



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
MAY 27, 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 – MAY 13, 2024**

**PUBLIC HEARING:**

**BYLAW #1787 – Land Use Bylaw Amendment**

**DELEGATION:**

**Claresholm Coordinated Response to Elder Abuse Committee – Gabrielle Kirk  
RE: Overview and Future Plans**

**ACTION ITEMS:**

1. **BYLAW #1787 – Land Use Bylaw Amendment**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**
2. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**  
**RE: Bill 20 – Municipal Affairs Statutes Amendment Act, 2024**
3. **CORRES: Be Prepared Program**  
**RE: Emergency Management Exemplary Service Award**
4. **CORRES: Alberta Municipalities**  
**RE: Letter to Premier Smith**
5. **CORRES: Alberta Seniors, Community and Social Services**  
**RE: Active Communities Initiative Grant**
6. **CORRES: Claresholm Social Centre Society**  
**RE: Letter of Support for Farmer's Markets**
7. **CORRES: Don Sharpe**  
**RE: In Camera Meeting with AHS EMS delegation on March 25, 2024**
8. **CORRES: Cliff & Audrey Egger**  
**RE: Road & traffic safety concerns**
9. **REQUEST FOR DECISION: Tax Waiver – Royal Canadian Legion**
10. **REQUEST FOR DECISION: Tax Waiver – Claresholm Medical Clinic**
11. **REQUEST FOR DECISION: Expression of Interest Application**  
**Rural Community Immigration Pilot**
12. **REQUEST FOR DECISION: GIS Ortho Photos / Subdivision Project**
13. **REQUEST FOR DECISION: Appointing Assessor by Name**
14. **REQUEST FOR DECISION: Flag Policy**
15. **REQUEST FOR DECISION: Hiring Policy Update**
16. **INFORMATION BRIEF: CAO Report**
17. **INFORMATION BRIEF: Council Committee Report**
18. **INFORMATION BRIEF: Council Resolution Status**
19. **ADOPTION OF INFORMATION ITEMS**
20. **IN CAMERA:**
  - a. **Personal Privacy – FOIP Section 17**
  - b. **Advice from Officials – FOIP Section 24**

**INFORMATION ITEMS:**

1. Claresholm Library Board Meeting Minutes – April 16, 2024
2. Claresholm & District Transportation Society Meeting Minutes – April 18, 2024
3. Oldman River Regional Services Commission Meeting Minutes – April 11, 2024
4. Chinook Arch Library Board 2023 Impact Report & Audited Financial Statements

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**MAY 13, 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; Director of Corporate Services: Blair Bullock

**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 – APRIL 22, 2024**

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

**CARRIED**

**PUBLIC HEARINGS:**

**1. BYLAW #1780 – North Point Area Structure Plan**

Mayor Schlossberger declared the Public Hearing open regarding Bylaw #1780 at 7:00 p.m.

CAO Abe Tinney presented Bylaw #1780, a Bylaw for the purpose of adopting a comprehensive land use plan approximately +/- 15 hectares of land legally described as a portion of Block 7, Plan 7410624; and Lot 5, Block 8, Plan 0715848.

The Town received a letter from the MD of Willow Creek stating they have no current concerns but would like to be informed and consulted as the project moves forward. No other formal submissions were received from the public.

Mayor Schlossberger asked if there were any comments from the public. Jennifer Taylor, Manager from Associated Engineering provided some clarification.

Kattie Schlamp, Planner from the Oldman River Regional Services Commission provided some further information regarding this Bylaw.

David Mulholland, a local resident posed a few questions.

No other comments were received from the public regarding Bylaw #1780. No comments from members of Council were noted.

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

**2. BYLAW #1783 – Land Use Bylaw Amendment**

Mayor Schlossberger declared the Public Hearing open regarding Bylaw #1783 at 7:08 p.m.

CAO Abe Tinney presented Bylaw #1783, a Bylaw for the purpose of amending Land Use Bylaw #1525 to re-designate a portion of land from “Single Detached Residential – R1” to “Multiple Residential – R4”. No formal submissions were received from the public.

Mayor Schlossberger asked if there were any comments from the public. Kattie Schlamp, Planner from the Oldman River Regional Services Commission provided some further information regarding the proposed redesignation.

No other comments were received from the public regarding Bylaw #1783. No comments from members of Council were noted.

Mayor Schlossberger declared the Public Hearing closed at 7:12 p.m.

**3. BYLAW #1785 - Land Use Bylaw Amendment**

Mayor Schlossberger declared the Public Hearing open regarding Bylaw #1785 at 7:12 p.m.

CAO Abe Tinney presented Bylaw #1785, a Bylaw for the purpose of amending Land Use Bylaw #1525 to re-designate a portion of land from “Multiple Residential – R4” to “Retail Commercial – C1”. No formal submissions were received from

the public.

Mayor Schlossberger asked if there were any comments from the public. One resident stated that if the location becomes a day care it will be disturbing to the public and the seniors that live in the area.

Kattie Schlamp, Planner from the Oldman River Regional Services Commission provided some further information regarding the proposed changes.

No other comments were received from the public regarding Bylaw #1785. No comments from members of Council were noted.

Mayor Schlossberger declared the Public Hearing closed at 7:16 p.m.

**ACTION ITEMS:**

**1. BYLAW #1780 – North Point Area Structure Plan Bylaw**

Moved by Councillor Cutler to give Bylaw #1780, a Bylaw to adopt the North Point Area Structure Plan, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Ross to give Bylaw #1780, a Bylaw to adopt the North Point Area Structure Plan, 3<sup>rd</sup> and Final Reading.

**CARRIED**

**2. BYLAW #1782 – Fire Protection Bylaw  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Kettles to give Bylaw #1782, the Fire Protection Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Meister to give Bylaw #1782, the Fire Protection Bylaw, 3<sup>rd</sup> and Final Reading.

**CARRIED**

**3. BYLAW #1783 – Land Use Bylaw Amendment  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Carlson to give Bylaw #1783, a Land Use Bylaw Amendment, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Ross to give Bylaw #1783, a Land Use Bylaw Amendment, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**4. BYLAW #1785 – Land Use Bylaw Amendment  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Cutler to give Bylaw #1785, a Land Use Bylaw Amendment, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Meister to give Bylaw #1785, a Land Use Bylaw Amendment, 3<sup>rd</sup> and Final Reading.

**CARRIED**

**5. BYLAW #1786 – 2024 Property Tax Rate Bylaw  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Cutler to give Bylaw #1786, the 2024 Property Tax Rate Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Zimmer to give Bylaw #1786, the 2024 Property Tax Rate Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**6. BYLAW #1787 – Land Use Bylaw Amendment  
RE: 1<sup>st</sup> Reading**

Moved by Councillor Kettles to give Bylaw #1787, a Land Use Bylaw Amendment, 1<sup>st</sup> Reading.

**CARRIED**

**7. FACT SHEET: Alberta Municipal Affairs  
RE: Bill 20 – Municipal Affairs Statutes Amendment Act, 2024**

Received for information.

**8. CORRES: Alberta Municipalities  
RE: RE: Bill 20 - Municipal Affairs Statutes Amendment Act, 2024**

MOTION #24-068

Moved by Councillor Carlson to send a letter to the Premier that recommends that the Government of Alberta rescind Bill 20, the Municipal Affairs Statutes Amendment Act, due to the extensive concerns raised by municipal leaders across Alberta, including Town of Claresholm Council, and that the Government of Alberta engage municipal governments through a collaborative and trust-based consultation process to update the *Local Authorities Election Act* and *Municipal Government Act* to assist municipal governments to effectively govern in the interests of their residents and deliver on the future needs of each community in Alberta.

**CARRIED**

**9. CORRES: Alberta Municipalities**  
**RE: Summer 2024 Municipal Leaders Caucus**

Councillor Ross will attend the virtual session of the Alberta Municipalities' Summer Leaders' Caucus on June 14, 2024.

**10. CORRES: National Police Federation**  
**RE: Bill 11 Resolutions at Alberta Municipalities Convention**

Received for information.

**11. CORRES: Granum & District Canada Day Society**  
**RE: Canada Day 2024**

MOTION #24-069 Moved by Councillor Carlson to support the Granum Canada Day 2024 festivities by donating to the children's entertainment in the amount of \$500.

**CARRIED**

**12. CORRES: Terry Fox Run**  
**RE: Claresholm Terry Fox Run – Sunday, September 15, 2024**

MOTION #24-070 Moved by Councillor Meister to direct Administration to reach out to local charity groups to see if anyone is interested in sponsoring the Terry Fox Run going forward and to promote the need for a new coordinator on social media.

**CARRIED**

**13. CORRES: Willow Creek Composite High School**  
**RE: 2024 Graduation**

Mayor Schlossberger will attend on behalf of the Town of Claresholm.

**14. REQUEST FOR DECISION: Safety Codes Services Agreement**

MOTION #24-071 Moved by Councillor Carlson to extend the Safety Codes Services Agreement for an additional 3-year term with Superior Safety Codes Inc.

**CARRIED**

**15. REQUEST FOR DECISION: Water Shortage Response Plan Updates**

MOTION #24-072 Moved by Councillor Ross to approve the Town of Claresholm / MD of Willow Creek Water Shortage Response Plan Restriction Guide updates as presented.

**CARRIED**

MOTION #24-073 Moved by Councillor Cutler to direct administration to further investigate options regarding having perpetual set watering schedules for odd and even properties.

**CARRIED**

**16. REQUEST FOR DECISION: Public Participation Plan – Recreation Facilities**

MOTION #24-074 Moved by Councillor Cutler to approve the Public Participation Plan for a potential Recreation and Cultural Facilities Capital Reserve for the Town of Claresholm as presented.

**CARRIED**

**17. REQUEST FOR DECISION: Public Participation Plan – Communications**

MOTION #24-075 Moved by Councillor Ross to approve the Public Participation Plan for the Communications and Engagement Strategy as presented.

**CARRIED**

**18. REQUEST FOR DECISION: Skatepark Additional Funding**

MOTION #24-076 Moved by Councillor Carlson to approve out of budget expenditure up to \$112,500 for the completion of the Skate Park, to be paid out of the LGFF Capital grant funds.

**CARRIED**

**19. REQUEST FOR DECISION: Taxi Tokens**

MOTION #24-077 Moved by Councillor Kettles to update Policy #5.5.50, the Town of Claresholm's Taxi Token Program Policy, as presented effective May 14, 2024.

**CARRIED**

**20. REQUEST FOR DECISION: 2024 Parades**

MOTION #24-078 Moved by Councillor Ross to accept the 2024 parade schedule as presented.

**CARRIED**

**21. REQUEST FOR DECISION: Amundsen Park BBQ – Local Press**

Councillor Zimmer declared a pecuniary interest and left the meeting at 8:50 p.m.\_\_\_\_

MOTION #24-079 Moved by Councillor Cutler to allow the Claresholm Local Press to use Amundsen Park on August 17 & 18, 2024 to host a BBQ Smoker Competition, and to allow them to access both power and washroom facilities.

**CARRIED**

Councillor Zimmer rejoined the meeting at 8:55 p.m.

**22. FINANCIAL REPORT: Statement of Operations – April 30, 2024**

Moved by Councillor Carlson to accept the Consolidated Statement of Operations for the month ended April 30, 2024 as presented.

**CARRIED**

**23. INFORMATION BRIEF: Quality Management Plan**

Received for information.

**24. INFORMATION BRIEF: Request Management System - QAlert**

Received for information.

**25. INFORMATION BRIEF: Stay and Play Tourism Incentive**

Received for information.

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

Received for information.

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

Received for information.

**28. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**29. IN CAMERA:**

- a. Economic Interests of the Public Body – FOIP Section 25**
- b. Business Interests of a Third Party – FOIP Section 16**
- c. Land – FOIP Section 24**
- d. Personnel – FOIP Section 24**

Moved by Councillor Zimmer to go In Camera at 9:05 p.m. for the following items:

- a. Economic Interests of the Public Body – FOIP Section 25**
- b. Business Interests of a Third Party – FOIP Section 16**
- c. Land – FOIP Section 24**
- d. Personnel – FOIP Section 24**

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger stated that the live stream has ended at 9:05 p.m.

Moved by Councillor Ross to come out of In Camera at 9:50 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 9:50 p.m.

- a. Economic Interests of the Public Party – FOIP Section 25**

MOTION #24-080 Moved by Councillor Meister to direct administration to proceed with developing 8 residential lots in Pine Place.

**CARRIED**

- c. Land – FOIP Section 24**

MOTION #24-081 Moved by Councillor Cutler to extend the closing date for Lot 48 Block 4 Plan 2311249 to May 31, 2024, on the condition that all of the interest as per Section 10 of the purchase contract is obtained.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 9:52 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger noted that recording ceased at 9:52 p.m.

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Mayor – Brad Schlossberger

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Chief Administrative Officer – Abe Tinney

# PUBLIC HEARING

# NOTICE OF PUBLIC HEARING

## TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA

### PROPOSED BYLAW NO. 1787

7:00 p.m., Monday, May 27, 2024

Town of Claresholm Council Chambers, 111 - 55 Avenue West

PURSUANT to sections 216.4, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta has given first reading to Bylaw No.1787, which on final passage would amend the Town of Claresholm Land Use Bylaw No.1525.

**THE PURPOSE of proposed Bylaw No. 1787 is to amend the Land Use Bylaw No. 1525 to add Grocery Store as a use within the Highway Commercial ‘C2’ land use district and amend the definitions of Food Processing Facility, Minor and Food Processing Facility, Major.**

The Town of Claresholm Land Use Bylaw #1525 shall be amended by:  
Adding the following use to Highway Commercial – C2 under section 1.

#### DEVELOPMENT OFFICER DISCRETIONARY USES

Grocery Store

Deleting the definition of Food Processing Facility, Major in Administration, Section 6 – Definitions by and replacing it with the following:

*Means a development that consists of the processing of raw materials into a semi-finished or finished food and/or beverage product that may be stored on site prior to the distribution of the product. The portion of the floor area directly related to the food processing facility exceeds 1,114.84 m<sup>2</sup> (12,000 sq. ft.). Any indoor display, retail, office or administrative support area shall be deemed an accessory use and not used in the floor processing floor area calculations.*

Deleting the definition of Food Processing Facility, Minor in Administration, Section 6 – Definitions by and replacing it with the following:

*Means a development that consists of the processing of raw materials into a semi-finished or finished food and/or beverage product that may be stored on site prior to the distribution of the product. The portion of the floor area directly related to the food processing facility shall not exceed 1,114.84 m<sup>2</sup> (12,000 sq. ft.). Any indoor display, retail, office or administrative support area shall be deemed an accessory use and not used in the floor processing floor area calculations.*

**THEREFORE, TAKE NOTICE THAT** a public hearing to consider proposed Bylaw No. 1787 will be held in the Town of Claresholm Council Chambers at 7:00 p.m. on Monday, May 27, 2024.

**AND FURTHER TAKE NOTICE THAT** anyone wishing to make a presentation regarding the proposed bylaw should contact the Town Development Services Manager no later than 2:00 p.m. on May 23, 2024. Both written and/or verbal presentations may be given at the public hearing. A copy of the proposed bylaw may be emailed please inquire at the Town office during normal business hours.

**DATED** at the Town of Claresholm in the Province of Alberta this 15<sup>th</sup> day of May 2024.

Abe Tinney, Chief Administrative Officer

# **DELEGATIONS**



Town of Claresholm  
111 55 Avenue West  
Claresholm, AB T0L 0T0

May 13, 2024

Dear Town of Claresholm,

I am Gabrielle Kirk, the coordinator of the Coordinated Community Response to Elder Abuse Committee (CCREAC) And the Vulcan Regional Response to Elder Abuse Council (VRREAC). I have been in this role for 7 years.

Elder abuse is an unfortunate reality in our communities. The purpose of our organizations is to provide more effective and efficient approaches to addressing elder abuse through a coordinated response model where we can leverage the knowledge, services, and expertise of multiple agencies. Due to the complex nature of elder abuse, many diverse agencies are needed to address a single case. We work diligently to organize and collaborate with all the necessary stakeholders to achieve the best possible outcomes for individuals in abusive situations.

I am requesting that I be a delegate at the next town council meeting. CCREAC and VRREAC would like to present the council with a brief overview on elder abuse, the work our committee has been doing to better respond to elder abuse, and the future of CCREAC and VRREAC. We welcome any question and/or concerns that the council might have. Thank you for considering our request.

Sincerely,

Gabrielle Kirk



Coordinated Community Response to Elder Abuse  
Vulcan Regional Response to Elder Abuse  
(403) 359-0712  
Gabriellekirk5@gmail.com

# ACTION ITEMS



# REQUEST FOR DECISION

Meeting: May 27, 2024  
Agenda Item: 1

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## BYLAW No. 1787 – LAND USE BYLAW AMENDMENT

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At the May 13, 2024, Council meeting, Town Council carried a motion for first reading on Bylaw No. 1787 which amends the Land Use Bylaw to add Grocery Store as a use within the Highway Commercial 'C2' land use district and amend the definitions of Food Processing Facility, Minor and Food Processing Facility, Major.

The purpose of the amendment is to facilitate development within an existing business along the highway corridor (Alberta Road). The applicant would like to expand their business operations for shipping of processed food and add an additional 20-30 employees. The actual use will be approved within a separate application process through the Development office; however, this is the first step in that process; ensuring the use is listed within the land use district. Any considerations for parking, uses, intensity, additions, etc. would be dealt with at the approval stage through a separate application (Development office).

Adding the following use to Highway Commercial – C2 under section 1.

### DEVELOPMENT OFFICER DISCRETIONARY USES

Grocery Store

### Definitions:

*Food Processing Facility, Major means a development that consists of the processing of raw materials into a semi-finished or finished food and/or beverage product that may be stored on site prior to the distribution of the product. The portion of the floor area directly related to the food processing facility exceeds 1,114.84 m<sup>2</sup> (12,000 sq. ft.). Any indoor display, retail, office or administrative support area shall be deemed an accessory use and not used in the floor processing floor area calculations.*

*Food Processing Facility, Minor means a development that consists of the processing of raw materials into a semi-finished or finished food and/or beverage product that may be stored on site prior to the distribution of the product. The portion of the floor area directly related to the food processing facility shall not exceed 1,114.84 m<sup>2</sup> (12,000 sq. ft.). Any indoor display, retail, office or administrative support area shall be deemed an accessory use and not used in the floor processing floor area calculations.*

### **Comments ORRSC:**

The current floor area limitations for Food Processing, Minor has been identified as limiting to business growth. A review of other municipalities in Alberta was conducted, no other municipality is limiting food processing by size, in the case of Claresholm, the categorization by floor area into Major and Minor food processing works well for existing development and it is suggested that the floor area be increased for Food Processing Minor to allow more opportunity for business growth. A review of known smaller-scale food processing facilities in the region found they range in size from 5,000-12,000 square feet. This amendment will provide the opportunity for existing businesses to expand as well as opportunity for new businesses to locate within the Highway Commercial – C2 district.

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1787, a bylaw to amend Land Use Bylaw No.1525 second reading.

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1787, a bylaw to amend Land Use Bylaw No. 1525 third and final reading.

**ATTACHMENTS:**

- 1.) Bylaw No. 1787

**APPLICABLE LEGISLATION:**

- 1.) LUB No.1525
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 216.4 – Public Hearings.

PREPARED BY: Tara Vandervalk, Development Services Manager

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APPROVED BY: Abe Tinney, CAO

DATE: May 23, 2024

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**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW # 1787**

**A Bylaw of the Town of Claresholm to amend Bylaw #1525 being a bylaw setting out land uses for the Town of Claresholm.**

**WHEREAS** pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted Land Use Bylaw #1525; and

**AND WHEREAS THE PURPOSE** of proposed Bylaw No. 1787 is to amend the Land Use Bylaw No. 1525 to add Grocery Store as a use within the Highway Commercial 'C2' land use district and amend the definitions of Food Processing Facility, Minor and Food Processing Facility, Major;

**NOW THEREFORE** under the authority and subject to the provisions of the *Municipal Government Act*, Council duly assembled does hereby enact the following:

1. The Town of Claresholm Land Use Bylaw #1525 shall be amended by:
  - (a) Adding the following use to Highway Commercial – C2 under section 1.  
DEVELOPMENT OFFICER DISCRETIONARY USES  
Grocery Store
  - (b) Deleting the definition of Food Processing Facility, Major in Administration, Section 6 – Definitions by and replacing it with the following:

*Means a development that consists of the processing of raw materials into a semi-finished or finished food and/or beverage product that may be stored on site prior to the distribution of the product. The portion of the floor area directly related to the food processing facility exceeds 1,114.84 m<sup>2</sup> (12,000 sq. ft.). Any indoor display, retail, office or administrative support area shall be deemed an accessory use and not used in the floor processing floor area calculations.*
  - (c) Deleting the definition of Food Processing Facility, Minor in Administration, Section 6 – Definitions by and replacing it with the following:

*Means a development that consists of the processing of raw materials into a semi-finished or finished food and/or beverage product that may be stored on site prior to the distribution of the product. The portion of the floor area directly related to the food processing facility shall not exceed 1,114.84 m<sup>2</sup> (12,000 sq. ft.). Any indoor display, retail, office or administrative support area shall be deemed an accessory use and not used in the floor processing floor area calculations.*
2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1787 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **13<sup>th</sup>** day of **May** 2024 A.D.

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

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

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Brad Schlossberger, Mayor

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Abe Tinney, Chief Administrative Officer



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

May 24, 2024

Dear Chief Elected Official

As you are aware, I recently introduced Bill 20: the Municipal Affairs Statutes Amendment Act, 2024 which proposes to modify two key pieces of legislation for Alberta municipalities – the Municipal Government Act (MGA) and the Local Authorities Election Act (LAEA). The proposed legislation will help municipalities accelerate housing development, strengthen provincial oversight, and update the rules for local elections and locally elected officials.

Firstly, I want to recognize the passionate and constructive feedback I have received from the many mayors, reeves, councillors, and school board trustees across the province over the past few weeks. Your involvement and ardent commentary are a testament to your good work as public servants.

