



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
JANUARY 24, 2022  
AGENDA**

Time: 7:00 P.M.

Place: Council Chambers (COVID-19 protocols in place)

Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West

Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/live>

**NOTICE OF RECORDING**

**CALL TO ORDER**

**AGENDA:** ADOPTION OF AGENDA

**MINUTES:** REGULAR MEETING – JANUARY 10, 2021

**DELEGATION:** CALGARY REGION AIRSHED ZONE: Purple Air Project

**ACTION ITEMS:**

1. BYLAW #1736 – Land Use Bylaw Amendment  
RE: 1<sup>st</sup> Reading
2. DELEGATION RESPONSE: Greater Metro Hockey League
3. CORRES: Hon. Ric McIver, Minister of Municipal Affairs  
RE: Thank you for Meeting at AUMA Convention
4. CORRES: Hon. Nate Horner, Minister of Agriculture, Forestry & Rural Economic Development  
RE: Congratulations on Recent Municipal Election
5. CORRES: Mr. Joe Ceci, Opposition Party Municipal Affairs Critic  
RE: Meeting Invitation
6. CORRES: Mayor Blair Painter, Municipality of Crowsnest Pass  
RE: Letter in Support of Streamlining Foreign Physician Assessments
7. CORRES: Mayor Blair Painter, Municipality of Crowsnest Pass  
RE: Letter in Support of Fast Tracking Immigrant Nurses for Certification in Alberta
8. CORRES: Mayor Debora Dueck, Town of Tofield  
RE: Rural Alberta – Adolescent Vaccine Program
9. REQUEST FOR DECISION: Texas 4000 for Cancer Request
10. REQUEST FOR DECISION: Community Donation & Operating Grant Policy
11. REQUEST FOR DECISION: Ice Resurfacer Arena Advertising
12. REQUEST FOR DECISION: Electric Vehicle Charging Station
13. REQUEST FOR DECISION: The Range Cycling Event Request
14. FINANCIAL REPORT: Statement of Operations – November 30, 2021
15. INFORMATION BRIEF: Seed Exchange & Garden Project
16. INFORMATION BRIEF: ABmunis Analysis
17. INFORMATION BRIEF: Community Foundation of Lethbridge Grant Programs
18. INFORMATION BRIEF: Council Committee Reports
19. INFORMATION BRIEF: CAO Report
20. INFORMATION BRIEF: Council Resolution Status
21. ADOPTION OF INFORMATION ITEMS
22. IN CAMERA:
  - a. PERSONNEL – FOIP Section 17, 24
  - b. ADVICE FROM OFFICIALS – FOIP Section 24

**INFORMATION ITEMS:**

1. Oldman River Regional Services Commission Executive Committee Meeting Minutes – October 14, 2021
2. Willow Creek Regional Waste Management Services Commission Organizational Meeting Minutes – Dec 1, 2021
3. Willow Creek Regional Waste Management Services Commission Regular Meeting Minutes – Dec 1, 2021
4. Willow Creek Regional Waste Management Services Commission Special Meeting Minutes – Dec 16, 2021
5. Claresholm Public Library Board Organizational Meeting Minutes – December 21, 2021
6. Claresholm Public Library Board Regular Meeting Minutes – December 21, 2021

**ADJOURNMENT**



# Claresholm

**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**JANUARY 10, 2022**

**Place: Council Chambers (COVID-19 protocols in place)**  
**Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West**  
**Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajyPVAtNL1KA/live>**

**COUNCIL PRESENT:** Mayor Chelsae Petrovic; Councillors: Kieth Carlson, Rod Kettles, Kandice Meister, Brad Schlossberger and Craig Zimmer

**ABSENT:** Councillor Mike Cutler

**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 – DECEMBER 13, 2021**

Moved by Councillor Zimmer that the Regular Meeting Minutes of December 13, 2021 be accepted as presented.

**CARRIED**

**DELEGATIONS:** **(Attendance virtually by Zoom.)**

**1. GREATER METRO HOCKEY LEAGUE: Dr. Derek Prue**

Appearing on behalf of the Greater Metro Hockey League was Dr. Derek Prue. The league is requesting that Council consider a GMHL West franchise in Claresholm as early as the 2022-23 season.

**2. ROWAN HOUSE – SAFE AT HOME: Nara Fedozzi**

Appearing on behalf of Rowan House and the Safe at Home program was Nara Fedozzi. The Safe at Home program is committed to end domestic violence by providing a range of services and supports to individuals with a history of perpetuating abuse towards their intimate partner.

**ACTION ITEMS:**

**1. BYLAW #1733 – BMO Operational Borrowing Bylaw**  
**RE: 2nd & 3rd Readings**

Moved by Councillor Schlossberger to give Bylaw #1733, the BMO Operational Borrowing Bylaw, 2nd Reading.

**CARRIED**

Moved by Councillor Carlson to give Bylaw #1733, the BMO Operational Borrowing Bylaw, 3rd & Final Reading.

**CARRIED**

**2. BYLAW #1734 – AMSC Operational Borrowing Bylaw**  
**RE: 2nd & 3rd Readings**

Moved by Councillor Meister to give Bylaw #1734, the AMSC Operational Borrowing Bylaw, 2nd Reading.

**CARRIED**

Moved by Councillor Kettles to give Bylaw #1734, the AMSC Operational Borrowing Bylaw, 3rd & Final Reading.

**CARRIED**

**3. CORRES: Hon. Ric McIver, Minister of Municipal Affairs**  
**RE: Provincial Education Requisition Credit Program**

Received for information.

**4. CORRES: Brownlee LLP**  
**RE: Emerging Trends in Municipal Law – February 10, 2022**

Mayor Petrovic and Councillor Meister to attend in person, Councillor Kettles to attend virtually.

**5. CORRES: Voice of Albertans with Disabilities**  
**RE: Meet the New Advocate for Persons with Disabilities**

Received for information.

**6. CORRES: Claresholm & District Chamber of Commerce  
RE: 2022 Claresholm Trade Expo and Consumer Fair**

MOTION #22-001 Moved by Councillor Schlossberger to support the Claresholm Chamber of Commerce Trade Expo and Consumer Fair on January 28<sup>th</sup> and 29<sup>th</sup>, 2022 with the purchase of a full booth in the amount of \$233.75.  
**CARRIED**

**7. CORRES: Porcupine Hills Classic Cruisers  
RE: 30<sup>th</sup> Annual Show 'n' Shine – August 14, 2022**

MOTION #22-002 Moved by Councillor Zimmer to allow the Porcupine Hills Classic Cruisers to utilize Centennial Park ball diamonds on Sunday, August 14, 2022 for the purpose of their 30<sup>th</sup> annual show and shine should public health regulations allow it, with the stipulation that they follow all current public health guidelines.  
**CARRIED**

**8. REQUEST FOR DECISION: Claresholm Arts Society Donation**

MOTION #22-003 Moved by Councillor Meister to donate \$500 to the Claresholm Arts Society for their 2021-2022 production of The Music Man to come from funding received from the Community Foundation of Lethbridge and Southwestern Alberta.  
**CARRIED**

**9. REQUEST FOR DECISION: Granum FCSS Agreement**

MOTION #22-004 Moved by Councillor Kettles to enter into the agreement with the MD of Willow Creek #26 as presented to administer FCSS programming and funding for the Hamlet of Granum.  
**CARRIED**

**10. REQUEST FOR DIRECTION: Recreation / Programming Assistant**

MOTION #22-005 Moved by Councillor Zimmer to direct administration to apply to Canada Summer Jobs for funding for a Recreation / Programming Assistant position in a part-time capacity and for Council to discuss this issue further.  
**DEFEATED**

**11. FINANCIAL REPORT: Statement of Operations – September 30, 2021**

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended September 30, 2021 as presented.  
**CARRIED**

**12. FINANCIAL REPORT: Statement of Operations – October 31, 2021**

Moved by Councillor Schlossberger to accept the Consolidated Statement of Operations for the month ended October 31, 2021 as presented.  
**CARRIED**

**13. INFORMATION BRIEF: Enabling Accessibility Fund Notification**

Received for information.

**14. INFORMATION BRIEF: Council Committee Reports**

Received for information.

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

Received for information.

**16. ADOPTION OF INFORMATION ITEMS**

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

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 8:17 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Petrovic noted that recording ceased at 8:17 p.m.

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Mayor – Chelsae Petrovic

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Chief Administrative Officer – Abe Tinney

# **DELEGATIONS**



# Calgary Region Airshed Zone

Jill Bloor, Executive Director

Tanya Carlson, Engagement Program Manager

## What is the Calgary Region Airshed Zone (CRAZ)?

### VISION

The region's air quality supports and fosters a healthy and vibrant population, ecosystem, and economy.

### MISSION

We monitor, analyze, and engage with stakeholders to develop strategies that positively impact air quality within the region.

- An airshed is a group of stakeholders (government, industry, non-profit, public) that work towards maintaining and improving the air quality in a geographical region.
- One of 10 Airsheds in Alberta.
- Created in 2005, as a non-profit society by a broadly-based regional group representing industry, community and environmental groups, local governments, and the Province;
- CRAZ boundaries include 40 municipalities and First Nations that are home to approximately 1.4 million Albertans.
- Includes more than 100 industrial sites.

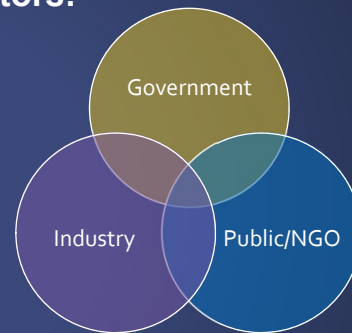


Making the invisible visible!

## Cross-Section of Members

**CRAZ is comprised of three sectors:**

- **Government**
  - Federal
  - Provincial
  - Municipal
- **Industry**
  - Rock
  - Oil & Gas
  - Forestry
  - Chemical
- **Public and Non-Government Organizations (NGOs)**



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## Why Air Quality Monitoring

*“Measurement is the first step that leads to control and eventually to improvement. If you can’t measure something, you can’t understand it. If you can’t understand it, you can’t control it. If you can’t control it, you can’t improve it.” — H James Harrington*



Making the invisible visible!

CRAZ is collaborating with Environment and Climate Change Canada (ECCC) to bring Purple Air Monitoring to the region.

Purple Air Monitors are low cost sensors that are used to supplement government air data to provide a better understanding of local-scale air pollution. The level of pollution can change quickly and vary within the same neighborhood, these monitors provide air quality maps for communities to better protect vulnerable populations.

[Purple Air Project | Calgary Region Airshed Zone \(craz.ca\)](#)



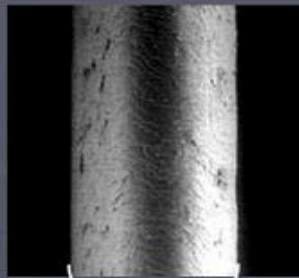
## Purple Air Project



## Non-Threshold Toxics – PM<sub>2.5</sub>

Particulate Matter, PM are a complex mixture of extremely small solids and liquid droplets

Hair cross section (70 μm)



Human Hair (70 μm diameter)



Dust

PM<sub>10</sub>  
(10μm)

Smoke

PM<sub>2.5</sub>  
(2.5 μm)

M. Lipsitt, California Office of Environmental Health Hazard Assessment



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## Monitoring

### Continuous Monitoring

- Three (3) continuous ambient air monitoring stations:
  - Calgary Northwest
  - Calgary Inglewood
  - Calgary Southeast
- 4<sup>th</sup> monitoring station in Airdrie being operated by AEP
- Portable Air Monitoring Laboratory (PAML)



Real-time air quality data for continuous monitoring stations is available on the CRAZ website: <https://craz.ca/monitoring>

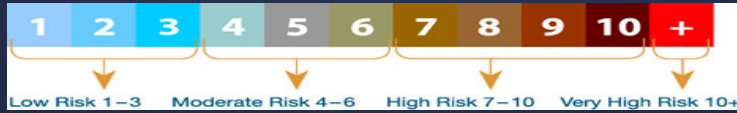
## Health Risk of PM<sub>2.5</sub> and O<sub>3</sub>

- Aggravation of asthma, lung inflammation & damage, pneumonia, heart-attack
- Increased school and work absenteeism & reduced physical activity and work productivity
- Increased use of medication, physician visits, emergency room visits, hospitalizations, premature death

# AQHI

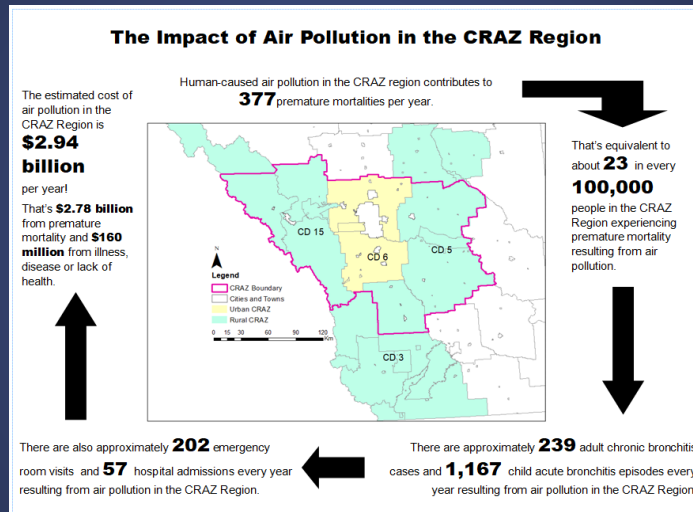
## Air Quality Health Index (AQHI)

- A tool that measures air quality in your community and reports it on a scale from 1 to 10.
- The lower the number the lower the risk.
- Primarily uses PM<sub>2.5</sub>, O<sub>3</sub>, and NO<sub>2</sub> to calculate AQHI
  - For Alberta, additional pollutants (SO<sub>2</sub>, H<sub>2</sub>S, TRS, CO) are included if measured levels exceed the AAAQOs.
- AQHI app for iPhone and iPad



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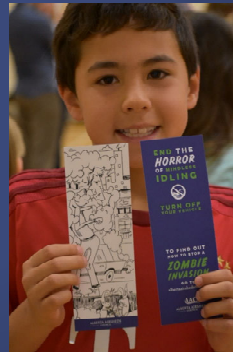
## Key health and economic impacts in CRAZ



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# Commitment to Community

To share knowledge through tours, school programs, and workshops.



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# Workshops

Building Healthier Communities Together

Industry & Air Quality

Dust Health Effects and Suppression

Transportation & Air Quality

Let's Talk About Air Quality Forum



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# Commitment to Learning

To teach about air quality monitoring.



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# Engaging With Students

Creating Clean Air Responsible Schools Program with Inside Education

Creating a Grade 5 Air Quality Lesson Plan

Clean Air Day  
[Clean Air Day Fair](#)

Mayors Environment Expo  
Stay tuned to Celebrate Clean Air Day June 2<sup>nd</sup>, 2021

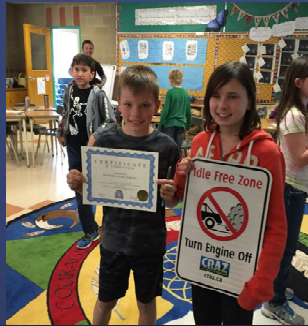
Created Fun and Engaging Videos for kids with Alberta Airsheds Council  
[Zombie Video](#)



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# Commitment to Members

CRAZ works hard to empower through initiatives and collaborative learning to schools, municipalities, industries and the general public.



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# Working with our Members

Simplified Guide to Wildfire Smoke  
[Guide to Wildfire Smoke](#)

City of Calgary Environmental Strategy Committee

Calgary Metropolitan Regional Board Technical Committee

Clean Air Strategic Alliance Non-Point Source Technical Committee

South Saskatchewan Regional Plan Air Quality Policy



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## Join us

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Thank you for allowing us to come and speak with you today.

We are hoping that you will consider 2 things:

Installation of  
Purple Air Monitor

Membership in  
CRAZ  
\$378/year  
\$0.10/capita



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## Contact Us

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

[www.craz.ca/blog](http://www.craz.ca/blog)



@CalgaryAirshed



Calgary Region Airshed Zone



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## With our Appreciation

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Jill Bloor – Executive Director

Mandeep Dhaliwal – Air Quality Program Manager

Tanya Carlson – Engagement Program Manager



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# ACTION ITEMS



# REQUEST FOR DECISION

Meeting: January 24, 2022  
Agenda Item: 1

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## BYLAW No. 1736 LAND USE BYLAW No.1525 AMENDMENT

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The Town of Claresholm has been working on an alley closure. As part of that process the area will require zoning to R1 (single detached residential – once consolidated with the adjacent property, shown on schedule A). The road closure bylaw is currently in process and in anticipation of completion, the zoning bylaw can be given first reading in preparation for the public hearing prior to 2<sup>nd</sup> and 3<sup>rd</sup> readings.

In accordance with the Municipal Government Act (MGA) Section 692, the land use bylaw amendment requires a public hearing and advertisement prior to giving second reading and notice given in accordance with MGA Section 606. The notice of public hearing must be published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, or in which the meeting or hearing is to be held. The notice of public hearing must be advertised at least 5 days before the public hearing occurs with information as to the general purpose of the public hearing, address of where a copy of the bylaw can be inspected, outlining procedure for anyone wishing to petition, date, time and place where the public hearing is to be held.

The purpose of first reading is to get the land use amendment bylaw “on the books” so to speak, in anticipation of the public hearing upon the road closure bylaw being complete. This will expedite the process when the road closure bylaw is received from the Minister’s office.



### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to give first reading to Bylaw No. 1736, a bylaw to amend Land Use Bylaw No.1525.

### ATTACHMENTS:

- 1.) Draft Bylaw #1736 / Map

### APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: January 20, 2022

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**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW # 1736**

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

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

**WHEREAS** it is deemed expedient and proper pursuant to the provisions of the *Municipal Government Act* that the Council of the Town of Claresholm shall issue a Bylaw to amend its existing Land Use Bylaw; and

**WHEREAS** the purpose of the amendment is to accommodate the change of use for closed roads from “No zoning” to “Single Detached Residential – R1”.

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

1. The Town of Claresholm Land Use Bylaw #1525 shall be amended as follows:

**LAND USE DISTRICT MAP**

Closed roadway, Plan 147N, Block 8, that portion of lane lying west of the southerly production of the east boundary of Lot 11 and East of the Southerly Production of the West Boundary of Lot 12 be amended by changing from no designation to a “Single Detached Residential – R1” as depicted in “Schedule A”.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1736 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

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 in Council this    day of    2022 A.D.

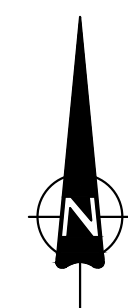
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Chelsae Petrovic, Mayor

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Abe Tinney, Chief Administrative Officer

SCHEDULE OF AREAS		
NEW LOT	PARENT PARCEL	AREA
LOT 33, BLOCK 8	LOT 11, BLOCK 8, PLAN 147 N	0.039 ha
LOT 33, BLOCK 8	LOT 12, BLOCK 8, PLAN 147 N	0.039 ha
LOT 33, BLOCK 8	CLOSED LANE	0.011 ha
TOTAL		0.089 ha



**SURVEYOR:** Michael A. Thompson, ALS  
 Prepared in accordance with Section  
 88 (1) (b) of the Land Titles Act.  
 Dated this 14th day of October, 2021



**LAND TITLES**

**PLAN No.**  
**ENTERED AND REGISTERED**  
**ON** \_\_\_\_\_  
**INSTRUMENT No.** \_\_\_\_\_  
**A.D. REGISTRAR**

**REGISTERED OWNERS:**  
 PHILIP DEAN ZIEGLER

**ABBREVIATIONS:**

Δ	Central Angle of Curve	Mp	2 metre standard Alberta Survey Marker Post
3TM	3° Transverse Mercator	N,E,S,W	North, East, South, West
A	Arc	NAD	North American Datum
ASCM	Alberta Survey Control Marker	P	Standard Pattern Post
A/R	Access Road	PPP	Precise Point Positioning
Bdy	Boundary	Pit	4 Pits
C of T	Certificate of Title	Pits	4 Road Pits
calc	Calculated point or position	PI	Placed
ckm	Check Measured	P/L	Pipeline
cs	Countersunk	PUL	Public Utility Lot
CSRS	Canadian Spatial Reference System	(R)	Radial Bearing
Fd	Found	R	Radius
GNSS	Global Navigation Satellite System	R/W	Right of Way
ha	Hectares	Re-est	Re-established
I	Statutory Iron Post	Rest	Restored
m	Metre	RGE	Range
M	Mound	SEC	Section
MR	Municipal Reserve	SM	Stone Mound
MER	Meridian	TWP	Township
Mk	Mark	URW	Utility Right of Way

**LEGEND:**

- RP Georeferenced Point
- Parallel lines are shown thus
  - 90 Degree Angles are shown thus
  - Distances are ground and are expressed in metres and decimals thereof.
  - Lands dealt with by this plan are bounded thus and contain 0.089 ha.

**NOTES:**

1. The georeferenced point is the NW CORNER LOT 12, BLOCK 8, PLAN 147 N, ATS V 4.1  
 Coordinate: 5,542,681.12 N, 29,931.87 E.
2. The georeferenced coordinate was calculated using Plan 081 3703.
3. A combined factor of 0.999752 was used to scale ground distances to the projected plane.
4. A field inspection was not carried out and boundaries were not established on the ground.

**DESCRIPTIVE PLAN**

**SHOWING**  
**CONSOLIDATION**  
**OF**  
**LOTS 11 & 12, BLOCK 8, PLAN 147 N**  
**AND**  
**CLOSED LANE**  
**(SE 1/4 SEC 26-12-27-4)**

**TOWN OF CLARESHOLM**  
**ALBERTA**

SCALE 1:500

DRAWN: DRL  
 CHECKED: MAT  
 OCTOBER 14, 2021



200-410 Stafford Drive S  
 Lethbridge AB, T1J 2L2  
 Phone (403) 381-1320  
 Fax (403) 381-1366

JOB  
 H35321  
 DRAWING  
 H35321L





# Request for Direction

Meeting: January 24, 2022

Agenda Item: 2

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## GREATER METRO HOCKEY LEAGUE DELEGATION

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### **DESCRIPTION:**

A representative of the Greater Metro Hockey League had a delegation to council on January 10, 2022. The representative expressed interest in expanding to Claresholm with a Junior A Hockey Team. Here is the league website: <https://gmhl.net/>.

A few highlights of the delegation include:

- team would be looking for billets
- season runs Sept. to March
- would obtain alcohol license
- hoping to expand to 3 teams in southern Alberta (currently there are none)
- require about 200 season ticket holders to be viable
- GMHL will provide community references
- GMHL is committed to community via community service and has a code of conduct and "zero tolerance"
- would require one dressing room dedicated to themselves, and would consider partnering with the community on upgrades, but ultimately feel the community should provide those upgrades.
- 21 home games a year

### **BACKGROUND:**

Background provided by the recreation department: The Town has hosted a junior team in the past -- in 2018-19 and 2019-20 Claresholm hosted the Lomond Lakers of the Heritage Junior "B" Hockey League

This was a short-term arrangement due to the Lomond Arena roof being unsalvageable due to structural damage and asbestos, resulting in it being demolished in May of 2019.

The Lakers split times between Claresholm, Picture Butte & Vulcan. They preferred Friday evenings, those are typically earmarked for Claresholm Minor Hockey. Picture Butte was closer to Lomond, and gave them a better Ice deal. They practiced at the Claresholm Arena regularly twice a week, then started to cancel their practices in January 2020 (likely road conditions) and wrapped up their season at the Claresholm Arena on February 8, 2020 with their final game against High River.

For the 2020 season they used Vulcan Arena, which is significantly closer to Lomond.

There was a \$10 cover fee at the door, which may not have been advertised very well locally. Would definitely recommend better local advertising with any future team. The Claresholm Local Press did support the team, and had an article featuring the locals on the team, and challenges that the Lomond Arena was facing..

Although the Team was supported locally (3 members of the community that played on it), they did not have the spectators locally that they needed to cover costs. Claresholm is a tight knit community, if the team had a more neutral name, instead of Lomond (small town somewhere else) they may have had a better turnout for evening games.

Points:

If a Team is local the Fees are less (Fee Policy)

Claresholm is a proud community, the name should be a consideration

Local Advertising, posters, social media

### **DISCUSSION/OPTIONS:**

Administration would like to know how council would like to proceed? Is there interest and what questions or concerns remain from council prior to proceeding further?

If Council is interested in further conversations with the GMHL, or would like administration to provide more background information, then a motion is required directing administration accordingly. If council is not interested in proceeding further, then no motion is required.

### **PROPOSED RESOLUTIONS:**

**Moved** by Councillor \_\_\_\_\_ to direct administration to provide a report at a future Council meeting on the possibility of GMHL expansion in Claresholm.

APPLICABLE LEGISLATION:

1.) N/A

PREPARED BY: Abe Tinney, CAO

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APPROVED BY: Abe Tinney, CAO

DATE: January 20, 2022

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**From:** Brad Morgan <[brad@gmhlwest.com](mailto:brad@gmhlwest.com)>

**Sent:** September 20, 2021 10:43 AM

**To:** Marian Carlson <[Marian@claresholm.ca](mailto:Marian@claresholm.ca)>

**Subject:** Claresholm Franchise Interest-2022-23 Season-GMHL West-Independent Jr. A Hockey

Marian,

GMHL West has interest in expanding to Claresholm for the 2022-23 season as we expand our footprint through Southern Alberta and Southeastern British Columbia. Our league has a commitment for a franchise in a municipality close to your location and we would like to add to this commitment to establish a division in your area.

GMHL West is a Canadian-based independent Jr. A hockey league (part of the GMHL) that has a territory of British Columbia, Alberta and Saskatchewan. We have concentrated much of our footprint in the Northern parts of these provinces and we would like to extend an invitation for your District to explore hosting a junior hockey team as we expand South. In addition to our established teams in Slave Lake, AB, High Prairie, AB, Fox Creek, AB and Enoch, AB, we have also had recent expansion for the 2021-22 season to Kitimat, BC, Mackenzie, BC and Gibbons, AB.

Every community large enough in Canada should have the opportunity to host a junior hockey team. The GMHL has graduated numerous players to the Club and Varsity levels of college hockey in the NCAA and we pride ourselves in helping these individuals reach their academic and hockey goals in college, as well as playing hockey professionally for some. Since we are an independent junior hockey league, we are able to not only recruit local and regional players onto our teams, but we can host players from around the world on GMHL member teams. While these players develop on a path to college hockey, it's our hope that many stay in the communities after their junior/collegiate hockey eligibility is completed and potentially continue to play locally at the senior hockey level.

I have attached a community presentation that was prepared for Gibbons, AB that outlines our league and what is involved in having a GMHL West franchise in your community. We take care of the management of all junior hockey franchises and we just look to secure a facility lease and an ice user agreement with each community.

We hope that you consider a GMHL West franchise for your community for as early as the 2022-23 season. I have included my information below, as well as the last page from the presentation that outlines Next Steps and Derek Prue's (Director of Expansion/GMHL West) contact information. We look forward to hearing from you in the near future regarding GMHL West hockey in Claresholm.

Sincerely,

Brad Morgan  
Director of Business Development  
GMHL West  
(780) 720-3180  
[brad@gmhlwest.com](mailto:brad@gmhlwest.com)  
<https://gmhl.net/>

## NEXT STEPS:

1. We do not require any capital funding or investment of any kind from communities in which we operate. All we require is a facility lease/ice user agreement.
2. Our asks within our leases or ice user agreements are quite reasonable and include competitive ice rates, the ability to have a home team dressing room (the teams are on the ice every day, including daytime "dark" ice practice times each weekday), and the ability to earn revenue by in-arena advertising as well as liquor sales.
3. Once the lease is approved our group will then set up the hockey team operations such as hiring staff, securing volunteers, signing hockey players, and marketing the new team! We have a lot of experience setting up new successful teams!

