



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
APRIL 24, 2023  
AGENDA**

Time: 7:00 P.M.

Place: Council Chambers

Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West  
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtnL1KA/live>

**NOTICE OF RECORDING**

**CALL TO ORDER**

**AGENDA: ADOPTION OF AGENDA**

**MINUTES: REGULAR MEETING – APRIL 11, 2023**

**ACTION ITEMS:**

1. **BYLAW #1760 – 2023 Property Tax Rate Bylaw**  
RE: 1<sup>st</sup> Reading
2. **REQUEST FOR DECISION: 2023 Final Budget**
3. **REQUEST FOR DECISION: Financial Plans**
4. **CORRES: National Police Federation**  
RE: An Open Letter to Premier Smith & Keep AB RCMP TeleTownhall
5. **CORRES: Federation of Canadian Municipalities**  
RE: FCM Analysis – Federal Budget 2023
6. **CORRES: Hon. Rebecca Schulz, Minister of Municipal Affairs**  
RE: Intermunicipal Collaboration Framework (ICF) Agreements
7. **CORRES: Hon. Devin Dresshen, Minister of Transportation & Economic Corridors**  
RE: Alberta Municipal Water/Wastewater Partnership
8. **CORRES: Alberta Municipal Affairs**  
RE: Recall Petition Updates
9. **CORRES: Alberta Municipalities**  
RE: Update on RCMP Retroactive Salary Costs
10. **CORRES: Mayor Debora Dueck, Town of Tofield**  
RE: Exemption of Newspaper from EPR Program Revisions
11. **CORRES: Reeve Maryanne Sandberg, MD of Willow Creek**  
RE: Intermunicipal Funding Agreement
12. **CORRES: Porcupine Hills Classic Cruisers**  
RE: 31<sup>st</sup> Annual Show ‘n’ Shine – August 13, 2023
13. **REQUEST FOR DECISION: Letter of Support – CFEP Grant (Centennial Park)**
14. **REQUEST FOR DECISION: Letter of Support – CFEP Grant (Fire Hall)**
15. **REQUEST FOR DECISION: 45<sup>th</sup> Avenue Water Main Replacement**
16. **REQUEST FOR DECISION: Westlynn Drive Storm Trunk**
17. **REQUEST FOR DECISION: Annexation Application (Report) & Agreement**
18. **FINANCIAL REPORT: Statement of Operations March 31, 2023**
19. **INFORMATION BRIEF: Greater Metro Hockey League**
20. **INFORMATION BRIEF: CAO Report**
21. **INFORMATION BRIEF: Council Committee Reports**
22. **INFORMATION BRIEF: Council Resolution Status**
23. **ADOPTION OF INFORMATION ITEMS**

**INFORMATION ITEMS:**

1. Municipal Planning Commission Minutes – March 17, 2023
2. Alberta SouthWest Bulletin – April 2023
3. Alberta SouthWest Regional Alliance Board Meeting Minutes – March 1, 2023
4. Claresholm Public Library Board Meeting Minutes – March 21, 2023
5. Camrose Resort Casino – Alberta Rural Charities Set to Lose Out, Again
6. Oldman River Regional Services Commission Executive Meeting Minutes – Jan. 12, 2023

**ADJOURNMENT**



**Claresholm**

**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
APRIL 11, 2023**

**Place: Council Chambers**

**Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West  
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajyPVAtNL1KA/live>**

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

**ABSENT:** None

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

**MEDIA PRESENT:** None

**NOTICE OF RECORDING:** Deputy Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin immediately at 7:00 p.m. and that recording would continue until such time as the meeting goes In Camera and/or is adjourned.

**CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Deputy Mayor Schlossberger.

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – MARCH 27, 2023**

Moved by Councillor Cutler that the Regular Meeting Minutes of March 27, 2023 be accepted as presented.

**CARRIED**

**DELEGATIONS:**

1. **ROWAN HOUSE SOCIETY**  
**RE: Providing Support in the Community**

Kelly Smit, Resource Development Lead and Linette Soldan, Executive Director from Rowan House Society, provided Council with information regarding what it is they do to support the community.

2. **LIVINGSTONE-MACLEOD NDP CONSTITUENCY ASSOCIATION**  
**RE: Introduction of Nominee Kevin Van Tighem**

Kevin Van Tighem, NDP Nominee for Livingstone-Macleod, introduced himself to Council in preparation of the anticipated upcoming election.

**ACTION ITEMS:**

1. **CORRES: Hon. Rebecca Schulz, Minister of Municipal Affairs**  
**RE: JUPAs Between Municipalities and School Boards**

Received for information.

2. **CORRES: Mayor Dave McKenzie, Town of Barrhead**  
**RE: Exemption of Newspaper Media from EPR Program Revisions**

Received for information.

3. **CORRES: School Age Care Directors Association of Alberta**  
**RE: Lights on Afterschool Alberta**

Received for information.

4. **CORRES: APWA Alberta Chapter**  
**RE: National Public Works Week**

Referred to Administration to acknowledge National Public Works Week May 21-27, 2023.

5. **CORRES: WCCHS 2023 Graduating Class**  
**RE: Donation to Spring Festival April 28, 2023**

**MOTION #23-053** Moved by Councillor Cutler to provide a gift basket worth approximately \$100 to the WCCHS Spring Festival to be held on April 28, 2023 at WCCHS.

**CARRIED**

6. **REQUEST FOR DECISION: Bulk Water Station**

**MOTION #23-054** Moved by Councillor Carlson to approve the bulk water station upgrade as presented, at a projected cost of \$55,000 plus GST, to be funded from capital reserves and the Municipal District of Willow Creek.

**CARRIED**

MOTION #23-055 Moved by Councillor Zimmer to approve the bulk water cost sharing and maintenance agreement with the Municipal District of Willow Creek as presented.

**CARRIED**

**7. REQUEST FOR DECISION: Miscellaneous Fees Policy Update**

MOTION #23-056 Moved by Councillor Carlson to adopt the updated Miscellaneous Fees Policy, Policy #5.9.05 Version 1.3 as presented, effective April 11, 2023.

**CARRIED**

**8. REQUEST FOR DECISION: Fair Days Street Closures**

MOTION #23-057 Moved by Councillor Meister to approve the closure of 49<sup>th</sup> Avenue West from the lane between 2<sup>nd</sup> Street West and 1<sup>st</sup> Street West, to 3rd Street West, including the intersection at 2<sup>nd</sup> Street West, on Saturday, August 12, 2023 from 7:30 am to 11:00 pm, including the use of Amundsen Park, for Fair Days activities.

**CARRIED**

**9. REQUEST FOR DECISION: Regional Energy Management**

MOTION #23-058 Moved by Councillor Zimmer that the Town of Claresholm provide a letter of commitment and support to the Alberta SouthWest Regional Energy Management Program.

**CARRIED**

**10. REQUEST FOR DECISION: Golf Course Alcohol Approval**

MOTION #23-059 Moved by Councillor Kettles that the Town of Claresholm approve 2487619 Alberta Ltd to sell alcohol at the Bridges at Claresholm Golf Club, both in the clubhouse restaurant and on the golf course itself.

**CARRIED**

**11. FINANCIAL REPORT: Statement of Operations February 28, 2023**

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended February 28, 2023 as presented.

**CARRIED**

**12. INFORMATION BRIEF: Community Justice Centres**

Received for information.

**13. INFORMATION BRIEF: Municipal Tax Rate Comparisons**

Received for information.

**14. INFORMATION BRIEF: RNIP Program Update**

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**

**18. IN CAMERA:**

- a. Land – FOIP Section 16
- b. Personnel – FOIP Section 17

Moved by Councillor Cutler to go In Camera at 8:07 p.m. for the following items:

- a. Land – FOIP Section 16
- b. Personnel – FOIP Section 17

**CARRIED**

**NOTICE OF RECORDING CEASED:** Deputy Mayor Schlossberger stated that the live stream has ended at 8:08 p.m.

Moved by Councillor Zimmer to come out of In Camera at 8:53 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Deputy Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:53 p.m.

- a. Land – FOIP Section 16

MOTION #23-060 Moved by Councillor Cutler to counter the offer submitted by Professional Truck Driving School Ltd. with a firm price of \$89,500.00 for the property located at Lot 7&8, Block 4, Plan 7910032, subject to obtaining a development permit within one year from date of title transfer.

**CARRIED**

**b. Personnel – FOIP Section 17**

MOTION #23-061 Moved by Councillor Carlson to direct the Economic Development Officer to pursue Option A regarding economic development staffing, as presented.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 8:54 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Deputy Mayor Schlossberger noted that recording ceased at 8:54 p.m.

---

Deputy Mayor – Brad Schlossberger

---

Chief Administrative Officer – Abe Tinney

DRAFT

# ACTION ITEMS



**Claresholm**

# REQUEST FOR DECISION

Meeting: April 24, 2023  
Agenda Item: 1

---

## Bylaw #1760 – 2023 Property Tax Rate Bylaw

---

### DESCRIPTION/BACKGROUND:

#### Property Tax

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

The tax rates are set annually. A property tax rate is calculated by dividing the tax levy required by the corresponding property assessment class or subclass. 2023 Property taxes are based on the 2022 Property Assessments as at Dec 31, 2022.

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

#### Annexed Lands

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

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

The M.D. passed their 2023 tax rates on April 12, 2023. These rates are included in this draft bylaw as annexed land rates.

### DISCUSSION/OPTIONS:

Through the 2023 Provincial Budget, the province has continued downloading expenses to municipal budgets with another significant increase in policing costs from 2021.

The Town of Claresholm saw a fairly substantial overall increase in the total assessed value of taxable properties in Claresholm from the 2021 to the 2022 assessment of 7.4% for taxable properties. Approximately 1.2% of this growth was new development (real growth) while the majority of the growth was inflationary growth. With this significant inflationary growth, we are seeing, for the most part, an actual decrease in tax rate from last year, with a modest increase in net tax revenue.

Council held the increase on tax revenue for municipal purposes to only 2.1% despite the significant financial pressure from the province and the significant inflation we experiencing in the economy. Of this 2.1%, 1.1% is increased revenue from new development, therefore there is only an approximate 1% in taxes that is being borne by existing development. This increase *INCLUDES* the 33% increase (\$56k) in policing costs charged by the province for the RCMP.

Due to inflation this means we are seeing decreases in tax rates as follows:

- Residential Municipal rate – **reducing 7.5%**
- Residential overall rate – **reducing 6.7%**
- Non-Residential Municipal rate – **reducing 0.7%**
- Non-Residential overall rate – **reducing 1.8%**

The Audit & Finance committee met on April 18, 2023 and recommends Council approve the tax rates as drafted in Bylaw 1760 as attached.

**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ that Bylaw #1760, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2023 taxation year, receive 1<sup>st</sup> Reading.

**ATTACHMENTS:**

- 1.) Draft Bylaw #1760 – 2023 Property Tax Rate Bylaw

**APPLICABLE LEGISLATION:**

- 1.) Municipal Government Act

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

---

APPROVED BY: Abe Tinney - CAO

DATE: April 20, 2023

---



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1760**

# Claresholm

A bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2023 taxation year.

**WHEREAS**, the Town of Claresholm has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on April 24, 2023; and

**WHEREAS**, the estimated municipal expenditures and transfers set out in the budget for the Town of Claresholm for 2023 total \$11,289,337; and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$7,546,645 and the balance of \$3,742,692 is to be raised by general municipal taxation; and

**WHEREAS**, the requisitions are:

**Alberta School Foundation Fund (ASFF)**

Residential & Farmland	\$966,775
Non-Residential	\$377,367

**Porcupine Hills Lodge Foundation (PHL)**

Residential & Non-Residential	\$159,485
-------------------------------	-----------

**Designated Industrial Property Requisition(DIP)**

Designated Industrial Properties	\$660
----------------------------------	-------

**WHEREAS**, the Council of the Town of Claresholm is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

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

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

Residential	401,779,200
Vacant Residential & Farmland (VR&F)	3,227,000
Non-Residential	85,112,780
Linear & Designated Industrial (DI) Property	8,456,050
Machinery & Equipment (M&E)	1,038,380
Machinery & Equipment (M&E) - Designated Industrial (DI)	67,830
Exempt	157,029,020
Annexed Residential	1,679,140
Annexed Farmland	87,780
Annexed Non-Residential	5,251,360
Annexed Linear and Designated Industrial (DI) Property	217,700
Annexed Machinery & Equipment (M&E) - Designated Industrial (DI)	101,820
<b>Total</b>	<b>664,048,060</b>

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

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

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
<b>General Municipal</b>			
Residential	\$2,593,282	\$401,779,200	0.0064545
VR&F	\$20,829	\$3,227,000	0.0064545
Non-Residential	\$990,534	\$85,112,780	0.0116379
Non-Residential – Provincial Grants in Lieu 50% reduction	-\$13,116		
Linear & DI Property	\$98,411	\$8,456,050	0.0116379
M&E	\$0	\$1,038,380	0.0000000
M&E – DI	\$0	\$67,830	0.0000000
Annexed Residential	\$5,946	\$1,679,140	0.0035410
Annexed Farmland	\$779	\$87,780	0.0088730
Annexed Non –Residential	\$44,195	\$5,251,360	0.0084160
Annexed Linear & DI Property	\$1,832	\$217,700	0.0084160
Annexed M&E – DI	\$0	\$101,820	0.0000000
	<b>\$3,742,692</b>	<b>\$507,019,040</b>	
<b>ASFF</b>			
	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
Residential & VR & F	\$962,606	\$405,006,200	0.0023768
Non-Residential	\$358,359	\$91,314,830	0.0039245
Annexed - Residential & VR & F	\$4,173	\$1,766,920	0.0023620
Annexed - Non-Residential	\$19,004	\$5,469,060	0.0034750
	<b>\$1,344,142</b>	<b>\$503,557,010</b>	
<b>PHL</b>			
	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
Residential, Non-Residential VR&F	\$157,392	\$496,321,030	0.0003171
Annexed - Residential, Non-Residential VR & F	\$2,093	\$7,235,980	0.0002890
	<b>\$159,485</b>	<b>\$503,557,010</b>	
<b>Designated Industrial (DI) Property Requisition</b>			
	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
Linear & DI including M&E	<b>\$660</b>	<b>8,843,400</b>	0.0000746

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

#### PROPERTY TAX RATES BY CLASSIFICATION

	<b>RES &amp; VR&amp;F</b>	<b>NON-RES</b>	<b>DI</b>
Alberta School Foundation Fund (ASFF)	0.0023768	0.0039245	0.0039245
Porcupine Hills Lodge Foundation (PHL)	0.0003171	0.0003171	0.0003171
Designated Industrial Property Requisition (DIP)			0.0000746
Municipal	0.0064545	0.0116379	0.0116379
	<b>0.0091484</b>	<b>0.0158795</b>	<b>0.0159541</b>

**PROPERTY TAX RATES BY CLASSIFICATION – ANNEXED LANDS**

	<b>RES</b>	<b>VR&amp;F</b>	<b>NON-RES</b>	<b>DI</b>
Alberta School Foundation Fund (ASFF)	0.0023620	0.0023620	0.0034750	0.0034750
Porcupine Hills Lodge Foundation (PHL)	0.0002890	0.0002890	0.0002890	0.0002890
Designated Industrial Property Requisition				0.0000746
Municipal	0.0035410	0.0088730	0.0084160	0.0084160
Special Levy Claresholm Recreation Area				0.0000000
	<b>0.0061920</b>	<b>0.0115240</b>	<b>0.0121800</b>	<b>0.0122546</b>

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

READ a first time in Council this      day of      2023 A.D.

READ a second time in Council this      day of      2023 A.D.

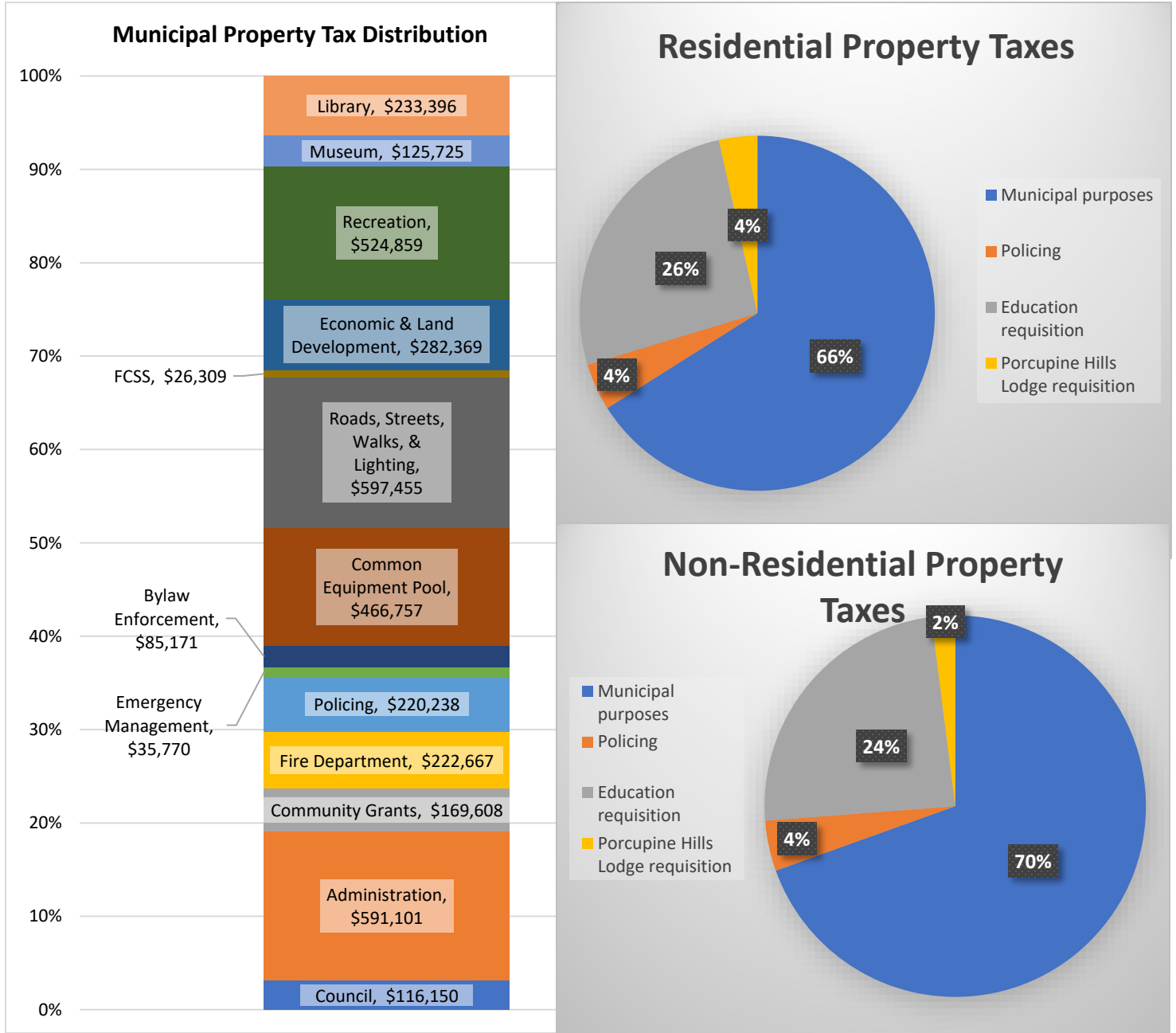
READ a third time in Council and finally passed this      day of      2023 A.D.

\_\_\_\_\_  
**Brad Schlossberger**  
 Deputy Mayor

\_\_\_\_\_  
**Abe Tinney**  
 Chief Administrative Officer

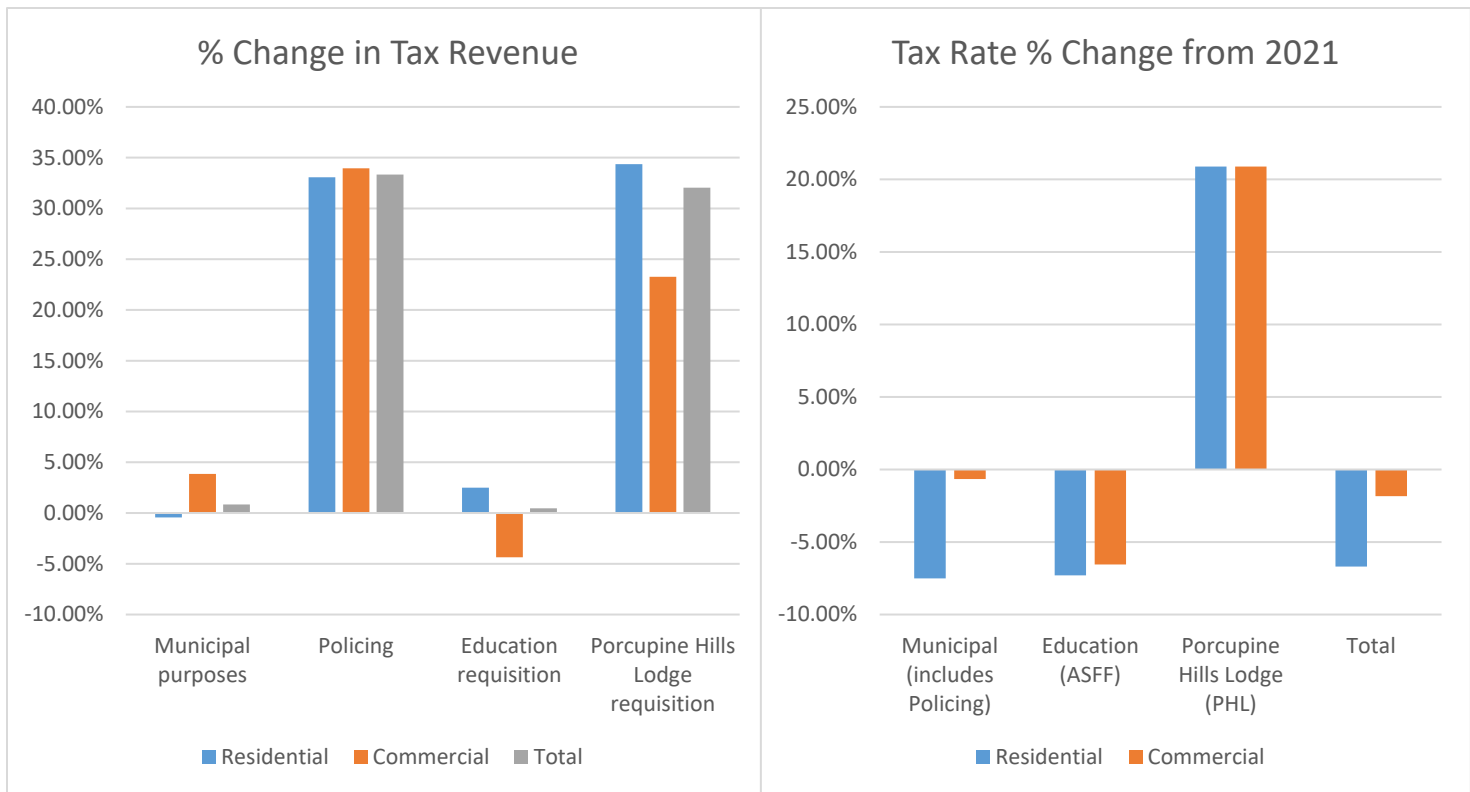
# Where do your property tax dollars go?

Where do your property tax dollars go? As can be seen on the charts to the right below, only approximately  $\frac{2}{3}$  of your property taxes (66% residential and 70% non-residential or commercial), are for municipal purposes. The other  $\frac{1}{3}$  goes to the province, or other requisitions, for education, policing and Porcupine Hills Lodge.



Of that 67% for residential and 70% for non-residential **none** of that money goes to utilities. Utility services are self-funded with utility fees paying for utility services and infrastructure. The municipal portion, plus policing costs, of the taxes are allocated as per the chart on left above (Totals \$3,742,692):

The change in property tax revenue collected for municipal purposes is very minimal, at approximately 2.1%, with 1.1% of this increase being paid by new development/growth. Only 1% increase borne by existing development. And this includes the significant increase of approximately 33% in Policing. There was significant increases in taxes collected for Porcupine Hills Lodge, and taxes for education increased approximately 2.5% for residential and decreased nearly 5% for non-residential.



Due to fairly significant inflation in assessment values, you will see an actual drop in tax rates this year over last, especially for residential properties. Residential tax rates dropped a bout 7.5% for Municipal, about the same for Education, and despite the 21% increase for Porcupine Hills Lodge, the overall tax rate is still decreasing by 6.7%. Non-residential didn't have the same amount of inflationary increases in property value overall, and so aren't seeing as significant decreases. Non-residential tax rates decrease nearly 1% for the Municipal tax rate, 6.5% decrease for education, and again, despite the 21% increase for Porcupine Hills Lodge, there is still an overall decrease of 1.8%.



Council and Administration worked hard to keep increases to property taxes to a minimum, with only a 1% increase in municipal purpose and policing taxes combined, with the remaining increased tax revenue for municipal purposes coming from new development. This is all despite significant economic pressures from inflation, reduced Provincial funding, and increasing legislation and program pressures from higher levels of government.

If you have any questions or want to discuss tax rates, don't hesitate to call the Town Office (403-625-3381 or [info@claresholm.ca](mailto:info@claresholm.ca)) and talk with the CAO, Abe Tinney, or the Director of Corporate Services, Blair Bullock. You can also discuss with your elected officials – Mayor and Council.



# REQUEST FOR DECISION

Meeting: April 24, 2023  
Agenda Item: 2

---

## 2023 FINAL BUDGET

---

### DESCRIPTION / BACKGROUND:

On November 28, 2022 Council adopted the 2022 interim operating and capital budgets. Every year prior to the presenting of the Property Tax Rate Bylaw we update the budget and pass as the Final Budget. Updates generally include items such as requisitions and grants from the Province and from the Lodge that aren't received until generally sometime in March. As well, the yearend audit is completed for the prior year so we have better prior year actual figures to arrive at a more accurate budgets for the upcoming year, including carryforward funding/project costs, especially for ongoing capital projects.

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

### BUDGET CHANGES

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

- Operating Budget Changes include:
  - Increase in Municipal purpose (including Provincial Policing Costs) of \$30K (total tax revenue increase of \$45K with increased requisitions noted below)
  - Increase of \$36K in Porcupine Hills Lodge requisition
  - Net \$21K decrease in School Foundation requisition
  - MSI Operating revenue doubled – an increase of \$37.5K
  - A net increase of approximately \$16K for wages and benefits across the organization. Majority of this was due to increased rates in the new union agreement passed since the interim budget.
  - Increase of \$145K in materials, supplies, and operating costs, which is primarily inflationary increases in energy utility costs and fuel costs as well as insurance costs. There are also some increases in this line item from the new union agreement noted above.
  - Reduction in expense for tax cancellations and discounts of \$20K related to a tax incentive agreement being terminated/defaulting.
  - Increase in revenue for anticipated sale of asphalt crush of \$27K
  - Approximate \$17K reduction in budgeted transfers to reserves in water, sewer, and solid waste management to offset the additional costs in those areas.
  - Removal of \$12.5K of revenue that had been anticipated from the Greater Metro Hockey League for bringing a Team to Claresholm. That agreement is no longer being pursued.
  - New Settlement, Integration and Language Projects (SILP) grant received, as well as a Northern and Regional Economic Development (NRED) Program grant were received. This added approximately \$142K to the 2023 budget with offsetting expenses in wages, professional fees, and other materials, supplies, and operating costs, in addition to some matching funding from land owners and reserves of \$46K
  - M.D. has increased recreation funding being provided to the Town by \$15K.

- Capital Budget Changes
  - Carryforward of the Sanding Truck replacement from 2022. Was ordered in 2022 but due to supply shortages/delays, it wasn't received or paid for until 2023.
  - Carryforward of the Amundsen Park Plaza and Pavilion project to finish some site remediation and a few other minor portions of the project that weren't completed before winter set in.
  - Addition of an Engineering Only project to facilitate grant funding for the project in 2024. This project is to replace/upsize the primary water mains leaving the WTP, just from the WTP out to the street, 8<sup>th</sup> Street W.
  - Addition of a Design Only project of an renovation/expansion of our Fire Hall, again to facilitate applying for grant funding for the project.
  - Removed the grader replacement and added a garbage truck replacement instead due to changing priority. Increase repairs and down time of our current garbage truck has made its replacement more urgent.
  - Addition of the Farm/Bulk Water Fill Station Replacement project, that is 65% funded by the MD. The current fill station is down regularly and has outlived its useful life.
  - Deferral of the Community Centre Accessibility project due to the project coming in over budget. The deferral allows us to pursue further grant funding.
  - Deferral of the Fire Pumper Truck – it has been ordered, but due to supply shortages, it isn't scheduled to be completed or delivered until 2024. So the budget for this has been deferred to 2024 to match.
  - Deferral of the fleet replacement – ½ ton pickup. Due to price increases on vehicles, and loss of government rebates on vehicles, prices have increased significantly. This project was deferred due to being over budget.

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

- Claesholm Public Library - \$178,000
- Claesholm Golf Course - \$50,000
- Claesholm Child Care Society - \$25,000
- Claesholm Animal Rescue Society \$30,000
- Claesholm Community Centre - \$30,000
- Claesholm Transportation Society - \$15,000

**RECOMMENDATION:**

The Audit & Finance committee reviewed the 2023 final operating budget and the Facility and Infrastructure Planning Committee reviewed the 2023 final capital budget at their meetings on April 18 and have both recommended the corresponding sections for approval.

**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to approve the Final 2023 Budget as presented.

**ATTACHMENTS:**

- 1.) 2023 Final Operating and Capital Budget

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

---

APPROVED BY: Abe Tinney – CAO

DATE: April 20, 2023

---



# Claresholm

Where **Community** Takes Root

*Final Budget Document*

*2023*

---

April 24, 2023

---

Abe Tinney  
CAO

---

Brad Schlossberger  
Deputy Mayor

## Assessment & Taxation

### What is Property Assessment?

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

### What is Property Tax?

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

- General administration
- Police and fire protection
- Emergency management
- Transportation infrastructure, including roads, sidewalks, street lights, etc.
- Social services, including Family and Community Support Services (required municipal contribution), daycare, and funding to other community organizations
- Planning, land development, and economic development
- Parks, recreation, and leisure facilities
- Cultural facilities and programming, including libraries and museums
- Seniors’ lodges
- Education

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

### What is School Tax?

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

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

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

## Town of Claresholm Property Tax Rates

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

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

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

The table below outlines the mill rate trends since 2017.

	2017	2018	2019	2020	2021	2022	2023
<b>Municipal Residential</b>	6.7050	6.7997	6.7282	6.7691	6.9020	6.9784	TBD
<b>Municipal Non Residential</b>	12.5841	11.5303	11.4000	11.3770	11.5988	11.7152	TBD
<b>Municipal Vacant Residential &amp; Farmland</b>	14.0650	6.7997	6.7282	6.7691	6.9020	6.9784	TBD
<b>Annexed Residential</b>	3.4000	3.4000	3.8760	3.9560	4.0750	3.8550	TBD
<b>Annexed Farmland</b>	6.8890	6.8890	7.3650	7.4450	7.7830	8.1610	TBD
<b>Annexed Non-Residential</b>	7.4890	7.7930	7.9690	8.1360	8.2520	8.1070	TBD
<b>Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. &amp; Farmland</b>	0.2767	0.2672	0.2659	0.2605	0.2510	0.2623	TBD
<b>Annexed Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. &amp; Farmland</b>	0.3120	0.3030	0.2930	0.2760	0.2940	0.2000	TBD
<b>Education ASFF – Residential, Vacant Res. &amp; Farmland</b>	2.5318	2.5334	2.4655	2.5379	2.6396	2.5640	TBD
<b>Education ASFF - Non Residential</b>	3.7897	3.4159	3.5160	3.7339	3.0148	4.1994	TBD
<b>Annexed Education ASFF – Res., Vac. Rec., &amp; F.L.</b>	2.4960	2.5010	2.5150	2.4850	2.5800	2.5460	TBD
<b>Annexed Education ASFF – Non-Residential</b>	4.1220	3.7180	3.7020	3.6490	3.8590	3.5980	TBD

### Town of Claresholm Budget Comparative Statement of Operations

	2023 Budget	2022 Budget
<b>Revenue</b>		
Net municipal taxes (Schedule 1)	3,745,982	3,661,934
User fees and sales of goods	3,448,962	3,101,490
Government transfers for operating	643,751	539,440
Investment income	105,000	66,000
Penalties and costs of taxes	86,600	80,100
Licenses and permits	113,500	113,000
Franchise and concession contracts	292,000	262,000
Rental	130,700	120,330
Other	166,700	163,370
<b>Total Revenue</b>	<b>8,733,195</b>	<b>8,107,664</b>
<b>Expenses (includes amortization)</b>		
Legislative	116,150	116,900
Administration	1,536,466	1,558,911
Policing	224,238	168,179
Fire	237,464	230,898
Bylaw enforcement	139,548	138,739
Common and equipment pool	598,057	614,903
Roads, streets, walks and lighting	932,822	857,799
Storm sewers and drainage	255,284	265,960
Water supply and distribution	1,323,456	1,265,960
Wastewater treatment and disposal	506,753	533,866
Solid waste management	693,411	686,284
Family and community support services	246,868	252,438
Day care	25,000	36,292
Cemeteries and crematoriums	24,941	20,526
Other public health and welfare	3,000	3,000
Weed and pest control	48,992	46,653
Economic development	354,268	417,226
Subdivision land and development	304,158	194,554
Parks and recreation	1,062,425	998,015
Culture - libraries, museums and halls	417,415	403,601
<b>Total Expenses</b>	<b>9,050,716</b>	<b>8,810,704</b>
<b>Deficiency of revenue over expenses before other</b>	<b>(317,521)</b>	<b>(703,040)</b>

<b>Other</b>		
Government transfers for capital	1,319,018	1,691,734
Other external funding for capital	148,500	-
<b>Surplus (deficiency)</b>	<b>1,149,997</b>	<b>988,694</b>
<b>Adjustment for Non-Cash items</b>		
Amortization expenses	1,792,787	1,805,159
<b>Adjustment for cash items that are not revenues and expenses (but are sources or uses of funds)</b>		
Capital expenditures	(2,559,262)	(2,259,334)
Debt proceeds	-	-
Debt principal repayment	(352,874)	(337,127)
Transfers to reserves from operations	(1,119,272)	(819,223)
Transfers to operations from reserves	61,880	99,231
Transfer from reserves for capital	1,026,744	522,600
<b>Budget balance</b>	<b>-</b>	<b>-</b>
<b>Schedule 1</b>	<b>2023 Budget</b>	<b>2022 Budget</b>
<b>Taxation</b>		
Property taxes: Vacant residential and farmland	35,539	35,501
Property taxes: Non-residential	1,392,902	1,351,737
Property taxes: Linear property	135,120	131,217
Property taxes: Residential	3,651,654	3,566,871
Federal grants in lieu of taxes	6,906	6,746
Provincial grants in lieu of taxes	24,858	24,282
Local improvement taxes	3,290	5,140
	5,250,269	5,121,494
<b>Less: Requisitions</b>		
Alberta school foundation fund	1,344,142	1,338,137
Porcupine Hills Lodge	159,485	120,788
Designated Industrial Property	660	635
	3,745,982	3,661,934

DEPARTMENT  
OPERATING  
BUDGETS

### 4 Year Operating Budgetary Deficit (Surplus) Summary By Function

Excludes Amortization and Capital

OPERATING BUDGET DEFICIT (SURPLUS)	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Council	116,150	115,067	116,900	108,042	83,060
Municipal general revenue and requisitions	(4,240,492)	(4,224,423)	(4,066,394)	(4,028,540)	(3,965,227)
General administration	1,183,509	1,272,289	1,221,573	1,365,773	1,205,953
Policing	220,238	136,604	153,179	100,875	45,682
Fire department	222,667	215,007	215,007	190,094	160,253
Bylaw enforcement	85,171	70,514	68,573	58,891	78,219
Equipment pool	466,757	433,284	420,745	500,034	533,168
Roads and streets	597,455	640,674	581,151	519,694	622,778
Airport	-	-	-	17,250	23,271
Storm sewer utility	13,140	8,843	12,029	3,763	30,047
Water utility	(165,672)	(157,320)	(157,320)	(162,894)	(148,364)
Sanitary sewer utility	(133,916)	(120,651)	(127,129)	(113,469)	(234,630)
Garbage collection	-	15,015	2	15,279	-
Recycling	-	(15,015)	-	(15,279)	(264,377)
Childcare contribution	25,000	36,292	36,292	38,202	38,200
Family & Community Support Services (FCSS)	(0)	(0)	-	(0)	6,139
Cemetery	10,019	7,531	6,902	10,456	8,739
Other public health and welfare	-	-	-	-	-
Weed and pest control	21,609	14,145	19,270	14,141	15,294
Economic development	83,311	153,540	164,329	145,771	120,333
Planning and development	199,058	122,696	112,454	118,398	117,835
General recreation	83,289	61,752	80,922	(6,709)	59,039
Parks	129,146	196,239	116,660	125,884	96,991
Arena	185,280	192,000	156,413	139,955	164,344
Aquatic Centre	145,516	162,666	139,212	132,774	153,857
Museum	125,725	107,540	119,563	125,152	68,753
Library	233,396	225,744	225,744	190,499	224,332
<b>OPERATIONAL NET DEFICIT (SURPLUS)</b>	<b>(393,645)</b>	<b>(329,968)</b>	<b>(383,923)</b>	<b>(405,963)</b>	<b>(756,311)</b>

## COUNCIL

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

COUNCIL	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Wages, meetings and per diems	101,400	99,051	101,900	92,757	81,065
Travel and conventions	10,500	7,763	5,000	11,916	1,535
Education	4,000	2,607	4,000	3,369	460
Materials, supplies and operating costs	250	5,647	6,000	-	-
<b>NET DEFICIT (SURPLUS) COUNCIL</b>	<b>116,150</b>	<b>115,067</b>	<b>116,900</b>	<b>108,042</b>	<b>83,060</b>

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

	2023 Remuneration Fees
<b>Mayor – Annual</b>	\$8,800/year
<b>Councillors– Annual</b>	\$6,160/year
<b>Council Meetings</b>	\$154/meeting attended
<b>Per Diem Half Day or Evening (4 - 6 hours)</b>	\$126.50/half day
<b>Per Diem Full Day (6 hours or more)</b>	\$253/full day
<b>Per Diem Less Than 4 Hours</b>	\$25.30/hour
<b>Mileage</b>	\$0.68/km
<b>Meals and accommodation at cost</b>	Upon submission of valid receipts

## Variance Highlights

- Slight drop in wages, meetings and per diems for a decrease in meals for meetings.
- Travel and conventions increased in 2023 due to under budgeting in 2022, plus increasing the number of Councillors going to the annual Alberta Municipalities convention (formally known as AUMA Convention) from 2 to 3 (Mayor plus 2 Councillors). Still down significantly from historical pre-covid costs when all 7 Councillors would attend.
- Materials, supplies and operating costs decreased to a small \$250 amount for contingency. \$6K in last year was to purchase new tablets for Council at the beginning of their term. This is only done once every 4 years.

