



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MARCH 11, 2024
AGENDA**

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – FEBRUARY 26, 2024

DELEGATION: CHINOOK WATERSHED CREW – Water Forum

ACTION ITEMS:

1. BYLAW #1780 – North Point Area Structure Plan Bylaw
RE: 1st Reading
2. CORRES: Willow Creek Regional Landfill
RE: 2024 Requisition
3. CORRES: Claresholm Kraken Swim Club Request
RE: Pool Rental Request
4. CORRES: Hon. Ric McIver, Minister of Municipal Affairs
RE: Budget 2024
5. CORRES: Hon. Ric McIver, Minister of Municipal Affairs
RE: ICF Engagement
6. CORRES: Hon. Ric McIver, Minister of Municipal Affairs
RE: Minister's Awards
7. CORRES: Prairie Mountain Health Advisory Council
RE: Workforce Planning Zoom Meeting
8. CORRES: Dave Allen
RE: Farmer's Market and Business License
9. CORRES: Claresholm and District FCSS
RE: 2024 Volunteer Appreciation and Awards
10. REQUEST FOR DECISION: Evolution Land ASP Public Open House
11. REQUEST FOR DECISION: Cell Phone Policy Update
12. REQUEST FOR DECISION: Arena Sports Equipment
13. REQUEST FOR DECISION: Porcupine Hills Lodge Letter of Support
14. FINANCIAL REPORT: Statement of Operations – February 29, 2024
15. INFORMATION BRIEF: FCSS Social Needs Assessment
16. INFORMATION BRIEF: Coffee with Council
17. INFORMATION BRIEF: Strategic Plan Report
18. INFORMATION BRIEF: Council Committee Report
19. INFORMATION BRIEF: Council Resolution Status

20. ADOPTION OF INFORMATION ITEMS

21. IN CAMERA:

- a. Intergovernmental Relations (Delegation by Zoom) – FOIP Section 21
- b. Confidential Evaluations – FOIP Section 19
- c. Confidential Evaluations – FOIP Section 19
- d. Business Interest of 3rd Party -- FOIP Section 16
- e. Advice from Officials – FOIP Section 24

INFORMATION ITEMS:

1. Claresholm and District Transportation Society Minutes – January 18, 2024
2. Alberta Municipalities: Preliminary Analysis of Alberta's 2024 Budget

ADJOURNMENT



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

Moved by Councillor Zimmer that the Regular Meeting Minutes of February 12, 2024 be accepted as presented.

CARRIED

ACTION ITEMS:

1. BYLAW #1779 – Business License Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Ross to give Bylaw #1779, the Business License Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1779, the Business License Bylaw, 3rd & Final Reading.

CARRIED

2. CORRES: Alberta Municipalities
RE: Webinar Registration – Alberta’s 2024 Budget Overview

Received for information.

3. CORRES: Alberta Municipalities
RE: Join the Call to Keep Political Parties out of Local Elections

MOTION #24-024 Moved by Councillor Meister to send an advocacy letter to MLA Chelsae Petrovic to encourage the provincial government to keep party politics out of municipal government.

CARRIED

4. REQUEST FOR DECISION: Texas 4000 for Cancer

MOTION #24-025 Moved by Councillor Carlson to allow the Texas 4000 for Cancer Rockies group to stay in Centennial Park Campground for one night on July 2, 2024 for free of charge to support their cause of raising funds and awareness for cancer research, for the Claresholm Public Library to be offered as a bad weather alternative, and for administration to facilitate their stay.

CARRIED

5. REQUEST FOR DECISION: Letters of Support – Claresholm Lions Club

MOTION #24-026 Moved by Councillor Meister to write a letter of support towards the Claresholm Lions’ Club application to the Community Facility Enhancement Program for the purpose of constructing a new playground at Centennial Park and provide the matching funds of \$75,841 plus \$23,190 in-kind donation (total \$99,031).

CARRIED

MOTION #24-027 Moved by Councillor Cutler to write a letter of support towards the Claresholm Lions’ Club application to the Co-op Community Spaces Grant for the purpose of constructing the new accessible playground at Centennial Park, and to receive the funds on their behalf.

CARRIED

MOTION #24-028 Moved by Councillor Ross to write a letter of support towards the Claresholm Lions’ Club application to the Community Foundation of Lethbridge and Southwestern Alberta for the Community Priorities Grant for the swing set at Centennial Park, and to receive the funds on their behalf.

CARRIED

6. REQUEST FOR DECISION: Municipal Library Bylaws

MOTION #24-029 Moved by Councillor Ross to approve the Bylaws of the Town of Claresholm Municipal Library as presented.

CARRIED

7. REQUEST FOR DECISION: Broadband Policy

MOTION #24-030 Moved by Councillor Kettles to approve the Broadband Policy for the Town of Claresholm as presented.

CARRIED

8. REQUEST FOR DECISION: Cell Phone Policies

MOTION #24-031 Moved by Councillor Kettles to adopt version 2.0 of Policy #1.4.05 “Cell Phone Use” as presented to meet current needs and practices.

CARRIED

9. REQUEST FOR DECISION: FCM Convention

MOTION #24-032 Moved by Councillor Carlson to send Mayor Brad Schlossberger to the Federation of Canadian Municipalities Annual Conference and Trade Show in Calgary from June 6-9, 2024 up to a total cost of \$3,000 plus GST.

CARRIED

10. FINANCIAL REPORT: Statement of Operations – January 31, 2024

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

CARRIED

11. INFORMATION BRIEF: CAO Report

Received for information.

12. INFORMATION BRIEF: Council Committee Report

Received for information

13. INFORMATION BRIEF: Council Resolution Status

Received for information.

14. ADOPTION OF INFORMATION ITEMS

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

CARRIED

15. IN CAMERA:

- a. Business Interests of a Third Party – FOIP Section 16**
- b. Personnel – FOIP Section 17**
- c. Personnel – FOIP Section 17**

Moved by Councillor Ross to go In Camera at 7:42 p.m. for the following items:

- a. Business Interests of a Third Party – FOIP Section 16**
- b. Personnel – FOIP Section 17**
- c. Personnel – FOIP Section 17**

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger stated that the live stream has ended at 7:42 p.m.

Moved by Councillor Cutler to come out of In Camera at 8:16 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:16 p.m.

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

MOTION #24-033 Moved by Councillor Zimmer that administration proceed with business interests of a third-party as discussed in closed session.

CARRIED

b. Personnel – FOIP Section 17

MOTION #24-034 Moved by Councillor Meister to direct administration to proceed with personnel matter as discussed in closed session, and to report findings to Council by the March 25th, 2024 Regular Council Meeting.

CARRIED

ADJOURNMENT: Moved by Councillor Ross that the meeting adjourn at 8:18 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger noted that recording ceased at 8:18 p.m.

Mayor – Brad Schlossberger

Chief Administrative Officer – Abe Tinney

Attn: Brad Schlossberger, Mayor
Town of Claresholm

The Chinook Water Shed Crew (CWC) is hosting a water forum “Water. Dried up! What Next?” on Monday, April 15th at the Claresholm Community Centre. Doors open at 5:00 pm with complimentary beef on the bun.

We, Rod Brunes and Roy Penniket, request to be included on the meeting agenda for March 11th, 2024 agenda to provide information on this event to the councillors.

The purpose of this event is to create greater awareness for drought preparedness and mitigation among the communities of the Porcupine Hills/Willow Creek region from High River to Fort Macleod. The Oldman River Watershed Council will be presenting slides to give some background information and context. This will be followed by the premiere showing of a documentary produced by Yvan Lebel and Kevin Van Tighem: “**DRIED UP** What now?” and a panel discussion.

Our panel of experts include: Cheryl Bradley, Biologist and Watershed Planning; Kim Wachtler (nee Burton) Burke Creek Ranch; James Byrne, Professor Emeritus, Geography and Environment, University of Lethbridge; Stewart Rood, Research Professor, Biology and Environmental Science, University of Lethbridge. The moderator is Kevin Van Tighem.

We have personally invited our MLA to attend. We would like to extend a personal invitation to all the Town Councillors to attend as well as set up an exhibit table. We have designated an area for exhibit tables and representatives where the public can browse before and after the presentations and get first hand information on many drought-related issues.

The costs to host this event include hall rental, a sound system, advertising and promotion and hospitality. Social media will figure prominently in our promotion efforts but we believe insertions in print media is important to reach everyone. By providing supper we hope to capture people before they head home. We are budgeting for 150 to 200 people. Ideally, a \$3000.00 budget should cover off all our costs. Private donations from our Crew total \$1450.00 as well as in-kind efforts.

We require and are requesting financial support from the Town Council to fund our ambitious endeavour. A donation of \$500. would be gratefully accepted. Recognition of your financial commitment would be included in all our media: press releases, print advertising and social media insertions.

Our goal is to provide credible, verifiable information from respected sources which may result in a “watershed or aha moment”.

The Chinook Water Shed Crew (CWC) is a non-partisan, inclusive, community group promoting science-based information to stimulate informed and respectful discussion on the issues of today.

For further information contact Jackie Chalmers at newoxley@gmail.com



Claresholm

REQUEST FOR DECISION

Meeting: March 11, 2024
Agenda Item: 1

BYLAW No. 1780 – NORTH POINT AREA STRUCTURE PLAN

The purpose of the attached Bylaw No. 1780 is to adopt an area structure plan (ASP) within the north project location (shown right). The Town of Claresholm held a community open house on February 12, 2024. The feedback received was taken into consideration and listed in the plan.

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

In accordance with the Municipal Government Act (MGA) Section 692, the bylaw requires a public hearing and advertisement prior to giving second reading and notice given in accordance with MGA Section 606. The neighbors as well as the MD of Willow Creek will be circulated on the public hearing.









RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1780, a bylaw to adopt the North Point Area Structure Plan, first reading.

Below is the land use design for the ASP.



LEGEND	
	MEDIUM DENSITY RESIDENTIAL
	HIGH DENSITY RESIDENTIAL
	HIGHWAY COMMERCIAL
	RECREATION, PARKS AND OPEN SPACE
	ROAD RIGHT-OF-WAY
	PUBLIC UTILITY LOT

Medium Density Residential

- Housing Form - Semi-detached
- Potential to be developed for private ownership or rental.
- Homes to front onto internal roadway with landscaped boulevard along 8th Street West to create a buffer/separation.

High Density Residential

- Potentially a mix of ground-orientated town homes and low-rise walk-up apartments.
- Potential to be developed for ownership or rental.

Highway Commercial

- Continue same road profile for Alberta Road
- Uses to be larger in scale and intended to serve the local population and travelling public.

Recreation, Parks, and Open Space

- Serves as a transition space between residential and commercial districts.
- Offers options for alternative transportation

modes and routes through development of pathways that connect to the Town's existing trail network.

- The larger open space area would be used for passive recreational space.
- Potential amenities could include play structures, pathways, benches, garbage receptacles, outdoor exercise equipment, sports courts, open fields, community garden, and a gazebo or small gathering area.
- The public utility would be used as a dry storm pond.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1780
- 2.) "Schedule A" North Point ASP (please visit www.myclaresholm.com/ for the full plan)

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: March 7, 2024



Associated
Engineering

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

REPORT

Town of Claresholm

North Point Area Structure Plan



JANUARY 2024



Platinum
member

CONFIDENTIALITY AND © COPYRIGHT FOR THIS REPORT

This document is for the sole use of the addressee and Associated Engineering Alberta Ltd. The document contains proprietary and confidential information that shall not be reproduced in any manner or disclosed to or discussed with any other parties without the express written permission of Associated Engineering Alberta Ltd. Information in this document is to be considered the intellectual property of Associated Engineering Alberta Ltd. in accordance with Canadian copyright law.

This report was prepared by Associated Engineering Alberta Ltd. for the account of Town of Claresholm. The material in it reflects Associated Engineering Alberta Ltd.'s best judgement, in the light of the information available to it, at the time of preparation. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. Associated Engineering Alberta Ltd. accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

TABLE OF CONTENTS

SECTION	PAGE NO.
Table of Contents	i
List of Tables	iii
List of Figures	iv
Definitions	v
1 Introduction	1-1
1.1 Purpose	1-1
1.2 Vision	1-2
1.3 Objectives	1-2
1.4 Interpretation	1-2
2 Policy and Regulatory Context	2-1
2.1 Claresholm Municipal Development Plan	2-1
2.2 Claresholm Land Use Bylaw No. 1525	2-6
3 Existing Conditions and Development Influences	3-1
3.1 Location and Ownership	3-1
3.2 Topography	3-1
3.3 Geotechnical Conditions	3-3
3.4 Biophysical Resources	3-4
3.5 Historical Resources	3-9
3.6 Environmental Site Assessment	3-9
3.7 Existing Development, Built Conditions and Legal Encumbrances	3-10
3.8 Infrastructure	3-12
4 Market Assessment	4-1
5 Land Use Policies	5-1
5.1 General	5-1
5.2 Residential	5-1
5.3 Highway Commercial	5-2
5.4 Recreation, Parks, and Open Space	5-4
5.5 Transportation	5-6
5.6 Infrastructure Servicing	5-9
6 Plan Implementation	6-1
6.1 Implementation	6-1
6.2 Development Staging	6-1
6.3 Plan Amendment	6-1
7 Public Engagement	7-1
Appendix A – Geotechnical Report	1

Appendix B – Biophysical Impact Assessment	1
Appendix C – Historical Resources Act Approval	1
Appendix D – Phase 1 Environmental Site Assessment	1
Appendix E – Traffic Impact Assessment	1
Appendix F – Conceptual Servicing Plan	1

LIST OF TABLES

	PAGE NO.
Table 3-1 Plan Area Ownership	3-1
Table 3-2 Subsurface Stratigraphy	3-3
Table 3-3 Development Mitigation Measures from BIA	3-5
Table 4-1 Land Use Statistics	4-2
Table 4-2 Proposed Population Data	4-3
Table 4-3 Municipal Reserve Dedication	4-3

LIST OF FIGURES

	PAGE NO.
Figure 1-1	ASP Plan Area
Figure 2-1	Plan Area Land Use Districts
Figure 3-1	Existing Site Contours
Figure 3-2	Development Influences
Figure 3-3	Existing Servicing
Figure 4-1	5-Year Business License History
Figure 4-2	Commercial Building Permit Values 2009-2022
Figure 5-1	Land Use Concept
Figure 5-2	Linear Park Cross Section
Figure 5-3	Collector Street Cross Section
Figure 5-4	Local Street Cross Section
Figure 5-5	Water Servicing
Figure 5-6	Sanitary
Figure 5-7	Storm
Figure 6-1	Development Staging

DEFINITIONS

The following definitions shall be used to interpret this Area Structure Plan (ASP). Where a specific definition is not provided in this ASP, the definitions in the Municipal Government Act (MGA), Municipal Development Plan (MDP), Land Use Bylaw (LUB), or other overarching legislation shall apply.

Alberta Transportation (AT)	A provincial body is responsible for the long-term planning of the highway network and oversees the network's design, construction, and maintenance activities.
Area Structure Plan (ASP)	A statutory plan, adopted by bylaw, which provides a policy framework for subsequent redistricting, subdivision, and development of a specified area of land in the Town.
Council	The Council of the Town of Claresholm.
Development Plan	A plan that depicts the development of lands over time which may include but is not limited to a detailed site plan, topographic information, geophysical assessment, hydrological assessment, traffic impact analysis, environmental overview, phasing, servicing, and an archaeological and historical impact assessment.
Highway	A road that is designated as a primary highway pursuant to the Public Highways Development Act.
Infrastructure	Public utility systems in the municipality may include but are not limited to, the transportation network, water and sewer systems, and solid waste management facilities.
Land Use Bylaw (LUB)	A bylaw of the Town passed by Council as a land use bylaw under the provisions of the MGA and intended to control and/or regulate the use and development of land and buildings within the municipality.
Land Use District	One or more divisions of the LUB establish permitted and discretionary uses of land or buildings with attendant regulations.
Municipal Government Act (MGA)	The Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, as amended.
Municipal Reserve	Land provided as part of a subdivision by the developer without compensation for park and school purposes in accordance with the provisions of the MGA.
Qualified Professional	An individual with specialized knowledge recognized by the Town and/or licensed to practice in the Province of Alberta. Examples of qualified professionals include but are not limited to, engineers, geologists, hydrologists, and surveyors.

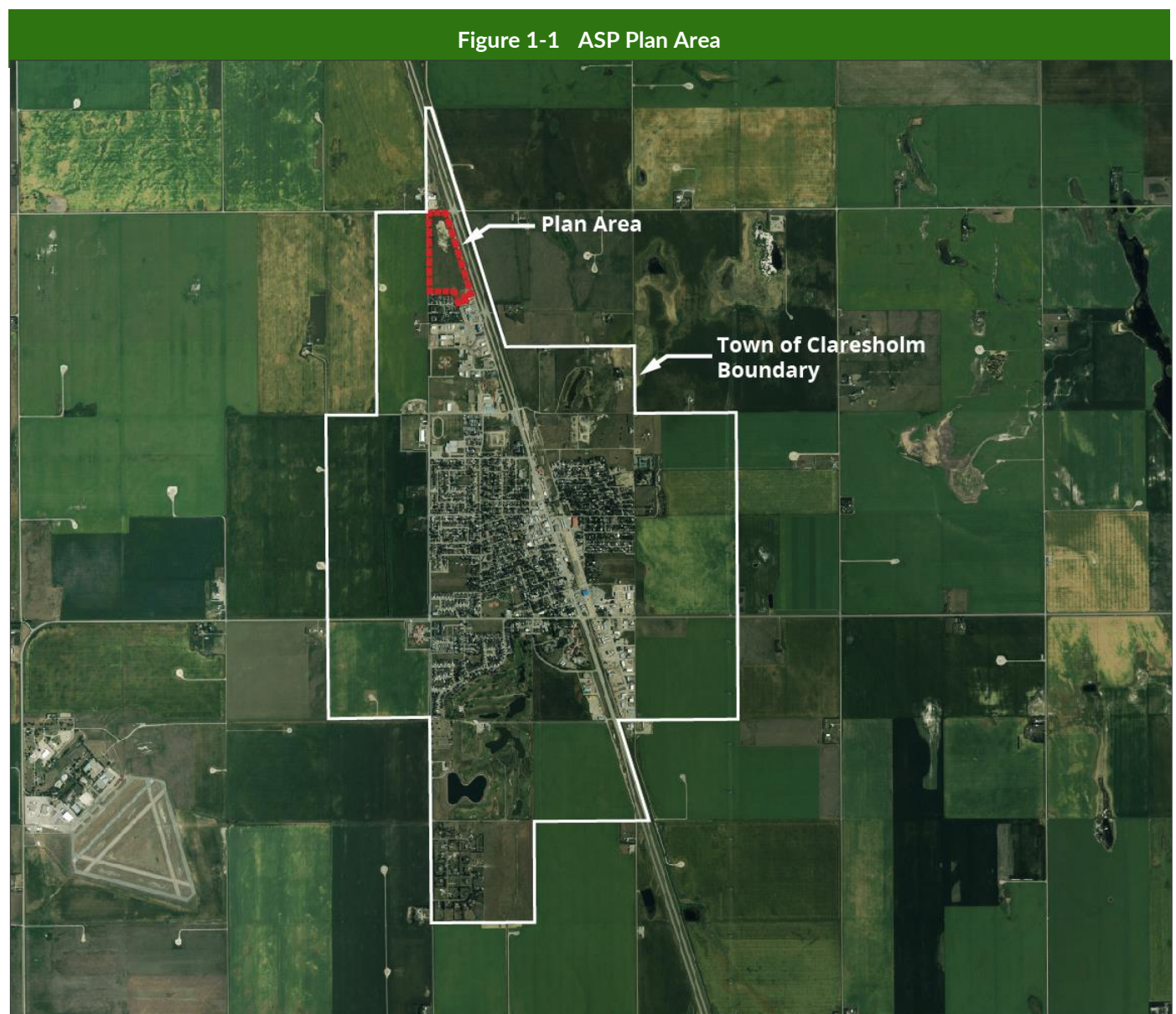
Redistricting	Refers to the reclassification by the Town of a land use district in the LUB applicable to a specific area of the municipality.
Right-of-Way	The total width of any land reserved or dedicated as a thoroughfare, lane, pedestrian way, or utility line.
Shall	Indicates that a policy is mandatory and must be complied with; however, where quantities or numerical standards form part of a policy, they may be varied at the discretion of the Development Authority, provided that the intent of the policy is still achieved, and the variance is necessary to address unique circumstances that would otherwise render compliance with the policy impractical or impossible.
Should	Indicates that a policy is strongly encouraged but can be varied where unique circumstances require other actions that would still satisfy the general intent of the policy and ASP.
Town	Town of Claresholm
Traffic Impact Assessment	<p>An area-specific study that may include, but is not limited to, an analysis and evaluation of:</p> <ul style="list-style-type: none">a) the transportation-related impacts of a proposed subdivision and/or development on the existing transportation network andb) a program for future expansion and/or improvement of the transportation network to accommodate the proposed growth and preserve the function and integrity of the network.

1 INTRODUCTION

1.1 Purpose

This ASP has been prepared on behalf of the Town of Claresholm pursuant to Section 633 of the MGA to establish a framework to guide the subdivision and development of 15.2 hectares of land within the Town's corporate boundary, as illustrated in **Figure 1-1**. In accordance with the MGA, this ASP provides policy direction regarding the sequencing of development, the distribution, form, and intensity of development, and the location of transportation networks and municipal infrastructure.

The ASP outlines a strategy for the expansion of commercial and residential development based on the direction established by the MDP and supported by appropriate technical studies and responsible public and stakeholder engagement.



1.2 Vision

The ASP harmonizes the broader planning directives of the Town with respect to property access, residential diversity, commercial viability, recreation, and stormwater management. The ASP envisions a mix of medium- to high-density residential development within internal areas bordered by commercial development paralleling Highway 2. Residential development will seek to accommodate a broad range of ages and socio-economic backgrounds providing a range of housing from ground-orientated multiple-family to low-rise apartments. Residents will have access to neighbourhood park space that is connected to the Town's pedestrian network, which also provides non-vehicular access to neighbouring employment and retail services along the highway corridor.

Commercial development within the plan area is intended to take advantage of high visibility along the Highway 2 corridor to support the commercial needs of residents and the travelling public. The commercial corridor acts as the north gateway into the community and will be visually appealing and present a positive impression to residents and visitors entering Claresholm. Community infrastructure and amenities will be integrated to create a balanced, functional, and appealing urban environment.

1.3 Objectives

1. To ensure land is being used for its highest and best use.
2. To promote development that is compatible with existing and planned development on surrounding lands.
3. To provide for the expansion and diversification of the Town's housing supply.
4. To provide for a density of development that optimizes infrastructure investments while supporting the creation of a healthy, liveable neighbourhood.
5. To support economic growth and expanded employment opportunities by providing additional serviced highway commercial land.
6. To provide for an efficient public road network.
7. To provide a continuous pedestrian network to support active lifestyles and multiple modes of transportation.
8. To plan for development that responds to environmental conditions.
9. To plan for development that can be efficiently and economically serviced.
10. To stage development that considers the availability and logical extension of municipal services.

1.4 Interpretation

1. All boundaries are to be considered approximate except where such boundaries coincide with clearly recognizable physical features, roads, or property lines.
2. Locations of infrastructure and other fixed elements should be independently confirmed.
3. Minor deviations may be permitted without an amendment at the discretion of the Town if such deviations are not contrary to the purpose and intent of this ASP.
4. Compliance with policies in this ASP shall be interpreted and applied as follows:
 - a. "Shall" and "will" mean mandatory compliance,
 - b. "Should" means compliance in principle but is subject to the discretion of the Approving Authority where compliance may be undesirable or impractical due to the specific circumstances associated with an issue,
 - c. "May" means discretionary compliance or choice in the application of policy.
5. In the event a matter arises that is not addressed by this ASP, then the policies of the MDP, in conjunction with the Land Use Bylaw shall apply.

2 POLICY AND REGULATORY CONTEXT

2.1 Claresholm Municipal Development Plan

The MDP is the highest-order plan that guides growth and development in the Town. The purpose of the MDP is to provide a planning framework for the future sustainable growth and development of the Municipality that will assist in realizing the physical, social, and economic opportunities in Claresholm. It outlines the growth strategy that will be used as a basis for the future planning of the Town. The MDP identifies this area for future commercial and residential growth as represented on Map 3, Land Use in Town.

As defined within the MDP, the goal for commercial lands is to “support and encourage commercial development in the central business district as well as in the identified nodes within neighbourhoods and along the main transportation corridors.” (p. 17). The goal for residential lands is “to encourage and support the development of safe, attractive and functional residential neighbourhoods that will provide the residents of the Town with a variety of housing options.” (p. 13). This ASP encompasses a range of uses that align with the MDP’s goals of facilitating economic growth and providing housing variety within the regional market.

Relevant MDP policies have been reproduced below as they may inform decisions concerning residential and commercial uses, recreation, parks and open space, transportation, municipal infrastructure, and environmental stewardship within the ASP boundary.

3.0 Residential Development

3.4 Policies

- 3.4.1 Future residential development shall be located in accordance with the Land Use in Town map. Additional design considerations can be placed on any development upon the recommendation of the Municipal Planning Commission, Mayor and Council, Administration or the subdivision authority prior to approval.
- 3.4.2 The Town will encourage residential neighbourhoods to be developed in areas that are in close proximity to schools and community facilities, including parks and trails.
- 3.4.3 The Town will encourage residential development in areas where vistas of the Porcupine Hills can be maximized.
- 3.4.4 New residential development will be planned so that existing municipal infrastructure can be utilized to the most sustainable extent possible.
- 3.4.7 Multiple-family dwellings and higher-density developments will be located in the following areas:
- a. accessible to an arterial or major or minor collector road;
 - b. where traffic generated by the development will not affect the traffic patterns of other residential districts. This will be achieved through access management policies in the Transportation section of this document;
 - c. accessible to schools and community facilities, including parks and trails;
 - d. accessible to commercial areas for shopping and employment;
 - e. where the appearance of an existing residential neighbourhood is not affected.
- 3.4.9 New residential subdivisions, including manufactured home subdivisions, should include paved streets, curbs, gutters and sidewalks and provide underground services that allow for future growth and are easily accessible. The

3.0 Residential Development

design of these services should be such that during maintenance and reconstruction activities, the disruption of services is kept to a minimum.

3.4.10 In situations where it is not possible to separate residential development from incompatible uses, a landscaped buffer, berm or some other screening will be required.

3.4.12 Residential areas will be planned to accommodate a wide variety of housing types that enhance the appearance of the Town and serve a wide range of demographics.

3.4.13 By ensuring that residential areas are connected to the community via pedestrian walkways, shopping and educational facilities (including schools) will be located in such a manner that will provide access to all residential areas.

3.4.16 The Town prefers subdivision and development designed on a grid or modified grid pattern.

3.4.18 Developers shall be encouraged to increase the use of low-environmental impact materials during the construction of developments.

3.4.19 Developers shall be encouraged to increase the use of locally reclaimed or recycled materials in the construction of roads, pavements, public spaces and parking lots.

3.4.20 Developers shall be encouraged to increase the use of locally sourced materials in the construction process.

3.4.21 Developers shall be encouraged to develop a sustainable water efficiency strategy at a master planning level for the whole site.

3.4.22 Developers shall ensure that any development on site does not adversely impact local public or private water supply through polluting aquifers or groundwater.

3.4.23 Developers shall reduce the impact of noise upon the development.

3.4.24 Developers shall minimize the waste produced from the development during construction going to the landfill.

4.0 Commercial Development

4.4 Policies

4.4.1 Commercial development shall take place in accordance with the Land Use in Town map. Additional design considerations can be placed on any development upon the recommendation of the Municipal Planning Commission, Mayor and Council, Administration or the subdivision authority prior to approval.

4.4.4 Highway commercial development and certain secondary commercial uses are encouraged to be located along the highway corridor and will be considered in an area redevelopment plan.

4.4.5 Given the high degree of public exposure, commercial developments located along the highway corridor shall be developed to a high standard, which will include:

- a) sufficient parking,
- b) site landscaping,
- c) screen outdoor storage areas,

4.0 Commercial Development

- d) attractive signage and building design,
- e) integration with the highway system, and
- f) provision of services for the travelling public.

4.4.6 Secondary commercial uses are encouraged to be located in the industrial areas or lots with direct frontage along Highway 2.

4.4.7 Secondary commercial developments adjacent to the Highway, are encouraged for buffering to residential developments and shall provide an adequate buffering, or some other screening, to the satisfaction of the Town.

6.0 Recreation, Parks and Open Space

6.4 Policies

6.4.1 Council shall be responsible for coordinating the site selection and development of parks involving input from community recreation stakeholders.

6.4.3 Council will ensure developers provide lands appropriate for neighbourhood parks as a part of residential neighbourhoods through the approval of Area Structure Plans. These neighbourhood parks shall serve the local neighbourhood needs and will provide areas to accommodate several activities that may include tot lots, playgrounds and field sports.

6.4.4 Council will maintain flexibility about park size and facilities in order to take advantage of opportunities as they arise.

6.4.5 Council will disperse parks throughout Claresholm to make them available to the greatest number of people through the concept of walkability. Walkability is defined as a distance of 1500 feet (457 m) from the proposed park.

6.4.7 The Town will attempt to acquire land, for parks or recreational facilities, that is accessible by public transit or pedestrian and bicycle trails.

7.0 Transportation

7.4 Policies

7.4.1 The Town shall maintain its high profile and exposure along Highway 2 for the benefit of existing commercial and industrial uses.

7.4.2 The Land Use Bylaw shall continue to designate commercial lands suitable for uses which cater to the motoring public; however, subsequent to bypass construction, new land uses will be developed which reflect the lowered conveyance of motor vehicles.

7.4.4 The Town should enter into a development agreement with potential developers to provide for construction or upgrading of such amenities as roads, light standards, sidewalks, and curb and gutter systems.

7.4.7 Parking facilities will be paved when connected to a paved street.

7.0 Transportation

7.4.8 The Town will, through the approval processes, ensure that building frontages encourage pedestrian usage of streets contributing to vitality.

7.4.9 The Town shall encourage the development of a network of safe bike routes to local facilities. The development of bicycle parking in association to these routes and destinations is also encouraged.

7.4.11 Every decision to place something away from the downtown core should be reviewed on its ability to complement the core through the transportation network. Subdivision and development proposals shall be reviewed in the context of connectivity to the downtown.

7.4.12 Level of Service C (as defined in Appendix D) with no individual movement lower than the Level of Service D to E, is the desired standard for the Claresholm Street system. New Local and Collector streets shall be designed to operate at that level.

7.4.13 Town streets shall be classified according to function, as defined in Map 10 and as follows:

- a) Local Streets shall be low-speed, low-volume facilities which are used primarily to access property.
- b) Minor Collector Streets shall be moderate-speed, low-to medium-volume facilities which serve to collect traffic from local streets and distribute to the arterial system. Collector streets also provide for direct property access, but their role of serving traffic is equally important.
- c) Major Collectors are designed to move traffic efficiently. Property access is deemphasized, whereas traffic movement is emphasized.

7.4.14 Existing collector streets or intersections, operating below Level of Service C may continue to operate at the lower level. New development shall not cause collector streets to degrade to a lower Level of Service.

7.4.16 All new private streets shall meet minimum Town engineering standards.

7.4.17 Traffic studies shall be required for all major development proposals and may be required at the discretion of the Town under other circumstances where there may be significant effects on the street system overall. A major development may include, but is not limited to the following:

1. an Area Structure Plan (ASP)

7.4.18 All transportation studies shall be completed at the sole expense of the developer. Traffic studies shall identify:

- a) the amount of traffic to be added to the system by the proposed development;
- b) other known planned projects and their effects on the street system;
- c) the direct, indirect and cumulative adverse impacts of project traffic on street system operations, safety, and access to the downtown;
- d) mitigation measures necessary to provide for project traffic while maintaining Town level-of-service standards;
- e) the responsibility of the developer to provide improvements;
- f) the timing of all improvements;
- g) and any other information deemed necessary by MPC or Council.

7.4.19 For the purposes of access management of Claresholm's collector system, intersection spacing shall be 120 m for all rights-of-way. Spacing between two major collectors can be found in subsection 7.4.26 below. Driveway and alley accesses should also be limited and where allowed should be right turn in and right turn out only.

7.4.27 Access control should address the varying needs and functions of each major collector roadway section, which will depend on: abutting land use type, existing and proposed development, density of development, and relative urban location. For example, more frequent intersection spacing with some direct access will likely be

7.0 Transportation

necessary in central business areas (due to existing development), whereas in outlying residential areas, there should be no direct access and [major collector] intersections should be spaced at least 400 m apart. (Source: Alberta Transportation)

7.4.30 The Town of Claresholm will exercise its authority to control access on major collector roadways. Such control can be applied and maintained by adopting set standards, by making developers and planners aware of major collector roadway standards, and by working with the private sector to ensure suitable land access. (Source: Alberta Transportation)

7.4.34 All major and minor collector roads shall have a sidewalk on both sides of the street.

7.4.35 Trails shall not have midblock crossings on major collectors and should be avoided on minor collectors. All crossings on these street categories should be at intersections for pedestrian safety and free flow of traffic. Any approved midblock crossings shall be designed with pedestrian safety features.

8.0 Municipal Infrastructure Services

8.4 Policies

8.4.1 Development will be required to provide a full range of municipal services and utilities, unless otherwise allowed by Town Council, at the expense of the developer and subject to a development agreement and off-site levy bylaw.

8.4.2 The extension of infrastructure systems into future development areas will be planned and undertaken in a manner that is complementary to the land use plan for the area, and utilizes existing infrastructure to the extent feasible.

8.4.4 The Town will plan and coordinate the installation of utilities with utility companies and rely on the Subdivision Approval Authority to notify developers of required easements and rights-of-way.

8.4.7 The future design and layout of service extensions will rely on guidance from such reports as the following:

- a) Infrastructure Master Plans,
- b) Engineering Standards,
- c) Off-site Levy Bylaw,
- d) and/or other infrastructure planning and budgeting strategies which shall be considered when deciding on future growth scenarios and extending municipal services to growth nodes.

8.4.8 The design and layout of storm water drainage plans shall include only dry ponds.

8.4.9 Proposed dry ponds shall be designated as Public Utility Lots (PUL) on all Area Structure Plans and subdivision submissions. Only the percentage of area not primarily used for storm water collection may be considered eligible for Municipal Reserve (MR) purposes.

10.0 Environmental Stewardship

10.4 Policies

10.4.8 When concerns are present, geotechnical studies should be completed to identify development limitations and mitigate or minimize the detrimental effects of potential high water table areas and unsuitable soils for development.

10.0 Environmental Stewardship

10.4.9 The Town will endeavor to link environment protection areas, natural areas, and parks and outdoor recreations areas for the overall benefit and beautification of the Town.

10.4.10 Storm water management plans for proposed large subdivisions, or residential, recreational, commercial and industrial developments shall be required, at the sole cost of the developer or owner including costs for municipal review. A storm water management plan shall include, but not be limited to, flooding hazards, existing drainage features, storm water related environmental issues, design criteria, erosion and sediment control, operation and maintenance.

10.4.11 The Town will encourage the use of Alberta Environment's Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems.

10.4.12 In order to maintain and enhance the urban forest, the Town shall support tree preservation, conservation initiatives and land stewardship strategies.

10.4.13 New developments will incorporate ecologically conscious design and shall consider the long-term progression of streetscapes with specific attention to landscaping and street trees (Policy # PLDE 09-16).

10.4.18 All development proposals shall refer to the provincial wetlands inventory to determine the existence of a wetland and adhere to provincial requirements regarding wetland preservation references including, but not limited to, Water for Life, Stepping Back from the Water, the Alberta Wetland Policy, Public Lands Act and Water Act.

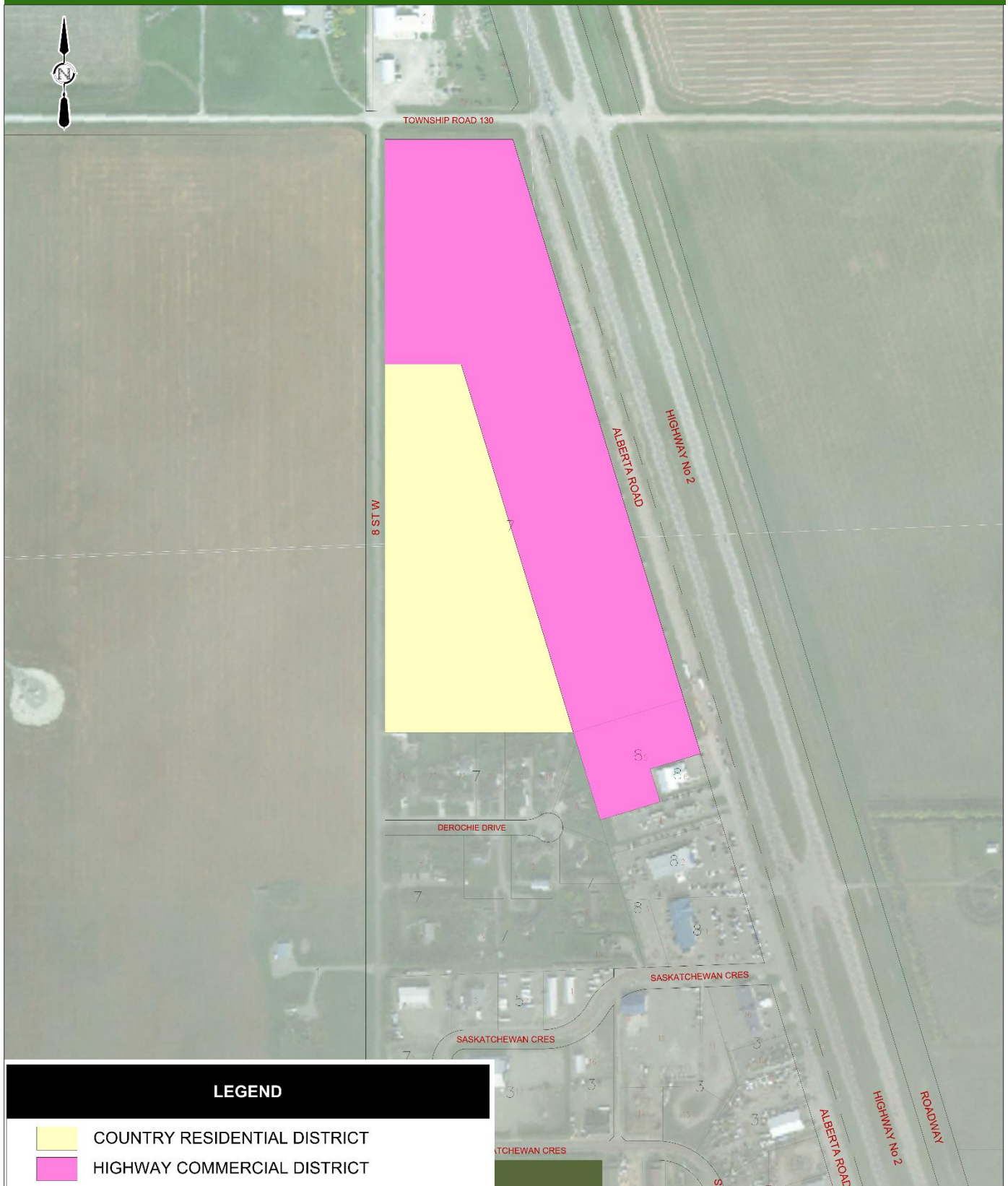
2.2 Claresholm Land Use Bylaw No. 1525

The LUB is a regulatory companion document to the MDP. It is used to implement the vision, goals, objectives, and policies within the MDP. The purpose of the LUB is to regulate and control the use and development of land and buildings within the Town and to achieve orderly, efficient, and economic development of land.

Land along Alberta Road is designated C2 – Highway Commercial, and a block of land along 8 Street West is designated for R3 – Country Residential, as represented in **Figure 2-1**.

As the vision for the residential development of the plan area is for higher-density developments than permitted in the R3 – Country Residential District, planned development in the ASP area will necessitate an amendment to the LUB to redistrict a portion of the plan area to accommodate higher-density residential dwellings. The LUB specifies that this amendment may follow the adoption of an ASP in accordance with the plan and should, in most instances, occur before subdivision and development approval.

Figure 2-1 Plan Area Land Use Districts



3 EXISTING CONDITIONS AND DEVELOPMENT INFLUENCES

3.1 Location and Ownership

The Town is in southwestern Alberta, approximately 130 km south of Calgary and 90 km northwest of Lethbridge. The Town is located along Highway 2 on the CANAMEX/North-South Trade Corridor, a 6,000 km transportation corridor dedicated to the efficient flow of goods and people between Canada, the United States, and Mexico.

Property ownership within the plan area is described in **Table 3-1**.

Table 3-1 Plan Area Ownership

Legal Description	Owner	Title Number	Area (ha)
7410624;7	Claresholm Land Corporation	071 582 073 003	14.223
0715848;8;5	Heritage Station Car Wash Inc.	151 218 754	0.977
TOTAL			15.2

3.2 Topography

Based on a desktop assessment, land within the plan area generally slopes from the northwest to the southeast. The highest elevation within the plan area lies in the northwest corner at an elevation of 1045 m. Conversely, the lowest point lies in the southeast corner, situated at an elevation of 1038 m. The elevation of the plan area is consistent with the elevation of the surrounding lands. The slope is fairly consistent across the plan area, providing a uniform and manageable landscape that does not exhibit any hazardous conditions related to slope or soil instability.

A two-metre-high stockpile of soil is located on the east side of the plan area approximately 110 m south of Township Road 130 and will need to be considered in defining property grading.

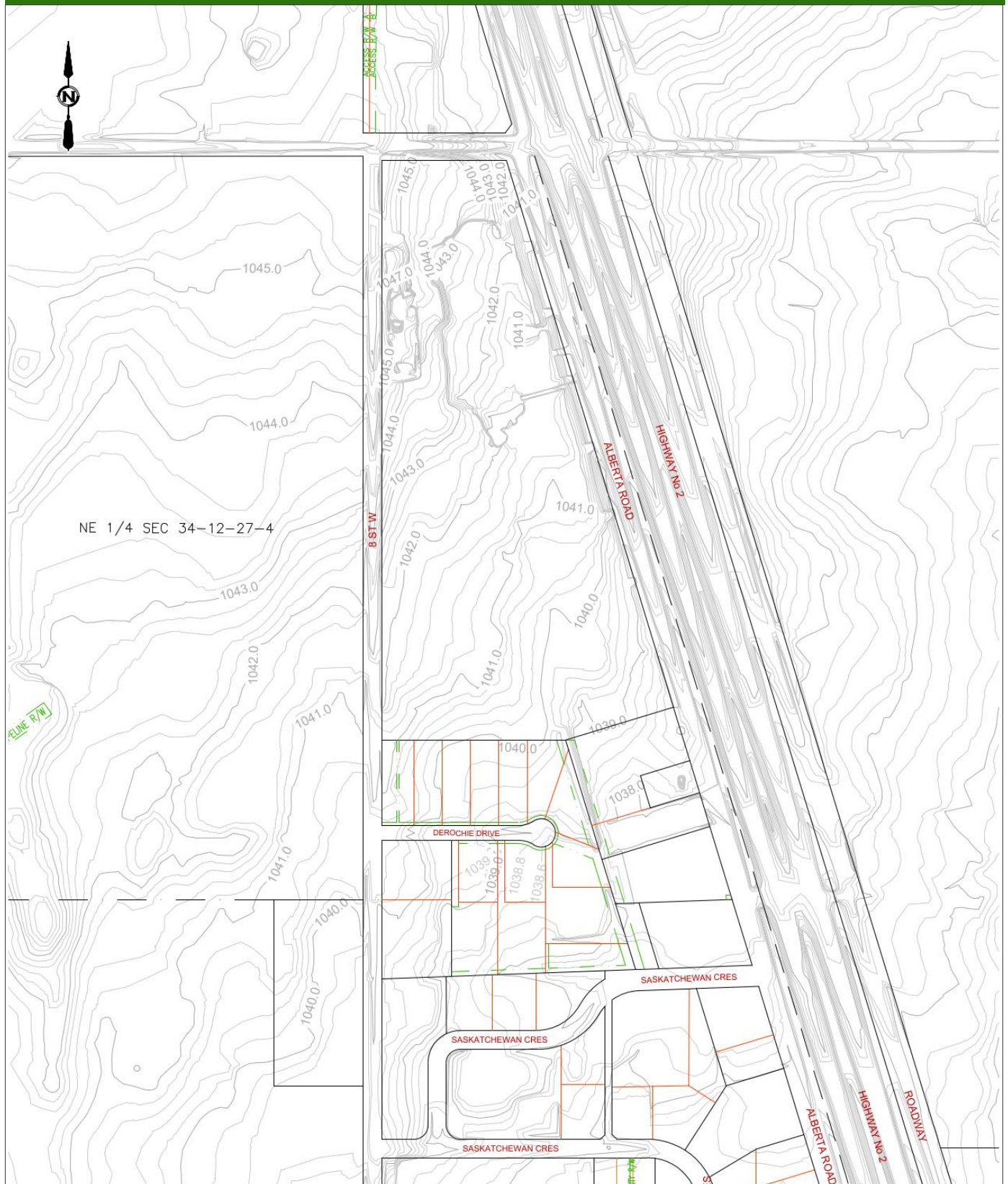
There are no wetlands within the plan area, and no standing water was identified in a review of historical imagery. The potential for flood hazard within the plan area is considered low.

The site contours are illustrated in **Figure 3-1**.

Development Influences

- The stormwater management plan should follow the natural topography to mimic the natural drainage patterns and reduce earthworks.
- The gradual slope of the property minimizes any potential slope-related hazards for development and supports its general suitability for development.
- There is a low potential for flood hazards within the plan area.

Figure 3-1 Existing Site Contours



3.3 Geotechnical Conditions

BDT Engineering conducted a geotechnical evaluation to assess the subsurface conditions and to offer recommendations for the design and construction processes. The evaluation included six (6) boreholes, a laboratory analysis of subsurface soil samples, and the compilation of a detailed report containing design and construction suggestions. Below is a summary of the report's findings. For detailed information, please refer to the Geotechnical Report in [Appendix A](#).

The site predominantly slopes towards the south and east. The subsurface stratigraphy generally consists of a surface layer of topsoil, followed by native clay, clay till, and bedrock. The accompanying [Table 3-2](#) provides a summary of the subsurface stratigraphy.

Table 3-2 Subsurface Stratigraphy

Soil Type	Depth Range	Description
Topsoil (all boreholes)	150 mm to 700 mm	The varying depth of topsoil should be expected due to the agricultural nature of the lands.
Clay (all boreholes)	150 mm to 2.2 m	The clay was described as silty, with a trace of sand, stiff, low to medium plastic, moist and light to olive-brown.
Clay Till (all boreholes)	2.2 m to 6.6 m	The clay till was silty, with trace sand and gravel. The clay till was stiff to very stiff, generally increasing with depth, low to medium plastic, and damp to very moist. The clay till was olive-brown.
Bedrock (all boreholes except BH006 behind Tim Horton's)	2.1 m and 4.9 m	The bedrock was described as interbedded layers of mudstone and sandstone and was generally weak, friable, and light brown or grey. It is expected that hydraulic excavators will be able to excavate the bedrock; however, the requirement for pneumatic chisels should be expected intermittently across the site and dependent in part on final utility depths.

During the drilling, some sloughing was encountered in several of the boreholes. Groundwater conditions were monitored on June 21, 2023, revealing that all boreholes were dry except for BH006 (located behind Tim Horton's), where the groundwater was measured at a depth of 0.94 m. This rise in groundwater level appeared to be a result of recent rainfall and surface infiltration. Groundwater is not expected to impact the proposed development.

To ensure proper drainage, all lots should be graded with a minimum slope of 2.0%. The native clay and clay till soils are suitable for grading purposes, but the clay soils at shallower depths appear to have slightly lower moisture content than the optimum. Therefore, moisture conditioning, involving minor wetting and/or mixing, will likely be necessary to reduce the swelling potential of the soil and achieve the recommended compaction standards. Specific recommendations on backfill materials and compaction can be found in the Geotechnical Report in [Appendix A](#).

For frost protection, perimeter footings in heated structures should extend to a depth that provides a minimum soil cover of 1.4 m. Isolated or exterior footings in unheated structures should have a minimum soil cover of 2.1 m unless

suitable insulation is provided. Pipes buried with less than 2.1 m of soil cover should be insulated to prevent frost-related damage or breakage.

The geotechnical investigation offers further recommendations for shallow footings, grade-supported floor slabs, below-grade construction, general site development and lot grading, trench excavation and backfill, backfill materials and compaction, roadway design considerations, and concrete types. These recommendations offer options intended to aid in the design and construction.

Development Influences

- The Geotechnical Evaluation Report supports the development of the site for residential and commercial uses.
- Groundwater is not expected to impact the development.
- The subsurface clay and clay till are suitable fill materials. The clay materials may require additional moisture conditioning to allow for optimum compaction.
- Future development sites should be graded to a minimum 2.0% slope to ensure proper drainage.
- Frost protection should be considered for footings. In heated buildings, perimeter footings should be 1.4 m below grade, non-heated buildings should be 2.1 m below grade, and utility pipes should be insulated if they have less than 2.1 m of soil cover.

3.4 Biophysical Resources

The purpose of the Biophysical Impact Assessment (BIA) is to gather specific information about the existing biophysical resources in the area. The assessment considered both temporary disturbances (related to construction activities) and permanent disturbances (such as vegetation and wetland removal and habitat loss).

To evaluate regional environmental sensitivities interacting with the project, a 500 m assessment area was established around the project. Associated conducted surveys on terrestrial vegetation, wildlife resources, and geomorphological characteristics, recording observations through written notes, photographs, and GPS data.

The plan area primarily consists of undulating low-relief landforms with a flat 2% south-facing slope, gradually increasing to 4% on the northern side. The northeastern quadrant contains a depression resulting from previous excavations, including containment berms and gravel stockpiles.

The desktop review did not note any occurrences of rare plants or ecological communities in the assessment area. Vegetation cover in the plan area includes pasture/forages, native grass or grassland, canola/rapeseed, barley, and water. No wildlife species were reported within 500 m of the area, but whirling disease was noted in surrounding water bodies.

Sensitive species in the vicinity of the plan area include bald eagles, golden eagles, prairie falcons, ferruginous hawks, and sharp-tailed grouse. Due to the habitat potential, ferruginous hawks, prairie falcons, and sharp-tailed grouses require mitigation measures, including the retention of a qualified environmental professional during specific restricted activity periods if working between mid-April and late August.

No wetlands were identified through desktop review, but a field assessment is recommended before any disturbance. Distressed vegetation and compact soils were observed in the southeastern and northern portions of the plan area.

Visual indicators of contamination included burned and dried vegetation and the presence of a white, presumably saline substance.

The proposed development may impact several biophysical resources, such as degradation of topsoil, removal of native plant communities, introduction of weeds and non-native species, alteration or loss of wildlife habitat, disturbance to wildlife, and potential impacts on historical resources.

Development activities involving vegetation removal and soil destabilization may cause erosion and affect adjacent areas. Although no rare plant occurrences are known, additional assessments are recommended to verify this closer to the time of development and prior to initiating construction. Sensitive species such as prairie falcons, ferruginous hawks, and sharp-tailed grouse may lose habitat due to development, but mitigation measures can help reduce impacts. Additional vegetation surveys and wildlife sweeps will need to be conducted at the time of development to verify any presence on the site and mitigate the risk of encountering rare plant species or sensitive wildlife species during construction.