Dr. Derek Prue  
Director of Expansion  
GMHL West  
780-905-0447  
Derek@gmhlwest.com





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

RECEIVED

JAN 12 2022

December 23, 2021

AR107369

Her Worship Chelsae Petrovic  
Town of Claresholm  
PO Box 1000  
Claresholm AB T0L 0T0

Dear Mayor Petrovic:

Thank you for taking the time during the Alberta Municipalities fall 2021 convention to meet with me to discuss your support for keeping codes of conduct in place for elected officials.

I appreciated the opportunity to hear your municipality's concerns and build on our relationship during the meeting. As discussed, my ministry will be engaging in the spring 2022 on councillor accountability, and I look forward to your feedback on this important issue.

Please do not hesitate to contact my office if you require any additional information regarding our discussion during the convention. I look forward to working with you and your council in building a strong and prosperous Alberta.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver".

Ric McIver  
Minister

cc: Abe Tinney, Chief Administrative Officer, Town of Claresholm

## Karine Keys

---

**From:** AFRED Minister (AF & RED) <AFRED.Minister@gov.ab.ca>  
**Sent:** January 11, 2022 1:14 PM  
**Subject:** Congratulations on the Recent Municipal Election

Rural Mayors and Reeves,

Congratulations on your recent success in Alberta's 2021 municipal elections. As Minister of Agriculture, Forestry and Rural Economic Development, I appreciate your commitment to representing your municipality and the contributions you will make to grow a vibrant and resilient community.

Alberta's government recognizes the crucial role that communities across Alberta play in our province's prosperity. That is why we are taking steps to unleash the potential of rural economies in every corner of the province, from retail and agriculture, to forestry, tourism and the energy sector. We know that by investing in Alberta families and businesses, we will drive our economic recovery and create jobs for Albertans at a time when they need them most.

The economic and fiscal uncertainties caused by the COVID-19 pandemic, coupled with the collapse of global energy prices, and the drought conditions experienced this summer, have resulted in significant challenges for communities. However, I know that rural Albertans have the grit, determination, and unmatched entrepreneurial spirit to diversify our economy and lead Alberta's economic recovery. My ministry is supporting Alberta's recovery by bolstering supports in the agriculture and food sector and creating thousands of jobs for Albertans.

I want to ensure that Albertans from every corner of the province benefit from Alberta's Recovery Plan. Throughout the fall, I hosted a number of online listening sessions across the province to gain a better understanding of the economic development issues and concerns impacting rural Alberta. I listened to rural businesses across various sectors, including business associations, chambers of commerce, Indigenous-and Métis-owned businesses, and industry and community leaders. The ideas, perspectives, and solutions provided through these sessions will inform future government actions. As leaders in your communities, you know better than anyone how to improve the business climate. Together, we can promote economic development in rural Alberta.

In this regard, our Agriculture Sector Strategy focuses on increasing capacity in the value-added processing, increasing food and agriculture exports and expanding irrigation infrastructure. The strategy set aggressive targets to attract \$1.4 billion in investment over the next four years and create about 2,000 jobs.

In addition, there is tremendous opportunity for Alberta's forest sector to drive economic recovery and continue its key role in supporting rural communities. Agriculture, Forestry, and Rural Economic Development's Forest Jobs Action Plan shows the government's commitment to providing our forest companies with sustainable, long-term access to trees. At the same time, it ensures our forests continue to provide positive benefits for the environment and can be enjoyed by future generations. Increasing the forest sector's access to trees will support investment and play an important role in Alberta's Recovery Plan.

Once again, congratulations on your election win. I wish you success in your role, and I look forward to working together to create a prosperous Alberta.

Sincerely,

Honourable Nate Horner  
Minister of Agriculture, Forestry and Rural Economic Development

## Karine Keys

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**From:** NDPCaucus.ABFuture <NDPCaucus.ABFuture@assembly.ab.ca>  
**Sent:** January 17, 2022 2:03 PM  
**To:** NDPCaucus.ABFuture  
**Cc:** Calgary-Buffalo  
**Subject:** MEETING INVITATION: 2021 Budget Roundtable with Municipal Affairs Critic Joe Ceci

Good afternoon,

I am writing to formally invite you to a roundtable discussion ahead of Budget 2022 with Municipal Affairs Critic Joe Ceci and Finance Critic Shannon Phillips on February 7th at 2:00 pm, over Zoom.

We are holding a series of discussions with different stakeholder groups to hear what they need to see in this year's provincial budget. This specific roundtable will involve municipal leaders like yourself.

As we head into Budget 2022, we are looking to hold a non-partisan, ideas-based discussion to hear your thoughts on what you want to see prioritized in the new budget. As Alberta makes its way out of the current economic downturn and we witness oil prices sky-rocket, revenues will rise to pre-pandemic levels. We need to make sure the UCP government invests in a better economic future for all Albertans.

We request that you formally RSVP by responding to this email no later than February 4th. If you have further questions, you can contact us directly by replying to this email or call at 780-975-1536.

Thanks very much,

Joe Ceci  
Municipal Affairs Critic  
MLA for Calgary-Buffalo



January 7, 2022

Via Email: [registrar@cpsa.ab.ca](mailto:registrar@cpsa.ab.ca)

College of Physicians and Surgeons of Alberta  
2700, 10020 100 Street NW  
Edmonton, AB T5J 0N3

**Attention: Dr. Scott McLeod, Registrar**

Dear Dr. McLeod:

**Re: Letter of Support for City of Cold Lake and Streamlining Foreign Physician Assessments**

The Municipality of Crowsnest Pass Council fully supports the request by the City of Cold Lake to have the College of Physicians and Surgeons of Alberta consider streamlining the assessment process for physicians from outside of Canada but wish to extend this consideration be given to facilitate integration for those doctors in all communities in Alberta currently facing physician shortages.

Our current health crisis has clearly demonstrated the need for additional doctors to support and enhance caregivers that are overworked and stretched to capacity when there are many immigrant physicians sitting on the sidelines forced to work in underemployed positions to make ends meet.

We recognize that it is a great responsibility to ensure that foreign educated doctors are qualified to Canadian standards, but it appears that the current process is too cumbersome and that as a country we are losing out on this virtually untapped pool of skilled medical professionals.

We thank you for your kind consideration and hope that we can all work together to find a solution to this problem, or at the very least to make improvements to the current accreditation process by removing the significant barriers to becoming certified in our province.

Sincerely,

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

Mayor Blair Painter  
Municipality of Crowsnest Pass  
403-563-0700  
[blair.painter@crowsnestpass.com](mailto:blair.painter@crowsnestpass.com)

cc: The Honorable Jason Copping, Minister of Health  
Alberta Municipalities  
Rural Municipalities Association



January 7, 2022

Via Email: [carna@nurses.ab.ca](mailto:carna@nurses.ab.ca)

College & Association of Registered Nurses of Alberta  
11120 178 Street  
Edmonton, AB T5S 1P2

Dear Council:

**Re: Letter of Support for Fast Tracking Immigrant Nurses for Certification in Alberta**

The Municipality of Crowsnest Pass Council respectfully requests that the College & Association of Registered Nurses of Alberta consider fast tracking immigrant nurses to qualify to work in Alberta in all communities currently facing nursing shortages.

Our current health crisis has clearly demonstrated the need for additional nurses to support and enhance our current caregivers that are overworked and stretched to capacity when there are many immigrant nurses sitting on the sidelines forced to work in underemployed positions to make ends meet.

We recognize that it is a great responsibility to ensure that foreign educated nurses are qualified to Canadian standards, but it appears that the current process is too cumbersome and that as a country we are losing out on this virtually untapped pool of skilled medical professionals.

We thank you for your kind consideration and hope that we can all work together to find a solution to this problem, or at the very least to make improvements to the current accreditation process.

Sincerely,

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

Mayor Blair Painter  
Municipality of Crowsnest Pass  
403-563-0700  
[blair.painter@crowsnestpass.com](mailto:blair.painter@crowsnestpass.com)

cc: The Honorable Jason Copping, Minister of Health  
Alberta Municipalities  
Rural Municipalities Association



PO Box 30 5407 50th Street  
Tofield, Alberta T0B 4J0  
P 780 662 3269  
F 780 662 3929  
E [tofieldadmin@tofieldalberta.ca](mailto:tofieldadmin@tofieldalberta.ca)  
W [www.tofieldalberta.ca](http://www.tofieldalberta.ca)

January 13, 2022

Honorable Jason Kenney  
Premier of Alberta  
Office of the Premier  
307 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB  
T5K 2B6

Dear Premier,

Re: Rural Alberta – Adolescent Vaccine Provision

Premier Kenney, since the availability of vaccines has been provided to Albertans, the message from yourself, the Chief Medical Officer of Health, and the Health Minister has remained consistent. This message has been that all eligible individuals should receive the first available vaccine, and now, this availability has extended to our youth. During the first availability of vaccine, rural Alberta felt that they were being slighted, or ignored in not having vaccine provision to those who were unable to travel, or not wanting to leave the comforts of their own community, to truly do the right thing and become vaccinated. Many across rural Alberta, Tofield included reached out to advocate and make our voices heard in having this service provided in our communities through our very capable means, such as, our pharmacies and competent pharmacists.

Bluntly, your government is ignoring rural Alberta, and creating barriers and hindrances for vaccine provision. Members of our community wanting to have their children vaccinated are being forced to drive between 50 and 70 kilometers one way to have this service provided. On top of this true inconvenience, the weather elements and poor road conditions are adding a further issue to what is already a stressful time for these parents. The decision of many is to not contend with these barriers, which is resulting in a lower vaccination rate in our rural locations.

The path forward from our vantage point appears clear, provide vaccine to our rural pharmacies to vaccinate our youth. Globally, we know that the way back to a normal life requires vaccination. In not having this ability in rural Alberta, the pandemic and its challenges to our health care system, economy and Albertans mental health will continue.

Honorable Jason Kenney  
Premier of Alberta  
Page 2

Premier Kenney, please do not continue to ignore rural Alberta. We in the outlying centres have suffered deeply, and this stance only stands to hurt Alberta as a province on a longer-term basis. As a Council and a community, we implore your government to take a stance and advocate for change.

Sincerely,



Debora Dueck

Mayor

[mayor@tofieldalberta.ca](mailto:mayor@tofieldalberta.ca)

C.C

The Honorable Jason Copping, Minister of Health  
Dr. Deena Hinshaw, Chief Medical Officer of Health  
Damien Kurek, MP  
Jackie Lovely, MLA  
Alberta Municipalities  
Rural Municipalities of Alberta  
Darren Erickson, Tofield Pharmacy  
Tofield Mercury  
Vegreville News Advertiser



# REQUEST FOR DECISION

Meeting: January 24, 2022  
Agenda Item: 9

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## TEXAS 4000 FOR CANCER

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### DESCRIPTION:

In 2009, the Town of Claresholm first received a request from a cycling group that was travelling from Texas to Alaska in the summer months to raise funds and awareness for the fight against cancer. This group asked for a platform in Claresholm to share their cause with the community, and a fundraising BBQ was held at the same time by Kidsport. This group has been coming through Claresholm each summer since then, except for the last two when COVID made the trip impossible.

This group has asked and been given permission to stay in Centennial Park Campground for one night for free on their way through Town in order to support their cause. As they are camping in tents on the journey, they do not take up much space. This summer, they have once again asked to stay in the campground. Per their request, they plan to pass through Claresholm on Thursday, July 14, 2022 and there should be about 20 riders in this group.

Administration is recommending that we allow the Texas 4000 for Cancer group to stay in Centennial Park Campground free of charge and that our Recreation Manager work with the Campground Attendant to facilitate their stay.

### PROPOSED RESOLUTIONS:

Moved by Councillor \_\_\_\_\_ to allow the Texas 4000 for Cancer Rockies group to stay in Centennial Park Campground for one night on July 14, 2022 for free of charge to support their cause of raising funds and awareness for cancer research and for administration to facilitate their stay.

### ATTACHMENTS:

- Original request from 2009
- Email request for 2022

PREPARED BY: Karine Keys, Finance Assistant

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APPROVED BY: Abe Tinney, MA, CAO

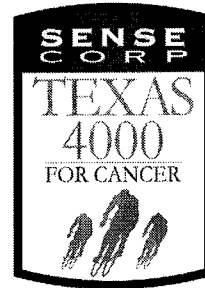
DATE: January 19, 2022

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Allison Sandlin  
601 E 38<sup>th</sup> St  
Austin, TX 78705

February 19, 2009

Mayor Rob Steel  
Box 2302,  
Claresholm, AB. T0L 0T0



Subject: Texas 4000 for Cancer Presentation Opportunity

Mr. Steel,

My name is Allison Sandlin and I am a cyclist for the Texas 4000 for Cancer. Our mission is to fight cancer by sharing hope, knowledge, and charity across North America through a 4,500 mile bicycle ride from Austin, Texas to Anchorage, Alaska. It is the longest charity bike ride in the world.

It is our team's aim to contribute more than \$250,000 this year to The University of Texas M.D. Anderson Cancer Center in Houston. Our group of fifty-six graduate and undergraduate students will ride approximately sixty to one hundred miles each day, beginning June 6, 2009 and ending on August 15, 2009.

One of my rider duties is to secure locations for our team to talk about our cause. We will be biking through your area on July 10, 2009. Therefore I am writing today to ask you how I would go about scheduling a time for our team to share our hour-long presentation with your facility. Any information you can provide me would be greatly appreciated.

If you have any questions, please do not hesitate to contact me by my email or phone number that I have provided in this letter. I thank you for time and I look forward to hearing from you soon.

Best,

Allison Sandlin  
Texas 4000 for Cancer  
2009 Rider and Rocky Route Program Committee Member  
allisonsandlin@mail.utexas.edu  
(361) 579-8329

Hello,

I wanted to follow up to see if you got the chance to see my email above? The Texas 4000 Rockies Route is looking forward to passing through Claresholm this summer and we would love to stay with y'all if given the opportunity! I will copy and paste the message below for your reference:

My name is Vinay Shah and I am one of the Rockies travel coordinators with the 2022 Texas 4000 for Cancer team. I was given your contact information by Devika Raju, who informed me that you are the main point of contact for the Claresholm Centennial Campground. I understand that you were to host the Rockies route at the campground in 2020 (prior to covid-19 cancellations), and we would love to now have the opportunity to stay with you this summer!

To briefly familiarize you with our organization, Texas 4000 for Cancer is a registered 501(c)(3) nonprofit led by students at The University of Texas at Austin. Our organization was founded upon a drive to cultivate a continent-wide network of individuals committed to raising funds and awareness for cancer research and support services. Each year, approximately 80 students spend 18 months volunteering in the Austin community, learning about developments in cancer research, and fundraising a minimum of \$4500 per rider before embarking on a 70-day, 4000+ mile bike ride from Austin, Texas to Anchorage, Alaska as the culmination of our experience. This year, our team is made up of 61 riders and we will be completing our ride over the summer of 2022.

Texas 4000 riders are split into three routes to maximize our reach across North America: Ozarks, Rockies, and Sierra. I am a member and travel coordinator for the Rockies route. We will be passing through Claresholm, AB on the 41st day of our ride: Thursday, July 14, 2022. If you are interested in our mission, I would love to give you more information concerning hosting the 20 riders on the Rockies team for one night, or about helping us to find hosts in your community.

As we move forward with preparations for our summer 2022 ride, we want to make sure we are implementing safety measures concerning the health and wellbeing of you, our team, and the communities we will visit. Many of our Texas 4000 family members are immunocompromised or supporting those who are, and we want to ensure that during these trying times we are prioritizing our mission alongside health and safety. Our entire team is vaccinated and we are asking that all hosts are also vaccinated prior to our arrival. We will be masking while in your home or space and when interacting with your community, except while eating and sleeping. If you have any questions or concerns regarding our team's safety protocols, please feel free to reach out to me. However, our guidelines will change as the situation changes, so we will continue to send periodic updates about our plans as they are available.

To give you a comprehensive overview of what acting as a Texas 4000 Host entails, I have attached the 2021 Host Information Packet. We will be sending out the 2022 Host Information Packet in the near future once it has been completed. The packet will walk you through further details about being a host and our mission as a whole. I will be providing more information about the COVID-19 protocols we will be following during the summer as we develop them. And if you want to know more about me and Why I Ride with Texas 4000, please take a look at my rider profile here: [bit.ly/Vinay2Alaska](https://bit.ly/Vinay2Alaska)

If after reading through this packet you would like to learn more about our organization or act as a host for the 2022 team, please respond to this message. I have also included my phone number if you would like to speak about Texas 4000 and potentially hosting the Rockies route over the phone.

I'm looking forward to hearing back from you about the opportunity to be the Claresholm host for the 2022 Rockies team. Please let me know if there are any questions or concerns you have that I may address for you!

To Alaska and Back,  
Vinay Shah  
2022 Rockies Travel Coordinator  
512-529-3991  
[bit.ly/Vinay2Alaska](https://bit.ly/Vinay2Alaska)



# REQUEST FOR DECISION

Meeting: January 24, 2022  
Agenda Item: 10

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## POLICY 5.1.01 - COMMUNITY DONATION & OPERATING GRANT POLICY

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### **DESCRIPTION / BACKGROUND:**

During 2022 budget discussions, Council requested that Administration draft a new policy and process for a reporting and application process for ongoing operational funding. Administration has taken the existing "Community Donation" policy and modified it to include ongoing operating grants/funding. By modifying this existing policy rather than creating an additional separate policy, it reduces confusion of which policy should be utilized for different scenarios. Policy 5.1.01 is attached with all changes from the current policy being shown.

Changes include:

- Adding a definition for "Operational Grant" and adding wording and reference to Operational Grant throughout the policy instead of just Donations.
- Adding criteria of who would qualify for an operational grant
- Adding application requirements for an operational grant
- Removal of prior clause 4 regarding a request for a long-term or ongoing donation as this is essentially duplicating the "Operational Grant" with less details and structure.

Administration also modified Schedule A – Application for Donation – removing extra white space to reduce down to two pages (single sheet double sided). There was no change in requested information.

Schedule B was also added for "Application for Operational Grant" which includes a checklist of required documents or information to be included with the application.

Included in policy is application deadline for Operational Grant submission deadline for budgetary purposes. Administration felt it would be overly onerous for some of these community organizations to have all the required information together by October in time for Interim budgeting. The interim budget would just have estimated figures and operational grant dollars would not be distributed until after the final budget is passed in April. Deadline is being proposed as the last business day in February each year.

### **RECOMMENDATION:**

Administration recommends Council adopt the amended policy by resolution. If Council would notice anything Administration missed from their direction/request for such a policy, please either amend in the motion, or refer back to Administration to correct.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to adopt Policy 5.1.01 – Community Donation & Operational Grant Policy (v2.0), effective January 24, 2022.

#### ATTACHMENTS:

- 1.) 5.1.01 – Community Donation & Operational Grant Policy (v2.0)


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

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APPROVED BY: Abe Tinney – CAO

DATE: January 19, 2022

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		<b>Community Donation <u>and Operational Grant</u> Policy</b>		<b>Policy #5.1.01</b>	
Department Owner:		Finance			
Policy Applies To:		Non-Profit Community Organizations			
Date Created:		Dec 2015	Date Approved By Council:		
Version #:		2.0	Resolution #:		
Last Review Date:		December 9, 2021	Policy(ies) Replaced/Rescinded:		V1.0

### Intent

To establish the funding criteria and application procedure for requests for financial or in-kind assistance from individuals, or community groups and organizations, in the Town of Claresholm.

To provide Council with a consistent response and clear direction to requests for donations and operational grants from individuals or community groups.

To secure an open and transparent decision-making process for requests ~~for donations~~.

To provide clear procedures for staff when responding to requests ~~for donations~~.

To match the Town of Claresholm Strategic Goals and Priorities.

### Policy

The Town of Claresholm recognizes the many benefits that various groups, organizations, volunteers, and events provide to the Municipality; specifically, by promoting and improving upon the cultural, social, and economic well-being of the community. The Town of Claresholm is thus committed to treating all requests for contributions and grants in a consistent, fair, and equitable manner subject to local needs, priorities, and to Council's approved budget. Council also recognizes that citizens have the right to expect that tax dollars will be expended in a manner that is justifiable, fair and holds groups accessing public funds accountable for their spending.

### Definitions

**"Community Donation"** shall be any direct monetary contribution from the Town of Claresholm to the applicant.

**"Community Project Funding"** shall be a one-time assistance either as seed funding for the start-up of an organization/project, or funds for a short-term undertaking with a start-up and completion date or loan guarantees to assist an organization in acquiring the financial assistance, from financial institutions, needed to support the construction of the project or support for a specific project.

**"In-Kind Contributions"** shall be based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind contributions, it is recognized that the contribution will involve either an expense or foregone revenue for the Town of Claresholm.

- Use of facility (rental fee reduced/waived)
- Staff support - expertise for an event (wages reduced/waived)
- Use of Town of Claresholm owned equipment (rental fee reduced/waived)
- Use of Town of Claresholm owned materials (fee reduced/waived)

“**Special Event**” shall be defined as any one-time or first-time event that is of cultural, social, or recreational significance to the community and which may have participation of more than one organization.

“**Community Event**” shall be a recurring event that Town Council has determined provides some significant benefit to the broad community, and is open to all members of the public.

“**Operational Grant**” shall be funding provided to assist non-profit community groups with yearly operating expenses. This would generally be amounts in excess of \$5,000 and recurring in nature.

## Eligibility

The following are eligible to apply:

- Individuals, groups, or organizations based in the Town of Claresholm;
- Are a non-profit entity;

### Ineligibility

The following are not eligible to apply:

- Recipients of other funds from the Town of Claresholm;
- A Federal or Provincially funded initiative;
- For-profit/private companies
- A registered political party, registered constituency association or registered political candidate;
- Individuals or groups raising funds on behalf of another group who would not otherwise be eligible;
- Any entity proposing activity that is contrary to the policies of the Town of Claresholm, or an activity which is deemed to be unlawful, or would incite hatred towards any group;
- Requests for assistance to attend conferences, and sponsorships of individuals or groups attending or participating in sporting events

## Application Guidelines

### ***Community Donations, In-Kind Contributions, Community Project Funding and Community or Special Events***

1. Requests of this kind will be accepted on an ongoing basis, and must be in writing to the CAO on the prescribed form (Schedule “A”, Application for Donation);
2. The applicant must demonstrate the need for the specific request, as well as effort to raise funds from sources other than the Town of Claresholm;
3. Successful applicants must:
  - a. Use or distribute the donation wholly within the Town of Claresholm through the events or activities associated with the donation;
  - b. Agree to acknowledge the Town contribution in all publicity relating to the event or activity to which the donation applies.

### ***Operational Grants***

1. All requests for Operational Grants shall be directed in writing to the CAO and must

include an itemized budget, detailing how the grant will be utilized and prior year financial statements. Returning applicants must provide a report detailing how the previous grant was utilized (See Schedule "B" for Application). Applicants may be requested to appear before Council to present their application;

2. To align with the Town's budgeting processes, Operational Grant requests must be submitted by the end of February;
3. The Town of Claresholm will only provide Operational Grant funding to organizations, groups or societies in the community, provided the organization, group or society has included a voting position on their Board for a Council appointed member/representative, and that the position is filled;
4. Council has deemed that Operational Grants to private causes or individuals, or, organizations, groups or societies for which there is no assigned Council representative, is an inappropriate use of municipal finances. If a request is received from an organization for which there is not currently a voting position on the Board for a Council appointed member, before any request would be entertained, the organization, group, or society would be required to create such a position as a condition of the funding.

### **General Guidelines for Council and Administration**

1. All requests should be assessed based on the availability of the requested resource, potential financial impact to the Town of Claresholm, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact;
2. Council, at its discretion may or may not grant a request ~~for a donation for an event or project~~. There is no guarantee that a request will be approved;
3. Funding may not exceed the approved yearly budget amount unless by resolution of Council;
4. In ~~making approving~~ donations/requests, Council may impose conditions and/or restrictions as it deems fit;
5. Council decisions are final;
6. Applications for In-Kind non-financial assistance will be forwarded to the respective department for review with a report to Council for consideration and approval. Each department will keep a detailed listing of all in-kind services offered in a calendar year and this will form part of the budget process;
7. Administration will provide a written response to each applicant after Council has made a decision;
8. Council approval is not a commitment that the Town ~~will to~~ continue such donations or grants in the future.

### **Requests for assistance outside scope of policy:**

Nothing in this policy prohibits Town Council from considering financial assistance or in-kind support outside the scope of this policy. Council will consider each case on its merit and any assistance provided will be without precedent.



**7. Previous Donations**

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

Date	Amount	Use of Funds

**8. Organizational Information**

What services or activities does your organization provide to the Town of Claresholm residents? (Please attach a list of membership/executive)

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

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How will your organization acknowledge the Town's donation?

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

Funding Source	Amount	Recommended Use of Funds

**Town of Claresholm Application for  
Operational Grant**  
(Policy 5.1.01 – Schedule “B”)



**Claresholm**

**DUE ON FINAL BUSINESS DAY OF FEBRUARY**

Date of Application: \_\_\_\_\_

**Applicant Information**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone, Fax, Email: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Date funding is Required: \_\_\_\_\_

A complete application must include the following. Where applicable you may use the templates below or attaching separate documents:

- Description of Request (Rationale for Town Funding)
- Operating or Grant Budget for Period Grant is Being Requested
- Most Recent Annual Financial Statements (*Signed by two Board Members*)
- Report on use of prior year grant funding (most recent annual financials may be sufficient)

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Cheque is payable to: \_\_\_\_\_

Applicant Name and Position: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please submit applications to:**

**Town of Claresholm  
111-55th Avenue W  
PO Box 1000  
Claresholm, AB T0L 0T0**

You may also email applications to **[info@claresholm.ca](mailto:info@claresholm.ca)**

The personal information collected on this form is collected for the purpose of determining eligibility for the applicant to receive support for an event or activity. The information is collected under Section 33(c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information should be directed to the FOIP Coordinator at the address noted above.





# REQUEST FOR DECISION

Meeting: January 24, 2022

Agenda Item: 11

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## ICE RESURFACER-Arena Advertising Fee Policy 5.7.50

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### **BACKGROUND**

**2015-2021:** Arena Advertising on the Ice Resurfacer was structured to recover the cost of the propane for the season. During this period we had a contract with a local dealership in which they paid the cost of propane to run the machine, up to \$800/ season (year) and had exclusive rights for the advertising on the resurfacer for the terms on the contract. Season runs from September to March. Was a 2 year contract that run for 3 terms.

**FALL 2021:** New Zamboni with Advertising Slots arrived at the Claresholm Arena.

- Legacy Dodge contract was complete in March 2021, and they chose not to renew for the 2021-22 season.

### **WINTER 2021:**

- Researched other communities and their Ice Resurfacer Advertising Fees.
- UFA average cost per week September 2021-November 2021: \$80.09
- Total approximate cost of Propane for 26 weeks  $\$80 \times 26 \text{ Weeks} = \$2080$  – definitely gone up and increases expected to continue.

### **DESCRIPTION:**

Arena Advertising Fee Policy 5.7.50 needs to be amended for the ice resurfacer advertising for remainder of 2021-2022 season, and for the 2022-23 season. No other changes are being proposed.

Previously the ice resurfacer advertising was not a set price, but was an agreement for providing propane for the ice resurfacer operation for the season and was set with a 2 year contract. It was a 2 year contract in large part due to the cost and difficulty of putting advertising on the machine as there was no advertising slots on the machine, it was just completed with a wrap on the machine. The new machine has advertising panels that are easily pulled out and slid in making it more feasible to have simple annual advertising slots similar to the remainder of the advertising throughout the Arena.