## MUNICIPAL GENERAL REVENUE AND REQUISITIONS

General Revenue is generated from Municipal Property Taxes and Grants In Lieu. Grants in lieu are received for properties owned by the Provincial and Federal Governments and are traditionally equal to the taxes that would have been paid if the property was not exempt from taxation, however since 2020 the Alberta Government reduced their payment to only 50% of this amount. This budget also includes (in “General municipal revenue”) the ATCO Gas & Fortis franchise fees as well as investment income.

The *Municipal Government Act* defines "requisition" as any part of the amount required to be paid into the Alberta School Foundation Fund that is raised by imposing a tax rate, and any amount to be paid to a management body referred to in the *Alberta Housing Act*. The Town of Claresholm pays requisitions to the Alberta School Foundation Fund and the Porcupine Hills Lodge Foundation.

MUNICIPAL GENERAL REVENUE & REQUISITIONS	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Taxes	(5,215,215)	(5,094,248)	(5,085,326)	(4,854,555)	(4,596,577)
Grants in lieu	(31,764)	(31,027)	(31,028)	(29,566)	(29,090)
<b>Taxes and grants in lieu</b>	<b>(5,246,979)</b>	<b>(5,125,275)</b>	<b>(5,116,354)</b>	<b>(4,884,121)</b>	<b>(4,625,668)</b>
General municipal revenue	(497,800)	(558,071)	(409,600)	(500,059)	(633,111)
<b>General municipal revenue</b>	<b>(497,800)</b>	<b>(558,071)</b>	<b>(409,600)</b>	<b>(500,059)</b>	<b>(633,111)</b>
Designated Industrial Property	660	-	635	-	-
Home for aged - Porcupine Hills Lodge	159,485	120,788	120,788	114,023	114,139
School Foundation Program - res. & farmland	966,775	943,258	943,259	931,304	886,088
School Foundation Program - non-residential	377,367	394,878	394,878	310,314	293,325
<b>NET DEFICIT (SURPLUS) GENERAL</b>	<b>(4,240,492)</b>	<b>(4,224,423)</b>	<b>(4,066,394)</b>	<b>(4,028,540)</b>	<b>(3,965,227)</b>

### Variance Highlights

- Increase in tax revenue is approximately 2.37% overall, which includes increases in requisitions. Property tax revenue for municipal purposes increased 2.08% over 2022 actuals, with half of that increase coming from new development.
- General municipal revenue is up significantly due to increased investment revenue from rising interest rates, and increased Franchise Fees due to inflationary increases from Fortis and ATCO
- Porcupine Hills Lodge requisition increased substantially. The Town has no control over this.
- School requisitions had a 2.5% increase for residential and a 4.4% decrease for non-residential.

## ADMINISTRATION

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

ADMINISTRATION	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Business licenses	(28,000)	(24,498)	(28,000)	(26,875)	(28,480)
General administrative revenue	(151,800)	(340,913)	(100,280)	(219,798)	(320,156)
<b>Administrative general revenue</b>	<b>(179,800)</b>	<b>(365,411)</b>	<b>(128,280)</b>	<b>(246,673)</b>	<b>(348,636)</b>
Wages and benefits	689,835	707,848	665,925	676,628	630,884
Consultant fees	40,240	49,438	50,175	34,117	27,759
Materials, supplies and operating costs	370,950	346,589	348,053	325,498	301,950
Assessor	53,778	53,110	52,724	54,648	51,648
Auditor	16,116	15,645	15,645	15,190	19,780
Legal	15,000	11,105	15,000	13,640	19,306
Municipal grants	94,608	89,310	89,000	73,455	82,531
Celebrations	33,500	40,959	23,500	9,751	10,078
Tax levy cancellations and discounts	15,000	14,622	75,050	110,199	13,149
Public relations and taxi subsidy	11,000	14,057	11,500	20,259	9,188
Staff development and training	6,000	5,159	8,500	1,217	6,752
Debenture interest	69,244	70,887	70,962	72,563	40,134
Amortization	121,194	132,877	132,877	80,215	22,931
<b>Administrative general expenses</b>	<b>1,536,466</b>	<b>1,551,606</b>	<b>1,558,911</b>	<b>1,487,380</b>	<b>1,236,090</b>
	<b>1,356,666</b>	<b>1,186,196</b>	<b>1,430,631</b>	<b>1,240,707</b>	<b>887,454</b>
<b>Operational budget adjustments</b>					
Addback amortization	(121,194)	(132,877)	(132,877)	(80,215)	(22,931)
Transfer from reserve - operating	(31,000)	(58,576)	(30,900)	(75,842)	(30,871)
Internal charges to other departments	(88,590)	(88,590)	(88,590)	(84,090)	(78,575)
Internal transfers (expenses)	48,449	53,084	43,309	57,704	55,263
Transfer to reserve - operating	19,178	130,923	-	109,076	127,659
Transfer to reserve - capital	-	182,129	-	198,433	267,955
<b>NET DEFICIT (SURPLUS)</b>					
<b>ADMINISTRATION</b>	<b>1,183,509</b>	<b>1,272,289</b>	<b>1,221,573</b>	<b>1,365,773</b>	<b>1,205,953</b>

## Variance Highlights

- Large increase to general administrative revenue (\$51K) primarily due to doubling of MSI Operating grant from the provincial government passed in their 2023/2024 budget (\$36K), plus adding budgeted dollars for local donations/contributions to community events/celebrations, and an increase to “miscellaneous” income based on historical actuals.
- Wages and Benefits increase here, and throughout the budget, is primarily for cost of living adjustment/increases, plus a significant increase on extended health and dental benefit rates.
- Reduction (10K) in consultant fees – prior year included an extra one-time project that isn’t recurring in 2023.
- Materials, supplies and operating costs increased (21K) which is primarily increases in insurance costs (15K) as well as some other increases in employee allowances/costs negotiated in the new union contract and inflationary costs of utilities, office supplies, etc.
- Assessor and Auditor increases are annual inflationary increases
- Increase in Municipal grants (5.6K) is primarily the addition of a commitment to STARS of \$2 per capita (7.6K). This was partially offset by slight reduction in other community grants.
- Increase (10K) in celebrations budget reflects the additional expenditures (and offsetting additional revenue included in general administrative revenue noted above).
- Tax levy cancellation and discounts dropped significantly again this year as the tax incentive agreement on the single non-residential property has terminated. The remaining amount is annual tax cancellations that council approves on the Golf Club, Curling Club, Royal Canadian Legion, and Medical Clinic, as well as discount provided for property owners that pay their property taxes early (before end of January – 1.25% discount)
- Staff development was decreased (2.5K) for 2023 to limit the tax rate increase, and as there is currently no significant planned training or development to utilize the prior year budget amount. Staff development is important for the long-term health of the organization and so it is anticipated that this budget will increase to previous levels next year.
- Debenture interest decreases annually as the debt is repaid.
- Transfers from reserves includes reserve funds to offset first year set up costs of new systems (\$8K) and for Town’s contribution to a grant funded Area Structure Plan project (50% grant funded) to promote future development (23K).
- Transfer to reserve – operating. This is, in essence, contingency funds to address unanticipated inflationary increases in this current economy.

## POLICING

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

POLICING	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Provincial fines collected	(4,000)	(3,689)	(15,000)	(2,663)	(9,615)
<b>Provincial fines collected</b>	<b>(4,000)</b>	<b>(3,689)</b>	<b>(15,000)</b>	<b>(2,663)</b>	<b>(9,615)</b>
Provincial policing costs	224,238	140,293	168,179	103,538	55,298
<b>Policing expenses</b>	<b>224,238</b>	<b>140,293</b>	<b>168,179</b>	<b>103,538</b>	<b>55,298</b>
<b>NET DEFICIT (SURPLUS) FIRE DEPARTMENT</b>	<b>220,238</b>	<b>136,604</b>	<b>153,179</b>	<b>100,875</b>	<b>45,682</b>

### Variance Highlights

- Provincial fines budget has been decreased significantly, based on actuals seen in the last couple years. This decrease is due to no longer having a CPO that can issue provincial tickets, and the RCMP not issuing very many tickets themselves within Town limits.
- The Government of Alberta's new police funding model charges small municipalities for policing costs. The model charges the municipality for a percentage of the estimated cost of policing per their cost model. In 2020 they charged 10% of the cost. This increased in 2021 to 15% and in 2022 to 20%. In 2023 it is increasing again to 30%. The current model does not increase again in 2024.

### FIRE

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

FIRE DEPARTMENT	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Provincial Grants	-	-	-	-	(5,040)
MD contributions	(9,000)	(9,000)	(8,500)	(8,707)	(8,098)
Non-government contribution	(10,000)	(47,172)	(7,000)	(7,277)	(29,067)
<b>Fire department revenue</b>	<b>(19,000)</b>	<b>(56,172)</b>	<b>(15,500)</b>	<b>(15,984)</b>	<b>(42,205)</b>
Wages and benefits	140,095	143,750	135,117	126,412	121,981
Equipment, fuel, etc	31,370	36,410	28,000	26,811	23,340
Training	5,500	3,388	7,000	5,442	4,850
Materials, supplies and operating expenses	39,602	38,275	35,390	32,363	31,877
Regional fire study costs	-	-	-	-	10,410
Amortization	20,897	25,368	25,391	22,236	17,605
<b>Fire department expenses</b>	<b>237,464</b>	<b>247,191</b>	<b>230,898</b>	<b>213,264</b>	<b>210,063</b>
	<b>218,464</b>	<b>191,019</b>	<b>215,398</b>	<b>197,280</b>	<b>167,858</b>
<b>Operational budget adjustments</b>					
Addback amortization	(20,897)	(25,368)	(25,391)	(22,236)	(17,605)
Internal Charges	5,100	5,085	5,000	5,051	-
Transfer from reserve - operating	-	-	-	-	-
Transfer to reserve - capital	20,000	44,272	20,000	10,000	10,000
<b>NET DEFICIT (SURPLUS) FIRE DEPARTMENT</b>	<b>222,667</b>	<b>215,007</b>	<b>215,007</b>	<b>190,094</b>	<b>160,253</b>

### Variance Highlights

- MD Contribution was increased to maximum amount allowed for in intermunicipal agreement. This is to cover a percentage of facility (fire hall) costs, up to an annual maximum. This is expected to be maxed out based on increasing facility operational costs, such as utilities.
- Non-government contributions are billed fire charges for fire calls. Based on average historical actuals, this budget was increased slightly (\$3K).
- Equipment, fuel, etc. increase slightly (\$3K) for inflationary cost increases for gear.
- Training was decreased slightly (\$1.5K) based on historical actuals.
- Materials, supplies and operating expenses increased (4.5K) primarily for increasing utility costs. Utilities were underbudgeted in 2022.

## EMERGENCY MANAGEMENT

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

EMERGENCY MANAGMENT	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Wages and benefits	34,270	33,588	32,986	23,924	34,500
Materials, supplies and operating expenses	1,500	7,675	8,810	2,062	1,811
<b>NET DEFICIT EMERGENCY MANAGEMENT</b>	<b>35,770</b>	<b>41,263</b>	<b>41,796</b>	<b>25,986</b>	<b>36,311</b>

### Variance Highlights

- Decrease in materials, supplies, and operating expenses due to prior year including expenditures for joint mock disaster exercise completed in 2022 as well as costs for a AFRAC radio for the office to be used during a disaster here in the incident command post (ICP).

## BYLAW ENFORCEMENT

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

BYLAW ENFORCEMENT	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Licenses and fees	(9,000)	(13,197)	(12,000)	(6,890)	(7,670)
Municipal fines	(2,000)	(1,874)	(5,500)	(3,666)	(5,374)
Workshop revenue	-	-	(500)	-	(500)
<b>Bylaw enforcement revenue</b>	<b>(11,000)</b>	<b>(15,071)</b>	<b>(18,000)</b>	<b>(10,556)</b>	<b>(13,544)</b>
Wages and benefits	79,421	69,136	65,323	53,851	72,964
Animal services	500	703	500	4,013	572
Materials, supplies and operating expenses	13,250	13,686	17,250	11,583	15,179
Professional development	1,000	60	1,500	-	1,048
Amortization	9,607	12,370	12,370	8,578	3,160
<b>Bylaw enforcement expenses</b>	<b>103,778</b>	<b>95,955</b>	<b>96,943</b>	<b>78,025</b>	<b>92,923</b>
	<b>92,778</b>	<b>80,884</b>	<b>78,943</b>	<b>67,469</b>	<b>79,379</b>
<b>Operational budget adjustments</b>					
Addback amortization	(9,607)	(12,370)	(12,370)	(8,578)	(3,160)
Transfer to reserve - capital	2,000	2,000	2,000	-	2,000
<b>NET DEFICIT (SURPLUS) BYLAW ENFORCEMENT</b>	<b>85,171</b>	<b>70,514</b>	<b>68,573</b>	<b>58,891</b>	<b>78,219</b>

### Variance Highlights

- Decrease in licenses and fees budget (\$3K) based on historical actuals; primarily reducing the budgeted cleanup order costs as these are unpredictable, with significant year over year fluctuation.
- Decrease in municipal fines revenue based on historical actuals.
- Decrease in materials, supplies and operating expenses (\$4K) primarily for the offsetting reduction in cleanup order costs (clean up fees = cleanup costs), as well as a decrease in uniform budget. This budget was increased in 2022 due to additional uniform needs with a new officer being hired. This higher budget isn't required in subsequent years with the same officer.

## COMMON EQUIPMENT POOL

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

EQUIPMENT POOL	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Rental revenue and insurance proceeds	-	(3,820)	-	-	-
<b>Equipment pool revenue</b>	<b>-</b>	<b>(3,820)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages and benefits	213,736	221,589	207,745	214,258	201,285
Materials, supplies and operating expenses	314,861	305,640	308,000	348,455	394,089
Amortization	68,950	98,272	98,658	113,879	71,839
<b>Equipment pool expenses</b>	<b>597,547</b>	<b>625,501</b>	<b>614,403</b>	<b>676,592</b>	<b>667,213</b>
	<b>597,547</b>	<b>621,681</b>	<b>614,403</b>	<b>676,592</b>	<b>667,213</b>
<b>Operational budget adjustments</b>					
Addback amortization	(68,950)	(98,272)	(98,658)	(113,879)	(71,839)
Internal charges to other departments	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)
Internal charges from other departments	8,160	12,875	8,000	7,321	7,794
Transfer from reserve - operating	-	(33,000)	(33,000)	-	-
<b>NET DEFICIT (SURPLUS) EQUIPMENT POOL</b>	<b>466,757</b>	<b>433,284</b>	<b>420,745</b>	<b>500,034</b>	<b>533,168</b>

### Variance Highlights

- Slight increase in materials, supplies, and operating expenses budget (\$7K) primarily for increasing fuel and utilities costs. These increases were offset some by shaving down expenditures in other areas to avoid a tax rate increase during these difficult times. This decrease was primarily in yard and building maintenance costs based on average historical actuals. Actual expenditures are impossible to predict, so contingency funds will be utilized if we have a higher than average year. The decrease in yard and building maintenance was greater than 3.5K, but it was offset by other inflationary increases.
- No transfer from reserves this year (\$33K in prior year). Prior year transfer from reserves was to partially fund asphalt crushing noted below under “Roads, Streets, Walks & Lights”.

# ROADS, STREETS, WALKS & LIGHTS

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

ROADS, STREETS, WALKS, AND LIGHTS	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Local improvement charges	-	-	-	-	-
Streets other income	(27,000)	(1,555)	(30,000)	(36,363)	(770)
<b>Roads and streets revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages and benefits	208,242	270,768	199,651	195,831	217,282
Contracted services	80,000	69,463	80,000	80,898	78,385
Engineering	1,500	885	1,500	1,372	1,254
Street lights	247,713	233,052	210,000	194,761	210,727
Materials, supplies and operating expenses	77,000	68,062	120,000	73,195	100,901
Amortization	318,367	305,853	246,648	260,364	278,914
<b>Roads and streets expenses</b>	<b>932,822</b>	<b>948,083</b>	<b>857,799</b>	<b>806,420</b>	<b>887,462</b>
	<b>905,822</b>	<b>946,528</b>	<b>827,799</b>	<b>770,058</b>	<b>886,692</b>
<b>Operational budget adjustments</b>					
Addback amortization	(318,367)	(305,853)	(246,648)	(260,364)	(278,914)
Transfer to reserve - operating	10,000	-	-	10,000	15,000
Transfer to reserve - capital	-	-	-	-	-
<b>NET DEFICIT (SURPLUS) ROADS AND STREETS</b>	<b>597,455</b>	<b>640,674</b>	<b>581,151</b>	<b>519,694</b>	<b>622,778</b>

## Variance Highlights

- Small decrease of streets other income budget (\$3K) for anticipated current year sale of crushed asphalt that was crushed in 2022. The Town has more than they can utilize themselves. The sale of approximately half of the crushed asphalt will offset the cost of crushing the asphalt, leaving the other half for our use and essentially no cost. The cost for the crushing was in 2022, with revenue anticipated to be realized in 2023.
- Significant increase in street lights based on 2022 actuals plus additional costs for replacing street light heads along the highway. They have reached end of life and are starting to fail. These are replaced with LED heads as they fail.
- Significant decrease in materials, supplies and operating expenses (\$45K) related to having no asphalt crushing project in the current year. Budgeted asphalt crushing costs in 2022 were offset with sales of crushed asphalt and reserve transfers (in “Common Equipment Pool”) noted above. Crushing was delayed so revenue is anticipated to be realized in 2023.

## STORM SEWER UTILITY

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

STORM SEWER UTILITY	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Local improvement charges	-	-	(1,318)	-	-
Other revenue	-	(2,035)	-	-	-
<b>Storm sewer utility revenue</b>	<b>-</b>	<b>(2,035)</b>	<b>(1,318)</b>	<b>-</b>	<b>-</b>
Wages and benefits	7,640	7,548	7,347	1,890	10,986
Contracted services	2,000	-	2,500	700	3,602
Materials, supplies and operating expenses	3,500	3,330	3,500	1,173	2,114
Overland flooding	-	-	-	-	13,346
Amortization	242,144	252,613	252,613	263,347	272,856
<b>Storm sewer utility expenses</b>	<b>255,284</b>	<b>263,491</b>	<b>265,960</b>	<b>267,110</b>	<b>302,903</b>
	<b>255,284</b>	<b>261,456</b>	<b>264,642</b>	<b>267,110</b>	<b>302,903</b>
<b>Operational budget adjustments</b>					
Addback amortization	(242,144)	(252,613)	(252,613)	(263,347)	(272,856)
<b>NET DEFICIT (SURPLUS) STORM SEWER UTILITY</b>	<b>13,140</b>	<b>8,843</b>	<b>12,029</b>	<b>3,763</b>	<b>30,047</b>

### Variance Highlights

- Decrease in contracted services (\$0.5K) based on average historical actuals.

## WATER SUPPLY & DISTRIBUTION

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

WATER SUPPLY AND DISTRIBUTION	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Water sales	(1,869,832)	(1,758,421)	(1,607,320)	(1,836,870)	(1,565,315)
<b>Water services revenue</b>	<b>(1,869,832)</b>	<b>(1,758,421)</b>	<b>(1,607,320)</b>	<b>(1,836,870)</b>	<b>(1,565,315)</b>
Wages and benefits	428,617	363,081	407,827	345,407	335,404
Training	3,000	446	3,000	254	3,899
Materials, supplies and operating expenses	246,089	225,407	193,900	188,238	175,549
Chemical	103,000	98,094	100,000	101,764	104,749
Maintenance	103,510	107,032	99,700	91,579	99,865
Debenture interest	123,197	131,187	131,548	139,136	147,092
Amortization	316,553	335,419	330,485	343,397	358,659
<b>Water services expenses</b>	<b>1,323,966</b>	<b>1,260,666</b>	<b>1,266,460</b>	<b>1,209,775</b>	<b>1,225,217</b>
	<b>(545,866)</b>	<b>(497,755)</b>	<b>(340,860)</b>	<b>(627,095)</b>	<b>(340,098)</b>
<b>Operational budget adjustments</b>					
Addback amortization	(316,553)	(335,419)	(330,485)	(343,397)	(358,659)
Services to other departments	(42,602)	(44,373)	(41,600)	(50,433)	(46,742)
Services from other departments	67,875	67,875	67,875	67,875	67,875
Transfer to reserve - capital	671,474	652,352	487,750	790,157	529,260
<b>NET DEFICIT (SURPLUS) WATER SERVICES</b>	<b>(165,672)</b>	<b>(157,320)</b>	<b>(157,320)</b>	<b>(162,894)</b>	<b>(148,364)</b>

### Variance Highlights

- Significant increase in revenue, along with increase in reserve transfer, based on a correction in the budgeting for water and sewer fees after fee structure change. This prior year error in budget is noted in the variance between 2022 actual and budget.
- Fairly significant increase in materials, supplies, and operating expenses (\$23K) due primarily to significant inflationary increases being seen in utilities, which is a significant portion of this budget line item.
- Chemical increase (\$3K) and maintenance increase (\$4K) inflationary increases.
- Debenture interest decreases annually as the debt is repaid.

## SANITARY SEWER TREATMENT & DISPOSAL

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

<b>SANITARY SEWER TREATMENT AND DISPOSAL</b>	<b>Budget 2023</b>	<b>Actual 2022</b>	<b>Budget 2022</b>	<b>Actual 2021</b>	<b>Actual 2020</b>
Local improvement charges	(3,290)	-	(3,822)	-	-
Service fees	(626,859)	(619,100)	(571,490)	(614,568)	(459,677)
<b>Sanitary sewer services revenue</b>	<b>(630,149)</b>	<b>(619,100)</b>	<b>(575,312)</b>	<b>(614,568)</b>	<b>(459,677)</b>
Wages and benefits	97,185	73,294	96,463	84,773	80,984
Contracted services	24,000	12,444	21,000	18,121	26,493
Materials, supplies and operating expenses	31,040	24,731	42,250	21,647	20,774
Debenture interest	12,138	16,446	17,816	21,914	27,107
Amortization	342,390	362,857	356,337	349,254	345,353
<b>Sanitary sewer services expenses</b>	<b>506,753</b>	<b>489,772</b>	<b>533,866</b>	<b>495,708</b>	<b>500,711</b>
	<b>(123,396)</b>	<b>(129,328)</b>	<b>(41,446)</b>	<b>(118,859)</b>	<b>41,034</b>
<b>Operational budget adjustments</b>					
Addback amortization	(342,390)	(362,857)	(356,337)	(349,254)	(345,353)
Services to other departments	(11,180)	(13,049)	(9,000)	(13,036)	(12,441)
Services from other departments	28,275	28,275	28,275	28,275	28,275
Transfer to reserve - capital	314,775	356,308	251,379	339,406	53,855
<b>NET DEFICIT (SURPLUS) SANITARY SEWER SERVICES</b>	<b>(133,916)</b>	<b>(120,651)</b>	<b>(127,129)</b>	<b>(113,469)</b>	<b>(234,630)</b>

### Variance Highlights

- See first variance highlight note under Water Treatment & Distribution above for explanation on increase to fees and capital reserve transfer.
- Increase to contracted services (\$3K) based on historical actuals.
- Decrease in materials, supplies and operating expenses (\$8K) primarily related to removing active enzyme costs that has been determined to not be required (\$14K). This was offset some by other inflationary increases in utility costs.
- Debenture interest decreases annually as the debt is repaid.

## SOLID WASTE MANAGEMENT

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

SOLID WASTE MANAGEMENT	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Garbage collection fees	(441,000)	(449,046)	(429,000)	(442,374)	(433,508)
<b>Solid waste revenue</b>	<b>(441,000)</b>	<b>(449,046)</b>	<b>(429,000)</b>	<b>(442,374)</b>	<b>(433,508)</b>
Wages and benefits	178,382	225,995	171,995	203,847	210,153
Landfill fees	125,000	119,205	125,000	120,694	114,799
Landfill contract	45,648	41,844	41,580	41,580	41,580
Landfill closure	-	4,432	6,000	4,432	6,023
Materials, supplies and operating expenses	25,000	26,807	27,000	42,313	11,874
Amortization	8,904	12,721	12,721	18,172	25,960
<b>Solid waste expenses</b>	<b>382,934</b>	<b>431,004</b>	<b>384,296</b>	<b>431,039</b>	<b>410,388</b>
	<b>(58,066)</b>	<b>(18,042)</b>	<b>(44,704)</b>	<b>(11,335)</b>	<b>(23,120)</b>
<b>Operational budget adjustments</b>					
Addback amortization	(8,904)	(12,721)	(12,721)	(18,172)	(25,960)
Services to other departments	(9,000)	(10,671)	(8,500)	(11,774)	(13,201)
Services from other departments	45,725	45,725	45,725	45,725	45,725
Transfer to reserve - capital	30,245	10,724	20,202	10,836	16,556
<b>NET DEFICIT (SURPLUS) SOLID WASTE MANAGEMENT</b>	<b>-</b>	<b>15,015</b>	<b>2</b>	<b>15,279</b>	<b>-</b>

### Variance Highlights

- Increase in collection fees based on historical actuals.
- Increase in landfill contract (requisition) (\$4K) are inflationary increases.
- Landfill closure decrease (\$6K) is based on 2022 being the final year of testing required for the old landfill by the airport.
- Small decrease in materials, supplies and operating expenses (\$2K) due to removal of bin replacements from the budget this year. This is offset largely by increases in fuel costs.
- Increase in transfer to reserves is due to an increase in revenue and small decrease in overall expenses. revenue over operational expenses. This is for future garbage truck replacement.

## RECYCLING

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

RECYCLING	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Recycling service fees	(304,171)	(301,082)	(299,280)	(290,271)	(267,617)
Commodity revenue	-	-	-	(15,107)	-
<b>Recycling revenue</b>	<b>(304,171)</b>	<b>(301,082)</b>	<b>(299,280)</b>	<b>(305,378)</b>	<b>(267,617)</b>
Wages and benefits	3,577	2,653	3,804	3,657	5,089
Contracted services	306,900	294,783	298,184	290,558	-
Materials, supplies and operating expenses	-	-	-	110	1,987
<b>Recycling expenses</b>	<b>310,477</b>	<b>297,436</b>	<b>301,988</b>	<b>294,324</b>	<b>7,076</b>
	<b>6,306</b>	<b>(3,646)</b>	<b>2,708</b>	<b>(11,054)</b>	<b>(260,541)</b>
<b>Operational budget adjustments</b>					
Services to other departments	(6,306)	(11,369)	(4,000)	(4,225)	(3,835)
Transfer to reserve - capital	-	-	1,292	-	-
<b>NET DEFICIT (SURPLUS) RECYCLING</b>	<b>-</b>	<b>(15,015)</b>	<b>-</b>	<b>(15,279)</b>	<b>(264,377)</b>

### Variance Highlights

- No significant variances to note.

## FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

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

<b>FAMILY &amp; COMMUNITY SUPPORT SERVICES (FCSS)</b>	<b>Budget 2023</b>	<b>Actual 2022</b>	<b>Budget 2022</b>	<b>Actual 2021</b>	<b>Actual 2020</b>
Provincial funding	(105,235)	(105,235)	(105,235)	(92,665)	(105,235)
MD of Willow Creek	(80,539)	(80,538)	(80,539)	(61,202)	(80,130)
Alberta Health Services (AHS)	-	-	-	(7,073)	(28,290)
Child & Family Services Alberta (CFSA)	(36,000)	(36,000)	(36,000)	(36,000)	(27,000)
Other income	(13,000)	(22,660)	(18,570)	(5,168)	(16,741)
<b>FCSS Revenue</b>	<b>(234,774)</b>	<b>(244,433)</b>	<b>(240,344)</b>	<b>(202,107)</b>	<b>(257,395)</b>
Wages and benefits	143,742	144,917	132,494	142,497	165,545
Professional development	3,000	1,729	3,000	740	1,009
Materials, supplies and operating expenses	46,052	59,997	56,870	31,692	57,804
Community grants	54,074	49,884	60,074	41,958	57,586
Accounting and legal	-	-	-	1,815	3,700
<b>General FCSS expenses</b>	<b>246,868</b>	<b>256,527</b>	<b>252,438</b>	<b>218,701</b>	<b>285,644</b>
	<b>12,094</b>	<b>12,094</b>	<b>12,094</b>	<b>16,594</b>	<b>28,248</b>
<b>Operational budget adjustments</b>					
Town of Claresholm Contribution	(26,309)	(26,309)	(26,309)	(26,309)	(26,309)
Admin Allocation	14,215	14,215	14,215	9,715	4,200
<b>NET DEFICIT (SURPLUS) FCSS</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>6,139</b>

### Variance Highlights

- Decrease in other income (\$5.5K) due to 2022 other income including 2021 deferred (unutilized) revenue.
- Drop in materials, supplies, and operating expenses (11K) and community grants (6K) to offset the drop in revenue and increase in wages to maintain a net balanced budget.

## DAY CARE CONTRIBUTION

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

DAYCARE CONTRIBUTION	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Municipal contribution to daycare	25,000	36,292	36,292	38,202	38,200
<b>NET DEFICIT DAYCARE CONTRIBUTION</b>	<b>25,000</b>	<b>36,292</b>	<b>36,292</b>	<b>38,202</b>	<b>38,200</b>

### Variance Highlights

- Funding was reduced substantially as provincial funding for the daycare has increased, moving towards eliminating cash funding from the Town to the Daycare.

## CEMETERY

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

CEMETERY	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Cemetery Fees	(19,000)	(19,831)	(17,700)	(20,544)	(16,417)
Local government grants	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
<b>Cemetery revenue</b>	<b>(22,000)</b>	<b>(22,831)</b>	<b>(20,700)</b>	<b>(23,544)</b>	<b>(19,417)</b>
Wages and benefits	22,019	19,539	19,102	21,578	20,294
Materials, supplies and operating expenses	2,500	3,086	1,000	1,752	363
Amortization	422	424	424	427	433
<b>Cemetery expenses</b>	<b>24,941</b>	<b>23,048</b>	<b>20,526</b>	<b>23,757</b>	<b>21,089</b>
	<b>2,941</b>	<b>217</b>	<b>(174)</b>	<b>213</b>	<b>1,672</b>
<b>Operational budget adjustments</b>					
Addback amortization	(422)	(424)	(424)	(427)	(433)
Services from other departments	2,500	2,500	2,500	2,500	2,500
Transfer to reserve - capital	5,000	5,238	5,000	8,170	5,000
<b>NET DEFICIT CEMETERY</b>	<b>10,019</b>	<b>7,531</b>	<b>6,902</b>	<b>10,456</b>	<b>8,739</b>

### Variance Highlights

- Increase in materials, supplies and operating expenses based on 2022 actuals.

## PHYSICIAN RECRUITMENT

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

PHYSICIAN RECRUITMENT	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Grant funding	(1,000)	(414)	(1,000)	(622)	-
Physician recruitment	3,000	1,614	3,000	622	684
<b>Operational budget adjustments</b>					
Transfer from reserve - operations	(2,000)	(1,200)	(2,000)	-	(684)
<b>NET DEFICIT (SURPLUS) PHYSICIAN RECRUITMENT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Variance Highlights

- Grant funding is the Alberta Rural Physician Action Plan (RPAP) grant which is being utilized to cover some of the expenses that would traditionally be funded by reserves. This is the same grant utilized in 2021 and 2022 as well.

## WEEDS & PESTS

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

WEED AND PEST CONTROL	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Wages and benefits	8,109	3,760	7,770	4,348	3,872
Chemical and materials	13,500	10,386	11,500	9,793	11,421
Amortization	27,383	27,383	27,383	27,383	27,383
	<b>48,992</b>	<b>41,528</b>	<b>46,653</b>	<b>41,524</b>	<b>42,676</b>
<b>Operational budget adjustments</b>					
Addback amortization	(27,383)	(27,383)	(27,383)	(27,383)	(27,383)
<b>NET DEFICIT WEED AND PEST CONTROL</b>	<b>21,609</b>	<b>14,145</b>	<b>19,270</b>	<b>14,141</b>	<b>15,294</b>

### Variance Highlights

- Increase in chemical and materials (\$2K) for some additional dog park weed spraying this year.

## ECONOMIC DEVELOPMENT

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

ECONOMIC DEVELOPMENT	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Grants and contributions	(242,077)	(189,002)	(219,566)	(167,946)	(59,534)
<b>Economic development revenue</b>	<b>(242,077)</b>	<b>(189,002)</b>	<b>(219,566)</b>	<b>(167,946)</b>	<b>(59,534)</b>
Wages and benefits	228,726	227,980	233,841	157,595	103,503
Materials, supplies and operating expenses	125,542	125,443	183,385	142,792	76,364
<b>Economic development expenses</b>	<b>354,268</b>	<b>353,422</b>	<b>417,226</b>	<b>300,387</b>	<b>179,867</b>
	<b>112,191</b>	<b>164,421</b>	<b>197,660</b>	<b>132,440</b>	<b>120,333</b>
<b>Operational budget adjustments</b>					
Transfer from reserve - operations	(28,880)	(33,331)	(33,331)	(20,000)	-
Transfer to reserve - operations	-	22,450	-	33,331	-
<b>NET DEFICIT ECONOMIC DEVELOPMENT</b>	<b>83,311</b>	<b>153,540</b>	<b>164,329</b>	<b>145,771</b>	<b>120,333</b>

### Variance Highlights

- The Alberta Settlement and Integration Program (ASIP) grant that provided significant funding since April of 2021 ended in March 2023, however a similar grant, Settlement, Integration and Language Projects (SILP), for an additional 2-year period, has been received this year. In addition to this there was another grant, Northern and Regional Economic Development (NRED), received to complete a broadband discovery and assessment project as well as an area structure plan (ASP) for some developable land in Town.
- Wages and benefits dropped some, despite inflationary/cost of living increases, as the new SILP grant doesn't fund the same level of staffing that the ASIP grant did.
- Materials, supplies and operating costs similarly have decreased due to the ending of the ASIP grant and it being replaced by a smaller SILP grant.
- The economic development net deficit has decreased substantially, (\$81K), due to the SILP and NRED grants offsetting some administrative costs in other departments. This is, however, somewhat misleading as the costs for the ASP, funded by the NRED grant, is expensed in the Land Planning and Development department, a net \$46K.

## LAND PLANNING & DEVELOPMENT

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

LAND PLANNING AND DEVELOPMENT	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Permits	(79,000)	(76,141)	(79,000)	(91,523)	(71,850)
Planning and development fees	(26,100)	(2,970)	(3,100)	(3,622)	(3,244)
<b>Planning and development revenue</b>	<b>(105,100)</b>	<b>(79,111)</b>	<b>(82,100)</b>	<b>(95,145)</b>	<b>(75,094)</b>
Wages and benefits	110,865	99,580	90,753	88,298	84,057
Planning and GIS services	58,168	60,676	60,676	58,742	54,380
Legal and professional services	133,625	38,849	41,625	66,503	50,701
Materials, supplies and operating expenses	1,500	2,701	1,500	-	3,791
<b>Planning and development expenses</b>	<b>304,158</b>	<b>201,806</b>	<b>194,554</b>	<b>213,543</b>	<b>192,929</b>
<b>NET DEFICIT PLANNING &amp; DEVELOPMENT</b>	<b>199,058</b>	<b>122,696</b>	<b>112,454</b>	<b>118,398</b>	<b>117,835</b>

### Variance Highlights

- Increase in planning and development fees (23K) is the one-time land owner contribution to the ASP project included in the NRED grant (see Economic Development).
- Reduction (\$2K) in Planning and GIS services as a result of the transition to MuniSight being complete. For the first few months of 2022 we were paying both Oldman River Regional Service Commission (ORRSC) and MuniSight for GIS services as we transitioned. This decrease is offset by some fairly significant increases in planning services fees.
- Increase in legal and professional services (\$92K) is the cost of the ASP included in the NRED grant. This is funded 50% from provincial grant (included in Economic Development), 25% by the land owner (see above), and 25% by the Town (funded from reserves, included in the Administration department above).

## GENERAL RECREATION

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

GENERAL RECREATION	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Local government grants	(89,300)	(74,300)	(74,300)	(74,300)	(50,000)
Summer Games	-	(2,788)	-	-	(58)
<b>General recreation revenue</b>	<b>(89,300)</b>	<b>(77,088)</b>	<b>(74,300)</b>	<b>(74,300)</b>	<b>(50,058)</b>
Golf course management	50,000	50,300	50,300	50,300	56,100
Debenture interest	-	-	-	1,751	4,199
Wages and benefits	77,989	84,072	74,822	75,104	71,742
Programming expenses	5,000	4,468	5,500	2,609	2,455
<b>General recreation expenses</b>	<b>132,989</b>	<b>138,840</b>	<b>130,622</b>	<b>129,763</b>	<b>134,496</b>
	<b>43,689</b>	<b>61,752</b>	<b>56,322</b>	<b>55,463</b>	<b>84,439</b>
<b>Operational budget adjustments</b>					
Transfer from reserve - operations	-	-	-	(62,173)	(50,000)
Transfer to reserve - capital	39,600	-	24,600	-	24,600
<b>NET DEFICIT GENERAL RECREATION</b>	<b>83,289</b>	<b>61,752</b>	<b>80,922</b>	<b>(6,709)</b>	<b>59,039</b>

### Variance Highlights

- Due to significant inflationary increases in operating recreational facilities, the M.D. of Willow Creek #26 (MD) has increased their contribution to operating recreation. This is the increase in local government grants of \$15K.
- Transfer to reserve – capital – has increased \$15K for future development or rehabilitation of parks and pathways, including playground structures. The other \$24,600 reserve transfer is 50% MD contribution (funds included in the local government grant amount received) and 50% Town contribution for recreation as per ICF-Recreation agreement. These funds are set aside for any recreation capital projects, including facility upgrades, such as the Arena.

