



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
MARCH 28, 2022  
AGENDA**

Time: 7:00 P.M.

Place: Council Chambers

Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West  
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNLIKA/live>

**NOTICE OF RECORDING**

**CALL TO ORDER**

**AGENDA: ADOPTION OF AGENDA**

**MINUTES: REGULAR MEETING – MARCH 14, 2022**

**ACTION ITEMS:**

1. **CORRES: Doug Griffiths**  
RE: 2022 Community Leaders Camp
2. **CORRES: Oldman River Regional Services Commission**  
RE: Notice of Hearing - MD of Willow Creek – SDAB Hearing No. DP 017-22
3. **CORRES: 2022 WCCHS Grad Parents**  
RE: Request to Support Fundraiser Golf Scramble
4. **CORRES: Rose Petek**  
RE: Utilities Costs
5. **REQUEST FOR DECISION: The Station Lease Renewal**
6. **REQUEST FOR DECISION: Active Transportation Fund**
7. **REQUEST FOR DECISION: Health & Safety Policy Update**
8. **REQUEST FOR DECISION: Community Advertising Program**
9. **REQUEST FOR DECISION: Council Strategic Plan 2022-2026**
10. **REQUEST FOR DECISION: Ad Hoc Community Development Committee**
11. **INFORMATION BRIEF: Confined Feeding Operations**
12. **INFORMATION BRIEF: Winterfestival Follow-up**
13. **INFORMATION BRIEF: CAO Report**
14. **INFORMATION BRIEF: Council Committee Reports**
15. **INFORMATION BRIEF: Council Resolution Status**
16. **ADOPTION OF INFORMATION ITEMS**
17. **IN CAMERA:**
  - a. **Confidential Evaluations – FOIP Section 19**
  - b. **Intergovernmental Relations – FOIP Section 24**
  - c. **Personnel – FOIP Section 17**
  - d. **Confidential Evaluations -FOIP Section 19**

**INFORMATION ITEMS:**

1. Municipal Planning Commission Meeting Minutes – February 11, 2022
2. Municipal Planning Commission Meeting Minutes – March 11, 2022
3. Oldman River Regional Services Commission Executive Meeting Minutes – February 10, 2022
4. Claresholm & District Museum Board Meeting Minutes – February 16, 2022
5. Claresholm & District Transportation Society Meeting Minutes – February 24, 2022
6. Claresholm Public Library Board Meeting Minutes – February 15, 2022

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**MARCH 14, 2022**

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

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

**ABSENT:** None

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

**MEDIA PRESENT:** None

**NOTICE OF RECORDING:** Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin immediately at 7:01 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 7:01 p.m. by Mayor Petrovic.

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – FEBRUARY 28, 2022**

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

**CARRIED**

**PUBLIC HEARING: BYLAW #1732 – Land Use Bylaw Amendment**

Mayor Petrovic declared the Public Hearing open regarding Bylaw #1732 at 7:01 p.m.

CAO Abe Tinney presented Bylaw #1732, a Bylaw to amend Bylaw #1525, being a bylaw setting out land uses for the Town of Claresholm.

The purpose of the amendment is to change the lands from “Industrial – I1” to “Highway Commercial – C2” on Lots 2 & 3, Block 1, Plan 658LK.

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

No comments were received from the public regarding Bylaw #1732. No comments from members of Council were noted.

Mayor Petrovic declared the Public Hearing closed at 7:03 p.m.

**DELEGATION: OLDMAN WATERSHED COUNCIL – Shannon Frant**

Appearing on behalf of the Oldman Watershed Council was Shannon Frank, Executive Director. Shannon spoke about the Council’s ongoing projects. The Oldman Watershed Council is a collaborative forum for all voices, working for watershed health through education, action and stewardship.

**ACTION ITEMS:**

1. **BYLAW #1732 – Land Use Bylaw Amendment**  
**RE: 2nd & 3rd Readings**

Moved by Councillor Schlossberger to give Bylaw #1732, a Land Use Bylaw Amendment, 2nd Reading.

**CARRIED**

Moved by Councillor Carlson to give Bylaw #1732, a Land Use Bylaw Amendment, 3rd & Final Reading.

**CARRIED**

2. **BYLAW #1735 – Dog Bylaw Amendment**  
**RE: 2nd & 3rd Readings**

Moved by Councillor Carlson to give Bylaw #1735, a Dog Bylaw Amendment, 2nd Reading as amended.

**CARRIED**

Moved by Councillor Cutler to give Bylaw #1735, a Dog Bylaw Amendment, 3rd & Final Reading.

**CARRIED**

3. **BYLAW #1737 – Road Closure Bylaw**  
**RE: 1st Reading**

Moved by Councillor Cutler to give Bylaw #1737, a Road Closure Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

**4. CORRES: Hon. Ric McIver, Minister of Municipal Affairs  
RE: Budget 2022**

Received for information.

**5. CORRES: Hon. Ric McIver, Minister of Municipal Affairs  
RE: 2022 MSI and CCBF Funding Allocations**

Received for information.

**6. CORRES: Mr. Joe Ceci, MLA for Calgary-Buffalo  
RE: Increased Municipal Borrowing Costs**

Received for information.

**7. CORRES: Municipal District of Willow Creek No. 26  
RE: MD of Willow Creek Strategic Plan**

Received for information.

**8. CORRES: Royal Canadian Legion – Alberta/NWT Command  
RE: Commemorative History Book**

MOTION #22-038 Moved by Councillor Zimmer to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$485.71 plus GST for 2023.

**CARRIED**

**9. CORRES: Claresholm & District Health Foundation  
RE: Annual Charity BBQ – June 15, 2022**

MOTION #22-039 Moved by Councillor Cutler to allow the Claresholm & District Health Foundation to hold their Annual Charity BBQ in Amundsen Park on June 15, 2022 with the stipulation that they follow all current public health guidelines.

**CARRIED**

**10. REQUEST FOR DECISION: Community Foundations Grant – Parks**

MOTION #22-040 Moved by Councillor Schlossberger to write a letter of support for a grant application being submitted to the Community Foundation of Lethbridge and Southwestern Alberta for the purchase of parks, pathways and recreation facilities signage.

**CARRIED**

**11. REQUEST FOR DECISION: Fundraising Hockey Game – March 19/22**

MOTION #22-041 Moved by Councillor Carlson to waive the fees including ice time and usage of the mezzanine for the Emergency Services versus U18 Benefit Hockey Game scheduled for March 19, 2022 at the Claresholm Arena.

**CARRIED**

**12. REQUEST FOR DECISION: East Side Dog Park Name**

MOTION #22-042 Moved by Councillor Cutler to direct administration to engage with the public to receive some creative ideas for the name of the east side dog park, to be administered by the recreation department.

**CARRIED**

**13. INFORMATION BRIEF: Alberta Municipalities 2022 Budget Analysis**

Received for information.

**14. INFORMATION BRIEF: Spring Clean-up**

Received for information.

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

Received for information.

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

Received for information.

**17. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 8:14 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Petrovic noted that recording ceased at 8:14 p.m.

# ACTION ITEMS

## Karine Keys

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**From:** Doug Griffiths <doug@13ways.ca>  
**Sent:** March 24, 2022 11:32 AM  
**To:** Courtney Borst  
**Subject:** 2022 Community Leaders Camp  
**Attachments:** 2022 Community Leaders Camp Conference Program.pdf

Good Morning,

I am excited to announce the first ever Community Leaders Camp, taking place in Jasper, Alberta, April 25-28. We are all excited to get back together and work on community building in person, in one of the most beautiful places in the world.

This community leadership conference will cover a variety of topics but most importantly we will discuss how your community can position itself for the most prosperous future possible. The Community Camp will spark inspiration and invigoration and connect with you fellow community builders. All of this to arm you with the tools to prepare for the future. And we will have fun along the way.

See the attached document to review the agenda, and for more information visit [13ways.ca/camp](https://13ways.ca/camp).

I hope to see you there.

Thank you,  
Doug

PS - Alberta residents receive a 15% discount- use promo code: **15offcamp**

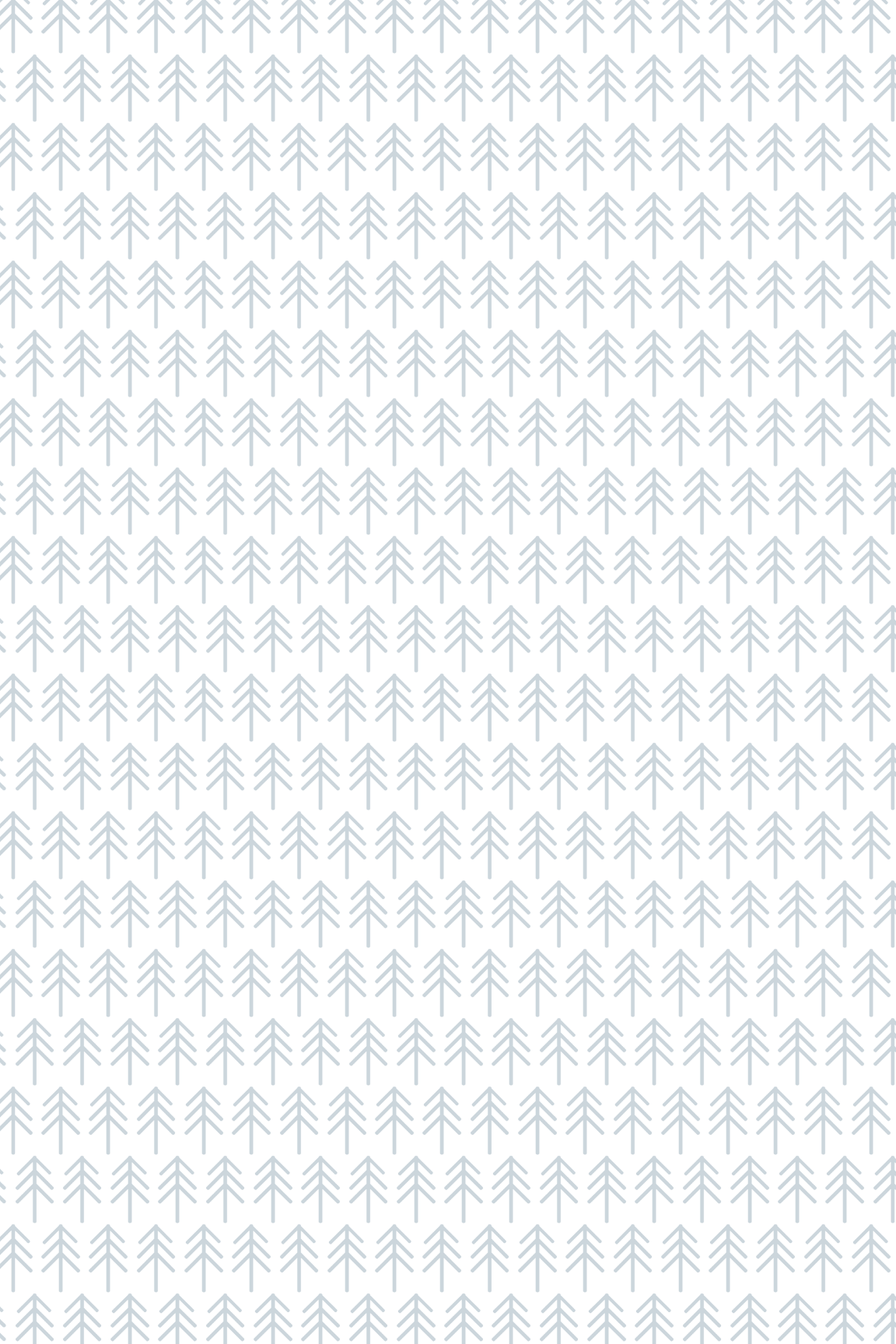


# FULL AGENDA

## COMMUNITY LEADERS CAMP

2022





# COMMUNITY LEADERS CAMP 13 WAYS, INC

April 25-28, 2022  
Jasper Park Lodge  
Jasper, Alberta, Canada

**Price: \$3,450/pp**  
(includes meals, instructional content, and all course materials)

## COURSE OBJECTIVES

The Community Leaders Camp equips practitioners in government, business, and non-profit environments to succeed in a variety of leadership-based roles. Content is current and intended to reflect the greatest challenges, opportunities, and movements occurring and being presented in both corporate and non-corporate settings. Instructors will present ideas and information around:

- Effectively engaging with key stakeholder groups, including Indigenous peoples;
- Leveraging innovative thinking in response to modern challenges and opportunities;
- Mobilizing influencers as a means of building capacity;
- Rethinking economic development in the midst of a rapidly changing global economy;
- How consumer psychology is both changing and evolving in light of new economic realities;
- Collaborating and pooling resources in the pursuit of operational efficiency;
- How societal movements are influencing new economic opportunities; and
- Identifying, understanding, and communicating with target audiences.

All instructional sessions will be offered in person over the course of four days April 25-28, 2022.

Instruction time = 24 hours

13 Ways Inc. Community Camp Delegate Certificate upon completion

## ASSESSMENT

Learners are expected and encouraged to engage in discussion during each instructional session. Upon satisfactory participation (as deemed through the discretion of the course instructor), participants will be awarded a physical record of completion at the end of the program.

# CONFERENCE PROGRAM

## DAY 1 – APRIL 25, 2022

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**4:00pm - 5:00pm**      **Conference Registration**  
Great Hall              Meet in the Great Hall to pick up your conference materials

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**5:00pm - 6:00pm**      **Welcome Cocktails**  
Great Hall              Join us for a cocktail to kick off the conference and get to know one another

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**6:00pm - 7:00pm**      **Dinner**  
Beauvert Room A

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**7:00pm - 8:15pm**      **Session – 13 Pathways to Success**  
Beauvert Room A      A play on the contents of his bestselling book *13 Ways to Kill Your Community*, Doug Griffiths in this session offers insights and techniques to help participants build capacity, overcome negativity, and position their communities for both short- and long-term success.

**INSTRUCTOR:** Doug Griffiths, MBA, President & CEO, 13 Ways, Inc.



**BIO:** Growing up on a ranch outside a small community was a great practical education for Doug Griffiths, giving him a strong work ethic and critical thinking skills. He went on to also acquire an Honours BA Philosophy, followed by a B.Ed, and in 2016 completed the Executive MBA program at the University of Alberta. Education, whether he is learning or teaching, has always been an important aspect of his life. After teaching and ranching for several years, Doug successfully

served as an elected Member of the Legislative Assembly in the Province of Alberta for four consecutive terms. In that time, he served in two senior Cabinet portfolios as Minister of Municipal Affairs and Minister of Service Alberta, as well as three junior positions in Agriculture, Finance, and Solicitor General.

Doug retired from politics in January 2015 to actively pursue his passion of helping communities, organizations and businesses grow stronger. In his best-selling book, *13 Ways to Kill Your Community*, Doug identifies challenges and opportunities that all our communities face. The lessons that come from those stories are applicable to all types of communities, whether they are towns, organizations, or businesses. His talents include seeing through the lies we tell ourselves, overcoming bad attitudes, targeted and focused tactical planning, communicating with those who are afraid to change, and building enduring prosperity for communities. His passion lies in building strong communities, because within strong communities leadership can succeed, businesses can prosper, and families can find a great quality of life.

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## DAY 2 – APRIL 26, 2022

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**8:00am - 9:00am**     **Breakfast**  
Pyramid Room A

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**9:00am - 11:00am**     **Session – Indigenous Partnerships**  
Pyramid Room A     Proper consultation with Indigenous communities is required to help build trust and understanding in the pursuit of meaningful relationships. Learn how to engage in a respectful manner that both recognizes and acknowledges Indigenous culture and history, and which lays the groundwork for better understanding and collaboration.

**INSTRUCTOR:** Chief Randy Ermineskin, Ermineskin Cree Nation



**BIO:** Randy Ermineskin served as the Grand Chief of the Confederacy of Treaty Six First Nations from 2016-2017, representing fifteen (15) First Nations in advocating, protecting and enhancing the aboriginal and treaty rights of its members at the international, national, provincial and local levels of government.

Randy Ermineskin earned a Bachelor Degree in Education from University of Alberta in 1991 and a Masters Degree in Leadership and Administration from Gonzaga University in 2007.

He has worked as a professional education consultant and professor, teaching and advising Colleges and School Boards in such areas as strategic planning, administration and designing & implementing indigenous curriculum and programming. He has also worked in developing strategies and policies to deal with and reduce gang activity.

Randy Ermineskin has served the Ermineskin Cree Nation in numerous capacities. As an athlete, he competed in a variety of sports and was one of the first indigenous hockey players to play junior and semi-professional hockey from the Maskwacis area. For over twenty-five years, he has committed a great deal in his time to coaching. He has always tried to motivate youth and others to be involved in sports and to follow a wellness lifestyle.

**INSTRUCTOR:** Tyler Gandam, Mayor, City of Wetaskiwin



**BIO:** Tyler Gandam has been on Council since 2013—first as a Councillor and now as a second-term Mayor. A funeral director by trade, Tyler is also a Captain with the local fire department which he has been a member of since 2001.

Tyler is the vice-president for cities under 500,000 with Alberta Municipalities (formally AUMA) and a governor with Alberta Municipal Service Corporation (AMSC).

With over 20 years of first responder experience – mental health plays an important part in Tyler’s day to day – not only for himself, but those around him as well.

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**11:00am - 11:15pm Coffee Break**

Pyramid Room A

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**11:15am - 12:15pm Innovation Creation**

Pyramid Room A

Modern challenges require modern solutions, which in turn require leaders to ensure innovation and creation are both promoted and encouraged within their teams, their systems, and their communities. Learn how to meaningfully think outside the box in the pursuit of your strategic objectives, and learn the difference between unrealistic visions and attainable ambitions. Explore a new mindset that focuses on better and more efficient, and which ultimately increases your chances of success.

**INSTRUCTOR:** Mike Derricott, Cochrane's Chief Administrative Officer (CAO)



**BIO:** Mike started his career in municipal government as participant in the Municipal Affairs Municipal Internship Program with the Town of Ponoka. This was followed by over 10 years of experience as a municipal Chief Administrative Officer, including his recent tenure as CAO of the Town of Edson. His experience as a CAO is enhanced by his Masters of Business Administration from Royal Roads University and experience in the financial industry. Mike is

an active and continual learner, having completed a number of executive courses through the University of Alberta (Certificate in Municipal Management & Leadership, the Executive Program).

Mike is currently the president of the Local Government Authorities Association of Alberta, a not-for-profit association aimed at providing networking and professional learning opportunities to support Alberta municipal administrative professionals. He has sat on numerous provincial advisory committees including reviews of the Local Authority Elections Act, Municipal Government Act review Committee, and various other regulatory review panels.

Mike is active in the community with his family and is especially passionate about youth sports, often volunteering as a coach. He and his family feel fortunate to call Cochrane home.

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**12:15pm - 1:15pm** Lunch  
Pyramid Room A

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**1:30pm - 2:30pm**  
Pyramid Room A

### **Municipal Leadership**

The role of municipal leader has changed drastically over the past two years. Town and city managers are being required to do more with less, all the while carefully balancing political ambitions with administrative constraints. Staff and council more than ever are looking to their CAOs to lead, to inspire, to innovate, and to navigate. Learn some of the key principles that enable municipal leaders to be successful in an environment where expectations seemingly never cease.

**INSTRUCTOR:** Lisa Holmes, Chief of Staff to Mayor Amarjeet Sohi, City of Edmonton



**BIO:** Lisa Holmes is an experienced executive leader and board member with a demonstrated history of working in the non-profit sector, communications, and government relations industries. She is currently serving as Chief of Staff to Edmonton’s Mayor Amarjeet Sohi and helping to advance his collaborative and values-based approach to leadership and decision-making.

She is the co-founder and former Chief Operating Officer of Diplomat Consulting, a full-service public affairs and communications company based in Edmonton. Prior to her work in the corporate sector, Lisa was elected as a Town Councillor and Mayor of Morinville, Alberta. Lisa is the Past President of Alberta Municipalities (formerly AUMA) and former Director of the Federation of Canadian Municipalities.

While at AUMA, Lisa chaired the President’s Task Force on Status of Women and the Women in Municipal Government Committee and is currently an FCM Regional Champion for Women in Politics. She was named a Global Edmonton Woman of Vision, Avenue Magazine Top 40 under 40 and one of Alberta Venture Magazine’s 50 most influential Albertans. She is passionate about connecting women with leadership opportunities, inspiring everyone to get involved in community decision-making, and modelling an authentic and empathetic leadership style as a pathway to shared success.

Lisa proudly lives in the Edmonton Metropolitan Region with her husband and two teenage sons.

## CHOOSE YOUR OWN ADVENTURE

**3:00pm - 4:30pm**

Various

**Wine tasting – Orso Trattoria\***

Sample 3 wines

*\*\$25/per person for wine tasting*

**Spa Express Treatment\*\***

30-Minute Head, Neck and Shoulder Massage

30-Minute Express Facial

30-Minute Express Mani or Pedi

30-Minute Hands and Foot Massage

30-Minute Back Treatment

*\*\* \$120/per person for the spa*

**Walking Tour**

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**5:30pm - 6:30pm**    **Dinner**

Beauvert Room A

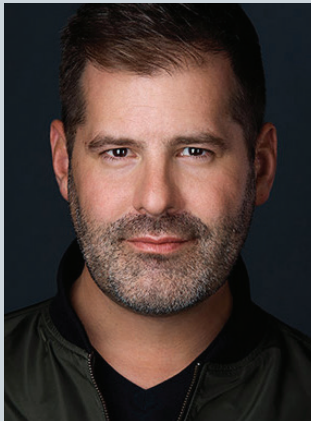
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**6:30pm - 7:30pm**    **Communicating to YOUR Audience**

Beauvert Room A

Effectively communicating in any environment requires a sound understanding of **who you're communicating to**. Knowing your audience members and how they receive their information can help you predict how they'll respond to your message. By equipping yourself with such awareness, you'll be able to identify any potential gaps in information that could expose you to criticism or risk. In this session, you'll learn some key tactics around how to plan, how to mitigate risk, and how to ultimately get your message across.