Arena Advertising was to cover the costs of Propane for the season, however due to increasing costs of propane this is likely not reasonable, and it is not reasonable to have the structure of agreement as before where the advertiser paid the propane costs directly. Administration is proposing to change the structure to have the Town pay for the propane directly and sell advertising slots on the ice resurfacer for a set price similar to the remaining advertising throughout the Arena.

In the budget this advertising revenue will still go towards offsetting propane costs, but will be more transparent on actual costs for propane annually, as well as the actual cost to the advertiser for the advertising space.

### **OPTIONS:**

Draft Policy has rates at \$650/panel. Could also provide a discount if same advertiser is on both panels (i.e. \$1200 for both panels vs \$1300).

Comparables with others varies, but the average would be higher than drafted – more around \$800/panel, which is higher than other advertising rates in our Arena. For example, the most expensive board panel is \$500 for a panel/advertisement that is significantly larger, however the ice resurfacer advertising is moving/mobile and so is arguably more noticeable and will be front and center for everyone at some point during its rounds, but it is also only

out on the ice for a limited time, and isn't out during open skate or such. Administration therefore recommends the lower rate of \$650/per panel.

A reduced "returning customer" price has also been added to be consistent with rate structures throughout the arena advertising policy.

**Administration requires direction on:**

- 2021-2022 Season
  - remainder of season rate
  - do we offer discount on both panels purchased by same advertiser – and what would that discount be
- 2022-2023 Season
  - Full season rate
  - do we offer discount on both panels purchased by same advertiser – and what would that discount be
  - do we offer "returning customer discount" and how much.

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to approve the amended Arena Advertising Fee Policy, are presented.

Or

Moved by Councillor \_\_\_\_\_ to approve the amended Arena Advertising Fee Policy with the following changes \_\_\_\_\_.

**ATTACHMENTS:**

- 1.) Draft Arena Advertising Fee Policy 5.7.50
- 


PREPARED BY: Denise Spencer, Recreation Manager & Blair Bullock, CPA, CA– Director of Corporate Services

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APPROVED BY: Abe Tinney, CAO

DATE: January 19, 2022

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 <b>Claresholm</b>	<b>Arena Advertising Fee Policy</b>		<b>Policy #5.7.50</b>
	Department Owner:	Parks & Recreation	
Policy Applies To:	Recreation Facility Rentals and Fees		
Date Created:	Aug 2018	Date Approved By Council:	
Version #:	1.2	Resolution #:	
Last Review Date:		Policy(ies) Replaced/Rescinded:	Version 1.1

**Intent:**

To establish a policy setting the fee schedule for advertising in the Claresholm Arena as well as other conditions including sizing, use of proceeds, and responsibilities of advertisers.

**Policy:**

1. Arena advertising fees shall be charged based on the attached schedule.
2. Arena advertising shall be consistent to the sizing on attached schedule.
3. Proceeds from advertising revenue will be used towards Arena upkeep & renovations as needed.
4. Advertiser is responsible for supply of advertisement materials.
5. The Town of Claresholm reserves the right to request maintenance and/or replacement of sign at the advertiser's expense.
6. The Town has the authority to decide if the advertising is appropriate for this public space and may refuse any request at their discretion

**SCHEDULE A**

<b>ARENA AREA (LEVEL)</b>	<b>STANDARD</b>	<b>FEES 2020-21</b> (50% of 2019-20)	<b>FEES 2021-22</b> (same as 2019-20)	<b>FEES 2022-23</b> (2% Increase September 2022)
RINK BOARD (EAST, VISIBLE TO BLEACHERS) LEVEL 1	30" x 96" DECALS	\$245 - New Advertiser \$160- Current Advertiser	\$490 First Year \$320 After First Year	\$499 First Year \$324 Return advertiser
RINK BOARD (WEST, VISIBLE TO BLEACHERS) LEVEL 2	30" x 96" DECALS	\$235 - New Advertiser \$152.5- Current Advertiser	\$470 First Year \$305 After First Year	\$479 First Year \$311 Return advertiser
NORTH WALL (ABOVE AND SIDES OF DOOR) LEVEL 3	4' x 8' BANNER Or WHITEBOARD (Zimetech, PVC Board)	\$225 - New Advertiser \$145- Current Advertiser	\$450 First Year \$290 After First Year	\$459 First Year \$299 Return advertiser
RINK BOARD (SOUTH, VISIBLE FROM ARENA DOORS) LEVEL 4	30" x 96" DECALS	\$215 - New Advertiser \$140- Current Advertiser	\$430 First Year \$280 After First Year	\$439 First Year \$286 Return advertiser
RINK GLASS (WEST AND SOUTH OF RINK, VISIBLE TO PUBLIC)	4" X 48" OPAQUE DECAL	\$152.5 - New Advertiser \$102.5- Current Advertiser	\$305 First Year \$205 After First Year	\$310 First Year \$210 Return advertiser
43" LOBBY MONITOR DISPLAY- Pictures + Text	2/3 Screen as set in Parameters	No Charge Community Groups & Current Advertisers	No Charge Community Groups & Current Advertisers	No Charge Community Groups & Current Advertisers

**SCHEDULE B**

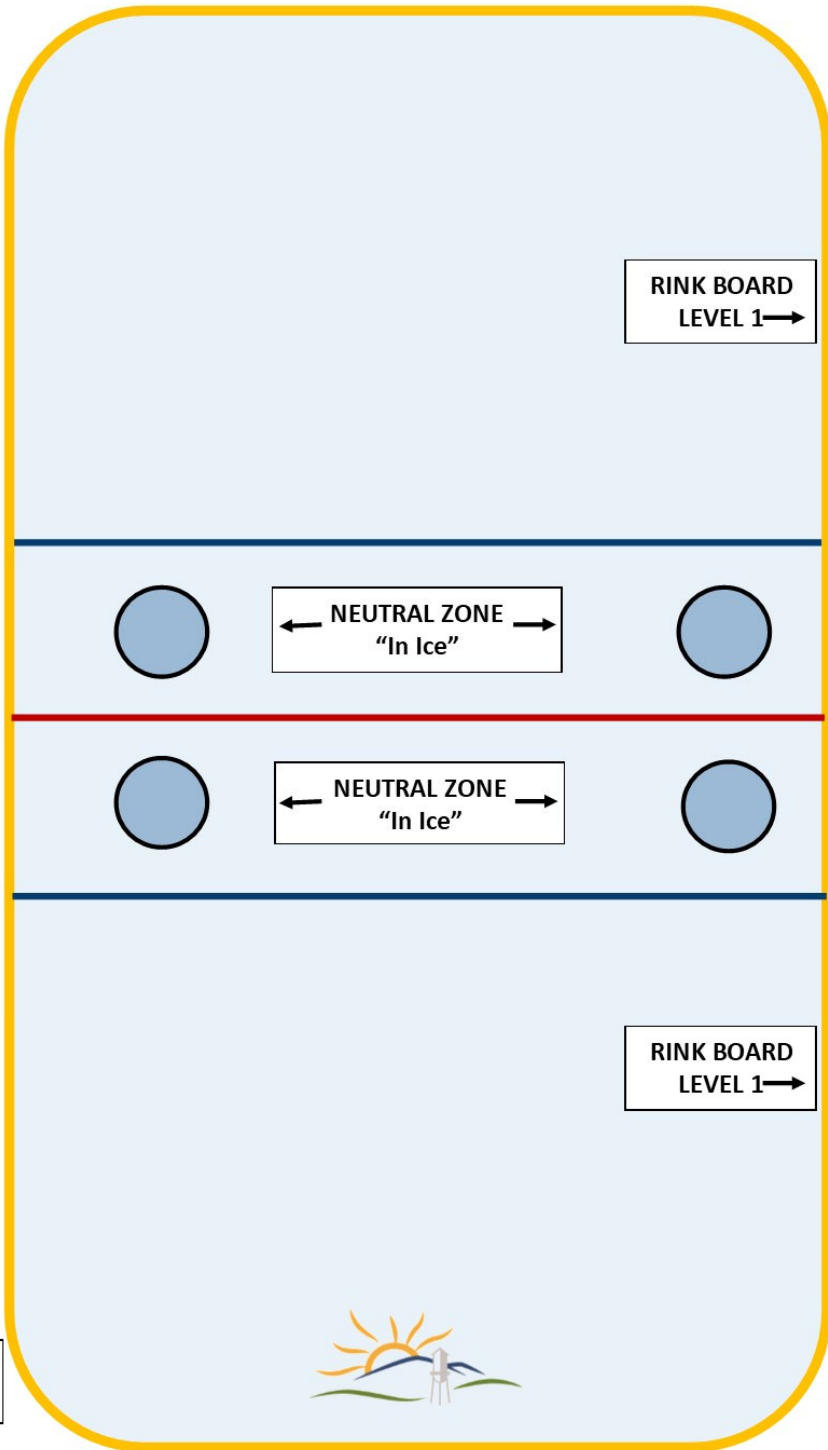
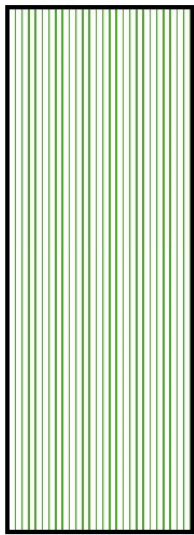
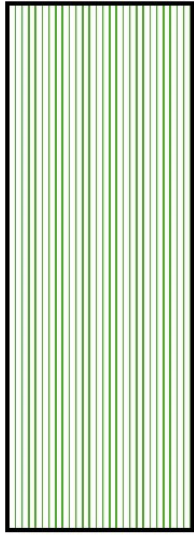
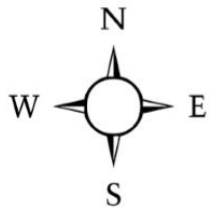
<b>ON ICE LOGOS</b>	<b>STANDARD</b>	<b>FEES 2020-21</b>	<b>FEES 2021-22</b> (same as 2019-20)	<b>FEES 2022-23</b> No Increase 2022-23
NEUTRAL ZONE (LEVEL 5) 4 available	2' X 3' Image 4' X 4' Image	\$407.50	\$815 First Year \$528 Returning Advertiser	\$815 \$528 Returning Advertiser

**SCHEDULE C**

<b>ICE RESURFACER</b>	<b>STANDARD</b>	<b>FEES 2020-21</b>	<b>FEES 2021-22</b> (half season)	<b>FEES 2022-23</b>
PER PANAL (2 available – 1 per side)	1.5' x 3' panel	Contract	\$300	\$650 \$475 Returning

**SCHEDULE D**

<b>43" MONITOR DISPLAY</b>	<b>STANDARD</b>	<b>FEES 2020-21</b>	<b>FEES 2021-22</b> (same as 2019-20)	<b>FEES 2022-23</b> No Increase 2022-23
BUSINESS LOGO & TEXT	BOTTOM/SIDE OF SCREEN	\$61/SEASON	\$122/ SEASON	\$122/ Season



RINK BOARD LEVEL 2

RINK BOARD LEVEL 2 →

↑ RINK BOARD LEVEL 4 ↑



# REQUEST FOR DECISION

Meeting: January 24, 2022  
Agenda Item: 12

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## ELECTRIC VEHICLE CHARGING PROGRAM

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### **DESCRIPTION:**

Municipal Climate Change Action Centre is offering 100% of cost rebated to Alberta municipalities and non-profit community-related organizations to install electric vehicle charging station infrastructure:

- Up to \$10,000 for each Level 2 Charger (for charging over several hours)
- Up to \$150,000 for each Fast Charger (for charging up in 30 minutes)

This program is expected to have large, quick demand, so, if interested, an Expression of Interest needs to be submitted as soon as possible. The first step is to submit and Expression of Interest, and there is an information webinar on February 3 at 9:30am. Creating more reasons for visiting downtown is part of a healthy downtown revitalization strategy.

### **BACKGROUND**

The Peaks to Prairies EV installations; currently there are 2 chargers located on the East side of Highway-2, at the South-end of the Museum parking lot.

EV charger usage, October 2019-March 2021 (18-months)

- 1-fast Charge Station, 50kW, retails \$0.34/minute, full charge in 30 minutes, used 80 times
- 1-slow Charge Station, 7.4kW, retails \$0.04/minute, full charge in 3 to 4 hours, used 29 times

The popularity and reliability of EV's continues to increase, and retailers are making investments to attract those drivers. Manager of Claresholm Shell Gas has indicated that the store will have 2 fast-charging stations installed in the next 3 months and expects many highway gas stations will do the same.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to direct Administration to submit a letter of interest to the Municipal Climate Change Action Centre Electric Vehicle Charging Program.

### **RECOMMENDED ACTION:**

The Economic Development Officer sees great value in drawing highway traffic into the downtown core, however the decision to install an EV charging station needs to be considered along with other infrastructure priorities, and long-term planning for the downtown.

### **ATTACHMENTS:**

Details at this link <https://mccac.ca/programs/electric-vehicle-charging-program/>

### **APPLICABLE LEGISLATION:**

- 1.) N/A

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: January 21, 2022

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# REQUEST FOR DECISION

Meeting: January 24, 2022  
Agenda Item: 13

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## The Range Cycling Event Beer Garden Request

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### **DESCRIPTION/BACKGROUND:**

In November 2021, Council approved the Range Cycling event start/finish line at Centennial Park Campground. The event is scheduled to take place on July 23, 2022. The event organizer estimates that all activities will be wrapped up by 8pm

The Range is hoping to have a beer garden at the finish of their event, from 2:00pm to 7:00pm, but the application to AGLC requires municipal consent. See attached Request letter and Event Handout for more information.

### **DISCUSSION/OPTIONS:**

Administration has reviewed the request and does not have any concerns.

### **PROPOSED RESOLUTIONS:**

MOVED by Councillor \_\_\_\_\_ to approve The Range to set up a beer garden on July 23<sup>rd</sup>, 2022 at Centennial Park from the hours of 2:00 to 7:00 p.m.

### **RECOMMENDED ACTION:**

Council approve the request from the Range to set up a beer garden on July 23<sup>rd</sup> during their awards ceremony.

### **ATTACHMENTS:**

- 1.) Town of Claresholm Request\_Jan 19\_2022
- 2.) The\_Range\_Start\_Finish\_Info\_2022

PREPARED BY: Abe Tinney, CAO

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APPROVED BY: Abe Tinney, CAO

DATE: January 21, 2022

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**January 19, 2022**

## **TOWN OF CLARESHOLM**

111 55 AVE W, CLARESHOLM, AB, T0L0T0

Regarding: The Range cycling event finish area at Centennial Park.

Dear Council,

Thank you very much for approving the Centennial Park for the use of The Range start / finish area at the council meeting on November 22, 2021. The grass area to the east of the campground will be an ideal location for riders, volunteers and supports to celebrate as riders finish between 1 pm and 5 pm. We are planning on having our awards ceremony at 5:30 at the same location.

To add to the atmosphere, we have worked with Davis Claresholm Chev (one of our sponsors) who have agreed to provide 2 shade tents for the area. We are requesting that a small portion of this area be approved for a beer garden to be set up from 2 pm to 7 pm. Our brewery sponsor, Troubled Monk, will be applying for the AGLC permit which is conditional on municipal consent. The area would adjacent to the finish line (overhead view attached). Inclusion of the beer garden in the event would also be conditional on inclusion in the event's commercial insurance.

SINCERELY,



GARTH STOTTS  
EVENT ORGANIZOR FOR THE RANGE

## Finish Line Area

**Brewery:** Troubled Monk (based in Red Deer)

**AGLC Permit:** Applied by Troubled Monk

**Operations:** Troubled Monk Staff

**Beer Garden Hours:** 2 – 7 pm. Area will be roped off.

**Final Rider Time Cut-Off:** 5:00 pm

**Awards:** 5:30 pm

**Tent:** Supplied by Davis Claresholm Chevrolet GMC Buick





## **THE RANGE Mission**

To provide the quintessential gravel experience that inspires via the ride, the adventure, the scenery, and the connection with the community and environment.

## **THE RANGE Values**

- Rider Experience and Safety
- Grassland Conservation Awareness
- Inspiration
- Partner Integration

## **Event Details:**

The Gravel Experience Ltd. is the company that puts on the ride. We strive to provide riders with a great and safe experience.

To participate in the ride, a liability waiver, needs to be signed. You must have a bike plate for ID on course. The ride is commercially insured.

Permits are obtained for HWY 520 by Alberta Transportation. The rider traffic is very limited overall, and the ride should have minimal impact on road ways or traffic. All local parties and RCMP are notified the week prior to the event.

The ride starts in Claresholm and goes through Willow Creek and Ranchlands Municipal Districts. It also goes through Burke Creek Ranch Private land.

An Emergency Response Plan is in place. Aaron Paramedical is on site for the ride as well.

Thanks,  
Garth Stotts  
garth@thegravelexperience.com

## **EVENT SCHEDULE:**

### **Friday July 22, 2022**

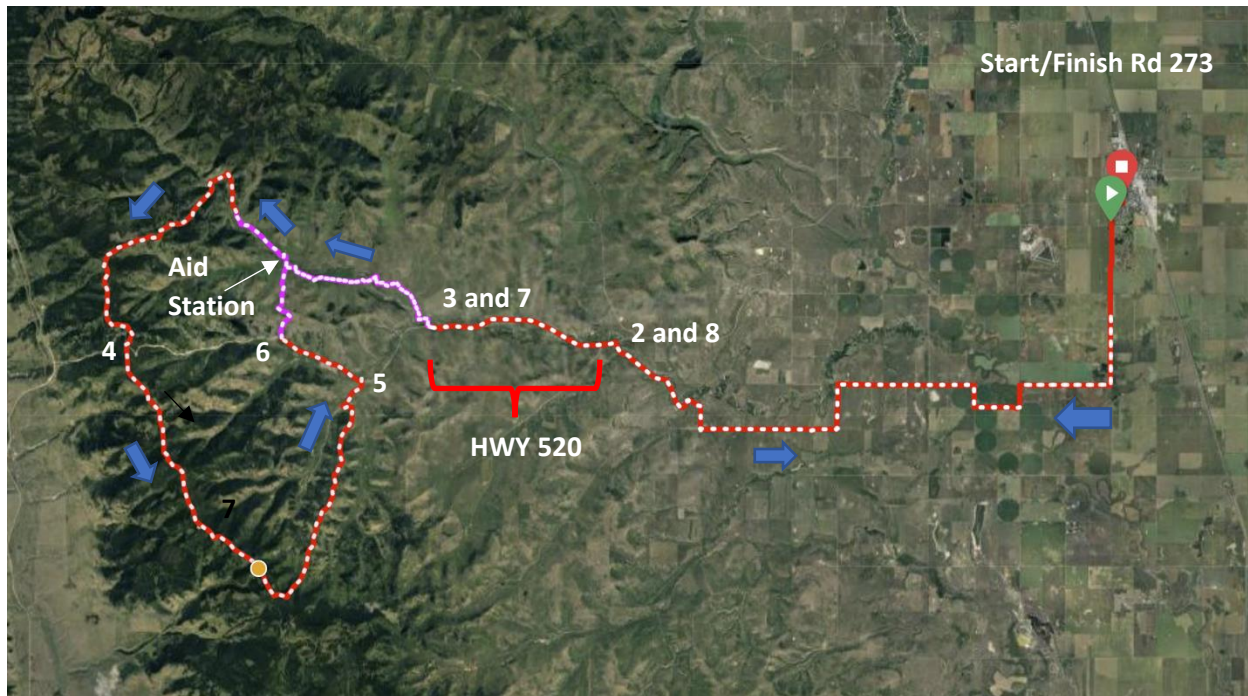
- Course Markings and signs are put on course
- Package Pick Up: 6 pm – 9 pm / Claresholm Campground

### **Saturday July 23, 2022**

- Package Pick up 6 am – 830 am / Claresholm Campground
- **Mass Neutral Start – 9 am**
- On course Aid Stations set up between 10 am – 3 pm
- Finish Line Aid Station / Tents: 12PM – 5 PM
- Final Sweep – 5 PM
- Course Marking taken down. 5 PM
- 530 PM Awards announced at the Campground

## ROUTE INFO:

### The Range Route – 127 KM

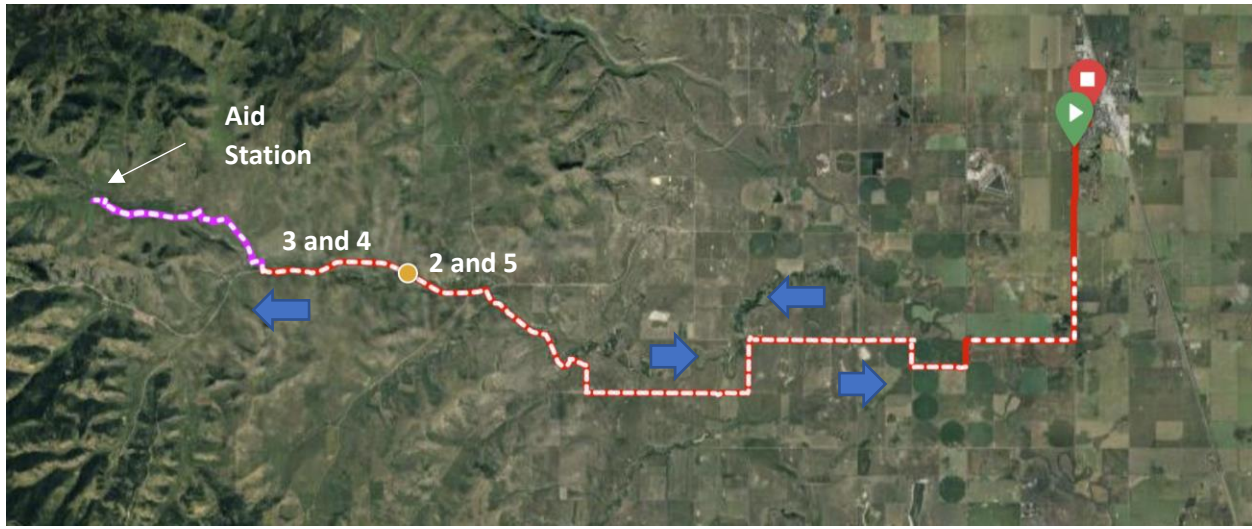


<https://ridewithgps.com/routes/35361456>

#### Route Entry / Exit Points for HWY 520 (See numbers on Map)

1. Start / Finish line on TWP 273
2. Exit Bottom Sharples turn west on HWY 520
3. Exit off 520 on to Burke Creek Ranch (Private Road) – NO TRUCK ENTRY
4. Cross HWY 520 from East Trout Creek Road to Skyline Rd
5. Turn Left off East Sharples Road to HWY 520
6. Exit off 520 turn right on to Burke Creek Road
7. Enter 520 by turning left
8. Exit 520 by turning right on Bottom Sharples Road

## The Rustler Route – 85 KM Out N Back



<https://ridewithgps.com/routes/32598333>

### Route Entry / Exit Points for HWY 520 (See numbers on Map)

1. Start / Finish line on TWP 273
2. Exit Bottom Sharples turn west on HWY 520
3. Exit off 520 on to Burke Creek Ranch (Private Road) – NO TRUCK ENTRY
4. Enter 520 by turning left
5. Exit 520 by turning right on Bottom Sharples Road

**Proposal:** To foster a more community and event atmosphere after the ride, the proposal is for the Start and the Finish to be at the **Centennial Campground in Claresholm.**

### The Range Start July 23, 2022

845am: Riders will gather at the Claresholm campground for a mass start neutral roll-out

845 – 900am: Rider Debriefing

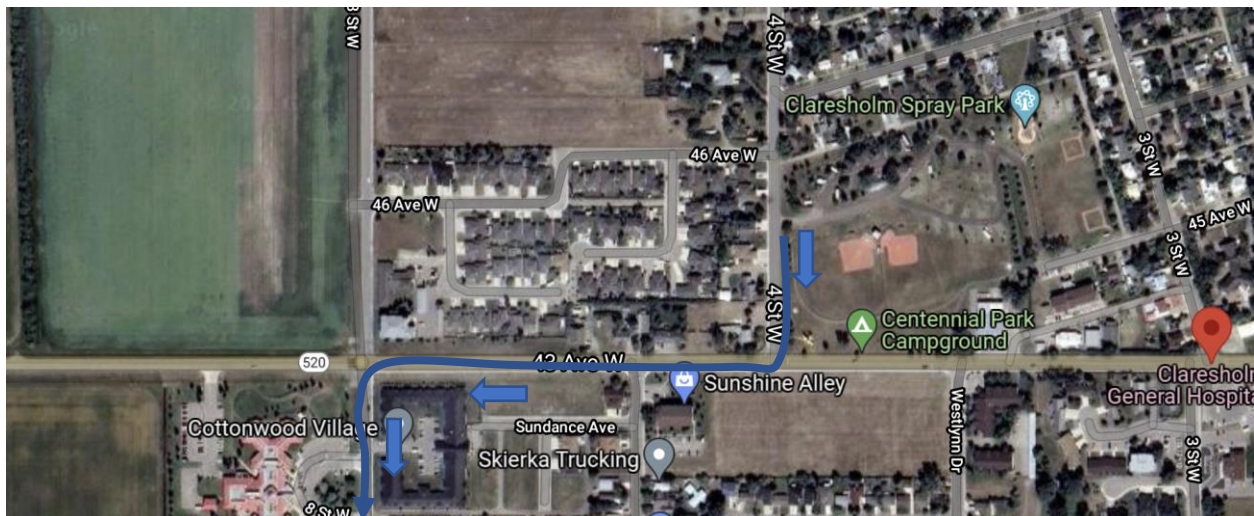
900am: Riders roll out following a neutral car turning left on to 4<sup>th</sup> St W. (Marshalled Turn)

Neutral start continues turns right on to 43 Ave W (Marshalled/TAS)

**Neutral start continues turns left on to 8<sup>th</sup> St W. (RCMP/Marshalled turn)**

Volunteer Marshalls will be placed at all intersections.

The Alberta Transportation Permit will include a Traffic Accommodation Strategy (TAS) for HWY 520 (43 Ave W).



The neutral car will pull off at the Kin Trail. Riders are now on course.

Riders continue on 8<sup>th</sup> St W onto Range Rd 272 until they take a right on TWP Rd 120.

A route marshal will be at the TWP Rd 120 Right turn

## The Range Finish July 23, 2022:

Riders will be coming in from 1 pm until 430 pm. All riders are to be off course at 5 pm.

Riders come into town on 8<sup>th</sup> St W.

Riders will take a right on to 43 Ave W (HWY 520). Volunteer Marshall (Included TAS)

**Riders take a left onto 4 St W. (Marshaled include RCMP / TAS) KEY SAFETY TURN CROSSING TRAFFIC**

Riders take a right into Claresholm Centennial Park for the FINISH line. (Volunteer Marshall)

The Riders are to continue to back of the park for official Finish Line. The makes sure the riders can rest and congregate in a safe spot and be cheered by supports to reach as they come in. The finish line AID Station will have nutrition to help revive the riders.

Awards: 5:30 PM at the finish line



## **APPENDIX:**

### **PACKAGE PICK-UP:**

Please pick up your package BEFORE riding the course. Just drop by the campground in Claresholm and look for The Range banner.

