RN  
Community Development Coordinator  
(Claresholm / Nanton / Vulcan)  
Alberta Health Services  
Claresholm Health Unit  
5221 – 2<sup>nd</sup> Street West  
Claresholm, AB T0L 0T0  
Office: (403) 625-4061 Cell: (403) 625-0137  
[ruth.mueller@albertahealthservices.ca](mailto:ruth.mueller@albertahealthservices.ca)



## The Station Association for Claresholm and Area

4925 – 1<sup>st</sup> Street West  
PO Box 1297  
Claresholm, AB TOL 0T0  
Tel: 403-625-0741  
Email: kale@ltra.ca

Website: [thestationinclaresholm.ca](http://thestationinclaresholm.ca)

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Kale Hayes  
President, The Station  
4925 – 1st Street West  
PO Box 1297  
Claresholm, AB TOL 0T0

**May 23<sup>rd</sup>/2024**

To the Honorable Council Members,  
Town of Claresholm  
111 55 Ave W  
Claresholm, AB TOL 0T0

Dear Council Members,

I am writing to you on behalf of The Station, a volunteer-run organization that has been dedicated to enhancing social support and resources for the residents of Claresholm since its inception in 2011. As the President of The Station, I am proud of the collaborative efforts and strategic partnerships we have formed over the years, particularly with Claresholm FCSS and various service providers such as Wild Rose Community Connections, Greater Foothills Family Centre, Inclusion Foothills Association, McMan Youth, Family and Community Association, Family Ties Association, Foothills Fetal Alcohol Society, and Calgary Rural Primary Care Network.

Our single point of entry, under one roof, coordinated services collaboration has significantly strengthened the lives of all community members in Claresholm. Mackin Hall has become a familiar and welcoming space for families utilizing our Greater Foothills Family Centre programming, offering low-cost rent that ensures continued support through various programs and services.

However, after careful consideration and evaluation of our current operations, we have made the difficult decision to fold The Station as it presently is. We have streamlined our offering to now be done with minimal coordination and nominal costs. Given that the town already maintains the operations of Mackin Hall, we are requesting that the town reassumes management of the space but allows the continued use of the site at no cost to community organizations. This arrangement would not incur additional costs for the town and would directly benefit its residents.

We believe that the continued provision of programming at Mackin Hall will be immeasurable to the families of Claresholm. We are more than willing to meet with the town council to discuss this proposal in more detail and to explore how we can ensure the ongoing support and development of our community through this transition.

Enclosed, please find impact statements from three different groups that highlight the positive effects of our collaborative efforts and the importance of maintaining the availability of Mackin Hall for community use.

Thank you for considering our request and for your continued support of The Station and the residents of Claresholm. We look forward to the opportunity to discuss this matter further.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kale Hayes", is written over a large, horizontal blue oval scribble.

Kale Hayes  
President, The Station



## **Introduction to Impact Statements**

Enclosed are impact statements from three different groups that have been instrumental in our collaborative efforts at The Station. These statements highlight the positive impact our services and partnerships have had on the community of Claresholm. They underscore the importance of maintaining the availability of Mackin Hall for community use and the continued support for our programs and services.

### **Impact Statement 1: Inclusion Foothills**

Inclusion Foothills has been utilizing The Station as a vital place of work within Mackin Hall, operating two key programs: Outreach and Inclusive Employment Partnerships.

**Outreach:** Operating 2-3 days per week, Inclusion Foothills offers programs that address gaps in other services, pursue skill enhancement, create open communication and social connections, and build deeper, life-long relationships. Services include 1-to-1 support, transition planning for various life stages, parent support, and sibling support. Currently, this program serves 97 families or 338 individuals in the area, providing a known and easily accessible location for families.

**Inclusive Employment Partnerships:** Operating 1day per week, this program promotes the inclusion of persons with disabilities in the workplace by partnering with businesses on inclusive employment practices. The main goal is to create employment opportunities for youth and adults to gain inclusive, meaningful employment. The space at The Station is integral to Inclusion Foothills' work in Claresholm, providing a confidential and safe space for staff to operate from.

### **Impact Statement 2: Wild Rose Community Connections**

Wild Rose Community Connections relies on its relationship with the Greater Foothills Family Centre to support and connect families with resources in Claresholm. Part of our in-home supports mandate is to broaden support networks and connections to the community. Mackin Hall has become known as an open and welcoming space where parents and their children can meet, play, and learn. With a presence at Mackin Hall, the Greater Foothills Family Centre is also able to inform parents who attend of WRCC's "First Years for Families" and DadConnex programs to assist them in building their parenting capacity.

### **Impact Statement 3: Greater Foothills Family Centre (GFFC)**

The collaboration of the nonprofit organizations that comprise "The Station" has enhanced the support and resources available to the residents of Claresholm. The Greater Foothills Family Centre is one of the nonprofit organizations that has benefited from this collaboration. The Station has provided a means to offer support and services to the families of Claresholm at minimal cost, as costs like rent are shared among The Station organizations, resulting in increased services directly to families. We offer a free weekly stay & play program where families can attend, get support, and build relationships with other community members. Families can also get connected to other resources such as our Triple P Positive Parenting Program. Having access to monthly Infant & Child Developmental Drop-Ins decreases barriers for families in Claresholm. The Station's single point of entry, under one roof, coordinated services collaboration has strengthened the lives of all community members in Claresholm. Mackin Hall has become a familiar and welcoming space to all families who utilize our Greater Foothills Family Centre programming. Low cost for rent ensures that we can continue supporting families through our stay & play program, parenting programs, child development information, and referrals to other organizations.

The benefits of continuing to provide programming at Mackin Hall will be immeasurable to the families of Claresholm.

## **Summary**

These impact statements serve as a testament to the valuable work being done at The Station and the crucial role that Mackin Hall plays in facilitating these services. We hope they provide a clear picture of the positive changes we have been able to bring about in the Claresholm community. It is our hope that town council strongly considers allowing the use of Mackin Hall by community-based organizations as it is a cost-effective and sustainable means of bolstering the availability of support services to the residents of Claresholm.



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR114222

Dear Chief Elected Officials:

The Government of Alberta administers federal funding through the Canada Community-Building Fund (CCBF) to provide Alberta communities with flexible capital funding to invest in local infrastructure priorities. As you may be aware, the Canada-Alberta agreement for the CCBF for 2014-24 expired on March 31, 2024. The Alberta government is in active negotiations with the Government of Canada on a 10-year renewal agreement that will cover the 2024-34 period.

The Government of Canada sent a draft renewal agreement to Alberta late in 2023, and the agreement has several aspects that are concerning for Alberta and for local governments. As a result, we are standing up for the interests of Alberta in negotiations and doing our utmost to ensure funding continues to flow to local governments with as much flexibility as possible to address local priorities without unnecessary administrative burdens. As these negotiations are ongoing, there may be delays in the 2024 program, including the notification of allocation amounts and timing of payments to local governments.

As discussions with the federal government continue, we are working with the municipal associations to ensure the Alberta government understands the perspectives of local governments. We will continue to advocate for your interests and the interests of the province, and I will provide more information on the signing of the agreement as soon as possible.

Thank you for your understanding and patience during this renewal process.

Sincerely,

Ric McIver  
Minister

cc: Chief Administrative Officers

**From:** MA Engagement Team <[ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca)>

**Sent:** Friday, June 14, 2024 11:37 AM

**To:** MA Engagement Team <[ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca)>

**Subject:** Meeting request with Minister McIver – ABmunis Fall 2024 Convention

**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 Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the Alberta Municipalities (ABmunis) Fall 2024 Convention, scheduled to take place at the Westerner Park (4847A 19 Street Red Deer, AB, T4R 2N7) from September 25-27, 2024.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email with potential topics for discussion to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) no later than **July 12, 2024.**

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests which meet the following criteria will be given priority for meetings during the convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
  - It is highly recommended to provide details on the discussion topics.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

Engagement Team  
Municipal Services Division  
Municipal Affairs

The logo for the Government of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small blue square at the end of the word.

## Karine Keys

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**From:** Tyler Gandam <president@abmunis.ca>  
**Sent:** June 19, 2024 8:51 AM  
**To:** Karine Keys  
**Subject:** Important Announcement to the Members of Alberta Municipalities

**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.

On behalf of the Board of Directors of Alberta Municipalities and Dan Rude, CEO:

We want to share some important news with Alberta Municipalities' members. After over 20 years of dedicated service to Alberta Municipalities, including 7 years as our CEO, Dan Rude has notified the board of his decision to retire effective December 31, 2024. Dan will continue to serve as our CEO until the end of this year.

The board has started a recruitment process with the objective of having Dan's successor in place for the start of 2025. Your association's board is fully committed to conducting a thorough and thoughtful search to ensure we find the right leader and CEO for ABmunis' next chapter. We are also confident that the organization's strong and capable administration team will make the transition seamless at Dan's retirement.

Leaders International has been selected by the Board to execute the recruitment process and we will update members on the CEO search in the months ahead.

*"We are deeply grateful for Dan's contribution, commitment, and guidance over the years. Alberta Municipalities has achieved tremendous success under Dan's leadership. His passionate dedication to the organization and to our members has enabled Alberta Municipalities to be the formidable organization that it is today."* Tyler Gandam, President

*"It has been a privilege to lead Alberta Municipalities and witness the incredible growth and positive change we've achieved together. I am proud of what has been accomplished and have full confidence in the organization's continued success."* Dan Rude, CEO

Thank you for your continued support and dedication to Alberta Municipalities.

Tyler Gandam, President and Dan Rude, CEO  
**Tyler Gandam** | President

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E: [president@abmunis.ca](mailto:president@abmunis.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



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

**From:** Exec. Assistant on behalf of Dan Rude <[EA\\_DRude@abmunis.ca](mailto:EA_DRude@abmunis.ca)>  
**Sent:** Tuesday, June 11, 2024 12:18 PM  
**Subject:** Alberta Day 2024

**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 day, Mayors, Reeves and CAOs,

**I am sending this out on behalf of Alberta Culture.**

The Government of Alberta recently established September 1 as Alberta Day in perpetuity. Alberta Day is a chance to celebrate who we are as Albertans and what we can achieve together.

To create a province-wide celebration of our heritage and cultural identity, Alberta's Government is providing funding through Alberta Municipalities to eligible Alberta municipalities to host local Alberta Day events on any day of their choice between Friday, August 30 to Monday, September 2, 2024.

Funding will be distributed across three categories based on a per capita model as follows:

- Municipalities with populations greater than 20,000 will be eligible for up to \$10,000;
- Municipalities with populations between 1,000 and 20,000 will be eligible for up to \$5,000; and
- Municipalities with populations less than 1,000 will be eligible for \$1,500.

Municipalities are encouraged to submit a completed Expressions of Interest Application to [culture.event@gov.ab.ca](mailto:culture.event@gov.ab.ca), with details about the activities they are planning, by **June 24, 2024**.

**Municipalities must enter their Alberta Day events on the Culture Calendar located [here](#) by August 12, 2024.**

Should you be interested in this opportunity, the Expression of Interest Application Form and Guidelines, as well as "Festival in a Box" guiding document are attached.

We look forward to your participation as Alberta Day will be another chance for communities across Alberta to celebrate everything that makes this province special.

For more information, please visit [alberta.ca/AlbertaDay](http://alberta.ca/AlbertaDay) or contact [culture.event@gov.ab.ca](mailto:culture.event@gov.ab.ca).

**Dan Rude** | Chief Executive Officer

D: [780.431.4535](tel:780.431.4535) | C: [780.951.3344](tel:780.951.3344) | E: [drude@auma.ca](mailto:drude@auma.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll-Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



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# **ALBERTA DAY 2024 EXPRESSION OF INTEREST GUIDELINES**

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## OVERVIEW

The Province of Alberta was established by federal legislation on September 1, 1905. To recognize this important date, Alberta's government established September 1 as Alberta Day in perpetuity. Alberta Day will provide municipalities an opportunity to celebrate the history, heritage and cultural identity of our province.

Alberta's government is inviting municipalities to take part in this celebration. This document has been created to assist municipalities in organizing a local Alberta Day event. Municipalities within the province of Alberta are encouraged to apply for funding to host an Alberta Day celebratory event showcasing Alberta's cultural identity.

Funding will be distributed across three categories based on a per capita model as follows:

- Municipalities with populations greater than 20,000 will be eligible for up to \$10,000;
- Municipalities with populations between 1,000 and 20,000 will be eligible for up to \$5,000; and
- Municipalities with populations less than 1,000 will be eligible for \$1,500

## PROCEDURE FOR SELECTING MUNICIPALITIES

### Selection Process

Staff within Alberta Municipalities and Arts, Culture and Status of Women will assess municipalities that qualify.

### Selection Criteria

The following criteria will be considered in the selection of a municipality:

1. Population of Municipality
2. Financial Resources
3. Proposed Programming

## SUBMISSION TIMELINES

### 1. Expression of Interest Invitation

- An "Expression of Interest" document will be sent to Alberta Municipalities June 6, 2024.

### 2. Expression of Interest Preparation and Submission

- Complete and submit the Expression of Interest document which includes a Budget Worksheet.
- Assistance in the preparation of the Expression of Interest document is available by contacting [culture.event@gov.ab.ca](mailto:culture.event@gov.ab.ca).
- Expression of Interest must be emailed to [culture.event@gov.ab.ca](mailto:culture.event@gov.ab.ca) by **4:30 p.m. on June 24, 2024**

### 3. Expression of Interest Selection

- Alberta Municipalities and Arts, Culture and Status of Women staff, will review the submissions, and recommend successful municipalities based on the Selection Criteria.

### 4. Awarding of Funding

- The successful municipalities will be announced the **week of July 1, 2024**.

**Completed applications must be received by 4:30 pm on  
June 24, 2024**

Please email submissions to: [culture.event@gov.ab.ca](mailto:culture.event@gov.ab.ca)



## Karine Keys

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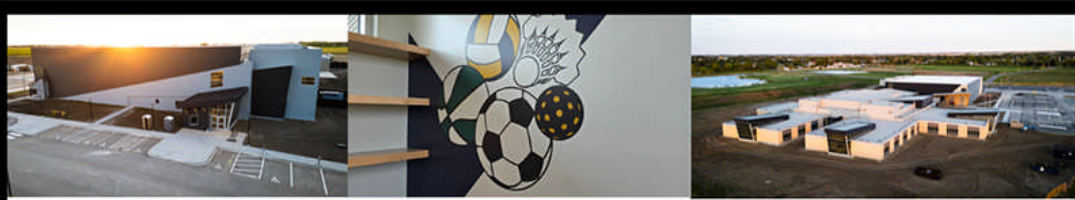
**From:** Clayton Varjassy <clayton.varjassy@coaldale.ca>  
**Sent:** June 21, 2024 9:12 AM  
**Subject:** Southern Alberta Summer Games Opening Ceremonies & Shift Community Recreation Centre Grand Opening Invitation

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

Hello,

The Town of Coaldale would like to extend an invitation to the Opening Ceremonies of the Southern Alberta Summer Games and the Grand Opening of our Shift Community Recreation Centre, **Wednesday, July 3, 2024.**





You're invited to the

# SHIFT COMMUNITY RECREATION CENTRE GRAND OPENING



This event will precede our Southern Alberta Summer Games (SASG) Opening Ceremonies.

The itinerary for both the Grand Opening and SASG is as follows:

- **NOON** - Ribbon Cutting & Tour

- **12:45 p.m.** - Mocktails & Hors d'oeuvres
- **3 p.m.** - Domesticated Divas Market
- **4 p.m.** - BBQ, Live Music and Kids' Activities
- **6:30 p.m.** - Southern Alberta Summer Games Opening Ceremony
- **7:30 p.m.** - Team Canada Walking Soccer Exhibition Match



For more information, please visit: <https://coaldale.ca/recopening>

Please reach out if you have any questions.

Sincerely,

*Clayton Varjassy*  
*Community Experience Manager*  
*Town of Coaldale*  
*(403) 345 - 1328*  
[clayton.varjassy@coaldale.ca](mailto:clayton.varjassy@coaldale.ca)

This is a new request for the Town of Claresholm to send the float to Coalhurst over what Council agreed to at the May 13, 2024 meeting. Tilly & Roy Wall are willing to take the float to Coalhurst for the parade on July 27th if Council agrees to send the float.



June 11, 2024

To Mayor and Council,

On behalf of the Town of Coalhurst and Coalhurst Council, I'd like to formally invite you to participate in our Annual Miners Days Parade! This year, the parade will take place on **Saturday, July 27**. We would be honoured to have you be part of Coalhurst's favourite day.

### **Miners Days Parade**

Parade participants may begin staging at 8:00 AM on the north side of Coalhurst High School, along 55<sup>th</sup> Avenue. The parade itself starts at 10:30 AM.

- If you can join us, please check in for staging no later than 9:30 AM at the Information Booth, which will be set up in the parking lot on 55<sup>th</sup> Avenue.
- Parking is limited for vehicles not being used in the parade, so please carpool if possible.
- You are welcome to bring candy, however, candy and marketing materials may not be distributed from your float or vehicle. Please have someone walk beside your float to distribute candy by dropping it near parade goers so children maintain a safe distance from the floats. Please do not throw candy toward or into the crowd. If distributing flyers or other paper-based materials, these must be given **by hand** to individuals along the parade route to avoid any littering.
- To register and for more information, click here to complete the registration form: <https://forms.office.com/r/uq3qSHYhjC> or visit [coalhurst.ca](https://coalhurst.ca).
- The parade route is included with this letter.

### **Town Council Pancake Breakfast**

Prior to the parade, we invite you join us for a free pancake breakfast at the Coalhurst Community Centre, located at 527 50<sup>th</sup> Avenue. Breakfast will be served between 8:00 AM and 10:00 AM.

If you are able to join us, please confirm your availability with Christy Henning at [communitydevelopment@coalhurst.ca](mailto:communitydevelopment@coalhurst.ca).

We look forward to hearing from you!

Sincerely,

A handwritten signature in black ink, appearing to read "Lyndsay Montana".

Mayor Lyndsay Montana

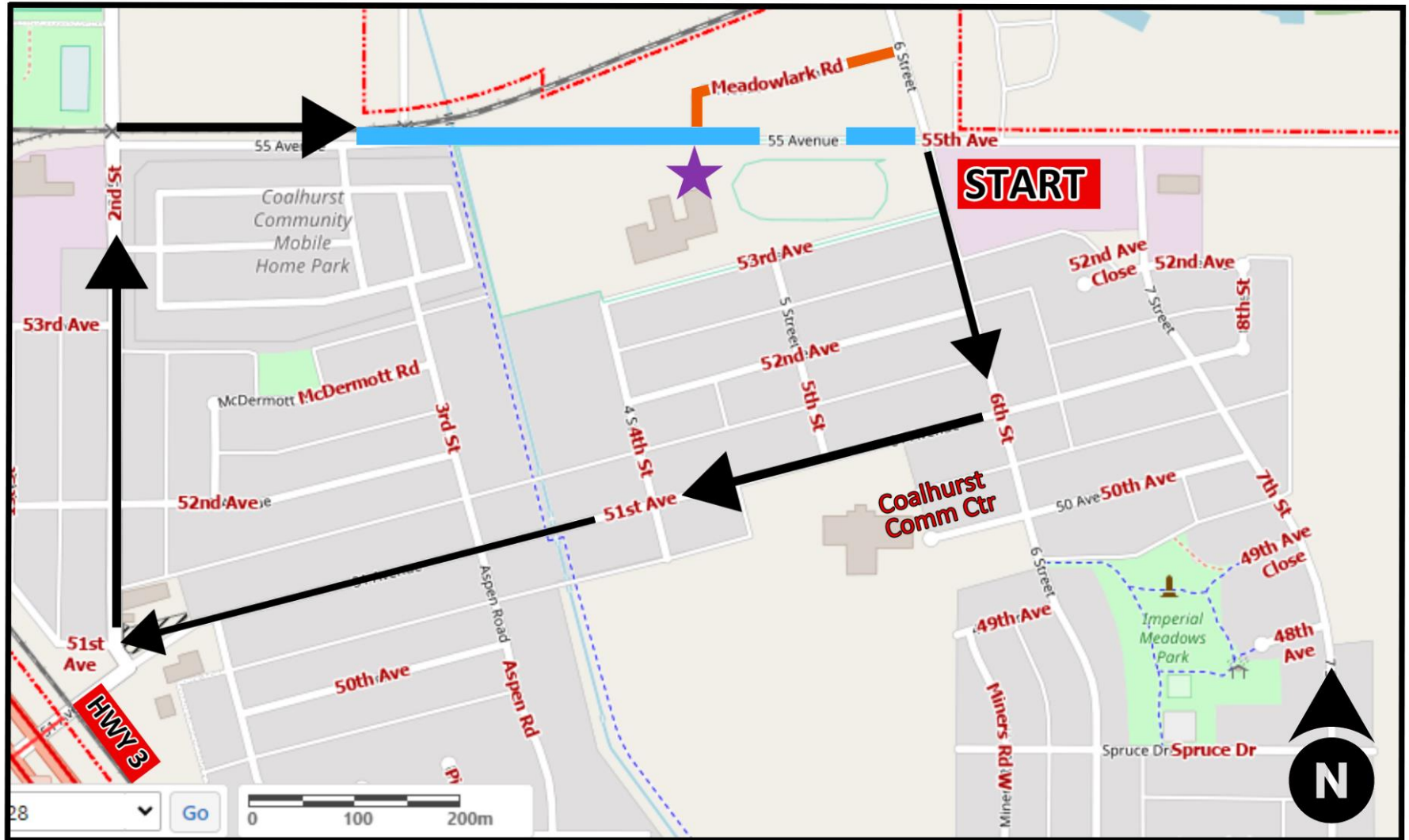
# MINERS DAYS PARADE

SATURDAY, JULY 27, 2024

10:30 AM (Staging begins 8:00 AM)



- STAGING AREA
- PARKING AREA
- PARADE ROUTE
- REGISTRATION INFO BOOTH



This is a new request for the Town of Claresholm to send the float to Carmangay over what Council agreed to at the May 13, 2024 meeting. Mel Lyster is willing to take the float to Carmangay for the parade on August 3rd if Council agrees to send the float.

## Karine Keys

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**From:** Valleri Okos <[vokos@shaw.ca](mailto:vokos@shaw.ca)>  
**Sent:** June 18, 2024 10:26 AM  
**To:** Karine Keys  
**Subject:** Come FLOAT with us August 3 Carmangay Annual Parade Summer FUN

**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.

Dearest Claresholm Neighbor,

The Carmangay Horticultural Association is excited to host the Carmangay Annual Sports Day and Fair August 1-3 2024.. We would be honoured to have Claresholm be a part of our parade on August 3 !!

This years THEME is SUMMER FUN.

On August 3, the Parade line up is scheduled for 9:00- 9:30 am , judging starts at 9:30 and the Parade begins at 10 am. F

or more information please contact Valleri Okos at [vokos@shaw.ca](mailto:vokos@shaw.ca) or 587-777-3927.

So much going on August 1-3 .. Watch the Village of Carmangay Facebook page for up to date event line ups. The Carmangay Curling Association is hosting their annual Bonspiel with cash prizes and beer gardens.

The Volunteer Fire Department is hosting their annual BBQ on Friday August 2 ,

The Lions Club Pancake Breakfast is August 3 at 9 am Carmangay Community Center.

Of course the Parade at 10 am ..

Thank-you for your time . We look forward to hearing from you.

Sincerely,

Carmangay Horticultural Association



June 4, 2024

Mayor Schlossberger and Town Council

Hello Town Council,

We are writing this letter on behalf of the Claresholm and Area Palliative Care Committee to request the use of the Centennial Campground again this upcoming December for the Christmas Cruise drive thru light display.

We appreciate the ongoing support from the Town of Claresholm and look forward to another successful event this year. If you have any questions or concerns please don't hesitate to reach out to either Natalie Wright (403-315-4606) or Lori Hoff (403-682-3715).

Yours truly,

*Natalie Wright and Lori Hoff*

Members of Claresholm and Area  
Palliative Care Committee



# REQUEST FOR DECISION

Meeting: June 24, 2024  
Agenda Item: 10

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## LETTER OF SUPPORT – BRIDGES AT CLARESHOLM GOLF CLUB

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### **BACKGROUND:**

The Bridges at Claresholm Golf Club is applying to the Community Facility Enhancement Program (CEFP) for funds to start replacing the irrigation system on the original 9 holes as it was installed in the 1980's.

They had applied for a grant under the Healthy Communities Initiative from the Government of Canada, however they were not successful.

They are not asking for any monetary commitment from the Town of Claresholm, only a letter of support at this time.

They previously applied for this grant in 2022 and were not successful. As the application had to be submitted by June 21<sup>st</sup>, the letter has already been sent anticipating Council's approval of this.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ 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.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

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APPROVED BY: Abe Tinney, CAO

DATE: June 21, 2024

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## Prize Donation to Claresholm Fire Department – Annual Golf Fundraiser

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### DESCRIPTION:

The Claresholm Fire Department is excited to host our annual mixed 4-person scramble golf tournament August 17, 2024, at the Bridges of Claresholm Golf Course! Entry fees are \$75 for members, and \$95 for non-members.

The Claresholm Fire Department is a volunteer organization that responds to many different types of emergencies, and our goal is to be prepared for all emergencies by adding new equipment when possible. Proceeds of the golf tournament will be used to **finalize** the purchase of our electronic extrication tools; with the purchase of an e-ram. Hydraulic rams are essential tools in the rescue toolkit. They are designed to spread heavy components, making it possible to extricate entrapped victims swiftly and safely. When you're dealing with a complex vehicular accident or a collapsed structure, a reliable ram can make all the difference.



The department works hard to have quality equipment and provide exceptional services to the community. Fundraisers such as this make that possible.

We are asking for cash donations this year as well as prizes for our door prize draws such as gift baskets or larger items you would be willing to donate. We will have 36, hole sponsors available for \$200 where you will have your business advertised. We would like to thank-you in advance for any donations given. We also ask you to consider entering a team and come spend the day with us on the course.