**INSTRUCTOR:** Ryan Jespersen, Host of Real Talk



**BIO:** Ryan Jespersen hosts Real Talk, one of Canada's most-downloaded modern talk shows. He recently graced the cover of *Edify Magazine* as the "Prince of Podcasting". Ryan was named one of Alberta's 50 Most Influential People by *Venture Magazine*, and was on *Avenue's* inaugural list of Edmonton's Top 40 Under 40. You'll find him online at [ryanjespersen.com](http://ryanjespersen.com), and on Twitter and Instagram @ryanjespersen.

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CHOOSE AN EVENING ACTIVITY:

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**8:00pm - 10:00pm**    **Dark Sky Bonfire**

Gather in front of the JPL

Hot Chocolate and S'mores will be provided

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**8:00pm - 9:00pm**    **JPL Ghost Tour**

Meet in the Great Hall

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## DAY 3 – APRIL 27, 2022

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**8:00am - 9:00am**    **Breakfast**

Pyramid Room A

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**9:00am - 10:15am**    **In It Together: Activating Your Community & Building Your Economy**

Pyramid Room A

By activating your community and effectively mobilizing your stakeholders, you'll increase your capacity to get things done. In this engaging and insightful session presented by Puneeta McBryan of the Edmonton Downtown Business Association, participants will learn the true benefits of community activation as it relates to economic development, as well as strategies enabling them to achieve similar results in their own communities.

**INSTRUCTOR:** Puneeta McBryan, Executive Director, Edmonton Downtown Business Association



**BIO:** Puneeta McBryan is Executive Director of the Edmonton Downtown Business Association, where she is working hard to secure the ongoing and renewed vibrancy of Downtown Edmonton, having taken on the role in the midst of the COVID-19 pandemic as downtowns across North America grappled with the new realities and challenges ahead. Prior to joining the EDDBA, she served public and private sector

clients across Alberta as a business strategist and consultant specialising in marketing, communications, and stakeholder & community engagement. A transformational leader and a connector by nature, Puneeta is working to support Edmonton's economic recovery and transformation through innovative new initiatives & community collaborations with downtown stakeholders, the business community, and all three levels of government.

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**10:15am - 10:45am**    **Coffee Break**

Pyramid Room A

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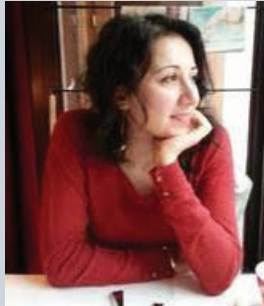
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**10:45am - 12:15pm Cooperation, Collaboration & Risk Mitigation**

Pyramid Room A

Increased cooperation can lead to increased capacity — and, as a result, the enhanced ability to make things happen. Learn how collaborating with your partners and key stakeholders can create opportunities that wouldn't otherwise be available to you, and how you can identify and mitigate any potential risks beforehand.

**INSTRUCTOR:** Golnaz Azimi, Owner & Director,  
Azimi Consulting Limited



**BIO:** Golnaz is a community infrastructure consultant with over 20 years of experience working with municipalities and First Nations, consulting them on projects related to a wide array of infrastructure planning and financing issues. Her experience ranges from preparing infrastructure master plans, capital planning for local governments, financial and business analysis

focusing on service delivery, to developing regional servicing strategies and providing strategic and policy support in governance, municipal infrastructure planning and utility corporation matters.

She has been involved as the project leader and major contributor for the Flagstaff Intermunicipal Partnership Infrastructure and Service Assessment, performing service needs assessment, strategic risk assessments and proposing service delivery strategies. She was also the project leader and major contributor to developing the Asset Management Handbook and Toolkit for Alberta Municipalities with focus on sustainable service delivery. Through her work with multiple municipalities in Alberta, she has acquired a deep understanding of local government challenges and issues with regards to infrastructure planning, funding, and service delivery.

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**12:15pm - 1:15pm Lunch**

Pyramid Room A

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**1:30pm - 2:45pm Changing the Narrative: New ways to think about the economy in 2022**

Pyramid Room A

As we enter a new year, a lot has changed — yet a lot remains the same. COVID is still with us, climate change is even more pressing and global trade remains unsettled. North America's economy is transforming, but we need new ways to think about our economy in order to thrive in a permanently uncertain world. What lies ahead? And how will a new narrative help us adjust?

**INSTRUCTOR:** Todd Hirsch, Vice President & Chief Economist, ATB Financial



**BIO:** As Vice President and Chief Economist for ATB Financial, Todd spends much of his time delivering dynamic, clear-eyed talks on topics ranging from the economy and creativity, to adaptability and the future of work. For more than 25 years, he has worked as an economist for organizations including the Canada West Foundation and the Bank of Canada.

Todd has been recognized as one of Alberta's most influential people. He's received the Queen's Diamond Jubilee Medal, the University of Alberta's Alumni Honour Award, and an honorary degree from Mount Royal University. He previously taught economics at the University of Calgary and for the Executive Education program at the University of Alberta.

He is the author of four books. His latest, *Spiders in COVID Space: Adapting during and after the pandemic*, was released in March 2021. The book captures the inspiring and compelling stories of businesses and not-for-profits that reinvented themselves during the pandemic.

A strong advocate of the arts and culture, he serves on the boards of Calgary's Glenbow Museum and the Alberta Ballet. He is also an advisor to the Dean of the Chiu School of Business at Bow Valley College in Calgary.

Todd is also the host of a podcast titled *The Future Of*. In each episode, he and a guest explore what the future might look like for work, communities, art and culture, leadership and other compelling topics. Now in its third season, the podcast won a national award in 2021.

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**3:30pm - 4:15pm**

Tent City

**Consumer Power Cocktail Hour**

Understanding consumer behaviour can allow you to both plan and predict the outcomes of your marketing campaigns. Learn some of the key trends that are currently influencing how consumers make their spending decisions, allowing you to anticipate and get ahead of the curve. In this insightful session, expert Heather Thomson will also present some of her predictions around the ongoing social and cultural shifts that will create the greatest economic opportunities.

**INSTRUCTOR:** Heather Thomson, Executive Director, Centre for Cities & Communities, University of Alberta



**BIO:** Heather Thomson is on a mission to re-energize communities. A mission which she pursues in two roles:

(1) Executive Director of the University of Alberta's Centre for Cities and Communities. Heather mentors the next generation of business innovators; because strong businesses are the building blocks of strong communities. Heather works with leaders in the business community with an emphasis on education, consulting, academic & applied research and industry outreach.

(2) Consultant with 13 WAYS Inc. Heather delivers business and community assessments, builds community plans that specialize in economic development, local businesses prosperity and beautification. Heather has worked with dozens of communities across North America. She shares her thoughts about the future of business in her keynote presentation: 13 Ways to Kill Your Commerce.

Heather is a mom of two boys, an avid snowboarder, and fashion and design enthusiast. She is currently working on her Master of Arts in Behavioural Economics and serving on the Edmonton Downtown Business Association Retention and Recruitment Committee.

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**4:15pm - 7:45pm**

**FREE TIME**

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**7:45pm - 11:00pm**

Stanley Cabin

**High School Mixer**

Snacks, Drinks, and Friends, what more do you need for a High School Mixer?

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## DAY 4 – APRIL 28, 2022

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**8:30am - 9:30am**     **Breakfast**

Pyramid Room A

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**9:30am - 11:55am**     **Bringing It All Together**

Pyramid Room A

Innovation, collaboration, economic development, and capacity building — leaders will have learned new approaches and solutions to each of these course components and others by the time the Community Leaders Camp is over. But learning them and applying them (or more specifically, applying them in conjunction with one another) is an entirely different matter. In this concluding session, 13 Ways' Doug Griffiths and Heather Thomson will lead participants through an engaging participatory workshop on how to bring them all together.

**INSTRUCTORS:**

Doug Griffiths, MBA, President & CEO, 13 Ways, Inc.

Heather Thomson, Executive Director, Centre for Cities & Communities, University of Alberta

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**11:55am**

**LUNCH TO GO PROVIDED**

Do not forget to pick up your boxed lunch to take on the road with you

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13 WAYS  
There's Always A Way

## Karine Keys

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**From:** ORRSC Administration <admin@orrsc.com>  
**Sent:** March 25, 2022 10:44 AM  
**To:** transdevelopmentlethbridge@gov.ab.ca; tim.davies@gov.ab.ca; chr.landapplications@ahs.ca; michelle.keohane@gov.ab.ca; Historical.lup@gov.ab.ca; maria.didkowsky@gov.ab.ca; AEP.OIBLands@gov.ab.ca; edward.evenson@gov.ab.ca; brett.boukall@gov.ab.ca; jody.best@gov.ab.ca; southlandadmin@atcogas.com; HP.Circulations@atco.com; Karine Keys  
**Cc:** Steve Harty; ORRSC Administration  
**Subject:** RE: Notice of Hearing - MD of Willow Creek - SDAB Hearing No. DP 017-22

Good morning,

Please find below the link to the MD of Willow Creek SDAB Hearing No. DP 017-22.

This document can also be viewed via the ORRSC website: <https://www.orrsc.com/wp-content/uploads/DP-017-22-Exhibits-A-J.pdf>

I'm using Adobe Acrobat.

You can view "DP 017-22 Exhibits A - J.pdf" at: <https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:28a91d6b-af3d-4e6d-a7bb-89cd04400f63>

Stay safe,  
Tara Cryderman  
403-329-1344

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**From:** ORRSC Administration <admin@orrsc.com>  
**Sent:** Wednesday, March 16, 2022 9:28 AM  
**To:** transdevelopmentlethbridge@gov.ab.ca; tim.davies@gov.ab.ca; chr.landapplications@ahs.ca; michelle.keohane@gov.ab.ca; Historical.lup@gov.ab.ca; maria.didkowsky@gov.ab.ca; AEP.OIBLands@gov.ab.ca; edward.evenson@gov.ab.ca; brett.boukall@gov.ab.ca; jody.best@gov.ab.ca; southlandadmin@atcogas.com; HP.Circulations@atco.com; Claresholm <info@claresholm.ca>  
**Cc:** Steve Harty <steveharty@orrsc.com>; ORRSC Administration <admin@orrsc.com>  
**Subject:** Notice of Hearing - MD of Willow Creek - SDAB Hearing No. DP 017-22

Good morning,

Please find attached the Notice of Hearing for the SDAB Hearing No. DP 017-22, within the MD of Willow Creek.

Stay safe,  
Tara Cryderman, Executive Assistant  
Oldman River Regional Services Commission  
3105 – 16 Avenue North  
Lethbridge, AB T1H 5E8  
Phone: (403) 329-1344  
[admin@orrsc.com](mailto:admin@orrsc.com)



CONFIDENTIALITY NOTICE: The contents of this e-mail may be privileged and are confidential. It may not be disclosed to, or used by, anyone other than the addressee(s), nor copied in any way. If received in error, please advise the sender, or alternately the Administration Office of ORRSC and delete the message from your system(s).

**Municipal District of Willow Creek No. 26  
CHINOOK INTERMUNICIPAL SUBDIVISION AND  
DEVELOPMENT APPEAL BOARD**

**NOTICE OF SUBDIVISION AND DEVELOPMENT APPEAL BOARD HEARING  
REGARDING THE FOLLOWING:**

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**Development Application No.**

DP 017-22

**Legal Land Description**

Ptn. NE 23-12-28 W4M

**THIS IS TO NOTIFY YOU THAT IN ACCORDANCE WITH SECTION 686 OF THE MUNICIPAL GOVERNMENT ACT, REVISED STATUTES OF ALBERTA, 2000, CHAPTER M-26, AS AMENDED THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD OF THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26 WILL HEAR THE FOLLOWING APPEAL WITH RESPECT TO:**

<b>APPELLANT:</b>	Adham Jaber
<b>LEGAL DESCRIPTION:</b>	Ptn. NE 23-12-28 W4M
<b>PROPOSAL:</b>	Micro-Brewery and RV Campground
<b>DECISION:</b>	Deemed Refused
<b>PLACE OF HEARING:</b>	Municipal District of Willow Creek No. 26, Municipal Administration Building #273129 Secondary Highway 520 West, (Claresholm Ind. Airport)
<b>DATE OF HEARING:</b>	<b><u>Wednesday, April 6, 2022</u></b>
<b>TIME OF HEARING:</b>	<b><u>10:00 am</u></b>

**PERSONS WHO WISH TO SUBMIT A WRITTEN PRESENTATION SHOULD SUBMIT BRIEFS TO THE CLERK OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD NO LATER THAN THE 1<sup>ST</sup> DAY OF APRIL, 2022, BY 4:00 PM, AT THE FOLLOWING ADDRESS:**

Oldman River Regional Services Commission  
3105 – 16<sup>th</sup> Avenue, North, Lethbridge, Alberta T1H 5E8  
PHONE: (403) 329-1344    EMAIL: [steveharty@orrsc.com](mailto:steveharty@orrsc.com)

**DATE:** March 15, 2022

  
\_\_\_\_\_  
**Steve Harty, Clerk**

**PROCEDURES PRIOR TO THE HEARING FOR DP 017-22**

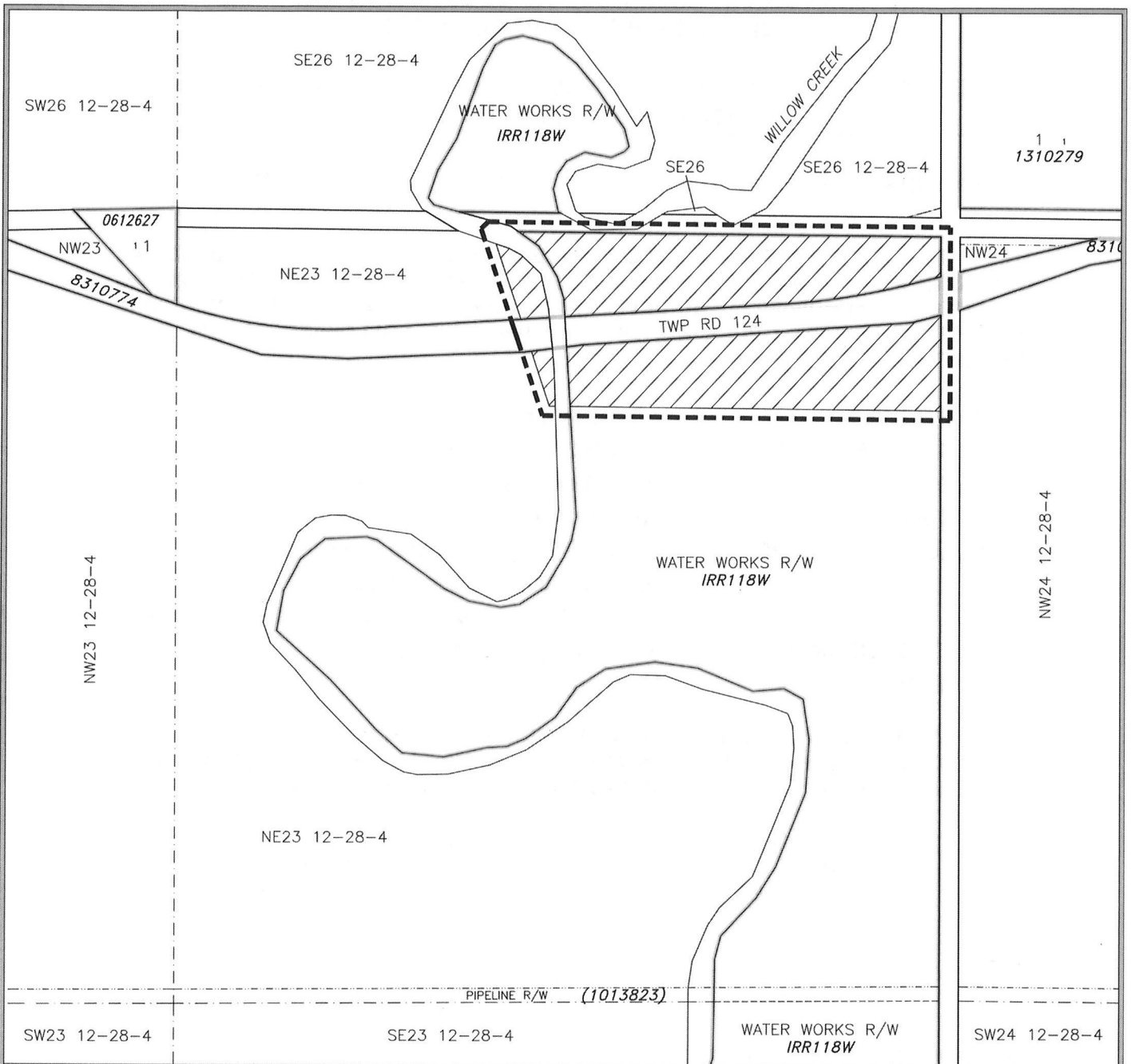
1. **Provide written Submissions** - The Appeal Board is encouraging the public to participate in the public portion of the hearing by submitting presentations, letters, and comments to the Board prior to the hearing. Please contact the Clerk with your written submissions which will be accepted by mail and email (preferred method) until **4:00 p.m. April 1, 2022.**

EMAIL: [steveharty@orrsc.com](mailto:steveharty@orrsc.com)

MAIL: Steve Harty, Board Clerk  
c/o Oldman River Regional Services Commission  
3105 – 16<sup>th</sup> Avenue N., Lethbridge, Alberta T1H 5E8

2. **Exhibit viewing** - The initial appeal exhibit package will be posted on the ORRSC website at [www.orrsc.com](http://www.orrsc.com). Any additional written submissions submitted after that date and up to **April 1, 2022** will be posted to the website as an additional information prior to the hearing.

**SUBJECT PARCEL:**

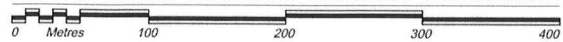


**LOCATION SKETCH**

PORTION OF NE 1/4 SEC 23, TWP 12, RGE 28, W 4 M

MUNICIPALITY: M.D. OF WILLOW CREEK NO. 26

DATE: MARCH 15, 2022



March 5, 2022

To whom it may concern:

We are hosting the 2<sup>nd</sup> annual Parent Grad Fundraiser Golf Scramble! Last year was a great success, we raised money to help the grads with expenses for the grad ceremony, were able to provide each grad with a grad gift bag, donate money to a family in need from the Grads and this year we are planning on setting up a couple scholarships to help the grads for future schooling.

This year because of the Covid fundraising options are limited, the 2022 Grad Parents have partnered with the Bridges of Claresholm Golf Course to raise some money for grad 2022 class in a fun way that gets individuals outside and active. Money raised will go back to the Grad class of 2022 and future grads!

We will be hosting a Best Ball Golf Scramble on May 7<sup>th</sup>, 2022 in Claresholm. Prizes will be awarded to 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place teams, as well as most honest team and hopefully we can award some other fun prizes throughout the afternoon, longest putt, closest to the pin and longest drive. We as parents are asking local businesses to donate and help our grads out, here are a few different ways you can support the grads of 2022.

- 1) Donate prizes to be given away to participants for prizes or used for the raffle table.
- 2) Cash donations that we can purchase stuff locally for the tournament
- 3) Sponsor a hole for \$100 – your business logo will be put on a sign on the tee box (you may sponsor more than 1 hole)

We are planning on having a raffle table with baskets that golfers can purchase tickets for, donations will also be used for this table, as well as prizes for the golfers. All cheques please make out to the **Bridges of Claresholm Golf Course**. All money raised will be presented to the Grads of 2022 from the Bridges of Claresholm and Grad Parents. We will post local businesses that sponsored this tournament in the Putters Restaurant during the tournament, as well as a thank you in the paper after the tournament.

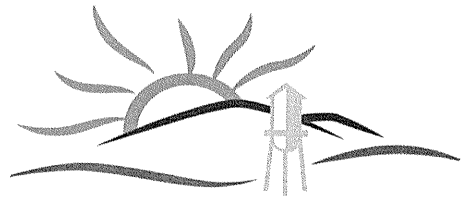
We sincerely appreciate all donations and the communities support! We want to make Grad 2022 a memorable one, these grads have had an interesting couple senior years to say the least and we hope we can add a little fun during these trying times and help towards grad.

**We would like to have all donations in by April 25<sup>th</sup>.**

***Please call or text Jodie Gibson at 403-601-1273 or email [jodie.gibson@hotmail.com](mailto:jodie.gibson@hotmail.com) to arrange pick up or if you have any questions.***

On behalf of all Grad 2022 Parents and The Bridges of Claresholm Golf Course thank you for your support!

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



**Claresholm**

Date of Application: March 15/2022

Date of Event: May 7/2022

**1. Applicant Information**

Name of Applicant: Parents of WCCHS Grad Class 2022

Address: PO Box 385, Claresholm, AB T0K-0T0

Contact Person: Jodie Gibson

Phone, Fax, Email: 403-601-1273 jodie.gibson@hotmail.com

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

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

If yes provide registration date & # \_\_\_\_\_

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

If yes provide registration date & # \_\_\_\_\_

**5. Type of Donation:** (check and explain)

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

Explanation:

Donation for hole sponsorship or Raffle table item

Amount (value) Requested: \_\_\_\_\_

**6. Details of how the funds will be expended:**

The funds will be used for expenses for the grad ceremony & provide each grad with a gift bag. Plans with extra money is, to set up a scholarship to help the grads for future schooling

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

YES

NO

**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
2021 May?	Gift Basket <sup>\$100 value</sup>	Raffle prize

**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?

Through advertisement @ event and in the local press

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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

March 23, 2022

To: Claresholm Town Council - Letter to Agenda, Council Meeting March 28, 2022

From: Rosaline (Rose) Petek

**Re: Requesting Council's Support to address to the Alberta Consumer Representatives the Rural Residential ever-rising Utilities' costs**

I read a Letter to the Editor dated March 9, 2022 Claresholm Local Press titled 'Issues with rising utilities costs' addressed within it's contents: The disgust with the Alberta government allowing rising utility bills in (rural) small communities. How are we expected to afford to live, eat, and pay bills when our utility bills are through the roof? A lot of people are on Disability, Old Age Pension, or people who just don't make that much to live on.

