



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
APRIL 25, 2022
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/UCe3OPyLhTzPajvPVAtNLIKA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – APRIL 11, 2022

ACTION ITEMS:

1. **BYLAW #1739 – 2022 Property Tax Rate Bylaw**
RE: 1st Reading
2. **CORRES: Hon. Ron Orr, Minister of Culture**
RE: Heritage Preservation Partnership Program Grant
3. **CORRES: Utilities Consumer Advocate**
RE: Correspondence from Claresholm Council re: Utility Rates
4. **CORRES: Alberta Recreation and Parks Association**
RE: 2022 Communities in Bloom Participation
5. **PRESS RELEASE: Southern Alberta Recreation Association**
RE: 2022 Southern Alberta Regional Events
6. **CORRES: Sparta House**
RE: Sparta Stomp in effort to end Mental Health Stigma
7. **REQUEST FOR DECISION: Community Futures Business Loan Program**
8. **REQUEST FOR DECISION: 2022 Community Events**
9. **REQUEST FOR DECISION: Greater Metro Hockey League Expansion**
10. **REQUEST FOR DECISION: East Side Dog Park Name**
11. **REQUEST FOR DECISION: 2022 Final Budget**
12. **INFORMATION BRIEF: CAO Report**
13. **INFORMATION BRIEF: Council Committee Reports**
14. **INFORMATION BRIEF: Council Resolution Status**
15. **ADOPTION OF INFORMATION ITEMS**
16. **IN CAMERA:**
 - a. **Intergovernmental Relations – FOIP Section 21**
 - b. **Personnel – FOIP Section 17**

INFORMATION ITEMS:

1. Alberta Health Services Community Engagement – Updated Timeline for Lab Service Transition
2. Claresholm Public Library Board Meeting Minutes – March 15, 2022
3. MD of Willow Creek Subdivision and Development Appeal Board Notice of Decision – April 19, 2022
4. WC Regional Waste Management Services Commission Meeting Minutes – February 17, 2022

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM PROVINCE OF ALBERTA REGULAR COUNCIL MEETING MINUTES APRIL 11, 2022

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 Chelsae Petrovic, Councillors: Kieth Carlson, Mike Cutler, Rod Kettles, Kandice Meister, Brad Schlossberger and Craig Zimmer

ABSENT: None

STAFF PRESENT: Chief Administrative Officer: Abe Tinney, Finance Assistant: Karine Keys

MEDIA PRESENT: None

NOTICE OF RECORDING: Mayor Petrovic 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 Petrovic.

AGENDA: Moved by Councillor Meister that the Agenda be accepted as presented.

CARRIED

MINUTES: REGULAR MEETING – MARCH 28, 2022

Moved by Councillor Zimmer that the Regular Meeting Minutes of March 28, 2022 be accepted as presented.

CARRIED

PUBLIC HEARING: BYLAW #1737 – Road Closure Bylaw

Mayor Petrovic declared the Public Hearing open regarding Bylaw #1737 at 7:01 p.m.

CAO Abe Tinney presented Bylaw #1737, a Bylaw for the purpose of closing to public travel portions of a public roadway.

The purpose of the bylaw is to close to public travel and creating title to and disposing of the following described highways:

All of lane shown on Plan 6129 JK, containing 0.112 hectares, more or less.

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

No comments were received from the public regarding Bylaw #1737. No comments from members of Council were noted.

Mayor Petrovic declared the Public Hearing closed at 7:02 p.m.

DELEGATIONS:

1. CHINOOK ARCH REGIONAL LIBRARY SYSTEM – Robin Hepher, CEO
RE: Presentation to Municipal Members

Present on behalf of the Chinook Arch Regional Library System was Robin Hepher, CEO. Robin spoke about the makeup of Chinook Arch and the services they provide to members. He was joined by Jay Sawatzky, Library Manager and Tony Hamlyn, who is the Chair of the Claresholm Public Library Board and also the local Library's appointee to the Chinook Arch Regional Library System.

2. GREGORY HARRIMAN & ASSOCIATES LLP – Erin Gregory, CPA, CA
RE: 2021 Financial Statements

Scott Banadyga, CPA, CA from Gregory Harriman & Associated LLP presented the draft 2021 Financial Statements to Council.

ACTION ITEMS:

1. REQUEST FOR DECISION: 2021 Reserve Transfers

MOTION #22-051

Moved by Councillor Schlossberger to transfer out of reserve funds for 2021 operational and capital purposes in the amount of \$792,716 for the year ended December 31, 2021 as follows:

Transfers from Operating Reserves

- General - \$46,401
- Debt reduction - \$51,213
- Aquatic - \$10,960
- Policing - \$18,433
- Museum - \$21,300
- Planning & Development - \$9,708

Transfers from Capital Reserves

- General - \$79,574
- Water and sewer – \$503,447
- Parks & pathways - \$14,350
- Enforcement vehicle - \$36,116
- Museum - \$1,214

CARRIED

MOTION #22-052 Moved by Councillor Carlson to transfer 2021 unrestricted surplus funds of \$1,554,501 to Reserves for the year ended December 31, 2021 as follows:

Transfers to Operating Reserves

General - \$56,259
Policing Costs - \$28,030
Economic Development - \$33,331
Trust account - \$488
Office - \$273
Fill dirt - \$10,335
Cemetery - \$7

Transfers to Capital Reserves

General - \$28,623
Arena - \$21,182
Recreation - \$24,822
Fire - \$20,907
Parks and pathways - \$434
Water and sewer - \$1,142,518
Land & Development - \$165,428
Garbage & recycling equipment - \$12,206
Acreage assessment - \$387
Tamarack Subdivision - \$239
Playground rehabilitation - \$475
Enforcement vehicle - \$62
Tax recovery land - \$113
Cemetery - \$8,382

CARRIED

2. REQUEST FOR DECISION: 2021 Audited Financial Statements

MOTION #22-053 Moved by Councillor Zimmer to accept the Audited Financial Statements for the year ended December 31, 2021 as presented.

CARRIED

MOTION #22-054 Moved by Councillor Cutler to appoint Gregory Harriman and Associates LLP as the Town of Claresholm Auditor for the 2022 fiscal year.

CARRIED

3. PRESS RELEASE: Town of Claresholm receives federal support for re-development of Amundsen Park

Received for information.

**4. CORRES: Town of Fox Creek
RE: Increasing Utility Fees**

Received for information.

**5. CORRES: National Police Federation
RE: Call to Action**

Received for information.

**6. CORRES: Political Studies, Augustana University
RE: Project – Local Politics in Alberta**

Received for information.

**7. CORRES: Barrier-Free Alberta
RE: National AccessAbility Week – May 29 to June 4, 2022**

Received for information.

**8. CORRES: Granum & District Canada Day Society
RE: 2022 Canada Day Celebration**

Received for information.

**9. CORRES: Claresholm Local Press & Your Dollar Store With More
RE: Heroes Walk Fundraiser**

MOTION #22-055 Moved by Councillor Meister to allow the Claresholm Local Press and Your Dollar Store With More to hold a “Heroes Walk” in Patterson Park on Saturday, May 14, 2022 with the Claresholm Arena as a bad-weather back-up venue that can be used free-of-charge if needed, and to provide barricades to mark the route.

CARRIED

10. REQUEST FOR DECISION: Museum Fire Truck

MOTION #22-056 Moved by Councillor Meister to transfer ownership of the 1949 Chevrolet Brickle-Seagrave Pumper to Doug Leeds as per the proposed transfer agreement.

CARRIED

11. REQUEST FOR DECISION: Tamarack Lots Price Review

MOTION #22-057 Moved by Councillor Carlson to direct Administration to look into the possibility of a sealed-bid auction regarding the Tamarack lots, with the stipulation that the lots must be built on within one year of purchase, and to have this topic discussed at the Community Development Committee level.

CARRIED

12. REQUEST FOR DECISION: Pitch-in Canada Week

MOTION #22-058 Moved by Councillor Cutler to approve town staff to coordinate April 22 and April 23, 2022 as Pitch-in Canada Days in the Town of Claresholm where the public is encouraged to “pitch-in”.

CARRIED

13. REQUEST FOR DIRECTION: Town Speed Limit

MOTION #22-059 Moved by Councillor Meister to direct Administration to discuss the unposted town speed limit within town limits at the Emergency Services Committee level to come back to Council at a future meeting.

CARRIED

14. FINANCIAL REPORT: Statement of Operations February 28, 2022

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended February 28, 2022 as presented.

CARRIED

15. INFORMATION BRIEF: Municipal Emergency Program (MEP) Review Report

Received for information.

16. INFORMATION BRIEF: Economic Developers of Alberta Awards

Received for information.

17. INFORMATION BRIEF: Council Committee Reports

Received for information.

18. INFORMATION BRIEF: Council Resolution Status

Received for information.

19. ADOPTION OF INFORMATION ITEMS

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

CARRIED

20. IN CAMERA:

a. Confidential Evaluations – FOIP Section 19

Moved by Councillor Cutler to go In Camera at 8:27 p.m. for the following items:

a. Confidential Evaluations – FOIP Section 19

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic stated that the live stream has ended at 8:27 p.m.

Moved by Councillor Zimmer to come out of In Camera at 8:49 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 8:49 p.m.

a. Confidential Evaluations – FOIP Section 19

MOTION #22-060 Moved by Councillor Cutler to appoint Mayor Petrovic and Councillors Carlson, Meister and Schlossberger to the Community Development Committee.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:50 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic noted that recording ceased at 8:50 p.m.

Mayor – Chelsae Petrovic

Chief Administrative Officer – Abe Tinney

ACTION ITEMS



Claresholm

REQUEST FOR DECISION

Meeting: April 25, 2022
Agenda Item: 1

Bylaw #1739 – 2022 Property Tax Rate Bylaw

DESCRIPTION/BACKGROUND:

Property Tax

Property tax is a main source of revenue for financing municipal operations. Property tax rates can be established once Council adopts the annual operational and capital budgets and the annual assessment roll is prepared.

The tax rates are set annually. A property tax rate is calculated by dividing the tax levy required by the corresponding property assessment class or subclass. 2022 Property taxes are based on the 2021 Property Assessments as at Dec 31, 2021.

In addition to the municipal tax rates, municipalities must set tax rates to raise the revenue for any requisitions they are required to pay (e.g. Alberta School Foundation Fund requisition and a housing management body requisition). Each tax rate must be identified separately on the tax notice.

Annexed Lands

In 2017 the Town annexed additional land into the Town of Claresholm from the MD of Willow Creek. Part of that annexation agreement was that those lands would be taxed at MD of Willow Creek Mill Rates for the next 25 years or until the land is developed.

In addition the Town annexed in another section of land in January 2021 with a similar agreement that those lands would be tax at the MD of Willow Creek Mill Rates for the next 10 years.

The MD hasn't passed their tax rates as of yet, so the bylaw presented her for first reading is using prior year rates. These rates will be updated for 2nd and 3rd readings after the MD passes their rates next week. This may result in a slight adjustment to our tax rates (higher or lower) depending on if the MD lowers or increases (respectively) their rates from last year. Most likely this will be an increase in their rates, resulting in a slight decrease in ours to still collect the same amount of total tax dollars.

DISCUSSION/OPTIONS:

Through the 2022 Provincial Budget, the province has continued downloading expenses to municipal budgets with a 50% increase in policing costs from 2021 and continued decreases in grant funding. This includes a continue drastic cut to the Towns MSI operating grant funding based on an arbitrary cut-off based on the Town's assessment change in the year compared to other municipalities throughout the province.

The Town of Claresholm saw a moderate overall increase in the total assessed value of taxable properties in Claresholm from the 2020 to the 2021 assessment of 2.8% for taxable properties. This growth was primarily in residential properties, which includes significant development of Harvest Square during the 2021 year.

Council held the increase on tax revenue for municipal purposes to only 2% despite the significant financial pressure from the province. As such, with the assessment changes accounted for, there is only a proposed approximately 1% increase in municipal property tax rate (0.88% non-residential and 1.09% residential).

This does not account for the increases in requisitions, which because of increases in the education requisition and the Porcupine Hills Lodge requisition, the overall tax rate is increasing 4.92% and 2.44% for non-residential and residential respectively.

The Audit & Finance committee met on April 14, 2022 and recommends Council approve the tax rates as drafted in Bylaw 1739 as attached.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ that Bylaw #1739, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2022 taxation year receive 1st Reading.

ATTACHMENTS:

- 1.) Draft Bylaw #1739 – 2021 Property Tax Rate Bylaw

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act

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

APPROVED BY: Abe Tinney - CAO

DATE: April 22, 2022



Claresholm

TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1739

A bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2022 taxation year.

WHEREAS, the Town of Claresholm has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on April 26, 2022; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Claresholm for 2022 total \$10,416,418; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$6,759,624 and the balance of \$3,656,794 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)

Residential & Farmland	\$943,259
Non-Residential	\$394,878

Porcupine Hills Lodge Foundation (PHL)

Residential & Non-Residential	\$120,788
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Designated Industrial Property Requisition(DIP)

Designated Industrial Properties	\$635
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WHEREAS, the Council of the Town of Claresholm is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Town of Claresholm as shown on the assessment roll is:

Residential	\$362,773,750
Vacant Residential & Farmland (VR&F)	\$3,523,000
Non –Residential	\$79,375,130
Linear & Designated Industrial (DI) Property	\$7,922,780
Machinery & Equipment (M&E)	\$1,009,550
Machinery & Equipment (M&E) – Designated Industrial (DI)	\$64,240
Annexed Residential	\$1,515,360
Annexed Farmland	\$87,900
Annexed Non –Residential	\$10,130,870
Annexed Linear & Designated Industrial (DI) Property	\$204,020
Annexed Machinery & Equipment (M&E) – Designated Industrial (DI)	\$98,590
Total	\$466,705,190

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Town of Claresholm, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Claresholm:

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$2,531,725	\$362,773,750	0.0069788
VR&F	\$24,586	\$3,523,000	0.0069788
Non-Residential	\$929,991	\$79,375,130	0.0117164
Non-Residential – Provincial Grants in Lieu 50% reduction	(\$12,425)		
Linear & DI Property	\$92,827	\$7,922,780	0.0117164
M&E	\$0	\$1,009,550	0.0000000
M&E – DI	\$0	\$64,240	0.0000000
Annexed Residential	\$5,914	\$1,515,360	0.0039030
Annexed Farmland	\$669	\$87,900	0.0076110
Annexed Non –Residential	\$81,858	\$10,130,870	0.0080800
Annexed Linear & DI Property	\$1,648	\$204,020	0.0080800
Annexed M&E – DI	\$0	\$98,590	0.0000000
	\$3,656,793	\$466,705,190	
ASFF	Tax Levy	Assessment	Tax Rate
Residential & VR & F	\$939,115	\$366,296,750	0.0025638
Non-Residential	\$355,002	\$85,176,910	0.0041678
Annexed - Residential & VR & F	\$4,137	\$1,603,260	0.0025800
Annexed - Non-Residential	\$39,883	\$10,334,890	0.0038590
	\$1,338,130	\$463,411,810	
PHL	Tax Levy	Assessment	Tax Rate
Residential, Non-Residential VR & F	\$117,281	\$451,473,660	0.0002598
Annexed - Residential, Non-Residential VR & F	\$3,507	\$11,938,150	0.0002940
	\$120,788	\$463,411,810	
Designated Industrial (DI) Property Requisition	Tax Levy	Assessment	Tax Rate
Linear & DI including M&E	\$635	8,289,630	0.0000766

Note: Annexed properties are taxed at MD of Willow Creek tax rates as per Order In Council 004/2017 (until 2042) and 383/2020 (until 2030).

PROPERTY TAX RATES BY CLASSIFICATION

	RES & VR&F	NON-RES	DESIGNATED INDUSTRIAL
EDUCATION - ASFF	0.0025638	0.0041678	0.0041678
PORCUPINE HILLS LODGE REQ	0.0002598	0.0002598	0.0002598
DI PROPERTY REQUISITION			0.0000766
MUNICIPAL	0.0069788	0.0117164	0.0117164
TOTAL PROPERTY TAX RATE	0.0098024	0.0161440	0.0162206

PROPERTY TAX RATES BY CLASSIFICATION – ANNEXED LANDS

	RESIDENTIAL	NON-RESIDENTIAL	VACANT RESIDENTIAL & FARMLAND	DESIGNATED INDUSTRIAL
EDUCATION - ASFF	0.0025800	0.0038590	0.0025800	0.0038590
PORCUPINE HILLS LODGE REQUISITION	0.0002940	0.0002940	0.0002940	0.0002940
DI PROPERTY REQUISITION				0.0000766
MUNICIPAL	0.0039030	0.0080800	0.0076110	0.0080800
TOTAL PROPERTY TAX RATE	0.0067770	0.0122330	0.0104850	0.0123096

2. That this bylaw shall take effect on the date of third and final reading.

READ a first time in Council this day of 2022 A.D.

READ a second time in Council this day of 2022 A.D.

READ a third time in Council and finally passed this day of 2022 A.D.

Chelsae Petrovic
Mayor

Abe Tinney
Chief Administrative Officer



Office of the Minister

APR 05 2022

Mr. Bill Kells
Executive Director, Claresholm & District Museum
Town of Claresholm
Box 1000
Claresholm AB T0K 0T0

Dear Bill Kells:

I am pleased to advise you that your grant application to the Heritage Preservation Partnership Program has been approved. A historic resource conservation grant of \$38,539 is awarded to the Town of Claresholm for the conservation of the Canadian Pacific Railway Station in Claresholm. Program staff will send you a separate letter outlining the terms and conditions of the grant.

As Minister of Culture, I am proud to support the work of individuals and organizations to preserve and promote awareness of Alberta's heritage. If you have any questions, please contact Matthew Wangler, Executive Director of the Historic Resources Management Branch, at 780-438-8503 (toll-free by first dialing 310-0000) or matthew.wangler@gov.ab.ca.

Thank you for your commitment to the preservation and appreciation of Alberta's heritage. I wish you all the best with your project.

Sincerely,

Ron Orr
Minister

cc: Roger Reid, MLA
Livingstone-Macleod

From: Tracy Whitefield <Tracy.Whitefield@gov.ab.ca> **On Behalf Of** UCA Helps
Sent: April 14, 2022 1:50 PM
To: Abe Tinney <Abe@claresholm.ca>
Subject: RE: Correspondence from Claresholm Council re: Utility Rates

Good Day Abe

Thank you for contacting the Utilities Consumer Advocate (UCA).

Although our UCA office has no legal enforcement powers, nor are we the regulatory body for electricity and gas in Alberta, we do track concerns and verify information on behalf of consumers in the province. Our UCA office is receiving many concerns like your own about the current high rates for power and gas, as well as the charges approved for the distribution companies in your service area that show on the utility statements.

Background information: The distribution companies are regulated monopolies who seek approval from a regulatory body called the Alberta Utilities Commission (AUC) to charge customers the rates/distribution tariff charges they do. These distribution companies are responsible for connecting and disconnecting customers, building new services, operating and maintaining the distribution systems and information systems, and providing meter reading services. The costs incurred by the distribution company to provide these services are recovered through a distribution tariff, which is billed by your retailer on your monthly utility bill once approved by the AUC.

The AUC holds rate hearings to review these delivery costs/tariffs being proposed by a distribution company and our UCA office does attend these hearings on behalf of consumers to argue to keep the costs as low as possible. We quite literally sift through the books of utility companies, looking for excess costs, question the assumptions and claims of the utilities seeking rate increases, and argue for lowest regulated rates, consistent with safe, reliable service. However, if the distribution company was able to justify their costs to the AUC, then it is the AUC who would approve the rates that are passed on to end users such as yourself.

If you are interested in also contacting this regulatory body, the AUC, you can register your concerns about the high distribution costs with them, by either phone at toll free #310-4282 or email at info@auc.ab.ca

As a consumer, you do not have the ability to pick the distribution companies in your area; you do have choices of retailers who purchase the electricity &/or gas for you on either a floating market rate or a contract fixed rate. As market rates have increased in the last 6 months, I hope you have locked in your power &/or gas with one of the competitive retailers who do not charge any early exit fees. Fixing the rates for power and gas will at least help budget better, knowing the power or gas rate itself will not change over the term of the agreement. A list of retailers can be found at <https://ucahelps.alberta.ca/retailers.aspx> Our understanding is that the retailers are aware of these high bills generating due to increased consumption and other costs, and are willing to allow payment arrangements to spread out the balance over a few months rather than having to pay the invoice in one month; please consider contacting your retailer to set up a payment plan if that might help.

Your concerns have now been tracked by our UCA office and added with those of other Alberta consumers who have similar issues with these high “non-energy costs” on your utility bills, and will be used by the UCA when attending AUC regulatory hearings to better argue our case for consumers.

Kindest Regards

Tracy Whitefield
Consumer Mediation Officer
Phone: (780) 644-2265
Main: 310-4UCA (4822)
www.ucahelps.alberta.ca

utilitiesconsumer
advocate

This e-mail message is intended only for the person(s) named above and may contain confidential or privileged information. If you are not the person named or have not been authorized by them to access their mail, please notify the sender immediately and delete this e-mail and any attachments without reading, saving, or forwarding.

Karine Keys

From: Steve Allan <cwoodley@arpaonline.ca>
Sent: April 20, 2022 2:42 PM
To: Karine Keys
Subject: Program Announcement - 2022 Communities in Bloom (CiB) Participation

April 20, 2022

Her Worship Chelsae Petrovic
PO Box 1000
TOL OT0
Town of Claresholm

Dear Mayor Petrovic

Re: Program Announcement – 2022 Communities in Bloom (CiB) Participation

Registration for Communities in Bloom Alberta 2022 is underway. We invite your community to join us! The theme of this year's program is Year of the Garden.

In its 15th year, the CiB Alberta program continues to enhance quality of life, support community improvement projects and recognizes dedicated volunteers across Alberta. CiB Alberta is a fantastic program to support the economic and human recovery of your citizens and communities.

Registered Alberta communities can participate in various categories including an evaluation process to receive constructive feedback and suggestions in the areas of Tidiness, Environmental Action, Urban Forestry, Heritage Conservation, Landscaped areas and Floral Displays. We welcome your participation in this initiative.

To **discover more about Communities in Bloom**, enjoy this video:

<https://www.youtube.com/watch?v=WlivKHB7EYw>

To **register for Communities in Bloom Alberta**, find more information here:

<https://arpaonline.ca/program/cib/participate/>

The Canadian Garden Council invite municipalities to proclaim 2022 as the Year of the Garden for their citizens to acknowledge all the benefits that Gardens and Gardening provide.

By joining Canada's celebration of the Year of the Garden 2022 municipalities will demonstrate leadership and inspire and engage citizens using evidence-based information and actions to contribute to the sustainability of Canadian municipalities.

For more information about the Year of the Garden 2022, follow this link:

<https://livethegardenlife.gardenscanada.ca/>

For more information on CiB Alberta do not hesitate to contact CiB Provincial Coordinator, Karen Snethun at ksnethun@arpaonline.ca

Sincerely,



Steve Allan

Executive Director

Alberta Recreation and Parks Association

Pronouns: He/Him

(780) 415-1745 ex. 102

sallan@arpaonline.ca

www.arpaonline.ca



ARPA would like to acknowledge the First Nations, the Métis, and all of the people across Alberta who share a history and a deep connection with this land. We dedicate ourselves to moving forward in partnership with Indigenous communities in the spirit of reconciliation and collaboration.



Adam Grose, Chair
Southern Alberta Recreation Association
c/o Town of Pincher Creek Recreation Office
Box 159 Pincher Creek AB. T0K 1W0
(403) 627-4322
recmanager@pinchercreek.ca

PRESS RELEASE

Re: 2022 Southern Alberta Regional Events

April 19, 2022

On behalf of the Southern Alberta Recreation Association (SARA), we are pleased to announce that communities across Southern Alberta will be hosting Regional Events this summer!

The 51st Annual Southern Alberta Summer Games were scheduled to take place in the Town of Raymond from July 6-9, however with support from the Town of Raymond and the Southern Alberta Recreation Association, the Hosting Committee determined it was best to postpone these Games until a later date.

“We are disappointed that we won’t be able to host a full Games this year but are excited we are still hosting some events,” says Hugh Simpson, Community Services Director for the Town of Raymond. “We appreciate the support from SARA and the other regional partners and look forward to hosting a full SASG in the near future.”

“We thank Raymond for stepping up and trying to host this year,” says Adam Grose, Chair of the Southern Alberta Recreation Association. “We appreciate all the time and planning that went into the 2022 and fully support their decision to postpone a full SASG until a later date with the ongoing pandemic.”

The 2022 Summer season will not be left without Regional Events though, as each of the thirteen (13) regions across Southern Alberta are hosting events! Activities include sporting, demonstration, and cultural events, such as Pickleball, Disc Golf, Swimming, Photography and so much more. A list of these events can be found on our website and calendar at <https://www.southernalbertasummergames.ca/>.

If there are any regions that do not have events planned for this summer or any local organizations that would like to get involved in the 2022 Regional Events, please contact your regional SARA representative for how to get involved. Events can be incorporated into an already existing competition or event.

“The SARA Board and all of our regional partners are eager to welcome athletes back to our communities by hosting various Regional Events this summer,” says Grose.

SARA’s mission is to *“promote the benefits of sport & recreation and facilitates related initiatives in Southern Alberta to help develop healthy and active individuals and communities”*. We are excited to keep Regional Events going in 2022 and look forward to bringing back a full Southern Alberta Summer Games event in 2023.