### PARKS

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

PARKS	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Campground fees	(80,000)	(76,680)	(80,000)	(101,886)	(92,367)
Parks grants and other funding	(2,500)	(1,349)	(2,500)	(4,493)	(275)
<b>Parks revenue</b>	<b>(82,500)</b>	<b>(78,029)</b>	<b>(82,500)</b>	<b>(106,379)</b>	<b>(92,642)</b>
Wages and benefits	121,478	174,425	113,160	150,973	115,120
Materials, supplies and operating expenses	69,768	78,718	66,000	58,827	56,080
Amortization	173,646	164,397	157,948	167,479	180,101
<b>Parks expenses</b>	<b>364,892</b>	<b>417,540</b>	<b>337,108</b>	<b>377,280</b>	<b>351,300</b>
	<b>282,392</b>	<b>339,511</b>	<b>254,608</b>	<b>270,901</b>	<b>258,659</b>
<b>Operational budget adjustments</b>					
Addback amortization	(173,646)	(164,397)	(157,948)	(167,479)	(180,101)
Services to other departments	20,400	21,125	20,000	22,463	18,434
Transfer to reserve - capital	-	-	-	-	-
<b>NET DEFICIT PARKS</b>	<b>129,146</b>	<b>196,239</b>	<b>116,660</b>	<b>125,884</b>	<b>96,991</b>

### Variance Highlights

- Small increase in materials, supplies and operating expenses (\$4K) due to inflationary increases in utilities.

## ARENA

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

ARENA	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Minor hockey	(30,000)	(29,622)	(28,000)	(14,943)	(21,038)
Figure skating	(9,000)	(8,958)	(6,500)	(3,979)	(6,568)
Other rentals	(24,000)	(25,140)	(20,250)	(15,010)	(11,847)
Advertising	(7,000)	(13,119)	(7,000)	(10,492)	(276)
<b>Arena revenue</b>	<b>(70,000)</b>	<b>(76,839)</b>	<b>(61,750)</b>	<b>(44,424)</b>	<b>(39,728)</b>
Wages and benefits	125,682	104,264	120,663	78,175	98,574
Materials, supplies and operating expenses	113,010	141,959	81,100	77,366	91,305
Amortization	75,401	84,060	84,060	72,338	55,936
<b>Arena expenses</b>	<b>314,093</b>	<b>330,283</b>	<b>285,823</b>	<b>227,880</b>	<b>245,815</b>
	<b>244,093</b>	<b>253,444</b>	<b>224,073</b>	<b>183,456</b>	<b>206,087</b>
<b>Operational budget adjustments</b>					
Addback amortization	(75,401)	(84,060)	(84,060)	(72,338)	(55,936)
Services to other departments	9,588	9,497	9,400	8,346	9,309
Transfer to reserve - capital	7,000	13,119	7,000	20,492	4,884
<b>NET DEFICIT ARENA</b>	<b>185,280</b>	<b>192,000</b>	<b>156,413</b>	<b>139,955</b>	<b>164,344</b>

## Variance Highlights

- Increase in revenues budgeted are due to raised user fees, passed by Council, to help offset increasing costs of operating the arena.
- Increase in materials, supplies and operating expenses (\$32K) are due to increased utility costs.

## AQUATIC CENTRE

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

AQUATIC CENTRE	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Lessons	(45,000)	(43,888)	(45,000)	(34,316)	(29,952)
Gate admission	(25,000)	(22,397)	(25,000)	(12,882)	(17,189)
Rentals	(15,000)	(13,557)	(15,000)	(9,824)	(6,895)
Other funding	(5,000)	(4,589)	(5,000)	(2,917)	(14,184)
<b>Aquatic Centre revenue</b>	<b>(90,000)</b>	<b>(84,431)</b>	<b>(90,000)</b>	<b>(59,939)</b>	<b>(68,220)</b>
Wages and benefits	203,116	220,649	196,312	167,521	187,275
Materials, supplies and operating expenses	32,400	26,448	32,900	25,192	34,802
Amortization	14,935	15,250	15,250	15,700	16,343
<b>Aquatic Centre expenses</b>	<b>250,451</b>	<b>262,348</b>	<b>244,462</b>	<b>208,413</b>	<b>238,420</b>
	<b>160,451</b>	<b>177,916</b>	<b>154,462</b>	<b>148,475</b>	<b>170,200</b>
<b>Operational budget adjustments</b>					
Addback amortization	(14,935)	(15,250)	(15,250)	(15,700)	(16,343)
<b>NET DEFICIT AQUATIC CENTRE</b>	<b>145,516</b>	<b>162,666</b>	<b>139,212</b>	<b>132,774</b>	<b>153,857</b>

### Variance Highlights

- No significant variances to note.

## MUSEUM

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

MUSEUM	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Sales	(1,000)	(530)	(1,000)	(535)	(110)
Donations	(4,000)	(6,133)	(4,000)	(3,609)	(240)
Grants	(5,000)	(33,387)	(5,000)	(6,722)	(9,112)
<b>Museum revenue</b>	<b>(10,000)</b>	<b>(40,050)</b>	<b>(10,000)</b>	<b>(10,867)</b>	<b>(9,462)</b>
Wages and benefits	96,409	93,557	93,613	88,006	54,406
Materials, supplies and operating expenses	34,116	48,260	30,250	42,681	20,083
Professional development	1,500	1,666	2,000	1,605	375
Amortization	25,323	25,323	25,323	24,552	23,781
<b>Museum expenses</b>	<b>157,348</b>	<b>168,806</b>	<b>151,186</b>	<b>156,844</b>	<b>98,646</b>
	<b>147,348</b>	<b>128,756</b>	<b>141,186</b>	<b>145,977</b>	<b>89,184</b>
<b>Operational budget adjustments</b>					
Addback amortization	(25,323)	(25,323)	(25,323)	(24,552)	(23,781)
Services to other departments	3,700	4,106	3,700	3,727	3,350
Transfer from reserve - operations	-	-	-	-	-
<b>NET DEFICIT MUSEUM</b>	<b>125,725</b>	<b>107,540</b>	<b>119,563</b>	<b>125,152</b>	<b>68,753</b>

### Variance Highlights

- Small increase in materials, supplies, and operating expenses (4K) due to increases in utility costs.
- Small drop in professional development (\$0.5K).

### LIBRARY

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

LIBRARY	Budget 2023	Actual 2022	Budget 2022	Actual 2021	Actual 2020
Municipal grant and donations	203,000	196,000	196,000	160,000	190,000
Chinook Arch membership	30,396	29,744	29,744	29,333	30,883
Amortization	26,671	26,671	26,671	26,182	25,693
	<b>260,067</b>	<b>252,415</b>	<b>252,415</b>	<b>215,515</b>	<b>246,576</b>
<b>Operational budget adjustments</b>					
Addback amortization	(26,671)	(26,671)	(26,671)	(26,182)	(25,693)
Services to other departments	-	-	-	1,166	3,449
<b>NET DEFICIT LIBRARY</b>	<b>233,396</b>	<b>225,744</b>	<b>225,744</b>	<b>190,499</b>	<b>224,332</b>

### Variance Highlights

- Increase in municipal contribution of \$7K, which is moving towards pre-COVID funding levels. This includes \$178K tax funded municipal contribution and \$25K annual endowment received by the Town on behalf of the library for programming and equipment.



DEPARTMENT  
CAPITAL  
BUDGETS

## Funding Sources for Capital Projects

---

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

### **Canada Community Building Funding Fund (CCBF)**

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

### **Municipal Sustainability Initiative (MSI)**

Municipalities in Alberta are eligible for funding under the **MSI** program based on the terms set out in long-term funding agreements with the Province. Municipalities determine projects and activities to be funded based on local priorities within the general criteria set out in the program guidelines and are encouraged to take a long-term approach to planning for capital projects. This is the final year of the MSI program and it will be replaced by the provinces new Local Government Fiscal Framework (LGFF) funding program.

### **Alberta Municipal Water/Wastewater Partnership (AMWWP)**

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

### **Alberta Historic Resources Foundation Grant (AHRF)**

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

## **Community Facility Enhancement Program (CFEP)**

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

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

## **Reserves/Restricted Surplus**

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

## **Utility Funded**

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

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

<b>FUNDING SOURCES FOR THE YEAR</b>	
Municipal Sustainability Initiative Grant (MSI)	611,755.00
Canada Community Revitalization Fund (CCRF)	26,263.00
Active Transportation Fund (ATF)	198,590.00
Canada Community Building Fund (CCBF)	482,410.00
<b>Total Government Transfers for Capital</b>	<b>1,319,018.00</b>
Transfers from reserves	1,026,744.00
Other external funding	148,500.00
Proceeds on sale or trade-in of vehicles and equipment	60,000.00
Tax funded	5,000.00
<b>TOTAL FUNDING</b>	<b>2,559,262.00</b>

## Capital Summary Budget

<b>ENGINEERING STRUCTURES PROJECTS</b>	<b>Funding</b>	<b>Expenditure</b>
Hwy #2 Sewer Main Repairs - 50th to 53rd Ave		220,000
<i>Funding: Capital Water and Sewer Reserve</i>	<i>132,000</i>	
<i>Funding: Other External Funding (Telus)</i>	<i>88,000</i>	
45th Ave from 2nd to 3rd St W Water Main Upgrade from 4" to 8"		237,000
<i>Funding: Capital Water and Sewer Reserve</i>	<i>237,000</i>	
Storm Main Outfall Phase 2(a) - Westlyn Dr. Storm Sewer from Hwy 520 to Golf Course		750,000
<i>Funding: Canada Community Building Fund (CCBF)</i>	<i>350,000</i>	
<i>Funding: Capital Water and Sewer Reserve</i>	<i>285,000</i>	
<i>Funding: Capital Land &amp; Development Reserve</i>	<i>100,000</i>	
<i>Funding: Developer contribution</i>	<i>15,000</i>	
Amundsen Park Redevelopment - Pathways and Lighting		350,859
<i>Funding: Active Transportation Fund</i>	<i>198,590</i>	
<i>Funding: Canada Community Building Fund (CCBF)</i>	<i>132,410</i>	
<i>Funding: Capital Recreation Reserve</i>	<i>19,859</i>	
Replace water mains from WTP to 8th Street (Engineering only)		15,000
<i>Funding: Capital Water and Sewer Reserve</i>	<i>15,000</i>	
<b>ENGINEERING STRUCTURES TOTAL</b>		<b>1,572,859</b>

<b>MACHINERY &amp; EQUIPMENT PURCHASES</b>		
Bobcat Replacement		70,000
<i>Funding: Trade-in</i>	60,000	
<i>Funding: General Capital Reserve</i>	5,000	
<i>Funding: Tax funded</i>	5,000	
<b>MACHINERY &amp; EQUIPMENT TOTAL</b>		<b>70,000</b>
<b>BUILDING PROJECTS</b>		
Farm/Bulk Water Fill Station Replacement		70,000
<i>Funding: M.D. of Willow Creek #26 contribution</i>	45,500	
<i>Funding: Capital Water and Sewer Reserve</i>	24,500	
Fire Hall Renovation/Expansion - Design		43,385
<i>Funding: Capital Fire Reserve</i>	43,385	
<b>BUILDING TOTAL</b>		<b>113,385</b>
<b>LAND IMPROVEMENT PROJECTS</b>		
Amundsen Park Redevelopment - Plaza and Pavilion (Carryforward)		35,018
<i>Funding: Canada Community Revitalization Fund Grant</i>	26,263	
<i>Funding: MSI Grant</i>	8,755	
<b>LAND IMPROVEMENT TOTAL</b>		<b>35,018</b>
<b>VEHICLE PURCHASES &amp; PROJECTS</b>		
Garbage Truck		600,000
<i>Funding: MSI Grant</i>	435,000	
<i>Funding: Capital Garbage &amp; Recycling Reserve</i>	165,000	
Sanding Truck		168,000
<i>Funding: MSI Grant</i>	168,000	
<b>VEHICLE TOTAL</b>		<b>768,000</b>

## ENGINEERED STRUCTURES

2023 Capital Project	
<b>Project Name</b>	<b>Hwy #2 Sewer Repairs – 50<sup>th</sup> to 53<sup>rd</sup> Ave</b>
<b>Project Description</b>	Repair a few portions of the sewer main under the southbound lanes of Highway #2, including upsizing one small section that is still old 6” main. One portion requiring repair is due to damage caused by Telus when installing underground cable. Telus is funding 40% of the project.
<b>Project Cost</b>	<b>\$220,000</b>
<b>Funding Sources</b>	Water & Sewer Capital Reserve & Telus
<b>Rationale for need</b>	This is an older precast clay pipe. It is still in relatively good condition except for 3 small sections that are causing flow issues, resulting in extra sewer flushing being required.
<b>Impact on future operating costs</b>	Reduce sewer flushing required through this section of pipe.
<b>Implications of deferring this project</b>	Continued issues with backup due to damaged sections of pipe.

2023 Capital Project	
<b>Project Name</b>	<b>45<sup>th</sup> Ave Water Main Upsize (4” to 8”) - 2<sup>nd</sup> to 3<sup>rd</sup> Street W</b>
<b>Project Description</b>	Replacing a section of 4” watermain and upsizing to 8”.
<b>Project Cost</b>	<b>\$237,000</b>
<b>Funding Sources</b>	Water & Sewer Capital Reserve
<b>Rationale for need</b>	4” mains are below current municipal standards and cause bottle necks in the system. This is especially a concern for fire flow capacity.
<b>Impact on future operating costs</b>	No immediate impact is expected on operations
<b>Implications of deferring this project</b>	Continued increased risk of pressure/flow issues in this area and downstream from here.

2023 Capital Project	
<b>Project Name</b>	<b>Storm Main Outfall Phase 2(a)</b>
<b>Project Description</b>	Installation of storm sewer main from Hwy 520 to the Golf Course along Westlyn Dr.
<b>Project Cost</b>	<b>\$750,000</b>
<b>Funding Sources</b>	CCBF, Water & Sewer Capital Reserve, and small portion funded by developer contribution for their share/utilization of the main.
<b>Rationale for need</b>	This is a continuation of the overall Storm Water Masterplan to increase storm water capacity, reducing flooding risk, throughout Town. Phase 2(b) will be completed in a future year and will extend this line across Hwy 520 into Centennial Park. The addition of this line will take a lot of pressure off the frog creek drainage line slightly further to the east as it will divert all storm water that originates west of 4 <sup>th</sup> Street into the new line and away from the current bottleneck under 43 <sup>rd</sup> Ave (Hwy 520).
<b>Impact on future operating costs</b>	Facilitates development of the property to the west of Westlyn Drive (parade staging grounds) which will increase future tax revenues.
<b>Implications of deferring this project</b>	Continued increased risk of flooding in Town due to the bottleneck in the stormwater system crossing Hwy 520.

2023 Capital Project	
<b>Project Name</b>	<b>Amundsen Park Redevelopment – Pathways and Lighting</b>
<b>Project Description</b>	Redevelop/Redesign Amundsen Park – Update pathways and lighting throughout the park to complete the overall redevelopment of the park, to increase accessibility and to have the pathways and lighting go with, and compliment, the rest of the new design (plaza & pavilion, gazebo, etc.)
<b>Project Cost</b>	<b>\$350,859</b>
<b>Funding Sources</b>	Active Transportation Fund (ATF) and CCBF Grant with possible CFEP Grant funds. Fees related to obtaining the ATF grant, included in the total, will be funded by Capital Recreation Reserve.
<b>Rationale for need</b>	This park is old and dilapidated and doesn't lend itself well to different activities in the park, such as markets, events, or performances, and lighting is poor in the park for effective use after dusk.
<b>Impact on future operating costs</b>	No impact on future operating costs expected.
<b>Implications of deferring this project</b>	No significant implications of deferring the project other than deferring the benefits of an updated park.

2023 Capital Project	
<b>Project Name</b>	<b>Watermain replacement/upsized from Water Treatment Plant to 8<sup>th</sup> Street W – Engineering Only</b>
<b>Project Description</b>	Completing detailed engineering for a watermain replacement project. Project would be to replace the two watermains that start inside the water treatment plant and extend to 8 <sup>th</sup> Street West that are the main source lines for the entire Town. Completing the engineering will allow for estimated probable costs for the project and enable the Town to apply for AMWWP grant funding.
<b>Project Cost</b>	<b>\$15,000</b>
<b>Funding Sources</b>	Water & Sewer Capital Reserve.
<b>Rationale for need</b>	These two mains supply the water for the entire Town, so any failure in these lines would be highly disruptive to the entire community. These mains are the same type that we have had some failures/issues with in other areas. One of the isolation valves in this section of line is also inoperable, which greatly increases the risk and would likely cause an Alberta Environment code contravention if there were any failure in this section of main. All valves would be replaced through this section of main as part of this project.
<b>Impact on future operating costs</b>	No impact on future operating costs.
<b>Implications of deferring this project</b>	Continued increased risk of water main leaks/failure in these extremely important sections of watermain.

## MACHINERY & EQUIPMENT

2023 Capital Purchase	
<b>Project Name</b>	<b>Bobcat replacement program</b>
<b>Project Cost</b>	<b>\$70,000 (Net \$10,000 after trade-in of old unit).</b>
<b>Funding Sources</b>	Trade in of old Bobcat, with Tax Funding for difference.
<b>Rationale for need</b>	The program involves rotating old machine for a new machine yearly. The equipment is only covered by one-year warranty and with some service of the machine included, we are keeping our costs for operations at the lowest possible for the Town. Due to supply shortages there was no trade-in in 2022.
<b>Impact on future operating costs</b>	This purchase procedure eliminates the chance of major repairs as we always have new warranty coverage
<b>Implications of deferring this project</b>	The value of our Bobcat will drop yearly and the cost for maintenance will also increase as this machine is used for 250+ hours per year. There is no warranty coverage unless we purchase extended warranty at almost \$2,500 per year.

## BUILDINGS

<b>2023 Capital Project</b>	
<b>Project Name</b>	<b>Farm/Bulk Water Fill Station Replacement</b>
<b>Project Description</b>	Replace the current bulk water fill station beside the Town shop with a completely new system.
<b>Project Cost</b>	<b>\$70,000</b>
<b>Funding Sources</b>	M.D. of Willow Creek #26 is funding 65% of the project with remainder being funded from Capital Water & Sewer Reserve.
<b>Rationale for need</b>	Current system is old and starting to fail and is still a coin only operated system. New system will be fully electronic, accepting either credit/debit payment or fob operated with the setup of an account. New system will also provide more accurate metering, better reporting on usage, and allow for better budgeting and cost analysis in the future.
<b>Impact on future operating costs</b>	Significantly reduce man hours and emergency call-outs of personnel dealing with the system being down and customer complaints. There will be some additional costs for payment processing and support, which will be passed directly on to the customer in transaction fees.
<b>Implications of deferring this project</b>	Continue dealing with system being down and increased operating costs in the form of man hours and call-outs.

<b>2023 Capital Project</b>	
<b>Project Name</b>	<b>Fire Hall Renovation Project – Design &amp; Probable Costs Only</b>
<b>Project Description</b>	Complete preliminary design of the Fire Hall Renovation project in order to obtain report/estimate on probable costs for the renovation in order to facilitate applying for grant funding to help fund the renovation.
<b>Project Cost</b>	<b>\$43,385</b>
<b>Funding Sources</b>	Capital Fire Reserve
<b>Rationale for need</b>	The Fire Hall is reaching end of life and is requiring some significant repairs/upgrades, including replacement of the roof, HVAC, etc. The space is also in need of expansion/updating, including increasing bay floor space for increased number of fire vehicles and equipment, and provide better separation from the bay floor to other parts of the building for air quality/health purposes.
<b>Impact on future operating costs</b>	No significant impact on future operating costs expected.
<b>Implications of deferring this project</b>	Deferring the project would result in greater risk of complete failure of components of the building, such as the roof, and continued health/safety risks related to air quality and lack of space for vehicles/equipment and

## LAND IMPROVEMENTS

<b>2022 Carry-Forward Capital Project</b>	
<b>Project Name</b>	<b>Amundsen Park Upgrades – Plaza &amp; Pavilion</b>
<b>Anticipated Start</b>	<b>Already started in 2022</b>
<b>Project Description</b>	Redevelop/Redesign Amundsen Park – Design & construction of a plaza and pavilion – This project wasn't quite completed last year, still requiring some electrical/lighting, security cameras, and site remediation. This is to be completed in the spring of 2023.
<b>Project Cost</b>	<b>\$35,018</b>
<b>Funding Sources</b>	Canada Community Revitalization Fund and MSI grants
<b>Rationale for need</b>	This park is old and dilapidated and doesn't lend itself well to different activities in the park, such as markets, events, or performances.
<b>Impact on future operating costs</b>	No impact on future operating costs expected.
<b>Implications of deferring this project</b>	Deferring the completion of the project would result in losing the remaining CCRF grant funding, funding 75% of the project.

## VEHICLES

<b>2023 Capital Project</b>	
<b>Project Name</b>	<b>Garbage Truck Replacement</b>
<b>Project Description</b>	Purchase a new garbage truck
<b>Project Cost</b>	<b>\$600,000</b>
<b>Funding Sources</b>	<b>MSI Grant and Capital Garbage &amp; Recycling Reserve</b>
<b>Rationale for need</b>	Our current garbage truck is regularly requiring repairs, often in the shop, causing disruptions to current garbage collections.
<b>Impact on future operating costs</b>	Continued increasing maintenance costs as repairs become more significant and more involved.
<b>Implications of deferring this project</b>	Increased repairs and maintenance costs and risk of being unable to continue collecting garbage reliably and on schedule.

<b>2022 Carry-Forward Capital Project</b>	
<b>Project Name</b>	<b>Sanding Truck Replacement – Chassis &amp; Blade</b>
<b>Anticipated Date</b>	<b>2023</b>
<b>Project Description</b>	Replace old Sanding Trunk. Will utilize same sand hopper from the current truck. Truck was ordered in 2022, but due to supply shortages and delays, truck wasn't received until early 2023.
<b>Project Cost</b>	<b>168,000</b>
<b>Funding Sources</b>	<b>MSI Grant</b>
<b>Rationale for need</b>	The used 1996 Ford 5 ton has outlived its productive years. We are now operating an unreliable unit that is often in the shop when needed.
<b>Impact on future operating costs</b>	Repairs are only a portion of the cost when this unit is not operating as we have to utilize the 2 smaller units to accomplish the same work.
<b>Implications of deferring this project</b>	Complaints of slow response, as there is 40+ Km's to service every snowfall.

DRAFT



# REQUEST FOR DECISION

Meeting: April 24, 2023  
Agenda Item: 3

---

## FINANCIAL PLANS

---

### **DESCRIPTION / BACKGROUND:**

The Municipal Government Act (MGA) now requires municipalities to have Operational and Capital Financial Plans.

Section 283.1(2) states:

Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years.

Section 283.1(3) states:

Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.

These plans must not only detail expenditures but revenues and how capital expenditures are to be funded, in essence balancing these financial plans. They must also be reviewed and updated annually.

The operational financial plan was prepared by first entering the few items where the amounts are known for the next year, or even for all 3 years, such as long-term contracts, or debt repayments, which are entered at the exact known amounts. From here it is created primarily by taking the 2023 budget and then estimating the percentage each line item would increase in subsequent years based on history or other known factors (i.e. 2.5% for wages, as per CUPE agreement), ranging anywhere from 0% to 4%. These numbers were then reduced for any one-off revenues or expenditures in 2023 that we don't expect to occur/be realized annually moving forward, and increased for any one-off expenditures or projects we expect in future years. This would include adjustments for items such as reservoir cleaning that is only done once every 5 years, or operational grants/projects.

Some highlights of the attached financial plan:

- 2023 budget was cut back and kept extremely lean, too much so to be sustainable long-term. As such, the 2024 plan restores some of these budgets that were cut back, such as including sufficient budget for all of Council to attend Alberta Municipalities Convention, instead of only 3, and restoring training budgets for staff.
- 2024 includes anticipated annexation fees
- Due to the above, and other inflationary increases we anticipate for 2024, municipal tax revenue increase in 2024, from 2023, is drafted at 5.1% to balance the financial plan. Much of this increase however is anticipated to come from development, and not from a 5% increase in property taxes for individual tax payers, as there are a number of developments expected in 2023.
- Subsequent years are drafted with municipal tax revenue increases of 3.4% in 2025 and 2.3% in 2026.
- 2025 includes costs for the municipal election.
- 2025 includes only partial year, and none in 2026, of Settlement, integration and language projects grant in Economic development – reducing both revenues and expenditures in “Planning and Development”

The capital financial plan was prepared by looking at capital priorities of Council, plans and guiding documents approved by Council (e.g. Infrastructure Master Plan and Recreation Master Plan), and Administration analysis and recommendation on life or replacement needs of equipment or infrastructure. These were then prioritized and analyzed against available funding or possible conditional grant and community contributions.

There are a number of high priority projects of the Town that have been bumped later than previously planned, or that are not included in the 5-year capital plan, due to lack of funding. We are hopeful that the new Local Government Fiscal Framework funding from the provincial government will increase the available funding, though in general, grant funding is insufficient to fund all our capital needs. This is an issue Administration and Council are actively trying to address through Asset Management, budgeting for future replacement of equipment/assets within functional areas through budgeted transfers to reserve funds designated for these purposes, etc.

Over the 5-year period included in this capital plan, we have included a total of \$12M of capital projects, funding this \$12M as follows:

- \$1.3M Canada Community Building Funds (estimated \$200K received per year)
- \$3.2M MSI/LGFF Funds (estimated \$400K received per year)
- \$1.8M of other (competitive) grant funding
- \$3.3M of reserve funds utilized (\$3M of which is solely the water & sewer utility reserve)
- \$500K of debenture funding
- \$75K of outside funding.

**RECOMMENDATION:**

The Audit & Finance committee reviewed the 3-year financial plan (operations) for 2024 to 2026 and the Facility and Infrastructure Planning Committee reviewed the 5-year capital plan at their meetings on April 18 and have both recommended the corresponding plans for approval.

**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to adopt the 3 Year Financial Plan for 2024 through 2026.

Moved by Councillor \_\_\_\_\_ to adopt the 5 Year Capital Plan for 2024 through 2028.

**ATTACHMENTS:**

- 1.) 2023 3-Year Financial Plan
- 2.) 2023 5-Year Capital Plan

**APPLICABLE LEGISLATION:**

- MGA Section 283.1 – Required Plans

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

APPROVED BY: Abe Tinney - CAO

DATE: April 20, 2023



# Claresholm

Where **Community** Takes Root

*3 Year Financial Plan - 2023*

*(2024 – 2026)*

---

April 24, 2023

---

Abe Tinney  
CAO

---

Brad Schlossberger  
Deputy Mayor



# Claresholm

## 2023 3-Year Financial Plan

(2024-2026)

	Projected 2024	Projected 2025	Projected 2026
<b>General Government</b>			
Expenses			
Salaries, Wages and Benefits	(987,919)	(1,012,262)	(1,037,266)
Contracted and General Services	(185,095)	(189,241)	(193,506)
Materials, Goods and Supplies	(614,249)	(643,232)	(643,023)
Bank Charges and Short-term interest	(29,549)	(29,590)	(29,631)
Interest on Long-term Debt	(67,480)	(65,669)	(63,810)
Community Grants	(111,748)	(110,859)	(110,036)
	<u>(1,996,040)</u>	<u>(2,050,853)</u>	<u>(2,077,272)</u>
Revenue			
Net Municipal Taxes	3,933,572	4,067,314	4,160,859
Government Transfers for Operating	52,200	52,200	52,200
Investment Income	115,500	115,500	115,500
Business Licenses	28,000	28,000	28,000
User Fees and Sale of Goods	4,500	4,500	4,500
Concession & Franchise Fees	306,600	321,930	338,027
Penalties and costs on taxes	80,600	80,600	80,600
Other	41,240	41,787	42,345
	<u>4,562,212</u>	<u>4,711,831</u>	<u>4,822,031</u>
<b>Net Revenue (Tax Subsidy)</b>	<b>2,566,172</b>	<b>2,660,978</b>	<b>2,744,759</b>
<b>Protective Services</b>			
Expenses			
Wages Salaries and Benefits	(260,579)	(267,557)	(274,726)
Contracted and General Services	(253,342)	(255,821)	(258,324)
Materials, Goods and Supplies	(67,595)	(68,942)	(70,321)
	<u>(581,516)</u>	<u>(592,320)</u>	<u>(603,371)</u>
Revenue			
Bylaw & Provincial Tickets	7,500	7,500	7,500
Charges, Fees, & Animal Licenses	19,050	19,101	19,153
Transfers from Local Municipalities	9,000	9,000	9,000
	<u>35,550</u>	<u>35,601</u>	<u>35,653</u>
<b>Net Revenue (Tax Subsidy)</b>	<b>(545,966)</b>	<b>(556,719)</b>	<b>(567,718)</b>



# Claresholm

## 2023 3-Year Financial Plan

(2024-2026)

	Projected 2024	Projected 2025	Projected 2026
<b>Transportation</b>			
Expenses			
Salaries, Wages and Benefits	(213,852)	(219,616)	(225,539)
Contracted and General Services	(83,100)	(84,732)	(86,397)
Materials, Goods and Supplies	(350,099)	(364,904)	(380,395)
	<u>(647,051)</u>	<u>(669,252)</u>	<u>(692,331)</u>
<b>Net Revenue (Tax Subsidy)</b>	<u>(647,051)</u>	<u>(669,252)</u>	<u>(692,331)</u>
<b>Water/Wastewater</b>			
Expenses			
Salaries, Wages and Benefits	(581,169)	(595,531)	(610,288)
Contracted and General Services	(29,000)	(29,000)	(29,000)
Materials, Goods and Supplies	(563,482)	(575,964)	(580,780)
Interest on Long-term Debt	(120,562)	(110,075)	(99,059)
	<u>(1,294,213)</u>	<u>(1,310,570)</u>	<u>(1,319,127)</u>
Revenue			
User Fees and Sale of Goods	2,495,882	2,545,970	2,597,060
Local Improvement Charges	3,290	3,290	3,290
Other Revenue	87,656	89,409	91,197
	<u>2,586,828</u>	<u>2,638,669</u>	<u>2,691,547</u>
<b>Net Revenue (Tax Subsidy)</b>	<u>1,292,615</u>	<u>1,328,099</u>	<u>1,372,420</u>
<b>Waste Management</b>			
Expenses			
Salaries, Wages and Benefits	(186,893)	(191,963)	(197,175)
Contracted and General Services	(487,635)	(494,862)	(502,233)
Materials, Goods and Supplies	(90,725)	(91,625)	(92,543)
	<u>(765,253)</u>	<u>(778,450)</u>	<u>(791,951)</u>
Revenue			
Garbage & Recycling Fees	777,046	792,417	808,096
	<u>777,046</u>	<u>792,417</u>	<u>808,096</u>
<b>Net Revenue (Tax Subsidy)</b>	<u>11,793</u>	<u>13,967</u>	<u>16,145</u>



# Claresholm

## 2023 3-Year Financial Plan

(2024-2026)

	Projected 2024	Projected 2025	Projected 2026
<b>Planning and Development</b>			
Expenses			
Salaries, Wages and Benefits	(340,447)	(291,582)	(273,441)
Contracted and General Services	(122,992)	(126,454)	(130,077)
Materials, Goods and Supplies	(64,556)	(31,858)	(21,184)
	<u>(527,995)</u>	<u>(449,894)</u>	<u>(424,702)</u>
Revenue			
Licences, Permits & User Fees	84,500	84,500	84,500
Government Transfers for Operating	148,472	37,118	-
	<u>232,972</u>	<u>121,618</u>	<u>84,500</u>
<b>Net Revenue (Tax Subsidy)</b>	<b><u>(295,023)</u></b>	<b><u>(328,276)</u></b>	<b><u>(340,202)</u></b>
<b>Recreation and Culture (including FCSS)</b>			
Expenses			
Salaries, Wages and Benefits	(822,373)	(844,281)	(866,786)
Contracted and General Services	(338,859)	(339,970)	(340,977)
Materials, Goods and Supplies	(304,680)	(307,125)	(326,583)
Community Grants	(54,074)	(54,074)	(52,074)
	<u>(1,519,986)</u>	<u>(1,545,450)</u>	<u>(1,586,420)</u>
Revenue			
Government Transfers for Operating	112,735	114,735	115,735
User Fees	191,935	195,521	199,191
Donations and Non-Government Grants	40,000	40,000	40,000
Camp Ground Revenue	80,000	80,000	80,000
Transfers from Local Municipalities	176,839	176,839	176,839
	<u>601,509</u>	<u>607,095</u>	<u>611,765</u>
<b>Net Revenue (Tax Subsidy)</b>	<b><u>(918,477)</u></b>	<b><u>(938,355)</u></b>	<b><u>(974,655)</u></b>
<b>Amortization</b>			
Expenses	<u>(1,792,787)</u>	<u>(1,792,787)</u>	<u>(1,792,787)</u>
<b>Net Revenue (Tax Subsidy)</b>	<b><u>(1,792,787)</u></b>	<b><u>(1,792,787)</u></b>	<b><u>(1,792,787)</u></b>
<b>Total Revenue</b>	<b>8,796,117</b>	<b>8,907,231</b>	<b>9,053,592</b>
<b>Total Expenditures</b>	<b>(9,124,841)</b>	<b>(9,189,576)</b>	<b>(9,287,961)</b>
<b>Excess Revenue (Shortfall)</b>	<b><u>(328,724)</u></b>	<b><u>(282,345)</u></b>	<b><u>(234,369)</u></b>



## 2023 3-Year Financial Plan

(2024-2026)

	Projected 2024	Projected 2025	Projected 2026
Addback: Amortization Expense	1,792,787	1,792,787	1,792,787
Subtract: Debt Principle Payments	(283,109)	(295,407)	(308,283)
Subtract: Transfer (to) from Reserves	(1,175,954)	(1,210,035)	(1,245,135)
Subtract: Tax Funded Capital	(5,000)	(5,000)	(5,000)
<b>Total Cash Excess (Shortfall)</b>	-	-	-



# Claresholm

Where **Community** Takes Root

*5 Year Capital Plan - 2023*

*(2024 – 2028)*

---

April 24, 2023

---

Abe Tinney  
CAO

---

Brad Schlossberger  
Deputy (Interim) Mayor



**Claresholm**

**5-Year Capital Plan Worksheet  
2024-2028**

	2024	2025	2026	2027	2028
<b>Emergency Services</b>					
Fire Pumper Truck	650,000				
Fire Hall Addition	1,000,000				
<b>Public Works</b>					
Bobcat Replacement Program	70,000	70,000	70,000	70,000	70,000
Fleet Replacement (1/2 Ton Trucks)	100,000		50,000		50,000
Back-hoe Replacement		325,000			
Fleet Replacement (3/4 Ton Trucks)				70,000	
<b>Water/Wastewater/Stormwater</b>					
Highway Pumpstation Backup Generator Replacement	120,000				
Watermain Replacement - Water Treatment Plant to 8th Street W	200,000				
Watermain Looping Project - 59th Ave W to 2nd St E	600,000				
Water Utility Radio Communications Upgrade (SCADA Radios)	60,000				
Sewer Main Rehab 43rd Ave W		590,000			
Watermain and Road Rehab. - 4th St from Harvest Square to 59th Ave W		500,000			
Water Treatment Plant Numatics G3 Upgrade		86,000			
Watermain Looping Project - East of Care Centre in Hwy #2 Ditch		300,000			
Sewer Main Rehab. - 2nd St E from 43 Ave E to 50 Ave E			319,000		
Water Treatment Plant SULLAIR Compressors replacement			35,000		
Watermain Upsize - 4" to 8" - 4400 Block of 2nd Street W			250,000		
Water Treatment Plant Pall Rack Filtration System Replacement				365,000	
North Industrial Sewer Main Upgrade - 8" to 12"					243,000
<b>Streets</b>					
Downtown Alley Repaving			350,000		
Acreages Paving with Water Main Replacement			1,000,000		
Pavement Overlay - 4 St W from 51 Ave W to 58th Ave W				450,000	
Paving Tamarack - 2nd St E & 55 Ave E					550,000
Pavement Overlay - Facility parking lots (Arena, Museum, Etc.)					250,000



**Claresholm**

**5-Year Capital Plan Worksheet  
2024-2028**

	2024	2025	2026	2027	2028
<b>Recreation</b>					
60 HP Tractor w/ 15' mower deck	115,000				
Centennial Park Playground Replacement	184,000				
Skate Park Replacement/Relocation	300,000				
Moffat Park Rehab. - Backstop, Fencing, and Dugouts		100,000			
Cemetery Shed		30,000			
Arena Compressor Replacement					100,000
<b>Culture (Museum/Library/Community Hall)</b>					
Community Centre Accessibility Renovation	734,000				
Museum Storage Building				200,000	
<b>Total Planned Capital Additions</b>	<b>4,133,000</b>	<b>2,001,000</b>	<b>2,074,000</b>	<b>1,155,000</b>	<b>1,263,000</b>
<b>Funding Sources</b>					
<b>Grant Funding</b>					
Local Government Fiscal Framework (previously MSI Capital)	765,000	765,000	600,000	405,000	675,000
Canada Community Building Fund (previously FGTF)	225,500	330,000	350,000	200,000	223,600
CFEP Grants	873,400	50,000		100,000	50,000
Alberta Municipal Water/Wastewater Program (AMWWP)	100,000	44,720			
Green and Inclusive Community Buildings Program	538,700				
Other	58,952				
Total Grant Funds Used	2,561,552	1,189,720	950,000	705,000	948,600
<b>Other Funding Sources</b>					
Donated and Contributed Funding	60,000			15,000	-
Trade-In	65,000	65,000	65,000	65,000	65,000
Tax Funded	5,000	5,000	5,000	5,000	5,000
Reserve Funded	941,448	741,280	1,054,000	365,000	244,400
<b>Borrowing</b>	500,000	-	-	-	-
<b>Total Capital Funding</b>	<b>4,133,000</b>	<b>2,001,000</b>	<b>2,074,000</b>	<b>1,155,000</b>	<b>1,263,000</b>

## Karine Keys

---

**From:** Maryanne King <mking@npf-fpn.com>  
**Sent:** April 17, 2023 2:24 PM  
**To:** Chelsae Petrovic  
**Cc:** Karine Keys  
**Subject:** An Open Letter to Premier Smith and Keep AB RCMP TeleTownhall

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

Hello Mayor Petrovic,

I hope you are well, and that you're looking forward to a pleasant spring and enjoyable summer.