In response I addressed a Letter to the Editor March 16, 2022 titled: Rising utilities cost and courage. Within it's contents addressing the need to bring in the human component to this (utilities') industry that can be very numbers driven.

Over the past two years, in an attempt to get an understanding of why my rural residential utility bills are ever-rising I have reached out to the various Alberta Consumer Advocates' offices, the Local MLA Roger Reid, and the Associate Minister of Natural Gas and Electricity, Dale Nally. Understanding that Utilities are recognised as a "natural monopoly" addressing shareholders receive a fair return on their investment, but this must be balanced against fair rates for customers.

In 2002 Alberta predicted the province's current population of 3 million to double in the very near future. To accommodate this prediction Massive expansion of infrastructure came at a hefty cost. "If you build it, they will come" Field of Dreams (1989) a movie To date, 2021 Alberta's population is 4 million. Who's left to burden this cost?

Due to this expansion of infrastructure, Alberta has seen an increase in transmission charges since 2004'. Additionally, distribution charges are higher for customers in rural Alberta than for customers in urban areas because of the low population density and longer distances between customer sites.

Fact check: referencing Yrs 2002 - 2022 Utilities Statements – Rural Residential, Claresholm Natural Gas mthly \$49.71 to \$151.94, Electricity mthly \$126.12 - \$ 115.42 \* remarkable and Town of Claresholm every 2 mths \$80.50 - \$181.66.

Please note: Yrs 2002 to 2022 this residence had no structural changes or updates to natural gas or electrical equipment that would jeopardise the factual information provided.

In summary, the Utilities Consumer Advocate shared with me that they receive very few complaints from Residential Consumers contrary to the many they receive from the Commercial Consumers (squeaky wheel gets the grease).

Is this Council interested in further enquiry in order to make a determination as to whether they would support a collective address to the Alberta Consumers' Representatives.

I wait your response,

Sincerely, *Rosaline Petek*

(attachments provided: reference for Council, CAO, and pertinent Admin. only)



# REQUEST FOR DECISION

Meeting: March 28, 2022  
Agenda Item: 5

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## The Station Lease Renewal

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### **DESCRIPTION/BACKGROUND:**

The Station is an organization that offers a variety of social services in the community, and operates out of Mackin Hall. The Station was offering their services out of Mackin Hall a two-year lease, which expired December 31, 2021.

- March 2021: The previous Council decided that The Station should vacate the building and pay for space at the Multi-Use Community building for their programming.
- In November, the Station sent a letter to Council requesting another conversation with Council on the matter, in hopes of staying in Mackin Hall, rather than relocating their programming.
- The Station subsequently met with administration and two members of council (Councillors Cutler and Carlson) to discuss the inadequacy of the Multi-use building space for some of their programming – particularly youth and children’s programming – when requires more space than what is available through the multi-use building.
- After meeting with the Station, Councillors Carlson and Cutler are comfortable with the group staying in Mackin Hall. Additionally, administration has no concerns with the Station remaining in this location for another two years.
- The Scouts group has used this building in the past. Administration has connected with Scouts leaders, who are okay with the Town extending the lease to the Station.

### **DISCUSSION/OPTIONS:**

Administratively, we have had no issues with The Station utilizing this space, and are recommending that Council agree to another 2-year lease with this group, so they can continue offering their services in Claresholm. The new lease contains a clause whereby the Town can terminate the lease with 6 months notice.

### **PROPOSED RESOLUTIONS:**

MOVED by Councillor \_\_\_\_\_ to approve the 2022 Mackin Hall/Station Lease agreement as presented.

### **ATTACHMENTS:**

1) Mackin Hall Station agreement 2022

PREPARED BY: Abe Tinney, CAO

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APPROVED BY: Abe Tinney, CAO

DATE: March 25, 2022

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Lease Agreement made this            day of            , 2022.

**BETWEEN:**

**THE TOWN OF CLARESHOLM**

(hereinafter called "**the Lessor**")

of Box 1000, Claresholm

in the Province of Alberta

T0L 0T0

of the First Part

**THE STATION**

(hereinafter called "**the Lessee**")

of Box 1297, Claresholm

in the Province of Alberta

T0L 0T0

of the Second Part

- (1) Witnesseth that in consideration of the rents to be paid, covenants to be observed and agreements to be performed by the Lessee, the Lessor hereby leases unto the Lessee the use of the Town of Claresholm Mackin Hall located at: 316 47 Ave West (hereinafter known as "**Mackin Hall**").
- (2) The term of this lease shall be for the duration of time from January 1, 2022 to December 31, 2023. During that time the following will be in place:
  - (a) The Lessee shall pay an annual rent of \$1.00.
- (3) **Option to Terminate. Either of the Landlord or the Tenant shall be entitled to terminate this Lease on one hundred and eighty (180) days' prior written notice to the other.**
- (4) The lessee is responsible to obtain all necessary licenses, permits, and authorizations where applicable.
- (5) The Lessee acknowledges that they have inspected Mackin Hall and that rely entirely on their own inspection and that there are no other agreements or conditions affecting Mackin Hall. All verbal or previous written understandings and agreements, if any, are hereby cancelled and rendered null and void.
- (6) The Lessee covenants and agrees with the Lessor as follows:
  - (a) to use Mackin Hall in a proper and businesslike manner at times previously scheduled with the exception of Monday and Wednesday evenings.
  - (b) to indemnify the Lessor against all claims and demands by any person and whether in respect

of damage to person or property arising out of or occasioned by the use of Mackin Hall.

- (c) to within 30 days of any written notice to do so, repair any defect in Mackin Hall occurring after the commencement of this lease and resulting from the Lessee's acts or neglect. This does not include normal wear and tear.
  - (d) to coordinate all scheduling for events, meetings, etc. with particular attention to times blocked off by other users.
  - (e) to follow the guidelines and procedures listed in schedule "A", attached to this document.
- (7) The Lessee shall not assign, transfer or otherwise dispose of this lease, or sublet or part with possession of Mackin Hall, either in whole or in part without the prior written consent of the Lessor. The Lessee will not register this lease against the Lessors title.
- (8) The Lessee shall carry adequate and necessary insurance related to the use of the property in an amount of not less than TWO MILLION (\$2,000,000.00) DOLLARS. This insurance shall cover all risks including fire and liability. There shall also be no storage of hazardous materials on the property. Each insurance policy shall name the Lessor as an additional insured, except for the coverage for the Lessee's own property and equipment.
- (9) The Lessee shall not without the prior written consent of the Lessor, make changes, additions, alterations or improvements to Mackin Hall. Initial items such as interior paint, redoing the bathroom, and the installation of a wheelchair ramp can be completed as coordinated through the Director of Infrastructure or representative.
- (10) The Lessee shall comply promptly at its expense with all laws, bylaws, ordinances, requirements and recommendations of any and all federal, provincial, civic, municipal and other lawful authorities, which may be applicable to the Lessee.
- (11) The Lessee shall not at any time during the term, use, exercise or carry on or permit or suffer to be used, exercised or carried on, in about or upon the leased premises or any part thereof any offensive act, trade, business, occupation or calling, and no act, matter or thing whatsoever shall at any time during the term be done in, about or upon the lease premises or any part thereof which shall be inconsistent or incompatible with the intended use of Mackin Hall, or which may be or grow to the annoyance, nuisance, damage, or disturbance of the occupants and other users of Mackin Hall, as well as occupants of lands and property owners in the vicinity of Mackin Hall.

- (12) The Lessee assumes the entire responsibility and liability for losses, expenses (including legal expenses on a solicitor and his own client basis), damages and claims based on any injury to persons (including sickness and death) or damage or alleged damage to property (whether such property be the property of the Lessor or a third party) sustained or alleged to have sustained in any way connected to the Facilities and Services by the Lessee it's employees, agents, servants or invitees. The user agrees to indemnify and hold harmless the Lessor, it's agents, servants and employees from and against the same and from and against any and all damages, demands, claims and expenses (including legal expenses on a solicitor and his own client basis) made by the third party against the Lessor arising directly or indirectly from any injury or damage or alleged damage or other matter relating to this Agreement. The Lessee further agrees to defend any suit or action brought against the Lessor, its agents, servants or employees, or any of them arising out of activities to collect or attempt to collect any monies properly due to the Lessor pursuant to this Agreement.
- (13) If during the term of this lease a breach or default be made in any of the Lessee's covenants or agreements herein contained then the Lessor may enter Mackin Hall and the lease shall immediately become forfeited and void.

The effective date of this lease shall be January 1, 2022.

IN WITNESS WHEREOF the parties have set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2022.

**TOWN OF CLARESHOLM**

\_\_\_\_\_

**MAYOR**

\_\_\_\_\_

**CHIEF ADMINISTRATIVE OFFICER**

**LESSEE**

\_\_\_\_\_

\_\_\_\_\_

**WITNESS**

## SCHEDULE "A" – Lessee Responsibilities

1. The Lessee shall be aware of emergency contact information below:

**Emergency Numbers:**

**Director of Infrastructure 403-625-0200**

**Shop on Call 403-625-0503**

**Town Office: 403-625-3381**

2. Ensure the facility is in presentable shape upon leaving/closing:
  - a. Garbage picked up and placed in bins.
  - b. Major spills/water mopped up (floor dry mopped).
  - c. Grounds, free from litter, recycling bagged up and left at designated area.
  - d. **All programming equipment must be secured and tidy when not in use.**
  - e. Wipe/clean mirrors and washrooms as required.
  - f. Check that all doors are locked upon leaving the facility.
3. Security & Keys:
  - a. Keys are not to be copied, given or loaned out.
  - b. Loss of keys must be reported immediately to the Director of Infrastructure.
  - c. If the key or locking system is changed, an additional procedure will be required.
  - d. Any changes or alterations are to be coordinated with the Director of Infrastructure.



# REQUEST FOR DECISION

Meeting: March 28, 2022

Agenda Item: 6

## ACTIVE TRANSPORTATION FUND

Administration has been working with GrantMatch and propose an application to the Active Transportation Fund (ATF) through Infrastructure Canada for continued lighting upgrades and pathways through Amundsen Park, the Dog Park and connectivity throughout Town. This fund contributes up to 60% of the project costs. Municipalities are eligible to apply. GrantMatch has been contracted with the Town and their fees are based on the grant funds received (10%); only if successful. See link below for further information in regards to the fund. The deadline to apply is the end of March.

<https://www.infrastructure.gc.ca/trans/applicant-guide-demandeur-eng.html#2.2>

<b>Improved Community Connectivity and Accessibility</b>	The project strategically improves active transportation connectivity and enhances accessibility within and/or to other communities, particularly for vulnerable populations.
<b>Economic Benefits</b>	The project provides economic value to the community through increased construction, tourism and/or active transportation access to business districts.
<b>Environmental and Climate Benefits</b>	The project results in environmental benefits, such as GHG reductions, land use intensification, protection of green spaces, and/or the use of green technologies.
<b>Improved User Mobility and supports a Safe and Secure Environment</b>	The project provides enhancements in non-automotive mobility and contains measures to ensure a safe and a secure environment, including for vulnerable populations.
<b>Project Viability</b>	The project is part of an active transportation strategy, has significant community support, and planning work is in an advanced state (e.g. design, permits, matching funds secured).

### OPTIONS:

Administration would like to submit the application for costs associated with Amundsen Park pathways and lighting upgrades, dog park pathways, and connectors. This would nearly complete the re-design of the park as the playground and other upgrades are slated for 2022 construction. This project would improve active transportation, connectivity, tourism, and would enhance accessibility with ramp and pathways. If successful, the 40% matching funds would be required to be allocated for the project (construction can take place in phases in 2023 and 2024 if required for budget purposes, to be completed prior to 2026). The project would not move forward if the application to the fund was unsuccessful and alternative funding sources or re-application to grant programs would need to be sought out/take place prior to proceeding.

## GUIDING DOCUMENTS AND BUDGET

The Amundsen Park Redevelopment is a project currently in our 5-year capital plan that Council has already planned for and approved within that document in 2021. The 2023 budget for this project in that plan is set at \$353,000, with this being 65% funded by grant. The budget included approximately \$105K for the new playground and \$248K for lighting and pathways. The Grant we were hoping to fund this project with was the Enabling Accessibility Grant, along with some CFEP funding for the playground portion. We were however unsuccessful with our enabling accessibility grant, but were successful with the CFEP grant for the playground.

The Playground portion of the project was adjusted to not include additional specific accessibility features such as pour in place base, and moved up to 2022 because of the unsuccessful accessibility grant and the successful CFEP grant. That total project will be approximately \$125K with \$77,334 funded by CFEP grant and the remaining \$50K funded by playground reserve.

The remaining \$248K budget of the 2023 Amundsen Park Redevelopment project budget for 2023 is the budget applicable to the Amundsen Park portion of this ATF project. The existing capital plan had 65% funding from competitive grant with 35% municipal funding or . The Active Transportation Grant still has a 60% funding model, which is similar to what we were hoping to get with the Enabling Accessibility Grant, and also more aspects of the project fit or qualify for funding under this grant, such as being able to get grant funding for benches, trees, and shrubs.

Currently in the 5-year capital plan passed in 2021, the The Patterson Park and Pathway Extension portion of the ATF project listed below are not listed or included with any budget for these pathways. That being said they are included in Council's Recreation Master Plan. They were not in the capital plan due to uncertainty or lack of funding. With the ATF grant covering 60% of the costs, this greatly reduces the municipalities investment to achieve these goals/developments included in the Recreation Master Plan.

## OPTIONS:

This is currently over budget within the 5-year capital plan (Patterson Park pathways are not currently within the capital plan, but are noted within the Rec Master Plan). Contingency is not included in the numbers below (we estimate for Amundsen Park contingency at 25% by WSP, and 10% for the rest of the project)

See the attached chart below for options Administration is proposing for either the full draft project, or different options for scaling the project back to reduce costs.



**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to support the Town's application to the Active Transportation Fund for the purpose of new Amundsen Park pathways, ramps, pathway connections, benches, trees & shrubs, and lighting upgrades within Town in the amount of \_\_\_\_\_.

Or

Moved by Councillor \_\_\_\_\_ to support the Town's application to the Active Transportation Fund for the purpose of new Amundsen Park pathways, trees, shrubs, ramps, and lighting upgrades in the amount of \$\_\_\_\_\_.

Or

Moved by Councillor \_\_\_\_\_ to support the Town's application to the Active Transportation Fund for the purpose of new Amundsen Park pathways, ramps, lighting upgrades, and Patterson paths and extension in the amount off \$\_\_\_\_\_.

Or

Moved by Councillor \_\_\_\_\_ to support the Town's application to the Active Transportation Fund for the purpose of new Amundsen Park pathways, ramps, and lighting upgrades in the amount of \$\_\_\_\_\_.

APPLICABLE LEGISLATION:

1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

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APPROVED BY: Abe Tinney, CAO

DATE: March 25, 2022

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**Town of Claresholm Project Budget (DRAFT) - Active Transportation Fund**

<b>Location</b>	<b>Cost Category</b>	<b>Description</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>
Amundsen Park	Construction	New asphalt pathway (2521 m x 2 m)	68,040.00	68,040.00	68,040.00	68,040.00
	Construction	New concrete pathways and connections	77,000.00	77,000.00	77,000.00	77,000.00
	Construction	Gravel pathways stroll gardens	900.00	900.00	900.00	900.00
	Materials and Installation	Park lighting- new electrical service	75,915.74	75,915.74	75,915.74	75,915.74
	Materials and Installation	Park lighting- bollards and light standards	53,500.00	53,500.00	53,500.00	53,500.00
	Materials	Benches x 9	11,700.00	11,700.00		
	Materials and Installation	Tree plantings x 35	22,750.00	22,750.00		
	Materials and Installation	Shrubs and perennials	20,000.00	20,000.00		
	Contingency (25% on construction, 15% on Materials and Installation)		64,064.86	64,064.86	55,627.36	55,627.36
		<b>Subtotal</b>	<b>393,870.60</b>	<b>393,870.60</b>	<b>330,983.10</b>	<b>330,983.10</b>
Patterson Park and Pathway Extension	Construction	New pathway, approx. 1,400 m (gravel)	31,325.00		31,325.00	
	Construction	New pathway, approx. 650 m (asphalt)	64,350.00		64,350.00	
	Contingency (25% on construction)		23,918.75		23,918.75	
		<b>Subtotal</b>	<b>119,593.75</b>		<b>119,593.75</b>	
		<b>10% Grant Match Fee</b>	<b>30,807.86</b>	<b>23,632.24</b>	<b>27,034.61</b>	<b>19,858.99</b>
<b>Total Cost</b>			<b>544,272.21</b>	<b>417,502.84</b>	<b>477,611.46</b>	<b>350,842.09</b>
<b>Funding</b>						
	ATF Grant		308,078.61	236,322.36	270,346.11	198,589.86
	Other (MSI, CCBF, Reserves)		236,193.60	181,180.48	207,265.35	152,252.23
			<b>544,272.21</b>	<b>417,502.81</b>	<b>477,611.46</b>	<b>350,842.09</b>



# REQUEST FOR DECISION

Meeting: March 28, 2022  
Agenda Item: 7

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## HEALTH AND SAFETY POLICY – UPDATE

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### **DESCRIPTION / BACKGROUND:**

Administration periodically reviews Town policies. During a recent review it was identified the health and safety policy required updating. Those updates are as follows:

#### **1.3.01 – Health and Safety Policy**

-The policy was still in the old format.

-The purpose/intent paragraph of the policy referenced the old Occupational Health and Safety Act.

-The policy also required some wording changes around identifying hazard, assessing those hazards and implanting controls.

-The four (4) policy directives also referenced community, when the intent should focus on the organization. Our health and safety program cannot identify, assess and control hazards for the community.

### **RECOMMENDATION:**

The amendments to the Health and Safety Policy are minor with the intent to create a more inclusive safety culture for the organization. Administration recommends Council adopt the amended policy by resolution.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to adopt the Town of Claresholm's updated Health and Safety as presented.

- 1.3.01 – Health and Safety Policy

### **ATTACHMENTS:**

- 1.) 1.3.01 – Health and Safety Policy (v2.0)
- 2.) GA 12-15(a) – Health and Safety Policy


PREPARED BY: Jason Hemmaway, Utility Services/Director of Emergency Management/Safety Officer

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APPROVED BY: Abe Tinney – CAO

DATE: March 23 2022

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	<b>Health and Safety Policy</b>		<b>Policy # 1.3.01</b>
Department Owner:	Health and Safety		
Policy Applies To:	Entire Organization		
Date Created:	Jan 2022	Date Approved by Council:	???
Version #:	2.0	Resolution #:	???
Last Review Date:	Dec 14, 2015	Policy(ies) Replaced/Rescinded:	GA 12-15(a)

### Intent

To commit to a safety program that will ensure that the Town of Claresholm complies with the Occupational Health and Safety Act, Statutes of Alberta, Chapter O-2.2, (current as of December 1, 2021) and all other relevant provincial regulations and codes.

This commitment will provide the foundation for a safety program that establishes policies, directives and procedures that will empower our organization to create a safety culture. Our goal is zero accidents and injuries, accomplished by members of the organization striving daily to identify workplace hazards, assess those hazards and implement controls.

### Policy

The Town of Claresholm safety program is inclusive of Mayor and Council, Management, Supervisors, Employees and Contractors, who shall, by working cooperatively, promote the following Health and Safety Policy Directives:

1. Promote the health, safety and well-being of people within the organization;
2. Strive to eliminate or control hazards which may result in personal injury or illness, accidents or property damage;
3. Recognize that responsibility is shared. All persons engaged or employed to perform duties for the Town are responsible to comply with applicable Legislation set out in the Alberta Occupational Health and Safety Act, Regulations and Codes, as well as the Town of Claresholm safety program, and
4. Continually strive to improve our safety culture by providing a safe and healthy work environment through commitment, communication and collaboration.



## **Policy #GA 12-15(a)**

### **Health and Safety Policy**

**PURPOSE:** To commit to a safety program that will ensure that the Town of Claresholm complies with the *Occupational Health and Safety Act, RSA 2000, Chapter O-2*, and relevant provincial legislation. To provide responsibilities for establishing and implementing a safety program, policies and procedures that will strive to reduce workplace hazards, protect lives, promote employee health and reduce accidental loss of all its resources. Our goal is zero accidents and injuries.

**POLICY:**

The Town of Claresholm Mayor and Council, Management, Supervisors, Employees and Contractors shall, by working cooperatively, promote the following Health and Safety Policy Statement directives:

1. to promote the health, safety and well-being of the community by protecting both people and property;
2. strive to eliminate foreseeable hazards which may result in property damage, accidents, personal injury or illness;
3. recognize that responsibility is shared. All persons engaged or employed to perform duties for the Town are responsible to comply with applicable Legislation set out in the *Alberta Occupational Health and Safety Act*, Regulations and Codes, as well as the Town of Claresholm OH&S Program, Policies and Standard Operating Guidelines, and
4. continually strive to provide a safe and healthy work environment through commitment, communication and co-operation.

**Policy # GA 03-13 is hereby rescinded.**

**Date Approved by Council: December 14, 2015**

**Resolution #15-117**

**EFFECTIVE DATE: December 14, 2015**



# REQUEST FOR DECISION

Meeting: March 28, 2022  
Agenda Item: 8

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## COMMUNITY ADVERTISING Program; POLICY 5.2.05

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### **DESCRIPTION/BACKGROUND:**

In 2018, the Economic Development Officer launched a program designed to beautify the Highway-2 corridor by filling vacant billboards on the east side of Highway-2 as you leave Claresholm to the north.

The Community Advertising Program is a cost recovery model that makes it easy and affordable for local businesses to lease advertising space on the seven 400 square-foot billboards. The service includes materials, design, installation, lease fees, and removal for a single monthly payment.

Since 2018 there have been 15 participating businesses in the program, and the owner of the billboards has invested close to \$15,000 in repairs, paint, and lighting to improve the appearance and quality.