I've heard your concerns and at the May 23, 2024, Committee of the Whole, amendments to Bill 20 were tabled to further clarify the intent of this bill and ensure that locally elected municipal governments will continue to govern in response to the priorities and interests of their residents.

Bill 20 will maintain the municipal ability to govern affairs within local jurisdiction while allowing Cabinet to step in when municipal bylaw crosses into provincial jurisdiction. This will ensure that municipal councils remain focused on municipal issues that their constituents elected them to address. Cabinet's authority to intervene in municipal bylaws will be considered as a last resort; I anticipate that this power will be used very rarely, if ever. As you may know, the ability for the provincial government to repeal or amend bylaws, or dismiss councillors is not new, as municipalities receive their authority from the provincial government as laid out in Canada's Constitution and Alberta's MGA. While Bill 20 proposes to update the process for the provincial government to act more quickly in extenuating, urgent circumstances, these are not new powers.

These amendments will provide additional guardrails for when municipal bylaws can be repealed through the Cabinet process, and remove the direct ability for Cabinet to dismiss a councillor. Cabinet would retain the authority to have a vote of the electors on the potential removal of a councillor, putting this choice back into the hands of the voters.

We have also received a number of questions about some of the changes to the LAEA regarding fundraising. Bill 20 will also increase transparency in campaign financing. Under the old rules, the LAEA only regulated Third Party Advertisers (TPAs) who advertised for the promotion or opposition of a candidate during an election, with donations to such entities limited to a maximum of \$30,000 for all individuals, unions, and corporations. The proposed changes require TPAs who are interested in an issue (rather than a specific candidate) to register and report their finances. We are further proposing to restrict contributions to \$5,000, and for

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contributions to only be made by Albertans, Alberta companies, or Alberta unions. We are also proposing to further develop expense limits in the regulations.

Currently, municipal candidates are able to organize into political parties or slates without any rules around their organization. Adding rules around political parties will increase transparency for electors. Bill 20 will provide rules around enabling local candidates to identify with local political parties without direct affiliation to provincial or federal parties. I have publicly stated my intention to implement the option to include municipal political party affiliation on ballots only in the cities of Edmonton and Calgary. I will also note that any that no candidate will be required to join a political party - they will always remain voluntary and local.

I will continue to consider feedback as I bring Bill 20 through the legislative process. Alberta's government remains committed to fairness and due process and will continue working with local authorities to ensure Albertans have the effective local representation they deserve. Should the legislation pass, Municipal Affairs will be engaging with municipalities and stakeholders over the coming months to explain the changes Bill 20 will require at a local level, and develop regulations as required.

Please find enclosed the Bill 20 Fact Sheet, which can be found on the Government of Alberta website. This document offers clarifications on what Bill 20 means for municipalities and how the changes will impact municipal governments. For more information, please visit: [www.alberta.ca/strengthening-local-elections-and-councils](http://www.alberta.ca/strengthening-local-elections-and-councils).

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver  
Minister

Attachment: Bill 20 – Fact Sheet

# Bill 20 – *Municipal Affairs Statutes Amendment Act, 2024* (AMENDED)

The proposed *Municipal Affairs Statutes Amendment Act, 2024*, would make changes to two key pieces of municipal-related legislation: the *Local Authorities Elections Act (LAEA)* and the *Municipal Government Act (MGA)*.

- The **LAEA** establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts, and Metis Settlements.
- The **MGA** establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

**On May 23, 2024, amendments were tabled to more clearly outline the authorities to dismiss a councillor and repeal a bylaw.**

## Changes to local election rules under the LAEA

Proposed changes to the *LAEA* aim to add greater transparency to and trust in local election processes.

Description of Proposed Changes	Current Status
Align candidate eligibility criteria with councillor disqualification criteria in the <i>MGA</i> .	Candidates elected to council may face immediate disqualification due to misalignment with the <i>MGA</i> 's criteria.
Allow municipalities to require criminal record checks for candidates.	No provisions in place.
Allow union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign.
Allow donations outside the local election year and require annual reporting of donations.	Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000 per year.
Require third-party advertisers interested in plebiscites to register and report finances. Only Albertans, Alberta companies and Alberta unions can contribute to issues-based third-party advertisers, up to a maximum of \$5,000.	The <i>LAEA</i> only regulates third-party advertising for the promotion or opposition of a candidate during an election. There is no reference to issue-based advertising.
Limit donations to third party advertisers to \$5,000 per election period, which begins May 1 of the election year.	The current donation limit is \$30,000 for all individuals, unions, and corporations.
Enable regulation-making authority to define local political parties. This approach will be piloted in Calgary and Edmonton.	No provisions in place to regulate political parties at the local level.
Repeal the municipal authority to develop a voters list.	Municipalities can prepare a voters list, which must be shared with all candidates.
Require municipalities to use the most current provincial register of electors from Elections Alberta.	A permanent electors register is an internal document that assists with the conduct of an election. Municipalities can choose to develop one or not.
Expand the use of special ballots while strengthening special ballot processes.	Special ballots can only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
Limit vouching to the ability to vouch for someone's address.	An elector can vouch for an individual's age, residence, and identity.
Repeal the ability for a candidate's official agent or scrutineer to object to an elector.	Candidate's official agents or scrutineers can object to an elector; however, the elector can still vote.
Enable regulation-making authority to postpone elections in emergencies.	No provisions in place to enable the Minister to postpone an election in the event of a natural disaster.



Prohibit automated voting equipment, such as electronic tabulators.	The <i>LAEA</i> permits municipalities, by bylaw, to process ballots by automated voting equipment.
Require recounts if requested by a candidate when the margin is within 0.5 percent of total votes.	Returning officers have discretion regarding recounts.
Clarifying rules and streamlining processes for scrutineers.	Concerns have been raised that the rules for scrutineers are not clear.

## Strengthening the accountability of local councils under the *MGA*

Proposed changes to the *MGA* will help ensure local councils and elected officials are mindful of the common interests of Albertans and held to greater account by the citizens who elected them.

Description of Proposed Changes	Current Status
Require a councillor's seat to become vacant upon disqualification.	Municipal councils or electors can only remove a disqualified councillor through the courts if they refuse to vacate their seat.
Require mandatory orientation training for councillors.	Training for councillors must be offered, but there is no requirement for the councillor to attend the training.
<b>AMENDED:</b> Allow Cabinet to remove a councillor by ordering a vote of the electors to determine whether the councillor should be removed. An elector vote to remove a councillor is limited to councillors who Cabinet consider to be unwilling, unable, or refusing to do the job for which they were elected, or if Cabinet considers such a vote to be in the public interest by taking into consideration illegal or unethical behaviour by a councillor.	Minister can only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
Allow elected officials to recuse themselves for real or perceived conflicts of interest.	Elected officials can only recuse themselves for matters in which they have a financial interest.
Make the Minister responsible for validating municipal recall petitions.	A municipality's chief administrative officer is responsible for validating recall petitions.
<b>AMENDED:</b> Enable Cabinet to require a municipality to amend or repeal a bylaw given specific requirements are met that allow Cabinet to intervene (including: the bylaw exceeds the scope of the <i>MGA</i> or otherwise exceeds the authority granted to a municipality under the <i>MGA</i> or any other statute, conflicts with the <i>MGA</i> or any other statute, is contrary to provincial policy, or contravenes the Constitution of Canada.	Cabinet may only intervene with respect to a land use bylaw or statutory plan.  No provisions exist.
Give Cabinet authority to direct a municipality to take specific action to protect public health and/or safety.	
Allow the Minister to outline joint use planning agreement criteria and requirements.	All criteria for these agreements are currently in the <i>MGA</i> .
Specify that the assessed person for an electric generation system is the operator.	There is a lack of clarity regarding who should be assessed for electrical generation systems.

## Accelerating housing development under the *MGA*

Affordable and attainable housing has become one of the most urgent concerns across the country, and Alberta's government is constantly searching for innovative ways to meet this challenge, including new tools for municipalities to leverage under the *MGA*.

Description of Proposed Changes	Current Status
Require municipalities to offer digital options for public hearings on planning and development and restrict them from holding extra hearings when not required by legislation.	No requirements in place for digital options. Municipalities can hold extra hearings beyond what's legislated.

Description of Proposed Changes	Current Status
Fully exempt non-profit subsidized affordable housing from property taxation.	No provisions in place.
Enable multi-year residential property tax incentives.	Municipalities may offer multi-year incentives for non-residential development, but not residential development.
Limit the ability of municipalities to require non-statutory studies as requirements for building and development permits.	No provisions in place.

## Next steps

Should the legislation pass, supporting regulations would be developed through stakeholder engagement with municipalities and other partners, which is expected to take place in late spring and summer of 2024. If passed, it is anticipated that the majority of the legislation would come into force upon proclamation. Provisions that have property tax implications retain a January 1, 2025, coming into force date.

## Karine Keys

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**From:** The Be Prepared Program <beprepared@gov.ab.ca>  
**Sent:** May 13, 2024 12:49 PM  
**To:** Karine Keys  
**Subject:** Now accepting nominations - Emergency Management Exemplary Service Award

**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.

# Resilience Builders Bulletin

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**Public Safety Canada: Emergency Management Exemplary  
Service Award (EMESA)**

### **Greetings Resilience Builders!**

As part of our ongoing commitment to building a resilient and disaster-ready Alberta,  
we are excited to announce the nomination period for Public Safety

Canada's Emergency Management Exemplary Service Award is now open.

We know many of you are championing preparedness and contributing to the emergency management field through the work you are doing in your communities and organizations. This is an opportunity to recognize excellence and the outstanding contributions across Canada to prevent, prepare for, respond to, and recover from emergencies and disasters.

## Nominations now open!

The Emergency Management Exemplary Service Award is a prestigious recognition for exceptional service and achievement for deserving individuals or groups of up to 20 individuals. This award, a partnership between federal, provincial, and territorial governments, recognizes the work being done across Canada to prevent, prepare for, respond to, and recover from emergencies and disasters.

Awards will be granted in [five categories](#):

- Resilient Communities
- Outstanding Contribution to Emergency Management
- Youth
- Search and Rescue Employees
- Search and Rescue Volunteers

Provinces and territories are now accepting nominations for the Resilient Communities, Youth, and Outstanding Contribution to Emergency Management categories and are leading separate nomination processes.

[Learn more about EMESA](#)

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## Examples of achievements include excellence in:

**Resilient Communities**

- contributing to an inclusive and all-of-society disaster risk management approach, including prevention and mitigation activities
- strengthening disaster risk governance and collaboration, including initiatives to encourage the participation of relevant stakeholders
- contributing to an improved understanding of disaster risk
- enhancing preparedness and recovery to build back better following a disaster (including physical infrastructure as well as enhancements and innovations to policies, plans, procedures, and programs)
- increasing investment in disaster reduction and mitigation through structural and non-structural measures
- developing effective campaigns for public awareness and education
- enhancing disaster response capacity and coordination

### **Youth**

- an academic contribution to the emergency management field
- the course of one's duties in an emergency management profession
- the establishment of a community organization to advance emergency management

### **Outstanding Contribution to Emergency Management**

- an emergency management career, at any level of government or other organization
- an organization's contribution to public awareness of emergency preparedness or other aspect of emergency management
- outstanding contribution to the development, delivery, or advancement of emergency management

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## **Alberta Nominations**

On behalf of the Alberta Emergency Management Agency, the Be Prepared team will be leading the EMESA nomination process for Alberta. Please submit all nominations and questions to the [Be Prepared team](#).

**Nominations will be accepted until August 1, 2024.**

## Federal Nominations

Public Safety Canada is now accepting federal nominations. To be considered for a federal nomination, initiatives or achievements must span across multiple jurisdictions and/or the contribution must have a national scope. Federal nominations are available in three categories:

- Resilient communities
- Outstanding Contribution to Emergency Management
- Youth

For [Search and Rescue category awards](#) (federal level, and all provinces and territories), nominations will flow through the National Search and Rescue Secretariat, who will engage the search and rescue community to select nominations for each jurisdiction.

[Nomination forms](#)

### Join the Resilience Builders Network

The Be Prepared program was developed to support your efforts in encouraging disaster risk reduction behaviour at the local level.

Email us at [BePrepared@gov.ab.ca](mailto:BePrepared@gov.ab.ca) to join the Resilience Builders Network or if you see an opportunity where we can improve or expand our program offerings, let us know!

 Facebook - Your Alberta

## Karine Keys

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**From:** Tyler Gandam <president@abmunis.ca>  
**Sent:** May 13, 2024 2:56 PM  
**To:** Karine Keys  
**Subject:** ABmunis letter to Premier Smith to clarify information on provincial  
**Attachments:** Ltr to Premier Smith re clarify funding for municipalities.pdf

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

Dear Mayors, Councillors, and CAOs:

In March, Premier Smith spoke at ABmunis' Spring 2024 Municipal Leaders' Caucus and promoted that the Government of Alberta will provide \$3.6 billion in capital funding to municipalities in 2024. Several of you contacted us seeking clarity on the figures. Our Policy and Advocacy team reviewed the information and found that only \$1.7 billion of the quoted \$3.6 billion represented provincial funding for municipal infrastructure. The remainder consisted of funding from the Government of Canada that flows through the Government of Alberta or provincial investment in provincial highways and bridges.

Initially, we shared these findings through an [article in The Weekly newsletter](#). Following that, our Board determined it would be helpful to follow up with Premier Smith to ensure her office is aware of ABmunis' analysis and the current inequities between provincial property taxes collected from municipalities compared to the amount of provincial funding delivered to municipalities.

To help inform your discussions with MLAs and Ministers, we are sharing the attached letter that was sent to Premier Smith.

Thank you,  
Tyler Gandam  
President, Alberta Municipalities  
[Tyler Gandam](#) | [President](#)

---

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



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



May 13, 2024

Honourable Danielle Smith, ECA  
Premier and Minister of Intergovernmental Relations  
307 Legislature Building  
10800 97 Avenue  
Edmonton, Alberta T5K 2B6

Dear Premier Smith:

Thank you for attending and speaking at Alberta Municipalities' Spring 2024 Municipal Leaders' Caucus in Edmonton on March 15, 2024. We sincerely appreciated you were willing to take questions from audience members and even extend your time to converse on matters that are important to municipal leaders.

During your address to the audience, you stated that the Government of Alberta will provide \$3.6 billion in capital funding support to municipal governments in 2024 consisting of:


- \$2.23 billion in municipal infrastructure support,
- \$577 million in capital maintenance and support,
- \$708 million in roads and bridges, and
- \$95 million in additional projects.

During that same speech you promoted that this funding support represents \$900 million more in funding than what the Government of Alberta will requisition from municipalities in 2024 through provincial property taxes.

Following the event, several of our members contacted our association seeking clarity on the figures. Based on our findings, we wanted to bring to your attention that only 48 per cent of that \$3.6 billion expenditure represents provincial funding for municipal governments. In the enclosure to this letter, we breakdown the numbers which involves:

<b>Provincial Funding for Municipalities</b>	(\$ millions)
Provincial funding programs for municipalities (\$722 million in Local Government Fiscal Framework Capital funding and \$188 million through competitive application programs).	910
Provincial funding for one-off municipal projects (not part of a formal funding program).	819
	<b>\$1,729</b>
<b>Federal Funding for Municipalities &amp; Provincial Expense on Provincial Infrastructure</b>	
Funding from the Government of Canada that flows through the Government of Alberta to municipalities.	764
Provincial expenditures on provincially-owned highways and bridges, which are unrelated to the scope of municipal government operations.	1,116
	<b>\$1,880</b>
<b>Total Quoted Expenditure</b>	<b>\$3,609</b>





With \$1.88 billion of the \$3.61 billion consisting of a combination of federal funding for municipalities and provincial spending on provincial infrastructure, this means that only \$1.73 billion is the total provincial capital funding contribution to municipal governments in 2024. This highlights how total capital funding from the province is actually \$1 billion less than the \$2.7 billion that the Government of Alberta will requisition from municipalities this year. This demonstrates another reason that the starting amount of the Local Government Fiscal Framework Capital funding should have been set at \$1.7 billion instead of \$722 million.

### **Review of the Provincial Property Tax System**

We share this information to bring clarity to the clear inequity between funding to municipalities and provincial property taxes that are requisitioned from municipalities. This is why we applaud that your mandate letter to the Honourable Ric Mclver, Minister of Municipal Affairs, includes the initiative to review how the provincial property tax system can be changed to enable municipalities to retain more funding.

We optimistically wait for the result of that review to be shared and look forward to receiving an update on the expected timing.

If you wish to set up a meeting to discuss this or any other matter related to municipalities, I invite you to contact me by email at [president@abmunis.ca](mailto:president@abmunis.ca) or on my cell phone at (780) 312-0660.

Sincerely,



Tyler Gandam  
President, Alberta Municipalities

CC: Honourable Nate Horner, President of Treasury Board and Minister of Finance  
Honourable Ric Mclver, Minister of Municipal Affairs  
Paul McLauchlin, President, Rural Municipalities of Alberta

Enclosure

## ABmunis' Breakdown of Premier Smith's Quoted \$3.6 Billion in Funding for Municipalities

(\$ millions)	2024 Budget	% of Total
<b>Provincial Programs for Municipal Infrastructure</b>		
Local Government Fiscal Framework Capital	\$722	20.0%
Municipal Water and Wastewater Partnership	66	1.8%
Water for Life	50	1.4%
Strategic Transportation Infrastructure Program	44	1.2%
Local Growth and Sustainability Grant	20	0.6%
First Nations Water Tie-In	8	0.2%
	<b>\$910</b>	<b>25.2%</b>
<b>One-Off Provincial Funding for Municipal Infrastructure (Not part of a formal funding program)</b>		
Provincial portion of Edmonton and Calgary LRT <sup>1</sup>	425	11.8%
Calgary Deerfoot Trail upgrades	156	4.3%
Calgary River District and Event Centre	88	2.4%
Edmonton Terwilligar expansion	50	1.4%
Edmonton Yellowhead Trail	50	1.4%
Edmonton 50 <sup>th</sup> Street	8	0.2%
YYC Rail Connection	2	0.1%
<i>Projects Outside Calgary and Edmonton</i>		
Red Deer Regional Airport Expansion	20	0.6%
Capital Region Wastewater Treatment	10	0.3%
Fox Lake Access Improvement	6	0.2%
Designated Industrial Zone Pilot Project	4	0.1%
	<b>\$819</b>	<b>22.7%</b>
<b>Federal Funding for Municipal Infrastructure that Flows Through the Government of Alberta</b>		
Federal portion of Edmonton and Calgary LRT <sup>1</sup>	425	11.8%
Canada Community Building Fund	265	7.4%
Investing in Canada Infrastructure Program	73	2.0%
Clean Water and Wastewater Fund	1	0.0%
	<b>\$764</b>	<b>21.2%</b>
<b>Provincial Investments in Provincial Highways and Bridges</b>		
Highway rehabilitation projects	352	9.7%
Highway twinning, widening, expansion	151	4.2%
Bridge construction projects	121	3.4%
Edmonton/Calgary Ring Roads	73	2.0%
Highway 3 twinning (Taber to Burdett)	65	1.8%
Major maintenance	45	1.2%
P3 Ring Road Maintenance	39	1.1%
Multiple engineering projects	29	0.8%
Highway twinning south of Grande Prairie	24	0.7%
Slide repairs	21	0.6%
Highway 16A and RR20 intersection	20	0.6%
Highway 11 twinning (Red Deer to Rocky Mountain House)	17	0.5%
Highway 40 grade widening (Grande Cache to Hinton)	15	0.4%
Highway 201 Bow River Bridge on SE Stony Trail	14	0.4%
Other projects	131	3.6%
	<b>\$1,116</b>	<b>30.9%</b>
<b>Total</b>	<b>\$3,609</b>	<b>100.0%</b>

<sup>1</sup> \$425 million is an estimate based on news releases indicating that funding from the Government of Canada and Government of Alberta were about evenly split for each Calgary and Edmonton LRT project.

## Karine Keys

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**From:** Seniors, Community and Social Services <seniorsinformation@gov.ab.ca>  
**Sent:** May 15, 2024 2:25 PM  
**To:** Karine Keys  
**Subject:** Age-Friendly E-News - Active Communities Initiative Grant - June 1 Deadline!

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Trouble viewing this email? [Read it online](#)

# Age-Friendly E-News

Alberta

## Active Communities Initiative Grant Submit Your Expression of Interest by June 1!

On May 3, 2024 the Honourable Joseph Schow, Minister of Tourism and Sport announced \$30 million through the new Active Communities Initiative to support recreational facilities in every corner of our province.

You can watch and read the full announcement here: <https://www.alberta.ca/release.cfm?xID=902887A915EF0-BF58-A6D7-35BC294F5758FF3A>

The Active Communities Initiative is open to eligible community groups, non-profit organizations, and societies, and First Nations and Métis Settlements, that wish to build or enhance active spaces that support sport and recreation in their communities. **This includes eligible seniors' centres.**

The grant is intended for small and mid-sized projects, including indoor and outdoor skating rinks, community pools, indoor turf centres, pickle ball courts, sports fields and courts, and other sport and recreational facilities.

Applications opened May 3, 2024 and interested organizations should submit an [expression of interest](#) by **June 1, 2024**.

For more information on the Active Communities initiative including guidelines and criteria, eligibility and important deadlines visit: <https://www.alberta.ca/active-communities-initiative>

Connect with the Sport Physical Activity and Recreation Branch if you have questions via email to [spar@gov.ab.ca](mailto:spar@gov.ab.ca).



Website



E-mail

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

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

This email is intended for [info@claresholm.ca](mailto:info@claresholm.ca).

[Update your preferences](#) or [Unsubscribe](#)



**From:** Claresholm Social Centre <[claresholmsocialcentre@gmail.com](mailto:claresholmsocialcentre@gmail.com)>  
**Date:** May 14, 2024 at 3:56:59 PM MDT  
**To:** Brad Schlossberger <[brad.schlossberger@claresholm.ca](mailto:brad.schlossberger@claresholm.ca)>  
**Subject: Letter of Support to host Farmers Markets at the Social Centre**

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

Good afternoon Mayor:

On behalf of the Board of Directors of the Claresholm Social Centre Society I am asking for a Letter of Support from you and Town Council for a Farmer's Market to be held on Tuesday afternoons outside at the Social Centre. We are applying to the Alberta Government to become an approved Farmers Market and they require Letters of Support from within the Community.