Due to the pandemic and ongoing restrictions to reduce the spread of Covid-19 the games have not ran since the 50th Anniversary in Pincher Creek in 2019 which had more than 2500 attendees.

##

About SARA:

SARA is a non-profit organization formed in the late 1960s and incorporated in 1973, making it the longest, consecutively-running, multi-sport event in Western Canada. Our largest initiative is the Southern Alberta Summer Games (SASG), which is hosted annually in a select community in Southern Alberta, although restrictions halted the 2020 and 2021 games. The Southern Alberta Summer Games to provide a vehicle by which all communities have the opportunity to become involved in a meaningful sports program, which, through mass participation is dedicated to the development of the individual and encourages sportsmanlike conduct.

For interviews, please contact:

Adam Grose, Chair
Southern Alberta Recreation Association
403-627-4322
recmanager@pinchercreek.ca

Karen Wilde, Facility and Event Coordinator
Town of Raymond
403-752-3322
karenwilde@raymond.ca

SPARTA STOMP

April 12, 2022

Town Of Claresholm

To whom it may concern:

Sparta House is putting on a 5km run/walk to stomp out the stigma of mental health. The walk is in support of our recreational fund, where we do things such as an annual camping trip, snowtubing, go-carts, shopping trips out of town and many more recreational opportunities that people with limited means may not be able to experience without the program. The run will be on May 7, 2022 starting at 10:00 at Sparta House. We picked this date for the stomp because it is mental health awareness week.

Sincerely,

Leah Prawdzik, Program Coordinator

Phone: 403 625-4975



PRESS RELEASE

Sparta House hosts Sparta Stomp in effort to end Mental Health Stigma

Sparta House, Claresholm, May 7th 2022: – (Prairie Winds Clubhouse Society) Sparta House invites Southern Alberta community members to sign up for their second annual “Sparta Stomp.” Saturday May 7th, 2022 at Sparta House in Claresholm. Participants may register the morning of the walk in person at Sparta House

The “Sparta Stomp” is an effort to create awareness surrounding the issue of Stigma related to those with a mental illness. The “Stomp” will support Sparta House programming, a social recreational organization for adults living with a mental health diagnosis, providing a safe, understanding place to connect and grow. Registration for the event is \$25.00, children are free to attend at no cost.

The Stomp starts at 10:00 AM, with participant registration beginning at 9:00 AM. Sign up is available prior to the event at Sparta House 4621 2nd St West Claresholm. Various stations will be set up along the path for supporters to watch and volunteers to distribute water.

“This is our second year hosting this Stomp and we are so excited to see the community come together and rally towards a positive outlook on those with a mental health diagnosis. We are eager to gather together and have a great event,” said Carrie Dahl, Executive Director of Sparta House. “With such great community support we know this event will be a success for years to come.”

Following the event, participants are invited to tour Sparta House, have some snacks and ask questions about the organization. Prizes will be awarded for an assortment of unique Stomp contributions.

About Sparta House

Founded in Claresholm as the Do Drop in back in the early 90's, a handful of people came together to create a Clubhouse, a place for those diagnosed with a Mental Illness to have a place of their own to connect. In 2005 they moved to a new location as membership grew and took on the name Prairie Winds Clubhouse Society, it is in that building that we now have evolved to Sparta House, with the same solid foundation we now have over 90 members in this small town who call Sparta House their own. We have grown in numbers, programs, services offered, and lives touched. The name Sparta- Sparta speaks strength and warriors and that is what the members want people to see, not pity, not fear, they want people to recognize their strength, they want people to admire their capabilities and the things they achieve just like those who don't battle illness, but they do it fighting their own brains. They chose the name Sparta House to say, ‘we are not weak, we are not scary, we are not crazy, we are people, we are Warriors and we win battles every day.’ Join us as we walk in this movement,

Media Contact:

Carrie Dahl
Director@prairiewindsclubhouse.com
(403) 625 4975

SAVE THE DATE

JOIN US TO STOMP OUT STIGMA

**SPARTA
STOMP 5K**

SPARTA HOUSE - CLARESHOLM, AB

MAY 7th, 2022 - 9:00AM Registration

-10:00AM STOMP

\$25.00 Single Registration Fee

Children under 18 Free

WALK - RUN - STOMP



Claresholm

Economic Development
Where **Community** Takes Root

REQUEST FOR DECISION

Meeting: April 25, 2022
Agenda Item: 7

Business Improvement Loans

DESCRIPTION / DISCUSSION

Community Futures Alberta Southwest offers interest free loans up to \$10,000 for eligible business improvements. The loan interest is paid for by the municipality. Businesses in other communities have used this loan for interior renovations and exterior improvements.

Claresholm & District Chamber of Commerce has made a resolution to partner with the Town of Claresholm to pay 50% of loan interest for the Business Improvement Loans Program up to a maximum of \$2500 of loan interest per year. The Economic Development Committee is in favour of partnering with the Chamber to pay the other 50% of the loan interest.

Interest for the loans is paid upfront at a rate of prime +3%. There is no risk or additional cost to the municipality in the event that a client defaults on a business improvement loan.

RECOMMENDATION

For the Town of Claresholm to support and promote the Business Improvement Loans program to enable the business community to revitalize their establishments.

PROPOSED RESOLUTION:

Moved by Councillor _____ to accept the Business Improvement Loans program offered by Community Futures Alberta Southwest, and that the loan interest be repaid at 50% by the Claresholm & District Chamber of Commerce and 50% by the Town of Claresholm Economic Development Committee.

ATTACHMENTS

- Business Improvement Loans Brochure
- Letter of Understanding Template

PREPARED BY: Brady Schnell, EDO, and Sheila Karsten EDA

APPROVED BY: Abe Tinney, CAO

DATE: April 22, 2022

ELIGIBLE IMPROVEMENTS

- Signage for the business
- Repair or replacement of storefront windows and doors
- Exterior lighting of the building and signage
- Removal and disposal of broken signage and fixtures
- Installation and design of awnings and signs
- New storefront window openings and new doorways
- Interior window display areas and lighting
- Removal of exterior materials that cover architectural details
- New architectural details such as entryway features and cornices
- Signs that are uniquely designed to integrate into building architecture
- Creation of new retail bays in an existing building
- Addition of patio areas and permanent landscaping elements
- Removal of barriers to access for people with disabilities and mobility challenges
- Interior painting
- Interior flooring (carpet, laminate, tile, hardwood)
- Shelving (removable)
- Interior counters and display cases
- Interior light fixtures

BUSINESS IMPROVEMENT LOANS

Interest Free Loans

Up to \$10,000

**Loan interest paid by
your local Municipality**

APPLICATIONS ARE AVAILABLE NOW AT COMMUNITY FUTURES ALBERTA SOUTHWEST!

Contact:

Community Futures Alberta
Southwest (CFABSW)
P.O. Box 1568
659 Main Street
Pincher Creek AB
T0K 1W0
Phone: 403-627-3020
Email: info@cfabsw.com



CFABSW SERVICES

- ALTERNATIVE FINANCING
- CONSULTING
- BUSINESS TRAINING
- BUSINESS PLANNING
- COMMUNITY ECONOMIC DEVELOPMENT

- ✓ *Complete Grant Application documents:
Loan and Grant Proposal
Application for Credit*
- ✓ *Set up meeting with Kirk Clements, Community Futures Business Analyst, to present application.*
- ✓ *Once completed grant application documents received, CFABSW will perform due diligence on application and contact business owner to set appointment within 10 working days to proceed.*
- ✓ *Once approved by CFABSW, loan documents will be signed by the business. A cheque will be disbursed within 5 working days.*

FLEXIBLE TERMS

- Loans between \$1,000 and \$10,000
- Terms between 1 - 3 years

Sample Loans

\$5,000 Loan

- Term of Three Years
- Loan Payment \$138.89/month
- Grant to cover interest - \$436.16

\$10,000 Loan

- Term of Three Years
- Loan Payment \$277.78/month
- Grant to cover interest - \$872.31

Letter of Understanding

Between:

Community Futures Alberta Southwest (CFABSW)

Box 1270, 436 24th Street

Fort Macleod, Alberta, T0L 0Z0

And

“Municipality”

“Municipality Address”

“Municipality Address”

Purpose of this Letter of Understanding:

To define the details of the agreement for participation in the “Business Improvement Loan” (BIL) program and the process that will be followed for all approved loans under the BIL program.

Term of Agreement

This Letter of Understanding begins April 1, 2020 and will be renewed annually as long as both parties agree.

The Offering

- CFABSW will offer interest free loans up to \$10,000.00, to businesses in the “Municipality”.
- These funds will be used to “improve” the business.
- The interest on the loan will be paid by the “Municipality” at a rate of Prime + 3%.
- The interest will be calculated for the term of the loan and paid within 30 days of the loan disbursement.
- All documentation for the loans will be done by CFABSW.

Commitment by CFABSW

- Review all Applicants for suitability for the BIL program.
- Prepare all documentation to secure the loan repayment. This will include a Promissory Note and a General Security Agreement.
- Ensure approved loan funds are used for the purpose they were approved for.
- Prepare and submit an invoice for the total amount of interest calculated in advance, based on the repayment terms agreed to with the Applicant.
- If the loan is repaid early, we will prepare a reimbursement to the Municipality.

Commitment by “Municipality”

- Set aside sufficient funds each year to ensure the program remains relevant and current.
- Confirm all applicants as being a licensed business in the “Municipality”.
- Submit payment in a timely fashion upon receipt of an invoice.
- To inform CFABSW of any program changes or cancellations.

This agreement has been signed by

For the “Municipality”	For CFABSW
Signature:	Signature
Please provide name & position here:	Tony Walker General Manager
Date:	Date:



REQUEST FOR DECISION

Meeting: April 25, 2022
Agenda Item: 8

2022 TOWN OF CLARESHOLM EVENTS

DESCRIPTION / BACKGROUND:

Canada Day Celebrations are traditionally held at Centennial Park on July 1st of each year. Activities include flag raising, Town Councilors serve cake to the community, new Canadian residents and citizens are recognized, and there is live entertainment, kids' activities, and a shopping market.

Fair Days is traditionally held the second weekend in August, with activities throughout the community from Thursday to Sunday. The Parade, Street Festival, and Drift Demonstration have previously been granted temporary road closures, by decision of Town Council.

In June 2021, Welcoming Claresholm and Willow Creek Immigrant Services launched a new event called Spread the World. This event provides an opportunity for community volunteers to showcase their family heritage and create awareness of the wonderful diversity that exists in Claresholm.

EVENT STRATEGIES FOR 2022

Spread the World combines with Canada Day, July 1st, Centennial Park

Rather than hold Spread the World less than 4-weeks before Canada Day, the EDO recommends that those activities be included in the Canada Day Celebrations. This is an efficient use of staff, volunteers, and budget. The Celebrate Canada Day grant that the Town applies for each year emphasizes that successful applications include French, Indigenous, and multi-cultural themes as part of the Celebration.

Fair Days to be held August 12th – 14th throughout the community

Some events require the use of Town facilities, public roads, and parking lots.

Arts Society Movie Night & Market, Friday August 12th, 6:00 pm – 11:00 pm

- Use of the field in front of the Museum Exhibit Hall
- Closure of 2nd Street East from 50th Avenue East to 52 Avenue East (7:00 – 9:00 pm)
*For lawn mower races

Claresholm Parade, Saturday August 13th 9:00 am – 12:00 pm.

- Highway 520, from 8th Street West to 2nd Street West.
- 2nd Street West from Highway 520 to 50th Avenue West
- 50th Avenue West from 2nd Street West to 4th Street West
- 4th Street West, from 50th Avenue West to Highway 520
- Use of the vacant lot for parade staging grounds

Street Market and Festival, Saturday August 13th, 8:00 am – 5:00 pm.

- Closure of 49th Avenue West, from ATB to 2nd Street West.
- Closure of the downtown parking lot (leaving the east-side lane open).

Rocky Mountain Drift Club Demonstration, Saturday August 13th, 5:00 pm – 7:00 pm

- Closure of 2nd Street East, from North UFA entrance to 47th Avenue East

Porcupine Classic Cruisers Car Show, Sunday August 14th

- Use of Centennial Park and baseball diamonds

Using the Claresholm Arena as a back up for bad weather scenario

- The Recreation Coordinator has recommended that the Arena be reserved for Fair Days to be used in the event of bad weather

RECOMMENDATION:

To approve the use of facilities, roads, and parking lot for the 2022 Claresholm Canada Day and Fair Days Celebrations.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the road closures for events in Claresholm as presented in the Request for Decision: 2022 Town of Claresholm Events dated April 25, 2022.

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Abe Tinney – CAO

DATE: April 21, 2022



REQUEST FOR DECISION

Meeting: April 25, 2022
Agenda Item: 9

GHML AD Hoc Findings and Recommendation

DESCRIPTION:

The GHML Ad Hoc Committee met March 16 and March 24, 2022 and is recommending to Council to proceed with pursuing an expansion team in Claresholm. The group is looking for a motion from Council directing administration to proceed with plans, including signing a lease agreement with GMHL, to bring a GMHL team to Claresholm.

The Ad Hoc committee invited various user groups to the committee meetings, including Claresholm Minor Hockey, Claresholm Skating Club, Pond Hockey, and Adult Hockey. Administration invited members of the public through advertisement in the paper. Representatives from these groups were at either one or both of the Ad Hoc meetings. The committee also had representation from arena staff members to contribute an operational perspective to the conversation. The groups discussed the obstacles and opportunities of expansion, and apart from concerns from minor hockey over ice time and occasional access to the Thunder change room, which minor hockey felt could be worked around, there were no other concerns.

The GMHL insists on having alcohol served at their games. The town's liquor policy, *Liquor & Town Facilities Policy* (Policy #5.8.15) permits liquor at town facilities, provided Council gives approval, the group obtains a permit from the Alberta Gaming and Liquor Commission, and the group complies with the policy provisions below:

Alcohol may be served, stored or consumed on Town property for special events, with prior approval received from Council from time to time, provided that such serving, storage or consumption is in accordance with a valid liquor license. An authorization form will have to be signed (Schedule A) and a Host Liquor Liability Policy will have to be obtained with the minimum coverage required and naming the Town of Claresholm as an additional insured.

We may have to modify the policy to include wording that will allow GMHL to serve and store alcohol for their entire season, as the current wording only permits groups to serve, store and consume alcohol for "special events."

Below is a list of pros, cons and considerations for the GMHL expansion:

Pros	<ul style="list-style-type: none"> • Ice rented during the day & evening • Fees could make up the additional weeks of ice for their longer season • Creation of experience & event • Being part of a larger organization and potential growth of a franchise • Could be good for a younger crowd • Something to do in Claresholm on a Friday &/or Saturday evening • Hockey Academy vs League: Quality of Hockey • League takes ownership of their players • Naming contest is one way the League integrates into communities
Cons	<ul style="list-style-type: none"> • Ice in earlier for GMHL to start September 15, 2022 (this would be ideal, they would wait until October 1st) eg. 3rd week September 2022 Ice start Sept. 20, 2021, Ice start would be 2nd week, September 7th, 2021 start –2 week addition in fall • Season ends April 1st, 2022 – 2 week addition in Spring • Additional Cost of approximately \$5,000 (4 weeks X \$1,250 per week) • Designated dressing room is a requirement, Minor Hockey parents might object • To work with GHML to have the dressing rooms during Minor Hockey Tournament weekends • Quality of Hockey • Possible that Claresholm Residents might not support the league
Pro or Con	<ul style="list-style-type: none"> • Alcohol Sales at the Rink • Price of admission: could be prohibitive, the group will need to find a fair price that residents will support
Scheduling	<ul style="list-style-type: none"> • Season is October 1st-April 1st, practices typically start second week in September, September 15th • May mean less Out of Town tournaments; more games to fill in ice slots • Ringette could help fill the gaps, would mean more lines added in fall • Staff: long days at the rink, or require a second staff shift similar to what was scheduled Saturday & Sundays prior to Covid
Volunteerism	<ul style="list-style-type: none"> • Members of the GHML are encouraged to participate in volunteering in their host communities • Snow angel, shoveling
Concession	<ul style="list-style-type: none"> • Willing to volunteer to run concession if needed
Dressing Room	<ul style="list-style-type: none"> • Would require a dedicated dressing room
Ice Fees	<p>GHML would like Minor Hockey pricing and ½ that for practice ice; as per Derek Prue, Executive Director</p> <p><i>The following are GMHL communities and their hourly fees for ice</i></p> <ul style="list-style-type: none"> • Fox Creek: \$60 Prime Ice & \$30 Practice Ice *Minor Hockey Fees • Slave Lake: \$160 Prime Ice & \$80 Practice Ice • High Prairie: 2021-22 \$181.50 Prime Ice & \$95 Practice Ice (\$185 2022-23) • Enoch: \$500 Prime Ice & \$150 Practice Ice (Minor Hockey \$240 & \$220) • Gibbons: \$150-\$175 Prime Ice and \$50 Practice • Mackenzie \$160 Prime Ice and \$80 Practice • <u>Edson: \$185 Prime Ice and \$105 Game Ice</u> <p>Average: Game ice \$160.00 and Practice ice \$77.85. Administration is recommending we use the following rates from our existing rate structure:</p>

	<ul style="list-style-type: none"> - Prime Ice \$129.50 + GST (Out of Town Adult) - Practice Ice \$70.90 + GST (Minor Hockey Prime Time Rate)
Feedback	<ul style="list-style-type: none"> • Fox Creek: Positive for the community • Slave Lake: Room for growth, fills stands, volunteerism within community, promote as stewards of the community. Brings players to the community • High Prairie: Great for a small town, won 2 seasons in a row, 100-250 fans in evening games. Pay fees weekly • Enoch: Cleaned up facility inside and outside
GHML Requests	<ul style="list-style-type: none"> • Dedicated change room • Alcohol Sales • Minor Hockey Pricing for prime time & ½ for practice times

Claresholm Arena Fee Schedule Effective Sept 1st	2021 (no change 2019-)	2022-2023
Prime Time Ice Rental (/hr) Youth, Minor Hockey	\$69.50 + GST	\$70.90 + GST
Prime Time Ice Rental (/hr) Adult	\$100.00 + GST	\$105.00 + GST
Non Prime Time (/hr) Youth	\$45.20 + GST	\$47.50 + GST
AA & Adult (/hr)	\$100.00 + GST	\$105.00 + GST
Out Of Town (/hr) Youth	\$121.25 + GST	\$123.65 + GST
Out Of Town Adult (/hr)	\$127.00 + GST	\$129.50 + GST
Arena Floor (/hr) Non Profit	\$60.60 + GST	\$61.80 + GST
Rental Damage / Security Deposit	50% of Rental Fee to max. of \$500	50% of Rental Fee to max of \$500

ATTACHMENTS:

- 1.) Player Code of Conduct
-

PROPOSED Motions:

1) Moved by Councillor _____ to support the GHML expansion for the 2022-23 season, with practices starting September 15, 2022.

2) Moved by Councillor _____ to set ice fees for the GMHL at \$129.50 for prime ice and Practice Ice at \$70.90.

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Abe Tinney, CAO

DATE: April 22, 2022

APPENDIX "A"

JUNIOR A HOCKEY CLUB CODE OF CONDUCT/SUPPLEMENTARY INFO

2022-2023

Please Fill Out Contact Information:

Player First Name:

Player Last Name:

Player Email Address:

Player Cell Number:

Player Home Address:

Street-

City-

Province/State-

Country-

Postal/Zip Code-

Parent/Guardian First Name:

Parent/Guardian Last Name:

Parent/Guardian Email:

Parent/Guardian Cell Number:

Please Fill Out Additional Information:

Player Position:

Player Height:

Player Weight:

Player Right Handed/Left Handed:

T-Shirt Size:

Short Size:

Pant Size:

Jacket Size:

Shoe Size:

Ballcap Size:

Player Allergies:

In case of an emergency call:

name-

relationship-

phone number-

Player Medial Issues: (Y/N) if Yes, please explain.

PLAYER HOUSING

The importance of billet families to our Junior A Program is immeasurable. Part of our commitment to our players is to help provide them with a good home.

PLAYER CODE OF CONDUCT

- Players must keep in mind that it is not a right to live at the billet's home but a privilege. Always project a positive image of yourself and our team.
- Players must show gratitude and be helpful at all times.
- Players must keep their areas clean and clean up after themselves.
- Billet Family belongings should always be treated with utmost care.
- Players are to provide their own spending money for day-to-day expenses.
- Your long distance phone calls are your responsibility.
- Plays are responsible for their schooling.
- Appropriate attire and conduct should be maintained during all public engagements and volunteer events .
- Players must notify the Billet Family regarding their whereabouts.
- Players are to respect the meal times established by the Billet Family and be present and on time. Players must inform their Billet Families if they will not be home or on time for dinner. Players are expected to help out the Billet Families in the kitchen by assisting with meal preparation and clean up.
- Players are expected to follow all curfews and to advise their Billet Family if they will be out late.
- Sleepovers are not permitted.
- THERE IS A ZERO TOLERANCE FOR DRUG AND ALCOHOL USE. No players, regardless of age, shall be permitted into bars/clubs/pubs during the duration of the hockey season.
- Players will report any issues of concern with their Billet Family to the Billet Coordinator.
- Players will advise their Billet Families of their team practice and game schedule.
- A large part of your player experience and development comes from your off-ice involvement in the community, including volunteerism, school and minor hockey mentoring, public appearances, autograph signings etc. Your team will provide a weekly schedule for your attendance for these events, which is mandatory. Your attire for these events will always be respectable, and if you are expected to wear your jersey, you will be responsible for signing it out and back in with the equipment manager. It is of utmost importance that you always conduct yourself in a professional manner that the team and community can be proud of.

HOST FAMILY GUIDELINES

- To be a mentor, friend, counselor, and a good role model.
- To provide a clean, family-oriented environment.
- To provide a private bedroom.
- To treat the player as “one of the family”.
- “Guests” are not permitted in the player’s bedroom.
- Provide three (3) balanced meals a day. Meals should be wholesome and varied.
- Flexibility on behalf of Billet Family and players is needed in this area. Billets should talk with the player and determine his preference in foods. If no one is home and the player cannot prepare his own meal then plans to reheat a meal should be in place. Team provides all meals while on the road.
- In the event a player has to share a room, it will be with another team-mate only.
- Enforce curfews established by the General Manager (GM) and report any violations.
- Ensure that players do not leave the Community without permission from the GM.
- Ensure players attend all classes, either high school or post-secondary, including after away games. All players must notify the GM if they will be late or absent. Players are to provide the Host Family with a timetable of their classes.
- Report any incidents involving player safety, security or well-being to the Billet Coordination immediately.
- Report any concerns with the player to the Billet Coordinator.
- If the player has a medical emergency, billets are asked to take appropriate steps – i.e. go to the hospital/call emergency services – first – then contact the GM.

BILLET HOME REMUNERATION AND OTHER CONSIDERATIONS

- Billet homes will receive \$_____ per full calendar month (prorated) per player. Payments are not made in advance.
- Billet Homes will receive ONE complimentary pass (valid for home games) for each player billeted.
- Players MAY return home for the Christmas and Holiday season.
- High school students are expected to “mirror” their courses and will return home immediately following completion of the hockey season.
- Post-secondary students will return home following completion of the school year.
- The per diem for short term stays (try-outs etc.) is \$_____.

OTHER TEAM/PLAYER OBLIGATIONS & RESPONSIBILITIES

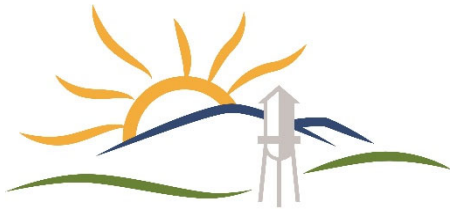
PLAYER EQUIPMENT

Team will provide all mandatory exterior equipment with the exception of skates, pants, sticks and neck guards. All equipment must be CSA approved. Any lost or misused team supplied equipment will be replaced/repared by the player at his expense.

Equipment provided:

- Pant shell;
- Helmet;
- Gloves;
- Track suit and Ballcap;
- Exercise t-shirt and shorts;
- Home & Away Jersey;
- Practice Jerseys;
- Team Bags;
- Dress Coat & Winter Cap;
- Pair of practice socks and home and away game socks; and
- Stick and hockey tape and skate laces, medical equipment (tensor bandages, etc.) as needed

THE PLAYERS MAY KEEP THE ABOVE ITEMS AT THE END OF THE SEASON. IF A PLAYER LEAVES THE TEAM PRIOR TO THE END OF THE SEASON FOR ANY REASON, THE PLAYER MUST RETURN ALL THE ABOVE ITEMS IN GOOD CONDITION TO THE JR HOCKEY CLUB UNLESS OTHERWISE AGREED UPON BY MANAGEMENT.



REQUEST FOR DECISION

Meeting: April 25, 2022
Agenda Item: 10

East Side Dog Park Name-Choose 5

DESCRIPTION:

The first round of Choose a Name for the East Side Dog Park has been completed, and administration is forwarded a list of five names for Council approval (administration voted on the best names). The original parameters had a selection of 3 names, the spirit of competition (and fun) this has been expanded to 5. The list is

Bark Park
The Barking Lot
Louise McKinney Park (of the famous five)
Patterson Dog Park
Happy Tails Dog Park

The next round of voting (5 names) will be held between April 26 and May 4th via Survey Monkey, with the winner to be announced May 11, 2022, where three finalists will be chosen, with the number 1 vote receiving the first pick for their prize.