At the January 2022 meeting of the Economic Development Committee, it was recommended that the Economic Development Officer stop facilitating the program to focus more time and energy on other projects. With local design and installation services established, the Economic Development Officer agrees that the program is no longer necessary.

### **DISCUSSION/OPTIONS:**

Any existing sublease agreements with the Town of Claresholm can run out their term, and future use of the billboard space would be negotiated with the property owner directly, without the Town's involvement.

The Town of Claresholm has an inventory of used alu-lite panels which can be sold at a discount price, or used for other purposes. The original cost of the panels has been fully recovered through the program.

If the Town Council agrees with stopping the Community Advertising Program, there will be no need for the policy to remain in place.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to discontinue the Community Advertising Program offered by Claresholm Economic Development, and cancel Community Advertising Program Policy# 5.2.05.

### **RECOMMENDED ACTION:**

Stop the program, ride-out the existing sub-lease agreements, sell the inventory, remove the policy.

### **ATTACHMENTS:**

- 1.) Community Advertising Policy# 5.2.05

PREPARED BY: Brady Schnell, Economic Development Officer

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APPROVED BY: Abe Tinney, CAO

DATE: March 25, 2022

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		<b>Community Advertising Program Policy</b>		<b>Policy #5.2.05</b>	
Department Owner:		Economic Development			
Policy Applies To:		Participant Businesses and Organizations			
Date Created:		October 2018	Date Approved by Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		October 21, 2019	Policy(ies) Replaced/Rescinded:		CEDC 10-18

**Intent:**

The Town of Claresholm Council, by recommendation of the Economic Development Committee, will provide a Community Advertising Program for local businesses in Claresholm. This program is designed to remove administrative barriers for local business, and ultimately increase the number and frequency of visitors into Claresholm, off of Highway 2.

**Definitions:**

**“Advertising-space”** refers to privately owned signage that is available for lease along Highway 2, either in or near Claresholm town limits.

**“Participants”** refers to local businesses that have entered into a Community Advertising Program sublease agreement with the Town of Claresholm.

**“Sublease Agreement”** refers to the advertising space agreement between the Town of Claresholm and the Participants of the Community Advertising Program.

**“Town”** is the Town of Claresholm.

**Authority & Administration:**

The Town of Claresholm Council grants authority to the Chief Administrative Officer to approve lease agreements that are found to be suitable for the Community Advertising Program, and function within the limitations of this policy.

The Economic Development Officer will administrate the Community Advertising Program, under the direction of the Chief Administrative Officer, the Economic Development Committee, and this policy.

**Lease of Advertising Space:**

The Economic Development Officer will provide thoughtful recommendations to the Chief Administrative Officer when suitable advertising-space lease opportunities are available. These recommendations will include:

- current market demand
- cost and term associated with the Towns lease-opportunity
- cost and term associated with Participant sublease agreements
- design concept and materials to be used
- design of Town-branded portion of the advertising-space
- Appearance and condition of the billboard or associated structures.

If a lease agreement, and terms of sublease agreement for advertising space is approved by the Chief Administrative Officer, the Economic Development Officer may complete the sale of the sublease agreement identified in Schedule A of this policy.

This policy grants the authority of entering into advertising-space lease agreements to the Chief Administrative Officer, or authorized delegate.

**Sub-lease:**

Sublease relating to the Community Advertising Program will be for a minimum 1-year term, and a maximum 2-year term.

Participants of the program will be included on a first come, first served basis. However, some exceptions may apply to assure that each advertising-space is presented in a manner that is consistent with the Town's marketing strategy and branding.

**Eligibility:**

Businesses that will be eligible to participate in the program must meet all of the following criteria:

- Located in the town of Claresholm, or within ten (10) kilometers of the Claresholm town limits;
- hold a current and valid Claresholm Business License;
- have a physical building, that is not a home residence, for customer point of sale.

**Financing:**

The Economic Development Department of the Town will commit the full upfront costs relating to the lease of advertising-space, design, manufacturing, installation, and removal, for the project. However, these costs will be recovered by means of the sublease agreements.

Participants of the program, will be required to make regular, uninterrupted monthly payments to the Town of Claresholm. These monthly payments will be specified in the sublease agreement and are based on a cost-recovery model for the Town.

Costs relating to the administration of the Community Advertising Project will be incurred by the Economic Development Department, and it is understood that this is a contribution from the Town into the program.

**Advertising Space Appearance:**

Any advertising-space that is leased by the Town of Claresholm must be in sound structural condition, and present an appearance that is consistent with the Town of Claresholm brand and marketing strategy.

**Marketing Materials:**

Advertising spaces will be designed in a manner that is consistent with the Town of Claresholm marketing strategy and brand, and to reflect cooperation and coordination between local business community and the Town.

The Town, and the Economic Development Committee retains creative control over the manufacturing and design of the advertising-spaces offered through the program.

Prior to any manufacturing of marketing material, the Economic Development Officer and the Participant must both agree and sign-off on the concept & design document.



- (a) The Lessee shall make monthly payments to the lessor in the amount of [AMOUNT] per month, and for a period of no less than [TERM]; monies payable on the 1<sup>st</sup> of each month without set off or deduction of any kind for the full term of this agreement;
  - (b) at the onset of this agreement the Lessee shall pay three (3) months deposit, in addition to the first monthly payment; this deposit to be reimbursed by the Lessor during the final three (3) months of the term, or upon the termination of this sublease agreement, whichever comes first; less any overdue accounts owing to the Lessor;
1.
    - (c) overdue accounts relating to this agreement that are not settled within sixty (60) days will be issued a thirty (30) day termination notice;
  2.
    - (d) overdue accounts relating to this agreement that are not settled within ninety (90) days will be terminated, and their marketing material removed from the advertising space;
  3.
    - (e) because the Lessor operates on a cost recovery model, Lessee's that are responsible for the early termination of this agreement will be required to reimburse the Lessor for expenses relating to marketing material purchases, production, installation, and removal.
- (3) The Lessor will provide full administrative support in regards to the design, manufacturing, installation, and removal of the marketing material on the advertising space.
  - (4) The Lessee acknowledges that they are aware of the condition, size, and location of the advertising-space, and understand that a portion of that space [DEMENSIONS] is being sublet to the Lessee.
  - (5) The Lessee covenants and agrees with the Lessor as follows:
    - (a) to provide the required marketing images and text to the Lessor in a timely fashion, and in a format that is deemed appropriate by the manufacturers requirements;
    - (c) the concept and design of the advertising-space is at the discretion of the Economic Development Officer, and must be consistent with the Town of Claresholm marketing strategy and Community Advertising Program Policy;
    - (d) to sign-off on the concept -design, in agreement of the design, materials, and installation method, prior to manufacturing taking place, and without unreasonable delay.

- (6) The Lessee covenants with the Lessor that once the concept-design document is signed, there is no change permitted to the design of the advertising space, without agreement by both parties, for the duration of this sublease agreement.
- (7) The Lessee shall not assign, transfer or otherwise dispose of this sublease, or further sublet or part with possession of the advertising-space either in whole or in part without the prior written consent of the Lessor.
- (8) In the event that the marketing material on the advertising space is damaged due to extreme weather, or unforeseeable circumstance, the cost of repair or replacement will be the obligation of the Lessee.
- (9) The Town is not responsible or liable for the condition of the advertising-space, or the quality of the marketing material used.
- (10) If during the term of this lease a breach or default be made in any of the Lessee's covenants or agreements herein contained then the Lessor may remove any marketing material from the advertising-space at the expense of the lessee.

The effective date of this lease shall be [START DATE]

IN WITNESS WHEREOF the parties have set their hands and seals this \_\_\_\_day of \_\_\_\_\_, 2018.

**TOWN OF CLARESHOLM**

\_\_\_\_\_

**MAYOR**

\_\_\_\_\_

**CHIEFADMINISTRATIVE OFFICER**

**LESSEE**

\_\_\_\_\_

**[PARTICIPANT]**

\_\_\_\_\_

**WITNESS**

## Schedule 'B'

### Advertising Space Photograph



Local demand for space:

Terms of lease:

Terms of sublease(s) to be sold:

Concept Design:

Town branded portion details:



# REQUEST FOR DECISION

Meeting: March 28, 2022  
Agenda Item: 9

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## Council Strategic Plan 2022-2026

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### **DESCRIPTION/BACKGROUND:**

Council held a Strategic Planning session in mid-December. The strategic plan solidifies Council's vision for the Town for the next four years and provides direction to administration to realize the vision. The plan includes a vision, mission statement and core values – each of which should be operationalized or lived by council and administration over the next four years as they carry out their duties. The plan also contains "Council's role", which identifies how the group expects Council, collectively and individually, to fill its role. Lastly, there is a section outlining Council's strategic priorities, which contains specific goals, strategies, and action items for the organization.

### **DISCUSSION/OPTIONS:**

Council should review this plan and ensure that it reflects the vision and desired direction for the Town, and make any required changes.

Administration conducted an employee engagement survey in 2021 and found that the organization could improve in communicating the strategic plan to the staff. To that end, administration would like to build departmental business plans based upon the strategic plan. Additionally, Council has discussed presenting the plan to administration. Administration would like direction from Council on how it would like to proceed in this regard.

### **PROPOSED RESOLUTIONS:**

MOVED by Councillor \_\_\_\_\_ to approve the Town of Claresholm's 2022-2026 Strategic Plan as presented.

Or

MOVED by Councillor \_\_\_\_\_ to approve the Town of Claresholm's 2022-2026 Strategic Plan as amended (specify amendments).

### **RECOMMENDED ACTION:**

Approve the 2022-2026 Strategic Plan as presented or amended.

### **ATTACHMENTS:**

- 1.) 2022-2026 Strategic Plan

### **APPLICABLE LEGISLATION:**

- 1.) MGA Section 3

PREPARED BY: Abe Tinney, CAO

APPROVED BY: Abe Tinney, CAO

DATE: March 24, 2022

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# **Town of Claresholm**

2022-2026 Strategic Plan



# Table of Contents

	<b>Vision</b>	<b>04</b>
	<b>Mission</b>	<b>05</b>
	<b>The Town of Claresholm's Core Values</b>	<b>06</b>
	<b>Key Themes to Achieve Vision and Mission</b>	<b>07</b>
	<b>20 Years In The Future</b>	<b>08</b>
	<b>Council's Role</b>	<b>09</b>
	<b>Strategic Priority Areas</b>	<b>10</b>
	<b>Strategic Priorities</b>	<b>11</b>
	Policy and Planning for Responsible, Sustainable Growth	11
	Economic and Community Development to Revitalize Claresholm	12
	Sound, Responsible Governance and Strengthen Internal Operations	13
	Improve and Expand Partnerships, Collaborations, Relationships	14
	Livable Community for a Vibrant, Healthy Quality of Life	15
	<b>Focused Priorities</b>	<b>16</b>

# Vision

To be the community of choice, leading to a thriving and diverse Claresholm.



# Mission

We will offer quality family living and encourage economic prosperity through innovative and progressive thinking.



# The Town of Claresholm's Core Values



## Community Pride

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

## Healthy, Active Living

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

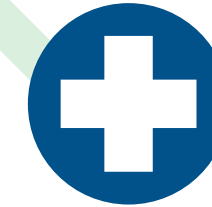
## Diversity

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

## Forward Thinking

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

# Key Themes to Achieve Vision and Mission



Influence over Alberta Health Services on local health services



Infrastructure



Diversity in housing, including affordable housing



Higher paying jobs



Industry



Increased corporate operations and activity, leading to community investment.

# 20 Years In The Future

The Town of Claresholm identified what it wants to be known for in twenty years:

- Rooted and collaborative relationships with the farming and ranching community.
- A beautiful destination for tourism and a great place to live – a safe, secure place to live for all ages
- Agriculture service center
- Range of family housing
- Friendly town – welcoming
- Health care facilities
- Major service center between Calgary and Lethbridge
- Transportation hub/gateway to southern Alberta
- Organic and farm to table food
- A vibrant business and industrial community
- Accessible post-secondary education



The Town of Claresholm is unique in the following ways:

- Diverse community that accepts and celebrates
- Stable access to water
- Value-added agriculture
- Transportation corridor
- Affordable investment centre
- Ideal Location
- Health Care

# Council's Role



To advocate



To be open and approachable and to listen to all views



To be fiscally responsible



To ensure the community is viable



To conduct the business of the town

In conducting its roles, it is important that Council is:

- Consistent
- Transparent
- Dedicated
- Collaborative
- Mutual respect
- Open to healthy debate
- Passionate
- Striving for shared understanding
- Assertive

# Strategic Priority Areas



# Strategic Priorities



## Policy and Planning for Responsible, Sustainable Growth



Revise Three-Year Operations Plan and Five-Year Capital Plan

- Audit and Finance Committee will continue to meet to accomplish this goal
- Reliance on Infrastructure Master Plan and Asset Management Processes to inform Capital Planning

Enhance Community Center

- Work with Community Centre Association to secure funding and facilitate accessibility and front entrance upgrades



Continue with Improvements to the Stormwater Infrastructure Phase 2

- Finalize and Approve Engineering
- Secure Grant Funding for the Project Economic and Community Development to Revitalize Claresholm



## Economic and Community Development to Revitalize Claresholm

Develop and implement a clear and actionable plan for the Town's development readiness, for residential, commercial, and industrial development.

- Create Ad Hoc Development Committee to examine best practices and assess development challenges and opportunities in Claresholm. Key areas of focus for the Committee will be:
  - Challenging Land Owners
  - Starline Business Park
  - Residential Land Development Resulting in Diverse Housing
  - Strategies to sell Town owned Land
  - Best practices in municipal development (including MCC, PPP)

### Continue to support Economic Development Committee

- Continue to provide operational budget for Community Economic Development and the Economic Development Committee
- Economic Development and Recreation department assist with event planning for impactful collaboration

### Explore Business Attraction Incentives

- Adopt progressive incentives for private development and re-development of residential, commercial, and industrial property and buildings;
  - Include residential development in the tax incentive program

- Consider other incentives such as land, utilities, and recreation benefits
- Provide access to development or construction expertise when you invest in Claresholm
- Explore business improvement programs to promote downtown business retention, expansion, and revitalization;
  - Community Futures Small Business Loan Program
  - New business start-up grants
  - Façade improvement grants and/or loans
  - Focused attention and resources on annexed lands, and vacant properties in the downtown core and highway corridor

### Explore Value-Added Industry Opportunities in Claresholm

- Continue to be an active member of Economic Developers of Alberta, Alberta Southwest, and SouthGrow Regional Initiative,
- Foreign Direct Investment training suggest a narrow focus, 1-2 industries, and 1-2 countries
- Greenhouse farming/specialty agriculture is a growing industry that benefits from our above average sunlight
- Should be complementary to what is happening around us, Lethbridge and Calgary
- Examples that have been interested in Claresholm



## Sound, Responsible Governance and Strengthen Internal Operations

Develop and implement recommendations of a Communications and Public Engagement Strategy

Continue to Review and Update Administration and Council Policies as Required and in-line with Industry Best Practices

- Administrative Services Committee will be used to review policy and bylaw matters
- Address Legislative Changes in a Timely Fashion





## 4 Improve and Expand Partnerships, Collaborations, Relationships

Build Relationships with all Levels of Government, including Municipal Partners in the Region, and Look for Opportunities to Collaborate

Continue to Strengthen Relationships with Stakeholder Organizations, Including the Chamber of Commerce and Service Clubs Among Other Organizations

Continue to Enhance Relationships with AHS and Other Service Providers

Develop Relationships with Land Developers In Order to Progress on Residential Development



## 5 Livable Community for a Vibrant, Healthy Quality of Life



Investigate Opportunities for Various Types of Housing via Housing Needs Assessment

Improvement of Parks and Expansion of Pathways

- Recreation Master Plan Revamp to identify park and pathway priorities and opportunities.
- Pursue Grant funding Pathway and Park Expansions

Continue to Encourage Events and Activities That Vitalize the Community

- Economic Development Committee to incorporate coordinating meeting once or twice a year for community groups to ensure resource and knowledge sharing.
- Promotion of Parks through town videos
- Maintain and enhance current programming



# Focused Priorities

Improvements  
to Stormwater  
Infrastructure

Development Readiness of the Town,  
impacting residential, commercial and  
industrial development

Next steps  
in economic  
development  
by incentivizing  
business attraction

Communication  
and Public  
Engagement  
Strategy

Diverse Housing  
based on the Social/  
Housing Needs  
Assessment



# REQUEST FOR DECISION



Meeting: March 28, 2022  
Agenda Item: 10

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## Community Development Committee (Ad Hoc)

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### **DESCRIPTION/BACKGROUND:**

Two of the focused priorities from the Strategic Plan (Development Readiness of the Town, impacting residential, commercial and industrial development, and Next steps in economic development by incentivizing business attraction) are informing the development of this committee. Furthermore, one of the Town's Strategic Priority areas is Economic and Community Development, under which priority Council identified: Develop and implement a clear and actionable plan for the Town's development readiness, for residential, commercial, and industrial development as a Strategic Priority.

To this end, administration has prepared an Ad Hoc Committee Terms of Reference that will guide this group to accomplishing the priorities of Council's Strategic Plan.

### **DISCUSSION/OPTIONS:**

Administration is proposing that

- the group be comprised of three members of Council
- meets and reports to council once a month
- the CAO acts as the administrative lead, with special assistance and periodic attendance from the Development and Economic Development Officers.
- the committee will research best practices in areas of residential, commercial and industrial development, and recommend strategies to council for approval.

### **PROPOSED RESOLUTIONS:**

MOVED by Councillor \_\_\_\_\_ to approve the Community Development Terms of Reference as presented (or amended, including amendment details).

### **RECOMMENDED ACTION:**

Approve the terms of reference. If approved, Council can go into closed session to discuss the appointees, as per standard practice when discussing committee appointees.

#### ATTACHMENTS:

- 1.) DRAFT Terms of Reference

#### APPLICABLE LEGISLATION:

- 1.) MGA Part 17, Planning and Development
- 2.) Bylaw 1731, Council Procedures
- 3.) Bylaw 1644, Municipal Development Plan

PREPARED BY: Abe Tinney, CAO

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APPROVED BY: Abe Tinney, CAO

DATE: March 25, 2022

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**Town of Claresholm**

**Community Development Ad Hoc Committee**

<b>Membership</b>	<p>The Ad Hoc Committee shall be appointed by Council and consist of the following:</p> <ul style="list-style-type: none"> <li>a) Minimum of three (3) members of Council</li> </ul> <p>The CAO will provide administrative Support, with assistance and attendance from the Town's Development and Economic Development Officers as required.</p>
<b>Date &amp; Time of Meeting</b>	<p><b>Monthly (time to be determined)</b></p>
<b>Mandate</b>	<p>The Committee will work to accomplish strategies from the Town of Claresholm's Strategic Plan 2022-2026. Specifically, this Committee will</p> <ul style="list-style-type: none"> <li>a) Develop best practices strategy for Council approval regarding residential, commercial and industrial development to improve the Development Readiness of the Town,</li> <li>b) Develop business incentives and attraction best practices strategy for Council approval, so the Town can take the next steps in economic development,</li> <li>c) Develop a strategy for Council approval regarding selling existing Town owned property (including researching MCC and PPP),</li> <li>d) Develop a strategy for Council approval to promote development in difficult to develop areas of town, particularly areas with existing Area Structure Plans.</li> </ul>
<b>Guidelines</b>	<p>The Ad Hoc committee will report to Council once a month at the regular council meeting.</p> <p>The Committee shall select from among themselves a Chairperson.</p> <p>A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.</p> <p>Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.</p>

	Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.
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DRAFT



# INFORMATION BRIEF

Meeting: March 14, 2022  
Agenda Item: 11

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## ORRSC: Confined Feeding Operations

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### **DESCRIPTION:**

ORRSC has issued its spring periodical, which discusses the role of municipal government in land use planning regarding confined feeding operations (CFO). According to the periodical, CFOs are significant economic drivers and employment generators in some southern Alberta municipalities. CFOs can have adverse effects on urban areas, however, and the Town's and M.D.s intermunicipal development plan outlines the Town's approach to CFOs, as well as a CFO exclusionary zone around the Town.

### **BACKGROUND:**

The Intermunicipal Development Plan, Bylaw 1723, discusses CFOs:

#### **3. CONFINED FEEDING OPERATIONS**

Confined Feeding Operations (CFOs) are a land use that may have an adverse effect on the urban area, however the approval authority for these operations is the Natural Resources Conservation Board (NRCB). Policies regarding CFOs are intended to state the position of the two participating municipalities for the lands that are subject to this plan.

These policies recognize that it is important for both jurisdictions to maintain a good quality of life and high quality environment and support all types of agriculture, as both are fundamental to growth and development within each of their municipalities.

3.1 New confined feeding operations (CFOs) are not permitted to be established within the Intermunicipal Development Plan Confined Feeding Operation Exclusion Area as illustrated on Map 2, CFO Exclusion Area.

3.2 In regard to manure application on lands in the CFO Exclusion Area, the standards and procedures as outlined in the Agricultural Operation Practices Act, Standards and Administration Regulation shall be applied.

3.3 Both municipalities request the NRCB to circulate all applications for confined feeding operations' registrations or approvals within the Intermunicipal Development Plan Referral Boundary to each respective municipality.

3.4 Both Councils recognize and acknowledge that existing confined feeding operations located within the exclusion area will be allowed to continue to operate under acceptable operating practices and within the requirements of the Agricultural Operation Practices Act and its Regulations.

3.5 The Town agrees that it will notify and consult with the MD prior to engaging the NRCB or other provincial authorities, should a problem or complaints arise regarding a CFO operator's practices.

3.6 For statutory plan consistency, as required under the Municipal Government Act, the MD Municipal Development Plan CFO policies and associated map shall be reviewed and shall be updated to reflect the CFO Exclusion Area as defined by Map 2 within the first year of this Plan being adopted.

3.7 Consistent with the MD of Willow Creek's LUB and MDP, all applications regarding intensive livestock operation (ILO) and CFOs within the referral area shall be forwarded to the Town for review and comment by Town staff.