Package Pick-Up is available at **Claresholm Campground** on the dates and times below:

- July 22, 2022 Friday 5 - 9 pm
- July 23, 2022 Saturday 6 am – 830 am

Package pick-up includes Shirts, Bike Plate with name, Purchased Jerseys or Bibs, and any goodies from Sponsors

### **RIDE START TIMES:**

**MASS START: Mass Start will be confirmed by email on July 17, 2022. The Start would be 9 AM on July 23 (Sat). PLEASE REVIEW Start/Finish line map on page 18.**

### **RIDE RULES:**

- HELMETS REQUIRED
- NO LITTERING
- NO EARBUDS (not safe if you can't hear cars/trucks behind you)
- NO PERSONAL SAG BIKE SUPPORT OR VEHICLES
- OBEY ALL TRAFFIC SIGNS AND LAWS
- RIDE ON THE RIGHT SIDE OF THE ROAD
- DO NOT RIDE LEFT OF CENTER
- FOLLOW COURSE MARKERS
- NO PARKING ON HWY520, TOWN Rds or BLOCKING FIELD ENTRANCES
- YIELD TO HORSE RIDERS
- WAIVERS REQUIRED
- BEWARE OF COWS and WILDLIFE

## **AWARDS AND PRIZES:**

### **MEN'S AND WOMEN'S OVERALL WINNER IN THE RANGE:**

Full course completed in the fastest time.

Prize is the Green Jersey and free entry to next year.

The Range Green Jersey can only be won, it can't be bought.

Come back and defend it!



### **SINGLE SPEED FINISHERS – AKA A SUFFERFEST**

The Range is a course where you want more gears, not less. Multiple double-digit punchy hills, a steep 1km wall kicking to 20%, a 5 km 8.5% Ave Grad climb, and flat to downhill gravel (maybe with a tail wind too). I have a 2x crank and a 11-speed cassette, and I use every gear.

If you take on the course with a SS and finish, come back to the package pickup after your ride to get your prize! It will help with the soreness....

### **THE RANGE SECTOR CHALLENGES:**

We love the classics, and these 2 sectors are unique to this ride.

#### **1. Burke Creek Ranch: 3.0 km. Starts KM 37**

The 1st is gradually uphill but is rough parcours across the Burke Creek Ranch.

**2. The Wall: 1 km – 120 m – Ave Grad 12%. Starts KM 80**

The 2<sup>nd</sup> sector is a steep ascent up and over a ridge at KM 80. This road is over 100 years old and it extracts a toll from all those who attempt to climb it.

**Prizes given to the best Male and Female combined times.**

Sector challenges will be marked with 'Start' and 'End' signs.

**PIONEER / PERSERVERANCE AWARD:**

The Range is not an easy course. It takes a good amount of training and determination to take on The Range.

We'll be doing 2 draws for anyone who finishes The Range in over 7 hrs.

**The award is pretty awesome:** The Range Wood Engraved Plaque



## **BIKE PLATES:**

A **Green (Range)** or an **Orange (Rustler)** bike plate will be provided at package pick up. Please attach to your handle bars with the number and name facing out. Quick ties supplied.

**For liability reasons, those without a plate CAN NOT ride the course.**



## **COURSE MARKING:**

Course is marked with Signs.

- **The Range riders need to follow the signs all the way around the course**
- **A turnaround sign will be placed for the Rustler Out n Back**

## **PERSONAL SUPPORT VEHICLES:**

Please don't use Personal Vehicles following riders. Support your riders by meeting them on course. Aid Station locations are good place to meet your rider, please see maps on page 16-17.

## **AID STATIONS (COVID AND SPONSOR PERMITTING)**

Aid Station locations (also located on maps below)

1. KM 40 and 80 (Burke Creek Ranch)
2. KM 120 (Finish Line) – The Range and The Rustler

Aid stations will have bottled water (on ice) and packaged food (ex. energy bars).

**Aid Stations will only be set up between 10 AM and 3 PM on July 23.**

AID STATIONS will have communication to ERP Coordinator and 1<sup>st</sup> aid kits, if needed.

Discards bottles or wrappers in bins. **PLEASE NO LITTERING!**

**PARKING:**

**Please DO NOT PARK on ROADS in Claresholm or the MD. Please use parking lots. A list of preferred parking lots is listed below.**

- Wetlands Parking lot off 8<sup>th</sup> St in Claresholm
- Centennial Park in Claresholm
- Kin Trailhead off 8<sup>th</sup> St in Claresholm
- Willow MD Office off HWY 520

All parking lots are a short ride to the Start/Finish line.

## **FAQs**

### **WHAT IF I CAN'T CONTINUE?**

Please go and stay at an AID station. Let the volunteer know. If you need a car ride back, we will try to have a truck sweeper will take you back to the starting area.

### **IS THERE CELL SERVICE ON COURSE?**

There is no cell service for most of the course. Volunteers are using commercial radios. If you need your emergency contact, an AID Station or Sweeper will be able to contact the ERP Coordinator to phone your contact.

### **IS THERE ROUTE ACCESS (WITH VEHICLES) FOR SUPPORT, FRIENDS, FAMILY?**

**Please use HWY 520.** HWY 520 is a wide road and the main corridor from East to West. We want to keep traffic low on most of the course.

### **WHAT ARE THE NO VEHICLE ACCESS ROADS?**

There are several spots on course where vehicles can't and/or should not go.

- **BURKE CREEK RANCH ROAD: NO VEHICLES ALLOWED. Bikes only.**  
**Private road.**
- **EAST SHARPLES ROAD: Very narrow, steep road**
  - Please stay off for safety of riders
- **SKYLINE ROAD: Riders will be coming thru on this road**
  - Please stay off for safety of riders

### **ARE THERE TRUCK and BIKE SWEEPERS?**

Truck sweepers will be used on the course. They have radios, please let them know if you need help.

If you are not able to continue, please go to an aid station. The sweeper will transport you back to the start as soon as possible.

Riders CAN NOT ride with a truck sweeper and rejoin the course.



**Town of Claresholm**  
**Income Statement by Function**  
**November 30, 2021**

Revenue	NOVEMBER	2021 YTD	2021 BUDGET
Tax and requisition revenue	(21,014.23)	(4,312,441.50)	(3,991,683.00) <b>1</b>
General administration revenue	(2,934.54)	(34,843.65)	(125,764.00)
Police	(50.08)	(2,581.07)	(15,000.00)
Fire	(1,799.78)	(5,577.12)	(12,000.00)
Bylaw enforcement	(249.92)	(9,759.88)	(38,000.00)
Roads, streets, walks, lighting	(36,362.86)	(476,230.78)	(524,325.00)
Storm sewers and drainage	-	(409,340.04)	(1,601,926.00)
Water supply and distribution	(63,479.99)	(2,217,531.43)	(2,377,951.00)
Wastewater treatment and disposal	(20,113.09)	(524,233.12)	(421,976.00) <b>2</b>
Garbage Collection	(17,995.76)	(368,692.13)	(429,000.00)
Recycling	(8,006.03)	(249,049.66)	(300,000.00)
FCSS	(19,684.62)	(229,505.32)	(234,846.00)
Cemetery	(425.00)	(16,875.00)	(18,500.00)
Physician recruitment	-	(3,000.00)	-
Economic development	(783.22)	(195,322.22)	(247,027.00)
Land use planning, zoning and development	(2,951.90)	(94,093.91)	(72,100.00) <b>3</b>
Parks and recreation	(25,569.39)	(288,924.93)	(479,030.00)
Culture - libraries and museum	-	(20,965.95)	(67,000.00)
	<u>(221,420.41)</u>	<u>(9,458,967.71)</u>	<u>(10,956,128.00)</u>
<b>Expenses</b>			
Legislative	17,754.43	78,390.63	115,000.00
Administration	80,048.91	1,134,216.46	1,390,238.00
Police	-	19,448.50	112,119.00
Fire	12,533.64	143,632.87	218,363.00
Bylaw enforcement	9,174.01	81,829.90	111,295.00
Common and equipment pool	29,531.36	408,980.93	656,656.00
Roads, streets, walks and lighting	43,251.10	458,884.67	852,848.00
Airport	-	17,250.00	17,250.00
Storm sewers and drainage	643.96	2,870.62	286,112.00
Water supply and distribution	53,416.93	724,211.54	1,278,366.00
Wastewater treatment and disposal	9,252.62	119,287.44	509,933.00
Garbage Collection	26,427.08	356,298.08	391,700.00
Recycling	25,226.83	263,920.40	302,000.00
FCSS	24,080.77	195,731.52	251,441.00
Daycare	3,183.50	35,018.50	38,202.00
Cemetery	1,064.58	21,503.41	20,136.00) <b>4</b>
Physician recruitment	-	-	3,000.00
Economic development	39,890.05	254,446.76	421,856.00
Agriculture - weed and pest control	3,025.07	14,058.29	44,916.00
Land use planning, zoning and development	7,115.15	196,032.77	206,563.00
Parks and recreation	55,358.44	580,755.29	991,255.00
Culture - libraries and museum	5,992.69	268,653.11	366,657.00
	<u>446,971.12</u>	<u>5,375,421.69</u>	<u>8,585,906.00</u>
<b>Net Income</b>	<u><b>232,812.24</b></u>	<u><b>(4,081,619.85)</b></u>	<u><b>(2,370,222.00)</b></u>

**Notes:**

- 1** Overbudget due to requisition payments still to be processed which will reduce this net municipal tax revenue.
- 2** We are over budget in sewer free revenue from budget due to affect of bylaw rate changes being difficult to accurately estimate for budget. Budget was kept conservative and we have see actuals above budget in reality. This additional revenue over budget will result in over budgeted transfers to reserve for future capital replacements.
- 3** We have seen greater than usual development and building permits issued and therefore increased revenues.
- 4** Slightly over budget due to higher than normal burials this year. Revenues are also above budget. They don't show above budget in this report due to perpetual care revenue not being recognized until the end of the year, but we expect around \$5,000 of perpetual care revenue to be recognized.



**Town of Claresholm  
Income Statement by Object  
November 30, 2021**

<b>Revenue</b>	<b>NOVEMBER</b>	<b>2021 YTD</b>	<b>2021 BUDGET</b>	
Net municipal taxes	0.04	(3,885,566.42)	(3,532,178.00)	<b>1</b>
Special assessments	-	(4,607.58)	(5,140.00)	
User fees and sales of goods	(114,354.69)	(2,926,089.17)	(2,871,852.00)	
Government transfers for operating	(8,769.00)	(389,793.67)	(422,923.00)	
Investment income	(3,292.70)	(42,827.97)	(60,000.00)	
Penalties and costs of taxes	(29.55)	(107,953.36)	(88,100.00)	<b>2</b>
Licenses and permits	(3,241.90)	(125,731.91)	(103,000.00)	<b>3</b>
Other local government transfers	(6,711.62)	(187,127.82)	(200,839.00)	
Proceeds from disposal of capital assets	-	108,415.00	(75,000.00)	<b>4</b>
Franchise and concession contracts	(17,932.02)	(207,300.95)	(214,616.00)	
Rental	(24,627.79)	(61,694.41)	(109,080.00)	
Other	(42,461.18)	(80,741.33)	(77,500.00)	
Government transfers for capital	-	(1,547,948.12)	(3,195,900.00)	
	<b>(221,420.41)</b>	<b>(9,458,967.71)</b>	<b>(10,956,128.00)</b>	
<b>Expenses</b>				
Salaries, wages and benefits	224,276.87	2,560,048.69	3,058,879.00	
Contracted and general services	115,255.29	1,340,924.07	1,795,226.00	
Materials, goods, supplies, and utilities	93,851.47	1,056,447.24	1,307,500.00	
Bank charges and short-term interest	74.06	716.15	500.00	<b>5</b>
Interest on long-term debt	-	127,001.49	232,220.00	
Other expenditures	176.00	36,663.44	121,090.00	
Transfers to organizations and others	13,337.43	253,620.61	344,626.00	
Amortization	-	-	1,725,865.00	
	<b>446,971.12</b>	<b>5,375,421.69</b>	<b>8,585,906.00</b>	
<b>Internal Transfers</b>				
Internal transfers	7,261.53	1,926.17	-	<b>6</b>
<b>Net Income</b>	<b>232,812.24</b>	<b>(4,081,619.85)</b>	<b>(2,370,222.00)</b>	
<b>Other</b>				
Transfers to/from reserves	-	-	(587,374.00)	
Capital expenditures	432,615.48	2,578,269.35	5,004,022.00	
Debt Proceeds	-	-	(750,000.00)	
Debt Principal Repayment	-	249,460.46	429,439.00	
Amortization addback	-	-	(1,725,865.00)	
	<b>665,427.72</b>	<b>(1,253,890.04)</b>	<b>-</b>	

**Notes**

- 1** Overbudget due to requisition payments still to be processed which will reduce this net municipal tax revenue.
- 2** Penalties and costs of taxes revenue are over budget due to higher than normal late tax payments.
- 3** Licenses and permit revenue is over budget due to higher than normal building permits issued.
- 4** Proceeds from disposal of capital assets is in a net expense position instead of revenue due to costs related to the remediation and demolition of the old admin building without any proceeds on a sale being received yet.
- 5** This is primarily related to charges related to our payment processing (Moneris) account and fees. We expected to see somewhat better savings than we saw this year, but we are still about \$200 below last year at this time.
- 6** Internal transfers net to NIL. Current YTD balance is due to timing of entries. Will balance to NIL at yearend.



# Information Brief

Meeting: January 24, 2022

Agenda Item: 15

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## Information Brief – Seed Exchange & Claresholm Garden Project

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The past few years have brought global uncertainty, changes that have affected the supply chain. Just what the implications are still remains to be seen. As a thriving community that wants to continue to prosper we must ask ourselves what we can do to continue to thrive in an ever changing society. The Town of Claresholm is situated in an area that receives some of the most sunshine, this is an area we should be capitalizing on. Providing a sustainable food supply locally is something that we as a community can all contribute to.

Seed Exchange: 2 dates offered, with sign-up sheets for those interested in participating more in depth.

### Seed Exchange Costs:

Envelopes	6 cm X 9 cm- 500	\$35.00
Labels	2" x 2"	\$25.00 (~\$20/ 100 + Set up)
Seeds	9 Varieties	<u>\$81.77</u>
		141.77 Seed Exchange Costs

\$5 fee for participants of the Seed Exchange would go back into the project. 30 people attending the Seed Exchange would cover the current costs. Participants of the Seed Exchange will be encouraged to partake in the 'Plant a Row' initiative by the Food Rescue. The times of the Seed Exchange are scheduled so they are after regular work hours.

The Water Barrels would be a sign up, paid prior to delivery to the town, and picked up in a location. This would be a good public service that shows the town is serious about water conservation, is aware that the rising cost of utilities is impacting residents. This also indicates that the Town supports community gardening initiatives.

The other items, workshops would be if there was enough interest and community members were interested in teaching/facilitating them. That's where the sign up (interest lists) would be beneficial, they wouldn't run otherwise.

The Claresholm Garden Project is an extension of the Seed Exchange, with the potential of a Garden Club which is dependent on interest in the community. If enough people get on board perhaps the Garden Club could be reinstated, then it's a separate entity from the town. In future years the Seed exchange & Plant Exchange would be ran by the Garden Club, with a format for workshops in place.

### ATTACHMENTS:

- 1.) Seed Exchange Poster
  - 2.) Claresholm Garden Project Attachment
  - 3.) Barrelman Quote
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PREPARED BY: Denise Spencer, Recreation Manager

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APPROVED BY: Abe Tinney, CAO

DATE: January 20, 2022

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# SEED EXCHANGE

**WHEN**  
February 16 & March 2, 2022  
5-8pm

**WHERE**  
Town Office Community Room  
111 - 55 Avenue West, West Entrance  
*May move to Council Chambers*

**ENVELOPES & LABELS AVAILABLE AT THE TOWN OF CLARESHOLM STARTING JANUARY 26TH ; LIMITED SUPPLY**

*COVID protocols in effect*

**CLARESHOLM.CA**  
**403-625-2172 or 403-625-3381**

## DO YOU HAVE EXTRA SEEDS?

Split them up, package them, label & date

Drop them off at the Town Office, or on the date of the exchange

## FLOWER SEEDS

Beautify your space  
Perennial & Annuals welcome

## VEGGIE SEEDS

Do you have some to share?

## WATER BARREL

Sign up during the seed exchange, priced between \$48-\$59. Cost is less with bulk order

## \$5 FEE

Covers the costs for supplies and earmarked for future workshops

# CLARESHOLM GARDEN PROJECT



'Where Community Takes Root'



# THE PROCESS



Plant

Seed exchange, plant exchange  
Community



Grow

Local compost, Water barrels  
Community



Workshops

Seed to table  
Community

# SEED EXCHANGE

## FEBRUARY 16 & MARCH 2

3

- Envelopes and labels to be available for interested participants
- Seed saving booklet
- \$5 fee for participants, which goes back to the project to cover costs and go towards workshops/ supplies
- Promote Grow a Row for the Food Rescue
- Sign up sheets & interest lists: Workshops & Garden Club
- Seed Bank



# PLANT EXCHANGE

- Date in spring to be determined:
  - Late April, Early May
- Open to all who want to participate
- Interest list and sign up sheets available

# WATER BARREL SIGN UP



## Double outlet rain barrels

1-9 \$52.35

10 – 24 \$51.10

25+ \$47.75

## Triple outlet rain barrels

1 – 9 \$58.95

10 – 24 \$56.10

25+ \$53.25

GST not included: Delivery to one location in  
Claresholm included

## 55 Gallon Barrels

*This includes a brass spigot and adapter, plus a plug  
for the triple outlet rain barrel*



*The more people who sign up, the better deal we all receive,*

- *payment prior to order*
- *Sign up at the Town Office*

# COMMUNITY LED WORKSHOPS

**Sign-up examples:**

**Tomatoes, peppers, & herbs**

**No till & Till Gardening; benefits**

**Container Gardens**

**Compost: Soil building**

**Greenhouses, big and small**

**Growing ecosystems in the garden**

**Trees; fruit trees & bushes**

**Important bugs**

**Preserving food**

**Cooking Bee**



*Claresholm community members have a wealth of experience in many different areas, we'd ask those who would be interested in sharing their knowledge to sign up to teach others.*

# NEVER UNDERESTIMATE THE POWER OF A SEED



**LOCAL**



**SUSTAINABLE**



**DELICIOUS**

AS A THRIVING COMMUNITY THAT WANTS TO CONTINUE TO PROSPER WE MUST ASK OURSELVES WHAT WE CAN DO TO CONTINUE TO THRIVE IN AN EVER CHANGING SOCIETY. DOING WHAT WE CAN TO PROVIDE LOCALLY PRODUCED FOOD IS SOMETHING THAT WE AS A COMMUNITY CAN ALL CONTRIBUTE TO.



**THANK YOU**

**“Today's seeds are tomorrow's harvests.”  
— Matshona Dhliwayo**

# The Barrelman Inc.

31 Edgeland Rise NW  
Calgary AB T3A 4C5  
Phone/Fax 403-547-4051  
Cell 403-969-3786  
E-mail: [thebarrelman@telus.net](mailto:thebarrelman@telus.net)

Date: January 17, 2022

Quote # 01197

## *Customer:*

Town of Claresholm

QTY.	DESCRIPTION	PRICE PER UNIT	TOTAL
1-9	Double outlet rain barrels - delivered	\$52.35	
10 – 24		\$51.10	
25+		\$47.75	
1 – 9	Triple outlet rain barrels – delivered	\$58.95	
10 – 24		\$56.10	
25+		\$53.25	

GST not included

Delivery to one location in Claresholm included

This includes a brass spigot and adapter, plus a plug for the triple outlet rain barrel

GST#: 855454799RT0001

This quote is valid for Spring/Summer 2022



# INFORMATION BRIEF

Meeting: January 24, 2022  
Agenda Item: 16

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## ALBERTA MUNICIPALITIES ANALYSIS OF PwC REPORT APPS TRANSITION

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### **DESCRIPTION:**

Alberta Municipalities, in responding to direction from member municipalities, has provided a summary of concerns regarding the province's proposal to transition from the RCMP to a provincial police force. Alberta has also provided a summary of the "defining characteristics" of the province's transition proposal.

### **BACKGROUND:**

In November of 2019, the province of Alberta struck up the Fair Deal Panel, with the mandate of consulting with Albertans to gather input on how best to define and secure a fair deal for Alberta within the country. In May of 2020, the panel submitted their final report to the provincial government with a number of recommendations. These included areas of focus such as addressing the future of equalization, the possibilities of an Alberta Pension Plan, and an issue impacting all municipalities in the province – exploring an Alberta Provincial Police Service (APPS).

In October of 2021, the Government of Alberta released the independent report developed by PwC that studied the feasibility of replacing the RCMP with the APPS, including the operational needs, processes and potential transition costs. With an outline on service delivery options and proposed governance models, the PwC Report does not provide a formal stance or recommendation on a decision, but lays out a potential framework and rollout timeline.

### **DISCUSSION/OPTIONS:**

Alberta Municipalities has highlighted three main principles for an APPS – police governance and oversight, police service levels, and policing costs. There are gaps between Alberta Municipalities' principles and the provincial report on APPS transition that are concerning to Alberta Municipalities, and several issues that are not addressed in the report. More information is provided in the attached report.

### **ATTACHMENTS:**

1) ABmunis – Analysis of PwC Report Alberta Provincial Police Service

PREPARED BY: Abe Tinney, CAO

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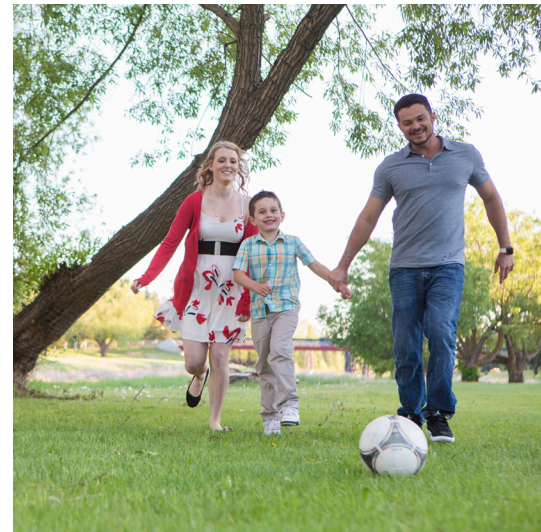
APPROVED BY: Abe Tinney, CAO

DATE: January 20, 2022

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# Analysis of **PwC Report** **Alberta Provincial** **Police Service** **(APPS) Transition**

January 19, 2022



**Alberta**  
**Municipalities**  
Strength  
In Members

# Executive Summary

In November of 2019, Premier Jason Kenney struck up the Fair Deal Panel, with the mandate of consulting with Albertans to gather input on how best to define and secure a fair deal for Alberta within the country. In May of 2020, the panel submitted their final report to the provincial government with a number of recommendations. These included areas of focus such as addressing the future of equalization, the possibilities of an Alberta Pension Plan, and an issue impacting all municipalities in the province – exploring an Alberta Provincial Police Service (APPS).

In October of 2021, the Government of Alberta released the independent report developed by PwC that studied the feasibility of replacing the RCMP with the APPS, including the operational needs, processes and potential transition costs. With an outline on service delivery options and proposed governance models, the PwC Report does not provide a formal stance or recommendation on a decision, but lays out a potential framework and rollout timeline.

Since the possibility of an APPS was announced, municipalities in Alberta have looked to engage with the ministries of Municipal Affairs and Justice and Solicitor General to be a voice at the table. Municipalities ranging in size have a vested interest in the future of their local law enforcement and community safety and are looking to provide their feedback and input into this process. As municipalities began to take in the PwC Report, a number of questions began to arise on the direction the province was going.

While the PwC Report provided insights into APPS governance, costs and timelines, there were certain questions that were still unasked that are vital to the process. Stakeholders involved with the APPS discussion have been narrowly focused on the cost consideration discussion. Both Premier Kenney and Justice and Solicitor General Minister Kaycee Madu have addressed cost concerns in public forums, assuring that there will be a net zero impact on municipalities. The Official Opposition Alberta NDP have also made cost considerations a main area of focus for their criticisms, openly stating their support for the RCMP and their work within the province. Municipalities, through numerous surveys and in public engagement opportunities have expressed their concern with potential costs being downloaded onto them and the certain level of mistrust of the province to uphold the net zero commitment. While APPS costs are an important piece of the equation, there are a number of other gaps that should be on the radar for stakeholders. These include governance structure service level metrics that require more clarity before a decision is made. This analysis highlights those areas of concern.

Given the reality that this is a topic of transformational change and we haven't seen a provincial police force stood up in more than 100 years – by bringing solutions to the table with provincial counterparts, municipalities across the province are in a unique position to have meaningful impacts on the conversation of future policing in Alberta.

## Future State Operating Model

PwC Report's recommended service delivery model focuses on community policing and the ability to share resources, data, and intelligence across all police services and non-policing partner organizations. The PwC Report states that if Alberta were to adopt the APPS, the province would lose \$170 million in federal funding but increase the number of frontline officers and civilian specialists. Additional costs would include \$32 million for real estate leases, repairs, utilities, professional services, furnishings, and maintenance. Administration and other costs are estimated at \$72 million.

### The defining characteristics of the PwC Report's proposed operating model are the following:

#### Enhanced Community Input & Accountability to Citizens

Stronger and more formalized local governance measures with representation from rural, urban, and Indigenous communities and supported by local Police commissions will give communities a voice in what services are delivered, how services are delivered and how police performance will be measured at a local level.

#### Improved Service Levels Across Rural Alberta, Indigenous Communities, & Municipalities

The proposed model will result in an increased number of frontline members of the APPS deployed in Alberta from 3,097 under the current model to 3,218 in the recommended model while reducing operating costs. The total staffing will increase to 4,189 from 4,030 as of June 2020.

#### Improved Efficiency, Integration, and Value for Money

The PwC Report suggests APPS can build integration points directly into the service delivery model and embed them into the organization with formal governance and dedicated resources.

#### Fit for Alberta Innovations

The PwC Report says that incorporating innovative, evidence-based approaches to challenges facing Albertan communities – including rural policing, mental health, opioid responses and policing in Indigenous communities – is a key part of creating a modern fit for Alberta provincial police service.

# Alberta Municipalities (ABmunis) Policing Principles and identified alignment and gaps

ABmunis hosted the 2021 President's Summit on Policing as two virtual sessions on February 3 and 17, 2021. Attendees of the webinars indicated that they were in favour of improvements to RCMP governance and service levels, but the majority disagreed that an independent APPS would better meet their communities' needs than the current model. After deliberation, ABmunis chose to hold off on announcing a policy position related to an APPS following the Summit until the province released the PwC APPS Transition Report. In preparation for this announcement and any subsequent advocacy, the ABmunis Board of Directors adopted a set of principles for an APPS should one be transitioned to.

The principles include three pillars – **police governance and oversight, police service levels and policing costs**. Upon further analysis and comparison between ABmunis' provincial police service principles and the PwC Report, there are areas of alignment but also gaps. These gaps turn into areas of concern for ABmunis for any transition to an APPS and further create numerous questions that must be asked by ABmunis and answered by the Alberta provincial government.

In addition to these information gaps in the PwC report, there are many important issues that the PwC Report never does address, such as:

- Proposed changes to policing does little to impact the lack of resources for the Alberta prosecution and judicial systems, which remains the largest barrier to Alberta's "catch and release" problem.
- Why hasn't the provincial government already implemented many of the PwC suggested policing improvements, under its current policing arrangements with the RCMP, including:
  - Integration of health and family services.
  - Effective performance metrics.
  - Effective police governance and independent commission.
- Establishing Alberta policing priorities, what would be different in the APPS model compared to the RCMP arrangement? And why?
- Although Alberta policing costs may decrease by \$24 million or 3 per cent with an APPS, how is the provincial government going to address the \$170 million of lost funding from the federal government.
- How is the provincial government going to fund the \$366 million of APPS one-time transition costs?

## **ABmunis Policing Principle**

### **1. Police governance and oversight**

- a. An APPS must ensure that all municipalities have meaningful input into developing local policing priorities.
- b. Governance and oversight bodies for an APPS must include municipal representation at local, regional, and provincial levels.
- c. An APPS must provide regular reporting on policing priorities and outcomes to the municipalities it serves.