Vendors and residents have requested the Social Centre support a second Farmers market in Claresholm.

Tuesdays does not compete with any other markets in the area, including Claresholm, Pincher Creek, Granum, Nanton, Stavely and Ft. Macleod.

Hosting a Second farmer's market would add to the range of services offered in Claresholm.

The Centre's messaging is two-fold: Everyone Welcome and Community Grows Here. We are guided by our vision which states  
Become highly recognized community resource  
Expand resources and availability  
Increased diversity of users, volunteers and board members

Businesses and community organizations are lending their support and having a letter of support from the Mayor and Town Council would mean a lot to our Board.

I look forward to hearing from you.

Respectfully yours,

Marian Rooney, President  
**Claresholm Social Centre**  
5009 2 ST E - Claresholm, AB  
403-625-4141

## Karine Keys

---

**From:** Don Sharpe <sharpestick1@gmail.com>  
**Sent:** May 21, 2024 8:37 AM  
**To:** Karine Keys  
**Subject:** Fwd: In Camera Meeting with AHS EMS delegation on March 25, 2024

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

Dear Claresholm Councillors,

In early March 2024 you all had a closed, confidential meeting with AHS EMS. We believe it was noted in your Agenda and Minutes as either, 'Intergovernmental Relations/Advice from Officials FOIP 21/24'. Other Councils have been more transparent, noting Alberta Health Services, some even listing the names of who attended.

On April 10 Foothills County Council refused to conduct the AHS EMS presentation and the very important Q&A session in camera. Councillor Oel made a very strong statement about their concerns regarding EMS in Foothills County. (2:06 mark)  
<https://www.youtube.com/live/m8D0m6tDjIY?si=7LoVBL5Yw3jX3h6m>

On April 22 High River Town Council took a principled stand when responding to concerns about the in camera session they had with AHS EMS on April 8. (35:00 mark)  
[https://www.youtube.com/live/WsqdOVmr1WE?si=rRSjftddjM\\_86jnV](https://www.youtube.com/live/WsqdOVmr1WE?si=rRSjftddjM_86jnV)

We have received many emails and texts from AHS Paramedics about the amount of time they're spending away from Mountainview . We have FOIP'd relocation data for Claresholm based Ambulances, also the number of non-urgent transfers your Claresholm Ambulance has done, by month, for the past 5 years. We have all of the hallway waits data since 2014. The last time AHS EMS achieved the 45 minute hospital offload delay target for 50% of resources was on Aug 23, 2023. That was over 250 days ago.

Here's a link to the website for our campaign. [www.wheresmyambulance.com](http://www.wheresmyambulance.com). It's a growing group of Paramedics who want more transparency and accountability for Alberta EMS. We know how badly you're being served in Claresholm. We know you're being lied to. We know this new non-urgent transfer program using two companies based in Calgary and Edmonton isn't going to serve Rural Alberta. You'll see more from us as the Spring turns into Summer. We want to help, by making sure you have the information you need to ask good questions and get the very best EMS for your Community. You can call me if you wish, with questions or concerns.

It is our hope that you won't have any future, unnecessary in camera meetings with AHS EMS. Mayor Snodgrass set a great example for all Town Councils in Alberta when he said, "When we have a presentation from AHS EMS again, there's got to be some very, very definitive information about why

we're going in camera... and if they don't want to hold it (in public) the answer is no and if you don't like the answer then don't present here."

In closing I'd just like to acknowledge the great and difficult work you do as elected representatives of the people who live in Claresholm..

Respectfully,  
Don Sharpe - Registered Paramedic  
403 512-2753

RECEIVED

MAY 23 2024

May 23, 2024

To Town Councillors

Due to the unfortunate passage of HW #2 through the town center, local drivers choose alleyways for convenience & safety.

West side dwellers must cross #2 to get to a grocery store. At least repair the potholes in highly travelled alleyways - esp. behind FGA & Local Press

There ought to be traffic lights at the intersection of #2 and 520. It is a death trap. A "High Collision Intersection" sign just doesn't cut it for turning north or continuing east.

The speed limits past the hospital need more enforcement.

Cliff & Audrey Egger





# REQUEST FOR DECISION

Meeting: May 27, 2024  
Agenda Item: 9

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## REQUEST FOR TAX WAIVER ROYAL CANADIAN LEGION

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### **DESCRIPTION:**

The Town of Claresholm has received a request from the Royal Canadian Legion Branch No. 41 regarding the property taxes located at 414 – 53rd Avenue East.

### **BACKGROUND:**

The Legion asks for forgiveness of these taxes every year. The amounts in past years are as follows:

- 2012 – \$1,194.14
- 2013 – \$1,123.36
- 2014 – \$1,160.39
- 2015 – \$1,140.09
- 2016 – \$1,152.75
- 2017 – \$1,206.06
- 2018 – \$1,144.96
- 2019 – \$1,132.02
- 2020 – \$1,238.96
- 2021 -- \$1,304.86
- 2022 -- \$1,317.96
- 2023 -- \$1,337.19

The amount of the request for 2024 is \$1,349.89

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to cancel the municipal portion of the 2024 property taxes levied on the property located at 414 – 53rd Avenue East in the amount of \$1,349.89.

### **ATTACHMENTS:**

- 1.) Legion request letter
- 2.) 2024 Tax Notice

### **APPLICABLE LEGISLATION:**

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, section 347

PREPARED BY: Lisa Chilton, Tax Administrator

---

APPROVED BY: Abe Tinney, CAO

DATE: May 24, 2024

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RECEIVED

MAY 23 2024

Royal Canadian Legion Branch #41  
414 - 53rd Ave East  
Claresholm, AB T0L 0T0  
Phone: 403-625-3755  
email: RCLegion41@shaw.ca

May 20, 2024

Town of Claresholm  
PO Box 1000  
Claresholm, AB T0L 0T0

Attention: Chief Administrative Officer

The Royal Canadian Legion Branch No. 41 Executive and General Membership request that the Town of Claresholm exempt the Claresholm Legion Branch No. 41 from paying the Municipal Tax (non-residential) portion of our 2022 taxation assessment.

Thank you for your consideration.

Sincerely,

Sharon Vandenberg  
Treasurer

**TOWN OF CLARESHOLM**

BOX 1000  
111 - 55 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381



**2024**

**TAXATION NOTICE  
& PROPERTY ASSESSMENT**

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11915000	0				0	0	0	0
SUBDIVISION NAME								
CIVIC ADDRESS 414 53 AVE E								
MORTGAGE NUMBER		PLAN	BLOCK	LOT				
		8010781	118	32				
MORTGAGE COMPANY NAME								

DATE OF MAILING	2024-May-15
NOTICE OF ASSESSMENT	2024-May-23
<b>DUE DATE</b>	<b>2024-Jun-28</b>

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2024-Jul-22

ROYAL CANADIAN LEGION  
BOX 807  
CLARESHOLM, AB T0L 0T0  
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	268,100	COMMERCIAL IMPROVE	119,100
COMMERCIAL IMPROV	114,900	COMM ASSOC IMPROVE	277,900
<b>TOTAL ASSESSMENT</b>	<b>383,000</b>	<b>TOTAL ASSESSMENT</b>	<b>397,000</b>
		EXEMPT	277,900
		TAXABLE	119,100

**IMPORTANT PENALTY INFORMATION**  
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Friday, June 28th, 2024. A penalty of 14% will be applied on any current outstanding balance after June 28th, 2024. A further 14% penalty will be assessed on all charges applied to tax accounts unpaid after Dec 31st, 2024.

EDUCATION TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res		0.003800200	24.53077	452.60
<b>TOTAL 2024 EDUCATION TAXES</b>				<b>452.60</b>
<b>SUB TOTAL 2024 TAXES</b>				<b>452.60</b>

MUNICIPAL AND OTHER TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged		0.000357200	2.30565	42.54
Municipal Tax - Non- Res		0.011334100	73.16358	1,349.89
<b>TOTAL 2024 MUNICIPAL AND OTHER TAXES</b>				<b>1,392.43</b>
<b>SUB TOTAL 2024 TAXES</b>				<b>1,845.03</b>

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	153.75
	0.00

<b>TOTAL 2024 TAXES</b>	<b>1,845.03</b>
CURRENT OUTSTANDING	0.00
<b>TOTAL CURRENT TAXES PAYABLE FOR 2024</b>	<b>1,845.03</b>
<b>AMOUNT DUE AFTER JUNE 28TH, 2024</b>	<b>2,103.33</b>

FOR COMPARISON 2023 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE 1,824.55

Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

Your property has been assessed as shown for the above taxation year. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and appropriate assessment fee on or before July 22, 2024 to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert.) To request a receipt for tax payment call 403-625-3381 or e-mail info@claresholm.ca.

**TOWN OF CLARESHOLM**

BOX 1000  
111 - 55 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381



ROLL NUMBER	11915000
LAST DATE BEFORE PENALTY	2024-Jun-28

**2024**

**TAXATION NOTICE  
& PROPERTY ASSESSMENT**

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	1,845.03	1,845.03

AMOUNT DUE PLEASE PAY	1,845.03
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

ROYAL CANADIAN LEGION  
BOX 807  
CLARESHOLM, AB T0L 0T0  
Canada

11915000



# REQUEST FOR DECISION

Meeting: May 27, 2024  
Agenda Item: 10

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## REQUEST FOR TAX WAIVER CLARESHOLM MEDICAL CLINIC

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### DESCRIPTION:

The Town of Claresholm has received a request from the MD of Willow Creek regarding the property taxes for the Claresholm Medical Clinic located at 4215 Fairway Drive.

### BACKGROUND:

Council reviewed the request in 2018 and carried a motion to waive the municipal portion of the taxes in the spirit of cooperation in the amount of \$6,387.79, as the MD of Willow Creek supports the Town of Claresholm by way of the recreation grant in the amount of \$50,000 (now the ICF recreation grant of \$74,300).

The municipal portion of property taxes was again waived in 2019 in the amount of \$6,087.60, in 2020 in the amount of \$6,280.10, in 2021 in the amount of \$6,634.51, in 2022 in the amount of \$7,064.27 and in 2023 in the amount of \$7,017.65.

Should Council decide to waive the municipal portion of the property taxes on this property, it is important to note the *Municipal Government Act* (MGA) in regards to this request.

### PART 10 TAXATION

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

(b) cancel or refund all or part of a tax.

In order to waive the municipal portion of the property taxes, the property taxes must first be levied. It must also be determined why "Council considers it equitable to do so" and it must state that in the motion. This waiver must be revisited on an annual basis to determine whether or not the conditions for the waiver still exist.

### PROPOSED RESOLUTION:

Moved by Councillor \_\_\_\_\_ to cancel the municipal portion of the 2024 property taxes levied on the property owned by the MD of Willow Creek located at 4215 Fairway Drive in the amount of \$7,163.15. This cancellation is in the spirit of cooperation with our municipal neighbour and to support the Claresholm Medical Clinic and public health in the region.

### ATTACHMENTS:

- 1.) MD of Willow Creek request letter
- 2.) 2024 Taxation Notice & Property Assessment

### APPLICABLE LEGISLATION:

- 1.) *Municipal Government Act*, RSA 2000, Chapter M-26

PREPARED BY: Lisa Chilton – Tax Administrator

---

APPROVED BY: Abe Tinney, CAO

DATE: May 24, 2024

---



# Municipal District of Willow Creek

Office of the Administrator

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

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

May 21, 2024

RECEIVED

MAY 22 2024

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

**ATTENTION: Abe Tinney, MA**

Dear Sirs:

**RE: Claresholm Medical Clinic  
Lot 2, Block 5, Plan 7711577  
Tax Roll 11573000**

The M.D. of Willow Creek No. 26 would like to request a waiver of the municipal portion only of the 2024 property taxes levied on the above-noted property owned by the M.D. of Willow Creek. The amount requested to be waived is \$7,163.15

The M.D. of Willow Creek sincerely appreciates your prompt attention to this matter.

Yours truly,

Derrick Krizsan, C.L.G.M.  
Chief Administrative Officer

**TOWN OF CLARESHOLM**

BOX 1000  
111 - 55 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381



**2024**

**TAXATION NOTICE  
& PROPERTY ASSESSMENT**

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11573000	0	YB: 1978			0	0	0	0
SUBDIVISION NAME								
CIVIC ADDRESS								
Medical Clinic 4215 FAI								
MORTGAGE NUMBER		PLAN	BLOCK	LOT				
7711577			B	2				
MORTGAGE COMPANY NAME								

DATE OF MAILING	2024-May-15
NOTICE OF ASSESSMENT	2024-May-23
<b>DUE DATE</b>	<b>2024-Jun-28</b>

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2024-Jul-22

MUNICIPAL DISTRICT OF WILLOW CREEK  
BOX 550  
CLARESHOLM, AB T0L 0T0  
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMMERCIAL IMPROV	603,000	COMMERCIAL IMPROVE	632,000
<b>TOTAL ASSESSMENT</b>	<b>603,000</b>	<b>TOTAL ASSESSMENT</b>	<b>632,000</b>
		EXEMPT	0
		TAXABLE	632,000

**IMPORTANT PENALTY INFORMATION**  
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Friday, June 28th, 2024. A penalty of 14% will be applied on any current outstanding balance after June 28th, 2024. A further 14% penalty will be assessed on all charges applied to tax accounts unpaid after Dec 31st, 2024.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res	0.003800200	24.53090	2,401.73
<b>TOTAL 2024 EDUCATION TAXES</b>			<b>2,401.73</b>
<b>SUB TOTAL 2024 TAXES</b>			<b>2,401.73</b>

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged	0.000357200	2.30578	225.75
Municipal Tax - Non- Res	0.011334100	73.16332	7,163.15
<b>TOTAL 2024 MUNICIPAL AND OTHER TAXES</b>			<b>7,388.90</b>
<b>SUB TOTAL 2024 TAXES</b>			<b>9,790.63</b>

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	815.89
	0.00

<b>TOTAL 2024 TAXES</b>	<b>9,790.63</b>
CURRENT OUTSTANDING	0.00
<b>TOTAL CURRENT TAXES PAYABLE FOR 2024</b>	<b>9,790.63</b>
<b>AMOUNT DUE AFTER JUNE 28TH, 2024</b>	<b>11,161.32</b>

FOR COMPARISON 2023 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE **9,575.33**

Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

Your property has been assessed as shown for the above taxation year. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and appropriate assessment fee on or before July 22, 2024 to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert.) To request a receipt for tax payment call 403-625-3381 or e-mail info@claresholm.ca.

**TOWN OF CLARESHOLM**

BOX 1000  
111 - 55 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381



ROLL NUMBER	11573000
LAST DATE BEFORE PENALTY	2024-Jun-28

**2024**

**TAXATION NOTICE  
& PROPERTY ASSESSMENT**

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	9,790.63	9,790.63

AMOUNT DUE PLEASE PAY	9,790.63
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

MUNICIPAL DISTRICT OF WILLOW CREEK  
BOX 550  
CLARESHOLM, AB T0L 0T0  
Canada

11573000



**Claresholm**

# REQUEST FOR DECISION

Meeting: May 27, 2024  
Agenda Item: 11

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## Expression of Interest Application – Rural Community Immigration Pilot

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### **DESCRIPTION/BACKGROUND:**

Since 2020 Claresholm has issued Community Recommendations through the RNIP program to 92 newcomers for full time job offers with 40 different employers in Claresholm.

On March 6<sup>th</sup>, the Minister of Immigration, Refugees and Citizenship announced two new community-based economic immigration pilots, The Rural Community Immigration Pilot (RCIP) and Francophone Community Immigration Pilot (FCIP). They will be launched this fall, following the expiry of RNIP on August 31, 2024.

IRCC launched an open Expression of Interest on May 21st to allow both current RNIP communities and new communities to apply to participate. The application process is very similar to the application process the Town completed in 2019 to join the RNIP program. The program will still need to be run through a local community-based economic development organization. **Applications must be submitted by July 2, 2024.**

RCIP will have a modified program design based on lessons learned from RNIP and will aim to strike a greater balance in terms of roles and responsibilities for communities and IRCC. IRCC has also expressed that RCIP will place greater onus and responsibility on the employers for settlement services. IRCC will be providing further training and onboarding for both participating communities and employers. From these new pilots, IRCC expects to obtain more data, evidence, and lessons learned to inform the future of a permanent rural economic immigration program.

There is continued interest in an immigration program in Claresholm, both from employers and from temporary workers hoping to make our community their home. However, the lack of available housing options as well as limited capacity to accept new clients in the childcare and healthcare sectors are a concern.

### **DISCUSSION/OPTIONS:**

Discuss desired boundary for the program, adjust boundary or participate in the new program with the existing 25km boundary which allows for the inclusion of employers from Stavely, Granum and the MD of Willow Creek. Letters of support will be required from the MD and Granum Councils if we proceed with the existing boundaries. If we can't obtain those letters of support, The Town will adjust the boundaries to only include Claresholm so we can make the application.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to direct administration to submit an Expression of Interest application for the Rural Community Immigration Pilot and draft a letter of support to be signed by Mayor Brad Schlossberger.

### **ATTACHMENTS:**

- 1.) RCIP Expression of Interest Press Release

APPLICABLE LEGISLATION:

1.) N/A

PREPARED BY: Ali Hemmaway – Economic Development Assistant

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APPROVED BY: Abe Tinney -- CAO

DATE: May 22, 2024

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**Karine Keys**

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**From:** COMM Media Relations / Relations médias COMM (IRCC) <Media@cic.gc.ca>  
**Sent:** May 21, 2024 12:51 PM  
**To:** COMM Media Relations / Relations médias COMM (IRCC)  
**Subject:** NEWS RELEASE - Community applications now open for new rural and Francophone immigration pilots / COMMUNIQUÉ - Ouverture du processus de candidature des communautés pour les nouveaux programmes pilotes dans les communautés rurales et francophones

**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.

*Le français suit*



Immigration, Réfugiés  
et Citoyenneté Canada

Immigration, Refugees  
and Citizenship Canada

# NEWS RELEASE

For immediate release

## Community applications now open for new rural and Francophone immigration pilots

**May 21, 2024—Ottawa, ON**—Rural and Francophone minority communities are key to both Canada's long-term growth and our linguistic vitality. However, these communities face unique economic and demographic challenges. That is why the Government of Canada is [launching two new pilots this fall](#) to attract the skilled workers they need to grow their economies and communities.

Today, the Honourable Marc Miller, Minister of Immigration, Refugees and Citizenship, launched the community application process for the Rural Community Immigration Pilot and the Francophone Community Immigration Pilot. Interested economic development organizations across Canada are invited to apply for one or both of the pilots. These organizations will submit an application on behalf of their communities, and must demonstrate their eligibility and show how immigration will strengthen their local economies.

Immigration, Refugees and Citizenship Canada (IRCC) will select up to 15 communities to participate in the pilots based on their economic needs, the availability of services and programs to assist newcomers, and the capacity of their economic development organizations to partner with IRCC. IRCC will announce the selected participants in the coming months and will begin their onboarding and training this fall.

All interested organizations must apply using [IRCC's questionnaire](#) by July 2, 2024.

**Quote**

“Promoting growth and vitality in rural and Francophone minority communities is crucial to our national identity, and we recognize the unique economic, linguistic and cultural contributions that newcomers bring to these areas. That is why we are introducing these new pilots and inviting rural and Francophone minority communities outside Quebec to apply. I look forward to working together to address the diverse needs of these communities across Canada.”

– The Honourable Marc Miller, Minister of Immigration, Refugees and Citizenship

## Quick Facts

- Together, the Rural Community Immigration Pilot and the Francophone Community Immigration Pilot will allow IRCC to process up to 5,500 permanent resident applications per year.
- The inclusion of new Francophone communities in regional economic immigration programs is a core measure of IRCC’s [Policy on Francophone Immigration](#).
- On October 31, 2023, IRCC released [An Immigration System for Canada’s Future](#)—a report that lays out a pathway for strengthening our immigration system to better meet the needs of our country and of newcomers. As part of the work to implement the actions identified in the report, IRCC continues to explore opportunities to enhance regional immigration, including through the Rural Community Immigration Pilot.

## Associated Links

- [Apply to participate in the new pilots](#)
- [Learn more about the community application process](#)
- [Canada announces new immigration pilots](#)
- [Policy on Francophone Immigration](#)
- [Immigration Matters](#)

## Follow us:

- [facebook.com/CitCanada](https://facebook.com/CitCanada)
- [twitter.com/CitImmCanada](https://twitter.com/CitImmCanada)
- [instagram.com/CitImmCanada](https://instagram.com/CitImmCanada)

- 30 -

## Contacts for media only

### Bahoz Dara Aziz

Press Secretary

Minister’s Office

Immigration, Refugees and Citizenship Canada

[Bahoz.DaraAziz@cic.gc.ca](mailto:Bahoz.DaraAziz@cic.gc.ca)

### Media Relations

Communications Sector

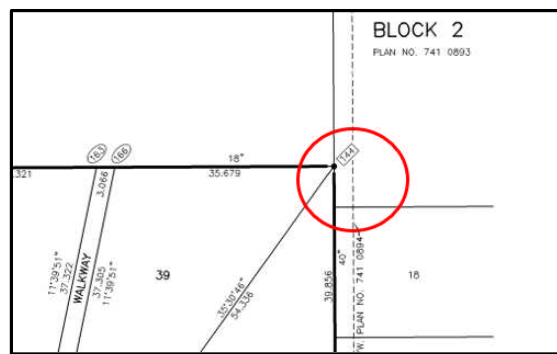
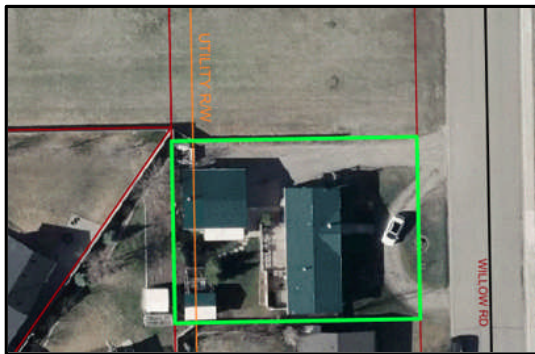
Immigration, Refugees and Citizenship Canada

613-952-1650

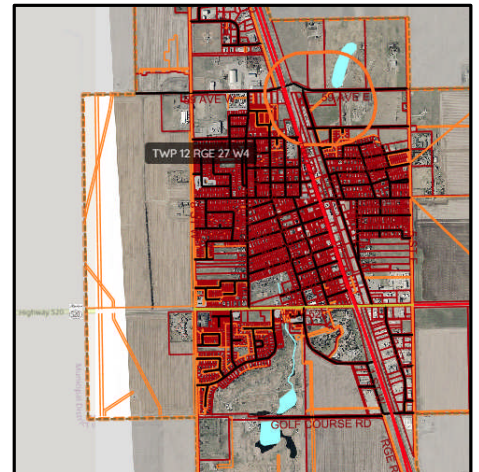
## GIS ORTHO PHOTOS / SUBDIVISION PROJECT

There are two projects the Development Department are working on (both presented following budget) for 2024 that were not included within the 2024 budget.