3.8 The Town acknowledges the benefits of ILO processing as outlined in the MD LUB and encourages the MD to continue the policy. Any Land Use Bylaw amendment affecting this policy shall be referred to the Town for comment due to the potential impact to Area 1.

ATTACHMENTS:

- 1.) ORRSC PERIODICAL SPRING 2022, CONFINED FEEDING OPERATIONS
- 2.) IDP – Map 2 (confined feeding operations exclusionary zone)

APPLICABLE LEGISLATION:

- 1.) Bylaw 1723, Intermunicipal Development Plan
- 2.) Bylaw 1644, Municipal Development Plan

PREPARED BY: Abe Tinney, CAO

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APPROVED BY: Abe Tinney, CAO

DATE: March 25, 2022

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# Confined feeding operations

Examining the role of municipal government in land use planning.

Within a globally competitive marketplace, the confinement of livestock for the purpose of growing, finishing and breeding has become a common agricultural practice. Confined feeding operations contribute to a resilient southern Alberta economy, yet also represent an intensive use of land that warrants responsible management. While the legislative scheme allocates regulatory authority over the development of confined feeding operations to provincial bodies, it also provides for municipal involvement in the planning process for these types of facilities.



# What is a confined feeding operation?

A confined feeding operation (CFO) is a fenced or enclosed area or building where large numbers of livestock are confined for the purpose of growing, sustaining, finishing, or breeding. CFOs are business operations of significant scale, defined by thresholds created by the province. The availability of feedstock and irrigation water makes the agriculturally based economy of southern Alberta well suited to accommodate value added industries like confined feeding operations, and the region contains most of the province's cattle industry, alongside a variety of other livestock sectors. This preliminary analysis seeks to examine the CFO-related land use issues and considerations facing municipalities.

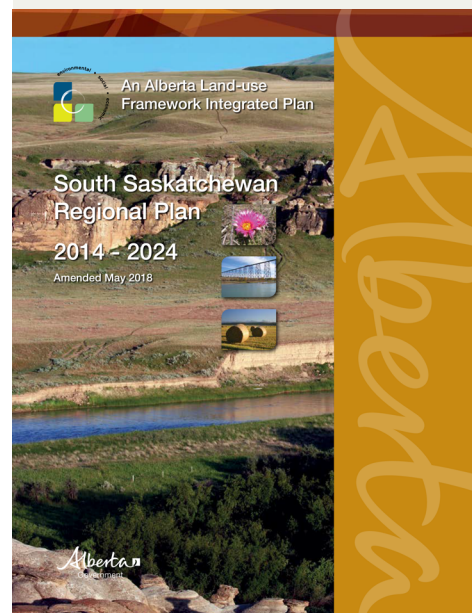
Agriculture is deeply woven into the economy of southern Alberta. From the frontier days of grain production on the expansive plains to the romanticism of the cowboy lifestyle, agriculture persists as a cultural symbol of the province. Feedlots emerged as a product of the economic linkages between cattle raising and grain growing, the need to provide winter-feeding to supplement limited grazing in harsh climates, and a necessity to expedite the finished product in an increasingly competitive marketplace. The modern feedlot as a land use became increasingly common in the post-war era, as did large-scale barn facilities housing expansive dairy, poultry, and swine operations. Irrigation districts in southern Alberta helped supply water for livestock operations as well as to adequately water land for crops, making the region a fertile ground for CFOs. Today, CFOs are economic drivers and employment generators—and it is important for municipalities to understand the planning tools available to them in attempt to mitigate land use conflict.

## Policy & regulatory context

Municipalities in Alberta are afforded a limited ability to regulate CFOs. Specifically, Sections 618(2.1) and 619 of the *Municipal Government Act* (MGA) preclude a municipality from putting a CFO through the traditional planning process in Part 17 of the MGA—an ability it retained up until 2002, when Part 2 of the *Agricultural Operation Practices Act* (AOPA) came into force. Prior to 2002 municipalities oversaw CFOs, with the guidance of provincial codes of practice, for what were then known as “intensive livestock operations.” The combination of an industry growth spurt and variable regulatory requirements from municipalities across the province, brought about pressure for the province to standardize a regulatory framework.

AOPA applies to all agricultural operations in Alberta, and is broken

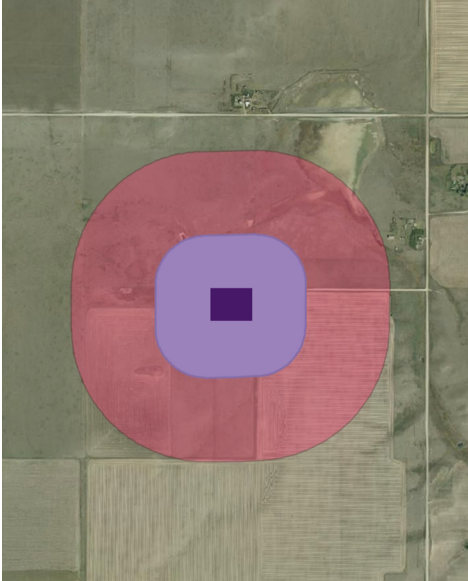
*According to the 2016 Census of Agriculture, Alberta produces the largest number of cattle in the country, containing 41.6% of the national herd, in more than 12,000 farms. Today, beef is the largest agri-food export out of the province (\$2.5 billion in 2020), ahead of wheat (\$2.3 billion) and live cattle (\$689 million).*



### **South Saskatchewan Regional Plan Strategy 8.22**

*Municipalities are expected to minimize conflicts between intensive agricultural operations and incompatible uses by using appropriate planning tools, setback distances, and other mitigating measures.*

**Sample MDS for a CFO  
consisting of 500 beef feeders**



- *Boundary of CFO site shown in dark purple*
- *237-m Category 1 MDS shown in light purple*
- *633-m Category 4 MDS shown in pink*

up into three parts, the first two (Part 0.1 and Part 1) of which are administered by the Farmers Advocate Office. Part 2 of AOPA—administered by the Natural Resources Conservation Board (NRCB)—deals specifically with the permitting and compliance of CFOs and related manure management and was created to apply uniform siting and operational standards across the province. The *Agricultural Operations, Part 2 Matters Regulation* establishes the threshold for when an AOPA registration or approval is required. For example, operations containing at least 200 beef feeders need a registration, while those with 500 or more beef feeders must obtain an approval. AOPA employs a weighted system, whereby different types of animals are assigned an animal unit rating (roughly equating to their averaged nitrogen production) to provide a method of comparing animals. Minimum distance separation (MDS) is AOPA's nuisance mitigation tool that prescribes setbacks from a dwelling to a confinement area (i.e. barns, corrals etc.) based on a formula addressing type and number of animal units within a four-tier land use category system. Upon review of MDS scenarios, it becomes clear that its purpose is for nuisance mitigation, not nuisance eradication. This approach is consistent with how agriculture is treated by provincial policy makers and regulators, namely through Part 1 of AOPA.

Part 2 of AOPA has only seen minor changes since its inception 20 years ago. Recent changes to the *Agricultural Operations, Part 2 Matters Regulation* in 2020 provide for the ability to change livestock type within the same category (where the original manure production and odour objective is not exceeded) without the need for a permit amendment authorized by the NRCB.

## Land use issues & impacts

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The sustained confinement of large livestock numbers comes with environmental impacts on soil, water, and air. Two biological systems operate in manure storage: aerobic and anaerobic. Unless air is mechanically incorporated into the storage, anaerobic conditions will exist. This results in the formation of odorous gases—hydrogen sulfide, ammonia, carbon dioxide, methane—some of which can adversely affect humans. Odour and flies are often cited as the primary issue stemming from CFOs but can be challenging to measure and remain somewhat subjective.

Although several alternative uses for animal manures exist, land application as a fertilizer is still the most common and cost-effective disposal method for most farmers. Today, because of larger farms, the need to have access to an adequate land base to apply and incorporate manure in a timely manner can be a challenge.

Roads may be impacted by CFOs due to the volume of truck traffic and large cattle liners. Traffic generated from CFOs varies widely subject to seasonal changes to operations, the location of employment base (on or off site), and the degree to which operations are vertically integrated (i.e. on-site feed production, manure management) affecting the amount and type of traffic generation, and corresponding impacts (dust, road degradation).

## Municipal land use planning for CFOs

AOPA affords an opportunity for municipalities to be involved in land use planning for CFOs through Section 20 (for approvals) and Section 22 (for registrations and authorizations). A municipal development plan (MDP) is specified as the mechanism through which a municipality can prescribe “land use provisions.” Although the scope of what can be included in land use provisions is not defined in either AOPA or the MGA, they are not to include “tests or conditions.” Practically, this means that municipalities are not to stipulate things related to the design, construction or operation of a CFO or associated manure storage facilities, or other environmental matters addressed in AOPA’s technical requirements. Land use provisions that require substantial discretionary evaluations of the merits of a CFO development are likely to be disregarded by NRCB approval officers. CFO “exclusion areas” began to appear in MDPs after 2002—a preferred land use planning approach given its simplicity and the corresponding ease of interpretation. Approval officers must deny an application that is inconsistent with land use provisions in an MDP pursuant to Sections 20(1)(a) and 22(1)(a) of AOPA. However, on appeal the NRCB Board is empowered to approve an application notwithstanding inconsistency with land use provisions.

CFO exclusion areas around urban centres are also common in intermunicipal development plans (IDPs). In southern Alberta, exclusion distances range anywhere from 0.5 to 4.0 miles from urban centres and are often oriented to account for the primary southwest winds in the region or future growth directions of the urban municipality. The planning objective in this context is clear: to reduce the likelihood and/or severity of land use conflict stemming from the nuisance generated by a CFO. Exclusion areas are also sometimes found adjacent to environmentally sensitive features like watercourses and other water bodies. However, CFO exclusion in these areas must demonstrate that they have been conceived not solely for the purpose of environmental protection. The recent NRCB Board Decision 2021-05/LA21011 respecting an expansion of facilities at the Hutterian Brethren Church of Little Bow (Little Bow Colony) in Vulcan County set aside the CFO exclusion area along the river on the basis that it was for the purpose of environmental protection beyond what was stipulated by AOPA’s technical requirements. Perhaps overlooked by this process is the fact that areas in proximity to water bodies are recognized by municipalities

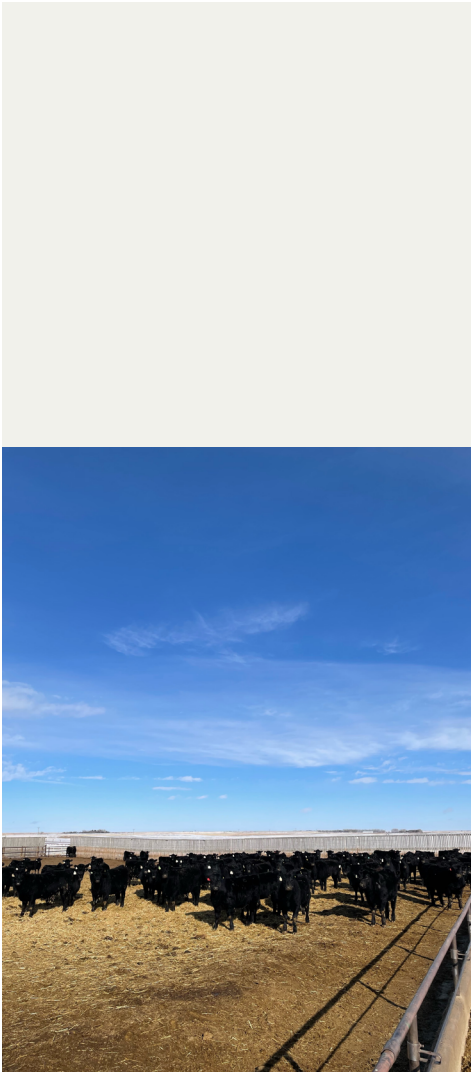
*IDPs provide urban municipalities a voice in the land use planning process through agreement with their rural neighbours. It is critical that CFO land use provisions in an IDP are specifically referenced in a MDP in order to be considered under AOPA.*



Vulcan County & Village of Carmangay  
**INTERMUNICIPAL DEVELOPMENT PLAN**

Bylaw No. 2021-004 & Bylaw No. 800

*CFO applications are circulated by the NRCB to affected parties from 0.5 to 4 miles from a prospective CFO (depending on how many animal units are proposed).*



as desirable for a variety of land uses, including country residential. In recent years, the NRCB has requested supporting policy statements related to exclusion areas or other land use provisions—a provision that will allow municipalities to articulate the planning context, and hopefully preclude misinterpretation by the NRCB.

Alternative approaches are beginning to emerge in contrast to the simple exclusionary zone approach. Ponoka County's desire to preclude "very large" CFOs materialized in its MDP by prohibiting operations that exceed 10x the size of the threshold in Column 3 of Schedule 2 in the *Agricultural Operations, Part 2 Matters Regulation*. The two-tiered exclusion zone in the recently adopted Vulcan County/Village of Carmangay IDP is an alternative based on the respective registration and approval thresholds in the *Part 2 Matters Regulation*. Emerging alternatives for the planning of CFOs are in response to a need for a more logical approach. Treating relatively smaller CFOs the same as large operations is not seen as the fair, common sense outcome expected from land use planning at the local level. Similarly, existing operations with desire to expand and/or modernize may warrant different treatment than a proposed new operation.

It is worth noting that some municipalities regulate smaller livestock operations (often referred to as intensive livestock operations), while others allow these developments to proceed unregulated, typically falling under a general agricultural exemption from the requirement to obtain a development permit. Municipalities can deal with operations that fall below the animal threshold requirements (where an NRCB registration or approval would be required) in the way they see fit. For example, the MD of Willow Creek land use bylaw requires a development permit for intensive livestock operations exceeding more than half of the AOPA registration requirement (i.e. more than 100 beef feeders require a development permit).

A reciprocal MDS provision is a municipally administered requirement whereby residences are restricted from locating within the MDS to a CFO—a provision commonly found in rural land use bylaws in the region. Rural municipalities recognize the land use friction that can come about as non-agricultural land uses enter a rural environment, and typically employ tight subdivision controls so as to provide a playing field whereby agriculture comes first—the thinking being that agricultural related odour, dust and noises are inherent to a typical rural setting and must be reasonably accepted to allow for land use harmony.

## **Municipal considerations**

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CFOs fall under an assessment regime in Alberta that assesses farm operations based on a regulated agricultural use value. This is established annually in the Minister's Guidelines for Farm Assessment

under the *Matters Relating to Assessment and Taxation Regulation*. CFOs are not distinguished from extensive agriculture (crop or grazing), and therefore are assessed the same as marginal farmland. This can affect municipalities in the case where impacts to infrastructure such as roads costs the municipality more than the tax revenue produced.

For Lethbridge County, which contains the largest proportion of cattle CFOs in the country, the need to fund a growing infrastructure deficit required an alternative solution. In 2016, a Business Tax Bylaw (adopted under Section 371 of the MGA) was brought about to generate revenue from CFOs and other businesses. The Bylaw levies a per head tax based on permitted animal units, with the revenue going to the ongoing infrastructure maintenance and upgrades to roads and bridges. Despite a legal challenge to the Bylaw it was upheld and is in effect.

While a tax may be helpful to ease financial challenges, there is also a broader need for a proactive approach to land use planning. Traditional type CFO exclusion policy can work in proximity to urban centres but is limited in its ability to foresee cumulative impacts that come from the congregation of multiple large CFOs outside of these prescribed areas. The result is that municipalities may find themselves without a fitting regulatory mechanism to manage CFO impacts at a more regional level. The ability to require a development agreement, for example—a mechanism familiar to municipalities pursuant to section 650 and 655 of the MGA—would assist in planning for road impacts but is something the provincial legislation does not contemplate.

As the trend toward bigger farms continues, the distinction between traditional agriculture and industrial farming grows thinner. However, in discussions with operators in the region, a family business structure persists in the CFO industry. This allows operators to stay in touch with local concerns, unlike more corporate sectors like the meat packing industry. This local connection should be utilized by municipalities as they go about land use planning for CFOs with the benefit of a meaningful public engagement process.

## Concluding remarks

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It is recognized that well managed CFOs can be an economical use of land and resources. CFOs also provide strong economic impact on support sectors including grain, transport, processing, design and construction, and veterinary support, which is particularly important for rural businesses and rural employment. Environmental considerations related to water—the number one issue facing southern Alberta—are again within the purview of the province. Therefore, as municipalities go about their limited role in land use planning for CFOs, it is important that the regulatory landscape be well understood, and that the land use planning provisions afforded by the provincial government be utilized in a full and meaningful manner.

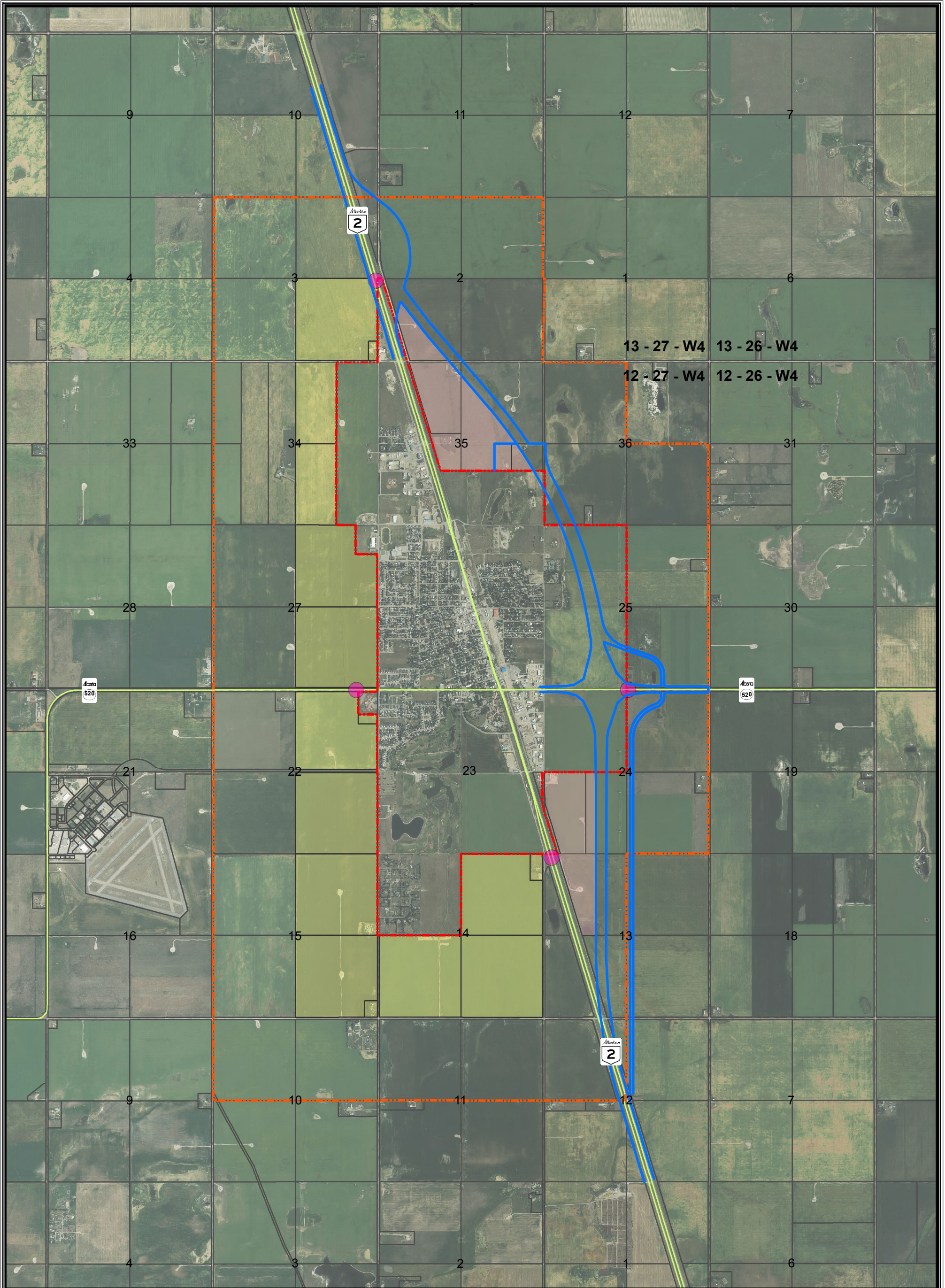
*For more information on this topic contact [admin@orrsc.com](mailto:admin@orrsc.com) or visit our website at [orrsc.com](http://orrsc.com).*

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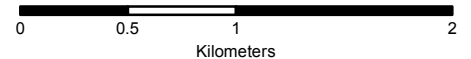
**TOWN OF CLARESHOLM  
BYLAW # 1723**

**M.D. OF WILLOW CREEK No. 26  
BYLAW # 1900**

**INTERMUNICIPAL DEVELOPMENT PLAN  
IMDP BOUNDARY**

**MAP 2 APRIL 2021**

- - - - Claresholm Municipal Boundary
- - - - IMDP Referral Boundary / CFO Exclusion Area
- Highways
- Proposed Highway Right-of-Way
- Entranceways
- Area 1
- Area 2





# INFORMATION BRIEF

Meeting: March 28, 2022

Agenda Item: 12

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## WINTERFESTIVAL 2022

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Claresholm Winterfestival took place Saturday March 12, 2022 at the Community Centre, beginning at 11:00 am and running through until fireworks at 8:00 pm. The event was attended by hundreds of locals and visitors, and feedback from the residents, community groups, and volunteers has been tremendous.

The Town of Claresholm Economic Development Officer and Engagement Coordinator took over the planning and coordination of the event for the first time in 2022. Winterfestival 2019 left approximately \$1,400 carry-forward for this year's event, an additional \$4,000 was received from community group donations, Welcoming Claresholm contributed \$750, and the remainder of costs were covered by the Town of Claresholm.