### **Alignment**

The PwC Report outlines a future operating state model that focuses on Enhanced Community Input & Accountability to Citizens – a direct correlation to the ABmunis principle of ensuring an APPS model allows municipalities to bring meaningful input into developing local policing priorities. Aspects of this future operating state model focus include:

- Prioritizing community policing with local resources who are recruited and representative of their communities, with a focus on proactive problem solving and ongoing community engagement.
- Local Police Commissions to increase accountability to local community priorities and service needs.
- Rethinking how performance is measured by moving from a broad national focus to a highly tailored local community focus. This can be best achieved by developing performance metrics directly with the communities being served to truly connect the needs of the community.

With a focus on the ABmunis principle on governance and oversight bodies, the PwC Report recommends a governance structure that includes Commission-led Decision Rights.

- Commission set priorities on quantity and quality of services required. Political intervention into operations is minimized but collaboration to identify priorities and performance metrics.
- Oversight and decision authority is distributed across several executives (e.g. Commission Directors) who are representative of the citizens/communities.
- Agency is accountable to communities through board representation and additional local governance structures.
- Performance is monitored against service levels, which are tailored to customer need.
- Complemented by Local Police Commissions that are in place to collaborate with local detachments in determining how policing is provided in their local community and to agree on performance measures.

### **Gaps**

While the PwC Report touches on the need to develop and make use of police commission and committees under governance structure, it does little to consider structures that already exist.

At a local level, communities already set up their own police committees or commissions to review performance, set goals, carry out community engagement and seek input that would result in improved service delivery and crime reduction.

## ABmunis Policing Principle

### 2. Police service levels

- a. An APPS must establish and deliver a minimum standard of policing infrastructure, supervision, administration, and front-line services necessary to respond to calls for service and provide adequate proactive policing in all Alberta municipalities.
- b. This minimum standard must exceed current RCMP performance.
- c. The GOA must create, with input from municipalities, metrics to demonstrate that the minimum standard is being met or exceeded in all Alberta municipalities.
- d. The GOA must publicly share reporting on APPS performance.

### Alignment

An ABmunis principle focus on metrics to demonstrate the minimum standard is reflected in the governance model recommendation on Performance Metrics and Locally Determined-Priorities – in which the framework suggests local detachments and Police Commissions should collaborate to establish performance metrics and measures for service in their local area. The PwC Report goes as far as to outline specific metrics as well, focusing on dimensions of police work which provide a solid foundation for defining performance metrics for individuals, units and the organization to drive continuous improvement and accountability of outcomes.

These dimensions are:

- Public confidence and trust in police services.
- Engagement with the community and police community partnerships.
- Reduction in Crime & Victimization.
- Offenders called to account (through prosecution, restorative justice, alternative measures etc.).
- Reduced fear & enhanced sense of personal security.
- Civility in public spaces.
- Use of authority or force fairly with appropriate oversight from civilians and communities.
- Effectiveness and efficiency of use of financial resources.

### Gaps

When it comes to the ABmunis principle of a requirement of the GOA to publicly share reporting on APPS performance, there is an identified gap. The PwC Report outlines the work of the Transition Management Office (TMO) within the transition roadmap as one of the nine key elements. The goal of the TMO is to oversee and manage the transition project, escalate risks and issues and provide critical reporting to leadership and key stakeholders. However, there's little additional information on reporting requirements with no commitment to public reporting.

When it comes to Improved Service Levels Across Rural Alberta, Indigenous Communities, & Municipalities – the proposed model will result in an increased number of frontline members of the APPS deployed in Alberta from 3,097 under the current model to 3,218 in the recommended model while reducing operating costs. The total staffing will increase to 4,189 from 4,030 as of June 2020. The PwC Report states that rethinking what resources are needed and how those resources are deployed to be more responsive to service calls across Alberta will allow the APPS to increase the number of regular members in communities across Alberta and be more flexible in meeting the needs of each specific community.

## ABmunis Policing Principle

### 3. Policing costs

- a. Municipalities must not bear any of the costs associated with implementing and transitioning to a provincial police service.
- b. Police funding must be based on the principles of fairness, transparency, and predictability.
- c. The GOA must fill the funding gap associated with the loss of federal funding for using RCMP services.
- d. Municipal policing costs for an APPS must not exceed the current RCMP policing costs.
- e. All municipalities must pay an equitable share of policing costs for the minimum standard of policing.
- f. Municipalities must retain the ability to negotiate contracts with an APPS. Municipalities requesting contract enhancements, e.g. additional dedicated officers or staff, would be responsible for paying the additional cost of providing these.

### Alignment

Identified in the PwC Report under a future state operating model is a key element to Improved Efficiency, Integration, and Value for Money. This is in alignment with the ABmunis principle of a policing funding model passed on fairness, transparency, and predictability. This key element outlines a focus on integrating other services to maximize Alberta's resources through efficient and cost-effective partnerships, as well as:

- Embedded operational competencies and integrations aligned with other provincially delivered services including health care, family and community services, mental health supports, education, and addictions treatment.
- Integrating with other police services in the province with shared data, real time communications, shared training facilities and standards, and responses to reduce duplication of investigations and expanding the role of ALERT in Alberta.
- Leveraging existing expertise and infrastructure in Alberta to provide lab services, specialized operations, training, and civilian expertise specialist fields such as financial crime or cyber-crime to allow members of the police to focus on proactive community policing and improving service levels.
- Utilizing existing government of Alberta technology, infrastructure and processes to maintain economies of scale, reduce infrastructure investment costs and be more efficient in-service delivery for enabling functions.

### Gaps

Many stakeholders are not convinced that the costing outlined in the PwC Report is accurate as presented.

- A clear example of this is the lack of detail as it pertains to capital costs, with questions such as how will pensions for the existing RCMP members transition over to APPS and at what cost, how will current non-billable costs and the current federal funding be absorbed. This includes a lack of consideration for recently agreed upon pay increases for RCMP officers.
- In the past, programming and services provided by the province that started out as a minimal cost to municipalities became an increasing burden to many municipalities as funding never increased and further costing and service expectations were downloaded with no recourse or input. The PwC Report does not address these past instances or have commitments in place to ensure they do not occur again.
- The RCMP have also highlighted gaps with consolidated services and non-billable costs – such as human resource management, corporate management, communications are paid through the divisional administration charge, which allows these costs to be consolidated and shared amongst all contract partners.

## Potential questions for conversations

The Ministry of Justice and Solicitor General will be touring the province, presenting the findings and outcomes of the PwC Report. Given the number of information gaps and lack of transparency in the PwC Report, it is important that municipal leaders look for answers to the following questions:

### Financial

- Given that the province has stated that there will be no net financial impact to municipalities, how will the increase in costs be covered, and how will you guarantee that municipalities will not shoulder a greater burden in the future?
- Considering the loss of federal grants, how will funding for a new police service be structured, and will the provincial government look at changing how PPSA and/or MPSA fund policing?
- What will be done to achieve reduced operating costs while the overall staffing levels are going up?
- How will cost over runs during the transition process be mitigated?
- Have training costs been included in the forecasting, especially since many RCMP officers do not transition over to provincial police services and there is extensive training that needs to be completed?
- The PwC Report notes 65 new FTEs of health, family and social work professionals. Will they be those who have roles in the various systems or are these NEW FTEs that will fall under the umbrella of the APPS?
- When considering economies of scale, will the APPS be able to purchase goods and services at the same or better cost than the RCMP?
- Has the province considered insurance and liability costs for potential class-action lawsuits?

### Logistics

- How many officers do you anticipate will transition from the RCMP in Alberta to a new APPS and how did you come up with those numbers?
- How will the new APPS work with the RCMP on cross-jurisdictional issues and current joint ventures?
- Considering that many police services are having troubles with recruitment, are you confident that you can recruit enough members for the transition and why? Do you have a backup plan?
- When will details on training programs be shared? Info such as – where will training be provided, who will lead training programs, will new APPS training compliment training already available or will it be an entirely new program, will training be available to those just beginning their policing education journey as standalone training?
- Will the creation of an APPS create barriers for municipalities that may consider a transition to their own municipal police force? Do the cost/benefit projections account for the possibility of some municipalities exploring municipal police forces in place of APPS?

### Engagement and Options

- What work has been done to evaluate the ability of the RCMP to adjust to meet the core values, innovations, and outcomes the GoA is seeking?
- What is the province's engagement plan for first nations and indigenous communities/people?
- What conversations have been had with standalone police services regarding shared training facilities and other services? Are those services amicable to the idea?
- When it comes to the balance of power, would existing Local Police Commissions relinquish or lose powers to the newly established Provincial Police Commission (PPC)?
- When the PwC Report discusses priorities being set by a local police commission, there are no clearly defined roles and guidelines for the different commissions. Are the broader goals entrenched through the PPC and mandated downward?
- Will municipalities over 5,000 in population still have MPSA arrangements?

### Accountability

- The PwC Report says that there will be continuous evidence-based improvements to service. How will this be achieved and measured?
- When it comes to service levels metrics and reporting, how are the proposed service level metrics different from existing ones and how will it be publicly shared?
- Will the province commit to holding a referendum before a final decision is made, and what is the timeline for that?
- What role will municipalities have in setting APPS priorities and direction?
- The provincial narrative has evolved to now identifying that the federal government has indicated that it wants to have the RCMP exit community policing. If so, what conversations has the provincial government had with its federal counterparts?



## **Connect**

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**Claresholm**

# INFORMATION BRIEF

Meeting: January 24, 2021

Agenda Item: 17

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## COMMUNITY FOUNDATION OF LETHBRIDGE & SW ALBERTA UPCOMING GRANT PROGRAMS

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The Town received notification that the Community Foundation of Lethbridge and Southwestern Alberta next round of grant programs is now open for submissions. There are three programs available for groups, charities, schools and municipalities (can be in partnership with community not-for-profit societies).



1. The **Community Priorities Grant** will cover:

- One-time costs to build capacity in fulfilling your mission
- One-time capital costs such as equipment purchase, facility construction and renovation projects
- One-time operating costs such as funding to launch a pilot project
- Funding for the initial phase of a program that you can demonstrate will be funded in the future from other sources
- Funding to strengthen the governance of your organization.

2. The objective of the **Henry S. Varley Fund for Rural Life** is to enhance and sustain a quality of life in the rural communities of southwestern Alberta. Therefore, proposals that focus mainly on capital expenses such as new construction, renovations, large equipment items, playgrounds, parks, and vehicles are NOT eligible for funding from the Henry S. Varley Fund for Rural Life.

Charities or Qualified Donees will choose one or more categories to submit an application:

- *Innovation* – Project initiatives proposed by one or more qualified donees that encourage innovation through new approaches, new models, and new ways of making change for individuals in our communities.
- *Community Collaboration* – Project initiatives funded by the Henry S. Varley Fund that will encourage collaboration and work together to build inclusive responses to local issues.
- *Education and training initiatives* - The quality of life in rural communities thrives through employment opportunities. Education and training initiatives that support organizations that will develop and enhance the skills to strengthen organizations that support the rural community.

- *Information and research initiatives* – Projects that arise as the result of research and information initiatives that impact the rural community and quality of life of its citizens.

3. The purpose of the **Youth in Action Grants** is to empower youth by encouraging leadership on a project that will have a positive impact on their community. Applicants must be 25 years of age or younger. Youth in Action Grants are not intended to support existing programs or services being offered by charities or schools. You can apply for a maximum of \$2,000 in project funding;

This is for Council's information, and Councilors can feel free to pass this information along to boards and non-profit societies they are in contact with. Administration has passed this email onto some community groups that we are in regular contact with as well for their information. If there are any specific projects or programs these groups would like to apply, they can contact our office for assistance with the application process and letters of support if required. More information can be found on their website at: <https://cflsa.ca/grants/#2> (guidelines for each program at the link below).

<https://cflsa.ca/wp-content/uploads/2022/01/2022-Youth-in-Action-Guidelines.pdf>

<https://cflsa.ca/wp-content/uploads/2022/01/Spring-2022-RL-Grant-Guidelines.pdf>

<https://cflsa.ca/wp-content/uploads/2022/01/Spring-2022-CPG-Guidelines.pdf>

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 2.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

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APPROVED BY: Abe Tinney, CAO

DATE: January 20, 2022

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# Town of Claresholm

**Council Committee Report**

Date: January 24, 2022

<b>Mayor Petrovic</b>	
<b>Councillor Carlson</b>	<p>EDC - Work is ongoing with the needs assessment, 3 year plans are moving forward and will tie in with the council organizational meeting next month</p> <p>FCSS - Christmas hampers went well, Tax prep will be starting and organizing with volunteers. Signed on with EDC for needs assessment. Housing and rental accessibility continues to be a challenge. Barb and Holly do well at managing the office.</p> <p>PHL - Lodge is running smoothly and will be working on budgets in February. All COVID issues are being handled well. Day to day operations are well managed.</p> <p>MPC - unable to attend due to scheduling issues</p>
<b>Councillor Cutler</b>	<p>Southern Alberta Summer Games Society</p> <p>The committee held their Annual General Meeting on Tuesday, January 18, 2022. A discussion was held regarding hosting the Southern Alberta Summer Games in the future. Claresholm was originally scheduled to host the games in 2021. Raymond has been awarded the games for 2022, however the Southern Alberta Recreation Association (SARA) is unsure of what this year's games may look like. The committee does not want to put forward Claresholm's interest to host in 2023 just yet until SARA makes some decisions about how the games will look this year. At this point, SARA is looking for creative solutions to hosting the games this year including spreading events across the entire region over a longer span of time. The committee passed the following motion:</p>



# Town of Claresholm

	<p><i>Motion for the committee to submit to the SARA board to assist with the 2022 Southern Alberta Summer Games in any way possible, such as being willing to host a few sports in our community or our region to help ensure that some type of games occur in 2022.</i></p> <p>Updates will be shared with Council when available.</p> <p>Transportation Society The transportation society is looking into a new van at the current time. We were able to stay in the black this quarter which is good. Trying to brainstorm ideas of how to offset administrative costs as grants don't cover a lot. Looking at a 50/50 in early spring and ten a possible summer time raffle of prizes. We have a upcoming casino and could always use volunteers for this let Councillor Cutler know if anyone is interested.</p>
<p><b>Councillor Kettles</b></p>	<p>Claresholm Golf Club</p> <p>Higher than average usage last couple of seasons have meant solid financials New course Superintendent has been hired on a two year contract New greens mower has been ordered. Other equipment being overhauled Putters Restaurant contract renewed Various course improvement projects undertaken with help of course volunteers Planning underway for replacement of damaged signage at highway Planning underway for repair of wind damaged fence</p> <p>Claresholm Child Care Society</p> <p>A few new board mentors required from AGM planned for Feb 15 2022 budget adopted in principal pending AGM Financials seem sound especially in light of new provincial/Federal child care initiative Fundraising budget line increased slightly based on success from last year</p> <p>Learn-a-Lot Playschool Board</p>



# Town of Claresholm

	<p>A number of new board members but they seem to be setting up for success</p> <p>Developing new website with updated photos and info</p> <p>Student numbers have been down through Covid times however they are working through</p> <p>They should benefit from the new Provincial Child Care initiative</p> <p>Fund raising has continued and a casino is scheduled for end of January</p>
<p><b>Councillor Meister</b></p>	<p>Claresholm Drop in centre</p> <p>On January 12 we had our first rebranding meeting. Approximately 50 people were in attendance. It would have been nice to see some younger people as well as the regular members. We had a brainstorming session and everyone was able to submit ideas that they thought would be beneficial to the community and the centre. Several ideas were similar to what is already offered with a few that would involve more of the different ages and groups in our community. Next discussion meeting is January 26th @7pm.</p> <p>Our regular board meeting was January 18th. We discussed hourly rental rates and the possibility of a couple new renters in the future. Rates for activities and rentals are cheaper if you have your membership and the membership fee is due February 1st. One new appointment to the board. A complaint was filed with AHS about not following the REP protocol. The complaint was about a day that the centre was not even open and was filed a month afterwards. We are hoping to have a Free valentines cookie and coffee afternoon on the 11th. Time and details yet to be finalized. We would like to use the opportunity to have any members of the community who are interested in seeing what the centre has to offer come and check us out. REP protocol will be in place.</p> <p>Claresholm housing authority</p> <p>Regular board meeting was held January 17th. One tenant case that has a hearing scheduled. The wind has taken a toll on some of the roofs and hardy board on a few of the residences. Contracts go</p>



# Town of Claresholm

	<p>to whomever the higher ups choose, cheapest is not always best! If we could make that decision we would pick local contactors who take pride in their work and are more accountable in the community. Cabinets and countertops will be replaced as they are nearly 40 years old. Also looking into boiler replacement. 2022 should see tenant rates stay the same. There are currently 115 tenants in 61 units.</p>
<p><b>Councillor Schlossberger</b></p>	<p>Alberta South West          We lost quite a few members from last board. So we have been busy getting all the new members up to date and familiar with ASW. New executive board elected. Brent Feyter, mayor of Fort Macleod elected chairman. Brad Schlossberger elected Vice Chair. Met our Economic Development person from the Alberta government. Linda Erickson has moved on to a position with economic development Canada. Her name is Selena.</p> <p>ORRSC executive committee          ORRSC is in stable financial condition. One new member added. Duchess. We will be hiring a consultant part time for Duchess. One senior planner has retired. Interviewing for new planner taking place right now. Possibly looking at purchasing another vehicle. Down to 2 vehicles now compared to 4 before COVID. Three new members on executive committee.</p> <p>EDC          Lively SWOT discussion to start off new EDC board. A ton of discussion. A lot of the strengths and weaknesses very similar to councils. A few different ideas on Opportunities and Threats though. Talk of a separate Facebook page for EDC. Lots of discussion about upgrading town website. Discussion on Claresholm's lack of identity. Talked about dropping the bill board program. Discussed importance of continued cooperation between town and MD.</p> <p>RCMP presentation          Very professionally done. Lots of good information. Their estimated cost of transitioning at 1 billion dollars. Ottawa has no control over Alberta policing as Alberta has a contract with Ottawa. If Alberta wants more</p>



# Town of Claresholm

	<p>RCMP, we make that request and Ottawa has say yes. Alberta will have to find, train and equip 2500 officers. Last year RCMP had 130 recruits come out of training. Where do we train them? Where do we get vehicles? Too many questions in PWM report, with no answers.</p> <p><b>Library</b> Sat in with Chairwoman on auditing monthly audit. Learning how to do that as I am on the finance committee. Still cleaning up the books from previous board. Having training planned for new board members. Staff doing training right now.</p> <p><b>Landfill</b> Budget work ongoing. Fairly tight. Compactor is broke down. Getting repaired right now. Will be a big bill. Landfill still very busy. Drive in customer income way up. Increased fees to drive in customers. Members fees will stay the same. No more break ins since Oct. of last year, when Claresholm RCMP made three arrests. Board stayed the same. Gord Wollesthalm is the chair. Brad Schlossberger vice chair. Staff very stable.</p> <p><b>Southgrow</b> Huge change over in board members with elections. Busy familiarizing new board members. Budgeting still a concern. Looking at a number of federal programs to get in on. Broadband continues to be a big topic of discussion. The federal money sent to provinces for broad brand is out, but Alberta handed out the money to the big players.</p>
<p><b>Councillor Zimmer</b></p>	



# CAO REPORT

January 24, 2022

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

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The last CAO report was at the end of November. There was no report in December because there was not a second meeting in the month.

I attended the Emergency Services Committee held at the M.D. of Willow Creek on December 16. As per the Intermunicipal Emergency Services Agreement, the Fire Chiefs from the region reviewed their respective 2022 budgets, prior to the meeting, and reported such at the meeting. The M.D. Fire Chief reviewed the M.D. 2022 capital plan, which includes a breathing apparatus for the Claresholm fire department. The M.D. of Willow Creek Council has been in discussions with AHS EMS regarding longer wait times in the region, including Claresholm. The administrators and fire chiefs will work together collecting and sharing data.

We conducted an employee engagement survey last year. The survey was intended to get a general feel for what is going well and what needs improvement. We had a good response rate as almost all employees completed the survey. Additionally, we were encouraged by the feedback. I am currently preparing a summary of the results and will report to town personnel and discuss with Council soon.

I have recently started monthly meetings with Town department managers and directors, as a means of proactively identifying and addressing issues and challenges, and providing updates and support to one another on projects, personnel etc.

I am continuing to work on the strategic plan. I have had an initial discussion with the management team, and am working on strategies to accomplish Council's goals. I will have a draft for Council review in February.

I will be attending ICS 200 (2<sup>nd</sup> level Incident Command System training) Wednesday and Thursday next week in Fort Macleod, along with a few other staff. Also next week, several staff and myself will be attending a kick-off meeting with RDN (Housing and Social Needs Assessment project).

## **BYLAW**

See enclosed report

## **CORPORATE SERVICES**

See enclosed report

## **DEVELOPMENT**

See enclosed report

## **ECONOMIC DEVELOPMENT**

See enclosed report

## **FCSS**

See enclosed report

## **FIRE**

See enclosed report

## **HR/TAXATION**

See enclosed report

## **INFRASTRUCTURE SERVICES**

See enclosed report

## **RECREATION**

See enclosed report

## **UTILITY SERVICES**

See enclosed report

Respectfully submitted by

Abe Tinney  
CAO

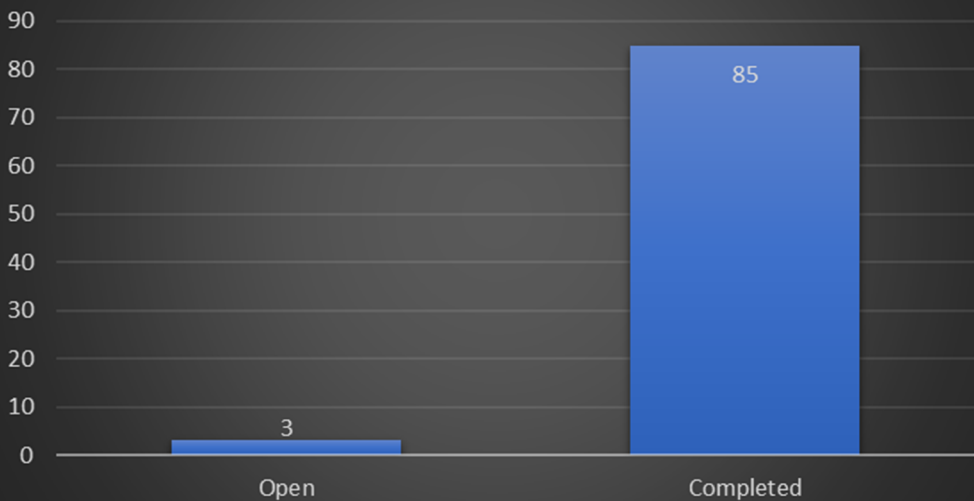


# INFORMATION BRIEF

Meeting: January.24, 2022  
 Agenda Item: CAO REPORT

## BYLAW ENFORCEMENT REPORT December 2021

### File Status December 2021



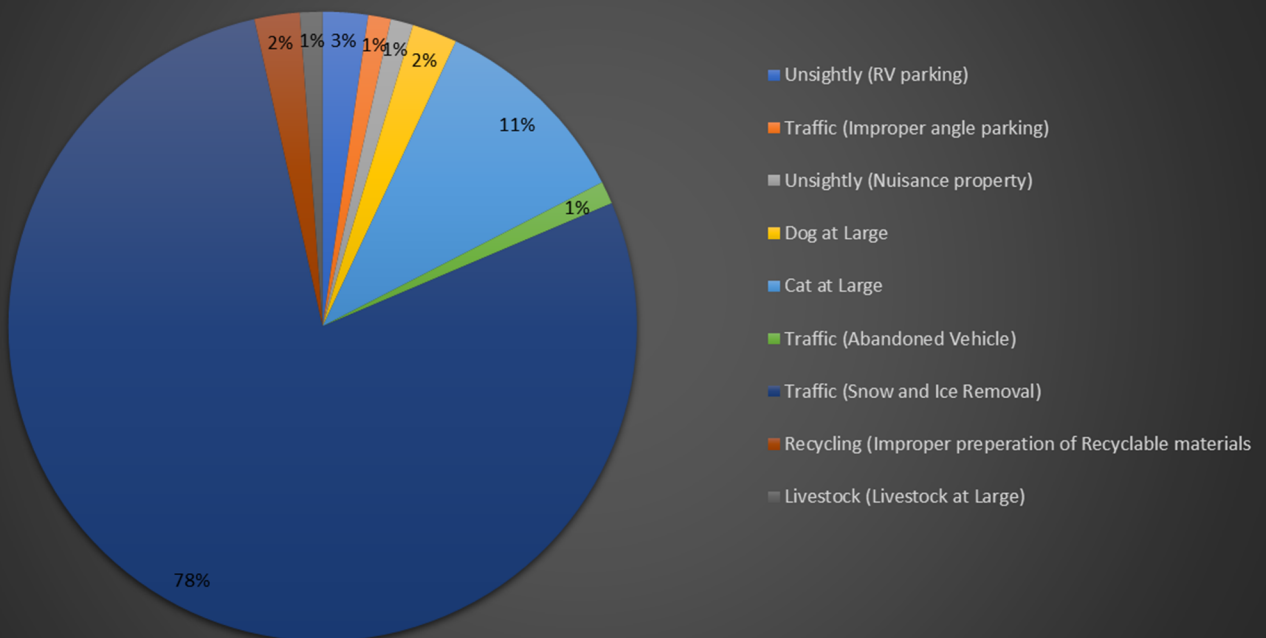
### December newspaper Highlights:

- SADD Liquor bag campaign in Highschool. 75 Students participated.

### December Bylaw Highlights:

- 85 Snow and Ice removal notices given in December
- Only 18 properties required a contractor to clear snow from sidewalks
- 11 Animals brought into Shelter
  - 9 Cats
  - 2 Dog
  - 2 cats claimed by owners
- Sidewalk clearing enforcement was a target in December.
- December 10<sup>th</sup> Risk Reduction Presentation with RCMP at Highschool on Safe personal choices (drinking and driving, safe driving at night, consequences of involvement in Criminal Justice system)
- Organized Risk Reduction presentation in partnership with RCMP for February on Human Trafficking. Will be presenting in Nanton School as well.

### Bylaw Infractions/Complaints in December



## DIRECTOR OF CORPORATE SERVICES - UPDATE



**Claresholm**

*For: 11/22/2021 - 1/21/2022*

### Financial

- 2022 Interim budget was passed on December 13, 2022 to be able to operate in the new year, administration will continue to review and adjust to try and minimize tax impact to residents while meeting Councils strategic objectives.
- Completed November month end and bank reconciliation including Council financial reports which are included in the January 24<sup>th</sup> Council Agenda package. A December report will not be provided as the 2021 Yearend audited financials will be presented instead after all yearend adjusting entries have been recorded and the audit is complete.
- Yearend financial statements and audit working papers are currently being prepared and is my current priority. This is a task that takes in excess of 100 hours to complete. This process includes, but is not limited to:
  - Developing and providing summaries and reconciliations for all asset and liability accounts for the auditors including explanations for increases or decreases from prior year. This includes:
    - calculations and adjustments for accrued interest on investments and loans, counts and adjustments for inventory, etc.
    - calculations and adjustments for vacation or sick time accruals for each staff member, and accruals for other liabilities such as holdbacks on construction projects.
  - Reconciliation of all grant funds, including MSI and FGTF and estimates of interest earned on funds held during the year. This includes adjustments for deferred revenues for each grant.
  - Reconciliation, calculations and adjustments for all assets disposed of or replaced during the year, and all assets purchased or constructed during the year and how each was funded and estimates of useful life and resulting amortization rates to be used.
  - Descriptions or explanations for all variances between budget and actual or prior year and actual revenue and expense accounts for the auditors.
  - Reconciliations for all reserve accounts and adjustments for amounts spent or transferred into reserves throughout the year, whether approved by budget or by motions during the year.