PROPOSED RESOLUTION:

Moved by Councillor _____ to accept the following name proposals to be voted on for the East Side Dog Park name:

Bark Park
The Barking Lot
Louise McKinney Park (of the famous five)
Patterson Dog Park
Happy Tails Dog Park

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Abe Tinney, CAO

DATE: April 22, 2022



REQUEST FOR DECISION

Meeting: April 25, 2022
Agenda Item: 11

2022 FINAL BUDGET

DESCRIPTION / BACKGROUND:

On December 13, 2021 Council adopted the 2022 interim operating and capital budgets. Every year prior to the presenting of the Property Tax Rate Bylaw we update the budget and pass as the Final Budget. Updates generally include items such as requisitions and grants from the Province and from the Lodge that aren't received until generally sometime in March. As well, the yearend audit is completed for the prior year so we have better prior year actual figures to arrive at a more accurate budget for the upcoming year, including carryforward funding/project costs, especially for ongoing capital projects.

Attached is a draft copy of the updated budget for Council to approve.

BUDGET CHANGES

There were a number of adjustments from the interim budget adopted in December to the proposed final budget attached here. The significant adjustments were as follows:

- Operating Budget Changes
 - Removed possible Municipal Affairs Intern position which reduced the budget by a net 18.5K (\$40K grant income removed, \$58.5K of payroll and training costs removed)
 - Removed \$14.5K from the budget for software systems.
 - Removed \$10K from the budget for economic development.
 - Removed \$9K in Council Convention costs to help balance the budget by planning to only send two members of Council to convention this year.
 - \$10K increase in insurance due primarily to underestimating insurance costs on new buildings built in 2021 (Multi-use Building and Daycare/Playschool)
 - \$6K increase for planning and GIS services
 - Increase in total Community Grants awarded of about \$14K from the draft budget (see details below)
 - \$30K increase to tax requisitions – \$25K in Education Requisition and \$5K in Porcupine Hills Lodge. Offsetting adjustment to total tax revenue to offset.
 - Additional revenues and expenses for unutilized grant funds carrying forward, including Economic Development Labour Market Partnership (LMP) and Alberta Settlement and Integration Program) projects.
 - Adjustments for 2021 budgeted items, or items approved by separate motion of Council during 2021, that weren't completed by the end of the year, to move the budget into 2022, with reserve transfers to offset. These included:
 - Laserfiche Migration (Admin contracted services)
 - Purchase of Council iPads
 - Drop-In Centre Security Panel replacement
 - Econ Dev projects including Housing Assessment
 - There were a number of other small adjustments in numerous accounts based on comparison to 2021 yearend actuals and historical actuals that had a net \$26K reduction in expenditures in the budget.
 - Additional \$6K from reserves to balance the budget.

- Capital Budget Changes
 - Updated budget for 2nd Street Rehab phase 2, based on motion approved by Council at their Feb 4, 2022 Council meeting – which added an additional \$175K to that project, funded by Canada Community Building Fund (formally Federal Gas Tax Fund)
 - Due to lack of supply, Arena compressor replacement was changed to a compressor rebuild project, reducing the budget from \$60,000 to \$30,000
 - Amundsen Park Playground was moved up from 2023 to 2022, adding \$127K project into 2022. Funded by CFEP grant and playground reserve.
 - Hwy #2 Sewer Main project scope was adjusted from a relining project, to a spot repair project – no change in budget.

This was our first budget year after implementing our new Community Grants policy, requiring community organizations that receive operational funding from the Town to submit an application for funding request, instead of continuing to provide them the same funding as the previous year. We received 6 applications in February and March and those were reviewed by the Audit and Finance Committee and funding amounts were approved as follows:

- Claesholm Public Library - \$171,000
- Claesholm Golf Course - \$50,300
- Claesholm Child Care Society - \$36,292
- Claesholm Animal Rescue Society \$32,000
- Claesholm Community Centre - \$30,000
- Claesholm Transportation Society - \$15,000

RECOMMENDATION:

The Audit & Finance committee reviewed the 2022 Final Budget (operating and capital) at their meeting on April 14 and has recommended it for approval.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the Final 2022 Budget as presented.

ATTACHMENTS:

- 1.) 2022 Final Operating and Capital Budget

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

APPROVED BY: Abe Tinney – CAO

DATE: April 21, 2022



Claresholm

Where **Community** Takes Root

Final Budget Document

2022

April 25, 2022

Abe Tinney
CAO

Chelsae Petrovic
Mayor

Assessment & Taxation

What is Property Assessment?

“Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta property is taxed based on the *ad valorem* principle. *Ad valorem* means “according to value.” This means that the amount of tax paid is based on the value of the property.” Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment

What is Property Tax?

“Property taxes are a primary source of revenue for municipalities. Property taxes are used to finance local programs and services, such as:

- Garbage collection
- Water and sewer services
- Road construction and maintenance
- Parks and leisure facilities
- Police and fire protection
- Seniors’ lodges
- Education

Each municipality is responsible for ensuring that each property owner pays his or her share of taxes. Property assessment is the method used to distribute the tax burden among property owners in a municipality.” Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment

What is School Tax?

“In 1994, the Government of Alberta established the Alberta School Foundation Fund (ASFF). This fund makes certain that the education property tax is accounted for separately from general revenues.

Every year the province calculates, based on assessment value, the amount each municipality must contribute towards the public education system. Municipalities collect the education property tax and then forward it to the province for deposit into the ASFF.”

Source: <http://education.alberta.ca/admin/funding/tax/facts.aspx>

Town of Claresholm Property Tax Rates

Each year, Council, during its budgetary process, approves the amount of revenue required to operate the municipality. From this amount they subtract the known revenues, such as grants, licenses, permits and so on. The remainder represents the amount of money to be raised by property taxes.

The table below portrays the tax rates in a format known as a “mill rate”. A property assessment value is divided by 1,000 before the mill rate is applied. The tax rate bylaw however shows the rates in a “tax rate” instead of “mill rate” format. So for example the 2016 Municipal Residential rate would be displayed as 0.0065130 in the tax rate bylaw.

Town Council continues to remain fiscally responsible, and has made a concerted effort to curb spending when reasonable to do so.

The table below outlines the mill rate trends since 2016.

	2016	2017	2018	2019	2020	2021	2022
Municipal Residential	6.5130	6.7050	6.7997	6.7282	6.7691	6.9020	TBD
Municipal Non Residential	12.0279	12.5841	11.5303	11.4000	11.3770	11.5988	TBD
Municipal Vacant Residential & Farmland	11.3956	14.0650	6.7997	6.7282	6.7691	6.9020	TBD
Annexed Residential	0	3.4000	3.4000	3.8760	3.9560	4.0750	TBD
Annexed Farmland	0	6.8890	6.8890	7.3650	7.4450	7.7830	TBD
Annexed Non-Residential	0	7.4890	7.7930	7.9690	8.1360	8.2520	TBD
Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. & Farmland	0.2767	0.2767	0.2672	0.2659	0.2605	0.2510	TBD
Annexed Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. & Farmland	0	0.3120	0.3030	0.2930	0.2760	0.2940	TBD
Education ASFF – Residential, Vacant Res. & Farmland	2.5485	2.5318	2.5334	2.4655	2.5379	2.6396	TBD
Education ASFF - Non Residential	3.5621	3.7897	3.4159	3.5160	3.7339	3.0148	TBD
Annexed Education ASFF – Res., Vac. Rec., & F.L.	0	2.4960	2.5010	2.5150	2.4850	2.5800	TBD
Annexed Education ASFF – Non-Residential	0	4.1220	3.7180	3.7020	3.6490	3.8590	TBD

Town of Claresholm Budget

Comparative Statement of Operations

	2022 Budget	2021 Budget
Revenue		
Net municipal taxes (Sch 1)	3,661,934	3,537,318
User fees and sales of goods	3,106,489	2,840,752
Government transfers for operating	560,740	654,862
Investment income	66,000	60,000
Penalties and costs of taxes	80,100	88,100
Licenses and permits	113,000	103,000
Franchise and concession contracts	262,000	214,616
Rental	120,330	109,080
Other	137,070	152,500
Total Revenue	8,107,663	7,760,228
Expenses (includes amortization)		
Legislative	116,900	115,000
Administration	1,558,911	1,390,238
Policing	168,179	112,119
Fire	230,898	218,363
Bylaw enforcement	133,929	111,295
Common and equipment pool	614,901	657,156
Roads, streets, walks and lighting	857,798	852,848
Airport	-	17,250
Storm sewers and drainage	265,960	286,112
Water supply and distribution	1,265,961	1,277,866
Wastewater treatment and disposal	533,867	509,933
Solid waste management	686,282	693,700
Family and community support services	252,438	251,441
Day care	36,292	38,202
Cemeteries and crematoriums	20,525	20,136
Other public health and welfare	3,000	3,000
Weed and pest control	46,654	44,916
Economic development	417,227	421,856
Subdivision land and development	194,554	206,563
Parks and recreation	998,017	991,255
Culture - libraries, museums and halls	403,602	366,657
Total Expenses	8,805,894	8,585,906
Deficiency of revenue over expenses before other	(698,231)	(825,678)

Other		
Government transfers for capital	1,691,734	3,195,900
Surplus (deficiency)	993,503	2,370,222
Adjustment for Non-Cash items		
Amortization expenses	1,805,159	1,725,865
Adjustment for cash items that are not revenues and expenses (but are sources or uses of funds)		
Capital expenditures	(2,259,334)	(5,004,022)
Debt proceeds	-	750,000
Debt principal repayment	(337,127)	(429,439)
Transfers to reserves from operations	(819,222)	(591,937)
Transfers to operations from reserves	94,421	172,136
Transfer from reserves for capital	522,600	1,007,175
Budget balance	-	-

Schedule 1	2022 Budget	2021 Budget
Taxation		
Property taxes: Vacant residential and farmland	51,697	50,683
Property taxes: Non-residential	1,314,720	1,288,941
Property taxes: Linear property	120,933	118,562
Property taxes: Residential	3,598,847	3,400,839
Federal grants in lieu of taxes	6,171	6,050
Provincial grants in lieu of taxes	23,986	23,516
Local improvement taxes	5,140	5,140
	5,121,494	4,893,731
Less: Requisitions		
Alberta school foundation fund	1,338,137	1,241,716
Porcupine Hills Lodge	120,788	114,023
Designated Industrial Property	635	674
	3,661,934	3,537,318

DEPARTMENT
OPERATING
BUDGETS

4 Year Operating Budgetary Deficit (Surplus) Summary By Function

Excludes Amortization and Capital

OPERATING BUDGET DEFICIT (SURPLUS)	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Council	116,900	108,042	115,000	83,060	113,160
Municipal general revenue and requisitions	(4,069,594)	(4,028,540)	(3,984,683)	(3,965,227)	(3,560,114)
General administration	1,229,583	1,266,656	1,130,240	1,078,295	3,849,374
Policing	153,179	100,875	97,119	45,682	(20,395)
Fire department	215,007	190,094	203,758	165,181	154,576
Bylaw enforcement	68,573	58,891	41,525	78,219	104,515
Equipment pool	420,743	500,034	522,817	533,168	428,143
Roads and streets	581,150	519,694	583,934	622,778	565,797
Airport	-	17,250	17,250	23,271	9,777
Storm sewer utility	12,029	3,763	11,938	30,047	8,362
Water utility	(157,320)	(162,894)	(149,389)	(148,364)	(134,709)
Sanitary sewer utility	(127,128)	(113,469)	(121,646)	(234,630)	(208,078)
Garbage collection	(0)	15,279	-	-	0
Recycling	(0)	(15,279)	-	60,361	(23,402)
Childcare contribution	36,292	38,202	38,202	38,200	38,202
Family & Community Support Services (FCSS)	(0)	(0)	1	6,139	(6,288)
Cemetery	6,901	10,456	6,203	8,739	9,159
Other public health and welfare	-	-	-	-	-
Weed and pest control	19,271	14,141	17,533	15,294	12,795
Economic development	164,329	145,771	154,829	120,333	128,830
Planning and development	112,454	118,398	134,463	117,835	134,424
General recreation	80,922	(6,709)	19,613	34,439	28,587
Parks	116,661	125,884	97,588	96,991	113,138
Arena	156,414	139,955	173,206	164,344	133,158
Aquatic Centre	139,212	132,774	163,220	153,857	146,628
Museum	119,564	125,152	100,450	68,753	80,903
Library	225,744	190,499	192,833	224,332	217,786
OPERATIONAL NET DEFICIT (SURPLUS)	(379,112)	(505,080)	(433,996)	(578,904)	2,324,328

COUNCIL

The Council budget deals with all costs associated, and incurred, by Municipal Council including per diems, fees for meetings and conferences, travel reimbursements and professional development.

COUNCIL	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Wages, meetings and per diems	101,900	92,757	93,000	81,065	94,673
Travel and conventions	5,000	11,916	10,750	1,535	15,148
Education	4,000	3,369	5,000	460	3,339
Materials, supplies and operating costs	6,000	-	6,250	-	-
NET DEFICIT (SURPLUS) COUNCIL	116,900	108,042	115,000	83,060	113,160

Members of Council sit on various internal and external boards and committees and are compensated according to Bylaw #1713.

	2022 Remuneration Fees
Mayor – Annual	\$8,800/year
Councillors– Annual	\$6,160/year
Council Meetings	\$154/meeting attended
Per Diem Half Day or Evening (4 - 6 hours)	\$126.50/half day
Per Diem Full Day (6 hours or more)	\$253/full day
Per Diem Less Than 4 Hours	\$25.30/hour
Mileage	\$0.59/km
Meals and accommodation at cost	Upon submission of valid receipts

Variance Highlights

- In 2021 the prior Council passed a new Mayor and Council Remuneration Bylaw that came into effect on Nov 1, 2021. Remuneration for Mayor and Council hadn't been updated since 2013. This new Bylaw increased rates by 10%.
- Conventions portion of Travel and Convention was reduced to only \$3K this year to help balance the budget, with plans to only send 2 members of Council to Convention this year.

MUNICIPAL GENERAL REVENUE AND REQUISITIONS

General Revenue is generated from Municipal Property Taxes and Grants In Lieu. Grants In Lieu are paid, for property which is owned by the Provincial and Federal Governments. The grant is traditionally equal to the taxes that would have been paid if the property was not exempt from taxation, however in 2019 the Alberta Government reduced the amount they are paying to 75% of this amount, and down to 50% in 2020. It has remained at 50% since.

The *Municipal Government Act* defines "requisition" as any part of the amount required to be paid into the Alberta School Foundation Fund that is raised by imposing a tax rate, and any amount to be paid to a management body referred to in the *Alberta Housing Act*. The Town of Claresholm pays requisitions to the Alberta School Foundation Fund and the Porcupine Hills Lodge Foundation. This budget also includes (in "General municipal revenue") the ATCO Gas & Fortis Franchise Agreements.

MUNICIPAL GENERAL REVENUE & REQUISITIONS	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Taxes	(5,086,197)	(4,854,555)	(4,859,025)	(4,596,577)	(4,432,004)
Education taxes	-	-	-	-	-
Grants in lieu	(30,157)	(29,566)	(29,566)	(29,090)	(34,312)
Taxes and grants in lieu	(5,116,354)	(4,884,121)	(4,888,591)	(4,625,668)	(4,466,316)
General municipal revenue	(412,800)	(500,059)	(452,505)	(633,111)	(354,674)
General municipal revenue	(412,800)	(500,059)	(452,505)	(633,111)	(354,674)
Designated Industrial Property	635	-	674	-	-
Home for aged - Porcupine Hills Lodge	120,788	114,023	114,023	114,139	112,399
School Foundation Program - res. & farmland	943,259	931,304	931,304	886,088	878,775
School Foundation Program - non-residential	394,878	310,314	310,412	293,325	269,702
NET DEFICIT (SURPLUS) GENERAL	(4,069,594)	(4,028,540)	(3,984,683)	(3,965,227)	(3,560,114)

Variance Highlights

- Net tax revenue increase for municipal purposes is approximately 2% not including requisitions or RCMP police funding invoiced by the province.
- General municipal revenue is down from 2021 budget by approximately \$40,000 due to prior year including a couple one-time grants. This was partially offset by an increase in Franchise Fees due to increasing Fortis Franchise Agreement to 5% from 4% (starting in April 2022).

ADMINISTRATION

The Administration budget includes business licenses, general operating grants (such as Municipal Sustainability Initiative (MSI) operating grant), rentals, internal transfers, and other miscellaneous income. Expenditures include finance, reception, utilities, communication, human resources and other general administrative costs.

ADMINISTRATION	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Business licenses	(28,000)	(26,875)	(28,000)	(28,480)	(25,760)
General administrative revenue	(97,080)	(219,798)	(92,350)	(320,156)	2,686,534
Administrative general revenue	(125,080)	(246,673)	(120,350)	(348,636)	2,660,774
Wages and benefits	665,925	676,628	646,245	630,884	631,727
Consultant fees	50,175	34,117	33,249	27,759	34,549
Materials, supplies and operating costs	348,053	325,498	306,500	301,950	326,205
Assessor	52,724	54,648	52,000	51,648	50,912
Auditor	15,645	15,190	15,190	19,780	19,465
Legal	15,000	13,640	20,000	19,306	25,190
Municipal grants	89,000	73,455	79,350	82,531	87,147
Celebrations	23,500	9,751	20,500	10,078	20,154
Tax levy cancellations and discounts	75,050	110,199	107,100	13,149	12,132
Public relations and taxi subsidy	11,500	20,259	10,500	9,188	15,787
Staff development and training	8,500	1,217	9,000	6,752	11,706
Debenture interest	70,962	72,563	67,673	40,134	-
Amortization	132,877	80,215	22,931	22,931	18,827
Administrative general expenses	1,558,911	1,487,380	1,390,238	1,236,090	1,253,801
	1,433,831	1,240,707	1,269,888	887,454	3,914,575
Operational budget adjustments					
Addback amortization	(132,877)	(80,215)	(22,931)	(22,931)	(18,827)
Transfer from reserve - operating	(26,090)	(105,194)	(67,836)	(30,871)	(15,601)
Internal charges to other departments	(88,590)	(84,090)	(84,090)	(78,575)	(78,575)
Internal transfers (expenses)	43,309	57,704	35,209	55,263	47,802
Transfer to reserve - operating	-	-	-	267,955	-
Transfer to reserve - capital	-	237,744	-	-	-
NET DEFICIT (SURPLUS) ADMINISTRATION	1,229,583	1,266,656	1,130,240	1,078,295	3,849,374

Variance Highlights

- General administrative revenue is up by approximately \$5K due to first full year of rental income for Community Space rentals in the Multi-use Community Building as well as the Daycare/Playschool Building.
- An approximate 2.25% increase in wages and benefits for union and non-union cost of living increase and changes in benefit rates throughout the budget. This will be the same across all departments unless otherwise stated.
- Increase in materials, supplies, and operating costs of approximately \$40K is due to increased insurance costs with new Daycare/Playschool building and Multi-use Community Building as well as increased computer costs to replace server this year and increases in utility costs.
- Professional fees increased slightly due to inflationary costs.
- Municipal grants increased \$10K due in part to shifting Town utility costs to community organizations and helping to ease this shift in policy, as well as additional funds to the Community Centre to help in recovery from the pandemic. It is hoped that these amounts will reduce back to prior levels next year.
- Celebrations were moved to Economic Development as that department now oversees the planning and execution of these events. No actual change in budget.
- Decrease in Tax Levy Cancellations due to this being the second year of the tax incentive program for a major non-residential tax client, reducing the tax reduction from 75% last year to 50% this year.
- Public relations and taxi subsidy increased \$1K based on historical actuals.
- Staff development and training decreased \$500 based on historical actuals.
- Debenture interest increased slightly from 2021 budget due to the 2021 budget figure being estimated on expected interest rates. Actual rates received when loan was issued were slightly higher than estimated. 2022 budget is slightly lower than 2021 actual due to normal repayment of loan.

POLICING

The Policing budget includes provincial fine revenues received by the Town which was previously included in the Bylaw department budget. The expense is the new Provincial Policing Costs that have been charged to the municipality from the Province of Alberta that only began being charged by the Province in 2020. These fees were being implemented gradually from 2020 to 2023, starting at an estimated 10% of our local policing costs in 2020 to 30% in 2023.

POLICING	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Provincial fines collected	(15,000)	(2,663)	(15,000)	(9,615)	(20,395)
Provincial fines collected	(15,000)	(2,663)	(15,000)	(9,615)	(20,395)
Provincial policing costs	168,179	103,538	112,119	55,298	-
Policing expenses	168,179	103,538	112,119	55,298	-
NET DEFICIT (SURPLUS) FIRE DEPARTMENT	153,179	100,875	97,119	45,682	(20,395)

Variance Highlights

- The Government of Alberta's new police funding model charges small municipalities for policing costs. In 2020 this is charged was 10% of the cost. 2021 was 15%. 2022 this increases to 20%. In 2023 it will increase again to 30%.

FIRE

The Fire budget deals with expenses related to operating the Volunteer Fire Department. The Town of Claresholm fire services are provided through the Claresholm Volunteer Fire Department in partnership with the M.D. of Willow Creek.

FIRE DEPARTMENT	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Provincial Grants	-	-	-	(5,040)	(60,029)
MD contributions	(8,500)	(8,707)	(7,000)	(8,098)	(7,293)
Non-government contribution	(7,000)	(7,277)	(5,000)	(29,067)	(21,900)
Fire department revenue	(15,500)	(15,984)	(12,000)	(42,205)	(89,223)
Wages and benefits	135,117	126,412	130,531	121,981	104,331
Equipment, fuel, etc	28,000	26,811	30,000	23,340	30,350
Training	7,000	5,442	9,000	4,850	6,325
Materials, supplies and operating expenses	35,390	32,363	31,227	31,877	32,764
Regional fire study costs	-	-	-	10,410	60,029
Amortization	25,391	22,236	17,605	17,605	20,466
Fire department expenses	230,898	213,264	218,363	210,063	254,265
	215,398	197,280	206,363	167,858	165,042
Operational budget adjustments					
Addback amortization	(25,391)	(22,236)	(17,605)	(17,605)	(20,466)
Internal Charges	5,000	5,051	5,000	4,928	-
Transfer from reserve - operating	-	-	-	-	-
Transfer to reserve - capital	20,000	10,000	10,000	10,000	10,000
NET DEFICIT (SURPLUS) FIRE DEPARTMENT	215,007	190,094	203,758	165,181	154,576

Variance Highlights

- Slight increase in MD Contributions based on 2021 actuals
- Decrease in Equipment and fuel costs as last few years additional sets of bunker gear were required due to equipment expiring. In 2022 we are back on track for replacements, reducing annual replacement budget back to normal.
- Slight decrease in training due to actuals in last few years.
- Increase in Materials, supplies and operating expenses for increasing costs of vehicle and equipment repairs as well as increasing costs of fuel.
- Transfer to reserves – capital increased \$10K due to current fire truck nearing end of life and future plans for expansion of fire hall in 5-year capital plan. This will help to fund those future capital expenditures.

EMERGENCY MANAGEMENT

In 2020 the Local Authorities Emergency Management Regulation came into force. This regulation required local authorities, which includes the Town of Claresholm, to have in place an emergency advisory committee, emergency management agency, regional collaboration, and emergency management plan. With the growing frequency of natural disasters it has become more important than ever for us to be prepared to respond to these events to help protect our residents. This budget includes a part-time position for the Director of Emergency Management as well as training budget and some material costs to provide training and resources to the Director as well as other Town staff and volunteers.

EMERGENCY MANAGMENT	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Wages and benefits	32,986	23,924	27,110	34,500	-
Materials, supplies and operating expenses	4,000	2,062	1,500	1,811	2,355
NET DEFICIT EMERGENCY MANAGEMENT	36,986	25,986	28,610	36,311	2,355

Variance Highlights

- Increase in wages and benefits is a reallocation of percentage of time the Director of Emergency Management spends on Emergency Management tasks vs his other Town duties. There is no net increase in wages for this employee other than the 2% cost of living increase.
- Increase in Materials, supplies, and operating expenses for joint mock disaster exercise to be completed in 2022.

BYLAW ENFORCEMENT

The Bylaw Enforcement budget includes both bylaw and animal control activities. The Bylaw program continues to focus on animal control and unsightly premises, with safety and security of residents taking a high priority. The activities will include an education component along with enforcement.

BYLAW ENFORCEMENT	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Licenses and fees	(12,000)	(6,890)	(12,000)	(7,670)	(15,361)
Municipal fines	(5,500)	(3,666)	(20,500)	(5,374)	(5,702)
Workshop revenue	(500)	-	(5,500)	(500)	(500)
Bylaw enforcement revenue	(18,000)	(10,556)	(38,000)	(13,544)	(21,563)
Wages and benefits	65,323	53,851	52,225	72,964	95,907
Animal services	500	4,013	3,500	572	608
Materials, supplies and operating expenses	17,250	11,583	22,550	15,179	20,852
Professional development	1,500	-	1,250	1,048	6,710
Amortization	12,370	8,578	3,160	3,160	6,314
Bylaw enforcement expenses	96,943	78,025	82,685	92,923	130,392
	78,943	67,469	44,685	79,379	108,829
Operational budget adjustments					
Addback amortization	(12,370)	(8,578)	(3,160)	(3,160)	(6,314)
Transfer to reserve - capital	2,000	-	-	2,000	2,000
NET DEFICIT (SURPLUS) BYLAW ENFORCEMENT	68,573	58,891	41,525	78,219	104,515

Variance Highlights

- Significant decrease in Municipal Fines revenue based on historical actuals
- Workshop revenue decrease based on discontinuation of this Provincial grant program for safety programs and risk reduction.
- Increase in wages and benefits based on first full year with new Bylaw Enforcement Officer with full benefits coming into effect.
- Materials, supplies, and operating costs decreased by 5K based on discontinuing use of Report Exec software due to not being in the Community Peace Officer Program anymore. Additional decrease in workshop supplies as well.
- Animal services budget back to traditional with TNR program being completed in 2021.
- Slight increase to professional development budget for training for the Bylaw Officer.