The National Police Federation appreciates your ongoing support as the Government of Alberta continues to consider a transition to a Provincial Police Service. With the Government not providing additional answers and clear direction on the state of this proposal, we recently published an [open letter to the Premier of Alberta](#). We believe all Albertans deserve an informed choice at the end of May, and having clarity on the provincial police service transition proposal is the least we can ask of our government prior to the writ drop.

We would also like to invite you or a representative to attend the **Keep Alberta RCMP Telephone Townhall to take place on April 25, 2023, from 7:00 pm to 8:00 pm**. We are inviting Albertans to a conversation on policing in our province. If you would like to listen in or participate in the discussion, you are welcome to [register for the town hall here](#).

As always, we are available if you have any questions or inquiries.

Kind regards,

### Maryanne King

Policy Advisor | Conseiller Politique

**National Police Federation | Fédération de la Police Nationale**

(587) 672-0695

[npf-fpn.com](http://npf-fpn.com)



**NATIONAL  
POLICE  
FEDERATION**

**FÉDÉRATION  
DE LA POLICE  
NATIONALE**



NPF coffee table book  
now available to pre-order!

***Why We Serve : Stories of  
Today's RCMP Members  
– Celebrating 150 Years***



Livre de prestige de la FPN maintenant  
disponible en précommande !

***Pourquoi nous servons :  
Histoires des membres de la GRC  
d'aujourd'hui – Célébrons 150 ans***

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

This email may contain PRIVILEGED AND/OR CONFIDENTIAL INFORMATION intended only for the use of the addressee. If you are not the addressee or the person responsible for delivering it to the person to whom it was addressed, you may not copy or deliver this to anyone else. If you receive this email by mistake, please immediately notify us.

Ce courriel peut contenir des informations CONFIDENTIELLES ET/OU PRIVILÉGIÉES exclusivement restreintes à l'usage du/de la destinataire. Si vous n'êtes ni le/la destinataire, ni la personne responsable pour la livraison au/à la destinataire, il ne vous est pas permis de copier ou d'acheminer ceci à toute autre personne. Si vous avez reçu ce courriel par erreur, nous vous serions reconnaissants de bien vouloir nous faire part par téléphone ou courriel immédiatement.



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

# Federal Budget 2023

## FCM analysis

March 30, 2023

# Table of contents

▶ <b>Overview</b> .....	3
▶ <b>Analysis</b> .....	5
Affordable housing and homelessness .....	5
Climate action and resiliency .....	5
Infrastructure and transportation .....	6
Rural, remote and northern communities .....	7
WEST priorities .....	7
Indigenous reconciliation .....	8
Official languages .....	8
Community safety, substance use and addictions .....	8



## Overview

On March 28, Deputy Prime Minister and Finance Minister, Chrystia Freeland, tabled the [2023 federal budget](#) in the House of Commons. FCM notes that the 2023 federal budget represents progress on some priority issues for Canadian municipalities, and leaves significant gaps on other critical challenges facing communities and cities. During the months leading up to this budget, FCM put forward efficient, cost-effective [recommendations](#) for much-needed investment in our communities.

Read FCM's statement on Budget 2023 [here](#).

### Budget highlights include:

**Urban, Rural and Indigenous Housing:** FCM welcomes the new investment of \$4 billion over 7 years in an **Urban, Rural and Indigenous Housing Strategy**, responding to a long-standing FCM priority, and continues to urge that this effort remain Indigenous-led. FCM continues to call for additional investment in other critical programs addressing both housing and chronic homelessness challenges in Canada, such as Reaching Home and the Rapid Housing Initiative—programs designed to help our most vulnerable.

**A Canadian Drugs and Substance Strategy:** All Canadians deserve to live in safe, healthy and inclusive communities. As such, FCM welcomes new investments in a **Canadian Drugs and Substances Strategy**. In working towards our common goal of increasing the quality of life across the country, FCM will continue to push for deeper conversations on issues that directly influence community well-being. Every day, cities and communities of all sizes are addressing social challenges linked to mental health, addiction services and public safety. Municipalities need to be engaged in conversations that address these challenges.

**Supporting a net-zero GHG emission future:** Budget 2023 makes strong investments to support Canada's progress towards a **net-zero GHG emission future**. New funding and tax incentives, including for hydrogen production and carbon capture, utilization and storage (CCUS), will help to enable Canada's world-leading energy sector to reduce GHG emissions and remain competitive, while new investments in clean electricity will assist municipalities as they continue to implement policies and programs to reduce emissions from transportation, buildings and waste on a pathway to net zero communities.

**Next generation infrastructure :** FCM appreciates the commitment in this budget to review Canada's infrastructure needs, to chart a course for future federal **infrastructure programming**, and to provide an update later in the year, including the next steps on permanent public transit funding. With major federal infrastructure funding programs either ending, coming up for renegotiation, or oversubscribed, FCM urges that municipalities be an integral part of the design of the future of federal infrastructure. Our recommendations include a dedicated water and wastewater fund, annual investments in community infrastructure, prioritizing the Permanent Public Transit Fund, as well as supporting rural communities through a plan for intercommunity transit and adding a needs-based stream to the Universal Broadband Fund.

**There's more work to do.** On behalf of its more than 2,100 members FCM will continue to advocate for our efficient, cost-effective recommendations that were not included in the budget, including much-needed investment in disaster mitigation and adaptation, infrastructure renewal, affordable housing and community well-being. Together, we will continue to press forward to raise the quality of life in our communities and build a better future for all Canadians.

- **On RCMP retroactive costs**, FCM is disappointed to see that Budget 2023 does not contain a commitment to absorbing the retroactive costs stemming from the latest RCMP collective bargaining agreement, but rather offers details of a repayment period for municipalities. These costs, which can amount to millions of dollars in some municipal jurisdictions, were negotiated without municipalities being properly consulted and FCM is calling for municipalities to be actively involved in any future processes regarding contract policing.
- **On climate adaptation and mitigation**, from forest fires to destructive storms to floods: local communities across Canada are on the front lines of extreme weather events. FCM is leading the charge for action and investment to protect against the damage caused to local economies, infrastructure, and homes. The draft National Adaptation Strategy, released in November 2022, was an important step, and signaled the government's intention to increase funding for climate resilient municipal infrastructure. FCM is disappointed that Budget 2023 did not follow through on this commitment, and we continue to call for predictable, long-term funding through the Disaster Mitigation and Adaptation Fund—critical investments that will protect communities for the next fire, storm, or flood.
- **On a modernized fiscal framework**, as Canada faces significant population growth in the coming years, FCM will continue to advocate for a modernized fiscal framework that will empower municipalities to make the kind of critical investments that will keep communities growing sustainably and inclusively.



## Analysis

### Affordable housing and homelessness

#### Urban, Rural and Northern Indigenous Housing Strategy

\$4 billion, over seven years, starting in 2024-25, to implement a co-developed Urban, Rural, and Northern Indigenous Housing Strategy. The Budget 2023 commitment towards an Urban, Rural and Northern (URN) Indigenous Housing Strategy is a welcome investment and is a long-standing FCM priority.

#### National Housing Co-Investment Fund

Budget 2023 announces the government's intention to support the reallocation of funding from the National Housing Co-Investment Fund's repair stream to its new construction stream, as needed, to boost the construction of new affordable homes for the Canadians who need them most.

#### Temporary lodgings for asylum seekers in need of shelter

\$530 million in 2023/24 to provide short-term accommodations to asylum seekers unable to shelter elsewhere. This is in addition to funding already provided since the 2022 Fall Economic Statement.

### Climate action and resiliency

#### National Adaptation Strategy (NAS)

Budget 2023 re-confirms \$1.6 billion to implement the NAS that had previously been announced in the fall. This funding included a top up of \$489 million over 10 years for the Disaster Mitigation and Adaptation Fund (DMAF) and a [one-time top up of \\$530 million for FCM's Green Municipal Fund](#) to support municipalities to identify and take action to reduce local climate risks. Budget 2023 did not include additional funding for DMAF as FCM recommended.

#### Flood insurance and DFAA

Budget 2023 includes three new measures meant to help reduce climate risk:

- The federal government will launch, in partnership with provinces and territories, a **new approach to flood insurance aimed at protecting households at high risk of flooding** and without access to adequate insurance.
- \$15 million over three years, starting in 2023-24, to create a **publicly accessible online portal** where Canadians can access information on their exposure to flooding.

- \$48 million over five years, starting in 2023-24, and \$3.1 million ongoing, to identify high-risk flood areas and implement a **modernized Disaster Financial Assistance Arrangements (DFAA) program**, which would “incentivize mitigation efforts.”

FCM will be engaging with Public Safety Canada on any reforms to the DFAA program, which provides critical disaster recovery funding to families, business and municipal governments following a disaster event.

## Smart Cities Challenge

Infrastructure Canada will be launching a new round of the Smart Cities Challenge later this year, which will focus on using connected technologies, data, and **innovative approaches to improve climate resiliency**. More details on the amount of funding available and the competition process will be available later this year.

## Clean electricity

Budget 2023 includes three measures that will support municipal efforts to reduce GHG emissions by electrifying transportation and heating for buildings:

- \$3 billion over 13 years (\$1 billion over the first five years) for clean electricity projects, through the existing **Smart Renewables Electrification Pathways (SREPs) program**.
- 15 per cent refundable tax credit for eligible investments in **clean electricity generation, transmission and storage**.
- Increased focus for the **Canada Infrastructure Bank** on clean electricity with a new mandate to invest at least \$10 billion through its Clean Power priority area and at least \$10 billion through its Green Infrastructure priority area.

## Infrastructure and transportation

### Investing in Canada Infrastructure Program (ICIP)

“To help build more infrastructure sooner, Budget 2022 signalled the government’s intent to accelerate the deadline for provinces to commit their remaining funding to March 31, 2023, with any uncommitted funds after this date to be reallocated to other priorities.” Budget 2023 confirms that all provinces have now submitted projects for federal approval that successfully utilize all their ICIP funding, save for New Brunswick and Saskatchewan who have 9 per cent and 1 per cent of their provincial allocation remaining, respectively.

Budget 2023 notes that, “following the success of ICIP, the government is actively reviewing Canada’s continued infrastructure needs as it charts a course for future federal infrastructure programming. The government will provide an update on this work later this year, including the next steps on permanent public transit funding.” FCM will continue to call for a suite of new and expanded federal programs as part of the next generation of federal infrastructure funding, including doubling the Canada Community Building Fund, establishing a new dedicated water infrastructure fund, continuing funding for rural and northern infrastructure, expanding funding for community, culture and recreational facilities, and establishing the Permanent Public Transit Fund.

## Transportation

Budget 2023 proposes new funding for **VIA Rail** to conduct maintenance on its trains on routes outside the Québec City– Windsor Corridor and to maintain levels of service across its network; as well as funding for Transport Canada for the **Ferry Services Contribution Program** to support the continued safe and reliable operation of ferry services in Eastern Canada. Budget 2023 did not include further funding for urban public transit operating support or investments in inter-city passenger bus services, as call for by FCM.

## Rural, remote and northern communities

### Healthcare

\$46 million to expand the reach of the Canada Student Loan Forgiveness program for eligible **doctors and nurses** who choose to practice in rural and remote communities.

\$250 million for an **Oral Health Access Fund**, which will complement the Canadian Dental Care Plan by reducing barriers to accessing care, including in rural and remote communities.

### Economic development

\$368 million to renew and update **forest sector programs**, which will support jobs in the forestry sector in rural and remote communities.

\$108 million over three years to the Regional Development Agencies for projects and local events to increase local **tourism** opportunities for businesses and communities.

## WEST priorities

Budget 2023 responds to some of the recommendations proposed by FCM in [Opportunity and Prosperity: the Future of Western Canada](#), including:

- Establishing an Investment Tax Credit for Clean **Hydrogen** – Valued at an estimated \$18 billion by 2035, the tax credit of between 15 and 40 per cent depending on the carbon intensity of the hydrogen fuel;
- Enhancing the **Carbon Capture, Utilization and Storage** Investment Tax Credit;
- Investing more than \$50 million to improve supply chain management, as well as regulatory changes to increase competition in the rail and marine shipping sectors, as a prelude to **Canada's National Supply Chain Strategy**, which will be released in the coming months and will be informed by the recommendations of the National Supply Chain Task Force report.
- Improving the efficiency of the **impact assessment** and permitting processes for major projects, including resource development and infrastructure projects.

## Indigenous reconciliation

### United Nations Declaration for the Rights of Indigenous People (UNDRIP)

Budget 2023 proposes to provide \$11 million over three years, starting in 2023-24, to Crown-Indigenous Relations and Northern Affairs Canada to engage with Indigenous communities and to update the federal guidelines for federal officials to fulfil the Crown's duty to consult Indigenous peoples and accommodate impacts on their rights. This will support the implementation of the United Nations Declaration on the Rights of Indigenous Peoples Act and provide more clarity on how the government will proceed to ensure an effective and efficient whole-of-government approach to consultation and accommodation.

## Official languages

Budget 2023 includes more than \$ 1 billion in new federal spending to implement the Action Plan for Official Languages, 2023-28. New funding will support francophone immigration, economic development in minority language communities and bilingual government services.

## Community safety, substance use and addictions

### RCMP retroactive costs

Budget 2023 includes \$5 million to provide an extended repayment period for jurisdictions that contract policing services to pay their share of costs for retroactive salary increases.

### Substance use and addictions

Budget 2023 proposes to provide a total of \$359 million over five years, starting in 2023-24 to support a renewed **Canadian Drugs and Substances Strategy**, which would guide the government's work to save lives and protect the health and safety of Canadians. This includes:

- \$144 million over five years, starting in 2023-24, to Health Canada for the **Substance Use and Addictions Program** to fund community-based supports, including safer supply, supervised consumption sites, and other evidence-based health interventions;
- \$20 million over five years, starting in 2023-24, to the Public Health Agency of Canada for a new **community-based program to prevent substance use among young people**;
- \$74 million over five years, starting in 2023-24, with \$5 million ongoing, to Health Canada to **streamline authorizations for supervised consumption sites and drug checking services, scale-up access to safer supply**, and evaluate innovative approaches;
- \$51 million over five years, starting in 2023-24, to Health Canada; and \$16 million over five years, starting in 2023-24, to the Public Health Agency of Canada to support vital **data collection on substance-related harms and lab-based analysis** of the illegal drug supply;
- \$5 million over five years, starting in 2023-24, to Public Safety Canada to develop an **overdose monitoring app for paramedics and other first responders**; and
- \$42 million over five years, starting in 2023-24, to the Royal Canadian Mounted Police; \$6 million over five years, starting in 2023-24, to Public Services and Procurement Canada; and \$1.6 million over five

years, starting in 2023-24, sourced from existing resources, to Global Affairs Canada to take further action to work with our partners to **tackle drug trafficking** and stem the global flow of these devastating substances.



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

AR111331

April 11, 2023

Dear Chief Elected Official:

Intermunicipal Collaboration Framework agreements (ICFs) between municipalities with shared boundaries are designed to provide for integrated and strategic planning, delivery, and funding of intermunicipal services.

ICFs are created with the understanding that things change over time, and there is a requirement to review those frameworks regularly to ensure they are current and meet the needs of the municipalities that are parties to the framework.

I have heard from some municipalities that it will be challenging to meet the review period of “at least every five years” from the date that their original ICF was signed while the ministry is concurrently reviewing the ICF provisions within the *Municipal Government Act*. Given those concerns, I have signed Ministerial Order No. MSD:24/23, extending the review period from five to seven years.

For clarity, this does not impact the obligation to have an ICF in place and current agreements are still in effect. In other words, the time extension does not mean municipalities can forfeit their obligations within their agreement, including cost-sharing, shared services, and any agreed-upon review period. We recommend municipalities hold off on renegotiation discussions in light of the potential for further amendments.

In addition to this extension, my ministry can provide additional supports to assist with mediation or facilitation services if needed. Questions regarding ICFs can be directed to a Municipal Collaboration Advisor at [icf@gov.ab.ca](mailto:icf@gov.ab.ca) or toll-free by first dialing 310-0000, then 780-427-2225.

Sincerely,

Rebecca Schulz  
Minister

Attachment: Ministerial Order No. MSD:024/23

cc: Chief Administrative Officers



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

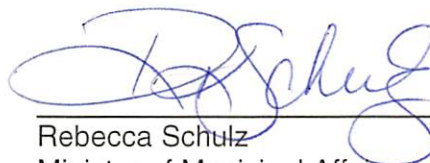
MINISTERIAL ORDER NO. MSD:024/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must review an intermunicipal collaboration framework, as required by Section 708.32(1) of the *Municipal Government Act*, is amended from at least every five years to at least every seven years.

This order expires March 31, 2027.

Dated at Edmonton, Alberta, this 6<sup>th</sup> day of April, 2023.



Rebecca Schulz  
Minister of Municipal Affairs



ALBERTA

TRANSPORTATION AND ECONOMIC CORRIDORS

*Office of the Minister  
MLA, Innisfail-Sylvan Lake*

RECEIVED

APR 20 2023

April 13, 2023

AR 93180

His Worship Brad Schlossberger  
Acting Mayor  
Town of Claresholm  
PO Box 1000  
Claresholm, AB T0L 0T0  
[brad.schlossberger@claresholm.ca](mailto:brad.schlossberger@claresholm.ca)

Dear Acting Mayor Schlossberger:

I am pleased to advise you and your council that the following project will be funded under the Alberta Municipal Water/Wastewater Partnership. Based on your application, the approved grant is 51.29 per cent of the estimated eligible project cost.

**Water Treatment Plant Numatics G3 Upgrade, up to a maximum grant of \$64,316.77.**

The final grant amount will be based on the actual eligible costs at the time of project completion, up to the approved maximum grant amount. As part of the previous approval conditions, no cost increases can be considered. With this funding, the Town of Claresholm will be solely responsible for all costs to use, operate, maintain, repair, and replace the completed project.

While I look forward to sharing this important investment, please do not publicly communicate this funding approval until provincial announcements are made.

Our government continues to make investments in hospitals, schools, roads, bridges, transit, and water infrastructure to support municipalities in improving critical local transportation infrastructure, creating jobs, and stimulating the economy.

Transportation and Economic Corridors staff will be in contact with your administration to formalize the funding agreement to undertake this work.

Sincerely,

Honourable Devin Dreeshen, ECA  
Minister of Transportation and Economic Corridors

cc: Roger Reid, MLA, Livingstone-MacLeod  
Darren Davidson, Regional Director, Southern Region, Transportation and Economic Corridors

**From:** [municipalservicesdivision@gov.ab.ca](mailto:municipalservicesdivision@gov.ab.ca) <[municipalservicesdivision@gov.ab.ca](mailto:municipalservicesdivision@gov.ab.ca)>  
**Sent:** Thursday, April 13, 2023 10:20 PM  
**To:** Abe Tinney <[Abe@claresholm.ca](mailto:Abe@claresholm.ca)>  
**Subject:** Municipal Affairs - Recall Petition Updates

Dear Chief Administrative Officers,

Alberta electors will be able to initiate a recall petition for mayors and councillors later this month. To be successful, these petitions require signatures from eligible voters representing 40 per cent of the population of either the municipality as a whole or of the ward they represent. Like other municipal petitions, the recall petition process will be managed at the local level. As such, I would like to share updates with you regarding the recall petition start date and determination of population.

For councillors that were elected on October 18, 2021, the first date a notice of recall petition can be filed with the municipality is April 24, 2023. This accounts for the date a councillor is declared to be elected, which is the fourth day after election day, as well as the requirement for a notice of petition to be filed on a business day. For elected officials that were acclaimed, the notice of recall petition may be filed 18 months after the close of nominations, which is the date they are deemed elected.

As you know, the population of a municipality needs to be established to validate the sufficiency of the recall petition. To ensure clarity and consistency, the Honourable Rebecca Schulz, Minister of Municipal Affairs, has signed two Ministerial Orders to assist in the review of any potential recall petition. The first order establishes the 2019 Municipal Affairs Population List as the official population source with respect to the *Municipal Government Act*.

A second order provides guidance to determine the population of a ward. The CAO will determine the population of a ward based on the 2019 Municipal Affairs Population List and ward boundaries as set by bylaw. If a notice of recall petition is filed for a councillor elected by ward, the CAO must publish the ward's population on the municipality's website within seven days from the date when the notice of recall petition was submitted and validated as per Section 240.2(8)(a) of the *Municipal Government Act*.

Should you have any questions about recall dates or determination of population, please do not hesitate to contact a municipal advisor at 780-427-2225 or [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca). Further information can also be found in the Recall of a Municipal Councillor Handbook – <https://open.alberta.ca/publications/recall-of-a-municipal-councillor-handbook>.

Sincerely,

Brandy Cox  
Deputy Minister



ALBERTA  
MUNICIPAL AFFAIRS

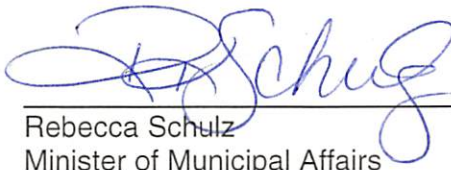
*Office of the Minister  
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. MSD:020/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 604.1(1) of the *Municipal Government Act*, make the following order:

Other than for the purposes of Section 240.5(a), the Municipal Affairs Population List published by the department of Municipal Affairs in 2019 is hereby determined and specified to be the population for all municipal authorities in Alberta.

Dated at Edmonton, Alberta, this 6<sup>th</sup> day of April, 2023.



---

Rebecca Schulz  
Minister of Municipal Affairs



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. MSD:021/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 240.96(1) and Section 578(1) of the *Municipal Government Act*, make the following order:

1. For the purposes of Section 240.5(a), the Municipal Affairs Population List published by the department of Municipal Affairs in 2019, not including shadow populations, is hereby determined to be the population for all municipalities in Alberta.
2. For the purposes of Section 240.5(a) regarding recall of a councillor elected in a ward, determination of population of the ward is delegated to the Chief Administrative Officer of the municipality. The Chief Administrative Officer is directed to determine the population of the ward and publish that population on the municipality's website by no later than the date of publication of the notice of recall petition on the municipality's website under Section 240.2(8)(a).
3. In determining population of wards, the Chief Administrative Officer must use reasonable efforts to determine population in a ward by using the following information:
  - a. the municipal populations referred to in paragraph 1; and
  - b. the ward boundaries as set by the municipality's bylaw or by an Order in Council, as the case may be.

Dated at Edmonton, Alberta, this 16<sup>th</sup> day of April, 2023.

  
Rebecca Schulz  
Minister of Municipal Affairs

**From:** Cathy Heron <[president@abmunis.ca](mailto:president@abmunis.ca)>  
**Sent:** April 17, 2023 4:09 PM  
**To:** Abe Tinney <[Abe@claresholm.ca](mailto:Abe@claresholm.ca)>  
**Subject:** Update on RCMP Retroactive Salary Costs

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

Dear Municipal Colleagues:

With the release of the federal budget in March 2023, Public Safety Canada confirmed that the federal government is passing along the costs of RCMP retroactive salary increases to contract partners. ABmunis has received several inquiries about how this decision affects Alberta municipalities, so I am pleased to share the following information with you.

### ***Municipalities with Populations over 5,000***

If you are a municipality with a population over 5,000 and you contract the RCMP directly as your municipal police service, you should have received an invoice for the total amount owing, as well as a letter from Public Safety Canada enclosing a Confirmation of Intent document. Public Safety Canada has requested that contract partners complete and submit the Confirmation of Intent document by April 15, 2023 to indicate whether they will:

1. Pay the invoice in full within the 45 days stated in the Municipal Police Service Agreement (MPSA); or,
2. Request an extended payment schedule with up to two years to pay in full (i.e. until March 31, 2025).

**Note that the April 15, 2023 deadline for submitting the Confirmation of Intent document has been extended to May 15, 2023.**

If you have not received an invoice or letter from Public Safety Canada, please contact Ministry staff at [ps.cmcsec-cgesec.sp@ps-sp.gc.ca](mailto:ps.cmcsec-cgesec.sp@ps-sp.gc.ca).

### ***Municipalities with Populations under 5,000***

If you are a municipality with a population under 5,000, your community will in all likelihood receive your police services from the RCMP, under the Provincial Police Service Agreement (PPSA). Accordingly, your municipality is not an RCMP contract partner and is not directly affected by this retractive pay settlement. Your municipality pays for its policing costs to the Government of Alberta, under the police funding that was introduced in 2020. The Government of Alberta has committed to maintaining the police funding model for PPSA communities and has verbally communicated to ABmunis that it will not be passing their RCMP retroactive salary costs onto municipalities.

### ***Going Forward***

ABmunis will focus on the current round of collective bargaining to help ensure contract partners are provided with more accurate cost estimates and timelines as bargaining progresses. We also

encourage members to support FCM's continuing advocacy on this topic by using the attached documents:

- A draft resolution, which can be adopted and used to ensure a resolution opposing this decision can be swiftly passed at your next municipal council meeting.
- A draft press release, which affected municipalities can use to articulate their position on this important development in line with FCM's ongoing advocacy. This resource may be useful in engaging with local media or local MPs on this important issue.

As always, please feel free to reach out to me directly if you have other questions or concerns.

Sincerely,

**Cathy Heron** | President

---

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



---

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

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

## **Template Resolution – Prioritizing Municipal Input in Future RCMP Contract Policing Decisions**

**WHEREAS**, The Government of Canada has made the decision in Budget 2023 to make municipalities responsible for all retroactive costs stemming from the latest RCMP collective bargaining agreement; and

**WHEREAS**, These extraordinary one-time costs, which in some jurisdictions amount to millions of dollars, will cause significant hardship for communities and residents across the country, and were negotiated without meaningful consultation or a seat at the table for the municipalities responsible for paying the bill; and

**WHEREAS**, Municipal governments are already paying a growing share of policing costs, but unlike other orders of government, cannot run deficits to spread out the impact of these extraordinary one-time sums, and have limited revenue tools; and

**WHEREAS**, Local governments will now be forced to make difficult decisions that will impact residents, such as cutting essential services, reducing policing levels, raising property taxes significantly, and/or cancelling work on local infrastructure, at a time when Canadians' concerns about community safety and the cost of living are already rising; and

**WHEREAS**, Going forward, it is critical that municipalities be proactively engaged in any forthcoming processes related to contract policing to prevent this occurring again; therefore be it

**RESOLVED**, That [insert municipality's name] joins the Federation of Canadian Municipalities in calling on the federal government to commit to ensuring that local governments are meaningfully consulted, fully informed, and at the table on issues related to policing costs given the municipal role in keeping our communities safe; and be it further

**RESOLVED**, That [insert municipality's name] conveys this support in writing to local Members of Parliament.

[DRAFT TEMPLATE response to RCMP retroactive costs decision]  
FOR IMMEDIATE RELEASE

[DATE], 2023

## **[MUNICIPALITY] responds to update from the Government of Canada on the issue of retroactive RCMP costs**

[CITY/TOWN, PROVINCE] – The [MUNICIPALITY] responded today to the federal government’s disappointing decision to pass unbudgeted and unaccounted for costs on to municipalities.

Despite months of municipal advocacy led by the Federation of Canadian Municipalities (FCM), provincial-territorial associations and local leaders across Canada, the federal government has indicated in the most recent federal budget it will not be meeting the request to absorb the retroactive costs associated with the latest RCMP collective bargaining agreement.

Tuesday’s budget further confirmed that communities across Canada that are dependent on RCMP services for local policing, including [MUNICIPALITY], are expected to cover these costs—a decision falling well short of the call from municipalities to fully absorb the costs.

“[Quote from local representative]”

Local governments were not at the table for these negotiations. And while cost estimates were provided to some municipalities, these turned out to be far below the final agreement’s increase over six years, with retroactive pay going back to 2017. The cost to [MUNICIPALITY] associated with these retroactive payments is expected to be [COST ESTIMATE IF AVAILABLE].

This decision is an example of a federal commitment that deeply impacts municipalities, without municipalities being properly consulted or involved. Municipal governments are paying a growing share of policing costs, but they cannot run deficits and have limited revenue tools.

FCM has clearly reiterated the need for municipalities to be actively involved in any future processes regarding contract policing, calling this recent decision unacceptable. This is a position supported in full by [MUNICIPALITY].

-30-

***For more information:***

Municipality Media Relations if available, inc. phone number and email  
FCM Media Relations, (613) 907-6395, [media@fcm.ca](mailto:media@fcm.ca)



PO Box 30 5407 50th Street  
Tofield, Alberta T0B 4J0  
P 780 662 3269  
F 780 662 3929  
E tofieldadmin@tofieldalberta.ca  
W www.tofieldalberta.ca

April 12, 2023

Office of the Minister  
Environment & Protected Areas  
224 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6

RE: Exemption of Newspaper from EPR Program Revisions

Dear Minister Savage,

Print media (newspapers) are essential to the lifeblood of Alberta. Newspapers provide a traditional sense, and source of information to our residents. In what has become ever consistent in social media and internet-based forms of news, newspapers rely on facts, sourcing their stories and identifying truths.

The past number of years have been challenging for both business and small business. The continued rise in costs, accompanied by the downturn in the economy has forced job loss and ultimately business closure. Looking to enforce further constraints on what is one of our oldest and most relied upon industries truly seems unfair.

The newspaper industry has already looked at ways to reduce costs and become both more efficient and compliant, such as reducing paper thickness, which has come at a cost. This cost is not only monetary, but also content based. The reduction in paper-based weight has also reduced the amount of content which can be provided to our residents, once again, affecting them.

By expecting newspapers to have the same level of compliance with the EPR Program as plastics, seem short-sighted and unrealistic. The Provincial Government needs to recognize the importance of newspapers to Albertans and stand to make the same move as the Ontario Government. Please exempt newspapers from the revised EPR Program.

Sincerely,

*Debora L. Dueck*

Debora Dueck  
Mayor

C.C  
Jackie Lovely, MLA Camrose  
All Alberta Municipalities  
Kerry Anderson, Tofield Mercury



# Municipal District of Willow Creek

Office of the Reeve

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

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

April 13, 2023

Mayor Schlossberger and Council  
Town of Claresholm  
Box 1000  
Claresholm, AB  
T0L 0T0

Mayor Feyter and Council  
Town of Fort Macleod  
Box 1420  
Fort Macleod, AB  
T0L 0Z0

Mayor Hall and Council  
Town of Stavely  
Box 249  
Stavely, AB  
T0L 1Z0

Mayor Handley and Council  
Town of Nanton  
Box 609  
Nanton, AB  
T0I 1R0

Dear Mayors and Councils,

The Intermunicipal Recreation Funding Agreement outlines the requirement for the M.D. to pay 50% of fixed costs being defined as utilities, insurance and telecommunications.

The M.D. recognizes the extra-ordinary impacts that inflation is having on budgets at this time. None could have anticipated the type of inflation that we have seen the past year – particularly inflation which has resulted from federal and provincial government policy. Future year projections provide little sign of relief. Of particular concern is the carbon tax which is presently set at \$50 per tonne and which is expected to reach \$170 per tonne by 2030.

As such, in an interest of continuing the momentum of regional collaboration the M.D. is prepared to waive Article 5.2 (that inflation adjustments will occur in year 4 and 5 of the agreement) as well as to waive Article 5.3(d) which is the 1.58% inflationary cap outlined in the agreement. Financial contributions beginning in 2023 will be amended based upon how contributions were originally calculated in the agreement. Annual review of costs in the same manner are planned through the term of the agreement.

Following the Intermunicipal Collaboration Framework Committee meeting of January 18<sup>th</sup> the Town of Claresholm, Town of Stavely, Town of Fort Macleod and Town of Nanton provided a summary of fixed costs pertaining to their arena, pools and curling rinks to the M.D.

As a result of the analysis of costs the MD of Willow Creek will increase contributions to regional recreation to \$331,600, an increase of \$57,000 to address the increase in fixed costs.

We have provided a summary of the planned 2023 contributions as well as the figures provided by each community used to calculate the contributions for your information.

Sincerely, on Behalf of Council,



Maryanne V. Sandberg  
Reeve  
Municipal District of Willow Creek No. 26

**FINANCIAL ANALYSIS: AQUATIC CENTERS/POOLS, ARENA, CURLING RINKS**

**BASED ON 2022 DATA**

**Fixed Cost Calculation**

	<b>CURLING FIXED</b>	<b>POOL FIXED</b>	<b>ARENA FIXED</b>	<b>TOTAL FIXED</b>
Fort Macleod	11,122.06	49,503.79	118,844.22	179,470.07
Nanton	33,073.87	25,970.40	101,745.79	160,790.06
Claresholm	9,112.76	2,800.89	107,332.60	119,246.25
Stavely	-	-	81,685.00	81,685.00

Fort Macleod	179,470.07	Fort Macleod	76,584.40
Nanton	160,790.06	Nanton	76,584.40
Claresholm	119,246.25	Claresholm	76,584.40

Total Fixed Costs	459,506.38	Total of 50% MD Portion	229,753.19
50% of Total Fixed Costs	229,753.19	Stavely Total Fixed Costs	81,685.00

Stavely Total Fixed Costs	81,685.00	Total of 50% MD Portion	40,842.50
Total of 50% MD Portion	40,842.50	Note: For contribution purposes, numbers have been rounded to \$77,000 and \$41,000	

	<b>Celebration Events</b>	<b>Cemeteries</b>	<b>Curling Arena Pool</b>	<b>Curling Arena Pool Reserve</b>	<b>Summer Games</b>
Granum	1,000.00				MD 2,600.00
Fort Macleod	1,000.00	3,000.00	77,000.00	12,300.00	Fort Macleod 800.00
Nanton	1,000.00	3,000.00	77,000.00	12,300.00	Nanton 800.00
Claresholm	1,000.00	3,000.00	77,000.00	12,300.00	Claresholm 800.00
Stavely	1,000.00	3,000.00	41,000.00	5,700.00	Stavely 200.00
Total MD Contribution	5,000.00	12,000.00	272,000.00	42,600.00	Total Partnership Contribution 5,200.00

Total MD Contribution 331,600.00

Previous 274,600.00

2023 331,600.00

Increase 57,000.00



Town of Claresholm  
P.O. Box 1000  
Claresholm, AB T0L 0T0

April 12, 2023

Honorable Mayor & Councillor Members:

The members of the Porcupine Hills Classic Cruisers car club will be hosting their 31st Annual Car Show 'N' Shine on Sunday, August 13, 2023.

With your permission and approval, we would like to host our event during the "Fair Days" weekend at the Centennial Park Ball Diamonds. We trust our club has left everything in order from past shows and we appreciate the opportunity to host our event there.

Thank you for considering our request and we look forward to your reply. Our club appreciates the town employees and councillors that have supported and assisted us in our past Show 'N' Shine events.

Yours truly,

Dave Wasylyshen  
President  
Porcupine Hills Classic Cruisers  
P.O. Box 2014  
Claresholm, AB T0L 0T0

---

## LETTER OF SUPPORT – CFEP GRANT (LIONS)

---

The Claresholm Lions Club is submitting an application to the Community Facility Enhancement Program with a deadline of May 15<sup>th</sup>. CFEP Small Funding stream maximum funding request is \$125,000. They have requested a letter of support for the application. Centennial Park (spray park/campground playground) is scheduled for replacement in 2024. This project is approved within the Town's 5 year capital plan.



For further information regarding this grant, please visit their website:  
<https://www.alberta.ca/community-facility-enhancement-program.aspx/>

The total project cost is \$205,176. The Lions club is applying to the Community Facility Enhancement Program for \$102,588, with the Town's donated in kind portion being \$19,244 and municipal funding being \$83,344. The Town has also applied for another \$20,000 from the KalTire program for rubber surfacing (Town's application). If successful that would reduce the Town's matching portion. Additionally, spring 2024 there may be an opportunity to apply for more funding from the Alberta Recycling program. They are also requesting in-kind donation and matching funds in the way of playground assembly, labor for some earthwork, landscaping, etc.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to write a letter of support towards the Claresholm Lion's Club application to the Community Facility Enhancement Program for the purpose of constructing a new playground at Centennial Park, and provide the matching funds of \$83,344 plus \$19,244 in-kind donation (total \$102,588).

### **ATTACHMENT:**

1. Claresholm Lions Club request email

PREPARED BY: Tara VanDellen, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: April 20, 2023

---



**CLARESHOLM LIONS CLUB**

PO Box 222, Claresholm, AB, T0L 0T0

[claresholmlions@gmail.com](mailto:claresholmlions@gmail.com)

[www.e-clubhouse.org/sites/claresholm/](http://www.e-clubhouse.org/sites/claresholm/)

To:

Town of Claresholm

PO Box 1000

Claresholm, AB, T0L 0T0

Dear mayor and members of the Claresholm Town Council,

The Claresholm Lions Club is applying for a CFEB grant for the playground in Centennial Park in 2024 to upgrade the equipment and make it accessible.

We are asking the Town of Claresholm to supply us with a letter of support that we can send along with the application.

In addition, we are asking the Town of Claresholm for support for this project by committing to in-kind donations in the form of labour and equipment use and to commit to providing required matching funds.

Details on this project are available from the Town of Claresholm Planning and Development department.

Thanking you for your consideration,

Sincerely,

A handwritten signature in black ink, appearing to read 'Bert Franssens', with a long horizontal line extending to the right.

Bert Franssens

Secretary

Claresholm Lions Club.



# REQUEST FOR DECISION

Meeting: April 24, 2023  
Agenda Item: 14

## LETTER OF SUPPORT – CFEP GRANT (FIRE HALL)

The Claresholm FireFighters Foundation is submitting an application to the Community Facility Enhancement Program (Large Stream) with a deadline of June 15<sup>th</sup>. The CFEP Large Funding Stream funds projects that are over \$125,000 up to \$1,000,000.

The Foundation has requested a letter of support for their application. This project is approved within the Town’s 5 year capital plan (only upon successful grant funding approvals) and is currently approved by Council for phase 1 (pre-construction services). That information will be used in the grant application.

For further information regarding this grant program, please visit their website:  
<https://www.alberta.ca/community-facility-enhancement-program.aspx/>

The total project cost is \$1,023,385. The application will be for half of \$511,692.50. (photos shown are conceptual only)

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to write a letter of support towards the Claresholm FireFighters Foundation’s application to the Community Facility Enhancement Program for the purpose of the Fire Hall addition and renovation, and provide confirmation of the matching funds for the project as per the grant application.