### General

- Shaw Internet and VOIP issues over the last couple weeks has been a significant issue interrupting business. We have been working with Shaw to try and rectify. The case has recently been elevated so we are hopefully that the issue will be resolved soon.
- Migration to Laserfiche Cloud is well underway. It was supposed to be completed by January 17<sup>th</sup>, but there have been a few delays. Anticipating early February now for this to be completed.
- Inland AV has completed the upgrades to our Council AV system to allow for hybrid meetings (in-person with some members virtual). Volume issues we had during the January 10<sup>th</sup> Council meeting should now be rectified. A training handout has been prepared and training was provided to a number of the Town Staff that would regularly have reason to use the system in some capacity.

- Work on Asset Management continues, with the Asset Management Team having recently reviewed the most recent version of the AM Strategic Plan drafted by MuniSight and providing feedback back to them for a few more adjustments before the Plan can be presented to the Facility and Infrastructure Committee and then to Council.
- Also related to our Asset Management development is some changes that MuniSight is currently working on that should be live within the next few weeks to improve some functionality with our Work Order process as well as our ability to enter and search by customer Asset ID numbers to aid public works in reporting. We have been working with MuniSight on this transition.

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

# DEVELOPMENT OFFICER REPORT

For: 11/22/2021 - 1/1/2022



## Claresholm

### Development Permits

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

### Compliance Requests

- ❖ 7 compliance requests received.

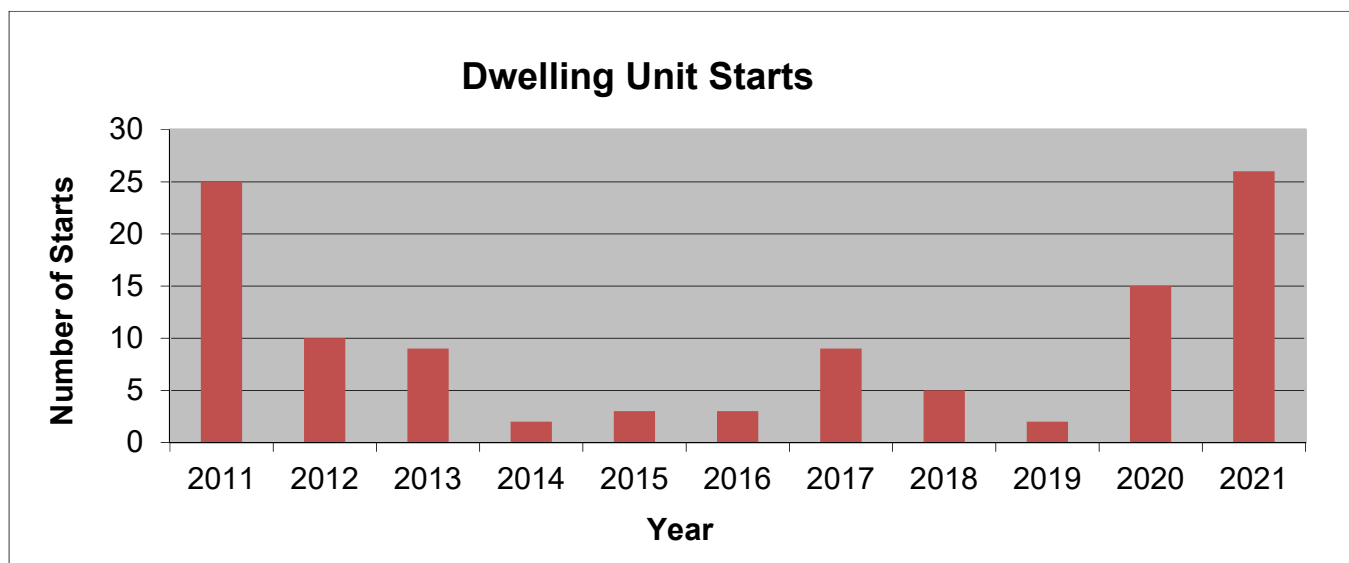
### Miscellaneous

- ❖ Local Press Ads – Parking areas, permit requirements, business license renewal reminders, road closure notices advertised.
- ❖ November 25, 2021 – FIPC meeting, budget and upcoming projects discussed and recommended to Council for approval.
- ❖ Emergency Management – November 30, 2021 meeting with MD and consultants (exercise design team) in regards to the upcoming table top and full mock training event. December 7<sup>th</sup> meeting with ASERT – Alberta Environment Emergency team, discussion as to their role and the Town's role in reporting incidents, etc.
- ❖ December 2, 2021 – SDAB appeal hearing. Appeal was denied and the SDAB upheld the MPC's Development Approval.

### On-going projects

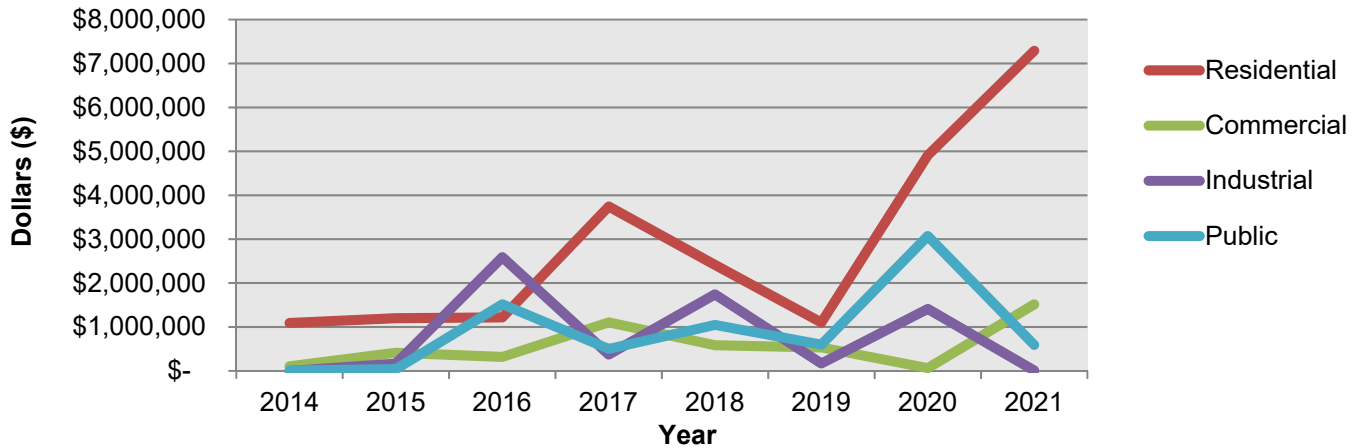
- ❖ Road closure bylaw public hearing complete. Bylaw has been sent to the Minister for signature.
- ❖ Business license & Animal license renewal letters sent out.
- ❖ Annual 2021 Review Newsletter compiled and mailed out with the utility bills.
- ❖ Asset Management – Continue work and meetings to get system within MuniSight working. Templates, etc. being developed.
- ❖ Amundsen Park project – funding opportunities continue to be sought out, schedule for Kinsmen playground installation and product ordering being finalized (spring 2022).

## 2021 YEAR END DEVELOPMENT STATISTICS



Submitted by  
Tara VanDellen  
Planner/Development Officer

## Town of Claresholm Permit Value (by type of use)



Year	2015	2016	2017	2018	2019	2020	2021
<i>Residential</i>	\$ 1,201,800	\$ 1,219,038	\$ 3,744,868	\$ 2,414,987	\$ 1,100,156	\$ 4,908,218	\$ 7,288,800
<i>Commercial</i>	\$ 412,600	\$ 319,449	\$ 1,104,300	\$ 584,500	\$ 532,200	\$ 63,552	\$ 1,516,000
<i>Industrial</i>	\$ 166,000	\$ 2,589,500	\$ 372,000	\$ 1,742,200	\$ 170,000	\$ 1,412,319	\$ 8,200
<i>Public</i>	\$ 41,825	\$ 1,515,600	\$ 501,200	\$ 1,048,800	\$ 600,000	\$ 3,071,050	\$ 591,165
<b>Total</b>	<b>\$ 1,822,225</b>	<b>\$ 5,643,587</b>	<b>\$ 5,722,368</b>	<b>\$ 5,790,487</b>	<b>\$ 2,402,356</b>	<b>\$ 9,455,139</b>	<b>\$ 9,404,165</b>

### Dec-18

Home Occupation Starts	20
Change in Use applications	18
MPC applications reviewed	29
Development Officer reviewed	88
Council reviewed (LUBA)	2
<b>Total 2018 Development Files</b>	<b>120</b>

### Dec-19

Home Occupation Starts	21
Change in Use applications	8
MPC applications reviewed	26
Development Officer reviewed	76
Council reviewed (LUBA)	0
<b>Total 2019 Development Files</b>	<b>104</b>

### Dec-20

Home Occupation Starts	24
Change in Use applications	14
MPC applications reviewed	22
Development Officer reviewed	102
Council reviewed (LUBA)	2
<b>Total 2020 Development Files</b>	<b>126</b>

### Dec-21

Home Occupation Starts	15
Change in Use applications	11
MPC applications reviewed	27
Development Officer reviewed	65
Council reviewed (LUBA)	2
<b>Total 2021 Development Files</b>	<b>95</b>

Submitted by  
Tara VanDellen  
Planner/Development Officer

# Economic Development Officer's Report

Town of Claresholm

January 21, 2022



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

Since the submission of my November 19, 2021 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)**

The EDO is registered for the Economic Developers Alberta annual provincial conference April 6-8, 2022, at Kananaskis Mountain Lodge. The conference includes networking with more than 200 Economic Development professionals, inspiring live plenary sessions, interactive and Q&A sessions, and insights from Alberta industry leaders on future opportunities.

## **Economic Development Committee (EDC)**

The EDC did not have a December, 2021, meeting. The next regular meeting is January 31, 2022.

The EDC met in Council Chambers January 17, 2022, from 6:00pm – 11:25pm, for a strategic planning session, with 10 of 10 members attending. Dinner was provided and the meeting included a review of the 3-year Economic Development Business Plan, review of ongoing commitments, and SWOT analysis of Claresholm community economic development.

## **Alberta Southwest & SouthGrow Regional Initiative**

Executive Director Bev Thornton of Alberta Southwest, and Executive Director Peter Casurella of SouthGrow, both continue to be assets through sharing resources, advocating for the region, drawing investment and seeking opportunities to improve economic development in the region.

## **Rural and Northern Immigration Pilot (RNIP)**

A Cultural Competency class and RNIP introduction will be held virtually, Wednesday February 9, 2022 from 1:00pm – 4:00pm. Both sessions are open to the public, for information or to register participants may email [diversity@claresholm.ca](mailto:diversity@claresholm.ca).

A new intake form has been developed which will better protect the privacy of candidates, help prevent unperceived bias, and streamline the decision-making process.

## **Labour Market Partnership; Dynamic Claresholm**

The Claresholm Career Expo; Choose Your Own Adventure, will take place throughout the month of February. These free online events will prepare and connect new entrepreneurs, job seekers, and employers using a targeted and tested approach by MCG Careers.

- Boot Camp for Entrepreneurs                      February 3, 1:30 pm – 3:30 pm

- Boot Camp for Employers February 10, 1:30 pm – 3:30 pm
- Boot Camp for Job Seekers February 17, 1:30 pm – 3:30 pm
- Career Expo 2022 February 24, 9:00am – 11:30am & 1:00pm – 3:30pm

Find out more by contacting the Town Office. Register for free at: [www.dynamicclaresholm.ca](http://www.dynamicclaresholm.ca)

### **Community Takes Roots; ASIP Grant**

The Engagement Coordinator

- Connected with Winterfestival founder
- Arranged and scheduled a Winterfestival 2022 meeting with all the stakeholders
- Volunteer strategy ongoing

Diversity Coordinator

- Assisted in development of new RNIP intake form
- Arranged and scheduled Cultural Competency and RNIP introduction for February 8, 2022
- Welcoming Claresholm Committee Survey created and distributed

### **Claresholm & District Chamber of Commerce**

The Economic Development Officer attended the Chamber of Commerce meeting on January 19, 2021, from 6:00pm – 8:40pm, on zoom. Due to low registration and ongoing COVID restrictions the Board cancelled the Trade Fair for the second year in a row.

Discussions on how to repair the art work that was damaged in Ringrose Park are ongoing.

The Annual General Meeting will be held at Putters Restaurant, Thursday February 10<sup>th</sup> beginning at 6:00 pm. The membership will discuss voting rights for municipal appointees, a policy amendment relating to members holding a valid Town of Claresholm business licence, and to acknowledge the 2021 Business Award winners.

### **Lethbridge Community Partnership Council (CPC)**

The next event for the Lethbridge LIP Bridging Employment & Immigration will be held online February 10, 2022 from 1:00pm – 4:30 pm and include Understanding Language Levels & Best Practices for the Workplace, and Workplace Inclusion Charters. For more information, visit [www.lethbridgeimmigration.ca/events](http://www.lethbridgeimmigration.ca/events)

### **Residential Development and Affordable Housing Opportunities**

The service agreement with Rural Development Network has been signed and a project kick-off meeting scheduled for Tuesday January 25, 2021. The partnership project between Claresholm Economic Development and Family Community Support Services includes a housing needs assessment, affordable housing strategy, social needs assessment, and community consultations.

Submitted,  
Brady Schnell, Economic Development Officer

## FCSS Director's Report for January

- Jason and I have completed the e-prep training again and are ready to do some training. We did discuss it with 3 guys at the arena.
- Jason has set up a training to share our information and set up for a reception centre with FCSS and town employees from Nanton and Fort Macleod.
- Holly and I have been trained on the new technology in the Council Chambers. We will be able to host our Interagency now with in person and zoomed in agencies.
- I have been submitting articles bimonthly for Local Press' Advice from the Pros. The last topic was the stress of Christmas for some people.
- The Movember event went very well. There was a donation of \$3295 in total with lots of fun and banter and the Firemen won a gift basket full of prizes for bringing in the most donations.
- Met with two members of Rural Development Network to discuss what the process of the Needs Assessment will look like. I have prepared a list of contacts within our town that they can access for information. They will be starting the Needs Assessment work after they start with the housing assessment.
- I have sent notices to be included in the Granum newsletter of our intent to collect information for a Needs Assessment for the Hamlet. I will also touch base with some agencies via email.
- We are looking at adding some programming to Granum as there is a need to have a small presence in the hamlet to allow the citizens to know what they can access. The contract has been accepted by the MD. We are hoping to set up a volunteer in Granum to work the Volunteer Tax Program there. I think this would be a great help to the community as some are unable to travel. We are still looking at partnering with the school to participate in the Roots of Empathy program but the ROE program is itself not offering any facilitator training. The school principal is still very interested. I will be visiting the drop-in center and hopefully chatting with some of the members to see what they feel is needed.
- Funding applications are ready for 2022. I have ads in the newspaper and one for Granum has been put into the newsletter. Hopefully there will be some interest in hosting programs this year. Deadline for these will be the end of February
- Our Christmas Giving Program was very successful again this year. We approved 116 Christmas food hampers (245 people and 88 children), Shop of Wonders looked after just over 100 kids for gifts, Senior Secret Santa had 54 seniors supplied with gifts from generous Calgarians. Over 300 kids (not an official figure) bought presents for their families at Santa's Gone Loonie.
- Holly has started planning the Family Day Skate (with input from AHS) so if the guidelines don't change we will be celebrating Family Day sort of.

- Holly has some programs on the go that are doing well so far. She runs a Kids Korner for 10-13-year olds twice a month, she has started a Tumbling Tots (originally Soft Play) which we hold in the basement of the United Church every Monday morning – this is in place of the Parent/tot walk until it warms up a bit. She is also still meeting with a group of seniors to walk but if the weather is too cold them they meet in the community room to play games.
- Holly hosted an in-person BINGO that had great turn out and everyone had a lot of fun.
- We had a large donation of \$800 with instructions to give to 2 very in need single moms. We also had a donation of \$200 IGA gift cards that we gave to an in-need family. It was nice to see how grateful the recipients were when we presented them with the gifts.
- We have a few very needy clients. One wants to move from Nanton and he phones every other day, one needs help with financial support and he returns to our office a few times a week. We have noticed that in the past we would have people stop in and it would be a long time until they needed us again but lately it seems like we should have case files on the clients because they have so many needs that we have to help them with many times until they are able to continue life.
- Was asked to join the Palliative Care Committee and to help with the grant application to try and get an initiative going in the community so people that are actively palliative can remain in their homes with help of caregivers and volunteers that can assist them with easy tasks. We would be looking after an organized roster of volunteers. They are also looking for funding to train more people to do the health care side and to offer another room in hospital for palliative care.
- We are hosting an information session on Compassionate Communities together with AHS/Homecare that will help people find out about helping someone that is palliating and possibly becoming a volunteer. We hope to have a good turn out.

# **TOWN OF CLARESHOLM FIRE DEPARTMENT**

## **YEAR IN REVIEW**

### **FOR THE PERIOD OF: 1-JANUARY-2021 TO 31-DECEMBER-2021**

1. 2021 began with a bang for the Claresholm Department, in early January we were called to assist with a call in the Fort MacLeod response area. This event was a combined structure fire as well as wildland / hay fire at the Larsen feedlots; crews were on scene for many days for initial suppression as well as overhaul and putting out hot spots. Another highlight of January saw the promotion of longtime firefighter Shayne Leeds to Lieutenant. The next iteration of the 1001 Professional firefighting class started their Level 1 training in January; this year's intake was large enough to necessitate two platoons of classes!
2. This winter also saw the Deputy Chief begin his Basic Safety Codes officer (Level A) training. The Chief also began taking his Level 1 Investigations course (C-1). By having both the Deputy & Chief trained in Inspections & Investigations allows both for redundancy as well as a safer community.
3. Firefighter calendar sales reached over \$11,000 gross by early 2021 – this allowed for the department to move forward with the purchase of their rope rescue equipment & training.
4. March 28<sup>th</sup> Wildfire event. The end of March saw one of the largest and probably costliest events that Claresholm Fire has had to attend. The fire calls began with a semi-rollover south of town and while crews were finishing up that call the wildfire broke out south-west of town. Pushed by winds of over 100km/h and with a head-speed approaching 30km/h the fire spread rapidly to the north-east jumping over 4-lane highway and fire breaks

ploughed by farmers. The fire was eventually slowed by running into the solar-farm east of town. Amongst the losses that day: 4 structures, numerous fences, outbuildings, and livestock; thankfully, no lives were lost! All fire stations from within the MD of Willow Creek assisted in suppression efforts, as well as mutual aid partners from: Vulcan County, Lethbridge County, MD of Foothills, Alberta Ag & Forestry, AHSEMS, numerous farmers/ranchers, RCMP, MDWC-CPO's, local businesses – the list goes on and I will unintentionally forget to mention someone – so thanks to all! The end of this report will feature a few photos from that day. These were not taken by members, rather, are found in the public domain.

5. Not a week later, saw a wildland fire start in the Forest Protection Area west of Claresholm. Again, resources from across the MD of Willow Creek, MD of Pincher Creek, and AB Ag & Forestry as well as area ranchers came to assist in suppression efforts; AB Ag & Forestry were on scene for the next 4 days putting out hotspots.
6. Heading into the summer months the department was rightfully nervous in respect to the upcoming hot and dry months that are our usual “busy season”. However, this summer / fall (harvest) season was unusually “quiet”; likely residents were more aware of the conditions then they may have otherwise been and were more fire-smart.
7. Training this summer included the NFPA 1002 Pump Operator/Driver course held in Vulcan County. Claresholm sent 5 members who now have their 1002 certification.
8. Summer also saw the return of the annual Claresholm Fair Days Parade, and naturally the department took part. This year we honored former member **Brent Schuler** who had 7 years' service to the department, he was driven along the parade route by former Chief **Harold Seymour**.

9. Another annual summer tradition was allowed to return this year – the annual Claresholm Fire Department Fundraising Golf Tournament. This year over \$12,000 was raised towards the purchase of electronic rescue tools (jaws of life).
10. This summer also saw the retirement of CAO Marian Carlson and the hiring of Abe Tinney as her successor – the department wishes both of them all the best!
11. As we moved into fall, and some fresh COVID restrictions (I've avoided mentioning this until now), our Fire Prevention Officer Captain George Douros set upon planning activities for Fire Prevention Week. Unlike past years (although, similar to last year) we were unable to have the children ride in the fire trucks and visit the hall. We were, however, able to bring the fire hall to the kids! Members (and Chiefs) took various apparatus to the West Meadow Elementary School as well as the Learn-A-Lot Playschool, and Daycare. Children were able to tour the apparatus, learn fire safety tips from Captain Douros & the firefighters. A large part of our time with the children is teaching them not to be scared of fire fighters if we're there to help them (in all our gear). This starts with a member in street clothing then slowly putting on their fire gear piece by piece until they are fully in gear. Another activity that the Chief took part in for Fire Prevention Week was doing fire drills and fire-safety talks with the residents at the senior's residences in Claresholm.
12. Fall 2021 saw the election of a new Mayor & Councilors to the Town of Claresholm – Congrats to all! The department welcomed the new Mayor & Councilors, and CAO to the department at the end of October; we're looking forward to working with you for the next 4 years.

13. Another fall event saw the arrival of the Rope Rescue equipment (from the FF Calendar Fundraiser), and training took place in early November.

Claresholm Fire now has 6 members certified (NFPA 1006) in technical rescue (rope/low-slope).

14. As we moved to close out the year, we found ourselves in much the same position as we were in 2020 – unable to gather as a group to celebrate the holiday season with our traditional Family Christmas party, and increasing COVID restrictions.

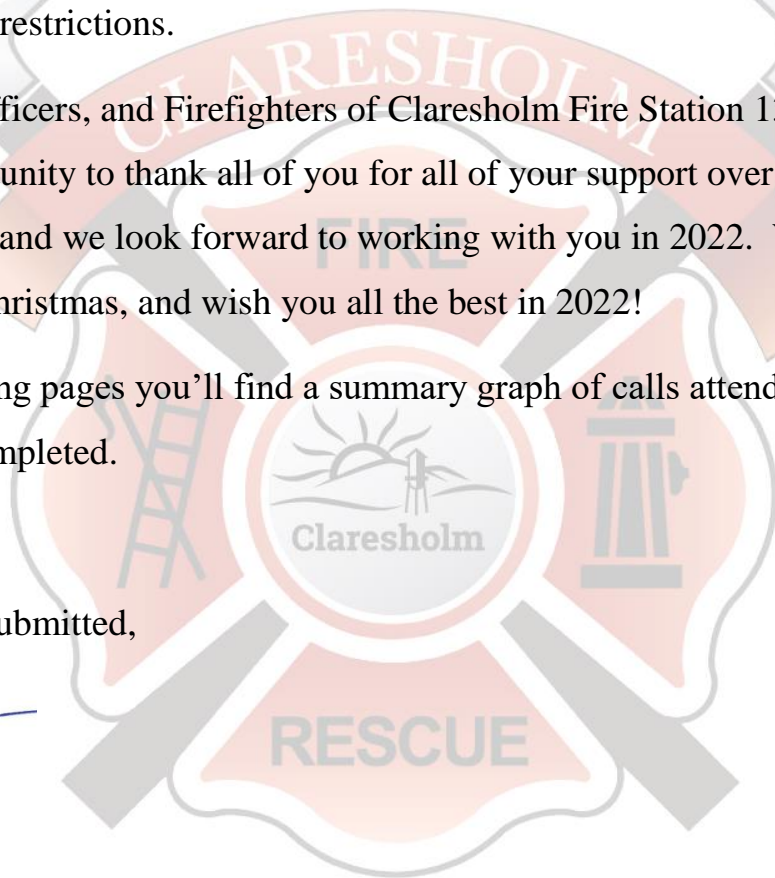
The Chiefs, Officers, and Firefighters of Claresholm Fire Station 13 would like to take the opportunity to thank all of you for all of your support over this record-breaking year, and we look forward to working with you in 2022. We hope you had a Merry Christmas, and wish you all the best in 2022!

On the following pages you'll find a summary graph of calls attended as well as inspections completed.

Respectfully Submitted,

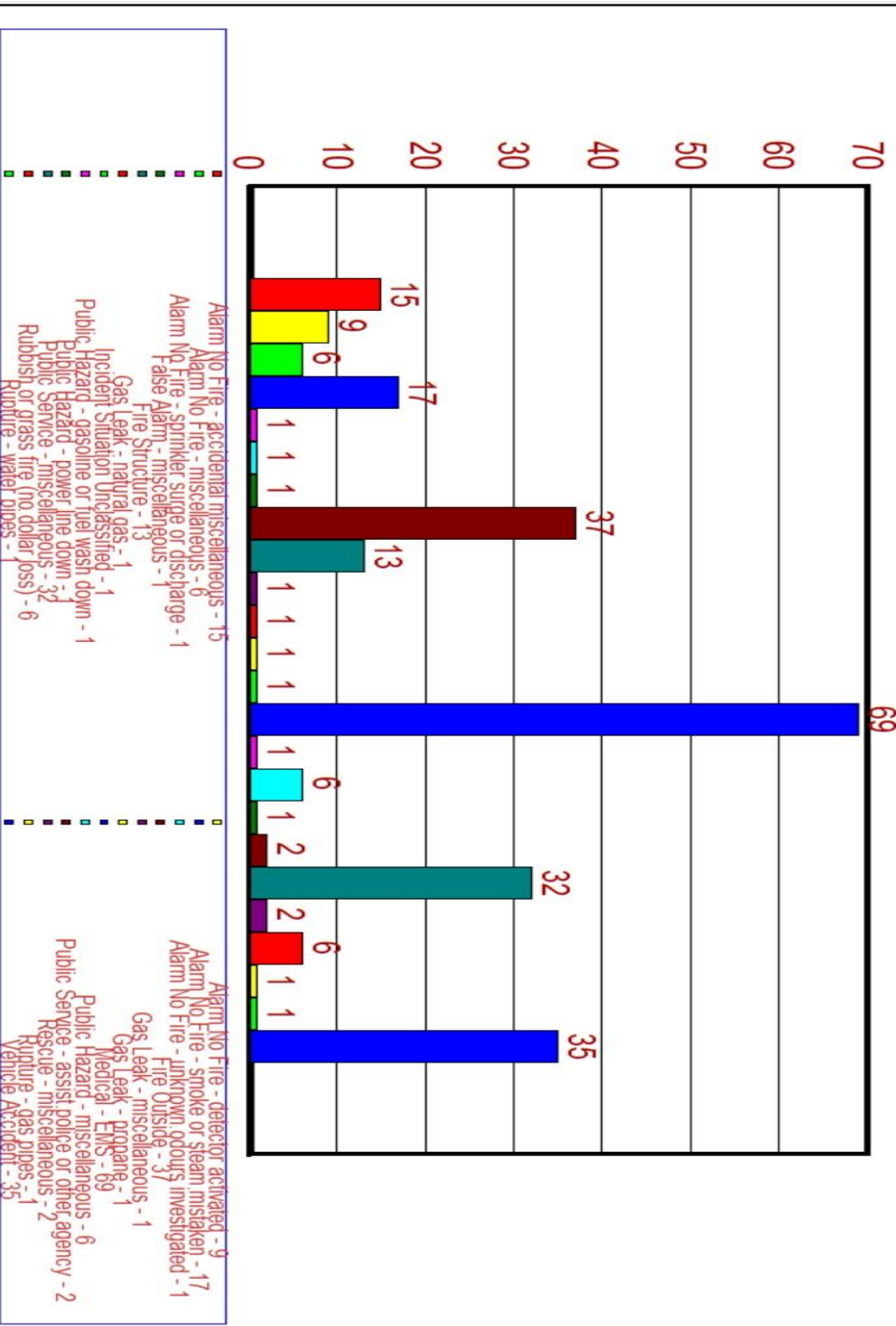


Craig White  
Fire Chief,  
Town of Claresholm.