**PROPOSED RESOLUTION:**

Moved by Councilor \_\_\_\_\_ to approve a (Cash/Prize) Donation to Claresholm Fire Department’s – Annual Golf Fundraiser in the amount of \_\_\_\_\_

**ATTACHMENTS:**

- 1. CFD Fundraising Business Letter 2024
  - 2. R-521-E3-Info Sheet
- 

PREPARED BY: Craig White -- Fire Chief

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APPROVED BY: Abe Tinney – CAO

DATE: June 20, 2024

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# 16<sup>TH</sup> ANNUAL CLARESHOLM FIRE DEPARTMENT GOLF TOURNAMENT

Dear Sir / Madam,

The Claresholm Fire Department will be hosting our 16<sup>th</sup> Annual Fundraising Golf Tournament at the Bridges of Claresholm Golf Course on Saturday August 17<sup>th</sup>; shotgun start at 1pm. This year our goal is to complete the purchase of our electronic vehicle extrication tool project by purchasing an e-ram.

If you are interested in sponsoring a hole for \$200 or donating a prize item, please complete the attached form and return it to any department member or to the Chief at the Town of Claresholm Multi-use Building (Town Office) by August 9, 2024. Hole sponsors will have their business recognized by a sign located at either the mens' or ladies' tee-box.

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

Cheques made payable to: Claresholm Firefighters Foundation

Thank you in advance for your support,  
Claresholm Firefighters Foundation

Company Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

# R 521 E3 RAM

PART #: 274885000-1 (TOOL ONLY)  
274885000-9 (9AH PACKAGE)



## THIS NEW RAM HITS HARD.

Land. Salt water. Fresh water. Doesn't matter. The new R 521 E3 ram creates wide rescue openings in all kinds of environments without the need for lengthy hoses or power units. Its smart dashboard and dual sharp claws enable you to power through the toughest of situations — in the toughest locations.

### TECHNICAL SPECIFICATIONS

- Length Retracted: 22.8 in / 579 mm
- Length Extended: 53.5 in / 1,359 mm
- Width: 5.5 in / 140 mm
- Height: 12.9 in / 327 mm
- Weight (w/o battery): 41.9 lbs / 19 kg
- Stroke (Piston 1): 15.6 in / 403 mm
- Stroke (Piston 2): 14.8 in / 377 mm
- Stroke Overall: 30.7 in / 780 mm
- HSF (Piston 1): 28,600 lbs / 127 kN
- HSF (Piston 2): 13,500 lbs / 60 kN
- NFPA 1936 2020 Compliant: Yes
- IP Rating: IP58 (Protected from freshwater immersion at a depth up to 3m for 1 hour)

### ACCESSORIES

#### Rescue Batteries:

Part number:  
9Ah EWXT/E3 rescue battery – 90-53-15  
9Ah E3 Saltwater battery – 90-53-18

#### Quick Kick Ram Support:

Part number: 247R028

### FEATURES AND BENEFITS

- Watertight design durable in fresh and salt water
- Smart dashboard displays live visual tool feedback
- Power levels and battery charge status at a glance
- Detects and reveals when a saltwater capable battery has been installed
- New turbo function allows for a faster rescue
- Brushless DC electrical motor that runs efficiently with high performance for a long battery life
- Quieter
- Four LED lights illuminate the front and back of the tool
- Ergonomically designed star-grip permits tool actuation from almost any gripping position
- Weighs only 41.9 pounds, making it easy to maneuver
- Extended length of 53.5 inches gives you a wide rescue opening
- Large waterproof battery option (9Ah) with IP68 protection class
- Sharp claws that rotate 360 degrees



# REQUEST FOR DECISION

Meeting: June 24, 2024  
Agenda Item: 12

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## ECONOMIC DEVELOPMENT STRATEGIC PLAN 2024-2026

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### **DESCRIPTION:**

Over the last few months, the Economic Development Committee (EDC) has been reviewing and revising the strategic plan to align with Council's plan and to focus priorities. They have streamlined the document and included items that were previously missing such as performance indicators, mission and vision statements, as well as the purpose of the committee as per the adopted bylaw when Council established the EDC.

The strategic plan acts as a guide that shapes the work and all activities of the organization. A strategic plan sets the future direction and creates an opportunity to discuss the "big picture" and share their perspectives about how they should achieve the purpose. A strategic plan shows what success looks like and how to follow a consistent course of action. It also helps to ensure that everyone is working together towards the same goals. The committee selected priority items, ranked action items, discussed missions and vision statements that are directly related to business, economic development, and tourism.

Within Council's strategic plan there is a focus on growth, building relationships, development readiness, revitalization, and business support and attraction. This has been expanded within the EDC plan with additional focus and action items in regards to events and tourism which supports economic development.

The three strategic priorities within the plan are as follows (each priority has objectives and a list of action items within the plan):

1. Investment attraction and business support
2. Revitalize business centres and highway corridors
3. Tourism, destination marketing, and event hosting

The Economic Development Committee carried a motion at their June 17<sup>th</sup> meeting to accept the revised plan and refer to Council for review and approval.

### **PROPOSED MOTION:**

Moved by Councillor \_\_\_\_\_ to approve the updated Economic Development Strategic Plan as presented.

#### ATTACHMENTS:

- 1.) 2024-2026 Economic Development Strategic Plan
- 2.) Previous Economic Development Strategic Plan

#### APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara Vandervalk, Development Services Manager

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APPROVED BY: Abe Tinney, CAO

DATE: June 21, 2024

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# Claresholm Economic Development Committee

2024 - 2026 Strategic Plan

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<b>Key Performance Indicators</b>	<b>13</b>



# Purpose of the Economic Development Committee (Bylaw No. 1635):

- Serve as a liaison between Town government and the community;
- In conjunction with Council and Town staff, facilitate economic growth and redevelopment activities for the Town of Claresholm;
- Work with citizens, staff, business owners, property owners, prospective developers, the Chamber of Commerce, and other economic development stakeholders on a variety of economic and community development and redevelopment activities;
- Provide, review and comment on economic and community development and redevelopment policies to Council;
- Make recommendations to Council regarding economic and community development issues, strategy development and implementation and other initiatives that can be undertaken by the Town to expand and strengthen its economy, inclusive but not limited to investment attraction, business retention and expansion, workforce retention and expansion, entrepreneur development and small business support; and
- To assist Council in finding funding sources for economic and community development and redevelopment initiatives.





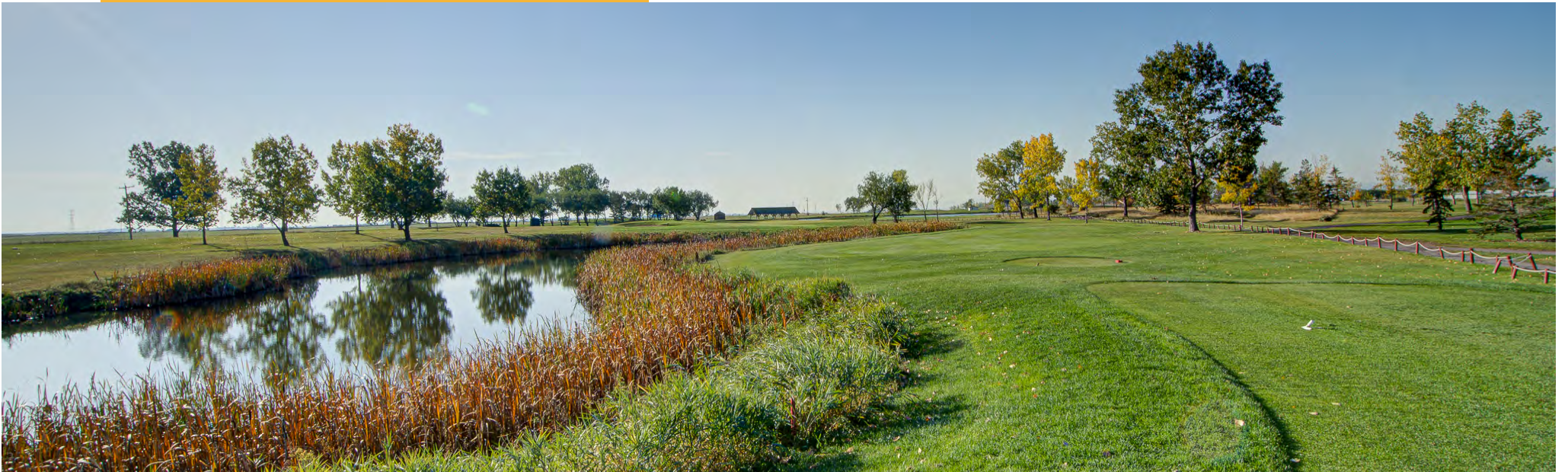
# Core Values

**Support for Businesses and Residents:** EDC takes to heart the needs of our local businesses and residents and makes efforts to ensure their health and success.

**Balanced Growth:** EDC actively strives to develop ways to enhance the economy without sacrificing the elements of rural charm and quality of life that have attracted residents and businesses.

**Relationship Building and Enhancement:** EDC actively seeks to build relationships with the business community and community members/groups, and strives to communicate effectively to share information, build awareness, and learn from stakeholders.

**Solution Oriented:** EDC strives to provide solutions instead of barriers; making recommendations and bringing ideas to navigate policies, programs and services that may benefit the business community.

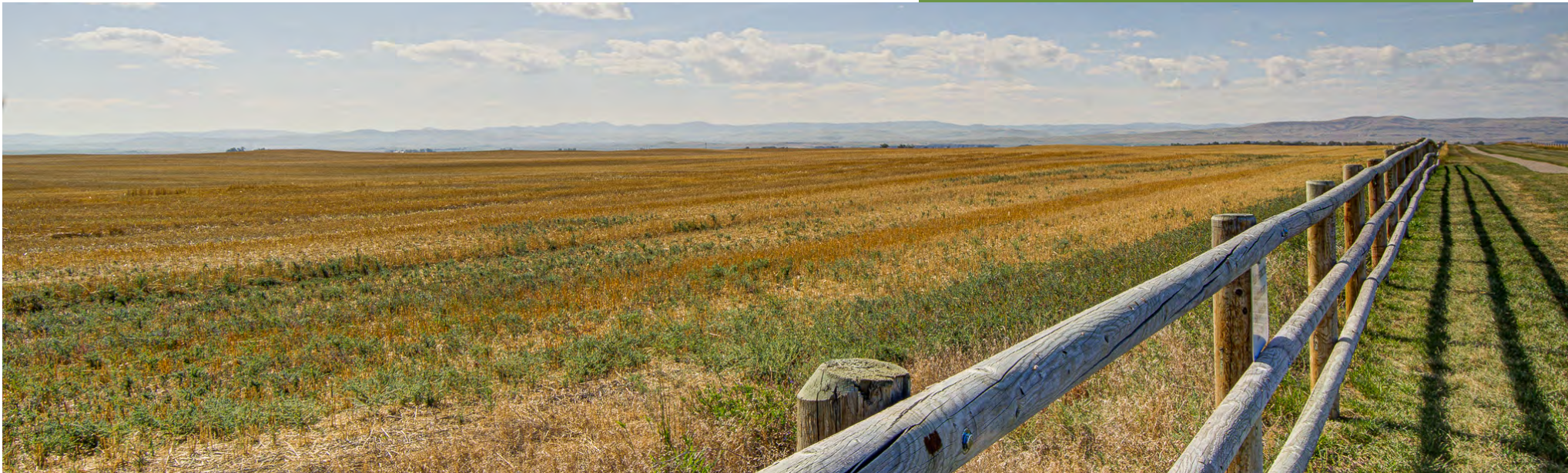


# Vision

**A vibrant economy and thriving business community that supports an exceptional way of life for Claresholm residents.**

# Mission

**To work collaboratively to support business investment, encourage growth & workforce talent, and provide a well-rounded valuable way of life for residents.**



# Strategic Priority One

## Investment Attraction & Business Support

### Objectives

- Implementing and managing programs that help existing business expand and increases local investment.
- Business support activities involve working closely with local businesses to identify their needs and help them to overcome any obstacles they may be facing.
- Creating an environment that provides resources to enable development, encourages entrepreneurship and supports entrepreneurs in their efforts to start, build, and grow businesses.



# Strategic Priority One

## Investment Attraction & Business Support



### Action Items

- Workforce Development
- Investigating and Offering Incentives, Programs, and Initiatives to Support Businesses
- Collaborating With Other Organizations to Create New Opportunities
- Creating a “One-Stop” Shop for Businesses to Access Resources and Incentives
- Business Visitations and Annual Survey
- Developing a Strategy for Challenging Land Owners

# Strategic Priority Two

## Revitalize Business Centres & Highway Corridors

### Objectives

- Business Centres and Highway Corridor revitalization is an ongoing effort to improve the economic vitality of business areas. It often involves restoring buildings and creating attractive public spaces, such as parks, plazas and walking trails, as well as providing incentives to attract new businesses.



# Strategic Priority Two

## Revitalize Business Centres & Highway Corridors

### Action Items

- Investigate Business Improvement Incentive Programs
  - Façade Improvement Grants
  - Planning Fee Exemptions
  - Development Charge Exemptions
  - Economic Development Investment Fund
- Celebrate Local Business Successes
- Tourism and Business Involvement in Activities and Events
- Wayfinding Signage
- Blade (Shingle) Sign Program



# Strategic Priority Three

## Tourism, Destination Marketing, & Event Hosting

### Objectives

- Maintain and improve regional tourism relationships to help promote Claresholm's community events, culture, and amenities.
- Encourage community growth through tourism and cultural activities.





# Strategic Priority Three

## Tourism, Destination Marketing, & Event Hosting



### Action Items

- Marketing and Promotions Activities of Existing Assets
- Include Businesses in Community Events
- Strengthen Relationships with Community Group, Chamber and Regional Relationships
- Act as a Voice for The Community, Promote Tourism Regionally
- Identify Partnerships and Grant Opportunities for Promotion, Tourism, and Events
- Collaborate and Assist with Claresholm Chamber of Commerce Shop Local Initiatives

# Key Performance Indicators

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TOWN OF CLARESHOLM  
Economic Development Plan  
2023-2025



**Claresholm**

Where **Business** Takes Root

February, 28, 2023

Brady Schnell, Economic Development Officer

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## OBJECTIVE #1- COORDINATED MARKETING & COMMUNICATION

Coordinated marketing and communication is a strategic approach to economic development that uses multiple channels and tactics to promote and support regional economic growth. This approach focuses on aligning marketing and communication activities across different stakeholders, including local governments, businesses, and non-profit organizations to create a unified message that communicates the region's strengths and successes.

---

### PREVIOUS ACTION ITEMS

DEVELOP INTERNAL & EXTERNAL MARKETING & COMMUNICATIONS STRATEGY.

### NEW ACTIONS TO CONSIDER

1. ADVERTISING
2. PUBLIC RELATIONS
3. DIGITAL MARKETING
4. TARGETED EVENTS

---

## OBJECTIVE #2 – REVITALIZE DOWNTOWN & HIGHWAY CORRIDOR

Downtown revitalization is an ongoing effort to improve the economic vitality of downtown areas. It often involves restoring buildings and creating attractive public spaces, such as parks, plazas and walking trails, as well as providing incentives to attract new businesses, such as tax credits, loan programs and grants.

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### PREVIOUS ACTION ITEMS

COMMUNITY ADVERTISING PROGRAM  
WELCOME SIGN UPGRADES  
WAYFINIDNG SIGNAGE  
BLADE (SHINGLE) SIGN PROGRAM

### NEW ACTIONS TO CONSIDER

1. BUSINESS IMPROVEMENT INCENTIVE PROGRAMS
2. DOWNTOWN BUSINESS ASSOCIATION
3. WALKABILITY, PARKING, ACTIVITIES & EVENTS

---

## OBJECTIVE #3 - RELATIONSHIP BUILDING

Relationship building is the process of creating and maintaining relationships with stakeholders in the economic development field. It is an important part of the economic development process and involves identifying, engaging, and working with key individuals and organizations to foster economic growth

---

### PREVIOUS ACTION ITEMS

COLLEGE/ADULT LEARNING  
CHAMBER OF COMMERCE  
AGRICULTURE  
SERVICE GROUPS  
EVENT HOSTING

### NEW ACTIONS TO CONSIDER

1. NETWORKING WITH INDUSTRY LEADERS AND STAKEHOLDERS,
2. ATTENDING EVENTS AND CONFERENCES TO MAKE CONNECTIONS,
3. HOSTING WORKSHOPS AND SEMINARS TO EDUCATE STAKEHOLDERS,
4. COLLABORATING WITH OTHER ORGANIZATIONS TO CREATE NEW OPPORTUNITIES

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## OBJECTIVE #5 - BUSINESS RETENTION AND EXPANSION

Business Retention and Expansion (BRE) involves the proactive process of identifying and supporting existing businesses in order to keep them in the community and help them to grow, expand and create new jobs.

BRE activities involve working closely with local businesses to identify their needs and help them to overcome any obstacles they may be facing.

A key focus of BRE is reducing the rate of business closures and helping to create a vibrant and sustainable local economy.

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### PREVIOUS ACTION ITEMS

SUPERVISE THE BUSINESS LIFECYCLE IN CLARESHOLM  
DEVELOP A STRATEGY FOR CHALLENGING LAND OWNERS  
WORKFORCE DEVELOPMENT  
DEVELOP A BUSINESS RETENTION AND EXPANSION PLAN  
BUSINESS VISITATIONS, AND BI-ANNUAL SURVEY

### NEW ACTIONS TO CONSIDER

1. PROVIDING ACCESS TO GRANTS, LOANS, AND CAPITAL INVESTMENTS;
2. OFFERING TECHNICAL ASSISTANCE AND TRAINING;
3. OFFERING TAX INCENTIVES AND OTHER INCENTIVES;
4. DEVELOPING CUSTOMIZED MARKETING STRATEGIES;
5. CREATING A BUSINESS-FRIENDLY ENVIRONMENT

---

## OBJECTIVE #6- INVESTMENT ATTRACTION

Business investment attraction involves actively seeking out and encouraging businesses, entrepreneurs, and investors to invest in the local economy.

Strategically, implementing and managing programs that help existing business expand increases local investment.

For external investment, in addition to having the land, infrastructure, natural resources, housing, and labour force available, offering fast and accurate information to site-selectors and other investors is important.

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### PREVIOUS ACTION ITEMS

#### ECONOMIC ASSETS & STATISTICAL DATA BASE

#### COMMUNITY INVESTMENT ATTRACTION PROJECT

- Community profile, statistics, and inventory of assets
- Identify optimal sectors, industries, and businesses; focus on job creation and growth.
- Designated page on the website for site-selectors

### NEW ACTIONS TO CONSIDER

1. HOSTING A BUSINESS NETWORKING EVENT,
2. CREATING A “ONE-STOP” SHOP FOR BUSINESSES TO ACCESS RESOURCES AND INCENTIVES,
3. OFFERING TAX CREDITS TO BUSINESSES THAT INVEST IN THE LOCAL ECONOMY,
4. HOSTING A BUSINESS SUMMIT TO SHOWCASE THE TOWN'S ADVANTAGES.



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## OBJECTIVE #7 - ENTREPRENEURIAL DEVELOPMENT

Entrepreneurial development is the process of creating an environment that encourages entrepreneurship and supports entrepreneurs in their efforts to start, build, and grow businesses. It is closely related to economic development, which is the process of creating a sustained and balanced economic growth.

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### PREVIOUS ACTION ITEMS

EDUCATION  
ATTRACTION

### NEW ACTIONS TO CONSIDER

1. PROVIDING ACCESS TO CAPITAL,
2. MENTORING AND NETWORKING PROGRAMS,
3. INCUBATORS AND ACCELERATORS
4. EDUCATION AND TRAINING PROGRAMS.



# REQUEST FOR DIRECTION

Meeting: June 24, 2024  
Agenda Item: 13

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## AUTHORIZATION TO EMPLOY COMMUNITY PEACE OFFICER (CPO)

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### **BACKGROUND / DESCRIPTION:**

Within the Town's Strategic plan, community safety is listed as a component of the Healthy, Active Living *Core Value*. One way to add a level of safety and enforcement is by establishing a Community Peace officer program. This program and authorization to employ peace officers is coordinated through the Solicitor General's (Sol Gen) office.

Peace officers can enforce all bylaws of the Town and can add support to existing positions within the Bylaw department, as well as enforcing all portions of the Traffic Safety Act including moving violations (enforce speeds on highway and any municipal roadways, parking concerns, increase presence within school zones, etc.). The addition of a CPO could also allow for hours outside of regular business hours, which can help with traffic or bylaw enforcement outside of the office hours, or in on-call situations.

The Bylaw department has two radar signs that track the speeds along the highway (north and south ends of Town). The radar signs record speeds and number of traffic that do not slow down within municipal limits. Administration has safety concerns about the recorded speeds, and residents have recently expressed concerns at Coffee with Council about highway speeds, as well as other traffic infractions throughout Town.

The Town has previously employed a Peace Officer and has also contracted to share a CPO for traffic enforcement (with another municipality that employed a CPO). This has worked well to slow traffic and increase enforcement visibility within the community without added pressure upon local enforcement or the Town. The current Bylaw Officer does not have access to motor vehicle information (sol gen requires Peace Officer designation), with the addition of a Peace Officer the department has greater access to information without having to consult to RCMP for every inquiry. Investigations could be completed as to potential programming through another Municipality or hiring solely within Claresholm.

### **OPTIONS:**

Administration will require direction as to whether Council would like to investigate the potential to create a CPO program in Claresholm. This can be referred to the budget for 2025, or if Council desires, Administration can prepare a formal proposal for Council's consideration at a future meeting regarding the hiring process, CPO appointment process, and all implications of a CPO program. If nothing is desired currently, no action is required. Alternatively, the Town can begin the authorization process with the Sol Gen to ensure that is in place prior to any hiring or advertising for any position.

#### ATTACHMENTS:

- 1.) N/A

#### APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara Vandervalk, Development Services Manager

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APPROVED BY: Abe Tinney, CAO

DATE: June 20, 2024

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# INFORMATION BRIEF

Meeting: June 24, 2024  
Agenda Item: 14

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## UPDATE ON FIRE ENGINE DELIVERY

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### DESCRIPTION:

In November 2022 Fort Gary Fire Trucks of Winnipeg, Manitoba was the successful bid to design and manufacture a replacement triple combination pumper for the Town of Claresholm.

### DISCUSSION/OPTIONS:

The Chief has been in routine contact with Chris Desrochers, our Contract Administrator for this project. As a result of our latest communication, we have been advised that the delivery of the apparatus will *not* occur in July of 2024 as was initially outlined in the proposal.

The apparatus is currently in fabrication – so work is underway, and completion is scheduled for mid-August with a delivery date sometime thereafter.

This is disappointing news, as we had hoped to showcase the new unit at the Fair Days parade and host an open house and “push-in” ceremony during the summer months. However, given the state of supply chains and pressures on manufacturers, delays such as this are not entirely unexpected.

The Fire Chief would like to propose holding the “push-in” ceremony to coincide with the start of fire prevention week 2024 on or about the first weekend in October; with a final date to be communicated to Council when we have a firm delivery date on the apparatus.

Administration will keep Council and the community updated as timelines for completion and milestones are achieved by way of further information briefs, as well as through our social media channels.

### ATTACHMENTS:

- 1.) none

### APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Craig White – Fire Chief

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APPROVED BY: Abe Tinney – CAO

DATE: June 19, 2024

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# CAO REPORT

June 24, 2024

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

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

The CAO continues ongoing monthly meetings with managers, development of the communications and engagement strategy with communications administrator, NRED/broadband study advocacy. Also attended several website management demos, as the Town is due for a website refresh (the last refresh was 2018).

May 30<sup>th</sup> – Attended Teams meeting with the Utilities Services Manager to coordinate the work for the Highway Pump Station generator.

June 5<sup>th</sup> – Attended the Alberta SW AGM with Mayor Schlossberger and Councillor Meister. There were provincial, federal and municipal economic development officers in attendance. One of the highlights was the community profiles project for Alberta SW communities. Claresholm's profile can be viewed here: <https://www.claresholm.ca/business/community-profile>

June 6<sup>th</sup> – Management Training with LeaderSharp Group. Town managers completed management profile assessments and discussed the various approaches/styles to work within the Town's management team. Topics discussed were directing and delegating, management priorities and preferences, developing talent and motivation - the Town's management team is fairly well balanced as it is comprised of different approaches to work in these areas.

June 13<sup>th</sup> – Attended an ICF meeting in Fort Macleod. This was an administrative meeting amongst the ICF CAOs to review and update the ICF schedules for municipal services provided individually by each municipality, by a third party, or services provided jointly by two or more municipalities. The ICF committee (administrators and elected officials) will meet again in the fall to further review the ICF agreement, with an updated version planned for approval by the various councils by the end of 2024 or early 2025.

June 14<sup>th</sup> – Attended a Zoom meeting to discuss residential land investment and development in Claresholm with a potential in person meeting sometime over the summer.

## **BYLAW**

See enclosed report

## **CORPORATE SERVICES**

See enclosed report

## **DEVELOPMENT**

See enclosed report

## **ECONOMIC DEVELOPMENT**

See enclosed report

## **FCSS**

See enclosed report

## **FIRE**

See enclosed report

## **HR / Tax**

See enclosed report

## **INFRASTRUCTURE SERVICES**

See enclosed report

## **RECREATION**

See enclosed report

## **UTILITY SERVICES**

See enclosed report

Respectfully submitted by

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Abe Tinney  
CAO



# INFORMATION BRIEF

Meeting: Jun 24, 2024  
 Agenda Item: CAO REPORT

## BYLAW ENFORCEMENT REPORT May17, 2024 – Jun 17, 2024

### May17, 2024/Jun 17, 2024, Highlights:

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.
2. 4 new animals brought into CARES: 1 Cats/3Dogs
3. Unsightly Properties on the rise with the season change.
4. Bylaw Office started 18 files between May 17- Jun 17, 2024
5. With the warm temperatures calls are down.
6. Detached trailers both loaded and empty still being left at Weigh Scales
7. Assist RCMP files renamed to Assistance from RCMP
8. New tracking system has been implemented Q Alert, the systems are not fully integrated yet, there were 18 new files that are listed in the new system.
9. Radar signs have been set out, weekly reports to be sent to RCMP and CAO.