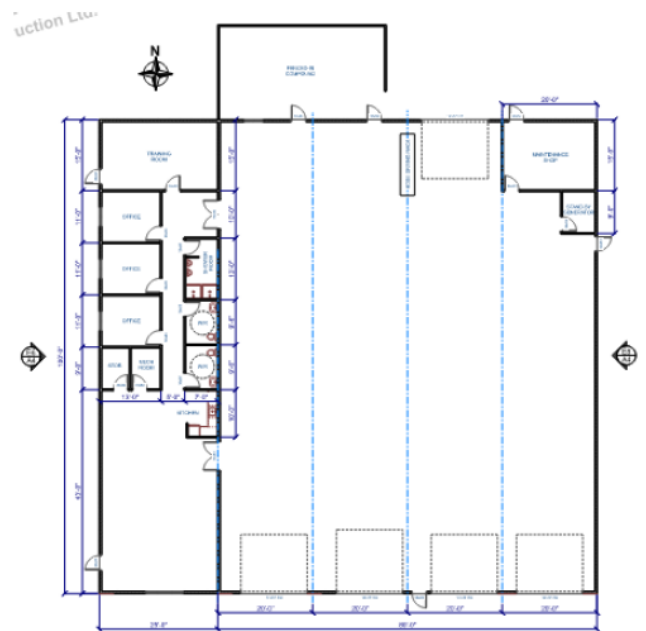
### **ATTACHMENT:**

1. Claresholm FireFighters Foundation request email

PREPARED BY: Tara VanDellen, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE:



**CLARESHOLM FIREFIGHTERS FOUNDATION**  
**350-43 AVE WEST CLARESHOLM, AB T0L 0T0**

April 12, 2023

Deputy Mayor Schlossberger & Council  
Town of Claresholm  
PO Box 1000  
Claresholm, AB  
T0L 0T0

Dear Deputy Mayor Schlossberger and Council:

The Claresholm Firefighters Foundation is in the process of applying for the Large Stream - Community Facility Enhancement Program (CFEP) grant to assist in funding the expansion, renovation and repairs required at the Claresholm Fire Hall.

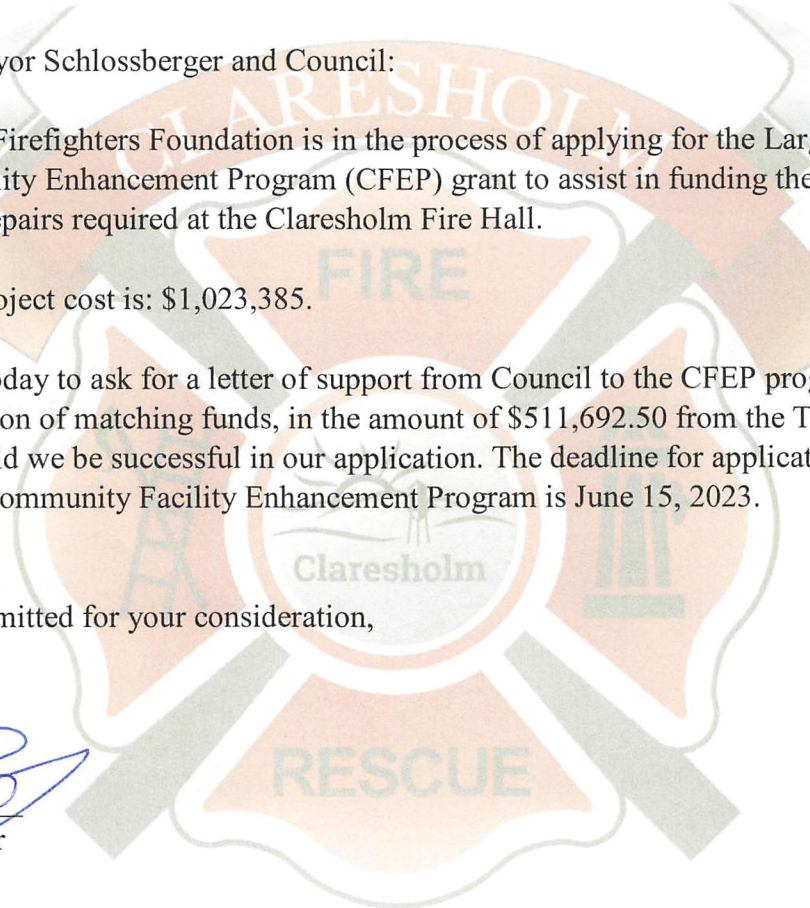
The estimated project cost is: \$1,023,385.

We are writing today to ask for a letter of support from Council to the CFEP program that would guarantee provision of matching funds, in the amount of \$511,692.50 from the Town of Claresholm should we be successful in our application. The deadline for applications to the Large Stream - Community Facility Enhancement Program is June 15, 2023.

Respectfully submitted for your consideration,



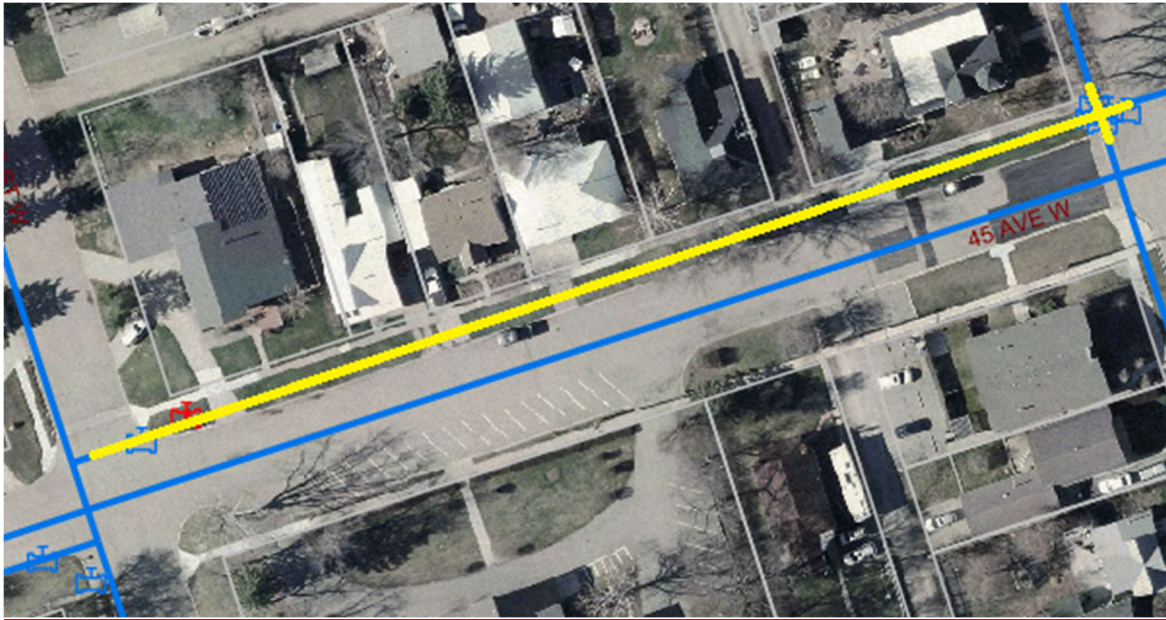
Chad Rathgeber  
Treasurer



---

## 45 Avenue Water Main Replacement

---



The 45 Avenue Water Main Replacement project is included in the 2023 capital budget. The project went out to tender, and the tender closed on April 12, 2023. A total of 12 submissions were received ranging in price from \$210,789 to \$434,800. These submissions were reviewed by our engineers for the project, and WSP Engineering recommends the contract be awarded to Shawne Excavating and Trucking.

Shawne's bid of \$210,789 is the lowest of the twelve bids. Shawne has a favorable history working in the area, having completed water upgrades at the M.D. airport a couple years ago, as well as some smaller projects around Claresholm.

Shawne's price for this project is on par with the engineer's estimate of \$211,025.20 based on recent industry tender pricing. With the added cost from WSP engineering as well as the contingency, the projected cost of the water main replacement will be \$236,293.45.

This project consists of removing 165m of 100mm A/C watermain on 45<sup>th</sup> Avenue between 2<sup>nd</sup> and 3<sup>rd</sup> Street West. 100mm water mains are undersized and do not meet the Town's standards (200mm). As per the Town's Infrastructure Master Plan, "...pipe size, while not specially an issue of physical condition, will drive the ongoing replacement of mains in the Town. The minimum pipe size for the Town has been established at 200mm for residential areas." This project will improve local water quality, increase fire flows to the hydrant on the corner of 45<sup>th</sup> and 3<sup>rd</sup> Street West and is an important part of the Town's upsizing program.

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

The project is to be funded from capital water and sewer utility reserves, with \$237,000 allocated for this project in the 2023 capital budget.

**RECOMMENDED ACTION**

Administration recommends that council award this project to Shawne Excavating and Trucking, at a projected cost of \$210,789.

**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to award the 45 Avenue Water Main Replacement to Shawne Excavating and Trucking in the amount of \$210,789.

**ATTACHMENT:**

- 1.) WSP recommendation letter

PREPARED BY: Jace McLean, Director of Infrastructure

---

APPROVED BY: Abe Tinney, CAO

DATE: April 20, 2023

---



April 12, 2023

File: 231-01288-00

Town of Claresholm  
PO Box 1000, 111 – 55<sup>th</sup> Avenue West  
Claresholm, Alberta T0L 0T0

ATTENTION: Jace McLean, Director of Infrastructure

**RE: 45<sup>th</sup> Avenue Watermain Replacement  
Underground and Surface Construction  
Contract No. 231-01288-00**

---

Tenders were received on April 12, 2023, from a total of twelve (12) bidders. The lowest bid in the tender was received from Shawne Excavating & Trucking Ltd. A review of all bids submitted is now complete and we have found all bidders have met all contractual requirements at the bid stage. Based on Shawne Excavating & Trucking Ltd. achieving the lowest bid, if awarded to them the anticipated funding required for this project would be as follows:

	<b>Totals</b>
Contract Amount	\$ 210,789.00
Contingency (5%)	\$ 10,539.45
Estimated Engineering	\$ 14,965.00
<b>TOTALS</b>	<b>\$ 236,293.45</b>

*The above totals do not include GST*

We are requesting your Councils' decision regarding the awarding of this project to **Shawne Excavating & Trucking Ltd.** The complete listing of Tender Results and Tender Summary have been attached for your information. Should you require any additional information or clarification, please contact this office.

Sincerely,

for

Regan Lane  
Engineer-in-Training  
WSP

Attachments

cc: Trent Purvis, P.Eng., Manager Southern Region, WSP  
Randal McCarthy, P.L. (Eng.), Project Engineer, WSP



**Claresholm**

# REQUEST FOR DECISION

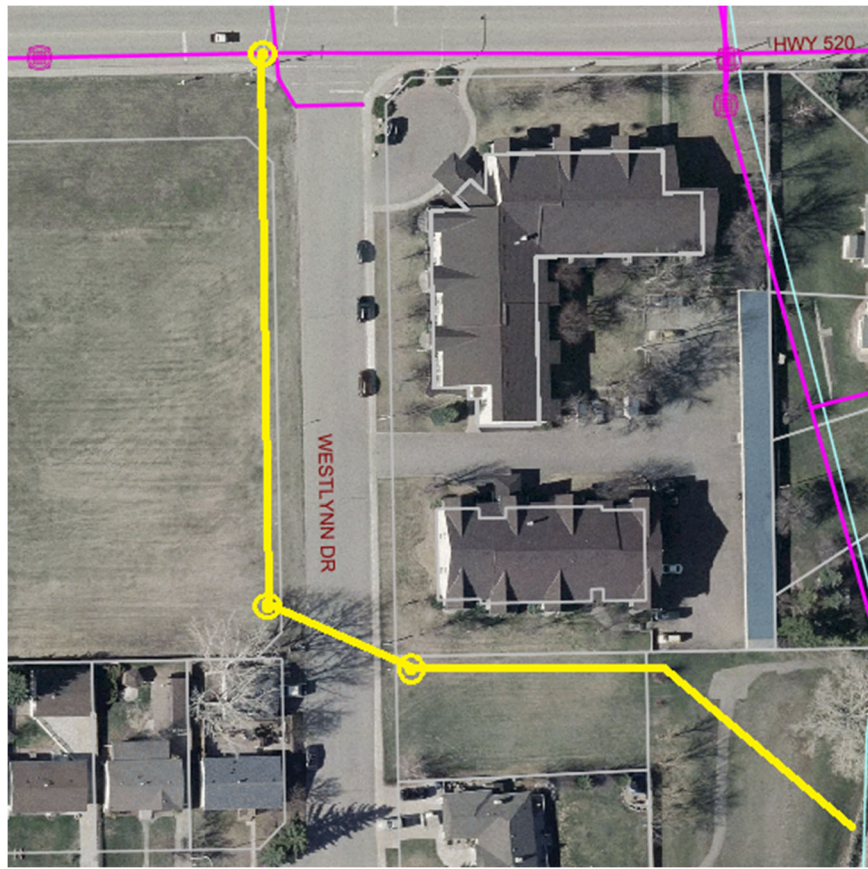
Meeting: April 24, 2023

Agenda Item: 16

---

## Westlynn Storm Trunk Outfall

---



The Westlynn Storm Trunk Outfall project (Storm main outfall - phase 2 (crossing HWY 520) - Phase 1 - Upsize from required for Parade Grounds) is included in the 2023 capital budget. The project went out to tender, and the tender closed on April 18, 2023. A total of 7 submissions were received ranging in price from \$502,780.86 to \$884,290.00. These submissions were reviewed by our engineers for the project, and Associated Engineering recommends the contract be awarded to McNally Contractors (2011) LTD.

McNally's bid of \$502,780.86 is the lowest of the seven bids. McNally has a favorable relationship working with the Town, having completed the Westrose Ave Rehabilitation Project last fall, multiple projects in the previous years, as well as being awarded the HWY 2 Sanitary Repair this year.

McNally's bid for this project is well below the engineer's estimate of \$750,000 based on recent industry tender pricing. McNally's price includes a 10% contingency. With Associated Engineering's fees of \$36,900.00 the projected total cost will be \$539,680.86.

This project consists of installing a precast concrete vault at the intersection of 43 Ave and Westlynn Dr on the existing 600mm storm water line and installing a new 1200mm precast storm sewer along Westlynn Dr, ultimately out falling into frog creek within the golf course ponds.

This project accomplishes three major tasks. It will divert all storm water originating west of 4<sup>th</sup> street West into the new line and away from the existing bottleneck in the frog creek ditch at the firehall. It will allow the development of the parade staging grounds to begin, and it will prepare the Town for the next phase of the frog creek project, as per the Stormwater Master Plan.

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

The project budget was to be funded partially from CCBF to the amount of \$350,000, and the remainder from the capital water and sewer utility reserves, with \$750,000 allocated for this project in the 2023 capital budget. With the project coming in under budget, the utilization of CCBF and Reserve funds will be lower than budgeted.

**RECOMMENDED ACTION**

Administration recommends that council award this project to McNally Contractors (2011) LTD, at a projected cost of \$502,780.86.

**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to award the Westlynn Storm Trunk Outfall to McNally Contractors (2011) LTD in the amount of \$502,780.86.

ATTACHMENT:

- 1.) Associated Engineering's letter of recommendation

PREPARED BY: Jace McLean, Director of Infrastructure

---

APPROVED BY: Abe Tinney, CAO

DATE: April 21, 2023

---



**Associated  
Engineering**

*GLOBAL PERSPECTIVE.  
LOCAL FOCUS.*

**Associated Engineering Alberta Ltd.**  
#1001, 400 - 4th Avenue South  
Lethbridge, AB T1J 4E1 Canada  
www.ae.ca

April 21, 2023  
File: 2023-3608.000

TEL: 403.329.1404

Jace McLean  
Director of Infrastructure  
Town of Claresholm  
221 - 45th Ave West  
P.O. Box 1000  
Claresholm, AB

**Re: TOWN OF CLARESHOLM  
CLARESHOLM WESTLYNN STORM TRUNK  
RECOMMENDATION OF AWARD**

Dear Jace:

Bids for the above noted project were received through the Bids and Tenders - Online Bidding System up to 02:00 PM on Tuesday, April 18, 2023.

We have conducted a review and comparison of all seven (7) tenders and have attached a Bid Analysis for your reference. All tenders have been checked and the amounts shown in the summary have been found to be correct.

Bidder	Total Bid Price (excluding GST)
McNally Contractors (2011) Ltd.	\$502,780.86
East Butte Contracting Ltd.	\$549,125.28
Jenex Contracting Ltd	\$663,217.50
O'Leary Excavating Ltd.	\$716,989.35
Whissell Contracting Ltd.	\$794,851.17
K L P Trucking Ltd.	\$819,155.37
Shawne Excavating & Trucking Ltd.	\$884,290.00

The lowest compliant bid was submitted by **McNally Contractors (2011) Ltd.** and is the contractor we recommend awarding to.



Associated  
Engineering

GLOBAL PERSPECTIVE.  
LOCAL FOCUS.

April 21, 2023

Jace McLean

Page 2

If you are in agreement with our recommendation, in accordance with Article no. 1.10 of the Instructions to Bidders, it would be in order to issue a Notice of Award to the successful Bidder. If the Town is in agreement, please notify us as such and we will prepare a Notice of Award on your behalf.

If you have any questions or concerns regarding the above, please do not hesitate to contact me directly.

Yours truly,

A handwritten signature in black ink, appearing to read 'John Crawford'.

John Crawford, C.E.T., GSC  
Project Manager

JC/ib

Enclosure



Platinum  
member

## ANNEXATION APPLICATION (REPORT) & AGREEMENT

Following the Annexation Open House that was held on March 27<sup>th</sup>, 2023, Gavin Scott, Town Planner from ORRSC has provided the report (that will be submitted to the Alberta Land and Property Right's Tribunal) for Council's review/acceptance. The report will be presented to the MD of Willow Creek Reeve and Council on April 26<sup>th</sup>, 2023.

### **RECOMMENDED ACTION:**

Council carry a motion to proceed with the application for annexation and enter into the tax agreement for the lands located within the annexation area.

Details of the tax agreement are as follows:

1. For taxation purposes in 2024 and subsequent years, up to and including 2038, the annexed land and the assessable improvements to it:

a. must be assessed by the Town on the same basis as if they had remained in the Municipal District of Willow Creek No.26, and

b. must be taxed by the Town in respect of each assessment class that applies to the annexed land and the assessable improvements to it using the tax rate established by the Municipal District of Willow Creek No.26.

2. Where in any taxation year, a portion of the annexed land:

a. becomes a new parcel of land created as a result of subdivision or separation of title by registered plan of subdivision or by instrument or any other method that occurs at the request of, or on behalf of, the landowner, or

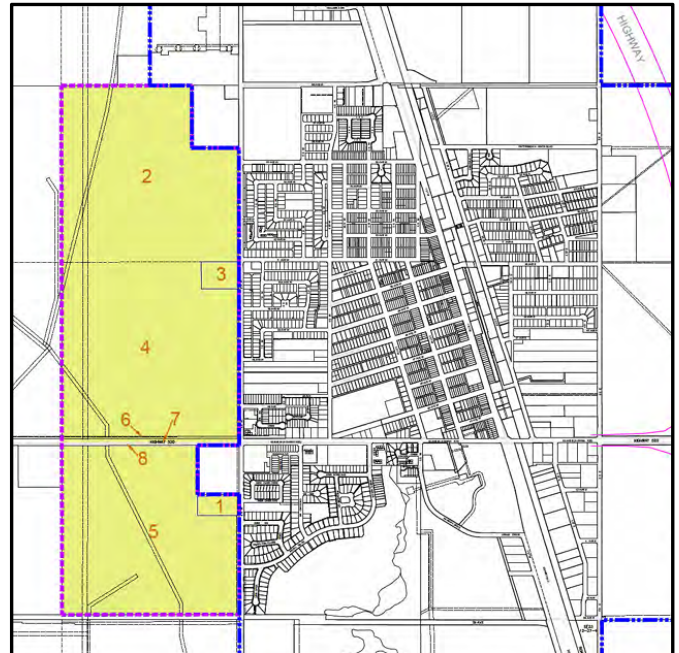
b. is redesignated at the request of, or on behalf of the landowner under the Town Land Use Bylaw to another designation, or

c. is connected, at the request of or on the behalf of the landowner to water or wastewater services provided by the Town of Claresholm;

provision 1 ceases to apply at the end of that taxation year in respect of that portion of the annexed land and the assessable improvements to it.

3. Where in any taxation year, the total area of the residual parcel of annexed land falls below 3.45 hectares (8.75 acres) by any subdivision or other method that occurs at the request of, or on behalf of, the landowner; provision 1 ceases to apply at the end of that taxation year in respect of that portion of the annexed land and the assessable improvements to it.

4. After provision 1 ceases to apply to a portion of the annexed land in a taxation year, that portion of the annexed land and the assessable improvements to it must be assessed and taxed for the purposes of property taxes in the following year in the same manner as other property of the same assessment class in the Town is assessed and taxed.



**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to accept the Annexation Report for submission to the Alberta Land and Property Rights Tribunal.

Moved by Councillor \_\_\_\_\_ to proceed with the accuracy application for annexation and enter into the tax agreement for 15 years for the lands within the annexation area as presented in the Annexation Report.

**ATTACHMENTS:**

- 1) Claresholm Annexation Report (report for accuracy & consents)

**APPLICABLE LEGISLATION:**

- 1) Municipal Government Act, RSA 2000, c M-26

**PREPARED BY:** Tara VanDellen, Development Services Manager

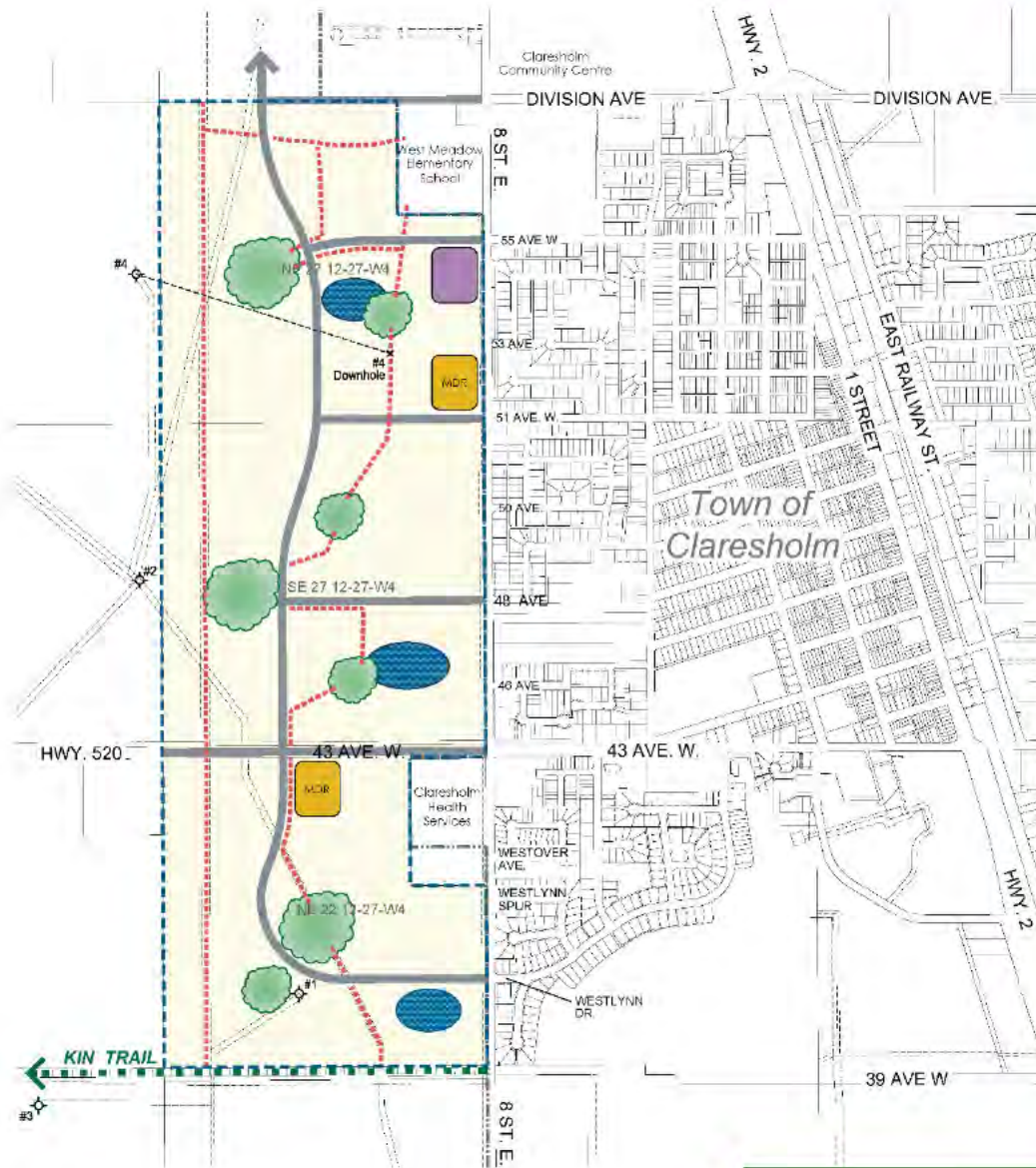
---

**APPROVED BY:** Abe Tinney, CAO

**DATE:** April 20, 2023

---

# TOWN OF CLARESHOLM ANNEXATION REPORT 2023



**Claresholm**

2023



© 2023 Oldman River Regional Services Commission. [www.orrsc.com](http://www.orrsc.com). All Rights Reserved.

This report was prepared by the Oldman River Regional Services Commission staff  
on behalf of the Town of Claresholm.

# TABLE OF CONTENTS

A.	EXECUTIVE SUMMARY.....	1
B.	INTENT AND PURPOSE.....	1
C.	LONG-TERM PLANNING DOCUMENTS.....	1
D.	POPULATION PROJECTIONS.....	4
E.	LAND PLANNING.....	5
F.	ANNEXATION AREAS .....	6
G.	AFFECTED BOUNDARY ROADS .....	7
H.	PROPOSED EFFECTIVE DATE OF THE ANNEXATION.....	7
I.	PUBLIC CONSULTATION .....	7
J.	EXISTING TOWN SERVICING IN PROXIMITY TO ANNEXATION LANDS .....	8
K.	ASSESSMENT AND TAXATION PROVISIONS.....	9
L.	MUNICIPAL COMPENSATION .....	10
M.	ANNEXATION ITEMS AGREED TO BY TOWN AND MUNICIPAL DISTRICT.....	10
N.	FINANCIAL ANALYSIS .....	10
O.	SOUTH SASKATCHEWAN REGIONAL PLAN .....	11
P.	CONCLUSION .....	12

## MAPS

MAP 1 – REGIONAL LOCATION .....	following 1
MAP 2 – EXISTING TOWN BOUNDARY .....	following 6
MAP 3 – PROPOSED ANNEXATION .....	following 6
MAP 4 – NEW BOUNDARY AFTER ANNEXATION .....	following 6
MAP 5 – MDP GROWTH STRATEGY .....	Appendix H
MAP 6 – MDP WATER DISTRIBUTION SYSTEM.....	Appendix H
MAP 7 – MDP SANITARY SEWER SYSTEM.....	Appendix H

## **APPENDICES**

<b>APPENDIX A</b>	<b>REPORT OF ACCURACY BY TOWN OF CLARESHOLM</b>
<b>APPENDIX B</b>	<b>WRITTEN CONSENT FROM MD OF WILLOW CREEK</b>
<b>APPENDIX C</b>	<b>WRITTEN CONSENT OF AFFECTED LANDOWNER</b>
<b>APPENDIX D</b>	<b>NAMES AND ADDRESSES OF AFFECTED PARTIES</b>
<b>APPENDIX E</b>	<b>CURRENT TITLE OF AFFECTED LANDS</b>
<b>APPENDIX F</b>	<b>PUBLIC CONSULTATION INFORMATION</b>
<b>APPENDIX G</b>	<b>CORRESPONDENCE FROM AFFECTED PARTIES</b>
<b>APPENDIX H</b>	<b>MAPS (Growth Strategy, Water and Sewer Servicing)</b>
<b>APPENDIX I</b>	<b>ANNEXATION APPLICATION CHECKLIST</b>

# TOWN OF CLARESHOLM

# ANNEXATION REPORT

---

---

## A. EXECUTIVE SUMMARY

The Town of Claresholm is a thriving community that is strategically located in-between Lethbridge and Calgary on Highway 2 (Map 1). Claresholm area has a strong economic base that is closely tied to the agricultural, health, regional tourism and energy sectors. The Town is a regional service centre that is home to a wide range of businesses that provide goods and services in support of the economic activity occurring in Southern Alberta.

This Annexation Report is to support a landowner's request to be annexed by the Town of Claresholm. Two other landowners are captured in the proposal with one title belonging to the Town of Claresholm and the other to Alberta Health Services.

The proposed annexation includes eight annexation areas (see Map 3) totaling 455.15 gross acres (184.14 hectares). Of the total acres, 6.08 acres of existing highway road right of way is to be annexed. At this point in the process, the proposed annexation is uncontested neither by the landowners nor the Municipal District of Willow Creek No. 26.

## B. INTENT AND PURPOSE

**The intent of this report is to serve as the application for annexation** and to present pertinent information to the Land and Property Rights Tribunal based on the requirements outlined in the Annexation Principles Checklist to support the Town of Claresholm's annexation request. **The principles from the annexation checklist will be highlighted (in blue text) throughout the document where applicable.**

The purpose of the annexation application is to annex land adjoining the current town boundary (and adjoining roadway) for residential development. The landowner is proposing a comprehensively designed development with the intention for it to be serviced with Claresholm, water and sewer (see attached Servicing Maps 6 and 7 - Appendix H) and tying into the existing street network. Development on this scale necessitates the Town being in control of the approval processes for an Area Structure Plan and subsequent subdivision, engineering, and development.

## C. LONG-TERM PLANNING DOCUMENTS

**Principle 1. Intermunicipal cooperation.**

**Principle 2. Accommodation of growth by all municipalities.**

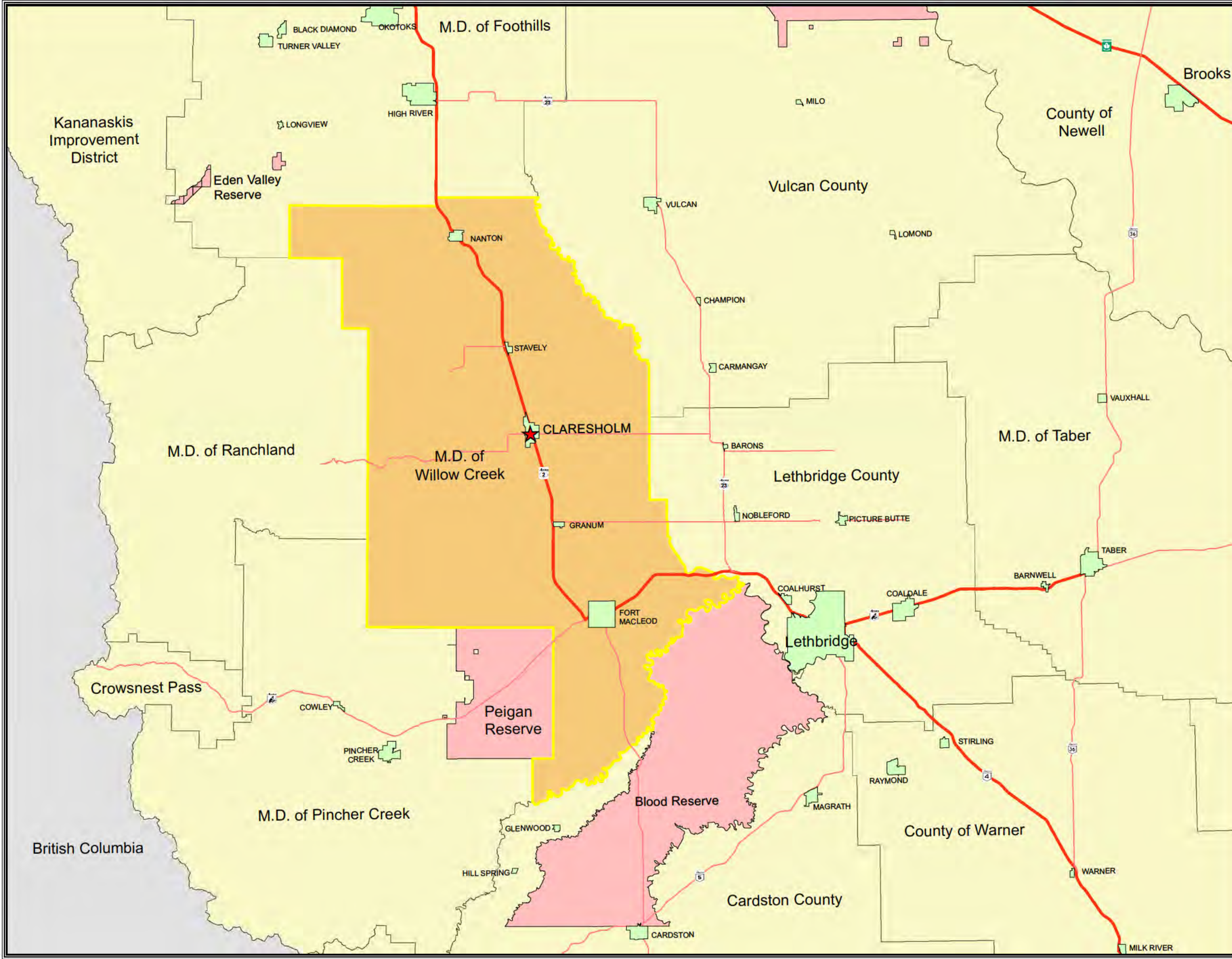
**Principle 3. Recognition of local autonomy.**

TOWN OF CLARESHOLM  
ANNEXATION 2023  
REGIONAL LOCATION MAP

MAP 1



- Municipal District of Willow Creek
- Major Highway
- Minor Highway



April 3, 2023

## Intermunicipal Planning

The Town of Claresholm and MD of Willow Creek have adopted an Intermunicipal Development Plan (IDP) in 2021. This plan took on many aspects of [Principles 1-3](#). The IDP acknowledges that both sides could subdivide and develop residentially in the location being annexed and further that the Town would enter into agreement to service the lands with water and sewer. In the case of this annexation and with the matter of developing residential land at an urban standard, all parties agreed that this would be best managed under the approving authority of the Town rather than the MD of Willow Creek. This general agreement precipitated the need for annexation.

The IDP plan contains the following pertinent policy sections:

### 6. INTERMUNICIPAL AGREEMENTS AND SERVICES

*A high degree of cooperation currently exists between the two jurisdictions and further opportunities for joint activities on a wide variety of issues may become available in the future.*

- 6.1 *Both municipalities shall ensure that land development and servicing is coordinated, recognizing that:
  - (a) *statutory plan compliance or amendment, land use redesignation, and subdivision to facilitate development are the first steps in land development,*
  - (b) *development shall be provided with suitable levels of service depending on its requirements and location, and*
  - (c) *the actions of regulatory authorities shall be coordinated with those of both municipalities, whenever possible.**
- 6.2 *It is recognized by the two municipalities that benefits can occur through cooperation and both may explore the option of sharing future services and/or revenues through an Intermunicipal Collaborative Framework. To that end, negotiation for services shall occur between the two municipalities and not with individual landowners.*
- 6.3 *To ensure that water and sewage disposal are given full consideration well in advance of development approval, the Town and the Municipal District agree that this shall be addressed as early as possible whenever land use decisions are being made. Where the municipalities can come to agreement on the development, any existing servicing agreements between the Town and MD shall be amended to incorporate the new proposal.*
- 6.4 *Where Town services for water and sewer are being considered by a developer, the developer shall obtain and utilize Town engineering standards in their plans.*
- 6.5 *Where the proposed roads may become part of the Town infrastructure, the Town road engineering standards should be included in the area structure plan.*
- 6.6 *It is agreed that if any environmental matters arise between the two municipalities within Town or plan area the administrations of either municipality will notify each other of the issue and seek a collaborative solution, where appropriate.*
- 6.7 *It is agreed that where intermunicipal programs relating to the physical, social and economic development of the area can be coordinated that both municipalities will seek to pursue such matters collaboratively, where appropriate.*

### 8. URBAN EXPANSION NEEDS

*Identification of possible expansion areas provides an indication of lands that need to have special considerations. Policies are in place to ensure the opinion of all stakeholders into the expansion process.*

- 8.1 *In order to allow for the planning and installing of infrastructure, the Town has identified in the Intermunicipal Development Plan and Municipal Development Plan processes general and long-term directions of growth. Lands shown in Map 2 as Area 1 and 2 have been identified as areas which may be needed to accommodate future urban development. Annexation of these lands will occur in the framework of this and other long-range planning documents and will be based upon orderly development.*
- 8.2 *The process of including the above noted lands into the Town shall be commenced by the Town over a period of time after the adoption of this plan and continue as required in accordance with the Municipal Government Act including good faith council negotiations.*
- 8.3 *Annexation involves a number of stakeholders that need to be involved in the process including:*
- *land owners directly affected by the application must be part of the negotiation process;*
  - *Town of Claresholm, who must make the detailed case for annexation and be a major participant in any negotiations;*
  - *MD of Willow Creek, who must evaluate the annexation application and supporting documentation for the impact on its financial status and land base as well as ratepayer issues. The MD will, as part of the negotiation with ratepayers, wish to see arrangements regarding, but not limited to:*
    - *property taxes,*
    - *use of land continuing as agriculture until needed for development, and*
    - *ability to keep certain animals on site;*
  - *local authorities such as the Alberta Transportation and Alberta Environment;*
  - *Municipal Government Board, who will evaluate the application and responses from the stakeholders.*
- 8.4 *Annexation boundaries shall follow legal boundaries and natural features to avoid creating fragmented patterns of municipal jurisdiction.*
- 8.5 *The Town and MD shall negotiate a formula for the determination of compensation on annexation. Negotiation may occur on any or all of the following:*
- *revenue or tax-sharing,*
  - *off-site levies and levy transfers, and*
  - *municipal reserve transfers.*

## **Municipal Development Plan**

The Town of Claresholm Municipal Development Plan (MDP) contains the following Annexation Policies:

- 11.4.25 *Annexation boundaries shall follow legal boundaries and natural features to avoid creating fragmented patterns of municipal jurisdiction.*

11.4.26 The Town and Municipal District shall negotiate a formula for the determination of compensation on annexation. Negotiation may occur on any or all of the following:

- a) revenue or tax-sharing,
- b) off-site levies and levy transfers, and
- c) municipal reserve transfers.