Events & activities included:

- Live music on indoor and outdoor stages
- 10 different music and entertainment acts
- Drop-in Road Hockey
- Sno-pitch Tournament
- FCSS digital scavenger hunt
- Mayors address
- Toboggan Snow Hill
- Lions Club beef on a bun
- Artisans Shopping Market (16 vendors)
- Kinettes Kid Zone Carnival Games
- Bounce Castle
- Face-painting and Sparkle Tattoos
- Young Entrepreneurs Cotton Candy
- 2 local-regional food trucks
- 7<sup>th</sup> Street Sweets dessert options
- Fire Department Bon-fire
- Art Society Movie Night & Concession
- A really great fire works displays
- Museum Photo Booth
- Live appearance from Frozen's Olaf

Winterfestival would not have been possible without the contributions from the following, in no particular order:

- The MD of Willow Creek
- Family Community Support Services
- Kinette Club of Claresholm
- Kinsmen of Claresholm
- Claresholm Legion
- Claresholm Lions Club
- Claresholm Art Society
- Shell Canada Gas
- ConnectFirst Credit Union
- Claresholm Fire Department
- Marla & Maury McLeod
- Gaven Moore
- Denise Spencer, Claresholm Recreation
- Megan McClung, Economic Development Committee
- MyCity Care, Mayor Chelsae Petrovik
- Your Dollar Store with More
- Roy's Place Restaurant
- 7<sup>th</sup> Street Sweets
- Kandice Meister, Town Council
- Curly's Cold Beer & Liquor
- ATCO Gas
- Young Entrepreneurs Market
- Claresholm Museum
- Welcoming Claresholm Committee
- Town of Claresholm Public Works
- Charlotte Chartrand, Remax
- Karen Linderman
- Volunteers; Vivian, Sarah, Mantham, Justin, Naomi, Mimi

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Abe Tinney – CAO

DATE: March 25, 2022

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# CAO REPORT

March 28, 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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Ten members of staff attended Incident Command System (ICS 300) training in March. Like the ICS-200 staff members attended in January, this was a regional training session with staff members from the M.D. of Willow Creek and the Town of Fort Macleod also in attendance. ICS 300 is a three-day training session that introduces how the ICS is used to manage multiple resources and the management required for expanding incidents and provides the foundation for higher level ICS training. The course builds on ICA-200, going into more detail of the planning process, resource management, unified command, assessing and setting objectives and the demobilization of larger incidents.

I attended the ORRSC orientation for Council and CAOs on March 24<sup>th</sup>. It was a good event and a few of the highlights around ORRSC services include: assistance with Parks and Trails master plans, community visioning, design and concept plans, community values assessment, public engagement sessions, GIS virtual historic tours or town services integrated into town website.

The Purple Air Monitor, supplied by the Calgary Region Airshed Zone (<https://craz.ca/>) has been installed at the Multi-Use Community building. As per Council's request, we asked for two locations in Claresholm, CRAZ suggested installing one in the M.D., so there is also second monitor in the area. You can view the results of the air monitoring here by clicking on the green icon: <https://map.purpleair.com/1/mAQI/a10/p604800/cC0#17/50.030032/-113.582493>.

## **BYLAW**

See enclosed report

## **CORPORATE SERVICES**

See enclosed report

## **DEVELOPMENT**

See enclosed report

# **ECONOMIC DEVELOPMENT**

See enclosed report

# **FCSS**

See enclosed report

# **FIRE**

No report this month

# **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

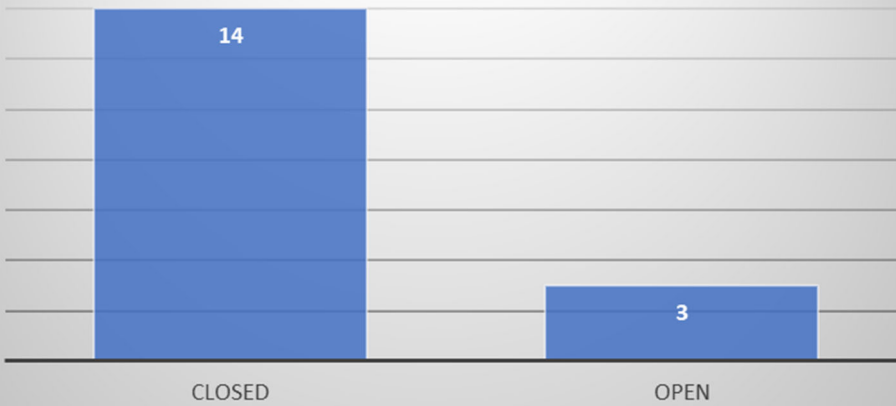


# INFORMATION BRIEF

Meeting: March.28, 2022  
 Agenda Item: CAO REPORT

## BYLAW ENFORCEMENT REPORT March 2022

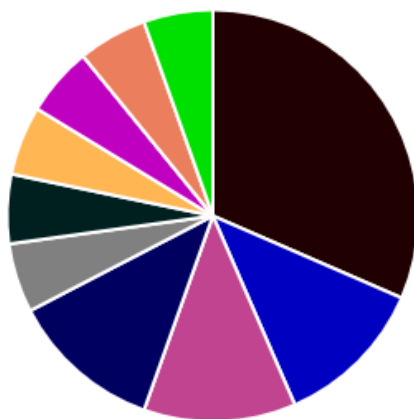
### File Status March 2022



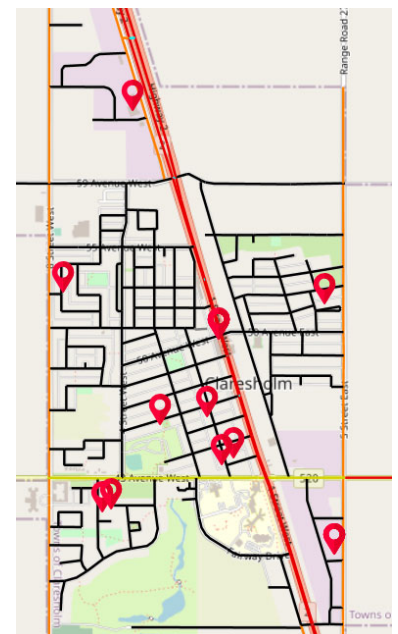
### March Bylaw Highlights:

1. Bylaw received radio and is now able to communicate with Foothills Dispatch and other Peace Officers to increase Officer safety.
2. 4 Animals brought into CARES  
 -2 Cats  
 -2 Dogs
3. Unsightly complaints have been on the rise in March.
4. Bylaw Officer started 17 files in January.
5. Dogs off leash around town becoming an increased complaint. Additional enforcement will be a focus in next months. Research is being done as to how other municipalities enforce dogs being on sports playing surfaces.
6. Speed radar signs have been put up on the North and South sides of Town to remind travelers to slow down as they enter Town. The data will be shared with RCMP.

### Report Mapping



- 29.0 % Traffic- Parking longer than indicated on parking sign :5
- 11.0 % Dog- Dog at Large :2
- 11.0 % Community Standards- Littering :2
- 11.0 % Cat- Cat at Large :2
- 5.0 % Waste- Failure to maintain garbage storage area :1
- 5.0 % Unsightly- Unsightly Premises :1
- 5.0 % Dog- Accumulation of Feces :1
- 5.0 % Dog- Fancier Permit Application :1
- 5.0 % Unsightly- RV Parking :1
- 5.0 % Community Standards- Noise :1



## DIRECTOR OF CORPORATE SERVICES - UPDATE



**Claresholm**

*For: 2/28/2022 - 3/25/2022*

### Financial

- Audit of yearend financial statements is nearly done. We expect drafts from the auditor by early April, and will meet with the Audit and Finance Committee to review and discuss any reserve transfers. Audited Financials will be presented to Council for acceptance at the April 11, 2022 Council Meeting.
- 2022 Operating and Capital Budgets are being reviewed and will be presented to Audit and Finance Committee and Facility and Infrastructure Planning Committee in early April to review community operating grants discuss other adjustments for the final budget to be presented at the April 25, 2022 Council Meeting.
- In conjunction with budget discussions, the 2022 Tax Rate Bylaw will be reviewed by the Audit and Finance Committee as well and presented for first reading at the April 25 Council meeting.

### General

- Migration to Laserfiche Cloud is done and we are now live on the Cloud, though for the most part it is only being used at this time in the same capacity as the on-prem version was being used. The only expansion in its use to date has been onboarding all the other managers onto the system to be able to complete approval of invoices electronically, decreasing printing of paper, requirement for staff offsite to physically come to the office to receive and approve invoices, etc.
- Over the coming months (or years) we will be working on continuing to utilize the additional capabilities of Laserfiche Cloud, hopefully to include:
  - Public forms for electronic/paperless submission of applications or forms to the Town which could include: forms to sign up for Tax Instalment Payment Plan (TIPP), Utility Payment Plan (UPP), e-bills, permits, etc.
  - Internal forms such as: Council time sheets and expense claims, employee expense claims, budget reallocation forms, more robust AP workflow forms process, etc.
  - Integration with website for more transparency and easy access to Town Bylaws, policies, council minutes, etc. that will also save significant administrative time avoiding having to manually upload all such documents to the website as an additional separate process.
- Onboarding to new cloud-based time & attendance application for employees has taken place. Paper timesheets are still being used at this time as well as we test and work out the kinks for the setup of this new system, but process is going relatively smoothly.
- MuniSight/Asset Management program – slowly continuing to make progress in this process, including receiving training for managers on the new Service Tracker system that will be used to document, assign, and track work assignments and public requests for more transparency and reporting to the public and council, as well as allow for annual tracking and reporting to identify infrastructure concerns for capital budgeting purposes.

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

# DEVELOPMENT OFFICER REPORT

*For: 2/23/2022 - 3/23/2022*



## Claresholm

### Development Permits

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

### Compliance Requests

- ❖ 4 compliance requests received.

### Miscellaneous

- ❖ Local Press Ads – MPC approved ads & Public hearing notices (road closures/land use bylaw amendments).
- ❖ Emergency Management – February 28<sup>th</sup> Emergency Social Services training, March 1<sup>st</sup> to 3<sup>rd</sup> ICS 300 course completed, March 4<sup>th</sup> annual review of Municipal Emergency Plan completed.
- ❖ MPC meeting – March 11, 2022.
- ❖ Completed annual apartment vacancy and rental cost survey (AVS) for the Government of Alberta Seniors and Housing department. The AVS provides the ministry, housing industry, municipalities, community groups and various other government ministries with essential housing information on private market vacancy and rental rates for multi-family dwellings. The information helps these groups understand demand and affordability in rural Alberta.

### On-going projects

- ❖ Road closure bylaw – AHS process has begun, circulation to utility companies taking place, public hearing scheduled.
- ❖ Asset Management – March 4<sup>th</sup> meeting, review of AM Plan complete, thus completing all AM documents within the FCM grant program. Munisight training to continue.
- ❖ Amundsen Park project – playground replacement scheduled for April. Continued work on other construction scheduled for 2022. Application to Active Transportation Fund through Infrastructure Canada to be submitted prior to the end of March.



Submitted by  
Tara VanDellen  
Planner/Development Officer

# Economic Development Officer's Report

Town of Claresholm

March 24, 2022



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

Since the submission of my February 25, 2022 report I continue to perform the duties outlined in my employment contract and directed by the Chief Administrative Officer and Economic Development Committee. The following is a summary of the current projects and activities.

## **Economic Development Officer (EDO)**

The Town has adopted a new time management system requiring training for managers and staff. The EDO has accepted a nomination from the Chief Administrative Officer and Mayor of Claresholm for the Economic Developer of the Year award of excellence to be announced at the Economic Developers of Alberta annual conference on April 8<sup>th</sup>. Community Award applications were also submitted for Dynamic Claresholm and Welcoming Claresholm.

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

The EDC met in Council Chambers, March 21<sup>st</sup>, from 7:00 pm – 10:00 pm, with 9 of 10 members attending. A delegation on rural broadband was heard from the Executive Director of SouthGrow. Discussion on community events, the disc golf course, and investment attraction took place. A motion to recommend the Town's participation in Community Futures Business Improvement Loans program was passed. A motion to recommend an RNIP candidate for Subway Restaurants was approved. The committee was in favour of the Economic Development Officer accepting a recent nomination to the Economic Developers of Alberta Executive Board.

## **Economic Development Assistant**

In addition to Secretary to the Economic Development Committee, the EDA assisted with all aspects of Dynamic Claresholm Career Fair, liaised with the WCCHS work experience program and introduced 2 new employers to it. The EDA coordinated nominations and letters of support for (3) EDA provincial awards of excellence, attended the Alberta Tourism Town Hall in Pincher Creek, and handled requests relating to hotel accommodation, and industrial property inquiry.

## **Diversity Coordinator**

In addition to Secretary of the Welcoming Claresholm Committee, the DC coordinated a cultural competency employer orientation, made improvements to the application process for RNIP, developed a new volunteer registration form, and finalized the components of 50 welcome kits. The Diversity Coordinator is also an active member of the Kinette's Club of Claresholm who played a key role in the success of Winterfestival.

## **Engagement Coordinator**

For Winterfestival, the coordination of stakeholders, booking entertainment, scheduling events, shopping, set-up and take-down were handled by the Engagement Coordinator. At least 5

community volunteers came to help as a result of the efforts made by the Welcoming Claresholm team, and the community group videos continue to make progress.

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

An application for employment at Subway was recommended by the RNIP subcommittee on March 10<sup>th</sup> and approved at the EDC meeting on March 21<sup>st</sup>. After a few meetings with program officers, the RNIP subcommittee and Economic Development Officer have made modifications to the application process which improve confidentiality and protect from liability.

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

As a final part of the Dynamic Claresholm project, during Economic Development Week, the partnership will host Nielsen Coaching for a lunch time presentation on improving business systems, personal effectiveness, company culture, and overall performance for small business owners and their staff. The free event will be held in the Multi-use Building Town Council Chambers on Thursday May 12<sup>th</sup>, doors open at 11:30 am, lunch will be provided, and the speaker will run from 12:00-1:00pm.

### **Claresholm Winterfestival 2022**

The Engagement Coordinator, Diversity Coordinator, community groups and volunteers were instrumental in the success of Winterfestival on March 12, 2022. Hundreds of people were in attendance for the multifaceted event that included live music on indoor and outdoor stages, lots of kids' games, three hot food options, an artisan shopping market, beer gardens, road hockey, sno-pitch tournament, movie night, and fireworks!

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

An Opportunity for Growth; Mental Health Check-up took place March 10<sup>th</sup> at the Drop-in Centre. The Chamber of Commerce met on Wednesday March 17<sup>th</sup> from 6:30 pm – 8:30 pm to discuss the draft strategic plan and overall direction for the new Executive Board of the Chamber.

### **Rural Immigration and Welcoming Claresholm**

Since the announcement of the Rural Renewal and Rural Entrepreneur Programs in the Alberta Advantage Immigration Strategy, several communities have contacted the EDO for advice on how to implement a municipal immigration strategy in a rural setting. The EDO has accepted a request from SouthGrow Regional Initiative to speak at their Economic Summit on March 30<sup>th</sup>, and a request from Conference Board of Canada to speak at the Canada Immigration Summit May 25<sup>th</sup>.

Calgary Catholic Immigration Society and Willow Creek Immigrant Services are planning to expand their services in Claresholm to include mentorship for highly skilled immigrants. The team has outgrown the current space and are looking for other options, a great problem to have.

Submitted,

Brady Schnell, Economic Development Officer



the training of how the new system operates and I am ready to add the financial figures and the outcome measures to it. It is due on April 30<sup>th</sup>.

- Learning the new Voila system for timesheets.
- Attended Winter Festival and Holly and I hosted the FCSS Scavenger Hunt. It was the best turn out ever (ten teams) and first, second and third place winners won Tim's gift cards. Congratulations to the Town of Claresholm team who placed second.
- Holly organized a speaker (Chris Koch) to come to WCCHS and speak a bit about bullying. He is an awesome and inspirational speaker and normally charges \$16000 but did it for free! We were very honoured.
- Holly continues to host Tumbling Tots on Monday mornings and has started to see a large increase in participation with 13 families attending the last session. They come at the beginning and stay right until the end.
- She is also hosting Kids Korner for kids 10 to 13 twice a month. There are about 8 faithful kids each session.
- Holly also runs the Social Seniors on Thursdays and that group is growing now with 8 ladies attending the last session.
- Creative Kids is a new program run by volunteer Viv O'Neill once a month for kids ages 6 to 9
- We have decided on a name for our FCSSAA fall conference, Stronger Together, and it will center on getting back to connecting our communities after the pandemic.

## **TOWN OF CLARESHOLM FIRE DEPARTMENT**

### **MONTHLY UPDATE**

#### **FOR THE PERIOD OF: 18-JANUARY-2022 to 17-MARCH-2022**

1. 2022 continues to be a busy year for the Claresholm Fire Department. As of this report, we have responded to 118 events (fire year-to-date) that averages out to just under 1 call / day. This period we responded to 46 events, below is a snapshot of some of our higher volume events.
  - a. Highlighting events in this reporting period include:
    - i. 6 Motor Vehicle Collisions
    - ii. 3 Outside Fires
    - iii. 5 Grass Fires
    - iv. 12 Medical / EMS Responses – wait times for EMS units on medical first responses are trending in the 20-30 min average, and any exceptional delays are reported to the CAO.
2. The 1001 Class is more than half-way complete in the Level 2 program. By all accounts it is proceeding well, and the students are anticipating their final scenario and exam day in May.
3. The Fire Chief and Lt. Besse would like to extend our thanks to Mayor & Council for their support of us as we recover from injuries sustained in the accident of 20 February.
4. The benefit fundraising hockey game for Lt. Besse & family was held the evening of 19-March 2022, and raised over \$69,000.00 for Scott & his

family! Thanks to Mayor & Council for the donation of the arena facility!

It was certainly heartening to see so many members of the community attend the event and auction and show their support of Scott as he works on his recovery.

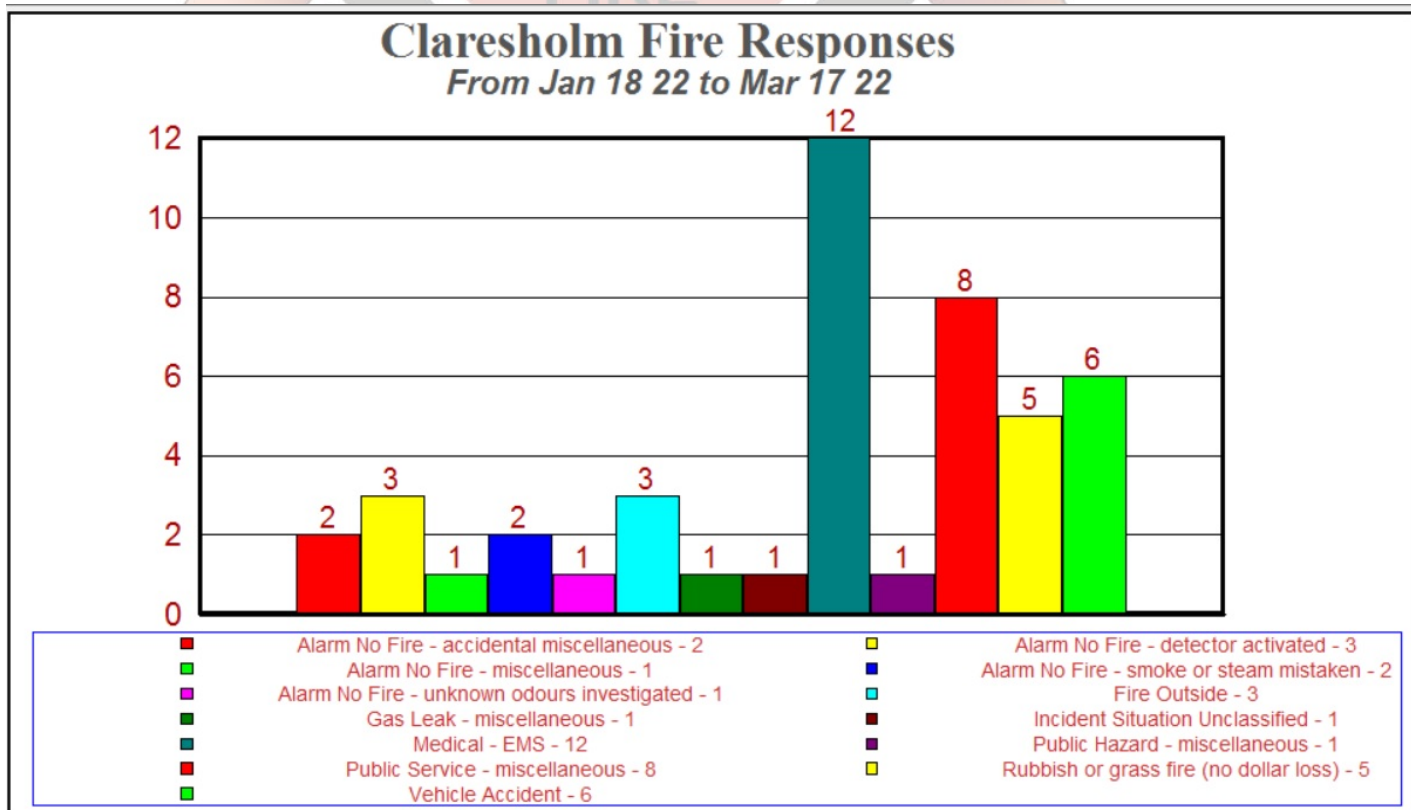
5. Claresholm Fire was also excited to attend Winterfest as it made its return in the post-COVID era. Members were on-hand manning the firepit during the afternoon events, and then were strategically stationed for the fireworks display in the evening. By all accounts, a great time was had by all, and the members enjoyed being able to interact with the public at the well attended event. Thanks to EDO Schnell and his group for all their efforts put in to making this event a huge success!
6. March 1<sup>st</sup> signalled the beginning of wildfire season in Alberta, and if current conditions are any indication, we're in for a busy season! The MD of Willow Creek instituted a fire advisory at the end of last week due to the dry conditions and abundance of cured fuel. I have not yet placed the town under any advisories, and we are currently operating as normal with fire pits being allowed as long as they conform to Bylaw 1705. Burn permits are discretionary to the Chief and are issued as conditions permit.
7. The Chief & Deputy Chief attended the 3-day ICS 300 training program hosted by the Town of Claresholm at the beginning of the month. It was a good opportunity to sharpen our skills on managing larger incidents and gave us the opportunity to work with members from the MD of Willow Creek, and Town of Fort MacLeod.