Council made a motion at the April 22, 2024, meeting to begin the process of removing the municipal reserve to correct the lot lines from an old development issue along Willow Park. The process of advertising has begun, and we anticipate the cost of subdivision to be approx. \$3500-\$5000. As this project was unbudgeted it is recommended to carry a motion for the out of budget expense to come from land reserves.



Additionally, the MD of Willow Creek is flying in 2024 to obtain new GIS ortho photos. They take those photos at a different resolution than the Town requires, however the cost to obtain these photos is a lot cheaper when they are flying over the Town anyway. They fly every few years or so, so if the Town does not join the project this year, it would be few years until the opportunity to join their project would come around again. The Town obtained a quote for the photos (see below) and would like to join with the MD's project. The Town's ortho photos are from 2021, so it is good to update every few years. With the boundary changes and annexation, we can encompass the full Town limits within the new photos as well. The Town's GIS is used daily by multiple staff and is also available to the public on our website.



Quote details:

SAP 2024 10cm Orthophoto Quote	Area (sq km)	Number of Flight Lines	Number of Frames	GSD (cm)	Total Price (CAD, excl GST)
Town of Claresholm	24.1	2	31	10.0	\$5,429

**POSSIBLE RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to approve out of budget expense for the completion of the Willow Park subdivision project up to \$5000, to be paid out of land reserves.

Moved by Councillor \_\_\_\_\_ to approve the out of budget expense for GIS photos in the amount of \$5429 to be paid out of land reserves.

PREPARED BY: Tara Vandervalk, Development Services Manager

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APPROVED BY: Abe Tinney – CAO

DATE: May 23, 2024

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**Claresholm**

# REQUEST FOR DECISION

Meeting: May 27, 2024  
Agenda Item: 13

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## Appointing an Assessor by Name

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### **DESCRIPTION:**

Each year, to ensure our records are current and the appointment isn't missed, Council should pass a motion to appoint the Town's Assessor.

### **BACKGROUND:**

The Town is currently under contract with Benchmark Assessment Consultants Inc. for assessment services. The contract was renewed last year for an additional 5-year term, with the current contract term ending July 31, 2028 (for the 2027 Assessment/2028 Tax Year). Logan Wehlage is the Assessor from Benchmark Assessment Consultants Inc. that is assigned to the Town of Claresholm.

Section 284.2 (1) of the MGA states "A municipality must appoint **a person** having the qualifications set out in the regulations to the position of designated officer to carry out the functions, duties and powers of a municipal assessor under this Act".

### **Proposed Resolution:**

Moved by Councillor \_\_\_\_\_ to appoint the Town's current Assessor, Logan Wehlage, an employee of Benchmark Assessments Consultants Inc, as the Assessor for the Town of Claresholm for the 2024 Assessment year.

### ATTACHMENTS:

- 1.) N/A

### APPLICABLE LEGISLATION:

- 1.) Section 284.2 (1) and (2) of the Municipal Government Act

PREPARED BY: Blair Bullock, CPA, CA – Director of Corporate Services

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APPROVED BY: Abe Tinney – CAO

DATE: May 23, 2024

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# REQUEST FOR DECISION

Meeting: May 27<sup>th</sup>, 2024  
Agenda Item: 14

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## FLAG POLICY (5.9.10)

---

### **DESCRIPTION/BACKGROUND:**

Administration is proposing a new policy that will direct the organization on the half-masting of flags at Town owned facilities (approximately 13 flags), and the general displaying of flags. The Town currently does not have a policy on this matter, and there is sometimes confusion in the organization and the community on the Town's process.

### **DISCUSSION/OPTIONS:**

The policy will generally sync with existing practices. Highlights of the policy include identifying the Day of Mourning and Remembrance Day as the only recurring days of the year that the Town half-masts the flag. Other unplanned days of half-masting will be as follows:

Flags will be flown at half-mast on all Town of Claresholm properties from the time of notification of death until sunset the day of the funeral or the memorial service for the following individuals:

- o The Sovereign;
- o Governor General of Canada;
- o Prime Minister of Canada;
- o Lieutenant Governor of Alberta;
- o Premier of Alberta;
- o A sitting MP representing the riding;
- o A sitting MLA representing the riding;
- o A sitting Member of Council;
- o A Town of Claresholm employee who dies in the line of duty.

It should be noted that to sync with existing practices, the following wording is in the policy:

*Flags will be flown at half-mast on all Town of Claresholm properties from the time of notification of death until sunset the day of the funeral or the memorial service, except when the day of lowering falls on a weekend or stat holiday, in which case, the flags will be lowered before sunset on the last working day prior to and raised before sunrise on the first working day following.*

This practice doesn't sync with federal guidelines for half-masting. The Town follows this practice for operational and financial reasons. The process to lower or raise all the flags takes about 4 hours, so on the weekend the Town would be paying overtime at 4hrs for this policy. If Council would like staff to perform the raising and lowering on the weekends then it should request this amendment be made to the policy.

The Administrative Services Committee recommended this policy to Council at its May 7<sup>th</sup> meeting.

**PROPOSED RESOLUTIONS:**

MOVED by Councillor \_\_\_\_\_ approve policy 5.9.10, the Town of Claresholm's Flag Policy effective May 27, 2024.

**COSTS/ SOURCE OF FUNDING (if applicable):**

N/A


**ATTACHMENTS:**

- 1.) Flag Policy (NEW)

PREPARED BY: Abe Tinney, CAO

DATE: May 24th, 2024

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		<b>Flag Policy</b>		<b>Policy #5.9.10</b>	
Department Owner:		Public Operations: General			
Policy Applies To:		Town of Claresholm Flag Raising and Lowering Procedures			
Date Created:				Date Approved By Council:	
Version #:		1.0		Resolution #:	
Last Review Date:				Policy(ies) Replaced/Rescinded:	

**Intent:**

Establish guidelines to properly display the Canadian National flag and to ensure the Town of Claresholm’s practice of lowering flags to half-mast is exercised in a consistent and appropriate manner.

**Guidelines:**

The Town of Claresholm intends on displaying the Canadian National flag in conjunction with the Provincial flag and/or the Town of Claresholm flag and/or the American flag, in various municipally owned locations throughout the community. The Town recognizes that the Canadian National flag must be displayed in a manner befitting the national emblem. The Town also recognizes that at times, the flag will be flown at half-mast position to commemorate a solemn occasion.

The following guidelines and procedures will be adhered to when displaying flags on municipally owned property:

- The Canadian National flag will be flown in conformity with rules adopted by the Government of Canada Department of Canadian Heritage.
- When only two (2) flags are displayed, the Canadian National flag should be furthest to the left (to an observer facing the display).
- When only three (3) flags are displayed, the Canadian National flag should be at the centre. To an observer facing the display, the second-ranking flag (in order of precedence) is placed to the left of centre, and the other to the right. A common combination of flags is that of the National flag of Canada with a Provincial flag, and a Municipal flag. In such a case, the National flag should be in the centre with the Provincial flag to the left and the Municipal flag to the right (to an observer facing the display).
- The Canadian National flag should be raised first and lowered last.
- When a flag becomes tattered and is no longer in a suitable condition for use, it should be removed from the property destroyed in a dignified way.

**Half-Mast**

Flags are flown at the half-mast position as a sign of mourning and/or to commemorate a solemn



occasion. The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.

On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast.

The following guidelines and procedures will be adhered to when lowering flags on municipally owned property to half-mast:

- The lowering of flags to half-mast is at the directive of:
  - o The Prime Minister's Office acting through Canadian Heritage;
  - o The Premier's Office;
  - o The Mayor and Council of the Town of Claresholm, or;
  - o The Chief Administrative Officer (CAO) or designate for the Town of Claresholm.

Flags will be flown at half-mast on all Town of Claresholm properties from the time of notification of death until sunset the day of the funeral or the memorial service, **except when the day of lowering falls on a weekend or stat holiday, when the flags will be lowered before sunset on the last working day prior to and raised before sunrise on the first working day following.**

- o The Sovereign;
- o Governor General of Canada;
- o Prime Minister of Canada;
- o Lieutenant Governor of Alberta;
- o Premier of Alberta;
- o A sitting MP representing the riding;
- o A sitting MLA representing the riding;
- o A sitting Member of Council;
- o A Town of Claresholm employee who dies in the line of duty.
- April 28<sup>th</sup>, *Day of Mourning*
- November 11, *Remembrance Day*

On April 28<sup>th</sup> and November 11, flags will be flown at half-mast from sunrise to sunset at all Town of Claresholm properties. If the Town of Claresholm facility is located by a cenotaph or place where a service is taking place, half-masting is to occur from 11:00 a.m. to sunset or at the time of the service until sunset.

Flags may be flown at half-mast for any other occasion that the Town of Claresholm Council deems appropriate through resolution of Council.

This policy is subject to review to ensure that it remains in conformance with the rules and proper etiquette for displaying the Canadian National flag.



# REQUEST FOR DECISION

Meeting: May 27<sup>th</sup>, 2024  
Agenda Item: 15

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## HIRING POLICY UPDATE (1.0.01)

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### **DESCRIPTION/BACKGROUND:**

Administration would like to update the Town's Hiring Policy.

### **DISCUSSION/OPTIONS:**

The policy has been updated to include a process that encourages managers to communicate and coordinate when an existing staff member applies (and is successful) for a new position in another department. The outgoing manager will not have the ability to stop the hiring, as our policy states that the Town will hire the most suitable and best candidate for each position. However, this new process will allow the outgoing manager to advise on the best timing for that employee to leave the department.

The existing policy encourages employees to apply for other positions within the organization, under the philosophy of continued growth and learning, progression, and employee retention – this scenario is positive for both the organization and staff. Despite encouraging staff to apply for other jobs in the organization, the policy does not contain a 'coordinating process' for managers when an existing staff applies for a new job leading to a new job that would lead to a change in departments.

The Administrative Services Committee recommended this policy for Council approval at its May 7<sup>th</sup> meeting.

### **PROPOSED RESOLUTIONS:**

MOVED by Councillor \_\_\_\_\_ to approve the updated Hiring Policy (1.0.01) for the Town of Claresholm effective May 27, 2024.

### **COSTS/ SOURCE OF FUNDING (if applicable):**

N/A


### **ATTACHMENTS:**

- 1.) Hiring Policy (With Updates)

PREPARED BY: Abe Tinney, CAO

DATE: May 24, 2024

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	<b>Hiring Policy</b>		<b>Policy #1.0.01</b>
Department Owner:	Human Resources		
Policy Applies To:	Town of Claresholm Employment Opportunities		
Date Created:	March 7, 2019	Date Approved By Council:	
Version #:	1.2	Resolution #:	19-041
Last Review Date:		Policy(ies) Replaced/Rescinded:	Version 1.0

**Intent:**

The Town of Claresholm (the Town) practices equal opportunity and fair hiring processes when filling positions, and hires only the most qualified individuals to ensure the success of our municipality. The Town will ensure that the recruitment and selection process is conducted in accordance with all applicable legislation and organizational policies/procedures so as to select the best qualified personnel.

The Town has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner.

This policy shall:

- Provide guidelines for all personnel requests;
- Detail procedures for all job postings;
- Describe the application process for potential candidates;
- Outline the interview process;
- Discuss employee eligibility for internal transfers;
- Summarize the process for background checks and references;
- Supply procedures for offers of employment;
- Present resolutions for conflict in the hiring process.

**Definitions:**

**CAO:** means the Chief Administrative Officer of the Town.

**Department Head:** includes the Director of Corporate Services, the Director of Infrastructure, the Utility Services Manager and ~~the Development Services Manager~~. Includes Directors and Managers responsible for budget and hiring decisions for a specified department or group of staff.

**Guidelines:**

**Personnel Requests**

The Town requires that all requests for new or additional personnel be directed in writing, from the Department Head, to whom the position reports, to the CAO or his/her designate for approval. Personnel requests shall include the position title, essential job functions, necessary qualifications, reasons for the opening, and the hours/shifts required.

Normally, position requirements will be discussed at budget time, but may be brought forward as the need arises. Positions that will add to the full-time complement must be approved by

Council, either through the budget process or by resolution.

### **Job Postings**

All public service jobs with the Town of Claresholm will be advertised publicly, notwithstanding the terms of the collective bargaining agreement between the Town of Claresholm and CUPE Local 3023.

#### **Internal:**

- It is understood that all external job postings shall also be internally advertised.
- The Town requires union job postings be in accordance with the current collective agreement. All internal union job postings are for the benefit of existing members of the bargaining unit only.
- Qualified applicants under the employ of the Town shall remain subject to the normal hiring processes, including interviews, etc.

#### **External:**

- External job postings for union positions shall be in accordance with the current collective agreement.
- External job postings shall be based on necessity and budget requirements.
- Administration shall be responsible for the placement of all recruitment advertisements.

### **Application Process**

- The Town requires applicants to submit a resume and letters of reference and an application on the consideration of employment.
- The Town will review all properly completed applications and resumes and interview the most qualified candidates.
- Candidates that, for any reason, do not meet the requirements for employment shall remain classified as applicants and may re-apply for reconsideration if the posting is re-advertised.
- Applications received after the posted deadline date will not be considered.

### **Interviews**

- The CAO will determine which individuals are to participate in the interview process. The interviewers are to review the applications and short-list the candidates selected for interviews.
- Interview questions shall be compiled and reviewed by Administration to ensure their efficacy.
- Upon completion of all scheduled interviews, the results shall be reviewed by the CAO and his/her designate and reference checks of the preferred candidate will be conducted.
- The CAO shall make hiring decisions at his/her discretion.
- Applications and resumes of applicants shall be forwarded to the Human Resources Department to ensure the appropriate retention of information.
- Administration shall notify interviewed applicants not selected for employment regarding the closure of the position.

### **Internal Transfers**

- Employees are encouraged to apply for job openings, and will have their applications considered on the basis of their qualifications and potential for success at the position.
- **When the hiring manager selects an existing employee from another department as the best applicant for the position, and is prepared to extend and offer, that**

Department Head shall connect with the employee's existing Department Head to discuss any potential concerns that might arise (ie timing of the transfer) and how to mitigate such concerns. This provision/process is a courtesy to the existing (outgoing) manager and is not an opportunity for the existing manager to stop the transfer and to otherwise prevent the Town from hiring the best qualified personnel for the position. In the event of a disagreement between managers, the CAO shall be called upon to provide a resolution.

- Internal applicants who are not selected for the position shall be notified by Administration.

### **References and Background Checks**

- The CAO and/or his/her designate shall conduct reference checks to ensure a candidate's qualifications and suitability for the position.
- The Town may require a Criminal Record Check on potential new ~~full-time~~ employees. The potential employee will be required to provide this prior to being hired. If a potential new hire is found to have a criminal record, the record will be forwarded to the CAO for a final decision on whether to hire the applicant.
- As a condition of employment all employees operating Town vehicles or equipment shall hold a valid Driver's License and sign a Driver Abstract Consent form for the Town to acquire driver's abstracts.
- Employees may be required to undergo and pass a medical examination prior to becoming a permanent full-time employee, should the position warrant it.

### **Offer of Employment**

- The Town shall give a conditional offer of employment to applicants that have been selected through the application and interview process.
- Job offers shall be contingent on the applicant's agreement to policies, successful reference and background checks, and any other condition applicable to the position.
- Should the applicant accept an offer of employment from the Town, he/she will be provided with a start date and required location to report for duty. Employee orientation shall be provided, and will include workplace duties, rules and regulations, and other job specific information designed to assist the employee in his/her duties. Authorization forms and policies shall be signed during this period of orientation.
- At the discretion of the CAO, non-union and union employees may be required to sign a confidentiality agreement if the employee will be party to information that necessitates non-disclosure.
- The Department Head ~~or the hiring manager~~ will advise all remaining candidates who received an interview of the decision.

### **Probationary Period**

- The probationary period for union positions shall be in accordance with the current collective agreement.
- The probationary period for non-union positions shall be for a period of ninety (90) days.
- A probationary period shall only be served once.

### **Potential Hiring Conflicts**

#### Family Members:

- The Town may accept applications for employment from, and consider a member of a Councillor's or an employee's immediate family if the candidate has all the requisite

- qualifications.
- Anytime that a prospective employee is a member of the immediate family of either a Town Councillor or another Town employee, a resolution is required by Council to hire said prospective employee, whether in the same department or a different department.
  - Once an immediate family member has been selected for a temporary position, and through evaluation, the employee meets the hiring requirements in subsequent, consecutive years, the resolution of Council will not be necessary, but the formal hiring practice as per this policy, shall be adhered to.
  - An immediate family member shall not be considered for employment if by doing so, it might create a direct managerial/subordinate relationship with the family member or Council, or if his/her employment could create a conflict of interest.
  - For the purposes of this policy, immediate family members shall be defined as: wife, husband, mother, father, brother, sister, son, daughter, or any in-laws.

**Exceptions:**

At the CAO's discretion there be may be exceptions to this policy regarding family members working together on a temporary basis to address operational needs.

Employee Relationships:

- An employee's tenure of employment shall not be affected if, subsequent to him/her becoming an employee, a member of his/her family is elected to Council.
- Employees that become married or live in the same household may continue their employment with the Town provided that there is neither a direct managerial / subordinate relationship between the employees, or a conflict of interest created as a result of the relationship.
- In the event that either a managerial/subordinate, or conflict of interest issue arises, the Town will work with the employees to accommodate them in a reasonable fashion. Possible resolution may require one of the employees to transfer to another position within the municipality. If this is not possible, one of the employees may be asked to resign.

**Former Employees**

- A former employee that left the Town on amicable terms may be eligible for re-employment, and could be asked to complete another probationary period.
- Former employees that left the Town without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for re-employment.



# CAO REPORT

May 27, 2024

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

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

The CAO continues ongoing monthly meetings with managers, development of the communications and engagement strategy with communications administrator, collaboration with M.D. on the Water Shortage Response Plan, NRED/broadband study advocacy and meetings with RDN on enabling housing choice. Preparations are underway for management training in June.

May 7<sup>th</sup> – Administrative Services Committee met to review policy options for a new Town Flag Policy, and updates to the Hiring Policy and Taxi Token Policy. All three policies have been forwarded to a Council agenda for decision.

May 8<sup>th</sup> – Attended Alberta Municipalities Webinar on Bill 20. The province is proposing significant legislative changes to the Local Authorities Election Act and the MGA through Bill 20. Alberta Municipalities supports some of the changes that Bill 20 would bring, such as making it easier to vote by Special Ballot, or the immediate removal of a councillor from their seat once disqualified. However, Alberta Municipalities is opposed to many other changes under Bill 20, including allowing political parties at the municipal level and eliminating electronic ballot counting.

May 20-22<sup>th</sup> – Attended the International Institute of Municipal Clerks annual conference in Calgary. Relevant topics discussed include Building and Repairing Civic Trust, Effective Municipal Decision Making, Change in Municipal Government and Municipal Communications.

May 23<sup>rd</sup> – Attended Site Selection Zoom meeting hosted by Invest Alberta, who are assisting a client search for a site for a data centre. This project will require 150 acres of land, 378,500 litres of water/day, 200mw power, fibre, etc. Administration will be discussing this opportunity in the coming weeks.

## **BYLAW**

See enclosed report

## **CORPORATE SERVICES**

See enclosed report

## **DEVELOPMENT**

See enclosed report

## **ECONOMIC DEVELOPMENT**

See enclosed report

## **FCSS**

See enclosed report

## **FIRE**

See enclosed report

## **HR / Tax**

See enclosed report

## **INFRASTRUCTURE SERVICES**

See enclosed report

## **RECREATION**

See enclosed report

## **UTILITY SERVICES**

See enclosed report

Respectfully submitted by

Abe Tinney  
CAO





# INFORMATION BRIEF

Meeting: May 27, 2024  
 Agenda Item: CAO REPORT

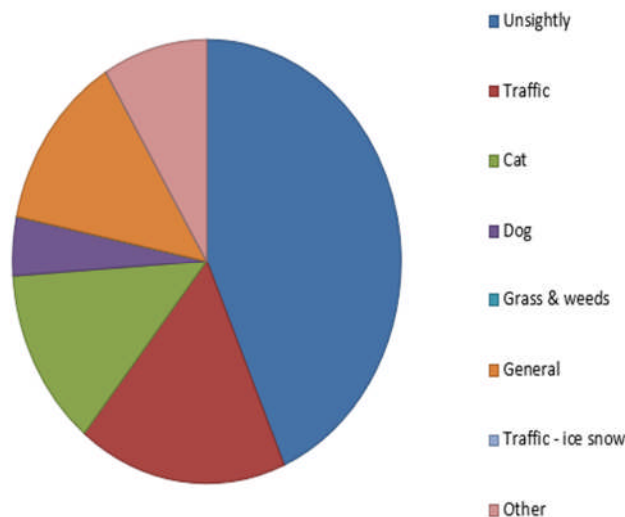
## BYLAW ENFORCEMENT REPORT April 17, 2024 – May 17, 2024

### Apr 17, 2024/May 17, 2024, Highlights:

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.
2. 4 new animals brought into CARES: 2 Cats/2Dogs
3. Unsightly Properties has decreased with the season change.
4. Bylaw Office started 15 files between Apr 17- May 17, 2024
5. With the warm temperature's calls are down.
6. Detached trailers both loaded and empty still being left at Weigh Scales
7. Assist RCMP files renamed to Assistance from RCMP
8. New tracking system being implemented Q Alert, the systems are not integrated yet, there were 15 new files that are listed in the new system.
9. Radar signs have been set out, weekly reports to be sent to RCMP and CAO.