Overall, the BIA provides essential information for informed decision-making during the development process, ensuring potential environmental risks and requirements are considered and addressed. The accompanying **Table 3-3** provides the mitigation measures as identified in the BIA.

Table 3-3 Development Mitigation Measures from BIA

Soils and Terrain	
Development Activity Risk	<ul style="list-style-type: none"> • Admixing of soils. • Erosion and sedimentation. • Augmented terrain.
Mitigation Measure	<ul style="list-style-type: none"> • Create and implement an Erosion and Sediment Control (ESC) plan. • Minimize handling and re-handling of topsoil. • Salvage topsoil for reuse in landscape/restoration activities unless the soil is infested with weeds. • Schedule work to minimize the duration of soil exposure. • Avoid construction during periods of heavy precipitation. • Separate topsoil and subsoil stockpiles by a minimum of 3 m (Alberta Transportation and Economic Corridors (TEC) 2023). • Schedule work to minimize the duration of soil exposure. • Avoid construction during periods of heavy precipitation. • Separate topsoil and subsoil stockpiles by a minimum of 3 m (Alberta Transportation and Economic Corridors (TEC) 2023). Stabilize stockpiles if left in place for longer than 30 days. • Use ESC measures as needed to protect exposed slopes or stockpiles. • Inspect ESC measures daily and during or immediately after heavy rain, and immediately conduct maintenance on any deficiencies identified. Document and record all inspections and maintenance activities completed. • Remove non-biodegradable, temporary ESC measure material (T-bar posts, silt fence fabric, etc.) after vegetation establishment.

Soils and Terrain

Effect Characteristic	<ul style="list-style-type: none"> Admixing may occur during any potential stripping, excavation, or other earthworks. The frequency of admixing is expected to be low if appropriate soil handling procedures and mitigation measures are implemented. Increased erosion potential during stripping and excavation will be short-term before stabilization and vegetation establishment. Increased erosion potential will be reversible after reclamation activities are conducted.
Residual Effect	<ul style="list-style-type: none"> Negligible. Residual effects are not anticipated if mitigation measures are implemented.

Vegetation

Development Activity Risk	<ul style="list-style-type: none"> Destruction of native vegetation communities. Introduction and spread of weeds.
Mitigation Measure	<ul style="list-style-type: none"> Delineate the area to be cleared prior to construction and limit native vegetation removal as much as possible. Develop landscape/restoration plans based on native vegetation species present in the Study Area prior to construction. Preserve the native seed bank by salvaging topsoil for reuse during landscaping and restoration activities. Conduct pre-disturbance rare plant surveys to identify any rare plant communities in the Study Area prior to development. Ensure surveys adhere to the Alberta Native Plan Council Guidelines for Rare Vascular Plant Surveys in Alberta – 2012 Update. Protect planted/seeded areas until vegetation is established. Avoid using equipment and vehicles where weeds are present, if possible. Delineate areas with weeds and restrict access. Eradicate prohibited noxious weeds and control noxious weeds pursuant to the Alberta Weed Control Act. Ensure all equipment and tools brought to and used on-site are clean and free of off-site soil and plant material. Remove dirt, mud, and clumps of sod from equipment before removing the equipment from the site. Ensure imported soil fill is free of weed seeds. Ensure seed mix for landscaping is free of weed seeds.
Effect Characteristic	<ul style="list-style-type: none"> Destruction of native vegetative communities is anticipated. With proper mitigation measures, the effects of this distribution will be limited. There is a risk of destroying rare plant habitats. With proper mitigation measures, impacts on rare plant species will be negligible. There is an increased risk of introducing weeds through soil or vegetation debris from equipment brought to the Project site from other sites. With proper mitigation, effects are not expected to occur. If not properly mitigated, effects can be long-term but reversible.

Vegetation

	<ul style="list-style-type: none"> There is an increased risk of spreading weeds through vehicle or equipment use between locations during construction. There is an increased risk of spreading weeds through potential imported soil fill if it is required.
Residual Effect	<ul style="list-style-type: none"> Low, short-term negative residual effects during construction until vegetation has established. Long-term negative effects are experienced when native vegetation communities are permanently removed. Negligible. Residual effects are not anticipated if mitigation measures are implemented.

Wildlife and Wildlife Habitat

Development Activity Risk	<ul style="list-style-type: none"> Disturbance to wildlife and nesting birds during nesting or restricted activity periods. Permanent removal of potential wildlife habitat.
Mitigation Measure	<ul style="list-style-type: none"> Perform pre-development surveys for sensitive species (prairie falcon, ferruginous hawk, and sharp-tailed grouse) to identify high-quality habitat within the Study Area prior to construction. Minimize suitable nesting and foraging habitat disturbance, where possible. Select development options with minimal disturbance to areas with native vegetation communities (habitat). Restore impacted but undeveloped areas within the Study Area as soon as possible after construction activities. Retain a qualified environmental professional to complete pre-construction sweeps for any activity that occurs. Pre-construction wildlife sweeps must be completed before all project activities, regardless of the time of year. Repeat wildlife sweeps if the development site is inactive for more than four days. Stop project activities immediately if active nests are identified during a wildlife sweep or construction. Have a qualified professional review project activities and the nesting species. EPA will be contacted to determine the appropriate mitigation measures (if applicable) to implement for construction activities to proceed.
Effect Characteristic	<ul style="list-style-type: none"> Suitable habitat for urban-adapted wildlife is present in the Study Area, and disturbance may occur through interaction with breeding or nesting behaviours. Migratory birds may be deflected or may avoid important habitats during sensitive seasons. Habitat avoidance may result in lower overall individual fitness during important seasons.
Residual Effect	<ul style="list-style-type: none"> Short-term negative effects until vegetation (habitat) have been established. Long-term negative effects following the development of native vegetation communities (habitat). Effects are expected to be minor if mitigation measures are implemented.

Land Use, Contamination	
Development Activity Risk	<ul style="list-style-type: none"> Potential interaction with contaminated material
Mitigation Measure	<ul style="list-style-type: none"> Remove any known contaminated material immediately from the site and dispose of it in an appropriate waste disposal facility. Avoid excavating known contaminated material during heavy precipitation. Avoid excavating known contaminated material during high winds. Inspect the working conditions of all ESC measures before excavating known contaminated material. Stop activities immediately and inform the qualified contaminated specialist if groundwater seepage enters the excavation area. Isolate areas of known contaminated materials during excavation activities. Direct excavation personnel on the course of action when contamination is encountered. Clean all equipment before and after all contamination-involved activities.
Effect Characteristic	<ul style="list-style-type: none"> The potential release of contaminated material directly impacts the agricultural quality and habitat surrounding properties. Direct and residual impacts from the spread of contamination can range in severity and duration. <ol style="list-style-type: none"> Implementation of mitigation measures and BMPs is anticipated to decrease the risk and reduce encounters. The extent and magnitude of the potential impacts depend on the contaminant and the quantity of contaminant released.
Residual Effect	<ul style="list-style-type: none"> Negligible. Residual effects are not anticipated if mitigation measures are implemented.

The BIA report and its mitigation measures can be found in [Appendix B](#).

Development Influences

- Retain native habitat as much as possible.
- Develop areas in sequence, avoiding disturbing the entirety of the development area.
- Consider utilizing environmental reserves or green spaces to reduce habitat loss.
- Maintain as much natural vegetation as possible by preserving the pre-development seed bank.
- Ensure contaminated material is contained and removed prior to the development of residential and commercial areas.
- Additional construction impact assessments and environmental requirements (i.e., field surveys and regulatory approvals) are recommended to be completed before construction. The project's anticipated impacts can be minimized or avoided by adhering to the mitigation measures provided in Table 6-1 Development Mitigation Measures in the BIA report in [Appendix B](#).

3.5 Historical Resources

On June 30, 2023, Circle CRM Group Inc. submitted a Historic Resources Application to the Ministry of Arts, Culture, and Status of Women. The application (No. 025668461) was approved on July 25, 2023, allowing for the development of residential and commercial areas within the plan. The approval is subject to Section 31 of the Historical Resources Act, which requires immediate notification to the Ministry when the discovery of historical resources occurs during excavation for non-historical resource purposes. Such discoveries should be reported to the relevant contacts in the Standard Requirements under the Historical Resources Act: Reporting the Discovery of Historic Resources. The Historical Resources Act Approval is attached as **Appendix C**.

3.6 Environmental Site Assessment

A Phase I Environmental Site Assessment (ESA) was conducted to identify potential environmental concerns in the plan area and associated contaminants resulting from historical use of the property. Land records indicate that the property was acquired in the 1970s for cattle farming, and while some adjacent land was developed for commercial and residential use, the plan area remained undeveloped. The current owner has been using it for horse pasture and highway advertising since 2003.

The topography of the area slopes gently south-southeast, with surface water following this direction towards ditches and municipal sewer systems. The closest water body is Willow Creek, about 7.6 km west of the plan area. No regulated wetlands were found within the Phase I ESA study area, and no storage tanks were identified on the property.

During the assessment, the general topography of the plan area was observed to be flat with a gentle slope to the southeast. Some stockpiles were noted, along with a depression (old borrow pit). Surface water drains into a ditch, leading to the road. Most vegetation on-site appeared healthy, except for the northern boundary, where stressed vegetation was observed due to a salt layer covering the topsoil.

The Phase I ESA results identified two Areas of Potential Environmental Concern (APECs) associated with the plan area (represented in Figure 2-1 On-Site APECS in the Phase I ESA report):

- APEC 1. The property to the north belongs to an agricultural machinery dealership (Brandt Agriculture) and is approximately 30 m away from the boundary of the plan area. The building on the property is a vehicle and equipment repair workshop composed of steel, concrete, and metal sheets. The heating fuel source is natural gas, and cooling is done by air conditioning. Mechanical equipment on the property includes hydraulic lifts, vehicle hoists, and farming machinery. Fuels and other hazardous materials are possibly stored on site. The interior of the building was not inspected.
- APEC 2. The second APEC is a preowned vehicle dealership (Davis Chevrolet Buick GMC) situated approximately 40 m south of the plan area. The building on this site is composed of a steel frame, concrete flooring, and metal roofing. The building uses natural gas for heating and air conditioning for cooling. Mechanical equipment on site includes hydraulic lifts and vehicle hoists. Visible stains were observed on the property. The above-ground storage area was also observed, and hazardous waste collection was found in the back.

Based on the Phase I ESA results, there is a low to moderate potential that current or past activities at the plan area and neighbouring properties have led to significant soil, vapour, or groundwater contamination. Based on the information gathered during this Phase I ESA, there are no on-site APECs that warrant further, standalone

investigation. The Phase I ESA review, which included an on-site inspection, supports this conclusion. A copy of the Phase I ESA is attached as **Appendix D**.

Development Influences

- There is a low to moderate potential that current or past activities at the plan area and neighbouring properties have led to significant soil, vapour, or groundwater contamination. No further investigation is warranted based on the findings in the Phase I ESA.

3.7 Existing Development, Built Conditions and Legal Encumbrances

Land within the plan area is currently used for agricultural purposes and contains a small accessory structure and dedicated sign corridor. A portion of the plan area was previously used as a borrow site to provide clay fill for another development within the Town.

There are legal encumbrances along the east and west boundaries of the plan area. A power line runs along the eastern boundary, and there is a utility right-of-way on the western boundary of the commercial lots to the south of the plan area. A gas line parallels 8 Street West along the western boundary that is secured by a blanket easement on the land title. The gas line situation aligns with the neighbouring Derochie subdivision.

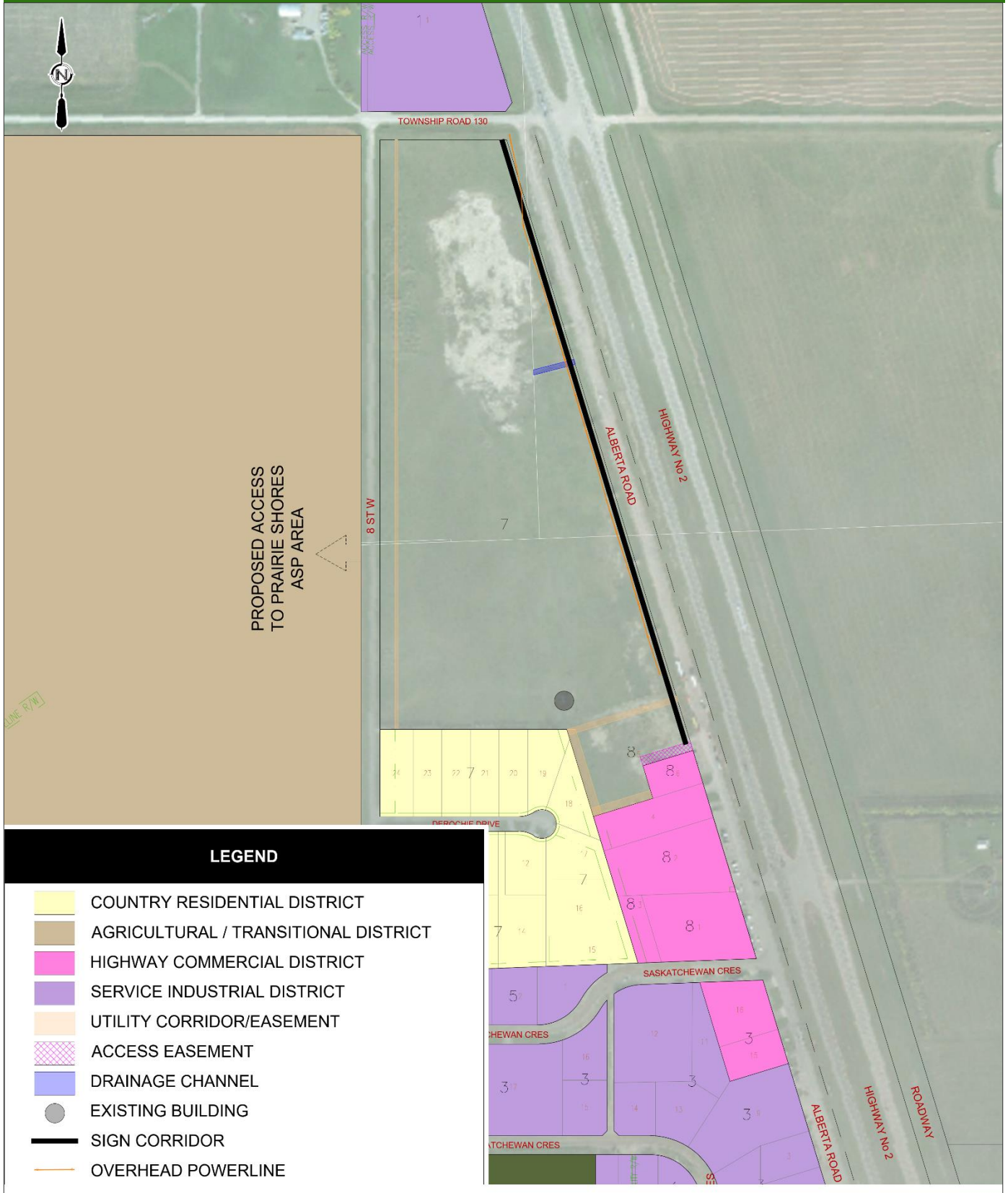
Development bordering the plan area includes an agricultural implement dealer to the north, agricultural lands to the east and west, country residential development to the south, and highway commercial development including a butcher shop, restaurants, automotive dealerships, and a hotel to the southeast.

The agricultural lands to the west are subject to the development plans approved in the Prairie Shores Area Structure Plan, a single-family and medium-density residential neighbourhood. Adjacent to the plan area, the Prairie Shores ASP plans for single-family development backing 8 Street West and neighbourhood commercial development on the corner of Township Road 130 and 8 Street West. Within the west border of the plan area, the Prairie Shores ASP has one access that provides for vehicular traffic and a connection to the pedestrian network. Development influences are illustrated in **Figure 3-2**.

Development Influences

- The highest and best use of the land along Highway 2 is for the continuation of highway commercial development.
- The small accessory structure and the sign corridor on the property will need to be removed.
- Any proposed land uses will need to consider adjacent existing and planned development to ensure land use compatibility. Landscaping, fencing, buffers, or other screening mechanisms may be required at the time of lot development where commercial development interfaces with residential lands.
- The internal road network and pedestrian network will need to consider the alignment of planned development in the Prairie Shores ASP.
- The extension of the utility right-of-way to the north to service commercial development will influence the block configuration and may provide a buffer between residential and commercial uses. Any development on or near the gas line easement will require additional investigation by the utility provider to verify the potential impacts of development on, over, or under the pipeline and define the need for coordination with pipeline operators.

Figure 3-2 Development Influences



3.8 Infrastructure

3.8.1 Transportation

The plan area fronts onto 8 Street West, Township Road 130, and Alberta Road. 8 Street West and Alberta Road have a gravel surface and a rural profile. 8 Street West is classified as a major collector road in the MDP and is developed in a 20 m wide right-of-way, which meets the minimum width for residential collector roads as defined in the Town of Claresholm Servicing Standards. Alberta Road is classified as a minor collector and is developed in a 30 m right-of-way, exceeding the minimum width for commercial and industrial roads as defined in the Town of Claresholm Servicing Standards. Township Road 130 features a chip-sealed surface with a rural profile. Township Road 130 is classified as a major collector and is developed in a 30 m right-of-way, exceeding the minimum width for commercial and industrial roads as defined in the Town of Claresholm Servicing Standards. Based upon the Town of Claresholm Servicing Standards, these three roads will need to be improved, including curbing, gutters, a sidewalk on a minimum of one side of the street, and paved surfacing.

The property is situated approximately 40 m west of Highway 2, a significant four-lane highway that serves as a major transportation route connecting Alberta's largest cities. To the north, Highway 2 leads to Calgary, while to the south, it connects with Highway 3, which leads to Lethbridge. Two access points are nearby: one across from the GMC and Ford Dealerships and the other at its intersection with Township Road 130. Highway 2 is classified as a rural freeway divided (RFD) and is considered one of the major economic corridors, serving as a core route in the National Highway System. Traffic volumes along this segment of the highway average over 10,000 vehicles per day, and access is limited to specific interchange locations. Highway 2, being classified as a freeway, makes all accesses considered to be temporary. However, Alberta Transportation has verified they do not see these two Highway 2 intersections being removed anytime soon. Alberta Transportation and Economic Corridors reviews a highway's access management for:

- Safety – when a safety concern is identified;
- Subdivision of land – when the government receives notification of a subdivision application from a municipality;
- New development – when the government receives an application from a landowner, municipality, or developer for a new development that will generate additional traffic; and
- Highway improvements – as part of the planning process for current and future highway improvements.

There are plans to realign Highway 2 to bypass the Town with an interchange to the north and south of the municipal boundary. Therefore, the current access points from Alberta Road and Township Road 130 are anticipated to remain in the foreseeable future.

With the plan area being situated adjacent to Highway 2, a roadside development permit is required prior to future construction and on-site development on the property. Alberta Transportation requires these permits where the development is situated within the distances below:

- 300 m from a provincial right-of-way;
- 800 m of the centerline of a highway and public road intersection; and
- A development and vegetation setback will apply to lands along the Highway. Placement of any trees, hedges, or shrubs within 30 m from the highway right-of-way boundary or 60 m from the Highway's centre line, whichever distance is greater, is prohibited without a permit.

Pedestrian infrastructure in the surrounding developed areas includes a pathway along the east side of 8 Street West extending from Derochie Drive south. Based upon the Town of Claresholm Servicing Standards, the plan area will have sidewalks along 8 Street West, Township Road 130, and Alberta Road. Further, the Prairie Shores ASP identifies planned pathways and sidewalks throughout its development, including a pedestrian connection point where Prairie Shores ASP accesses 8 Street West. These future pedestrian services will provide the plan area with opportunities to tie in with a future pedestrian network and enable the ability to provide human-powered modes of transportation from the area to other destinations within the Town. Currently, there are no sidewalks adjacent to the subject property.

The servicing context is illustrated in **Figure 3-3**.

Development Influences

- A roadside development permit is needed for this ASP plan area as it falls within the specified distances from a provincial right-of-way or highway intersection. For areas along the Highway, there are setback rules: no trees, hedges, or shrubs can be planted within 30 m from the highway boundary or 60 m from the center line without a permit.
- A traffic impact assessment has been prepared with this ASP report. It assesses the future impacts on the existing road network and identifies roadway improvements to minimize traffic impacts and ensure public safety. It is also used to verify and refine the layout and identify potential improvements at the highway intersections.
- Pedestrian accessibility will be important in all commercial, mixed-use, and residential developments within the Town.

3.8.2 Water

The Town's water distribution system serves a population of 3,780 people (2016) and provides potable water and fire protection. It also supplies water to the Municipal District of Willow Creek, including the Hamlet of Granum. The system is connected through points west of the Water Treatment Plant (WTP) and at the southeast edge of the municipal boundary.

The WTP is supplied by a raw water pipeline from the Pine Coulee Reservoir. It consists of pump stations, underground piping, and associated components like valves and hydrants. Two pump stations feed the distribution system, and the WTP has five high-lift pumps for treated water.

The system has three storage tanks, a raw water reservoir, and 158 fire hydrants for fire protection. It meets the required level of service during Average Day Demand, Maximum Day Demand, and Peak Hour Demand conditions. The WTP has sufficient treatment capacity for the Town's long-term needs.

The Town has available water storage of 5,644 m³ in two facility locations: the WTP and the Highway Pump Station Storage, which already accounts for 3,402 m³ for fire storage. No additional fire storage is needed for the proposed development, and the additional required equalization and emergency storage can be overtaken from the available storage. However, the distribution system in the northwest area of the Town is currently not able to meet the level of service requirements for existing developments or the addition of the proposed development.

The IMP proposed improvements to the existing system to address the lack of sufficient fire flow and to facilitate growth in the north developable areas. One of the proposed improvements that will impact the proposed development (both Prairie Shores ASP and North Point ASP) is the installation of a new reservoir and pumphouse in the Town's north end with a storage volume of 3,200 m³, which is required due to the increasing water consumption and the additional pumping and distribution capacity; the reservoir will also provide redundancy in the water distribution system.

It is recommended that the Town follows the capital planning recommendations stated in the IMP to improve the level of service and provide capacity for development at the north end of the Town.

Development Influence

- The WTP has sufficient treatment capacity to support development within the plan area.
- The current storage capacity is reaching its limit and will require expansion to support development within the plan area.
- The current distribution system will need to be upgraded to support any development in the north end of Town

3.8.3 Wastewater

Wastewater treatment is provided by a lagoon located 6 km west of the municipal boundary. The lagoon is equipped with a pump station transferring wastewater between anaerobic and facultative cells. Willow Creek serves as the receiving body for the treated wastewater.

The sanitary sewer collection system includes two lift stations. The Harvest Square Lift Station constructed in 2015, collects sewer from the northwest end of the Town. According to the model, the existing collection system performs well under wet weather flow conditions, with only 4% of the total system over capacity. No capacity upgrades are needed for the Harvest Square Lift Station within the 20-year planning horizon.

The existing storage lagoons have a maximum serviceable population of 6126 when considering available storage and evaporation. Upgrades, including a new storage cell, are necessary to meet the Town's long-term needs and ultimate servicing capacity as defined in the Claresholm Infrastructure Master Plan. Additional information would need to be collected by the Town regarding evaporation data at the time of detailed design to determine the necessity for storage upgrades to the lagoon to support the full build-out of the proposed development.

Improvements to the downstream wastewater collection system recommended in the Claresholm Infrastructure Master Plan should be completed in support of this development and the recommended sanitary upgrade described in Section 6.6.

Development Influences

- The maximum serviceable population of 6126, determined by available storage and evaporation in the existing storage lagoons, affects land development. Upgrades, including the addition of a new storage cell, are necessary to accommodate the long-term needs and ultimate servicing capacity of the Town. This capacity determines the potential for development in terms of population size.
- Upgrades are recommended to the sewage collection network within the existing developed areas to accommodate the proposed development.

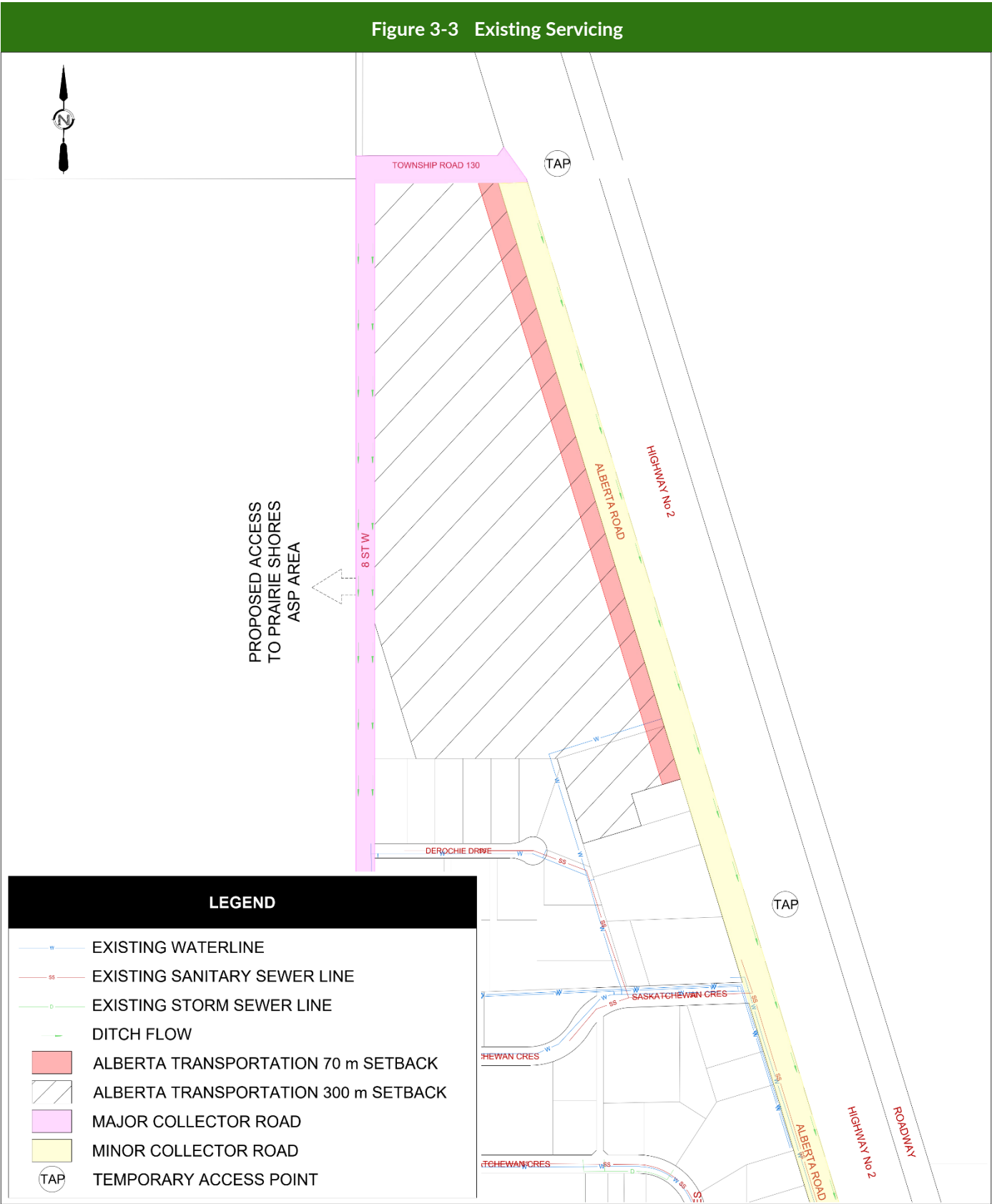
3.8.4 3.8.4 Stormwater

The stormwater management system includes a piped sewer system, stormwater detention facilities, ditches, culverts, and overland drainage systems. Stormwater discharges through the golf course ditches into the Claresholm Storm Ponds, which control the peak discharge into Frog Creek Drain before eventually reaching Willow Creek, approximately 7.6 km to the west.

Overall, the grades within the Municipality support overland flow.

Development Influences

- Development within the plan area will include both minor and major storm collection systems designed to municipal standards.
- The natural slope of the land within the plan area enables overland stormwater flows.

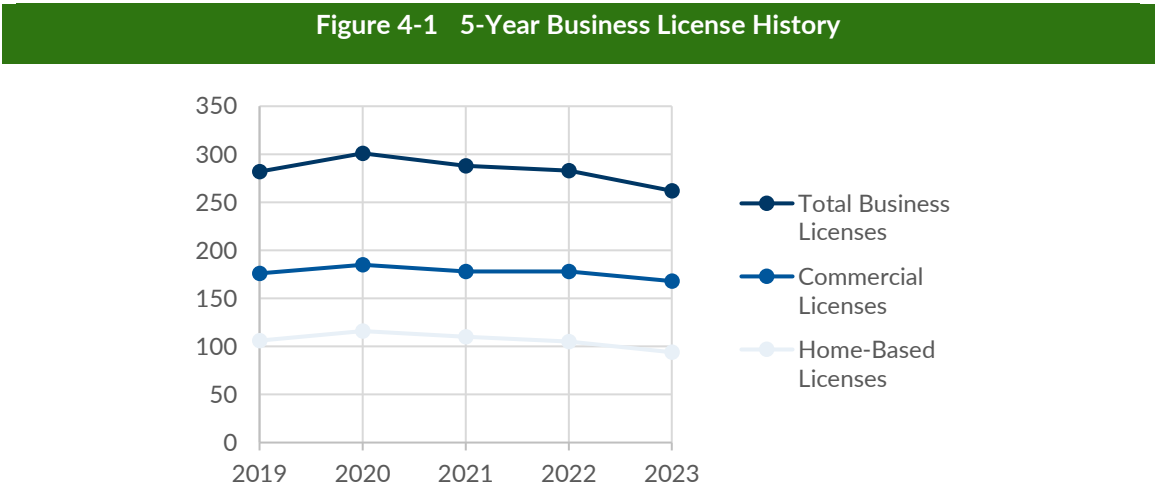


4 MARKET ASSESSMENT

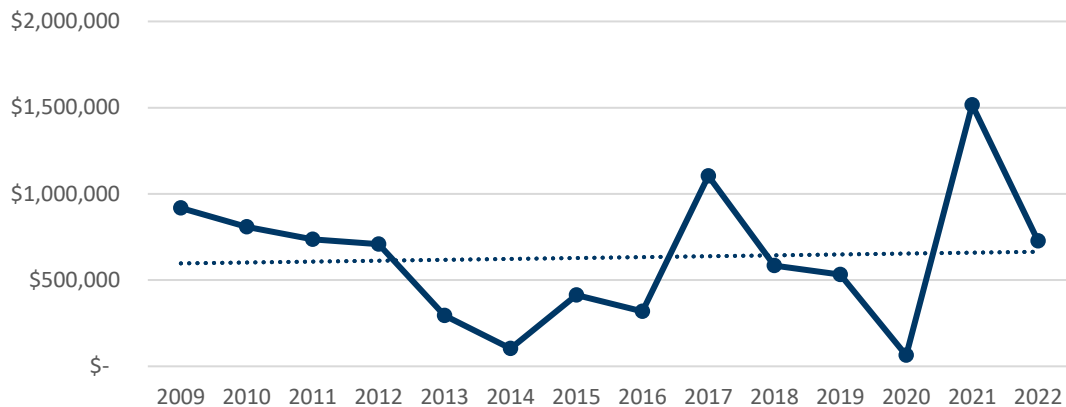
Housing is in short supply within Claresholm. Due to the high demand for housing, the cost of renting or owning is unaffordable to some. The availability and cost of housing have impacted the ability of local employers to recruit and retain staff. Rental vacancies are reported to be 0%, and real estate agents have a wait list for single detached homes. As of August 2023, real estate listings in Claresholm identified 16 single-family homes and one multi-unit dwelling for sale. There were only three vacant residential lots available for new builds, two on the west side of Claresholm and one on the east side. Municipal records indicate that between 2014 and 2019, there were, on average, four new housing starts per year; however, since then, housing starts have increased to 19 new dwelling starts annually.

As of August 2023, there were ten real estate listings for the sale of commercial buildings and three listings for vacant commercial properties, two in the downtown and one in the northeast. Unoccupied commercial space in the downtown area is limited, and rent is not affordable for some businesses. The downtown area consists of service-oriented retail, and commercial businesses that primarily serve residents, while highway commercial businesses also provide goods and services to the travelling public. Due to the differing forms of development, it is not expected that the potential for highway commercial development within the plan area will compete with or impact the continued development in the downtown.

Business licence data shows a relatively stable number of businesses over the past five years, ranging from 176 to 185 commercial licences and 105 to 116 home-based licenses issued each year. There has been a slight decline year over year in the total number of business licenses issued since 2020, as illustrated in **Figure 4-1**. Data represented for 2023 was collected mid-year and is expected to be on par with 2022 or slightly higher by the end of the calendar year.



Commercial building permit values have fluctuated significantly over the past six years. Since 2009, the lowest and highest value years occurred recently, ranging from \$63,000 in 2020 to \$1,500,000 in 2021, as shown in **Figure 4-2**. The low in 2020 coincides with the COVID-19 pandemic and is consistent with the decline in building permit values nationally. Since the downturn, commercial permit values in Claresholm have been on the rise and have exceeded the 5-year average commercial building permit value of \$684,000, showing continued investment in the commercial market.

Figure 4-2 Commercial Building Permit Values 2009-2022

The Chamber of Commerce indicated that there has been demand for storefront business space, and new commercial builds are needed as much of the existing building inventory is older and would require substantial renovation. The type of development that the community would like to attract to the commercial area along the Highway includes an additional or expanded grocery store, a strip mall or commercial condominium spaces for entrepreneurs and small businesses, food services, auto repair, gas bars, agricultural services, or light industrial businesses. Land Use Concept The North Point ASP provides for medium- to high-density residential development along 8 Street West, commercial development paralleling Alberta Road/Highway 2, and a centralized neighbourhood-scale park space. **Figure 5-1** illustrates the proposed distribution of land uses in the ASP plan area. **Table 4-1** provides a statistical breakdown of land use within the plan area as illustrated in the Land Use Concept.

Table 4-1 Land Use Statistics

Land Use	Area (ha)	Area (ac)	% of GDA
Gross Development Area (GDA)	15.2	37.56	100.0
Medium Density Residential	0.32	0.79	2.1
High Density Residential	3.24	8.00	21.3
Highway Commercial	8.42	20.81	55.4
Recreation, Parks, and Open Space	2.14	5.29	14.1
Road Right-of-way	0.67	1.66	4.4
Stormwater Management	0.41	1.01	2.7

The projected population within the plan area is dependent on the intended form of high-density residential housing, which may be ground-oriented townhomes or low-rise apartments. **Table 4-2** provides a population forecast for each scenario.

Table 4-2 Proposed Population Data

Residential Land Use Population Analysis					
Land Use	Area Ha	Units/Ha	Total Units	Pop/Unit	Population
High-Density Scenario 1 – Low-Rise Apartments	3.24	87	282	1.8	510
High-Density Scenario 2 – Comprehensively Planned Townhouse Development	3.24	28.5	92	2.7	250
Medium-Density Residential	0.32	28	9	2.7	25
Total Using Scenario 1	2.67	80	291		535
Total Using Scenario 2	2.67	28.5	101		275

The MGA requires the dedication of 10% of the gross developable area as a municipal reserve intended to provide for public parks and open spaces. **Table 4-3** defines the MR dedication calculation for this plan area, which includes a deferred dedication associated with a previous subdivision.

Table 4-3 Municipal Reserve Dedication

Calculation	Area (ha)
The plan area is multiplied by 10% plus the deferred dedication amount on the land title.	
Plan area =	15.2 ha
Deferred dedication on the land title =	0.615 ha
Plan area dedication amount $15.2 \times 10\% =$	1.52 ha
Total MR Dedication $1.52 + 0.615 \text{ ha} =$	2.14 ha

5 LAND USE POLICIES

Building on the vision and plan objectives for the development, the following policies have been established to guide future redistricting, subdivision, and development permit applications. All development within the plan area will occur following the policies of the MDP and this ASP.

5.1 General

The following policies apply to all development with the North Point ASP:

1. All future subdivisions, developments, and land uses within the plan area shall be generally consistent with **Figure 5-1** and the policies of this ASP. Minor variations of land use boundaries and roadway alignments are expected and will not trigger an amendment to the plan.
2. Development shall comply with all applicable Town of Claresholm policies and regulations in effect at the time of development.
3. Development shall allow for the future development of adjacent properties to support land use and servicing continuity.

5.2 Residential

The residential development area within the plan area is located along 8 Street West, as illustrated in **Figure 5-1**. Residents will be close to employment opportunities, neighbourhood commercial services in Prairie Shores ASP, Highway commercial services along Alberta Road, park space, and trails. Housing within this area will seek to accommodate a broad range of ages and socio-economic backgrounds.

Residential development within the plan area is anticipated to comprise a variety of housing forms, which may include semi-detached dwellings, rowhouse dwellings, and low-rise apartments in response to a documented need for multiple-family development and to provide affordable housing options. Higher-density development also supports a compact form of development that makes efficient use of developable land and public investments in municipal infrastructure.

The residential development area consists of two classifications: Medium-density Residential and High-density Residential. Medium-density housing will be focused along 8 Street West, with any high-density multi-story development being situated internally within the site to reduce the visual impact of development along the street and to offer continued views of the Porcupine Hills to the west.

High-density residential development is anticipated to be comprehensively planned as condominium development, including private lanes and surface parking. Medium-density housing along 8 Street West may be developed as a fee-simple subdivision or as part of a larger condominium development. The form of housing will be determined based on market conditions, and the configuration will be defined through a subsequent subdivision and development permit application process that is in alignment with the general direction provided by this plan.

The following policies will guide development in the Medium- and High-density Residential development areas:

1. Medium-density Residential development areas will predominately consist of semi-detached dwellings.
2. High-density Residential development areas will consist of multi-unit dwellings, rowhouses, and/or low-rise apartments.

3. The overall residential density target will meet or exceed:
 - a. 25 units per net developable hectare for Medium-density Residential.
 - b. 28 units per net developable hectare for High-density Residential.
4. Housing in Medium-density Residential development areas adjacent to collector roadways shall be oriented to the front internal local streets.
5. Subdivisions should respect the natural topography of the lands and seek to minimize the alteration of natural grades.
6. Lot orientation and housing design should seek to take advantage of passive solar gain in the winter months to improve energy efficiency.
7. New development shall incorporate high-quality landscape design, including street trees, boulevard landscaping, and the integration of natural vegetation where appropriate.
8. Residential development will occur in a phased manner to align with the logical extension of municipal services.

5.3 Highway Commercial

With high visibility and large traffic volumes along Highway 2, the Highway Commercial development area is optimally positioned for meeting the retail and service needs of the travelling public, as well as the commercial and employment needs of local and regional populations. This area will be attractive to a variety of businesses, including hospitality services, food stores, and other larger-scale businesses that cater to both travellers and residents.

Commercial development will maintain a consistent block depth and orientation to Highway 2 to support the expansion of vehicle-orientated commercial development along the highway corridor and to provide flexibility to support a range of property sizes to meet a variety of demands without impacting the road network.

Commercial development along the highway corridor acts as a gateway to the community from the north. As a gateway, development along the Highway should present a positive image for the community. Outdoor storage in the front yard should be limited to the display of finished goods for sale. Where commercial properties abut residential sites, site landscaping or an internal buffer must be provided to minimize the visual impact of the commercial activity.

The following policies will guide development in the Highway Commercial development area:

1. All land uses and buildings with frontages oriented toward Alberta Road/Highway 2 shall maintain a high aesthetic appearance and include site landscaping treatments to enhance the area's visual appearance. Architectural Design Guidelines may be developed to identify and maintain the aesthetic quality and appearance standards.
2. Outdoor storage of unfinished goods or materials shall be limited to the rear yard and shall be screened from the view of non-commercial areas. Screening may consist of landscaping, fencing, berms, or other screening methods acceptable to the Development Authority.
3. The sign corridor along Alberta Road is non-conforming and shall remain in place until development occurs.

Figure 5-1 Land Use Concept



5.4 Recreation, Parks, and Open Space

Approximately 2.14 ha of land has been dedicated for recreation, parks, and open space, as illustrated in **Figure 5-1**. The reduced private yard space associated with multiple-family development is offset by the establishment of a linear and neighbourhood park. These park spaces allow residents to satisfy their daily recreational needs and support walkability within the Town. Residents are within walking distance of the neighbourhood park as well as neighbourhood parks in Prairie Shores ASP, the Claresholm Community Centre, neighbourhood commercial in Prairie Shores ASP, and commercial and retail services along Alberta Road. The West Meadow Elementary and Willow Creek High Schools are conveniently situated approximately 1,000 m south of the North Point ASP residential development area.

The linear parkway serves as a transition area physically separating potentially incompatible uses while also representing an active transportation corridor linking pedestrians and cyclists to various community destinations, including the commercial areas to the east. This parkway connects with the existing multi-use trail network that extends north from Derochie Drive and to the planned pathway in Prairie Shores ASP. A cross-section of the linear park is illustrated in **Figure 5-2** and is anticipated to include pathways, benches, and associated amenities.

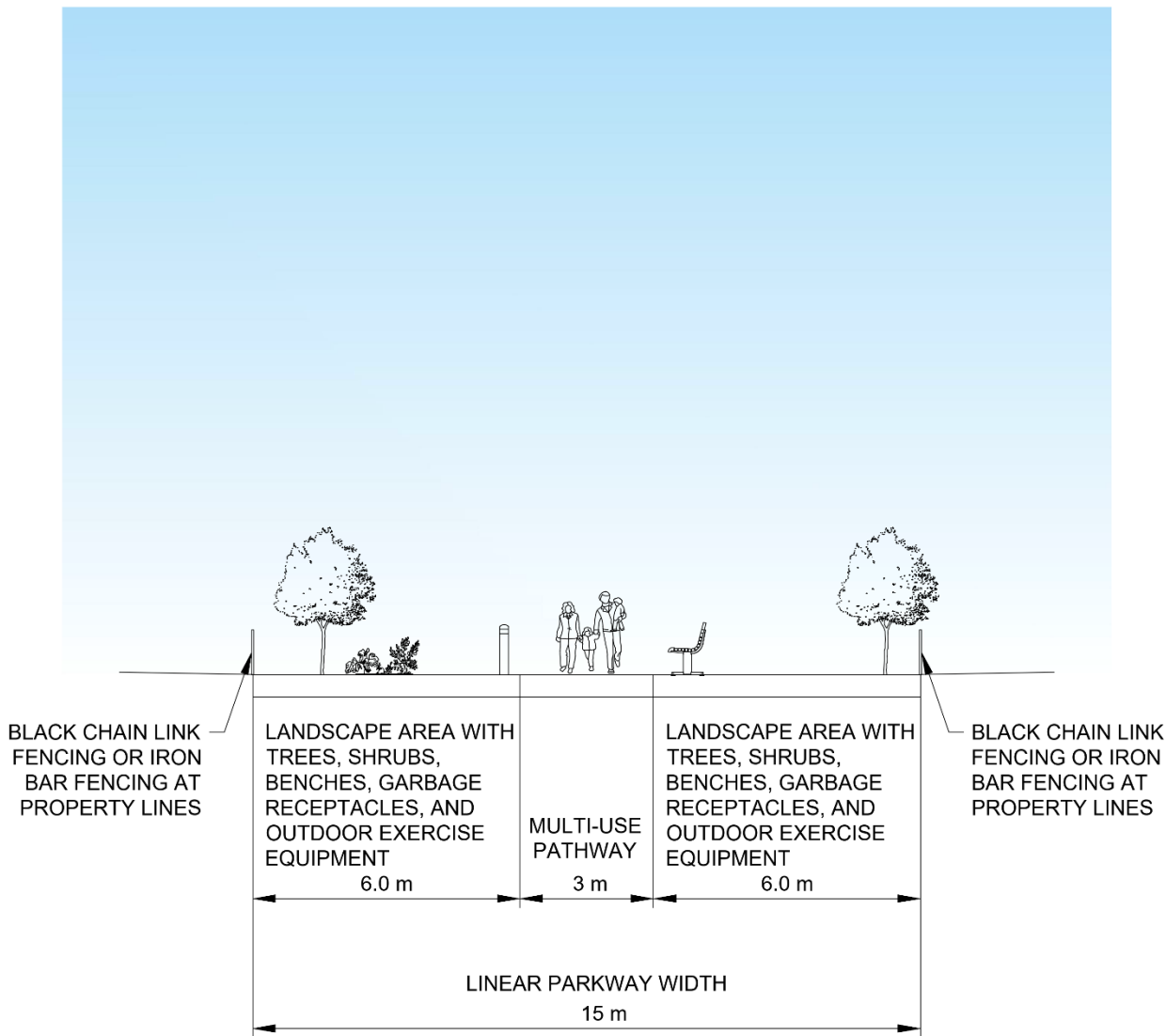
The neighbourhood park has been designed and situated to serve multiple purposes. A portion of the open space will be designated as a public utility to serve a stormwater management function with the balance of the property acting as a public park, including walking trails, a playground, and potentially a sports court. The neighbourhood park is visible and accessible from 8 Street West, offering natural surveillance of the space to discourage unwanted activities and improve the perception of personal safety for users.

The design of the linear and neighbourhood parks will consider accessibility standards, public safety, and four-season use. Design elements will minimize physical barriers, consider Crime Prevention Through Environmental Design principles, and incorporate cold climate strategies to increase levels of comfort and accessibility throughout the year, enhancing the recreation experience for people of all ages and mobility ranges.

The following policies will guide development in the Recreation, Parks, and Open Space development areas:

1. A minimum of 10% of the gross developable area within the North Point ASP area shall be dedicated as land for Municipal Reserve in accordance with the provisions of the Municipal Government Act.
2. The precise size, location, and configuration of Municipal Reserves, parks and open spaces shall be determined at the time of subdivision, in general accordance with **Figure 5-1**.
3. The development of Recreation, Parks and Open Space areas shall be consistent with the Parks and Recreation Master Plan.
4. Pathways will be constructed within a 15 m right-of-way and designed to link to the Town's trail system.
5. The design of new public parks and open space areas should follow Crime Prevention through Environmental Design principles, support year-round use, and meet or exceed universal design standards.

Figure 5-2 Linear Park Cross Section



5.5 Transportation

Establishing an efficient transportation network is critical for supporting businesses and the daily needs of residents. The proposed transportation network builds on existing and planned roadways in adjacent development areas to link neighbourhoods together while placing increased emphasis on the needs of pedestrians and cyclists to ensure a functional, safe, and efficient system for all modes of travel.

The higher-density residential development is primarily situated adjacent to 8 Street West, a major collector. A local street will connect 8 Street West to Alberta Road, a minor collector. This local street will serve as the primary access to the residential development area within the North Point ASP and provide residents with convenient access to businesses along Alberta Road as well as the planned Prairie Shores ASP neighbourhood to the west. Cross-sections of collector and local streets are illustrated in **Figures 5-3 and 5-4**.

A Traffic Impact Assessment (TIA) was completed by Associated Engineering in January 2024. The TIA reviewed the impacts that the additional traffic generated by the development is expected to have on the existing road network.

The TIA report is attached as **Appendix E**.

The following policies will guide the development of the North Point ASP transportation network:

1. The road network will consist of collector and local roads and shall generally conform to **Figure 5-2**.
2. Roadways will be developed in accordance with the designs identified in this plan and with the Town's engineering standards.
3. Road design and construction at the subdivision stage shall consider and accommodate the long-term function and land requirements for roadways and intersections.
4. Upgrades to existing road infrastructure, including widening and paving, will be required as development takes place.
5. Unless otherwise stated in a servicing agreement, the developer is solely responsible for expanding existing or constructing new infrastructure required to serve a development or subdivision.