COMMON EQUIPMENT POOL

This department is responsible for general building and equipment maintenance and other general infrastructure. Equipment is then “rented” out to other departments to attempt to show a more accurate department cost.

EQUIPMENT POOL	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Rental revenue and insurance proceeds	-	-	-	-	(1,620)
Equipment pool revenue	-	-	-	-	(1,620)
Wages and benefits	207,743	214,258	203,764	201,285	199,758
Materials, supplies and operating expenses	308,000	348,455	381,053	394,089	293,651
Amortization	98,658	113,879	71,839	71,839	46,839
Equipment pool expenses	614,401	676,592	656,656	667,213	540,248
	614,401	676,592	656,656	667,213	538,628
Operational budget adjustments					
Addback amortization	(98,658)	(113,879)	(71,839)	(71,839)	(46,839)
Internal charges to other departments	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)
Internal charges from other departments	8,000	7,321	8,000	7,794	6,354
Transfer from reserve - operating	(33,000)	-	-	-	-
NET DEFICIT (SURPLUS) EQUIPMENT POOL	420,743	500,034	522,817	533,168	428,143

Variance Highlights

- Materials, supplies and operating expenses decreased by approximately \$73K due to prior year including significant costs for completing the Infrastructure Master Plan (\$14,000) and costs for the asset management project utilizing the FCM grant (\$65,000). Partially offset by additional expenses brought forward from 2021 as noted below.
- Transfer from reserve is to carryforward some 2021 budget for uncompleted fire panel replacement planned, and budgeted for, in 2021 not completed until 2022 (13K) and to utilize reserve funds for road fill/material (20K). Funds are budgeted each year for road material, but only purchased or crushed every few years for better pricing in larger quantities.

ROADS, STREETS, WALKS & LIGHTS

This department is responsible for road maintenance including plowing, sanding, street sweeping, and curb repairs. Utility costs for street lighting is also included here.

ROADS, STREETS, WALKS, AND LIGHTS	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Local improvement charges	-	-	-	-	-
Streets other income	(30,000)	(36,363)	-	(770)	(9,968)
Roads and streets revenue	-	-	-	-	-
Wages and benefits	199,650	195,831	196,934	217,282	218,770
Contracted services	80,000	80,898	75,000	78,385	77,162
Engineering	1,500	1,372	2,000	1,254	1,284
Street lights	210,000	194,761	210,000	210,727	184,742
Materials, supplies and operating expenses	120,000	73,195	90,000	100,901	93,806
Amortization	246,648	260,364	278,914	278,914	282,950
Roads and streets expenses	857,798	806,420	852,848	887,462	858,715
	827,798	770,058	852,848	886,692	848,747
Operational budget adjustments					
Addback amortization	(246,648)	(260,364)	(278,914)	(278,914)	(282,950)
Transfer to reserve - operating	-	10,000	10,000	15,000	-
Transfer to reserve - capital	-	-	-	-	-
NET DEFICIT (SURPLUS) ROADS AND STREETS	581,150	519,694	583,934	622,778	565,797

Variance Highlights

- Streets other income has a budgeted \$30K for sale of asphalt crush noted below.
- Contracted services were increased due to inflation as seen in 2021 actuals
- Materials, supplies and operating expenses increased \$30K from 2021 for asphalt crushing as noted in common equipment. This cost is offset by reserve funding included in common equipment and sale of asphalt crush noted above.

AIRPORT

Airport has been transferred to the MD of Willow Creek #26, therefore we no longer have any costs related to the airport. This section will be removed in the 2023 budget document.

AIRPORT	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Facility rental	-	-	-	-	(2,000)
Airport services revenue	-	-	-	-	(2,000)
Wages and benefits	-	-	-	702	3,574
Materials, supplies and operating expenses	-	17,250	17,250	22,569	8,203
Amortization	-	-	-	-	4,210
Airport services expenses	-	17,250	17,250	23,271	15,987
	-	17,250	17,250	23,271	13,987
Operational budget adjustments					
Addback amortization	-	-	-	-	(4,210)
Internal charges from other departments	-	-	-	-	-
NET DEFICIT (SURPLUS) AIRPORT	-	17,250	17,250	23,271	9,777

Variance Highlights

- Airport has been transferred to the MD of Willow Creek #26, therefore we no longer have any costs related to the airport.

STORM SEWER UTILITY

The storm sewer utility includes all costs related to the collection, and transmission, of surface water runoff and potential overland flooding, and deals with the safe storage and controlled release of this water to Frog Creek to prevent flooding damage downstream.

STORM SEWER UTILITY	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Local improvement charges	(1,318)	-	(1,318)	-	-
Other revenue	-	-	-	-	-
Storm sewer utility revenue	(1,318)	-	(1,318)	-	-
Wages and benefits	7,347	1,890	7,256	10,986	3,183
Contracted services	2,500	700	2,500	3,602	1,203
Materials, supplies and operating expenses	3,500	1,173	3,500	2,114	3,977
Overland flooding	-	-	-	13,346	-
Amortization	252,613	263,347	272,856	272,856	266,433
Storm sewer utility expenses	265,960	267,110	286,112	302,903	274,796
	264,642	267,110	284,794	302,903	274,796
Operational budget adjustments					
Addback amortization	(252,613)	(263,347)	(272,856)	(272,856)	(266,433)
NET DEFICIT (SURPLUS) STORM SEWER UTILITY	12,029	3,763	11,938	30,047	8,362

Variance Highlights

- No significant variances to note.

WATER SUPPLY & DISTRIBUTION

The Water Supply & Distribution department is responsible for producing potable water and maintaining a water storage and distribution system capable of providing suitable water to the residents. The production and distribution adheres to the Canadian Drinking Water Standards and the standards set out in the license issued to the Town by Alberta Environment.

WATER SUPPLY AND DISTRIBUTION	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Water sales	(1,607,320)	(1,836,870)	(1,484,398)	(1,565,315)	(1,294,097)
Water services revenue	(1,607,320)	(1,836,870)	(1,484,398)	(1,565,315)	(1,294,097)
Wages and benefits	407,828	345,407	403,228	335,404	342,982
Training	3,000	254	3,000	3,899	819
Materials, supplies and operating expenses	193,900	188,238	194,900	175,549	216,697
Chemical	100,000	101,764	95,000	104,749	88,123
Maintenance	99,700	91,579	84,100	99,865	81,948
Debenture interest	131,548	139,136	139,479	147,092	153,871
Amortization	330,485	343,397	358,659	358,659	386,984
Water services expenses	1,266,461	1,209,775	1,278,366	1,225,217	1,271,425
	(340,860)	(627,095)	(206,032)	(340,098)	(22,673)
Operational budget adjustments					
Addback amortization	(330,485)	(343,397)	(358,659)	(358,659)	(386,984)
Services to other departments	(41,600)	(50,433)	(37,400)	(46,742)	(36,131)
Services from other departments	67,875	67,875	67,875	67,875	67,875
Transfer to reserve - capital	487,750	790,157	384,827	529,260	243,204
NET DEFICIT (SURPLUS) WATER SERVICES	(157,320)	(162,894)	(149,389)	(148,364)	(134,709)

Variance Highlights

- Water utility rates are scheduled to see another 2% increase in 2022. Increase from 2021 budget is larger than this 2% based on 2020 and 2021 actuals.
- Small decrease in materials, supplies and operating expenses based on prior actuals.
- Chemical increased \$5K based on inflation.
- Maintenance increased approximately \$15K to complete some additional preventative maintenance being recommended for the Plant as well as replacement of their mower.
- Debenture interest decrease based on normal repayment schedule.
- Increase in transfer to capital reserve based on increased budgeted cash surplus in water utility. Transfers budgeted to result in net zero budget in water utility after debt principle payment accounted for.

SANITARY SEWER TREATMENT & DISPOSAL

The Wastewater Treatment & Disposal budget deals with all functions related to the collection, treatment and disposal of sanitary sewer water. This system functions in accordance with the standards set out by Alberta Environment.

SANITARY SEWER TREATMENT AND DISPOSAL	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Local improvement charges	(3,822)	-	(3,822)	-	-
Service fees	(571,490)	(614,568)	(418,154)	(459,677)	(351,005)
Sanitary sewer services revenue	(575,312)	(614,568)	(421,976)	(459,677)	(351,005)
Wages and benefits	96,464	84,773	94,821	80,984	83,990
Contracted services	21,000	18,121	18,800	26,493	9,636
Materials, supplies and operating expenses	42,250	21,647	27,750	20,774	34,016
Debenture interest	17,816	21,914	23,209	27,107	32,008
Amortization	356,337	349,254	345,353	345,353	380,719
Sanitary sewer services expenses	533,867	495,708	509,933	500,711	540,369
	(41,445)	(118,859)	87,957	41,034	189,364
Operational budget adjustments					
Addback amortization	(356,337)	(349,254)	(345,353)	(345,353)	(380,719)
Services to other departments	(9,000)	(13,036)	(8,300)	(12,441)	(7,541)
Services from other departments	28,275	28,275	28,275	28,275	28,275
Transfer to reserve - capital	251,379	339,406	115,775	53,855	(37,457)
NET DEFICIT (SURPLUS) SANITARY SEWER SERVICES	(127,128)	(113,469)	(121,646)	(234,630)	(208,078)

Variance Highlights

- Approximately 2% increase in sanitary sewer service fee revenue is scheduled in the utility rate bylaw. Increase in budget from 2021 is larger than this based on 2020 and 2021 actuals.
- Increase contracted services related to increased preventative maintenance and inspections.
- Increase in materials, supplies and operating expenses for the purchase of a new chemical to try and reduce odour from the lagoons.
- Debenture interest decrease based on normal repayment schedule.
- Transfers to reserve budgeted to result in net zero budget in sewer utilities, after debt principle payments accounted for. Increase due to increase in budgeted revenues.

SOLID WASTE MANAGEMENT

The Solid Waste Management function provides weekly curbside waste collection services through the Infrastructure Services department. Claresholm is one of five member municipalities who belong to the Willow Creek Regional Waste Management Services Commission, which is the body that manages the regional landfill.

SOLID WASTE MANAGEMENT	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Garbage collection fees	(429,000)	(442,374)	(429,000)	(433,508)	(432,228)
Solid waste revenue	(429,000)	(442,374)	(429,000)	(433,508)	(432,228)
Wages and benefits	171,993	203,847	168,160	210,153	165,860
Landfill fees	125,000	120,694	125,000	114,799	119,351
Landfill contract	41,580	41,580	41,580	41,580	41,580
Landfill closure	6,000	4,432	6,000	6,023	4,433
Materials, supplies and operating expenses	27,000	42,313	25,000	11,874	35,030
Amortization	12,721	18,172	25,960	25,960	37,086
Solid waste expenses	384,294	431,039	391,700	410,388	403,340
	(44,706)	(11,335)	(37,300)	(23,120)	(28,888)
Operational budget adjustments					
Addback amortization	(12,721)	(18,172)	(25,960)	(25,960)	(37,086)
Services to other departments	(8,500)	(11,774)	(9,000)	(13,201)	(12,269)
Services from other departments	45,725	45,725	45,725	45,725	45,725
Transfer to reserve - capital	20,202	10,836	26,535	16,556	32,518
NET DEFICIT (SURPLUS) SOLID WASTE MANAGEMENT	(0)	15,279	-	-	0

Variance Highlights

- Materials, supplies and operating costs increased \$2K due to inflation and replacement of old bins.
- Transfers to reserves budgeted to result in net zero budget.

RECYCLING

The Town's recycling program provides bi-weekly curbside recycling pickup for residential and non-residential properties.

RECYCLING	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Recycling service fees	(299,280)	(290,271)	(300,000)	(267,617)	(171,087)
Commodity revenue	-	(15,107)	-	-	(4,422)
Recycling revenue	(299,280)	(305,378)	(300,000)	(267,617)	(175,508)
Wages and benefits	3,803	3,657	3,722	5,089	124,946
Contracted services	298,184	290,558	298,278	324,737	2,760
Materials, supplies and operating expenses	-	110	-	1,987	24,690
Amortization	-	-	-	-	2,937
Recycling expenses	301,987	294,324	302,000	331,813	155,333
	2,708	(11,054)	2,000	64,196	(20,175)
Operational budget adjustments					
Addback amortization	-	-	-	-	(2,937)
Services to other departments	(4,000)	(4,225)	(2,000)	(3,835)	(1,441)
Transfer to reserve - capital	1,292	-	-	-	1,151
NET DEFICIT (SURPLUS) RECYCLING	(0)	(15,279)	-	60,361	(23,402)

Variance Highlights

- No significant variances to note.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

FCSS is an 80/20 funding partnership between the Government of Alberta and the Municipality. The Town of Claresholm operates a regional program in partnership with the M.D. of Willow Creek. FCSS designs and delivers social programs that are preventative in nature to promote and enhance well-being among individuals, families and communities. The FCSS program receives its mandate from the FCSS Act and Regulations, however, the FCSS Board determines the priority programs to be offered.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Provincial funding	(105,235)	(92,665)	(105,235)	(105,235)	(105,235)
MD of Willow Creek	(80,539)	(61,202)	(80,539)	(80,130)	(74,658)
Alberta Health Services (AHS)	-	(7,073)	(7,072)	(28,290)	(28,290)
Child & Family Services Alberta (CFSA)	(36,000)	(36,000)	(36,000)	(27,000)	(35,352)
Other income	(18,570)	(5,168)	(6,000)	(16,741)	(1,800)
FCSS Revenue	(240,344)	(202,107)	(234,846)	(257,395)	(245,335)
Wages and benefits	132,494	142,497	140,653	165,545	156,130
Professional development	3,000	740	3,000	1,009	1,003
Materials, supplies and operating expenses	56,870	31,692	38,899	57,804	49,938
Community grants	60,074	41,958	67,074	57,586	50,425
Accounting and legal	-	1,815	1,815	3,700	3,660
General FCSS expenses	252,438	218,701	251,441	285,644	261,156
	12,094	16,594	16,595	28,248	15,821
Operational budget adjustments					
Town of Claresholm Contribution	(26,309)	(26,309)	(26,309)	(26,309)	(26,309)
Admin Allocation	14,215	9,715	9,715	4,200	4,200
NET DEFICIT (SURPLUS) FCSS	(0)	(0)	1	6,139	(6,288)

Variance Highlights

- Alberta Health Services grant ended in March of 2021 and was not renewed.
- Other income increased to carryforward prior year deferred surplus FCSS funding
- Wages and benefits decreased due to first full year with only two employees instead of three.
- Materials, supplies, and operating expenses increased to utilize prior year surpluses.
- Admin allocation increased for first full year in new building.

DAY CARE CONTRIBUTION

The Day Care program is run by a non-profit board who receives a portion of their funding from the Town of Claresholm.

DAYCARE CONTRIBUTION	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Municipal contribution to daycare	36,292	38,202	38,202	38,200	38,202
NET DEFICIT DAYCARE CONTRIBUTION	36,292	38,202	38,202	38,200	38,202

Variance Highlights

- 5% reduction in funding for 2022.

CEMETERY

The Cemetery is owned, and operated, by the Town of Claresholm. The maintenance is provided through the Infrastructure Services department and the Office staff oversees the administrative function.

CEMETERY	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Cemetery Fees	(17,700)	(20,544)	(15,500)	(16,417)	(18,954)
Local government grants	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Cemetery revenue	(20,700)	(23,544)	(18,500)	(19,417)	(21,954)
Wages and benefits	19,101	21,578	18,703	20,294	22,913
Materials, supplies and operating expenses	1,000	1,752	1,000	363	700
Amortization	424	427	433	433	235
Cemetery expenses	20,525	23,757	20,136	21,089	23,847
	(175)	213	1,636	1,672	1,894
Operational budget adjustments					
Addback amortization	(424)	(427)	(433)	(433)	(235)
Services from other departments	2,500	2,500	2,500	2,500	2,500
Transfer to reserve - capital	5,000	8,170	2,500	5,000	5,000
NET DEFICIT CEMETERY	6,901	10,456	6,203	8,739	9,159

Variance Highlights

- Increase in cemetery fees based on historical actuals and recognition of perpetual care into revenue.

PHYSICIAN RECRUITMENT

The Physician Recruitment program is designed to provide incentives to recruit and retain Physicians in the community as well as other healthcare professionals. This is a program carried out in partnership with the Town of Stavely, and the MD of Willow Creek.

PHYSICIAN RECRUITMENT	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Grant funding	(1,000)	(622)	-	-	-
Physician recruitment	3,000	622	3,000	684	1,050
Operational budget adjustments					
Transfer from reserve - operations	(2,000)	-	(3,000)	(684)	(1,050)
NET DEFICIT (SURPLUS) PHYSICIAN RECRUITMENT	-	-	-	-	-

Variance Highlights

- Obtained an Alberta Rural Physician Action Plan (RPAP) grant that was utilized to cover some of the expenses we would traditionally use reserves to cover in 2021. More funds still available from this grant for use in 2022.

WEEDS & PESTS

The majority of the allocation within the Weeds & Pests budget deals with weed and pest control in parks throughout the Town. The Parks department has trained staff members who provide weed control within the parks.

WEED AND PEST CONTROL	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Wages and benefits	7,771	4,348	7,533	3,872	5,832
Chemical and materials	11,500	9,793	10,000	11,421	6,963
Amortization	27,383	27,383	27,383	27,383	27,383
	46,654	41,524	44,916	42,676	40,177
Operational budget adjustments					
Addback amortization	(27,383)	(27,383)	(27,383)	(27,383)	(27,383)
NET DEFICIT WEED AND PEST CONTROL	19,271	14,141	17,533	15,294	12,795

Variance Highlights

- Increase in chemical and material due to inflationary costs.

ECONOMIC DEVELOPMENT

The Economic Development department is responsible for maintaining the Business Growth & Development Centre, business retention, investment attraction and municipal marketing efforts. This department is guided by the Municipal Strategic Plan and the Economic Development Committee and primarily implemented by the Economic Development Officer.

ECONOMIC DEVELOPMENT	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Grants and contributions	(219,566)	(167,946)	(247,027)	(59,534)	(63,240)
Economic development revenue	(219,566)	(167,946)	(247,027)	(59,534)	(63,240)
Wages and benefits	233,842	157,595	175,400	103,503	94,532
Materials, supplies and operating expenses	183,385	142,792	246,456	76,364	148,610
Economic development expenses	417,227	300,387	421,856	179,867	243,142
	197,660	132,440	174,829	120,333	179,902
Operational budget adjustments					
Transfer from reserve - operations	(33,331)	(20,000)	(20,000)	-	(51,072)
Transfer to reserve - operations	-	33,331	-	-	-
NET DEFICIT ECONOMIC DEVELOPMENT	164,329	145,771	154,829	120,333	128,830

Variance Highlights

- Decrease in grants and contributions is due to Labour Market Partnership (LMP) grant almost being concluded. 2021 also included some upfront revenues (expenditures expected) for the Alberta Settlement and Integration Program (ASIP) grant. Billboard program is also coming to a close.
- Wages and Benefits increased due to the joint project with the Chamber, which includes a new position that will be shared with the Chamber. This position is largely funded by Community Futures, with remaining costs being shared between the Chamber and the Town. The ASIP grant also includes funding for 2 additional positions for that program on a two-year contract basis. This is the first full year for these 3 new positions.
- Materials, supplies, and operating expenses decreased by 40K due to LMP project being nearly complete and the majority of the ASIP grant expenditures now being wages where prior year included other one-time expenses like computers for new staff and funds for the Library including computers, mobile wifi hubs, other language books. These decreases in grant funded expenditures is partially offset by carryforward of some incomplete 2021 projects into 2022.
- \$33,000 transfer from reserves is carryforward of 2021 unspent funds into 2022 to cover incomplete projects noted above.

LAND PLANNING & DEVELOPMENT

The Development Officer provides development services to the municipality and works with the Municipal Subdivision and Development Authority. The planning advice and services are contracted through membership in the Oldman River Regional Services Commission. Building code, gas and plumbing and electrical inspections are currently being provided through a contract with Superior Safety Codes.

LAND PLANNING AND DEVELOPMENT	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Permits	(79,000)	(91,523)	(69,000)	(71,850)	(51,776)
Planning and development fees	(3,100)	(3,622)	(3,100)	(3,244)	(4,290)
Planning and development revenue	(82,100)	(95,145)	(72,100)	(75,094)	(56,066)
Wages and benefits	90,753	88,298	86,396	84,057	85,644
Planning and GIS services	60,676	58,742	58,742	54,380	52,604
Legal and professional services	41,625	66,503	54,425	50,701	44,938
Materials, supplies and operating expenses	1,500	-	7,000	3,791	7,305
Planning and development expenses	194,554	213,543	206,563	192,929	190,490
NET DEFICIT PLANNING & DEVELOPMENT	112,454	118,398	134,463	117,835	134,424

Variance Highlights

- Permits and fees were increased from 2021 budget to reflect numbers closer to 2021 actuals while still being conservative.
- Planning and GIS services increased slightly due to switch from using ORRSC for GIS services to using MuniSight resulted in a few months over overlap due to notice period with ORRSC. 2023 should see a drop.
- Legal and professional services decreased as prior year included additional funds for new orthophotos, along with some decreases in contingency funds included in the budget.
- Materials, supplies and operating expenses were reduced significantly as much of this budget is to cover unplanned circumstances (contingency funds). Due to a change in process, much of the contingency funds included in different departments was removed and a single general contingency fund has been set up instead. This helps keep the budget leaner, as it is unlikely that all departments will utilize contingent funds every year.

GENERAL RECREATION

The general recreation budget deals with general recreational programming, such as the Southern Alberta Summer Games as well as overarching expenditures such as wages and benefits for the recreation manager. It also includes costs related to the Claresholm Golf Course.

GENERAL RECREATION	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Local government grants	(74,300)	(74,300)	(74,300)	(50,000)	(50,000)
Summer Games	-	-	-	(58)	(13,254)
General recreation revenue	(74,300)	(74,300)	(74,300)	(50,058)	(63,254)
Golf course management	50,300	50,300	50,300	56,100	55,000
Debenture interest	-	1,751	1,859	4,199	6,572
Wages and benefits	74,822	75,104	73,154	71,742	69,133
Programming expenses	5,500	2,609	4,000	2,455	11,136
General recreation expenses	130,622	129,763	129,313	134,496	141,841
	56,322	55,463	55,013	84,439	78,587
Operational budget adjustments					
Transfer from reserve - operations	-	(62,173)	(60,000)	(50,000)	(50,000)
Transfer to reserve - capital	24,600	-	24,600	-	-
NET DEFICIT GENERAL RECREATION	80,922	(6,709)	19,613	34,439	28,587

Variance Highlights

- Debenture interest has reduced to NIL as debt was repaid/closed in 2021.
- Programming expenses increased \$1.5K based on expectation of summer games resuming in 2022.
- No transfer from reserves this year due to debt being fully repaid. \$50K of the prior year reserve funds transfer was for debt payment. The other \$10K was to try and offset some of the losses seen in recreation revenues due to the COVID pandemic.

PARKS

The parks budget includes maintenance of the Town’s parks as well as the fees and costs related to the Town’s campground.

PARKS	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Campground fees	(80,000)	(101,886)	(80,000)	(92,367)	(66,067)
Parks grants and other funding	(2,500)	(4,493)	(2,500)	(275)	(6,177)
Parks revenue	(82,500)	(106,379)	(82,500)	(92,642)	(72,244)
Wages and benefits	113,161	150,973	110,088	115,120	116,823
Materials, supplies and operating expenses	66,000	58,827	51,500	56,080	53,408
Amortization	157,948	167,479	180,101	180,101	186,499
Parks expenses	337,109	377,280	341,689	351,300	356,730
	254,609	270,901	259,189	258,659	284,486
Operational budget adjustments					
Addback amortization	(157,948)	(167,479)	(180,101)	(180,101)	(186,499)
Services to other departments	20,000	22,463	18,500	18,434	15,150
Transfer to reserve - capital	-	-	-	-	-
NET DEFICIT PARKS	116,661	125,884	97,588	96,991	113,138

Variance Highlights

- Materials, supplies and operating expenses increased \$15K for the new Campground Attendant contract (\$7K) and increase in utilities and other supplies.

ARENA

The Arena operates an ice area during the winter and is also used for lacrosse and other rentals during the summer. The main users of the Arena are the Claresholm Minor Hockey Association and the Figure Skating Club.