### Requests by Type

6/19/2024 6:16 A

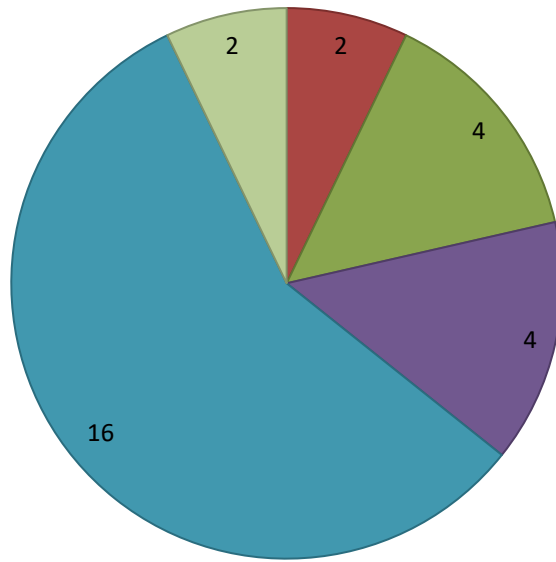
This report shows Service Requests by type, separated by status (Open, In Progress and Closed).

**Criteria used for this report:**

Start Date Greater Than or Equal To: 5/17/2024 12:00 AM  
 End Date Less Than or Equal To: 6/17/2024 12:00 AM  
 Department Equals: Bylaw

Request Type	1 - Open	2 - In Progress	3 - Closed	Total
Unsightly / Grass & Weeds	12	0	4	16
Cat	1	0	3	4
Dog	3	1	0	4
Community Standards	2	0	0	2
Traffic - general	0	0	2	2

# Bylaw Request Type



- Unightly
- Traffic
- Cat
- Dog
- Grass & weeds
- General
- Traffic - ice snow
- Other
- Community Standards



## DIRECTOR OF CORPORATE SERVICES - UPDATE



**Claresholm**

*For: 5/27/2024 - 6/21/2024*

### Financial

- Tax payments are coming in in earnest now, with tax deadline approaching.
- Expenditures are also increasing as 2024 capital projects get underway and summer events and programming ramp up as well.
- Monthly Council Financial Reports continue to be provided very timely, thanks to Karine. We will also start adding additional schedules to the monthly financial reports from time to time to provide more insights and information into the Town's finances and budgets. For June's report (will be provided in July) will include a schedule of Administration revenues and expenses, break those down by object and giving further insight into what the administration budgets are comprised of.
- Met with Canoe (RMA) for our Employee Benefits annual renewal. Very little increase in premiums this year. Benefits contract year is July to June.

### General

- The Laserfiche Hazard Assessment Form development project has been concluded and the form is working well. Still needing some increased utilization and implementation of staff using the form, but we have got all the operational staff set up in Laserfiche to be able to use it and provided training for them. This is a big step into moving towards more systematic and automated processes to improve compliance and efficiency in our operations and administration.
- I am also beginning some training to be able to leverage the work that Ricoh has done for us on the Hazard Assessment Form, to be learn how to build further forms on our own. We hope to see the development and utilization of additional forms in the near future, such as e-billing signup forms and Firehall Truck Check forms.
- With Laserfiche we have also started the process of setting up further automation on auto import/archival of records, which will lead to further efficiencies of not only archiving records, but finding records.
- Had issues with our financial software being down a few mornings trying to do some system updates that failed and having to restore to backups. We were able to successfully complete part of the update, but Muniware is still looking into the issues to be able to complete the updates.
- Interim reporting/progress claim for FCM Grant Project for electrical building monitoring has been completed and funds released. Next stage is just monitoring for the next year.
- SILP 2023-2025 Welcoming Claresholm grant – interim reporting has been reviewed by the grantor and they have reached out with a few follow-up questions, mostly just on some of the statistical reporting, which are being addressed.
- Annual evaluations for Corporate Services staff have been completed.
- Assisted in drafting and setting up survey in Survey Monkey for the Communication and Recreation Facilities Survey.

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

# DEVELOPMENT SERVICES MANAGER REPORT

For: 5/20/2024 - 6/20/2024



## Claresholm

### Development Permits

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

### Compliance Requests

- ❖ 3 compliance requests received.

### On-going projects

- ❖ Evolution Lands ASP first reading complete, will begin final review & Public Hearing date set.
- ❖ May 28 & June 10 & June 18 – Demo's for website companies and options.
- ❖ June 6, 2024 – Management training.
- ❖ June 13, 2024: Alberta Purchasing Connection – webinar on the new provincial site for government sector procurement.
- ❖ Community Centre renovation Requests for proposals (RFP) posted, deadline for proposals to be submitted is August 26, 2024.

### Economic Development

- ❖ Strategic Plan has been updated & development training completed. EDC meeting held June 17, 2024. Thanks to Ali for compiling all the information and data into the final document.
- ❖ June 5, 2024 – meeting with local business to expand and collaborate on high-speed internet access.
- ❖ June 13, 2024: Exploratory visit – Rural entrepreneurial stream, met with candidate in regards to their idea for local business start. Administration to provide a recommendation. This stream is through the AB Government program and is a great way to bring FTE's and business start ups to those who choose to come to Claresholm.
- ❖ June 14, 2024: International Investor zoom meeting.
- ❖ Completing reporting for the NRED grant – Development by Design for the North Point ASP & Broadband assessment & study.
- ❖ Working with the MD and Invest Alberta on a development inquiry.

### Miscellaneous

- ❖ Local Press Ads – Public Hearing notices, bylaw reminders.
- ❖ Bylaw and Development continues to field questions on fencing, uses for property, grass and weeds, unsightly, licensing, etc.

Core Values	
Support for Businesses and Residents: EDC takes to heart the needs of our local businesses and residents and makes efforts to ensure their health and success.	Balanced Growth: EDC actively strives to develop ways to enhance the economy without sacrificing the elements of rural charm and quality of life that have attracted residents and businesses.
Relationship Building and Enhancement: EDC actively seeks to build relationships with the business community and community members/groups, and strives to communicate effectively to share information, build awareness, and learn from stakeholders.	Solution Oriented: EDC strives to provide solutions instead of barriers; making recommendations and bringing ideas to navigate policies, programs and services that may benefit the business community.

Mission
To work collaboratively to support business investment, encourage growth & workforce talent, and provide a well-rounded valuable way of life for residents.

Submitted by  
Tara Vandervalk, Development Services Manager



## Economic Development Report

Prepared by Megan McClung and Ali Hemmaway  
June 24, 2024

### Engagement Coordinator

#### Welcoming Claresholm

Attended a 'Spread the World' planning meeting to help organize the July 1 event with our subcommittee.



We booked the pool and inflatables for the Welcoming Claresholm committee members and families to have a summer pool party on Friday May 24th.

#### Events

Event planning is in full swing! We had our Fair Days planning meeting, and the theme was announced: "Meet Me at the County Fair." We're excited to include two additional service groups offering BBQ and events on Thursday.

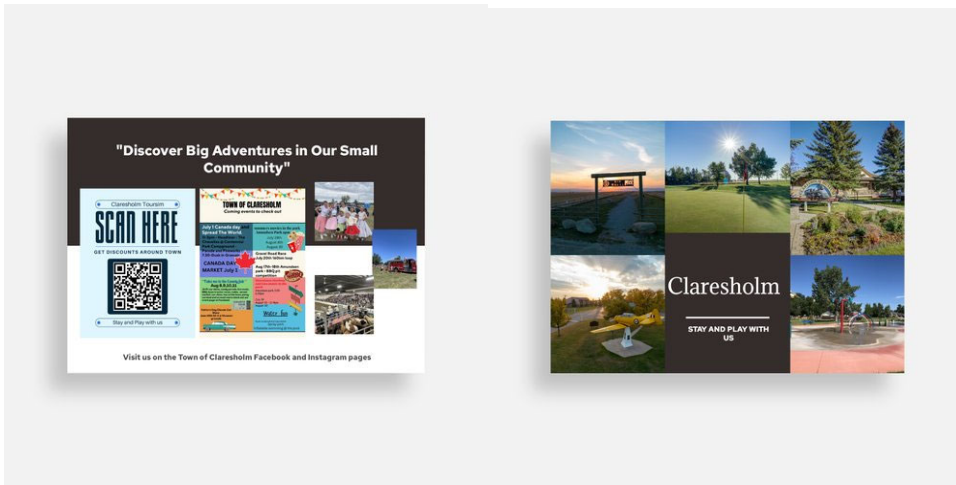


On July 1, we will host the town BBQ again to fundraise for the event. The Chevelles will be our headline band, and we'll have various other fun activities, culminating with Granum's parade and fireworks. Additionally, we are planning summer movie nights and markets, which promise to be fantastic community events.

#### Downtown Engagement and Tourism

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

June 21, 2024



Our Fair Days sponsorship package is now being distributed to local businesses, and we've already received some fantastic donations to support the growth of Fair Days 2024. Sitting at 6 Gold sponsors already.

We hosted a business networking night and a social media class, which were well attended and received great feedback. Attendees expressed interest in future events, so we plan to host another session in October.

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

### **Education /Training**

Attend monthly interagency meetings.

Attend Claresholm Chamber meeting – will be sitting on the event planning committee.

Attended the Emergency Management Information Officer workshop on April 25th.

Attended Seeds of change newcomers conference with EDA in Brooks May 7-8<sup>th</sup>

### **Economic Development Assistant**

Attends and takes minutes for the Economic Development Committee meetings and Subcommittee meetings, creates and sends out Agenda Packages. Worked with e Developemnt Service Manager and Committee to review and adjust the EDC Strategic Plan, reformatted and edited the plan to create the final draft. Attends monthly partnership meetings with Willow Creek Immigrant Services. Attends Welcoming Claresholm Committee monthly meetings and events. Attends monthly FCSS Interagency meetings.

Primary point of contact for the Rural and Northern Immigration Pilot program, in charge of responding to enquiries, reviewing applications, and conducting interviews. Applications are now closed for the RNIP program. Of the 25 total allocations we received in 2024, all have now been issued as of June 17<sup>th</sup>.

Working to create and submit an Expression of Interest application for the new Rural Community Immigration Pilot.

Corresponded with the first applicant interested in participating in the Rural Entrepreneur Stream. Set up a meeting and attended with Development Services Manager, to hear the entrepreneur's business plan. Provided a community support letter and endorsed business proposal to the candidate.

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

June 21, 2024

Attended meetings regarding the Ukrainian Rural Alberta Attraction Program, which is a program run by settlement services to match Ukrainian temporary workers with job opportunities in rural Alberta.

Gathered and submitted narrative and statistical reporting on activities performed through the SILP grant.

Assisting Engagement Coordinator with preparations for Canada Day activities.

## CAO Report for June

- Celebrated Senior's Week with a free brunch of eggs, sausage, pancakes, fruit and cake. This was in partnership with the Soup Bowl and Elder Abuse Coalition. It was a huge success. We received lots of thanks as people were leaving. We supplied brunch to 180 people. Each senior also received a swag bag that was prepared by Elder Abuse Coalition.
- Having discussions with a counselling supervisor from Barons Eureka Warner FCSS that runs a program that places counselling practicum students in FCSS offices. These students work in house to help with social and emotional issues of community members. We have many clients that just need to chat and we find there isn't time in our day to do that often. This would be a great asset to our town and in discussion with Mr. Cutler, it would help with the busyness of the Mental Health Clinic as well.
- Was invited to attend the Sparta House strategic planning session. It went very well and FCSS is excited to have them continue to do amazing work with the community and hopefully we will become a strong partner and ally for their programs.
- Met with the Executive Director of Wild Rose Community Connections out of High River. They receive money to do their Dad Connexx program in Claresholm. She introduced 2 new team members that will be running the Dad Connexx program and also a home support worker for families with young children. I shared a lot of resource information with them to get them acquainted with our town.
- Submitted the grant for the CVITP (tax program) money. We filed for 485 returns.
- We received confirmation from the province that we are able to carry forward the 2023 surplus of \$13,084.82.
- As most of our programs take a break over the summer, Starla is planning a day camp for kids 6 to 11 every Monday for July and August. Kids will participate in planned activities from 1 to 4 on Mondays with supervision from a couple of older students.
- We had a very successful Tim Horton's Smile Cookie Campaign. We received a cheque from the owners, Kevin and Kim in the amount of \$5,599.50. That is the most so far!
- Westwinds Community Connections will have a worker coming to Claresholm every other Wednesday starting on Wednesday, June 26 to assist clients with rental subsidy and renewals of ones that are already on the program. We have a large population of citizens that are receiving this subsidy currently. This is provincial government money and the organization never knows when they will receive more so it could be ended at any time.



- The Reaching Home Grant has begun but we have not accessed any of our possible funding for the project as yet. We do not want to advertise this money as there would be many people asking to access it. If people are losing their homes, or already homeless we have some money that can help them to continue living where they are or find a new accommodation. We are able to pay damage deposit, rental arrears, utility arrears or motel accommodation for a few days. We are making sure that agencies, social workers and medical professionals are aware of this program.
- We will be partnering soon with CIAFV (Community Initiatives Against Family Violence). They are starting a “Keep it Real Alberta” campaign with lots of positive messaging content for us to use in our programs. They will be sending out free campaign materials (branded with our own logos), social content and a social calendar for the month of November which is Family Violence Prevention Month. We will be planning on how to roll out the materials in the weeks to come.
- Starla and I will be taking a field trip with the Junior Teen Group to Lethbridge to attend Jump LA Trampoline Park in July. The group is really excited and looking forward to this.
- Programs continuing: Caregivers Support Group, Tumbling Tots, Senior’s Games and Senior’s outdoor walking.

# TOWN OF CLARESHOLM FIRE DEPARTMENT

## MONTHLY UPDATE

### FOR THE PERIOD OF: MAY 22, 2024, TO June 18, 2024

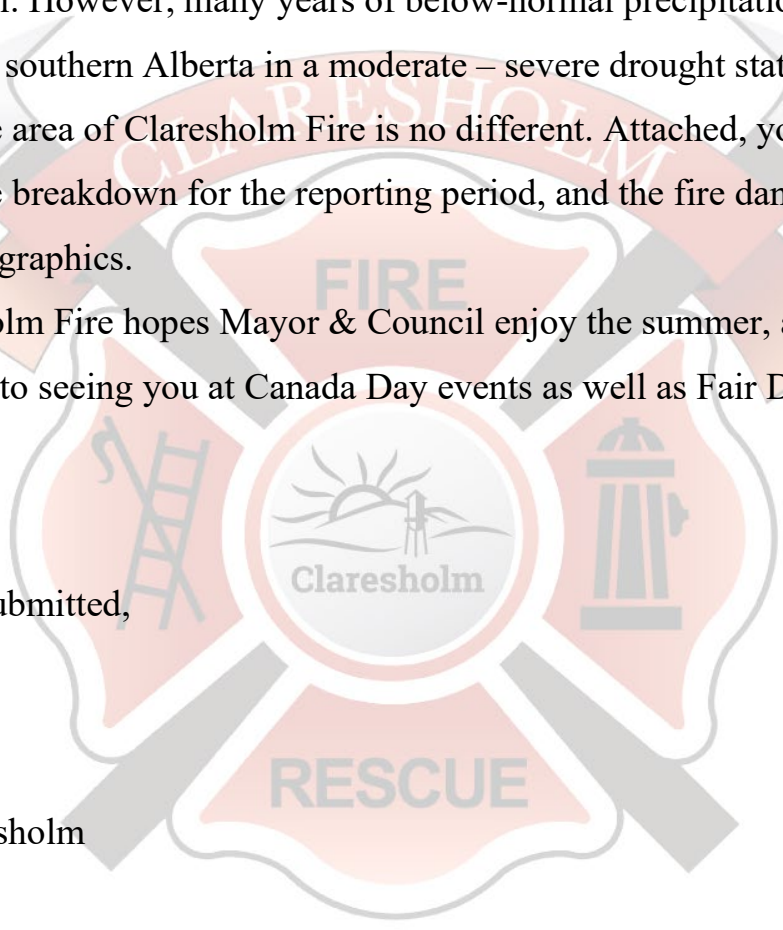
1. Another steady reporting period for the members at Claresholm Fire. This month we responded to 24 events, including:
  - a. 6 Medical First or Co-Responses
  - b. 12 Various “alarm” style calls
  - c. 2 Motor Vehicle Collisions
  - d. 1 Structure Fire
    - i. Currently, members of Claresholm Fire have responded to 215 calls for service (and counting), for the 2023-24 Fire Year.
2. There are currently 3 open safety codes files – including one building on fire-watch.
3. Update on NFPA 1002 training. Both Lt. Glimsdale & Chief White were successful in the first portion of the driver / operator training. Currently, they are completing the didactic portion of the pump operations section of the course. Saturday June 22 and June 29 will see the students complete the practical application section of the training. Operators are expected to perform numerous job skills including, but not limited to:
  - a. Drafting from a static water source
  - b. Pumping from a municipal water supply
  - c. Relay pumping (pumping water from one apparatus to another apparatus which will then discharge the water by way of handlines or master stream devices).



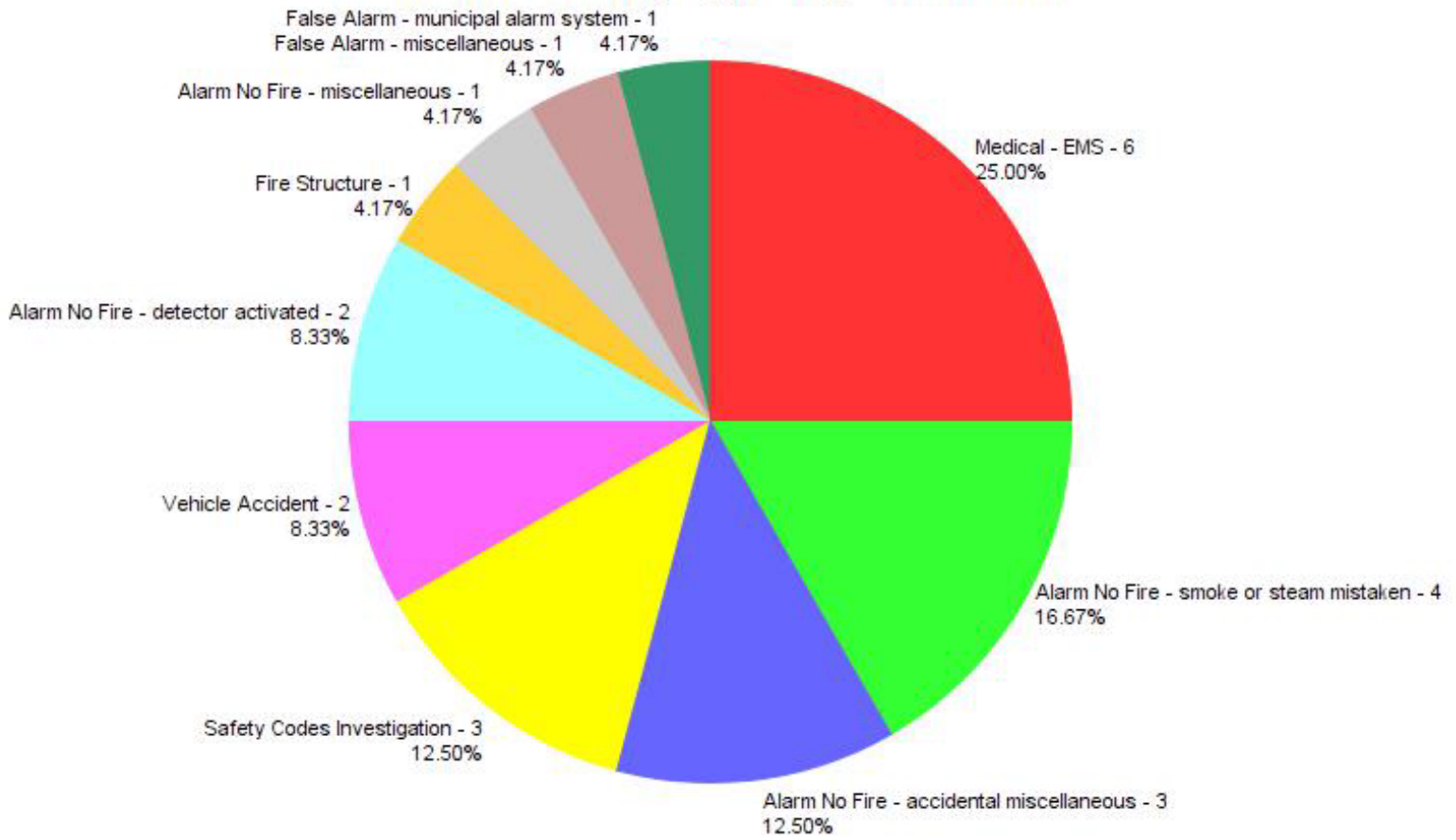
4. Claresholm Fire welcomed one new member at the end of May – Probationary Firefighter Brandon Smith. We also said goodbye to Firefighter Justin Billey as he and his family relocate to British Columbia. We thank him for his service and wish him well in his future endeavors.
5. The recent rain (and yes ... snow!) are welcome sights to the firefighters – well, perhaps not the snow! This moisture helps keep the fire danger to a low level. However, many years of below-normal precipitation still have much of southern Alberta in a moderate – severe drought status, and the response area of Claresholm Fire is no different. Attached, you will find the response breakdown for the reporting period, and the fire danger and drought graphics.
6. Claresholm Fire hopes Mayor & Council enjoy the summer, and we look forward to seeing you at Canada Day events as well as Fair Days events in August!

Respectfully submitted,

Craig White  
Fire Chief  
Town of Claresholm



## CFD Call Totals by Type May - June 2024

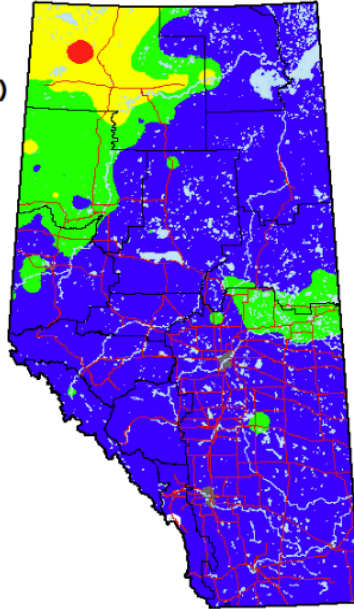


Fire danger is a relative index depicting forest environment conditions, how a fire will behave and how much damage a fire could do.

## Alberta

**Fire Danger (Fire Weather Index)**  
forecasted for June 18, 2024

- Low
- Moderate
- High
- Very High
- Extreme
- No Data



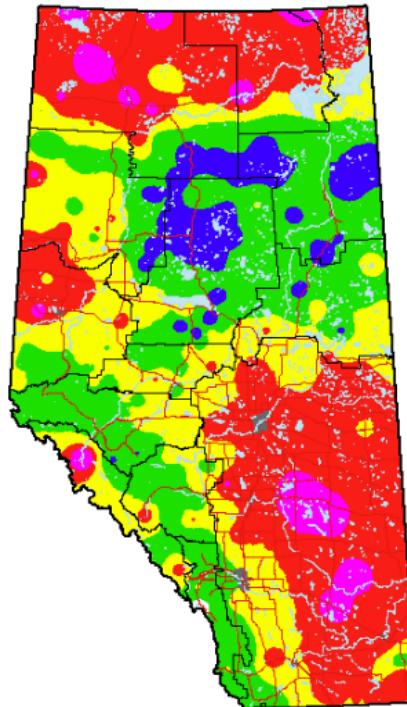
Alberta Government  
© 2024 Government of Alberta  
Map created on Jun-17 at 15:09

Drought code indicates the dryness of large vegetation, such as trees, and deep, compact organic layers.

## Alberta

**Drought Code**  
forecasted for June 18, 2024

- 0 - 79
- 80 - 189
- 190 - 299
- 300 - 424
- 425+
- No Data



Alberta Government  
© 2024 Government of Alberta  
Map created on Jun-17 at 15:09

# JUNE 2024

## HR/TAXATION REPORT

Prepared by Lisa Chilton

### Human Resources/Payroll

We have hired a Labourer 1 this month. Welcome Colton Lindsell to the team.

We are still in the process of hiring an Equipment Operator 1 to fill a vacancy. After 2 rounds of advertising there isn't a candidate found yet. The posting will stay open until a suitable candidate is found.

### Assessment and Taxation

At this time there is one (1) property left over from the 2023 Tax Arrears list that is set to go to auction in December of 2024. The 2024 Tax Arrears list is now registered with Alberta Land Titles and has seven (7) properties remaining on it that are at least 2 years in arrears..

Below is the amount of outstanding taxes, at June 18<sup>th</sup>, 2024, not including TIPPS participants.

Taxes outstanding are **\$1,829,138.07** summarized as follows:

\$ 1,785,721.14	All other taxes due June 28 <sup>th</sup> , 2024 .(not on TIPPS)
\$ 9,116.89	On 2023 Tax Arrears List. Subject to auction in 2024
\$ 34,300.04	On 2024 Tax Arrears List. Subject to auction in 2025

All tax notices have been sent as of May 15<sup>th</sup>, 2024 and are due in full, except for TIPPS participants, by June 28<sup>th</sup>, 2024.



# Infrastructure Services Report



June 2024

Jace McLean

Director of Infrastructure

## Arena

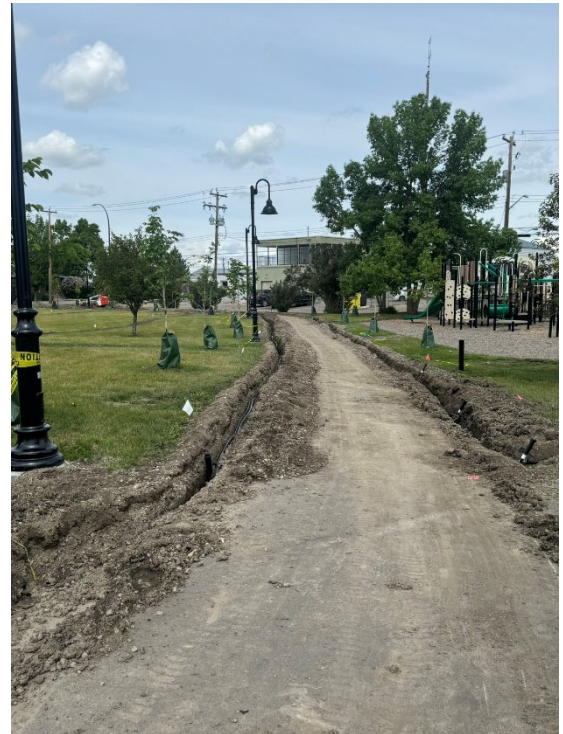
Off-season rentals are underway. No issues to report.