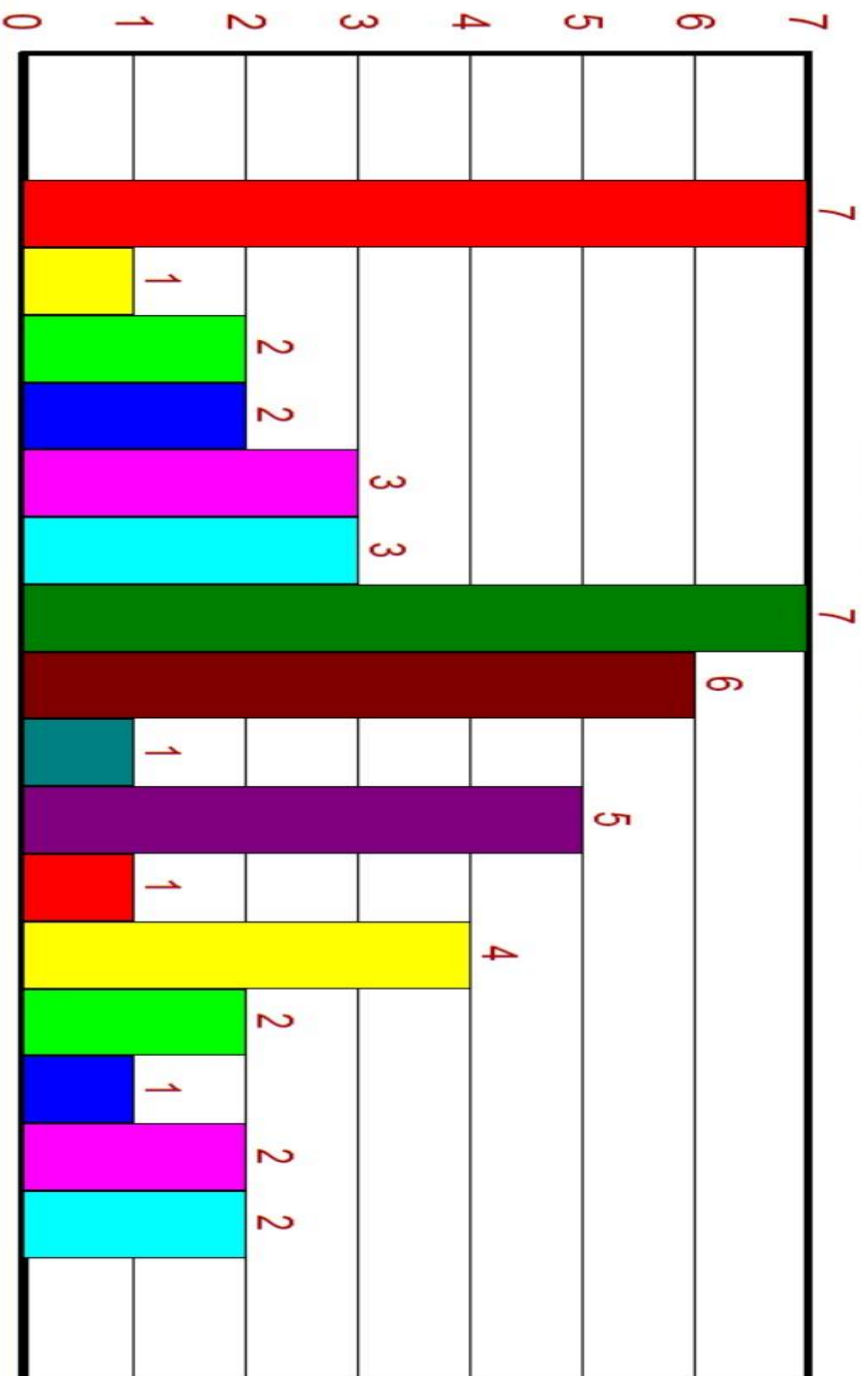
# CFD Fire Year Responses by Type

From Nov 1 20 to Oct 31 21



# CFD Inspections by Occupancy

From Nov 1 20 to Oct 31 21



- Auditorium, Theatre, Arena, Cultural Centre - 7
- Church, Funeral Parlour - 2
- Commercial Centre, Shopping Centre - 3
- Educational Institution (non-residential) - 7
- Hospital, Medical Centre, Clinic, Sanatorium - 1
- Property occupies its own building, structure or facility (excludes residential classified under 31-39) - 1
- Residential - apartment, tenement - 2
- Undetermined - 2
- Camp site/RV park - 1
- Commercial Centre including fuel dispensing (may include restaurant, stores)
- Department Store, Variety Store - 3
- Food or Beverage Establishment - 6
- Office Building - 5
- Recreation, Sports Facility, Sports Club, Social Club - 4
- Storage Facility - 1
- Utility - 2

Attached are a few photos of the March 28<sup>th</sup> event, but first, is a photo of the thank you card Claresholm Department received from Lamb Farms Ltd. It shows just how close the fire came to their farm, and contrasting the devastation and rebirth that occurs during and after a prairie fire.



It takes a community to recover from a fire. Thanks for helping us!

Lamb Farms Ltd  
Fritz & Linda Fankhauser  
Josh & Shauna Fankhauser



Lt Leeds & FF Hill filling BUSH 13-1



Looking SE from 5<sup>th</sup> street East

RESCUE



View from 59<sup>th</sup> ave West looking East



Highway 2 looking Northbound towards Claresholm

# **TOWN OF CLARESHOLM FIRE DEPARTMENT**

## **MONTHLY UPDATE**

### **FOR THE PERIOD OF: 17-NOVEMBER-2021 TO 17-JANUARY-2022**

1. The 2021-22 fire year is off to a roaring start! The department has already responded to 74 calls (fire-year-to-date), including 1 major structure fire within the Town of Claresholm; with 59 of those calls in this reporting period!
  - a. Highlights in this reporting period include:
    - i. 4 Structure Fires
    - ii. 5 Outside Fires
    - iii. 5 Motor Vehicle Collisions
    - iv. and 13 Medical / EMS responses
2. As mentioned in the year in review, the department was unable again this year to hold our traditional Family Christmas party due to the COVID protocols. However, we would like to extend a thanks to Mayor & Council for the gift cards and well wishes.
3. Rope Rescue equipment has been placed into service at Claresholm Fire, thankfully we've not had occasion to use it – but we're ready when we do!
4. January 2022 started off with a bang, a large structure fire at the One-Shot-Auto & Accurite Spray-foam shop kept crews busy from 4pm on January 1<sup>st</sup> through the night and well into January 2<sup>nd</sup> as hot spots / rekindles were put out as well as investigation undertaken. Again, many thanks to our Intermunicipal Partners (Nanton Fire, Stavely Fire, Granum Fire, Fort MacLeod Fire, MD Willow Creek Chiefs), as well as Volker Stevin, RCMP, Fortis & Atco, DEM Jason Hemmaway, and the Town of Claresholm Public

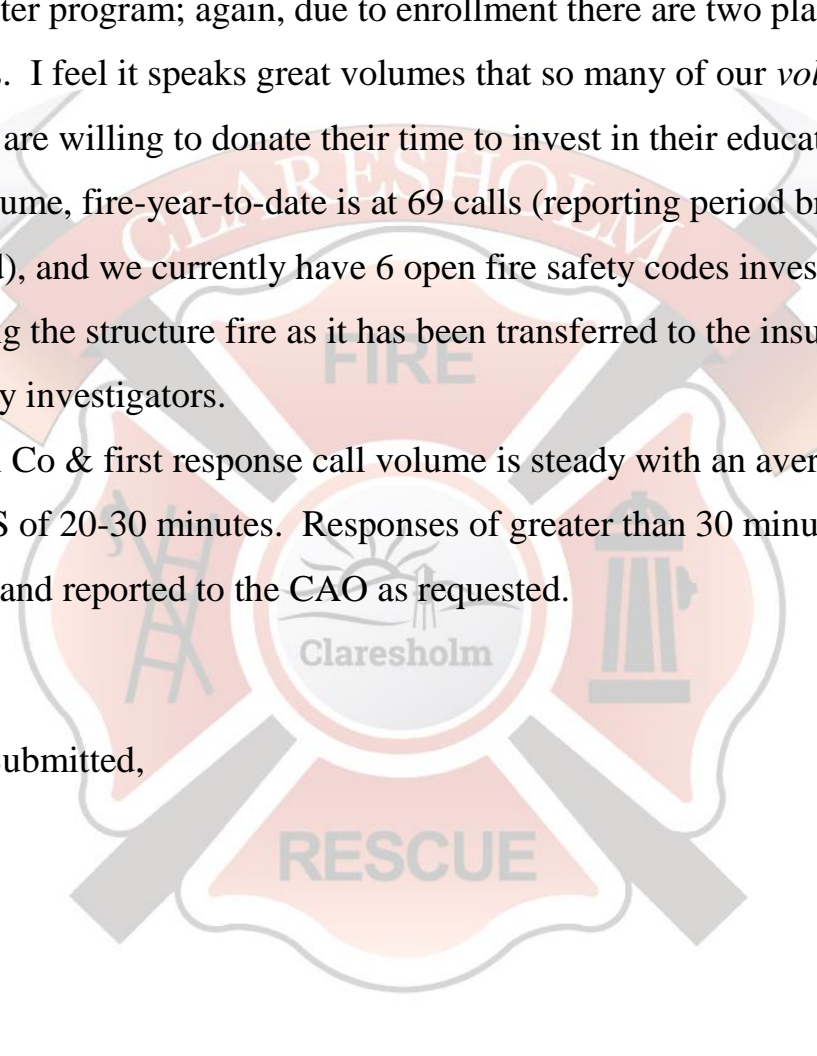
Works. This fire was the first involving any large downtown building since the spree of fires in 1988-89 when Save-more Foods, H.T. Coutts School, Rancher's Saloon, and the J.R. Hotel burned. The Chief hopes it's 25 years before we lose another one!

5. This past week saw the beginning of the Level 2 1001 Professional Firefighter program; again, due to enrollment there are two platoons of students. I feel it speaks great volumes that so many of our *volunteer fire fighters* are willing to donate their time to invest in their education!
6. Call volume, fire-year-to-date is at 69 calls (reporting period break-down attached), and we currently have 6 open fire safety codes investigations, not including the structure fire as it has been transferred to the insurance company investigators.
7. Medical Co & first response call volume is steady with an average wait time for EMS of 20-30 minutes. Responses of greater than 30 minutes are being tracked and reported to the CAO as requested.

Respectfully Submitted,

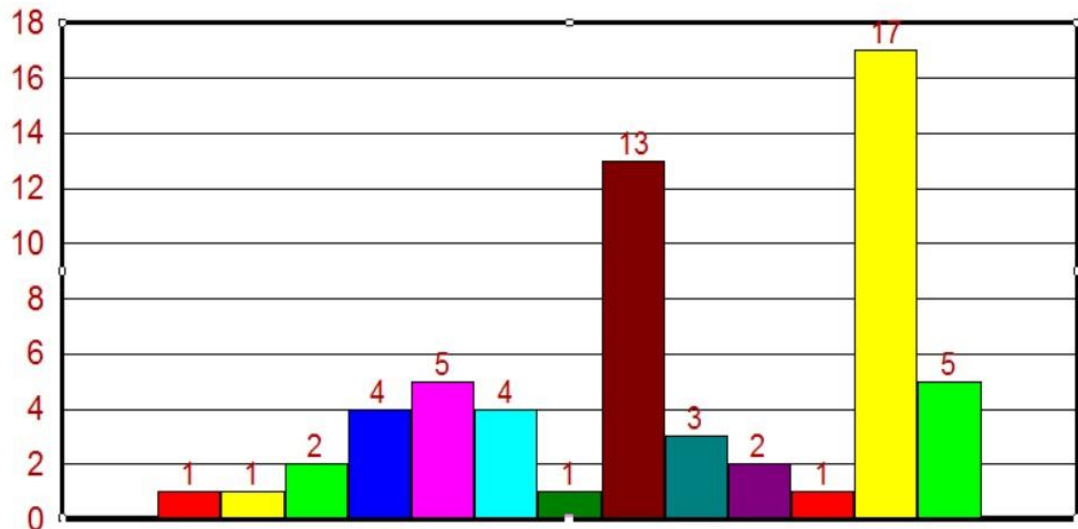


Craig White  
Fire Chief,  
Town of Claresholm



## CFD Responses by Type

*From Nov 17 21 to Jan 17 22*



■ Alarm No Fire - accidental miscellaneous - 1	■ Alarm No Fire - detector activated - 1
■ Alarm No Fire - miscellaneous - 2	■ Alarm No Fire - smoke or steam mistaken - 4
■ Fire Outside - 5	■ Fire Structure - 4
■ Gas leak - response to carbon monoxide detector alarm - 1	■ Medical - EMS - 13
■ Public Hazard - miscellaneous - 3	■ Public Hazard - power line down - 2
■ Public Service - assist police or other agency - 1	■ Public Service - miscellaneous - 17
■ Vehicle Accident - 5	



# JANUARY 2022

## HR/TAXATION REPORT

Prepared by Lisa Chilton

### Human Resources

Yearend processes are in full swing. Preparing all reporting for the auditors.

2021 T4's have been issued.

### Assessment and Taxation

Tax letters were issued in mid-January to inform ratepayers that were on the 2021 Tax Arrears List of the potential for auction of property if the taxes are not paid by March 31<sup>st</sup>, 2022.

Separate letters were sent to ratepayers that are two years in arrears and will potentially be placed on the 2022 Tax Arrears List for possible auction next year.

Below is the amount of outstanding taxes, at January 20<sup>th</sup>, 2022 not including TIPPS Participants.

Taxes outstanding are **\$239,585.57** summarized as follows:

\$ 28,741.97	Current Taxes Outstanding (January 1 <sup>st</sup> , 2022 Penalties)
\$ 169,454.85	Arrears including previous penalties
\$ 10,701.78	2 properties on Tax Agreement from 2020 Arrears List
\$ 30,686.97	On 2021 Tax Arrears List. Subject to auction in 2022.

Two more taxpayer have paid their arrears from the Tax Arrears List. There still remains two (2) properties on the 2021 Tax Arrears List from the original seven (7). Payment, or an agreement, must be finalized before March 31<sup>st</sup>, 2022 or the properties will be posted for auction.

# Infrastructure Services



**January 2022**  
**TOWN OF CLARESHOLM**  
**Mike Schweiler**  
**Director of Infrastructure**

### **Arena**

The Arena ice plant is operating well. We are operating with all COVID-19 protocols in effect as directed by Alberta Health. Booking of all events, and weekly programming is underway. Due to low ice time demand at this time, we are only operating one shift at the arena on the weekends, until bookings increase.

### **Town Buildings**

Monthly building inspections continue, and all minor deficiencies are corrected as discovered. Annual building Fire inspections have been completed on all Town owned buildings. Larger work orders are completed when manpower is available. Building accessibility is being reviewed at the community center, project costing is underway to apply for grant funding.

### **Cemetery**

No complaints to report. 7 headstones were knocked over in the Dec. wind storm, one was broken, and all have been repaired.

### **Equipment**

Major repairs to the garbage truck's rear compaction components, have been completed and both trucks are operational.

### **Garbage**

Our garbage collection program is operating normally. Almost 163 tons were collected and hauled to landfill in Dec.

### **Streets/Sidewalks**

Pothole repairs are ongoing, as manpower is available. The temp. surface in the downtown core is receiving a few complaints, and work is ongoing. The downtown

pavement replacement will be completed in the spring, after settling has occurred. The project has gone to tender and closes Feb. 1<sup>st</sup>, 2022.

Snow removal is started when no other water or sewer issues are present.

### **Sanitary Sewers**

The sewer main replacement in the down town has been completed and all lines are back in service. No problems were reported. The annual sewer system flushing/cleaning was completed. One call for a plugged sewer, in December, it was the owners service that was plugged, in both calls.

### **Water Distribution**

A water break was reported Dec. 29<sup>th</sup>, and has been repaired. Frozen lines have caused some problems. Three more water breaks in the first two weeks of January, two were the Town's to repair and one was after the curbstop shutoff and was repaired by the building owner.

### **Storm Water Drainage**

No problems at this time to report. Engineering underway for the upgrade of the golf course stormwater inlet.

### **Parks**

More Elm tree trimming is to be completed before April 1 deadline. 20 new trees were planted in our parks this fall. Trees to be reassessed after the wind damaged reported.

### **Recycling**

No complaints to report this month. Residential collection is averaging 30 metric ton per month. 385 metric tons of recycling were diverted from the landfill in 2021.

### **Staff**

COVID-19 protocols are in place in all Town work spaces. Compliance is fair.

# CLARESHOLM RECREATION

2021 Year in Review



Authored by: Denise Spencer

January 20, 2022

## *ARENA Highlights & Lowlights*

- The Arena Ice was removed the week of January 25-29 →
  - On February 6 Alberta Health made changes to the restrictions for recreation which would've allowed minor teams to practice at a limited capacity
  - CAREs Garage Sale:
    - Event held July 23, 2021 operated under the Indoor Market Guidance
  - Claresholm Floor Hockey had an alternative one day tournament August 28, 2021; the original tournament was cancelled by the organizer. All teams were local to the area
- Fall Rentals for the Mezzanine have been impacted by the Registered Exemption Program.
- Arena user meeting August 24
    - Minor Hockey has requested that the Town take over the Concession operation as parent volunteers are not willing to commit.
    - Minor Hockey has 3 Tournament dates set & a Coaches clinic booked. Ref clinic was early October. Tournament organizers are utilizing the Mezzanine to ensure physical distancing requirements
    - 4 Out of Town Tournaments are booked, 2 of these followed the REP protocol. One group is to be determined regarding REP
  - September 20, 2021 Ice start, September 27, 2021 Arena open
    - Yoga: Cancelled as of September 21, 2021, reached out again
    - Tai Chi: instructor has cancelled as of Wednesday September 15, 2021
    - Youth Dance: Scheduled to begin October 9, 2021 cancelled due to lack of interest
      - 10am-2pm Saturdays
  - Muay Thai is at the Mezzanine
    - Youth twice weekly
  - Google Calendar for the Arena is located at [Claresholm.ca](http://Claresholm.ca), under Arena.
    - All programs, groups, skate times, games, dates the facility are closed are listed. This can be viewed at [Claresholm.ca](http://Claresholm.ca) under Arena.
  - Omnify Online Registration implemented for available youth ice slots.
  - Household & Single person, 2 contact Ice Slots available for community members at no charge
  - Christmas Holidays: extended Household Ice Rentals available for those who would be operating under the REP (Restrictions Exemption Program)
  - Claresholm Arena is operating under the guidance of [alberta.ca](http://alberta.ca), 1/3 capacity, mandatory masking, physical distancing
    - Negative impact to programs if the Town of Claresholm chose to operate under the REP



## *CAC Highlights & lowlights*

- February Equipment Room and First Aid room purged, and organized. This is done yearly, and 2020 was missed as our shutdown was during lockdown
- Facility Reopened February 26, 2021 after lockdown called December 10, 2020

- Programming set for 1 month installments due to changing regulations; adjusted for Fall 2021
  - Payment for programs is now requested prior to the class.
- Water Movement added in place of Aquafit, we cannot have an instructor with the current restrictions
- Household Rentals have updated \$50 fee (special rate), extended rentals (REP) are still \$90 (more than one house)
- Lifeguard Fitness program was utilized for Vulcan attendees who were registered in our NL Course. With the lack of open facilities in the past year many swimmers have been missing their fitness components. This program helped ensure readiness for the fitness components of the National Lifeguard Course
- Advanced training programs have been filling quickly, many guards have moved on. We're working with Vulcan, Pincher Creek to provide training.

<b>March 5-7 &amp; 12-13</b>	<b>NL, National Lifeguard</b>
<b>March 10</b>	<b>Standard First Aid Recert Staff</b>
<b>March 19 &amp; 20</b>	<b>Standard First Aid</b>
<b>March 24</b>	<b>SFA Recert Staff &amp; Public</b>
<b>March 27</b>	<b>NL Recert Staff &amp; Public 8-12pm</b>
<b>April 6-10</b>	<b>LSI-Lifesaving Swim Instructor</b>
<b>April 11</b>	<b>LSI Recert-Staff &amp; Public 12-3:30pm</b>
<b>April 16, 17, 18, 23, 24, 25</b>	<b>NL, National Lifeguard</b>
<b>April 30</b>	<b>NL, Staff Recert</b>
<b>May 7, 8, 9, 14, 15, 16</b>	<b>LSI-Lifesaving Swim Instructor</b>
<b>May 29 &amp; 30</b>	<b>BC, Bronze Cross</b>
<b>June 6</b>	<b>NL Recert</b>
<b>June 11, 12, 13, 18, 19, 20</b>	<b>NL, National Lifeguard</b>
<b>July 5-9</b>	<b>BM &amp; BC, Bronze Medallion &amp; Cross</b>
<b>July 26-30</b>	<b>NL, National Lifeguard</b>
<b>August 16-20</b>	<b>LSI, Lifesaving Swim Instructor</b>
<b>September 11 &amp; 12</b>	<b>Bronze Medallion &amp; CPR C</b>
<b>September 24 &amp; 25</b>	<b>Standard First Aid</b>
<b>October 1-3</b>	<b>Bronze Cross</b>
<b>October 22-31</b>	<b>NL, National Lifeguard</b>
<b>November 5-7 &amp; January 7-9</b>	<b>LSI-Lifesaving Swim Instructor</b>
<b>December 20-22</b>	<b>Bronze Star</b>

- Claresholm Krakens requested 5 days per week, 3 hours per day, May 2021-August 2021
- Fall & Winter programming
  - Youth lessons have filled in nicely, we have implemented more programming to continue offering services, and reduce gaps
  - Advanced classes are filling

Covid Protocol change-September 16, 2021 to REP if adult and children recreational programs combined. CAC is following: **Mandatory Masking, 2 meter distancing hallway & deck, 3 meter in the water, and capacities**

1. Cleaning protocols, and time between programs are still in place
  - a. 15 minute gap between most programs
2. Public Swims: 40 people to 20 people limit-
  - a. Cancelled: now offering Youth Public Swims for 8-17 years
3. 3 meter distancing in the water for Water Fitness, there are no Aquafits and Public Swims
4. Updated afterschool lessons to limit crossover of youth
5. Plastic Barrier Shields are being used by staff for lessons
  - a. Paper and material masks are not good in water
6. Hot Tub
  - a. Viewing Area set at hot tub for parents of young children in lessons
  - b. Is our Aquatic Training Area, a large source of revenue for the facility.

- c. For Preschool Lessons to Swimmer 2, for parents to view and assist their children after lessons. Older groups can change themselves.
- 7. Continue to use the Omnify registration program
- 8. Telephone registrations
  - a. Staff are not accepting payment until right before the program to reduce the amount of refunds or credits.

*Biggest goal is to limit the exposure, maintain high standards, and ensure the safety for staff and customers is maintained to the best of our ability.*

- Reduced hours due to lack of participation in weekend, and evening programming
- Inservices (staff meeting and training which are to be scheduled approximately every 6 weeks) are being delayed until times it is deemed safe for staff to be in the same place without possibility of infecting all staff members if someone is ill.
- The pandemic is affecting sales and programs, youth lessons and Aquatic Training programs are filling up.

On January 10, 2022 the Red Cross put out an announcement that stated they would be removing themselves from teaching swimming lessons to put more of a focus on the Opioid Crisis. The impact of this remains to be seen, but could positively affect our Advanced Programs as facilities across Southern Alberta move to Lifesaving Society courses and programming.

### *Dog Park & Pathway*

- Updated quote for fencing for 2021, costs have risen considerably in 2020-21 for materials.
- One of the concerns brought up by residents on the east side is there is no pathway on 5<sup>th</sup> Street East
- East Side Pathway Expansion: Applied for the Community Initiative Grant & Rural Communities Grant for the pathways
  - Tight competition, will continue to apply to grants that are available to municipalities
  - With Amundsen Park being renovated many of the service groups have already been contacted
- Received funding through Community Foundations Emerald Grant for Benches in the Dog Park

### *Recreation Survey*

- February 3-26, 2021
- Community input will be valuable in determining what the community members are using in Claresholm, this will help for the next version of the Recreation Master Plan due in 2022
- The overall results were positive.

Top 8 responses out of 118 written responses

Open Ended Response 'What recreational Activity would you like to see in Claresholm?'

Trails & Pathways (Perimeter, Biking, Cycling & Walking)	18
Bowling	12
Skateboard Park	8
Outdoor Skating Rink	8
Outdoor Swimming Pool	7
Fenced Dog Park	7
Drive in or Theatre	6
Toboggan Hill	4

### *Ball Hockey*

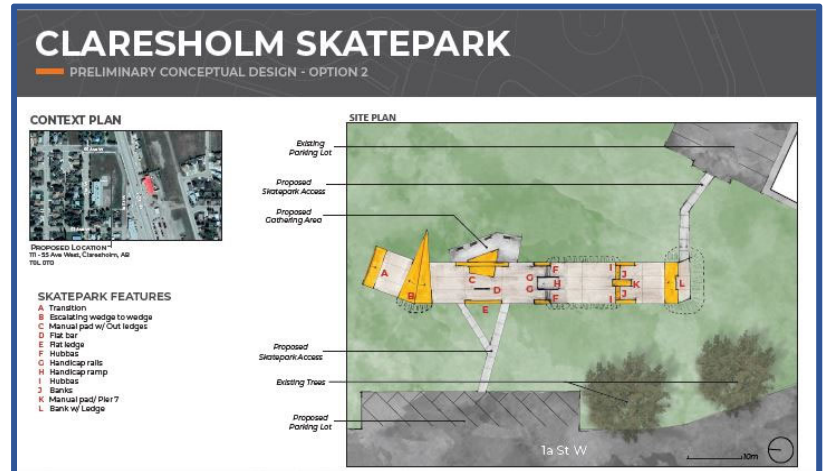
- With restrictions for indoor activities in place, this group played outside for 2021 as per Alberta Health restrictions. In 2019 they ran summer ball hockey at the Arena during the summer months.
- Tournament scheduled for August 21, 2021 changed to local teams after Covid-19 numbers started to rise again

## Pickleball -Tennis Courts -

- Outdoor Pickleball ran from April-September, with a 3 week hiatus in July for resurfacing of the Tennis Court
- Program is sponsored through the Town, with volunteers who collect dues which are then placed into an account for Pickleball equipment, or upgrades for the Tennis Court such as Windscreens.
- Indoor Pickleball is being held at West Meadow Elementary school, twice weekly.
  - Participants are following REP

## Skate Park

- The Skate Park Association has decided on a design for the new Skate Park
  - They have received grant funding of \$15,000 which will be going towards the design costs from Newline Skatepark Inc.
- Focus is on the elements as opposed to the landscaping and pathways.
- With restrictions expected to last through the summer, fundraising efforts for the project have been stalled significantly



## Gravel Road Race -The Range Cycling Event

- Garth Stotts made the decision to change the format of his event for 2021
  - Set up July 21-22
  - Race July 23 & 24 , 2021
  - Take down July 25, 2021
  - Start and finish on TWP 273 to the east of the airport, west gate of the Kin Trail.
- Centennial Campground is saved sites for the riders up until May 31<sup>st</sup>, 2021. After that time they were first come first serve.
- For 2022 Garth has requested that the event have the Start and Finish line at Centennial Park, with festivities to follow.
  - Camp sites are being held until May 31, 2022 for the group, after that time it is first come first serve
  - He is anticipating a bigger and better event than the previous years

## Disc Golf Course-Plantings & Landscaping

Course developer planted Trees and Bushes sourced from local Ranchers at no cost. Planted along the fairways of the course. All trees and bushes planted were easy maintenance, drought resistant and hardy to our climate and zone. Approximately 1000 plantings of small sized trees and bushes were completed before May 2021. The heat dome in June 2021 and no rainy season caused most of these plantings to dry up.