Figure 5-3 Collector Street Cross Section

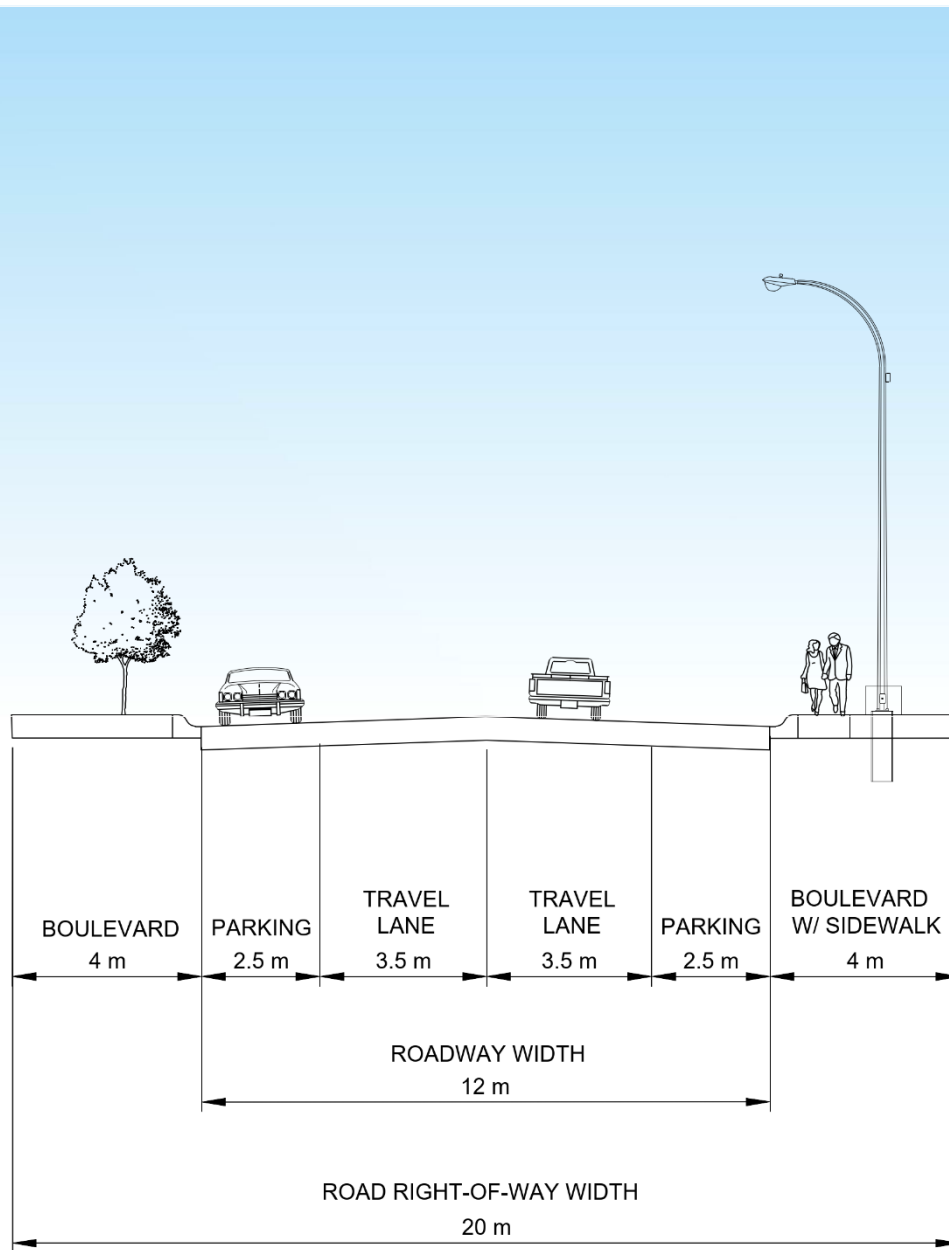
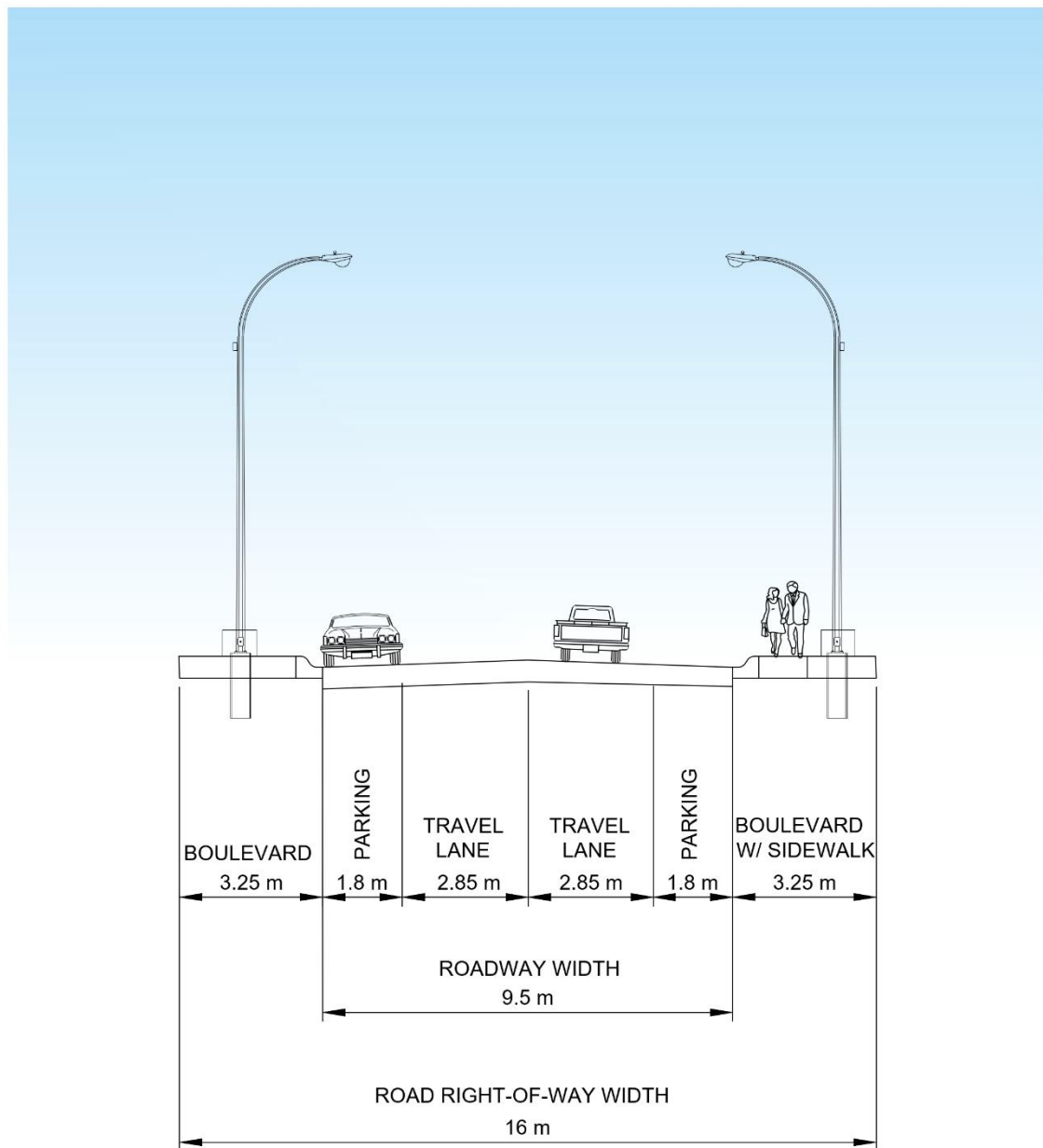


Figure 5-4 Local Street Cross Section



5.6 Infrastructure Servicing

Servicing will consist of water, sanitary sewer, stormwater management infrastructure, and shallow utilities. A conceptual servicing plan was completed by Associated Engineering, which determined that off-site connections and upgrades of existing infrastructure would be required to service the proposed development. The Conceptual Servicing Plan is attached in [Appendix F](#).

5.6.1 Potable Water

Providing water service to the development will require the installation of new water mains within the proposed roadways and linear park. An off-site watermain extension will be required to connect to the existing water system at the intersection of 8 Street West and Derochie Drive as well as required upgrades within the Town's IMP to service the development. The off-site watermain will create a looped watermain that will provide the capacity to meet the normal operating needs of the system as well as the fire protection requirements. A second connection to the existing water system is required near the south boundary of the plan area behind the highway commercial area. An upgrade of the existing 200 mm watermain east of Derochie Drive to a 250 mm main is required to comply with the level of service for fire flow.

The following policies apply to the development of the water system:

1. All developments within the plan area shall be connected to the municipal water system.
2. Water servicing shall generally follow the plan for servicing illustrated in [Figure 5-5](#).
3. The design of the water distribution system shall be verified during detailed design.

5.6.2 Sanitary Sewer

Sanitary sewer servicing within the plan area will require the installation of new sanitary sewer lines within the proposed roadways and linear park areas. The development will require the extension of the sanitary main from the existing manhole east of Derochie Drive, north towards the proposed connection point near the south boundary of the plan area behind the highway commercial area. An upgrade of the existing 250 mm sanitary main with a new 300 mm main is also required from the proposed sanitary connection to the existing sanitary manhole at Saskatchewan Crescent.

The following policies apply to the development of the sanitary sewer system:

1. All developments within the plan area shall be connected to the municipal sanitary sewer system.
2. Sanitary sewer servicing shall generally follow the plan for servicing illustrated in [Figure 5-6](#).
3. The design of the sanitary sewer collection system shall be verified during detailed design.

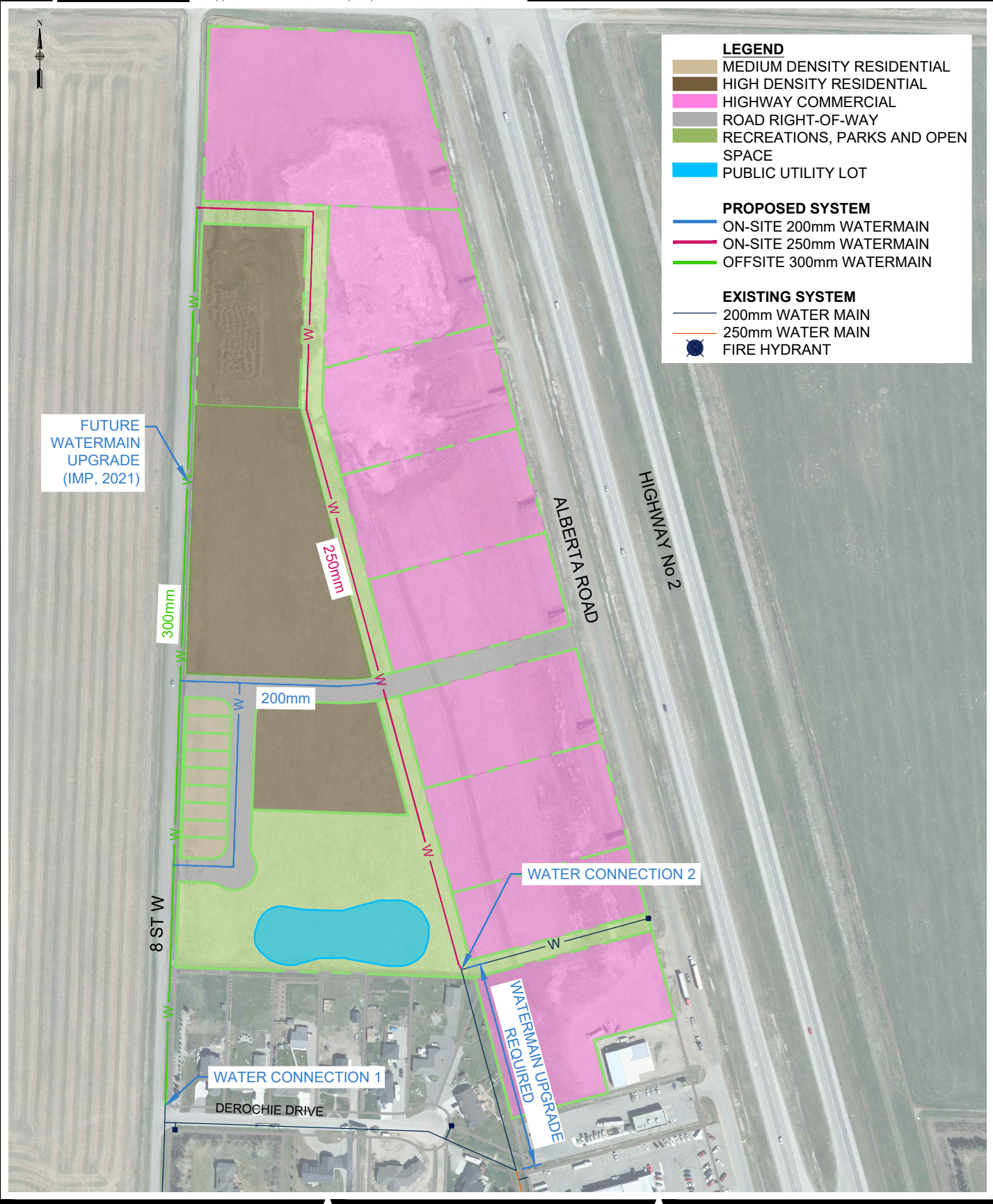
5.6.3 Stormwater Management

The proposed stormwater system follows a traditional dual drainage system with a pipe system and a designed overland drainage system that incorporates the roads, curbs, and other designed overland flow paths, as well as stormwater management facilities. A dry pond facility is proposed within the Recreation, Parks, and Open Space area.

The following policies apply to the development of the stormwater management system:

1. The construction of new stormwater management services shall generally follow the plan for servicing illustrated in **Figure 5-7**.
2. Stormwater management facilities should incorporate walkways and landscaping to enhance these lands as open spaces or park areas.
3. The design of the stormwater management system shall be verified during detailed design. The final arrangement for the discharge will be subject to approval from the Municipal, Environmental Protection and Enhancement Act, and Water Act.

Figure 5-5 Water Servicing



Associated
Engineering



Platinum member

AE PROJECT No. 2023-3708-00
SCALE 1:3500
APPROVED AM
DATE 20240302
REV A
DESCRIPTION ISSUED FOR INFORMATION

FIG 5-5 - WATER SYSTEM

TOWN OF CLARESHOLM

CONCEPTUAL SERVICING PLAN
PROPOSED WATER SYSTEM

Figure 5-6 Sanitary

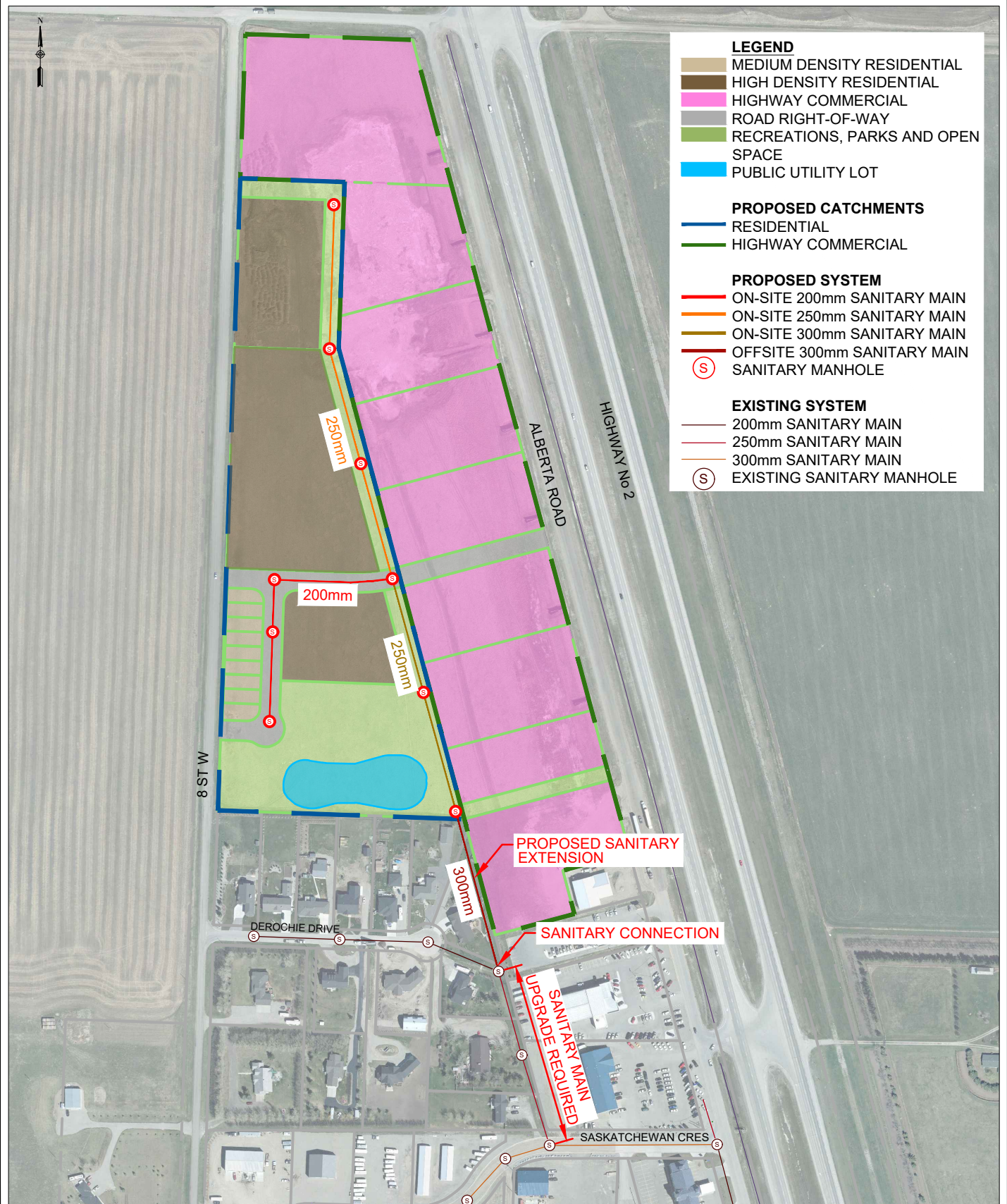


Figure 5-7 Storm



6 PLAN IMPLEMENTATION

6.1 Implementation

The MDP designates the plan area for future commercial and residential growth. While this ASP is in general compliance with the uses specified, a map amendment to MDP, Map 3 Land Use in Town, is necessary to expand the depth of the commercial lands adjacent to Highway 2 and redesignate Lot 5 Block 8 Plan 0715848 for commercial land use as represented in the LUB, Land Use Districts map.

The LUB specifies that redesignation of land may follow the adoption of an ASP in accordance with the plan and should, in most instances, occur before subdivision and development approval.

1. Before development, lands shall be redistricted to the appropriate land use districts in accordance with the Town's Land Use Bylaw.

6.2 Development Staging

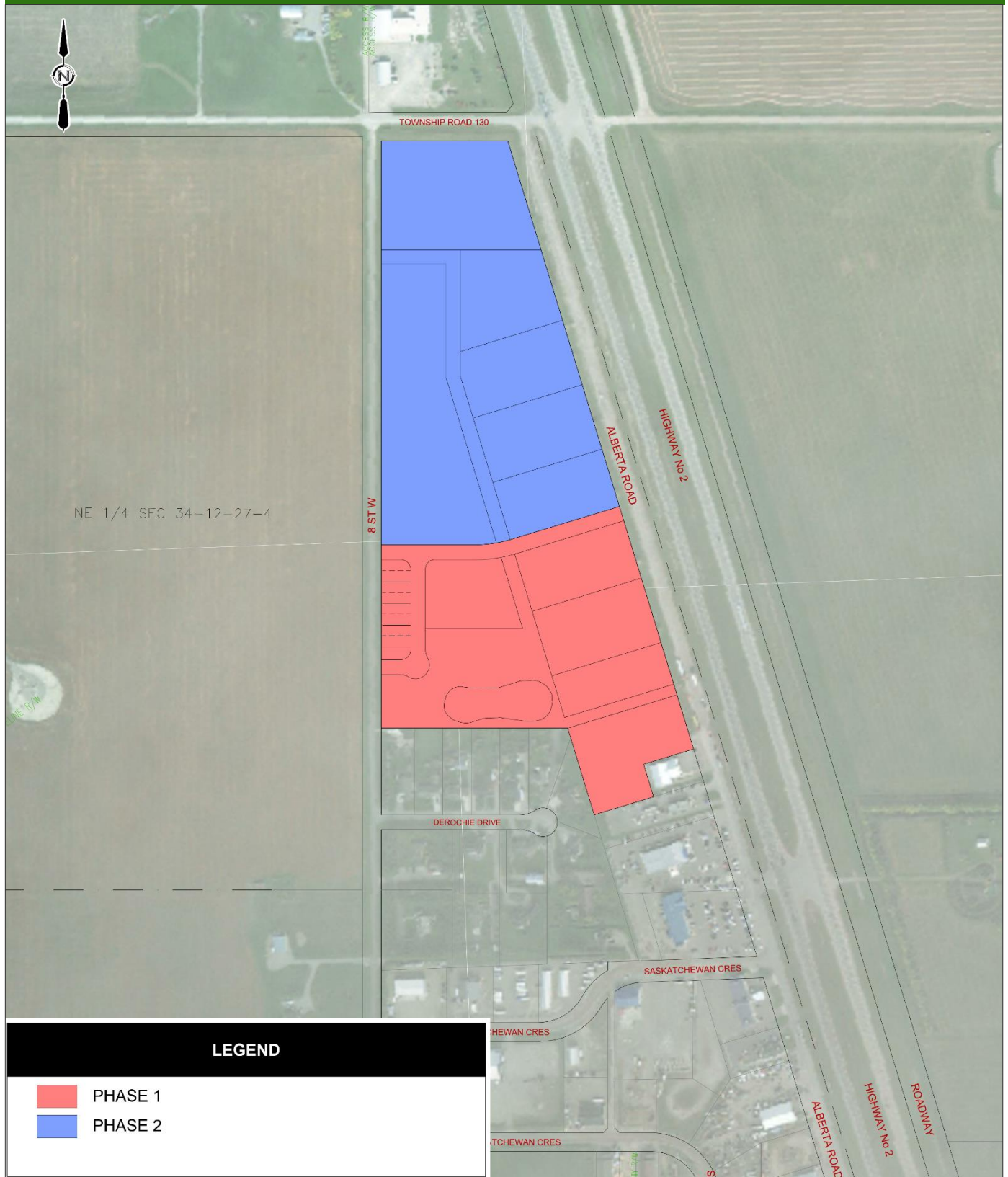
Development staging is based on existing development conditions and infrastructure considerations. Development staging is illustrated in **Figure 6-1** and will be guided by the following policies:

1. Staging of the development shall occur in a logical and contiguous manner from existing service extensions and access points.
2. The timing for development should consider the availability of municipal services required to support the proposed development and align with the logical extension of municipal services.
3. If municipal servicing is available, the development approval process may proceed. Development applications shall be reviewed on their planning merits and the availability of infrastructure.

6.3 Plan Amendment

The ASP should have the flexibility to support innovative ideas, respond to prevailing market conditions and reflect community aspirations. As a statutory document, any changes to the policies will require an amendment to the ASP. Minor variances may be considered by Council or the Approving Authority, without requiring an amendment to the ASP. Any changes to the text or maps in this ASP may require an amendment in accordance with the Municipal Government Act. Where an amendment to this ASP is requested, the applicant shall submit the supporting information necessary to evaluate and justify the potential amendment and ensure its consistency with the MDP and other relevant policy documents.

Figure 6-1 Development Staging



7 PUBLIC ENGAGEMENT

An open house was held on February 12, 2024, during a regularly scheduled Council Meeting to present the North Point ASP to the public. The event started with a brief presentation by Associated, followed by a short question and answer period, and finished with the attendees walking through the display boards and conversing with Associated team members, the Town Council, and the Administration. Approximately 35 people attended the event.

Following the event, the public was given until February 21, 2024, to submit any comments regarding the ASP. Only one response following the open house event was submitted via email, and no telephone calls were received regarding this project.

Below is a summary of what was heard during the event and how this plan responds to the comments.

Comment	Response
General	
The Town recently annexed additional lands, so the figure with the Town boundary needs to be updated to reflect the new boundary, as it is misleading.	Associated has updated the Town boundary in Figure 1-1 ASP Plan Area.
Several of the attendees were curious about the types and forms of housing products being proposed.	The kinds of products that may be developed include semi-detached units, duplexes, row houses, or low-rise apartments. The larger blocks of land could be used for comprehensively planned developments where internal roads, parking stalls, walkways, and yard spaces are planned as common spaces for the dwelling unit owners.
High-Density Development	
There is concern over introducing higher density development because of the impacted value of property and lost sight lines.	There is a proposed park and open space that separates the existing residential development and the proposed higher-density development areas. This provides for a seamless transition between land uses and a visually appealing feature in the rear yards of properties that back onto the space. As for impacting property values, there is no evidence that higher-density development lowers property values. Based on the market assessment for this project, high density is desirable in Claresholm.
There was concern about the high-density housing zone designation in this area. This is the far end of the Town with a gravel road and no services. The only development in the surrounding area is a large lot, single residential, with only 16 houses anywhere near this development. They feel that the development would better be zoned as moderate-density residential rather than high-density. High-	The plan provides for a mix of medium- to high-density residential development and has been designed to integrate with planned future development areas to the west, as well as commercial development along Alberta Road. The downtown area is outside of the scope of this plan area; however, it is noted that the Town may wish to consider housing downtown housing density in the future.

Comment	Response
density development needs are best met closer to the heart of the Town where other services are offered.	
Park Space	
There was interest in what amenities may be in the park space.	The park space will be accessible for all mobility levels, and a portion of the open space will be designated as a public utility to serve a stormwater management function with the balance of the property acting as a public park, including walking trails, a playground, and potentially a sports court. It will be visible and accessible from 8 th Street West, offering natural surveillance of the space to discourage unwanted activities and improve the perception of personal safety for users.
Commercial	
There was curiosity about the size of the properties at the commercial sites.	The commercial lot sizes are similar to those developed south along Alberta Road.
Transportation	
Alberta Road is insufficiently wide enough to accommodate large truck parking. The road needs to be wider because semi-trucks park on the side and block the travel lanes, especially when stopping at the quick service restaurants.	Alberta Road is designated as a minor collector, and therefore, as development occurs in the area, the road infrastructure will be upgraded to match the cross-sections illustrated above, which includes a dedicated parking lane.
There was concern about 8th Street West and whether it will be upgraded south of the plan area in the future.	This segment of 8 th Street West is outside the plan area; however, as development occurs and servicing is extended to new areas of the community, it is anticipated the road network will also be upgraded with new infrastructure similar to the representations in the cross-sections above.
The existing pedestrian network is inadequate and needs to be upgraded in this part of the community, especially if the plan is to introduce higher density development. The existing pathway along 8 th Street West is an asphalt pathway at the bottom of a ditch and is unpassable during storm events. This means pedestrian traffic needs to walk along the road creating an unsafe and uncomfortable pedestrian experience.	As development occurs and servicing is extended to new areas of the community, it is anticipated the pedestrian network will also be upgraded with new infrastructure like the representations in the cross-sections above.
Servicing	
There were several questions regarding who pays for the extension of services and infrastructure and when	The comment was made that it would come down to servicing agreements, Town levies, etc. This stage of

Comment	Response
it needs to be paid as development proceeds, the Town, or developer.	planning is at a high level, so there are no defined costs for the development.
There were comments regarding drainage, and attendees wanted to understand if the existing system could accommodate the development.	The existing drainage system did not consider the proposed development area when it was designed; however, the proposed development has made provisions by setting aside land for a dedicated stormwater management facility. The stormwater management facility will be designed to ensure that pre-development flow rates are met and that the stormwater is released into the Town's existing stormwater system.
There were comments regarding the water distribution system and whether it has the capacity to accommodate the development or if major upgrades are necessary.	As mentioned in this report, the water treatment plant has sufficient treatment capacity to support development within the plan area. However, the current storage capacity is reaching its limit and will require expansion to support development within the plan area.
There were comments regarding the wastewater system and whether it has the capacity to support the development or if upgrades are required to the system.	As mentioned in this report, the maximum serviceable population of 6,126, determined by available storage and evaporation in the existing storage lagoons, affects land development. Upgrades, including the addition of a new storage cell, are necessary to accommodate the long-term needs and ultimate servicing capacity of the Town. This capacity determines the potential for development in terms of population size. Upgrades are recommended to the sewage collection network within the existing developed areas to accommodate the proposed development.

APPENDIX A – GEOTECHNICAL REPORT

APPENDIX B – BIOPHYSICAL IMPACT ASSESSMENT

APPENDIX C – HISTORICAL RESOURCES ACT APPROVAL

APPENDIX D – PHASE 1 ENVIRONMENTAL SITE ASSESSMENT

APPENDIX E – TRAFFIC IMPACT ASSESSMENT

APPENDIX F – CONCEPTUAL SERVICING PLAN



P.O Box 2820
Claresholm, Alberta
T0L 0T0
403-687-2603
wcrlandfill@gmail.com

February 22, 2024

Town of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0

Dear Mayor and Council,

The Willow Creek Regional Waste Management Services Commission approved the Operating and Capital Budget for the 2024 fiscal year on December 20, 2023.

Please find attached the 2024 Requisition in the amount of \$45 648.00. This is based on a per capita rate of \$12.00 and a population of 3804.

Tipping fees did not increase for 2024. Member rates are as follows:

- | | |
|--------------------------------|--------------------------|
| • Municipal Solid Waste | \$70.00 per metric tonne |
| • Dry and Metal Waste | \$70.00 per metric tonne |
| • Minimum Charge up to 140 kg | \$10.00 |
| • Minimum Charge 150 to 290 kg | \$20.00 |
| • Minimum Charge 300 to 430 kg | \$30.00 |
| • | |

I have attached the fees bylaw 4-2021 for your reference.

I have also enclosed the 2024 landfill operating and capital budget, as well as a copy of the 2023 audited Financial Statements for your information.

I trust this to be in order, however, if you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

Cheryl Friesen
CAO/Landfill Manager
Willow Creek Regional Waste Management
Services Commission

**WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES
COMMISSION**

FINANCIAL STATEMENTS

For the year ended December 31, 2023

COPY

**WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES
COMMISSION**

**TABLE OF CONTENTS
For the year ended December 31, 2023**

INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
STATEMENT OF FINANCIAL POSITION	3
STATEMENT OF OPERATIONS	4
STATEMENT OF REMEASUREMENT GAINS AND LOSSES	5
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS	6
STATEMENT OF CASH FLOWS	7
NOTES TO THE FINANCIAL STATEMENTS	8 - 16
SCHEDULES TO THE FINANCIAL STATEMENTS	17 - 18



INDEPENDENT AUDITOR'S REPORT

To: The Board of
Willow Creek Regional Waste Management Services Commission

Opinion

We have audited the financial statements of the Willow Creek Regional Waste Management Services Commission which comprise the statement of financial position as at December 31, 2023, and the statements of operations, remeasurement gains and losses, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2023, its results of operations, remeasurement gains and losses, change in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter

We draw attention to note 3 to the financial statements which described the amendments made to the prior year's figure as a result of adopting the new accounting standard PS 3280 Asset Retirement Obligations. Our audit opinion is not modified in respect of this matter.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

INDEPENDENT AUDITOR'S REPORT, continued

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lethbridge, Alberta

February 21, 2024




Chartered Professional Accountants

**WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES
COMMISSION**
STATEMENT OF FINANCIAL POSITION
As at December 31, 2023

	2023	2022 (Restated)
Financial assets		
Cash and cash equivalents (note 4)	\$ 2,628,887	\$ 2,171,342
Trade and other receivables (note 5)	33,956	35,712
Due from commission members (note 6)	21,499	19,936
	<u>2,684,342</u>	<u>2,226,990</u>
Liabilities		
Accounts payable and accrued liabilities	18,869	29,447
Long-term debt (note 7)	3,989	19,942
Asset retirement obligation (note 8)	1,180,454	1,227,390
	<u>1,203,312</u>	<u>1,276,779</u>
Net financial assets	<u>1,481,030</u>	<u>950,211</u>
Non-financial assets		
Prepaid expenses	6,679	6,679
Tangible capital assets (schedule 1)	1,531,734	1,500,217
	<u>1,538,413</u>	<u>1,506,896</u>
Accumulated surplus (note 9, schedule 2)		
Accumulated operating surplus	3,019,443	2,457,107
Accumulated remeasurement gains (losses)	-	-
	<u>\$ 3,019,443</u>	<u>\$ 2,457,107</u>

Commitments (note 13)

Approved on behalf of the board:

Member 

Member 

COPY

**WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES
COMMISSION**

**STATEMENT OF OPERATIONS
For the year ended December 31, 2023**

	Budget (unaudited)	2023	2022 (Restated)
Revenue			
Service fees charged to commission members	\$ 413,720	\$ 432,184	\$ 405,558
Other service fees and sales of goods	235,000	377,667	304,570
Investment income	30,500	133,806	60,587
Gain on disposal of tangible capital assets	-	90,000	-
Other revenues	17,450	20,896	40,664
	696,670	1,054,553	811,379
Expenses			
Salaries, wages and benefits	316,300	273,194	302,209
Materials, goods and utilities	133,970	76,662	107,664
Contracted and general services	23,650	24,794	22,701
Accretion expense	50,000	19,103	109,520
Bank charges and short-term interest	2,750	2,714	2,572
Amortization of tangible capital assets	170,000	95,750	184,548
	696,670	492,217	729,214
Excess of revenue over expenses	-	562,336	82,165
Accumulated operating surplus, beginning of year			
As previously stated	2,186,272	2,186,272	2,061,623
Prior period adjustment (note 3)	270,835	270,835	313,319
As restated	2,457,107	2,457,107	2,374,942
Accumulated operating surplus, end of year	\$ 2,457,107	\$ 3,019,443	\$ 2,457,107

**WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES
COMMISSION**

**STATEMENT OF REMEASUREMENT GAINS AND LOSSES
For the year ended December 31, 2023**

	2023	2022
Accumulated remeasurement gains (losses), beginning of year	\$ -	\$ -
Unrealized gains (losses) attributable to: Equity investments	-	-
Amounts reclassified to statements of operations: Equity investments realized gains	-	-
Net remeasurement gains (losses) for the year	-	-
Accumulated remeasurement gains (losses), end of year	\$ -	\$ -

**WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES
COMMISSION**

**STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the year ended December 31, 2023**

	Budget (unaudited)	2023	2022 (Restated)
Excess of revenue over expenses	\$ -	\$ 562,336	\$ 82,165
Acquisition of tangible capital assets	-	(294,294)	(428,337)
Amortization of tangible capital assets	170,000	95,750	184,548
Gain on disposal of tangible capital assets	-	(90,000)	-
Proceeds on disposal of tangible capital assets	-	90,000	-
Write-downs of tangible capital assets	-	167,027	-
	170,000	(31,517)	(243,789)
Change in net financial assets	170,000	530,819	(161,624)
Net financial assets, beginning of year	950,211	950,211	1,111,835
Net financial assets, end of year	\$ 1,120,211	\$ 1,481,030	\$ 950,211

**WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES
COMMISSION**

**STATEMENT OF CASH FLOWS
For the year ended December 31, 2023**

	2023	2022 (Restated)
Operating transactions		
Excess of revenue over expenses	\$ 562,336	\$ 82,165
Adjustments for items which do not affect cash		
Gain on disposal of tangible capital assets	(90,000)	-
Amortization of tangible capital assets	95,750	184,548
Accretion expense	19,103	109,520
	587,189	376,233
Net change in non-cash working capital items		
Trade and other receivables	1,756	(8,950)
Due from commission members	(1,562)	(87)
Accounts payable and accrued liabilities	(10,578)	(5,939)
Asset retirement obligation settled	-	(120,712)
Cash provided by operating transactions	576,805	240,545
Capital transactions		
Proceeds on disposal of tangible capital assets	90,000	-
Acquisition of tangible capital assets	(193,306)	(428,337)
Cash applied to capital transactions	(103,306)	(428,337)
Financing transactions		
Repayment of long-term debt	(15,954)	(15,954)
Increase (decrease) in cash and cash equivalents	457,545	(203,746)
Cash and cash equivalents, beginning of year	2,171,342	2,375,088
Cash and cash equivalents, end of year	\$ 2,628,887	\$ 2,171,342
Cash and cash equivalents consist of:		
Cash	\$ 354,613	\$ 211,047
Temporary investments	2,274,274	1,960,295
	\$ 2,628,887	\$ 2,171,342

WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

NOTES TO THE FINANCIAL STATEMENTS For the year ended December 31, 2023

1. Nature of operations

Willow Creek Regional Waste Management Services Commission is constituted under the Municipal Government Act and was approved by the Minister of Municipal Affairs on January 1, 1993 for the purpose of constructing, maintaining, controlling, and managing a regional waste collection and disposal facility.

The members of the Commission are the MD of Willow Creek No.26, the Town of Fort Macleod, The Town of Claresholm, and the Town of Stavely.

The Commission is exempt from income taxation under Section 149 of the Canada Income Tax Act.

2. Significant accounting policies

The financial statements are prepared in accordance with Canadian public sector accounting standards and reflect the assets, liabilities, revenues and expenses, and change in the financial position of the Commission. Significant aspects of the accounting policies adopted by the Commission are as follows:

(a) **Basis of presentation**

These financial statements have been prepared by management in accordance with Canadian public sector accounting standards.

(b) **Budget amounts**

The budget amounts presented on the statement of operations are taken from the Commission's annual budget. Certain budget amounts have been reclassified to conform with the current year's financial statement presentation.

(c) **Revenue recognition**

Service fees and sales of goods are recognized as revenue in the period in which the service is delivered or in which the transactions or events occurred that gave rise to the revenue.

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

Government transfers are recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets acquired.

(d) **Temporary investments**

Temporary investments are recorded at cost and can be accessed within 90 days notice.

WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

NOTES TO THE FINANCIAL STATEMENTS For the year ended December 31, 2023

2. Significant accounting policies

(e) Asset retirement obligation

A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset at the financial statement date when there is a legal obligation for the Commission to incur retirement costs, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made. The best estimate of the liability includes all costs directly attributable to asset retirement activities, based on information available at year-end. The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected to occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset. The asset retirement cost is amortized over the useful life of the related asset. Asset retirement obligations which are incurred incrementally with use of the asset are recognized in the period incurred with a corresponding asset retirement cost expensed in the period.

At each financial reporting date, the Commission reviews the carrying amount of the liability. The Commission recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscounted cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset. The Commission continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

(f) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expense during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

There is measurement uncertainty related to asset retirement obligations as it involves estimates in determining settlement amount, discount rates and timing of settlement. Changes to any of these estimates and assumptions may result in change to the obligation.

The effect on the financial statements of changes in such estimates in future periods could be significant.

**WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES
COMMISSION**

**NOTES TO THE FINANCIAL STATEMENTS
For the year ended December 31, 2023**

2. Significant accounting policies

(g) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	Years
Fences	25 years
Buildings	40 years
Engineered structures	3-40 years
Machinery and equipment	8 years

Assets under construction are not amortized until the asset is available for productive use.

**WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES
COMMISSION**
NOTES TO THE FINANCIAL STATEMENTS
For the year ended December 31, 2023

3. Change in accounting policy

Effective January 1, 2023, the Commission adopted the new accounting standard PS 3280 Asset Retirement Obligations and applied the standard using the modified retroactive approach with restatement of prior year comparative information.

On the effective date of the PS 3280 standard, the Commission recognized the following to conform to the new standard:

- asset retirement obligations, adjusted for accumulated accretion to the effective date;
- asset retirement cost capitalized as an increase to the carrying amount of the related tangible capital assets in productive use;
- accumulated amortization on the capitalized cost; and
- adjustment to the opening balance of the accumulated surplus/deficit.

Amounts are measured using information, assumptions and discount rates where applicable that are current on the effective date of the standard. The amount recognized as an asset retirement cost is measured as of the date the asset retirement obligation was incurred. Accumulated Accretion and amortization are measured for the period from the date the liability would have been recognized had the provisions of this standard been in effect to the date as of which this standard is first applied.

Impact on the prior year's financial statements as a result of the change in accounting policy is as follows:

	2022		
	As previously reported	Adjustment recognized	As restated
Statement of Operations			
Revenue	811,379	-	811,379
Expenses	686,729	42,484	729,213
Excess (deficit) of revenue over expenses	124,650	(42,484)	82,166
Accumulated surplus, beginning of year	2,061,622	313,319	2,374,941
Accumulated surplus, end of year	2,186,272	270,835	2,457,107
Statement of Financial Position			
Financial assets	2,226,990	-	2,226,990
Liabilities	1,276,779	-	1,276,779
Net financial assets (net debt)	950,211	-	950,211
Non-financial assets	1,236,061	270,835	1,506,896
Accumulated surplus, end of year	2,186,272	270,835	2,457,107
Statement of Change in Net Financial Assets			
Excess (deficit) of revenue over expenses	124,650	(42,484)	82,166
Net financial assets (net debt), beginning of year	1,111,834	-	1,111,834
Net financial assets (net debt), end of year	950,211	-	950,211

**WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES
COMMISSION**

**NOTES TO THE FINANCIAL STATEMENTS
For the year ended December 31, 2023**

4. Cash and cash equivalents

Cash and cash equivalents consist of cash and temporary investments. Temporary investments include a high interest savings account.

	2023	2022
Cash	\$ 354,613	\$ 211,047
Temporary investments	2,274,274	1,960,295
	<u>\$ 2,628,887</u>	<u>\$ 2,171,342</u>

5. Trade and other receivables

	2023	2022
Trade receivables	\$ 23,849	\$ 9,149
GST receivable	10,107	26,563
	<u>\$ 33,956</u>	<u>\$ 35,712</u>

**WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES
COMMISSION**

**NOTES TO THE FINANCIAL STATEMENTS
For the year ended December 31, 2023**

6. Due from Commission members

The MD of Willow Creek No.26, the Town of Fort Macleod, the Town of Claresholm, and the Town of Stavely are members of the Commission and, as such, have been identified as related parties.

Transactions

Service fees are based on the budgeted net operating costs of the Commission and are allocated among the Commission members based on actual service utilization during the year. Service fees charged to Commission members are as follows:

		2023		2022
MD of Willow Creek No.26	\$	106,573	\$	98,793
Town of Claresholm		165,918		161,049
Town of Fort Macleod		141,115		127,587
Town of Stavely		18,578		18,129
	\$	432,184	\$	405,558

Amounts due from Commission members are payable on receipt of the invoice and have arisen from the service fees charged during the year. Amounts due from Commission members are as follows:

		2023		2022
MD of Willow Creek No.26	\$	2,058	\$	2,209
Town of Claresholm		9,441		9,226
Town of Fort Macleod		8,637		7,726
Town of Stavely		735		775
Town of Granum		628		-
	\$	21,499	\$	19,936

These transactions are in the normal course of operations and have been valued in these financial statements at the exchange amount which is the amount of consideration established and agreed to by the related parties.

WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

NOTES TO THE FINANCIAL STATEMENTS For the year ended December 31, 2023

7. Long-term debt

	2023	2022
CNH Industrial Capital	\$ 3,989	\$ 19,942

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2024	\$ 3,989	\$ -	\$ 3,989

The loan is repayable to CNH Industrial Capital with principal only monthly payments of \$1,329. Security pledged consists of specified equipment with a carrying value of \$35,895. This loan is due in March 2024.

8. Asset retirement obligation

Landfill:

The Commission operates a landfill site and is legally required to perform closure and post-closure activities upon retirement of this site. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection. A liability for the total obligation, which was incurred when the site started accepting waste, irrespective of volume of waste accepted has been accrued. The Commission estimates that no obligation is incurred incrementally due to the volume of waste accepted, therefore, no further obligation is being accrued based on volume of waste accepted. Undiscounted future cash flows expected are a closure cost in year 2034 of \$1,546,464 with annual post closure activities starting in year 2035 of \$15,000 per year, increasing at an annual inflation rate of 1.2%, for 25 years to year 2060. The estimated total liability of \$1,180,454 (2022- \$1,227,390) is based on the sum of discounted future cash flows for closure and post-closure activities using a discount rate of 1.5%.

The Commission has designated a portion of temporary investments for settling the closure and post-closure liabilities.

The existing landfill site is expected to reach capacity by approximately 2080.

	2023	2022
Balance, beginning of year	\$ 1,227,390	\$ 1,238,580
Liabilities incurred	100,988	-
Liabilities settled	-	(120,710)
Change in estimated cash flows	(167,027)	-
Accretion expenses	19,103	109,520
Balance, end of year	\$ 1,180,454	\$ 1,227,390

WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

NOTES TO THE FINANCIAL STATEMENTS For the year ended December 31, 2023

9. Accumulated operating surplus

Accumulated operating surplus consists of internally restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2023	2022 (Restated)
Unrestricted surplus	\$ 2,157,768	\$ 1,480,578
Internally restricted surplus (reserves) (note 10)	514,384	723,644
Equity in tangible capital assets (note 11)	347,291	252,885
	<u>\$ 3,019,443</u>	<u>\$ 2,457,107</u>

10. Reserves

	2023	2022
Machinery and equipment	\$ 235,748	\$ 286,708
Waste cells	150,348	297,948
Building	62,000	62,000
Engineered structures	48,075	58,775
Closure/post closure	9,713	9,713
Post-closure plan	8,500	8,500
	<u>\$ 514,384</u>	<u>\$ 723,644</u>

11. Equity in tangible capital assets

	2023	2022 (Restated)
Tangible capital assets (schedule 1)	\$ 3,730,471	\$ 3,757,103
Accumulated amortization (schedule 1)	(2,198,737)	(2,256,886)
Asset retirement obligation (note 8)	(1,180,454)	(1,227,390)
Long-term debt (note 7)	(3,989)	(19,942)
	<u>\$ 347,291</u>	<u>\$ 252,885</u>

WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

NOTES TO THE FINANCIAL STATEMENTS For the year ended December 31, 2023

12. Debt limits

Section 3 of Alberta Regulation 76/2000 requires that debt and debt limits for the Commission be disclosed as follows:

	2023	2022
Total debt limit	\$ 2,109,107	\$ 1,622,758
Total debt	3,989	19,942
	<u>\$ 2,105,118</u>	<u>\$ 1,602,816</u>
Debt servicing limit	\$ 369,094	\$ 283,982
Debt servicing	3,989	15,954
	<u>\$ 365,105</u>	<u>\$ 268,028</u>

The debt limit is calculated at 2 times revenue of the Commission (as defined in Alberta Regulation 76/2000) and the debt service limit is calculated at 0.35 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify Commissions which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

13. Commitments

The Commission has entered into two agreements to lease out certain portions of land. These create annual lease revenue of \$11,550. One agreement expires in June 2024, and the other expires in December 2024.

14. Approval of financial statements

These financial statements were approved by the Board and Management.

15. Budget amounts

The 2023 budget was approved by the Commission and has been reported in the financial statements for information purposes only. The budget amounts have not been audited, reviewed, or otherwise verified.

Budgeted surplus per financial statements	\$ -
Less: Capital expenditures	(27,460)
Add: Transfers from reserves	27,460
<u>Equals: balanced budget</u>	<u>\$ -</u>

WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES COMMISSION
SCHEDULES TO THE FINANCIAL STATEMENTS
For the year ended December 31, 2023

Schedule of tangible capital assets

Schedule 1

	Land	Fences	Buildings	Engineered structures	Machinery and equipment	2023	2022 (Restated)
Cost:							
Balance, beginning of year	\$ 160,826	\$ 166,111	\$ 622,120	\$ 2,054,122	\$ 753,924	\$ 3,757,103	\$ 3,328,766
Acquisitions	-	-	-	259,288	35,006	294,294	428,337
Disposals	-	-	-	-	(153,899)	(153,899)	-
Write downs	-	-	-	(167,027)	-	(167,027)	-
Balance, end of year	160,826	166,111	622,120	2,146,383	635,031	3,730,471	3,757,103
Accumulated amortization:							
Balance, beginning of year	-	16,612	189,045	1,609,120	442,109	2,256,886	2,072,338
Annual amortization	-	6,644	15,553	21,970	51,583	95,750	184,548
Disposals	-	-	-	-	(153,899)	(153,899)	-
Balance, end of year	-	23,256	204,598	1,631,090	339,793	2,198,737	2,256,886
Net book value	\$ 160,826	\$ 142,855	\$ 417,522	\$ 515,293	\$ 295,238	\$ 1,531,734	\$ 1,500,217
2022 net book value	\$ 160,826	\$ 149,499	\$ 433,075	\$ 445,002	\$ 311,815	\$ 1,500,217	

Public Sector Accounting Standards requires the review of the amortization method and estimate of the useful life of the remaining unamortized portion of tangible capital assets on a regular basis.

The Commission revised the estimated useful life of certain landfill cells included under engineered structures to correspond with new information obtained during the implementation of the new accounting standard PS 3280 Asset Retirement Obligations. In addition, there was a change in policy to no longer use the half year rule for capital assets in the year of acquisition and disposal. The revisions were accounted for prospectively as a change in accounting estimate.

**WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES
COMMISSION**
SCHEDULES TO THE FINANCIAL STATEMENTS
For the year ended December 31, 2023

**Schedule of changes in accumulated surplus
Schedule 2**

	Unrestricted	Internally restricted	Equity in tangible capital assets	2023	2022
Balance, beginning of year					
As previously stated	\$ 253,188	\$ 723,644	\$ 1,209,440	\$ 2,186,272	\$ 2,061,623
Prior period adjustment	1,227,390	-	(956,555)	270,835	313,319
As restated	1,480,578	723,644	252,885	2,457,107	2,374,942
Excess of revenue over expenses	562,336	-	-	562,336	82,165
Restricted funds used for tangible capital assets	-	(193,306)	193,306	-	-
Current year funds used for tangible capital assets	(100,988)	-	100,988	-	-
Write-down of tangible capital assets	167,027	-	(167,027)	-	-
Annual amortization expense	95,750	-	(95,750)	-	-
Long-term debt repaid	-	(15,954)	15,954	-	-
Asset retirement obligation addition	100,988	-	(100,988)	-	-
Accretion expense	19,103	-	(19,103)	-	-
Change in asset retirement obligation estimate	(167,026)	-	167,026	-	-
Change in accumulated surplus	677,190	(209,260)	94,406	562,336	82,165
Balance, end of year	\$ 2,157,768	\$ 514,384	\$ 347,291	\$ 3,019,443	\$ 2,457,107

Willow Creek Regional Waste Management Services Commission
Final Budget
For the year ending December 31, 2024

Ordinary Income/Expense

Income

1430550	Return on investment	40,000.00
1430990	Service charge	150.00
1431400	Bank account interest	5,500.00
1436310	Other Income (Commission)	0.00
1500100	Metal Recycling	12,000.00
1500110	Paint Recycling	400.00
1500200	Electronics Recycling	2,000.00
1500401	Town of Claresholm	117,000.00
1500402	Town of Fort Macleod	90,000.00
1500403	Town of Stavely	12,000.00
1500404	Town of Granum	7,500.00
1500405	M.D. of Willow Creek	22,000.00
1500406	Cash Customers	130,000.00
1500407	Other customer charge accts.	140,000.00
1500990	Other income (landfill)	400.00
5430991	Rent	11,550.00

Total Income less requisition	590,500.00
-------------------------------	------------

Expense

2430762	Fuel	30,000.00
2430990	Other expenses	13,642.00
2436100	Group benefits	30,000.00
2436200	Water Monitoring	8,000.00
2436201	Insurance - general	8,500.00
2436210	Audit	8,500.00
2436300	WCB premiums	4,750.00
2436400	Building security	320.00
2436410	Postage	300.00
2436450	Building Maintenance	2,000.00

COPY

2436510	Telus	1,400.00
2436520	Internet	1,000.00
2436550	Training & expenses	1,500.00
2436762	Computer & software	2,400.00
2500100	PPE & Safety (boot allowance)	2,200.00
2500110	Scale tickets, checks, etc.	500.00
2500200	Memberships & Licensing	750.00
2500210	Sewer	1,400.00
2500300	Misc. office & sanitary supply	5,300.00
2500310	Yard maintenance	2,000.00
2500400	Freon removal	500.00
2500410	Misc. shop tools	1,000.00
2500420	Promotions	1,000.00
2500500	Equipment maintenance	3,500.00
2500501	Equipment maintenance - loader	4,500.00
2500510	Epcor	2,600.00
2500520	Little Bow Gas	1,400.00
2500610	Water	1,500.00
2500620	Recycling Expenses	1,000.00
2500650	Cell Maintenance	1,000.00
2500820	Interact charges	2,750.00
2500830	Carbon Tax	4,500.00
2500991	Equipment repair - Loader	15,000.00
2500992	Equipment repair - Compactor	10,000.00
2500993	Equipment repair - Excavator	5,000.00
2500994	Equipment repair - Truck	2,000.00
2500996	Equipment repair - Mower	2,000.00
2500990	Equipment repair - Misc.	16,000.00
66000	Payroll Expenses	295,500.00

COPY

Total Expenses	495,212.00
----------------	------------

Net Income from ordinary operations less requisition

95,288.00

Net Income from ordinary operations less requisition	95,288.00
--	-----------

Budgeted capital projects for the year

Waste to Energy Feasibility Study	15,000.00	
Tractor - Repayment of Financing	4,000.00	
Total Capital		19,000.00

Net Income from ordinary operations including capital projects	76,288.00
--	-----------

2500800 Closure and Post Closure	80,000.00
2501000 Amortization	180,000.00

Reserves

4430930 Capital Reserve - Waste to Energy	15,000.00	
4430905 Capital reserve - machinery & equipment	4,000.00	
Total Reserves to fund Capital Projects		19,000.00

Required requisition	\$ 164,712.00
----------------------	---------------

Chairman Gord Wolstenholme

Date: December 20, 2023

CAO Cheryl Friesen

Date: December 20, 2023

WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

BYLAW No. 4-2021

BEING A BYLAW OF THE WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES COMMISSION GOVERNING THE FEES TO BE CHARGED BY THE COMMISSION FOR THE SERVICES THE COMMISSION PROVIDES

WHEREAS the WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES COMMISSION has been established by Alberta Regulation 274/93 under the *Regional Municipal Services Act*, SA 1981 cR9.1, and

WHEREAS the Regional Municipal Services Act, SA 1981 cR-9. 1 was replaced by the *Municipal Government Act* in 1995, and

WHEREAS pursuant to the *Municipal Government Act*, the WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES COMMISSION must pass a bylaw governing the fees to be charged by the commission for the services provided to its customers or to any class of its customers, and

NOW THEREFORE the Board of Directors of the Commission enacts the following:

1. CITATION

This Bylaw is cited as the Willow Creek Regional Waste Management Services Commission 2022 Fees Bylaw.