## Parks

The Amundsen Park irrigation is currently being installed. When this is finished the entire park will be re-graded and seeded using hydroseed. We hope that with the new irrigation and cooperative weather the park will be complete and green by Fair Days.

The campground is running smoothly, they are pushing capacity every weekend. The new online booking system is a hit with the attendants, as well as with the campers coming to town.

The crew at the skatepark is making great progress. Concrete is being poured and the base work is finished. They are hoping to be finished with the park Mid July.



## Town Buildings

The firehall roof was repaired with spot fixes of an epoxy coating. New downspouts were also installed. These projects will enable the Firehall to continue providing services for the Town until a remodel or replacement becomes available.

## Garbage

Spring cleanup is finished for another year. With over 60 bins delivered around town for residents, Town crews were busy keeping up with demand.

## Sanitary Sewers

The sani-dump at the campground backed up. The campground sewer is cleaned monthly year round, is changed to bi-weekly during the busy season. It appears the line was plugged with dog poop bags.



## Cemetery

Maintenance continues at the cemetery. Our summer help is working diligently to keep the grass mowed.

## Streets

Spray patching was completed around town. A contractor is hired to do surface patching on roads with spots of failure. This spray patch keeps moisture from penetrating under the road surface and prevents further damage.

## Equipment

Equipment is working great. The sanding truck will be sent back to Edmonton for warranty work to solve the issue of overheating hydraulics.

## Sidewalks

The sidewalk replacement program is underway. Contractors will be working in multiple locations around Town to speed up the construction.

## Water Distribution

No concerns with water. Public work is still working with operational changes brought on by water restrictions, but business is mostly back to normal.



## Storm Water/Drainage

Final drawings and planning is underway for the remainder of the Westlynn Storm Trunk. There were concerns with the crossing of the East Side Supply Line behind the firehall, but the engineers and contractors have a plan.

This project will also include regrading and shaping of the frog creek ditch through Amundsen Park.

## Recycling

No complaints with recycling.

## Staff

We have not yet been able to fill the Operator 1 position. The posting is still out and we are hoping for a viable candidate.

# CLARESHOLM RECREATION

## May & June 2024

### Recreation Report



June 19, 2024

Authored by: Denise Spencer





# CLARESHOLM RECREATION

## ARENA

The NJHL has been in communication regarding Hockey Camps, and joining the Claresholm Chamber of Commerce.

- Currently they are working on a 'Name the Team' promotion
  - Passed their information on to the Local Press
- Claresholm Minor Hockey and Recreation have worked to have an 'initial' schedule to ensure we can communicate to the JR A Team what is booked off and unavailable due to Minor Hockey needs.
- Community Sporting Recreation
  - Welcoming Claresholm has committed to the following Thursdays at the Arena for skating or sporting evenings
    - June 20, July 18, August 22 and September 5
  - Claresholm Rec has committed to Pop up sports at Amundsen Park on Tuesdays (Pickleball, Badminton, Volleyball) weather dependent (or set up in Arena), July 16, 23 & 30 August 13, 20 & 27
  - FCSS is still working out the details of dates they can commit to.
- Youth & Community Badminton will start Thursday June 20<sup>th</sup>, from 6-8pm at the arena. It is currently running at WCCHS on Thursday evenings.
- Youth & Community Ball Hockey is averaging 10-12 kids ages 7-10 years. The youth organize their games, some parents stay and watch, and the volunteers supervise or play goalie.



## CAC

- Summer Lessons are still being booked. Increases to promoting of our lessons have helped fill some gaps
  - Private lessons will be put in place if lessons do not fill
  - Training for lessons will be scheduled
- Inservice scheduled June 23
- Claresholm Kraken Swim meet, scheduled June 21 & 22
- Inflatable obstacle is scheduled June 28, 29 & 30
- The Nanton Marlins continued to rent the pool Monday-Thursday from 6-7pm until their facility opened the end of May.
- As of June the Kraken Swim Club went from practicing Monday to Friday 4-6pm daily to Monday & Wednesday 4-7pm, and Tuesday & Thursday 4-6pm



## Parks, Planting & Water Barrels & Around Town

- Planted 12 planters and purchased plants for 15, which include the planter for Century 21 corner & the 2 barrels at the water tower
- The second meeting of the Bark Park Committee is scheduled for June 20, 2024
  - Priorities for the 18 attendees of May 28 meeting
  - Vote on a committee
  - Planting work bee for trees and bushes
  - Native Grass Growing initiative

## BARK PARK NATIVE GRASS INITIATIVE



REC@CLARESHOLM.CA



- Garden Series: May 6 and May 13
  - Requests for more throughout the summer and fall
- The Water Barrel Program was scheduled from mid-March until orders closed April 12, we continued to accept names to do a second order. The supplier did not have the inventory to complete a second order.

### Claresholm Pickleball

- The group will continue charging \$1 for drop in pickleball. The Volunteer coordinator is comfortable with the Pickleball fund, and the equipment is not in need of replacement any time soon.
- They will move outdoors starting June 3, 2024

### Claresholm Skatepark

- Continue to fundraise, on June 15<sup>th</sup> bartended for a wedding reception for a generous donation
- The pouring of elements for the park started June 14, 2024



### Fair Board- Bench Show

- Meeting June 25, 2024
- Catalogue printing has been delayed, set to be released the last week in June.

### SARA-Southern Alberta Recreation Association

*Governing board for the Southern Alberta Summer Games*

- The Southern Alberta Summer Games SASG will be held July 3-6 in Coaldale
  - Directors meeting June 5
  - The website has now gone live <https://www.southernalbertasummertimegames.ca/>



**Claresholm**

**Utility Services Manager**

Brad Burns

[brad.burns@claresholm.ca](mailto:brad.burns@claresholm.ca)

[www.claresholm.ca](http://www.claresholm.ca)

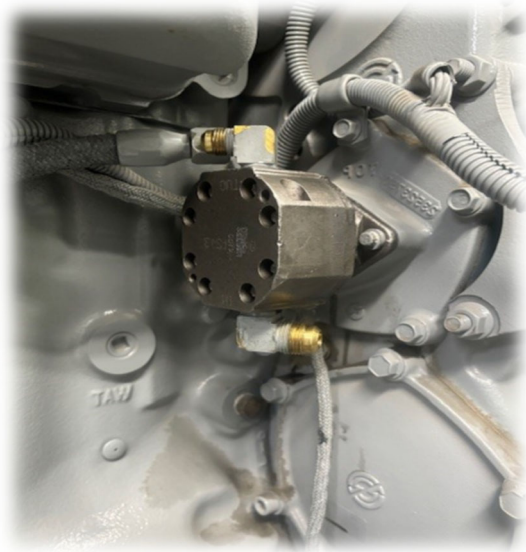
**UTILITY SERVICES REPORT  
JUNE 2024**

## Regional Water Treatment Plant

### Maintenance

- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean distribution chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly (diesel fuel in oil to be investigated).
- Cut and weed whip grass at all utility locations.
- CIP both racks.
- Rinse CIP tanks.
- Empty septic holding tank.
- Repair DAF #1 Skimmer Ram Cylinder.
- Contact CHAMCO about Sullair compressor "A" issue.
- Building Management System repairs quote from DMT Mechanical.
- REDCAP Ventures on-site replacing generator fuel pump and changing oil.

### Diesel Fuel Pump Gear Box Replaced to Stop Fuel Bypassing into Generator Oil.



### Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution samples for free chlorine residual throughout town continue to be compliant approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Discuss lead management program with AEP Drinking Water Specialist.

### Training and Continuing Education Credits

- In house staff training.
- DISC Management Leadership training.

### Meetings

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

### Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Check Co2 detector.
- Check emergency lighting monthly.
- Complete required hazard assessments.
- Tool box meetings for weekly jobs to be done.
- Fire extinguisher checks all buildings.
- Review and update safe operating procedures.

### Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- Bulk load of poly-aluminum chloride (CPAC180) coagulant.

## Treated Water Pumping Stations, Reservoirs and Distribution

### Highway Pump Station

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Cut and Whip Grass.
- MPE service technician on-site looking into totalizer issue with number display on HMI.

### East Side Reservoir (UFA)

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

Eastside Reservoir Located Beside UFA farm Supply Store Holds 2727 m3 (600,000 gals)



Water Distribution

- Check distribution operating pressures.

Universal Metering

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Ongoing ERT replacements after monthly meter readings.

PRV Meter Vaults

- Check acreage PRV vault bi-weekly.

Distribution Lines

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

Government Compliance

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

Wastewater Collection and Lagoon

Harvest Square Lift Station

- Check lift station daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.
- Clean Flyght Bulbs and check pump flow.

**Level Indicating Flyght Bulbs Control Pump on/off and are used for alarm points at the HVSQ Lift**



**Lagoon**

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.
- Record main lift station daily flows to holdings cells.
- Cut and Whip grass.
- McNally Construction hauling sidewalk replacement concrete to lagoon cells for riprap.

**Government Compliance**

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

**Raw Water Lines and Reservoirs**

**Pine Coulee Reservoir**

- Chain Lakes Reservoir 102.00 % level 1297.21 geodetic meters, 14701.22 (dam3).
- Willow Creek at OXLY Ranch flow 4.41 m3/s
- Pine Coulee Diversion Head Pond above Head Gates 1053.31 m.
- Pine Coulee Diversion Canal below head gates 7.72 m.
- Water from Diversion Canal below head gates flowing into Pine Coulee Reservoir @ 0.67 (m3/s).
- Pine Coulee Reservoir level 60.75 % 1050.04 geodetic meters, 40202.66 (dam3).

**Pine Coulee Supply Line**

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

**Raw Water Storage Reservoir**

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Check claw compressors daily.
- Filling on-site raw water reservoir at 30.0 l/s level 6523 mm.

**Golf Course**

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

**Government Compliance**

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



**Willow Creek West Waterworks System**

**M.D Chlorine Booster Station**

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

**M.D Industrial Airport Distribution System**

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

**PRV Meter Vault**

- Check PRV meter vault operating pressure.

**West Water CO-OP**

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

**Chemical**

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

**Hamlet of Granum**

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

**Alberta Parks and Environment Requirements**

- Code of Practice treated water quality limits daily monitoring.
- Bacteriological samples sent to Provincial Health Lab for testing once per month.
- Distribution samples for free chlorine residual throughout M.D Airport and West Water Co-op compliant.





# Town of Claresholm

**Council Committee Report**

Date: June 24, 2024

<p><b>Mayor Schlossberger</b></p>	
<p><b>Councillor Carlson</b></p>	
<p><b>Councillor Cutler</b></p>	
<p><b>Councillor Kettles</b></p>	<p>June 11 - Claresholm Daycare</p> <p>Wrapping up a successful year with Barbecue          Planning is ongoing for summer programming          Daycare continues to be full and 42 children registered already for next year          Executive received a staffing update highlighting successes in the year          Fundraising was discussed with successful events and exceeded budget amounts          Rod briefly updated the committee on town area structure planning and how it might affect the Daycare in the future          Also potential impact of a 4 day school week was discussed.          Some discussion and planning for the Fall Bingo night scheduled Friday Sept 13,2024          Daycare purchased new washing machine from Home Hardware          - many thanks for the help setting it up.</p> <p>June 18 - Learn - A - Lot Playschool</p> <p>Year end wrap up at Willow Creek Gymnastics was a fantastic time.          - Many thanks for hosting our students</p>

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

	<p>Year end classroom cleanup was planned and volunteers asked for.          Update on personnel and things look well in place for next year          There are a number of registrations for the new afternoon class          We will run newspaper adds through the summer to encourage registration          Expenses were lower than anticipated in June so finances are sound for the year          Rod briefly updated the committee on town area structure planning and how it might affect the Playschool in the future</p> <p>June 19, - Claresholm Golf Course Committee</p> <p>Weather has affected the number of rounds a bit but finances are comparable to last year at this time          Rain has been great for the course however so looking to do a bit more fertilizer.          The course superintendent continues to deal with irrigation issues as they arise.          Staffing seems good now that some summer staff are moving to full time hours          A number of kitchen equipment items are reaching end of functional life and planning needs to take place to replace items over the next few years - such as walk in freezer for example. Committee discussed fundraising options around the expected cost.          The town will provide an updated support letter as grant applications are being made          An OH &amp; S committee has been formed and policies around this issue have been approved by the committee          Rod briefly updated the committee on town area structure planning and how it might affect the Golf course in the future.</p>
<p><b>Councillor Meister</b></p>	<p>Social centre          We heard a proposal for changing out pool tables and updating lighting. There is hope that this will increase attendance and add the possibility of hosting a league. Most of our activities wind down for the summer. Our new website is still in the works, but looking forward to it going live.</p> <p>Father's day car show</p>



# Town of Claresholm

	<p>The weather was a little uncooperative... There were not too many cars that came out but the day was still successful for all those involved. Thank you to the Porcupine Hills classic cruisers, The Lions club, the Social centre, and the Friends of the museum for collaborating with the museum to make this event special!</p> <p>Museum Handicapped parking spots are too small for proper access while entering and exiting vehicles. Our handicapped doors are also not as visible and accessible as they should be. The gift shop sales are up. Site maps and pamphlets have been made and distributed to bus companies and seniors centres. Reviewing and updating policies. Top secret float plans in the works :)</p>
<b>Councillor Ross</b>	
<b>Councillor Zimmer</b>	



**Claresholm**

# INFORMATION BRIEF

Meeting: June 24, 2024

Agenda Item: 17

## 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. Currently developing public survey.	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. Currently developing public survey.	In progress
20	RFD: 2024 Parades - Moved by Councillor Ross to accept the 2024 parade schedule as presented. CARRIED MOTION #24-078	Lisa/Karine	Schedule has been created	Complete
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.	In progress
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 10, 2024

1	BYLAW #1781- Moved by Councillor Cutler to give Bylaw #1781, the Evolution Area Structure Plan Bylaw, 1st Reading. CARRIED	Tara	Advertising commenced for public hearing; to be on an upcoming agenda for 2nd and 3rd readings	Complete
2	Delegation Response: Coordinated Response to Elder Abuse Committee - Moved by Councillor Ross to refer the matter regarding funding a position with FCSS to work with seniors to the Audit & Finance Committee for 2025 budget discussions. CARRIED MOTION #24-095	Blair	Added to Agenda for next Audit & Finance Committee Meeting	Complete
7	CORRES: Claesholm & District Fair Days Bench Show - Moved by Councillor Cutler to support the Claesholm & District Fair Days Bench Show with a donation of \$700 towards the rental of the Claesholm Community Centre. CARRIED MOTION #24-096	Karine	Invoice from the Community Centre will be forthcoming & paid	Complete
8	RFD: Municipal Reserve Disposal - Moved by Councillor Meister that the Designated Officer notify the Registrar that the provisions of Part 17, Division 9 of the Municipal Government Act have been complied with and request the Registrar to remove the Reserve Designation from approximately 0.007± ha of the southerly portion of Lot R2, Block 2, Plan 7410893 to enable a subdivision for the purpose of accommodating a land sale. CARRIED MOTION #24-097	Tara	Notified surveyor to commence subdivision process. MR designation to be removed as part of the subdivision registration process for only the newly designated parcel	Complete
9	RFD: Tax Waiver – Claesholm Curling Club - Moved by Councillor Carlson to cancel the municipal portion of the 2024 property taxes levied on the property located at 430 – 53rd Avenue East in the amount of \$1,171.49. CARRIED MOTION #24-098	Lisa	Taxes cancelled, Letter written	Complete
10	RFD: Tax Waiver – Claesholm Golf Club - Moved by Councillor Kettles to cancel the municipal portion of the 2024 property taxes levied on the golf course, roll #11630000, in the amount of \$3,615.58. CARRIED MOTION #24-099	Lisa	Taxes cancelled, Letter written	Complete
11	RFD: Canada Day Beer Gardens - Moved by Councillor Cutler to approve the responsible sale and consumption of liquor at Centennial Park, Saturday July 1, 2024, between 10:30 am and 3:00 pm, on the condition that an application to the Alberta Liquor and Gaming Commission has been approved and is displayed at the event. CARRIED MOTION #24-100	Megan	The Chamber of Commerce has been notified of the approval and is proceeding with a liquor license with AGLC.	Complete
12	RFD: Arena Rink Divider - Moved by Councillor Kettles to approve the out of budget expenditure of \$2,051.97 for the Rink Board Dividers, a 20% contribution to the overall cost, with proceeds to come from the Town's Arena Reserves. CARRIED MOTION #24-101	Denise	Administration and Minor Hockey have placed the order for the dividers.	Complete
13	RFD: Water Treatment & Supply Capital Projects - Moved by Councillor Meister to approve an additional \$8,450 funding from the Water/Sewer Capital Reserve to cover the overbudgeted costs associated with completing the Water Treatment Plant Numatics G3 Upgrade. CARRIED MOTION #24-102	Brad	Administration has updated the Capital Budget accordingly.	Complete
13	RFD: Water Treatment & Supply Capital Projects - Moved by Councillor Zimmer to approve the updated budget of \$250,000 for the Highway Pump Station Generator Upgrade/Replacement capital project with the additional \$45,700 over the approved 2024 Capital Budget being funded from the Water/Sewer Capital Reserve. CARRIED MOTION #24-103	Brad	The project budget has been updated and the engineer is conducting site meetings with potential contractors.	Complete

13	RFD: Water Treatment & Supply Capital Projects - Moved by Councillor Ross to approve the updated budget of \$110,200 for the Water Utility SCADA Computer and Radios Upgrade capital project with the additional \$7,600 over the approved 2024 Capital Budget being funded from the Water/Sewer Capital Reserve. CARRIED MOTION #24-104	Brad	Administration has updated the Capital Budget accordingly.	Complete
14	RFD: Pine Place Development - Moved by Councillor Carlson to award the Pine Place Development/55th Avenue Upgrade to McNally Contractors (2011) LTD in the amount of \$1,319,212.19. CARRIED MOTION #24-105	Jace	The Town has notified WSP and McNallys of the project	Complete
15	RFD: Coffee with Council - Moved by Councillor Cutler to continue the Coffee with Council initiative in September 2024 on the first Saturday of each month at 2:00 p.m. and the third Tuesday of the month at 7:00 p.m. at the Town Office until June 2025. CARRIED MOTION #24-106	Karine	Council Chambers booked, on the website calendar, advertised	Complete
21a	IN CAMERA: Moved by Councillor Zimmer to approve the Economic Developers of Alberta professional development training for the CAO in 2024 in the following areas: Establishing the Foundation, Business Retention and Expansion, and Business Investment and Attraction. CARRIED MOTION #24-107	Abe	CAO has registered for the courses.	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: June 21, 2024

# INFORMATION ITEMS

## Karine Keys

---

**From:** FCM Communique <communique@fcm.ca>  
**Sent:** June 10, 2024 2:07 PM  
**To:** Karine Keys  
**Subject:** FCM Voice: AC 2024 | Board election results | Sustainable Communities Conference| 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 10, 2024



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



## Redefining our Future: FCM's 2024 Annual Conference and Trade Show has successfully wrapped up

Last week, over 3,100 participants from coast to coast to coast came together in Calgary for FCM's largest annual conference to date, AC2024: *Redefining our Future*. Delegates attended a range of workshops, participated in panel discussions, visited the Trade Show and connected with colleagues and partners. Throughout the event, FCM championed a new **Municipal Growth Framework**: a new way to empower municipalities to withstand the challenges they face today and in the future.

Delegates also heard from a range of political keynotes: Prime Minister Justin Trudeau, Minister Sean Fraser, Conservative MP Scott Aitchison, NDP Leader Jagmeet Singh and Green Party of Canada Leader Elizabeth May.



Stay tuned for more highlights of the conference in the coming days and weeks.

» [LEARN MORE](#)

## NEWS

### ELECTION RESULTS

At this year's Annual General Meeting, delegates from across the country ratified FCM's 2024–2025 Table Officers and Board of Directors. We are pleased to report that this year we have yet another strong team who are ready to dedicate themselves to the needs of our members. Thank you to everyone who put their name forward.

We're proud to announce FCM's 2024–2025 Table Officers are:

- **FCM President**  
Geoff Stewart, Deputy Mayor, Municipality of the County of Colchester, NS
- **First Vice-President**  
Rebecca Bligh, City Councillor, City of Vancouver, BC
- **Second Vice-President**  
Tim Tierney, City Councillor, City of Ottawa, ON
- **Third Vice-President**  
Kathy Valentino, Deputy Mayor, City of Thompson, MB
- **FCM Past President**  
Scott Pearce, Mayor, Township of Gore, QC

» [SEE THE FULL 2024-2025 BOARD](#)

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### FCM's Sustainable Communities Conference is back!

Mark your calendars! FCM's Sustainable Communities Conference (SCC) is taking place on February 10-13, 2025 in Fredericton, NB.

Meet hundreds of change agents from across the country and discover new ideas on how to tackle your community's most pressing sustainability challenges. Deepen your expertise by participating in workshops, keynote sessions, trainings, study tours and networking opportunities.

» [SUBSCRIBE TO FCM CONNECT TO STAY INFORMED](#)

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### Recognizing nature-positive communities

Does your municipality integrate natural assets such as watersheds, wetlands and forests into municipal asset management processes? If so, your initiative could be a winner! Submit your project by June 28 to FCM's Sustainable Communities Awards, recognizing innovative, sustainable initiatives in seven categories. In the Natural Assets category, this could include a brownfield redevelopment project that restores natural assets or an urban forestry management strategy that improves the resilience of the tree canopy.

» [APPLY NOW](#)

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## RESOURCES

### **Empower Your Community: Unlock Climate Resilience Funding**

Is your community prepared for climate challenges? FCM's Green Municipal Fund is offering new funding for long-term climate resilience with up to \$1 million in eligible costs for climate adaptation implementation projects and \$70,000 for feasibility studies.

From upgrading flood defences and creating green spaces to prioritizing infrastructure and rehabilitating shorelines, community resilience is now within reach. If your municipality is ready to implement adaptation projects and has completed climate adaptation plans or climate change risk assessments, this initiative could be your next step towards tangible resilience improvements. Discover how this funding can transform your community.

- » [APPLY FOR IMPLEMENTATION PROJECTS FUNDING](#)
  - » [APPLY FOR FEASIBILITY STUDIES FUNDING](#)
- 

### **Funding to support improved quality of life through tree planting**

Did you know that trees are essential to improving the quality of life in your community? Tree canopies help fight climate change, provide shade thereby naturally reducing temperatures, mitigate flooding, increase biodiversity and support health and well-being. GMF's Growing Canada's Community Canopies (GCCC) is now offering up to \$10M in tree planting funding. The deadline to apply is July 12, 2024.

- » [LEARN MORE](#)
- 

### **Additional funding sources available to support your next affordable housing project**

Building sustainable and affordable housing can be complex, particularly when it comes to financing. Many projects rely on external funding sources to implement energy-efficient retrofits or new builds. The Green Municipal Fund's Sustainable Affordable Housing initiative offers a funder list that's designed to streamline your search for financial sources at both provincial and national levels, and to serve as a strategic tool to simplify the decision-making process.

- » [CHECK OUT OUR LIST OF FUNDERS](#)
- 

### **Lower the emissions of your ice rinks and pools: Where to start?**

Try tackling those sustainable retrofits this summer! Pulling from recently conducted feasibility studies for indoor ice rinks and swimming pools in several municipalities

across Ontario, our guides provide lessons learned, key approaches and real statistics that will help you build a net-zero plan for your facilities.

- » [DOWNLOAD OUR GUIDE ON INDOOR SWIMMING POOLS](#)
- » [CHECK OUT OUR GUIDE ON INDOOR ICE RINKS](#)

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### **N-ZAP's new database tracks climate action in Canadian municipalities**

On the route to net-zero emissions, Canadian municipalities need to know where they stand today. The new database and report from the Municipal Net-Zero Action Research Partnership (N-ZAP) provide an important snapshot of the state of climate action in local governments across Canada. These survey findings can guide your decision-making as you set ambitious targets for the reduction of greenhouse gas emissions and continue to move forward on the route to net zero.

- » [EXPLORE THE DATABASE](#)

---

### **Bookmark our Community Efficiency Financing resource library**

Explore a variety of tools and resources that aim to help municipalities design or scale up local financing programs for home-energy upgrades. You will find guidance for designing PACE and other efficiency financing programs, in addition to best practices for integrating equity into financing plans, a list of local programs across Canada and more.

- » [CONSULT THE CEF RESOURCE LIBRARY](#)

---

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- Support safer, more secure neighbourhoods in Canada

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## FCM TWEETS

**June 9:** Congratulations to [@stewart\\_geoff](#), newly elected President of FCM! Geoff has been a proven local leader for his community in Colchester County, NS for many years – as well as a seasoned FCM Board Member. We have no doubt that Geoff will continue his effective advocacy on critical national issues for [#CDNMuni](#). And a warm welcome to [@valentinokathy](#), newly elected 3rd Vice-President!

**June 9:** Thanks to [@MayorScotty](#) for his exceptional leadership as FCM President throughout such a critical year for municipal politics. Scott, we know your hard work and passion will continue benefiting [#CDNMuni](#) for many years ahead. [#FCM2024AC](#)

**June 9:** That's a wrap on [#FCM2024AC](#)!

Check out some of our favourite moments from today: recognizing some incredible FCM members, welcoming our new President and Board, and more.