11.4.27 The Town will apply a three-pronged approach to determining land acquisition. This approach is based on three general land use categories: residential, commercial and industrial. The timing for land acquisition of any one category is based on differing market forces and therefore must be flexible. It is the intent of this approach to always maintain at least 25 years of land for growth of the community.

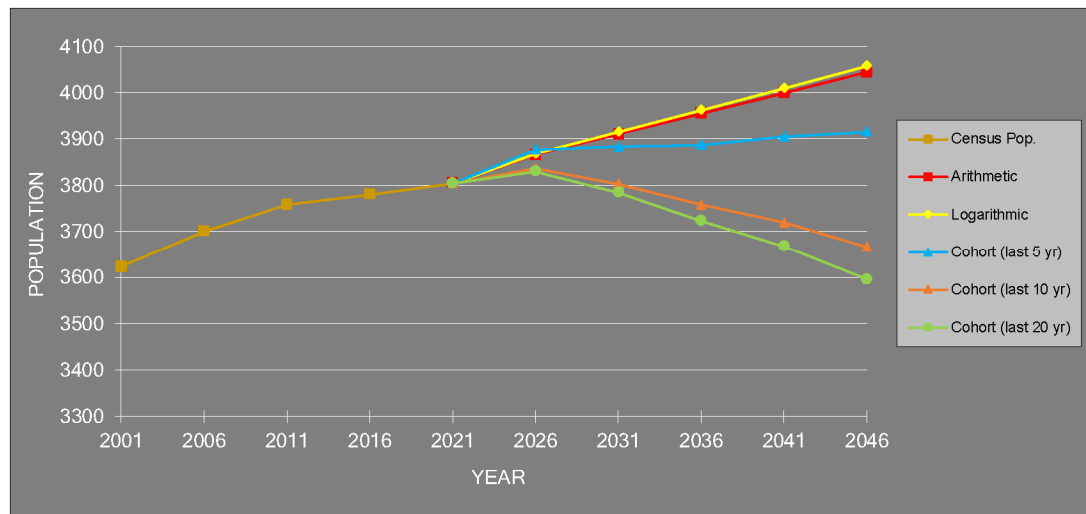
The Municipal Development Plan identifies this land as a part of Claresholm’s Growth Strategy (see map 5). It is identified on Map 5 as residential land.

## D. POPULATION PROJECTIONS

Principle 4. Land requirement considerations such as • Growth projections

### CLARESHOLM

Year	Census Pop.	Arithmetic	Logarithmic	Cohort (last 5 yr)	Cohort (last 10 yr)	Cohort (last 20 yr)
2001	3622					
2006	3700					
2011	3758					
2016	3780					
2021	3804	3804	3804	3804	3804	3804
2026		3866	3868	3877	3836	3830
2031		3910	3915	3883	3803	3784
2036		3955	3962	3887	3758	3723
2041		3999	4010	3905	3719	3667
2046		4044	4058	3915	3666	3595



POPULATION PROJECTIONS 2026-2046

Figure 3: Claresholm Population Projections

A 20-year growth forecast was conducted by the Oldman River Regional Services Commission (ORRSC) for the Town of Claresholm (see Figure 3). Projections for the year 2046 showed a population range from a low of 3,830 residents (negative annual growth) to a high of 4,058

residents. In the first circumstance, the Town has only seen a negative growth rate last for 2 census periods once during the past 50 years. Based on the past, the most likely scenario is continued 1% annual growth resulting in 1,776 new residents in the next 20 years.

## E. LAND PLANNING

**Principle 4. Land requirement considerations such as • Available lands within the current boundaries • density levels • land uses**

**Principle 7. Sensitivity and respect for key environmental and natural features.**

### Land Considerations

The available land for Claresholm's growth was greatly improved in 2017 with the annexation of land on the east side of Town for the intended purpose of industrial and commercial land use. With that accomplished, it was found that the residentially available land was tied up in the hands of three landowners among which only one has completed an Area Structure Plan but has financial challenges in servicing the land. When the land subject of this annexation was up for discussion, it was readily apparent that its proximity to the road network, schools, and services makes it very attractive to local builders and developers. Although no densities levels are set by the Municipal Development Plan, two objectives do suggest that affordable housing with housing options is important to the community. The objectives read as follows:

- 3.3.1 *To be proactive in assisting the Claresholm Housing Authority to ensure the community's needs regarding adequate and affordable housing are met.*
- 3.3.2 *To continue to provide a variety of building sites for residential purposes to accommodate future demands.*

The relevant MDP policies for residential development are as follows:

- 3.4.2 *The Town will encourage residential neighbourhoods to be developed in areas that are in close proximity to schools and community facilities including parks and trails.*
- 3.4.3 *The Town will encourage residential development in areas where vistas of the Porcupine Hills can be maximized.*
- 3.4.7 *Multiple family dwellings and higher density developments will locate in areas:*
  - a) *accessible to an arterial, or major or minor collector road;*
  - b) *where traffic, generated by the development, will not affect the traffic patterns of other residential districts. This will be achieved through access management policies in the Transportation section of this document;*
  - c) *accessible to schools and community facilities including parks and trails;*
  - d) *accessible to commercial areas for shopping and employment;*
  - e) *where the appearance of an existing residential neighbourhood is not affected.*
- 3.4.11 *The Town shall continue to depend on private investment for residential land development.*
- 3.4.12 *Residential areas will be planned to accommodate a wide variety of housing types that enhance the appearance of the Town and serve a wide range of demographics.*

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

As section 3.4.13 (above) suggests as the population continues to grow, the proposed annexation lands will also accommodate community needs including a mix of institutional uses, recreational space and facilities as well as new school site.

### Environmental Considerations

The subject lands have little by the way of natural features or environmental concern given that the existing use has been agricultural crop land. There is an identified wetland in the provincial inventory at the extreme north end of the subject lands. The Town is very keen on drainage issues as the existing Town has faced many challenges and has secured provincial funding to ensure drainage is dealt with as a key interface between natural and engineered systems. The relevant MDP objective is as follows:

10.3.5 *To continue developing the municipal storm water system for integration into the Town's public open space system while protecting wetlands, water courses and natural areas.*

## F. ANNEXATION AREAS

### PROPOSED ANNEXATION AREAS

The existing town boundary and its area is depicted in Map 2.



The proposed annexation area is shown on Map 3 with the numbers corresponding to the numbered areas in Table 1. The total area proposed for annexation equates to approximately 455.15 acres (184.14 hectares). The intended use is as residential and public use land.

The proposed town boundary and its area is depicted in Map 4.

**TABLE 1: AREA TO BE ANNEXED BY TOWN OF CLARESHOLM**

AREA	Legal Description	Existing land use(s)	Area (ha)	Area (acres)
1	PLAN 9210773 BLOCK 1 LOT 1	Agriculture	1.82	4.51
2	NE27 12-27 W4M	Agriculture	56.26	139.02
3	PLAN 2211827 BLOCK 1 LOT 2	Country residence	2.12	5.24
4	SE27 12-27 W4M	Agriculture	61.77	152.75
5	NE22 12-27 W4M	Agriculture	58.90	145.54
6	PORTION OF PLAN 5721HU	Water line	0.81	2.01
7	PORTION OF GOVERNMENT ROAD ALLOWANCE LYING BETWEEN NE 1/4 SEC 22 &	Road	1.62	4.01

# TOWN OF CLARESHOLM ANNEXATION 2023


-  Town Boundary
-  Proposed Highway Right-of-way

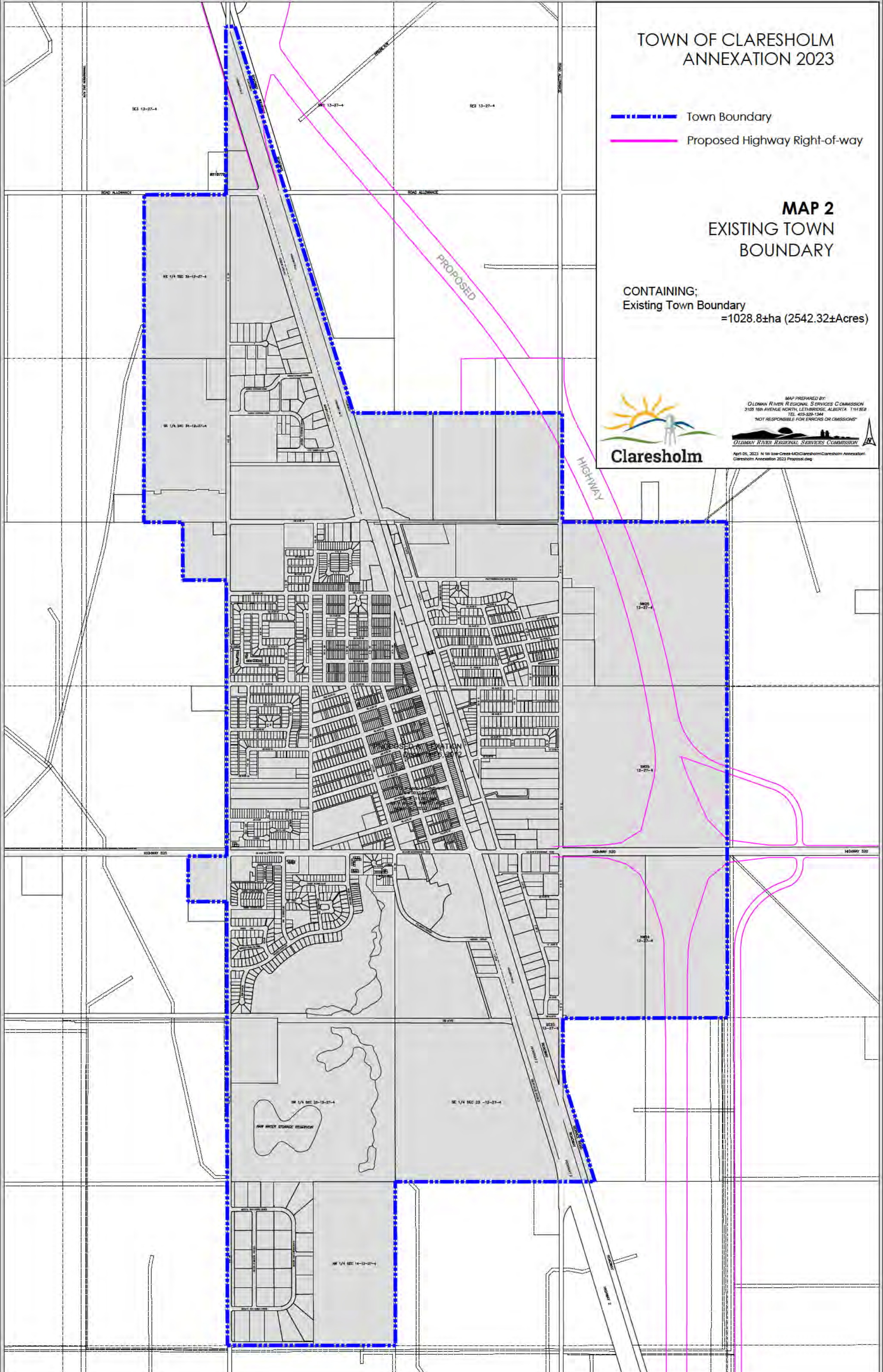
## MAP 2 EXISTING TOWN BOUNDARY

CONTAINING:  
Existing Town Boundary  
=1028.8±ha (2542.32±Acres)






MAP PREPARED BY:  
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8  
TEL: 403-320-1344  
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

  
April 05, 2023 N.W. Bow-Creek-MO-Claresholm-Claresholm Annexation  
Claresholm Annexation 2023 Proposal.dwg



# TOWN OF CLARESHOLM ANNEXATION 2023

-  Town Boundary
-  Proposed Annexation Area
-  Proposed Highway Right-of-way

## MAP 3 PROPOSED ANNEXATION



MAP PREPARED BY:  
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
3105 108 AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8  
TEL: 403-339-1344  
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

OLDMAN RIVER REGIONAL SERVICES COMMISSION

April 05, 2023 N:\W\low-creek-MD\Claresholm\Claresholm Annexation  
Claresholm Annexation 2023 Proposal.dwg

### Areas of Annexation:

1. PLAN 9210773, BLOCK 1, LOT 1
2. NE 1/4 SEC 27, TWP 12, RGE 27, W 4 M  
CONTAINING 64.7 HECTARES (160 ACRES)  
MORE OR LESS EXCEPTING  
THEREOUT:  

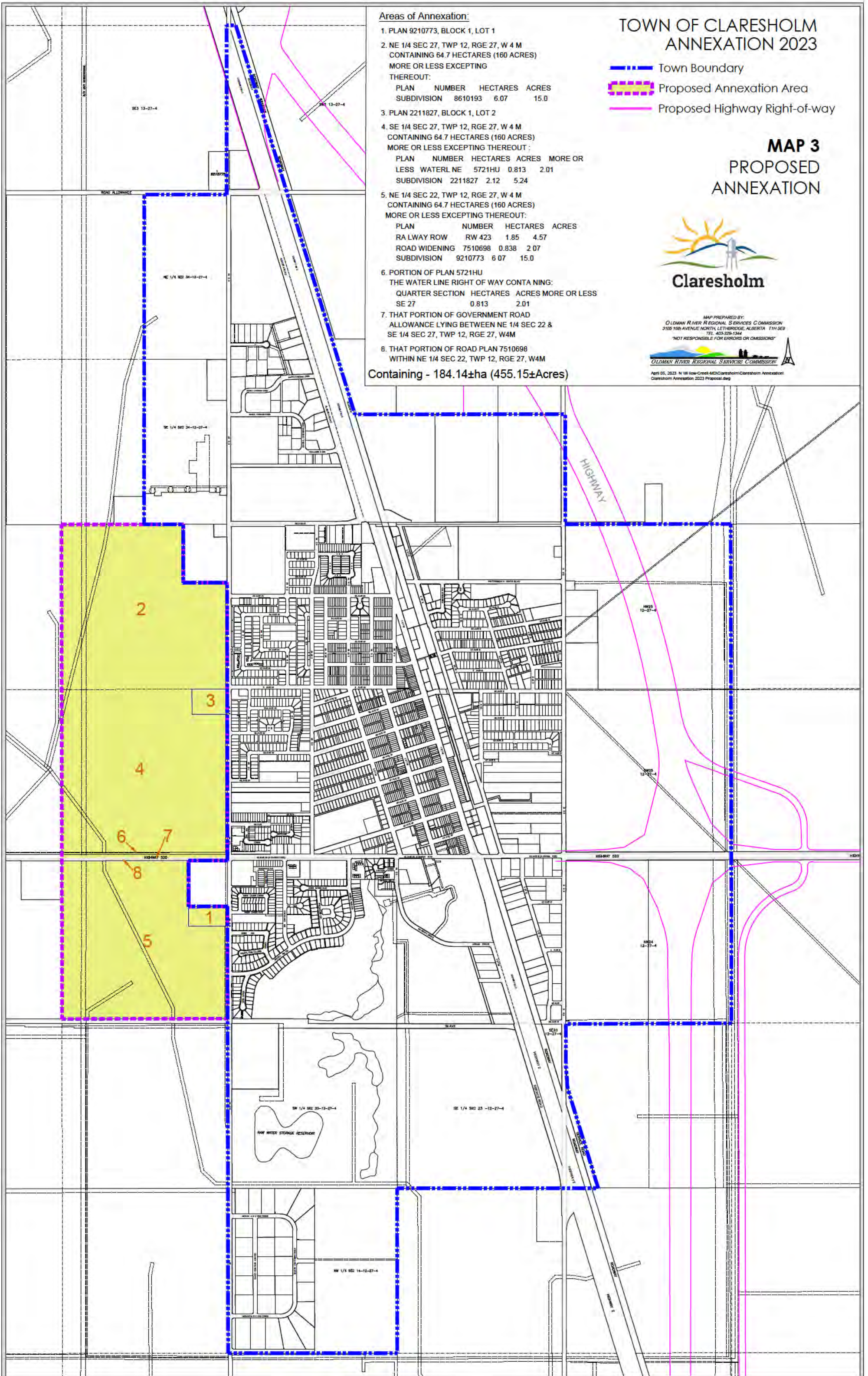
PLAN	NUMBER	HECTARES	ACRES
SUBDIVISION	8610193	6.07	15.0
3. PLAN 2211827, BLOCK 1, LOT 2
4. SE 1/4 SEC 27, TWP 12, RGE 27, W 4 M  
CONTAINING 64.7 HECTARES (160 ACRES)  
MORE OR LESS EXCEPTING THEREOUT :  

PLAN	NUMBER	HECTARES	ACRES	MORE OR LESS
LESS WATERLINE	5721HU	0.813	2.01	
SUBDIVISION	2211827	2.12	5.24	
5. NE 1/4 SEC 22, TWP 12, RGE 27, W 4 M  
CONTAINING 64.7 HECTARES (160 ACRES)  
MORE OR LESS EXCEPTING THEREOUT:  



PLAN	NUMBER	HECTARES	ACRES
RA LWAY ROW	RW 423	1.85	4.57
ROAD WIDENING	7510698	0.838	2.07
SUBDIVISION	9210773	6.07	15.0
6. PORTION OF PLAN 5721HU  
THE WATER LINE RIGHT OF WAY CONTAINING:  

QUARTER SECTION	HECTARES	ACRES	MORE OR LESS
SE 27	0.813	2.01	
7. THAT PORTION OF GOVERNMENT ROAD  
ALLOWANCE LYING BETWEEN NE 1/4 SEC 22 &  
SE 1/4 SEC 27, TWP 12, RGE 27, W4M
8. THAT PORTION OF ROAD PLAN 7510698  
WITHIN NE 1/4 SEC 22, TWP 12, RGE 27, W4M

Containing - 184.14±ha (455.15±Acres)



# TOWN OF CLARESHOLM ANNEXATION 2023


-  Proposed Town Boundary
-  Proposed Highway Right-of-way

## MAP 4 NEW BOUNDARY AFTER ANNEXATION

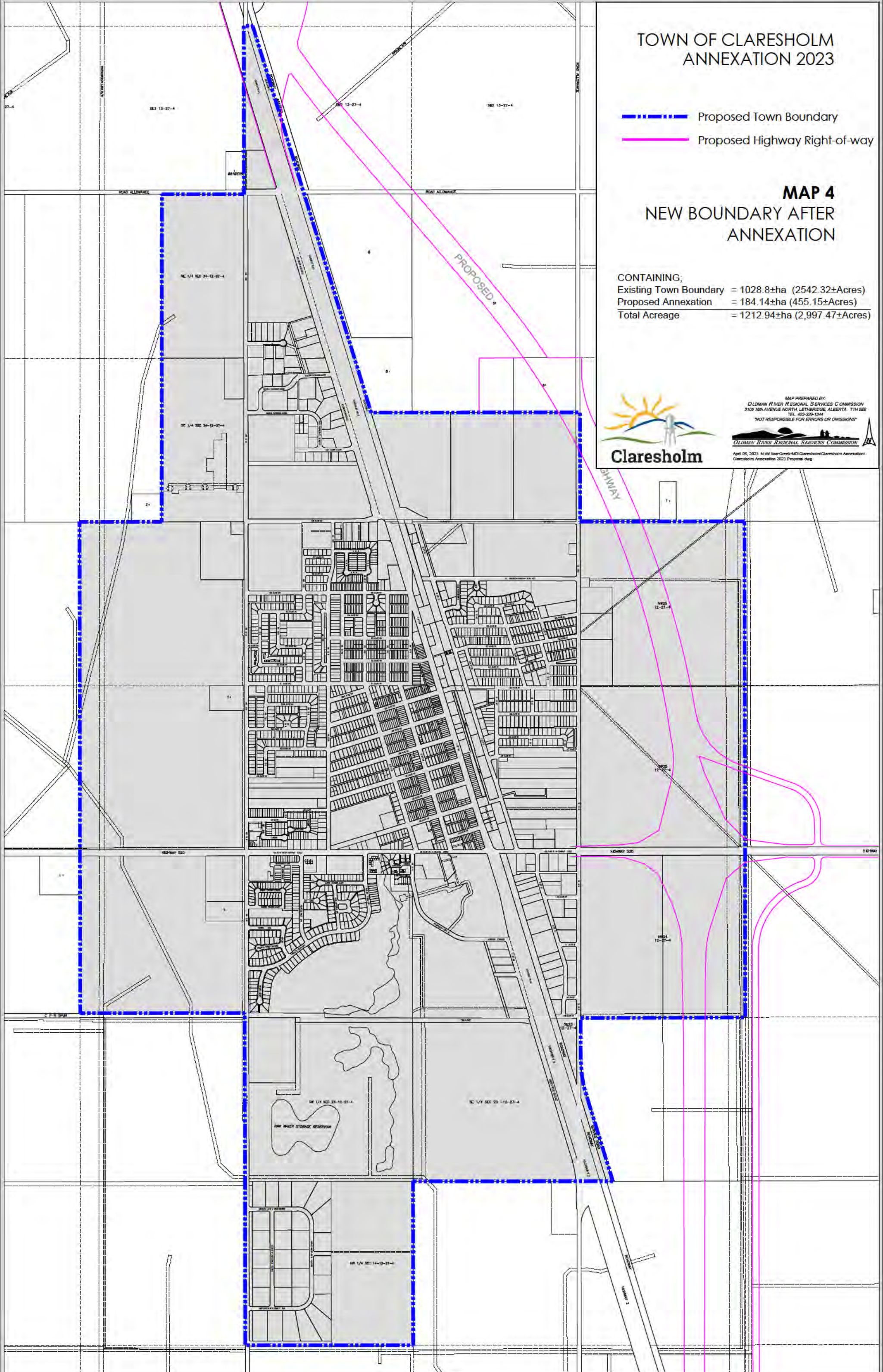
CONTAINING;  
Existing Town Boundary = 1028.8±ha (2542.32±Acres)  
Proposed Annexation = 184.14±ha (455.15±Acres)  
Total Acreage = 1212.94±ha (2,997.47±Acres)



MAP PREPARED BY:  
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
3105 18th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E6  
TEL: 403-339-1344  
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



April 05, 2023 N:\W\low-Creek-40\Claresholm\Claresholm Annexation\Claresholm Annexation 2023 Proposal.dwg



	SE 1/4 SEC 27, TWP 12, RGE 27, W4M			
8	PORTION OF ROAD PLAN 7510698 WITHIN NE 1/4 SEC 22, TWP 12, RGE 27, W4M	Road	0.84	2.07
<b>Total</b>			<b>184.14</b>	<b>455.15</b>

## G. AFFECTED BOUNDARY ROADS

The proposed annexation areas are adjacent to a provincial highway. Table 2 outlines the affected road rights-of-way within the proposed annexation boundary.

**TABLE 2: AFFECTED ROADS**

	Short Legal		Area (ha)	Area (ac)
7	PORTION OF GOVERNMENT ROAD ALLOWANCE LYING BETWEEN NE 1/4 SEC 22 & SE 1/4 SEC 27, TWP 12, RGE 27, W4M	Road	1.62	4.01
8	PORTION OF ROAD PLAN 7510698 WITHIN NE 1/4 SEC 22, TWP 12, RGE 27, W4M	Road	0.84	2.07
<b>Total</b>			<b>4.745</b>	<b>11.725</b>

## H. PROPOSED EFFECTIVE DATE OF THE ANNEXATION

It would be the preference of the Town of Claresholm to have the effective date of the annexation as soon as possible, with July 1, 2023 the preferred date. It is understood that due to processing that this date may be realistically effective January 1, 2024.

## I. PUBLIC CONSULTATION

**Principle 11. Reasonable solutions to impacts on property owners and citizens**

**Principle 12. Public and landowner consultation process.**

In order to fulfill the requirement for public consultation, the Town of Claresholm hosted an Open House to consult with the public regarding the proposed annexation on February 27, 2023. The Open House was advertised in the local newspaper (Appendix F) and by letter to affected landowners. The event was open to the public from 6:00 pm to 7:00 pm at the Town of Claresholm Administration Offices. Eleven individuals attended the Open House (not including 4 administrative and planning staff). Those individuals in attendance included one MD Councillors, six Town Councillors, the one media personnel, and 7 members of the public. No written submissions objecting to the proposed annexation have been received by the Town.

Relevant discussion with respect to the proposed annexation included questions on process, future uses for annexed lands, taxation, future roadways and access, servicing capacities and reasons for the annexation. Those that attended the open house expressed no objections to the proposed annexation. In response to questions about process and future development process

concerns as cited in [Principle 11](#), it was explained that the developer will be required to provide an Area Structure Plan which will require public input prior to adoption.

### **Principle 10. Agency consultation**

It should be noted that as part of the public consultation process, affected parties and local authorities were circulated the Town of Claresholm's Notice of Intent to Annex Land. Those circulated the Notice of Intent to Annex Land included the following: MD of Willow Creek, Livingstone School Division, Telus, FortisAlberta, AltaLink Management, ATCO Gas, ATCO Pipelines, Alberta Health Services, Alberta Transportation, Alberta Environment, Land and Property Rights Tribunal, Minister of Municipal Affairs, Willow Creek Regional Landfill, and the Oldman River Regional Services Commission. Any written correspondence received with respect to the proposed annexation is attached to this report as Appendix F.

## **J. EXISTING TOWN SERVICING IN PROXIMITY TO ANNEXATION LANDS**

[Principle 5. Logical extension of growth patterns, transportation and infrastructure servicing](#)  
[Principle 8. Alignment with statutory plans, infrastructure plans, and economic development plans.](#)

### **Water Allocation**

The Town of Claresholm water system is operated as a self-supported public utility as defined in the Municipal Government Act. Consumers are assured of a continuous, safe supply of potable water which meets public health standards, is aesthetically acceptable, adequate in volume and pressure, and operated in a cost-effective manner with the latest technological developments. Since October 2009, Claresholm receives its water supply from the Pine Coulee Reservoir located approximately six (6) kilometres west of the Town of Stavely. In compliance with Alberta's Water Act and other provincial regulations, the Town is licensed to divert water from Pine Coulee to operate the Claresholm Regional Water Treatment Plant. The raw water line from Pine Coulee to the Town of Claresholm was completed in 2008. The Claresholm Regional Water Treatment Plant upgrading was completed in 2010. Water from Pine Coulee is gravity fed to an onsite raw water reservoir to the south of the plant, then water is drawn from this reservoir and treated as required. The capacity of the new water plant is 6,912,000 litres per day. The Town of Claresholm can divert 1,301,235 cubic metres of water annually from Pine Coulee at the maximum diversion rate of 0.08 cubic metres per second. The quality of water produced in Claresholm is excellent with new state of the art technology. Water is continuously sampled and tested to ensure it meets the standards set out by the local health authority.

### **Sewer Capacity**

Claresholm is serviced by a 140 acres lagoon system. The sewer capacity of the Town's lagoon system is rated for a population of 5000. No upgrades are currently planned but will need to be addressed as servicing of the annexed areas comes on-line.

### **Storm Water Management**

The Town of Claresholm has a comprehensive storm water management plan outlined in their existing Infrastructure Master Plan. The system is a series of overland and underground facilities

that work to capture the storm water and convey it to an outfall line south of the community and eventually flows are discharged to Willow Creek. All future plans call for the construction of storm water detention/retention ponds that would detain and store the excess storm water in key locations.

### **Access**

The property proposed for annexation takes access via Highway 520 and a developed Town road to the east (8<sup>th</sup> Street W) which connects to the Town roadway system via numerous cross streets. There are no MD of Willow Creek roads being proposed for annexation in this application.

*NOTE: See attached Maps 6-7 of Appendix H for locational information on Town servicing.*

## **K. ASSESSMENT AND TAXATION PROVISIONS**

With respect to the proposed annexation application, the Town of Claresholm Council has agreed to the following taxation and assessment provisions for those relevant and impacted parcels of land within the proposed annexation boundary area:

1. For taxation purposes in 2024 and subsequent years, up to and including 2038, the annexed land and the assessable improvements to it:
  - a. must be assessed by the Town on the same basis as if they had remained in the Municipal District of Willow Creek No.26, and
  - b. must be taxed by the Town in respect of each assessment class that applies to the annexed land and the assessable improvements to it using the tax rate established by the Municipal District of Willow Creek No.26.
  
2. Where in any taxation year, a portion of the annexed land:
  - a. becomes a new parcel of land created as a result of subdivision or separation of title by registered plan of subdivision or by instrument or any other method that occurs at the request of, or on behalf of, the landowner, or
  - b. is redesignated at the request of, or on behalf of the landowner under the Town Land Use Bylaw to another designation, or
  - c. is connected, at the request of or on the behalf of the landowner to water or wastewater services provided by the Town of Claresholm;

provision 1 ceases to apply at the end of that taxation year in respect of that portion of the annexed land and the assessable improvements to it.

3. Where in any taxation year, the total area of the residual parcel of annexed land falls below 3.45 hectares (8.75 acres) by any subdivision or other method that occurs at the request of, or on behalf of, the landowner; provision 1 ceases to apply at the end of that taxation year in respect of that portion of the annexed land and the assessable improvements to it.

4. After provision 1 ceases to apply to a portion of the annexed land in a taxation year, that portion of the annexed land and the assessable improvements to it must be assessed and taxed for the purposes of property taxes in the following year in the same manner as other property of the same assessment class in the Town is assessed and taxed.

## **L. MUNICIPAL COMPENSATION**

### **Principle 13. Justification for suggested intermunicipal revenue sharing/compensation.**

The Town of Claresholm will compensate MD of Willow Creek in the amount of \$6,726.62. This compensation amount has been determined and agreed to through negotiation between both municipal Councils. The compensation amount is based on a 2023 tax assessment amount and then regressed by 25% over the next 3 years to 2026 for a total compensation of \$6,726.62. The methodology and time frame had been utilized in the 2017 annexation and proved to work for both municipalities for this 2023 proposal. The amount will be paid as a lump sum payment due upon completion of the Order in Council.

## **M. ANNEXATION ITEMS AGREED TO BY TOWN AND MUNICIPAL DISTRICT**

### **Principle 15. Conditions of annexation that are certain, unambiguous, enforceable and time specific.**

With regards to this annexation, the Town of Claresholm and MD of Willow Creek have agreed on the following items as they relate to this annexation application:

1. There are no known objections to the annexation at the time of this report being prepared; and
2. The Town of Claresholm will compensate MD of Willow Creek in the amount of \$6,726.62 (as described in section L above); and
3. Special assessment or tax provisions (none).

## **N. FINANCIAL ANALYSIS**

### **Principle 6. Cost effective, efficient and coordinated approach to the administration of services.**

### **Principle 9. Financial impact on the initiating and the responding municipalities.**

### **Principle 14. Rationale to establish the annexation is not simply a tax initiative.**

As the initiating municipality, the Town of Claresholm has considered the financial impact of the proposed annexation and future development of the lands can be managed in a positive manner. The Town has the following strategies to manage and fund future growth:

- *Development is expected to pay its own way. The obligation for supply or upgrading infrastructure to serve new subdivisions and development will be at the developer's expense and may require the developer to enter into an agreement with the municipality*

*pursuant to the Municipal Government Act. Opportunities for cost-sharing between the Town and developers may be considered to promote the objectives of the Municipal Development Plan whenever Council determines that the improvements would be beneficial to the community as a whole.*

- *Concurrency of services and facilities with impacts of development is expected. Development will not be permitted to outpace the capacity of the municipal infrastructure.*
- *Before any development or subdivision occurs on annexed land, an Area Structure Plan will be required, unless determined otherwise by Council.*
- *The Town is committed to ensuring existing infrastructure capacity is monitored and maximized, regional partnerships for provision of new infrastructure [is pursued] where possible, and budget[ing] accordingly to maintain adequate system capacity and design.*
- *Development will maximize use of existing infrastructure where possible and ensure logical extension of utilities and other services in proposed subdivision design.*
- *The land is proposed to be utilized for residential uses which would diversify property tax assessment.*

As the responding municipality the MD of Willow Creek, with value added industry growth in the Airport Industrial Park and rural areas surrounding the Town, realize both urban and rural work forces need residential accommodation. The financial impact of the transitioning of agricultural land to urban development is a necessary step in seeing the local economy grow with the understanding that the annexed land will continue to produce agricultural crops until it transitions. Both municipalities understand that as agricultural land, the taxation returns are not a motivating factor in this proposal.

## **O. SOUTH SASKATCHEWAN REGIONAL PLAN**

The Town has considered the South Saskatchewan Regional Plan (SSRP). Specifically, Section 8 of the Implementation Plan of the SSRP expects municipalities to consider the following in their decision making:

- *Coordinate and work with each other in their respective planning activities (such as the development of plans and policies) and development approval processes to address issues of mutual interest. (8.3)*
- *Provide an appropriate mix of agricultural, residential, commercial, industrial, institutional, public and recreational land uses; developed in an orderly, efficient, compatible, safe and economical manner. (8.11)*
- *Contribute to a healthy environment, healthy economy and a high quality of life. (8.12)*
- *Provide a wide range of economic development opportunities, stimulate local employment growth and promote a healthy and stable economy. Municipalities are also expected to complement regional and provincial economic development initiatives. (8.13)*
- *Feature innovative housing design, range of densities and housing types such as mixed use, cluster development, secondary suites, seniors' centres and affordable housing. Provide*

*the opportunity for the variety of residential environments which feature innovative designs and densities and which make efficient use of existing facilities, infrastructure and public transportation. (8.14)*

- *Minimize potential conflict of land uses within and adjacent to areas prone to flooding, erosion, subsidence, or wildfire. (8.16)*
- *Complement their municipal financial management strategies, whereby land use decisions contribute to the financial sustainability of the municipality. (8.17)*
- *Locate schools and health facilities, transportation and transit and other amenities appropriately, to meet increased demand from a growing population. (8.18)*

## **P. CONCLUSION**

The Town of Claresholm requests a thorough review of the attached information contained within this annexation report. The 15 principles outlined in the Tribunal’s Annexation Application Checklist (Appendix I) have either been addressed in the written portion of this report or provided for consideration in the attached appendices. As all affected parties agree with the attached annexation proposal, a favourable annexation response from the Land and Property Rights Tribunal is requested by the Town of Claresholm.

# **APPENDIX A**

Report of Accuracy by Town of Claresholm

# REPORT OF ACCURACY

To the Annexation of the following lands into the Town of Claresholm:

1. PLAN 9210773

BLOCK 1

LOT 1

EXCEPTING THEREOUT ALL MINES AND MINERALS

2. MERIDIAN 4 RANGE 27 TOWNSHIP 12

SECTION 27

QUARTER NORTH EAST

CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS

EXCEPTING THEREOUT:

PLAN	NUMBER	HECTARES	ACRES (MORE OR LESS)
SUBDIVISION	8610193	6.07	15.0

EXCEPTING THEREOUT ALL MINES AND MINERALS

AND THE RIGHT TO WORK THE SAME

3. PLAN 2211827

BLOCK 1

LOT 2

EXCEPTING THEREOUT ALL MINES AND MINERALS

4. THE SOUTH EAST QUARTER OF SECTION TWENTY SEVEN

(27) TOWNSHIP TWELVE (12)

RANGE TWENTY SEVEN (27) WEST OF THE FOURTH

MERIDIAN

CONTAINING 64.7 HECTARES (160 ACRES) MORE

OR LESS EXCEPTING THEREOUT :

PLAN	NUMBER	HECTARES	ACRES	MORE OR
LESS WATERLINE	5721HU	0.813		2.01
SUBDIVISION	2211827	2.12		5.24

EXCEPTING THEREOUT ALL MINES AND MINERALS

AND THE RIGHT TO WORK THE SAME

5. MERIDIAN 4 RANGE 27 TOWNSHIP 12

SECTION 22

QUARTER NORTH EAST

CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS

EXCEPTING THEREOUT:

PLAN	NUMBER	HECTARES	
ACRES RAILWAY ROW	RW 423		1.85
4.57			
ROAD WIDENING	7510698	0.838	2.07
SUBDIVISION	9210773	6.07	15.0

EXCEPTING THEREOUT ALL MINES AND MINERALS

6. PORTION OF PLAN 5721HU  
THE WATER LINE RIGHT OF WAY  
CONTAINING:

QUARTER SECTION	HECTARES MORE OR LESS	ACRES MORE OR
LESS SE 27	0.813	2.01

EXCEPTING THEREOUT ALL MINES AND MINERALS  
AND THE RIGHT TO WORK THE SAME

7. THAT PORTION OF GOVERNMENT ROAD  
ALLOWANCE LYING BETWEEN NE 1/4 SEC 22 &  
SE 1/4 SEC 27, TWP 12, RGE 27, W4M

8. THAT PORTION OF ROAD PLAN 7510698  
WITHIN NE 1/4 SEC 22, TWP 12, RGE 27, W4M

within the Municipal District of Willow Creek No.26

The Town of Claresholm does hereby certify that this report accurately reflects the results of the negotiations with respect to the proposed annexation. With regards to this annexation request, the Town acknowledges:

- there are no known objections to annexation,
- that compensation in the amount of \$6,726.62 has been paid to the Municipal District of Willow Creek No.26,
- that there are special tax arrangements or assessment compensation with regards to the subject lands and particulars of the terms are found in the signed consents of the landowners, and
- the landowners have consented to the annexation.

---

Mayor  
Chelsae Petrovic

---

Chief Administrative Officer  
Abe Tinney

Dated at Claresholm, Alberta this \_\_\_\_ day of \_\_\_\_\_, 2023.