8. Attached is a breakdown of calls for the reporting period. Currently Alberta Wildfire has not resumed reporting daily fire danger updates, but I will be reporting them to you, when they resume.

Respectfully submitted,



Craig White  
Fire Chief  
Town of Claresholm



# MARCH 2022

## HR/TAXATION REPORT

Prepared by Lisa Chilton

### Human Resources

This month is busy with posting for summer positions. There are postings for two (2) seasonal labourers, two (2) museum staff and the gardener position. There is the potential of four (4) of these positions being partially funded by grants. We should get more information by June.

We have also posted for the Bylaw Enforcement Officer position as Kyle is moving on to a new chapter of his life.

### Assessment and Taxation

The 2022 Tax Arrears List has been sent to Land Titles to be registered. There are currently ten (10) properties on the new list. If the taxes are not paid by March 31<sup>st</sup>, 2023 the properties can be auctioned.

There still remains one (1) property 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 property will be posted for auction.

I will be notifying all of the interested parties of the Tax Notification status on the 2022 and 2021 list after March 31<sup>st</sup>.

Below is the amount of outstanding taxes, at February 22<sup>nd</sup>, 2022 not including TIPPS Participants.

Taxes outstanding are **\$214,061.42** summarized as follows:

\$ 40,240.21	Current Taxes Outstanding
\$ 140,512.29	Arrears including previous penalties
\$ 9,538.03	2 properties on Tax Agreement from 2020 Arrears List
\$ 23,770.89	On 2021 Tax Arrears List. Subject to auction in 2022.

We are getting prepared for tax notice processing as soon as the third reading of the Tax Rate bylaw is done.

# INFRASTRUCTURE SERVICES REPORT

for March 2022

**Buildings** There are no issues to report, maintenance is completed as manpower is available. Ice has been taken out at the Arena as of the 22<sup>nd</sup>, and we will get the facility ready for indoor events. April Gun Show is our first booking of 2022.

**Sidewalks** We will be inspecting sidewalks once the frost is out and make a list for repairs. This list will be added to the Town's sidewalk replacement list in the MIP. Sidewalk Tender for the 2022 budget is ready to post.

**Streets** Potholes are being dealt with as manpower allows. From sweeping to snow removal, and back again. The Town has received notice the 2<sup>nd</sup> St. pavement project has been scheduled for start up April 18, 2022. Two new Stop signs were installed as requested. Tree maintenance/removals have been completed on the boulevards by staff.

**Water Distribution** No problems reported. No water breaks reported.

**Storm Sewer Drainage** Frozen storm lines / catch basins have been unfrozen and unplugged/ culverts have been inspected and all issues resolved.

**PARKS** The gopher bait stations have been put out around town for another yearly control measure. It is effective for control and no secondary kill has ever been reported. The Camp ground stalls have been touched up, ready for another season. Training a new campground attendant for this season.

**RECYCLING** Program is operating well, no issues to report at this time. We are working with 2 new drivers on the E360 recycling trucks. Compost area cleanup and burn of brush pile has been completed.

**GARBAGE** Our Collection program is running well. Extra time spent on picking up garbage in the ditches now that the snow has melted.

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

**STAFF** Safety training courses are getting completed in between work assignments as best as can be arranged. 4 weeks of holidays were used in March by shop staff.

**Sanitary Sewers** A TELUS line was discovered bored through one of our sanitary sewer lines. Repair plans are in discussions. The sanitary sewer lift station at Harvest square had been having pump problems, and required a new electrical controller component. Monthly service to some sewer lines in town is required, (mostly low flow areas) and is usually completed on the last Friday of the Month.



This Report by Mike Schuweiler Director of Infrastructure

# CLARESHOLM RECREATION

January-February 2022 Recreation Report



Authored by: Denise Spencer

March 24, 2022

## ARENA

- Arena was officially closed 1pm Sunday March 20, 2022
- Picture shown is from March 22, 2022
- The EMS vs U18 Fundraiser Hockey game was a great success, raising over \$69,000. This event was livestreamed by euroPRODUCTIONS Entertainment Services
- Muay Thai-Kickboxing Is expanding the evening programming for both adults and youth
- GHML-Greater Metro Hockey League AdHoc Committee meeting March 16, 2022 was attended by 6 people and the Executive Director Derek Prue. Next meeting is March 24, 2022 at 7:30pm
- March 22, 2022 Paladin Security held a Career Fair in the Lobby at the Arena



## CAC

- Staff Hiring: An instructor to ensure Advanced Training will continue to run in April has been brought on board. Another Lifeguard is being interviewed March 28, 2022
- Program Guide: April through August was available March 16, 2022
  - Registrations on for all spring and summer programs
- Vulcan-Pool Symposium is scheduled May 12.
  - Denise and a Trainer will speak at the event
  - There will be food, which is a selling feature
- Healthy Communities Symposium: Could only attend 1 session daily during the Symposium
  - 5 steps for Mindful Time (Kristina del Corro) (March 8)
    - Small tiny habits to become more mindful, and focused. Lots of input from participants, she recommended a few books to gain inspiration from.
  - The Great Disconnect Documentary + Q&A (Tamer Soliman) (March 9)
    - Tamer Soliman created this documentary during the pandemic, it is well worth the watch.
  - Closing Keynote: Strengthening Community Connection (Tamer Soliman) (March 10)
    - How communities have changed over the years, we don't know our neighbours, small steps to increase connectivity within our communities
- Diving Board-replacement of ladder by Alberta Health Services. It has been ordered, current one has a hair line crack which is a potential risk & liability
- Claresholm Centre for Mental Health and Addictions maintains that we should continue our masking protocol in the shared hallway

- No Hot tub, this space will continue to be used as a classroom or for viewing purposes. This won't change until such time as the main entrance is reopened. **Main doors will not be open until Alberta Health Services decides: this affects our programing, main reason we don't have the hot tub open.**

### *East Side Dog Park Naming*

- Please see attachment for dates and criteria

### *Career Fair at WCCHS*

- March 25
- Video and Lifeguard Presentation available at the event
- Handouts for the Lifeguard & Instructor Path

Job descriptions for the Towns seasonal positions were available

### *SASG-Southern Alberta Summer Games*

- Region F with Alberta Summer Swim Association has arranged a Swim Meet in Fort Macleod July 22-23
- Still waiting on SARA to provide a press release regarding Raymond not hosting the Summer Games and asking the regions to provide events in the following categories
  - A sporting event
  - A demo sport or cultural event
  - A cultural event

### *Skate Park*

- The Skatepark Association held a fundraiser March 11, 2022 at Douros Lounge. Musical Bingo was a hit, this could turn out to be a monthly or bimonthly event.

### *The Garden Project- Seed Exchange & Water Barrel*

- March 2, 2022 -8 participants
- Water Barrel Sign up -26 Barrels as of March 23, 2022
- Food Rescue representative came out to support Plant a Row
  - Donated seed packages & booklets to the Food Rescue for Grow a Row promotion
- FCSS has started a growing project in the Community Room

### *Winterfest: Sno Pitch*

The day was a little breezy, warmer than 2018. The diamond was snow covered until about 11am, when it became quicksand in some areas. The Rec department brought over kitty litter for the batters box. The feedback was good, lots of laughs to be had, and no one was injured. Hoping that the next one will be even better. Next up is Slo-pitch at the end of April, spread the word!

- 3 teams participated in the Sno Pitch Tournament, the fourth had other commitments
  - The biggest rule is have fun, all participants started with one ball and one strike
- Hosted a 'Fun'draiser skills competition in honour of Scott Besse
  - Raised \$240 which was deposited into the ATB account March 21, 2022
    - \$60/team 3 teams in total, plus donations
  - The skills aren't traditional, but laughs were the main goal! Participants of the three separate teams completed the events in 1.26-1.28 minutes



- Teams chose to donate the following prizes to the Silent Auction
  - \$100 Gift Certificates from Roys Place, Casaroma & Claresholm Inn
  - \$75 Gift Certificate for the Golf Simulator at Douros
- Additional Prizes: Ice Cream from DQ, Winterfest Toques & Town of Claresholm Hats

### *Community Foundations Grant: March 15*

I had the opportunity to work with Diversity Claresholm, we managed to get the grant completed and the following was a result of our collaboration.

Signage for our Parks, Facilities and Pathways with the following in mind:

**Past**-Historical Components; **Present**-Where we are right now in our community; **Future**-Community App to build on this foundation

IDEA - **I**nclusivity, **D**iversity, **E**quity and **A**ccessibility

The Welcoming Claresholm Committee, Claresholm Economic Development & Claresholm Recreation Department are partnering to develop and expand Claresholm’s current Community Parks, Pathways & Facilities with (IDEA) Pictographic Signage.

The objective is to work toward increased Inclusivity, Diversity, Equity and Accessibility through signage that is easily comprehended, regardless of gender, language, age, nationality, disabilities, including any other barriers that exist within our community, to benefit long-time residents, new settling families, and Rural & Northern Immigration Pilot Project Candidates new to Rural living in Claresholm, AB - Canada. The proposed signage would build on the existing wayfaring signage added by the Economic Development Committee in 2021.



# EAST SIDE DOG PARK CONTEST PRIZE FOR BEST NAME!



**1**

**create**  
a catchy name  
for the east-side  
dog park



**2**

**submit**  
Your entry  
Submit up to 3  
names!



**3**

**And...**  
If your entry is  
selected or in  
the top 3 you  
**win a prize**

## ENTER BY 3PM APRIL 15

**Create criteria:** Locality, History, Culture, Heritage, or Fun, just because!

**Submit:** Via Survey Monkey on Town of Claresholm Facebook or Claresholm Rec, or drop off your entry to the Town Of Claresholm Office

**Date:** Submit by 3pm April 15, *this list will be shortlisted to 3 entries*

**Vote for your favourite: April 25 - May 4**

***Name will be announced May 11, 2022***





**Claresholm**



**Utility Services Report March**  
**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.
- CORONA Electric replaced main control cabinet UPS batteries.

- 
- Reinstall neutralization tank recirculating pipe to ensure proper chemical mixing.

### Neutralization Tank Recirculation Pipe Replaced to Ensure Proper Chemical Mixing



- PALL rack upper drain valves removed and turned up to help prevent valve failing during CIP and EFM.

### **PALL Rack Upper Drain Valves Reinstalled with Actuator in Upward Position**



- Removal of PALL membrane rack particle counters (No Longer required in Town Approval). The removal of the Particle counters on both racks will reduce HACH annual calibration and maintenance costs.

### Particle Counters Off-Line (No Longer Required in the Town Approval)



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## Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Particle Counter revision to AEP Standard and Guidelines for WTP PALL Rack removal in progress.
- AEP Drinking Water Specialist on site checking manganese in water.
- Complete 2022 biannual drinking water survey.
- 2021 Annual yearend report sent into AEP inspector.

## Training and Continuing Education Credits

- Online courses available.
- Leadership for Safety Excellence
- ICS-300 Intermediate Incident Command System.

## 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.
- CORONA Electric replaced emergency lighting with new LED style.
- Annual Regional Water Treatment Plant fire drill completed (silent).

## Chemical

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

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## 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.
- CORONA Electric replaced water tower light control contact.

### East Side Reservoir (UFA)

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

## M.D Willow Creek

### Chlorine Booster Station

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

### Industrial Airport

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

### PRV Meter Vault

- Check PRV meter vault operating pressure.

### Hamlet of Granum

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

### West Water CO-OP

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

### Alberta Parks and Environment Requirements

- Code of Practice treated water quality limits daily monitoring.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Distribution samples for free chlorine residual throughout M.D Airport and West Water Co-op continue to be compliant.
- Annual year-end M.D of Willow Creek report sent to AEP inspector.

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## Water Distribution

### Universal Metering

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

### Government Compliance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Annual year-end water plant report sent to AEP inspector.
- Removal of PALL membrane rack particle counters.

### 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.

### Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.
- Replace wind damaged soffit and J-Trim on north west side of lagoon building.

## Raw Water Supply

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### Pine Coulee Reservoir

- Pine Coulee Reservoir **49.36%** level 1046.75 geodetic meters, 24976.90 (dam3)
- Chain Lakes Reservoir **64.93%** level 1295.43 geodetic meters, 9357.98 (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 **6210 mm 92.00%**
- Check blowers to lake daily.

### Golf Course

- Backwash water from process continues through the neutralization system to the golf course holding ponds.
- March WTP backwash waste water sent to golf course to date 3639 m3.



# Town of Claresholm

**Council Committee Report**

Date: March 28, 2022

<b>Mayor Petrovic</b>	
<b>Councillor Carlson</b>	
<b>Councillor Cutler</b>	
<b>Councillor Kettles</b>	<p>Golf Club Preparations for new season well underway with a tentative open date of April 1, 2022. Snow fences are down and some green covers coming off thanks to member participation and a work bee supervised by new course Superintendent.</p> <p>Tree trimming has been completed and power equipment is being serviced and prepared. Summer staffing is being finalized.</p> <p>Finances to start the season are sound and a couple of grant applications to third party organizations for various projects have been submitted for potential support.</p> <p>Claresholm Childcare Society Client numbers are starting to return to a more normal level and with that, monthly finances are looking more positive. The Kidzone program is now currently fully subscribed.</p> <p>Starting to plan for the challenge of future staffing requirements as qualified staff are always hard to find.</p>



# Town of Claresholm

	<p>Learn-a-lot Playschool          Program participation is still down from Pre-covid levels but showing signs of improvement.          The new board post AGM is working hard and have some board governance training planned given special access to a qualified instructor.          The board is also exploring some grant opportunities with a goal of improving the play structure.          Board also moved to resume their parent volunteer schedule in April.</p> <p>Junior Hockey Team adhoc committee          An informative video meeting was held March 16th with a rep from the league and a number of local stakeholders. Next meeting scheduled for March 24th.</p>
<p><b>Councillor          Meister</b></p>	<p>FCSS          The free tax program FCSS provides brings a lot of money back into our community! It is likely that there will be more returns filed this year through this program. We made a proposal to rent the Drop in centre a few times a month for programs and classes. The drumming circle keeps growing. Granum drop in received their funding. Barb is sitting on the planning meeting for the Edmonton conference and would like to take Holly, which we all agreed would be very beneficial. All requests for funding discussed and distributed.</p> <p>CSDC          The pool players would like to change out the bigger tables for smaller ones as they feel it will attract more people and make a pool league possible. Lease was signed. The library computer is being recycled. A member would like to make a presentation to the grade 4's about the centre as part of their building community curriculum.</p> <p>AGM is March 31 open to members only.</p>



# Town of Claresholm

Our events planning is going great! Monthly events include, Sunday jam session, coffee social, crib tournament with a Friday evening coffee house to be added in April. We also have an Easter dinner planned, tickets need to be purchased in advance with a minimum of 40 needed to proceed.

## Museum

Winterfest was a success earning \$155 in donations. Grant applied for scanner, computer and software for better archival processing. Hoping for a return to normal in regards to visitor attendance. Updated images to various websites will need to be done. It was noted that there was no mention of the Museum in the Welcoming Claresholm publication. Looking into trade shows, bus tours and new signs. Fire truck will need to be moved. Anson model is almost done and the Link trainer is being painted. We continued with our strategic planning.

Due to contracting Covid I was unable to attend the planning meeting. Previously we discussed our opening on May 20th, our transportation opening and Canada day. Museum float for Fair days and having a car show on Father's Day were also to be discussed.

## CAReS

We started off with our AGM. Financials accepted, Budget pretty much balanced, thanks in part to donations! Elections held for Board positions. Hopefully we can have a casino again soon. 2021 surrender totals; 189 cats came into the shelter with 19 claimed and 147 adopted. 53 dogs came in with 22 claimed and 30 adopted.

Annual garage sale to be held May 28th at the arena. MD contributions to the shelter are minimal with a large percent of animals coming from them. There is a lot of collaboration between



# Town of Claresholm

organizations in the region. We may be sharing a purchase order with Prairie pits on fencing to save some money. Our dog fee adoption rates have increased \$15, which still keeps us at one of the lowest rates. Initial discussion of bylaw amendments.

CARes would like to acknowledge UFA and Home Hardware for all of their support!

The Last Chance Cat Ranch in Lethbridge , which has been in operation for 17 years and houses around 100 cats, is in the process of being shut down due to one community members complaint. Not only have several members of our shelter been there and say it is an amazing and clean facility, they have supported Krista and her veterinarian services throughout the years. If anyone feels they would like to write a letter of support, please do so.

CHA

Attend a board competency webinar to discuss revamping of HMB boards to require skills for all board members. We have one year to develop the process. We may be required to change the process of appointments. Not sure if requiring people to have these skills will create recruitment challenges. Wanting board members with professional expertise ( ex. legal and financial) may cause rifts in boards and oppose official advice from paid representatives and create conflicts of interests and require paid board positions. It would be great if all board members were highly skilled and experienced but I think it detracts from the people factor and the willingness to learn and be empathetic. Personally, I see issues with implementing the competency matrix and it seemed to be a common point of view expressed during the webinar.

We had our auditor do a presentation on her findings. All looks well and Audit was accepted with a minor correction. She did mention tthat cyber security should be kept up to date and it is already checked a few times a year.



# Town of Claresholm

	<p>Our boiler replacement and hardy board repair applications were both denied. There are no vacancies and with the tax program under way income assessments are being completed. Discussed the board competency checklist and some areas that we have strengths and some areas that are not needed on the board as there are professionals who the CAO has access to when needed.</p>
<p><b>Councillor Schlossberger</b></p>	<p><b>Library</b>          Turned down the idea off changing the name of the Bill Simpson room. Looking to create another space for this volunteer and donator. Motion to accept a quote to change fluorescent tubes to brighter power saving version. Tony &amp; Kendell met to review our policies and bylaws. Will have a draft next meeting to review with a few changes.</p> <p><b>Youth Justice</b>          This not a appointed position. It is a volunteer, member at large position. I attended a 2.5 hour webinar training on cyber bullying, cyber sexual assault and cyber human trafficking. Very eye-opening webinar what is actually happening with our children on the internet. Very scary. Amazing what authorities can do to follow, regulate and stop this behaviour.</p> <p><b>EDC RNIP selection sub committee.</b>          Meet with IRRRC representatives to discuss selection processes/candidates. Lively discussion.</p> <p><b>ORRSC Executive Meeting</b>          Staff doing a policy/bylaw review. One of the planning staff has retired. ORRSC has been advertising for a couple months with very little response. ORRSC relying on word of mouth. They believe they have found a candidate. They are presenting an offer to this candidate. Sub division development fees are up. So sub division development is picking up. It looks like that trend will continue upwards as several member communities have plans to add new residential sub divisions.</p> <p><b>Skate Park Association</b>          Again this is not a appointed position. It is a volunteer/ member at large position. Held a very successful fund raiser at Douros Lounge. Thank you</p>



# Town of Claresholm

to Matt for the help in setting up. We held a Music bingo. We had 4 themes Disney movie theme songs, TV show theme songs, 80's. and Moustache Rock. Very successful. Had 50 attendees. Raised over \$1000.00. Very little cost to the SPA. Thank you to the door prizes donators, Douros, Roy's Place, Claresholm Local Press, Cookies Claresholm, KFJ Signs and Twisted Angel Tattoos. Also a big thank you to Johnny D for providing the music and his enthusiasm as always. Due to overwhelming response we will be doing another Music Bingo soon.

#### MPC

Approved 2 new home based businesses. Also approved a variation to set back on one four plex in Harvest Square.

#### Federation of Canadian Municipalities

Attended a 1 hour webinar on Creating a Inclusive and Equitable Community.

Quite interesting. Really liked the city of Ottawa's framework that drives the city's inclusive hiring, procurement and workplace practices. A lot of discussion on how to include and extract ideas from your municipalities citizens on what they would like to see. Communities have to create inclusive celebrations to show the community the advantages of being inclusive and equitable. To show the positive advantages to inviting immigrants to your community. There were 124 participants in this webinar from across Canada.

I will be attending ORRSC orientation in Lethbridge on March 24. Another opportunity to network with a number of our neighbouring communities. Learning what other communities in southern Alberta are doing is very important.

Also attending SouthGrow's Economic Development Summit in Carmangay on March 30. Our EDO Brady Schnell will be speaking at this Summit. Should be a good meeting. Yet another opportunity to network with other communities in southern Alberta. Hoping to have couple of Alberta government ministers present virtually.

Then later on the evening of March 30 Claresholm will be hosting the AlbertaSW meeting in council chambers.