» [MORE](#)



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## CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Museum CPR Station

April 17, 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 3:00 PM. Motion made for the adoption of agenda as presented by Kandice Meister. **CARRIED**
2. No correspondence. Mich Forster made a motion of approval for the minutes dated March 20, 2024. **CARRIED**
3. Museum Financial Report dated April 16, 2024, was reviewed and we are starting of the season in a good spot. The second payment of 20% from the federal grants was from last year and is reflected in the numbers being reviewed. Tom Carey made a motion of acceptance of the financial report. **CARRIED**
4. Executive Director's Operations Report dated April 17, 2024.
  - Catherine Buhmiller has donated the costumes that her mom Rita Burton had for Tea on the Lawn. For many years, these costumes were worn by the youth who served at this event.
  - The proposed location drawings for the refurbished main signs were completed and a draft proposal written and submitted to council for new location approval. Abe Tinney and Blair Bullock made the first review of the drawings. Tara Vandervalk (Town Development Officer) has forwarded them to Alberta Transportation for their input.
  - A quote was received from Goodon Industries Ltd. for the supply and installation of the proposed new building. Although a quote was requested for no windows or doors, they quoted the entire structure, excluding the concrete floor. Total came in at \$285,000.
  - Cost for the Pincher Creek Trade show booth was \$385.00 + GST. Bill and Jordyn Wallace will takeover the setup and staffing for Friday, April 26. On Saturday April 27 Earl, Marg and Betty will take the early shift with Bonnie Downey and Trina Watson from the Friends of the Museum finishing out the show.
  - Bill had an opportunity to talk to Irene Kerr, ED for the Highwood Museum in High River about the upcoming Stone and Bones event. Last year High River Museum hosted a similar event, and she told Bill that they provide everything, and we provide the location. This event happens over two days, Saturday May 11 from 10:00 – 4:00. On Sunday May 12 it runs from 10:00 – 3:00.
  - With all the parts for the Link Trainer on site, Don Glimsdale and Bob Mackin started assembling on April 11<sup>th</sup>. After establishing where everything attached and locating old screw holes everything was figured out and the tail rudders were attached. They will return on April 19, 2024, for final assembly.
  - Jordan Wallace returns full time on April 22 and will be preparing for the summer staff. The ED will also resume 4 days/week on the same date to catch up in many areas and get ready for a new season.
  - Upgrades in the Exhibit Hall have been completed and we are now able to turn off the last bank of fluorescent overhead lights. A curtain to block the public from entering the storage area was purchased from Ikea and altered by Rosemary Wishart. The curtain serves as a backdrop to the kid's firetruck face cut out.
  - A work bee to get the museum ready will happen on May 7<sup>th</sup> starting at 10:00 AM.

5. Fund Raising Committee Report
  - At the last meeting, the committee discussed the Fund-raising Committee Terms of Reference. Working with Blair Bullock and feedback from the board a revised policy has been created.
  - Earl Taylor arranged a meeting with Charlene Davidson, representative of the Lethbridge and District Community Foundation. She provided an overview of the workings of the Foundation. A number of Claresholm organizations have received funds from this Foundation over the years.
  - The role of the Friends of the Museum regarding fundraising was discussed.
6. Revenue and Fund-Raising Policy (Draft 7)
  - Changes made since the meeting in March of this new policy were discussed with the board. A motion from Earl Taylor for approval of Revenue and Fund-Raising Policy (Draft 7) was made. **CARRIED** The policy will now be passed on to Town Administration.
7. New Building Committee Report – The building quote from Goodon Industries gives us an idea of what we are looking at cost-wise. An addition for renewable energy (solar panels) will be added as part of the project. It was decided to go for an entirely grant funded project. Next task will be updating the previous New Building proposal and preparing for a delegation to Town Council.
8. Museum Conservation Policy – moved to next meeting on May 15, 2024.
9. Meeting with the Friends Board
  - A meeting between the museum board and the Friends of the Museum board has been setup for April 18, 2024, at 7:00 PM. Topics for the agenda were finalized.

Motion for adjournment by Tom Carey at 5:19. **CARRIED**

Next meeting May 15, 2024, at 3:00 PM.



Barry Gibbs  
Board Chair

**Claresholm Library Board Regular Meeting**

**May 21, 2024**

**Meeting Minutes**

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





# **2023 Achievement Report:** ***CRAZ Air Quality Management Plan***

Report to the CRAZ Board of Directors  
Prepared by the CRAZ Air Quality Management Planning Committee

February 2024

## Executive Summary

This report provides an update to the CRAZ Board of Directors and engaged stakeholders on the achievement of deliverables to date for each of the action steps outlined under the CRAZ 2019 Air Quality Management Plan (*the Plan*). This is the fourth achievement report on the Plan with previous achievement reports released in 2011, 2014 and 2018. This achievement report was prepared by the CRAZ Air Quality Management Planning committee.

The 2019 CRAZ Air Quality Management Plan has 6 objectives, 17 actions and 40 steps. Following the approach used in the previous achievement reports, each step in the Plan was assigned a colour-coded status. Green indicates completion or substantial progress towards completion of an action item, yellow indicates limited progress or limitations to completion of an action item, and red indicates no progress on the action item.

Meaningful progress has been made in the last several years toward the implementation of the Plan. Overall, 50% (20 of 40) of the steps in the Plan were assigned a green status and 30% (12 of 40) of the steps in the Plan were assigned a yellow status for a total of 80% (32 of 40) of the steps in the Plan demonstrating some progress since 2014. 8 of 40 of the steps were assigned a red status indicating that 20% of the steps in the Plan experienced limitations to progress.

Within the Plan, Objectives 1, 3, 4 and 5 showed the most progress. Objective 6 demonstrated moderate progress with 57% of steps assigned a green or yellow status. Objective 2 showed the least progress with only 20% of steps assigned a green or yellow status.

Significant accomplishments have been made under the Plan in the last several years including operations of the continuous Airdrie ambient air monitoring station taken over by CRAZ, completed a four-year PAML monitoring rotation in four communities, released an Air Quality Management Toolkit for Municipalities, continued promotion of live-stream AQHI through social media, hosted several workshops, continued collaboration with the Alberta Airsheds Council and more.

A comparison of progress since the last achievement report (2018) shows a similar or higher percentage of green and yellow status for most Objectives in 2023. In general, there is overall progress towards air quality management and achievement of identified Objectives.

Limitations and general principles were identified that require consideration when evaluating and understanding progress made towards the AQMP. These include acknowledging that priorities of federal, provincial, and municipal governments change, leveraging periods of heightened public interest in air quality, and recognizing the limitations on CRAZ staff and member capacity. Finally, there was a significant impact to CRAZ and on the progress and advancements to the AQMP as a result of the COVID-19 pandemic.

Throughout the Achievement Report, recommendations are provided to advance the implementation of the Plan and to advise the 2024 update to the Plan. A summary of the recommendations is as follows:

- Simplify the AQMP by combining actions or steps to remove redundant indicators of achievement, removing Actions or Steps that are no longer relevant, and broaden the language of actions or steps.
- Dissolve Objective 2 by reassigning Actions and Steps to other applicable Objectives as outlined in the Recommendations.



- Recommit to the intent of Objective 6 and review and revise Actions and Steps as outlined in the Recommendations to ensure alignment.
- Establish a process to maintain and improve implementation, communication, and reporting on the AQMP, such as outlined in the Recommendations.

The committee would like to recognize those who participated in the development of this Achievement Report: Jill Bloor (CRAZ), Tanya Carlson (CRAZ), Mandeep Dhaliwal (CRAZ), Renee Howard (Alberta Environment and Protected Areas), Frauke Spurrell (Alberta Environment and Protected Areas), Austin Weleschuk (City of Calgary), Yan Wong (Millennium EMS Solutions Inc), Matthew Chilakos (Rocky View County), Nicole Tomes (Town of Cochrane), Jim Shorey (CD Nova Instruments Ltd.) and Lynn Que (Alberta Health Services).

In addition, the committee recognizes that the ongoing work of the CRAZ Board and various committees to develop a membership base and generate sustainable funding that is of fundamental importance to developing the needed knowledge base, membership dynamics, and available resources to move the Plan forward and will continue to be an important focus throughout Plan implementation.



## Introduction

This report provides an update to the CRAZ Board of Directors on the achievement of deliverables to date for each of the action steps outlined under the 2019 CRAZ Air Quality Management Plan (*the Plan*).

The 2019 CRAZ Air Quality Management Plan has 6 objectives, 17 actions and 40 steps. Following a similar approach as was used in the 2011, 2014, and 2018 achievement reports, all steps were evaluated for an assessment of achievement and/or progress. A description of the methods used to evaluate, and results of the assessment are summarized in this report to provide an update on the achievement to date of each of the 6 objectives under the Plan. A comparison to the implementation progress of the previous 2018 achievement report was included to identify consistent progress as well as challenges over time. Common limitations associated with the implementation of each objective were summarized to identify potential hindrances to additional progress. In addition, key accomplishments under the Plan since the 2019 update to the Plan and recommendations were identified for each objective and for the Plan as a whole.

The intention of this Achievement Report is to provide a clear picture of how far implementation of the 2019 CRAZ Air Quality Management Plan has come, where it's going next, and what, if anything, is standing in the way of additional progress. Where appropriate, specific recommendations are provided to advise the 2024 update of the Plan.

## 2019 CRAZ Air Quality Management Plan

The 2019 CRAZ Air Quality Management Plan consists of 40 steps that are contained within 17 actions and 6 objectives. The objectives, actions and steps were identified to achieve the following Vision:

*"The [Air Quality] Management Plan for the [CRAZ region] will provide the necessary tools, resources and regional technical framework for inter-municipal cooperation for measuring, assessing and sharing emission information on [air contaminants of concern] and will promote efforts to decrease measured ambient levels of [air contaminants of concern] using continuous improvement principles."*

The objectives, as outlined in the 2019 Plan are as follows:

- Objective 1:** CRAZ will consistently and transparently be one of the best managed air quality regions in Canada.
- Objective 2:** Encourage strategic economic growth and foster sustainable business opportunities through improved understanding of air quality.
- Objective 3:** Regional land use planning will encourage and promote improvements in air quality.
- Objective 4:** Build and promote awareness of air quality issues.
- Objective 5:** Stakeholders will work collaboratively to improve air quality and to share environmental responsibility.
- Objective 6:** Encourage, pursue and support air quality science and research.

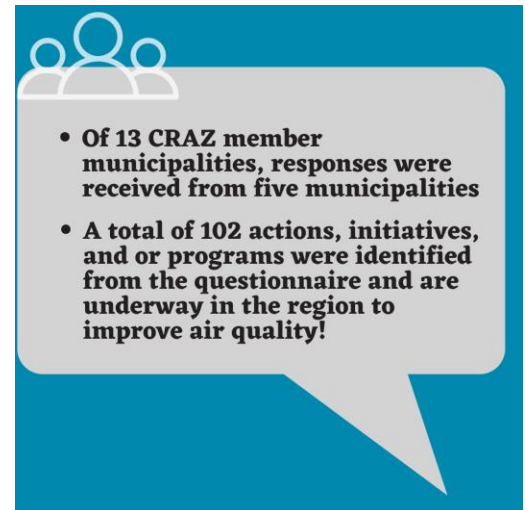


The 16 Actions in the Plan each fall under one of the 6 Objectives. Similarly, the 40 Steps in the Plan each fall under one of the 16 Actions. The Steps were designed to be specific, measurable, achievable, reasonable, and timely (SMART). To achieve the SMART criteria, performance indicators were identified for each Step to support performance measurement.

## Achievement Summary

### Methods

An evaluation of achievement of the CRAZ Air Quality Management Plan was undertaken by the Air Quality Management Planning Committee from January through June 2023. This evaluation was undertaken by reflecting on and noting all CRAZ activities, projects, and successes achieved from 2019 through 2023 per step and by objective. In support of this, a request was made to all CRAZ member municipalities to provide feedback related to activities that are being undertaken within their jurisdictions relevant to reducing air pollution and emissions, air quality education and outreach activities, regional planning relevant to air quality, and/or other programs/actions that may result in improvements to air quality or management of. Other known projects or initiatives were also included in the evaluation (e.g., such as those identified in the Air Quality Management Toolkit for Municipalities).



Next, to understand and provide context for the noted achievements, a comment on the level of control and influence (direct or indirect) that CRAZ committees have on achievement of the steps/actions was determined. Finally, in consideration of the noted achievements and ability to influence the step, an Achievement Status was assigned by the Committee. Statuses are classified as follows:

- Green: Completion or substantial progress towards completion
- Yellow: Limited progress or limitations to completion
- Red: No progress

The following sections provide an overview of the evaluation of achievement of the Plan as a whole and separated out by each of the six AQMP objectives. A complete account of the activities, projects, successes, and the evaluation of achievement is available in the Appendix A.

### Results - Overall Plan

Overall, 50% (20 of 40) steps in the Plan were assigned a green status, indicating that the step has been completed or substantial progress toward completion of the step has been made. 30% (12 of 40) steps were assigned a yellow status indicating that limited progress or there are significant limitations to completion of the step. 20% (8 of 40) of the steps were assigned a red status indicating that no progress had been made.

By reviewing progress and achievements by objective, it is clear which Objectives have advanced better than others. For example, Objectives 1, 3, 4, and 5 all show considerable progress towards achievement, since each of these objectives have at least 86% of steps assigned green or yellow status. Objective 6 shows moderate progress towards achievement, with 57% of steps having some progress towards completion. Finally, Objective 2 has the least progress and/or greatest limitations to progress, where 80% of steps were identified were assigned red status. Details on the progress made under each objective is provided in the following section of this report.

A progress dashboard showing the progress made under the Plan as well as under each objective is shown in Figure 1. Some key accomplishments of implementation of the AQMP from 2019 through 2023 are also identified. Many of the key accomplishments are active projects/actions and are ongoing.

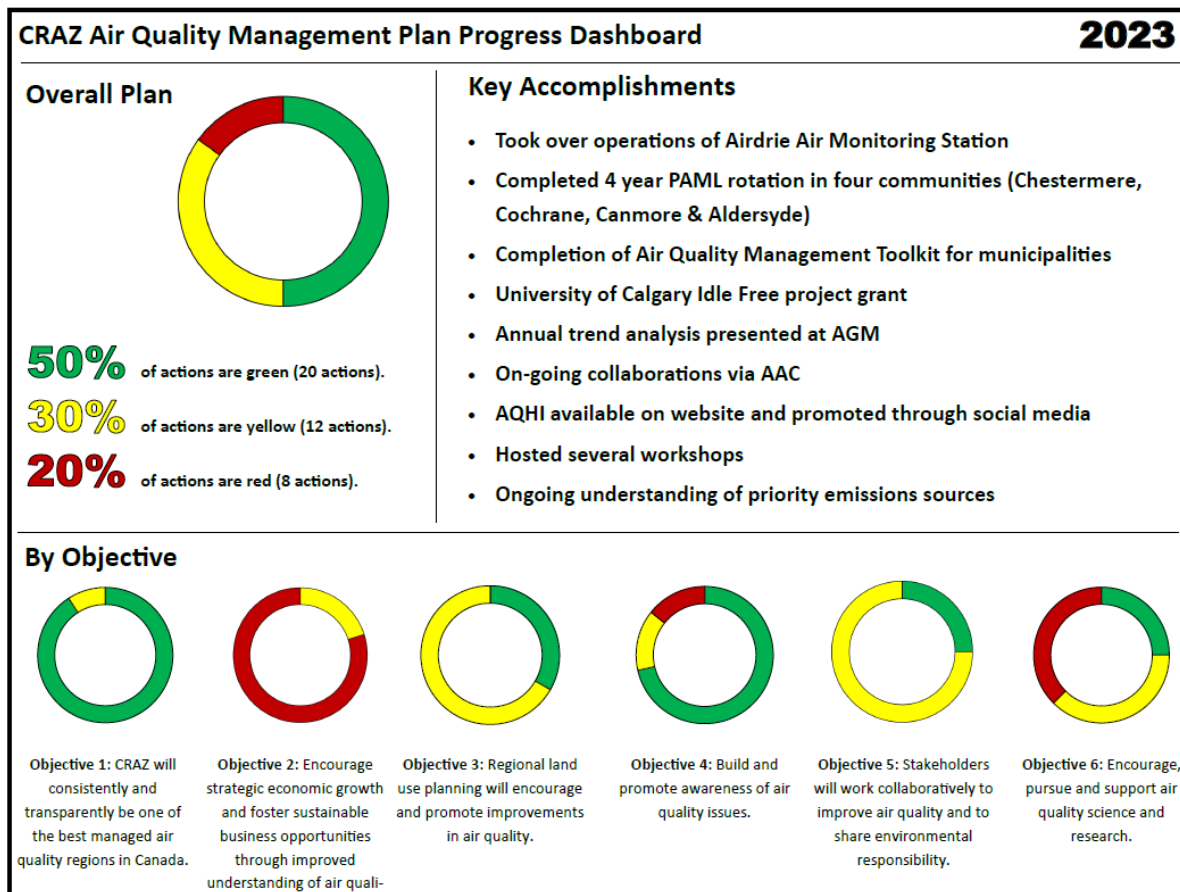


Figure 1. Progress dashboard showing an overview of achievement status of the overall plan and by Objective from 2019-2023.

G-Green: Completion or substantial progress towards completion, Y-Yellow: Limited progress or limitations to completion, R-Red: No progress

## Evaluation of Achievement - By Objective

This section summarizes achievement assessment by each of the 6 objectives. Additional detail on each step is included in the Appendices.

### Objective 1: “CRAZ will consistently and transparently be one of the best managed air quality regions in Canada.”

Objective 1 includes a variety of steps related to the core operations of CRAZ including air quality monitoring and analysis of monitoring data, development and regular review of the CRAZ Air Quality Management Plan in alignment with the CRAZ strategic direction, and securing sufficient funding for the organization to meet its desired objectives. The steps under Objective 1 are summarized in Table 1.

**Table 1. Objective 1 actions, steps, potential indicators and 2023 status summary.**

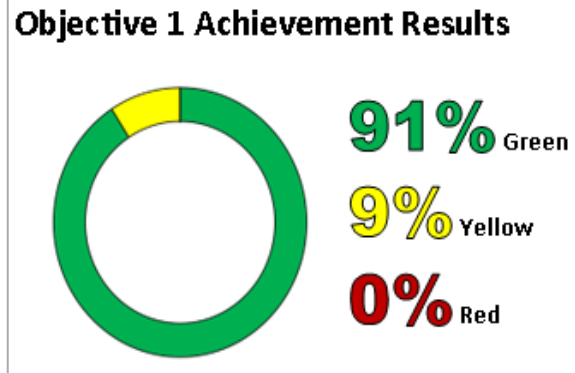
Actions	Steps	Potential Indicators	Time Frame	Lead Committee	2023 Status
<b>1. Continue to improve air quality monitoring and reporting for air contaminants of concern.</b>	i) Air quality network will be rationalized and will include urban and rural considerations	Existing network will be maintained; Audits are completed and made publicly available Continuous monitoring data will be collected outside of the CMA	C	Technical	G
	ii) Characterize PM from analysis of dichotomous and/or filter-based sampling data	PM data used to help establish combustion versus fugitive source contributions	ST	AQMP	Y
<b>2. Continuous improvement/ adaptive management approach for the Air Quality Management Plan.</b>	iii) The Air Quality Management Plan will be reviewed and adjusted every 3 - 5 years through stakeholder consultation.	1) Identified action in AQMP/other committees ToR; 2) 2018 Achievement Report online; 3) AQMP Plan updated 2019 available online	C	AQMP	G
	iv) Consultation regarding the Air Quality Management Plan will continue with stakeholders.	Formal records are kept by CRAZ of the stakeholder engagements	C	AQMP	G
	v) Incorporate short term actions in the Air Quality Management Plan into CRAZ strategic plans on a 3-4 year cycle.	Strategic plans show good alignment with AQMP and sequential progress over time	C	Board/ Administration	G
<b>3. Air Quality Management Plan will be reviewed regularly to track implementation and to determine whether actions are successful</b>	vi) Trend analysis of air contaminants of concern measurements to be conducted annually.	Trend analyses are completed and made publicly available	C	AQ Program Manager, AQMP	G
	vii) Complete regular reviews of the Air Quality Management Plan. Encourage dialogue with other airsheds as required.	Communication with other airsheds is through AAC committee; Progress reports are completed in years when Achievement Report is not undertaken	C	AQMP	G
	viii) Complete an 'Achievement Report' of the Air Quality Management Plan every 3-5 years.	Publication of an achievement Report within 5 years – last achievement report was published in 2018	C	AQMP	G
<b>4. The Air Quality Management Plan will be consistently, fairly and equitably funded</b>	ix) Endeavor to ensure the organization has adequate funding and that projects for AQMP receive funding. The accountability of the	Funding formula is created and is reviewed for potential updating	ST	Board/ Administration	G
	x) Pursue opportunities for improving local air quality that do not require funding such as local policies and programs	Review of policies is completed and published to CRAZ website	MT	AQMP/ Engagement	G
	xi) Continue liaising with all levels of government and research potential outside funders.	Meeting notes are prepared and archived at CRAZ;	C	Administration/ Engagement	G

Time Frame: short-term (ST), medium term (MT) and continuous (C).

Status: G-Green: Completion or substantial progress towards completion Y-Yellow: Limited progress or limitations to completion R-Red: No progress.

### Achievement notes 2019-2023

CRAZ continues to actively lead and support air quality monitoring and reporting across the region. In 2023, CRAZ's continuous air monitoring network expanded when Alberta Environment and Protected Areas transferred the operation of Airdrie's ambient air monitoring station. Continuous data from this station and the three Calgary monitoring stations are made available in near real-time on the CRAZ website and [here](#). In addition to the four permanent air monitoring stations, the Portable Ambient Monitoring Lab (PAML) was deployed for 6-months stints at each of four municipalities, including Cochrane, Canmore, Aldersyde, and Chestermere. In addition, CRAZ successfully bid to operate EPA's PAML for a one-year duration in High River. To round out air quality monitoring in the region, 24 purple air sensors have been deployed by CRAZ throughout the region since 2020. CRAZ received several of these sensors through a partnership with Environment and Climate Change Canada. These sensors support the larger PurpleAir network in the region (map available online at <https://www2.purpleair.com/>). While limited advancements have been made as it relates to PM characterization, PurpleAir information contributes to understanding air quality during wildfire smoke episodes in otherwise unmonitored areas. CRAZ supported PM<sub>2.5</sub> sensor sampling initiatives and continues to advocate for this work.



CRAZ is committed to ensuring that the AQMP undergoes regular review and refinement in an effort to ensure relevance to stakeholders and in alignment with CRAZ strategic priorities. The CRAZ Air Quality Management Plan (AQMP) has been regularly reviewed every 3 to 5 years by the multi-stakeholder Air Quality Management Plan Committee and in consultation with other CRAZ committees. This report represents the fourth iteration of an Achievement Report and serves to track and document progress. Past Achievement Report(s) are posted on the CRAZ website. As part of the Achievement Report, recommendations for revising the AQMP are also included in the interest of continuous improvement and adaptive management. As was done with the 2019 plan, all proposed changes are completed in consultation with CRAZ stakeholders and other committees, and the outcomes are communicated broadly and publicly. Finally, the AQMP continues to inform and align with CRAZ strategic planning efforts and was most recently determined to be in alignment in January 2022.

Annually, trend analysis on air quality data collected from the CRAZ region is conducted and provides some insight into the relevance and effectiveness of the plan for managing air quality in the region. These results are presented annually at the CRAZ AGM.

The funding formula for CRAZ has not changed since it was established. This funding formula was most recently reviewed in 2022 and no change resulted. CRAZ continues to liaise with potential partners and is continually seeking opportunities for projects that improve local air quality without requiring significant funding.



**Objective 2: “Encourage strategic economic growth and foster sustainable business opportunities through improved understanding of air quality.”**

Objective 2 contains steps related to supporting programs that promote activities that directly or indirectly benefit air quality, for example, incentive programs and deterrents to promote more energy efficient or green energy choices. The steps under Objective 2 are summarized in Table 2.

**Table 2. Objective 2 actions, steps, and potential indicators and 2023 status summary.**

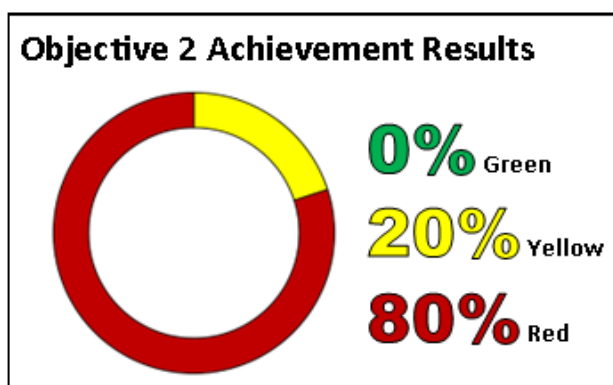
Actions	Steps	Potential Indicators	Time Frame	Lead Committee	2023 Status
<b>1. Incentives and deterrents will encourage area stakeholders to reduce emissions of air contaminants of concern.</b>	i) Develop measures for creating incentives and deterrents.	List of existing and potential incentives and deterrents included in updates of the Air Quality Management Plan.	MT	AQMP	Y
	ii) Support programs that promote emissions reduction from vehicles, lawnmowers, snowmobiles, etc. when available.	CRAZ website and/or promotional materials will list, when available, these types of programs.	C	Engagement AQMP Technical	R
<b>2. Evaluate and promote green energy choices and products for consumers and commuters</b>	iii) Evaluate the emissions intensity of energy use in CRAZ.	Emissions intensity values are made available to stakeholders. CRAZ emission intensity values are used to explore the impacts of green energy use.	MT	AQMP Technical	R
	iv) Investigate opportunities to partner with business and/or municipalities in the promotion of green energy and/or emission reduction technologies. Website content must be consistent with CRAZ’s communication policy.	CRAZ website includes information on available green energy choices.	C	Engagement	R
	v) Encourage small business opportunities whose activities promote decreasing emissions.	If available, promote on CRAZ website and promotional materials.	C	Engagement	R

Time Frame: short-term (ST), medium term (MT) and continuous (C).