# **APPENDIX B**

Written consent from MD of Willow Creek

# CONSENT OF THE MUNICIPAL DISTRICT OF WILLOW CREEK NO.26

To the Annexation of the following lands into the Town of Claresholm:

1. PLAN 9210773  
BLOCK 1  
LOT 1  
EXCEPTING THEREOUT ALL MINES AND MINERALS
  
2. MERIDIAN 4 RANGE 27 TOWNSHIP 12  
SECTION 27  
QUARTER NORTH EAST  
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS EXCEPTING THEREOUT:  

PLAN	NUMBER	HECTARES	ACRES (MORE OR LESS)
SUBDIVISION	8610193	6.07	15.0

  
EXCEPTING THEREOUT ALL MINES AND MINERALS AND THE RIGHT TO WORK THE SAME
  
3. PLAN 2211827  
BLOCK 1  
LOT 2  
EXCEPTING THEREOUT ALL MINES AND MINERALS
  
4. THE SOUTH EAST QUARTER OF SECTION TWENTY SEVEN (27)  
TOWNSHIP TWELVE (12)  
RANGE TWENTY SEVEN (27) WEST OF THE FOURTH MERIDIAN  
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS EXCEPTING THEREOUT :  

PLAN	NUMBER	HECTARES	ACRES MORE OR LESS
WATERLINE	5721HU	0.813	2.01
SUBDIVISION	2211827	2.12	5.24

  
EXCEPTING THEREOUT ALL MINES AND MINERALS AND THE RIGHT TO WORK THE SAME
  
5. MERIDIAN 4 RANGE 27 TOWNSHIP 12  
SECTION 22  
QUARTER NORTH EAST  
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS EXCEPTING THEREOUT:  

PLAN	NUMBER	HECTARES	ACRES
RAILWAY ROW	RW 423	1.85	4.57
ROAD WIDENING	7510698	0.838	2.07
SUBDIVISION	9210773	6.07	15.0

  
EXCEPTING THEREOUT ALL MINES AND MINERALS
  
6. PORTION OF PLAN 5721HU  
THE WATER LINE RIGHT OF WAY CONTAINING:  

QUARTER SECTION	HECTARES MORE OR LESS	ACRES MORE OR LESS
SE 27	0.813	2.01

  
EXCEPTING THEREOUT ALL MINES AND MINERALS AND THE RIGHT TO WORK THE SAME

7. THAT PORTION OF GOVERNMENT ROAD  
ALLOWANCE LYING BETWEEN NE 1/4 SEC 22 &  
SE 1/4 SEC 27, TWP 12, RGE 27, W4M

8. THAT PORTION OF ROAD PLAN 7510698  
WITHIN NE 1/4 SEC 22, TWP 12, RGE 27, W4M

Pursuant to Section 118(2) of the Municipal Government Act, Municipal District of Willow Creek No.26 does hereby certify that this report accurately reflects the results of the negotiations with respect to the proposed annexation. With regards to this annexation request, the Municipal District acknowledges:

- There are no known objections to the annexation at the time of this report being prepared;
- The landowners have consented to the annexation;
- There will be compensation payable to the MD of Willow Creek in the amount of \$6,726.62; and
- That the Town will provide special tax concessions with the landowner, Dave Mulholland, described as follows:
  1. For taxation purposes in 2024 and subsequent years, up to and including 2038, the annexed land and the assessable improvements to it:
    - a. must be assessed by the Town on the same basis as if they had remained in the Municipal District of Willow Creek No.26, and
    - b. must be taxed by the Town in respect of each assessment class that applies to the annexed land and the assessable improvements to it using the tax rate established by the Municipal District of Willow Creek No.26.
  2. Where in any taxation year, a portion of the annexed land:
    - a. becomes a new parcel of land created as a result of subdivision or separation of title by registered plan of subdivision or by instrument or any other method that occurs at the request of, or on behalf of, the landowner, or
    - b. is redesignated at the request of, or on behalf of the landowner under the Town Land Use Bylaw to another designation, or
    - c. is connected, at the request of or on the behalf of the landowner to water or wastewater services provided by the Town of Claresholm;

provision 1 ceases to apply at the end of that taxation year in respect of that portion of the annexed land and the assessable improvements to it.

3. Where in any taxation year, the total area of the residual parcel of annexed land falls below 3.45 hectares (8.75 acres) by any subdivision or other method that occurs at the request of, or on behalf of, the landowner; provision 1 ceases to apply at the end of that taxation year in respect of that portion of the annexed land and the assessable improvements to it.
4. After provision 1 ceases to apply to a portion of the annexed land in a taxation year, that portion of the annexed land and the assessable improvements to it must be assessed and taxed for the purposes of property taxes in the following year in the same manner as other property of the same assessment class in the Town is assessed and taxed.

---

Reeve  
Maryanne Sandberg

Dated at MD of Willow Creek, Alberta this the \_\_\_ day of \_\_\_\_\_, 2023.

# **APPENDIX C**

Written Consent of Affected Landowner

# CONSENT OF THE LANDOWNER

I, DAVID F MULHOLLAND  
BOX 2020  
Claresholm, Alberta T0L 0T0

am a registered owner(s) of the lands legally described as:

LINC NUMBER	SHORT LEGAL	TITLE
0021 545 150	4;27;12;27;NE	171 162 399 +4

**MERIDIAN 4 RANGE 27 TOWNSHIP 12  
SECTION 27**

**QUARTER NORTH EAST**

**CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS EXCEPTING THEREOUT:**

PLAN	NUMBER	HECTARES	ACRES (MORE OR LESS)
------	--------	----------	----------------------

SUBDIVISION	8610193	6.07	15.0
-------------	---------	------	------

**EXCEPTING THEREOUT ALL MINES AND MINERALS AND THE RIGHT TO WORK THE SAME**

LINC NUMBER	SHORT LEGAL	TITLE
0039 330 931	2211827;1;2	221 270 039

**PLAN 2211827**

**BLOCK 1**

**LOT 2**

**EXCEPTING THEREOUT ALL MINES AND MINERALS**

LINC NUMBER	SHORT LEGAL	TITLE
0039 330 923	4;27;12;27;SE	221 270 039 +1

**THE SOUTH EAST QUARTER OF SECTION TWENTY SEVEN (27) TOWNSHIP TWELVE (12)  
RANGE TWENTY SEVEN (27) WEST OF THE FOURTH MERIDIAN**

**CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS EXCEPTING THEREOUT :**

PLAN NUMBER	HECTARES	ACRES	MORE OR LESS
-------------	----------	-------	--------------

WATERLINE	5721HU	0.813	2.01
-----------	--------	-------	------

SUBDIVISION	2211827	2.12	5.24
-------------	---------	------	------

**EXCEPTING THEREOUT ALL MINES AND MINERALS AND THE RIGHT TO WORK THE SAME**

all located within the Municipal District of Willow Creek No.26.

I hereby consent to the annexation of the above-mentioned lands located within the Municipal District of Willow Creek No.26 to the Town of Claresholm and I acknowledge that the Town will provide special tax concessions with the landowner, described as follows:

1. For taxation purposes in 2024 and subsequent years, up to and including 2038, the annexed land and the assessable improvements to it:
  - a. must be assessed by the Town on the same basis as if they had remained in the Municipal District of Willow Creek No.26, and

- b. must be taxed by the Town in respect of each assessment class that applies to the annexed land and the assessable improvements to it using the tax rate established by the Municipal District of Willow Creek No.26.
2. Where in any taxation year, a portion of the annexed land:
- a. becomes a new parcel of land created as a result of subdivision or separation of title by registered plan of subdivision or by instrument or any other method that occurs at the request of, or on behalf of, the landowner, or
  - b. is redesignated at the request of, or on behalf of the landowner under the Town Land Use Bylaw to another designation, or
  - c. is connected, at the request of or on the behalf of the landowner to water or wastewater services provided by the Town of Claresholm;
- provision 1 ceases to apply at the end of that taxation year in respect of that portion of the annexed land and the assessable improvements to it.
3. Where in any taxation year, the total area of the residual parcel of annexed land falls below 3.45 hectares (8.75 acres) by any subdivision or other method that occurs at the request of, or on behalf of, the landowner; provision 1 ceases to apply at the end of that taxation year in respect of that portion of the annexed land and the assessable improvements to it.
4. After provision 1 ceases to apply to a portion of the annexed land in a taxation year, that portion of the annexed land and the assessable improvements to it must be assessed and taxed for the purposes of property taxes in the following year in the same manner as other property of the same assessment class in the Town is assessed and taxed.

---

Registered Owner

Dated at Claresholm, Alberta this \_\_\_ day of \_\_\_\_\_, 2023.

# CONSENT OF THE LANDOWNER

I, M G MULHOLLAND FARMS LIMITED  
BOX 2020  
Claresholm, Alberta T0L 0T0

am a registered owner(s) of the lands legally described as:

LINC NUMBER	SHORT LEGAL	TITLE
0022 307 227	4;27;12;22;NE	921 097 883 +1

MERIDIAN 4 RANGE 27 TOWNSHIP 12  
SECTION 22  
QUARTER NORTH EAST  
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS EXCEPTING THEREOUT:

PLAN	NUMBER	HECTARES	ACRES
RAILWAY ROW	RW 423	1.85	4.57
ROAD WIDENING	7510698	0.838	2.07
SUBDIVISION	9210773	6.07	15.0

EXCEPTING THEREOUT ALL MINES AND MINERALS

located within the Municipal District of Willow Creek No.26.

I hereby consent to the annexation of the above mentioned lands located within the Municipal District of Willow Creek No.26 to the Town of Claresholm and I acknowledge that the Town will provide special tax concessions with the landowner, described as follows:

1. For taxation purposes in 2024 and subsequent years, up to and including 2038, the annexed land and the assessable improvements to it:
  - a. must be assessed by the Town on the same basis as if they had remained in the Municipal District of Willow Creek No.26, and
  - b. must be taxed by the Town in respect of each assessment class that applies to the annexed land and the assessable improvements to it using the tax rate established by the Municipal District of Willow Creek No.26.
2. Where in any taxation year, a portion of the annexed land:
  - a. becomes a new parcel of land created as a result of subdivision or separation of title by registered plan of subdivision or by instrument or any other method that occurs at the request of, or on behalf of, the landowner, or
  - b. is redesignated at the request of, or on behalf of the landowner under the Town Land Use Bylaw to another designation, or

c. \_\_\_\_\_ is connected, at the request of or on the behalf of the landowner to water or wastewater services provided by the Town of Claresholm;

provision 1 ceases to apply at the end of that taxation year in respect of that portion of the annexed land and the assessable improvements to it.

3. Where in any taxation year, the total area of the residual parcel of annexed land falls below 3.45 hectares (8.75 acres) by any subdivision or other method that occurs at the request of, or on behalf of, the landowner; provision 1 ceases to apply at the end of that taxation year in respect of that portion of the annexed land and the assessable improvements to it.
4. After provision 1 ceases to apply to a portion of the annexed land in a taxation year, that portion of the annexed land and the assessable improvements to it must be assessed and taxed for the purposes of property taxes in the following year in the same manner as other property of the same assessment class in the Town is assessed and taxed.

\_\_\_\_\_  
Registered Owner

Dated at Claresholm, Alberta this \_\_\_\_ day of \_\_\_\_\_, 2023.

# CONSENT OF THE LANDOWNER

I, EXXONMOBIL RESOURCES LTD.  
OF ATTN: LAND DEPARTMENT  
237 4 AVE SW  
PO BOX 800  
CALGARY, ALBERTA T2P 2J7

am a registered owner(s) of the lands legally described as:

LINC	SHORT LEGAL	TITLE NUMBER
0024 457 863	4;27;12;27;NE	46G116
0024 457 889	4;27;12;27;SE	

## LEGAL DESCRIPTION

### SECOND

ALL MINES AND MINERALS, AND THE RIGHT TO WORK THE SAME  
WITHIN, UPON OR UNDER:

MERIDIAN 4 RANGE 27 TOWNSHIP 12

SECTION 27

QUARTER NORTH EAST

AREA: 64.7 HECTARES (160 ACRES) MORE OR LESS

### FOURTH

ALL MINES AND MINERALS, AND THE RIGHT TO WORK THE SAME  
WITHIN, UPON OR UNDER:

MERIDIAN 4 RANGE 27 TOWNSHIP 12

SECTION 27

QUARTER SOUTH EAST

AREA: 64.7 HECTARES (160 ACRES) MORE OR LESS

located within the Municipal District of Willow Creek No.26.

We consent to the annexation of the title which is located within the MD of Willow Creek No.26 to the Town of Claresholm and we acknowledge that there are no special tax or assessment concessions.

---

Registered Owner

Dated at Claresholm, Alberta this \_\_\_ day of \_\_\_\_\_, 2023.

# CONSENT OF THE LANDOWNER

I, ALBERTA HEALTH SERVICES  
OF SUITE 1100, NORTH TOWER, 10030-107 STREET  
EDMONTON ALBERTA T5J 3E4

am a registered owner(s) of the lands legally described as:

LINC	NUMBER	SHORT LEGAL	TITLE
0022	307 235	9210773;1;1	091 103 482 +8

**PLAN 9210773**  
**BLOCK 1**  
**LOT 1**  
**EXCEPTING THEREOUT ALL MINES AND MINERALS**  
**AREA: 6.07 HECTARES (15 ACRES) MORE OR LESS**  
**ESTATE: FEE SIMPLE**

located within the Municipal District of Willow Creek No.26.

We consent to the annexation of the title which is located within the MD of Willow Creek No.26 to the Town of Claresholm and we acknowledge that there are no special tax or assessment concessions.

\_\_\_\_\_  
Registered Owner

Dated at Claresholm, Alberta this \_\_\_ day of \_\_\_\_\_, 2023.

# CONSENT OF THE LANDOWNER

I, TOWN OF CLARESHOLM  
BOX 1000  
CLARESHOLM, ALBERTA T0L 0T0

am a registered owner(s) of the lands legally described as:

LINC NUMBER	SHORT LEGAL	TITLE
0038 746 012	5721HU;RW;12	201 207 188 +1

PORTION OF PLAN 5721HU  
THE WATER LINE RIGHT OF WAY  
CONTAINING:

QUARTER SECTION	HECTARES MORE OR LESS	ACRES MORE OR LESS
SE 27	0.813	2.01

EXCEPTING THEREOUT ALL MINES AND MINERALS AND THE RIGHT TO  
WORK THE SAME

located within the Municipal District of Willow Creek No.26.

We consent to the annexation of the title which is located within the MD of Willow Creek No.26 to the Town of Claresholm and we acknowledge that there are no special tax or assessment concessions.

\_\_\_\_\_  
Registered Owner  
Abe Tinney, CAO

Dated at Claresholm, Alberta this \_\_\_ day of \_\_\_\_\_, 2023.

# **APPENDIX D**

Names and Addresses of Affected Parties

## NAMES AND ADDRESSES OF AFFECTED/REFFERAL PARTIES

---

Land and Property Rights Tribunal  
Attention: Rick Duncan  
2nd Floor, 1229 - 91 Street SW  
Edmonton, AB T6X 1E9

MD of Willow Creek  
Attn: Derrick Krizsan  
PO Box 550  
Claresholm, AB T0L 0T0

Town of Claresholm  
Attn: Abe Tinney  
Box 1000  
Claresholm, AB T0L 0T0

Alberta Health Services  
Attention: Shawna Pineau  
10301 Southport Lane SW  
Calgary, Alberta T2W 1S7

Alberta Transportation  
Attention: Leah Olsen  
3rd Floor, Administration Building  
909 - 3 Avenue North  
Lethbridge, AB T1H 0H5

AltaLink Management  
2611 - 3 Avenue S.E.  
Calgary, AB T2A 7W7

ATCO Gas  
6th Floor, 909 – 11 Ave SW Calgary,  
AB T2R 1L8

ATCO Pipelines  
Engineering Department  
7210 - 42 Street N.W.  
Edmonton, AB T6B 3H1

FortisAlberta Inc.  
Land Services  
320 – 17 Avenue SW  
Calgary, AB T2S 2V1

Oldman River Regional Services  
Commission  
3105 - 16 Avenue North  
Lethbridge, AB T1H 5E8

Minister of Municipal Affairs  
Office of the Minister  
Municipal Affairs  
320 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

Livingstone Range School Division #68  
P.O. 1810  
Fort Macleod, AB T0L 0Z0

TELUS  
2930 Centre Ave NE  
Calgary, AB T2A 4Y2

Alberta Environment  
Attn: Jason Cayford  
2nd Floor, Provincial Bldg  
200 5 Ave South  
Lethbridge, AB T1J 4L1

Willow Creek Waste Mgmt Services  
Cheryl Gunther  
[wcrlandfill@gmail.com](mailto:wcrlandfill@gmail.com)

ExxonMobil Ltd.  
Attn: Land Department  
PO BOX 800  
Calgary, AB T2P 2J7

## LANDOWNERS IN ANNEXATION LANDS

Annexation Lands				
Area	LINC #	Short Legal	Landowner	Mailing Address
1	0022307235	9210773;1;1	Alberta Health Services	10301 Southport Lane SW Calgary, Alberta T2W 1S7
2	0021545150	4;27;12;27; NE	David F Mulholland	PO BOX 2020 CLARESHOLM AB T0L 0T0
2	0024457863*	4;27;12;27; NE	ExxonMobil Resources Ltd	PO BOX 800 CALGARY AB T2P 2J7
3	0039330931	2211827;1;2	David F Mulholland	PO BOX 2020 CLARESHOLM AB T0L 0T0
4	0039330923	4;27;12;27; SE	David F Mulholland	PO BOX 2020 CLARESHOLM AB T0L 0T0
4	0024457889*	4;27;12;27; SE	ExxonMobil Resources Ltd	PO BOX 800 CALGARY AB T2P 2J7
5	0022307227	4;27;12;22; NE	MG Mulholland Farms Ltd	PO BOX 2020 CLARESHOLM AB T0L 0T0
6	0038746012	5721HU; RW;12	Town of Claresholm	PO Box 1000, 111 55 Ave W

\* - Denotes Mineral Title

# **APPENDIX E**

Current Titles of Affected Lands



LAND TITLE CERTIFICATE

M	LINC	SHORT LEGAL	TITLE NUMBER
	0021 707 039	4;27;12;27;NW	46G116 .
	0024 457 863	4;27;12;27;NE	
	0024 457 871	4;27;12;27;SW	
	0024 457 889	4;27;12;27;SE	

LEGAL DESCRIPTION

FIRST

ALL MINES AND MINERALS WITHIN, UPON OR UNDER:  
MERIDIAN 4 RANGE 27 TOWNSHIP 12  
SECTION 27  
QUARTER NORTH WEST  
AND THE RIGHT TO WORK THE SAME  
AREA: 64.7 HECTARES (160 ACRES) MORE OR LESS

SECOND

ALL MINES AND MINERALS, AND THE RIGHT TO WORK THE SAME  
WITHIN, UPON OR UNDER:  
MERIDIAN 4 RANGE 27 TOWNSHIP 12  
SECTION 27  
QUARTER NORTH EAST  
AREA: 64.7 HECTARES (160 ACRES) MORE OR LESS

THIRD

ALL MINES AND MINERALS, AND THE RIGHT TO WORK THE SAME  
WITHIN, UPON OR UNDER:  
MERIDIAN 4 RANGE 27 TOWNSHIP 12  
SECTION 27  
QUARTER SOUTH WEST  
AREA: 64.7 HECTARES (160 ACRES) MORE OR LESS

FOURTH

ALL MINES AND MINERALS, AND THE RIGHT TO WORK THE SAME  
WITHIN, UPON OR UNDER:  
MERIDIAN 4 RANGE 27 TOWNSHIP 12  
SECTION 27  
QUARTER SOUTH EAST

( CONTINUED )

AREA: 64.7 HECTARES (160 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

---

REGISTERED OWNER(S)					
REGISTRATION	DATE (DMY)	DOCUMENT	TYPE	VALUE	CONSIDERATION
46G116	23/05/1932			\$100	REF. DU10

---

OWNERS

EXXONMOBIL RESOURCES LTD.  
OF ATTN: LAND DEPARTMENT  
237-4 AVE SW  
PO BOX 800  
CALGARY  
ALBERTA T2P 2J7

(DATA UPDATED BY: CHANGE OF NAME 011324487)

---

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION	NUMBER	DATE (D/M/Y)	PARTICULARS
	991 300 184	14/10/1999	CAVEAT RE : PETROLEUM AND NATURAL GAS LEASE CAVEATOR - CANADIAN NATURAL RESOURCES LIMITED. BOX 6926, STN D CALGARY ALBERTA T2P2G1 AGENT - RAYMOND CHONG (DATA UPDATED BY: CHANGE OF ADDRESS 031259618) (DATA UPDATED BY: TRANSFER OF CAVEAT 091084039) (DATA UPDATED BY: TRANSFER OF CAVEAT 101107937) (DATA UPDATED BY: TRANSFER OF CAVEAT 151313917)
	161 139 400	17/06/2016	CAVEAT RE : MINES AND MINERALS LEASE INTEREST CAVEATOR - CANADIAN NATURAL RESOURCES LIMITED. BOX 6926, STATION "D" CALGARY ALBERTA T2P2G1 AGENT - KRISTA MORTON

TOTAL INSTRUMENTS: 002

( CONTINUED )

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 27 DAY OF  
JANUARY, 2023 AT 02:53 P.M.

ORDER NUMBER: 46365205

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

---

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED  
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,  
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM  
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,  
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS  
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING  
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0039 330 931            2211827;1;2                      221 270 039

LEGAL DESCRIPTION  
PLAN 2211827  
BLOCK 1  
LOT 2  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AREA: 2.12 HECTARES (5.24 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE  
ATS REFERENCE: 4;27;12;27;SE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REFERENCE NUMBER: 171 162 399 +5

---

REGISTERED OWNER(S)					
REGISTRATION	DATE (DMY)	DOCUMENT	TYPE	VALUE	CONSIDERATION
221 270 039	01/12/2022	SUBDIVISION	PLAN		

OWNERS

DAVID F MULHOLLAND (FARMER)  
OF CLARESHOLM  
ALBERTA

---

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION	DATE (D/M/Y)	PARTICULARS
6997KZ .	24/08/1971	CAVEAT CAVEATOR - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.
8342LO .	25/01/1973	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED. "20 FOOT STRIP"
921 035 214	19/02/1992	CAVEAT

## REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
--------	--------------	-------------

-----

RE : AMENDING AGREEMENT  
CAVEATOR - ALTALINK MANAGEMENT LTD.  
2611 - 3 AVE SE  
CALGARY  
ALBERTA T2A7W7

(DATA UPDATED BY: TRANSFER OF CAVEAT  
021193420)

(DATA UPDATED BY: CHANGE OF ADDRESS 091065868)

171 208 599 18/09/2017 UTILITY RIGHT OF WAY  
GRANTEE - THE TOWN OF CLARESHOLM.  
AS TO PORTION OR PLAN:1711886

181 089 468 02/05/2018 UTILITY RIGHT OF WAY  
GRANTEE - THE TOWN OF CLARESHOLM.  
AS TO PORTION OR PLAN:1711886

TOTAL INSTRUMENTS: 005

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 19 DAY OF  
DECEMBER, 2022 AT 09:39 A.M.

ORDER NUMBER: 46105374

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED  
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,  
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM  
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,  
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS  
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING  
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0022 307 235            9210773;1;1                      091 103 482 +8

LEGAL DESCRIPTION  
PLAN 9210773  
BLOCK 1  
LOT 1  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AREA: 6.07 HECTARES (15 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE  
ATS REFERENCE: 4;27;12;22;NE

MUNICIPALITY: TOWN OF CLARESHOLM/MUNICIPAL DISTRICT OF WILLOW CREEK NO.26

REFERENCE NUMBER: 921 097 883

---

REGISTERED OWNER(S)					
REGISTRATION	DATE (DMY)	DOCUMENT	TYPE	VALUE	CONSIDERATION
091 103 482	20/04/2009	ORDER			ORDER

---

OWNERS

ALBERTA HEALTH SERVICES.  
OF SUITE 1100, NORTH TOWER, 10030-107 STREET  
EDMONTON  
ALBERTA T5J 3E4

---

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION	DATE (D/M/Y)	PARTICULARS
181 024 974	30/01/2018	UTILITY RIGHT OF WAY GRANTEE - THE TOWN OF CLARESHOLM. AS TO PORTION OR PLAN:1810265

TOTAL INSTRUMENTS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 19 DAY OF  
DECEMBER, 2022 AT 09:38 A.M.

ORDER NUMBER: 46105374

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

---

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED  
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,  
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM  
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,  
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS  
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING  
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0021 545 150          4;27;12;27;NE                      171 162 399 +4

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 27 TOWNSHIP 12  
SECTION 27  
QUARTER NORTH EAST  
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS  
EXCEPTING THEREOUT:

PLAN	NUMBER	HECTARES	ACRES (MORE OR LESS)
SUBDIVISION	8610193	6.07	15.0

EXCEPTING THEREOUT ALL MINES AND MINERALS  
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REFERENCE NUMBER: 851 139 282

---

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
171 162 399	21/07/2017	AFFIDAVIT OF SURVIVING JOINT TENANT		

OWNERS

DAVID F MULHOLLAND (FARMER)  
OF CLARESHOLM  
ALBERTA T0L 0T0

---

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION		
NUMBER	DATE (D/M/Y)	PARTICULARS
177KY	22/09/1970	UTILITY RIGHT OF WAY GRANTEE - ALTALINK MANAGEMENT LTD. 2611 - 3 AVE SE CALGARY

( CONTINUED )

-----  
ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

# 171 162 399 +4

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
		ALBERTA T2A7W7 AS TO PORTION OR PLAN:7505JK (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 021161674) (DATA UPDATED BY: CHANGE OF ADDRESS 091124204)
921 035 212	19/02/1992	CAVEAT RE : AMENDING AGREEMENT CAVEATOR - ALTALINK MANAGEMENT LTD. 2611 - 3 AVE SE CALGARY ALBERTA T2A7W7 (DATA UPDATED BY: TRANSFER OF CAVEAT 021193420) (DATA UPDATED BY: CHANGE OF ADDRESS 091065868)
011 232 979	15/08/2001	UTILITY RIGHT OF WAY GRANTEE - CANADIAN NATURAL RESOURCES LIMITED. ATTN: LAND DEPARTMENT BOX 6926,STN D CALGARY ALBERTA T2P2G1 "RE-ENTERED 02/07/03 BY 031221517" (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 091204655) (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 161004466)
031 221 707	02/07/2003	DISCHARGE OF UTILITY RIGHT OF WAY 011232979 PARTIAL EXCEPT PLAN/PORTION: 0210273
171 208 598	18/09/2017	UTILITY RIGHT OF WAY GRANTEE - THE TOWN OF CLARESHOLM. AS TO PORTION OR PLAN:1711886
181 089 470	02/05/2018	UTILITY RIGHT OF WAY GRANTEE - THE TOWN OF CLARESHOLM. AS TO PORTION OR PLAN:1711886
221 270 038	01/12/2022	UTILITY RIGHT OF WAY GRANTEE - FORTISALBERTA INC.

TOTAL INSTRUMENTS: 007

( CONTINUED )

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 19 DAY OF  
DECEMBER, 2022 AT 09:38 A.M.

ORDER NUMBER: 46105374

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

---

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED  
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,  
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM  
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,  
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS  
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING  
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0038 746 012            5721HU;RW;12            201 207 188 +1

LEGAL DESCRIPTION

PLAN 5721HU

THE WATER LINE RIGHT OF WAY

CONTAINING:

QUARTER SECTION	HECTARES MORE OR LESS	ACRES MORE OR LESS
SE 27	0.813	2.01
SW 27	0.813	2.01
SE 28	0.809	2.00
SW 28	0.809	2.00

EXCEPTING THEREOUT:

PLAN	NUMBER	HECTARES	(ACRES) MORE OR LESS
SUBDIVISION	2011878	0.256	0.63 (SW 28)

EXCEPTING THEREOUT ALL MINES AND MINERALS  
AND THE RIGHT TO WORK THE SAME

ATS REFERENCE: 4;27;12;27;S

ATS REFERENCE: 4;27;12;28;S

ATS REFERENCE: 4;27;12;29;S

ATS REFERENCE: 4;27;12;30;S

ESTATE: FEE SIMPLE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REFERENCE NUMBER: 201 115 261 +1

-----  
REGISTERED OWNER(S)  
REGISTRATION      DATE (DMY)      DOCUMENT TYPE      VALUE      CONSIDERATION  
-----  
201 207 188      06/11/2020      SUBDIVISION PLAN

OWNERS

THE TOWN OF CLARESHOLM.  
OF CLARESHOLM  
ALBERTA

-----  
ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

## REGISTRATION

# 201 207 188 +1

NUMBER	DATE (D/M/Y)	PARTICULARS
961 040 945	26/02/1996	UTILITY RIGHT OF WAY GRANTEE - CANADIAN NATURAL RESOURCES LIMITED. ATTN: LAND DEPARTMENT BOX 6926,STN D CALGARY ALBERTA T2P2G1 (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 081113128) (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 091250652) (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 161004134)
961 097 267	06/05/1996	EASEMENT OVER WATERLINE RIGHT OF WAY ON PLAN 5721HU FOR BENEFIT OF WEST 1/2 OF SW 29-12-27-W4
961 266 632	12/11/1996	UTILITY RIGHT OF WAY GRANTEE - CANADIAN NATURAL RESOURCES LIMITED. ATTN: LAND DEPARTMENT BOX 6926,STN D CALGARY ALBERTA T2P2G1 (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 081112565) (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 091250652) (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 161004145)
981 244 168	13/08/1998	DISCHARGE OF UTILITY RIGHT OF WAY 961266632 PARTIAL EXCEPT PLAN/PORION: 9710077
991 054 338	26/02/1999	DISCHARGE OF UTILITY RIGHT OF WAY 961040945 PARTIAL PARTIAL DISCHARGE EXCEPT AS TO PORTION DESCRIBED IN INSTRUMENT (AFFECTED LAND:4;27;12;27;SE)

TOTAL INSTRUMENTS: 005

( CONTINUED )

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 5 DAY OF  
JANUARY, 2023 AT 01:48 P.M.

ORDER NUMBER: 46186811

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

---

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED  
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,  
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM  
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,  
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS  
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING  
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



LAND TITLE CERTIFICATE

S  
LINC                                      SHORT LEGAL                                      TITLE NUMBER  
0039 330 923                              4;27;12;27;SE                                      221 270 039 +1

LEGAL DESCRIPTION

THE SOUTH EAST QUARTER OF SECTION TWENTY SEVEN (27)  
TOWNSHIP TWELVE (12)  
RANGE TWENTY SEVEN (27)  
WEST OF THE FOURTH MERIDIAN  
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS

EXCEPTING THEREOUT :

PLAN	NUMBER	HECTARES	ACRES	MORE OR LESS
WATERLINE	5721HU	0.813	2.01	
SUBDIVISION	2211827	2.12	5.24	

EXCEPTING THEREOUT ALL MINES AND MINERALS  
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REFERENCE NUMBER: 171 162 399 +5

-----

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
221 270 039	01/12/2022	SUBDIVISION PLAN		

-----

OWNERS

DAVID F MULHOLLAND (FARMER)  
OF CLARESHOLM  
ALBERTA

-----  
ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION		
NUMBER	DATE (D/M/Y)	PARTICULARS
177KY	22/09/1970	UTILITY RIGHT OF WAY GRANTEE - ALTALINK MANAGEMENT LTD. 2611 - 3 AVE SE

-----

-----  
ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

# 221 270 039 +1

## REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
		CALGARY ALBERTA T2A7W7 AS TO PORTION OR PLAN:7505JK "75 FEET STRIP" (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 021161674) (DATA UPDATED BY: CHANGE OF ADDRESS 091124204)
6997KZ .	24/08/1971	CAVEAT CAVEATOR - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.
8342LO .	25/01/1973	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED. "20 FOOT STRIP"
921 035 214	19/02/1992	CAVEAT RE : AMENDING AGREEMENT CAVEATOR - ALTALINK MANAGEMENT LTD. 2611 - 3 AVE SE CALGARY ALBERTA T2A7W7 (DATA UPDATED BY: TRANSFER OF CAVEAT 021193420) (DATA UPDATED BY: CHANGE OF ADDRESS 091065868)
961 040 472	26/02/1996	UTILITY RIGHT OF WAY GRANTEE - CANADIAN NATURAL RESOURCES LIMITED. ATTN: LAND DEPARTMENT BOX 6926,STN D CALGARY ALBERTA T2P2G1 (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 081113127) (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 091250884) (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 161004132)
981 160 731	03/06/1998	DISCHARGE OF UTILITY RIGHT OF WAY 961040472 PARTIAL EXCEPT PLAN/PORTION: 9710076
011 232 979	15/08/2001	UTILITY RIGHT OF WAY GRANTEE - CANADIAN NATURAL RESOURCES LIMITED. ATTN: LAND DEPARTMENT BOX 6926,STN D CALGARY

( CONTINUED )

## REGISTRATION

---

NUMBER      DATE (D/M/Y)      PARTICULARS  
-----

ALBERTA T2P2G1

"RE-ENTERED 02/07/03 BY 031221517"

(DATA UPDATED BY: TRANSFER OF UTILITY RIGHT  
OF WAY 091204655)(DATA UPDATED BY: TRANSFER OF UTILITY RIGHT  
OF WAY 161004466)031 221 707      02/07/2003      DISCHARGE OF UTILITY RIGHT OF WAY 011232979  
PARTIAL

EXCEPT PLAN/PORTION: 0210273

171 208 599      18/09/2017      UTILITY RIGHT OF WAY  
GRANTEE - THE TOWN OF CLARESHOLM.  
AS TO PORTION OR PLAN:1711886181 089 468      02/05/2018      UTILITY RIGHT OF WAY  
GRANTEE - THE TOWN OF CLARESHOLM.  
AS TO PORTION OR PLAN:1711886

TOTAL INSTRUMENTS: 010

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 19 DAY OF  
DECEMBER, 2022 AT 09:38 A.M.

ORDER NUMBER: 46105374

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

---

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED  
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,  
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM  
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,  
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS  
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING  
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



-----  
ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

# 921 097 883 +1

## REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS  
-----

CALGARY  
ALBERTA T2A7W7  
AS TO PORTION OR PLAN:7505JK  
(DATA UPDATED BY: TRANSFER OF UTILITY RIGHT  
OF WAY 021218940)  
(DATA UPDATED BY: CHANGE OF ADDRESS 091134187)

881 213 119 22/11/1988 CAVEAT  
RE : AMENDING AGREEMENT  
CAVEATOR - ALTALINK MANAGEMENT LTD.  
2611 - 3 AVE SE  
CALGARY  
ALBERTA T2A7W7  
(DATA UPDATED BY: TRANSFER OF CAVEAT  
021183428)  
(DATA UPDATED BY: CHANGE OF ADDRESS 091059580)

901 041 010 12/02/1990 CAVEAT  
RE : LEASE  
CAVEATOR - 2811707 CANADA LTD.  
C/O RANGER OIL LIMITED  
2700, 425-1 ST SW  
CALGARY  
ALBERTA T2P3L8  
(DATA UPDATED BY: TRANSFER OF CAVEAT  
921241733)

901 122 693 15/05/1990 CAVEAT  
RE : RIGHT OF WAY AGREEMENT  
CAVEATOR - CANADIAN NATURAL RESOURCES LIMITED.  
BOX 6926, STATION "D"  
CALGARY  
ALBERTA T2P2G1  
(DATA UPDATED BY: TRANSFER OF CAVEAT  
931003933)  
(DATA UPDATED BY: CHANGE OF NAME 041402988)

961 040 473 26/02/1996 UTILITY RIGHT OF WAY  
GRANTEE - CANADIAN NATURAL RESOURCES LIMITED.  
ATTN: LAND DEPARTMENT  
BOX 6926,STN D  
CALGARY  
ALBERTA T2P2G1  
(DATA UPDATED BY: TRANSFER OF UTILITY RIGHT  
OF WAY 081113127)  
(DATA UPDATED BY: TRANSFER OF UTILITY RIGHT  
OF WAY 091250884)  
(DATA UPDATED BY: TRANSFER OF UTILITY RIGHT  
OF WAY 161004132)

( CONTINUED )



# **APPENDIX F**

Public Consultation Information

# TOWN NEWS



## PUBLIC NOTICE

Take notice that the following applications have been reviewed by the Municipal Planning Commission on MARCH 17, 2023.

### APPROVED DEVELOPMENTS:

File: D2023.009  
Applicant: Dalaney Berg  
Owner: Fabian Berg  
Address: 5111 4th Street W  
Legal: Block 67, Plan 147N  
Regarding: Home occupation - Home office for general contractor

File: D2023.015  
Applicant/Owner: Lori-Ann McNeelands  
Address: 405 51 Avenue E  
Legal: Lots 10 & 11, Block 133, Plan 7959GV  
Regarding: Home occupation - waxing salon

The land use bylaw provides that any person affected by the decision(s) of the Development Officer or the Municipal Planning Commission made under the land use bylaw may appeal (appeal fee is \$300.00) such decision to the Development Appeal Board. Such an appeal to the Development Appeal Board shall contain a statement of the grounds of the appeal and shall be delivered either personally or by registered mail so as to reach the Development Officer no later than 2:00 p.m., Wednesday, April 12, 2023.

Municipal Planning Commission, Town of Claresholm



## Claresholm Arena

Full Schedule Claresholm.ca under Arena; subject to change, online is most up to date

### Claresholm Thunder Alumni Tournament March 24-26

SPRING/SUMMER BOOKINGS NOW OPEN!  
Space for day camps, indoor ball hockey, etc.  
Rentals available for Ice Surface & Mezzanine  
Contact 403.625.2172 • rec@claresholm.ca

## SEED EXCHANGE



March 22, 5-8 p.m.

April 19, 5-8 p.m.  
at the Town office - Community Room  
Everyone Welcome!

\$5 Fee/person  
Fees will go back into the program for future workshops and expenses.  
Please contact 403-625-2172 to be placed on a list to become part of the Claresholm Garden Club!

## Broadband Speed Test

We are collecting information about internet speed tests for businesses in Claresholm.

We invite you to participate by accessing the speed test at

<https://performance.cira.ca/mdwillowcreek>  
it's FREE AND EASY!



Scan Here

## CLARESHOLM AQUATIC CENTRE

Phone 403-625-2172 • FB: Claresholm Rec  
[claresholm.ca](http://claresholm.ca) under Aquatic Centre

• MUST BOOK ALL SWIM TIMES ONLINE!

Spring/Summer Guide Now Available & TAKING REGISTRATIONS!

We are open!

SWIM INFO & BOOKINGS



### AQUAFIT & BOOTCAMP

Mon/Wed/Fri  
7:45-8:45 am or 1-2pm

BOOTCAMP Tues 5-6pm

Drop-ins Welcome, but must book online first!