Type	Unsightly	Traffic	Cat	Dog	Grass & weeds	General	Traffic - ice snow	Other
Total	\$ 10	\$ 4	\$ 3	\$ 1	\$ -	\$ 3	\$ -	\$ 2

**Bylaw Request Type**



## Requests by Type

5/22/2024 7:26 A

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

**Criteria used for this report:**

Start Date Greater Than or Equal To: 4/1/2024 12:00 AM

End Date Less Than or Equal To: 5/17/2024 12:00 AM

Department Equals: Bylaw

Request Type	1 - Open	2 - In Progress	3 - Closed	Total
Traffic - general	0	0	4	4
Cat	1	0	2	3
General Bylaw Inquiry	1	1	1	3
Other Bylaw Enforcement	1	0	1	2
Community Standards	0	0	2	2
Dog	0	1	0	1

## DIRECTOR OF CORPORATE SERVICES - UPDATE



*For: 4/22/2024 - 5/24/2024*

### Financial

- Amended 2024 Budget, with the special tax levy, was passed on April 22, 2024
- 2024 Tax Rate Bylaw was passed on May 13, 2024.
- 2024 combined tax and assessment notices were printed and sent out following the passing of the tax bylaw, with emailed notices going out on May 14, and mailed notices going in the mail on May 15. The deemed date of notice of assessment is 5 business days after the mailing of the notices, which is therefore May 23, 2024. Appeal deadline is 60 days later on July 22.
- Tax Deadline is the last business day of June, therefore this year it is June 28<sup>th</sup>. Payments are already starting to come in from tax notices being sent out last week.
- Monthly Council Financial Reports have been much timelier this year, which has been thanks to Karine. Council's April Financial Reports were included in the May 13<sup>th</sup> Council Agenda.

### General

- Request Management Software – This system has launched publicly, with information on the system being included in an info-brief to Council at the May 13<sup>th</sup> meeting. This has included a new iframe and link on the Town's website as well as the creation of a QR Code. We are working on advertising the system more broadly and ubiquitously.
  - Administration used the knowledge base articles to include some educational information on how property taxes work. This information was linked via a QR code in a tax stuffer that went out with the tax notices. This QR code has been accessed a total of 107 times since tax notices went out, which is better engagement than anticipated.
- With assistance from Ricoh, we have developed a new paperless/Laserfiche hazard assessment form. The design is complete and the form is now live, doing some additional live testing to find/workout any additional bugs. This form is quicker and easier to complete, more reliably turned in, and automatically filed/archived. This should mean less time completing these forms (more efficiency) and hopefully lead to more consistent completion of the form (increasing awareness and safety). We hope to expand this into more forms, both internally and externally.
- Attended a Laserfiche user group session that has provided dividends already in making us aware of features of Laserfiche that were not being utilized that are available, and have already been of benefit. We plan to continue to learn more and better utilize this system moving forward.
- We have reached milestone 2 of our FCM Grant Project for electrical building monitoring to explore green projects/upgrades. This has included installing electrical monitoring equipment in the Arena and the Library, as well as receiving training on the portal/reporting. We have submitted interim reporting on the grant which triggers the release of the first instalment of grant funds.
- SILP 2023-2025 Welcoming Claresholm grant – we have passed the 1 year mark in our current SILP grant. At the one year mark interim reporting was required. This reporting has been completed and submitted. There is just under one year left now on this grant.

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

# DEVELOPMENT SERVICES MANAGER REPORT

For: 4/20/2024 - 5/20/2024



## Claresholm

### Development Permits

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

### Compliance Requests

- ❖ 3 compliance requests received.

### Miscellaneous

- ❖ Local Press Ads – Advertising for public hearings, bylaw reminders & MPC approved development ads.
- ❖ With spring work there are lots of questions in regards to fencing, lots of Call before you dig requests, property line, bylaw and other general development inquiries.
- ❖ Emergency Management – Regional planning meeting held May 7, 2024.
- ❖ Community Development Committee – May 9, 2024.
- ❖ Municipal Planning Commission meeting – May 10, 2024.
- ❖ Meetings with local landowners, developers and businesses wishing to expand and/or develop.
- ❖ Met with site selector for a potential opportunity within the community (Invest Alberta).

### North Point ASP



### On-going projects

- ❖ Lions Club applications for Centennial Park playground have been finalized and all have been submitted. Lions Club was successful in their application to the Community Foundation. Congrats to them!
- ❖ North Point ASP has been finalized, continued work with the landowner/developer moving forward.



Submitted by  
Tara vandervalk,  
Development Services Manager



## Economic Development Report

Prepared by Megan McClung and Ali Hemmaway  
May 27, 2024

### Engagement Coordinator

#### Welcoming Claresholm

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



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

#### Events

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

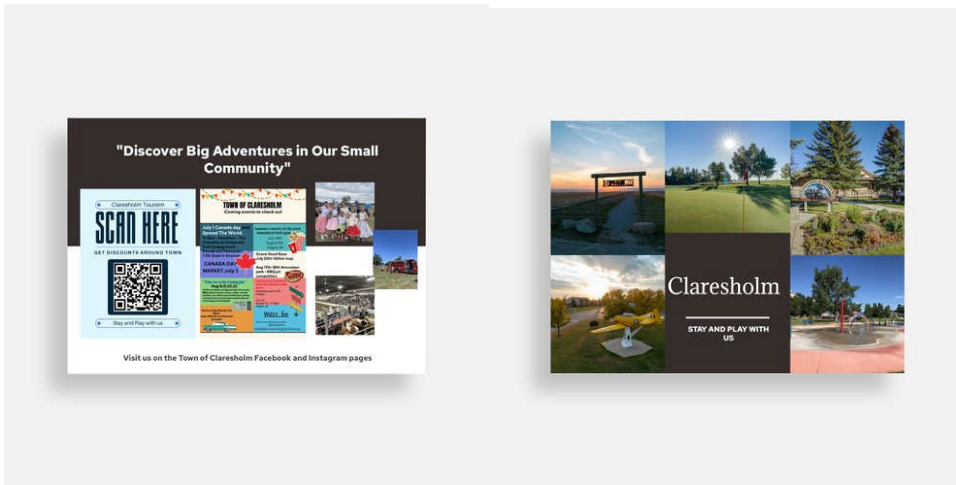


On July 1, we will host the town BBQ again to fundraise for the event. The Chevelles will be our headline band, and we'll have various other fun activities, culminating with Granum's parade and fireworks. Additionally, we are planning summer movie nights and markets, which promise to be fantastic community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

#### Downtown Engagement and Tourism

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

May 24, 2024



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

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

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

### **Education /Training**

Attend monthly interagency meetings.

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

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

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

### **Economic Development Assistant**

Attends and takes minutes for the Economic Development Committee meetings and Subcommittee meetings, creates and sends out Agenda Packages. Currently working on reviewing and adjusting the EDC Strategic Plan. Attends monthly partnership meetings with Willow Creek Immigrant Services. Attends Welcoming Claresholm Committee monthly meetings and events. Attends monthly FCSS Interagency meetings.

Primary point of contact for the Rural and Northern Immigration Pilot program, in charge of responding to enquiries, reviewing applications, and conducting interviews. **Applications are now closed for the RNIP program. Of the 25 total allocations we received in 2024, 17 have been issued, the remaining 8 allocations will be issued in June 2024.**

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

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

With Engagement Coordinator, hosted a Newcomer's Guide to Claresholm presentation on April 30<sup>th</sup> to provide information on all that Claresholm has to offer, including resources, services, recreation and more. Roughly 40 newcomers attended this event, consisting of both newly arrived foreign nationals, Canadians who had very recently moved from cities, and longtime community members.

May 24, 2024

Added the Claresholm Connect4Commerce tool to the Town of Claresholm website, under the [links and tools page](#). This tool advertises the businesses, franchises, and commercial properties for sale in Claresholm, and also allows owners of these properties to list up to 5 for free.

## FCSS/CAO Report for May 2024

- The annual report to the province has been filed. There was a carryover amount of \$13,000 that I have sent in a request to the government to keep. Waiting for a reply.
- The Volunteer Tax Program is still continuing year-round but the bulk of the taxes have been filed. The volunteers have filed 450+ taxes this year. The intake at the office sees the people twice as they drop off the information and then we meet with them to go over the results before actually sending it to CRA through e-file. There is a grant now available through the CRA +- which funds \$1500 as a base rate and \$5 per tax return filed and another \$250 for rural areas.
- Volunteer Appreciation went very well. This year we hired Shadow from Prairie Stone Catering and the meal of roast beef, potatoes and vegetables was excellent. We got lots of positive praise for the event. Out of the 50 people surveyed everyone (except one) shared that the event was amazing and that it helped them feel important to the community for the work they do. There were about 240 people in attendance, John Cope was the Citizen of the Year. Sadly, there was no junior citizen nominated this year.
- We were successful in receiving a grant from the Rural Development Network for Homelessness Prevention. We only were approved for half the portion that we asked for. They are giving us funding for everything except for a staff member to run the program. The money allows us to give one-time funding to community members to support them from becoming homeless. Things such as damage deposit, rental arrears, utility arrears etc. we can help with.
- We hosted Babysitting and Stay Safe courses through Linda Smiley. FCSS paid a portion of the cost to make it affordable for our kids.
- We were selected again this year to receive the Smile Cookie donation money from Tim Hortons. We had volunteers to help us decorate some of the cookies for 2 hours each day. We are anxious to see how much we will receive this year. Hopefully beating last year's total.



- I attended the Healthy Aging Alberta Regional Gathering which was held in Coaldale this year. There were many good speakers (Men's Sheds, Social Prescribing programs, outreach home support) and lots of networking to see what other communities are working on to help their older adults age at home.
- I attended a Director's Network Conference in Grande Prairie. It was a fabulous conference with lots of networking. We discussed how our programs can align with the government's current Provincial Priorities. We learned a bit about the new Outcome Measures program that will be rolled out in 2026 and we will be using it for our 2027 annual report.
- Kaz's Service has started up the LC<sup>2</sup> (Love your car, Love your community) Program. They will donate \$5 to FCSS when customers select specific services for their cars. In two months, we have received \$220 in donations.
- We are gearing up to start the back to school Backpack Program funded by Claresholm Kinettes. The Kinettes will purchase all the supplies and backpacks this year for Claresholm, Stavely and Granum and will fill the backpacks as required by our intake of registrations and we will disburse them to the children.
- Our Tumbling Tots program has been extended by one hour on the request of the parents using the program.
- Megan and I cleaned out the Amundsen Park storage and organized it so we will be able to find things for our events.
- Programs that continue:
  - Tumbling Tots
  - Creative Kids
  - Teen Drop-In
  - Junior Teen
  - Interagency
  - Caregivers Support Group
  - Indoor Walking Group
  - Lunch and Learns at Cottonwood
  - Senior games and senior walking club

## TOWN OF CLARESHOLM FIRE DEPARTMENT

### MONTHLY UPDATE

FOR THE PERIOD OF: APRIL 16, 2024, TO MAY 21, 2024

1. This reporting period saw the members of the Fire Department respond to 32 events! Our current yearly call volume is sitting at 192 responses for the fire hall: with 5 months in the fire year remaining. This could be another record year for responses by Claresholm Fire. Highlighting some of the more active response types this period:
  - a. 9 Medical First or Co-Responses
  - b. 6 Motor Vehicle Collisions
  - c. 5 Outside Fires
  - d. 1 Structure Fire
2. Claresholm Fire is pleased to announce that Captain George Douros has been promoted to Deputy Fire Chief. DC Douros succeeds former DC Woodman who has stepped back to the role of firefighter due to personal and family reasons. Welcome Deputy Chief Douros!
3. More regional training began this past month with 2 members from Claresholm Fire taking part in: NFPA 1002 – Standard for Fire Apparatus Driver/Operator Professional Qualifications. The MD of Willow Creek – by way of the ICF - Intermunicipal Fire Services agreement hosts a variety of

training programs throughout the year. This course is broken down into 3 separate modules that include: a) Driver/Operator b) Pump Operations, and c) Aerial (elevated) water streams (not currently in use in this region, as there are no ladder or aerial apparatus). Lt. Glimsdale & Chief White completed the first portion in May and will complete the Pump Operations portion in June.

4. Early in May the Chief was invited to the Social Centre to meet with members of the board, as well as members from the Soup Bowl group. These groups recently acquired community naloxone kits and wanted more information on how and when to use it. Also, this group asked for some information on AED utilization as the centre has an AED on site. The Chief met with the group for over 2 hours and a great discussion was had. Many of the members are planning on taking a full First-Aid / CPR class that will include the full training in AED deployment and integration of naloxone in cardiac arrest emergencies. Thanks to the Social Centre for having me over to speak to your members!

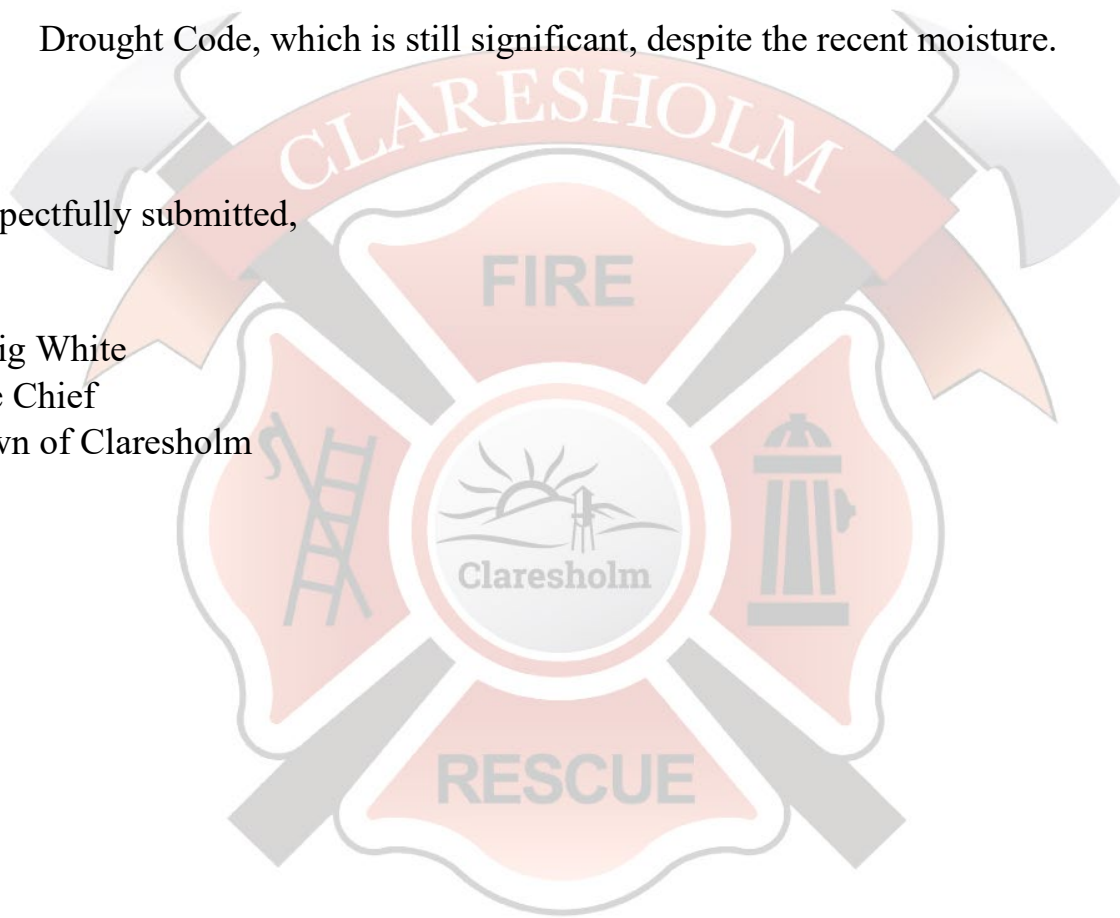
5. The rain has been a welcome relief to all at the fire department! Not only has the Pine Coulee reservoir increased to “normal” operating levels, the fire danger in the Claresholm response area is currently rated as low to moderate. Our thoughts are with those in the Fort McMurray and Grande Prairie region

as they battle large wildfires this spring – but the good news is that these fires are now listed as “being held” rather than out of control. Thanks to the firefighters in the north for all their hard work to bring these fires under control!

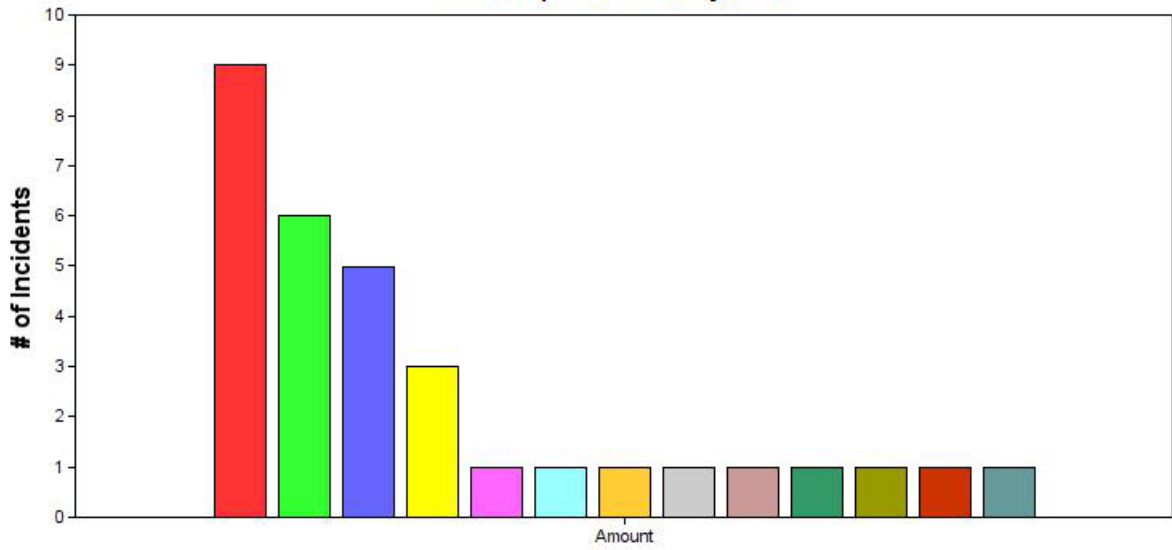
6. Attached you will see the monthly call breakdown, Fire Danger, and Drought Code, which is still significant, despite the recent moisture.