Status: G-Green: Completion or substantial progress towards completion Y-Yellow: Limited progress or limitations to completion R-Red: No progress.

**Achievement notes 2019-2023**

In general, limited progress has been made on Objective 2 with only 20% (1/5) of steps showing yellow status. This result is consistent with the evaluation of Objective 2 in the 2014 achievement assessment. In 2014, it was determined that CRAZ has little influence on the development of incentive programs, given the significant time and cost investments required to implement incentive programs to improve energy efficiency or green energy choices. This remains true today. Additionally, it is noted that CRAZ has little influence on the implementation and management of incentive programs and green energy choices given that these programs usually fall within provincial or municipal jurisdiction. With that said, CRAZ has consistently advocated for and supported incentive programs and green energy choices as they become available. An internal summary document of potential incentive and deterrent programs was created through the review of various public programs and reports, including the ICF Report, My Sustainable Canada Report, CASA NPS Report, and various municipal Clean Energy Improvement and like programs.



It is important to note, many municipal jurisdictions within the CRAZ region have begun to explore and implement incentives related to clean energy and energy efficiency. Municipal actions and clean energy initiatives will be further discussed and detailed as part of Objective 3, and 5.

**Objective 3: “Regional land use planning will encourage and promote improvements in air quality.”**

Objective 3 contains steps related to working with municipalities to promote initiatives that have air quality benefits such as incorporating air quality considerations into municipal planning, transportation planning, and urban tree planting initiatives. The steps under Objective 3 are summarized in Table 3.

**Table 3. Objective 3 actions, steps and potential indicators and 2023 status summary.**

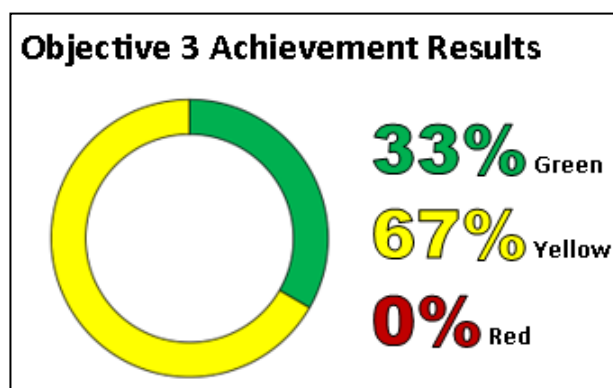
Actions	Steps	Potential Indicators	Time Frame	Lead Committee	2023 Status
<b>1. Air quality management will be integrated into regional and municipal planning</b>	i) Promote air quality initiatives within environmental management plans and municipal development plans or charters in the region (including SSRP and CMRB)	CRAZ will maintain an up-to-date as possible list of municipal initiatives.	ST	AQMP	G
	ii) Develop templates for municipalities that promote/incentivize positive air quality initiatives for urban planning.	The relevance of the municipal toolkit is reviewed and development is continued, if required. Research opportunities to create further policy templates and tools with municipalities.	MT	Policy and Research & All CRAZ	G
<b>2. Support multi-modal transportation systems</b>	iii) Promote and develop programs for municipalities that promote/incentivize positive air quality initiatives for transportation.	Promote and develop programs/tools and/or policies to promote/incentivize positive air quality initiatives for transportation.	MT	Engagement, Policy and Research	Y
	iv) Evaluate the air quality impacts of transit/transportation initiatives.	Seek out and review available studies on the impacts of transit/transportation initiatives on air quality.	MT	AQMP & Technical	Y
<b>3. Increase natural filters</b>	v) Support and promote urban tree planting policies and programs for municipalities and individual residents.	Report back on results of policies and programs that increase the number of trees in the CRAZ region.	ST	Engagement	Y
	vi) Encourage the implementation of green roofs policies	Report back on results of policies and programs that result in an increase in use of green roofs. Inclusion of green roof criteria in municipal building requirements/incentives.	MT	Policy and Research & Engagement	Y

Time Frame: short-term (ST), medium term (MT) and continuous (C).

Status: G-Green: Completion or substantial progress towards completion Y-Yellow: Limited progress or limitations to completion R-Red: No progress.

**Achievement notes 2019-2023**

In general, Objective 3 has progressed well with 100% (6/6) of steps assigned a green or yellow status. Of these, 33% of steps are green, and the remaining steps are yellow. This assessment considers and recognizes that many of the steps that are yellow are dependent on availability of active programs to promote in the region.



Notably, the CRAZ Policy and Research Committee produced an Air Quality Management Toolkit for Municipalities (Toolkit) to support and promote integration of air quality management into regional and municipal planning. This project provides municipalities in the CRAZ region with support to develop local air quality management plans; take actions aligned with provincial and federal regulations and standards to address local air quality issues; and provides examples of local air quality management policies, bylaws and activities.

Other initiatives that CRAZ is heavily involved in the development and promotion of, include the Alberta Airsheds Council's (AAC) Innovative Air Education Program. This grant funded project is an education and engagement strategy targeted at non-point source transportation emissions and is expected to launch in early 2024. As well, CRAZ is in the early stages of developing an eco-driving campaign. Further, in support of multi-modal transportation systems, CRAZ held an information session targeted at CRAZ members on the impacts of transportation during COVID, which included a presentation from Alberta Environment and Protected Areas.

Finally, to support the concept of natural filters as an air quality management approach, the 2022 CRAZ Annual General Meeting included a presentation on the Town of Okotoks' Natural Asset Inventories. As well, CRAZ provided support to the Southern Alberta Institute of Technology's Million Trees Project.

To conclude, some examples of the tangible work that CRAZ municipal members are doing to integrate air quality into regional and municipal planning include:

- Airdrie's Active Transportation Plan, which includes the AirdrieONE Sustainability Plan (non-statutory) that promotes sustainability, alternate transportation options, and energy conservation within City operations and development
- Clauses in Municipal Development Plans that relate to improving air quality through monitoring and stewardship programs, raising awareness, planting and/or preserving trees and shrubs, climate change, and emissions reductions (e.g., Town of Okotoks, City of Airdrie, City of Calgary)
- The Town of Okotoks' Environmental Master Plan (2018) includes sections on 'Energy, Emissions and Air Quality' that set out how the community intends to avoid, manage, or reduce air quality impacts over time
- Rocky View County amending and updating Terms of Reference for Aggregate Resource Plan, which will include enhancements made in consideration of minimizing air quality impacts

**Objective 4: “Build and promote awareness of air quality issues.”**

Objective 4 includes steps related to educating the public and stakeholders about air quality through various channels such as the school curriculum, social media and the CRAZ website, and other media outlets. The steps under Objective 4 are summarized in Table 4.

**Table 4. Objective 4 actions, steps, potential indicators and 2023 status summary.**

Actions	Steps	Potential Indicators	Time Frame	Lead Committee	2023 Status
<b>1. Identify opportunities to advocate behavioral changes to stakeholders</b>	i) Coordinate with the local school boards to support an air quality curriculum module in alignment with school curriculum	Wider adoption of air quality module in CRAZ schools	C	Engagement	G
	ii) Cross-promote with other appropriate area events and link to other relevant initiatives on the CRAZ website	Wider array of events noted on CRAZ website Increased CRAZ website hits	ST	Administration	G
	iii) Develop strategic, targeted behavioral campaigns to promote reduced vehicle use	Promote plan on CRAZ website and through other forums Engage drivers through interactive program development	ST	Engagement	G
	iv) Partner with champions to develop and implement targeted behavioral campaigns within organizations.	Secure partner through semi-formal agreement	ST	Administration	Y
<b>2. Educate and outreach of regional stakeholders about area PM and O3 emissions and reduction plans</b>	v) Ensure a CRAZ communication and education strategy that includes tactics for addressing air contaminants of concern in the CRAZ region.	Annual posting of a summary of ambient air quality highlighting changes, particularly reductions.	ST	Air Quality Program Manager & Engagement	G
	vi) Develop relationships with local media outlets (TV, radio, newspapers, billboards, train advertisements) to promote air quality related issues	Develop list of media outlets and send regular updates on CRAZ activities and events	C	Administration	G
	vii) Prepare the public for legislated changes such as anti-idle and tailpipe testing	Relevant information is included on CRAZ website. One or more CRAZ outreach efforts educating on the topic.	ST	Policy & Research/Engagement	R

Time Frame: short-term (ST), medium term (MT) and continuous (C).

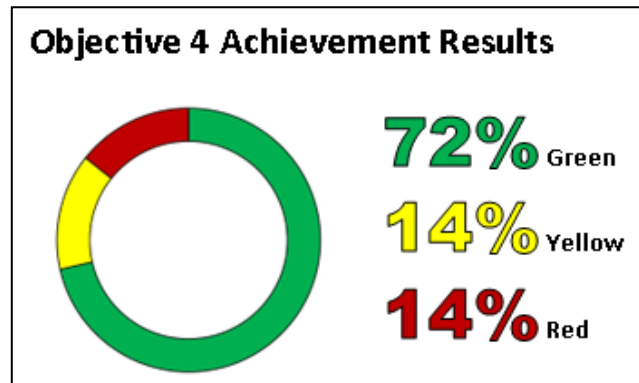
Status: G-Green: Completion or substantial progress towards completion Y-Yellow: Limited progress or limitations to completion R-Red: No progress.

**Achievement notes 2019-2023**

CRAZ has participated in various initiatives aimed at promoting awareness of air quality monitoring and issues in schools, businesses, and across the public over the last few years.

Many of CRAZ’s engagement initiatives have involved raising awareness of air quality initiatives in schools or partnering with schools, educators, and community partners, such as;

- Alberta Airshed Council,
- Inside Education,
- Eco-Schools,
- City of Calgary,
- Ever-Active,
- Clean Air Responsible Schools,
- The Hamlet of Aldersyde and Foothills County, and
- University of Calgary



Further, CRAZ continues to expand its reach on social media platforms and cross promotes events in the region. Current CRAZ targets are 10 posts per month on social media. CRAZ accounts have been growing, and celebrates the following statistics:

- Twitter (the largest following): increase from 264 (2019) to 419 followers (2023)
- Facebook: increase from 125 followers (2019) to 167 followers (2023)
- LinkedIn: profile initiated in 2022, 84 followers (2023)
- Instagram: profile initiated in 2022, 95 followers (2023)

Promotion on the CRAZ website is mainly CRAZ events and there is a target of one monthly blog post to connect with the public and stakeholders. There has been an average of 4-6 blog posts per year since 2019.

The importance of communicating the technical details of air quality monitoring to the public and stakeholders remains a priority for CRAZ. An annual summary of air quality in the region is provided at the AGM every year and CRAZ provides a quarterly AQHI status update in their newsletter.

In general, Objective 4 has progressed well with 86% (6/7) of steps assigned a green or yellow status. Only 1 of the 7 steps under Objective 4 was assigned a red status and this step relates to informing the public on legislated changes. There has been little change to air emissions legislation over the past few years, thus limited opportunities to prepare and inform the public. Education remained a focus over the last 5 years as is evident by the actions that were completed by CRAZ with our stakeholders and member organizations.

**Objective 5: “Stakeholders will work collaboratively to improve air quality and to share environmental responsibility.”**

Objective 5 contains steps related to encouraging multi-stakeholder collaboration between municipal and provincial governments, industry, and the public for managing air quality. Collaborative activities include idea and knowledge sharing between stakeholders, voluntary commitments by stakeholders, and incentives for stakeholders to manage air quality. The steps under Objective 5 are summarized in Table 5.

**Table 5. Objective 5 actions, steps, potential indicators and 2023 status summary.**

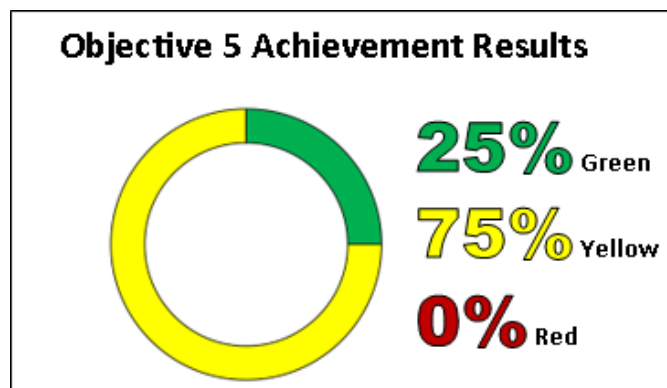
Actions	Steps	Potential Indicators	Time Frame	Lead Committee	2023 Status
1. Coordinate with other stakeholders to identify opportunities for sharing of resources and knowledge	i) Collaborate with Alberta Transportation to identify effective vehicle policies and programs that could be implemented	Review of policy options is completed; Strategic workshop occurs involving AEP, CRAZ and others.	MT	AQMP	Y
	ii) Evaluate the feasibility of alternative fuels for municipal traffic	Study is conducted and posted or linked on CRAZ website	MT	AQMP	Y
2. Adopt voluntary compliance strategies, stewardship programs, corporate responsibility, and individual responsibility to reduce air emissions	iii) CRAZ stakeholders will adopt a voluntarily commitment model that includes reduction targets suitable to their industry/municipality	Strategic reduction plan is produced and supported. CRAZ will find opportunities to work with industries and municipalities	MT	AQMP	G
	iv) Promote financial incentives for home owners such as rebates and free pick-up and disposal for old refrigerators and furnaces.	Program details are provided on municipal website. Track number of programs promoted	ST	Engagement	Y

Time Frame: short-term (ST), medium term (MT) and continuous (C).

Status: G-Green: Completion or substantial progress towards completion Y-Yellow: Limited progress or limitations to completion R-Red: No progress.

**Achievement notes 2019-2023**

CRAZ continues to actively coordinate with their members and stakeholders to identify opportunities for sharing of resources and information. Some examples from CRAZ include the CRAZ Policy Committee compiled an [inventory of vehicle emissions testing programs](#) for dissemination in 2021. As well, the CRAZ engagement committee is actively preparing an eco-driving campaign. Opportunities for sharing of information and/or learnings from member municipalities include sharing and information dissemination about the City of Calgary’s Green Driving program for fleet vehicles and the City of Airdrie’s Electric Bus feasibility program. Information on both of these programs can be found on the CRAZ [blog](#). The ability to collect and share data from both municipalities and industry on the feasibility of alternative fuels for municipal traffic is one of the main focal points for strategic planning initiatives.



CRAZ stakeholders are committed to adopting voluntary reduction strategies, stewardship programs, corporate responsibility, and individual responsibility to reduce air emissions. This is evidenced by the “Avoid Needless Idling” campaign launched by the Alberta Airsheds Council in 2021. The City of Airdrie is considering and/or advancing on a number of programs and campaigns including a Corporate Energy Management Program, a Climate Mitigation Strategy, and a low-emission vehicles strategy. The Town of Canmore has recently purchased two Electric Vehicles and

have started an air quality monitoring program. Rocky View County has an ongoing free Tree Planter rental program and has recently purchased an Electric Vehicle for the Cemetery fleet. The City of Calgary has a well-developed Street Sweeping and Dust Suppression programs, have made commitments towards greening their fleet, have implemented a very successful micro-mobility program including e-bikes and scooters throughout the city which complements the expanding cycling strategy. The City of Calgary also holds an annual [Mayor's Environment Expo](#) and [Climate Symposium](#) which are generally both well attended.

CRAZ has also worked with stakeholders and their members to promote financial incentives for homeowners. This is exemplified by the City of Airdrie implementing their Clean Energy Improvement Plan (CEIP), which reduces barriers for property owners to make energy efficiency upgrades to their home or businesses. Other municipalities have implemented similar programs (e.g., Property Assessed Clean Energy (PACE)).

In general, Objective 5 has progressed well with 25% of steps assigned a green status, and 75% of steps are yellow status.



**Objective 6: “Encourage, pursue and support air quality science and research.”**

Objective 6 contains steps related to conducting studies to better understand air quality conditions in the CRAZ region and assessing the impact of air quality on receptors in the region. The steps under Objective 6 are summarized in Table 6.

**Table 6. Objective 6 actions, steps, potential indicators and 2023 status summary.**

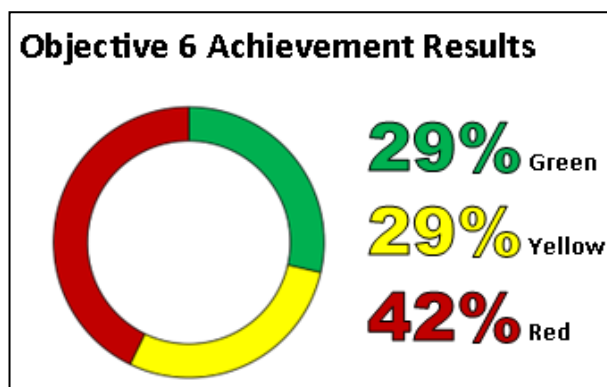
Actions	Steps	Potential Indicators	Time Frame	Lead Committee	2023 Status
<b>1. Define local area poor air quality and predict poor air quality events.</b>	i) Support and review studies to locate poor air quality "hot spots".	Study is published to the CRAZ website but continuous effort is needed.	C	Technical AQMP	R
	ii) Utilize air quality forecasting to predict poor air quality events (i.e. AQHI, BlueSky).	Air quality forecasts are made available for the CRAZ region. Forecasts and/or bulletins are posted on the CRAZ website and on social media.	C	Administration	G
	iii) Advocate for regular updating of the inventory and modelling of pollutants in the airshed to determine which management actions are most effective	Modelling efforts show evaluation of different scenarios	C	AQMP	R
<b>2. Determine impact of poor air quality on CRAZ residents.</b>	iv) Conduct studies on local target groups (i.e. asthmatics or elderly) and associate air quality with health endpoints.	Develop and/or support a health effect working group.	C	AQMP	G
	v) Study the potential for ozone damage to vegetation.	Summary of findings included in annual reporting.	ST/MT?	AQMP	R
<b>3. Develop and maintain an activity-based (bottom-up) CRAZ emissions inventory (EI)</b>	vi) Maintain an activity-based CRAZ emissions inventory (EI)	CRAZ EI is maintained/updated as new information is available.  CRAZ EI summaries are included in annual air quality reporting when applicable and available	C	AQMP Technical Administration	Y
	vii) Investigate methods of linking the CRAZ EI with other relevant inventories and initiatives for the region.	Complete a review of relevant EI data. Develop and/or support an emissions working group.	C	AQMP Technical Finance	Y

Time Frame: short-term (ST), medium term (MT) and continuous (C).

Status: G-Green: Completion or substantial progress towards completion Y-Yellow: Limited progress or limitations to completion R-Red: No progress.

**Achievement notes 2019-2023**

CRAZ has encouraged, pursued, and supported air quality science and research in the CRAZ region in a variety of ways. For example, CRAZ contributed to the Alberta Airsheds Council (AAC) 2022 Annual Air Quality Report. The observations from CRAZ continuous monitoring stations were incorporated in the AAC report and are compared and evaluated against the observations from other airsheds across the province. The comparative analysis in the AAC annual report provides a gauge of the overall air quality within the CRAZ airshed. However, additional efforts are needed to support modelling studies to identify more localized “hot spots” within the airshed.



The CRAZ AQMP committee relies on air quality data from its air monitoring stations to publish a real-time local Air Quality Health Index (AQHI) on the CRAZ website. Applicable forecasting tools (Alberta Environment and Protected Areas, BlueSky Canada) are also relied upon to predict poor air quality events, such as wildfire smoke. CRAZ shares these air quality forecasts to the public through multiple channels, including the CRAZ website and social media platforms. A [guide](#) to help municipalities, companies, schools, organizations, and the public to plan and prepare for wildfire smoke events was also released by CRAZ in 2022 and this guide was presented at the CRAZ AGM in 2023.

Limited work has been completed since 2013 on updating CRAZ's emission inventory, as such, CRAZ is constrained to available emissions data. With that said, AEPA has made available 2021 emissions inventory data on industrial sources and air emission rates collected under the Alberta Annual Emissions Inventory Reporting (AEIR) Program. ECCC also provides the annual National Pollutant Release Inventory as well as Canada's Air Pollutant Emission Inventory that are also useful for affirming the emission sources within CRAZ. Information can be extracted for CRAZ's geographic area from all of the aforementioned sources. This task remains of interest and has not yet been initiated.

As well, CRAZ AQMP committee is committed to understanding how air pollution may affect health outcomes, particularly to sensitive demographic groups like asthmatics, the elderly, or people with pre-existing conditions. In 2020 and 2022 the CRAZ AQMP extracted regional information from Health Canada's 'Health Impacts of Air Pollution in Canada' reports. This information was used to engage with CRAZ members and inform on health effects of air pollution. The AQMP intends to undertake a similar review with updated health effects information as they become available. Finally, CRAZ is considering the development of a health effects working group to undertake similar relevant projects in an effort to better understand and stay informed on health effects from air pollution.

In general, Objective 6 has seen fairly good progress with nearly 60% of the steps assigned a green or yellow status.

## Compare and Contrast – Achievement 2018 vs. 2023

Achievement assessments and reports have been produced to evaluate progress and advancements to the CRAZ Air Quality Management Plan (and former iterations of the plan with different names) in 2011, 2014, 2018, and now in 2023. While it can be difficult to compare results across reports due to modifications in the plans over the years (i.e., changing wording of steps, actions, objectives), there is value in a comparison at a high level to identify and recognize which objectives are consistently successful and where there are consistent challenges.

In general, CRAZ and members are advancing and making progress in air quality management over time. This is evidenced by a comparison with 2018 Achievement Report results, which shows a similar or higher percentage of green and yellow statuses for most Objectives in 2023 (Figure 2). Consistent progress and achievements are made for objectives that relate to administration of air quality in the region (Obj 1), integrating air quality considerations into regional land use planning (Obj 3), promoting awareness (Obj 4), and sharing responsibility for management of air quality (Obj 5). In contrast, Objectives 2 and 6 are consistently those that prove challenging to advance and/or make progress on, and these objectives relate to supporting sustainable economic growth and air quality science and research, respectively.

There are limitations and factors to be considered when evaluating progress and advancements in air quality management. The following section will detail some repeated and common limitations that have been identified as influencing progress on achieving Objectives of the 2023 Plan. In addition, the following principles must be considered for the successful and sustained management of air quality in Alberta and relate to variability in progress over the years and from Plan to Plan.

- 1) Management of air quality requires continuous, consistent, and sustained effort. Objectives, actions, and steps identified within the Plan are not intended to be ‘completed’, rather, repeated efforts, actions, and/or activities are needed and expected to be successful in making progress and achieving objectives.
- 2) Political interest, direction, and commitment to air quality evolves as municipal, provincial, and federal governmental priorities change. In a given year, there may be more or less resources available for air quality projects or related initiatives depending on the political climate.
- 3) Public interest in air quality fluctuates and tends to be of heightened interest when air quality impacts or effects are visible. Instances of heightened interest provide opportunities to raise awareness and advance air quality management. Further, there has been an evolution in societal behaviour change and social responsibility that facilitates the work of CRAZ and achievement of the CRAZ AQMP (e.g., public interest and engagement with air quality was high throughout summer 2023 when wildfire smoke was a daily, visible, and impactful occurrence for many Albertans. CRAZ leveraged smoky conditions of 2023 to produce informational resources, engage with members and citizens, and interact with the media).
- 4) Finally, management of air quality evolves as information becomes available, levels of parameters of concern fluctuate, and as learnings are developed on how to manage more effectively. Techniques and approaches for achieving Objectives, Actions, and Steps may vary over the years in response to greater awareness and understanding.

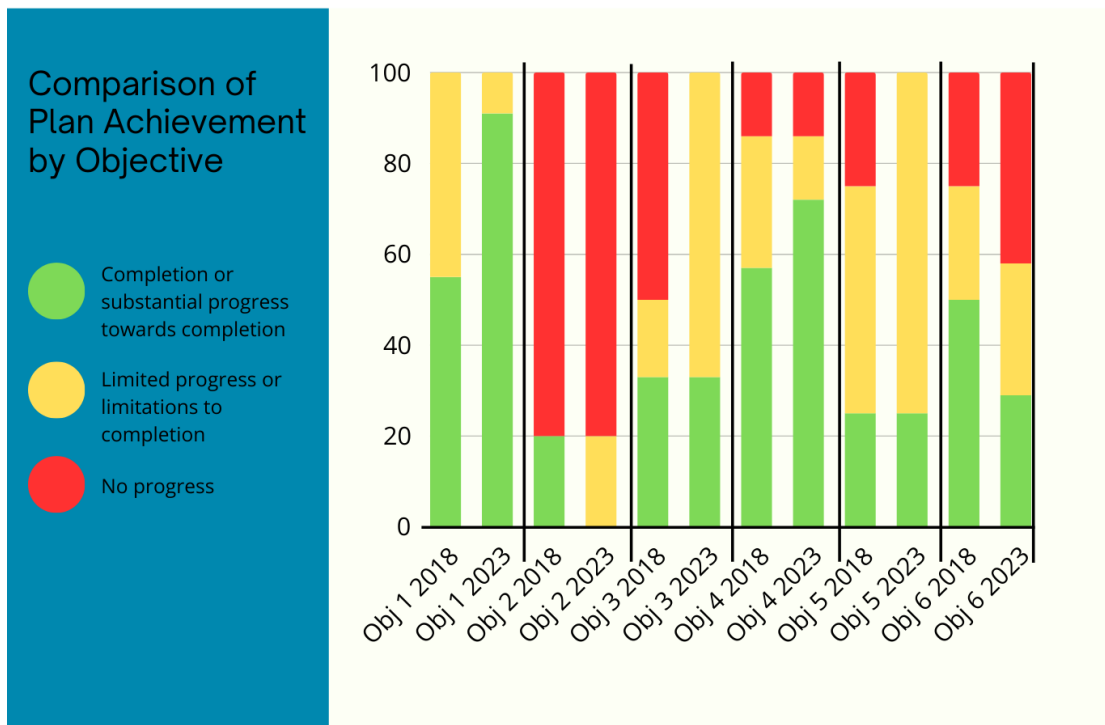


Figure 2. Comparison of Plan achievement between 2018 and 2023

### Limitations to progress

The following limitations have been recognized as having an influence on advancing progress towards achievement of the Plan.