2. DEFINITIONS

- 2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26 as amended from time to time;
- 2.2 "Board" means the Board of Directors of the Commission;
- 2.3 "Commission" means the WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES COMMISSION;
- 2.4 "Member" or "Members" means the Town of Claresholm, Town of Fort Macleod, Town of Stavely and the Municipal District of Willow Creek; and
- 2.5 "Customer" or "Customers" means individuals, businesses or commercial haulers that reside and/or operate a business in any of the member municipalities of the Willow Creek Regional Waste Management Services Commission that use the Willow Creek Regional Landfill facility.
- 2.6 "Regional Non-Member" means individuals, businesses or commercial haulers that reside and/or operate a business in a regional municipality that is not an active member of the Willow Creek Regional Waste Management Services Commission that use the Willow Creek Regional Landfill facility.

3 FEES

- 3.1 Fees charged by the Commission for solid waste management services shall not be less than the amount necessary to cover the estimated annual expenses and expenditures of the Commission for the operation of the regional landfill.
- 3.2 Member requisition shall be determined annually by the Board of Directors, and shall be on a per capita basis or such other basis as may be determined by the Board from time to time.
 - 3.2.1 Per capita rates shall be the same for each member municipality, based on the most current census numbers.

3.3 Tipping fees charged to members and customers shall be determined annually by the Board of Directors.

3.4 The schedule of fees, Schedules “A”, “B” and “C”, which are attached hereto, forms part of this Bylaw.

3.4.1 Changes to the schedule of fees must be in accordance with the Municipal Government Act.

4. SEVERABILITY

4.1 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

5. ENACTMENT

5.1 This bylaw shall come into force and effect on January 1, 2022.

READ A FIRST TIME this 16th day of December, 2021.

READ A SECOND TIME this 16th day of December, 2021.

READ A THIRD AND FINAL TIME this 16th day of December, 2021.

SIGNED AND PASSED this 16th day of December, 2021.

Vice-Chairperson

CAO

Schedule A
Customer Rates
Effective January 1, 2022

Waste	0 to 120 kg	130 to 230 kg	240 to 350 kg	over 350 kg
Domestic Waste	\$10.00	\$20.00	\$30.00	\$85.00 tonne
Construction/General Waste	\$10.00	\$20.00	\$30.00	\$85.00 tonne
Non-Recyclable Concrete Waste	\$10.00	\$20.00	\$30.00	\$85.00 tonne
Heavy Metals	\$10.00	\$20.00	\$30.00	\$85.00 tonne
Barbed Wire (tightly rolled & no posts)	\$10.00	\$20.00	\$30.00	\$85.00 tonne

Waste	0 to 110 kg	120 to 220 kg	230 to 330 kg	over 330 kg
Hard to handle/mixed bins	\$10.00	\$20.00	\$30.00	\$95.00 tonne
Commercial waste	\$10.00	\$20.00	\$30.00	\$95.00 tonne

Waste	0 to 150 kg	160 to 300 kg	310 to 460 kg	over 460 kg
Compost	\$10.00	\$20.00	\$30.00	\$65.00 tonne

Waste	min. charge for any amount under 1000 kg	over 1000 kg
Clean Fill (non-contaminated)	\$25.00	\$25.00 tonne
Top Soil (non-contaminated)	Free	
Concrete (up to 2.5 ft. x 2.5 ft. x 2.5 ft. in size)		

	0-250 kg	260-500 kg	510-750 kg	over 750 kg
	\$10.00	\$20.00	\$30.00	\$40.00 tonne
Concrete (oversize – larger than 2.5 ft. x 2.5 ft. x 2.5 ft. in size)				

	0-180 kg	190-360 kg	370- 550kg	over 550 kg
	\$10.00	\$20.00	\$30.00	\$55.00 tonne

Waste	Rates per single unit
Bagged refuse	\$2.00 per bag
Mattress or Box Spring	\$10.00
Chair	\$5.00
Couch or loveseat	\$10.00
Washer, dryer, stove, hot water tank, etc.	\$5.00
Empty Fridge Contents	\$20.00 surcharge
Fridges, freezers, A/C units, water coolers	Weight charge plus \$25.00 surcharge
Furniture with springs (mattress, couch, loveseat etc.)	Weight charge plus \$5.00 surcharge per unit
Low weight/high volume material:	
Full Bulk - Styrofoam block/cedar shingles etc.	\$75.00 per load (Scale operator's discretion)
½ Bulk - Styrofoam block/cedar shingles etc.	\$50.00 per load (Scale operator's discretion)

Schedule B
Member Rates
Effective January 1, 2022

Waste	0 to 140 kg	150 to 290 kg	300 to 430 kg	over 430 kg
Domestic Waste	\$10.00	\$20.00	\$30.00	\$70.00 tonne
Construction/General Waste	\$10.00	\$20.00	\$30.00	\$70.00 tonne
Non-Recyclable Concrete Waste	\$10.00	\$20.00	\$30.00	\$70.00 tonne
Heavy Metals	\$10.00	\$20.00	\$30.00	\$70.00 tonne
Barbed Wire (tightly rolled & no posts)	\$10.00	\$20.00	\$30.00	\$70.00 tonne

Waste	0 to 120 kg	130 to 230 kg	240 to 350 kg	over 350 kg
Hard to handle/mixed bins	\$10.00	\$20.00	\$30.00	\$85.00 tonne

Waste	0 to 220 kg	230 to 450 kg	460 to 670 kg	over 670 kg
Compost	\$10.00	\$20.00	\$30.00	\$45.00 tonne

Waste	min. charge for any amount under 1000 kg	over 1000 kg
Clean Fill (non-contaminated)	\$15.00	\$15.00 tonne
Top Soil (non-contaminated)	Free	
Concrete (up to 2.5 ft. x 2.5 ft. x 2.5 ft. in size)		

	0-330 kg	340-660 kg	670-1000kg	over 1000 kg
	\$10.00	\$20.00	\$30.00	\$30.00 tonne

Concrete (oversize – larger than 2.5 ft. x 2.5 ft. x 2.5 ft. in size)

	0-220 kg	230-440 kg	450-670 kg	over 670 kg
	\$10.00	\$20.00	\$30.00	\$45.00 tonne

Waste	Rates per single unit
Bagged refuse	\$2.00 per bag
Mattress or Box Spring	\$10.00
Chair	\$5.00
Couch or loveseat	\$10.00
Washer, dryer, stove, hot water tank, etc.	\$5.00
Empty Fridge Contents	\$20.00 surcharge
Fridges, freezers, A/C units, water coolers	Weight charge plus \$25.00 surcharge
Furniture with springs (mattress, couch, loveseat etc.)	Weight charge plus \$5.00 surcharge per unit
Low weight/high volume material:	
Full Bulk - Styrofoam block/cedar shingles etc.	\$75.00 per load (Scale operator's discretion)
½ Bulk - Styrofoam block/cedar shingles etc.	\$50.00 per load (Scale operator's discretion)

Schedule C
Regional Non-Member Rates
Effective January 1, 2022

Waste	0 to 110 kg	120 to 220 kg	230 to 330 kg	over 330 kg
Domestic Waste	\$10.00	\$20.00	\$30.00	\$90.00 tonne
Construction/General Waste	\$10.00	\$20.00	\$30.00	\$90.00 tonne
Non-Recyclable Concrete Waste	\$10.00	\$20.00	\$30.00	\$90.00 tonne
Heavy Metals	\$10.00	\$20.00	\$30.00	\$90.00 tonne
Barbed Wire (tightly rolled & no posts)	\$10.00	\$20.00	\$30.00	\$90.00 tonne

Waste	0 to 100 kg	110 to 210 kg	220 to 320 kg	over 320 kg
Hard to handle/mixed bins	\$10.00	\$20.00	\$30.00	\$95.00 tonne

Waste	0 to 150 kg	160 to 300 kg	310 to 460 kg	over 460 kg
Compost	\$10.00	\$20.00	\$30.00	\$70.00 tonne

Waste	min. charge for any amount under 1000 kg	over 1000 kg
Clean Fill (non-contaminated)	\$30.00	\$30.00 tonne
Top Soil (non-contaminated)	Free	
Concrete (up to 2.5 ft. x 2.5 ft. x 2.5 ft. in size)		

	0-220 kg	230-440 kg	450-670 kg	over 670 kg
	\$10.00	\$20.00	\$30.00	\$45.00 tonne
Concrete Waste (oversize – larger than 2.5 ft. x 2.5 ft. x 2.5 ft. in size)				

	0-170 kg	180-330 kg	340-500 kg	over 500 kg
	\$10.00	\$20.00	\$30.00	\$60.00

Waste	Rates per single unit
Bagged refuse	\$3.00 per bag
Mattress or Box Spring	\$10.00
Chair	\$5.00
Couch or loveseat	\$10.00
Washer, dryer, stove, hot water tank, etc.	\$5.00
Empty Fridge Contents	\$20.00 surcharge
Fridges, freezers, A/C units, water coolers	Weight charge plus \$25.00 surcharge
Furniture with springs (mattress, couch, loveseat etc.)	Weight charge plus \$5.00 surcharge per unit
Low weight/high volume material:	
Full Bulk - Styrofoam block/cedar shingles etc.	\$75.00 per load (Scale operator's discretion)
½ Bulk - Styrofoam block/cedar shingles etc.	\$50.00 per load (Scale operator's discretion)

Town of Claresholm Application for Donation
(Policy 5.1.01 – Schedule “A”)



Date of Application: February 27, 2024

Date of Event: June 21 + 22, 2024

1. Applicant Information

Name of Applicant: Claresholm Kraken Summer Swim Club

Address: PO Box 1933, Claresholm, AB T0L 0T0

Contact Person: Vanessa McKenzie - Vice President/Fundraising Coordinator

Phone, Fax, Email: 403-715-9009 Krakens.Fundraising@gmail.com

2. Type of Organization: (circle) ARTS/CULTURE RECREATION/SPORTS EVENT OTHER(specify)

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

If yes provide registration date & # _____

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

If yes provide registration date & # 1992-05-11 #893671131 (Society)

5. Type of Donation: (check and explain)

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

Explanation:

Claresholm Aquatic Centre Pool Rental for our home
swim meet

Amount (value) Requested: \$800.00

6. Details of how the funds will be expended:

Pool rental - June 21: 4pm - 9pm
- June 22: 7am - 6pm

Barricades (6)

Extra garbage cans (3) + recycling cans (3)

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

YES

NO

Latest financial statement.
Contact Krakens.treasurer@gmail.com
for more details.

7. Previous Donations

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

Date	Amount	Use of Funds
2019	fee waiver for pool rental	Home meet facility rental

*Prior to COVID the Town typically waived the fee for our meet each year. This is the first year we can host in Claresholm since public health restrictions came into play.
8. Organizational Information What services or activities does your organization provide to the Town of Claresholm residents? (Please attach a list of membership/executive)

We provide recreational & competitive swimming programming for children ages 5+ as well as adults. Each season runs from May - August.

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

Our focus is developing swimmers with excellent technique, sportsmanship, & team spirit while exposing swimmers to a range of experiences to create a positive environment focusing on personal growth. We expect to host 200+ swimmers at our home meet. We strive to keep fees low & accessible to families. How will your organization acknowledge the Town's donation? and rely on fundraising & community support to do so. We will make an announcement during the event to recognize the Town's donation as well as giving a social media shoutout. We would be happy to display a ^{Town} banner/poster at the event as well.

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

Funding Source	Amount	Recommended Use of Funds
Registration fees	\$300 - 450 per swimmer	Affiliation/association fees, admin, insurance, home meet expenses, awards, equipment
AGLC Casino (upcoming July 17/18, 2024)	TBD. ~20000 estimated.	Pool rental, Coach wages
Fundraising	TBD.	*same as above

Claresholm Kraken Swim Club



PO Box 1933

Claresholm, AB T0L 0T0

www.teamunify.com/canassacksc

List of Elected Executive:

President: Emily Dahl

Vice President: Vanessa McKenzie

Treasurer: Suzie Turcotte Smith

Secretary: Tanya Slettede

Special Events Coordinator: Karianne Hughes

Parent Liaison: Denelle Cutler

Past President: Carina Hoffman

Financial Statement for As of Jan 31/2024

Opening Balance Oct 15/2023

Community Account: \$67,913.05

Casino Account:\$2,365.02

Common Share Account: \$7.55

Ending Balance Jan 31/2024:

Community Account \$67,924.50

Casino Account:\$2,365.41

Common Share Account: \$7.98

Total Income from Oct 15/2023 to Jan 31/2024:

Community Account interest: \$11.45

Casino Account: \$0.39

Common Share Account: \$0.43

Total Disbursements from Oct 15/2023 to Jan 31/2024: \$0

Assets: None

Liabilities: None



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113944

February 29, 2024

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2024*, which my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance, has tabled in the Alberta Legislature. You will find below some details about *Budget 2024* that are most closely related to Alberta Municipal Affairs.

Budget 2024 is a responsible plan for a growing province that invests more than \$1 billion to build stronger communities across Alberta. Through these important investments, my ministry will continue to support local governments in providing fiscally responsible, collaborative, and accountable services to Albertans.

I am particularly excited about the Local Government Fiscal Framework (LGFF), which will deliver predictable capital infrastructure funding to municipalities and Metis Settlements across Alberta for many years to come. As we are all aware, the LGFF represents years of collaboration between the province and local governments, and the LGFF replaces the Municipal Sustainability Initiative (MSI) with a more sustainable model. We set the initial capital funding baseline for the LGFF at \$722 million to remain consistent with the average amount municipalities have received annually over the last three years of the MSI Capital program.

We now have a true partnership in place through the Revenue Index Factor, which will see municipal funding rise and fall at a one-to-one ratio that is based on changes in provincial revenue from three years prior. Our new framework will deliver the predictability and partnership that municipalities have long been asking for, and I would like to thank you once again for your input to the development of the LGFF to ensure it effectively supports communities and residents provincially. The MSI Operating program will continue as LGFF Operating funding and will provide \$60 million in 2024/25 to local governments to assist with your operational costs and help to respond to inflationary pressures. More information about the LGFF and the 2024 allocations can be found online.

Additionally, *Budget 2024* includes \$60 million over three years for the Local Growth and Sustainability Grant, a new grant to help relieve some of the pressures facing fast-growing communities. This new grant will help address acute infrastructure priorities and economic development opportunities. More details about the program will be shared with you later this year.

.../2

As with previous years, our budget includes capital support through the federal Canada Community-Building Fund and Investing in Canada Infrastructure Program. We are also pleased to maintain the strong support we have for public libraries with more than \$33 million going towards operating grants for libraries across the province.

Budget 2024 puts Albertans and Alberta families first by investing in strong health care, a modern education system, and supports to keep life affordable. This budget also invests in safe and supportive communities in Alberta by managing our resources wisely.

I look forward to continuing our work together over this next year as we continue to build strong and vibrant communities that contribute to a stronger province and a brighter future for Albertans and their families.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ric McIver", with a stylized flourish at the end.

Ric McIver
Minister



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113898

To All Chief Elected Officials:

I am inviting your municipality to participate in the review of the *Municipal Government Act* requirements related to Intermunicipal Collaboration Frameworks (ICFs). ICFs encourage integrated and strategic planning, delivery, and funding of inter-municipal services.

Municipal Affairs welcomes your insight and feedback to ensure any future legislative changes consider the needs of municipalities. The scope of this engagement covers the following topics:

- required content of ICFs;
- ICF agreement duration;
- cost calculations;
- mediation and arbitration; and
- enforcement.

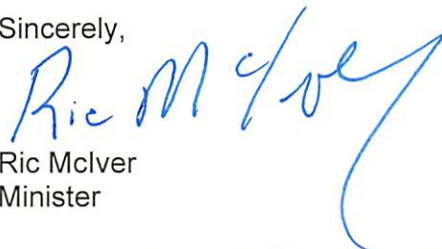
I encourage you to complete the survey and share your perspectives on these important matters. The survey is available at extranet.gov.ab.ca/opinio6//s?s=ICFReview and should take 15 to 20 minutes to complete. The survey is available until **April 12, 2024**.

Ministry staff will also be seeking input from chief administrative officers through discussion sessions to supplement the survey and focus on practical implementation considerations. The collective outcomes of the engagement will inform future legislative changes targeted for 2025.

If you have any questions about this review or the collection and use of this information, please email ma.engagement@gov.ab.ca.

Thank you for your participation.

Sincerely,



Ric McIver
Minister

cc: All Chief Administrative Officers



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113651

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2024 Minister's Awards for Municipal and Public Library Excellence. This program recognizes excellence in municipal government initiatives and provision of library services, and promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

Submissions will be accepted in the following categories:

- **Building Economic Strength (open to all municipalities)** – An award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community, and/or improves the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Safety (open to all municipalities)** – An award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (for example: lighting, accessibility, traffic calming measures), and community services initiatives.
- **Partnership (open to all municipalities)** – An award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.
- **Public Library Services (open to Library Boards serving a population over 10,000)** – Two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community needs and provide direct benefit to the public.

...2

- **Public Library Services (open to Library Boards serving a population under 10,000)** – Two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Red Tape Reduction (open to all municipalities)** – An award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.
- **Service Delivery Enhancement (open to all municipalities)** – An award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.
- **Smaller Municipalities (open to municipalities with populations less than 5,000)** – An award will be given for a municipal initiative that demonstrates leadership, resourcefulness or innovation, or both, to better the community.

Details regarding eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at www.alberta.ca/ministers-awards-for-municipal-excellence.aspx. The deadline for submission is **April 15, 2024**.

Questions about the program from municipalities can be sent to municipalexcellence@gov.ab.ca or program advisors may be reached at 780-427-2225 (toll-free by first dialing 310-0000).

Questions about the program from library boards can be sent to libraries@gov.ab.ca or program advisors can be reached at 780-427-4871 (toll-free by first dialing 310-0000).

I encourage you to share your stories, and I look forward to celebrating these successes with your communities.

Sincerely,

A handwritten signature in blue ink that reads "Ric M 4/27".

Ric McIver
Minister

Abe Tinney

From: Christine Osunde <Christine.Osunde@albertahealthservices.ca>
Sent: March 4, 2024 9:57 AM
To: Prairie Mountain HAC
Subject: You are invited to attend the Zoom Prairie Mountain Health Advisory Council event on March 14, @ 5:30 - 7:30 pm
Attachments: Prairie Mountain Meeting Poster - March 14, 2024.docx

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

Hello Community Members,

Alberta Health Services and the Prairie Mountain Health Advisory Council invite the public to Join us via Zoom to hear from the Workforce Planning Team on Workforce Planning for the Calgary Zone.

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

Date: Thursday, March 14, 2024

Time: 5:30 - 7:30 p.m.

Register to attend via Zoom

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

Sincerely,

AHS Community Engagement & the Prairie Mountain Health Advisory Council

Christine Osunde

Senior Advisor, Community Engagement & External Relations

Alberta Health Services

Headlines
• HEALTH NEWS YOU CAN USE •

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

This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

Join the healthcare conversation



The Prairie Mountain Health Advisory Council is hosting a presentation on Workforce Planning for the Calgary Zone.

Date: Thursday, March 14, 2024

Time: 5:30 - 7:30 p.m.

[Register to attend via Zoom](#)



More info:

Call: 1-877-275-8830

Email: PrairieMountain@ahs.ca



Prairie Mountain
Health Advisory Council

Dave Cleaver

Address

Address

Address

February 28th, 2024

Town of Claresholm

Subject: Proposal to amend town bylaws for the inclusion of (Farmer's Markets) license as defined below

Definitions:

- 1) Farmer's Markets – Inclusive of any market approved by the Minister of Agriculture as an approved farmer's market program under the department of Alberta Agriculture and Rural Development and which has been issued a Farmers' Market permit by Alberta Health Services (AHS). Low risk prepared foods do not have to come from approved, inspected facilities. i.e. cakes, cookies, jams, pickles, breads etc. can be made in a vendors home which is not an inspected facility.
- 2) Food Processing - Any mixing, assembling, forming or preparation of food. Includes heating, cooking for service and scooping of ice cream for service (as opposed to heating, cooking or scooping for sampling only). Processing does not include serving or portioning of products for sampling purposes.
- 3) Sampling - Samples are bite-sized portions of foods that are handed out for promotion only at no cost.
- 4) Home-canned products - Only jams, jellies and pickles can be sold. These products have physical and chemical characteristics which help to inhibit the growth of bacteria which can cause foodborne illness. Freezer jams must be kept frozen during transport and storage. Standard safe canning methods must be followed i.e. new approved lids (click lids, 2 piece snap lids). Jars must be free of cracks, chips and lids must be new. Cannot use old Cheez Whiz, baby food jars etc.
- 5) Labels – Fixed labels or packaging that clearly outlines the brand or company name, the date the product was prepared, contact information of the person or persons who prepared the product.
- 6) Insurance – Outlines the minimum insurance required for both organizers and vendors.
- 7) Organizers – The individual or individuals, or groups organizing Farmer's Markets.

Background:

To my knowledge there are three types of markets held in the Claresholm town limits. These markets all fall under the Farmer's market definition and can be outlined in three categories:

- 1) AHS approved and licensed – I believe there is only one such market and the license is held by Barb for the Wednesday evening markets throughout the summer.
 - 2) Town of Claresholm – Sanctioned markets adhering to AHS guidelines and conducted in the spirit of community involvement.
 - 3) Individual markets – Markets set up by individuals for community involvement or profit.
- It has been noticed Many of us in the community are aware that some food products or local markets are not following guidelines by Alberta, Health Services, and Canadian Food Inspection Agency as far as

labeling, etc. With liability and accountability being a high priority in our society it only makes sense to look at ways to ensure safety and compliance in our community. Most communities have this model in place already. Some with the use bylaws that include a permit process, insurance and is required to have a market organizer be the first point of contact in event of an inspection by Alberta Health Services for compliance.

- Alberta, 2002, E. coli outbreak associated with unpasteurized cheese, 13 people affected , 2 children developed HUS that damaged their kidneys.
- Ontario, 2005, E. coli associated with unpasteurized cow's milk, 4 people affected, 2 hospitalized.

Resolution:

The market organizer is also responsible for making sure these permits are approved. The organizers also need to make sure vendors are also in compliance and This could be done with a simple as registration form that includes an acknowledgement that the vendor is Alberta health services in Canadian and Canadian food agency compliant as required. By having this process in place, it takes the liability off the venues and moves it to the organizer and vendors making them accountable for compliance. In some cases, food handling courses need to be taken, depending on the circumstances within the market. This is merely a formality that ensures safety, accountability and compliance. Now with the introduction of a town engagement coordinator, paid by tax dollars and building that position from the ground up, now is a perfect opportunity to create a mandate that ensures structure and growth within the community.

Attached documents include :

AHS Food Regulation Presentation

Guidelines for public managers, and vendors by Alberta health services

Starting an approved farmers market

(Example) of a local food sales application for city of Calgary

(Example) of labelling requirements for processed fruit or jellies, by Canadian food inspection agency

(Example) of some food labelling exemptions by Canadian food inspection agency

Sincerely, Dave Cleaver

March 1, 2024

Dear Mayor Brad Schlossberger and Town Councilors,

Claresholm & District Family and Community Support Services is thrilled to host our annual Volunteer Appreciation Dinner and Awards at the Claresholm Community Centre, and we would love for you all to attend. Now more than ever, our community's volunteers deserve to be recognized for lending an extra hand and going above and beyond.

The event details are as follows:

Date: Tuesday, April 16, 2024

Time: 6:00-8:00pm

Location: Claresholm Community Centre

Please RSVP to FCSS by Monday, April 8, 2024.

Thank you and hope to see you there!

Sincerely,
Starla Alder
Community Outreach Coordinator
Claresholm & District FCSS
403-625-4417
FCSS.Outreach@claresholm.ca



REQUEST FOR DECISION

Meeting: March 11, 2024
Agenda Item: 10

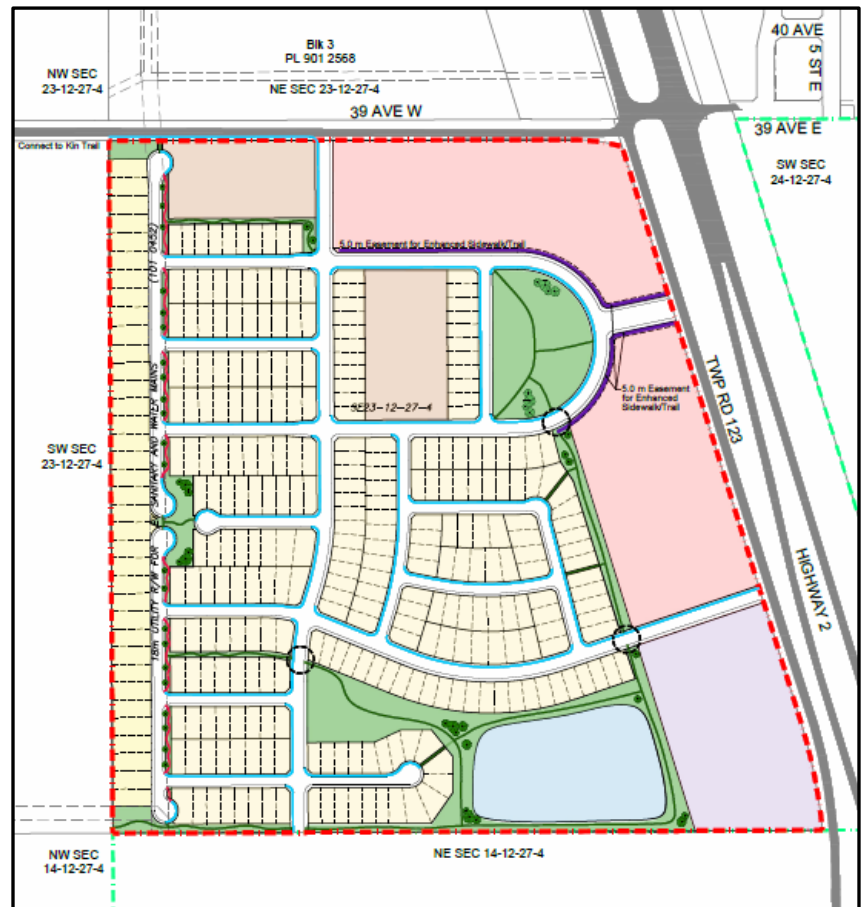
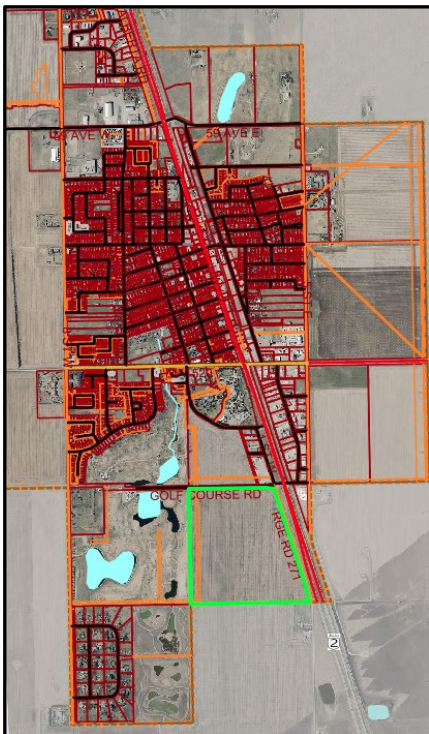
EVOLUTION AREA STRUCTURE PLAN – OPEN HOUSE

BACKGROUND:

The Town has been working with the landowner and ISL Engineering on an Area Structure Plan on approx. 134 acres of land adjacent to the golf course. This is for both residential and commercial development. An application with the draft plan has been submitted for review. To gather additional feedback and present the project to Council and the public we would like to hold an open house. Two proposed dates for the Public Open House are **March 25th or April 8th at 6pm** prior to the regularly scheduled Council meeting at the Town of Claresholm Council Chambers. Administration will require direction from Council as to their preferred date. Both ISL and the landowner prefer the 25th if possible.

ISL Engineering will be here to present the plan and answer any questions that may arise.

Following the open house, any changes, comments added, etc. and the ASP can be finalized and then will be presented for 1st reading of the Bylaw at an upcoming Council meeting.



PROPOSED MOTION:

MOVED by Councillor _____ to set the Open House for the Evolution Land ASP for March 25th (or April 8th) at 6:00pm in The Town of Claresholm Council Chambers.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: March 7, 2024



REQUEST FOR DECISION

Meeting: March 11th, 2024
Agenda Item: 11

CELL PHONE POLICIES UPDATE

BACKGROUND / DESCRIPTION:

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

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

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

UPDATE: Council reviewed the updated policy at the February 26th council meeting and requested that administration include provisions/process to protect town information and privacy if an employee purchases their phone on termination of employment.

There is little value in the town retaining a phone after an employee departs, and with the new provisions protecting town privacy, administration would like the opportunity to sell the phone and recoup some costs.

PROPOSED RESOLUTIONS:

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


ATTACHMENTS:

- Policy 1.1.25 "Cell Phones For Business Use" v2.0 with changes highlighted

PREPARED BY: Lisa Chilton – HR & Tax Administrator

APPROVED BY: Abe Tinney – CAO

DATE: March 11th, 2024

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

Intent

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

Definition

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

Guidelines

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

a) Approval

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

b) Usage

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

c) Purchase, Replacement & Ownership

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

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

d) Retaining the Device After Retirement or Termination.

- I. If an employee chooses to keep their device upon retirement or termination, they can purchase the phone from the Town for the estimated market value of the phone.
 - a. If the employee paid to upgrade the phone, the cost to purchase the phone from the Town will be the estimated market value prorated by the percentage of the original purchase price the Town paid for the device.
- II. If an employee would like to keep their Town of Claresholm phone number on departure, they may do so with approval of the CAO or designate. Any costs related to a transition will be the responsibility of the employee.
- III. If an employee chooses to keep the device it will be the CAO's responsibility, or their designate's, to ensure that any access to software, accounts, emails and sensitive information that is meant for business use for the Town of Claresholm is completely deleted from said device.
 - a. If the employee chooses to keep the device they will sign a declaration that they will not use any accounts, software, email accounts or sensitive information that is solely intended for use as a Town of Claresholm employee. (see Schedule B)

e) Administration of Wireless Device Plans

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



(Schedule A)
Town of Claresholm
Communication Device Approval Form

Employee Information

Employee Name: _____

Department: _____ Position: _____

CAO Approved Communication Device Information

New Device to be provided: _____ Cost: _____

Optional Refurbished Device to be provided under Telus Lease Contact _____

Employee's Accepted Device (Mark Choice)

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

Phone Cost: _____ Employee's Portion: _____

Date Purchased: _____ Date Eligible for Replacement _____

Approved Maximum Reimbursement for Employee Wireless Plan:

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

Employee Signature

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

Signature: _____ Date: _____

CAO/Designated Officer Signature

Signature: _____ Date: _____



Claresholm

(Schedule B)

Town of Claresholm

Declaration to Cease Use of Town of Claresholm

intended software or accounts

I, _____, declare that prior to accepting or purchasing the below noted device for my personal use that all Town apps, accounts, and data, have been deleted or otherwise removed from the phone.

I further declare that I will not reinstall or access any information, email accounts or software that has inadvertently not been deleted from the device I have retained/purchased, for my own personal use, from the Town of Claresholm, after my termination of employment.

I will also inform the Town of any app, account or data that has not been deleted and that is solely used for employment with the Town of Claresholm.

Employee Name: _____

Device Description/Model: _____

Signature: _____ Date: _____

CAO/Designated Officer Signature

Signature: _____ Date: _____



REQUEST FOR DECISION

Meeting: March 11, 2024
Agenda Item:12

Arena- Sporting Equipment

DESCRIPTION/BACKGROUND:

In 2014, the town received \$29,534.68 from the estate of Ruby Thomas. The purpose of the money was "to create a trust fund for purchasing skates and/or other sporting good equipment for use by children."

In 2022 the town's recreation manager prepared a list of sporting equipment with the Claresholm Public Library, and a portion of these funds were used to create a sport loaner program for all members of the community. The library loaner equipment/program is administered and maintained by library staff and the programming administered by existing staff. Also at this time, the Claresholm Aquatic Centre purchased equipment and an inflatable obstacle course for use by patrons of the pool.

In 2023-24 the Claresholm FCSS transitioned their Teen Group meetings to the Claresholm Arena Mezzanine. They would like to grow the program and add off season sporting options such as basketball, or other activities that can be easily played on the arena floor.

With adding one basketball net we can increase our summer programming for youth in the community. Having the ability to purchase pinnies, ball hockey sticks and equipment, and other indoor sports equipment will help increase summer rentals, be a possible revenue source, and enable us to replace equipment as required.

DISCUSSION/OPTIONS:

Prices for standalone basketball nets: \$1200 x2 = \$2400

Pinnies range from: \$50 for 12

Basketball: \$60 x 2 = \$120

Sport Cones, floor tape: \$50

Standalone Volleyball Net (adjustable height, for Pickleball, badminton, volleyball) \$150

Ball Hockey Set (12 - 43" sticks & balls): \$300

Equipment- Balls, 1 volleyball, 6 pickleballs, 4 pickleball paddles, 4 badminton rackets, 4 birdies): \$160

Total \$3780

PROPOSED RESOLUTIONS:

MOVED by Councillor _____ to approve the sporting equipment purchases as presented, up to a maximum of \$3780 including GST, to be funded by the estate of Ruby Thomas.

COSTS/ SOURCE OF FUNDING (if applicable):

Donation/Sundry Trust – Approximately \$20k remaining in this account.

RECOMMENDED ACTION:

Council approve the equipment purchase.

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Abe Tinney, CAO

DATE: March 8th, 2024



REQUEST FOR DECISION

Meeting: March 11th, 2024
Agenda Item: 13

Letter of Support Porcupine Hills Lodge Seniors Foundation

DESCRIPTION/BACKGROUND:

The Porcupine Hills Lodge and Seniors Foundation has requested a letter of support for the expansion of their facilities, which may include borrowing up to five (5) million dollars, and up to 38 units for senior housing.

DISCUSSION/OPTIONS:

The housing needs assessment indicated a great need for seniors housing in Claresholm. If successful, this could help to ease that need somewhat.

COSTS/ SOURCE OF FUNDING (if applicable):

Porcupine Hills Lodge Foundation personnel have indicated that there could be an increase of approximately thirty-five (35) thousand dollars to the annual requisition for tax funding. This increase would result from the expansion of the facility / creation of new units.

RECOMMENDED ACTION:

Moved by Councillor _____ to send a letter of support to The Minister of Seniors, Community and Social Services for the Porcupine Hills Lodge and Seniors Foundation housing expansion, and that the letter include support for the PHL to borrow up to five (5) million dollars to complete 38 new seniors housing units.

ATTACHMENTS:

- 1.) Proposed letter of support Town of Claresholm

PREPARED BY: Lisa Chilton

APPROVED BY: Abe Tinney, CAO

DATE: March 8, 2024

March 11th, 2024

Honourable Jason Nixon
Minister of Seniors, Community and Social Services
Members of Executive Council
Executive Branch
227 Legislative Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Honourable Nixon

The Town of Claresholm supports the Porcupine Hills Seniors Foundation in their endeavor to borrow up to five (5) million dollars for development of new senior's housing in Claresholm. The Town is also committed to collecting the necessary property tax requisition associated with this decision.

Sincerely, on Behalf of Council

Brad Schlossberger
Mayor
Town of Claresholm



Town of Claresholm
Income Statement by Object
February 29, 2024

				YTD % of
Revenue	FEBRUARY	2024 YTD	2024 BUDGET	Budget
Net municipal taxes	0.02	0.02	(3,909,895.19)	0%
Special assessments	-	-	(3,290.00)	0%
User fees and sales of goods	(421,379.06)	(447,139.34)	(3,478,579.00)	13%
Government transfers for operating	-	(29,514.57)	(331,310.00)	9%
Investment income	(19,636.35)	(66,815.04)	(130,000.00)	51%
Penalties and costs of taxes	(2,083.25)	(26,342.75)	(97,600.00)	27%
Licenses and permits	(5,080.00)	(30,848.62)	(119,700.00)	26%
Other local government transfers	-	(30,219.17)	(224,687.56)	13%
Franchise and concession contracts	(34,991.44)	(58,875.76)	(355,335.00)	17%
Rental	(14,632.24)	(18,566.47)	(139,486.00)	13%
Other	(5,108.75)	(7,859.68)	(91,700.00)	9%
	(502,911.07)	(716,181.38)	(8,881,582.75)	8%
Expenses				
Salaries, wages and benefits	244,419.99	445,059.90	3,426,627.26	13%
Contracted and general services	336,296.51	409,216.17	1,943,856.60	21%
Materials, goods, supplies, and utilities	133,476.72	205,336.81	1,603,459.56	13%
Bank charges and short-term interest	117.53	187.58	1,200.00	16%
Interest on long-term debt	-	-	188,041.73	0%
Other expenditures	470.85	4,208.21	30,185.00	14%
Transfers to organizations and others	2,095.27	67,855.54	379,691.00	18%
Purchases from other governments	-	6,726.62	6,750.00	100% ¹
Amortization	-	-	1,792,787.00	0%
	716,876.87	1,138,590.83	9,372,598.15	12%
Net Income	207,162.12	415,605.77	491,015.40	
Other				
Transfers to/from reserves	-	-	(882,533.47)	0%
Government transfers for capital	(125,000.00)	(225,000.00)	(2,300,935.00)	10%
Other external funding for capital	-	-	(174,074.00)	0%
Capital expenditures	107,723.94	256,345.19	4,376,205.00	6%
Debt Principal Repayment	-	-	283,109.07	0%
Amortization addback	-	-	(1,792,787.00)	0%
	189,886.06	446,950.96	(0.00)	

Notes

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



Town of Claresholm
Income Statement by Function
February 29, 2024

	FEBRUARY	2024 YTD	2024 BUDGET	YTD % of Budget
Revenue				
Tax and requisition revenue	(55,003.86)	(149,674.37)	(4,505,830.19)	3%
General administration revenue	(10,875.76)	(30,102.39)	(149,100.00)	20%
Police	(50.00)	(942.00)	(4,000.00)	24%
Fire	(3,708.75)	(5,208.75)	(29,000.00)	18%
Bylaw enforcement	(1,640.00)	(9,095.00)	(14,000.00)	65% ¹
Roads, streets, walks, lighting	-	-	(15,000.00)	0%
Water supply and distribution	(218,879.26)	(219,681.79)	(1,877,605.00)	12%
Wastewater treatment and disposal	(81,066.11)	(81,352.63)	(646,524.00)	13%
Garbage Collection	(61,103.00)	(61,329.50)	(456,920.00)	13%
Recycling	(43,627.07)	(43,689.23)	(310,020.00)	14%
FCSS	(1,722.00)	(60,277.83)	(242,225.56)	25%
Cemetery	(2,854.02)	(3,354.02)	(22,500.00)	15%
Economic development	-	-	(149,472.00)	0%
Land use planning, zoning and development	(1,200.00)	(13,499.92)	(88,100.00)	15%
Parks and recreation	(21,170.19)	(35,940.99)	(350,786.00)	10%
Culture - libraries and museum	(11.05)	(2,032.96)	(20,500.00)	10%
	<u>(502,911.07)</u>	<u>(716,181.38)</u>	<u>(8,881,582.75)</u>	
Expenses				
Legislative	8,526.94	8,526.94	129,793.95	7%
Administration	280,218.83	391,041.61	1,483,989.47	26%
Police	-	-	226,480.00	0%
Fire	10,257.58	20,285.57	232,695.19	9%
Bylaw enforcement	9,295.97	16,292.41	110,785.05	15%
Common and equipment pool	62,398.05	91,253.09	621,818.92	15%
Roads, streets, walks and lighting	37,758.02	80,418.54	687,942.13	12%
Storm sewers and drainage	133.23	2,430.83	15,780.38	15%
Water supply and distribution	96,383.29	137,897.36	1,178,458.74	12%
Wastewater treatment and disposal	3,011.74	7,386.92	152,433.54	5%
Garbage Collection	64,557.19	72,029.06	360,922.10	20%
Recycling	28,038.88	42,313.51	315,000.00	13%
FCSS	18,088.29	30,383.27	256,095.06	12%
Daycare	1,979.17	3,958.34	23,750.00	17%
Cemetery	1,399.27	7,557.09	58,141.15	13%
Physician recruitment	-	-	3,000.00	0%
Economic development	14,010.27	22,818.55	275,157.13	8%
Agriculture - weed and pest control	-	-	18,393.67	0%
Land use planning, zoning and development	9,547.28	28,833.62	208,128.37	14%
Parks and recreation	51,847.59	107,543.38	832,680.67	13%
Culture - libraries and museum	19,425.28	67,620.74	388,365.63	17%
Amortization	-	-	1,792,787.00	0%
	<u>716,876.87</u>	<u>1,138,590.83</u>	<u>9,372,598.15</u>	
Net Income	<u>207,162.12</u>	<u>415,605.77</u>	<u>491,015.40</u>	

Notes:

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



INFORMATION BRIEF

Meeting: March 11, 2024
Agenda Item: 15

Claresholm Social Needs Assessment – FCSS Follow-Up

BACKGROUND: FCSS partnered with the Town's economic development department and hired RDN to prepare a social needs assessment for the Town of Claresholm. FCSS uses the needs assessment to further their work and assist community members with their needs. This follows part of the strategic plan to create a "livable community for a vibrant, healthy quality of life."

FCSS has prepared an update

DISCUSSION/OPTIONS:

There were no surprises in this Social Needs Assessment. Sample sizes obtained from the surveys for the assessment were unfortunately much smaller than anticipated, so some the assessment does seem to over or under represent some of the issues. Only 6 teens, for example, were surveyed so not really enough to provide good data for the community as a whole.

Despite that however this is still lots of good information within the assessment. Some highlights from the needs assessment, plus some other related trends and updated information we are seeing include:

- housing is a huge issue for the town. Especially lack of low-income rental properties
- cost of housing is too expensive: people are forced into homes that are not affordable or sustainable for their income. 39% spend more than 30% on rent (approaching 50-70% of income spent on rent)
- Claresholm has a large population of lower income, due to minimum wage jobs and also large senior population earning only government pensions
- Large percentage of households are 65 and older- 36% of total population
- As of January 2024, we are seeing an increase in seniors and older adults overwhelmed with debt and needing debt solutions
- Mental health issues have always been apparent, but they seem to be growing after COVID. -lots of clients from Claresholm Centre for Mental Health and Addictions stay in the area. The CCMHA is currently at capacity and often has clients staying longer due to no rental availability.
- Drugs/substance abuse is an issue- seems to be accepted in community for underage to be part of this culture.
- Top social issues recognized: substance abuse/addictions, mental health, depression, bullying, loneliness

Recommendations from the RDN Social Needs Assessment:

Educating The Community About Resources (Awareness)
Issues Are Intertwined With Each Other
Prevention Is Paramount
Reduce the Silos Within the Community
Community Engagement

Things we are doing:

There are many different initiatives, programs, and actions being taken to try and help address these different issues noted. Many of these are programs and actions that we have been doing for years, and others are new initiatives sparked from this needs assessment and other sources.

- Awareness presentations (WCCHS guest speaker on Bullying, AHS Vaping: What Parents Need to Know)
- Working with local schools for presentations and tours
- Posting regularly on Facebook, in office, and community bulletin board located at Post Office for awareness and programming in the community where possible
- Referrals to community resources such as Mental Health Clinic (Access Mental Health 403-943-1500)
- Reminding AISH clients to contact their support workers for extra help
- Kindness week Initiative 2024
- Pink Shirt Day (Anti Bullying)
- Ongoing Monthly Lunch & Learns with Cottonwood Village, Claresholm Regional Response to Elder Abuse. Topics include a variety of guest speakers from local agencies as well as CRA and Service Canada
- Referring to Westwind Communities for rental subsidy – they will support up to \$500 for rentals in Claresholm for low income residents (subsidy does vary and is subject to the review of each application)
- Refer to Claresholm Housing Authority, Porcupine Hills Lodge for subsidized Senior and family housing (government subsidized at 30% of income- currently a waiting list)
- Making sure all seniors are receiving the maximum amount of pension and subsidy available, and advocating as needed
- Networking with other local agencies by hosting monthly Interagency meetings. This allows local organizations, businesses and professionals to connect and better help our community members
- CVITP Tax Program – Providing FREE Income Tax Returns for those on a low or modest income.
- Currently working to recruit volunteers for Helping Hands and Volunteer Driving to help those in need with low/fixed incomes
- Working together with Claresholm Transportation Society for grant application to help subsidize transportation for low income individuals
- Applied for Homelessness Grant to assist with local housing needs such as a security deposit or a one-time rental assistance for those in need
- Working with RDN to be part of a Homelessness Estimate project for Claresholm
- FCSSAA has been working with the government to get AB Supports offices more engaged in the communities for program help and employment help
- Hosting social programs for seniors to connect with other seniors to support each other such as Senior games/chats, Walking Groups, Family Bingo, Strength and Chair Yoga classes
- Open door policy encouraging individuals to reach out anytime
- Currently running weekly Teen Group and Monthly Junior Teen and Creative Kids groups
- Hosting FREE programming such as Family Day Skate – promoting family unity and community engagement

Further Recommendations:

As can be seen from the list of items above, FCSS is supporting the community and many individuals and families through these actions and initiatives. FCSS however is ill equipped to address some of these needs, or are even outside of the scope of FCSS's mandate.

- Working towards more Low-Income Housing/Emergency Housing- Lack of adequate housing leads (like a domino effect) to other social issues- paying too much in rent leads to inability to pay other bills, debt accumulation, skimping on food, hunger leads to loss of job as not able to function at full capacity and school children can't perform to best ability when hungry. Inability to pay bills leads to high stress which in time will lead to health issues.
- Basic needs must become more accessible to all – We need to improve access to food to those in need, including increasing when food can be accessed. The Claresholm Food Bank, for example, is only open/available on Wed. from 9 – 12, and jobs may prevent people from accessing during those limited hours. Delivery to homes unable to access (seniors, single parents etc.) is also a recognized need.
- For seniors, aging in place is the best option – need a program that is directly related to helping seniors manage at home. Light housekeeping, meal prep, a check in on health or state of affairs etc.
- More community awareness and education of mental health/wellness and addictions. More information on the effects of stress and chronic stress.

ATTACHMENTS:

- 1.) RDN Claresholm Social Needs Assessment

PREPARED BY: FCSS – Barb Bell and Starla Alder

APPROVED BY: Abe Tinney – CAO

DATE: March 7, 2024

SOCIAL NEEDS ASSESSMENT

Town of Claresholm

Prepared by:
The Sustainable Housing Initiative &
Health and Wellness Initiative at the
Rural Development Network



(Page intentionally left blank)

Executive Summary	5
Introduction.....	6
About Claresholm.....	7
Town of Claresholm 2022-2026 Strategic Plan	8
Social Determinants of Health.....	9
Table 2.1 Indigenous and Minority Population, 2021	10
Table 2.2 Educational Attainment, 2016.....	11
Table 2.3 Family Composition, 2021	12
Table 2.4 Ownership Housing, 2021	13
Table 2.5 Ownership Housing, 2021	13
Table 2.5 Ownership Housing, 2021	13
Table 2.6 Low Income, 2021	14
Figure 2.1 Adjusted after-tax economic family incomes, 2021	14
Table 2.7 Healthcare Indicators, 2021.....	15
Table 2.7 Age Group Percentage, 2021	16
Summary.....	17
Survey Summary	18
Figure 3.1 Community Issues	18
Figure 3.2 Youth Community Issues	19
Figure 3.3 Program Awareness.....	20
Social Needs Priorities	21
Figure 3.4 What Are Your Top Five Priorities?	21
Figure 3.5 What Are Your Top Five Priorities (Youth)?	22
General Comments	23
Stakeholder Interviews	24
Findings.....	24
Mental Health and Depression.....	24
Substance Abuse	25
Basic Needs Not Being Met	25
Housing	26

Recommendations 27

Educating The Community About Resources (Awareness) 27

Issues Are Intertwined With Each Other 27

Prevention Is Paramount..... 28

Reduce The Silos Within The Community..... 28

Community Engagement..... 29

Continued Roles for the Town of Claresholm..... 29

Conclusion 30

Appendix A..... 31

Appendix B..... 36

Appendix C..... 37

Appendix D..... 38

Executive Summary

The Town of Claresholm Town Council, Administration and Family and Community Support Services (FCSS) engaged the Rural Development Network (RDN) to conduct a social needs assessment to better understand the quality of life of its residents and areas to focus on for support services.

The Social Needs Assessment outlines the social needs of Claresholm as they currently stand and how they may change in the future. The components undertaken to complete the social needs analysis were: a review of Claresholm's demographics and community health data, resident and youth online surveys, and four community engagement sessions (three in-person and one virtual).

The data from sources such as Statistics Canada and Alberta Health Services showed that the town is an older community with lower incomes than the rest of Alberta, which may be skewed by the higher levels of seniors. There is also an issue with housing, where long time existing homeowners have low housing costs but renters are finding a lack of supply and high prices.

Community interviews and surveys confirmed that many residents and service providers feel that there lack of housing supply, a perceived increase in drug and alcohol abuse, increasing amounts of visible homelessness, and some residents not being able to meet basic needs.

Based on these findings, there needs to be a focus on these issues through educating the community about resources, acknowledging how issues feed into each other, a focus on prevention, and more integration within the community for services.

Introduction

The Town of Claresholm Town Council, Administration and Family and Community Support Services (FCSS) engaged the Rural Development Network (RDN) to conduct a social needs assessment and housing strategy to better understand the quality of life of its residents. The Town of Claresholm has numerous initiatives and entities to contribute to a high quality of life.

The Social Needs Assessment outlines the social needs of the Town, and considers the current social programming available in the community to meet those needs. Research was conducted by analyzing data from various secondary sources and primary research into what services are available in the community. It also pulls from community and stakeholder engagement. The available preliminary data was then used to create a holistic viewpoint of the community's social needs. The components undertaken to complete the social needs analysis were: a review of Claresholm's demographics and community health data, resident and youth online surveys, and four community engagement sessions (three in-person and one virtual).

About Claresholm

Claresholm is located in Southwestern Alberta, approximately 104 kilometers south of Calgary and 90 kilometers northwest of Lethbridge. Claresholm's location provides access to the foothills and to many recreational opportunities.

Claresholm is predominantly English-speaking, with a growing immigrant population that has added to its diversity.

Residents of Claresholm have access to a variety of indoor and outdoor recreational activities, such as the indoor pool, golf, rodeo and archery. The variety of recreational activities will be able to accommodate multi-demographic groups to participate and learn together. Claresholm's Fair Day is held annually in August and brings the surrounding community together to celebrate the diversity and collaboration of community groups to show the best of Claresholm.

Claresholm has various social services available for residents to utilize. The services are listed in Appendix A.

School-age children are serviced by the Livingstone Range School Division. The West Meadow Elementary School and the Willow Creek Composite School are sources of pride for the community for the high level of education and community orientation the students receive. Claresholm Learn-a-lot Playschool offers programming for 3 and 4 year old children. Willow Creek Community Adult Learning Society offers classes to adults in the community. The Claresholm General Hospital is a source of health care in the community.

and is supported by other health and wellness services in the town. The Claresholm Centre for Mental Health & Addictions is a facility that provides community-based psychiatric facilities providing treatment, educational and supportive services on a doctor referral basis only. This facility is operated by Alberta Health Services.

Town of Claresholm 2022-2026 Strategic Plan Review

In December 2021, the municipality developed the 2022-2026 Town of Claresholm Strategic Plan, which solidified the town council's vision for the town for the next four years and provides direction to the town administration to realize the vision.