- This project was immense, and with the best of intentions. If the majority of the plantings had not been impacted by the heat the Town of Clareholm would have had the start of a community fruit tree and bush area at Patterson Park.
- Fall 2021 the course designer worked on the rock landscaping in select areas of the disc golf course.

## SASG-Southern Alberta Summer Games

- The Southern Alberta Recreation Association cancelled the Southern Alberta Summer Games for 2021 in 2020. With Raymond having the first option for 2022. Medicine Hat had stepped up for 2021 after Raymond decided that they would not be able to facilitate them with the restrictions in place. Medicine Hat had the space, and the finances to go forward. The Medicine Hat SASG Host Committee made the decision in January that there were too many factors to consider, which included the volunteers that commit to the games.

SARA (Southern Alberta Recreation Association), the governing body for the Southern Alberta Summer Games (SASG) met January 5, 2022 to discuss the games in Raymond. The organizers in Raymond were participating in a Committee meeting Monday January 10, 2022 before going to their Council to discuss if the games being held in Raymond this year would be manageable given the current COVID situation. They were apprehensive due to the cancellations in 2020 and 2021, and the toll it took on the staff.

The outcome from the SARA meeting was that the Regions (and Communities within) was that we needed creative solutions to keep the momentum going and the SASG relevant;

- Communities/ regions to check 3 (+) games or events that they can readily organize or provide. Utilize our community or regional strengths
- Time frame for events to be determined: eg. May-August
- New Website as the platform with the following proposed <https://www.southernalbertasummertimegames.ca/>
  - Stats, # of active people and other adjacent things as part of the challenge
  - 3 out of 7 Passport
- Games not cancelled, games are pivoting at a regional level
- Sponsored by SARA, hosted at community level

SARA has requested that each region compile a list of 3 events (some communities have chosen more) before January 26, 2022 which is the scheduled next meeting.

### *Choose Well Award*

- Topic Chosen 2020 was the Claresholm Food Rescue
- 2021 Topic: How a Community Came Together after the Fire in March 2021

### *Seed Exchange*

- 2 dates February 16 & March 2, 2022
- Town has purchased a small supply of seed to ensure the success of the event, and availability of seeds at the exchange
- Plant a Row for Food Rescue to be promoted
- Sign up and interest lists available





# Claresholm



## Utility Services Report January 2022



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# Utility Services Manager

## Brad Burns

3700 8<sup>th</sup> 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.
- Service blowers to lake
- Replace DAF #1 air control solenoid and regulator.

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## Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Daily lab testing of treated water as per the 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.
- THM's, HAA5 sent to Element Labs.
- Particle Counter revision to AEP Standard and Guidelines for WTP PALL Rack removal in progress.
- Schedule 4 tests samples sent into Element Labs.

## Training and Continuing Education Credits

- Online courses available.

## 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.

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### 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.
- Replace chlorine line from pump to injection quill.

### Industrial Airport

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

### PRV Meter Vault

- Check PRV meter vault operating pressure.

### Hamlet of Granum

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

## Hamlet of Granum Meter Vault (Meters and controls water flow to Granum)



### 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

- THM and HAA 5 samples delivered to Element Labs.
- Schedule 4 tests samples sent into Element Labs.

## Water Distribution

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## 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.
- Bacteriological, THM, HAA 5 and Microcystic samples as per AEP code of practice.

## 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.
- Remove pump #2 and clean.
- DEXON Blowers onsite for annual service on wet well blower.

## Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.
- DEXON Blowers onsite for annual service on wet well blower.

## DEXON Blower (Changes over the air in the wet well)



## Raw Water Supply

### Pine Coulee Reservoir

- Pine Coulee Reservoir **50.07%** level 1046.85 geodetic meters, 25334.95 (dam3) **No New Data Available**
- Chain Lakes Reservoir **82.13%** level 1295.26 geodetic meters, 10373.92 (dam3)

### 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 **6610 mm 98.00%**
- Check blowers to lake daily.

### Golf Course

- Backwash water from process continues through the neutralization system to the golf course holding ponds.
- January WTP backwash waste water sent to golf course to date 1605 m3.

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 25, 2021				
14	RFD: EOC Communication System - Moved by Councillor Schulze to approve the out-of-budget expenditure in the amount of \$4,810 for the purchase and installation of an AFRACS radio system for the Emergency Operations Center, with funding to come from general reserves. CARRIED MOTION #21-097	Jason	System has been ordered. Expected soon.	In progress
Regular Scheduled Meeting - September 13, 2021				
23a	IN CAMERA: Intergovernmental Relations - Moved by Councillor Cutler that administration investigate shared economic development services with neighboring municipalities and that a report be brought back to Council on the findings and recommendations. CARRIED MOTION #21-163	Brady, Abe	This initiative will not be proceeding at this time	Complete
Regular Scheduled Meeting - November 8, 2021				
8	CORRES: Fortis Franchise Fee - Moved by Councillor Zimmer to increase the franchise fee percentage from 4% to 5% for 2022 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with FortisAlberta Inc. CARRIED MOTION #21-179	Blair	Fortis has been informed of the rate change. Required advertising complete.	Complete
9	RFD: Sustainable Housing Initiative - Moved by Cutler to approve the project with the Rural Development Network in the amount of \$42,500 to provide the following: <ul style="list-style-type: none"> <li>• \$12,000 Housing Needs Assessment</li> <li>• \$15,500 Affordable Housing Strategy</li> <li>• \$ 9,000 Community Consultation &amp; Stakeholder Engagement</li> <li>• \$ 6,000 Social Needs Assessment</li> </ul> CARRIED MOTION #21-180	Brady	Service contract has been signed. First meeting will be held the week of January 24, 2022	Complete
Regular Scheduled Meeting - November 22, 2021				
8	CORRES: Community Futures Alberta Southwest - Moved by Councillor Carlson to direct administration to pass on this request to the Economic Development Committee to ask for their recommendation to Council in order for an appointment to be made. CARRIED MOTION #21-195	Brady	No recommendations at this time.	In progress
Regular Scheduled Meeting - December 13, 2021				
13	RFD: Community Donation & Operational Grant Policy - Moved by Councillor Carlson to defer discussion on Policy 5.1.01, the Community Donation & Operational Grant Policy (v.2.0) until the next regular Council meeting on January 10, 2022. CARRIED MOTION #21-209	Abe	Policy on the Jan 24, 2022 for approval	Complete

Regular Scheduled Meeting - January 10, 2022				
1	BYLAW #1733 - Moved by Councillor Schlossberger to give Bylaw #1733, the BMO Operational Borrowing Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1733, the BMO Operational Borrowing Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
2	BYLAW #1734 - Moved by Councillor Meister to give Bylaw #1734, the AMSC Operational Borrowing Bylaw, 2nd Reading. CARRIED Moved by Councillor Kettles to give Bylaw #1734, the AMSC Operational Borrowing Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
4	CORRES: Brownlee LLP RE:Emerging Trends in Municipal Law - Mayor Petrovic and Councillor Meister to attend in person, Councillor Kettles to attend virtually.	Karine	Council registered	Complete
6	CORRES: Claresholm Chamber of Commerce - Moved by Councillor Schlossberger to support the Claresholm Chamber of Commerce Trade Expo and Consumer Fair on January 28th and 29th, 2022 with the purchase of a full booth in the amount of \$233.75. CARRIED MOTION #22-001	Karine	Trade Fair is not going forward in 2022	Complete
7	CORRES: Porcupine Hills Classic Cruisers - Moved by Councillor Zimmer to allow the Porcupine Hills Classic Cruisers to utilize Centennial Park ball diamonds on Sunday, August 14, 2022 for the purpose of their 30th annual show and shine should public health regulations allow it, with the stipulation that they follow all current public health guidelines. CARRIED MOTION #22-002	Karine	Letter sent	Complete
8	RFD: Claresholm Arts Society Donation - Moved by Councillor Meister to donate \$500 to the Claresholm Arts Society for their 2021-2022 production of The Music Man to come from funding received from the Community Foundation of Lethbridge and Southwestern Alberta. CARRIED MOTION #22-003	Karine	Payment sent	Complete
9	RFD: Granum FCSS Agreement - Moved by Councillor Kettles to enter into the agreement with the MD of Willow Creek #26 as presented to administer FCSS programming and funding for the Hamlet of Granum. CARRIED MOTION #22-004	Abe	Agreement has been signed	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: January 21, 2022

# INFORMATION ITEMS



OLDMAN RIVER REGIONAL SERVICES COMMISSION

## EXECUTIVE COMMITTEE MEETING MINUTES

October 14, 2021; 6:00 pm

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, October 14, 2021, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

### Attendance:

#### Executive Committee:

Gordon Wolstenholme, Chairman  
Jim Bester, Vice Chair  
Richard Bengry  
Doug MacPherson, Remotely  
Ian Sundquist, Remotely  
Don Anderberg, Remotely  
Jennifer Crowson, Remotely

#### Staff:

Lenze Kuiper, Chief Administrative Officer  
Tara Cryderman, Executive Assistant

Chairman Wolstenholme called the meeting to order, the time being 6:04 pm.

### 1. Approval of Agenda

**Moved by: Richard Bengry**

THAT the Executive Committee approve the October 14, 2021 Executive Committee Meeting Agenda, as presented

**CARRIED**

### 2. Approval of Minutes

**Moved by: Ian Sundquist**

THAT the Executive Committee approve the September 9, 2021 Executive Committee Meeting Minutes and the September 14, 2021 Special Executive Committee Meeting Minutes, as presented.

**CARRIED**

### 3. Business Arising from the Minutes

The committee was updated on the Covid-19 in the Workplace Policy, as well as the new phone system.

**4. New Business**

**a. Budget Discussion**

The draft budget was presented for initial review and comments. Overall, the membership fees went up one percent due to increase in assessments. GIS membership is down, due to the loss of some municipalities. There was a three percent salary increase presented.

The draft capital plan was presented for initial review and comments.

**Moved by: Don Anderberg**

THAT the Executive Committee for the Oldman River Regional Services Committee recommend to the Board of Directors that the Draft Budget for 2022 be approved as presented.

**CARRIED**

**Moved by: Jim Bester**

THAT the Executive Committee for the Oldman River Regional Services Committee recommend to the Board of Directors that the 5 Year Capital Plan be approved as presented.

**CARRIED**

**b. Subdivision Activity**

The Subdivision Activity to the month ending September 2021, was presented for information.

**5. Accounts and Financial Statements**

**a. Office Accounts**

**Moved by: Doug MacPherson**

THAT the Executive Committee approve the Monthly Office Account for August 2021.

**CARRIED**

**Moved by: Richard Bengry**

THAT the Executive Committee approve the Payments and Credits for August 2021.

**CARRIED**

**b. Financial Statements**

**Moved by: Jennifer Crowson**

THAT the Executive Committee approve the following Financial Statements:

- (i) Balance Sheet
  - As of August 31, 2021
- (ii) Comparative Income Statement
  - Actual to August 31, 2021
- (iii) Details of Account
  - As of August 31, 2021

**CARRIED**

**6. Round Table Discussions**

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

**7. Director's Report**

The Director shared the following:

- Met with Town of Cardston CAO Jeff Shaw, and Planner Ryan Dyck, and toured the RBC Plant
- Attended a MD of Ranchland Council Meeting as a delegation with Planners Mike Burla and Steve Harty
- Reviewed and prepared a new Assessment Review Board Bylaw and Agreement
- Conducted six (6) Assessment Review Board Hearings in the Town of Magrath, the Town of Fort Macleod, and the Municipality of Crowsnest Pass
- The telephone system has been updated
- Ongoing staff meetings
- Instituted a mandatory vaccination policy

**8. Next Meeting – to be determined**

**9. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:26 pm.



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CHAIR



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CHIEF ADMINISTRATIVE OFFICER

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

Minutes of the Organizational Meeting of the Landfill Commission held at the Landfill Facility  
December 1, 2021 at 10:00 A.M.

In attendance: Gord Wolstenholme, Brad Schlossberger, Don Norby, John Kroetsch and  
Cheryl Friesen.

1. Cheryl Friesen called the meeting to order at 10:08 A.M.

2. Approval of Agenda

21.92 **Moved by Don Norby** to approve the agenda as presented.

**CARRIED**

3. Designation of Chairperson

CAO Friesen called for nominations for Board Chair. Brad Schlossberger nominated Gord Wolstenholme. Member Kroetsch stated that he was pleased with how the Board was running and didn't see a need for change. Member Norby did not see a need for a change either. Member Wolstenholme stated he would act as Chair again if no one else wanted to sit as the Chair.

21.93 **Moved by John Kroetsch** to appoint Gord Wolstenholme as the Chair of the Willow Creek Regional Waste Management Services Commission.

**CARRIED**

CAO Friesen turned the meeting over to Chair Wolstenholme.

4. Designation of Vice Chairperson

Chair Wolstenholme called for nominations for Board Vice Chairperson.

21.94 **Moved by John Kroetsch** to appoint Brad Schlossberger as the Vice Chair of the Willow Creek Regional Waste Management Services Commission.

**CARRIED**

5. Appointment of Signing Authorities

CAO Friesen explained that as the Chair and Vice Chair did not change, there would not be a need to appoint new signing authorities.

6. Meeting Dates and Times

CAO Friesen asked if there was a need for any of the members to change our regular monthly meeting date and or time from the third Wednesday at 10:00 A.M. The members did not require any changes for the monthly meeting dates or times.

Minutes of the Organizational Meeting of the Landfill Commission held at the Landfill Facility  
December 1, 2021 at 10:00 A.M.

7. Adjournment

Chair Wolstenholme declared the meeting adjourned at 10:11 A.M.

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Chairman Gord Wolstenholme

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CAO Cheryl Friesen

APPROVED

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 Landfill facility on December 1, 2021 following the Organizational Meeting.

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

1. Chair Gord Wolstenholme called the meeting to order at 10:11 A.M.
2. Approval of Agenda

CAO Friesen asked that item 6(m), Hamlet of Granum, be added to the agenda.

21.95 **Moved by Don Norby** to adopt the agenda as amended.

**CARRIED**

3. Delegations

No delegations.

4. Approval of Minutes

- a) Regular Monthly Meeting September 15, 2021

21.96 **Moved by Brad Schlossberger** to approve the minutes of the September 15, 2021 regular meeting as presented.

**CARRIED**

5. Financial Information

- a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$32 152.94.

21.97 **Moved by John Kroetsch** to approve for payment, the accounts payable in the amount of \$32 152.94.

**CARRIED**

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill facility on December 1, 2021 following the Organizational Meeting.

5. Financial Information cont.

b) Check Detail September 16 – November 29, 2021

CAO Friesen presented the members with the check detail from September 16 – November 29, 2021 in the amount of \$101 497.01 which included the accounts payables of \$32 152.94.

21.98 **Moved by Don Norby** to accept the check detail of September 10 – November 29, 2021 in the amount of \$101 497.01 as presented.

**CARRIED**

c) Bank Reconciliation September & October 2021 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation reports for September and October 2021 for the ATB Financial checking account & 90-day notice account.

21.99 **Moved by Brad Schlossberger** to accept the September and October 2021 reconciliation reports for the ATB Financial checking account & 90-day notice account as presented.

**CARRIED**

d) Budget vs. Actual ending November 30, 2021

CAO Friesen presented the members with the budget vs. actual report ending November 30, 2021.

21.100 **Moved by John Kroetsch** to accept the budget vs. actual report ending November 30, 2021 as presented.

**CARRIED**

e) Material Volumes to November 30, 2021

CAO Friesen presented the members with the material volumes report ending November 30, 2021 with a comparison of the same period in 2020.

21.101 **Moved by Don Norby** to accept the material volumes report ending November 30, 2021 as presented.

**CARRIED**

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill facility on December 1, 2021 following the Organizational Meeting.

6. New Business

a) Christmas Hours

CAO Friesen presented the proposed hours for the 2021 Christmas season.

21.102 **Moved by Brad Schlossberger** that the Christmas season hours of the landfill be as follows:

December 20-23 open 9:00 a.m. to 4:30 p.m.

December 24<sup>th</sup> and 27<sup>th</sup> Closed

December 28-31 open 9:00 a.m. to 4:30 p.m.

January 3<sup>rd</sup> Closed

January 4-7 open 9:00 a.m. to 4:30 p.m.

Regular hours to resume January 10, 2022

**CARRIED**

b) New Cell Development Consulting and Engineering Proposal

CAO Friesen presented the members with the proposal from Hasegawa for engineering and consulting services for a new dry waste cell and a wet waste cell. Friesen explained that the Commission has funds in reserves to cover the cost of engineering and consulting for the two new cells.

21.103 **Moved by John Kroetsch** to accept the proposal from Hasegawa Engineering and Consultants for engineering services for the construction of Cells 7A&7B and 9A and all associated work.

**CARRIED**

c) 2022 Fees Draft Bylaw

CAO Friesen presented the 2022 draft Fees Bylaw 4-2021 for review. After a brief discussion the board asked Friesen to prepare Schedule C, rates for regional non-members. Friesen explained that the board could have a virtual Zoom meeting to decide on the bylaw later in December and further that she would make the requested changes and get the draft to them as soon as possible.

d) ATB Financial-Notice of Interest Rate Change-For Information

CAO Friesen explained that ATB Financial had notified her that when the prime lending rate dropped, the bank failed to make the interest rate changes to our account. This change will have a negative financial impact on the Commission in the amount of \$2 862.10.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill facility on December 1, 2021 following the Organizational Meeting.

6. New Business cont.

e) Christmas Hamper Program

CAO Friesen asked the members if they would like to contribute to the Christmas Hamper Programs in Claresholm, Fort Macleod and Granum as in the years past. She explained that last year the Commission donated \$150.00 to Granum's program and \$300.00 to each of the Town of Claresholm and the Town of Fort Macleod.

21.104 **Moved by Don Norby** that the Commission donate \$150.00 to the Christmas hamper program in the Hamlet of Granum and further that the Christmas hamper programs in the Town of Claresholm and Fort Macleod each receive \$300.00.

**CARRIED**

f) Mattress Shredding Demo

CAO Friesen explained that she had received a call from Mulchco regarding wood grinding. The conversation turned to the possibility of mattress grinding. The Mulchco representative suggested they could do a demonstration at our site.

Member Norby stated that he would like to see further information regarding what cost would be associated with this type of work. CAO Friesen will contact Jared to gather more information for the members.

g) Tire Shred

CAO Friesen explained that we will require tire shred for our wet waste cell construction. Alberta Recycling will have shred available for us and as in 2019, the Commission will have to pay the cost of trucking. As this will be a 2022 budget item, and a time sensitive issue with Alberta Recycling, Friesen asked the members for authorization to order tire shred for cell development in 2022.

21.105 **Moved by Brad Schlossberger** that CAO Friesen be authorized to order tire shred from Alberta Recycling and further that the expense of trucking be noted in the 2022 capital budget and paid from the cell development reserve.

**CARRIED**

h) Loader Purchase

CAO Friesen explained that the wheel loader has been fully depreciated and asked what direction the board would like to go in regards to the loader. Member Norby asked if there was availability of new units. Friesen explained that she had not checked for availability but had done some research in regards to what good used machines are selling for. Member Norby further noted that he would like some information. Friesen stated that she would contact Canoe Procurement to post our machinery need on their board and bring back any information received at the January meeting.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill facility on December 1, 2021 following the Organizational Meeting.

6. New Business cont.

i) Interim Budget

CAO Friesen explained that the board must adopt an interim budget for 2022. Friesen further stated that the board would typically adopt the current year budget as the interim budget for the following year which would be in effect until an operating and capital budget was adopted.

21.106 **Moved by John Kroetsch** to adopt the WCRWMSC 2021 operating budget as the WCRWMSC interim 2022 budget.

**CARRIED**

j) Appointment of 2022 Auditor

CAO Friesen stated that the board must appoint an auditor for 2022. Friesen explained that the board accepted a proposal from Avail CPA for audit services for a 3-year term for 2020-2022. Chair Wolstenholme asked if Administration was satisfied with Avail. Friesen stated that she had no issues or concerns with Avail.

21.107 **Moved by Don Norby** to appoint Avail CPA as the auditors of the WCRWMSC for the 2022 fiscal year.

**CARRIED**

k) 2021 Audit – For Information

CAO Friesen notified the members that the 2021 audit has been scheduled for the first week in February 2022. Friesen explained that much of the work will be done electronically via Share file, which will lessen the time that the audit team will need to be in our office.

l) Insurance Comparison – For Information

CAO Friesen presented a comparison of 2020-2021 and 2021-2022 insurance premiums for information.

m) Hamlet of Granum

CAO Friesen brought forth a concern regarding the M.D. of Willow Creek waste that is collected in the Hamlet of Granum. Friesen shared some photos with the members of a recent trailer load of garbage that contained several pieces of recyclable electronics as well as a large amount of recyclable metal. Friesen explained that landfill staff sorts these types of loads for several reasons, mainly safety. Friesen further explained that the driver who delivered the load had stated that their safety policies do not allow for them to get into the trailer to sort the waste. Friesen asked if member Kroetsch could address this concern with his municipality. Member Kroetsch stated that he would take this issue to his council.

7. Old Business

- a) Summer Saturdays – For Information

CAO Friesen provided the members with a report reviewing the 2021 Summer Saturdays.

- b) Excavator - For Information

CAO Friesen provided the member with a report regarding the Hitachi excavator owned by the Commission.

8. Correspondence

No correspondence.

9. General Landfill Information

10. In Camera

- a) Christmas Bonuses  
b) Personnel

21.108 **Moved by John Kroetsch** to go In Camera at 11:21 A.M.

**CARRIED**

21.109 **Moved by Don Norby** to come out of In Camera at 11:27 A.M.

**CARRIED**

21.110 **Moved by Brad Schlossberger** that Christmas bonuses be the same as 2020 as discussed during In Camera session.

**CARRIED**

11. Adjournment

Chair Wolstenholme declared the meeting adjourned at 11:27 A.M.

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Chairman Gord Wolstenholme

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CAO Cheryl Friesen

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

Minutes of the Special Meeting of the Landfill Commission held virtually on December 16, 2021 at 10:00 A.M.

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

Missing: Chair Gord Wolstenholme

1. Vice-Chair Brad Schossberger called the meeting to order at 10:00 A.M.
2. Approval of Agenda

21.111 **Moved by Don Norby** to adopt the agenda as presented.  
**CARRIED**

3. Bylaw 4-2021

CAO Friesen presented the members with the final draft of Bylaw 4-2021, being the 2022 Fees Bylaw of the WCRWMS, for consideration. Friesen explained that she included a definition for the regional non-member, a severability clause, an enactment statement along with a few changes to the schedules to include non-recyclable concrete fees, a service charge for emptying refrigerator contents as well as minimum charges for recyclable concrete. Friesen noted that there were no tipping fee increases for the member municipalities.

21.112 **Moved by Don Norby** to give first reading to Bylaw 4-2021.  
**CARRIED**

21.113 **Moved by John Kroetsch** to give second reading to Bylaw 4-2021.  
**CARRIED**

21.114 **Moved by John Kroetsch** to proceed to third and final reading.  
**CARRIED Unanimously**

21.115 **Moved by Don Norby** to give third and final reading to Bylaw 4-2021.  
**CARRIED**

The members had a brief discussion regarding the January 19<sup>th</sup> meeting date. Member Kroetsch explained that the M.D. of Willow Creek council had to change their meeting date to January 19<sup>th</sup> to accommodate the Ag conference. CAO Friesen stated that she would send out an email to all of the members regarding the need to change our meeting date to ensure Chair Wolstenholme is involved in the discussion.

Minutes of the Special Meeting of the Landfill Commission held virtually on December 16, 2021 at 10:00 A.M.

4. Adjournment

Vice-Chair Schlossberger declared the meeting adjourned at 10:10 A.M.

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Chairman Gord Wolstenholme

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CAO Cheryl Friesen

APPROVED

Claresholm Public Library Board

Organizational Meeting

Dec. 21, 2021

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

1. **Call to order:** 4:39 pm

2. **Approval of agenda**

a. Motion to approve: Brad Schlossberger

3. **Election of Executive Positions**

3.1 Chairperson – Tony Hamlyn (nominated by Earl Hemmaway)

3.2 Vice Chairperson – Joanna Ridley (nominated by Kelsey Hipkin)

3.3 Secretary – Kelsey Hipkin (standing)

3.4 Treasurer - Ashely Tebutt (volunteered)

4. **Signing Authority**

a. Motion made by Tony Hamlyn: to take Marika Thiessen off the signing authority at the Connect First Credit Union and replace her with Ashley Tebutt. Tony Hamlyn and Jay Sawatzky will remain.

b. Carried

5. **Meeting Day and Time**

a. Third Tuesday of the month at 5:00 pm

6. **Motions**

a. No changes

7. **MD Rep to Chinook Arch Board**

a. Tony represents Claresholm Public Library as Chinook Arch Board rep

8. **Adjournment**

a. 4:55 pm



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

**CALL TO ORDER**

4:56 pm

**2: APPROVAL OF AGENDA**

Motion to approve: Kendall Schille

Carried

**3: APPROVAL OF MINUTES**

3.1 Nov. 16, 2021 Regular Meeting Minutes

Motion to approve: Kelsey Hipkin

Carried

**4: CORRESPONDENCE**

4.1 – Email from Chinook Arch CEO re updated system agreement – mostly changing of some laws – manner in which government publishes population data

4.2 – Email correspondence from the Town of Claresholm advising Donna Meister appointed to Claresholm Library Board

4.3 – Email correspondence from Town of Claresholm advising Earl Hemmaway as MD of Willow Creek board rep

4.4 – Email correspondence from Town of Claresholm advising Kendall Schille appointed to Claresholm Library Board

**5: FINANCIAL**

5.1 Finance report for November 2021

- A unique year for donations – more than anticipated

Motion to accept finance report as presented for November: Earl Hemmaway

Carried

5.2 Proposed Library Budget for 2022

- Brad joins Tony and Ashely on Finance Committee
- Rural Library Service Grant went down since Granum became unincorporated
- Board reviews proposed budget for 2022
- Opportunity for manager, board members, staff to attend conferences in Lethbridge and Jasper

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**Action: Jay will look into board training**

Motion to present 2022 budget to Town of Claresholm: Ashley Tebbutt

Carried

**6: REPORTS**

6.1 Library Manager's report

- Town moved to accept the anonymous and ongoing donation of \$25k per year (adjusted for inflation)
- Dave Poulsen and Charlie Ewing recorded a Country Christmas video for the YouTube – over 300 views so far
- Local artist Margaret Gosling has paintings on display for December
- Donna Meister donated some Christmas decorations for sale by donation

6.2 – Chinook Arch Library Board December report

- Piikani book locker in place
- Nobleford has its first library

Motion to accept reports as presented: Kelsey Hipkin

Carried

**7: NEW BUSINESS**

7.1 – Date for volunteer/staff dinner in January

- Jan. 23, 2022

**Action: Jay will call Putters to see if booking available**

**8: OLD BUSINESS**

8.1 – \$4833 received from the M.D. of Willow Creek Library Board as Claresholm's share of the Public Library Operating Grant from the Government of Alberta's Public Library Services Branch

- Accepted as information

**9: CLOSED SESSION (if required)**

Tony Hamlyn made a motion to go into closed session 5:31 pm citing 24(1)(b1) Officers/Employees of a public body under FOIP.

Tony Hamlyn makes motion to end closed session at 5:42

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Carried

**10: ADJOURNMENT**

Motion to adjourn at 5:45 Tony Hamlyn

Next Meeting Tuesday January 18, 2021 at 5:00 pm