- The CRAZ organization and committees have no authority or control on the development, implementation, and/or updating of air quality guidelines, regulations, and/or incentives since the scope of these initiatives usually fall with federal, provincial, or municipal jurisdiction. Further, CRAZ has limited influence on the choice, selection, and/or decision making of citizens, businesses, and partner organizations. As such, progress on advancing the AQMP is reliant on the commitment, engagement, and/or work from other groups (e.g. GOA’s Climate Action Plan; federal, provincial, and municipal incentives; updates to emissions inventories; publication of scientific reports, etc.).
- There are limitations to AQMP achievement based on CRAZ staff and member capacity and funding that is required to support and/or implement actions. Content development (such as education campaigns, social media posts, annual reporting, achievement reporting) requires a significant investment of time, effort, and in some cases, funds. CRAZ staff and Committee member’s time and efforts tend to be directed towards high priority projects, responding to emergent conditions, and/or allocated towards matters of public interest.
- Since many Objectives, Actions, and Steps of the AQMP are reliant on the work and engagement of external partners, maintaining and growing the professional network of CRAZ is required to continue to be successful in achieving AQMP Objectives. There is a challenge in identifying the right contact within an organization with the interest, influence,

and ability to become involved in the work of CRAZ. As well, maintaining the existing CRAZ network requires significant efforts in coordination to keep partners informed and engaged.

- Finally, as with many businesses and other organizations, there was a significant impact to CRAZ and on the progress and advancements to the AQMP as a result of the COVID-19 global pandemic. From 2020 through 2022, limitations to engagement with the CRAZ membership and delay or extension of project timelines were the most significant impacts of COVID-19. However, since 2022, CRAZ has fortunately reinvented their models of service delivery, and are connecting more effectively and broadly with their members and the public using virtual platforms.

## Recommendations

In consideration of the evaluation of achievement, comparison to prior Achievement Report results, and limitations to progress previously identified, the Committee has provided the following recommendations to support enhanced achievement of Plan objectives and advise the 2024 update to the Plan. Recommendations are summarized here:

- Simplify the AQMP, where possible, by combining actions or steps to remove redundant indicators of achievement, remove (rather than revise) Actions or Steps that are no longer relevant, and broaden the language of actions or steps, where appropriate, to encompass an expanded criteria for achievement. Examples may include but are not limited to:
  - Under Objective 1, combine Action 2 (Continuous improvement/ adaptive management approach for the Air Quality Management Plan) and Action 3 (Air Quality Management Plan will be reviewed regularly to track implementation and to determine whether actions are successful) into a single action, thereby bringing Objective 1 action count to 3 (versus 4).  
**Rationale:** Actions 2 and 3 both refer to the regular tracking, review, and adjustments be made to the Plan. These points can easily be combined.
- Dissolve actions and steps under Objective 2 and reassign to other applicable Objectives. Examples include, but may not be limited to:
  - Obj 2, Action 1, Step i (Develop measures for creating incentives and deterrents) and ii (Support programs that promote emissions reduction from vehicles, lawnmowers, snowmobile, etc. when available) can be moved to or integrated with Objective 5 (Stakeholders will work collaboratively to improve air quality and to share environmental responsibility).
  - Obj 2, Action 2, Step iii (Evaluate the emissions intensity of energy use in CRAZ) can be moved to or integrated with Objective 6 (Encourage, pursue, and support air quality science and research).
  - Obj 2, Action 2, Step iv (Investigate opportunities to partner with business and/or municipalities in the promotion of green energy and/or emission reduction technologies) and v (Encourage small business opportunities whose activities promote decreasing emissions) can be moved to or integrated with Objective 5 (Stakeholders will work collaboratively to improve air quality and to share environmental responsibility).

**Rationale:** Encouraging strategic economic development and fostering sustainable business opportunities are significant tasks for CRAZ, an organization aimed at monitoring, analysing, and engaging on air quality. This objective consistently shows limited or no progress towards achievement and relies on external parties and/or stakeholders to implement. Moving the Actions and Steps from Obj 2 that require collaboration and/or support from external parties and stakeholders into Objective 5 which focuses on the work on stakeholders and collaborators provides the opportunity to identify the top priorities for working with stakeholders and will result in better alignment within the AQMP.

- Recommit to the intent of Objective 6 and review Actions and Steps to ensure alignment
  - The Committee determined that supporting air quality science and research is an important objective for CRAZ and thus the focus should be on revamping Objective 6, rather than dissolving.
  - Suggest:
    - Change Action 1 to read: In areas of poor air quality or at times of poor air quality, advance work to inform stakeholders; Steps i) and ii) are relevant and can be retained. Remove iii).
    - Keep Action 2 (Determine impact of poor air quality on residents). Revise to be only one step - Leverage results from studies to identify health effects to local target groups (e.g., asthmatics or elderly); Remove step re: impact of ozone on vegetation.
    - Change Action 3 to read: Leverage existing reporting summaries, emissions inventories, and scientific and other reports to improve understanding of regional emissions (e.g. sources, energy use intensity, etc.); Change two steps to be relevant to Action – iv) Extract emission information relevant to CRAZ region & v) Stay informed and facilitating sharing of information on new and innovative air quality science and technologies.

**Rationale:** Supporting air quality science and research is an important component of the work that CRAZ delivers. With that said, CRAZ rarely undertakes their own research or air quality science. Rather, CRAZ staff and committees use existing scientific information and reports to extract information relevant to the region and/or members. The recommended changes to Obj 6 actions and steps clarify the intent for CRAZ around supporting air quality science and research.

- Broaden the language of actions or steps, where appropriate, to encompass an expanded criteria for achievement.
  - Some wording changes have been suggested for the Plan to broaden the scope and improve clarity for the 2024 Plan update. These suggestions will be considered when updating the Plan in the coming months.
- Finally, to maintain and improve implementation, communication, and reporting on the 2024 update of the AQMP, the Committee recommends the following:
  - CRAZ Committees should share responsibility for implementing the AQMP by distributing Objectives, Actions, and Steps to the Committee that best aligns with the purpose and intent of each AQMP step.
  - CRAZ Executive and AQMP should encourage each CRAZ Committee to identify strategies that plan for and advance on implementation of assigned steps within 1-3 years.

- CRAZ AQMP to establish an annual reporting structure for tracking and monitoring progress and achievement of steps assigned to each CRAZ Committee.  
**Rationale:** A similar approach to the above was tested as part of the implementation of the 2019 AQMP and resulted in good success. Notably, regular updates from Committees on implementation of their assigned Steps greatly simplified the assessment of achievement (undertaken from January to June 2023) and ensured that the CRAZ AQMP was considered and remained on Committees annual workplans.

It is recommended that these changes be considered when undertaking an update of the Plan in the coming months.

## Conclusion

Significant progress has been made in the last several years toward the implementation of the 2019 CRAZ Air Quality Management Plan. Overall, 50% (20 of 40) of the steps in the Plan were assigned a green status and 30% (12 of 40) of the steps in the plan were assigned a yellow status meaning that, 80% (32 of 40) of the steps in the Plan have shown some progress (green or yellow). 20% (8 of 40) of the steps were assigned a red status indicating significant limitations to progress.

When separated by objective, Objectives 1, 3, 4, and 5 showed the most progress with 100%, 100%, 86% and 100% of the steps assigned either a green or yellow status respectively. Objective 6 demonstrated moderate progress with 58% of steps assigned a green or yellow status. Objective 2 showed the least progress with only 20% of steps assigned a green or yellow status.

The following key accomplishments have been made under the plan since 2019:

- CRAZ took over operations of the Airdrie Air Monitoring Station
- Completed four-year PAML rotation in four CRAZ member communities
- Development of the Air Quality Management Toolkit for Municipalities
- Recipient of the University of Calgary's Committee of 10,000 to engage students and implement an idle-free campaign on campus
- Many successful collaborations with the Alberta Airsheds Council
- Hosted of several workshops (e.g., Building Healthier Communities, Odour, Navigating Air Quality Management,
- Expanded followers across all social media platforms
- Annual trend assessment undertaken for the Calgary region and presented at the CRAZ AGM

In general, when comparing overall progress towards air quality management and achievement of identified Objectives, CRAZ and it's membership are advancing and making progress. There is a similar or higher percentage of green and yellow status for most Objectives in the 2023 Achievement Report versus the results from the 2018 Achievement Report.

There are limitations and general principles to be considered when evaluating and understanding progress made towards the AQMP. These include acknowledging that priorities of federal, provincial, and municipal governments change, leveraging periods of heightened public interest in air quality, and recognizing the limitations on CRAZ staff and member capacity.

Finally, the Committee provided recommendations as follows to support enhanced achievement of Plan objectives and to advise the 2024 update to the Plan:

- Simplify the AQMP by combining actions or steps to remove redundant indicators of achievement, removing Actions or Steps that are no longer relevant, and broaden the language of actions or steps.
- Dissolve Objective 2, by reassigning Actions and Steps to other applicable Objectives as outlined.
- Recommit to the intent of Objective 6 and review and revise Actions and Steps as outlined to ensure alignment.
- Incorporate the suggested wording changes in the 2024 update to the Plan.
- Establish a process to maintain and improve implementation, communication, and reporting on the AQMP, such as that outlined in the Recommendations.



## Appendix A: Results of the Evaluation of Achievement

Objective	Action	Step	Potential Indicators	Achievement Notes	2023 Status
Objective 1: CRAZ will consistently and transparently be one of the best managed air quality regions in Canada	1. Continue to improve air quality monitoring and reporting for air contaminants of concern.	i) Air quality network will be rationalized and will include urban and rural considerations	Existing network will be maintained; Audits are completed and made publicly available; Continuous monitoring data will be collected outside of the CMA	Network expanded - CRAZ now operates Airdrie station; PAML deployed to 4 munis outside of Calgary (Cochrane, Canmore, Aldersyde, Chestermere); 24 Purple Air sensor deployment throughout the CRAZ region	<b>G</b>
		ii) Characterize PM from analysis of dichotomous and/or filter-based sampling data	PM data used to help establish combustion versus fugitive source contributions	Intermittent PM2.5 sampling is being undertaken at Inglewood through NAPS, which CRAZ supports	<b>Y</b>
	2. Continuous improvement/ adaptive management approach for the Air Quality Management Plan.	iii) The Air Quality Management Plan will be reviewed and adjusted every 3 - 5 years through stakeholder consultation.	1) Identified action in AQMP/other committees ToR; 2) 2018 Achievement Report online; 3) AQMP Plan updated 2019 available online	A 2023 AQMP Committee workplan item being actioned; All CRAZ committees have been consulted regularly since 2019 to provide status of activities and achievements	<b>G</b>
		iv) Consultation regarding the Air Quality Management Plan will continue with stakeholders.	Formal records are kept by CRAZ of the stakeholder engagements	Stakeholder consultation occurred in 2019; Summary of Achievement Report and an updated Plan was presented at board meeting in 2019 and provided to AEPA; AQMP Committee presented Achievement Report @ 2019 CRAZ AGM	<b>G</b>
		v) Incorporate short term actions in the Air Quality Management Plan into CRAZ strategic plans on a 3-4 year cycle.	Strategic plans show good alignment with AQMP and sequential progress over time	Strategic plan was most recently reviewed in January 2022 and was determined to be in alignment with AQMP at that time; Strategic Planning also completed in fall 2023, with outcomes to be integrated as needed in 2024; A Strategic Implementation Committee was formed in 2022	<b>G</b>

	3. Air Quality Management Plan will be reviewed regularly to track implementation and to determine whether actions are successful	vi) Trend analysis of air contaminants of concern measurements to be conducted annually.	Trend analyses are completed and made publicly available	Trend analysis information is presented annually at AGM; AQMP committee has previously drafted a template for trend analysis presentation that is reviewed annually used at AGM; Annual reports are posted to website	<b>G</b>
		vii) Complete regular reviews of the Air Quality Management Plan. Encourage dialogue with other airsheds as required.	Communication with other airsheds is through AAC committee; Progress reports are completed in years when Achievement Report is not undertaken	Communication and work with other airsheds is through AAC committees (Technical, Education, Communication) and campaigns - CRAZ supports delivery of these programs.	<b>G</b>
		viii) Complete an 'Achievement Report' of the Air Quality Management Plan every 3-5 years.	Publication of an achievement Report within 5 years	Last Achievement Report completed in 2018 and was posted online and included responses to municipal survey conducted in early 2018.	<b>G</b>
	4. The Air Quality Management Plan will be consistently, fairly and equitably funded	ix) Endeavor to ensure the organization has adequate funding and that projects for AQMP receive funding. The accountability of the organization's finances will be reported to the Board by the Finance Committee.	Funding formula is created and is reviewed for potential updating	Funding formula was reviewed in 2022 and no changes were made to fee structure; CRAZ administration is continually seeking new funding sources.	<b>G</b>
		x) Pursue opportunities for improving local air quality that do not require funding such as local policies and programs	Review of policies is completed and published to CRAZ website	The AQMP committee completed review of reports to identify actions that could be implemented with minimal funding; CRAZ municipal partners have active programs and policies in place to improve local air quality e.g., related to electric vehicles, active transportation networks, urban tree planting programs.	<b>G</b>

		xi) Continue liaising with all levels of government and research potential outside funders.	Meeting notes are prepared and archived at CRAZ;	CRAZ continues engagement with EPA, Alberta Transportation, and Municipal Affairs; Partnership meetings are on-going 2-3 times per year; Virtual format of meetings has increased engagement potential and accessibility; Extensive efforts and persistence from CRAZ on the UofC Purple Air Project; Significant municipal representation on CRAZ committees	<b>G</b>
Objective 2: Encourage strategic economic growth and foster sustainable business opportunities through improved understanding of air quality	1. Incentives and deterrents will encourage area stakeholders to reduce emissions of air contaminants of concern.	i) Develop measures for creating incentives and deterrents.	List of existing and potential incentives and deterrents included in updates of the Air Quality Management Plan.	Several reports have been reviewed for incentives and deterrents and a summary document was created with next steps; City of Airdrie is developing a Clean Energy Improvement Program, to help residents invest in long-term energy upgrades to reduce GHG emissions & utility costs; Town of Canmore has a solar incentive.	<b>Y</b>
		ii) Support programs that promote emissions reduction from vehicles, lawnmowers, snowmobiles, etc. when available.	CRAZ website and/or promotional materials will list, when available, these types of programs.	No new programs to promote.	<b>R</b>
	2. Evaluate and promote green energy choices and products for consumers and commuters	iii) Evaluate the emissions intensity of energy use in CRAZ.	Emissions intensity values are made available to stakeholders. CRAZ emission intensity values are used to explore the impacts of green energy use.	No updates	<b>R</b>
		iv) Investigate opportunities to partner with business and/or municipalities in the promotion of green energy and/or emission reduction technologies. Website content must be consistent with CRAZ's communication policy.	CRAZ website includes information on available green energy choices.	No updates	<b>R</b>

		v) Encourage small business opportunities whose activities promote decreasing emissions.	If available, promote on CRAZ website and promotional materials.	No updates	<b>R</b>
Objective 3: Regional land use planning will encourage and promote improvements in air quality	1. Air quality management will be integrated into regional and municipal planning	i) Promote air quality initiatives within environmental management plans and municipal development plans or charters in the region (including SSRP and CMRB)	CRAZ will keep and up-to-date as possible list of municipal initiatives.	CRAZ developed a Municipal Toolkit in 2022 to support environmental management planning; Municipal survey circulated in 2023 identified many initiatives underway in CRAZ member municipalities;	<b>G</b>
		ii) Develop templates for municipalities that promote/incentivize positive air quality initiatives for urban planning.	The relevance of the municipal toolkit is reviewed and development is continued, if required. Research opportunities to create further policy templates and tools with municipalities.	Completion of the Air Quality Management Toolkit for municipalities in 2022.	<b>G</b>
	2. Support multi-modal transportation systems	iii) Promote and develop programs for municipalities that promote/incentivize positive air quality initiatives for transportation.	Promote and develop programs/tools and/or policies to promote/incentivize positive air quality initiatives for transportation.	Engagement Committee is developing an eco-driving campaign; AAC recently received grant for NPS engagement strategy that will be shared with CRAZ; City of Airdrie launched e-scooter pilot program in 2022.	<b>Y</b>
		iv) Evaluate the air quality impacts of transit/transportation initiatives.	Seek out and review available studies on the impacts of transit/transportation initiatives on air quality.	Work undertaken through CASA Impacts of Reduced Transportation on Air Quality project can be leverages for messaging around reducing transportation; EPA gave presentation to CRAZ AGM 2021;	<b>Y</b>
	3. Increase natural filters	v) Support and promote urban tree planting policies and programs for municipalities and individual residents.	Report back on results of policies and programs that increase the number of trees in the CRAZ region.	CRAZ has worked with SAIT million trees project; Engagement Committee has done preliminary work to identify funding to support tree planting programs; Some examples of municipal tree planting practices include, City of Calgary's Branching Out Tree Program, City of Airdrie landscape specifications with a minimum tree policy, Rocky View County Tree Rental program	<b>Y</b>

		vi) Encourage the implementation of green roofs policies	Report back on results of policies and programs that result in an increase in use of green roofs. Inclusion of green roof criteria in municipal building requirements/incentives.	Green roofs was included when conducting research on tree planting programs/policies; Okotoks presented their Natural Asset Inventory @ CRAZ AGM in 2022	<b>Y</b>
Objective 4: Build and promote awareness of air quality issues	1. Identify opportunities to advocate behavioural changes to stakeholders	i) Coordinate with the local school boards to support an air quality curriculum module in alignment with school curriculum.	Wider adoption of air quality module in CRAZ schools.	CRAZ worked with AAC to develop an on-line Grade 5 lesson plan (2020); CRAZ partnered with Eco-Schools and City of Calgary to promote air quality within schools. Five schools in the region were designated certified in 2021; CRAZ partnered with Ever-Active schools and gave air quality presentations to schools in Calgary and area; CRAZ resumed partnering with Inside Education and the Clean Air Responsible Schools program in 2023; Aldersyde event in June 2019 where CRAZ hosted a community day with 3 schools in attendance for air quality information sharing, touring PAML, electric vehicle demos, info booths and promotion of CARS programs.	<b>G</b>

		ii) Cross-promote with other appropriate area events and link to other relevant initiatives on the CRAZ website.	Wider array of events noted on CRAZ website. Increased CRAZ website hits.	CRAZ website is mainly for CRAZ events, however cross promotion of other initiatives is on social media. Social media stats (as of Dec 2023) are as follows: Twitter - from 264 followers in 2019 to 419; Facebook - from 125 followers in 2019 to 167; LinkedIn and Instagram profiles established in 2022 and have 84 and 95 followers, respectively. Per communications plan, CRAZ targets one blog post monthly; social media post 10x per month; CRAZ also supports and promotes AAC monthly campaign and Friday Facts.	<b>G</b>
		iii) Develop strategic, targeted behavioural campaigns to promote reduced vehicle use.	Promote plan on CRAZ website and through other forums. Engage drivers through interactive program development.	Commuter Connect program continues to be promoted; Support continues to the AAC Stop Needless idling campaign; CRAZ supporting the AAC's Innovative Air Education Program	<b>G</b>
		iv) Partner with champions to develop and implement targeted behavioural campaigns within organizations.	Secure partner through semi-formal agreement.	University of Calgary Idle-free Project is in progress; Engagement Committee is preparing for a campaign to recognize organizations for their behavioural and other vehicle use projects	<b>Y</b>
	2. Educate and outreach of regional stakeholders about area air emissions and reduction plans	v) Ensure a CRAZ communication and education strategy that includes tactics for addressing air contaminants of concern in the CRAZ Region.	Annual posting of a summary of ambient air quality highlighting changes, particularly reductions.	An annual summary of status of air quality is provided at AGM; AQHI quarterly status is also provided in newsletter; Promotion of AAC's annual provincial air quality report	<b>G</b>
		vi) Develop relationships with local media outlets (TV, radio, newspapers, billboards, train advertisements) to promote air quality related issues.	Develop list of media outlets and send regular updates on CRAZ activities and events.	A media list and relationships have been developed and are utilized as needs arise	<b>G</b>
		vii) Prepare the public for legislated changes such as anti-idle and tailpipe testing.	Relevant information is included on CRAZ website. One or more CRAZ outreach efforts educating on the topic.	Policy Committee work plan includes a task on legislated changes, however not many policy changes have been made sine 2019 for promotion	<b>R</b>

Objective 5: Stakeholders will work collaboratively to improve air quality and to share environmental responsibility	1. Coordinate with other stakeholders to identify opportunities for sharing of resources and knowledge	i) Collaborate with Alberta Transportation to identify effective vehicle policies and programs that could be implemented.	Review of policy options is completed. Strategic workshop occurs involving AEP, CRAZ and others.	Engagement Committee is preparing an eco-driving campaign; Policy Committee produced a fact sheets on vehicle emissions testing programs (2021)	<b>Y</b>
		ii) Evaluate the feasibility of alternative fuels for municipal traffic.	Study is conducted and posted or linked on CRAZ website.	Promotion of alternative fuel programs and/or actions from municipal members, e.g., City of Calgary Green Driving for fleet vehicles and City of Airdrie's Electric Bus feasibility program	<b>Y</b>
	2. Adopt voluntary reduction strategies, stewardship programs, corporate responsibility and individual responsibility to reduce air emissions	iii) CRAZ stakeholders will adopt a voluntarily commitment model that includes reduction activities suitable to their industry/municipality.	Strategic reduction programs are produced and supported. CRAZ will find opportunities to work with industries and municipalities.	Support to the Alberta Airsheds Council Avoid Needless Idling campaign; Member municipalities are advancing on a number of programs and campaigns, e.g., City of Airdrie Corporate Energy Management Program, Climate Mitigation Strategy, Low-emission vehicles strategy, Electric Bus feasibility Study, right-sizing vehicles for applications; Vulcan's burn permitting and inspection program; Town of Canmore's recent EV vehicle purchase, air quality monitoring; Rocky View County's Tree Planter Rental Program, Street Sweeping and Dust Supression programs; City of Calgary's micromobility (e-scooters and bikes) program, greening of their fleet, EV strategy, cycling strategy, COC had several E&E campaigns, also Mayor's Environment Expo, Calgary Climate Symposium, and Eco-Schools.	<b>G</b>
		iv) Promote financial incentives for home owners such as rebates and free pick-up and disposal for old refrigerators and furnaces.	Program details are provided on municipal website. Track number of programs promoted.	Municipal partners have some incentive programs, e.g., City of Airdrie Clean Energy Improvement Program; Town of Canmore - Solar Incentive & Clean Energy Improvement Program	<b>Y</b>

Objective 6: Encourage, pursue and support air quality science and research	1. Define local area poor air quality and predict poor air quality events	i) Support and review studies to locate poor air quality “hot spots”.	Study is published to the CRAZ website but continuous effort is needed.	No 'Hot Spot' related work, however annual AAC report provides reporting on stations across the province. CRAZ stations are included and ranked.	<b>R</b>
		ii) Utilize air quality forecasting to predict poor air quality events (i.e. AQHI, BlueSky).	Air quality forecasts are made available for the CRAZ region. Forecasts and/or bulletins are posted on the CRAZ website and on social media.	BlueSky gave a presentation and written section to the Smoke committee for information for the Wildfire Smoke Guide, released in 2022 and also gave presented at AGM (2023); Via social media, CRAZ shares air quality bulletins; AQHI (which includes forecasting) is available on CRAZ website	<b>G</b>
		iii) Advocate for regular updating of the inventory and modelling of pollutants in the airshed to determine which management actions are most effective.	Modelling efforts show evaluation of different scenarios.	CRAZ regularly requests updates to emissions inventories and will use most recent available inventory.	<b>R</b>
	2. Determine impact of poor air quality on CRAZ residents	iv) Conduct studies on local target groups (i.e. asthmatics or elderly) and associate air quality with health endpoints.	Develop and/or support a health effects working group.	In 2019 and again 2023, AQMP committee obtained data on health and economic impacts of air pollution in the CRAZ region from Health Canada. Engagement committee uses this data for social media and reports; Development of the SMOKE working group that created (and updates) Community Guide to Wildfire Smoke and Health	<b>G</b>
		v) Study the potential for ozone damage to vegetation	Summary of findings included in annual reporting.	No update or achievement notes - indicator may no longer be relevant	<b>R</b>
	3. Develop and maintain an activity-based (bottom-up) CRAZ emissions inventory (EI)	vii) Develop an activity-based CRAZ emissions inventory (EI).	CRAZ EI is developed and maintained/updated as new information is available. CRAZ EI summaries are included in annual air quality reporting when applicable and available.	No update, 2013 emissions inventory still in use and sufficient to inform CRAZ objectives	<b>Y</b>



		viii) Investigate methods of linking the CRAZ EI with other relevant inventories and initiatives for the region.	Complete a review of relevant EI data Develop and/or support an emissions working group.	No update, 2013 emissions inventory still in use and sufficient to inform CRAZ objectives	<b>Y</b>
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OLDMAN RIVER REGIONAL SERVICES COMMISSION

**BOARD OF DIRECTORS' MEETING MINUTES**

**Thursday, December 7, 2023 – 7:00 p.m.**

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

**BOARD OF DIRECTORS:**

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

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

**STAFF:**

Mike Burla ..... Senior Planner  
 Ryan Dyck ..... Planner  
 Carlin Groves ..... GIS Technologist  
 Steve Harty ..... Senior Planner  
 Raeanne Keer ..... Executive Assistant  
 Lenze Kuiper ..... Chief Administrative Officer

Jennifer Maxwell ..... Subdivision Technician  
 Kattie Schlamp..... Planner  
 Gavin Scott ..... Senior Planner  
 Tristan Scholten.....Intern Planner  
 Jaime Thomas.....GIS Analyst

Being the Organizational Meeting, Chief Administrative Officer Lenze Kuiper called the meeting to order at 7:00 pm.

**1. APPROVAL OF AGENDA**

**Moved by: Richard DeBolt**

THAT the Board adopts the Agenda for December 7, 2023, as presented.

**CARRIED**

**2. ADOPTION OF LIST OF MEMBERS AND ALTERNATE MEMBERS FOR 2023-24**

**Moved by: Tanya Smith**

THAT the Board adopts the List of Members and Alternate Members for 2023-2024, as presented.