The social needs assessment aligns with the one of the five strategic priority areas identified by the plan: Ensure Claresholm is a "***Livable Community for a Vibrant, Healthy Quality of Life***". This assessment is meant to be used in conjunction with the Housing Needs Assessment and Affordable Housing Strategy to provide background information and a road map for future actions.

Social Determinants of Health

According to Health Canada, Determinants of health are the broad range of personal, social, economic and environmental factors that determine individual and population health. The main determinants of health include:

- Income and social status
- Employment and working conditions
- Education and literacy
- Childhood experiences
- Physical environments
- Social supports and coping skills
- Healthy behaviors
- Access to health services
- Biology and genetic endowment
- Gender
- Culture
- Race/Racism

The Social determinants of health refer to a specific group of social and economic factors within the broader determinants of health. These relate to an individual's place in society, such as income, education, housing, and employment. These can be both positive and negative influences.

As part of the overall portrait of Claresholm's social needs, it is important to take a look at quantitative data regarding how local residents compare to other Albertans. It can provide insight into what areas the town should focus on regarding their social needs.

Table 2.1 Indigenous and Minority Population, 2021		
	Claresholm	Alberta
Percentage (Number of) Indigenous Residents	4.5% (160)	6.8% (284,470)
Percent (Number of) non-Indigenous Visible Minority Residents	5.8% (205)	27.8% (1,161,420)

Due to historical and current social inequalities in Canada, being someone identified as Indigenous or a visible minority may be associated with poorer social and health outcomes than the general population. The extent of this is highly dependent on the individual community and other factors.

While Claresholm currently has a small number of residents who fit into these categories, as the town seeks to grow, it is likely this number will also increase. It is important that service providers ensure that they are inclusive to all residents within Claresholm and mitigate any potential biases that may arise with assisting minority residents.

Table 2.2 Educational Attainment, 2021		
	Claresholm	Alberta
Percent (Number of) with No High School Graduation Certificate	18.3% (620)	13.3% (522,835)
Percent (Number of) with only High School Graduation Certificate	28.3% (960)	24.7% (972,110)
Percent (Number of) with Apprenticeship, Trades Certificate or Diploma	9.3% (315)	7.5% (295,285)
Percent (Number of) with College, Other Non-University Certificate, or Diploma	20.9% (710)	15.6% (612,690)
Percent (Number of) with University Certificate, Diploma or Degree	12.5% (425)	24.7% (972,210)

Lower educational attainment can correlate with lower income and poorer health status. However, Claresholm residents have a wide range of education levels that is likely heavily influenced by the job market and older population of the town. This means that there is a higher percentage of people with no high school certificate (which was not as necessary/available for older generations) and a lower percentage with a university degree. However, there are high levels of people with trade certificates, apprenticeships, non-university diplomas and college education.

Table 2.3 Family Composition, 2021

	Claresholm	Alberta
Percent (Number of) Male Lone-Parent Families	1.9% (20)	3.6% (42,125)
Percent (Number of) Female Lone-Parent Families	9.7% (100)	11.6% (135,065)
Percent (Number of) Lone-Parent Census Families (≥3 Children) 2016 Data	8.3% (15)	11.5% (18,425)
Percent (Number of) residents who are 65 to 74 Years of Age Who Are Primary Household Maintainers	25.4% (435)	13.6% (222,825)
Percent (Number of) residents who are 75 to 84 Years of Age Who Are Primary Household Maintainers	14.0% (240)	6.5% (105,505)
Percent (Number of) residents who are 85+ Years of Age Who Are Primary Household Maintainers	2.9% (50)	2.2% (35,775)
Average Number of Persons per Census Family	2.6	3.0

Single parent and older adult households can often be left dealing with greater socioeconomic challenges than other households. For Claresholm, it appears that there are more two person families than Alberta as a whole. However, the town does have a significantly higher percentage of households maintained by seniors over the age of 65. This can present a challenge for many residents, as many people begin to develop greater health issues as they age and retire, meaning a greater likelihood of needing services and healthcare assistance.

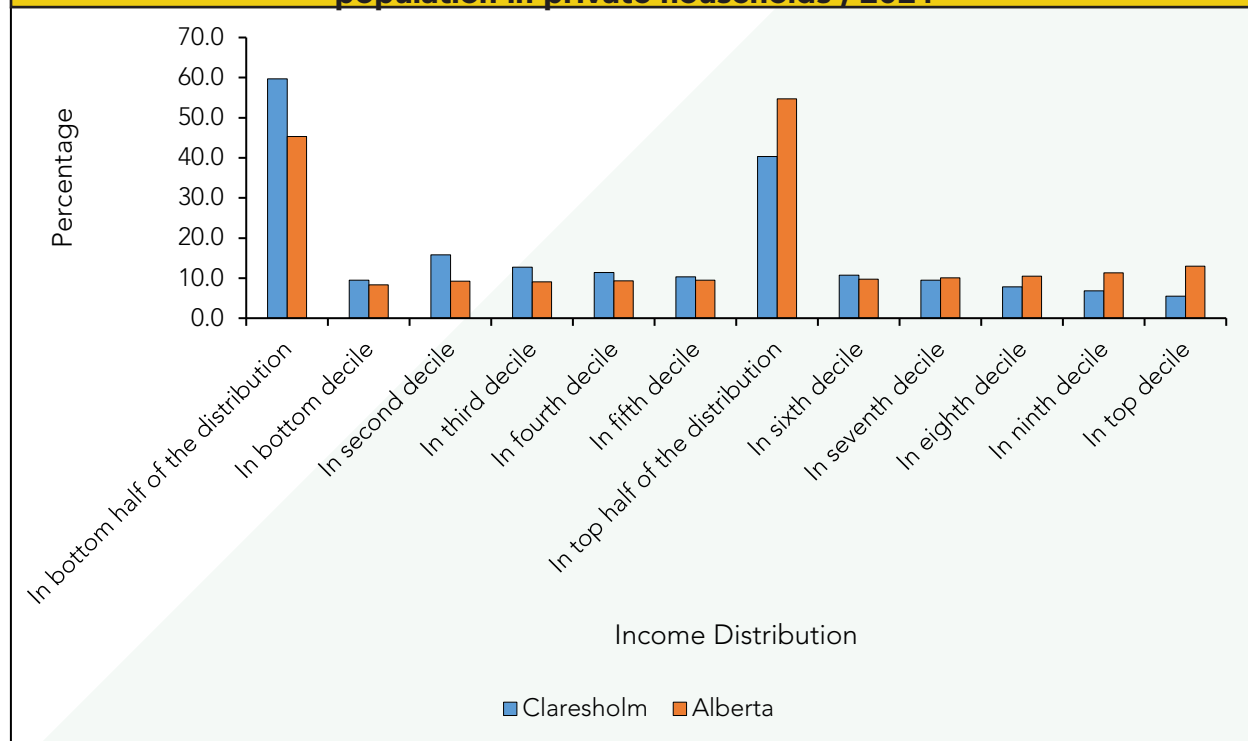
Table 2.4 Ownership Housing, 2021		
	Claresholm	Alberta
Percent (Number of) Living in Owned Dwellings	76.6% (2,913)	70.9% (3,022,208)
Percent (Number of) Where Greater Than 30% of Income Is Spent on Housing for Homeowners	10.7% (311)	16.0% (483,553)
Percent (Number of) Homeowners Who Are In Core Need	1.6% (46)	5.6% (169,243)
Average Value of Dwellings	\$270,400	\$448,800
Average Shelter Costs for Owned Dwellings	\$1,109	\$1,678
Median Shelter Costs for Owned Dwellings	\$940	\$1,600

Table 2.5 Rental Housing, 2021		
	Claresholm	Alberta
Percent (Number of) Living in Rented Dwellings	23.4% (890)	28.5% (1,214,850)
Percent (Number of) Where Greater Than 30% of Income Is Spent on Housing for Tenant Households	38.8% (345)	34.0% (413,049)
Percent (Number of) Tenant Households Who Are In Core Need	3.8% (33)	20.7% (251,474)
Percent (Number of) Tenant Households in Subsidized Housing	12.5% (111)	9.1% (110,551)
Average Shelter Costs for Rented Dwellings	\$948	\$1,332
Median Shelter Costs for Rented Dwellings	\$870	\$1,280

Housing unaffordability and instability can be one the largest single causes for a family needing social support. While more information can be found in the housing assessment, 2021 Census data is showing that there is a gap between homeowners and renters within Claresholm. Homeowners are more likely to be spending less than 30% of their gross income on housing, and are less likely to be in “Core Need”, meaning that they are stuck in housing that is too expensive, crowded, or in need of major repairs and unable to afford alternative housing in the community. Tenant Households, on the other hand, are more likely to be overpaying in rent than tenants elsewhere in Alberta, and to be in subsidized housing. This means that rental households are more likely to be needing community supports than homeowners.

Table 2.6 Low Income, 2021

	Claresholm	Alberta
In low income based on the Low-income measure, after tax (LIM-AT)	12.4% (435)	9.2% (382,820)
0 to 17 years	10.8% (65)	11.2% (1107,130)
0 to 5 years	14.0 (25)	12.0% (36,250)
18 to 64 years	11.2 (200)	8.1% (213,795)
65 years and over	14.9% (175)	10.6% (61,890)

Figure 2.1 Adjusted after-tax economic family income decile group for the population in private households , 2021

Income inequality is a larger concern in Claresholm than in the rest of the province. Although it has slightly lower rates of low income for those aged 0-17, it has higher rates for residents in all other categories, most notably for seniors aged 65+. The entire community also has more people making less than the median income than what is seen in the rest of Alberta. This means that there are more families that may not qualify as "low income", but still make less than the median family in town.

Table 2.7 Healthcare Indicators, 2021		
	Claresholm LGA	Alberta
Number of Family Physicians (per 1,000 Population), 2020/2021	1.6	1.2
ED Visits Related to Mood and Anxiety Disorders - Age-Standardized Rate (per 100,000 population), 2020/2021	1,903.1	1,095.0
ED Visits Related to Substance Abuse - Age-Standardized Rate (per 100,000 population), 2020/2021	1,117.4	1,316.1
Age-Standardized Rate of People with Three or more Chronic Diseases (per 100 population), 2020/2021	4.3	4.1

The Claresholm Local Geographic Area is an amalgamation of Claresholm and the communities of Granum, Stavely, Parkland, and rural areas for Alberta Health Services for healthcare demographic research and mapping. It shows that Claresholm LGA has a slightly higher proportion of doctors than the province, but also has proportionately more emergency department visits due to mood and anxiety disorders and people with three or more chronic conditions. This may be affected by the presence of a mental health facility in the town. Claresholm also has fewer visits to the emergency department for substance abuse issues than Alberta, but they are still occurring.

Table 2.7 Age Group Percentage, 2021		
	Claresholm	Alberta
0 to 14 years	12.6%	19.0%
15 to 64 years	51.4%	66.2%
65 years and over	36.0%	14.8%
85 years and over	5.1%	1.7%
Median Age	56.8	38.4

Claresholm is currently an older town when compared to the rest of the province, with a median age of 56.8 compared to 38.4. The amount of people ages 65+ is nearly double Alberta's percentage, and those aged 85+ are nearly four times the province's rate. This means that the town may need to expend more resources in ensuring there are more services accessible to older residents.

Summary

Based on a quantitative overview of a selection of Claresholm's Social Determinants of Health in comparison to Alberta as a whole, there is a mix of positive and negatives. Claresholm residents are more likely to come from the ethnocultural majority group of the province, more likely to be homeowners, and are more likely to have two parent families. They are also less likely to need emergency department help for drugs/alcohol. However, these issues still exist in the community and lack of emergency department use doesn't necessarily mean that chronic usage is not a problem. These factors are often associated with needing less support from social service organizations such as FCSS.

Based on the town demographics, there are a few areas that may need more focus on from service providers. There is a high rate of renters who struggle with expensive and substandard housing, which can be exacerbated by low housing supply. There are also a significant number of household maintainers over the age of 65. This can mean residents may need more focused and in-person outreach. Income levels are also lower in the town, which may be a result of the higher retired population. There are also higher rates of people living with 3 or more chronic illnesses and people using the emergency department for mental health issues.

Overall, based on data from Statistics Canada and Alberta Health Services, the biggest concerns for the community for social services providers appear to be issues related to housing, aging, mental health, and income inequality.

Survey Summary

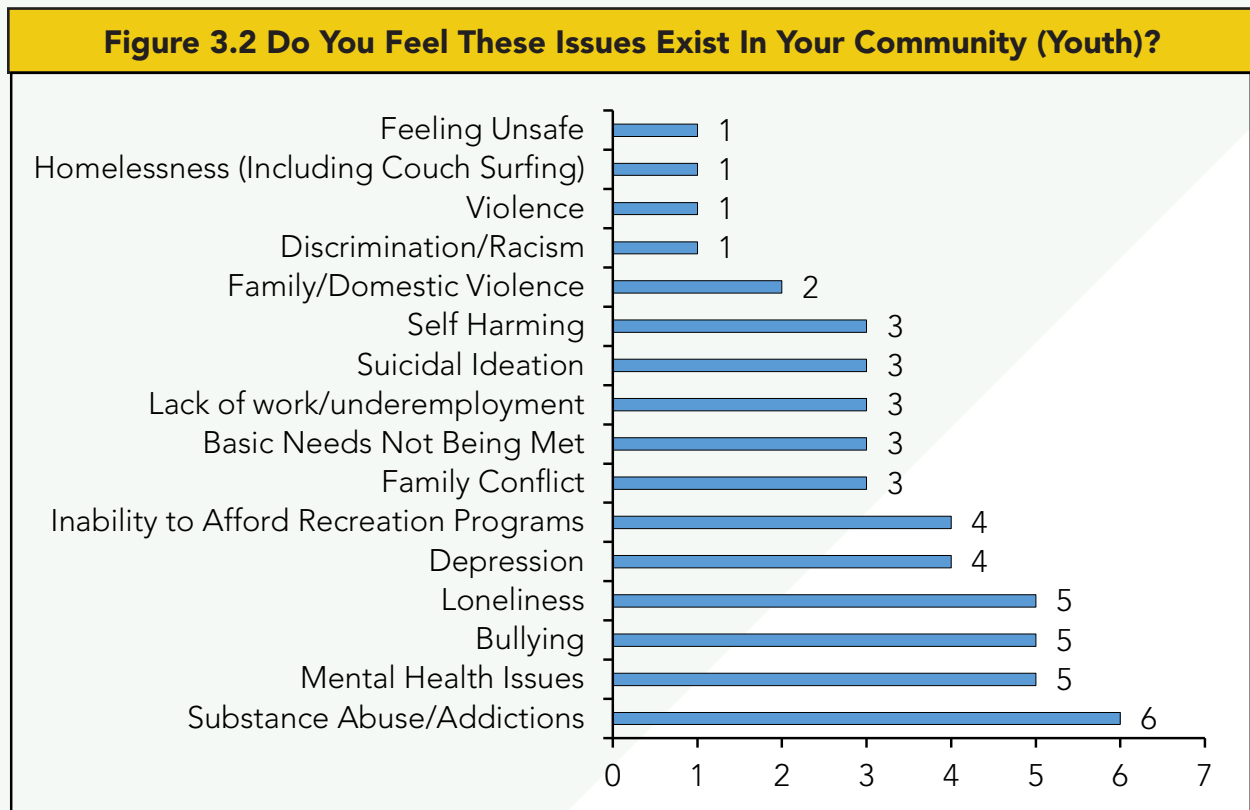
Survey Findings

In the summer of 2022, an online and paper survey was promoted online and in person to residents of Claresholm and the community of Granum by FCSS. Respondents were provided with a series of social issues and asked whether they exist in Claresholm. Summaries results from 100 responses are depicted below. The top five social issues identified are: (1) substance abuse/addictions – 89%; (2) mental health issues – 84%; (3) depression – 79%; (4) bullying – 69%; and (5) loneliness – 68%.

Figure 3.1 Do You Feel These Issues Exist In Your Community?

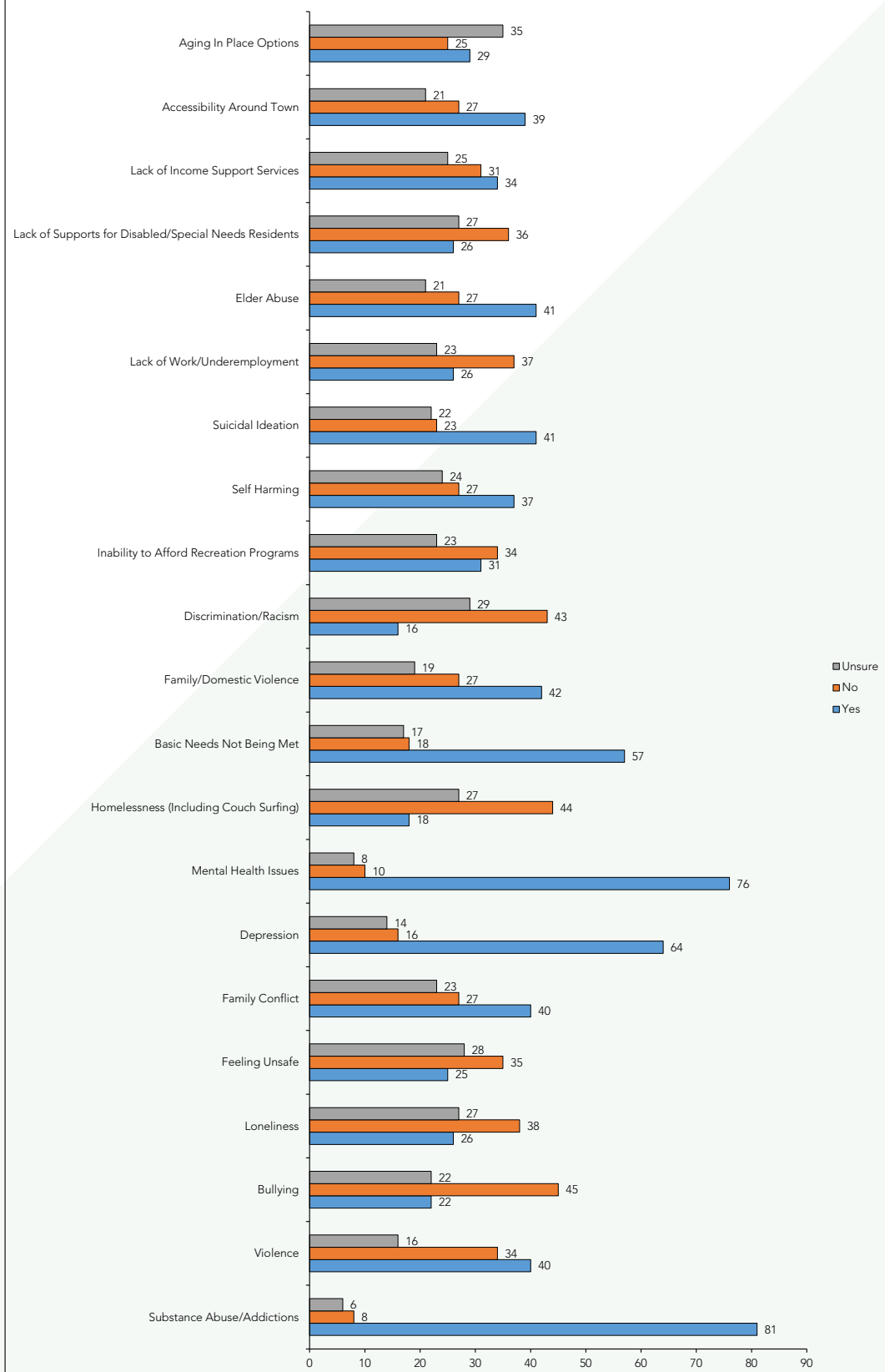


Youth were asked to indicate whether social issues exist in the youth population. There were 6 responses, with the results illustrated in Figure 2 below. The top five identified are: (1) substance abuse/addictions - 100%; (2) bullying - 83.3%; (3) loneliness - 83.3%; (4) mental health issues - 83.3%; and tied for (5) depression and inability to afford recreation - 66.7%.



Respondents were asked if they are aware of local programs or services that address the issues identified above. Figure 3 depicts the responses, with a mix of people being aware, unaware, and unsure of what resources the community has.

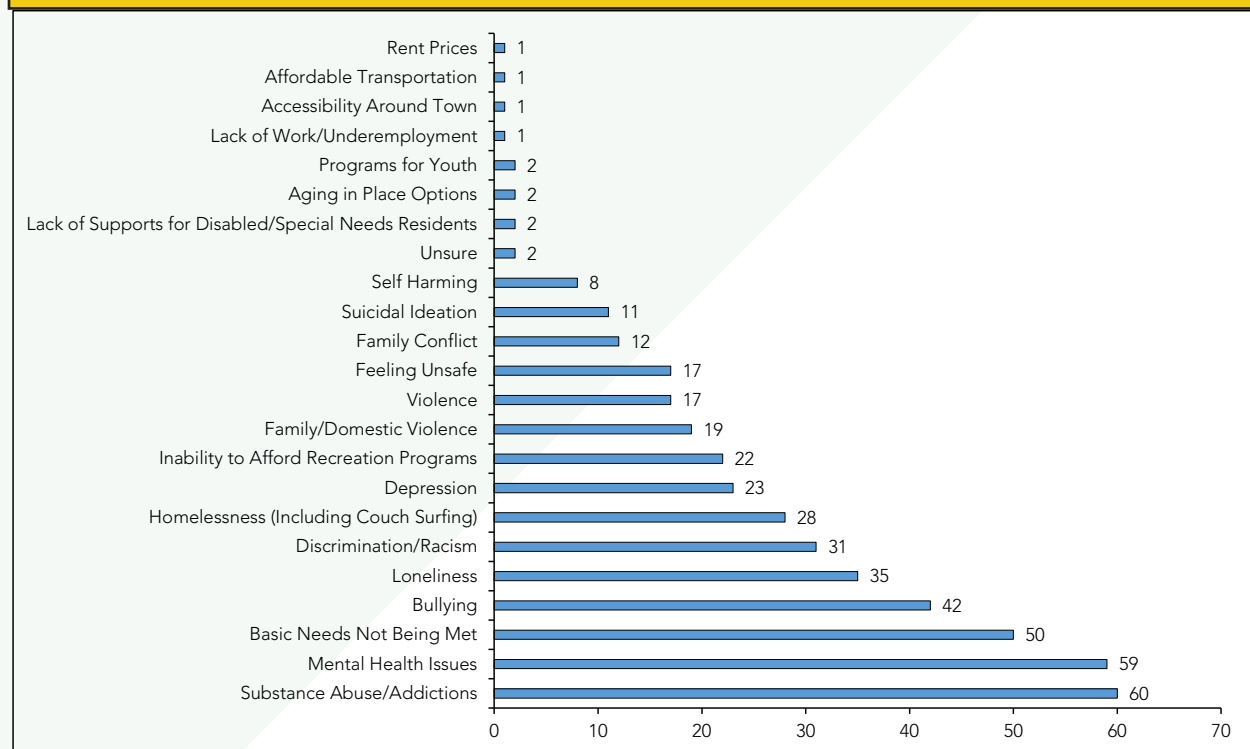
Figure 3.3 Are you aware of local programs or services that address these issues?



Social Needs Priorities

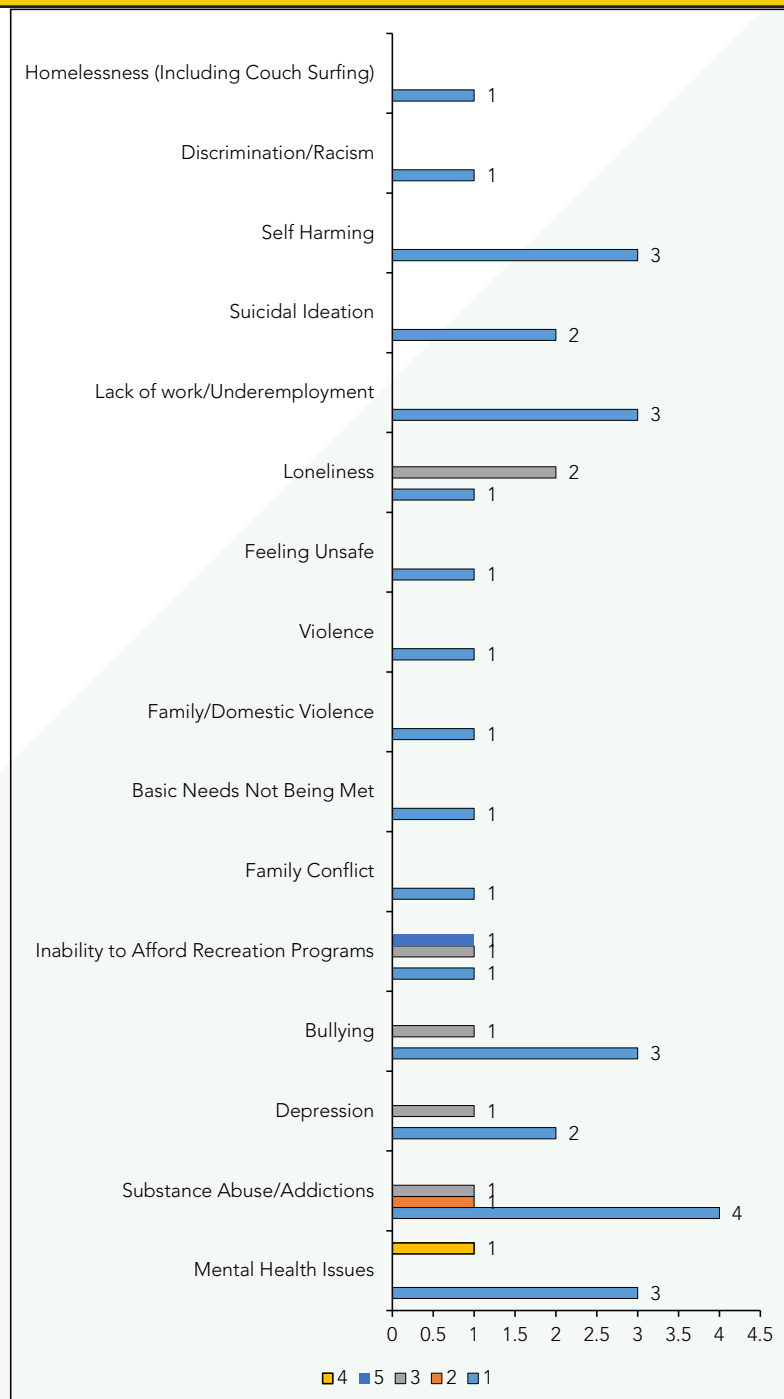
Respondents were then asked to identify what the priority of the social needs to be addressed were. Figure 5 illustrates the results. The top five priorities they identified are: (1) substance abuse/addictions – 60%; (2) mental health issues – 59%; (3) basic needs not being met – 46.7%; (4) lack of work/underemployed – 41.1%; and (5) bullying – 39.3%. Youth respondents were asked to rate the top five priorities they think should be addressed in their community. They identified the number one priority to be substance abuse/addictions, and the second priorities self-harming, lack of work, mental health, and bullying.

Figure 3.4 What Are Your Top Five Priorities?



Youth respondents were asked to rate the top five priorities they think should be addressed in their community. They identified the number one priority to be substance abuse/addictions, and the second priorities self-harming, lack of work, mental health, and bullying.

Figure 3.5 What Are Your Top Five Priorities (Youth)?



General Comments

Respondents were able to provide their comments about future planning for Claresholm. A selection of the wide variety of comments shared were:

- We have an awesome Mayor who is a people-first person.
- We have wonderful festivities throughout the year.
- Great volunteer base.
- We have a lot to celebrate and some very good programs and facilities in place.
- Excellent facilities - pool, rink, baseball diamonds, football field, track (skate-board park in the works), Kintrail, frog creek ponds
- Mixed use housing.
- I'd also like to see our town get a better appearance (beautification) along the highway.
- We have a community centre. How about a community dance with live entertainment, concerts? Something to draw people out of their homes and into the community. Do appreciate the downtown Christmas event and look forward to the Canada Day events.
- Community App for Claresholm to welcome visitors and newcomers. Like a community profile book, but an interactive app instead of with all the info listed in one place. Linked to services and businesses and accessible for folks with any impairments or disabilities.
- I appreciate FCSS making connections within the community and developing programs with community organizations.
- This survey suggests that it will take more than FCSS to make Claresholm a better place to live. How do you mobilize a community? How do you promote and foster caring? How do you get a community to work together and not in isolation?

Stakeholder Interviews

Findings

Three engagement sessions were conducted that saw audiences of Town Council members, administration, staff, service providers, and the general public. For the safety and anonymity of the stakeholders, all comments and questions have been grouped together.

We asked the following questions to the audiences to do a deeper dive of the community surveys responses. All of the responses have been analyzed and grouped together to maintain the anonymity of the audience members.

Mental Health and Depression

There was a lot of discussion of what supports the community needs to best support identified issues in the community. There was consensus that the health care system is struggling and those experiencing mental health breakdowns need to leave the community for treatment and follow up. There is no quick access for anyone and it is deemed frustrating and sometimes financially unacceptable for people having to leave the community for access.

More options need to be explored to support all demographics of the community. Support groups are a resource that could be explored further. They help people while helping themselves. The stigma around mental health is a barrier for the community and is unhelpful. A community campaign to educate the community about mental health would benefit all.

The pandemic of COVID-19 has had a widespread impact. The level of depression and loneliness has impacted all populations. Activities and programs that are cost-effective and best for individuals are needed to support those who may be struggling. Activities to make a connection are more beneficial. Activities can be created and undertaken by a variety of people and organizations in the community. A youth group could create chalk drawings on the sidewalks around town, and a men's group could visit the senior's lodge for coffee and conversation.

Substance Abuse

There was a general consensus that the Town of Claresholm is experiencing a substance abuse problem which is evident among some of the youth and adult populations. It wasn't suggested that an underlying culture exists where the use of illicit drugs and underage drinking is ok. It was suggested that youth know exactly whom to go to purchase illicit drugs. It is also known who the drug dealers are and where they reside. This is a culture of acceptance that needs to be disrupted. Careful collaboration and community buy-in are key to the disruption.

Basic Needs Not Being Met

The discussion around basic needs not being met saw robust conversations occurring. The town has one grocery store and has lost the thrift store due to the pandemic. Having only one grocery store creates a monopoly for that store but also potentially puts it in a position to create programs to give back to the community. This could be programs such as donations of day-old or close-to-expiration items donated to the local food bank. It was also noted that the local food program was losing its funding at the end of September. This would be an

opportunity for another group to start a food program to best meet the needs of the community.

Housing

Homelessness is becoming an issue in Claresholm and requires attention.

The physical location of Claresholm along Highway #2 and close to two major centres of Calgary and Lethbridge creates a problem of homelessness and other issues. The highway allows individuals to reside there and commute to work and be economically feasible.

The median age of Claresholm residents is 56.8 years. This is a population that is stable with their careers and employment and becoming empty nesters. Individuals are looking towards retirement and have their mortgages paid off. Given this, they would be remiss to move and potentially start anew. Seniors are encouraged to age in place and want to live their lives where they know their neighbours and have peace of mind about the surroundings.

Claresholm has a house-poor population now. This population buys or rents a house quickly because the house has come onto the market, not because it meets their needs. Individuals may be paying more than 30% for their housing. Affordable housing is not available in Claresholm. The awareness of what affordable housing is varies between respondents. Affordable housing is appropriate housing for a person's needs that costs less than 30% of their gross income.

Each of these factors contributes to a perfect storm of housing unaffordability and homelessness in Claresholm.

Recommendations

Based on the information (demographics, resident and youth survey, engagement sessions and other communities with similar needs), several recommendations can be drawn. This assessment will be reviewed by the Town Council, administration and FCSS and a plan for action can be developed.

Educating The Community About Resources (Awareness)

Educating the community about the resources found at a community level is an ongoing process. There needs to be a community champion to take on this task to ensure that service providers are knowledgeable about each other and in turn, the public can be educated on the resources available. The community champion could be the FCSS, as this is a natural choice, but the FCSS cannot do this alone. A coalition of service providers and community members would be able to concentrate on the topics at hand and not have to work on them from the sides of their desks.

Issues Are Intertwined With Each Other

Each of the issues that were brought up and discussed at the engagement sessions and surveys were found to intertwine with each other. There is homelessness because rent is too expensive and there is a limited housing supply that becomes interwoven with mental health issues. If food scarcity is impacting a family, the effects will reach out to the school, as the hungry student may start to have behavioral issues, have increased absenteeism, or fall behind in their grades due to hunger and the inability to pay attention because of being hungry. Programs that are created cannot fix all of the issues, nor should they. Programming needs to concentrate on one area and affected areas will naturally subside.

Prevention Is Paramount

Prevention is paramount. Creating the necessary resources to support the community will alleviate the pressure on the social needs of the community. The resources should focus on the health and well-being of individuals, not just physical health. A holistic approach to meet the individual's needs of where they are at is best. This is a difficult task to do alone, nor should it be one organization's responsibility. It is the community's responsibility. Seek community partners as much as possible to share the workload.

Reduce The Silos Within The Community

The silos of the community need to be reduced and brought together to create an opportunity for equal learning and sharing. During the engagement sessions, it was mentioned numerous times that key players were invited to the sessions, yet did not attend. This is an unfortunate occurrence. It is difficult to bring unwilling participants to a conversation in which they may not want to participate in. If they do not see their worth in the community or larger picture, it may take the above mentioned community champion to support them in seeing their worth.

There is a well-established interagency group that regularly meets to share information and communicate among service providers. This help individuals access services as they can be properly directed to the right access point at the right time. A coordinated access model can create a leveraged approach to issues in the community. If a community member is seeking services about housing and is at their mental health appointment, the counselor could advise them with confidence about the steps that are needing to be taken and what service provider is the correct one. The information is consistent with all service providers and the same message is given to the community members. No door is the wrong door.

Community Engagement

It is beneficial to keep the community informed of each step that will be taken toward affordable housing in Claresholm, no matter how insignificant the step may be. Keeping the community informed step by step will mitigate the thoughts and actions towards 'Not In My Neighborhood' (NIMBY).

Continue the conversation going forward with mechanisms of communication that work for the community, whether it is face to face meetings, posters, phone calls or social media. If the community is left out of the conversation, this will leave residents feeling negative towards affordable housing. The Town Council, Administration, FCSS and others have invested too much for this slippage to occur.

Continued Roles for the Town of Claresholm

As with other communities that are struggling with affordable housing, the following are steps that are recommended to ensure success.

- Planning, research implementation, and policy development
- Advocacy and education
- Proactive leadership
- Creating, updating, and enforcing regulations
- Monitoring and evaluating community needs
- Supporting and organizing the initiatives of partners
- Ensuring the successful implementation of the Affordable Housing Strategy

Conclusion

It is with absolute confidence and pleasure that RDN creates and shares this document with the Town and community of Claresholm. The Town is heading in the correct direction for an affordable housing strategy. The strategy is not a single trajectory document heading in just one direction. The strategy is multi-faceted and multi-leveled. It has many players to work and with input gathered from the community, Claresholm will be the better for it.

The social needs assessment is just one part of the strategy to seek the services, needs, and gaps of the community. From the social needs assessment, some areas of focus have been identified to follow up on. The areas of focus include the following:

- Substance abuse
- Mental health issues/depression
- Homelessness
- Affordable housing
- Basic needs not being met

Even with areas of focus to follow up on, the respondents had positive ratings and comments to say about their community of Claresholm. The majority feel safe in their community and feel they have a high quality of life. Again this shows that Claresholm is heading in the right direction.

Appendix A

FCSS

Family and Community Support Services (FCSS) is an organization operated by the Town that works to address preventative social needs in the community. This can occur through the delivery of direct services or through the support of other organizations in the community.

In the programming year of 2021-2022, Claresholm FCSS programming had 14 partnerships and 31 community programs and events. The total number of participants in the programs was 9010 with 71 volunteers with a total of 880 hours of volunteering!

In addition, unique grant funding is offered to the community that falls within the FCSS guidelines, providing preventative social services programming. The programming offered is able to show a positive change in the community through surveys after the completion of the programs.

Town of Claresholm Community Groups

Source: Claresholm and District FCSS | Family & Community Support Services
(claresholmfcss.ca)

Food

- Claresholm Good Food Box
- Claresholm Meals On Wheels
- Claresholm Food Bank

Child and Youth

- Claresholm Day Care
- Kidz Zone: School Age Care & Summer Fun
- Claresholm Child Care Society
- 4-H Beef Club (Claresholm)
- 4-H Multi Club
- Girl Guides of Canada (Sparks, Brownies)
- Scouts of Canada (1st Claresholm Troop)
- Scouts of Canada/ Venturers Club (3rd Claresholm Troop)
- Learn-A-Lot Playschool
- MOPS-Mothers of Preschoolers
- Porcupine Hills Early Childhood Coalition (PHECC)

Schools

- West Meadows Elementary
- Willow Creek Composite High School
- Stavely Elementary School

- Granum School
- Livingstone Range School Division
- Chamber of Commerce (Claresholm & District)

Community Organizations

- Claresholm Animal Rescue Society – CArES
- Claresholm and District Fair Board
- Ducks Unlimited
- Farmers Market (Claresholm)
- Fish & Game Association
- Kinettes (Claresholm)
- Kinsmen (Claresholm)
- Knights of Columbus
- L.D.S. Relief Society
- Lions Club (Claresholm)
- Ministerial Association (Claresholm)
- Porcupine Hills Classic Cruisers
- Royal Canadian Legion Branch #41
- Rug Hookers Club
- Sons of Norway

Facilities

- Agricultural Society/Agriplex
- Claresholm Aquatic Centre
- Claresholm Arena

- Claresholm Ball Diamond Complex
- Claresholm Centennial Park Campground
- Claresholm & District Museum
- Claresholm Public Library
- Claresholm Social Centre
- Community Centre Association
- Curling Club
- Golf Course (The Bridges at Claresholm)
- Willow Creek Recycling & Bottle Depot
- Willow Creek Regional Landfill Facility

Hospitals and Health Care

- Claresholm Mental Health Clinic
- Claresholm & District Health Foundation
- Claresholm & District Transportation Society
- Claresholm Centre for Mental Health & Addictions (Alberta Mental Health)
- Willow Creek Continuing Care Center
- Claresholm General Hospital
- Claresholm Clinical Nutrition
- Claresholm Physiotherapy
- Claresholm Public Health Unit
- Claresholm Spiritual Care

Churches

- Anglican Church
- Baptist Church
- Catholic Church
- Christian Reformed Church (Granum)
- Church of Jesus Christ of Latter-Day Saints
- Church of the Nazarene
- Jehovah's Witnesses Kingdom Hall (Claresholm, Stavely, Nanton)
- Lutheran Church
- Lutheran Church (Granum)
- Pentecostal Assembly
- Ranchers Church
- United Church (Claresholm, Granum & Stavely)
- My Victory Claresholm

Appendix B

Information Sources

Community Engagement Sessions

September 7, 2022 In-Person Sessions

10:00 a.m. - 12:00 p.m. Town of Claresholm Town Council, Administration and FCSS

2:00 p.m. - 4:00 p.m. Service Providers

6:00 p.m. - 8:00 p.m. Community Members

Sep 13, 2022 Virtual Session

6:00-8:00pm Community Members

Online Survey

128 Responses

Census Profile, 2021 Census of Population: Claresholm and Alberta

Alberta Health Primary Care Network Operations Community Profile: Claresholm Health Data and Summary 5th Edition, August 2021

Social determinants of health and health inequalities, Government of Canada. <https://www.canada.ca/en/public-health/services/health-promotion/population-health/what-determines-health.html>

Appendix C

Community Engagement Session Questionnaire

1) What supports would you like to see in your community for those experiencing:

- a. Substance Abuse
- b. Family Conflict
- c. Depression
- d. Mental Health
- e. Basic needs not being met

2) What if nothing is done?

3) What does homelessness in your community look like to you?

4) What resources do you currently have to support homelessness?

5) Have you noticed any negative or positive trends when it comes to housing?

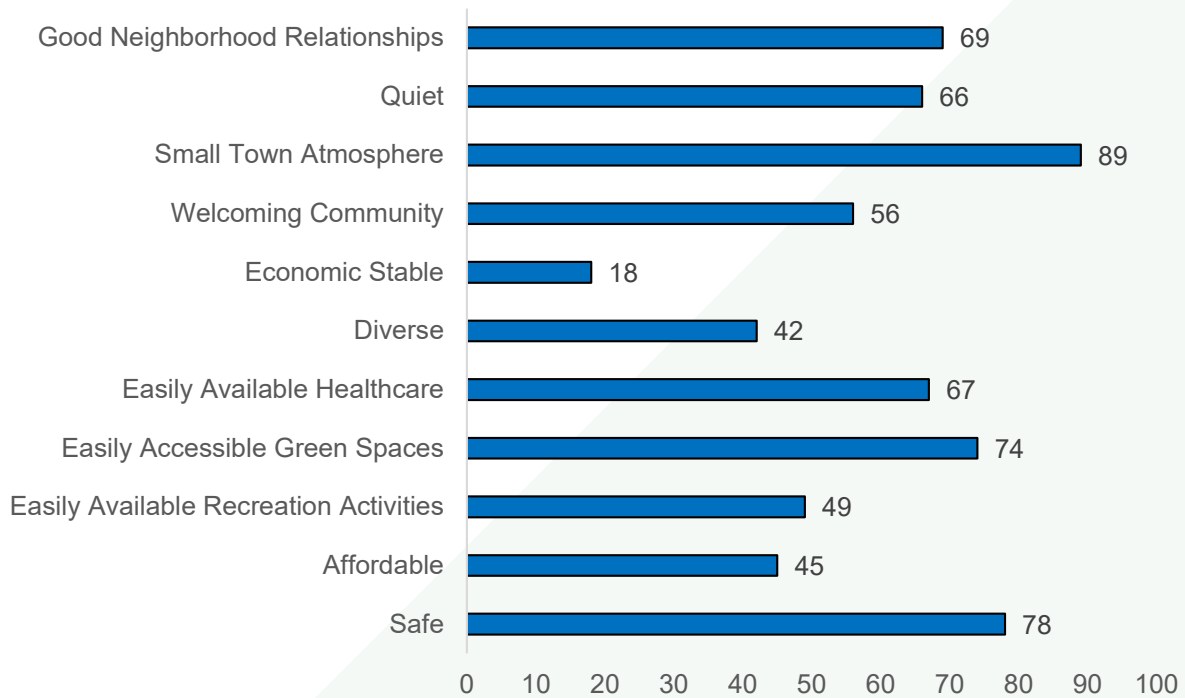
6) Have you noticed any negative or positive trends when it comes to housing?

7) What is the biggest housing challenge for Clareholm?

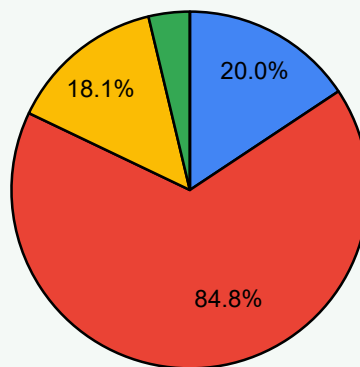
Appendix D

Claresholm Community Survey Responses

Question 1. Describe Your Community

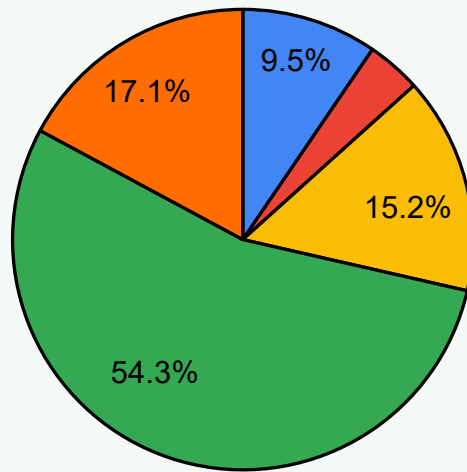


Question 2. How happy are you with the quality of life in Claresholm and nearby areas?



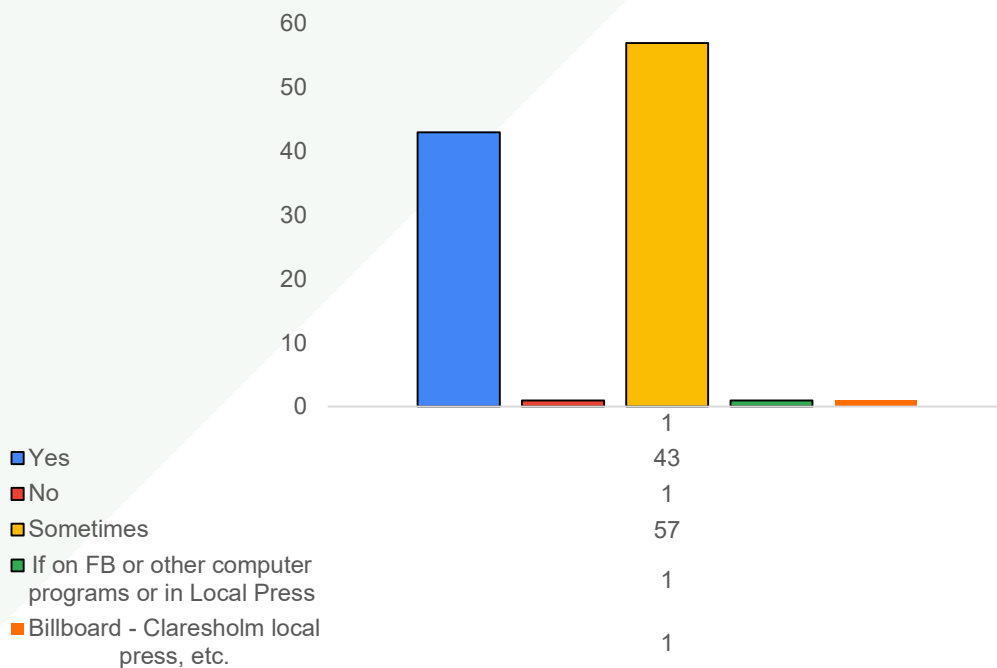
Very Satisfied Satisfied Neutral Unsatisfied Very Unsatisfied

Question 3. I feel safe in my community

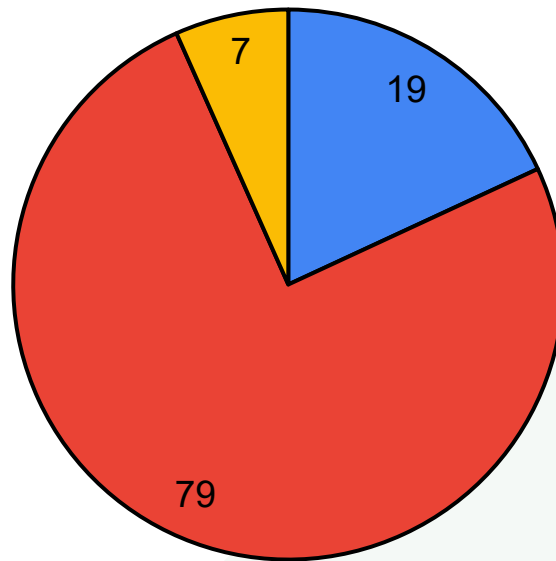


■ Strongly Disagree
 ■ Disagree
 ■ Neutral
 ■ Agree
 ■ Strongly Agree

Question 4. I am aware of the events and activities that happen in my community

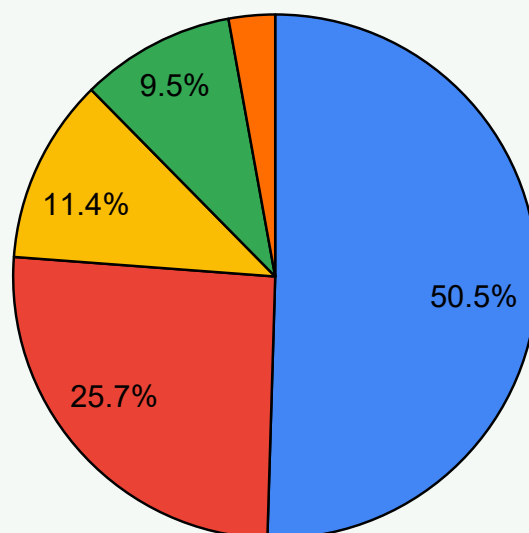


Question 5. Have you experienced racism or discrimination in your community?



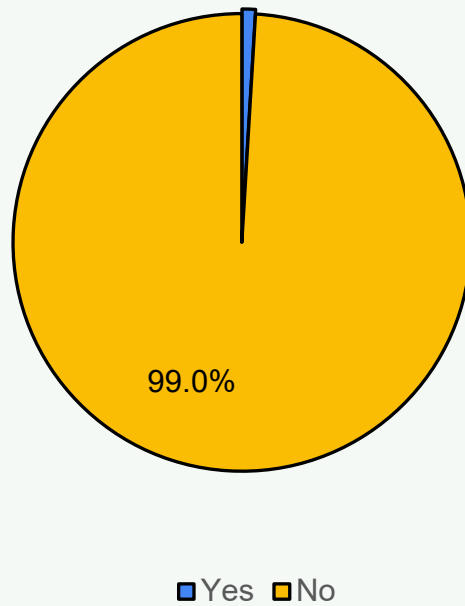
■ Yes ■ No ■ Other

Question 6. Sometimes I worry about when I will have my next meal.

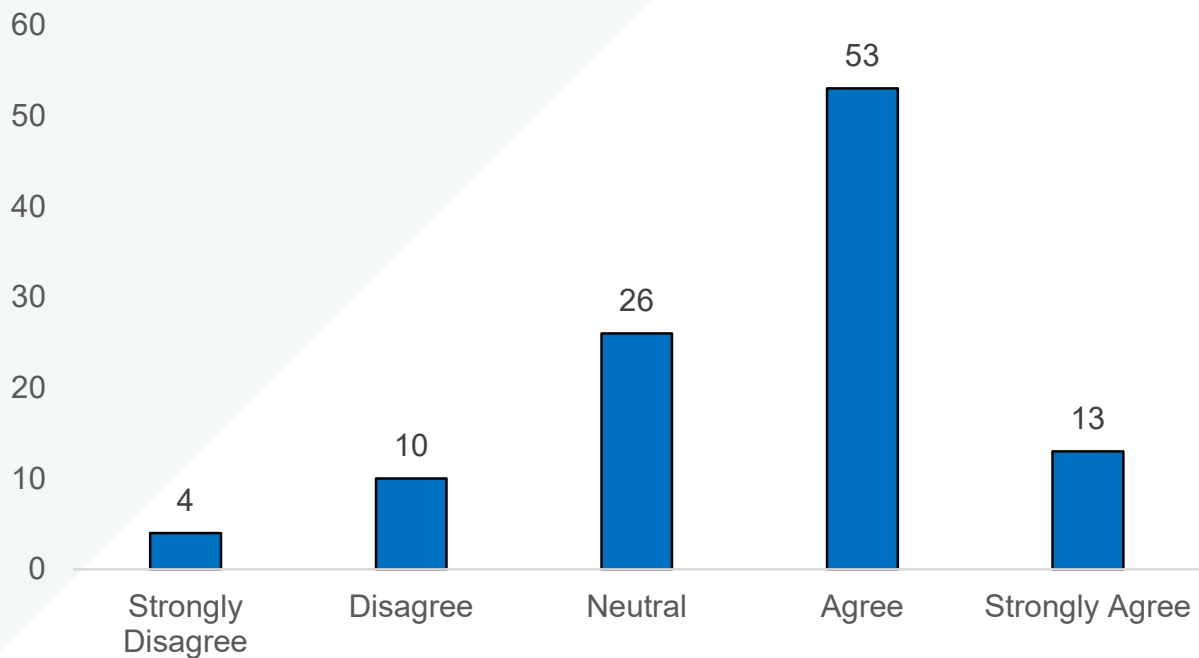


■ Strongly Disagree
■ Disagree
■ Neutral
■ Agree
■ Strongly Agree

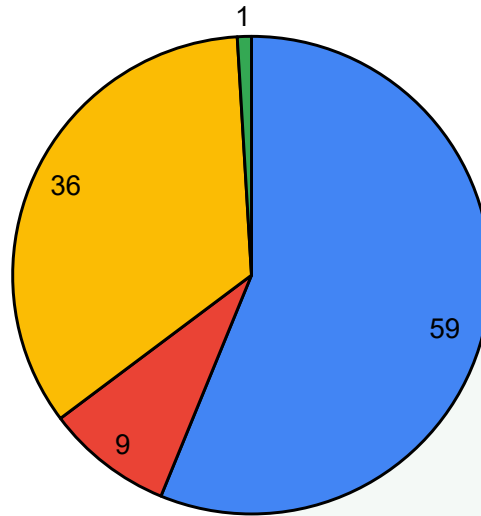
Question 7. I have experienced homelessness or "couch surfed" within the last year.