Respectfully submitted,

Craig White  
Fire Chief  
Town of Claresholm



**CFD Responses by Type.**  
**From Apr 16 24 to May 21 24**



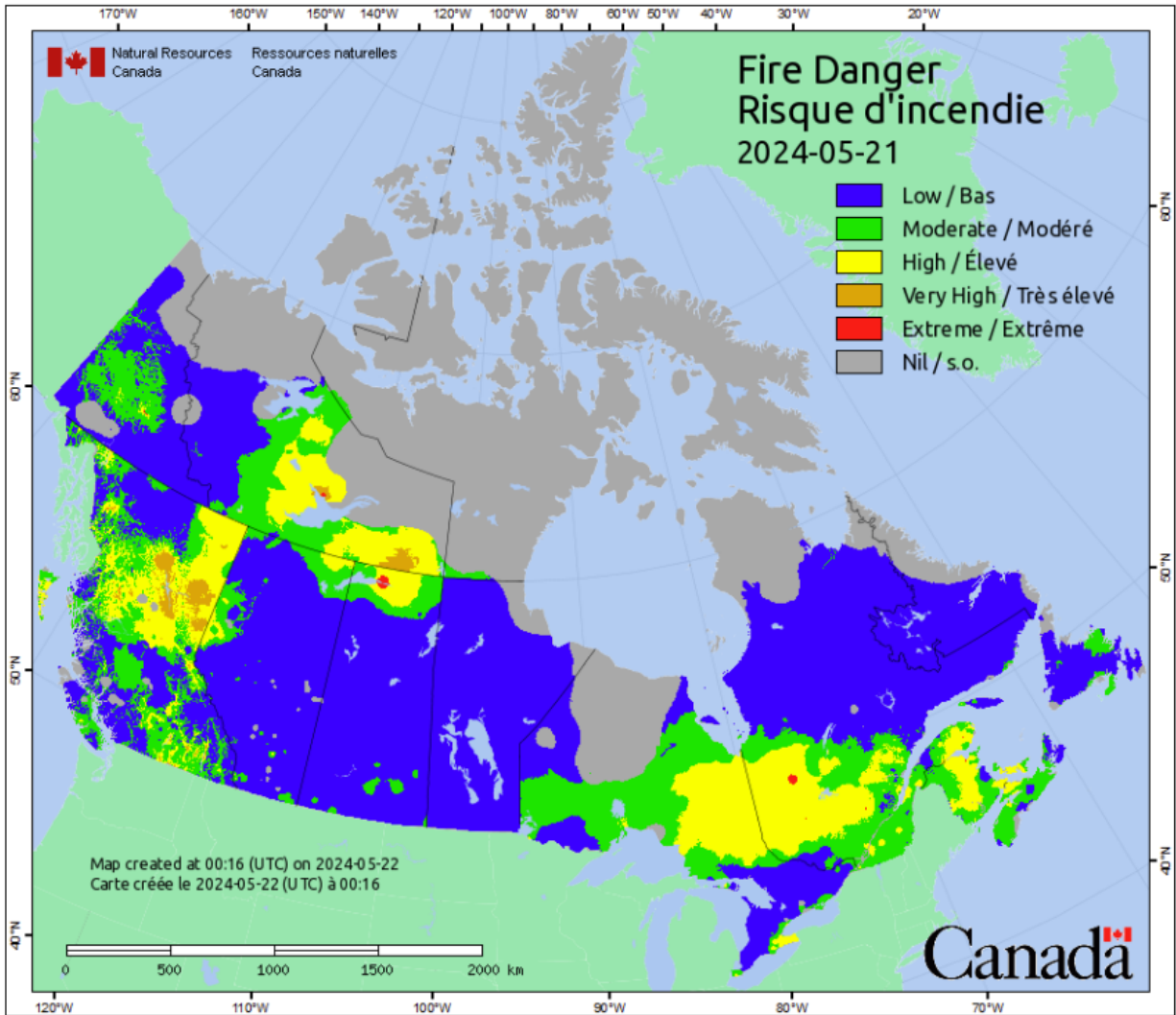
- Medical - EMS - 9    
 ■ Vehicle Accident - 6    
 ■ Fire Outside - 5    
 ■ Safety Codes Investigation - 3
- Fire Structure - 1    
 ■ Alarm No Fire - accidental miscellaneous - 1    
 ■ Alarm No Fire - detector activated - 1
- Alarm No Fire - smoke or steam mistaken - 1    
 ■ False Alarm - internal or local alarm system - 1
- False Alarm - miscellaneous - 1    
 ■ Public Hazard - gasoline or fuel spill (standby situation) - 1
- Public Hazard - gasoline or fuel wash down - 1    
 ■ Public Service - miscellaneous - 1



[Previous day](#)

[Today](#)

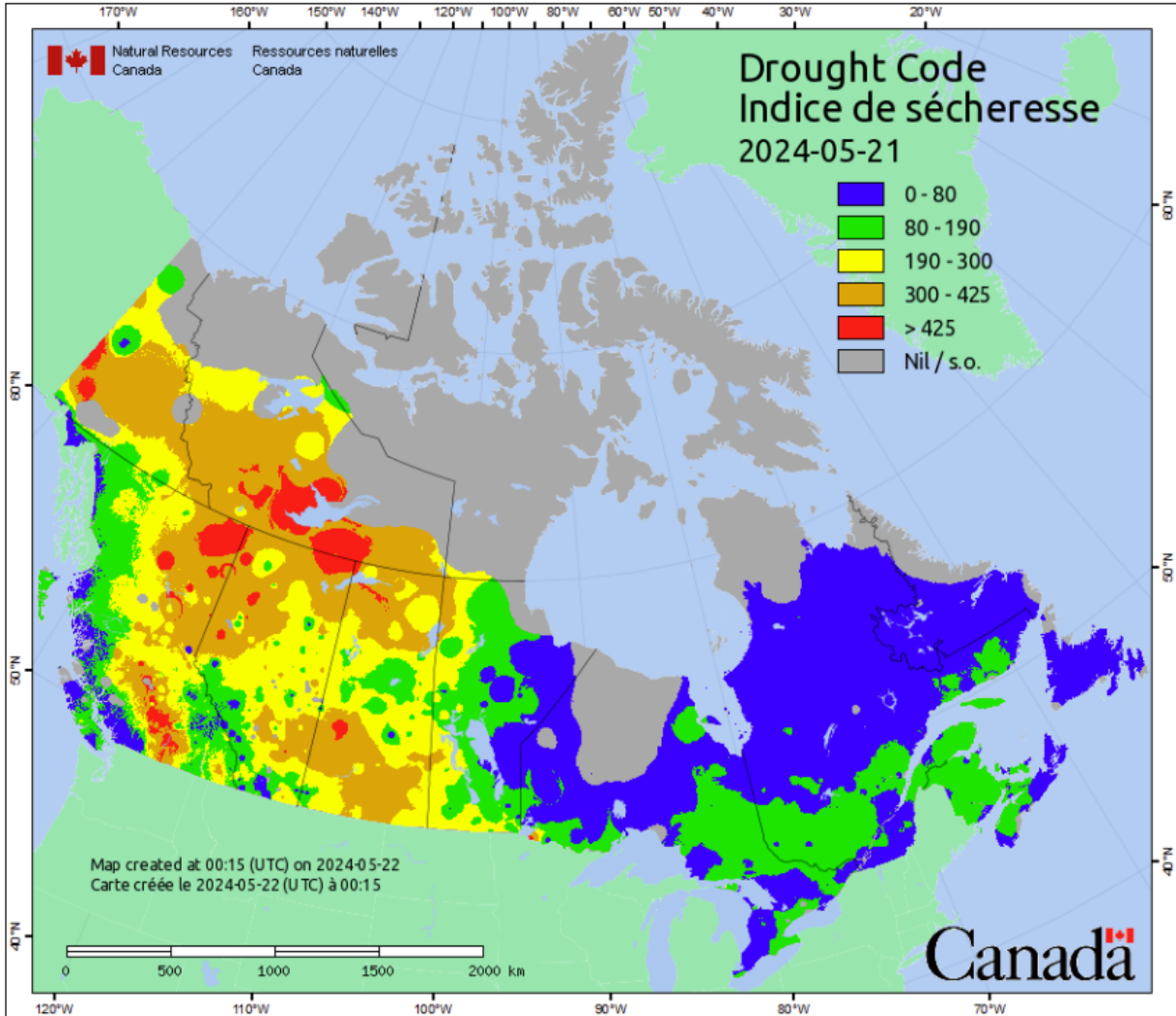
[Next day](#)



Fire Danger is a relative index of how easy it is to ignite vegetation, how difficult a fire may be to control, and how much damage a fire may do.

Drought Code 2024 May 21 Retrieve Map

[Previous day](#) [Today](#) [Next day](#)



The Drought Code is a component of the Canadian Forest Fire Weather Index (FWI) System. It is a numeric rating of the average moisture content of deep, compact organic layers. This code is a useful indicator of seasonal drought effects on forest fuels and the amount of smoldering in deep duff layers and large logs.

# MAY 2024

## HR/TAXATION REPORT

Prepared by Lisa Chilton

### Human Resources/Payroll

All summer staff have started their positions.

We are currently in the process of hiring a Labourer 1 for public works and an Equipment Operator 1 to fill vacancies.

### Assessment and Taxation

At this time there is one (1) property left over from the 2023 Tax Arrears list that is set to go to auction in December of 2024. The 2024 Tax Arrears list is now registered with Alberta Land Titles and has nine (9) properties on it that are at least 2 years in arrears. One (1) property has been cleared of arrears leaving eight (8) on the 2024 Tax Arrears List.

Below is the amount of outstanding taxes, at April 15<sup>th</sup>, 2024, not including TIPPS Participants.

Taxes outstanding are **\$3,088,348.72** summarized as follows:

\$ 3,039,207.51	All other taxes due June 28 <sup>th</sup> , 2024 .(not on TIPPS)
\$ 9,116.89	On 2023 Tax Arrears List. Subject to auction in 2024
\$ 40,024.32	On 2024 Tax Arrears List. Subject to auction in 2025

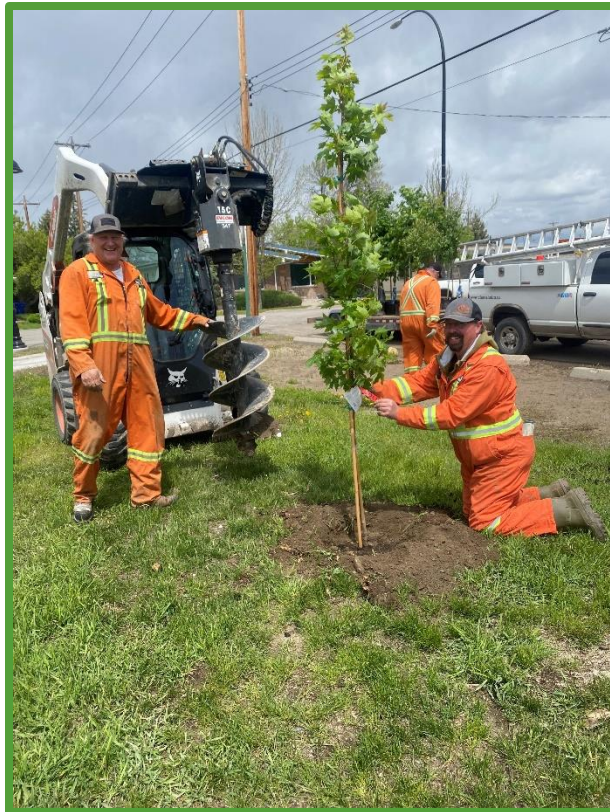
All tax notices have been sent as of May 15<sup>th</sup>, 2024.



# CLARESHOLM RECREATION

## April & May 2024

### Recreation Report



May 21, 2024

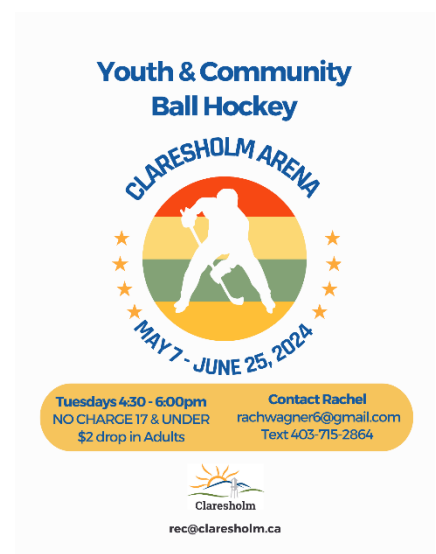
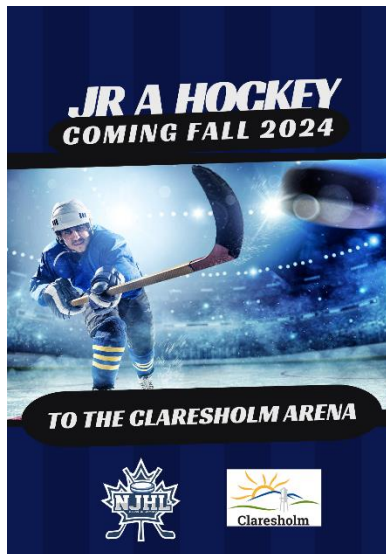
Authored by: Denise Spencer



# CLARESHOLM RECREATION

## ARENA

- The NJHL made their announcement the week of May 13. We are excited to have this team expand into our region.
  - They have invited U18 players from the MD of Willow Creek to play in their summer Camp in Cochrane this summer, for half price (\$100)
- Community Sporting Recreation
  - Welcoming Claresholm has committed to the following Thursdays at the Arena for skating or sporting evenings
    - June 20, July 18, August 22 and September 5
  - Claresholm FCSS has committed to Junior Teen evenings, once a week at the Arena
  - Claresholm Rec has committed to Pop up sports at Amundsen Park on Tuesdays (Pickleball, Badminton, Volleyball) weather dependent (or set up in Arena), July 16, 23 & 30 August 13, 20 & 27
- Youth & Community Badminton will start Thursday June 27<sup>th</sup>, from 6-8pm at the arena. It is currently running at WCCHS on Thursday evenings.
- Youth & Community Ball Hockey has had a slow start, with 6 youth coming the first session. Attendance may be impacted by spring sports such as Baseball



## CAC

- Summer lessons are filling slowly. We will be promoting these more.
- Staffing: it is with great pleasure to announce we have enough staff to cover if needed
  - Inservice scheduled June 23
- Preparations are starting for the Claresholm Kraken Swim meet, scheduled June 21 & 22
- Inflatable obstacle is scheduled May 24, 25 & 26
- The transition to having a Senior Full Time Guard is in full swing. This is a learning curve for all of us, with the focus on the best interests for the long-term outlook for the Claresholm Aquatic Centre. Exciting times ahead!
- The Nanton Marlins will continue to rent the facility Monday-Thursday from 6-7pm until there facility is opened the end of May.
  - The schedule has been updated
- Summer pass special: sales remain steady for quarter passes



## Parks, Planting & Water Barrels & Around Town

- The first organizational meeting of the Bark Park Committee is scheduled for May 28, 2024
  - A committee will be instrumental in establishing a plan going forward
  - Ideally the parks vision will be one of conservation, and natural plantings
- Garden Series: May 6 and May 13
  - The Old Man Watershed Council spoke both evenings. They had a very well done presentation that focused on where our water goes, xeriscaping, water conservation, and planting for pollinators.

- Resource brochures included Vermicomposting, Composting, 50 Best Plants for Prairie Urban Gardens
  - We had a speaker May 6, 2024 that spoke at length about Hügélkultur garden beds, a method of gardening that has been used for centuries in Eastern Europe and Germany. Wood, leaves, straw, compost, and soil are layered and hilled, resulting in water retention and raised beds that all sides can be planted on. His presentation had a focus on soil, and water conservation.
  - May 13, 2024 the speaker was passionate about gardening, and the benefit of microorganisms that break down organic material such as leaves or grass, and how having this material and organisms in our soil increases the amount of moisture and nutrients overall.
  - The MD of Willow Creek generously provided resources on the following topics:
    -
- The Water Barrel Program continues to impact the recreation office
  - Interest list is continuing to be compiled, there are 27 names on the list
    -
  - The supplier has not confirmed a second date for delivery, as of May 15, 2024
    - Totes are still on back order.
- Bark Park 2 day shutdown and Gopher round up has been on hold due to wet weather.
  - The gophers are still a major issue.
  - Public works may do a surprise attack, meaning shutting the park down for a day when the opportunity arises.

### Claresholm Pickleball

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

### Claresholm Skatepark

- The groundbreaking for the skatepark build has begun
  - The Skate Park Association was surprised to discover the week of May 7 that the Geo Testing completed in 2022 was not as complete as required for the scope of the project, resulting in more money needed to cover the cost of existing soil removal, and site preparation.
- The group will continue with fundraising efforts.

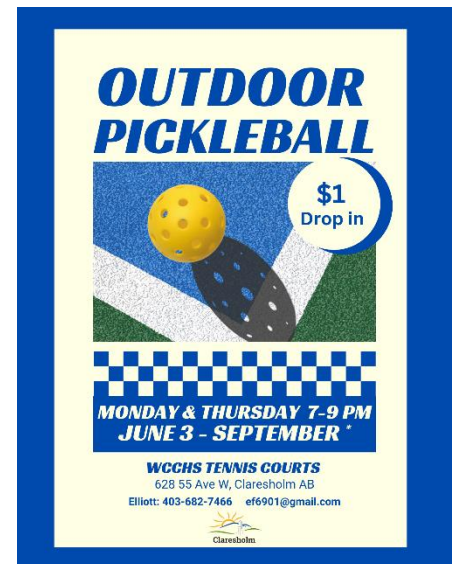
### Fair Board- Bench Show

- Meeting May 14, 2024
- Catalogue is in final stages, set to be released end of May, early June

### SARA-Southern Alberta Recreation Association

Governing board for the Southern Alberta Summer Games

- The Southern Alberta Summer Games SASG will be held July 3-6 in Coaldale
  - Directors meeting was scheduled May 2, 2024 in Coaldale
  - The website has now gone live  
<https://www.southernalbertasummertimegames.ca/>





# Infrastructure Services Report



May 2024

Jace McLean

Director of Infrastructure

## Arena

Off-season rentals are underway. Recreational equipment was purchased for the Arena summer programming.

## Parks

37 new trees were planted in Amundsen Park. Irrigation is scheduled to be installed early June, work on the South angle parking will be around the same time, and the park will be reseeded when finished.

Mowing is underway in the rest of the green spaces in town, with all the rain we have recently received the parks staff are busy!

## Town Buildings

Power monitoring was installed in 2 town buildings, the Arena and the Library. This monitoring is paid for by the green municipal grant and will give administration a better understanding of the power consumption of Town facilities and potentially offer cost savings.

The skate park construction is underway. After multiple delays due to site conditions base work has resumed. We are hopeful we will see construction beginning soon.

## Garbage

Spring cleanup is underway and is as popular as ever. We are utilizing the old truck and dumpsters for spring cleanup this year. All pickups are done on Wednesday, which is now a free day with the new garbage program.

## Sanitary Sewers

The yearly flush continues as time allows. No major problems to report, but there have been some minor backups that were cleared by the flush.

## Cemetery

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



## Streets

The roads help up surprising well over winter. Road patching is scheduled for the spring, we will do another round in the fall as well.

## Equipment

Our equipment is working great. We have experienced some computer issues with the garbage truck, but they were rectified with phone calls to the service hotline.

## Sidewalks

The sidewalk tender was awarded to McNally Contractors for the second year. We were very happy with the work they did last year and are looking forward to working with them again.

## Water Distribution

We experienced a minor leak at the acreages. The bolts of an isolation valve deteriorated and started leaking. This is the 4<sup>th</sup> leak at the acreages in 2 years.



Town crew installed water and sewer services to McDonalds. This was a large project that involved directionally drill new 6" lines under 43<sup>rd</sup> Ave.

## Storm Water/Drainage

The Westlynn Storm Project is due to resume in the next month. The storm line will continue North under HWY 520 and we hope to complete the second phase in 2024.

## Recycling

A recycling dumpster was set on fire behind Casa-Roma. E360 will replace the bin, an extra from the Town yard was used as a replacement



## Staff

Summer staff has been hired, we have 2 seasonal Laborers and one Gardener. They are all learning quickly and doing great in their roles.

We had an operator 1 give his 2 weeks notice, his last day was May 23. We have hired a full time Laborer who will start June 10, and we have a posting for an Operator 1, which closes May 29.

The full-time Laborer will fill the void we have had since last fall, getting us back to full staff capacity.



**Claresholm**

**Utility Services Manager**

**Brad Burns**

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

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

**UTILITY SERVICES REPORT  
APRIL 2024**

## Regional Water Treatment Plant

### Maintenance

- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean distribution chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly (diesel fuel in oil to be investigated).
- Cut and weed whip grass at all utility locations.
- CIP both racks.
- Rinse CIP tanks.
- Empty septic holding tank.
- Replace on-line pH sensor in Lower DAF area.
- Clean and inspect clear water reservoir sonar level transmitter.
- REDCAP Ventures investigating diesel fuel in oil (on-site generator).
- CHAMCO on-site for annual air compressor service.
- ATCO on-site to replace gas meter.
- MPE Engineering SCADA technician remotely recover monthly work sheet entries.
- Replace sodium hydroxide injection line connection on transfer feed.
- Clearwater Controls on-site for annual gas chlorine system service and inspection.
- Double back-check valves tested and serviced if required.

### Annual Gas Chlorine Service Helps Prevent Gas Leaks and Issues During High Water Demand





**Alberta Parks and Environment Requirements**

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution samples for free chlorine residual throughout town continue to be compliant approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Call in THM's exceeding MAC followed up by seven-day letter to AEP.

**Training and Continuing Education Credits**

- In house staff training.
- AEMA training.
- Hydrant course.
- Review 16 Personalities with staff.

**Meetings**

- Bi-weekly management meetings.
- Monthly onsite safety meetings.
- M.D of Willow Creek Service Agreement Meetings as requested.
- Ongoing Water Shortage Response Plan situational update meetings with AEP and Oldman Dam Operations.
- Meet with land owner adjacent PCR raw water pipeline to discuss possible solutions to water shortage.

**Safety**

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

**Chemical**

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- Return full bottle of gas chlorine to ClearTech due to faulty valve.
- Bulk load of sodium hydroxide.

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

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- MPE service technician on-site checking VFD display issue.
- Double back-check valves tested and serviced if required.

**Annual Servicing of Double Check-Valves Ensures Back-Flow Protection**



**East Side Reservoir (UFA)**

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

**Water Distribution**

- Check distribution operating pressures.

**Universal Metering**

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

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**Electronic Radio Transmitters (Meter Reads) need Replaced when Batteries Fail****PRV Meter Vaults**

- Check acreage PRV vault bi-weekly.

**Distribution Lines**

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

**Government Compliance**

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

**Wastewater Collection and Lagoon****Harvest Square Lift Station**

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

**Lagoon**

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Record main lift station daily flows to holdings cells.

**Government Compliance**

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

**Raw Water Lines and Reservoirs**

**Pine Coulee Reservoir**

- Chain Lakes Reservoir 103.75 % level 1297.28 geodetic meters, 14952.98 (dam3).
- Willow Creek at OXLY Ranch flow 10.0 m3/s
- Pine Coulee Diversion Head Pond above Head Gates 10523.24 m.
- Pine Coulee Diversion Canal below head gates 7.88 m.
- Water from Diversion Canal below head gates flowing into Pine Coulee Reservoir @ 8.17 (m3/s).
- Pine Coulee Reservoir level 60.75 % 1048.06 geodetic meters, 30738.05 (dam3).

**Oldman Dam Operations are Currently Diverting 8.17 m3/s into Pine Coulee Reservoir**



**Pine Coulee Supply Line**

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

**Raw Water Storage Reservoir**

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Check claw compressors daily.
- Filling on-site raw water reservoir at 30.0 l/s level 6639 mm.

**Golf Course**

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

**Government Compliance**

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



### Willow Creek West Waterworks System

#### M.D Chlorine Booster Station

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

#### M.D Industrial Airport Distribution System

- Provide help with the Airport water and wastewater system as per service agreement.
- Met with M.D and reviewed water sampling and EPA reporting moving forward.

#### PRV Meter Vault

- Check PRV meter vault operating pressure.
- Double back-check valves tested and serviced if required.