ARENA	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Minor hockey	(28,000)	(14,943)	(20,000)	(21,038)	(27,931)
Figure skating	(6,500)	(3,979)	(6,000)	(6,568)	(7,120)
Other rentals	(20,250)	(15,010)	(18,030)	(11,847)	(31,166)
Advertising	(7,000)	(10,492)	(7,700)	(276)	(7,960)
Arena revenue	(61,750)	(44,424)	(51,730)	(39,728)	(74,177)
Wages and benefits	120,664	78,175	117,086	98,574	102,395
Materials, supplies and operating expenses	81,100	77,366	80,750	91,305	91,001
Amortization	84,060	72,338	54,854	55,936	55,635
Arena expenses	285,824	227,880	252,690	245,815	249,031
	224,074	183,456	200,960	206,087	174,853
Operational budget adjustments					
Addback amortization	(84,060)	(72,338)	(54,854)	(55,936)	(55,635)
Services to other departments	9,400	8,346	9,400	9,309	5,979
Transfer to reserve - capital	7,000	20,492	17,700	4,884	7,960
NET DEFICIT ARENA	156,414	139,955	173,206	164,344	133,158

Variance Highlights

- Revenues were increased due to presumption of Arena being able to operate normally again, with hockey and other ice activity practices and games/events resuming. Budgets in general are still below actuals seen in 2019 and prior as participation and activities, post COVID, are still lower than pre COVID.
- Decrease in transfer to reserves is due to new compressor being included in capital budget this year. This transfer is traditionally to pay for the compressor rebuild every other year. With a new purchase this bi-annual rebuild will be skipped.

AQUATIC CENTRE

The Aquatic Centre is owned by Alberta Health Services and shares the facility with the Town for the Town residents use and benefit. The Town operates the facility covering lifeguards wages and benefits, programming expenses, and telecommunications.

AQUATIC CENTRE	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Lessons	(45,000)	(34,316)	(40,000)	(29,952)	(59,142)
Gate admission	(25,000)	(12,882)	(25,000)	(17,189)	(35,462)
Rentals	(15,000)	(9,824)	(18,000)	(6,895)	(18,630)
Other funding	(5,000)	(2,917)	(5,000)	(14,184)	(8,122)
Aquatic Centre revenue	(90,000)	(59,939)	(88,000)	(68,220)	(121,356)
Wages and benefits	196,312	167,521	218,220	187,275	232,170
Materials, supplies and operating expenses	32,900	25,192	33,000	34,802	35,813
Amortization	15,250	15,700	16,343	16,343	17,262
Aquatic Centre expenses	244,462	208,413	267,563	238,420	285,245
	154,462	148,475	179,563	170,200	163,889
Operational budget adjustments					
Addback amortization	(15,250)	(15,700)	(16,343)	(16,343)	(17,262)
NET DEFICIT AQUATIC CENTRE	139,212	132,774	163,220	153,857	146,628

Variance Highlights

- Increase in lessons revenue as we hope to get closer to back to normal capacity and use. Still well below revenues we saw in 2019.
- Rentals decreased further from last year based on actuals. Hoping we see some significant increases with restrictions decreasing and lifting.
- Wages and benefits decreased based on actuals seen in 2020 and 2021 as programming and attendance is still below normal, part-time staffing needs are also reduced.

MUSEUM

The Museum Board oversees the operation of the Museum in cooperation with the Museum Executive Director and administrative staff and provides recommendations to Council on the budget. The Museum budget includes the operations of two buildings, the Historic CPR Train Station and Museum Exhibit Hall. The Visitor Information Centre operates out of the Historic CPR Train Station. Both are open to the public from May to early October, plus some off season special events.

MUSEUM	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Sales	(1,000)	(535)	(1,500)	(110)	(1,180)
Donations	(4,000)	(3,609)	(4,000)	(240)	(2,013)
Grants	(5,000)	(6,722)	(4,000)	(9,112)	(4,577)
Museum revenue	(10,000)	(10,867)	(9,500)	(9,462)	(7,770)
Wages and benefits	93,614	88,006	86,150	54,406	80,873
Materials, supplies and operating expenses	30,250	42,681	39,700	20,083	30,872
Professional development	2,000	1,605	2,000	375	1,572
Amortization	25,323	24,552	23,781	23,781	23,781
Museum expenses	151,187	156,844	151,631	98,646	137,099
	141,187	145,977	142,131	89,184	129,329
Operational budget adjustments					
Addback amortization	(25,323)	(24,552)	(23,781)	(23,781)	(23,781)
Services to other departments	3,700	3,727	3,400	3,350	2,630
Transfer from reserve - operations	-	-	(21,300)	-	(27,275)
NET DEFICIT MUSEUM	119,564	125,152	100,450	68,753	80,903

Variance Highlights

- Decreases in materials, supplies, and operating expenses of \$8K due to 2021 being high with unused 2020 funds being carried into 2021 to complete some larger projects that were deferred or incomplete. No comparable projects in 2022.

LIBRARY

The local Library Board oversees the activities and budget requests. The Municipality is a member of the Chinook Arch Regional Library system which is a network of independent, cooperating libraries in the southwestern corner of Alberta. Chinook Arch provides training, consulting, IT support and centralized purchasing, cataloguing, processing, and delivery services.

LIBRARY	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Municipal grant and donations	196,000	160,000	160,000	190,000	185,275
Chinook Arch membership	29,744	29,333	29,333	30,883	30,278
Amortization	26,671	26,182	25,693	25,693	25,693
	252,415	215,515	215,026	246,576	241,246
Operational budget adjustments					
Addback amortization	(26,671)	(26,182)	(25,693)	(25,693)	(25,693)
Services to other departments	-	1,166	3,500	3,449	2,234
NET DEFICIT LIBRARY	225,744	190,499	192,833	224,332	217,786

Variance Highlights

- Grant for 2022 was increased over 2021 amounts to \$171K, which is still a reduction from 2020 and prior. In addition to the municipal grant there was also a local unanimous donor who has committed to a long-term \$25K recurring annual donation. This is included in the Town's budget as the donation has been given to the Town for the benefit of the Library. This revenue is included in General Municipal Revenue on Pg. 9. This donation is for library programming and equipment.
- Services to other departments was eliminated as the Library is now paying Town utility costs directly.

DEPARTMENT
CAPITAL
BUDGETS

Funding Sources for Capital Projects

Provincial and Federal grants are available each year to assist the municipality to fund major infrastructure projects. The Council has additional options to consider such as reserves, tax or utility funding. The following is a brief explanation of capital project funding source options.

Canada Community Building Funding Fund (CCBF)

Previously known as the Federal Gas Tax Fund (FGTF) - each year **CCBF** assists municipalities by providing funding for local infrastructure projects. Funding is provided from the Federal Government to the Province, who in turn flows this funding to municipalities. This program has been legislated as a permanent source of Federal infrastructure funding for municipalities. The program is broad-based and allows municipalities to use the funding toward a wide range of projects to meet local priorities.

Municipal Sustainability Initiative (MSI)

Municipalities in Alberta are eligible for funding under the **MSI** program based on the terms set out in long-term funding agreements with the Province. Municipalities determine projects and activities to be funded based on local priorities within the general criteria set out in the program guidelines and are encouraged to take a long-term approach to planning for capital projects.

Alberta Municipal Water/Wastewater Partnership (AMWWP)

The **AMWWP** is a competitive grant program that provides cost-shared funding to eligible municipalities to assist in the construction of municipal water supply and treatment and wastewater treatment and disposal facilities. Funding is provided for the construction of high-priority water supply and treatment and wastewater treatment and disposal facilities. Water distribution and/or sewage collection systems are not eligible for assistance.

Alberta Historic Resources Foundation Grant (AHRF)

Historic Resource Foundation grants provide project funding for conservation of Alberta's historic places and can include restoration, architectural and/or engineering services, studies reports or plans associated with the conservation of the historic place. Matching grants are awarded up to 50% of eligible costs. Conservation includes actions or processes that safeguard character-defining elements of a historic place to retain the heritage value and extend physical life. This may involve one or more conservation treatments—preservation, rehabilitation or restoration. The maximum matching grants per application **per year** are as follows: Provincial Historic Resources – \$100,000; Municipal Historic Resources – \$50,000; Local (non-designated) Historic Resources – one-time grant of \$5,000.

Community Facility Enhancement Program (CFEP)

The **CFEP** is a competitive grant program that provides financial assistance to acquire, build, purchase, repair, renovate, upgrade or expand sports, recreational, cultural or other related public-use community facilities. The aim of the program is to reinvest revenues generated from provincial lotteries into communities, empower local citizens and community organizations to work together and to respond to local needs.

Municipalities are not eligible for this funding and therefore must partner with a local organization to access these grants.

Reserves/Restricted Surplus

As a means of solid financial planning, Council has created a number of special reserve funds to address both future operational and especially, capital resource needs. These funds address new acquisition and replacement, but have general restrictions on use. Through the budget process, the Town will designate funds that have been internally restricted to finance those projects for which the funds have been ear-marked.

Utility Funded

Revenue generated through utility rates is intended to fully fund operational costs including amortization. As the utilities become closer to full-cost recovery, amounts generated to fund amortization can be used to fund capital projects. If there is no required capital replacement for a utility in any given year, the amortization amount may be reserved for future capital projects.

The following table summarizes the anticipated funding sources for the capital projects for the upcoming year.

FUNDING SOURCES FOR THE YEAR	
Municipal Sustainability Grant (MSI)	832,150.00
Community Facility Enhancement Program (CFEP)	77,334.00
Canada Community Revitalization Fund (CCRF)	377,250.00
Canada Community Building Fund (CCBF)	<u>405,000.00</u>
<i>Total Government Transfers for Capital</i>	1,691,734.00
Transfers from reserves	522,600.00
Proceeds on sale or trade-in of vehicles and equipment	40,000.00
Tax funded	5,000.00
TOTAL FUNDING	<u><u>2,259,334.00</u></u>

Capital Summary Budget

ENGINEERING STRUCTURES PROJECTS	Funding	Expenditure
Hwy #2 Sewer Main Repairs - 50th to 53rd Ave		94,000
<i>Funding: Capital Water and Sewer Reserve</i>	94,000	
Westrose Dr. - Water and Road Rehab		670,000
<i>Funding: MSI Grant</i>	541,400	
<i>Funding: Capital Water and Sewer Reserve</i>	128,600	
2nd St. W Rehabilitation from 49th to 51st Ave Phase 2 - Road/Sidewalk rehabilitation		625,000
<i>Funding: CCBF Grant</i>	375,000	
<i>Funding: Capital Water and Sewer Reserve</i>	250,000	
ENGINEERING STRUCTURES TOTAL		1,389,000
MACHINERY & EQUIPMENT PURCHASES		
Arena Compressors Rebuild		30,000
<i>Funding: CCBF Grant</i>	30,000	
Bobcat Replacement		45,000
<i>Funding: Trade-in</i>	40,000	
<i>Funding: Tax funded</i>	5,000	
MACHINERY & EQUIPMENT TOTAL		75,000
LAND IMPROVEMENT PROJECTS		
Amundsen Park Redevelopment - Phase 2 Pavilian		503,000
<i>Funding: Canada Community Revitalization Fund</i>	377,250	
<i>Funding: MSI Grant</i>	125,750	
Amundsen Park Playground Replacement		127,334
<i>Funding: Community Facility Enhancement Program (CFEP)</i>	77,334	
<i>Funding: Playground Capital Reserve</i>	50,000	
LAND IMPROVEMENT TOTAL		630,334
VEHICLE PURCHASES & PROJECTS		
Fleet Replacements - Sanding Truck - Chasis & Blade		165,000
<i>Funding: MSI Grant</i>	165,000	
VEHICLE TOTAL		165,000

ENGINEERED STRUCTURES

2022 Capital Project	
Project Name	2nd Street W Rehabilitation from 49th to 51st – Phase 2
Anticipated Start	2022
Project Description	Road, Curb & Gutter, and Sidewalk Restoration
Project Cost	\$625,000.
Funding Sources	CCBF Grant & Water & Sewer Capital Reserves
Rationale for need	In 2021 water system was upgraded to eliminate 4” AC pipe and replace cast iron fittings and valves that do not work. Replacement of old sanitary sewer system as well before repaving. Road is currently just gravel with sections of sidewalk and curb & gutter torn up. Needs restoration in this high traffic area.
Impact on future	No future impact.
Implications of deferring this project	Higher risk of trips and falls on torn up sidewalks, potholes/rough road with only gravel, drainage issues, etc.

2022 Capital Project	
Project Name	Hwy #2 Sewer Repairs – 50th to 53rd Ave
Anticipate Start	2022
Project Description	Repair a few portions of the sewer main on the highway, including upsizing one small section that is still old 6” main.
Project Cost	\$94,000
Funding Sources	Water & Sewer Capital Reserve
Rationale for need	This is an older precast clay pipe that is starting to fail. The alignment of the pipe is still good making it a prime candidate for a sewer lining, which will increase the life of the pipe.
Impact on future operating costs	No immediate impact is expected on operations
Implications of deferring this project	Continued issues with backup due to damaged sections of pipe.

2022 Capital Project	
Project Name	Westrose Dr – Water and Road Rehab
Anticipate Start	2022
Project Description	Water services repair and main replacement (6” to 8”) 260m + new sidewalk and pavement. Sewer has been inspected and is good.
Project Cost	\$670,000
Funding Sources	Debenture and both CCBF and MSI Grants
Rationale for need	Water service saddles are failing and require replacement. Poor quality connection saddles were discovered rusted off and leaking. 6 have been done as emergency repairs and this has caused the failure of some the road and sidewalk in the repaired areas.
Impact on future operating costs	An emergency repair is 4 times the cost, compared to scheduled repairs. There are 21 more services on that line to be replaced.
Implications of deferring this project	The continued complaints regarding road and sidewalk conditions. More service disruptions as the leaks surface and require repair.

MACHINERY & EQUIPMENT

2022 Capital Purchase	
Project Name	Arena Compressors Rebuild
Anticipated Start	2022
Project Description	Due to lack of supply the main arena compressor is not being replaced as planned, and will be rebuilt one more time before replacement. Due to Arena being shut down for significant portions of the 2019-2020 and 2020-2021 ice seasons, the rebuild of the small compressor was delayed, so both compressors will be rebuilt in the summer of 2022.
Project Cost	\$30,000
Funding Sources	CCBF Grant
Rationale for need	Compressor can only be rebuilt so many times before replacement is required. This is the main (larger) compressor for the ice factory at the ice arena.
Impact on future operating costs	None realized, however the replacement parts for the old units are becoming harder to acquire.
Implications of deferring this project	Possible disruption in operations of the Arena.

2022 Capital Purchase	
Project Name	Bobcat replacement program
Anticipated Start	Yearly
Project Cost	\$45,000 (Net \$5,000 after trade-in of old unit).
Funding Sources	Trade in of old Bobcat, with Tax Funding for difference.
Rationale for need	The program involves rotating old machine for a new machine yearly. The equipment is only covered by one-year warranty and with some service of the machine included, we are keeping our costs for operations at the lowest possible for the Town.
Impact on future operating costs	This purchase procedure eliminates the chance of major repairs as we always have new warranty coverage
Implications of deferring this project	The value of our Bobcat will drop yearly and the cost for maintenance will also increase as this machine is used for 250+ hours per year. No warranty coverage unless we purchase extended warranty at almost \$2500.00 dollars per year.

LAND IMPROVEMENTS

2022 Capital Project	
Project Name	Amundsen Park Upgrades – Pavilion
Anticipated Start	2022
Project Description	Redevelop/Redesign Amundsen Park – Design & construction of a pavilion
Project Cost	\$503,000.00
Funding Sources	Canada Community Revitalization Fund and MSI grants
Rationale for need	This park is old and dilapidated and doesn't lend itself well to different activities in the park, such as markets, events, or performances.
Impact on future operating costs	No impact on future operating costs expected.
Implications of deferring this project	No significant implications of deferring the project other than deferring the benefits of an updated park. Project will not proceed if we are unsuccessful in our application for the Canada Community Revitalization Fund grant.

2022 Capital Project	
Project Name	Amundsen Park Upgrades – Playground Structure
Anticipated Start	2022
Project Description	Redevelop/Redesign Amundsen Park – replace and expand the playground structures
Project Cost	\$127,334
Funding Sources	CFEP grant and Playground Rehabilitation Reserves
Rationale for need	This playground is old and scheduled for replacement. The new playground structure is also designed for a wider age range of kids.
Impact on future operating costs	No impact on future operating costs expected.
Implications of deferring this project	No significant implications of deferring the project other than deferring the benefits of an updated park.

VEHICLES

2022 Capital Project	
Project Name	Sanding Truck Replacement – Chasis & Blade
Anticipated Date	2022
Project Description	Replace old Sanding Trunk. Will utilize same sand hopper from the current truck.
Project Cost	165,000
Funding Sources	MSI Grant
Rationale for need	The used 1996 Ford 5 ton has outlived its productive years. We are now operating an unreliable unit that is in the shop when needed.
Impact on future operating costs	Repairs are only a portion of the cost when this unit is not operating as we have to utilize the 2 smaller units to accomplish the same work.
Implications of deferring this project	Complaints of slow response, as there is 40+ Km's to service every snowfall.



CAO REPORT

April 25, 2022

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.

Town staff received Workplace Violence and Harassment training the week of the 18th. Next week the CAO and safety officer will review the town’s harassment policy, review the training session, and determine if any potential changes or updates. The harassment policy falls under the town’s safety program, and the safety officer is currently reviewing the entire program.

The town has recruited a new bylaw officer, who will start on May the 9th. There will be one week of overlap with the new and old bylaw officer for training purposes.

The first community development committee meeting will take place on May 5th, and that group will get started on some of council’s top strategic priorities for the term. Administration is actively working on preparing that agenda. In addition, the CAO attended Audit and Finance meeting, ICF meeting, and Emergency Services Committee.

BYLAW

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

See enclosed report

FIRE

No report this month

INFRASTRUCTURE SERVICES

See enclosed report

RECREATION

See enclosed report

UTILITY SERVICES

See enclosed report

Respectfully submitted by

Abe Tinney
CAO

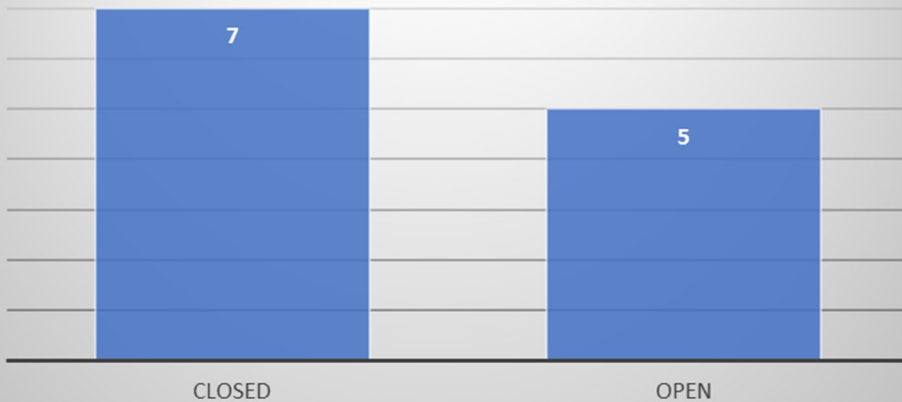


INFORMATION BRIEF

Meeting: April.25, 2022
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT April 2022

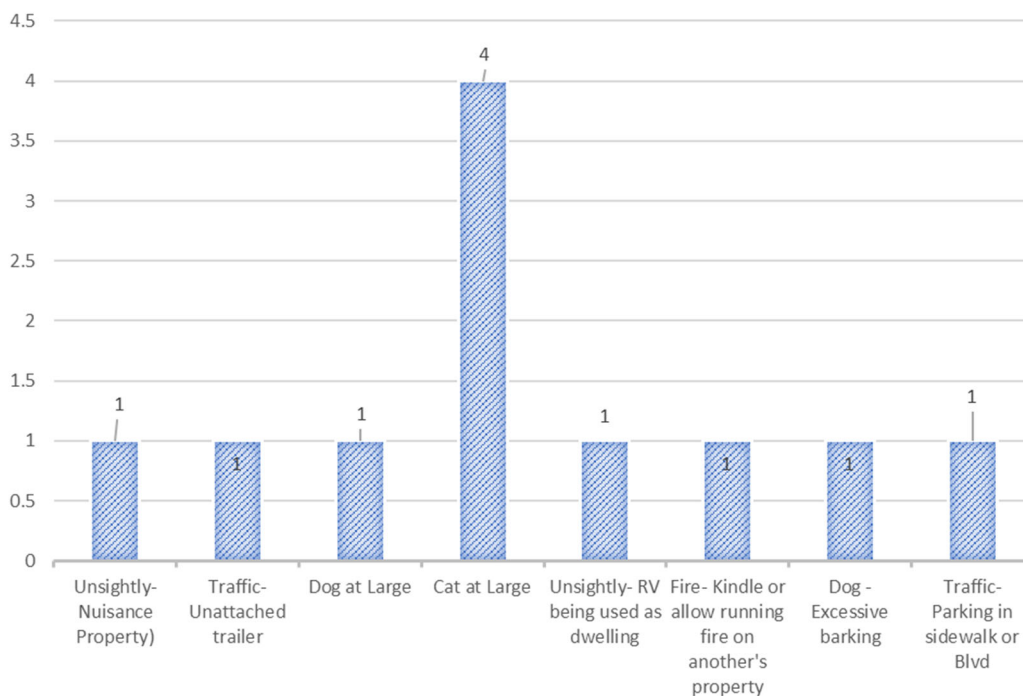
File Status April 2022



April Bylaw Highlights:

1. Bylaw making arrangements to have roll over simulation at WCCHS in partnership with RCMP, Claresholm Fire, AHS and Zentner Funeral Home on May.13th.
2. 5 Animals brought into CARES
 - 4 Cats
 - 1 Dog
3. Unsightly complaints have been on the rise in April.
4. Bylaw Officer started 12 files in April.
5. Dogs off leash around town becoming an increased complaint. Additional enforcement will be a focus in next months. Research is being done as to how other municipalities enforce dogs being on sports playing surfaces.
6. Assisted RCMP with Arson investigation near High School.

BYLAW COMPLAINTS/REPORTS APRIL 2022



Report Mapping



DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 3/28/2022 - 4/22/2022

Claresholm

Financial

- Audited Financials were accepted by Council at the April 11, 2022 Council Meeting, including reserve transfers for 2021 approved.
- 2022 Operating and Capital Budgets are drafted and have been presented and recommended by the Audit and Finance Committee and Facility and Infrastructure Planning Committees respectively, on April 5 and April 14 respectively. They are being presented to Council for adoption at the April 25, 2022 Council Meeting.
- 2022 Tax Rate options were presented and discussed by the Audit and Finance Committee on April 14. Tax Rate Bylaw has been drafted based on their recommended rates and is being presented to Council for first reading at the April 25 Council meeting.
- Yearend Financials/Audit and Budget are the two largest public outcomes of the finance department each year. It takes a significant amount of time and effort each year. It is a relief to have them completed for another year.

General

- Adoption and use of Laserfiche Cloud is increasing and staff are increasing their use of the system, recognizing the benefits.
- Working with Ricoh to develop additional workflows/forms to continue to increase the use and benefit of Laserfiche Cloud. Currently working on developing workflow/forms processes for:
 - Council timesheet/expense forms
 - Cemetery application/burial forms
 - Fire Department Truck Checks forms
- Adoption and buy-in with Voila is going well, though recognizing some gaps in the features and reporting of the system that we are working with Voila on.
- Working with Alberta Municipalities to onboard a new insurance program/offering they have. It is called the Facility User Insurance Program, and allows community groups and users to obtain event/recreation insurance quick and easy online, with the Town automatically being a named insured, and users on average save quite significantly over what they are quoted from other insurance providers such as Co-operators or Western Financial. As part of the rental agreement for facilities such as the Community Hall or the Arena, it is the users responsibility to have their own insurance for the event with the Town being a named insured, so this makes that processes quicker and easier, and generally cheaper. So this would be used for events/users such as:
 - Markets, Shows, Events such as Farmers Market or the annual Gun Show or Zombie Walk
 - Sporting events or leagues such as baseball tournaments or slow-pitch league
 - Other events such as weddings, parties, etc.
- This portal should be live by early May. There is no cost to the Town, it is just facilitating better service to our users.

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

DEVELOPMENT OFFICER REPORT

For: 3/23/2022 - 4/21/2022



Claresholm

Development Permits

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

Compliance Requests

- ❖ 9 compliance requests received.

Miscellaneous

- ❖ Local Press Ads – advertising for Public Hearing & MPC approved development ads.
- ❖ Emergency Management – April 7, 2022 – ICS 201 workshop with MD & muni's DEM's, DDEM's, Fire Chief's and other Fire personnel.
- ❖ MPC meeting – March 25 & April 22, 2022.
- ❖ March 16, 2022 - Multi-use building and daycare/playschool's one year warranty walk-through (deficiency list being completed).
- ❖ GrantMatch – continued work investigating grants, projects and criteria.
- ❖ Working with Halma/Thompson to complete utility right of way and survey plan for stormwater project.

On-going projects

- ❖ Road closure bylaw – ongoing, package sent to Minister for review.
- ❖ Asset Management – March 24, 2022, training on Munisight system, service tracker, etc.
- ❖ Amundsen Park project – playground installation and landscaping remediation being completed. Continued work with BDI and WSP for the detailed design of the concrete pad for the plaza and pavilion, and sourcing of additional grants funds for the remaining park plans (pathways, lighting, trees, landscaping, and benches).
- ❖ Working with SustainErgy to complete FCM grant application for building monitoring and analysis system.

Submitted by
Tara vanDellen
Planner/Development Officer

Economic Development Officer's Report

Town of Claresholm

April 22, 2022



Prepared by Brady Schnell for the CAO of the Town of Claresholm, and its Council.

Since the submission of my March 24, 2022 report I continue to perform the duties outlined in my employment contract and directed by the Chief Administrative Officer and Economic Development Committee. The following is a summary of the current projects and activities.