Question 8. I feel like I belong in my community.



Question 9. Do you feel that you are able to access services/ resources that you need within your community?



■ Yes ■ No ■ Sometimes ■ Other

Question 10. If you have responded "No" or "Sometimes" to this question, please share with us what resources or services you are not able to access within your community.

Note: Comments may have been edited for content, clarity, and spelling. They reflect the individual responses of those surveyed.

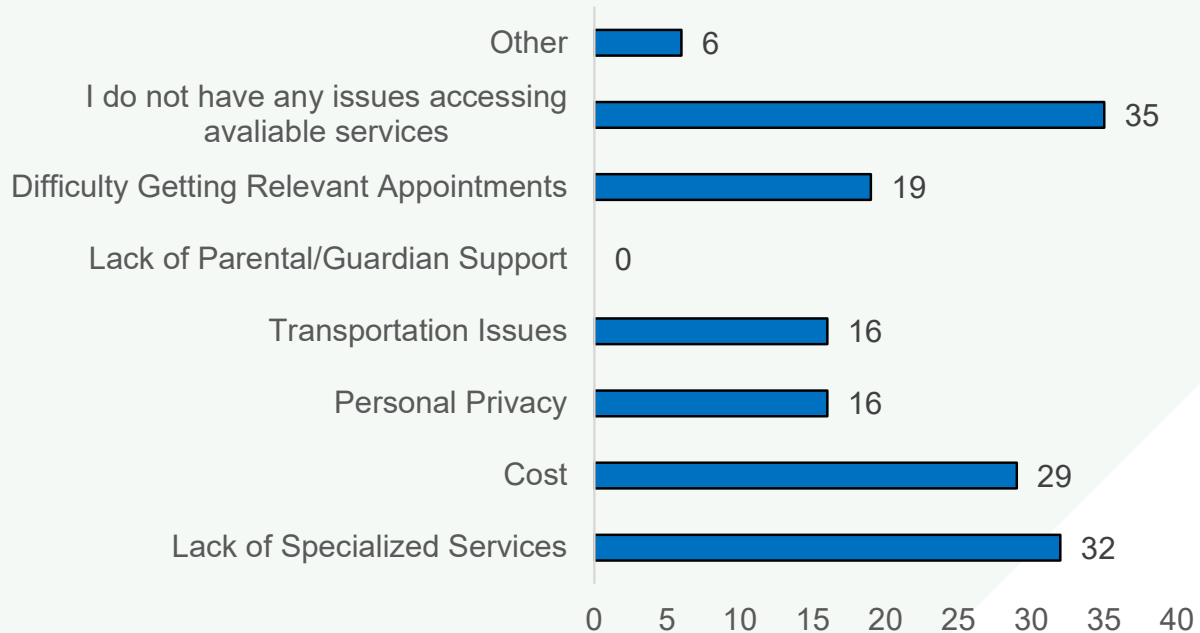
- Mental health services for community members are very limited which seems odd given we have a large mental health facility.
- I have a mental illness and not welcome at [local supportive group], I am not a senior yet, I am quite isolated and have no socializing opportunities that I can afford
- Some health services, hit and miss for products in stores on regular frequency, high prices.
- Medical, recreational, educational, and economic voids have been in our community forever.
- Mental health, counselling, seniors care.

- Recreational opportunities that aren't organized group sports. Even the pool is barely accessible given the very poor public swimming schedule.
- Not able to always get my granddaughter to play groups due to where they are held.
- We don't know what activities, events or resources there are or how to access them because there is a lack of information and advertising.
- Healthcare, Shopping (quality of produce available).
- Variety of healthy food options. We arrange and travel for appointments in order to access better options for groceries.
- Require walker due to mobility issues and can't always get to the services, eg Town Hall for taxi chits.
- Medical family doctor not available.
- Long wait to get in to see the doctor. Only one dentist and prices are very high. The grocery store is expensive.
- There is a need for more respite services, so caregivers can get a break occasionally.
- Youth clinic is needed.
- Postpartum and prenatal care and classes.
- From a business point of view, yes, we can access services, but we don't seem to walk on the side of progress for small businesses to set up and stay here comfortably.
- I'm as comfortable here as I likely would be in some other small towns, and I adore the people - that's why I stay.
- Full time jobs, adult adventures/groups, health benefits, access to personal items.
- Mental health counseling is needed.
- We have just have so many services available to people of all incomes, and medical resources available that so many are just not aware of. For instance when my father was dying, there was wonderful access to palliative care at

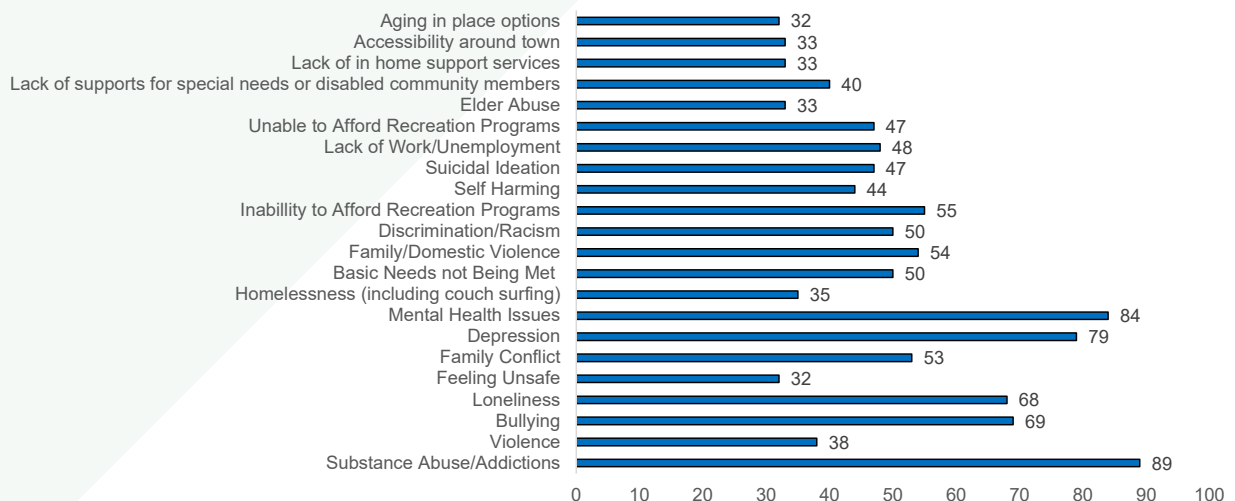
home. So many people are not aware of how many of these services are available to them. They help with sick and elderly people at home and we have such a large elderly population, as well as wonderful healthcare people to help. It made such a difference to all of us.

- I've had two doctors leave so currently do not have a doctor in town. One was in Claresholm one was in Fort MacLeod.
- Some services are inadequate such as tutoring, so we must go to another town. Many services are overpriced such as groceries, so we shop elsewhere. Recreational activities for children do not align with work schedules so have to take out of town, such as swimming lesson during the day when both parents work. The Physiotherapy in this town does not accept insurance/WCB, so must go to another town for this service. When you have to leave for so many things it is just easier and often cheaper to do all business elsewhere.
- For a single guy 40+ I feel that our community doesn't support us what so ever.
- Pelvic health physiotherapy.
- Mental health services .
- Developmental services like behaviour therapy and OT, specialists, animal therapy, respite workers have been hard to find.
- Have mobility issues. If I cannot get a ride I don't go as I can't afford the taxi on a regular basis.
- Medical - either go to Calgary or Lethbridge.
- Taxi is expensive I cannot afford and walk everywhere I have to go or I need to go throughout.
- Because of my balance and health problems most places I can't go to.
- We need affordable housing, affordable groceries, and a thrift store.
- It is a lack of knowing about these resources and/or services which prevents me from accessing them. Also, I have no transportation.
- Specific healthcare, certain training courses.
- Bus service to Calgary.

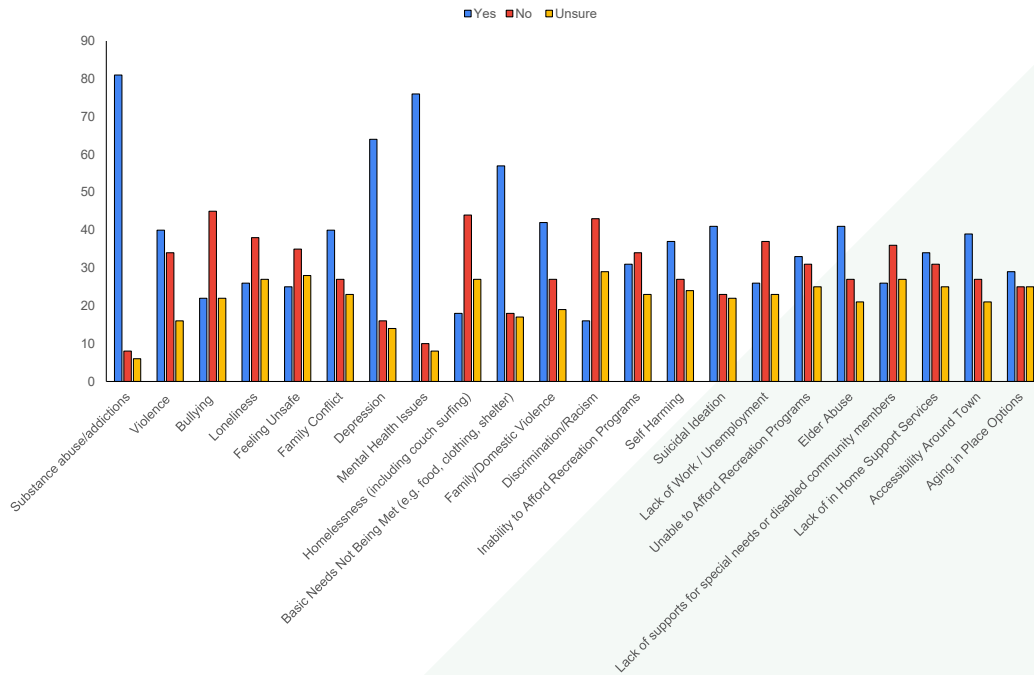
Question 11. What prevents you from accessing services that are available?



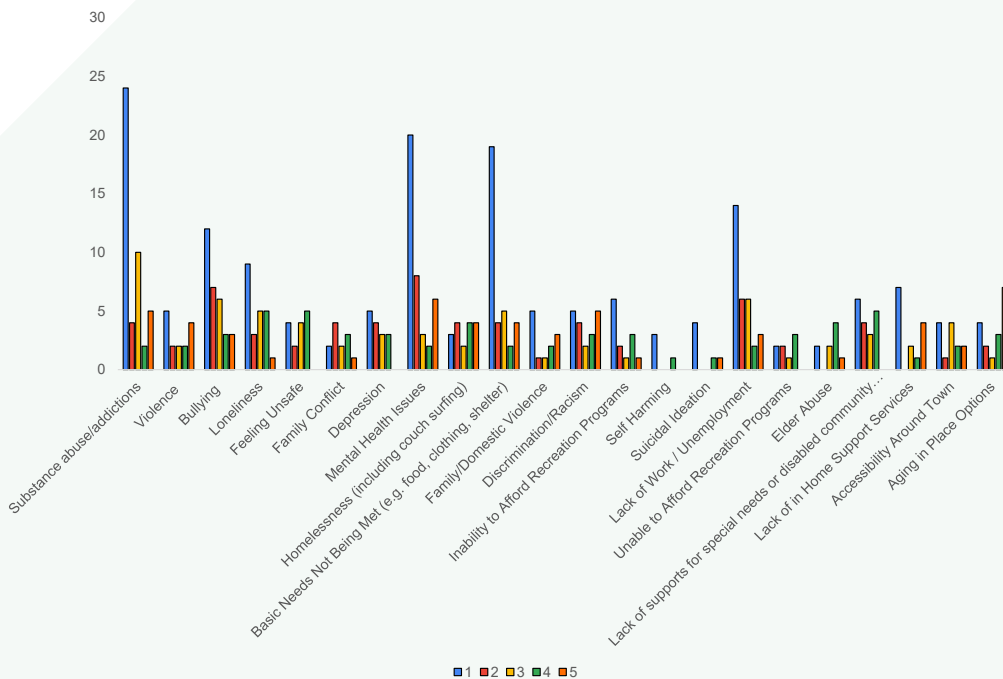
Question 12. Do you feel that these social issues exist in your community?



Question 13. Are you aware of local programs or services that address these issues? [Substance abuse/addictions]



Question 14. What community priorities do you think should be addressed? Please only select your top five answers in order of importance. [Substance abuse/addictions]



Question 15. What recreation activities would you like to see in your community?

Note: Comments may have been edited for content, clarity, and spelling. They reflect the individual responses of those surveyed.

- Something for middle aged single people.
- Low-cost adult recreation leagues.
- Bowling.
- A walking path on 5 Street East.
- Drive In Theatre.
- Bowling, multi activity rec centre.
- They are all available.
- Better swim times for the public.
- Possibly more group activities?
- More groups for little kids in each town.
- Dance, choir, arcade, movie theater, more places to do things.
- More social/recreational activities for single seniors. More choices for something more upbeat for newly retired relocating to small towns. Only offerings seems to be adult slo-pitch or crib, coffee house at Seniors Centre.
- Lacrosse.
- Adult dance classes, cooking classes, community group gardening.
- There are rarely things to do for young adults without children. I don't know what activities that would include but it would be nice.
- N/A but bowling if I could still bowl.
- Social dancing, musical entertainment, movies, creative activities, gentle movement/fitness, games, seniors paired with youth, social choir.

- More family activities with no cost attached.
- Less expensive necessities.
- More for youth such as a skate park.
- Programs for children, youth and families are very important, Holly does a great job. The Seniors Center is regrouping and providing some wonderful programming now.
- Skate park, Water park/outdoor pool.
- Bowling, bingo.
- Female only group walks/ hikes.
- Free activities for youth and young adults in the community and the schools.
- Movie Theatre.
- Skatepark .
- Crafting open to the public for woman or men not just kids, game night again not just for kids.
- Theme park.
- Decent public swim hours.
- Maybe a drive in for the summer?
- Tai Chi , Social dancing.
- Perhaps a permanent drive in theater. There is no tourist draw to bring people to town. Nanton has the airplane and antiques. Ft Mcleod has the fort and old buildings. Our town needs something that will make people come on a Saturday and spend money.
- Team sports, off leash and on leash dog parks, day camps for children and adults
- More stuff for teens to do. Movie theaters, bowling alley, etc.
- A bowling place and a movie theatre! An outdoor pool would be amazing. My students say "laser tag and go-carts".

- The agriplex has all the activities I am interested in, so I'm fine.
- Walking groups, with various times for various demographics.
- Movie Theatre.
- Pop up roller skating, lawn bowling.
- More options for kids.... Besides hockey.
- Indoor rec center that includes a walking track for the winter. Also a multi sport kids program. Finish off the walking paths around town.
- A pool hall/ bowling alley, a movie theatre.
- More playgrounds for children.
- Affordable swimming rates/passes.
- Bowling.
- Bowling, adult learning.
- Parent and tot dance, go cart racing.
- A pro rodeo.
- Bowling, theatre, rodeo, outdoor drive in.
- Painting more often perform.
- Pickleball court.
- Bingo.
- Christian based social program/activities - where I could be with other Christians.
- Being a senior- there are activities that I am not familiar with re: children. For myself - the legion has darts and fellowship. There are existing activities for me, I wish to partake.
- 1) lawn bowling 2) Bocci ball/croquet 3) horseshoe tournament.
- Archery, bowling and Tai Chi.

Question 16. What social programs would you like to see offered in your community?

Note: Comments may have been edited for content, clarity, and spelling. They reflect the individual responses of those surveyed.

- Home care for seniors.
- Something for middle-aged single people.
- Social supports for LGBTQI individuals, racialized individuals, and mentorship programs.
- We have several excellent programs with FCSS.
- Programs on life skills.
- Direct mental health access, social work connections without delay.
- Possibly a program for single people to meet? I've heard it said many times it's hard for singles to meet people here.
- More groups for people who have chronic pain.
- Kids, youth and young adult programs and activities.
- More adult events.
- Meet and greet - opportunities to meet new people; coffee/tea social; welcome wagon type program - list of services, businesses, social programs, recreation etc.
- I hope they make good use of the drop in centre.
- Youth programming.
- Community BBQ facilities, Community Greenhouse/Garden - food growing initiative.
- Job resource.
- Youth clinic.
- Basic needs as per above - food, clothing, shelter.

- Cultural activities.
- Senior & children combined events. Eg. school kids adopting a senior or even daycare combined activities with seniors. Story time reading, singing, dancing etc.
- Community gardening and yard support for those in need of help with their yards. Maybe volunteers who are willing to help out seniors or those with disabilities to help maintain their homes. Same with snow removal.
- Programs that promote intergenerational support, respect and connections.
- Housing, and education resources.
- More community-focused groups and activities.
- I like the idea of mixing older and younger populations together - FCSS offered a games night where older people taught younger ones how to play games! That kind of thing would be great to see happen regularly - also a 'fix it fair' where people offer their skills to repair clothing/electronics and teach others how to do these things.
- Police control over properties with drug sellers and users.
- Adult day support.
- Support groups that offer caregivers respite, ie Adult Day Program - are offered in most other rural communities but not Claresholm. More options for community members with mental health and disabilities who do not attend work for social connection.
- Helping low income people.
- More events to attend and meet people.
- Isolated elderly visiting program. Elder focused program that helps with things like groceries, taking out the garbage, driving downtown for errands. More youth programs.
- Walk in Counseling and medical doctor.
- Better options for single +40 individuals.
- I think we're pretty well covered in this respect.

- Life skills counselling.
- Senior daycare.
- Second hand store, more food bank resources.
- Women in business.
- I think we have a good variety of social programs.
- How to deal with being isolated knowing few people.
- performance of persons to play guitar etc.
- We have them all.
- FCSS is truly creative with the extras they provide for kids, family, seniors. Our library also tries to engage families, but could improve.
- Friendly visiting service for seniors who live alone (non-medical based).
- Mental health help for seniors.
- Public information seminars with regard to accessing benefits, ect.

Question 17. Do you have some suggestions for creating a safer community?

Note: Comments may have been edited for content, clarity, and spelling. They reflect the individual responses of those surveyed.

- Better police presence after 5 pm.
- Increased social supports and safe consumption options to deter property crimes.
- Get speeding controlled on 8 Street.
- Continue with neighborhood watch.
- Call police when you see something happening.
- RCMP do an excellent job patrolling.
- Get rid of drug houses.
- Bring back block parent program.
- Early intervention on bullying.
- More work with RCMP to increase crack down on hard drugs. Also more supports and programs for teens to help them have some health drive and focus in their lives.
- More police patrols
- People getting to know neighbors better.
- Lighting in streets.
- 1) Citizens On Patrol (COP) group. 2) Some sort of 'Get to Know your Neighbours' initiative to help each other. .
- A more diligent RCMP presence. For the most part, this issue seems to be more of a provincial issue than municipal. With cuts to the judicial system backlog and over burdened courts let offenders off 'the hook' and they continue to create unsafe situations for the communities they return to.
- Our law enforcement and bylaw officers are great! If possible, I think a more

visible presence would be great - regular patrols/drive by/officers on bicycles riding around town.

- We really desperately need to address the bullying at the schools and the way that parents can feed into the situation.
- Additional police officers
- More work with RCMP. We have a lot of theft.
- I feel safe in our community.
- Inclusive signage, IDEA Pictographic Signage. Education.
- Self defense or safety training classes
- Police patrol more and lock up or penalties
- Increased funding to RCMP.
- Better police presence.
- Community and citizen watches.
- Remove drug dealers.
- Make friends with neighbors, Organize neighborhood safety efforts, Keep up your yard, Improve lighting on your street, Install a security system, If you see something, say something
- Not really - just more vigilance to stop things from happening (theft/violence/homelessness).
- Remove drug sellers from the community. Deal with criminal activities within the town.
- I feel our community is quite safe.
- Fix the mental health and substance abuse issues, you fix the thefts and other crimes..
- A traffic light at the shell intersection.
- A neighborhood block party to promote sense of community and belonging.

- More visible policing.
- Citizens on patrol.
- Street lights, more and in darker areas
- Tougher punishments for repeat offenders.
- More RCMP on patrol.
- Bylaw officer changed to peace officer or someone to catch speeders on highway.
- Keep RCMP in town. Install photo radar catch speeders and money goes back to town revenue.
- Information for the community about scams (weekly paper?), more patrols for people speeding through town and the hospital zone (including town workers).
- Address public drug usage.
- Common sense - there are bad/desperate people out there looking for easy access to whatever. Lock it up. Safety in numbers - know where your children are. We have - if we wish - open dialogue with our local RCMP.
- Better street lights at night (very dark)
- Need neighbor hood watch program. With more homeowner contact and every home has a contact number to call for info or to leave a message.
- Pedestrian overpass, north of the lights.

Question 18. What would you like to see happen to make your community a better place to live?

Note: Comments may have been edited for content, clarity, and spelling. They reflect the individual responses of those surveyed.

- More businesses and more doctors.
- For it to develop that you don't have to go to other cities to buy necessities that you can't get in it.
- Affordable housing and childhood intervention programs.
- Get another grocery store ie. no frills
- Walking path on 5 street East .
- Movie theatre or drive in theatre.
- Stronger bylaw enforcement, better development policies, better recreation activities.
- Keep homecare in place. They do an excellent job.
- Affordable housing.
- Affordable access to housing and expanded new home construction. The town can't get businesses without staff, staff can't get better paying jobs without expansion.
- Increased jobs. Better quality health care (we have doctors, not enough though, and should be more engaged). More aggressive / better mental health support as so many are falling through cracks. (We have mental health doctors, they are also too few). Better bylaw management; free roaming cats are out of control again, derelict trucks parked for years in public view, etc.
- More supports for the physically disabled as well as for chronic pain.
- More things to do and places people can go to for activities.
- More social events.
- Lower grocery store prices. It affects the elderly who can't go to the city for cheaper groceries.

- We need more healthy options. Bridges out of Poverty, a program designed to create better understanding of generational poverty, says to look at the businesses in your community in order to understand the true economic standing. Fast food, convenience stores, minimal access to affordable food, dollar stores, liquor stores, second hand stores- these are the businesses that thrive and grow in communities that experience poverty. As yet another fast food chain opens in this community- I think that it's apparent what the health education and level of our community is.
- I know our drop in center is starting to add some of the above ideas. I also know our FCSS programs are excellent. If more of the above recreation/social activities were added, I think that would be great!
- Address the bullying, provide education to the community so that they understand the reasons people access services and why it is important to maintain those services.
- Less expensive necessities.
- More education on bullying and discrimination.
- Programs for youth.
- Claresholm is a wonderful place to live, most people need to get out and become part of the community to know what is available instead of waiting for people to come to them.
- I feel that drugs and alcohol are an issue particularly in the high school.
- "Upgraded drop-in Centre to include family and youth programming and reduced fees to use the facility. Transit service/shuttle in Claresholm, especially in winter, that can be used by students and adults.
- Full access to recognized college courses through rural campuses (facility/ physical class to avoid loneliness and isolation), to eliminate travel costs and transportation issues and young adults leaving their community.
- Another grocery store.
- More group activities / meetups for 25-45 age group.
- More controlled light intersections, especially one by the shell gas station.
- No empty buildings downtown, fewer liquor stores.

- More businesses.
- Our community coming together.
- Affordable housing and make it more available in town.
- Better retail & grocery shopping.
- Lower the taxes.
- Better support of police and people trying to make it a better place.
- There needs to be opportunities for community conversations to address social issues. I believe there is good work being done but don't know about these programs or services unless I read about them in the Claresholm Local Press.
- Groups and organizations need to include the community in conversations to help us become aware of the issues, prioritize them and then develop creative solutions and programs. Then Claresholm will be a Caring Community.
- Something for youth and adults to do.
- More activities for both children and adults to do throughout the whole year
- More businesses in town.
- Attracting more businesses that will create the possibility of job opportunities and community growth.
- I like that the parks are well maintained here and that we do have opportunities for kids to play outside.
- Another grocery store.
- Reduce street drug accessibility.
- More affordable housing. There's nothing to rent and what is out there is way too expensive for this town
- Compost bins/bin pick up service.
- Skateboard Park.
- Increased housing options.

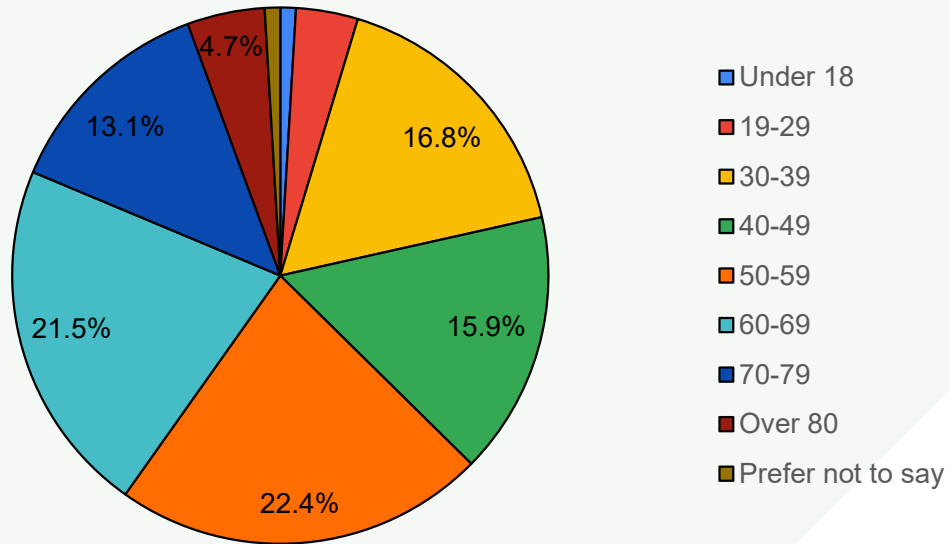
- It's already pretty good, more policing to deal with drugs and theft would be nice.
- More police presence.
- Another grocery store to give a variety of groceries.
- Another grocery store, prices too high with no competition.
- Not allow drug house across the field from the schools.
- People to be more tolerant of immigrants, refugees. Another grocery store. More reasonably priced taxi service.
- Another grocery store - wholesale foods
- Sitting around the fire place and look into the fire and roasting marshmallows.
- Economic development more development.
- More stores brought in. Food store for sure.
- Better ambulance service, another grocery store, a clothing store and shoe store.
- More affordable/cheaper and more widely available housing. The town has really worked hard at attracting immigrants to Claresholm, without expanding available housing to accommodate all of us.
- True - there is always room for improvement - but I'll leave that in better minds. At this time - for my needs- Claresholm is ideal. A call to FCSS and a question - of any kind- they'll try to find answers.
- I would like to see all the sidewalks in Claresholm evenly paved & well-maintained.
- Photo radar on the highway to make the downtown area safer, along the highway, too many speeding trucks.
- Make public transportation affordable. Second hand store and/or clothing and household items swap events year round local food and craft market.
- I do not know. Claresholm is a great place to reside.

Question 19. Is there anything else you would like us to know or suggest?

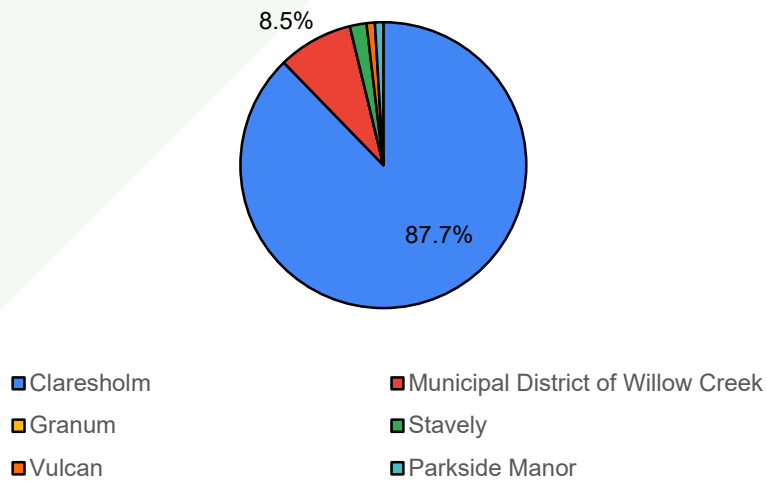
Note: Comments may have been edited for content, clarity, and spelling. They reflect the individual responses of those surveyed.

- More businesses and more doctors.
- For it to develop that you don't have to go to other cities to buy necessities that you can't get in it.
- Affordable housing and childhood intervention programs.
- Get another grocery store ie. no frills
- Walking path on 5 street East .
- Movie theatre or drive in theatre.
- Stronger bylaw enforcement, better development policies, better recreation activities.
- Keep homecare in place. They do an excellent job.
- Affordable housing.
- Affordable access to housing and expanded new home construction. The town can't get businesses without staff, staff can't get better paying jobs without expansion.
- Increased jobs. Better quality health care (we have doctors, not enough though, and should be more engaged). More aggressive / better mental health support as so many are falling through cracks. (We have mental health doctors, they are also too few). Better bylaw management; free roaming cats are out of control again, derelict trucks parked for years in public view, etc.
- More supports for the physically disabled as well as for chronic pain.
- More things to do and places people can go to for activities.
- More social events.
- Lower grocery store prices. It affects the elderly who can't go to the city for cheaper groceries.

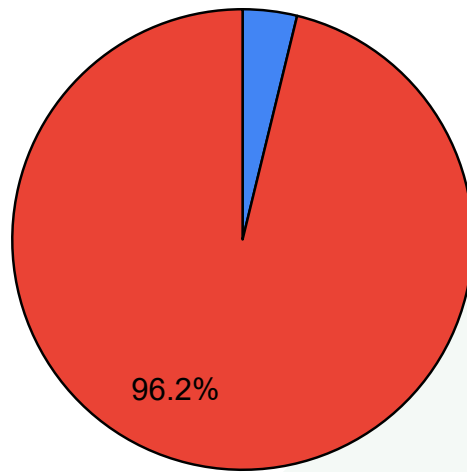
Question 20. What is your age?



Question 21. What is your gender?

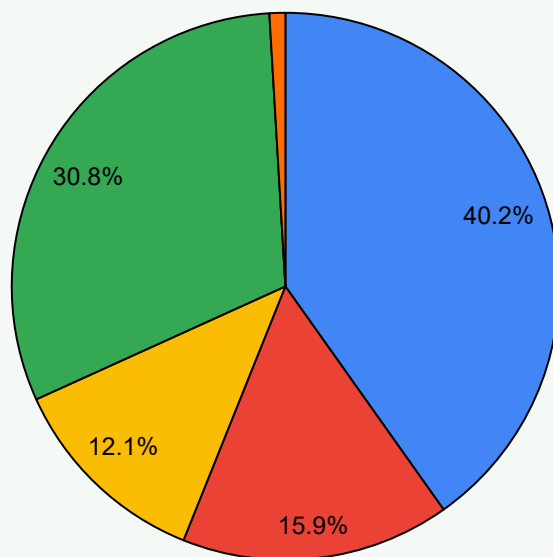


Question 20. Are you a Student?



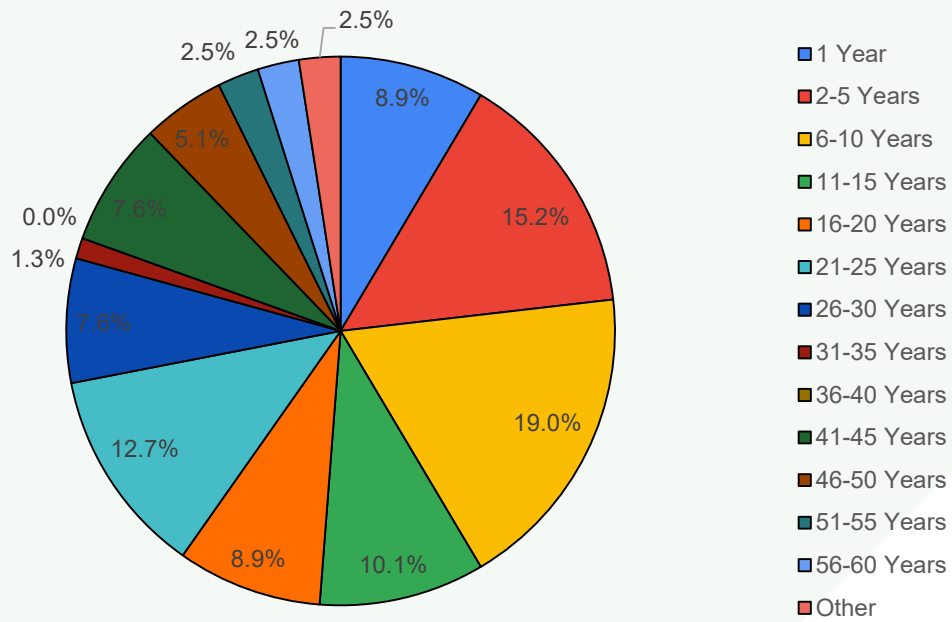
■ Yes ■ No

Question 21. What is your employment status?



■ Yes, Full Time
■ Yes, Part Time
■ No
■ Retired
■ Long Term Disability

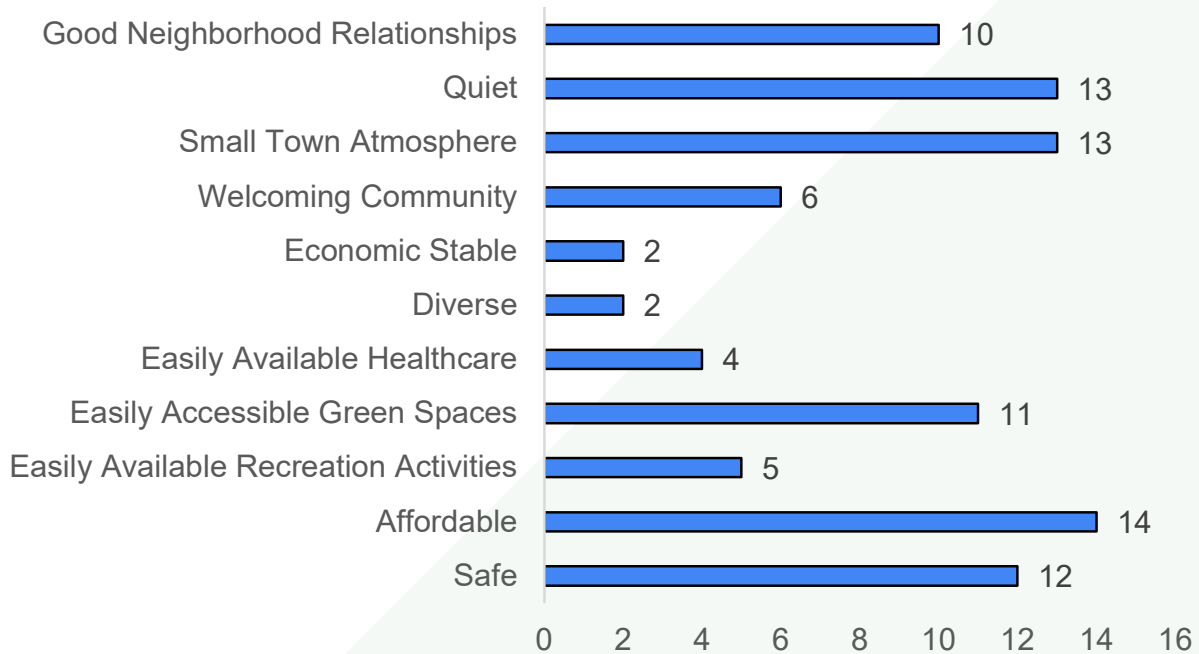
Question 21. How long have you lived in your community?



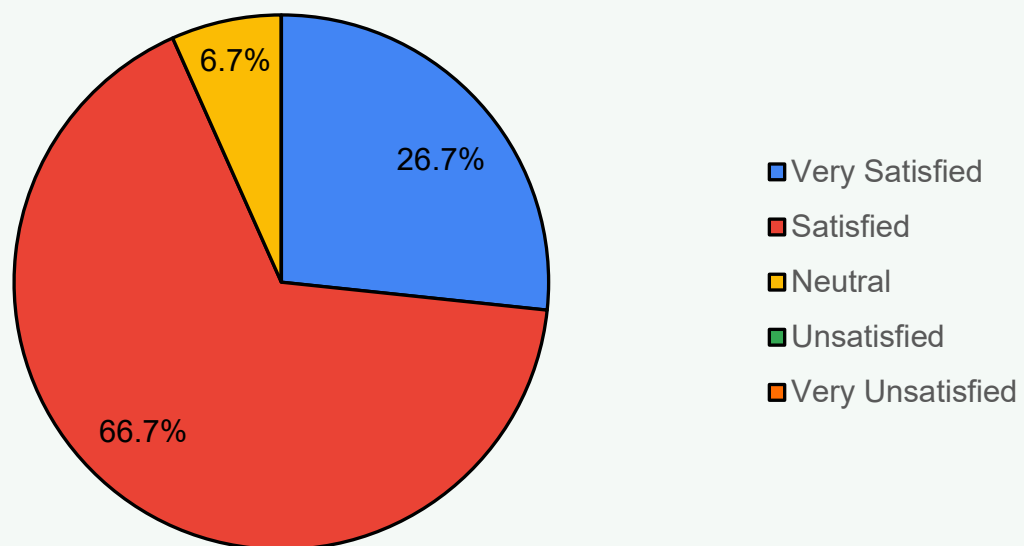
Appendix E

Granum Community Survey Responses

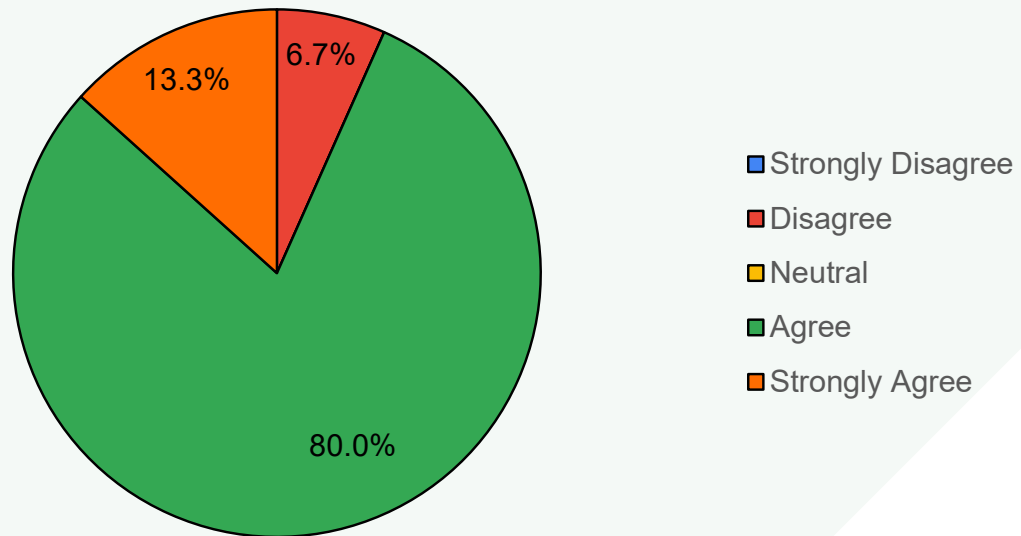
Question 1. Describe Your Community



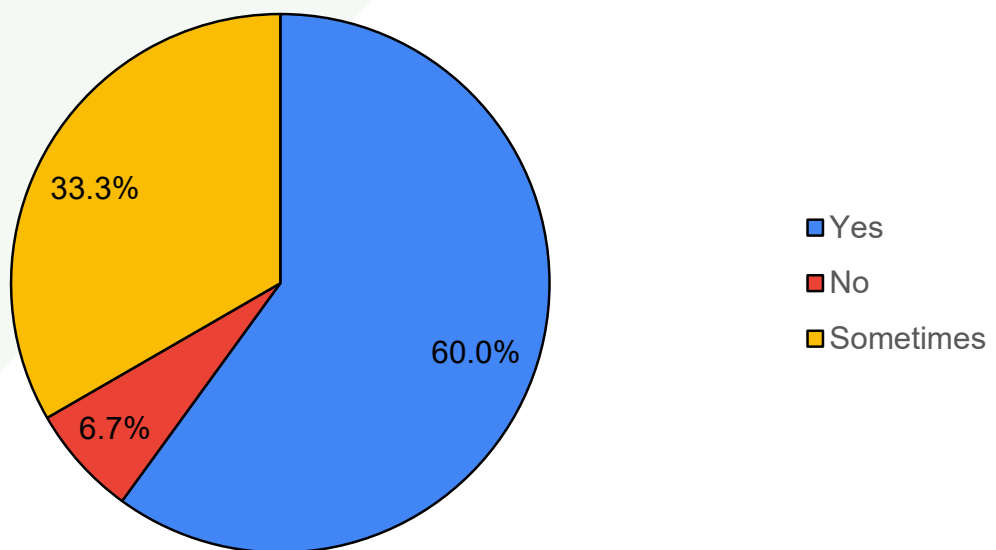
Question 2. How happy are you with the quality of life in Claresholm and nearby areas?



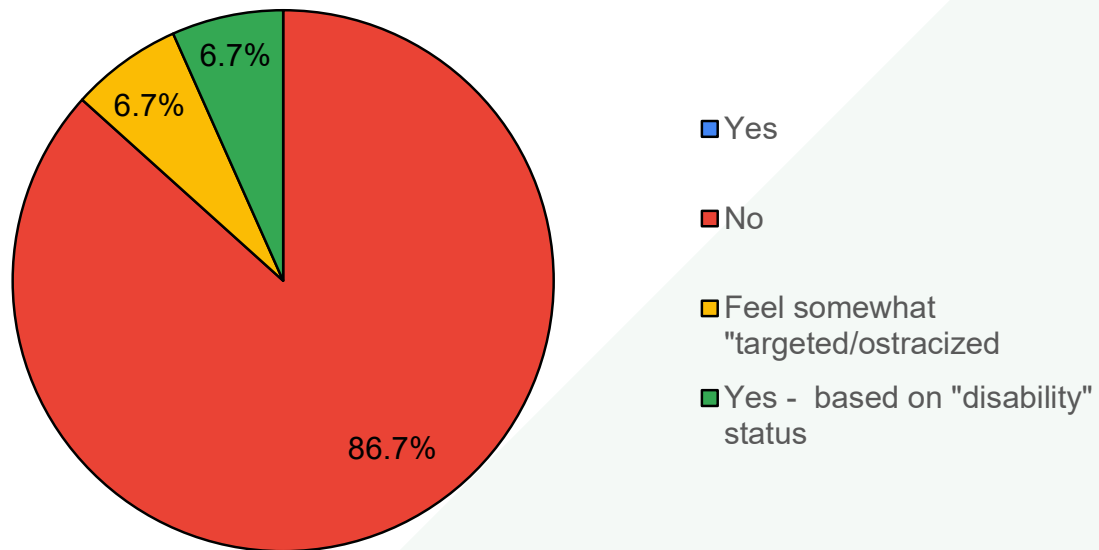
Question 3. I feel safe in my community



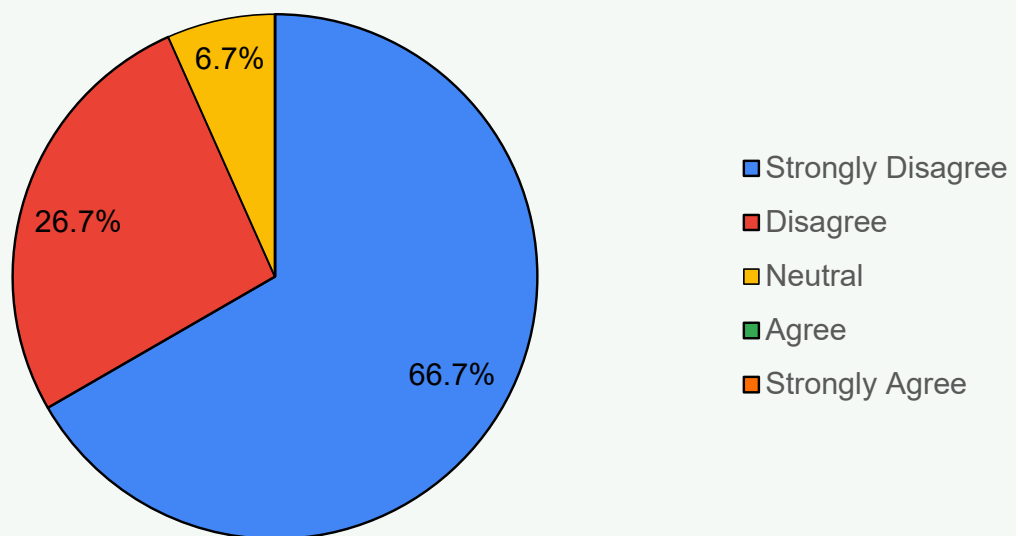
Question 4. I am aware of the events and activities that happen in my community



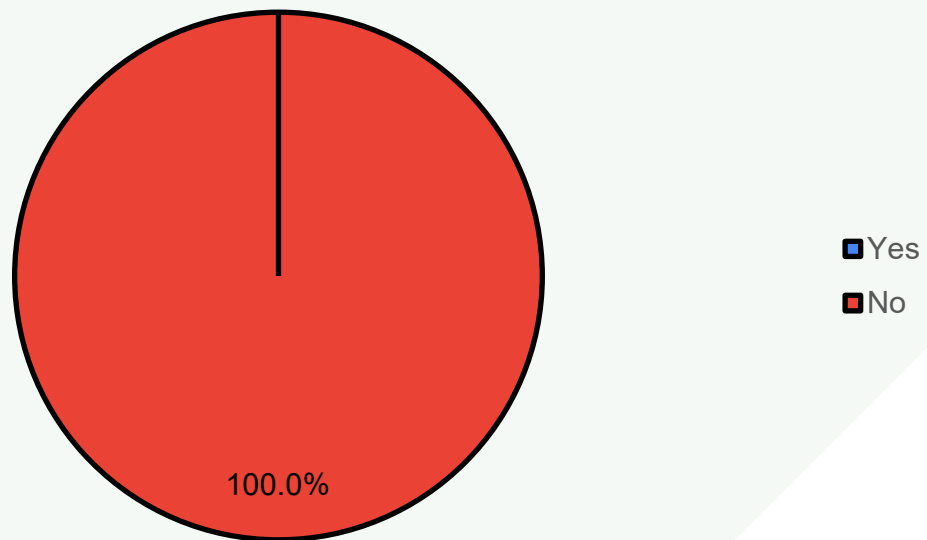
Question 5. Have you experienced racism or discrimination in your community?



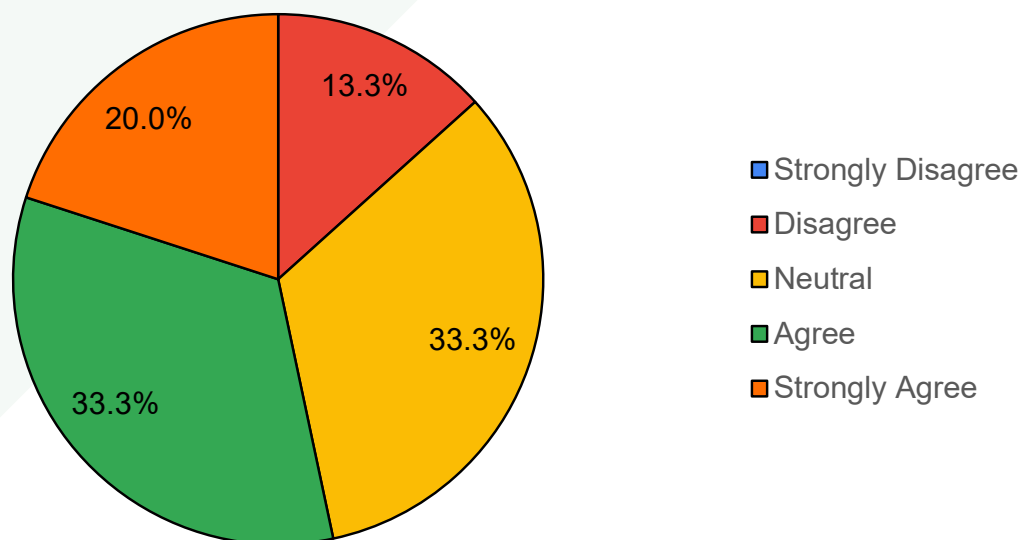
Question 6. Sometimes I worry about when I will have my next meal.



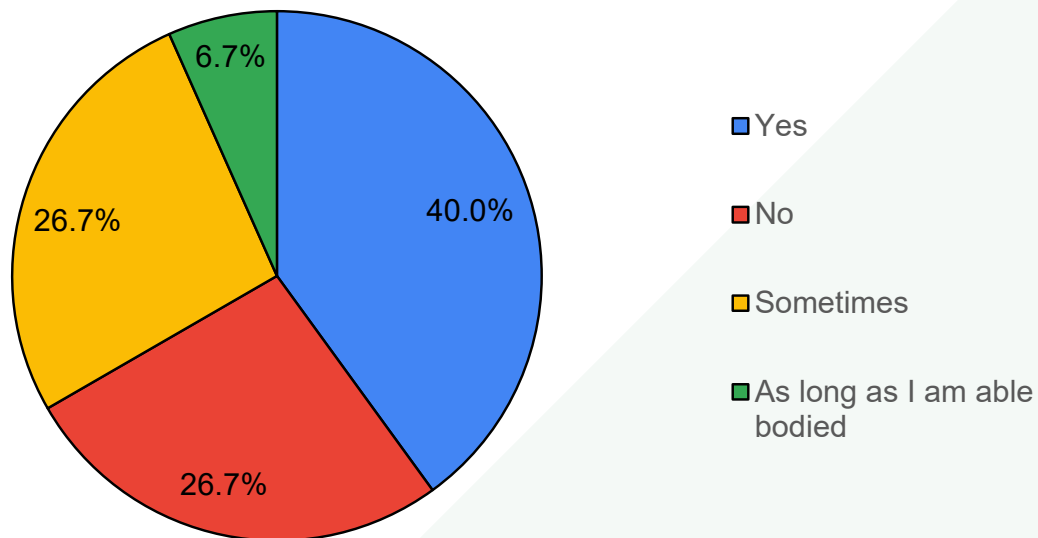
Question 7. I have experienced homelessness or "couch surfed" within the last year.