#### West Water CO-OP

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

#### Chemical

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

#### Hamlet of Granum

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

#### Alberta Parks and Environment Requirements

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



# Town of Claresholm

**Council Committee Report**

**Date: May 27, 2024**

<p><b>Mayor Schlossberger</b></p>	<p>April 30. Guide for Newcomers. Great meeting. Lots of information for newcomers. At least 20 people attended. Great to see so many people moving to Claresholm from all over Canada and international.</p> <p>May 1. Zoom meeting with Alberta SW executive. Deciding to sign on with GOA's new plan for REDA's.</p> <p>May 3. Mayors and Reeves. Bill 20 big heated conversation.</p> <p>May 4. Coffee with Council. Interesting meeting. Felt a lot different than any of the others. A lot more pointed questions. Big concerns with recreation tax. Lots of questions on development. Are we planning for development? Do we have a plan? Are considering our water situation with more development. Who runs the town?</p> <p>May 8. Ab munis webinar on Bill 20.</p> <p>May 9. CDC. Good meeting.</p> <p>May 9 ORRSC, Subdivisions way up in April of 2024 compared to April of 2023.</p> <p>May 10. MPC. Quick meeting.</p> <p>May 16. Meeting with CAO.</p>
<p><b>Councillor Carlson</b></p>	
<p><b>Councillor Cutler</b></p>	
<p><b>Councillor Kettles</b></p>	<p>May 14, 2024 - Claresholm Daycare          Town fixed up the Kidz Zone Stairs - Thank you guys Dryer was repaired for reasonable price Fundraising Discussions around planned Bingo Night for Friday 13, September 2024 and Funding letter to the MD Financials look OK for the last month Staff professional development funds discussed Summer staffing planning and discussions. Looks like Summer programs will be popular and registration is getting full Year End wrap up Family barbecue</p>

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



# Town of Claresholm

	<p>May 21, 2024 Learn - a - Lot Play school          Year end book gift to all students          Other year end celebrations discussed and possible trip to local gym          Fundraising initiatives were successful this year and will help contribute to a possible new play structure for the students Continued planning for new afternoon class offered in the fall</p> <ul style="list-style-type: none"> <li>- initiatives to increase student spaces and reduce wait lists</li> <li>- still some registration room in that class</li> <li>- waiting for final regulator approval for the additional class Discussions regarding the 24/25 school calendar</li> <li>- determined class start and end dates for next year Updates and some TLC needed for Playschool laptop computer</li> </ul> <p>May 22, 2024 Claresholm Golf Club          Course Superintendent continues to obtain necessary training and certifications for fertilizer acquisition and application Reported a decent amount of moisture so greens and fairways in very good shape Aeration to go ahead but will use limited sand Financials look OK for this time of year but it is quite early in the season Clubhouse could use a bit of shingle work - club will investigate Pro shop is now fully stocked - come down and check out the new items Representatives from the Town and the Golf Club toured the course last week and discussed various items including dredging of some of the ponds and possible raising the level of the outflow on the South end of the course allowing for more on course water storage.</p> <p>The Club received grants for 4 summer positions which helps with local youth employment and eases labour costs for the Course.</p> <p>The casino in early May was successful and will support various programs and activities by the Golf Club The Club initiated planning and policy around Occupational Health and Safety requirements including safety reviews and employee training.</p>
<p><b>Councillor Meister</b></p>	<p>Social centre          The Mother's Day tea was well received, with 76 attendees. Our markets have also been really successful, hoping to host more. The chairs and tables are taking a beating and we would like to replace them. The cost of these chairs has nearly tripled in 10 years since they were purchased!</p>



# Town of Claresholm

	<p>CHA Boilers have gone to tender and will hopefully be completed this summer. Easy access doors and fobs have been installed. We will host our annual tenant meeting in June. Policy review under way. Some research needed on emergency preparedness due to different weather threats.</p> <p>Museum The Stones and bones event was a hit! I heard we had some really neat things show up. One of our exhibitors was "Amazed at the quality and quantity of our exhibits". She rated us within the top 10 in Alberta! Several 'Friends' and board members met to celebrate the completion of the Link trainer, a project 7 years in the making. Summer students have started. We have some great pieces of craftsmanship, donated by 2 board members, as prizes for visiting the museum for Father's Day PHCC car show. Breakfast by the Lions, Lunch at the social centre, and Snacks and drinks by the Friends.</p> <p>Coffee with Council I think these have been very good. Our community is showing up and expressing their concerns and ideas. The sessions are informative, not only to those who attend but council as well.</p>
<p><b>Councillor Ross</b></p>	
<p><b>Councillor Zimmer</b></p>	





**Claresholm**

# INFORMATION BRIEF

Meeting: May 27, 2024

Agenda Item: 18

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - April 22, 2024				
17b	IN CAMERA: Moved by Councillor Cutler to proceed with the process of removing the reserve dedication of the south 5 feet of Lot R2, Block 2, Plan 7410893. CARRIED MOTION #24-067	Tara	Process commenced	Complete
Regular Scheduled Meeting - May 13, 2024				
1	BYLAW #1780 - Moved by Councillor Cutler to give Bylaw #1780, a Bylaw to adopt the North Point Area Structure Plan, 2nd Reading. CARRIED Moved by Councillor Ross to give Bylaw #1780, a Bylaw to adopt the North Point Area Structure Plan, 3rd and Final Reading. CARRIED	Tara	Bylaw printed & signed, sent to ORRSC.	Complete
2	BYLAW #1782 - Moved by Councillor Kettles to give Bylaw #1782, the Fire Protection Bylaw, 2nd Reading. CARRIED Moved by Councillor Meister to give Bylaw #1782, the Fire Protection Bylaw, 3rd and Final Reading. CARRIED	Craig	Bylaw printed & signed, public notified	Complete
3	BYLAW #1783 - Moved by Councillor Carlson to give Bylaw #1783, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Ross to give Bylaw #1783, a Land Use Bylaw Amendment, 3rd & Final Reading. CARRIED	Tara	Bylaw printed & signed, sent to ORRSC.	Complete
4	BYLAW #1785 - Moved by Councillor Cutler to give Bylaw #1785, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Meister to give Bylaw #1785, a Land Use Bylaw Amendment, 3rd and Final Reading. CARRIED	Tara	Bylaw printed & signed, sent to ORRSC.	Complete
5	BYLAW #1786 - Moved by Councillor Cutler to give Bylaw #1786, the 2024 Property Tax Rate Bylaw, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1786, the 2024 Property Tax Rate Bylaw, 3rd & Final Reading. CARRIED	Blair	Bylaw printed & signed	Complete
6	BYLAW #1787 - Moved by Councillor Kettles to give Bylaw #1787, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Tara	Advertised for public hearing on scheduled for May 27, 2024 Council agenda	Complete
9	CORRES: Alberta Municipalities - Moved by Councillor Carlson to send a letter to the Premier that recommends that the Government of Alberta rescind Bill 20, the Municipal Affairs Statutes Amendment Act, due to the extensive concerns raised by municipal leaders across Alberta, including Town of Claresholm Council. CARRIED MOTION #24-068	Karine	Letter sent, cc'd to MLA Petrovic and Minister McIver	Complete

11	CORRES: Granum & District Canada Day Society - Moved by Councillor Carlson to support the Granum Canada Day 2024 festivities by donating to the children's entertainment in the amount of \$500. CARRIED MOTION #24-069	Karine	Donation sent	Complete
12	CORRES: Terry Fox Run - Moved by Councillor Meister to direct Administration to reach out to local charity groups to see if anyone is interested in sponsoring the Terry Fox Run going forward and to promote the need for a new coordinator on social media. CARRIED MOTION #24-070	Megan	Request is being shared	In progress
13	CORRES: WCCHS - Mayor Schlossberger will attend the graduation ceremonies on behalf of the Town of Claresholm.	Karine	School has been notified	Complete
14	RFD: Safety Codes Services Agreement - Moved by Councillor Carlson to extend the Safety Codes Services Agreement for an additional 3-year term with Superior Safety Codes Inc. CARRIED MOTION #24-071	Tara	Notified Superior Safety Codes Inc.	Complete
15	RFD: Water Shortage Response Plan Updates - Moved by Councillor Ross to approve the Town of Claresholm / MD of Willow Creek Water Shortage Response Plan Restriction Guide updates as presented. CARRIED MOTION #24-072	Brad	The website has been updated and the public has been notified.	Complete
15	RFD: Water Shortage Response Plan Updates - Moved by Councillor Cutler to direct administration to further investigate options regarding having perpetual set watering schedules for odd and even properties. CARRIED MOTION #24-073	Brad	Administration is researching this issue.	In progress
16	RFD: Public Participation Plan - Recreation Facilities - Moved by Councillor Cutler to approve the Public Participation Plan for a potential Recreation and Cultural Facilities Capital Reserve for the Town of Claresholm as presented. CARRIED MOTION #24-074	Abe/Blair	Administration is working on the PPP	In progress
17	RFD: Public Participation Plan - Communications - Moved by Councillor Ross to approve the Public Participation Plan for the Communications and Engagement Strategy as presented. CARRIED MOTION #24-075	Abe/Karine	Administration is working on the PPP	In progress
18	RFD: Skatepark Additional Funding - Moved by Councillor Carlson to approve out of budget expenditure up to \$112,500 for the completion of the Skate Park, to be paid out of the LGFF Capital grant funds. CARRIED MOTION #24-076	Jace	Society and contractor notified.	Complete
19	RFD: Taxi Tokens - Moved by Councillor Kettles to update Policy #5.5.50, the Town of Claresholm's Taxi Token Program Policy, as presented effective May 14, 2024. CARRIED MOTION #24-077	Blair	Updated in the Policy Manual	Complete
20	RFD: 2024 Parades - Moved by Councillor Ross to accept the 2024 parade schedule as presented. CARRIED MOTION #24-078	Lisa/Karine	Schedule is being created	In progress
21	RFD: Amundsen Park BBQ - Moved by Councillor Cutler to allow the Claresholm Local Press to use Amundsen Park on August 17 & 18, 2024 to host a BBQ Smoker Competition, and to allow them to access both power and washroom facilities. CARRIED MOTION #24-079	Abe	Correspondence has been issued	Complete
29a	IN CAMERA - Moved by Councillor Meister to direct administration to proceed with developing 8 residential lots in Pine Place. CARRIED MOTION #24-080	Jace	Engineer notified to issue RFP.	Complete

29c	IN CAMERA - Moved by Councillor Cutler to extend the closing date for Lot 48 Block 4 Plan 2311249 to May 31, 2024, on the condition that all of the interest as per Section 10 of the purchase contract is obtained. CARRIED MOTION #24-081	Tara	Notified Legal and Realtor.	In progress
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PREPARED BY: Karine Keys, CLGM, Finance Assistant

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APPROVED BY: Abe Tinney, CAO

DATE:

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# INFORMATION ITEMS

Claresholm Library Board  
Regular Meeting  
April 16, 2024

## Minutes

In attendance: Earl Hemmaway, Joanna Ridley, Kendall Schille, Brad Schlossberger, Ashley Tebbutt, Jay Sawatzky. Regrets: Kelsey Hipkin, Donna Meister.

- 1: CALL TO ORDER** Chair Kendall Schille called the meeting to order at 4:58 pm
- 2: APPROVAL OF AGENDA** Earl Hemmaway motioned to accept the agenda, seconded by Joanna Ridley, all in favour, carried.
- 3: APPROVAL OF MINUTES**
  - 3.1 Regular Meeting Minutes from March 19, 2024 – Ashley Tebbutt motions to accept last month’s meeting minutes, seconded by Kendall Schille, all in favour, carried.
- 4: CORRESPONDENCE**
  - 4.1 Letter from Ric McIver, Minister of Alberta Municipal Affairs – noted as information.
- 5: FINANCIAL**
  - 5.1 Financial report for end of March 2024 – Brad Schlossberger motioned to accept the March financial statement, seconded by Earl Hemmaway, all in favour, carried.
- 6: REPORTS**
  - 6.1 Library Manager’s report – The Library’s Smart Board has arrived and in use.
- 7: NEW BUSINESS** – none
- 8: OLD BUSINESS:**
  - 8.1 \$100,000 was moved to a 12 month term deposit. Noted for information
- 9: ADJOURNMENT** – Chair Kendall Schille adjourned the meeting at 5:10 pm.

**CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY**  
**Board of Directors, April 18 2024**  
**Meeting 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  
Mike Cutler, Town of Claresholm  
Sally Morton – CEO  
Shirley Isaacson – Secretary  
Absent Brian Comstock – Lay Representative

Chair Howard Paulson called the meeting to order at 10:30 am.

**1.0 APPROVAL OF AGENDA:**

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

**2.0 APPROVAL OF MINUTES:**

Moved by Earl Hemmaway that the minutes of the March 14, 2024 meeting be accepted as presented. Carried.

**4.0 BUSINESS ARISING FROM MINUTES:**

None

**5.0 CORRESPONDENCE:**

Letter from the Town of Claresholm stating their support for our grant.

**6.0 REPORTS:**

**6.1 Financial** –Sally reported that there is \$69,449.20 in chequing, \$40,057.28 in casino, \$50,510.43 in savings. In March we did 125 trips with 31 being wheelchair trips. Sally moved acceptance of her report.

**6.2 Chairman’s Report** – It was suggested that we get Blair from the Town to review our rates, etc. Move Mobility will bring a van to Claresholm for our viewing on May 3, 2024 -side entry van – to the Town Office.

**7.0 OLD BUSINESS:**

**Grants** - .Bryden moved that we inquire into the cost of a new passenger van at Dodge. Carried.

Lauire submitted the Rural Transportation project grant in collaboration with the

FCSS in Claresholm and Vulcan. If we receive the grant it will be for \$175,000,00 for a pilot project to provide subsidized rides for older adults. The grant will pay for 2 part-time drivers and a part time assistant to be placed in Vulcan. It will provide funding for the offer of a extended service from the Villages and Towns outside of Vulcan and Claresholm to come into the main centre for personal shopping, doctors appointments, visiting family and friends or other personal appointments they may have. It will work indirectly with the Home Support Worker at Vulcan FCSS, and the Link worker in the hospital, FCSS Stavely and any support system from Granum, Carmangay, Champion, Lomond, Milo & Arrowwood. This program will run for 20 months from August 2025 to March 2026.

**8.0 NEW BUSINESS:** None

**9.0 IN CAMERA:** None

**NEXT MEETING DATE** May 9, 2024.

The meeting was adjourned by Mike Cutler.

SIGNED:

SIGNED:

**EXECUTIVE COMMITTEE MEETING MINUTES**  
**April 11, 2024; 6:00 pm**  
**ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, April 11, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

**Attendance**

Executive Committee:

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

**Absent**

Neil Sieben

Staff

Lenze Kuiper, Chief Administrative Officer  
Raeanne Keer, Executive Assistant

Guest

Derek Taylor, KPMG LLP

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

**1. Approval of Agenda**

**Moved by: Don Anderberg**

THAT the Executive Committee adopts the April 11, 2024 Executive Committee Meeting Agenda, as presented.

**CARRIED**

**2. Approval of Minutes**

**Moved by: Scott Akkermans**

THAT the Executive Committee approves the March 14, 2024 Executive Committee Meeting Minutes, as presented.

**CARRIED**

**3. Business Arising from the Minutes**

There was no business arising from the minutes.



**4. KPMG LLP – Auditors’ Report and Financial Statements 2023**

D. Taylor, of KPMG, presented the Financial Statements and Independent Auditor’s Report for the Year ended December 31, 2023 to the Committee.

D. Taylor stated that the purchase of the Parking Lot Improvement Project was funded from the Operating Reserve Fund, as there was no resolution indicating how the project would be funded. D. Taylor stated that the Committee could pass a resolution for the project to be retroactively paid through the Capital Reserve Fund as it is a capital improvement if they would like.

**Moved by: Don Anderberg**

THAT the Executive Committee fund the capital acquisition for the Parking Lot Improvement Project for \$165,481 out of the Capital Reserve Fund as of December 31, 2023.

**CARRIED**

The Committee discussed the report and presentation.

**Moved by: David Cody**

THAT the Executive Committee accepts the Auditor’s Report and Financial Statements for the year ended December 31, 2023 prepared by KPMG LLP, as presented subject to the approved change; and,

That the documents be sent to Municipal Affairs.

**CARRIED**

**5. Official Business**

**a. Alberta Municipal Services Corporation Electricity Contract**

L. Kuiper stated that we have recently re-signed with Alberta Municipal Services Corporation for a preferred electricity rate.

**b. Subdivision Activity**

L. Kuiper presented the Subdivision Activity statistics as of March 31, 2024 for information.

**c. Office Lighting Upgrades**

L. Kuiper stated that we have been collecting quotes from our local electricians to upgrade our current fluorescent lights to LED lights, as we have a number of lights that are in need of repair and the parts for fluorescent lights are becoming obsolete.

The Committee discussed the quotes presented, and potential grant funding.

**Moved by: David Cody**

THAT the Executive Committee directs Administration to move forward with replacing the interior lights, with the condition of researching potential grant funding, with the project to be funded from Capital Reserves up to a maximum of \$15,000.00.

**CARRIED**

**d. Vehicle Replacement Discussion**

L. Kuiper stated that the oldest fleet vehicle is a 2018 Chevy Equinox with approximately 150,000 kilometers. L. Kuiper stated that the vehicle was recently in for a check engine light because of a sensor detecting moisture, which has since dried up and is working normally. He stated that this is an issue that Chevrolet is aware of, and that the issue only occurs in extremely specific conditions of cold humid weather. L. Kuiper stated that the repair to negate the issue was quoted at \$1,800.00 and at this time Administration has determined that it will not be repairing the issue.

L. Kuiper stated that he was interested in selling the vehicle this year, which would result in the fleet being short 1 vehicle if a new one was not purchased.

The Committee discussed that a vehicle was initially included in the 2024 Budget but was removed due to budget constraints. The Committee discussed keeping the vehicle for the time being and reevaluating the situation in the fall once there is a better understanding of the year's financial outcome.

**e. 2023 Annual Report Draft**

R. Keer presented the 2023 Annual Report Draft to the Committee for review and feedback.,

**Moved by: Don Anderberg**

THAT the Executive Committee approves the 2023 Annual Report Draft, as presented, to be presented to the Board of Directors at the June Annual General Meeting.

**CARRIED**

**6. Accounts**

**a. Office Accounts**

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

**b. Financial Statements**

L. Kuiper presented Details of Account as of February 29, 2024 to the Committee.

**Moved by: Scott Akkermans**

THAT the Executive Committee approves the Monthly Office Account for February 2024 and the Payments and Credits for January 2024; and,

The Details of Account as of February 29, 202.

**CARRIED**

**7. New Business**

There was no new business for discussion.

**8. CAO's Report**

L. Kuiper presented his CAO Report to the Committee.

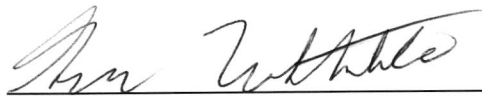
**9. Round Table Discussions**


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

**10. Next Meeting – May 9, 2024**

**11. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:28 pm.

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



# Memo

**Date: May 22, 2024**

**To: Mayors and Reeves of Chinook Arch Regional Library System Member Municipalities**

**Re: Chinook Arch Library Board 2023 Impact Report and Audited Financial Statements**

The Chinook Arch Regional Library System is a partnership between your municipality and thirty-nine other urban and rural municipalities in southwestern Alberta.

As a result of your membership in Chinook Arch, people across southern Alberta have access to over 900,000 items held in the System's thirty-five member libraries. In addition, library users can download e-books, audiobooks, magazines, newspapers, and more from their library's website. They can also take online courses and access homework help!

In communities large and small, residents rely on the public library as a place to connect with ideas and with each other. Alberta's public libraries continue to innovate and expand their service offerings, responding to evolving community needs. Chinook Arch supports and enhances the services offered by your local or a neighbouring library board.

Attached to this memo are the Chinook Arch Library Board's 2023 Impact Report and Audited Financial Statements. Please share them with your council as appropriate. We would be happy to send a delegation to present to your council to provide an update on Chinook Arch and its activities. Please reach out to Chinook Arch CEO Robin Hepher at 403-380-1500 or [rhepher@chinookarch.ca](mailto:rhepher@chinookarch.ca) to schedule a presentation. The Impact Report and Audited Statements are available on the Chinook Arch website at [www.chinookarch.ca](http://www.chinookarch.ca).

Thank you for your continuing support of regional library services. The Chinook Arch Library Board continues to strive toward its vision of "Thriving Libraries, Thriving Communities."

**Vic Mensch, Chair**

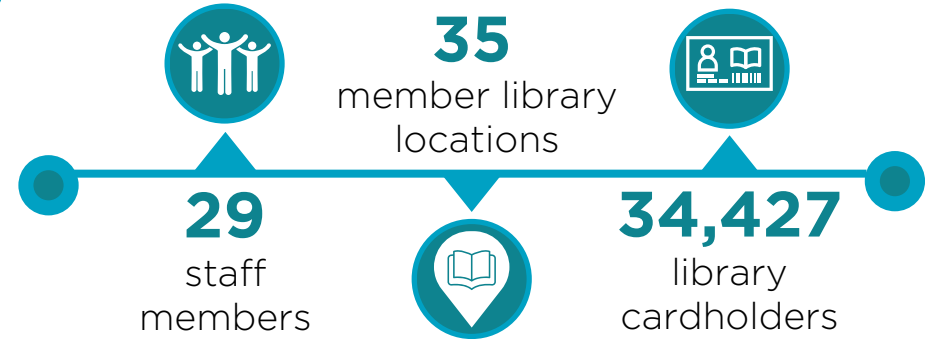
**Chinook Arch Library Board**



**CHINOOK**  
**ARCH** REGIONAL  
 LIBRARY SYSTEM

# IMPACT REPORT 2023

## Chinook Arch Snapshot



## Highlights from 2023

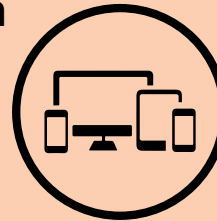
### New Library Websites



Introduced new websites for all member libraries in April.

**20%** increase in website visits

Digital Literacy Clinics were held in member libraries across the region.



**85** classes booked

**187** attendees

**9,100 km** travelled



### VoIP Telephone Services



installed at 20 member libraries saving **\$19,000** per year collectively

**20** new kits were added to the regional programming collection



Usage of this collection increased by **400%**

### Wi-Fi Hotspots

borrowed **1,098** times



**75** Hotspots added to the collection

# Membership has its benefits

Inter-municipal collaboration greatly increases the quantity and quality of library materials and services for those who call our region home.