Economic Development Officer (EDO)

During March and April there were 3 instances where staff had come in contact with COVID in some form or another. Public health guidelines were followed by staying home until it was safe to return to work.

There were more than 400 delegates at the Economic Developers of Alberta Annual Conference in Kananaskis from April 6th - 8th. The Town of Claresholm received a Community Award of Excellence for Implementation of an Environmental, Social, or Governance Priority for the Welcoming Claresholm newcomer initiatives. Brady Schnell received the highest honour offered by the organization, Economic Developer of the Year for outstanding dedication and service to Economic Development.

Economic Development Committee (EDC)

The EDC met in Council Chambers, April 19th, from 7:00 pm – 10:45 pm, with 7 of 10 members attending in person and online. The EDO organized a strategic planning exercise, the new Council strategic plan was reviewed, and the committee discussed the Economic Development 3-Year Business Plan at great length.

A motion to recommend an RNIP candidate for Tim Horton's Restaurant was approved.

Economic Development Assistant

In addition to Secretary to the Economic Development Committee, the EDA has organized a business coaching luncheon with Presenter Cody Nielsen, to be held during economic development week, May 12th from 11:30 am - 1:30 pm, at the Town Office Council Chambers. The EDA has been investigating Tourism opportunities and best practices with Travel Alberta, and developed a Tourism Asset Inventory List for Claresholm. Other projects the EDA has been involved with include the preparation of contracts and correspondence, responding to housing and industrial inquiries, and refinement of public email communications from the department.

Diversity Coordinator

The Diversity Coordinator continues to be instrumental in the administration of the Rural and Northern Immigration Pilot, as well as maintaining communications with the Willow Creek Immigrant Services, and most importantly building relationships with new residents. The

Welcoming Claresholm Committee has seen increased attendance and participation due to the efforts of the Diversity Coordinator.

Engagement Coordinator

The excellent volunteer turn out at the recent Winterfestival is largely due to the effort of the Engagement Coordinator. More recently, the engagement coordinator has been focused on upcoming events such as Canada Day, Spread the World, and Fair Days. For 2022 and beyond Spread the World will be held in union with Canada Day Celebrations. More than a dozen people turned out for the Fair Days organizational meeting held April 1, 2022, and another is scheduled for May 1, 2022. These meetings aim to get all the community groups working together for what will surely be the biggest Claresholm Fair Days in history, August 12th – 14th.

Rural and Northern Immigration Pilot (RNIP)

An application for employment at Tim Hortons was recommended by the RNIP subcommittee on April 15th, and approved at the EDC meeting on April 19th. More than 17 local employers are currently using, or preparing to use the RNIP to fill vacant positions within their organizations. This represents a large increase in activity, and the EDO continues to hear of shortages in labour from restaurants, convenience stores, food production, transportation, construction, and health care.

Labour Market Partnership; Dynamic Claresholm

A first draft of the project report has been received from Factor-5 Consulting. The May 12th Business Coach luncheon with Cody Nielsen will be the final activity within the LMP project.

Claresholm & District Chamber of Commerce

The Chamber of Commerce met on Wednesday April 21st from 6:30 pm – 8:30 pm. Three new board members were approved, and the positive energy within the Chamber continues to build.

Rural Immigration and Welcoming Claresholm

IRCC has requested mid-term reports from all of the participating communities. The EDO awaits marketing materials from communications staff at IRCC.

Community Takes Roots (Welcoming Claresholm)

The Ministry has requested mid-term reports from all funding recipients.

Investment Inquiries

Over the past month there have been inquiries relating to finding housing, finding industrial space, finding industrial land for development, and finding locations to for film production. There has been a notable increase in this type of activity over the past 4-weeks.

Submitted,

Brady Schnell, Economic Development Officer

FCSS REPORT TO COUNCIL FOR APRIL 2022

- Working on learning the new computer report system for annual reporting to the government on the money we receive due at the end of April. This report also combines the outcomes and all the data we collect for the programs we run and fund.
- Working with Greater Foothills Family Resource Network on the semi-annual report to Children's Services which is due at the end of April.
- Up to this point we have received and filed just short of 400 taxes. Holly and I do the intake and then go over their taxes when they return to our office from the volunteer tax preparer.
- We have had quite a few interesting needs for help this past month. A few of these cases we have asked John Barlow's office for assistance to move the paperwork a little faster.
- Met with Shirley from the Senior's Drop-In in Granum to see how things are going there.
- Met with Local Press a couple of times for them to get information about the value of volunteers and also our Volunteer Appreciation on April 26th.
- Got some more emergency management training from AEMA. Also, was the facilitator for the AHS Emergency Preparedness course.
- We offered an online Babysitting and Home Alone course. There were 12 participants
- Held a kid's paint night at Drop-In Centre. The kids did great!
- Attended the Workplace Harassment Course. Good refresher.
- Held a drumming circle at the Drop-In centre. We had 12 participants.
- Continuing working on preparation for the FCSSAA conference
- Preparing for a Hero's Walk. Similar to our Zombie walk but during the day and park activities to follow.

TOWN OF CLARESHOLM FIRE DEPARTMENT

MONTHLY UPDATE

FOR THE PERIOD OF: 18-MARCH-2022 to 17-APRIL-2022

1. The calls for service just keep coming for Claresholm Fire! This fire year to date we've responded to 137 events compared to the same time period last year where we responded to 104. That represents a 32% increase in call volume. Keep in mind that this same reporting period last year contained the March 28th wildfire event and subsequent weeks of mop-up and overhaul.
2. For this reporting period Claresholm Fire responded to 20 events including:
 - a. 1 Structure Fire
 - b. 7 Outside / Grass fires
 - c. 3 Motor Vehicle Collisions
3. As you can see from the call breakdown this past month we've responded to 7 outside or grass fires, and from January 1, 2022 to present we've responded to 16 of these types of events. Given the limited precipitation we've receive so far, we could be looking at a busy & dangerous wildfire season. It should be noted that the MD of Willow Creek has already had to place a fire restriction due to conditions. This restriction was lifted after the

recent snowfall, but the author wouldn't be surprised to see it return if we don't receive significant moisture this spring.

4. Although historically not commonly done, the Fire Chief can, from time to time, issue fire advisories, restrictions, and bans to ensure the safety of the citizens of Claresholm. Many factors are taken into consideration when deciding to implement an increased level of fire precautions, including: temperature, wind, precipitation (both received & forecast), surrounding municipalities level of fire precautions, and future forecast for the region.
5. Update on injured members – Chief is still on restricted (desk) duty until at least May 24th, 2022 at which time he will be re-evaluated by the neurosurgeon. Lt. Scott Besse is still hospitalized but has been moved to a rehabilitation ward where he is receiving intensive physiotherapy as well as occupational therapy multiple times per day. The members extend their best wishes to both for a speedy recovery.
6. There are currently 2 Fire Safety Codes Inspections open, the Chief & Deputy will be inspecting the Willow Creek Composite High this week as part of the yearly requirements from the Livingstone Range School Division. Aside from ensuring fire safety code compliance, it gives the Chiefs a chance to get some “eyes” on the layout of the buildings which aides in our pre-planning in the event our services are required for an emergency

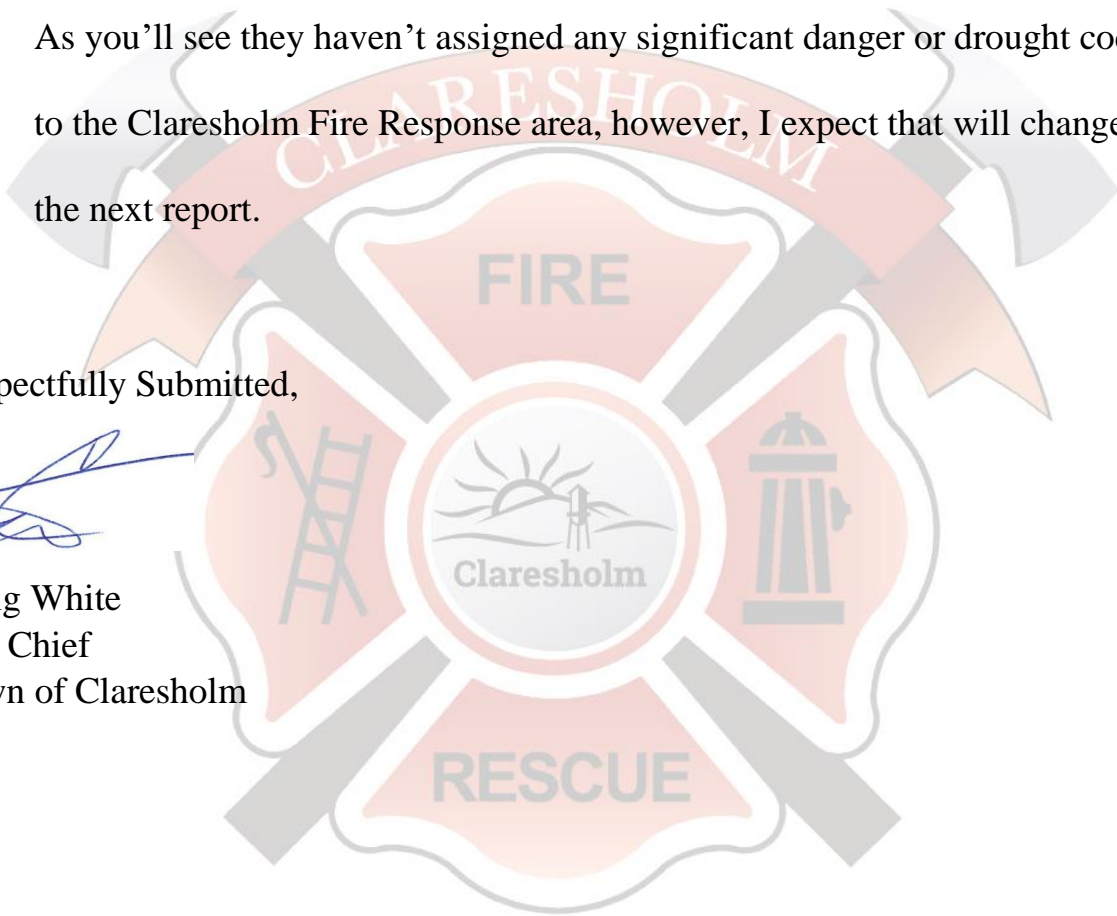
response to the school (it's been sometime since the Chief was a student at either of these facilities and there have definitely been some changes). The West Meadow Elementary is inspected over the summer months.

7. Attached is a graphical representation of calls this reporting period. I have also attached the Alberta Wildfire Fire Danger Map & Drought Code map. As you'll see they haven't assigned any significant danger or drought code to the Claresholm Fire Response area, however, I expect that will change by the next report.

Respectfully Submitted,

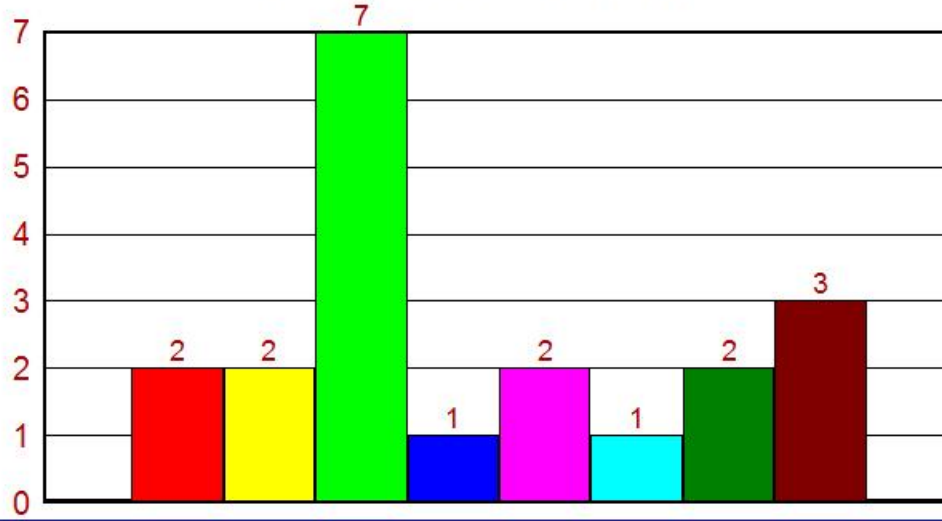


Craig White
Fire Chief
Town of Claresholm



CFD Call Totals by Type

From Mar 18 22 to Apr 17 22



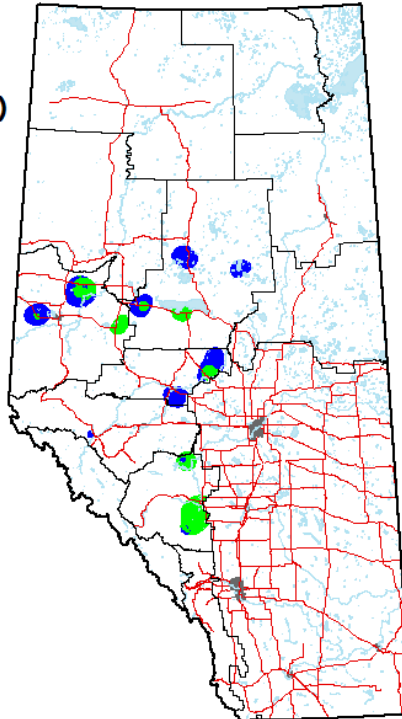
	Alarm No Fire - accidental miscellaneous - 2		Alarm No Fire - detector activated - 2
	Fire Outside - 7		Fire Structure - 1
	Medical - EMS - 2		Public Hazard - power line down - 1
	Public Service - miscellaneous - 2		Vehicle Accident - 3



Alberta

Fire Danger (Fire Weather Index) for April 18, 2022

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

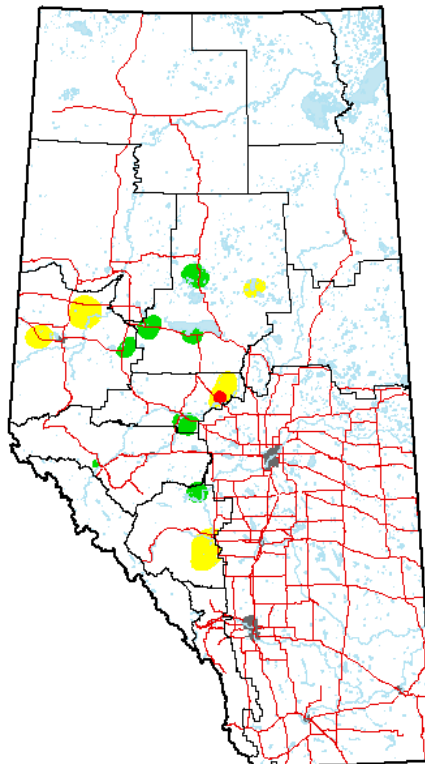


Alberta Government
© 2022 Government of Alberta
Map created on Apr-18 at 14:07

Alberta

Drought Code for April 18, 2022

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



Alberta Government
© 2022 Government of Alberta
Map created on Apr-18 at 14:07

INFRASTRUCTURE SERVICES REPORT

for April 2022



Buildings There are no new issues to report. Work on the repairs of items identified for warranty in both new buildings is still ongoing by TRICON.

Sidewalks We have posted the 2022 sidewalk tender for the removal and replacement of sidewalks in Town. As well, Safe Sidewalks will also be removing approximately 150 tripping hazards, again this year, on sidewalks not getting replaced. All work to be within the budget.

Streets Potholes are being dealt with as manpower allows. The Town has received notice from McNally Contractors, that the 2nd St. pavement project has been scheduled for start up

April 21, 2022. Sidewalk repairs will be completed first so business access will be maintained once the roads are ripped up.

Sanitary Sewers A TELUS line was discovered bored through one of our sanitary sewer lines. Repair plans have been tendered and TELUS has approved to cover the costs. Work should be completed during the next few months.

Water Distribution No problems reported. No water breaks reported.

Storm Sewer Drainage No issues to report.

PARKS The new playground at Amundson Park has been assembled and final work will be completed and ground repairs seeded before the end of April. A gardener position has been filled for the summer.

RECYCLING Program is operating well, no issues to report at this time.

GARBAGE Our Collection program is running well. Extra time spent on grounds clean-up.

EQUIPMENT Maintenance and repairs are done as needed. All equipment is operational.

STAFF Safety training courses are getting completed in between work assignments. 4 staff were off for a week each, with Covid-19 in April. As well 5 weeks of holidays were used by staff.

This Report by

Mike Schuweiler

Director of Infrastructure

CLARESHOLM RECREATION

March & April 2022 Recreation Report



Authored by: Denise Spencer

April 20, 2022

ARENA

- Minor Hockey Awards evening April 8, 2022.
- Birthday Party, Roller Blade Ball hockey April 14
 - Great area to expand in for the off season
- Gun Show scheduled April 22-24
- GHML-Greater Metro Hockey League AdHoc Committee meeting findings have been submitted for review with the Leagues May 1st deadline in mind
- Willow Creek Gymnastics Club will be holding their second annual showcase June 18 with set up June 17
- Woodshed Martial Arts has requested the use of the Mezzanine

CAC

- LSI Course has been rescheduled for April 22-24 and April 30 & May 1, due to instructor illness
- A senior lifeguard has been hired, due to availability of this staff CAC still requires another Senior Lifeguard to cover shifts
 - 3 potential Junior Lifeguards have dropped off their resumes
- April through August Program registration has begun to pick up.
- Lifeguard Hoodies, Long sleeve shirts & Rash Guards were ordered for staff who signed up and paid prior to the order.
- Vulcan-Pool Symposium is scheduled May 12.
- Diving Board-replacement of ladder by Alberta Health Services should be on site in approximately one month
- April 2 & 3: The Town of Claresholm Junior Lifeguard Competitive Team, The Vikings competed in the 2022 North West Territories and Alberta Lifesaving Junior Games held at the University of Lethbridge Maxbell Pool. Our 5 competitors all placed within the top 3 in their events.
- March 18, 2022 The Junior Lifeguard club participated in our 5th annual Swim A Thon to raise funds for competitions.
 - JLC has a fund set up that ensures there is money to help offset the cost of competitions for participants, when CAC branched into the competitive program in 2015 the goal was to ensure it remained inclusive and available to youth.

Ball Diamonds

- User Meeting scheduled April 27, 6pm at Millennium Diamonds.
 - Site Tour
 - Shale replacement on the Agenda
- April 6, communication with Fergs Septic for Port-a-Potties set at 1 Centennial, 2 Millennium and 1 Moffat

East Side Dog Park Naming

- The second set of voting will begin April 26, after Town Council narrows the name selections to 5

Career Fair at WCHS

- One submission for the Gardener position
- Students were interested to hear about the Town of Claresholm's career opportunities.

SASG-Southern Alberta Summer Games

- Press release April 19, 2022 regarding Raymond not hosting the games, and them being hosted at a regional

level.

Skate Park

- The Skatepark Association is looking for confirmation from the Town regarding what will be donated (labour, materials, land) with approximate dollar value for Grant Applications.
- Group is feeling positive that the 2023 expected build is in line

The Garden Project- Water Barrel

- 40 Barrels ordered
- Pick up was scheduled April 14th, 1-4pm, 20 Barrels were picked up and arrangements were required for other pick up dates/ times
 - Letting those know the bet times at the shop are around 10 am and 2:30pm
- Plant Exchange, the date is still uncertain, May 13th is being considered.

Community Foundations Grant: March 15

No word if Claresholm is being considered for this Grant for Park Signage at this time.



Claresholm



Utility Services Report April 2022



Utility Services Manager

Brad Burns

3700 8th Street West brad.burns@claresholm.ca
Box 1000 TOL-0T0 Cell # 1-403-625-1687
Claresholm, Alberta

Regional Water Treatment Plant

Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- 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 chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- EFM both racks.
- Flush CIP tanks.
- Major power outage March 23rd (no issues with backup generator or SCADA).
- Replace DAF #1 flow control spray valve for skimmer waste trough.
- MPE SCADA technician online checking DAF flow from low lift pumps into common effluent tank.
- MPE SCADA technician onsite refiguring variable speed drives hertz output for low lift pumps.
- CHAMCO onsite for yearly SULLAIR compressor service.

SULLAIR Compressors Supply Air to the Water Plant Pneumatic Valves



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.
- Contact AEP inspector about bacteriological samples form March 21st and 23rd not processed due to Health Lab.
- TMM and HAA samples sent to Element Labs.
- Send AEP Drinking Water Specialist manganese testing information.

Training and Continuing Education Credits

- Online courses available.
- Leadership for Safety Excellence.
- Staff attended Workplace Violence and Harassment course at the Town Office.

Meetings

- Bi-weekly management meetings.
- Monthly onsite safety meetings.
- M.D Willow Creek Service Agreement Meetings as requested.

Safety

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

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.

Pumping Stations and Reservoirs

Highway Pump Station

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Major power outage March 23rd (no issues with backup generator or SCADA).
- Remove reservoir ultrasonic level indicator, clean and replace.

East Side Reservoir (UFA)

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

M.D Willow Creek

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.
- Bacteriological, THM and Lead samples as per AEP code of practice.
- Check building daily and record as per AEP code of practice.
- Clean chlorine line, injection quill and replace pump tube as required.

Industrial Airport

- Provide help with the Airport system as per service agreement.
- Contact M.D about water usage increase (leak in airport system).

PRV Meter Vault

- Check PRV meter vault operating pressure.

Hamlet of Granum

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

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.

Alberta Parks and Environment Requirements

- Code of Practice treated water quality limits daily monitoring.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Distribution samples for free chlorine residual throughout M.D Airport and West Water Co-op continue to be compliant.
- THM and Lead sample sent to Element Labs.

Water Distribution

Universal Metering

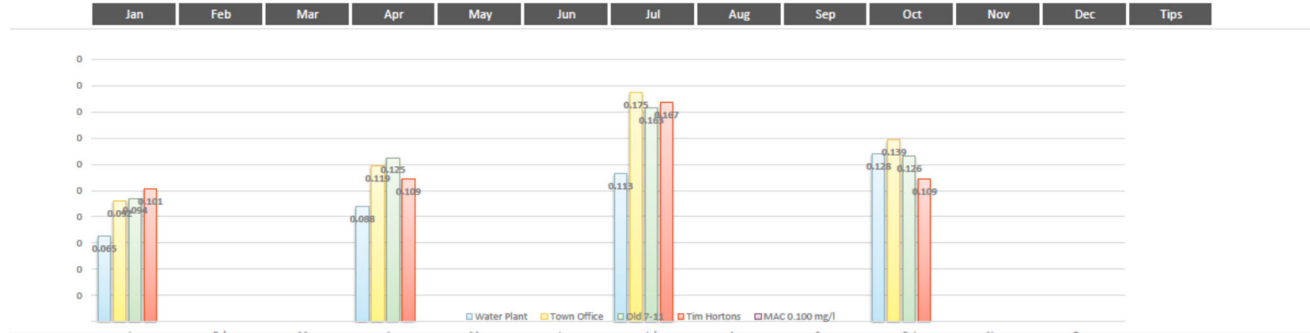
- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.

Government Compliance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- TMM and HAA samples are some of the tests required by AEP to test for as per the Town of Claresholm's license to operate the water treatment plant. Element Labs

THM (trihalomethane) and HAA (haloacetic acid)

THM TRENDING Town of Claresholm 2021



Locations	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average	Trend
Water Plant	0.065			0.088			0.113			0.128				
Town Office	0.092			0.119			0.175			0.139				
Old 7-11	0.094			0.125			0.163			0.126				
Tim Hortons	0.101			0.109			0.167			0.109				
MAC 0.100 mg/l														
Total/16														
Total mg/l	0.352			0.441			0.394			0.502			0.105	

Meter/PRV Vaults

- Check acreage PRV vault bi-weekly.

Distribution Lines

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

Lagoon and Wastewater Collection

Government Compliance

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

Harvest Square Lift Station

- Check lift station online daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.
- Major power outage March 23rd (no issues with backup generator or SCADA).
- CORONA Electric onsite repairing electrical issue in pump #2 junction box.
- MPE Technician onsite checking VFD and pump # 1 SCADA and manual operation.

Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Major power outage March 23rd (no issues with backup generator or SCADA).
- Campbell Energy and Environmental Services onsite measuring anaerobic cell sludge depth (no issues).
- Change operational flow in anaerobic cells from parallel to series operation for upcoming summer months for better treatment.

Raw Water Supply

Pine Coulee Reservoir

- Pine Coulee Reservoir **50.09%** level 1046.85 geodetic meters, 25346.50 (dam3)
- Chain Lakes Reservoir **64.77%** level 1295.42 geodetic meters, 9335.01 (dam3).
- Pine Coulee Diversion Canal below head gates flowing into Pine Coulee reservoir at **0.33 m3/s**.