# Town of Claresholm

<b>Councillor Zimmer</b>	

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - January 24, 2022				
12	RFD: Electric Vehicle Charging Station - Moved by Councillor Schlossberger to direct Administration to submit a letter of interest to the Municipal Climate Change Action Centre Electric Vehicle Charging Program. CARRIED MOTION #22-012	Brady	EDO attended information gathering meeting Feb 22. Working with Infrastructure Director to determine feasibility of a level-3 charging station at the Multiuse Building	In progress
Regular Scheduled Meeting - February 14, 2022				
17	RFD: Claresholm Animal Rescue Society Lease - Moved by Councillor Cutler to approve the lease renewal with the Claresholm Animal Rescue Society as presented. CARRIED MOTION #22-020	Blair	Signed	Complete
Regular Scheduled Meeting - February 28, 2022				
17c	IN CAMERA - Land - Moved by Councillor Cutler to proceed with the municipal land development initiative as discussed in closed session. CARRIED MOTION #22-036	Abe/Tara	Letter Sent to Developer	Complete
Regular Scheduled Meeting - March 14, 2022				
1	BYLAW #1732 - Moved by Councillor Schlossberger to give Bylaw #1732, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1732, a Land Use Bylaw Amendment, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
2	BYLAW #1735 - Moved by Councillor Carlson to give Bylaw #1735, a Dog Bylaw Amendment, 2nd Reading as amended. CARRIED Moved by Councillor Cutler to give Bylaw #1735, a Dog Bylaw Amendment, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
3	BYLAW #1737 - Moved by Councillor Cutler to give Bylaw #1737, a Road Closure Bylaw, 1st Reading. CARRIED	Tara	Circulation taking place, public hearing scheduled for April 11, 2022	Complete
8	CORRES: Royal Canadian Legion - Moved by Councillor Zimmer to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$485.71 plus GST for 2023. CARRIED MOTION #22-038	Karine	Invoice received	Complete

9	CORRES: Claresholm & District Health Foundation - Moved by Councillor Cutler to allow the Claresholm & District Health Foundation to hold their Annual Charity BBQ in Amundsen Park on June 15, 2022 with the stipulation that they follow all current public health guidelines. CARRIED MOTION #22-039	Tara	letter sent	Complete
10	RFD: Community Foundations Grant - Parks - Moved by Councillor Schlossberger to write a letter of support for a grant application being submitted to the Community Foundation of Lethbridge and Southwestern Alberta for the purchase of parks, pathways and recreation facilities signage. CARRIED MOTION #22-040	Tara	letter sent	Complete
11	RFD: Fundraising Hockey Game - Moved by Councillor Carlson to waive the fees including ice time and usage of the mezzanine for the Emergency Services versus U18 Benefit Hockey Game scheduled for March 19, 2022 at the Claresholm Arena. CARRIED MOTION #22-041	Denise	Fees have been waived as outlined.	Complete
12	RFD: East Side Dog Park Name - Moved by Councillor Cutler to direct administration to engage with the public to receive some creative ideas for the name of the east side dog park, to be administered by the recreation department. CARRIED MOTION #22-042	Denise	Denise & Charnelle Koch entered the Grant March 15, 2022 for Parks, Facilities & Pathway Signage	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: March 25, 2022

# INFORMATION ITEMS



# MUNICIPAL PLANNING COMMISSION MINUTES

**February 11, 2022**  
**Town of Claresholm – Council Chambers**

**Attendees:** Brad Schlossberger - Council Member (Chairperson)  
Doug Priestley - Member-at-Large  
Chelsae Petrovic – Mayor  
Jeff Kerr – Member-at-Large (Vice Chairperson)

**Staff:** Tara VanDellen – Planner/Development Officer  
Tracy Stewart – Development Assistant  
Brady Schnell – EDO  
Abe Tinney – CAO

**Public:** Robert Peters – Applicant  
Rob Vogt – Claresholm Local Press

**Regrets:** Kieth Carlson – Council Member

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<b>8:55 a.m.</b>	<b>Call to Order /Adoption of Agenda</b>	<b>Motion to adopt the Agenda by Doug Priestley</b>
		<b>Seconded by Jeff Kerr</b>
		<b>CARRIED</b>

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<b>Adoption of Minutes</b>	<b>Motion to adopt the Meeting Minutes By Mayor Petrovic</b>
<ul style="list-style-type: none"><li>January 21, 2022</li></ul>	<b>Seconded by Jeff Kerr</b>
	<b>CARRIED</b>

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<b>Item 1: ACTION</b>	<b>HOME OCCUPATION</b>	<b>Motion to approve with conditions by Doug Priestley</b>
	File: D2022.004	
	Applicant: Robert Peters	
	Owner: Robert Peters	<b>Seconded by Jeff Kerr</b>
	Address: 344 50 A Ave W	
	Legal: Lot S 81' of 7 & all of 8, Block 30, Plan 1989GE	<b>CARRIED</b>
	Regarding: Home Occupation – Barber Shop	
	<b>Condition(s):</b>	
	<ol style="list-style-type: none"><li><i>The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.</i></li><li><i>As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the</i></li></ol>	

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# MUNICIPAL PLANNING COMMISSION MINUTES

February 11, 2022  
Town of Claresholm – Council Chambers

*premises in such a manner that these items are exposed to public view.*

3. *As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.*
4. *Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.*

**Suggested Note:**

5. *An approved Alberta Health Services inspection report is to be provided to the Town of Claresholm prior to the issuance of the business license.*

**Item 2: ACTION**

**DEVELOPMENT PERMIT**

File: D2022.006  
 Applicant: Robert Peters  
 Owner: Robert Peters  
 Address: 344 50A Ave W  
 Legal: Lot S 81' of 7 & all of 8, Block 30, Plan 1989GE  
 Regarding: Sign Permit Application – variance to number of signs/display surface (for home occupation)

**Motion to approve with conditions by Jeff Kerr**

**Seconded by Doug Priestley**

**CARRIED**

**Condition(s):**

1. *The applicant shall adhere to the stipulations stated in Schedule 2, of the Town of Claresholm Land Use Bylaw No. 1525. Any changes to the signs outside of what has been approved will require a new sign permit application.*
2. *The signs are to be maintained in good condition and any signage shall be removed and replaced if it becomes damaged, faded, or derelict in any way.*

**Item 3: ACTION**

**IN CAMERA – Discussion**

- **Advice from officials FOIP Section 24**

**Motion to go In Camera by Doug Priestley**

**Seconded by Mayor Petrovic**

**CARRIED**



# MUNICIPAL PLANNING COMMISSION MINUTES

February 11, 2022  
Town of Claresholm – Council Chambers

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Motion to come out of In  
Camera by Doug Priestley

Seconded by  
Mayor Petrovic  
CARRIED

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9:34 a.m.

Motion to adjourn by  
Mayor Petrovic

CARRIED

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# MUNICIPAL PLANNING COMMISSION MINUTES

**March 11, 2022**

**Town of Claresholm – Council Chambers**

**Attendees:** Brad Schlossberger - Council Member (Chairperson)  
Doug Priestley - Member-at-Large  
Kieth Carlson – Council Member  
Jeff Kerr – Member-at-Large (Vice Chairperson)

**Staff:** Tara VanDellen – Planner/Development Officer  
Tracy Stewart – Development Assistant

**Public:** Rob Vogt – Claresholm Local Press

**Regrets:** Chelsae Petrovic – Mayor

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**9:05 a.m.**

**Call to Order /Adoption of Agenda**

**Motion to adopt the  
Agenda by  
Jeff Kerr**

**Seconded by  
Doug Priestley  
CARRIED**

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**Adoption of Minutes**

- February 11, 2022

**Motion to adopt the  
Meeting Minutes  
By Councilor Carlson**

**Seconded by  
Doug Priestley**

**CARRIED**

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**Item 1: ACTION**

**HOME OCCUPATION**

File: D2022.008  
Applicant: Warren Jake Angus – The CellPhone Surgeon  
Owner: 1344585 Alberta Ltd.  
Address: 320 49 Ave W  
Legal: Lot 16, Block 16, Plan 147N  
Regarding: Home Occupation – electronic repair/sales shop

**Motion to approve with  
amended conditions to add  
limited hours of operation -  
7:00 am to 10:00 pm by  
Doug Priestley**

**Seconded by  
Councilor Carlson**

**CARRIED**

**Condition(s):**

1. *The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.*
  2. *Hours of operations shall be limited to 7:00 a.m. to 10:00 p.m.*
  3. *As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.*
-



# MUNICIPAL PLANNING COMMISSION MINUTES

March 11, 2022  
Town of Claresholm – Council Chambers

4. *As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.*
5. *Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.*

**Item 2: ACTION**

**DEVELOPMENT PERMIT**

**Motion to approve with conditions by Councilor Carlson**

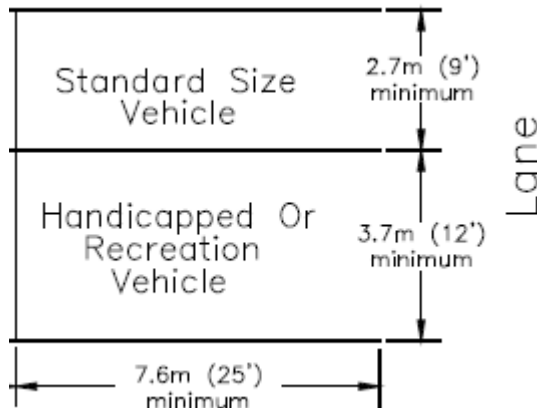
File: D2022.009  
 Applicant/  
 Owner: 1981447 Alberta Ltd.  
 Address: 67 & 69 Harvest Square  
 Legal: Lot 9 & 10, Block 3, Plan 1014361  
 Regarding: 4-plex with variance to rear yard setback dimension

**Seconded by Doug Priestley**

**CARRIED**

**Condition(s):**

1. *The Applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. The building permit application has been submitted on your behalf. For further information please contact Superior Safety Codes Inc. at 403-320-0734. Plumbing, electrical and gas permits can be obtained directly through Superior Safety Codes Inc.*
2. *The rear yard parking spaces sizes are to be increased as noted below (4 stalls at min. 9' x 25'):*



3. *The Applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.*
4. *Any contractors or trades people are required to obtain a Town of Claresholm Business License. For more information, please contact the Town of Claresholm Administration Office (403) 625-3381.*
5. *The Applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*



# MUNICIPAL PLANNING COMMISSION MINUTES

March 11, 2022  
Town of Claresholm – Council Chambers

- 6. *As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the exterior of the development with materials to match the residential character of the neighborhood.*
- 7. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE0409, Planning and Development Fees, the applicant shall provide either:*
  - a) *An irrevocable letter of credit, or*
  - b) *A deposit,*  
*In the amount of \$2,000 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as security to ensure that the applicant adheres to the conditions of the permit. The security may be refunded in stages corresponding with the completion of the project:*
    - a) *\$750 – Adherence to the site plan is demonstrated.*
    - b) *\$750 – Final grades are achieved and demonstrated.*
    - c) *\$500 – Completion of landscaping and building exterior.*
- 8. *The Applicant shall be responsible to contact the Town of Claresholm Utility Department to make necessary arrangements for water meter installation, connection and payment of applicable fees. Please contact Marianna Orge at 403-625-3381.*
- 9. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525, Schedule 9 - Landscaping Standards, at least one tree shall be planted in the front yard.*
- 10. *The Applicant shall be responsible to contact the Director of Infrastructure Services for a final inspection (please allow 48 hours' notice) of sanitary service connection prior to back filling. Please contact Mike Schuweiler at 403-625-0200.*
- 11. *As per the Town of Claresholm Servicing Standards for Municipal Improvements the applicant shall adhere to storm drainage system requirements and direct all storm water to the storm drains, as well as, the lot shall be graded to the standards set forth in the Servicing Standards for Municipal Improvements.*
- 12. *Any further changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.*

**Item 3: ACTION**

**HOME OCCUPATION**

**Motion to approve with conditions by Jeff Kerr**

File: D2022.011  
 Applicant: Rachel Clements – Braided Roan Boutique  
 Owner: 1981447 Alberta Ltd.  
 Address: 24 Harvest Square  
 Legal: Lot 12, Block 2, Plan 1014361  
 Regarding: Home Occupation – Online clothing & accessories boutique

**Seconded by Councilor Carlson**

**CARRIED**

**Condition(s):**

- 1. *The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.*
- 2. *As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.*
- 3. *As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize*



# MUNICIPAL PLANNING COMMISSION MINUTES

**March 11, 2022**

**Town of Claresholm – Council Chambers**

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*that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.*

4. *Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.*

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**9:21 a.m.**

**Motion to adjourn by  
Jeff Kerr**

**CARRIED**

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**EXECUTIVE COMMITTEE MEETING MINUTES**  
**February 10, 2022; 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, February 10, 2022, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance:

Executive Committee:

Gordon Wolstenholme, Chairman  
Don Anderberg, Vice Chairman, Absent  
Ian Sundquist  
Jesse Potrie  
Christopher Northcott, Virtual  
Brad Schlossberger, Virtual (6:40 pm)  
Neil Sieben, Absent

Staff:

Lenze Kuiper, Chief Administrative Officer  
Tara Cryderman, Executive Assistant

Chairman Wolstenholme called the meeting to order, the time being 6:05 pm.

**1. Approval of Agenda**

**Moved by: Christopher Northcott**

THAT the Executive Committee approve the February 10, 2022 Executive Committee Meeting Agenda, as presented.

**CARRIED**

**2. Approval of Minutes**

**Moved by:**

THAT the Executive Committee approve the January 13, 2022 Executive Committee Meeting Minutes, as presented.

**CARRIED**

**3. Business Arising from the Minutes**

There was no business arising from the minutes.

#### 4. Official Business

##### a. Subdivision Activity

The Subdivision Activity as of January 2022 was presented to the Executive Committee for their information.

##### b. Annual Audit

ORRSC is required to have an annual audit, per Municipal Affairs. KPMG is the organization that performs the annual audit. The deadline for submission of the audit to Municipal Affairs is May 1, 2022.

The audit will occur sometime in March.

##### c. Subdivision and Development Appeal Board (SDAB) Training

SDAB training, to both newly appointed members and those members requiring recertification, has been provided by staff members. Training has occurred locally and in the MD of Taber to date. Additional training will continue as required.

##### d. GPS – GNSS Receiver

The GIS department is looking at purchasing a GNSS receiver. This is a GPS device that captures data, by utilizing the Bluetooth feature on a smart phone. This provides more accurate GPS data. The intent is to rent this unit to our municipalities for their use. The estimated cost for the device is approximately \$4,000.

##### e. 2022 Work Plan

Updates were provided, regarding staffing resources and municipal projects.

Currently, a Planner position is advertised on the ORRSC website, as well as the AUMA website. Mike Burlas has retired as a full time Senior Planner and now has a contract in place with ORRSC to provide planning services to Cardston County. Also, negotiations are continuing, regarding the possibility of contracting out a planner for the Brooks area, as well as providing SDAB Appeal assistance.

The two maternity leaves occurring in 2022 were mentioned.

As typical following elections, documents such as Municipal Development Plans and Strategic Plans are being reviewed by the municipalities and revised if necessary. ORRSC provides assistance with this, as a fee for service, which will generate revenue.

## 5. Financial Statements

**Moved by: Jesse Potrie**

THAT the Executive Committee accept the following Financial Statements:

- a. Office Accounts
  - (i) Monthly Office Accounts
    - December 2021
  - (ii) Payments and Credits
    - November 2021

**CARRIED**

**Moved by: Ian Sundquist**

THAT the Executive Committee accept the following Financial Statements:

- b. Financial Statements
  - (i) Balance Sheet
    - As of December 31, 2021
  - (ii) Comparative Income Statement
    - Actual to December 31, 2021
  - (iii) Details of Account
    - As of December 31, 2021

**CARRIED**

## 6. New Business

There was no new business for discussion.

## 7. Director's Report

The Director shared the following:

- Met with the Town of Vulcan Council and provided a strategic plan presentation
- Council Orientation is scheduled for March 24
- Staff meeting was held January 28
- ASB Preliminary Hearing is scheduled for March 9
- The Periodical will be presented at the March 3 Board of Directors meeting

Member Brad Schlossberger attended the meeting, the time being 6:40 pm.

## 8. Round Table Discussions

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

## 9. Next Meeting – March 10, 2022

**10. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 6:55 pm.

  
\_\_\_\_\_  
CHAIR

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

## CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Museum Station Bldg.

February 16,2022

Present: Barry Gibbs, Betty Hoare, Verne Lunan, Marg Lane, Cynthia Wannamaker, Earl Taylor, Joe Toone, Barry Wood, Kandice Meister, and Bill Kells

1. Call to order by Barry Gibbs 3:06 PM.
2. Adoption of agenda as amended by Verne Lunan. **CARRIED**
3. No correspondence to report. Barry Wood moved for the approval of the minutes from January 19, 2022, as amended. **CARRIED**
4. Executive Directors Report – Financials dated January 17, 2022, reviewed the budgeted amounts for 2022. Earl Taylor moved the board accept the 2022 budget as presented. **CARRIED**
  - Bill Kells advised the board that the grant application for Young Canada Works and the grant for the sandstone repair have been completed.
  - The Friends of the Claresholm Museum hosted a successful Zoom presentation by Rebecca Wilde of the Galt Museum regarding the trail from Ft. Benton to Ft. Whoop-up and along the Macleod Trail to Ft. Calgary.
  - Ali Hemmaway spent a day with the archivist at the UFA museum in Calgary. The UFA uses the same system as the Claresholm museum. Thru this connection we have learned we can use the system for both archives and artifacts. The archivist also has agreed to do a Zoom presentation in the future.
5. Events Planning Committee- Vern Lunan reviewed his written report on the first meeting of 2022. The committee listed all possible 2022 events. Barry Wood moved the acceptance of the Events Planning report with amendments and that said report be attached to approved minutes. **CARRIED**
6. Marketing Committee – Barry Wood reviewed his written report on the inaugural meeting held Feb. 9, 2022. Betty Hoare moved the acceptance of the Marketing Committee report, and that said report be attached to the approved minutes. **CARRIED**

7. 2023-2026 Museum Strategic Plan – Barry Gibbs explained the working copy of the plan which currently shows six goals. Barry chaired a discussion on the goals and captured suggestions on a flip chart. A document with those ideas to be distributed to board members. Board members to prioritize the listed ideas and be prepared for further discussion.

– Motion made by Barry Wood to ask the Town of Claresholm to consider the appointment of a M. D. of Willow Creek #26 Councillor to the Claresholm and District Museum board. Verne Lunan seconded the motion. **CARRIED** The signed motion to be sent separately to the Town of Claresholm.

8. Election of Chair, Vice-Chair and Secretary – Barry Gibbs by acclamation will remain as the Board Chair. For the position of Vice-Chair, Earl Taylor allowed his name to stand and was voted in. Betty Hoare by acclamation will remain as the Secretary.

9. Joe Toone made a motion for adjournment at 5:09 PM. **CARRIED**

Next meeting March 16, 2022, at 3:00 PM at the Station.



Barry Gibbs  
Board Chair

**CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY**  
**Board of Directors, February 24, 2022**  
**Zoom Meeting**

**ATTENDEES:** Howard Paulson – Lay Representative  
Brydon Saunders – Lay Representative  
Ian Sundquist – MD of Willow Creek  
Chelsae Petrovic - Town of Claresholm  
Cindee Schlossberger – Lay Representative  
Brian Comstock – Lay Representative  
Sally Morton – CEO  
Shirley Isaacson – Secretary :  
:  
**REGRETS:** Laurie Lyckman – Vulcan County  
Jason Schneider – Vulcan County  
Mike Cutler – Town of Claresholm

Chair Howard Paulson called the meeting to order at 10:50 a.m.

Howard Paulsen welcomed two members of AHS/EMS management team, Nathan Dasuki and Curtis Swanson, who joined the meeting by zoom. They are both trying to help the Transportation Society with interfacility transfers. A pilot project will be used in Claresholm and they outlined the process and criteria to work with hospitals. They will keep us updated on the progress of the project.

**1.0 APPROVAL OF AGENDA:**

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

**2.0 APPROVAL OF MINUTES:**

Moved by Ian Sundquist that the minutes of the January 20, 2022 meeting be accepted as presented. Carried.

**3.0 BUSINESS ARISING FROM MINUTES:**

**3.1 Policy Driver’s Vaccinations** -After a discussion on vaccinations – It was moved by Ian Sundquist that we do not develop the policy at this time. Motion Carried.

**4.0 CORRESPONDENCE:**

**4.1 AGLC - Workshops online**  
**Transportation Collective Group** - Monthly meeting March 15, 2022.

**5.0 REPORTS:**

**5.1 Financial** – Aging of Accounts Receivable was reviewed -  
The Profit and Loss and Balance Sheet were reviewed.  
It was moved by Cindee Schlossberger that the financial report be accepted as presented. Motion Carried.  
There were 56 trips in total for the month.

..  
**5.2 Chairman's Report** –He met with members of AHS/EMS management team, and general monthly financial discussions with the office staff.

.  
**6.0 OLD BUSINESS:**

Grants – Co-op Community Spaces Grant – purchase capital items.

CFEP – submit as soon as you can – if money spent will be part of the application and use for matching.

**7.0 NEW BUSINESS:**

**7.1** –.Committees for Grants and 50/50 Raffle:

Laurie Lyckman  
Brydon Saunders  
Shirley Isaacson  
Mike Cutler

.  
**8.0 IN CAMERA:**

There was no in-camera.

**NEXT MEETING DATE:** March 17, 2022

The meeting was adjourned by Ian Sundquist..

SIGNED:

SIGNED:

## Meeting Minutes

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

### 1: CALL TO ORDER

5:00 pm

Jay adding to correspondence: Community Donation and Operational Grant Policy from the Town of Claresholm

Motion: Ashley T

Carried

### 2: APPROVAL OF AGENDA

### 3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from January 21, 2022

Motion: Brad S

Carried

### 4: CORRESPONDENCE

Community Donation and Operational Grant Policy from the Town of Claresholm

### 5: FINANCIAL

5.1 Financial report for end of January 2022

- Question on periodicals - most renew in January

Motion to approve: Earl H

Carried

### 6: REPORTS

6.1 Library Manager's report

- Tanya Klingsh watercolours in February - local artist
- David Poulsen - Hogwarts/Harry Potter display for Halloween
- Two quotes for HVAC \$75k and \$50k
- Closure of the library on March 7 for staff training - in the policy - board okay with
- Programming can resume as of Feb. 8
- Shirley Isaacson completed independent financial review

Motion: Kendall S

## Meeting Minutes

Carried

### 7: NEW BUSINESS

#### 7.1 Annual Report

- Jay presents

Motion to approve: Joanna R

Carried

#### 7.2 "Community Donation and Operational Grant Policy" from the Town of Claresholm

- Board jointly reviewed form and decided on answers - Jay will input and submit

#### 7.3 Strike a committee for policies for duty to accommodate

- Jay has done some preliminary work in preparation
- Due middle of May
- Tony H, Kendall S and Kelsey H will join committee
- ACTION: Kendall will book committee meeting

### 8: OLD BUSINESS:

#### 8.1: Plan of Service

- Plan of Service good until 2024
- Board review current plan

### 9: CLOSED SESSION (if required)

- N/A

### 10: ADJOURNMENT

Adjourned: 5:35 pm

Next Meeting: Tuesday March 15, 2022 at 5 pm