## Direct Library Support

**1,419**



support consultations (in-person and virtual)

**218**



Library programs in member libraries with

**674** attendees

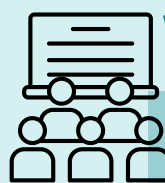


**328**

direct patron interactions



## Connection and Learning Opportunities



**17** training events held

**307** attendees

**10** Coffee Chats



(a chance for library managers to connect on various topics)

**148** people attended the 14th Annual Southern Alberta Library Conference



## Sharing Resources

**3** delivery vans

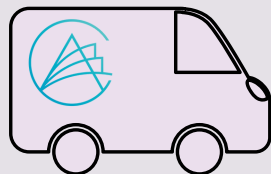
**5** drivers



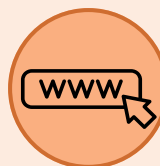
**50,887**

items added to shared library catalogue

**559,100** items moved between libraries



That's 4,008 stops a year!



## Online Services Management



audiobook borrowing up

**25%**

**14%** increase of library material checkouts on OverDrive



**36%**

increase in monthly Solaro activities

(Solaro provides homework help and test prep for students in grades 3 to 12.)

**CHINOOK ARCH LIBRARY BOARD**  
**Financial Statements**  
**Year Ended December 31, 2023**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Chinook Arch Library Board

### *Opinion*

We have audited the financial statements of Chinook Arch Library Board (the Board), which comprise the statement of financial position as at December 31, 2023, and the statements of changes in net assets, revenues and expenses 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 Board as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

### *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 Board in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, 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 Board'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 Board or to cease operations, or has no realistic alternative but to do so.

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

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

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

(continues)

\* denotes professional corporation



Independent Auditor's Report to the Members of Chinook Arch Library Board *(continued)*

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 Board'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 Board'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 Board 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, AB  
April 4, 2024

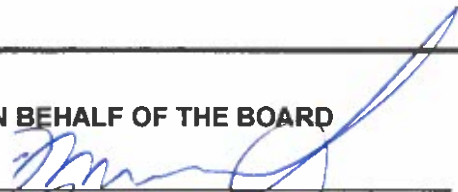
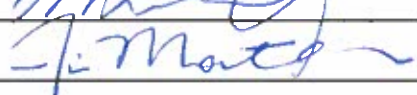
**INSIGHT**<sup>CPA</sup>

Chartered Professional Accountants

**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Financial Position**  
**December 31, 2023**

	2023	2022
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents (Note 3)	\$ 1,392,190	\$ 1,595,396
Restricted cash (Note 4)	56,721	25,211
Accounts receivable	15,411	37,323
Goods and services tax recoverable	29,327	18,123
Employee computer loans (Note 5)	2,569	871
Prepaid expenses	240,820	173,471
	1,737,038	1,850,395
PROPERTY AND EQUIPMENT (Note 6)	2,381,613	2,486,851
	\$ 4,118,651	\$ 4,337,246
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 59,137	\$ 54,582
Receiver General payroll liabilities	17,263	16,970
Employee benefit obligations (Note 7)	178,500	191,065
Deferred revenue (Note 8)	56,721	25,211
	311,621	287,828
DEFERRED CAPITAL CONTRIBUTIONS (Note 9)	1,877,724	1,958,796
	2,189,345	2,246,624
<b>NET ASSETS</b>	<b>1,929,306</b>	<b>2,090,622</b>
	<b>\$ 4,118,651</b>	<b>\$ 4,337,246</b>

**ON BEHALF OF THE BOARD**

  
 \_\_\_\_\_ Director  
  
 \_\_\_\_\_ Director

**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2023**

	Unrestricted Fund 2023	Internally Restricted Fund 2023 <i>(Note 10)</i>	Externally Restricted Fund 2023 <i>(Note 10)</i>	Capital Fund 2023	Total 2023	Total 2022
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ -</b>	<b>\$ 1,561,657</b>	<b>\$ 1,041</b>	<b>\$ 527,924</b>	<b>\$ 2,090,622</b>	<b>\$ 2,147,521</b>
Deficiency of revenues over expenses	(160,275)	-	-	-	(160,275)	(56,899)
Amortization of capital assets	105,240	-	-	(105,240)	-	-
Amortization of deferred capital contributions	(81,072)	-	-	81,072	-	-
Book allotment purchase, net of additions <i>(Note 10)</i>	12,434	(12,434)	-	-	-	-
Use of Technology Fund reserves <i>(Note 10)</i>	143,037	(143,037)	-	-	-	-
Use of Building Fund reserves <i>(Note 10)</i>	22,800	(22,800)	-	-	-	-
Internally imposed restriction on remaining surplus <i>(Note 10)</i>	(42,164)	42,164	-	-	-	-
Returned to funder	-	-	(1,041)	-	(1,041)	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ -</b>	<b>\$ 1,425,550</b>	<b>\$ -</b>	<b>\$ 503,756</b>	<b>\$ 1,929,306</b>	<b>\$ 2,090,622</b>

See notes to financial statements

**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Revenues and Expenses**  
**Year Ended December 31, 2023**

	Budget 2023	Total 2023	Total 2022
<b>REVENUES</b>			
Municipal levies	\$ 1,586,222	\$ 1,590,280	\$ 1,597,254
Provincial operating grant	1,016,828	1,038,499	1,003,511
Library board membership fees	639,798	642,471	638,412
Other income (Schedule 1)	394,500	416,578	359,154
Contract services (Schedule 1)	141,000	144,613	124,121
Provincial rural library services grant	124,000	134,125	123,693
Other grants (Schedule 1)	80,000	91,740	41,671
Municipal rural services fees	61,980	58,504	55,209
Amortization of deferred capital contributions (Note 9)	85,000	81,072	84,283
	<b>4,129,328</b>	<b>4,197,882</b>	<b>4,027,308</b>
<b>EXPENSES</b>			
Salaries and benefits	2,183,100	2,150,956	2,123,177
Library materials and collections	796,767	879,119	882,374
Programs and services (Schedule 2)	452,100	413,923	402,921
Network services (Schedule 2)	112,000	198,556	107,529
Contract and other services (Schedule 2)	141,500	147,732	127,649
Bibliographic services (Schedule 2)	79,500	89,328	88,363
Shipping and delivery (Schedule 3)	51,000	59,237	58,523
Building and maintenance	51,000	53,732	58,958
Training and development (Schedule 2)	37,000	48,835	30,734
Administration (Schedule 3)	35,600	34,457	27,810
Board expenses	8,500	11,205	6,881
Amortization of capital assets	181,000	105,240	111,623
	<b>4,129,067</b>	<b>4,192,320</b>	<b>4,026,542</b>
<b>EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	<b>261</b>	<b>5,562</b>	<b>766</b>

*(continues)*

**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Revenues and Expenses (continued)**  
**Year Ended December 31, 2023**

	Budget 2023	Total 2023	Total 2022
<b>BOARD APPROVED PROJECTS FUNDED BY RESERVES</b>			
Projects funded by Technology Fund reserves (Note 10)	(130,000)	<b>(143,037)</b>	(46,690)
Projects funded by Building Fund reserves (Note 10)	(45,000)	<b>(22,800)</b>	-
Projects funded by Operating Fund reserves	-	-	(10,975)
	(175,000)	<b>(165,837)</b>	(57,665)
<b>DEFICIENCY OF REVENUES OVER EXPENSES</b>	<b>\$ (174,739)</b>	<b>\$ (160,275)</b>	<b>\$ (56,899)</b>

**CHINOOK ARCH LIBRARY BOARD****Revenue Schedule (Schedule 1)****Year Ended December 31, 2023**

	Budget	2023	2022
<b>OTHER INCOME</b>			
Additional funds for library materials	\$ 300,000	\$ 294,417	\$ 306,724
Interest and investment income	40,000	102,576	48,030
Southern Alberta Library Conference	10,000	14,002	-
Employment programs	5,000	3,735	4,350
Gain on disposal of property and equipment	7,500	1,848	-
Fundraising and donations	30,000	-	50
Miscellaneous	2,000	-	-
	<b>\$ 394,500</b>	<b>\$ 416,578</b>	<b>\$ 359,154</b>
<b>CONTRACT SERVICES</b>			
Reimbursement for purchases	\$ 100,000	\$ 106,478	\$ 88,147
Contracts	39,000	37,244	35,846
Staff book purchases	2,000	891	128
	<b>\$ 141,000</b>	<b>\$ 144,613</b>	<b>\$ 124,121</b>
<b>OTHER GRANTS</b>			
Civil Society Fund grant	\$ 80,000	\$ 87,500	\$ 28,401
CFLSA grant	-	4,240	-
Nobleford establishment grant	-	-	10,270
Community Root grant	-	-	3,000
	<b>\$ 80,000</b>	<b>\$ 91,740</b>	<b>\$ 41,671</b>

See notes to financial statements

**CHINOOK ARCH LIBRARY BOARD**

**Expense Schedules (Schedule 2)**

**Year Ended December 31, 2023**

	Budget	2023	2022
<b>PROGRAMS AND SERVICES</b>			
Rural library services grant transfer	\$ 170,100	\$ 148,115	\$ 147,575
Support subscriptions	155,000	143,300	130,253
Regional resource sharing	90,000	90,000	90,000
Marketing and communications	20,000	14,989	17,239
Membership programs	10,000	9,337	9,887
Special projects	1,000	7,107	4,249
Summer programs	2,000	1,075	1,524
Library membership cards	4,000	-	2,194
	\$ 452,100	\$ 413,923	\$ 402,921
<b>NETWORK SERVICES</b>			
Network support and maintenance	\$ 65,000	\$ 94,070	\$ 53,243
Equipment and software	20,000	53,297	27,223
Telecommunications	27,000	51,189	27,063
	\$ 112,000	\$ 198,556	\$ 107,529
<b>CONTRACT AND OTHER SERVICES</b>			
Purchasing services for member libraries	\$ 100,000	\$ 109,614	\$ 91,674
ILS maintenance and service contract	39,000	37,244	35,846
Staff purchases	2,000	874	129
Better Beginnings card coupons	500	-	-
	\$ 141,500	\$ 147,732	\$ 127,649
<b>BIBLIOGRAPHIC SERVICES</b>			
Support services	\$ 65,000	\$ 74,313	\$ 71,645
Supplies for library materials	12,000	11,136	11,246
Cataloguing subscriptions	2,500	3,879	5,472
	\$ 79,500	\$ 89,328	\$ 88,363
<b>TRAINING AND DEVELOPMENT</b>			
Southern Alberta Library Conference	\$ 15,000	\$ 19,578	\$ 10,624
Conferences, courses and staff travel	13,000	14,262	11,545
Librarian meetings and training	8,000	14,017	8,565
Programs and training for libraries	1,000	978	-
	\$ 37,000	\$ 48,835	\$ 30,734

See notes to financial statements

**CHINOOK ARCH LIBRARY BOARD****Expense Schedules (Schedule 3)****Year Ended December 31, 2023**

	Budget	2023	2022
<b>SHIPPING AND DELIVERY</b>			
Vehicle expense	\$ 40,000	\$ 47,672	\$ 48,516
Postage and shipping	3,000	5,367	2,980
Freight	5,000	3,297	4,274
Vehicle insurance	3,000	2,901	2,753
	\$ 51,000	\$ 59,237	\$ 58,523
<b>ADMINISTRATION</b>			
Professional fees	\$ 9,500	\$ 9,499	\$ 7,200
Office equipment maintenance	7,500	8,375	7,542
Office supplies and equipment	8,000	7,554	7,905
Coffee services	1,800	2,603	1,650
Subscriptions	2,400	2,037	2,355
Bank charges	1,600	1,677	1,719
Foreign currency exchange	2,000	1,087	(783)
Recruitment	800	763	167
Memberships	500	400	55
Advertising	500	298	-
Printing	500	139	-
Miscellaneous	500	25	-
	\$ 35,600	\$ 34,457	\$ 27,810

See notes to financial statements



**CHINOOK ARCH LIBRARY BOARD****Statement of Cash Flows****Year Ended December 31, 2023**

	2023	2022
<b>OPERATING ACTIVITIES</b>		
Cash receipts from customers	\$ 4,064,918	\$ 3,947,137
Cash paid to suppliers and employees	(4,339,190)	(3,944,342)
Interest received	102,576	48,030
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>(171,696)</b>	<b>50,825</b>
Cash - beginning of year	1,620,607	1,569,782
<b>CASH - END OF YEAR</b>	<b>\$ 1,448,911</b>	<b>\$ 1,620,607</b>
<b>CASH CONSISTS OF:</b>		
Cash and cash equivalents	\$ 1,392,190	\$ 1,595,396
Restricted cash	56,721	25,211
	<b>\$ 1,448,911</b>	<b>\$ 1,620,607</b>

See notes to financial statements

1. PURPOSE OF THE BOARD

Chinook Arch Library Board (the "Board") is an appointed Board established as a Library under the Alberta Libraries Act. As a registered charity the Board is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The Board operates the Chinook Arch Regional Library System, which assists a network of cooperating libraries in southwest Alberta to provide cost-effective and convenient access to information and library resources.

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Fund accounting

For reporting purposes, established funds consist of the capital fund, internally restricted reserve funds, and externally restricted funds. Transfers between funds are recorded as adjustments to the appropriate net asset accounts.

Revenues and expenses related to program delivery and administrative activities are reported in the Unrestricted Fund.

The Capital Fund reports the assets, liabilities, revenues, and expenses related to the Board's capital assets and building improvements campaign. Amortization expense is recorded as an expense in the Statement of Revenues and Expenses.

The Internally Restricted Reserve Funds are established at the discretion of the Board of Directors to fund future operating and capital expenditures. Transfers to and from these funds are reflected as adjustments to the Statement of Changes in Net Assets.

The Externally Restricted Fund arises from funding received for specific projects. Transfers to and from these funds arise as funds are earned or expenditures are incurred for the specific projects.

Cash and cash equivalents

Cash includes cash and cash equivalents.

The Board's investment policy requires temporary investments to be guaranteed investment certificates, treasury bills or low risk money market funds. These investments are valued at cost. The carrying amounts approximate fair value because they have maturities within one year of the date of purchase.

Cash that is externally restricted for specific purposes is presented as restricted cash.

*(continues)*

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life at the following rates and methods:

Buildings	4%	declining balance method
Automotive (passenger)	50%	declining balance method
Automotive (delivery vehicles)	33%	straight-line method
Computer equipment	25%	straight-line method
Office furniture and equipment	10%	straight-line method

The Board regularly reviews its property and equipment to eliminate obsolete items. Government grants received for the purchase of property and equipment are treated as deferred capital contributions (Note 9).

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition

Revenue is recognized when the requirements as to performance for transactions involving the sale of goods and services are met and ultimate collection is reasonably assured at the time of performance.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of capital assets. These funds are accounted for as deferred revenue until used for the purpose specified.

Government transfers for operations are recognized in the period when the related expenses are incurred and all eligibility criteria have been met.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

**CHINOOK ARCH LIBRARY BOARD**

**Notes to Financial Statements**

**Year Ended December 31, 2023**

**3. CASH AND CASH EQUIVALENTS**

	<b>2023</b>	<b>2022</b>
Cash	\$ 1,392,190	\$ 1,345,396
Guaranteed investment certificate	-	250,000
	<b>\$ 1,392,190</b>	<b>\$ 1,595,396</b>

The Royal Bank non-redeemable guaranteed investment certificate bearing interest at 4.3% per annum matured on September 16, 2023.

**4. RESTRICTED CASH**

Restricted cash consists of externally restricted and deferred grant funds received for specific purposes (Note 8).

**5. EMPLOYEE COMPUTERS LOANS**

The Board has established a policy authorizing employee loans for the purchase of computers and software to a maximum of \$2,500 per employee. These loans are payable in monthly blended payments with interest at prime.

**6. PROPERTY AND EQUIPMENT**

	Cost	Accumulated amortization	<b>2023 Net book value</b>	<b>2022 Net book value</b>
Land	\$ 40,580	\$ -	\$ 40,580	\$ 40,580
Buildings	3,564,009	1,276,115	<b>2,287,894</b>	2,383,222
Equipment	116,136	63,023	<b>53,113</b>	61,526
Automotive	187,175	187,149	<b>26</b>	52
Computer equipment	123,130	123,130	-	1,471
	<b>\$ 4,031,030</b>	<b>\$ 1,649,417</b>	<b>\$ 2,381,613</b>	<b>\$ 2,486,851</b>

CHINOOK ARCH LIBRARY BOARD

Notes to Financial Statements

Year Ended December 31, 2023

7. EMPLOYEE BENEFIT OBLIGATIONS

	2023	2022
Vacation accrual	\$ 170,685	\$ 181,813
Health spending account	7,815	9,252
	<b>\$ 178,500</b>	<b>\$ 191,065</b>

The vacation accrual is comprised of unused vacation days that employees have earned.

Health spending benefits arise from unused benefits that are accumulated for two years. Employees have earned these benefits and are entitled to them within the next fiscal year.

8. DEFERRED REVENUE

	2023	2022
<u>Indigenous grant</u>		
Opening balance	\$ 18,430	\$ -
Funds received	75,331	71,352
Amounts recognized	(38,805)	(52,922)
	<b>54,956</b>	<b>18,430</b>
<u>CFLSA grant</u>		
Opening balance	4,240	4,240
Funds received	-	-
Amounts recognized	(4,240)	-
	<b>-</b>	<b>4,240</b>
<u>Other</u>		
Opening balance	2,541	243
Funds received	1,765	2,541
Amounts recognized	(2,541)	(243)
	<b>1,765</b>	<b>2,541</b>
<b>Total</b>	<b>\$ 56,721</b>	<b>\$ 25,211</b>

9. DEFERRED CAPITAL CONTRIBUTIONS

Government grants received for the purchase of capital assets are amortized at the same rate and method as the underlying asset.

	2023	2022
Opening balance	\$ 1,958,796	\$ 2,043,079
Additions during the year	-	-
Amortization	(81,072)	(84,283)
	<b>\$ 1,877,724</b>	<b>\$ 1,958,796</b>

10. RESTRICTED RESERVE FUNDS

	2022	Additions	Uses	2023
<u>Internally restricted reserve funds</u>				
Technology Fund	\$ 269,515	\$ 42,164	\$ 143,037	\$ 168,642
Vehicle Fund	246,360	-	-	246,360
Building Fund	359,354	-	22,800	336,554
Operating Fund	454,408	-	-	454,408
Book Allotment Fund	232,020	645,310	657,744	219,586
	\$ 1,561,657	\$ 687,474	\$ 823,581	\$ 1,425,550
<u>Externally restricted fund</u>				
Better Beginnings Fund	\$ 1,041	\$ -	\$ 1,041	\$ -

The internally restricted Book Allotment Fund reports allocations to member libraries for book allotments. These funds are restricted for the purchase of library materials in subsequent years. Unspent allocations are carried forward to the library's allocation in the following year.

The Board of Directors approved the use of internally restricted Technology Fund reserves for the following projects during the year:

- The website redesign project had a total cost of \$73,639 (budget - \$70,000).
- The wireless access point replacement project had a total cost of \$66,000 (budget - \$60,000).
- The online membership renewal project, which started in the prior year (costs of \$11,930), was completed in the current year with costs of \$3,398. Total project cost was \$15,328 (budget - \$15,000).

The Board of Directors approved the use of internally restricted Building Fund reserves for the following project during the year:

- The parking lot repair project had a total cost of \$22,800 (budget - \$45,000).

The Board of Directors approved the transfer of the Unrestricted Fund surplus of \$42,164 to the Technology Fund (2022 - \$31,465 to the Technology Fund).

11. SIGNIFICANT REVENUE SOURCES

In 2023, 82% (2022 - 87%) of the Board's total revenue is based on per capita municipal levies, per capita payments from library boards, and per capita grants from Alberta Municipal Affairs.

Revenues from the City of Lethbridge's membership in the Board comprises a significant percentage of this per capita revenue. In 2023, the Lethbridge population represented 49% (2022 - 49%) of the total membership population and generated 41% (2022 - 43%) of the total per capita revenue. Although the Board would continue to operate without the City of Lethbridge's membership, additional sources of revenue would be required.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Board participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. The LAPP services about 291,259 (2022 - 281,764) members and retirees and 437 (2022 - 435) employer groups. The LAPP is a multi-employer defined benefit plan financed by the employer, employee and Government of Alberta contributions and investment earnings of the LAPP fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Board is required to make current service contributions to the LAPP at 8.45% (2022 - 8.45%) of pensionable earnings up to the year's maximum pensionable salary under the Canada Pension Plan and 12.23% (2022 - 12.80%) on pensionable salary above this amount. Employees of the Board are required to make current service contributions at 7.45% (2022 - 7.45%) of pensionable salary up to the year's maximum pensionable salary and 11.23% (2022 - 11.80%) on pensionable salary above this amount. The maximum pensionable salary is \$66,600 (2022 - \$64,900).

Total current service contributions by the Board to LAPP in 2023 were \$133,378 (2022 - \$137,946). The current service contributions by the employees of the Board to the LAPP in 2023 were \$118,748 (2022 - \$122,952).

As at December 31, 2022 the plan disclosed an actuarial surplus of \$12.7 billion (2021 - \$11.9 billion). As at the financial statement date, the plan's 2023 statement of financial position had not yet been released.

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13. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of December 31, 2023.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. In order to reduce its credit risk from members, the Board conducts regular reviews of its existing members' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Board has a significant number of members which minimizes concentration of credit risk.

Currency risk

Currency risk is the risk to the Board's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Board is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The Board does not use derivative instruments to reduce its exposure to foreign currency risk. The risk at December 31, 2023 is minimal.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its interest rate bearing assets, including amounts on deposit with financial institutions that earn interest at fixed rates. The risk at December 31, 2023 is minimal.

Unless otherwise noted, it is management's opinion that the Board is not exposed to significant other price risks arising from these financial instruments.

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