Pine Coulee Supply Line

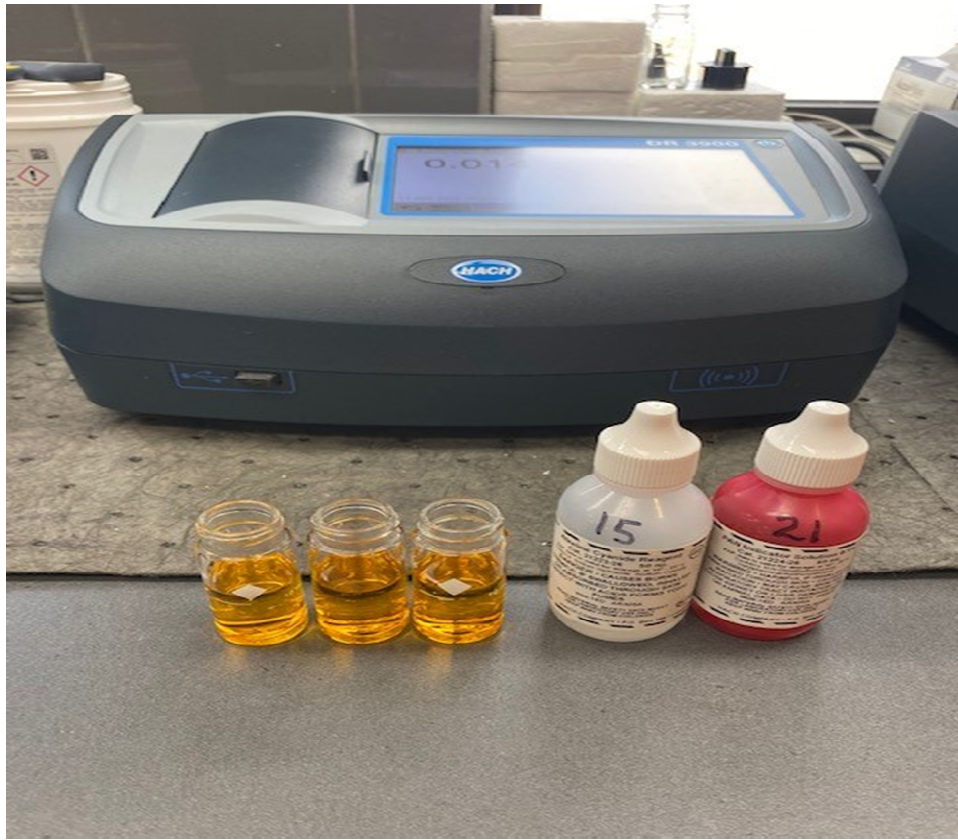
- Visually check supply line valve, hydrants air release valves, vaults bi-weekly.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir **6685 mm 94%, 227124.7 m3**
- Check blowers to lake daily.
- Blower to lake AC6508A out for service.

- Testing raw water for AEP will determine the source from Pine Coulee or the onsite reservoir. Manganese discolors the water treatment plant online tubing and equipment uses more gas chlorine during treatment and acts as a particulate in the treated water clear well causing a high turbidity.

Testing Raw Water for AEP to Determine the Source of the Manganese



Golf Course

- Backwash water from process continues through the neutralization system to the golf course holding ponds.
- April WTP backwash waste water sent to golf course to date 2088.7 m3.
- Contact new greens keeper to discuss golf course water license, process of recording water usage and requesting water from Pine Coulee.





Town of Claresholm

Council Committee Report

Date: April 25, 2022

Mayor Petrovic

April 14 Audit and Finance Committee

- Logan Wehlage was able to attend and give us an into to Assessment and Taxation
- 2022 Final Budget Draft was approved for council review. Community Operating Grants were also discussed at length. Thank you to those organization who are patiently working with us as this is a new process.
- 2022 Property Tax rates were reviewed and to be brought forward to council

April 19 Economic Development Committee

- We participated in a lengthy strategic planning exercise and review.

April 20 AG Society

- Unable to attend due to ICF meetings

April 20 Custom Cannabis

- We were given the opportunity to tour Custom Cannabis this week. This has been a great addition to our town, they are expanding their product lines with innovative processes and have done a great job building such an elaborate facility.
- This business supplies more then 20 jobs for the area. What impressed me most was the leadership and positive atmosphere where their employees seemed to enjoy helping build this business and were given a fun respective environment to be in.
- Glad to have a great contribution such as this in our town

April 20 ICF

- Met with Town of Fort Macleod, MD of Willow Creek, Town of Stavely and Town of Nanton to continue relations with these other communities, some notes from the meeting are as follows.

- Looking in to Alberta SouthWest for granting to stream line Economic Development within Southern Alberta Rural Alberta.
- Central Development out of Claresholm, is there a way to do this? How would we structure this?



Town of Claresholm

	<p>Fort Macleod is having a difficult time with housing. How to attract larger developers into smaller communities.</p> <p>-Nanton looking to MD for shared opportunities for weed control, MD not renewing partnership with Fort Macloed. Mostly do to the time sensitive nature of weed control. On the side note Weed chemicals are up 30%. Possible buying off season and storing on MD Chemical storage unit.</p> <p>-Claresholm to Host Southern Alberta Summer Games in 2023. ICF looking for a collaboration to have Alberta Games in Southern Alberta possibly in 2025. Nanton to look into this more.</p> <p>Economic Development Round Table</p> <p>-Claresholm- New Down Town Park</p> <p>-Nanton- Federal Grant for Washrooms into the visitor Area and upgrade water and sewer in that area. Down to 15 residential lots.</p> <p>-MD- Geranium Lots, Airport Lots, New SE solar farm and new wind farm south of Granum.</p> <p>-Fort Macleod- nine industrial lots, (21 lots held up do to traffic assessment), McDonalds and country creek market and a new water slid for the pool.</p>
<p>Councillor Carlson</p>	
<p>Councillor Cutler</p>	
<p>Councillor Kettles</p>	<p>Claresholm Child Care</p> <p>A few more children have been signed up. Reaching some capacity with the staff available. Especially at the after school program. Staffing will continue to be a factor moving forward it seems.</p> <p>They had a lock broken on one of their toy sheds. Nothing missing</p> <ul style="list-style-type: none"> - They are considering if security cameras would be of value based on discussion with the RCMP <p>Members work bee planned for May 14 weather depending</p> <ul style="list-style-type: none"> - Pea gravel and fencing



Town of Claresholm

	<p>Learn - a - Lot Playschool Increase a couple of students They recorded a year over year deficit this last year -Expect some bounce back next year Various fundraising activities including a house plant initiative Last day of Classes June 21, 2022</p> <p>Claresholm Golf Club They expressed thanks to the Town with help on the new gate on the North access road They are doing an evaluation on power service requirements in the shop both now and for future needs Rebuild on wind damaged fence around the shop nearly complete. Repairs on wind damaged bridge is planned Membership numbers look to be on par with last year Year to date green fees are down given tough weather to start the year AGM is scheduled for April 26 at 7pm</p>
<p>Councillor Meister</p>	<p>CSDC I missed the AGM but a new board was chosen. The month started off with our organization meeting. A few new faces in the mix. We planned and executed a fabulous Easter lunch with almost 70 attendees! We are still in the process of rebranding. Several events are booked and rentals are picking up. Will be collaborating with the museum for father's day.</p> <p>WCC I attended this via zoom at the end of last month, It was a great discussion with the most attendees that I have seen yet! We discussed a few of our strengths as a community. Difficulties with housing and jobs with hopes that the social and housing assessment will help us with a clearer picture of areas that we can work on. We talked about the Ukraine crisis and how we can help support those that come to Claresholm. Possible fundraising avenues and how to keep any donations that are made locally to help those that do come to Claresholm. Some fun activities to be</p>



Town of Claresholm

	<p>held this summer/fall. The RNIP program is drawing attention to Claresholm in a great way!</p> <p>Museum Planned several activities for the season, including the Fathers Day car show. Discussed plans for storage building. Marketing committee has been busy and plan to send some members to the trade show in Pincher creek next weekend.</p>
<p>Councillor Schlossberger</p>	<p>Library Finance committee Discussed our ask in reduction of community grant. Found where we could cut the budget and that we would use money from savings account to make up the shortfall.</p> <p>RNIP Selection committee Approved 1 application for Tim Hortons.</p> <p>Library board meeting. Reviewed bylaw and policy committees updates to the bylaw and policy. Thank you to the bylaw and policy review committee. Voted on the changes to the budget with the change in community grant.</p> <p>EDC Finished off our Strat planning exercise. Reviewed and updated our 3 year plan.</p> <p>Landfill Voted on our awarding the tender for our new dry cell. Discussed the changes to herbicide/pesticide container instructions from Alberta Environment. Voted to put ads in the local papers advertising our summer hours.</p> <p>Custom Cannabis tour</p>



Town of Claresholm

	<p>Great tour. Amazing building. Amazing process. Enjoyed that very much. Thank you to Custom Cannabis and staff. Very informative.</p> <p>Upcoming meetings. SouthGrow meeting on April 28 at the Lethbridge Exhibition grounds. Doing a tour of the agriculture hub building. That will be interesting!! Followed by a local farm to table supper. Then the meeting. Hall board meeting April 28 also. I will miss that.</p>
Councillor Zimmer	



INFORMATION BRIEF

Meeting: April 25, 2022

Agenda Item: 14

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - January 24, 2022				
12	RFD: Electric Vehicle Charging Station - Moved by Councillor Schlossberger to direct Administration to submit a letter of interest to the Municipal Climate Change Action Centre Electric Vehicle Charging Program. CARRIED MOTION #22-012	Brady	EDO attended information gathering meeting Feb 22. Working with Infrastructure Director to determine feasibility of a level-3 charging station at the Multiuse Building	In progress
Regular Scheduled Meeting - March 28, 2022				
8	RFD: Community Advertising Program - Moved by Councillor Schlossberger to discontinue the Community Advertising Program offered by Claresholm Economic Development, and cancel Community Advertising Program Policy #5.2.05. CARRIED MOTION #22-048	Brady	Wind down of the program has begun	In progress
Regular Scheduled Meeting - April 11, 2022				
1	RFD: Reserve Transfers - Moved by Councillor Schlossberger to transfer out of reserve funds for 2021 operational and capital purposes in the amount of \$792,716 for the year ended December 31, 2021 as follows: CARRIED MOTION #22-051	Blair	Transfers recorded in Financial software/records	Complete
1	RFD: Reserve Transfers - Moved by Councillor Carlson to transfer 2021 unrestricted surplus funds of \$1,554,501 to Reserves for the year ended December 31, 2021 as follows: CARRIED MOTION #22-052	Blair	Transfers recorded in Financial software/records	Complete
2	RFD: 2021 Audited Financial Statements - Moved by Councillor Zimmer to accept the Audited Financial Statements for the year ended December 31, 2021 as presented. CARRIED MOTION #22-053	Blair	Signed Financials uploaded to website	Complete
2	RFD: 2021 Audited Financial Statements - Moved by Councillor Cutler to appoint Gregory Harriman and Associates LLP as the Town of Claresholm Auditor for the 2022 fiscal year. CARRIED MOTION #22-054	Blair	No action required	Complete
9	RFD: Claresholm Local Press & Your Dollar Store With More - Moved by Councillor Meister to allow the Claresholm Local Press and Your Dollar Store With More to hold a "Heroes Walk" in Patterson Park on Saturday, May 14, 2022 with the Claresholm Arena as a bad-weather back-up venue that can be used free-of-charge if needed, and to provide barricades to mark the route. CARRIED MOTION #22-055	Barb	Organizers have been notified, planning is ongoing	Complete

10	RFD: Museum Fire Truck - Moved by Councillor Meister to transfer ownership of the 1949 Chevrolet Brickle-Seagrave Pumper to Doug Leeds as per the proposed transfer agreement. CARRIED MOTION #22-056	Abe/Bill	Town has signed the agreement and is coordinating the transfer with Doug Leeds.	Complete
11	RFD: Tamarack Lots Price Review - Moved by Councillor Carlson to direct Administration to look into the possibility of a sealed-bid auction regarding the Tamarack lots, with the stipulation that the lots must be built on within one year of purchase, and to have this topic discussed at the Community Development Committee level. CARRIED MOTION #22-057	Abe	This item will be on the committee agenda on May 5	Complete
12	RFD: Pitch-in Canada Week - Moved by Councillor Cutler to approve town staff to coordinate April 22 and April 23, 2022 as Pitch-in Canada Days in the Town of Claresholm where the public is encouraged to "pitch-in". CARRIED MOTION #22-058	Kyle/Denise	Posted the event to Face Book, Denise will be at the downtown parking lot Friday & Saturday at 10am and Kyle put together supplies.	Complete
13	RFDirection: Town Speed Limit - Moved by Councillor Meister to direct Administration to discuss the unposted town speed limit within town limits at the Emergency Services Committee level to come back to Council at a future meeting. CARRIED MOTION #22-059	Abe	Discussed at emergency services committee and the group has directed administration to proceed with researching 40km/hr speed limit	Ongoing
20a	IN CAMERA: Moved by Councillor Cutler to appoint Mayor Petrovic and Councillors Carlson, Meister and Schlossberger to the Community Development Committee. CARRIED MOTION #22-060	Karine	Committee Listing updated	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: April 21, 2022

INFORMATION ITEMS

Karine Keys

From: Community Engagement <Community.Engagement@albertahealthservices.ca>
Sent: April 13, 2022 11:28 AM
To: Community Engagement
Subject: Updated Timeline for Community Lab Service Transition to DynaLIFE

Updated Timeline for Community Lab service transition to DynaLIFE

Dear Stakeholders,

We are writing you today to let you know that the timeline to formally transition community laboratory service from Alberta Precision Laboratories to DynaLIFE Medical Labs has been extended by five months and will now begin on Dec. 5 instead of July 1, 2022.

Our detailed transition planning that has been underway since February has identified significant operational work and investments in communities across Alberta that must be completed to ensure a smooth transition of staff and service with no impact to patients. We are committed to taking the time necessary for a transition of this magnitude and complexity, as we continue to face significant workforce pressures resulting from COVID-19.

Our negotiations with DynaLIFE to reach a final services agreement continue to progress and are now expected to be complete by the end of May. In the meantime, we will continue to develop our detailed transition plan, and we are committed to sharing more information about transition details and the timing of transition of lab service to DynaLIFE in a number of cities and towns around Alberta following the completion of negotiations.

We would be glad to answer any questions you may have about the contracting of community lab services, and encourage you to direct any queries to communications@albertaprecisionlabs.ca

Thank you for your understanding and support,

Tammy Hofer
Chief Operating Officer

Dr. Carolyn O'Hara
Chief Medical Laboratory Officer (Interim)



Message from

Dr. Carolyn O'Hara
Chief Medical Laboratory Officer (Interim)

Tammy Hofer
Chief Operating Officer

This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If

MINUTES

In attendance: Earl Hemmaway, Donna Meister, Kendall Schille, Brad Schlossberger, Ashley Tebbutt, Tony Hamlyn, Jay Sawatzky, Kelsey Hipkin

Regrets: Joanna Ridley

1. CALL TO ORDER

5:00 pm

2: APPROVAL OF AGENDA

Motion to approve: Earl H Carried

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from February 15, 2022

Motion to approve: Kendall S Carried

4: CORRESPONDENCE

4.1 Community Foundation Lethbridge + Southwestern Alberta

5: FINANCIAL

5.1 Financial report for end of February 2022

- Under natural gas – town switched to Campus Energy, different billing circumstances, as well as an outstanding bill from the former provider, ATCO
- \$1,200 room rental for Willow Creek Community Adult Learning Society – \$200/month for a year.

Motion to accept financial report – Ashley T Carried

5.2 Community Foundation Fund Report

- Board reviews

6: REPORTS

6.1 Library Manager's report

- First Tales and Rhymes on March 2 a big success
- Library's interactive floor should be up and running soon
- Janet Walker Grade 7 class picked out books to read to Grade 1 students
- Library closed March 28 for staff training

7: NEW BUSINESS

7.1 Replace existing fluorescent lights with LEDs

MINUTES

- Cost savings will be significant
- \$12,000 quote
- Some complaints from public of headaches from fluorescent

Donna Meister makes a motion to replace our fluorescent lights with LEDs as per the quote reported and presented by Jay

Carried

7.2 Proposal to rename the Bill Simpson Room

- Request to rename The Laura and John Perrott Room or The Perrot Room
- Bill has since passed
- If approved, Jay would send request to Lions
- Bill did a lot for the community - Earl would like to see Bill's name stay
- Do we do a wall of honour or something similar instead?
 - o Do we create a comfy section/corner/nook?
 - o **ACTION:** Jay will look into furniture/pieces/aesthetics etc. for the Perrot nook or corner as an honour instead - photo/story plaque or similar as well

8: OLD BUSINESS:

8.1: Review of Library Policies re: duty to accommodate

- Kendall will sit down and go through policy
 - o More training staff how to handle different scenarios where accommodations might need to be made
 - o **ACTION:** Policy to Jay in order to circulate with information at next meeting

9: CLOSED SESSION (if required)

- Not required

10: ADJOURNMENT

5:26 pm

Next Meeting: Tuesday April 19, 2022 at 5 pm

**THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26
SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

**NOTICE OF DECISION
OF THE CHINOOK INTERMUNICIPAL
SUBDIVISION AND DEVELOPMENT APPEAL BOARD
HEARING NO. DP 017-22**

BOARD PANEL MEMBERS:

Evert Vandenberg (Chair) Howard Paulsen Lory Moore Alan Vaughan Evert Van Essen

In the matter of an Appeal of the Decision of the Development Authority of the Municipal District of Willow Creek No. 26, whereby a development permit application, on a parcel of land designated Rural Commercial (RC), legally known as a portion of the NE 23-12-28-W4M in the Municipal District of Willow Creek No. 26, was deemed refused by the applicant in accordance with Section 684(3) of the Municipal Government Act, as the applicant had deemed that a decision was not made by the Development Authority within the prescribed 40-days. And in the matter of the appeal in accordance with Section 686 of the Municipal Government Act by:

APPELLANT: Adham Jaber

And in the matter of an Appeal held under the authority of Sections 627 and 629 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended (MGA).

**THE PUBLIC PORTION OF THE HEARING WAS DOCUMENTED
AS A RECORD OF PROCEEDINGS**

And upon hearing the evidence from and submissions made by the person(s) shown on Appendix B attached hereto, and upon considering the documents shown on a list attached to Appendix A, as being the documents produced and marked as exhibits at the Hearing, and having regard to the South Saskatchewan Regional Plan, the MGA, the Land Use Bylaw No. 1826 and amendments thereto, the Municipal Development Plan Bylaw No. 1765 and amendments thereto, the Board has rendered a Decision.

The Decision and reasons for the Decision of the Subdivision and Development Appeal Board (the Board) after a Hearing duly convened in accordance with Sections 685 and 686 of the MGA on April 6, 2022, at 10:00 A.M. are as follows:

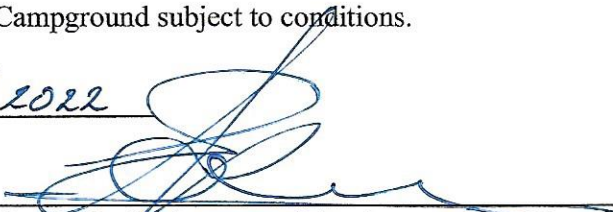
DECISION:

The Board has decided the appeal be **UPHELD** and that the Board **APPROVES** DP 017-22 to Adham Jaber for a Micro-Brewery and RV Campground subject to conditions.

Date:

19 April 2022

Signed:


Evert Vandenberg - Chair of the Subdivision and Development Appeal Board

FACTS:

Upon having heard what was alleged by the Appellant (Applicant) and **upon having heard** what was alleged by the Development Authority and **upon hearing** others listed in Appendix B of this Decision and **upon having read** Exhibits noted in Appendix A of this Decision, the Board finds the facts to be as follows:

1. On December 22, 2021, the Appellant Adham Jaber submitted Development Permit Application DP 017-22 for development of a Micro-Brewery Bistro and RV Campground on lands legally known as a portion of NE 23-12-28-W4M [*Subject Parcel*].
2. The Subject Parcel is designated as Rural Commercial - RC in the Municipal District of Willow Creek No. 26 Land Use Bylaw No. 1826 (LUB No. 1826) Schedule 2, Land Use District Regulations.
3. The Subject Parcel is approximately 16.58 acres in size and is located approximately 8 km west of the Town of Claresholm adjacent to the Willow Creek water body, intersected by Township Road 124 (TR 124). The surrounding land uses are primarily ranchland and rural residential properties.
4. The northside of the Subject Parcel, north of the municipal roadway (TR 124), is the site of a former water maintenance facility of the Town of Claresholm and contains the abandoned treatment building, along with the original pump station and a later installed electric pump station. The portion south of the municipal roadway is undeveloped pastureland. Access is direct from both sides to TR 124. The site is serviced by potable water, electricity, and gas service.
5. The Appellant's (Applicant) proposal is to establish an 'agri-tourism' destination with a Micro-Brewery Bistro founded in a restoration of the former water treatment building on the north portion, and a 45 site RV Campground on the portion south of TR 124. It is proposed the site will be operational daily for six months during high season and closed for the remainder of the year. It is anticipated that patronage during the week (Monday to Thursday) will be 50% of the capacity.
6. The Micro-Brewery Bistro north portion of the development would include a parking area, amenities (washrooms, snack shack, playground, picnic area, outdoor theatre), and a manager's suite/office, while the RV Campground development on the south portion consists of two amenity buildings (washrooms, showers, garbage/recycling), and a playground. The two recreation blocks would share a reconfigured and improved intersection with a crosswalk. The development proposal also indicated that the intent was to link the two areas by a nature pathway under the existing Alberta Transportation bridge if provincial approval could be obtained.
7. On August 11, 2021, Council of the MD of Willow Creek No. 26 redesignated the subject land from Rural General - RG to Rural Commercial – RC by Bylaw No. 1893.
8. On August 17, 2021, the MD of Willow Creek sent Mr. Jaber a letter notifying him that the redesignation had taken place and that he could proceed with the development permit application process. It was suggested that an Area Structure Plan (ASP) for the area be prepared. MD Policy No. 610-06 - Area Structure Plan Policy (Appendix F of LUB No. 1826) was provided for information.
9. On September 17 and November 19, 2021, Manager of Planning and Development, Cindy Chisholm, Chief Administrative Officer, Derrick Krizsan, Director of Infrastructure, Craig Pittman, and ORRSC Senior Planner Diane Horvath met with the Applicant, Mr. Jaber, and his Agent, Doug Leighton, to discuss the proposal. At the conclusion of the November 19 meeting Ms. Chisholm sent Mr. Jaber and Mr. Leighton an email with Schedule 4 - Standards of Development and Schedule 8 - Off Street Parking and Loading Area Requirements from LUB No. 1826.

10. On December 16, 2021, Mr. Leighton requested flood mapping from the MD which was provided on January 11, 2022.
11. On December 22, 2021, a development permit application was submitted by the Appellant (Applicant) by electronic means. The Manager of Planning and Development, Ms. Chisholm, was absent during this time causing the link to the application to expire. Ms. Chisholm requested a new link upon her return which was provided on January 3, 2022, Ms. Chisholm noted several items missing from the appendices including a Traffic Impact Assessment at that time.
12. On January 26, 2022, Mr. Jaber submitted a revised Development Permit Application with the Traffic Impact Assessment prepared by ISL Engineering included.
13. Payment of the Development Permit application fee, as is required by the application requirements of LUB No. 1826, Section 5, Administrative section, was made on February 4, 2022.
14. On February 16, 2022, it was communicated by Ms. Chisholm that the application would be circulated and the application, along with comments from circulation would be taken to the March 9, 2022, Municipal Planning Commission (MPC) meeting.
15. Further communication between Ms. Chisholm and Mr. Jaber took place on February 24-25, 2022. Ms. Chisholm notified Mr. Jaber that attachments were missing from the ISL report. Mr. Jaber provided a revised application with the missing attachments. Upon receipt, Ms. Chisholm requested additional information and noted concerns from adjacent landowners.
16. On March 4, 2022, Mr. Jaber requested the application be tabled to the next MPC meeting. Ms. Chisholm provided Mr. Jaber with the form to request a time extension.
17. On March 8, 2022, Mr. Jaber met with Ms. Chisholm to present a Notice of Appeal and paid the \$500 appeal fee. A further email was sent by Ms. Chisholm advising all parties that the application would be removed from the agenda for the March 9, 2022, MPC meeting.
18. The Notice of Appeal letter of March 8, 2022, was prepared by Mr. Jaber's agent, Doug Leighton, and stated that Mr. Jaber was appealing the Development Permit under Section 684 of the Municipal Government Act ('the Act') electing to take a deemed refusal as no decision on this development permit has been made on this application by the Development Authority within the prescribed 40-day period required under the Act.
19. Mr. Leighton is of the position that the applicant met a number of times over months with the MD of Willow Creek to discuss the proposal, Mr. Jaber listened to concerns raised and attempted to address issues, and in February additional issues were raised and they did not see an end to the process and additional information requests. They were of the opinion they had provided sufficient information, and everything is completed to the stage to obtain a development approval.
20. The Appellant's legal counsel, Tim Bardsley's position is that the development has been judged by the potential users and not the land use itself of the development.
21. Mr. Jaber, the Appellant, is of the position that the development has taken adjacent landowner's concerns into consideration, reducing the number of RV Campground sites by 20% and reducing the seats in the Micro-Brewery Bistro (from the initial proposed 60 down to 40) as well as changing from wood-burning fire pits to propane fire pits to mitigate the chance of fires. Additional actions in response to concerns raised includes to add fencing, signage, and landscaping to the plans, adding

lighting, signage and a speed reduction provided at the entry, avoiding development within riparian areas, and avoiding potential flood hazard.