**CARRIED**

**3. ELECTION OF EXECUTIVE COMMITTEE FOR 2023-2024**

**a. Nomination Information**

L. Kuiper presented the Executive Committee Election process to the Board and presented the list of nominations received during the nomination period.

**b. Election of Chair**

L. Kuiper stated that Administration received 1 nomination for Chair, Gord Wolstenholme of the Town of Fort Macleod, and inquired if there were any nominations from the floor for the position of Chair, and there were none.

L. Kuiper asked a second and third time if there were any nominations from the floor for the position of Chair, and there were none.

Mr. Gord Wolstenholme of the Town of Fort Macleod was proclaimed Chair of the Oldman River Regional Services Commission Board of Directors.

**c. Election of Vice Chair**

L. Kuiper stated that Administration received 1 nomination for Vice Chair, Don Anderberg of the Town of Pincher Creek, and inquired if there were any nominations from the floor for the position of Vice Chair, and there were none.

L. Kuiper asked a second and third time if there were any nominations from the floor for the position of Vice Chair, and there were none.

Mr. Don Anderberg of the Town of Pincher Creek was proclaimed Vice Chair of the Oldman River Regional Services Commission Board of Directors.

**d. Election of Executive Committee.**

L. Kuiper stated that Administration received 5 nominations for Executive Committee members David Cody of the County of Warner, Christopher Northcott of Vulcan County, Brad Schlossberger of the Town of Claresholm, Neil Sieben of the Town of Raymond, and Scott Akkermans of the Town of Coalhurst, and inquired if there were any nominations from the floor for the Executive Committee, and there were none.

L. Kuiper asked a second and third time if there were any nominations from the floor for the Executive Committee, and there were none.

David Cody of the County of Warner, Christopher Northcott of Vulcan County, Brad Schlossberger of the Town of Claresholm, Neil Sieben of the Town of Raymond, and Scott Akkermans of the Town of Coalhurst were proclaimed members of the Executive Committee for the Oldman River Regional Services Commission Board of Directors.

**4. APPROVAL OF MINUTES**

**e. Minutes of September 7, 2023**

**Moved by: Gerry Baril**

THAT the Board adopts the minutes of September 7, 2023, as presented.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

**6. REPORTS**

**a. Executive Committee Report**

Chair Wolstenholme presented the Executive Committee Report to the Board.

**7. BUSINESS**

**a. Proposed 2024 Operating Budget & Proposed 5-year Capital Plan 2023-2027**

L. Kuiper presented the proposed 2024 Operating Budget and 5-Year Capital Plan to the Board, highlighting an increase to membership fees for both planning and GIS, and a decrease in projected revenue for Fee for Service and Subdivision.

**Moved by: Scott Akkermans**

THAT the Board approves the 2024 Budget and 5 Year Capital Plan, as presented.

**CARRIED**

**b. Subdivision Activity**  
- **As of October 31, 2023**

L. Kuiper presented the Subdivision Activity statistics as of October 31, 2023 to the Board.

**c. Assessment Appeal Activity**

L. Kuiper presented the 2023 Assessment Appeal Board Statistics to the Board for information purposes.

**d. Subdivision and Development Appeal Board Activity**  
- **As of November 23, 2023**

L. Kuiper presented the 2023 Subdivision and Development Appeal Board Statistics to the Board as of November 23, 2023.

**e. ORRSC Periodical – Slope Adaptive Development**

R. Dyck, Planner, presented information on the upcoming ORRSC Periodical topic, Slope Adaptive Development

**8. ACCOUNTS**

**a. Balance Sheet and Comparative Income Statement**  
- **As of October 31, 2023**

L. Kuiper presented the Balance Sheet and Comparative Income Statements as of October 31, 2023.

**Moved by: Brad Schlossberger**

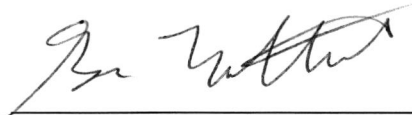
THAT the Board approves Balance Sheet and Comparative Income State, as of October 31, 2023, as presented.

**CARRIED**

**9. NEXT MEETING – March 7, 2024**

**10. ADJOURNMENT**

With no further questions and nothing further to discuss, L. Kuiper adjourned the meeting, the time being 8:10 pm.



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Gordon Wolstenholme, Chair



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Lenze Kuiper, Chief Administrative Officer



**1.0 WELCOME AND INTRODUCTIONS**

Reeve Randy Taylor called the meeting to order at 1:00 pm.

**2.0 ADDITIONS TO / APPROVAL OF THE AGENDA**

9.0 Water Sharing MOU – Reeve Randy Taylor

9.1 Minister Neudorf – Bill 20

9.2 Business cards

9.3 Meeting location

**Motion** to approve the agenda, **moved** by Mayor Blair Painter, **Carried**.

**3.0 PRESENTATION – Dr. Tammy Nemeth**

- Discussed CSSB disclosure standards.
- Discussed ESG scores
- Meat, poultry or dairy producers must disclose gross percentage of agriculture total water withdrawn and water consumed in regions with high water stress, the problem is the tool they use to calculate this is unreliable.
- Large investors will look at the base line number and may not invest in larger scaled producers due to their scores.
- There is no cost benefit analysis for Canadian implementation of these standards.
- These standards are significantly different that that of the US it will put Canadian entities at a disadvantage.
- See electronic presentation attached.

**4.0 ADDITIONS TO / APPROVAL OF THE MINUTES**

**Motion** to adopt the minutes, **moved** Reeve Maryanne Sandberg, **Carried**.

**5.0 BUSINESS ITEMS ARISING FROM MINUTES**

**6.0 MP AND MLA UPDATES**

**6.1 MP Reports –** No report

**6.2 MLA Reports –**

MLA Grant Hunter

- See electronic report.
- Recommend looking at the report from environment and protected areas to understand what will happen if the province moves to a stage 5 in regards to drought situations.

**7.0 Reports -**

### 7.1 RMA – Reeve Jason Schneider

- Discussed insurance companies coming from mostly oversea markets
- Discussed natural disasters making it more difficult to get insurance in Alberta.
- Discussed quasi judicial boards not being accountable to anyone, and the problems that are being seen due to the lack of accountability.
- Discussed the NRCB doing drought spot inspections, 90% of inspections will be held south of Calgary.
- Discussed Bill 20 and the lack of communication with municipalities.

### 7.2 AM –Deputy Mayor Deborah Reid-Mickler

- Discussed sustainability reporting.
- Discussed Bill 18, some information has said the concern is housing in Calgary and Edmonton. AM is pushing for feedback on this bill.
- Discussed Bill 20 and the concern about big money coming in from corporate/union donations. Have heard feedback from Albertans expressing the desire to keep big money out of elections.
- Discussed forming political parties for municipal elections and the concern about transparency.
- Discussed limiting vouching for people during an election will result in loss of voters.
- Summer leaders caucus will be held in Stirling on June 26<sup>th</sup>.

## 8.0 Round Table Discussion

- **Motion** to approve the Terms of Reference including the correction under quorum, 51% of members present – **moved** by Mayor Cathy Moore, **carried**.
- Reeve Tamara Miyanaga – asked if anyone has any information on leases and deed land dispersal to send that over to the MD of Taber. MD of Taber is celebrating it's 70<sup>th</sup> anniversary on June 20<sup>th</sup> in the MD of Taber park at 4:30pm or June 27<sup>th</sup> in Enchant.
- Councilor Bill Chapman – Minister Ellis announced provincial support for 30% funding for the expansion of the RCMP detachment. A new cold refrigeration and storage company will be building a facility in Coaldale. It is the first of its kind in Canada with mainly robotics running the facility.

## 9.0 WATER SHARING MOU – Reeve Randy Taylor

- Everyone that was in attendance signed the MOU.
- It is still confidential so can't say too much although don't understand the reason why but proud to represent everyone including the County of Warner.
- Municipalities present volunteered to commit to conserving 5-10% of water.

### Mayor Gordon Reynolds

- Collaboration was very impressive.
- Suggests updating bylaws incase we need to restrict water usage.
- Messaging is very important, educate residents in urban settings.

### 9.1 MLA Nathan Neudorf

- Discussed Bill 18, Provincial Priorities Act – knowing what is funded is good for Alberta.



- Discussed Bill 19, Local access fees – not intended to harm the retail market but meant to inform Albertans when they are in a potentially volatile market.
- Discussed Bill 20, Municipal affairs Statutes Amendment Act – discussed with Minister McIver’s office the concerns that have been brought forward and he agreed there needs to be some changes to the bill. The Minister’s office is trying to be as transparent as possible and is meeting with organizations to hear their concerns.
- Discussed the AUC and finding a balanced approach in regards to reclamation amounts.

#### 9.2 Business Cards – Reeve Randy Taylor

- Have a friend starting a business making scannable business cards, if interested please let Reeve Taylor know.

#### 9.3 Meeting locations – Reeve Randy Taylor

- Have been having issues with IT the last year so will be looking into moving our location to the Chinook library systems.

### 10.0 NEXT MEETING DATE

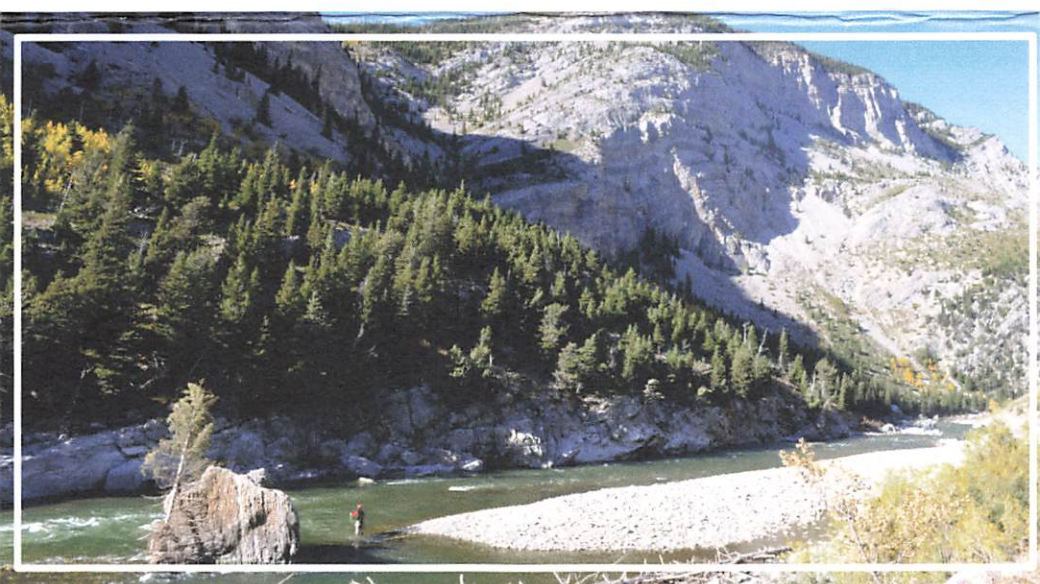
Joint meeting with the SE Mayors and Reeves, Friday June 21<sup>st</sup>, 2024 at 1:00 – Coaldale Civic Square Atrium/Virtual via Zoom

### 11.0 ADJOURNMENT:

Reeve Dan Hamilton **moved** to adjourn the meeting at 3:38 pm - **Carried**

[www.oldmanwatershed.ca](http://www.oldmanwatershed.ca)

Volunteer. Donate. Make a Change.



Thank You



Dear Brad,

Thank you for attending our AGM and for the Town of Claresholm's support over the years. We deeply appreciate the Town's donations and have invested the funds in meaningful restoration and education projects.

The watershed is a better place,  
because of people like you.



From Shannon and the OWC Team [oldmanwatershed.ca](http://oldmanwatershed.ca)

The Bridges at Claresholm Golf Club  
Regular Board Meeting Minutes  
Date Jan 17 2024

PRESENT: Andrew M., Terry N., Frank K., Todd H., Lyle B., Rod K., Ted M., Jeff L.,  
ABSENT: Brendan F. Shane S., Quinton F.,

CALL TO ORDER: 7:03

1. APPROVAL OF AGENDA

Motion to approve: Frank K.

2. APPROVAL OF MINUTES:

Motion to approve: Ted M.,

3. OLD BUSINESS:

4. CORRESPONDENCE:

- None at this time

5. REPORTS:

GREENS COMMITTEE: Jeff

- Difficult getting reels? sharpened
- Next week getting some irrigation parts out of satellite box to get refurbished, agreed to get quote to ensure its cheaper than new
- Can take spray test online (plan to study over next few weeks/month)
- Looking into getting Jordy Bronson to determine if any trees need work

FINANCE COMMITTEE: Todd

- Budget - gained about ~50000\$
- Year to year: actual 22k compared to 23k. Consider utilities and other similar stuff not a bad year.
- CEBA paid out of general account
- Credit union - High interest savings account 1.5%. Option to lock in a year at 5%, or 6 month/6month (lower first 6, higher next 6, average 5%) still have access to that money. Will get ~3.5% over the year no penalty. Lyle to call to get it set up
  - Ted Motion, Brady Seconded

Budget:

- Kept modest - little skeptical of the future of golf given the expenses and tough times for people. Not expecting to make a lot more than this year or last year
- Membership income dropped down a little bit - expect decline or plateau
- Expense increase on LOC to pay down quicker (up ~2k a month)

Motion to accept: Brady E.

Seconded: Frank K.,

TOWN REP: Rod

- Keeping an eye on water restrictions, none currently in place but will potentially be put in place if needed
- Plan to do walkthrough of ponds in the spring to get an idea of what should be done
  
- CLUB PRO AND MARKETING COMMITTEE:
  - Pro Shop Raffle brought in 15800\$: 1st Larry M., 2nd Justin G., 3rd Robert M., 4th Ryan S., Profit ~6520\$
  - Plan next year to reduce ticket price, plan to get started earlier in the year.
  - Letter drafted to bank with specifications for E-transfer set-up
  
- CLUBHOUSE COMMITTEE: Frank
  - Hot water tank to come in on friday
  - Matched the rug as best as able - got done today.
  - Painting done
  - Steam cleaned Chairs
  - Rug to be cleaned early Feb
  - Contract to be shored up by the end of the month and present to the successful candidates. Plan to present it to Abe at the town? To see if there are any gaps to address
  
- Grants/Casino: Terry N.,
  - Casino on May 2nd, 3rd

ADJOURNMENT

Motion to adjourn: Terry N.,

Next Meeting: Feb 21 2024

The Bridges at Claresholm Golf Club  
Regular Board Meeting Minutes  
Date Feb 28th 2024

PRESENT: Andrew M, Frank K., Brendan F., Quinton F., Shane S., Jeff L., Todd M., Brady E., Terry N., Lyle B., Rod K.,  
ABSENT: Todd H.,

CALL TO ORDER: 7:03

1. APPROVAL OF AGENDA

Motion to approve: Frank

2. APPROVAL OF MINUTES:

Motion to approve: Sahne S.,

3. OLD BUSINESS:

a. N/a

4. CORRESPONDENCE:

- None at this time

5. REPORTS:

GREENS COMMITTEE: Jeff

- Fertilizer from Nutrien lined up - same deal as last year. Cost estimate given for summer and fall apps, ~300\$ cheaper than last year for the two apps.
- Some staff lined up, ready to go when cleared from the weather.
- Irrigation parts that were previously brought up - buying power interconnecting board for site 1 (~800\$ last year); one option through the states... send them our board 250\$ US plus shipping back. Timeline unknown. Usually fast when it arrives. Option 2 is the off brand part - assured they will directly fit into satellite. ~250US + shipping. Timeline unknown.
  - Ted motions to purchase off brand model, Terry Seconded
- Jordie contacting Jeff in ~a week to see how much work may need to be done
- Water saver - wetting agent so could potentially look at buying some

FINANCE COMMITTEE: Todd

- Year end: not a bad year. Some stuff that came up that we weren't expecting. Cash position changed a little bit - paid back 40k on CEBA grant.
- Decent financial position; Showed some profit last year
- Financials - similar position to last year. Not much data to go off for this year

- Did decide to go on waitlist for rough mower (likely next piece of equipment needing replacement - No commitment or cost)
- Ted accepts financial report, shane seconds

TOWN REP: Rod

- Open house on saturday
  - Water: Town in consultation with the license holders re: getting ahead of it. Will likely start the season with no restrictions but might be tight, in restrictions if needed
  - Lyle brought up a point of potentially moving into water strategy at the beginning of the year
- CLUB PRO AND MARKETING COMMITTEE:
    - Cleaning downstairs; room to room - get rid of some stuff
    - Some stock arriving, most middle of march
    - Discuss daily rate increased - compared to other rural (were a bit lower than nanton, more comparable to vulcan). Brady makes a motion to raise 5%.. Frank suggests waiting until future to decide. Agreed by the board
    - Lithium battery stolen from cart shed from a members cart. New form going forward.. Everyone must carry their own insurance. Codes are only given after signing form. Code will be changed at the end of season. Winter access by appointment. Personal carts at home also have to fill out form - likely make amendment to policies
    - AGM date to be set at next meeting
    - Tentative plan to open Easter weekend if weather permits
  - CLUBHOUSE COMMITTEE: Frank
    - Restaurant did a good job cleaning kitchen - health inspector impressed
    - Some minor things to fix pilot light
    - Conversation to be had with procedures (opening/shutdown)
    - Restaurant bought some supplies and will bring receipts to determine if its something the club wants to buy to retain ownership
  - Grants/Casino: Terry N.,
    - Casino May 2nd and 3rd

ADJOURNMENT

Motion to adjourn:

Next Meeting:

The Bridges at Claresholm Golf Club  
Regular Board Meeting  
Date March 20, 2024

PRESENT: Todd H, Brendan F., Andrew M., Brady E., Jeff L., Terry N., Lyle B., Ted M., Shane S., Frank K., Rod K.,

ABSENT: Quinton F.

CALL TO ORDER: 7:02

1. APPROVAL OF AGENDA:

Motion to approve: Todd H

2. APPROVAL OF MINUTES:

Motion to approve last meetings minutes

Motion to approve this meetings minutes:

3. OLD BUSINESS:

- n/a

4. CORRESPONDENCE:

- Letter from B.P request to return membership fees due to surgery/medical reasons
  - Ted M. makes motion to return membership dues to B.P

5. REPORTS:

1. GREENS COMMITTEE: Jeff

- Jordie Broson provided some quotes (hole 5 ~1300\$, everything else~10000) for tree trimming
  - Quite different from previous quotes will take back to Jordie
  - Lyle suggested potentially waiting until the Fall as the course opens and will be difficult to manage with players. Suggested if anything is emergent to be done.
  - Will check availability to determine if he can do hole 5 trimming before opening for the season.
- Irrigation rebuild in silver springs in Calgary - have about 20 satellites ~10 years old.
  - Satellite box (faceplate, PIB, OSM,station cards, etc) = 1000\$ all-in
    - Jeff recommends having 2 extra around
  - Ted Motions to buy 2 recommended satellite boxes, Brady Seconds
  - Jeff to pick up some sprinkler heads from same golf course
- Waiting to hear from Nutrien re: fertilizer
- Tarps pulled - greens are looking good



- Brad reached out, pine coulee is up to a level we can draw from... not sure how long it will last. Currently Full
  - 4 crew hired, couple interviews done, some resumes waiting. Waiting to hear about summer jobs program
2. FINANCE COMMITTEE: Todd
- Balance sheet - general account 70k - early membership
  - Interm Accounts Receivable - negative number? Is this in correct position
  - Year end debit balances?
  - Inventory - majority carryover, little bit of new
  - Capital assets - List of equipment to know what is included in that
  - Bonus payable - should be paid out?
  - Lifetime memberships - depreciate a certain amount each years, off the books in 20 years
  - Todd would like to sit down with Belay (and Lyle) to determine what some of the items mean
3. TOWN REP: Rod
- Group into town council talking about water - going to put on a presentation at community hall
  - Open house regarding area structure plan for land up against golf course.
4. CLUBHOUSE COMMITTEE: Frank
- Sewer problems -building showing age a little bit
  - Kitchen staff - getting things set-up, coming along.
  - Hot water heater hooked up
5. CLUB PRO AND MARKETING COMMITTEE:
- Stock is coming in, getting the shop set up. Hopefully done early next week
  - Brought up daily rates increase and sent out comparison - we are on lower end
  - Todd makes a motion to increase day rates as presented - Shane seconded
  - Codes changed on cart shed - complete form to access the cart shed \
  - Opening day pushed back due to weather
  - Golf guide (450\$ per month for 6 months) for radio advertising
  - New score cards needed - paramount printer quote 20000 cards = 2237\$, 30000 = 3056\$
    - Have had sponsors in the past help pay for same
  - Tournament dates set -
  - AGM Set for April 23rd 2024 Tuesday
6. GRANT AND CASINO COMMITTEE:
- Casino May 2nd, 3rd

7. POLICY:

- n/a

8. NEW BUSINESS:

ADJOURNMENT:

Motion to adjourn: Brady E

Next Meeting : April 23rd

The Bridges at Claresholm Golf Club  
**ORGANIZATIONAL MEETING**  
April 23 2024 at 730PM

PRESENT: Lyle Broderson, Andrew Morkin, Brady Egger, Brendan Fleet, Shane Stewart, Terry Nelson, Doug Macpherson, Dale Seeman, Quinton Fisher, Todd Heggie

ABSENT:

CALL TO ORDER: Todd Heggie called the meeting to order at 7:32 p.m.

1. AGENDA: Shane made the motion to approve the agenda, Brendan seconded the motion. Carried

2. ELECTION: The following members were nominated and elected for the following positions:

President: Brady Egger (Todd nominated, Terry seconded. Carried)

Vice-President: Shane Stewart (Dale nominated, Andrew seconded. Carried)

Treasurer: Todd Heggie (Brendan nominated, Doug seconded. Carried)

Secretary: Brendan Fleet (Dale nominated, Brady seconded. Carried)

3. SIGNING AUTHORITY: Motion made by Terry Nelson that the President, Vice President, Secretary, Treasurer, and Andrew Morkin have signing authority and that 2 signatures are required

4. COMMITTEES: All committees include the Board President and the Golf Club Pro for a resource person. It is the choice of the President as to whether he will attend each committee meeting.

4.1 Clubhouse Committee: Doug Macpherson

4.2 Greens Committee: Dale Seeman, Quinton Fisher

4.3 Grants and Casino Committee: Todd Heggie, Terry Nelson

4.4 Finance Committee: Todd Heggie

4.5 Tournament/Handicap Committee: Andrew Morkin

4.6 Policy/Bylaw Committee: Shane Stewart

4.7 Marketing Committee: Quintin Fisher

5. MEETING TIMES:

Meeting will be held the 3<sup>rd</sup> Wednesday of the month at 7:30 p.m. throughout the year with special meetings held when required.

6. ADJOURNMENT:

The meeting was adjourned at 8:05 p.m. as motioned by Andrew Morkin.

The Bridges at Claresholm Golf Club  
Regular Board Meeting minutes  
Date May 22 2024

PRESENT: Brendan F., Andrew M., Brady E., Jeff L., Terry N., Lyle B., Dale S., Doug M., Rod K

ABSENT: Quinton F. Shane S., Todd H.

CALL TO ORDER: 7:02

1. APPROVAL OF AGENDA:

Motion to approve: Dale S.,

2. APPROVAL OF MINUTES:

Motion to approve this meetings minutes: Andrew M.,

3. OLD BUSINESS:

- n/a

4. CORRESPONDENCE:

- Membership request, (2 intermediate golf memberships - medical reason, doctors note present) requesting membership be transferred to next year
- Doug motion to put membership forward to next year, seconded Terry

5. REPORTS:

1. GREENS COMMITTEE: Jeff

- Sundays aeration will go differently than planned - due to moisture, sandpit unable to get sand to us in time. Will punch like last year and dusting of sand.
- Good amount of moisture
- Pesticide applicators certificate - passed core "authorizer certificate", still needs to pass landscape portion.
- First aid courses - Jeffs elapsed this year. Suggested a few possible trainers (Smiley, Town?). Lyle suggests that we have an appropriate amount of staff to meet requirements. Plan to do in offseason

2. FINANCE COMMITTEE: Todd

- Within 9000\$ of last year - weather a factor
- Need to sit down with account manager @ belay to sort out some of the allocations (9:30)

3. TOWN REP: Rod
  - Period of engagement - identified that there are several million dollars of rec buildings, no reserve for funding repairs etc. initiative to build reserve for culture and recreation building - likely a hit on taxes. Consultations to happen. Looking forward to feedback
  - Pond tour with Lyle, Gabe, Jeff. going to do research to dredge first two ponds
  - Contract with town expires at the end of the year - states we can renew 5 years without changes. - may sit down with the town to clear up responsibilities for certain points. Opportunities for synergy of equipment?
4. CLUBHOUSE COMMITTEE: Doug
  - Shingle work to be done - couple bundles.
5. CLUB PRO AND MARKETING COMMITTEE:
  - Pro Shop fully stocked
  - All tournament information sent out
  - Corporate membership agreements - Idea to get everything documented, signed, names of contact people.
  - New scorecards are in
  - OHS - signed an agreement with HR covered..
    - First step creating policy (68 pages) for HR compliance policy manual.
    - Also need employee contracts signed by each employee.
      - May need to include that they require to complete the 3 courses
      - Playing privileges
    - All employees take training in health and safety, WHMIS, and Harassment.
    - Hazard assessments - potentially get this company to help set-up
    - Need health and safety head - committee (one employee and jeff/lyle)
    - Motion to proceed with OHS to get compliant - Andrew M., Seconded Brendan F.
6. GRANT AND CASINO COMMITTEE:
  - Thanks to the people working the casino
  - Grant application complete - CFEP
  - 4 student positions (2 shop, 2 in maintenance) - ~16000\$
7. POLICY:
  - Hazard assessment still work in progress
  - Employee contract to be adjusted
  - HR manual compliance policy manual
    - Doug made motion to include in policy, andrew seconded
8. NEW BUSINESS:

ADJOURNMENT: 8:23

Motion to adjourn: Brendan F.

Next Meeting : June 19 2024