Question 8. I feel like I belong in my community.



Question 9. Do you feel that you are able to access services/ resources that you need within your community?

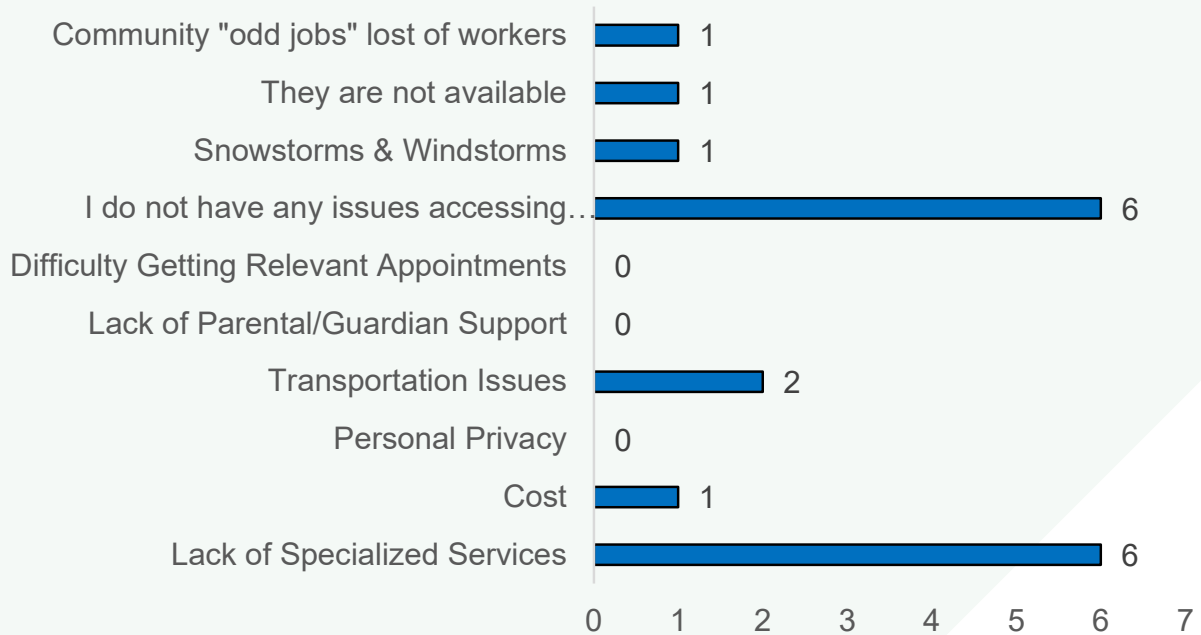


Question 10. If you have responded "No" or "Sometimes" to this question, please share with us what resources or services you are not able to access within your community.

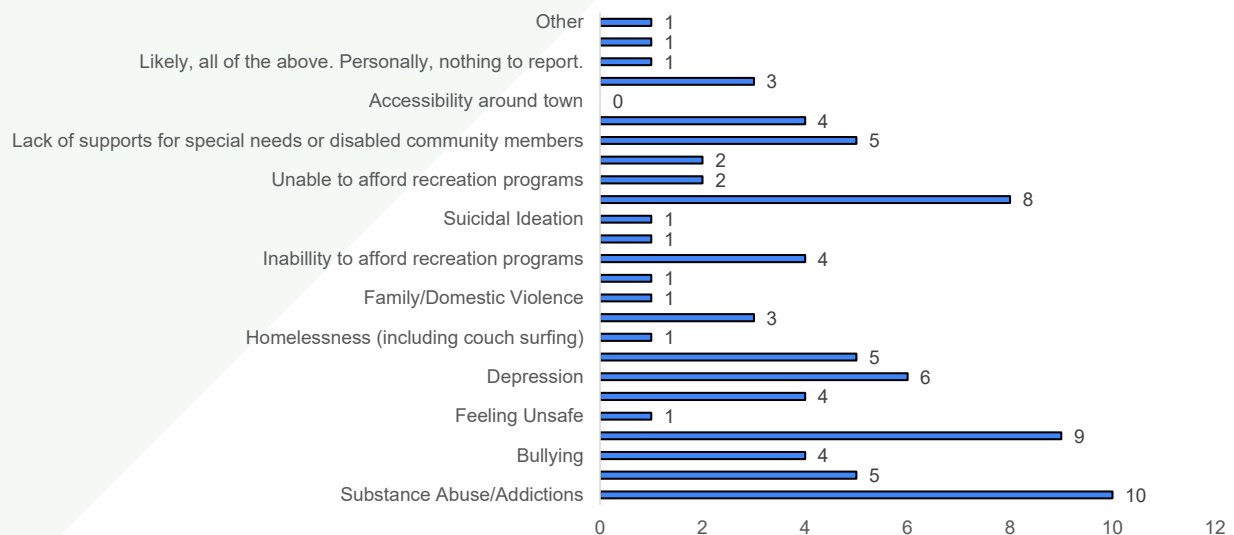
Note: Comments may have been edited for content, clarity, and spelling. They reflect the individual responses of those surveyed.

- Medical, economical evening coffee shop. Benches available for evening walks.
- Doctor.
- Only a gas station and small corner store.
- Have to drive to Claresholm for healthcare.
- There is practically nothing in Granum. I go to Claresholm/Fort Macleod/ Lethbridge for shopping, medical appts, vet appts, dental and eye care, bottle depot, etc.
- Medical: chiropractic, acupuncture, dental, massage therapy. Groceries: organic produce, bananas. Snow shoveling: someone to shovel walks as needed for a modest (15-20\$) fee.

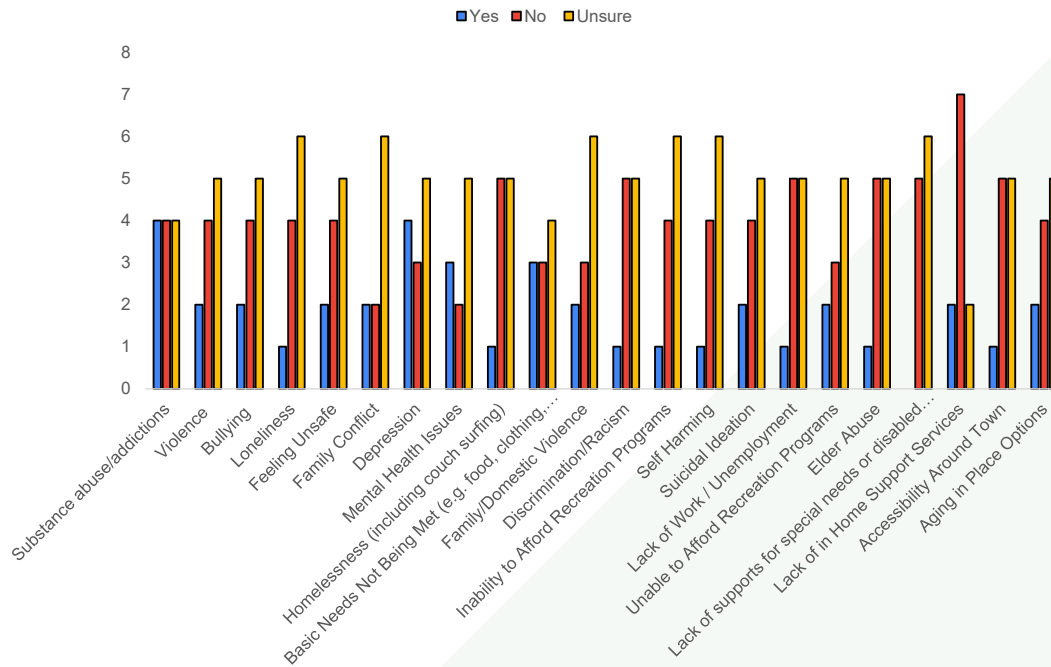
Question 11. Do you feel that these social issues exist in your community?



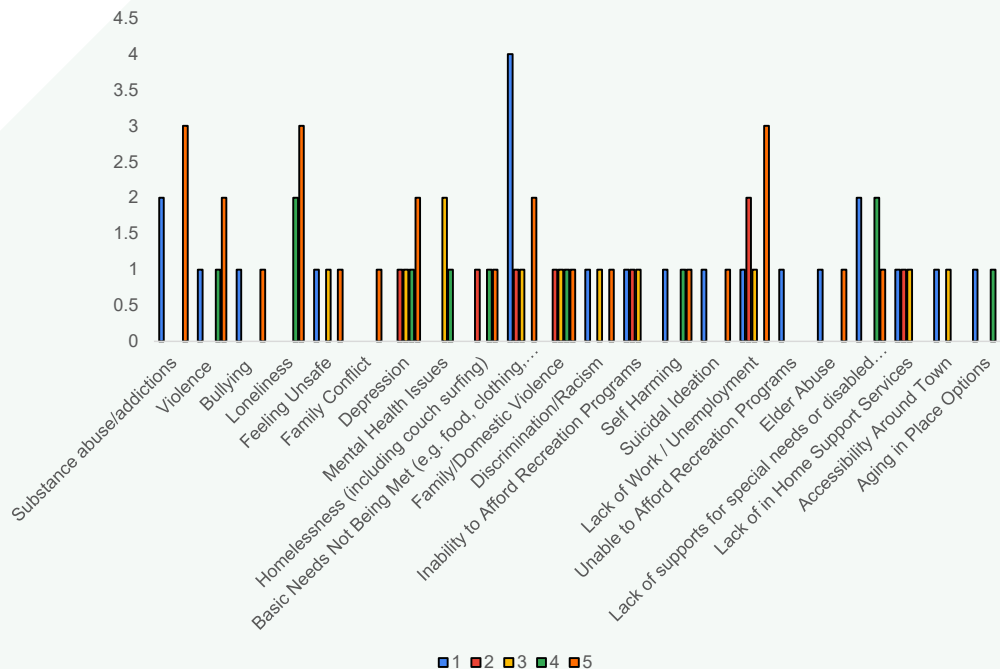
Question 12. Do you feel that these social issues exist in your community?



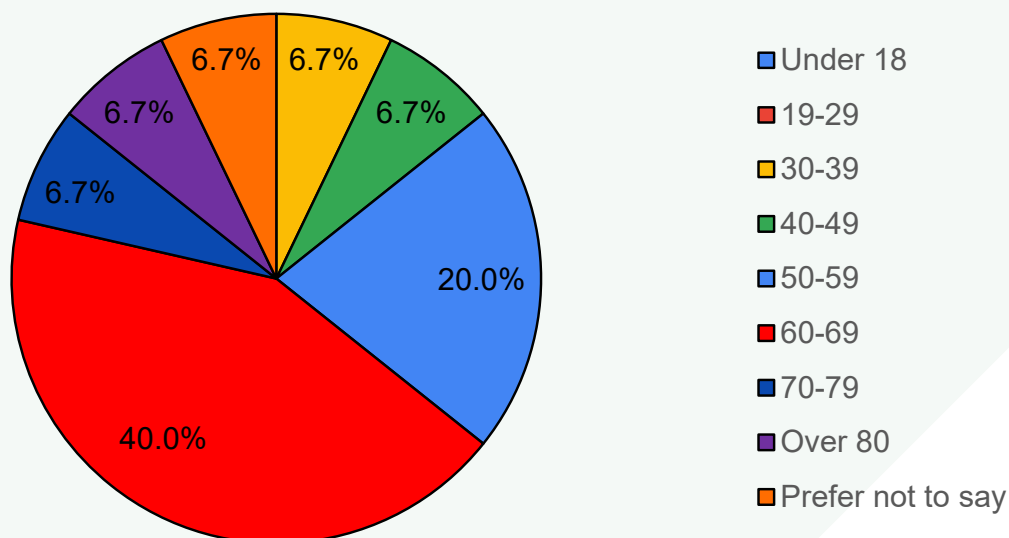
Question 13. Are you aware of local programs or services that address these issues? [Substance abuse/addictions]



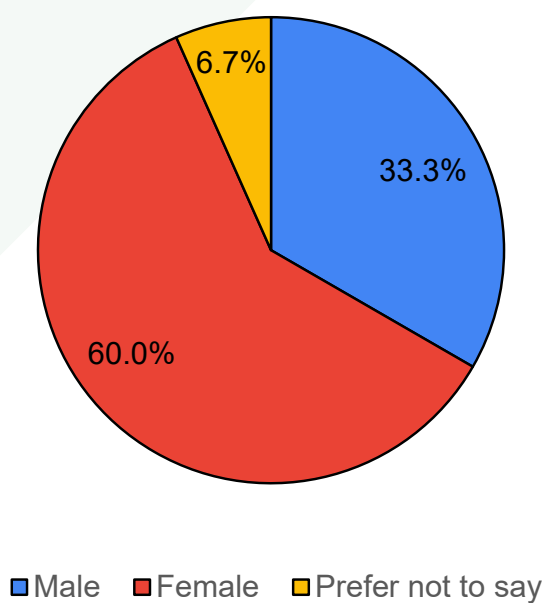
Question 14. What community priorities do you think should be addressed? Please only select your top five answers in order of importance. [Substance abuse/addictions]



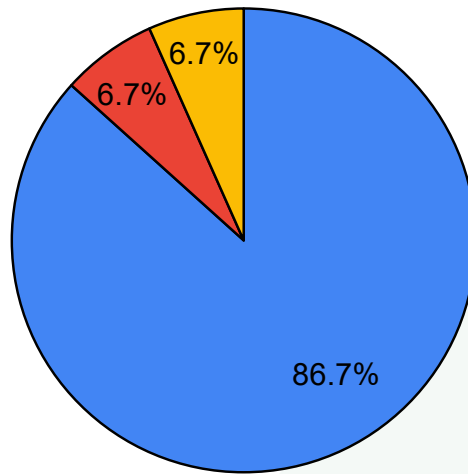
Question 15. What is your age?



Question 14. What community priorities do you think should be addressed? Please only select your top five answers in order of importance. [Substance abuse/addictions]

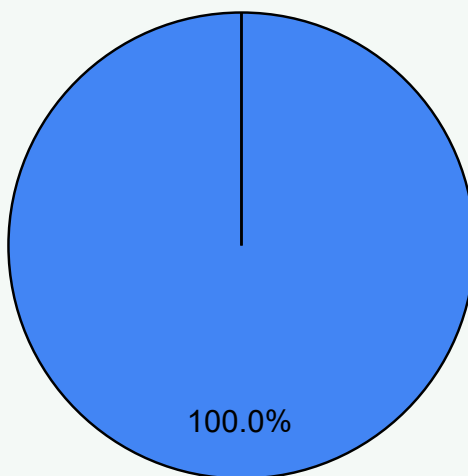


Question 16. Where do you live?



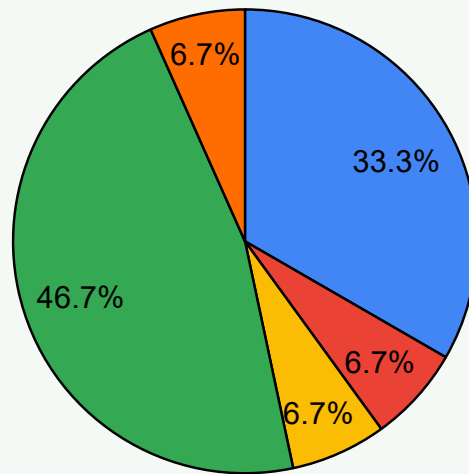
■ Granum ■ Claresholm ■ Municipal District of Willow Creek

Question 17. Are you currently a student?



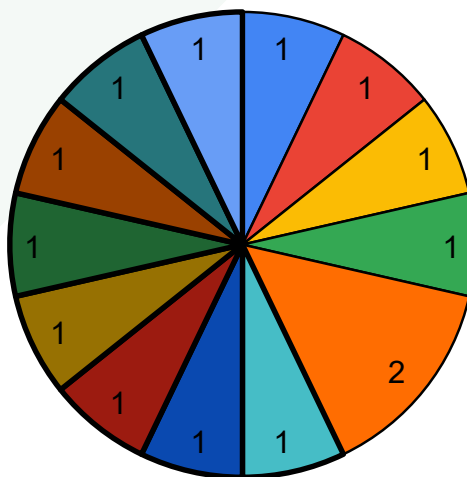
■ Yes ■ No

Question 18. Are you currently employed?



■ Yes, Full Time ■ Yes, Part Time ■ No ■ Retired ■ Disabled

Question 19. How many years have you lived in your community?



1 2 3 4 5 9 10 15 20 25 30 40 "All my life"



SUSTAINABLE
HOUSING
INITIATIVE

February 2023



INFORMATION BRIEF

Meeting: March 11, 2024
Agenda Item: 16

COFFEE WITH COUNCIL

DESCRIPTION:

Council held its first Coffee with Council on Saturday March 2nd, from 2-3pm. Council met with a done residents and they discussed several issues, including the dog park, golf course, business license bylaw, traffic, walking paths and town recycling.

Council has established a bi-monthly Coffee with Council schedule until the end of June. The next meeting will take place on Tuesday March 19th from 7:00-8:00 p.m in Town Council Chambers. The public is welcome to attend.

ATTACHMENTS:

1.) none

APPLICABLE LEGISLATION:

1.) none

PREPARED BY: Abe Tinney, CAO

DATE: March 8, 2024

Vision	To be the community of choice, leading to a thriving and diverse Claresholm	Mission Statement	We will offer family living and encourage economic prosperity through innovative and progressive thinking
---------------	---	--------------------------	---

Core Values

Community Pride

Healthy, Active Living

Diversity

Forward Thinking

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

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

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

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

MULTI-YEAR			Assigned to	Update on Progress
POLICY & PLANNING				
	3 Year Operations and 5 Year Capital Plan			
		Revise 3 Year Operations Plan and 5 Year Capital Plan	Blair	Council approved the 2024 interim operating budget and 2024 capital budget at the December 11th council meeting. Further Audit and Finance and FIPC committee meetings to be scheduled throughout March and April to finalize the 2024 operating and capital budgets.
	Community Center			

MULTI-YEAR			Assigned to	Update on Progress
		Work with Community Centre Association to secure funding and facilitate accessibility and front entrance upgrades	Jace/Tara	Community Centre Association was successful with a second small CFEP grant, but the Town was unsuccessful with the Green and Inclusive communities Grant. This project will likely go ahead in early 2025 -- the community centre has requested this time frame as it is ideal for their scheduling (during slow season). Council will need to allocate the matching funds and will have those discussions during March and April capital budget discussions.
	Stormwater Infrastructure			
		Finalize and Approve Engineering	Jace	Complete
		Secure grant funding for Phase 2	Tara/Mike	Phase 2 (south of Highway 520) will be completed in early 2024 when the ground thaws. Council should consider including the North portion of Phase 2 (around the firehall) for the 2025 capital plan. This will allow council to complete Phase 2 during its term.
ECONOMIC & COMMUNITY DEVELOPMENT				
	Support the EDC			
		Provide Operational Budget for EDC	Council	Approved through 2024 budget
		Update Economic Development Committee Business Plan		EDC is working with the town's economic development department to re-work the business plan in March 2024. The goal is to streamline the EDC business plan, and to sync EDC priorities and activity with Council's Strategic Plan.
	Ensure Town is Development Readiness in Areas of Residential, Commercial and Industrial Development			
		Ad Hoc Committee to Address:		
		Residential, Commercial and Industrial Development Best Practices (Including MCC and PPP)	Abe	Council has approved the Enabling Housing Diversity best practices report and CDC is working through the recommendations of the report. Committee currently meets as needed.

MULTI-YEAR			Assigned to	Update on Progress
		Consider Residential Development in Tax Incentive Program	Tara	Bylaw 1741, Residentail Tax Incentive Bylaw was passed by council on August 15th, 2022. Town is sharing and promoting the bylaw with potential developers, including developer at parade staging, Tamarack, Prairie Shores, etc.
		Sell and Develop Town-Owned Land	Abe/Tara	Council has approved servicing infrastructure for 2nd St. East and Patterson Heights to service Tamarack Subdivision. The town currentlty has one residential lot (Westlynn) for sale, and has sold over a dozen industrail or residential lots during its term.
		Explore Diverse Housing Opportunities (Housing Assessment)	Abe/Tara	RDN presented the Enabling Housing Choice findings to Council in October. Findings are being reviewed by CDC. Housing construction is currentlty underway at Tamarack -- R1 dwellings and town housing. Apartment buiding Phase 1 approved and constrction is expected in the spring. ASP currently being considered by council contain multi-residential and single residential.
		Continue to work with landowners where Area Structure Plans exist (Starline Business Park, Prairie Shores)	Tara/Economcic Development	The bylaw to adopt North Point ASP is on the March 11th agenda. Eolution ASP public open house to be set on Marth 11th agenda. Administartion has not connected recently with ASP landowners for Prairie Shores, Starline or SouthWest.
	Explore Value-Added Industry Opportunities			
		Continue Membership in Economic Developers of Alberta, Alberta SW and South Grow Regional Initiatives	Council	2024 memberships provided via operating budget. The futre of REDA provincial funding is currentlty uncertain however, as REDAs have been informed that future funding will be project based (as opposed to operational).
		Explore FDI in 1-2 Industries from 1-2 Countries	Economic Development	Economic Development department is working with ABSW on Community Profile to market the community to potential investors. This project is underway and will act as a marketing tool for the town for potential business and investment. More needs to be done in this area, however.

MULTI-YEAR			Assigned to	Update on Progress
		Research Value-Added Agri-Food Examples in Neighbouring areas (Lethbridge, Taber, Calgary)	Economic Development	Canadas Premier Food Cooridor has successfully attracted the food processing industry. More work requiried in this area.
		Explore opportunities in greenhouse farming and speciality agriculture	Economic Development	Administration has responded to a provincial greenhouse site-selection request. The Town and M.D. have provided a joint response/expression of interest.
Explore Business Attraction Incentives				
		Adopt Progressive Incentives for Private Development and Re-Development of Commercial and Industrial property	Economic Development	Council approved the small business improvement loans program with Community Futures.
		Consider other Incentives (land, utilities and recreation benefits)	Economic Development	Ongoing conversations at the Community Development Committee. Nothing new to report, however.
		Provide Expertise and Resources to Investors	Economic Development	Working on enhancing the webpage and updating resources for investors and potential business owners.
Business Improvement Programs to Promote Downtown Business Retention, Expansion and Revitalization				
		Community Futures Small Business Loan Program	Economic Development	Adopted Community Futures Business Improvement Loans program in partnership with Chamber of Commerce.
		New Business Start-up Grants	Economic Development	This service is coordinated through Community Futures SW
		Façade Improvement Grants/Loans	Economic Development	This service is offered through Community Futures SW and the Town of Clarehsolm.
		Focus on annexed land and vacant properties in downtown core and highway corridor	Economic Development	Continue to assist development inquiries as they are received.
Sound, Responsible Governance				
		Ensure ongoing public participation	Karine/Abe	Council has approved Coffee with Council schedule. Council has also held one Open House, and will be scheudling another for ASPs.
		Develop Communications and Public Engagement Strategy	Karine/Abe	Adminsitration acitvely assessing current communication and engagement strategies, and recommendations for improvement.

MULTI-YEAR			Assigned to	Update on Progress
		Continue to review and update Administration and Council policies.	Blair/Abe	Administrative Services Committee bylaw updated to provide additional member and more oversight. The committee met in February and provided policy recommendations for approval. The committee also reviewed a Hybrid Workplace Policy and has recommended that Administration bring a copy to a future council meeting for Council review.
		Address legislative changes in a timely fashion	Abe	Any legislative changes to statutes, acts and regulations that affect the Town are updated as required.
PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS				
	Build Government Relations at All Levels			
		Look for opportunities to collaborate	All departments	
	Strengthen Stakeholder Relationships			Working with M.D. on joint economic development initiatives. Bulk water station project now complete. ICF committee met in February, this is the review year for the ICF agreement. Administration and Council will be reviewing the ICF agreement, ICF recreation Agreement and the Regional Emergency Services Agreement throughout the year as they all expire within a year.
		Encourage presentations to Council, visit organizations to build relationships and have a presence in the community	Council	Ongoing - delegation policy is working.
		Develop relationships with Land Developers in order to progress on residential development	Economic Development	Good work done here with the Sustainable Housing Initiative -- conversations are happening with developers and land owners that haven't previously happened. Staff will should continue to work with developers and landowners. Administration recently welcomed a local developer to town to discuss development. Discussions are ongoing.
	Relationships with AHS and Other Service Providers			

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

MULTI-YEAR			Assigned to	Update on Progress
		Planning for Town Event Sustainability	Abe	Town events planning is currently funded via grants, with funding to expire March 2025. Adminstration and Council have begun discussions on the desired level of Town events and how to fund them, as well as possible Town Structures to support the desired level of activity.



Town of Claresholm

Council Committee Report

Date: March 11, 2024

Mayor Schlossberger

Feb 27. Hall Board. New cooler/freezer unit installed. New chairs for meeting ordered. More new tables ordered. Fundraiser concert in June. Getting quotes on rebranding and painting exterior of building.

March 1. Meeting with CFI Flight Academy and MD. Bruno having trouble landing immigrant students because of this international student fight about these students using up housing. Cutting into his business. Then when he does get students there is no where for them to live in Claresholm. Broad policies have unintentional consequences. Not sure how we can help him. Trying to set up a meeting with John Barlow and MLA Petrovic to explain the problems CFI is having.

March 1. Mayors & Reeves. More talk about terms and references. Not much new. See MLA Hunter's report in information on agenda.

March 1. Ab Munis review of the budget webinar.

March 2. Coffee with council. 10 to 11 attendees on a stormy day. I enjoyed this informal conversation. Topics included parking in alleys, how great the dog park is, allowing golf cart travel in town, to a proposed bylaw governing Farmer Markets. If we adopted this bylaw it would make our markets more attractive to bigger market booths, question about Metro hockey league, request for walking path on 5th street, request for no trucks on 2nd st east. All in all a very good day. Enjoyed it. Very informal.

March 6. Attended at Lean Municipalities webinar. Good webinar. Not sure we are not doing all this already.

March 6. GOA Phone town hall on Drought Preparedness. Not much new on this subject. More promotional budget material. Very interesting.

March 6. Alberta SW. Pretty interesting meeting. REDA funding big topic. Nanton schools another big topic. Fort Macleod talking about their great collaboration with LRSD.



Town of Claresholm

Councillor Carlson	
Councillor Cutler	
Councillor Kettles	
Councillor Meister	<p>ABMunis budget webinar and synopsis</p> <p>I find nothing good to report about this. This budget does not meet the growth and inflation rates, therefore what is being looked at as an increase on paper is essentially a cut, with further downloading to municipal taxpayers. Due to increases in property values and growth, overall there will be a 9.2% increase to the education requisition. This amount is collected by municipalities and remitted to the province. Not having any control over the amount municipalities will face most of the blame for this added expenditure on their property tax bills. Without priority funding for municipalities, to increase and maintain infrastructure, we remain significantly underfunded and there may be a need for larger tax increases or to seriously look at the loss of services provided. FCSS funding has no increase even though the amount of people walking through their doors continues to rise. There is money allocated for affordable housing but will still leave 100,000 households with no support.</p>



Town of Claresholm

	<p>The Alberta advantage of world class services, attractions and low taxes cannot be maintained relying on non-renewable revenues! Without proper investments from the GoA municipalities are increasingly unable to meet the demands that growth is placing on our communities.</p> <p>Welcoming Claresholm With the grant running out next March we are looking ahead and wondering where this committee should go. Do we form into our own society and who will be responsible if this does happen? There will be activities at Winter festival; a tile mosaic project where individuals will paint smaller tiles to become part of a larger picture, hopefully displayed in a prominent public space. An 'I belong' collage of the residents of Claresholm to showcase the diversity that is abundant in our great town. There will be a meet and greet for newcomers to Claresholm held in council chambers on March 27th @6pm. It gives people a chance to meet others in the area and to ask questions about the community and the services within it.</p> <p>FCSS 281 people attended the family day skate, the highest number ever. Jr teen group had 14 attendees. With the help of Megan there were 60 boxes distributed for kindness week. 33 people attended the palliative care sessions and received their certificates. One attendee has expressed interest in organizing volunteers to help those who might need some care. 3% increase from the FRN for one year only to help address issues for families with children under 18. RDN would like to create a homelessness estimate in AB. Grant funding applications are complete for this year.</p> <p>Volunteer appreciation dinner will be held on April 16th.</p> <p>CFI flight academy Claresholm and MD of Willow Creek councils were thanked for their letters of support. Students must commit to 2 years in the</p>
--	---



Town of Claresholm

	<p>program. Housing concerns are an issue, as they are everywhere lately. There were some great suggestions that may help alleviate some of these concerns. In order to remain viable as an international fight academy students need to be in the classroom. With rejection rates as high as they are, with no comparison available, there was some frustration with the inconsistent immigration process expressed. It was recommended that there be a conversation with our MLA and MP to address and clarify some of the hurdles that need clearing.</p>
Councillor Ross	
Councillor Zimmer	

Regular Scheduled Meeting - February 26, 2024				
1	BYLAW #1779 - Moved by Councillor Ross to give Bylaw #1779, the Business License Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1779, the Business License Bylaw, 3rd & Final Reading. CARRIED	Tara	Bylaw printed & signed	complete
3	CORRES: Alberta Municipalities - Moved by Councillor Meister to send an advocacy letter to MLA Chelsae Petrovic to encourage the provincial government to keep party politics out of municipal government. CARRIED MOTION #24-024	Abe	Correspondence has been issued	Complete
4	RFD: Texas 4000 for Cancer - Moved by Councillor Carlson to allow the Texas 4000 for Cancer Rockies group to stay in Centennial Park Campground for one night on July 2, 2024 for free of charge to support their cause of raising funds and awareness for cancer research, for the Claresholm Public Library to be offered as a bad weather alternative, and for administration to facilitate their stay. CARRIED MOTION #24-025	Jace	Camp spots reserved and Library contacted.	complete
5	RFD: Letters of Support - Claresholm Lions Club - Moved by Councillor Meister to write a letter of support towards the Claresholm Lions' Club application to the Community Facility Enhancement Program for the purpose of constructing a new playground at Centennial Park and provide the matching funds of \$75,841 plus \$23,190 in-kind donation (total \$99,031). CARRIED MOTION #24-026	Tara	Letter signed and submitted.	complete
5	RFD: Letters of Support - Claresholm Lions Club - Moved by Councillor Cutler to write a letter of support towards the Claresholm Lions' Club application to the Co-op Community Spaces Grant for the purpose of constructing the new accessible playground at Centennial Park, and to receive the funds on their behalf. CARRIED MOTION #24-027	Tara	Letter signed and sent with grant application.	complete
5	RFD: Letter of Support - Claresholm Lions Club - Moved by Councillor Ross to write a letter of support towards the Claresholm Lions' Club application to the Community Foundation of Lethbridge and Southwestern Alberta for the Community Priorities Grant for the swing set at Centennial Park, and to receive the funds on their behalf. CARRIED MOTION #24-028	Tara	Letter prepared for May submission	complete
6	RFD: Municipal Library Bylaws - Moved by Councillor Ross to approve the Bylaws of the Town of Claresholm Municipal Library as presented. CARRIED MOTION #24-029	Karine	Email sent to Library	Complete
7	RFD: Broadband Policy - Moved by Councillor Kettles to approve the Broadband Policy for the Town of Claresholm as presented. CARRIED MOTION #24-030	Blair	Updated to Development Policies on website, and updated Policy Manual internally	Complete
8	RFD: Cell Phone Policies - Moved by Councillor Kettles to adopt version 2.0 of Policy #1.4.05 "Cell Phone Use" as presented to meet current needs and practices. CARRIED MOTION #24-031	Blair	Communicated to staff and updated Policy Manual	Complete
9	RFD: FCM Convention - Moved by Councillor Carlson to send Mayor Brad Schlossberger to the Federation of Canadian Municipalities Annual Conference and Trade Show in Calgary from June 6-9, 2024 up to a total cost of \$3,000 plus GST. CARRIED MOTION #24-032	Blair	Added to draft 2024 final budget	Complete
15a	IN CAMERA: Business Interests of a Third Party - Moved by Councillor Zimmer that administration proceed with business interests of a third-party as discussed in closed session. CARRIED MOTION #24-033	Abe	Correspondence has been issued	Complete
15b	IN CAMERA: Personnel - Moved by Councillor Meister to direct administration to proceed with personnel matter as discussed in closed session, and to report findings to Council by the March 25th, 2024 Regular Council Meeting. CARRIED MOTION #24-034	Abe	Administration is working on this item.	Ongoing

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, January 18, 2024
Community Room, Claresholm Town Office

ATTENDEES: Howard Paulson – Lay Representative
Brydon Saunders – Lay Representative
Earl Hemmaway – MD of Willow Creek
Cindee Schlossberger, Lay Representative
Laurie Lyckman, Vulcan County
Sally Morton – CEO
Shirley Isaacson - Secretary

Absent Brian Comstock, Lay Representative
Mike Cutler, Town of Claresholm –(Mike attended the meeting
for half an hour)

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

1.0 APPROVAL OF AGENDA:

Moved by Laurie Lyckman to accept the agenda as amended.
Motion Carried..

2/0 Special Guests:

Barbara Bell of Claresholm FCSS, Dawn Wiseman of Vulcan FCSS, and Ruth Mueller of AHS were present to talk about the Healthy Aging Grant. Discussion on whether we should apply for \$175,000 as a group. Laurie will write a letter of intent.
Cindee Schlossberger moved we apply for \$175,000. Motion carried.

3.0 APPROVAL OF MINUTES:

Moved by Earl Hemmaway that the minutes of the December 14, 2023 meeting be accepted as presented. Carried.

4.0 BUSINESS ARISING FROM MINUTES:

None

5.0 CORRESPONDENCE:

Quote for new bus – have had no reply.
Canadian Tire cards have arrived for the drivers.
Christmas bonus was appreciated by all.

6.0 REPORTS:

6.1 Financial –Sally reported that there is \$72,485.11 in chequing, \$40,052.28 in casino, \$10,371.49 in savings.

Moved by Earl Hemmaway that we transfer excess dollars into savings and leave \$50,000 in Current Account.

The big bus is in Lethbridge getting fixed.

We will apply for \$15,000 from the Lethbridge Community Foundation.

Sally will be out of the office for February 2 – 8th 2024.

Sally moved acceptance of her report.

6.2 Chairman's Report – Howard has been talking with the supplier of a side-opening van. Cost is \$110,000. Will fit 2 wheelchairs or another seat.

7.0 OLD BUSINESS:

Winner of the 50/50 draw was Kelly Nelson from Vulcan. She donated her winnings back to us - \$647.50. Total sales were \$1295.00.

8.0 NEW BUSINESS: None

9.0 IN CAMERA: No

NEXT MEETING DATE February 15, 2024.

The meeting was adjourned by Laurie Lyckman.

SIGNED:

SIGNED:

Preliminary Analysis of Alberta's 2024 Budget



 **Alberta
Municipalities**
Strength
In Members

March 1, 2024

Table of Contents

Introduction4

Priorities for Alberta’s Municipal Governments5

How Budget 2024-25 Supports Municipalities.....9

 Core Capital Funding for Municipal Governments9

 Local Government Fiscal Framework Capital..... 11

 Core Operating Funding for Municipal Governments 13

 Notable Funding to Community Entities 13

Provincial Education Property Tax..... 14

An Overview of the 2024 Fiscal Plan 16

 Statement of Operations 17

 Revenues..... 17

 Expenditures..... 18

 Taxpayer Supported Debt and Debt Servicing Costs 18

 Contingency for Disasters..... 19

 Key Energy and Economic Assumptions..... 19

Ministry Highlights..... 19

Introduction

Alberta Municipalities is pleased to provide our members with this preliminary analysis of the 2024-25 Alberta Budget. The budget is focused on the impacts that a growing population will have on Alberta. As the order of government closest to the people, municipalities must be prepared to offer adequate services for their new residents, while also addressing significant infrastructure deficits. Our analysis examines how the provincial government is meeting the needs of communities, and areas that could be improved. It is our hope that this will lead to ongoing conversations between municipal councils and the Alberta Government on the various challenges facing communities.

What you will find in this document

This document includes ABmunis' preliminary analysis of Alberta's 2024-25 budget as it relates to:

- municipal priorities,
- details of provincial funding for municipal governments,
- potential impacts on provincial education property taxes and municipal property taxes,
- decisions that may impact the financial future of Alberta's municipal governments,
- a summary of the province's fiscal outlook, and
- highlights of individual ministry business plans that most impact Albertans at the local level.

Priorities for Alberta's Municipal Governments

Infrastructure Funding

The 2024 fiscal year marks the launch of the new Local Government Fiscal Framework (LGFF) Capital funding program, which replaces the long-standing Municipal Sustainability Initiative (MSI) as the primary funding program for municipal infrastructure. While the starting funding amount of LGFF Capital is higher than last year's MSI Capital funding, the Government of Alberta has ignored [ABmunis call for LGFF Capital to start at \\$1.75 billion](#). Instead, it will start at \$722 million, which continues the trend where provincial investments in community infrastructure is well below historical levels.

Provincial funding for community infrastructure has not kept pace with Alberta's population growth, nor changes in inflation. In 2011, the Government of Alberta was investing \$420 per Albertan into municipal infrastructure programs but that has trended downwards over the years and will only be \$186 per capita in 2024.¹

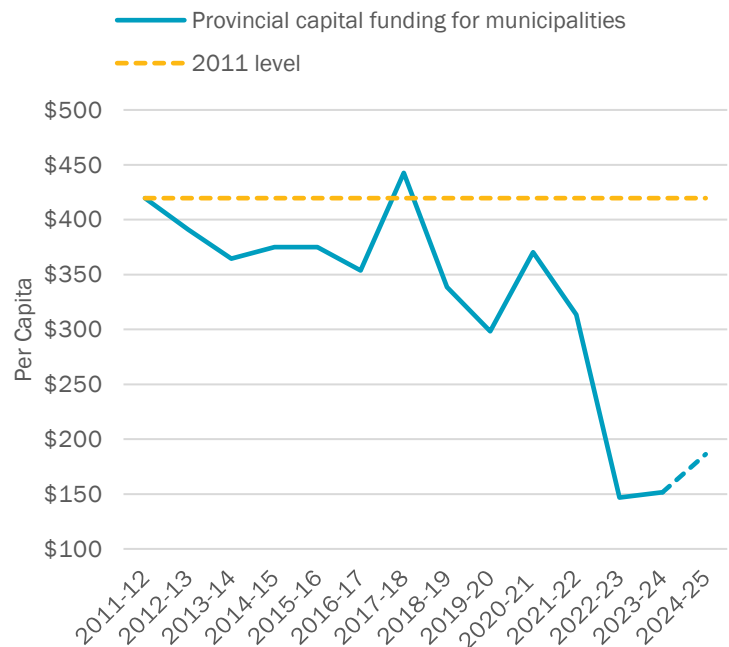
The Government of Alberta consistently promotes how MSI Capital averaged \$722 million per year over the last three years and that LGFF Capital continues at the same amount this year. The problem is inflation cuts into every municipal government's purchasing power for construction costs. If LGFF Capital had been adjusted to account for Alberta's inflation over the last three years, then the starting amount of LGFF Capital should have been almost \$100 million more at \$819 million.²

The reality is that Alberta's community infrastructure will continue to deteriorate, and new infrastructure will be needed. With the province's choice to underfund LGFF Capital, the province is passing the tax burden onto property owners through significant property tax increases. The other option is that Albertans will be forced to accept a lower standard for their community roads, sidewalks, pathways, parks, recreation facilities, water systems, fire equipment, and other local services.

New Local Growth and Sustainability Grant

Alberta Municipal Affairs is launching a new Local Growth and Sustainability Grant intended to support local infrastructure in high growth communities. According to Budget 2024-25, \$20 million per year will be provided over the next three years. Municipal Affairs indicates it worked hard to make the case for this additional grant to be included in the budget and will be releasing further details later this fall on how the funding will be allocated. It appears the grant may partially align with the intent of ABmunis' [2023 resolution that calls for a dedicated funding program to support the capital investment pressures of growth](#), though the amount is dwarfed by the need.

Total Provincial Per Capita Funding for Municipal Infrastructure
(excluding federal funding)



¹ Figures are based on ABmunis' calculations using the total of capital funding programs delivered by the Government of Alberta that are available to most municipalities, excluding funding from the Government of Canada that flows through the Government of Alberta. Figures are sourced from the Government of Alberta's annual fiscal plans and consist of the Municipal Sustainability Initiative Capital, Basic Municipal Transportation Grant, Water for Life, Municipal Water and Wastewater Partnership, Strategic Transportation Infrastructure Program, Local Growth and Sustainability Grant, First Nations Water Tie-In Program, GreenTRIP, Alberta Community Resiliency Program, and the Municipal Stimulus Program. Population is based on Statistics Canada Table 17-10-0005-01 and 2024-25 population is estimated at 4.3% growth over 2023 based on Statistic Canada's quarterly estimated changes from Q4 2022 to Q4 2023.

² ABmunis calculations based on changes in Alberta's consumer price index from 2021 to 2023. Statistics Canada Table 18-10-0005-01.

Provincial Property Taxes Increase

The Government of Alberta has opted to maintain the same education property tax rates as in 2023-24. Due to strong growth in property values and increased development over the past year, the result is the Government of Alberta will collect an additional \$229 million, a 9.2 per cent increase, in provincial education property taxes in 2024-25. The province indicates that this revenue will help mitigate the cost pressures of rising enrolment in schools, but the tax increase will far surpass the 4.7 per cent year-over-year change in Alberta Education's budgeted expenditures.

The substantial increase in provincial education property taxes will place political pressure on municipal councils to lower any planned increases in municipal property taxes. ABmunis awaits the outcome of Alberta Municipal Affairs' work to determine the feasibility of amendments to the education property tax system to allow municipalities to retain more funding for local priorities.

Grants in Place of Taxes

Budget 2024-25 includes an increase of \$2.1 million to the Grants in Place of Property Taxes (GIPOT) funding to reflect rising assessment values and construction of new government infrastructure. Despite increases in Budget 2023 and Budget 2024, GIPOT's 2024 budget of \$38.1 million is still well below past funding levels of \$60 million before the province cut the program budget in 2019-20. The gap in GIPOT funding points to the need for the province to recognize the essential role that day-to-day municipal services play in supporting provincial buildings.

Community Recreation Centre Infrastructure Program

A new \$10 million per year program will fund small and mid-size recreation infrastructure projects. When more details are known about the program and whether municipalities are eligible, we will share that information with members.

Natural Disaster Preparation

ABmunis appreciates that Budget 2024-25 provides municipalities with additional support to prepare for natural disasters. The measures include investment in wildfire preparedness, water management, and water infrastructure. The province has increased their contingency fund from \$1.5 billion to \$2 billion to address unanticipated costs related to disasters and emergencies.

2024 Drought Preparations

The Government of Alberta began engaging with major water users, including municipalities, in the fall of 2023 to communicate the possibility of a severe drought in 2024. Minister of Environment and Protected Areas Rebecca Schulz has requested that Alberta Municipalities and our members proactively prepare for water shortages.

The Renewed Flood and Drought Mitigation Grant Program has \$125 million over five years to support municipalities prepare for extreme weather. The Strategy to Increase Water Availability is funded by \$19 million over three years. This strategy aims to improve water storage infrastructure, the water license application process, data collection and support water conservation, efficiency and productivity initiatives. These align with ABmunis' goals.

The province's Water Advisory Committee is a new independent committee providing high level feedback to the government. One of the six members is Tanya Thorn, Mayor of Okotoks and ABmunis Board member.

Wildfires

\$151 million over three years has been allocated to improve our wildfire readiness and \$55 million in capital investment for new firefighting equipment and facilities.

Affordable Housing

ABmunis appreciates that the province is investing nearly \$1 billion in seniors' facilities and housing, as there is an urgent need to develop and upgrade all housing stock, particularly if Alberta continues to welcome high numbers of migrants. While the capital plan includes \$254 million in new funding to build approximately 3,300 new affordable housing units and complete 1,800 units already under development, it is important to note that according to Statistics Canada, nearly 162,000 households in Alberta were in core housing need in 2021. The province currently assists 58,600 households with their housing costs, but this represents only 36 per cent of households in core housing need. While Budget 2024 proposes expanding assistance to an additional 5,650 households over the next three years, this would still leave over 60 per cent of households in core housing need without any support.

Mental Health and Addiction

Budget 2024-25 includes welcome increases for mental health and addiction facilities and programs, with details to come as to exactly how the funding will be rolled out. The budget does reinforce the focus on recovery.

The Ministry's business plan identifies harm reduction services as an area of focus under *Outcome 3: Albertans have access to high-quality, person-centred mental health and addiction programs and services*. However, the budget documents do not specify how much will be spent on harm reduction initiatives this year or in future years. With a record number of opioid poisoning occurring in Alberta in 2023, ABmunis is concerned that a focus on only recovery will result to an even higher number of overdose deaths in 2024.

Emergency Medical Services

As emergency medical services (EMS) remain a key priority for municipalities, ABmunis was pleased to see that Budget 2024-25 will allocate a total of \$730 million to increase EMS system capacity and implement recommendations from the Alberta EMS Provincial Advisory Committee and Alberta EMS Dispatch Review. We also note \$35 million in capital funding over the next three years to purchase new emergency medical services vehicles and ambulances, upgrade the existing fleet, and acquire additional equipment. Last year, the Minister of Health established a new Alberta EMS standing committee that will provide feedback directly to the Minister on EMS performance, opportunities, and challenges. ABmunis is pleased to have representation on this Board and will continue to monitor provincial investments and initiatives to improve response times.

Libraries

The 2024 budget for public library operating funding has increased by 0.5 per cent to \$39.9 million.

Family and Community Support Services

Budget 2024-25 allocates \$105 million through Family and Community Support Services (FCSS) to communities and Metis Settlements to develop and deliver preventative social services programming. The funding is unchanged from last year.

Electric Vehicle (EV) Tax

The Alberta Government announced it will be adding an annual \$200 tax for all EVs registered in Alberta. The intent of this tax is to offset wear and tear to roads caused by electric vehicles as EV drivers are not paying into the taxes collected from fuel sales. As significant owners and operators of roads throughout the province, this revenue should be shared with municipalities to offset their road maintenance costs.

PLANNING FOR YOUR COMMUNITY'S FINANCIAL FUTURE

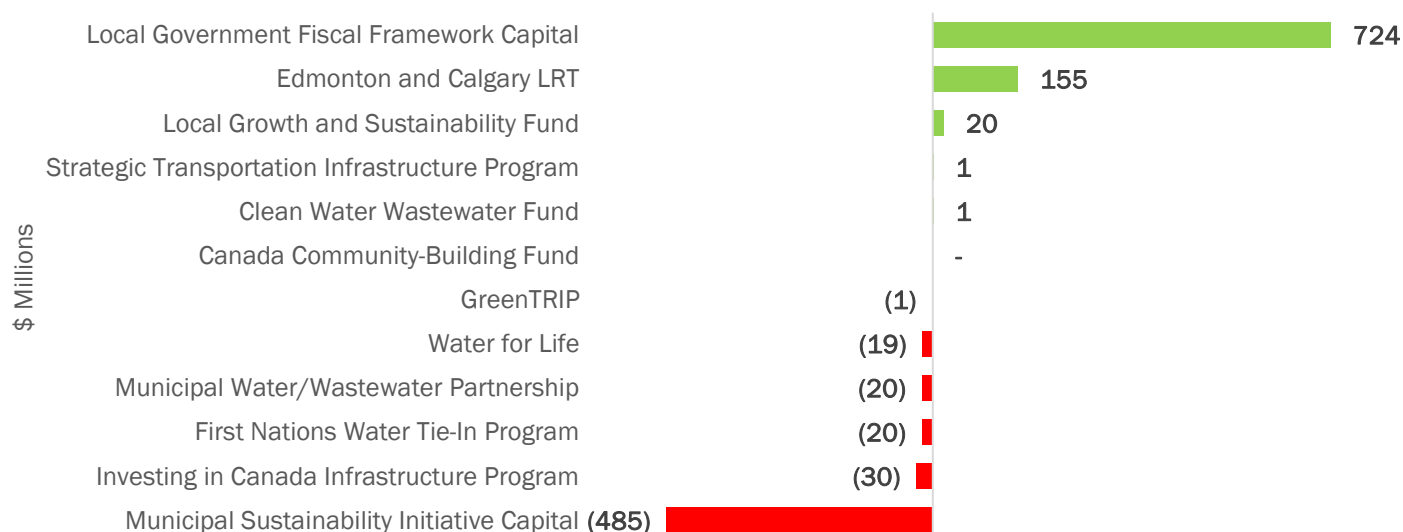
**HOW BUDGET 2024
SUPPORTS
MUNICIPAL
GOVERNMENTS**

How Budget 2024-25 Supports Municipalities

Core Capital Funding for Municipal Governments

\$ millions	2023-24 Budget	2024-25 Budget	2025-26 Forecast	2026-27 Forecast	2024 vs. 2023
Provincial Capital Funding					
Municipal Sustainability Initiative – Capital	485	-	-	-	(485)
Local Government Fiscal Framework - Capital	-	724	820	808	724
Alberta Municipal Water/Wastewater Partnership	86	66	85	56	(20)
Water for Life	69	50	81	106	(19)
Strategic Transportation Infrastructure Program	43	44	33	35	1
Local Growth and Sustainability Grant	-	20	20	20	20
Green Transit Incentives Program (GreenTRIP)	1	-	-	-	(1)
First Nations Water Tie-In Program	28	8	15	14	(20)
	712	912	1,054	1,039	200
Year-over-year change (%)		28.1%	15.6%	-1.4%	
Federal Capital Funding Delivered by the Government of Alberta					
Canada Community-Building Fund	266	266	266	266	-
Investing in Canada Infrastructure Program	103	73	25	8	(30)
Clean Water Wastewater Fund	-	1	-	-	1
Edmonton and Calgary LRT (incl. provincial funds)	694	849	878	1,221	155
	1,064	1,189	1,169	1,495	125
Year-over-year change (%)		11.7%	9.9%	2.0%	
Total Provincial & Federal Capital Funding	1,776	2,101	2,223	2,534	325
		18.3%	5.8%	14.0%	

Year-over-year change in municipal capital funding: Budget 2024 vs. Budget 2023³



³ The Local Government Fiscal Framework Capital program replaces the Municipal Sustainability Initiative Capital program.

Preliminary Analysis on Alberta's 2024 Budget

While it appears that provincial capital funding has significantly increased in 2024-25, the funding level has been relatively flat as part of a four-year plan leading into the implementation of LGFF Capital. In 2021-22, the Government of Alberta opted to front-load a large proportion of the remaining three years of MSI Capital at an average of \$722 million per year. This resulted in abnormally low funding in 2022-23 and 2023-24 leading into this year where the province has maintained that level of funding with LGFF Capital set at the same annual average of \$722 million. The total of \$912 million includes the \$722 million in LGFF Capital plus funding from five other programs.