22. Mr. Leighton, the Appellant's Agent, is of the position that the development has been designed with flood mapping and adjacent landowner concerns from the land use redesignation in mind. No buildings or septic tanks are located inside of the high-water levels as shown in Exhibit U43. A Surveillance Suite was added to the development to ensure the site is monitored full-time. The development meets the LUB No. 1826 standards for campgrounds, and parking and loading requirements.
23. Mr. Leighton was also of the position that the development does not require an Area Structure Plan (ASP) as they are not typically required during the development permit stage and do not provide as much detail as what was included in the development permit application.
24. The Traffic Impact Assessment prepared by ISL Engineering conclusions and recommendations included the following findings:
 - A crossing treatment of enhanced ground mounted systems, a GM+ (zebra crosswalk with side-mounted signs and advanced warning sign) crossing is warranted at this intersection. However, with the current gravel road on TR 124, the zebra crosswalk and centre line cannot be implemented. To enhance the safety of the crosswalk and intersection, it is recommended to implement a crosswalk with RRFB and pedestrian crossing ahead warning sign.
 - The available sight distance to the east is approximately 220 m while the available sight distance to the west is approximately 500 m. From the available sight distance, the sight distance of the single unit truck is not met, and a driveway ahead warning sign is recommended to be added.
 - Illumination was not warranted for the proposed development. Although not warranted, the owner is planning to add illumination at the proposed crosswalk, and the engineer's support and recommend this enhanced approach, given that the crossing is in an unexpected location.
25. The Site Servicing Requirements Assessment (Water and Sewer) prepared by ISL Engineering conclusions and recommendations included the following:
 - The development proposes to install a total of four (4) 3000-gallon septic tanks: one for each Amenity Block and two at the Micro-Brewery Bistro to capture all the wastewater. Wastewater is to be pumped out on an as-needed basis.
 - The septic tanks on the RV Campground south block will need to be emptied every 3 days at full occupancy. This is a reasonable frequency after a peak long weekend occupancy.
 - It can be expected septic tanks in the north block be pumped out every 3 days during peak season.
 - The fire flow should be determined at the time of Building Permit submission. No permit would be issued unless sufficient fire flow sourced from non-potable water can be demonstrated.
 - It is proposed that potable water use is only used for restaurant kitchen use and brewery production at ultimate build-out.
 - The current 80 cubic meters/month potable water allocation is not adequate to supply the proposed restaurant seating of 40.
 - Non-potable use could account for 36% of the use in a restaurant. By segregating the potable and non-potable use through a secondary plumbing system, the seating capacity is 37.

- Provided there are potable and non-potable plumbing streams, an additional 3.7 cubic meters/month of potable water is required to supply a restaurant of 40 seats. This can be provided by a reverse osmosis unit capable to output this volume (if approved by Alberta Health).
26. The Subject Parcel is permitted 80 cubic meters of water through the MD of Willow Creek No. 26 and an application has been made by the Appellant (Applicant) to obtain a license to use an additional 19,000 cubic meters of surface water. If the license for surface water cannot be obtained, the Appellant (Applicant) intends to have bulk water trucked in and stored on site.
 27. Edward Evenson, Public Lands Officer with Alberta Environment and Parks indicated that the newest water licenses are the first to be cancelled when water levels are low. Water for fire suppression takes priority over all water licenses.
 28. The Subject Parcel is determined to have an HRV value of 5 and the applicant must obtain, from the *Ministry of Culture and Status of Women* for Historical Resources Act, approval prior to proceeding with any land surface disturbance associated with development by submitting a Historical Resources Application to the Administrator.
 29. Several area landowners submitted concerns regarding the development. The main written reasons for opposition to the development include (as summarized) the following concerns:
 - Trespassing - users of the Subject Parcel may trespass onto adjacent lands increasing the risk of injury to livestock, pets, and humans, and the increased liabilities stemming from these occurrences.
 - Traffic Safety – increased usage of Township Road 124, potential for accidents caused by RV’s waiting to turn into the Subject Parcel, and/or accidents with pedestrians using the proposed crosswalk connecting to the two sides of the Subject Parcel.
 - Fire – the proposed use of the Subject Parcel increases the risk of fire which could spread rapidly in high winds common to the area.
 - Fencing – four properties intersect at the bridge and campground; the fencing used to manage and separate livestock poses a danger to users of the Subject Parcel when using the river.
 - Devaluation of Land – it is believed the nuisance factors that may come with the proposed use of the Subject Parcel could lead to devaluation of the adjacent properties.
 - Incompatible Use and Biodiversity Safety – there are desires to protect the natural landscape, wildlife, biodiversity, and agricultural lands. The proposed walking trail is of particular concern as it is not entirely on the Subject Parcel.
 - Water – current water allocations are believed to be insufficient for the proposed development and could lead to decreased pressure for the shared users of the water line providing water from the MD of Willow Creek No. 26.
 30. Edward Evenson, Public Lands Officer with Alberta Environment and Parks indicated the proposed walking trail requires a disposition from Alberta Environment and Parks and is of the opinion that the MD of Willow Creek No. 26 should be the body to obtain the disposition as it is non-transferable and extends beyond the Subject Parcel. Mr. Evenson was not aware of any privately held dispositions. Furthermore, Environment Canada already holds a disposition on the property, it is not standard practice for more than one disposition to be issued on a property.

31. The MD of Willow Creek No. 26 is of the position that not enough information was provided at the time of development permit application to sufficiently evaluate the development proposal. Citing the following supplementary reports and licenses should be obtained prior to development permit approval, including but not limited to:
 - Wetland Riparian Studies
 - Species at Risk Studies
 - Historical Resource Studies
 - Alberta Transportation Approval
 - Alberta Environment Approvals
 - Alberta Health Services Approvals
 - Surface Water License
32. The MD of Willow Creek No. 26 is also of the position that the development relies on the ability to obtain a Surface Water License and that the permit should not be approved until one has been issued.
33. The Subject Parcel includes and is adjacent to Willow Creek itself an area of past stream erosion and accretion reflect this meandering stream with area of flood plain and flood fringe present. The Appellant (Applicant) submitted the major flood of 2014 lapped at the base of the two pump house stations, but the main building remained above the high-water mark.
34. Within the LUB No. 1826, Land Use District Schedule 2, Rural Commercial – RC district, Campgrounds are prescribed as a discretionary use. A Micro-Brewery Bistro is not specifically listed but Restaurant and Lounges, deemed to be a similar use, are prescribed as a discretionary use.
35. LUB No. 1826, Schedule 4, Section 25, contains development standards applicable to Campgrounds and the criteria states that a comprehensive site plan shall be provided to the satisfaction of the Municipal Planning Commission showing the location, design standards and site requirements of any common accessory uses and services, such as a washroom, laundromat, recreational building, retail store, food concession, fire pit, fire wood storage, lighting, water supply, wastewater disposal facility, solid waste collection facility and any other similar use or service associated with or required within a Campground.
36. Within the LUB No. 1826, Schedule 17, Definitions, ‘Campground’ means an area where two or more campsites are located for seasonal occupancy by camping units (holiday or tent trailers, recreation vehicles, tents, and similar equipment) by the public as temporary living quarters for recreation, education or vacation purposes. This use may include supplementary bathroom and recreational facilities, eating shelters, convenience retail, laundry facilities and dwelling accommodation for the owner/operator as part of the use or, as ancillary uses.
37. Within the LUB No. 1826, Schedule 17, Definitions, ‘Restaurant’ means development where food and beverages are prepared and served and may include alcoholic beverage service and on- or off-premises catering services. This term includes restaurants, cafes, lunch and tea rooms, ice cream parlours, banquet facilities, take-out restaurants, and such other similar uses.
38. The MDP No. 1765, Policy 3.4 states, “The approval of industrial or commercial development may require the developer to enter into an agreement with the MD regarding the construction of roads, accesses, utilities or other servicing, which the MD may require.”

39. The MGA, Section 620, Conditions prevail, states:

A condition of a license, permit, approval or other authorization granted pursuant to an enactment by the Lieutenant Governor in Council, a Minister, a Provincial agency or Crown controlled organization as defined in the Financial Administration Act or a delegated person as defined in Schedule 10 to the Government Organization Act prevails over any condition of a development permit that conflicts with it.

40. The MGA, Section 642(2) states:

When a person applies for a development permit in respect of a development that may, in the discretion of a development authority, be provided for by a land use bylaw pursuant to section 640 (2)(b)(ii), the development authority may, if the application is complete in accordance with section 683.1, issue a development permit with or without conditions as provided for in the land use bylaw.

41. The MGA, Section 687(3) states in part:

(3) In determining an appeal, the subdivision and development appeal board

(a) must act in accordance with any applicable ALSA regional plan; (a.1) must comply with the land use policies and statutory plans and, subject to clause (d), the land use bylaw in effect;

(b) must have regard to but is not bound by the subdivision and development regulations;

(c) may confirm, revoke or vary the order, decision or development permit or any condition attached to any of them or make or substitute an order, decision or permit of its own;

(d) may make an order or decision or issue or confirm the issue of a development permit even though the proposed development does not comply with the land use bylaw, if in its opinion,

(i) the proposed development would not

(A) unduly interfere with the amenities of the neighbourhood, or

(B) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land, and

(ii) the proposed development conforms with the use prescribed for that land or building in the land use bylaw.

HAVING REGARD to the findings of fact, and having regard to the South Saskatchewan Regional Plan, the MGA, the Land Use Bylaw No. 1826 and amendments thereto, the Municipal Development Plan Bylaw No. 1765 and amendments thereto, the Board makes the decision to **UPHOLD** the appeal. The Board **APPROVES DP 017-22** issued to Adham Jaber on the Subject Parcel for a Micro-Brewery Bistro and RV Campground **subject to the following conditions:**

CONDITIONS:

1. The site, land uses, improvements and structures shall be developed in accordance with the revised Development Permit Master Plan and associated plans dated March 31, 2022.
2. The RV Campground and Micro-Brewery Bistro will operate only as a 6-month seasonal operation, (May-October). No winter camping, storage of RVs, motorhomes or other vehicles will be allowed.
3. If there are any changes (minor or major) to the approved development and the proposed servicing from what is planned, the developer/landowner shall obtain written approval from the Municipal District of Willow Creek No. 26.

4. For DP 017-22, a maximum of 45 RV Campground sites are approved and the Micro-Brewery Bistro is limited to a capacity of 40 seats. Any proposed increase to these numbers (intensification of use) shall require a new development permit application to be made.
5. Prior to becoming operational, municipal business licence(s) shall be obtained and maintained pursuant to Municipal Business Licence Bylaw No. 1603.
6. Any licence, permit, approval, or authorization required by a provincial or federal regulatory body shall be obtained by the developer/landowner and a copy filed with the Municipal District of Willow Creek No. 26 municipal office. It is the responsibility of the developer/landowner to ensure compliance with all laws including laws protecting wildlife, migratory birds, species' habitat, and species at risk.
7. The developer/landowner shall obtain all necessary permits under the Alberta Safety Codes Act (including building, electrical, gas, plumbing and private sewage disposal system) as required. Permits must be obtained from Superior Safety Codes Inc.
8. The development shall comply with all legislative requirements of The Safety Codes Act as it applies to building, electrical, gas, plumbing and private sewage permits issued by an accredited agency on behalf of the municipality.
9. The developer/landowner shall obtain all necessary approvals and licences from Alberta Health Services prior to the Micro-Brewery Bistro becoming operational and open to the public and a copy submitted to the Municipal District of Willow Creek No. 26.
10. Prior to commencement of the development a 'Fire Safety Plan' outlining vegetation control, fire prevention, mitigation, and suppression procedures, specific to the site, shall be submitted and approved by the Emergency Services Manager and a copy submitted to the Municipal District of Willow Creek No. 26. No wood firepits will be permitted.
11. The development shall comply with Land Use Bylaw 1826, Schedule 4 - Standards of Development with respect to Refuse Collection and Storage, Fences, Private Driveways, Drainage as well as the specific requirements for Campgrounds (s.25) and Dark Sky Standards (s.26).
12. A 'surveillance suite' in the form of a manager's suite and office as shown on the Master Plan is approved in accordance with the Campground regulations (Schedule 4, s.25) of Land Use Bylaw 1826.
13. There shall be no development within 6.1 m (20 feet) of the adjacent property lines with the exception of repaired and upgraded fencing and screen planting as shown on the Master Plan (dated March 31, 2022) forming part of this Development Permit.
14. Traffic safety and intersection improvements outlined in the ISL Traffic Report (April 1, 2022) shall be constructed at the Applicant's sole expense and approved by the MD of Willow Creek No. 26 Director of Infrastructure prior to the campground becoming operational.
15. Servicing (water and wastewater) shall be installed in phases in accordance with the ISL Technical Memorandum (April 1, 2022).
16. Fencing shall be repaired and extended by the Applicant in accordance with the Development Permit plans (March 31, 2022) prior to the RV Campground or Micro-Brewery Bistro becoming operational.
17. No structures or fencing shall be located within the floodway or flood fringe below the 2014 High Water Mark identified in the MD of Willow Creek No. 26's flood mapping (Council Policy 610-07).
18. Construction will be limited to removal of up to 500mm of topsoil and replacement by gravel and crush for the RV pads, parking area and drive aisles, and landscaping. Construction shall be conducted according to the Best Management Practices (BMP) outlined in City of Calgary Sediment Control (ESC) Manual. Disturbed areas will be hydroseeded to reduce soil erosion and organic matting and

other ESC measures will be taken, to the satisfaction of the MD of Willow Creek No. 26, to prevent sediments reaching Willow Creek.

19. A rehabilitation plan for reconvertng the disturbed land to its former or other productive uses is to be prepared by the applicant and submitted to the MD of Willow Creek No. 26 for approval.
20. A site vegetation and management plan are to be prepared and submitted to the MD of Willow Creek No. 26 for approval. Site vegetation will be managed on an ongoing basis to remove and safely dispose of any noxious and prohibited weeds or vegetation in accordance with the Alberta Weed Control Act.
21. The applicant/developer enters and abides by a Development Agreement with the MD of Willow Creek No. 26. The agreement is to address road upgrades and improvements needed, road crossings, water and sewer provisions to be provided at the developer's expense, fencing, landscaping, and site lighting provisions and provide terms for the provision of any financial security required.
22. The required fencing, lighting, crosswalk identification, servicing and landscaping is to be installed and completed prior to the use of the subject property becoming operational as a RV Campground by the public.
23. The developer must obtain a wastewater (sewage) disposal agreement with an approved contractor or agency and file a copy with the MD of Willow Creek No. 26 municipal office. Such an agreement must be up-to-date and in place for the continued operation of the development.
24. The developer is responsible for obtaining the necessary authorization or approval from Alberta Environment and Parks for undertaking the repairs required to the pond on the north block that is situated within the creek area.
25. The developer is responsible for ensuring any provincial approvals and dispositions are obtained and in place for any components of the development and improvements located within the bed and shore of the creek or crown land.
26. The developer is responsible for applying for Historical Resource Clearance prior to proceeding with any land surface disturbance associated with development by submitting a Historical Resources Application to the provincial Administrator. A copy of the provincial response must be filed with the MD of Willow Creek No. 26 municipal office.

REASONS:

THAT the Board encompasses the findings of fact within these reasons and, as a result, has **UPHELD the appeal and approved DP 017-22 subject to conditions**, based on the following:

1. The Board has determined the deemed refusal is a valid appeal in accordance with sections 684(1) and (3) of the Municipal Government Act and the Board has jurisdiction to decide on the matter. Further to this, the Board has determined it has adequate information provided in the material and submissions to approve the development application.
2. The Board finds that the Subject Parcel is designated as Rural Commercial - RC and the development permit application (DP 017-22) was for the development of a RV Campground and Micro-Brewery Bistro. The RV Campground and the Micro-Brewery Bistro, which is deemed similar to a Restaurant use, are both determined to be discretionary uses in the Rural Commercial - RC district of LUB No. 1826. As a discretionary use prescribed in the applicable district, a development permit can be approved for the land and the Board has done so based on the reasons as further outlined in this decision.
3. The Board is of the opinion that the Land Use redesignation by the Council of the Municipal District of Willow Creek No. 26 from Rural General - RG to Rural Commercial - RC was done in support of the development. At the redesignation stage, Council made the determination after the facts and public hearing to proceed to approve the redesignation of land for the intended use. The Subject Parcel zoned to RC by the MD Council allows for the uses as applied for.
4. The Board has determined that a development permit may be granted. The Board finds that the Applicant has provided detailed information on the development and land use aspects of the proposal. The Board is satisfied with the application details and information, including the supplementary information provided at the hearing, to support the development proposal.
5. The Board has determined the additional and revised plans submitted are more detailed information, reduce the intensity, are an acceptable response to issues or concerns raised, and they are not considered to be a significantly new proposal or application. With the conditions imposed by the Board on the approval, the Board is satisfied the development is suitable to proceed and the conditions will mitigate the concerns raised and enable the development to be properly managed.

The Board acknowledges that the MD of Willow Creek No. 26 expressed concerns with the issuance of a development permit for the RV Campground and Micro-Brewery Bistro (DP 017-22) at this stage, as the municipality is of the opinion the development should obtain external approvals (i.e., provincial, federal) prior to a decision being made on the development permit application. The Board has determined that sufficient information was provided to render a decision based on the proposed use to enable the Applicant to proceed. The Applicant is still obligated to obtain all external approvals, permits, and licences needed and requiring such prior to development approval is deemed onerous and costly without certainty the development will be approved. The conditions imposed on the Board's approval require the Applicant to obtain any required licence, permit, approval, or authorization by a provincial or federal regulatory body and if not granted, the conditions of the permit are not met. Furthermore, feasibility or approval of the pathway under the bridge does not hinder the Applicant's ability to proceed with the remainder of the development.

Area landowners expressed related concerns, also regarding wildlife, biodiversity, and the natural landscape. Similarly, as stated, the Applicant is responsible for obtaining the appropriate approvals from all federal and provincial regulating bodies regarding these matters.

Furthermore, managing of water and sewer for the development is a servicing matter which may be addressed by several methods as deemed acceptable for the proposal, and in consideration of government standards and regulations. Should the Applicant's surface water license not be approved,

the Board is satisfied that the Applicant can have water transported to the site. The concerns raised over the additional trucks needed to service the site by hauled water can be alleviated through a Road Use Agreement or Development Agreement, should the Municipal District of Willow Creek No. 26 wish to do so.

6. In respect of the findings of fact and the reasons as outlined, the Board has upheld the appeal and approved the development as stated. The Board has determined the land is suitable for the purpose as intended, and with the conditions imposed is compatible with the agricultural area and existing land use and complies with the land use bylaw.

INFORMATIVE:

1. This decision serves as the development permit approval subject to conditions and no separate development permit is required to be issued by the MD of Willow Creek No. 26.

APPENDIX A

Documentary Material Submitted to the Board:

EXHIBIT	ITEM
A.	Notice of Hearing and Location Sketch Map
B.	List of Persons Notified
C.	Letter of Appeal
D.	Notice of Municipal Planning Commission (MPC) Meeting scheduled for March 9, 2022
E.	DP 017-22 Development Permit Application
F.	Site Photos
G.	Comments from Agencies and Adjacent Landowners
H.	Letter, submitted by Agent Doug Leighton, dated March 23, 2022
I.	Excerpts from MD of Willow Creek Land Use Bylaw No. 1826
J.	Excerpts from MD of Willow Creek Municipal Development Plan Bylaw No. 1765
K.	Submission by MD of Willow Creek regarding Correspondence between the Appellant's Agent and Environment and Parks
L.	Submission by Stuart & Brenda Derochie, dated March 28, 2022
M.	Submission from Willabar Ranch Ltd, dated March 30, 2022
N.	Submission by Monica and Dan Klass, dated March 31, 2022
O.	Submission by ATCO, dated March 31, 2022
P.	Submission by Kari Lelek, dated March 31, 2022
Q.	Submission by John and Jenny McKee, dated April 1, 2022
R.	Submission by Jacqueline Chalmers, dated April 1, 2022
S.	Submission by Rod Bruner, dated April 1, 2022
T.	Submission by Wanina Ewing, dated April 1, 2022
U.	Submission by Appellant, Adham Jaber and Representatives

APPENDIX B

List of persons who gave oral evidence or made submissions at the hearing:

CAPACITY	NAME
Appellant/Applicant:	Adham Jaber - Appellant Doug Leighton – Representative for the Appellant Tim Bardsley – Legal Representative for the Appellant James Wong – ISL Engineer Alex Ho – ISL Engineer
Municipal Representatives:	Diane Horvath – Senior Planning Advisor Cindy Chisholm – Manger of Planning and Development Derrick Krizsan – Chief Administrative Officer Craig Pittman – Director of Infrastructure Glen Alm - Municipal Planning Commission Chairperson
Provincial Representatives:	Edward Evenson - Alberta Environment and Parks, Public Land Officer
Public Gallery:	Nina Ewing Andy Hart Matt Muldoon (on behalf of Stuart and Brenda Derochie) John McKee Kari Lelek Monica Klass Jackie Chalmers Rod Brunes

IMPORTANT:
This Decision of the Subdivision and Development Appeal Board
is final and binding on all parties and persons, subject only to Appeal to the Provincial Court of Appeal.

Willow Creek Regional Waste Management Services Commission
Box 2820 Claresholm, Alberta T0L 0T0
Phone: 403-687-2603
Fax: 403-687-2606

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Town of Fort Macleod Administration Building on February 17, 2022 at 10:00 A.M.

In attendance: Vice Chair Brad Schlossberger, Don Norby, John Kroetsch and CAO Cheryl Friesen

Late: Chair Gord Wolstenholme

1. Vice Chair Schlossberger called the meeting to order at 10:10 A.M.

2. Approval of Agenda

22.13 **Moved by Don Norby** to adopt the agenda as presented. Seconded by John Kroetsch.
CARRIED

3. Delegations

a) James Nakashima Avail CPA

James introduced Chandra Deaust to everyone in attendance at the meeting. James explained that he will be stepping away from audit work and that Chandra is assigned to work with the WCRWMSC. Vice Chair Schlossberger asked for around the table introductions and then invited Chandra to present the WCRWMSC 2021 Financial Statements.

Chair Wolstenholme arrived at 10:22 A.M.

22.14 **Moved by Don Norby** to accept the 2021 Financial Statements as presented. Seconded by John Kroetsch.

CARRIED

22.15 **Moved by Gord Wolstenholme** to transfer from unrestricted accumulated surplus to internally restricted reserves as follows:

#4430910 - Waste Cells - \$125 000.00

#4430905 – Machinery & Equipment - \$138 874.00

Seconded by Don Norby.

CARRIED

Vice Chair Schlossberger thanked Chandra and James and they excused themselves from the meeting.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Town of Fort Macleod Administration Building on February 17, 2022 at 10:00 A.M.

4. Approval of Minutes

a) Regular Monthly Meeting January 19, 2022

22.16 **Moved by Don Norby** to approve the minutes of the January 19, 2022 regular monthly meeting as presented. Seconded by John Kroetsch

CARRIED

5. Financial Information

a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$15 942.52.

22.17 **Moved by John Kroetsch** to approve for payment, the accounts payable in the amount of \$15 942.52.

CARRIED

b) Check Detail January 20 to February 11, 2022

CAO Friesen presented the members with the check detail from January 20 to February 11, 2022 in the amount of \$39 025.63.

22.18 **Moved by Gord Wolstenholme** to accept the check detail January 20 to February 11, 2022 in the amount of \$39 025.63.

CARRIED

c) Bank Reconciliation January 2022 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation reports for January 2022 for the ATB Financial checking account & 90-day notice account.

22.19 **Moved by John Kroetsch** to accept the January 2022 reconciliation report for the ATB Financial checking account & 90-day notice account as presented.

CARRIED

6. New Business

No new business

7. Old Business

a) Cell Development 9A and Clay Cover – For Information

CAO Friesen reported that she has received the draft bid documents for the construction of cell 9A and other work. Friesen stated she hoped to have tender results for board consideration at the March meeting.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Town of Fort Macleod Administration Building on February 17, 2022 at 10:00 A.M.

8. Correspondence

a) Clean Farms-Notice of Changes to Container Collection Program

CAO Friesen provided the correspondence from Clean Farms explaining that they will phase out all municipal collection sites in Alberta, leaving producers to return the containers to the retailers.

b) Municipal District of Willow Creek

The members discussed the letter from Reeve Sandberg regarding a viability study to examine a waste to energy facility that could service the entire Willow Creek region. Member Norby explained that while he was not opposed to waste to energy facilities, his mandate was to run the landfill not research waste to energy facilities. Norby reminded the members that SAEWA has been researching these facilities for years and have not accomplished to get one operational. Member Schlossberger stated that the Town of Claresholm did not have money to fund a viability study. CAO Friesen recommended that the members not consider using Commission reserves to fund a study. After further discussion, CAO Friesen was asked to write a letter in response explaining that the Commission is not interested in participating in a viability study to examine a regional WTE facility.

9. General Landfill Information

10. In Camera

22.20 **Moved by Don Norby** to go In Camera at 10:59 A.M.

CARRIED

22.21 **Moved by Gord Wolstenholme** to come out of In Camera session at 11:16 A.M.

CARRIED

22.22 **Moved by Gord Wolstenholme** to adopt the 2022 Operating and Capital Budget as presented.

CARRIED

22.23 **Moved by Don Norby** that CAO Friesen be authorized to purchase the Caterpillar 926M wheel loader with extended warranty as proposed on quote #00069287.

CARRIED

22.24 **Moved by John Kroetsch** to authorize CAO Friesen to reverse the service charges as discussed during In Camera session.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Town of Fort Macleod Administration Building on February 17, 2022 at 10:00 A.M.

11. Adjournment

Vice Chair Schlossberger declared the meeting adjourned at 11:18 A.M.

Chairman Gord Wolstenholme

CAO Cheryl Friesen

Approved