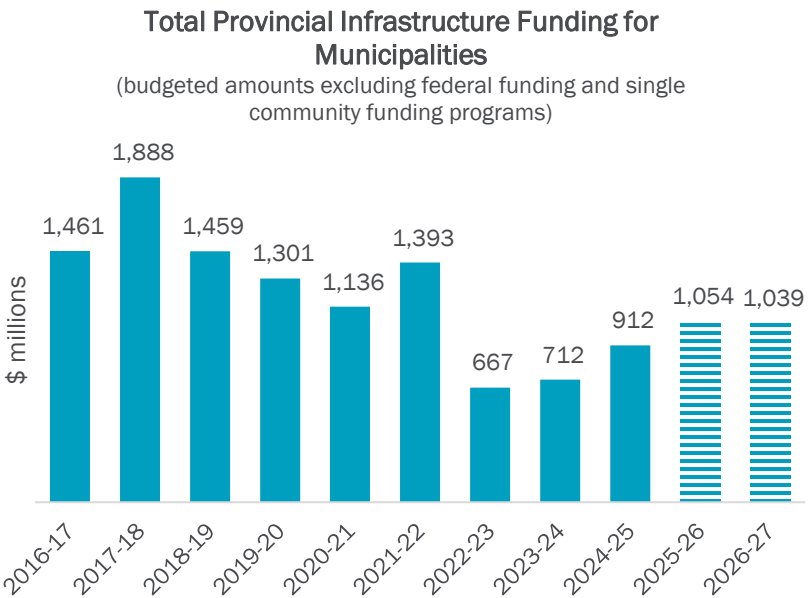
The provincial portion of capital funding (excluding federal funding) for municipalities is \$52 million higher than was forecasted in Budget 2023. This is primarily due to the introduction of a new \$20 million Local Growth and Sustainability Grant and the Strategic Transportation Infrastructure Program will be \$19 million higher than the Budget 2023 forecast for 2024-25.

Despite this increase, the province's level of investment is still well below the expectations of Alberta's municipal governments and well below historical funding levels as highlighted in this graph⁴. The lower level of funding is shifting the tax burden for community infrastructure onto property owners through their property taxes. The following provides details about budget changes in each provincial funding program.

Provincial Capital Funding

- Alberta Municipal Water/Wastewater Partnership (AMWWP)
- Water for Life
- Strategic Transportation Infrastructure Program (STIP)
- Local Growth and Sustainability Grant

- AMWWP was forecasted to be \$63 million this year but the 2024 budget came in at \$66 million. A portion of the 2024 budget may be a rollover of unspent funding from 2023 as the province planned to spend \$86 million in 2023 but only \$42 million is estimated to be spent in the year.
- Water for Life was forecasted to be \$50 million this year and that promise was met. A portion of the 2024 budget may be a rollover of unspent funding from 2023 as the province planned to spend \$50 million in 2023 but only \$14 million is estimated to be used.
- STIP funding was forecasted to be \$25 million but the 2024 budget is increased to \$44 million. A portion of the 2024 budget may be a rollover of unspent funding from 2023 as the province planned to spend \$43 million in 2023 but only \$32 million is estimated to be spent in the year.
- A new and unexpected program that will fund infrastructure projects that support economic development and unique and emergent needs. Funding will be granted based on a competitive application process. Eligibility and project types will be announced later this year.



⁴ Figures are based on the Government of Alberta's annual fiscal plan budget amounts for provincial capital funding programs for municipalities excluding programs delivered by the Government of Canada that flow through the Government of Alberta and excluding programs that are specific to only one or two municipalities. The graphed figures represent the budgeted figures for the Municipal Sustainability Initiative, Local Government Fiscal Framework Capital, Local Growth and Sustainability Grant, Water for Life, Municipal Water and Wastewater Partnership, Strategic Transportation Infrastructure Program, Alberta Community Resilience Program, GreenTRIP, and the First Nations Water Tie-In Program.

Preliminary Analysis on Alberta’s 2024 Budget

GreenTRIP	<ul style="list-style-type: none">The GreenTRIP program closed to applications in 2016. The last remaining funding of that program was expended in 2023-24.
First Nations Water Tie-In Program	<ul style="list-style-type: none">In 2023, the province budgeted to spend \$28 million with no further spending in 2024 or 2025. After only \$1 million was spent in 2023-24, the province has changed its plan with \$8 million budgeted in 2024-25, \$15 million in 2025-26 and \$14 million in 2026-27.

Federal Capital Funding Delivered by the Government of Alberta

Canada Community-Building Fund (CCBF)	<ul style="list-style-type: none">CCBF only increases when the Government of Canada’s two per cent indexation increases the funding pot by at least a \$100 million increment. The funding increased in 2023, so the funding remains at \$266 million this year.The Alberta Government is currently negotiating a new CCBF agreement with the federal government. ABmunis recently sent a letter to the federal government in conjunction with RMA and the municipal associations from Saskatchewan and Manitoba calling on the federal government to double the fund and increase the indexation from 2% to 3.5%.
Clean Water Wastewater Fund (CWWF)	<ul style="list-style-type: none">ABmunis assumes that the budget of \$1 million represents the remaining project dollars to be spent to close out the program.
Investing in Canada Infrastructure Fund (ICIP)	<ul style="list-style-type: none">Alberta’s ICIP funding is fully allocated so the change in budget is driven by the timing of expenditures for the approved projects.
Edmonton and Calgary Light Rail Transit (LRT)	<ul style="list-style-type: none">The Edmonton and Calgary LRT was forecasted to be \$1.176 billion this year but the 2024 budget came in at \$849 million.ABmunis assumes the change is due to the project status and timing of expenditures related to this multi-year funding agreement between Canada and Alberta.

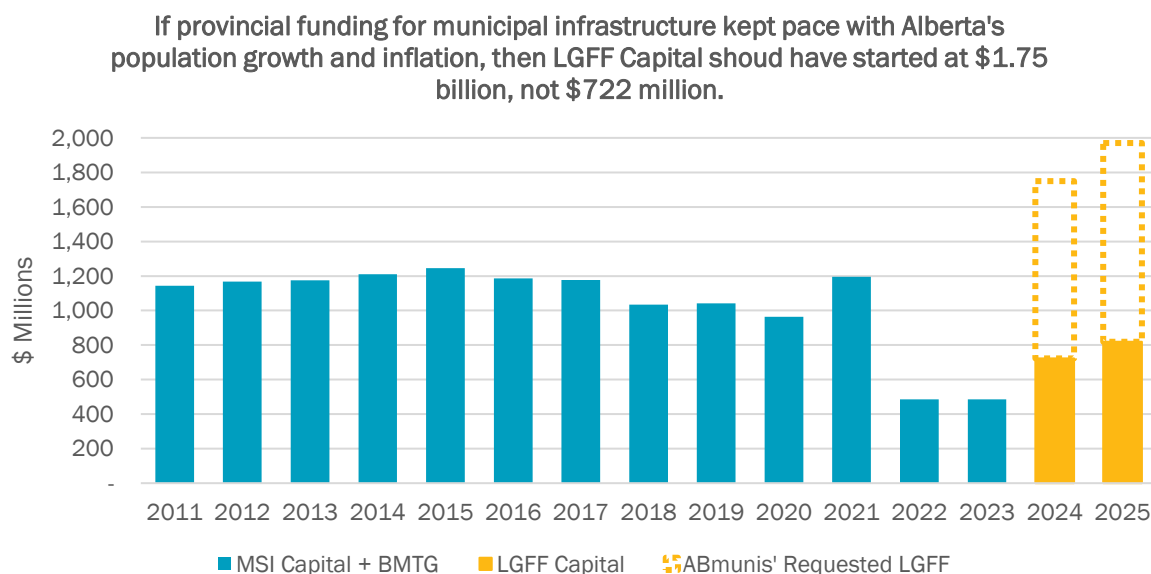
Local Government Fiscal Framework Capital

Since the Local Government Fiscal Framework Capital program was announced in 2019, ABmunis’ goal was to seek two changes to the program before it was launched this year. ABmunis was successful in getting the Government of Alberta to remove the 50 per cent cap on the revenue index factor calculation so that the funding pot will grow at the same rate as provincial revenues. This change was announced in 2023 and will help ensure that the funding pot keeps pace with inflation and community needs over the long term.

Our second priority was for the starting amount of LGFF Capital to be increased from the planned \$722 million to \$1.75 billion. The justification for that request was presented in a [2023 resolution](#) that was overwhelmingly approved by our members. Unfortunately, the Government of Alberta has ignored this need in favour of other priorities and has proceeded with its plan to start LGFF Capital at only \$722 million, which is well below the historical average of its predecessor program, the Municipal Sustainability Initiative.

Municipalities have called for...		Delivered by the Government of Alberta
1	The starting amount of LGFF Capital in 2024 to be set at \$1.75 billion.	✗
2	The removal of the 50 per cent cap on the growth of the LGFF funding pot.	✓

Preliminary Analysis on Alberta's 2024 Budget



To be clear, ABmunis is supportive of the new LGFF Capital program as we played a key role in the design of the program. However, the starting amount of the funding pot has been a major concern for municipalities since the *Local Government Fiscal Framework Act* was first introduced in 2019.

Despite ABmunis' significant disappointment that LGFF Capital was not increased, ABmunis plans to conduct additional research and engage provincial leaders to explore the projected long-term outcomes to Alberta's communities if provincial support for community infrastructure is not increased.

Annual Changes in the Funding Pot

The forecasted increase in 2025-26 is based on LGFF's design where the funding pot will increase or decrease annually based on changes in the Government of Alberta's actual revenues from three years prior. Therefore, the increase in the 2025 LGFF Capital will be calculated based on the change in the Government of Alberta's revenue from 2021-22 to the 2022-23 fiscal year. The 2026 amount for LGFF Capital will be confirmed by this fall once the province closes its books for the 2023-24 fiscal year.

Transition Funding

Budget 2024 includes a one-time allocation of \$2.2 million under LGFF Capital that will be split among nine municipalities. This meets a promise made in Budget 2023 where municipalities will receive a one-time top-up if their 2024 LGFF Capital allocation is less than their 2023 MSI Capital allocation due to the change in the allocation formula.

\$ millions	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Budget	2025-26 Forecast	2026-27 Forecast
Capital Component							
MSI Capital (incl. BMTG)	963	1,196	485	485	-	-	-
LGFF Capital	-	-	-	-	722	820	808
LGFF Capital transition funding ⁵	-	-	-	-	2	-	-
Total	963	1,196	485	485	724	820	808
Year-over-year change		233	(711)	-	239	96	(12)

⁵ In Budget 2023, the Government of Alberta committed to provide one-time transition funding to municipalities that would receive less funding under their 2024 LGFF Capital allocation compared to their 2023 MSI Capital allocation. The result is nine municipalities will receive a portion of a one-time allocation \$2.2 million in transition funding.

Core Operating Funding for Municipal Governments

\$ millions	2022-23 Budget	2023-24 Budget	2024-25 Budget	% Change	Note
Alberta Community Partnership	15.4	15.4	15.4	-	
Emergency Management Preparedness Program	0.2	0.2	0.2	-	
Family and Community Support Services	100.0	105.0	105.0	-	1
Fire Services Training Program	-	0.5	0.5	-	
Grants in Place of Taxes	30.0	36.0	38.1	5.8%	2
Local Government Fiscal Framework Operating	-	-	60.0	New	3
Municipal Sustainability Initiative – Operating	30.0	60.0	-	-100.0%	3
Policing Support Grant (formerly MPAG and POG)	89.2	98.8	98.8	-	4
	264.8	300.3	302.4		

Notes on Core Operating Funding for Municipalities

1. In 2023, the province reported Family and Community Support Services (FCSS) funding at \$115 million, but that included a new \$10 million allocation for Food Banks. The actual amount municipalities received for FCSS programs in 2023 was \$105 million and that amount is unchanged for 2024.
2. The Grants in Place of Taxes (GIPOT) funding increased from \$36 million to \$38.1 million in 2024-25, which is due to rising property values plus new provincial properties. Despite the increase, GIPOT is still well below past funding levels of \$60 million before the budget was cut in 2019-20. ABmunis continues to advocate that the province should cover the full cost of municipal services to provincial properties just like any other property owner.
3. In 2023, the budget for MSI Operating was doubled from \$30 million to \$60 million. In 2024, MSI Operating is replaced by the new Local Government Fiscal Framework (LGFF) Operating program at the same \$60 million budget. Each municipality's 2024 LGFF Operating allocation will match their 2023 MSI Operating allocation and Alberta Municipal Affairs plans to develop a new allocation formula for LGFF Operating for implementation in 2025.
4. This funding is for any municipality with a population over 5,000 that provides their own police service and were eligible for the former Municipal Policing Assistance Grant and Police Officer Grant.

Notable Funding to Community Entities

\$ millions	2022-23 Budget	2023-24 Budget	2024-25 Budget	% Change
Agricultural Service Boards	8.9	11.9	11.9	-
Agricultural Societies and Exhibition Grants	11.5	11.5	11.5	-
Agricultural Societies Infrastructure Revitalization	-	2.5	2.5	-
Community Facility Enhancement Program	38.5	50.0	50.0	-
Community Recreation Centre Infrastructure Program ⁶	-	-	10.0	New
Library Services – Operating	37.0	39.7	39.9	0.5%
Legal Aid	94.3	134.6	110.0	-18.3%
Regional Economic Development Alliances	0.5	1.1	1.1	-
	190.7	251.3	226.9	

⁶ ABmunis will seek to find out if this new program will be eligible for municipal governments to apply.

Provincial Education Property Tax

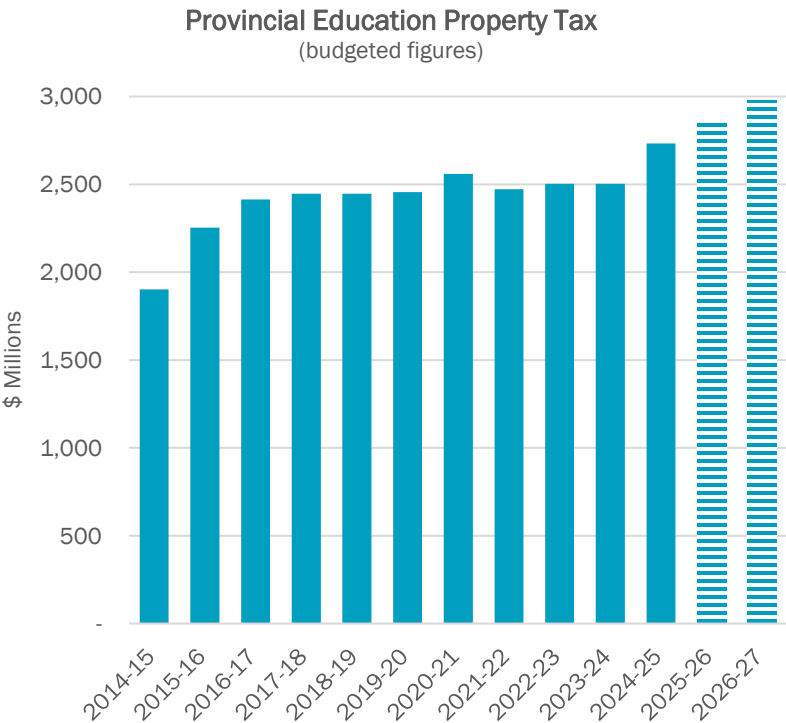
Over the last decade, the Government of Alberta has frequently changed its approach to how it determines the amount of provincial education property taxes to be collected from Alberta's property owners.

- **2015-16** – Set at 32 per cent of Alberta Education's budgeted operating expense.
- **2016-17** – Set at 32 per cent of Alberta Education's budgeted operating expense.
- **2017-18** – Maintained the 2016-17 mill rates resulting in a 1.3 per cent increase in the tax revenue amount.
- **2018-19** – Frozen at the 2016-17 tax revenue amount.
- **2019-20** – Maintained the 2018-19 mill rates resulting in a 0.5 per cent increase in the tax revenue amount.
- **2020-21** – Planned to link to changes in population plus inflation but abandoned due to the pandemic.
- **2021-22** – Frozen at the 2020-21 tax revenue amount.
- **2022-23** – Linked to percentage change in Alberta Education's budgeted operating expense.
- **2023-24** – Frozen at the 2022-23 tax revenue amount.
- **2024-25** – Maintained the 2023-24 mill rates resulting in a 9.2 per cent increase in the tax revenue amount.

In Budget 2023, the Government of Alberta communicated its plan to link provincial education property taxes to changes in Alberta's population plus inflation beginning in 2024. Recognizing the public's limited understanding of the difference between provincial education property taxes and municipal property taxes and affordability challenges, ABmunis once again suggested to provincial ministers that the provincial education property tax amount should be maintained at \$2.5 billion.

Instead, the province has opted to maintain the provincial education property tax rates from the 2023-24 year and because of the growth in property assessment in Alberta's communities over the last year, the province will collect an additional \$229 million from Albertans through property tax bills. The total amount will increase from \$2.5 billion in 2023-24 to \$2.73 billion in 2024-25, representing a significant 9.2% increase in provincial education property taxes.

Once again, municipal governments will be responsible to collect this tax on behalf of the Government of Alberta and as a result, will wear much of the political blame for this tax increase despite municipal councils having no control over the decision.



\$ millions	2022-23 Budget	2023-24 Budget	2024-25 Budget	2025-26 Forecast	2026-27 Forecast
Provincial education property tax	2,504	2,504	2,733	2,856	2,979
Year-over-year change (%)	1.0%	0.0%	9.2%	4.5%	4.3%

ABmunis is disappointed that the Government of Alberta will collect an additional \$229 million in provincial property taxes from municipalities while delivering no increase in LGFF Capital funding in return.

GOOD TO KNOW

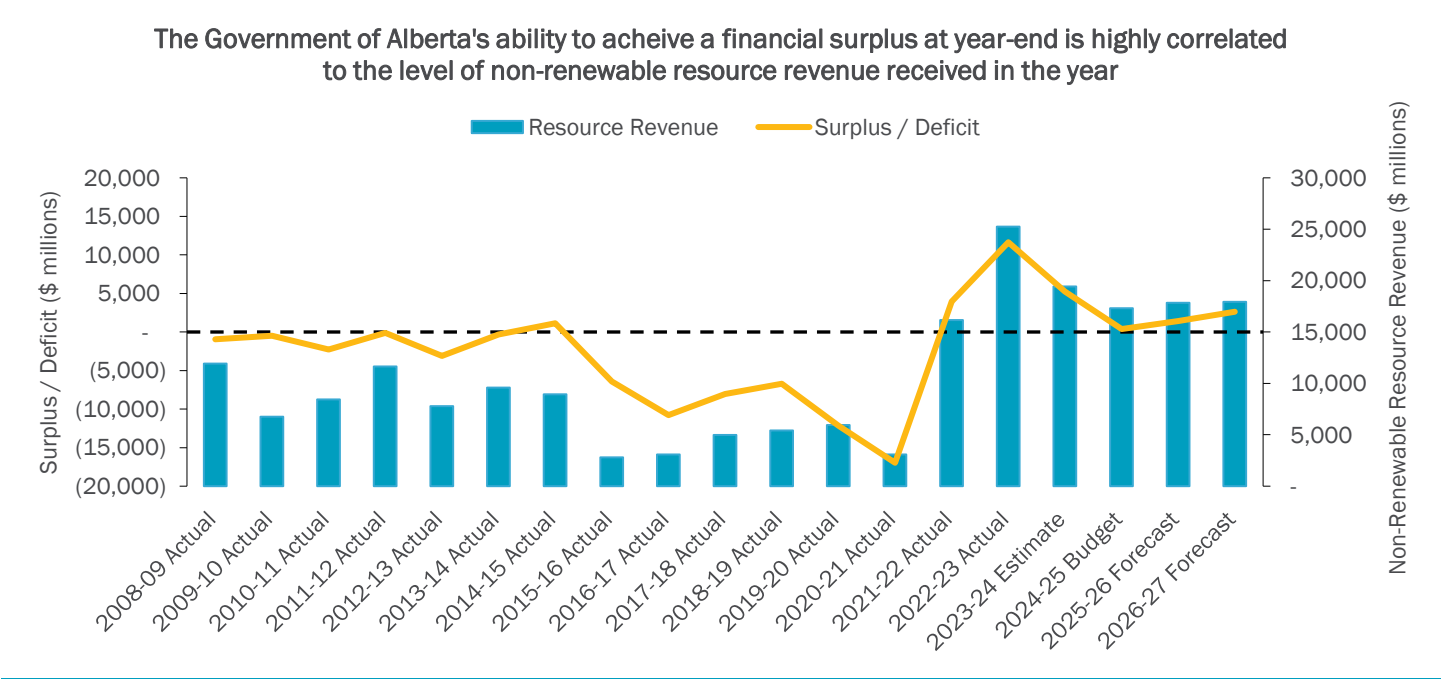
AN OVERVIEW OF ALBERTA'S 2024 FISCAL PLAN

An Overview of the 2024 Fiscal Plan

The Government of Alberta is projecting a \$367 million surplus in 2024-25. This follows three years of multi-billion surpluses including \$11.6 billion in 2022-23 and a forecasted \$5.2 billion surplus in 2023-24. The sizeable surpluses can be attributed to substantial non-renewable resource revenues, driven by geopolitical tensions and unexpectedly high oil and gas commodity prices.

Unlike many Canadian provinces, Alberta earns substantial revenues from its natural resources. While there are diverse revenue streams that typically provide consistent volumes of income, non-renewable resource revenue can contribute anywhere from 10 per cent to upwards of 30 per cent of the Government of Alberta's annual revenues. As Alberta's population continues to grow, so will the demand for infrastructure and government services (both municipal and provincial). Alberta's dependence on resource revenue raises questions regarding Alberta's long-term financial sustainability. Moreover, Albertans will likely face questions in the future regarding the levels of service they expect versus the amount of provincial and property taxes required to sustain them.

The graph below shows the trend of non-renewable resource revenues in comparison to the Government of Alberta's year-end operational surplus or deficit. The trend indicates a direct correlation between the provincial government's financial position and the volume of non-renewable resource revenue earned year-to-year.



Source: Government of Alberta's 2024-27 Fiscal Plan, Schedule 26: Historical Fiscal Summary, page 165.

The Plan for Alberta Revenues Needs to Include Municipal Governments

ABmunis provides this context as the Government of Alberta has announced a plan to make significant investments in the Heritage Fund to achieve a vision of building intergenerational wealth. Based on the Government of Alberta's plans to maintain its offer as a low tax province, the success of its plan will depend on the rate of non-renewable resource revenues and cautious choices in public spending.

Municipal councils are highly aware of how provincial choices in spending can impact municipal government budgets based on the hundreds of millions of dollars of costs that the provincial government downloaded onto municipal governments between 2017 and 2022. For this reason, ABmunis will be advocating for the Government of Alberta to engage municipalities in frank discussions about the plan for future revenue generation in Alberta and how that will impact municipal budgets and property taxes.

Statement of Operations

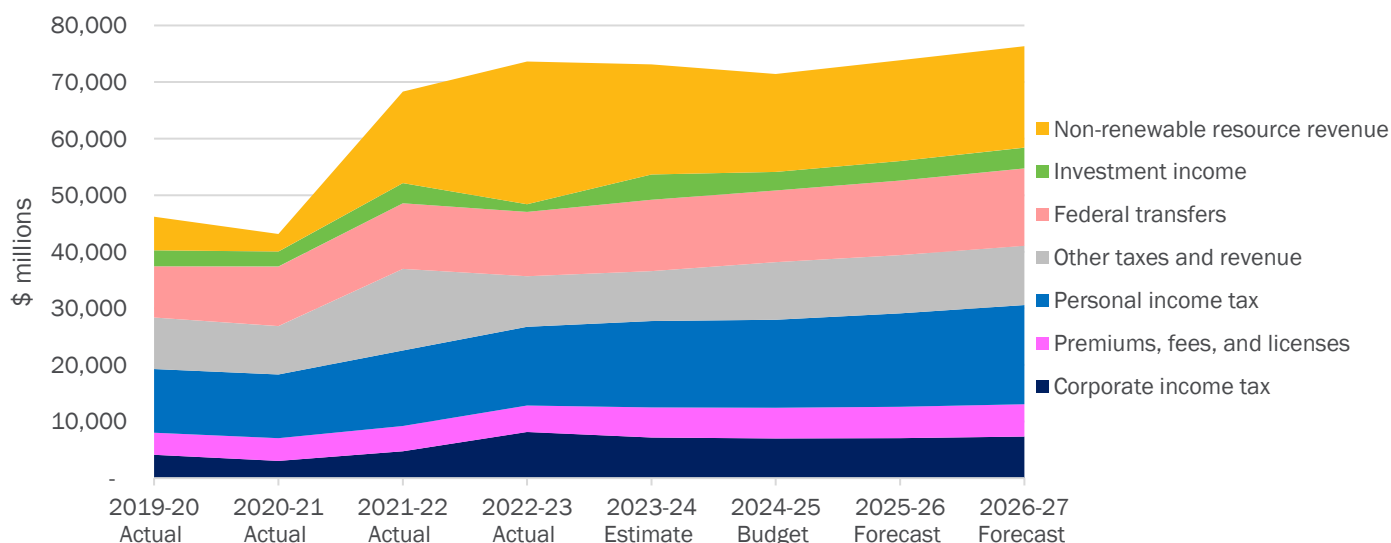
\$ millions	2022-23 Actual	2023-24 Estimate	2024-25 Budget	2025-26 Forecast	2026-27 Forecast
Revenue					
Personal income tax	13,925	15,239	15,604	16,514	17,512
Corporate income tax	8,167	7,204	7,028	7,052	7,320
Other tax revenue	4,432	4,470	6,013	6,329	6,535
Resource revenue	25,242	19,416	17,315	17,839	17,939
Investment income	1,326	4,467	3,267	3,433	3,672
Premiums, fees, and licenses	4,657	5,300	5,384	5,551	5,752
Other own-source revenues	7,008	6,876	6,287	6,172	6,441
Federal transfers	11,363	12,656	12,640	13,161	13,644
Total revenue	76,120	75,628	73,537	76,051	78,816
Expenditures					
Health	25,486	26,676	28,732	29,363	30,250
Basic/Advanced education	15,220	16,005	16,957	17,338	17,538
Social services	7,222	8,236	8,121	8,424	8,591
Other program expenses	13,743	16,699	16,359	16,741	17,001
Total program expense	61,671	67,616	70,169	71,866	73,380
Debt servicing costs	2,829	3,136	3,365	3,121	3,174
Pension provisions	(21)	(358)	(364)	(373)	(378)
Total expense	64,479	70,394	73,170	74,614	76,176
Surplus / (Deficit)	11,641	5,234	367	1,437	2,640

Source: Alberta's 2024-27 Fiscal Plan, Schedule 26: Historical Fiscal Summary, page 165.

Revenues

Total revenues are estimated to be \$73.5 billion in 2024-25, a 4.1 per cent increase over the 2023 budget. In 2024-25, 24 per cent of total government revenue is forecast to come from non-renewable resource revenues. After 2024-25, revenue sources will remain either stable or increase nominally, apart from personal income tax revenue, which will increase 6 per cent year-over-year.

Government of Alberta revenues by source



Preliminary Analysis on Alberta's 2024 Budget

The Government of Alberta is projecting a reduction in nearly all its taxable revenue sources in 2024-25, with the exception of personal income tax, which will increase by 2 per cent. Other tax revenue will increase by 20 per cent, and premiums, fees and licenses by 2 per cent. The increase for other tax revenue is primarily driven by the fuel tax, which was paused for the first three quarters of 2023-24 but is budgeted to be in full effect throughout 2024-25 and onward. The Government of Alberta looks to be progressively shifting its revenue generation focus away from non-renewable resource revenue and towards personal income tax to take advantage of continued population growth while limiting volatility in government revenues. In 2024-25, an estimated 54.5 per cent of all tax revenue is from personal income taxes. Alberta is projected to reach a population of 5 million by 2026, an increase of more than half a million Albertans from 2022.

Expenditures

Total expenditures are estimated to increase by \$4.9 billion, a 7 per cent increase over the 2023-24 budget. The Government of Alberta is projecting to spend more on:

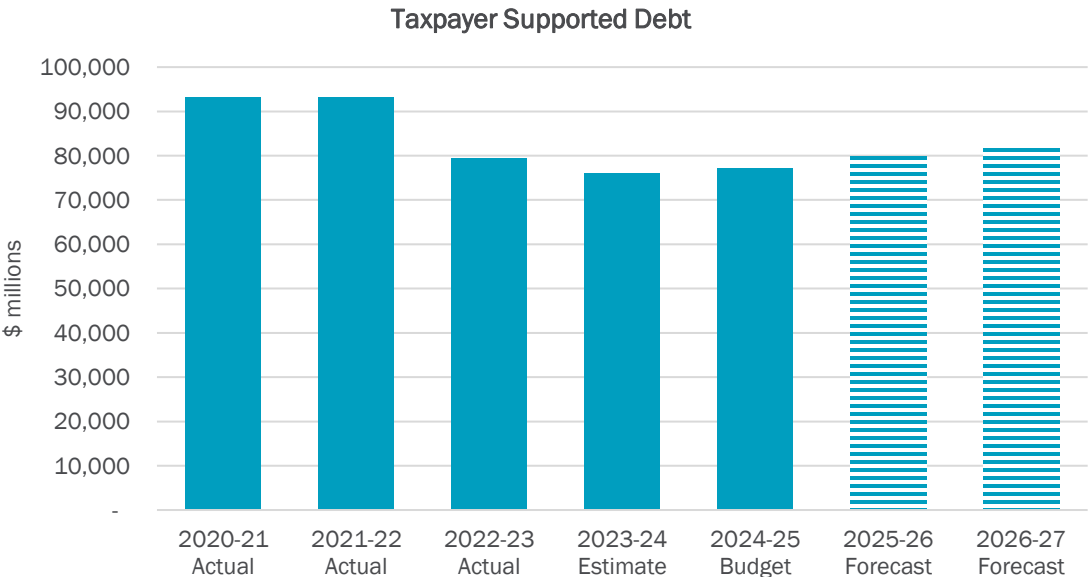
- healthcare (4%),
- K-12 education (4%),
- post-secondary education (3%),
- operating expenses (4%),
- capital grants (46%), and
- debt servicing costs (7%).

Notably, it plans to spend 2 per cent less on social services ministries. The increase in capital grants can be attributed to programs to build affordable housing, the transition to the LGFF Capital program, and reprofiling of capital projects.

Taxpayer Supported Debt and Debt Servicing Costs

Debt servicing costs increased by \$229 million in 2024-25 to \$3.4 billion, which is the result of the high interest rates maintained by the Bank of Canada and pre-borrowing in 2024-25 to prepare for maturing debt.

Total taxpayer supported debt is estimated to be \$76.1 billion at the end of 2023-24, and \$78.4 billion at the end of 2024-25. Debt servicing costs on taxpayer supported debt is budgeted to increase by \$300 million from 2023-24, to \$2.6 billion in 2024-25. As the provincial government is required to be in a surplus cash position to reduce its taxpayer support debt, it is not expected to reduce this debt over the next three years.



Contingency for Disasters

It is also worth noting that the budgeted contingency has increased by 33 per cent to \$2 billion. This is due to the \$2.9 billion spent in 2023 on disaster and emergency response for drought, wildfires, and floods and the need to be prepared for the possible disasters this year.

Key Energy and Economic Assumptions

\$ millions	2023-24 Estimate	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
Crude Oil Prices				
WTI (US\$/bbl)	76.50	74.00	74.00	74.00
Light-Heavy Differential (US\$/bbl)	17.30	16.00	14.90	13.60
WCS @ Hardisty (Cdn\$/bbl)	80.20	76.80	75.60	75.80
Natural Gas Price				
Alberta Reference Price (Cdn\$/GJ)	2.20	2.90	3.70	3.80
Production				
Conventional Crude Oil (000s barrels/day)	500	507	508	505
Raw Bitumen (000s barrels/day)	3,324	3,429	3,539	3,650
Interest Rates				
10-year Canada Bonds (%)	3.50	3.70	3.60	3.40
Exchange Rate (US\$/Cdn\$)				

Source: Alberta's 2024-27 Fiscal Plan, Energy and Economic Assumptions, page 10.

Ministry Highlights

Advanced Education

The Ministry's budget will increase by \$500 million from 2023-24 to \$7 billion in 2024-25. This includes \$2.5 billion in direct operating support to Alberta post-secondary institutions. The provincial government expects post-secondary institutions to finance a reasonable share of their operations from non-government sources, including tuition, fees and private support. In 2022-23, own-source revenue of Alberta's post-secondary institutions averaged 53 per cent of operating expenses. By 2026-27 this share is projected to increase to 58 per cent, reducing the share funded by government to 42 per cent.

The 2024 budget also allocates \$62.4 million over three years to create two Rural Health Professional Training Centres and expand physician education, to address critical shortages of medical professionals, particularly in rural areas. The training centres will support local educational and clinical rotations, with the goal of retaining medical professionals in the rural areas where they train.

Affordability and Utilities

The Ministry of Affordability and Utilities is charged with making life more affordable for Albertans. The Ministry delivers the Natural Gas Rebate Program to provide natural gas price stability. The Ministry's budget has decreased from \$139 million in 2023 to \$92 million mostly due to significant reductions in utility rebate grants. Affordability

Preliminary Analysis on Alberta's 2024 Budget

and Utilities is also currently reviewing the regulated rate option and other regulatory issues impacting utilities to increase affordability. This aligns with ABmunis' resolutions on the disparity in transmission and distribution rates.

Agriculture and Irrigation

The agricultural sector faced challenges in 2023. Crop exports declined due to lower yields from the drought. The drought also led to reduced livestock numbers. Increased funding to the Ministry of Agriculture and Irrigation aims to support growth, diversification, and sustainability.

The Ministry has an operating budget of \$870 million for 2024-25, an increase of \$77 million or 9.7 per cent. Investments in irrigation and agri-processing are priorities in the ministry's business plan. Several municipalities are supplied with water via irrigation canals and infrastructure.

The budget includes \$9 million for water management and \$400 million over three years for water management infrastructure, irrigation projects and rehabilitation.

The Capital Plan invests \$147 million in the Water Management Infrastructure Program to repair and upgrade water infrastructure such as water canals, dams, spillways, and reservoirs. The Capital Plan also includes \$5 million for planning studies to assess the feasibility of developing new water reservoirs in Alberta. \$54 million is budgeted for the Agriculture Sector Strategy – Irrigation Projects, \$19 million for the Irrigation Rehabilitation Program, \$9 million for Southern Alberta Irrigation Projects, \$1 million for a water management feasibility study, and \$47 million for water management infrastructure.

The new Alberta Agri-Processing Investment Tax Credit provides a 12 per cent tax credit (up to \$175 million per project) for projects of at least \$10 million to build or expand agri-processing facilities in Alberta.

Arts, Culture and Status of Women

The Ministry's overall budget decreased from \$278.6 million in 2023-24 to \$262.5 million for 2024-25. Non-profit organizations have access to \$75.8 million through community grant programs. \$5.4 million has been made available to the Alberta Made Screen Industries Program to eligible Alberta-made film productions. The Ministry will also develop a 10-year strategic plan to end gender-based violence and support survivors and is allocating \$47 million over the next 3 years towards this objective.

Children and Family Services

The budget for Children and Family Services is expected to decrease from \$1.6 billion in 2023-24 to \$1.5 billion in 2024-25 (6.3 per cent decrease). This decrease results primarily from the transfer of childcare to the Ministry of Jobs, Economy and Trade as well as the expiry of the 2023 Affordability Payments Program, which allocated a one-time payment of \$600 over six months to seniors, families with children, and Albertans on core supports. Funding for the Alberta Child and Family Benefit will increase from \$324 million in 2023-24 to \$355 million in 2024-25 (9.6% increase) and funding for early child and youth intervention services will increase from \$149 million in 2023-24 to \$153 million in 2024-25 (2.7% increase).

Other Children and Family Services budget highlights include:

- In 2024-25, \$981.3 million will support youth with child intervention involvement, transition to adulthood, mentoring supports, and the Advancing Futures Bursary program.
- In 2024-25, \$66.7 million is allocated to support prevention and early intervention services through the Family Resource Networks.
- In 2024-25, \$84.6 million is allocated to support a continuum of programming through funded community-based organizations that provide family violence and sexual violence supports.
- An additional \$22 million over the next three years to support foster caregivers by indexing foster care rates to the Consumer Price Index (CPI).

Preliminary Analysis on Alberta's 2024 Budget

Education

The Ministry of Education's budget for 2024-25 is \$9.3 billion, an increase of \$393 million from the 2023 budget. It is projected to grow to \$9.6 billion by 2026-27.

A significant portion of this budget, \$1.9 billion, is dedicated to the design and construction of new schools and the modernization of existing ones. This investment covers 98 projects at various stages of development across the province. Out of this, \$681 million is earmarked for 43 new priority projects, which are expected to create 35,000 additional spaces for students.

\$842 million has been allocated to Alberta's school boards to recruit over 3,000 teachers and educational staff members within the next three years, highlighting the ministry's commitment to enhancing educational infrastructure and workforce to meet the growing needs of students.

Energy and Minerals

The Ministry of Energy and Minerals is responsible for ensuring Albertans benefit from the province's natural resources. In 2024, expected royalties from crude oil and bitumen are down slightly from \$3.1 billion to \$2.7 billion and \$14.3 billion to \$12.5 billion respectively.

In 2024 the ministry intends to position Alberta as an integral partner in the global energy market, supporting the regulatory environment for products such as hydrogen, lithium, geothermal and small modular reactor technology.

The Alberta Energy Regulator will provide the Orphan Well Association with \$135 million to support the cleanup of sites with no viable owner. This is the same amount in last year's budget.

Environment and Protected Areas

The Ministry of Environment and Protected Areas' mandate is to conserve our landscape and biodiversity to ensure a sustainable future. The Ministry's budget of \$512 million is an increase over 2023-24's forecasted budget for 2024-25.

ABmunis is actively working to support 2024 drought preparations and the budget reflects this priority. The Renewed Flood and Drought Mitigation Grant Program has \$125 million over five years to support municipalities to prepare for extreme weather. The Ministry has budgeted \$19 million over three years for the Strategy to Increase Water Availability. This strategy aims to improve water storage infrastructure, improve the water license application process, improve data collection and support water conservation, efficiency and productivity initiatives. \$3.5 million is budgeted for Watershed Resiliency and Restoration.

Funding for caribou habitat recovery at \$27 million continues similar to 2023 funding (\$35.9 million) for this priority issue. \$31.7 million over three years for the Designated Industrial Zone Pilot Project to establish a best-in-class regulatory framework. This Industrial Zone, northeast of Edmonton, borders the City of Edmonton and Ft. Saskatchewan, and the Counties of Lamont, Strathcona and Sturgeon.

ABmunis appreciates the ongoing partnership with the Government of Alberta through the Municipal Climate Change Action Centre (MCCAC).

Executive Council

Executive Council's budget will increase by 4 per cent in 2024-25 to \$56 million. Notable objectives include building and maintaining strong relationships with priority international partners, leading the planning of official visits by foreign dignitaries to develop new markets in Alberta and collaborating with jurisdictions to reduce red tape and barriers to internal trade. This includes reviewing Alberta's exceptions under its trade agreements to reduce red tape and working with other governments to reconcile existing regulatory measures that act as a barrier to trade.

Forestry and Parks

The Ministry of Forestry and Parks manages public lands in Alberta. The Ministry's budget has increased by \$52 million or 17.4 per cent to \$351 million. Most of the increase is directed towards preparing for wildfires.

Health

The province announced a refocusing of Alberta's health care system to improve health outcomes for Albertans and empower health care workers to deliver quality care across the province. The costs associated with this reorganization are not clear from the budget documents; however, the total operating budget for Health will increase from \$27.0 billion in 2023-24 to \$28.4 billion in 2024-25 (5.2% increase). This increase will be partially offset by an additional \$997 million from the federal government in the recently augmented Canada Health Transfer.

The 2024-25 budget allocates \$475 million for primary care, including \$200 million for access to family physicians and \$15 million to support the new compensation model for nurse practitioners. A further \$300 million is allocated for primary care networks. A total of \$730 million will be allocated to emergency medical services (EMS) to increase system capacity and implement the Alberta EMS Provincial Advisory Committee and Alberta EMS Dispatch Review recommendations.

Other Health budget highlights include:

- \$140 million per year over three years under the yet-to-be-signed Aging with Dignity federal-provincial agreement. These funds will be allocated to support caregivers and health workers, as well as expand access to palliative and end of life care at home or in hospice.
- \$1 billion over three years to transform the continuing care system in response to the Facility-Based Continuing Care Review.
- \$126 million over three years for the Rural Physician Expansion Program.
- \$6.6 billion in 2024-25, increasing to \$6.9 billion by 2026-27, for physician compensation and development. This includes \$129 million annually for recruitment and retention of physicians who practice full-time in underserved areas, a \$12 million increase for the existing Rural Remote Northern Program, and \$12 million annually for physician support programs.
- \$129 million annually for recruitment and retention of physicians who practice full-time in underserved areas.
- \$35 million in capital funding over the next three years to purchase new emergency medical services vehicles and ambulances, upgrade the existing fleet and acquire additional equipment.

Immigration and Multiculturalism

\$25.3 million in funding over three fiscal years is devoted to the Alberta Advantage Immigration Program to attract newcomers to support economic growth and the province's labour market needs. \$13.5 million in funding over three fiscal years is provided for grants to ethnocultural communities and organizations to provide supports and services to help address racism and build diverse and inclusive multicultural communities throughout the province.

Overall, funding for newcomer supports and multiculturalism increases to an estimated \$41.8 million in 2024-25 from a forecast of \$32.5 million in 2023-24.

Indigenous Relations

The Alberta Indigenous Opportunities Corporation (AIOC) is a provincial corporation that enables access to capital funding for Alberta-based Indigenous groups investing in medium to large-scale natural resource, agriculture, transportation, and other related infrastructure. AIOC had an increase in funding from \$8.5 million to \$9.1 million. The total budget for Indigenous Relations in 2024-25 is \$220 million, a decrease of almost \$10 million from 2023-24's fiscal plan.

Infrastructure

Responsible for provincial infrastructure projects, the Ministry of Infrastructure anticipates delivering nearly \$1.5 billion in capital projects in 2024-25. In addition to constructing government infrastructure, the Ministry is also aiming to optimize the value of infrastructure through efficient operations and disposal of assets no longer required by the province. ABmunis has been advocating for our members to have better coordination with Alberta Infrastructure to realize efficiencies and better coordination on municipal capital projects.

Jobs, Economy and Trade

The newly constituted ministry takes on expanded responsibility in Budget 2024-25 with the addition of the childcare file. Budget 2024-25 provides \$1.1 billion for childcare affordability and access and \$304 million for childcare quality and worker supports. The Government of Alberta has committed to supporting the creation of up to 68,700 additional spaces in childcare programs by 2026.

In Budget 2024-25, \$105 million is allocated for the Film and Television Tax Credit program.

Budget 2024-25 contains \$125,000 in funding for each of the nine Regional Economic Development Associations (REDAs), however the Minister has indicated that the province will transition away from providing operational funding to REDAs by 2027.

The Ministry maintains responsibility for targeted labour attraction and retention strategies, including the 'Alberta is Calling' campaign and a new \$5,000 refundable tax credit attraction bonus to recruit skilled labour to the province.

Justice

Justice's operating expense for 2024-25 is budgeted at \$681 million, an increase of \$15 million or 2.3 per cent from the 2023-24 forecast. Operating expenses for Court and Justice Services is \$282 million, an increase of \$16 million from 2023-24 to help address growth in the volume of court cases and backlogs in the justice system. Similarly, funding for the Alberta Crown Prosecution Services has increased from \$129 million in 2023-24 to \$139 million in 2024-25 (7.8% increase). Other Justice budget highlights include:

- \$12 million in 2024-25 for enhanced online services, digital platforms and video conferencing that will better meet the needs of citizens, court users and the judiciary.
- \$3.3 million in 2024-25 to fund the direct delivery of restorative justice programs and youth justice committees.
- \$4 million in 2024-25 for Alberta's seven drug treatment courts.

Mental Health and Addiction

As part of the health care refocusing, over the next two years, Mental Health and Addiction will establish a service delivery organization that will manage over 500 contracts for providing mental health and addiction programs and services previously managed by Alberta Health Services. A total of \$1.13 billion is allocated to support this service delivery through the new organization.

Mental Health and Addiction's operating expense will increase from \$230 million in 2023-24 to \$306 million in 2024-25 (33% increase). The increase includes \$27 million for expanded mental health and addiction programs, partially funded by revenue from the new federal-provincial agreement that allocates \$287 million over four years for new mental health and addiction facilities, and targeted supports for children and youth, adults, and Indigenous communities.

Other Mental Health and Addiction budget highlights include:

- \$5 million in 2024-25 to establish a centre of recovery excellence to evaluate and research recovery-oriented care and inform the future delivery of mental health and addiction services.
- \$183.3 million in 2024-25 to deliver community-based mental health and addiction programs and services focused

Municipal Affairs

The Ministry of Municipal Affairs 2024-25 budget has been set at \$1.04 billion, marking a \$30 million increase from 2023-24. \$724.2 million has been allocated to LGFF Capital with an additional \$266.2 million earmarked for the federal Canada Community-Building Fund. The budget includes \$20 million for a new Local Growth and Sustainability Grant, aimed at assisting municipalities in handling growth pressures, strengthening local economies, and addressing urgent infrastructure and community resilience needs. \$60 million has been designated for the LGFF Operating program to aid in the delivery of municipal services.

In addition to these allocations, the 2024-25 budget has maintained Alberta Community Partnership grant funding at \$15.4 million, which seeks to foster intermunicipal collaboration and capacity building. Another \$39.9 million has been budgeted for public library operating grants, reinforcing the commitment to community learning and access to information.

The Ministry is also focused on enhancing regulatory frameworks and protections for Alberta residents, including working with the Safety Codes Council. In response to a review of new home buyer protections, there is a push to improve homeowners' ability to navigate the home warranty system. This includes clarifying program terms, streamlining claims resolution, reducing bureaucratic hurdles, and elevating the construction quality of new homes.

Public Safety and Emergency Services

Public Safety and Emergency Services' operating expense has increased from \$1.23 billion in 2023-24 to \$1.25 billion in 2024-25 (1.8% increase).

Funding through the Police Support Grant, which replaced the former Municipal Policing Assistance and Police Officer Grants in 2023, remains the same as in 2024-25. Any municipality with a population over 5,000 that provides their own police service and was eligible for the previous two grants remains eligible for the Police Support Grant. Municipalities do not need to apply for this funding but do need to report on how the grant funds were spent.

In 2024-25, \$12 million is allocated to the Victims of Crime Assistance Program to facilitate direct and timely supports and services to victims, including emergency expenses and recovery. An additional \$22 million is allocated to external partner organizations to provide supports and services to victims of crime and tragedy, including implementing the new regional model for police-based victim services.

Other Public Safety and Emergency Services budget highlights include:

- \$10 million in 2024-25 to support 100 police officers deployed to high-crime areas in Calgary and Edmonton through the Safe Streets Action Plan.
- \$8.2 million in 2024-25 to combat human trafficking, including the establishment of the Alberta Office to Combat Trafficking in Persons.
- \$3 million in 2024-25 for municipalities and Indigenous communities seeking to explore alternative policing models.
- \$85 million in 2024-25 for the Prevention of Family and Sexual Violence program, an increase of \$5 million from the 2023-24 budget, to support victims and women at risk of assault.
- The Alberta Emergency Management Agency (AEMA) base budget will increase by \$3 million in 2024-25.

Seniors, Community and Social Services

The Ministry's operating expense will increase by 3 per cent to \$151 million in 2024-25. \$2.7 billion, which includes indexing for inflation, is allocated to Assured Income for the Severely Handicapped, Income Support, and seniors' benefits in 2023-24.

Alberta currently provides housing support services to over 58,600 households through affordable housing, rental supplements, and other programs. Operating support for the Seniors Lodge, Social Housing, and Specialized

Preliminary Analysis on Alberta's 2024 Budget

Housing and Rental Assistance programs is being increased by \$38 million in 2024-25, and \$61 million over 2024-25 to 2026-27. These increases will support housing providers to address cost pressures and enable the expansion of affordable housing programs to support an additional 550 Alberta households in need.

The capital plan for Seniors, Community and Social Services allocates \$717 million in capital grants over the next three years. This includes \$254 million in new funding to build approximately 3,300 new affordable housing units, as well as to complete 1,800 units already under development.

Other Seniors, Community and Social Services budget highlights include:

- \$5 million in 2024-25 for community organizations that support food security for Albertans in need.
- \$105 million in 2024-25 for Family and Community Support Services to municipalities and Metis Settlements to develop and deliver preventative social services programming.
- \$108.1 million in 2024-25 for homeless shelters to provide safe temporary accommodations and basic needs services, and \$101.5 million to provide safe housing and supports to those experiencing homelessness.
- \$198.4 million in 2024-25 to build, renew and maintain affordable housing in Alberta, including \$62.1 million for the Affordable Housing Partnership Program and \$70.0 million for seniors housing development and renewal.

Service Alberta and Red Tape Reduction

In Budget 2024-25 \$60.7 million is allocated to maintain and modernize Land Titles services, Motor Vehicles and other registry systems and \$16.6 million is allocated to Senior's Discount for personal registry services and driver's medical exams to support Alberta seniors with affordability.

There is no reference in the ministry business plan to potential changes to the charitable gaming model or distribution of lottery funds.

Technology and Innovation

The Ministry of Technology and Innovation is responsible for implementing the Alberta Broadband Strategy and investing in broadband internet. Announced in 2021, Alberta has committed to invest \$390 million by the end of fiscal year 2026-27. With matching federal funds, the amount invested will total \$780 million for broadband projects in Alberta. The ministry has forecasted that \$98.3 million of this funding will be allocated in 2024-25. ABmunis is hopeful that this funding will see more broadband projects completed in 2024.

Tourism and Sport

Budget 2024-25 provides the department of Tourism and Sport with \$135.7 million in operating funding, including an increase of \$7.6 million to Travel Alberta to support a new Tourism Strategy. The Tourism Strategy will focus on:

- increased air access for visitors;
- recovery of air routes lost in previous years;
- developing new routes;
- developing year-round experiences in areas outside legacy destinations such as Banff/Lake Louise, Canmore, Jasper, Edmonton, Calgary, and;
- establishing niche tourism destinations in rural areas of the province.

The Government of Alberta has created a new \$10 million Community Recreation Centre Infrastructure Program. ABmunis awaits to learn if municipalities will be eligible applicants.

Transportation and Economic Corridors

The Ministry of Transportation and Economic Corridors delivers significant grant funding and transportation projects that impact municipalities. In 2024 the ministry will allocate \$708 million for provincial highway projects, new construction and ring roads. Page 115 of the fiscal plan has a breakdown of projects to be funded in 2024. The Municipal Water Wastewater Program will be \$66 million in 2024. A portion of the 2024 budget may be unspent funds from 2023 as the province planned to spend \$86 million in 2023 but only \$42 million is estimated to be spent by the 2023-24 fiscal year end.

Treasury Board and Finance

Treasury Board and Finance is responsible for budget planning, financial management, administering tax and revenue programs and economic analysis for the Government of Alberta. Of particular interest for municipalities is the ministry's role in providing loans to municipalities for capital projects. ABmunis has been advocating for a return to the model where municipalities could access capital loans at the same low rates the Government of Alberta could access in the market. Budget 2024-25 offers no response to our [resolution on loan rates](#) but ABmunis will continue to raise this issue and the opportunity to lower costs for community infrastructure.



Alberta Municipalities

Strength In Members

Connect

300, 8616 51 Avenue
Edmonton, AB T6E 6E6
780.433.4431 ■ 310.MUNI

abmunis.ca