### PARENT & TOT LESSONS

April 3-12 \$28.50

### EASTER WEEK LESSONS

April 11-14; Sign up today!

### AFTER SCHOOL LESSONS

April 17-20 & April 24-27

## NOW HIRING

### SENIOR LIFEGUARD/ INSTRUCTOR

TEMPORARY FULL TIME POSITION

Must have current qualifications, NL, SFA, & LSI with daytime availability for swimming lessons.  
Send resume & cover letter to [denise@claresholm.ca](mailto:denise@claresholm.ca)

\*please contact the Aquatic Centre regarding recertifications

## RECYCLING SCHEDULE

check it out at [claresholm.ca](http://claresholm.ca)

- Yellow Bins - Tues
- Blue Bins - Wed/Th

MARCH						
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## fcss upcoming programs

Please Register for all events with FCSS  
Phone 403-625-4417 or email [FCSS.Outreach@claresholm.ca](mailto:FCSS.Outreach@claresholm.ca)  
Located at the Town of Claresholm Administration Building - Access from the SouthWest corner of the building.  
Office hours are 9am-3pm, closed for lunch from 12-1pm from Monday to Friday.

**TUMBLING TOTS**  
Mondays 9-11 am  
PENTECOSTAL CHURCH  
FREE DROP-IN

### VOLUNTEER TAX Program Now Available

This program is for those on a modest income with simple tax returns. Please be sure you have all of your Government & Income documents at time of drop-off.  
**Contact FCSS for more info.**

**DRUMMING CIRCLE**  
Monday, March 27  
from 2-3pm at the Claresholm Social Centre

### Claresholm Social Centre BOARD MEMBERS NEEDED

Contact Delma at 403-625-2664 or at the Centre 403-625-4141 (no texts please).

**ANNUAL GENERAL MEETING**  
Wednesday, March 22 at 7:00pm.

### UPCOMING TOWN COUNCIL MEETINGS

**March 27 & April 11 (Tues)**  
7:00 p.m. at the Multi-use Building.

**PUBLIC VIEWING IS**

**WELCOME IN THE GALLERY.**

MEETINGS ARE LIVESTREAMED AND RECORDED then available on our website or YouTube channel.

## BUSINESS IMPROVEMENT LOANS

INTEREST FREE - UP TO \$10,000

Loan interest paid by the Town of Claresholm Economic Development Committee & Chamber of Commerce.

Info available from the Town office or Chamber.

To apply contact Randy Kleist, Community Futures Alberta Southwest 1-800-565-4418.

## BOARD MEMBERS NEEDED

CLARESHOLM PUBLIC LIBRARY BOARD (must be a Town of Claresholm resident)

Send your interest to [karine@claresholm.ca](mailto:karine@claresholm.ca)

## NOTICE OF PUBLIC HEARING

TOWN OF CLARESHOLM  
IN THE PROVINCE OF ALBERTA

### PROPOSED BYLAW NO. 1758

7:00 p.m., Monday, March 27, 2023

Town of Claresholm Council Chambers - 111 - 55 Avenue West

**PURSUANT** to sections 216.4, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta has given first reading to Bylaw No.1758, which on final passage would amend the Town of Claresholm Land Use Bylaw No.1525.

**THE PURPOSE of proposed Bylaw No. 1758 is to** amend the Land Use Bylaw No. 1525 to redesignate lands for the purpose of a residential development.

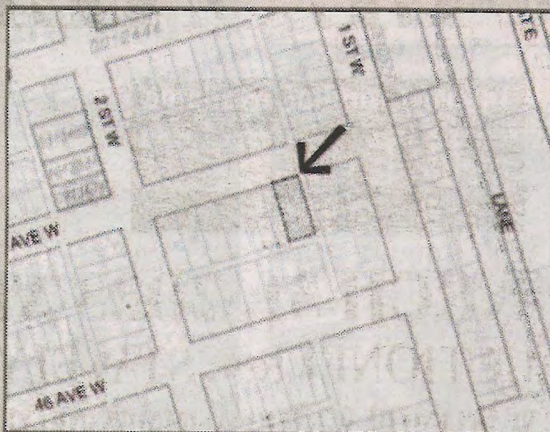
1. The Town of Claresholm Land Use Bylaw #1525 shall be amended as follows:

### LAND USE DISTRICT MAP

#### Lot 11-12, Block 5, Plan 147N

Be amended by changing the lands from "Single Detached Residential - R1" to "Duplex - R2"

**THEREFORE, TAKE NOTICE THAT** a public hearing to consider proposed Bylaw No. 1758 will be held in the Town of Claresholm Council Chambers at 7:00 p.m. on Monday, March 27, 2023.



### AND FURTHER TAKE NOTICE THAT

anyone wishing to make a presentation regarding the proposed bylaw should contact the Town Planner/Development Officer no later than 2:00 p.m. on March 23, 2023. Both written and/or verbal presentations may be given at the public hearing. A copy of the proposed bylaw may be emailed please inquiry at the Town office during normal business hours.

**DATED** at the Town of Claresholm in the Province of Alberta this 14 day of March, 2023.

Abe Tinney, Chief Administrative Officer

## ANNEXATION NOTICE

### Public Open House

6:00 p.m., Monday, March 27, 2023

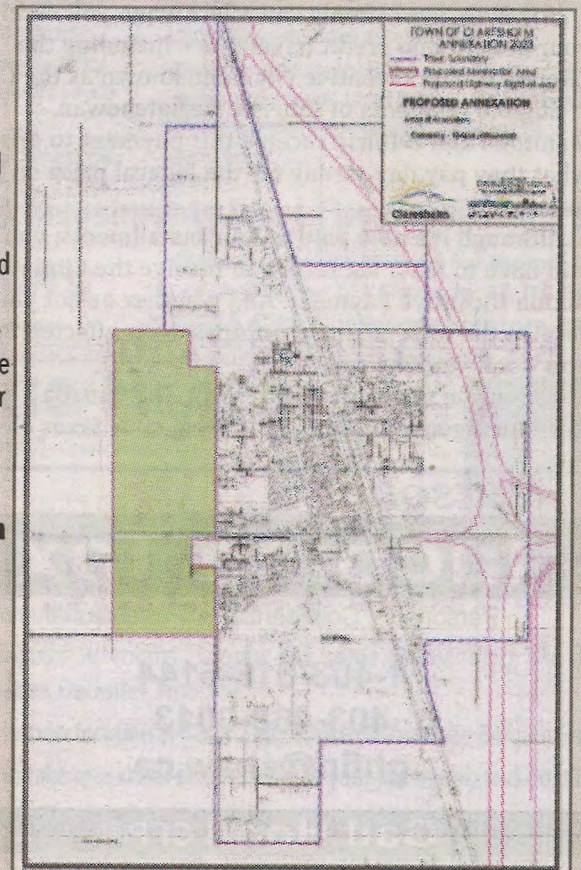
Town of Claresholm Council Chambers - 111 - 55 Avenue West

The Town of Claresholm, in the Province of Alberta, hereby gives notice of its intention to annex 184 hectares (456 acres) of undeveloped farmland along the west side of town including the E½ of 27-12-27-W4M, NE22 12-27-W4M, Lot 2 Block 1 Plan 2211827, a portion of Plan 5721HU and adjoining highway right of way as indicated below in the highlighted area.

The land has been requested by the landowner to be annexed into the Town. The adjacent road right of way are also being applied for inclusion. The annexation has been negotiated in good faith with the Municipal District of Willow Creek and has obtained support from the Reeve and Council. Subsequent to the finalization of negotiation terms, the Town of Claresholm will approach the Land and Property Rights Tribunal for Ministerial approval.

**A public open house will take place March 27, 2023 at 6:00pm in the Town of Claresholm Council Chambers.**

TAKE NOTICE that anyone wishing to make a presentation or provide a written submission to the Town regarding the proposed annexation should contact Town Office at (403) 625-3381 no later than 4:30 pm on March 24, 2023.





# **APPENDIX G**

Correspondence from Affected Parties

# Transportation and Economic Corridors Notice of Referral Decision Statutory plan in proximity of a provincial highway

Municipality File Number:	Notice of Intent to Annex Land	Highway(s):	520, 2
Legal Land Location:	QS-NE SEC-22 TWP-012 RGE-27 MER-4	Municipality:	M.D. of Willow Creek No. 26, Claresholm
Decision By:	Leah Olsen	Issuing Office:	Southern Region / Lethbridge
Issued Date:	2023-01-18 13:53:54	AT Reference #:	RPATH0007650
Description of Development:	Town of Claresholm Notice of Intent to Annex Land in the NE 22-12-27-W4M, SE 27-12-27-W4M, and the NE 27-12-27-W4M		



This will acknowledge receipt of your circulation regarding the above noted proposal. Transportation and Economic Corridors's primary concern is protecting the safe and effective operation of provincial highway infrastructure, and planning for the future needs of the highway network in proximity to the proposed development(s).

Transportation and Economic Corridors offers the following comments and observations with respect to the proposed development(s):

By definition portions of the annexation areas are adjacent to the provincial highway network and as such the subsequent subdivision and/or development of the annexation areas will be subject to the referral processes as outlined in the Matters Related to Subdivision and Development Regulation, being Alberta Regulation 84/2022 and the Highways Development and Protection Regulation, being Alberta Regulation 326/2009.

Pursuant to the regulations, subdivision and development of the annexation areas would be subject to the pre-planning and/or development permit requirements as stipulated in the regulations. This could include but not be limited to Area Structure Plans, Traffic Impact Assessments and Storm Water Management Plans.

A Traffic Impact Assessment (TIA) would be required to determine the impact of the annexed lands to Highway 520 and at the intersection of Highway 2 and Highway 520.

Moreover, this would then allow for the orderly and efficient development of the annexation areas, thus ensuring that development of the areas would not unduly impact the safe operational use or any future expansion of the provincial highway network.

Given Transportation and Economic Corridorss said legislated control provided for subdivision and development in proximity to the provincial highway network, we have no objections to the proposed annexation in principle and/or favorable consideration by the Municipal Government Board.

- Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable
- Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.

Please contact Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information



Issued by **Leah Olsen**, on **2023-01-18 13:53:54** on behalf of the Minister of Transportation pursuant to *Ministerial Order 52/20 – Department of Transportation Delegation of Authority*

Municipal District of Willow Creek No. 26 - [Derrick@mdwillowcreek.com](mailto:Derrick@mdwillowcreek.com)

Darren Davidson, Regional Director – e-mailed

Jerry Lau, Infrastructure Manger – e-mailed

Cindy Helm, Acting Grants Technologist – e-mailed

Rick Lemire, Maintenance Contractor Inspector –e-mailed

**From:** [Tara VanDellen](#)  
**To:** [Gavin Scott](#)  
**Subject:** FW: 23-0063 Response - Notice of Intent for Annexation  
**Date:** Tuesday, January 24, 2023 3:25:57 PM  
**Attachments:** [image001.png](#)  
[scanner@claresholm.ca\\_20230113\\_083128.pdf](#)

---

FYI.

---

**From:** Circulations, HP <HP.Circulations@atco.com>  
**Sent:** January 24, 2023 3:03 PM  
**To:** Tara VanDellen <Tara@claresholm.ca>  
**Subject:** 23-0063 Response - Notice of Intent for Annexation

ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to [hp.circulations@atco.com](mailto:hp.circulations@atco.com).

Thank you,

**Isabel Solis-Jarek**

Sr. Administrative Coordinator | Operations Engineering  
Natural Gas Transmission

**P:** 780 420 3896

**A:** 7210 42 Street, Edmonton, AB T6B 3H1

[ATCO.com](#) [Facebook](#) [Twitter](#) [LinkedIn](#) [Instagram](#)

---

**From:** Tara VanDellen <[Tara@claresholm.ca](mailto:Tara@claresholm.ca)>  
**Sent:** Friday, January 13, 2023 10:12 AM  
**To:** 'maryanne.sandberg@mdwillowcreek.com' <[maryanne.sandberg@mdwillowcreek.com](mailto:maryanne.sandberg@mdwillowcreek.com)>  
**Cc:** Gavin Scott ([gavinscott@orrsc.com](mailto:gavinscott@orrsc.com)) <[gavinscott@orrsc.com](mailto:gavinscott@orrsc.com)>; Diane Horvath <[dianehorvath@orrsc.com](mailto:dianehorvath@orrsc.com)>; 'Cindy Chisholm ([cindyc@mdwillowcreek.com](mailto:cindyc@mdwillowcreek.com))' <[cindyc@mdwillowcreek.com](mailto:cindyc@mdwillowcreek.com)>; 'Derrick Krizsan' <[Derrick@mdwillowcreek.com](mailto:Derrick@mdwillowcreek.com)>; Abe Tinney <[Abe@claresholm.ca](mailto:Abe@claresholm.ca)>; 'minister.municipalaffairs@gov.ab.ca' <[minister.municipalaffairs@gov.ab.ca](mailto:minister.municipalaffairs@gov.ab.ca)>; 'richard.duncan@gov.ab.ca' <[richard.duncan@gov.ab.ca](mailto:richard.duncan@gov.ab.ca)>; 'PerryJ@lrsd.ab.ca' <[PerryJ@lrsd.ab.ca](mailto:PerryJ@lrsd.ab.ca)>; 'transdevelopmentlethbridge@gov.ab.ca' <[transdevelopmentlethbridge@gov.ab.ca](mailto:transdevelopmentlethbridge@gov.ab.ca)>; 'leah.olsen@gov.ab.ca' <[leah.olsen@gov.ab.ca](mailto:leah.olsen@gov.ab.ca)>; '3rdpartyrequests@altalink.ca' <[3rdpartyrequests@altalink.ca](mailto:3rdpartyrequests@altalink.ca)>; 'landserv@fortisalberta.com' <[landserv@fortisalberta.com](mailto:landserv@fortisalberta.com)>; 'circulations@telus.com' <[circulations@telus.com](mailto:circulations@telus.com)>; Circulations, HP

<[HP.Circulations@atco.com](mailto:HP.Circulations@atco.com)>; 'chr.landapplications@albertahealthservices.ca'  
<[chr.landapplications@albertahealthservices.ca](mailto:chr.landapplications@albertahealthservices.ca)>; South Land Administration  
<[SouthLandAdministration@atco.cul.ca](mailto:SouthLandAdministration@atco.cul.ca)>

**Subject:** Notice of Intent for Annexation

**\*\*Caution – This email is from an external source. If you are concerned about this message, please report using Phish Alert Button in your Outlook for analysis.\*\***

Please see the attached letter. The original will follow via mail. Please contact our office if you have any questions.

Thanks,



**Tara VanDellen**  
Planner/Development Officer

Phone: 403.625.3381 | Fax: 403.625.3869  
PO Box 1000, 111 55 Ave W, Claresholm, AB T0L 0T0  
[www.claresholm.ca](http://www.claresholm.ca)

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, and or privileged information. Please contact me immediately if you are not the intended recipient of this communication. Do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

The information transmitted is intended only for the addressee and may contain confidential, proprietary and/or privileged material. Any unauthorized review, distribution or other use of or the taking of any action in reliance upon this information is prohibited. If you receive this in error, please contact the sender and delete or destroy this message and any copies.

# APPENDIX H

## Maps

- Map 5 – MDP Growth Strategy
- Map 6 – MDP Water Distribution System
- Map 7 – MDP Sanitary Sewer System

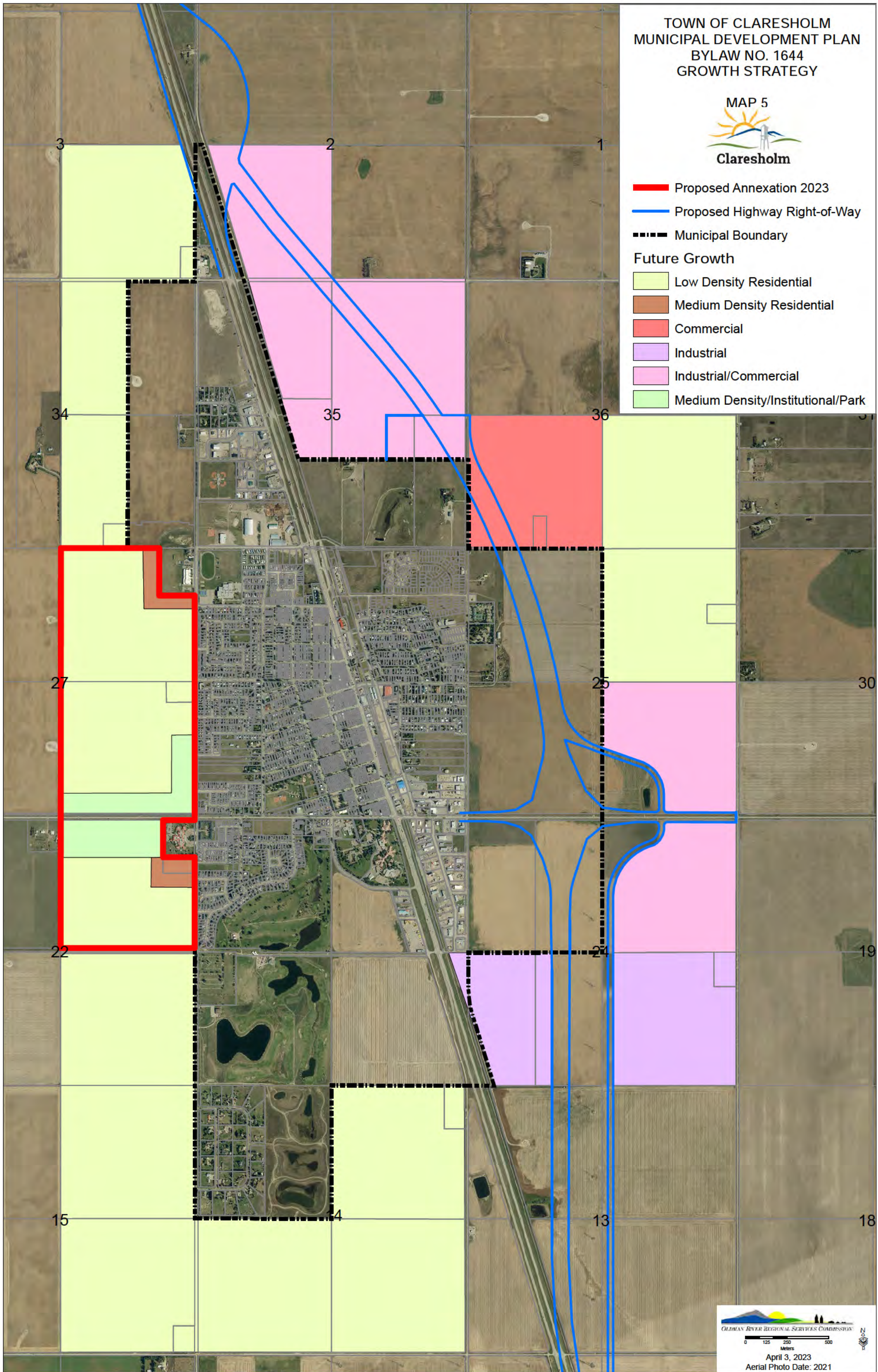
TOWN OF CLARESHOLM  
MUNICIPAL DEVELOPMENT PLAN  
BYLAW NO. 1644  
GROWTH STRATEGY



- Proposed Annexation 2023
- Proposed Highway Right-of-Way
- Municipal Boundary

Future Growth

- Low Density Residential
- Medium Density Residential
- Commercial
- Industrial
- Industrial/Commercial
- Medium Density/Institutional/Park







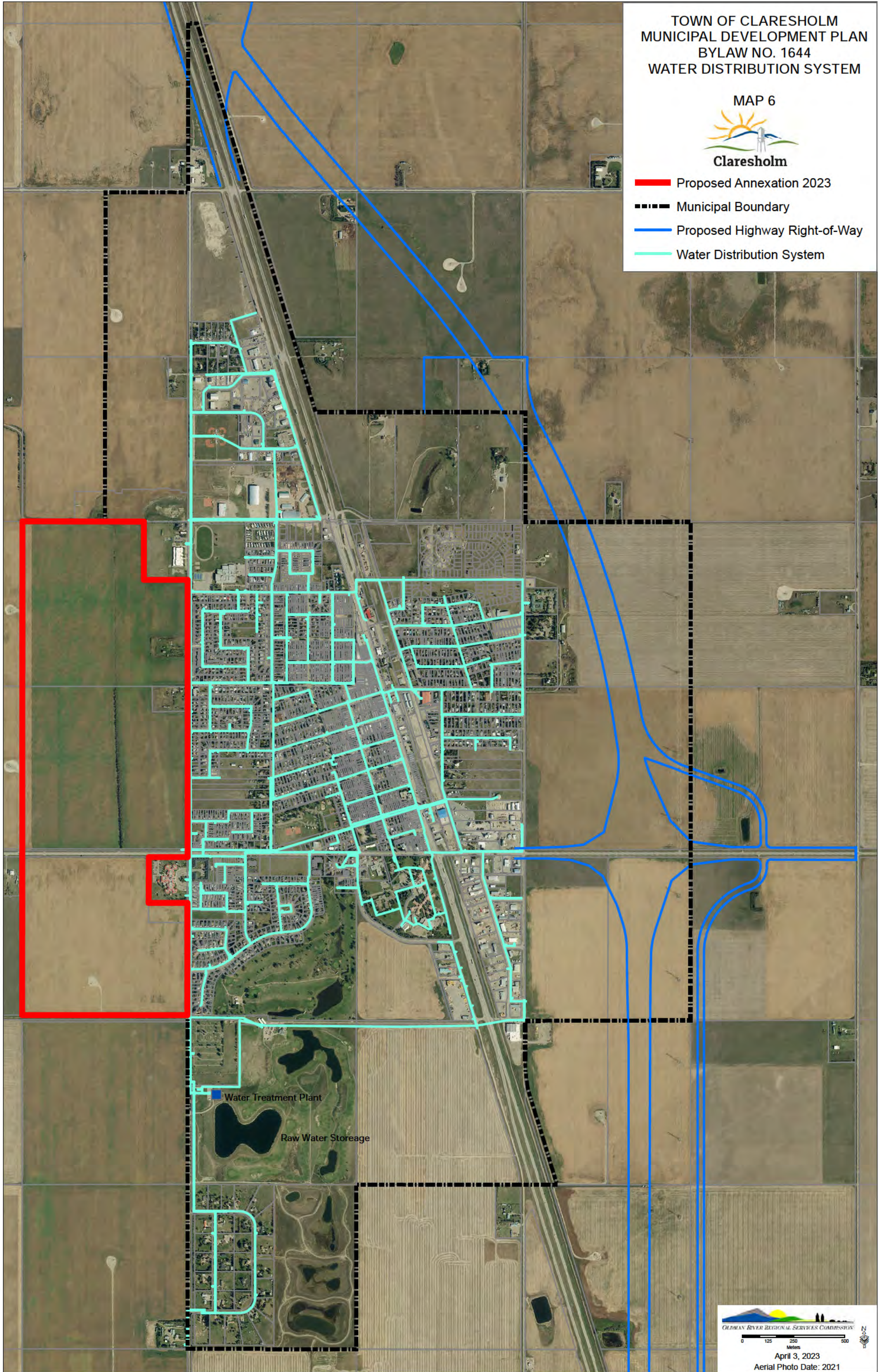
TOWN OF CLARESHOLM  
MUNICIPAL DEVELOPMENT PLAN  
BYLAW NO. 1644  
WATER DISTRIBUTION SYSTEM

MAP 6



Claresholm

-  Proposed Annexation 2023
-  Municipal Boundary
-  Proposed Highway Right-of-Way
-  Water Distribution System







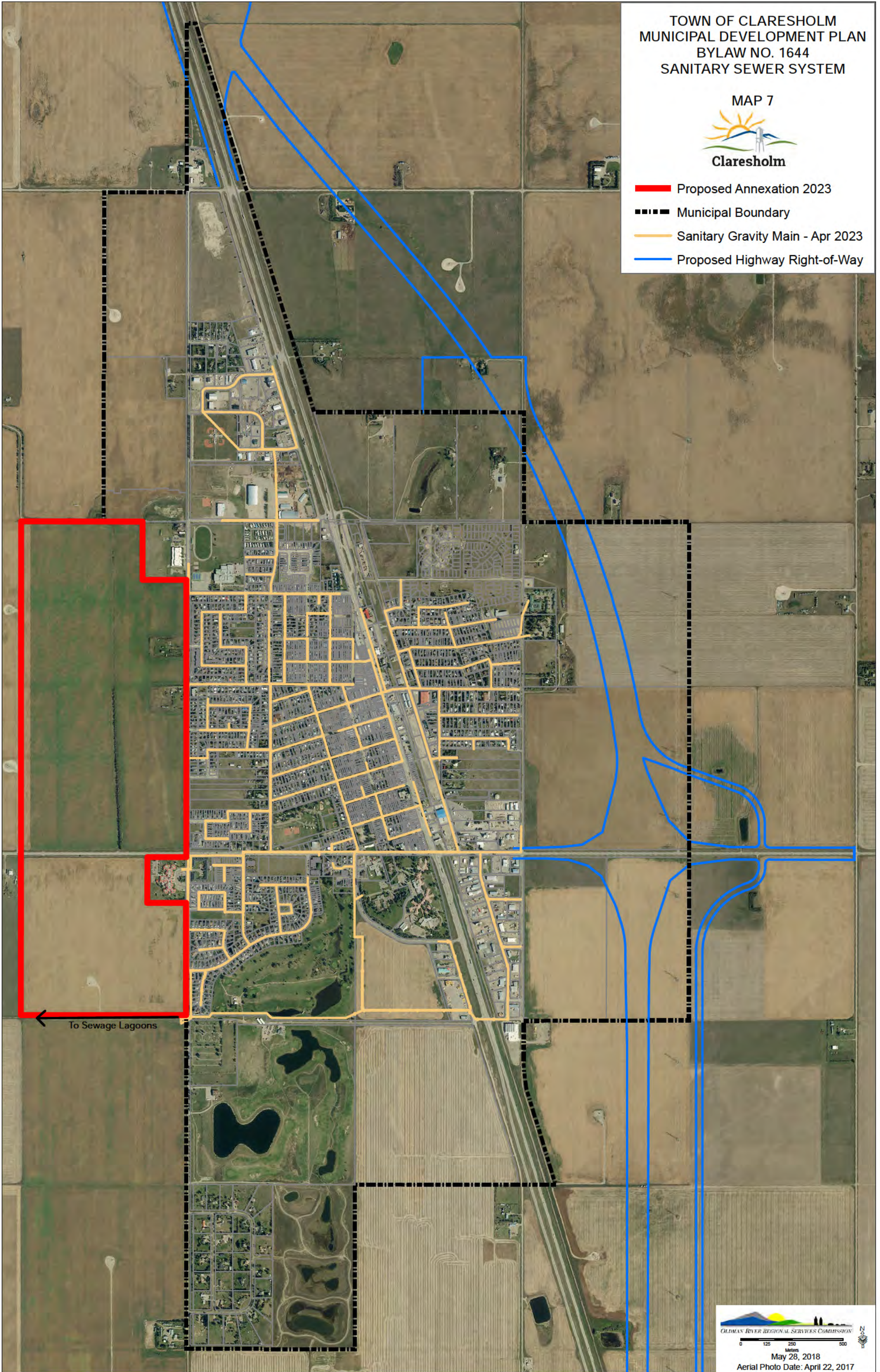
Water Treatment Plant  
Raw Water Storage

TOWN OF CLARESHOLM  
MUNICIPAL DEVELOPMENT PLAN  
BYLAW NO. 1644  
SANITARY SEWER SYSTEM

MAP 7



-  Proposed Annexation 2023
-  Municipal Boundary
-  Sanitary Gravity Main - Apr 2023
-  Proposed Highway Right-of-Way



# **APPENDIX I**

## **Annexation Application Checklist**



RETURN TO:  
 Land and Property Rights Tribunal  
 1229 – 91 Street SW  
 Edmonton AB T6X 1E9  
 Telephone: 780-427-2444 Fax: 780-427-0986  
 Email: [lprt.appeals@gov.ab.ca](mailto:lprt.appeals@gov.ab.ca)  
 Web URL: <http://www.lprt.alberta.ca>

# Notice of Annexation Application

Please indicate whether the initiating and responding municipalities and the public are generally in agreement with the application for annexation.

A copy of this form should be attached with your annexation application together with the material marked with an ✓ in the corresponding column below:

Yes (There is general agreement)

No (There is no general agreement)

Item	No General Agreement	General Agreement
A clear statement that the initiating municipality wishes to proceed with the annexation and intends the report to become the application for the annexation.	✓	✓
Application Fee (Cheque payable to the Government of Alberta) \$300 for first quarter; \$50 for each additional qtr. or portion of qtr.	✓	✓
An up-to-date map showing the location of the existing municipal boundary and the proposed municipal boundary, with each parcel to be annexed identified by legal land description.	✓	✓
All relevant sections of any Municipal Development Plan or other Statutory Plan.	✓	
A description of the intended uses for the annexation area including a description of how the area can be serviced with water, sewer, storm sewer and other related municipal services.	✓	✓
The signed consent, without conditions, of each owner of land that is within the intended annexation area.		✓
A signed acknowledgment from each owner of land that is within the intended annexation area that they are aware of and accept all assessment and taxation conditions.		✓
A letter from the responding municipality written on municipal letterhead and signed by an appropriate municipal official that <ul style="list-style-type: none"> <li>• Certifies agreement to the annexation.</li> </ul>		✓

Item	No General Agreement	General Agreement
<p>A letter from the initiating municipality written on municipal letterhead and signed by an appropriate municipal official that</p> <ul style="list-style-type: none"> <li>• Certifies there are no known objections from the general public.</li> </ul>		✓
An explanation of the consultation process followed.	✓	✓
An explanation of any differences between the public consultation process followed and that proposed in the notice filed with the Tribunal under section 116.	✓	✓
A clear identification of which boundary roads are to be included or excluded in the annexation.	✓	✓
Up-to-date copies of land title certificates for each parcel proposed to be included in the annexation. The certificates must have been issued within six months of the Tribunal's receipt of the application, unless otherwise agreed to by the Tribunal.	✓	✓
A list of the names and mailing addresses of each landowner (with their corresponding parcel identified) and any other person known to have an interest in the annexation proposal.	✓	✓
The proposed effective date of the annexation. If this date is retroactive to the anticipated annexation order, an explanation as to why a retroactive date is necessary.	✓	✓
Identification of whether any special conditions are requested, such as assessment and taxation provisions, compensation or revenue sharing.	✓	✓
Reference to any other relevant matter which arose during the annexation process prior to submission of the formal application.	✓	✓
Confirmation of involvement of other public interests, including Alberta Transportation, schools, and utilities, etc.	✓	✓
<p>List of the affected local authorities (as defined under section 1(1)(m) of the Act) to which the applicant has provided a copy of the application pursuant to section 119(1) of the Act including</p> <ul style="list-style-type: none"> <li>◆ Municipal authorities,</li> <li>◆ Regional health authorities, regional services commissions, and</li> <li>◆ Boards of trustees of the local school district(s) or division(s).</li> </ul>	✓	✓

Item	No General Agreement	General Agreement
An explanation of how the proposed annexation addresses each of the principles listed in Appendix "B".	✓	✓
An explanation of any agreed-to compensation agreement.	✓	✓
Financial Analysis.	✓	✓



**Town of Claresholm  
Income Statement by Object  
March 31, 2023**

<b>Revenue</b>	<b>MARCH</b>	<b>2023 YTD</b>	<b>2023 BUDGET</b>	<b>YTD % of Budget</b>	<b>1</b>
Net municipal taxes	334,534.03	334,534.01	(3,712,853.00)	-9%	2
Special assessments	(720.00)	(720.00)	(3,290.00)	22%	
User fees and sales of goods	(419,171.25)	(546,660.70)	(3,413,473.00)	16%	
Government transfers for operating	-	(83,320.46)	(219,322.00)	38%	
Investment income	(13,299.76)	(37,042.27)	(125,000.00)	30%	
Penalties and costs of taxes	(599.06)	(46,248.59)	(66,600.00)	69%	
Licenses and permits	(13,186.42)	(50,485.89)	(113,500.00)	44%	
Other local government transfers	-	(29,134.56)	(202,839.00)	14%	
Proceeds from disposal of capital assets	-	-	(35,000.00)	0%	
Franchise and concession contracts	(25,144.61)	(87,194.94)	(292,000.00)	30%	
Rental	(17,212.71)	(32,472.28)	(136,080.00)	24%	
Other	(6,660.52)	(11,094.10)	(123,700.00)	9%	
Government transfers for capital	1,461,037.00	(291,651.00)	(1,003,000.00)	29%	
	<b>1,299,576.70</b>	<b>(881,490.78)</b>	<b>(9,446,657.00)</b>	<b>9%</b>	
<b>Expenses</b>					
Salaries, wages and benefits	264,231.72	734,901.12	3,234,753.00	23%	
Contracted and general services	320,969.04	497,795.18	1,728,876.00	29%	
Materials, goods, supplies, and utilities	107,959.90	259,213.88	1,333,070.00	19%	
Bank charges and short-term interest	73.62	260.39	1,200.00	22%	
Interest on long-term debt	-	-	204,579.00	0%	
Other expenditures	3,561.99	5,986.14	50,005.00	12%	
Transfers to organizations and others	59,298.11	65,626.22	377,154.00	17%	
Amortization	-	-	1,805,159.00	0%	
	<b>756,094.38</b>	<b>1,563,782.93</b>	<b>8,734,796.00</b>	<b>18%</b>	
Internal Transfers					
Internal transfers	6,838.73	308.62	-		
<b>Net Income</b>	<b>2,062,509.81</b>	<b>682,600.77</b>	<b>(711,861.00)</b>		
<b>Other</b>					
Transfers to/from reserves	-	-	316,146.00	0%	
Capital expenditures	7,855.25	280,793.62	2,298,000.00	12%	
Debt Proceeds	-	-	(450,000.00)		
Debt Principal Repayment	-	-	352,874.00	0%	
Amortization addback	-	-	(1,805,159.00)	0%	
	<b>2,070,365.06</b>	<b>963,394.39</b>	<b>-</b>		

**Notes**

- 1 Budget figures are still based on 2023 Interim Budget as final budget has not been adopted yet.
- 2 Tax revenues are in the negative as it is net requisitions, and the first quarter school tax payment has been paid, but 2023 tax revenue has not been recorded yet, as tax notices have not gone out yet.



**Town of Claresholm**  
**Income Statement by Function**  
**March 31, 2023**

<b>Revenue</b>	<b>MARCH</b>	<b>2023 YTD</b>	<b>2023 BUDGET</b>	<b>YTD % of Budget</b>	<b>1</b>
Tax and requisition revenue	295,749.60	164,550.21	(4,220,653.00)	-4%	2
General administration revenue	(12,922.47)	(35,848.41)	(142,280.00)	25%	
Police	(284.00)	(767.00)	(4,000.00)	19%	
Fire	(3,340.00)	(6,418.64)	(19,000.00)	34%	
Bylaw enforcement	(700.00)	(6,375.00)	(11,000.00)	58%	
Common equipment pool	-	-	(35,000.00)	0%	
Roads, streets, walks, lighting	1,459,960.00	(168,903.00)	(693,175.00)	24%	
Storm sewers and drainage	-	-	-		
Water supply and distribution	(222,884.13)	(274,487.01)	(1,859,832.00)	15%	
Wastewater treatment and disposal	(82,368.15)	(98,942.34)	(630,148.00)	16%	
Garbage Collection	(57,405.58)	(75,264.26)	(429,000.00)	18%	
Recycling	(43,655.41)	(52,940.62)	(301,883.00)	18%	
FCSS	(340.00)	(56,533.31)	(227,774.00)	25%	
Cemetery	(1,425.00)	(3,700.00)	(21,800.00)	17%	
Physician recruitment	-	-	(1,000.00)	0%	
Economic development	(1,780.00)	(61,425.49)	(73,887.00)	83%	
Land use planning, zoning and development	(8,556.42)	(23,400.89)	(82,100.00)	29%	
Parks and recreation	(20,471.74)	(181,035.02)	(684,125.00)	26%	
Culture - libraries and museum	-	-	(10,000.00)	0%	
	<b>1,299,576.70</b>	<b>(881,490.78)</b>	<b>(9,446,657.00)</b>		
<b>Expenses</b>					
Legislative	10,051.95	19,132.39	116,150.00	16%	
Administration	259,702.30	434,899.42	1,412,020.00	31%	
Police	-	-	224,238.00	0%	
Fire	10,909.80	29,320.52	213,443.00	14%	
Bylaw enforcement	7,998.30	21,811.75	126,087.00	17%	
Common and equipment pool	76,859.43	140,284.93	515,273.00	27%	
Roads, streets, walks and lighting	50,470.86	108,215.23	583,763.00	19%	
Storm sewers and drainage	3,508.12	4,479.51	13,151.00	34%	
Water supply and distribution	52,081.21	158,391.79	966,530.00	16%	
Wastewater treatment and disposal	5,484.61	16,268.18	167,990.00	10%	
Garbage Collection	67,424.49	105,871.58	381,173.00	28%	
Recycling	23,010.97	66,047.44	305,888.00	22%	
FCSS	68,349.61	99,252.78	239,868.00	41%	
Daycare	2,706.00	8,118.00	32,472.00	25%	
Cemetery	1,196.26	2,197.02	22,963.00	10%	
Physician recruitment	2,118.55	2,118.55	3,000.00	71%	
Economic development	41,458.37	92,591.63	240,999.00	38%	
Agriculture - weed and pest control	258.29	258.29	19,604.00	1%	
Land use planning, zoning and development	11,159.47	61,658.46	203,580.00	30%	
Parks and recreation	51,597.83	155,704.75	777,574.00	20%	
Culture - libraries and museum	9,747.96	37,160.71	363,871.00	10%	
Amortization	-	-	1,805,159.00	0%	
	<b>756,094.38</b>	<b>1,563,782.93</b>	<b>6,929,637.00</b>		
<b>Net Income</b>	<b>2,062,509.81</b>	<b>682,600.77</b>	<b>(711,861.00)</b>		

**Notes:**

- 1 Budget figures are still based on 2023 Interim Budget as final budget has not been adopted yet.
- 2 Tax and requisition revenues are in the negative as it is net requisitions, and the first quarter school tax payment has been paid, but 2023 tax revenue has not been recorded yet, as tax notices have not gone out yet.



# Information Brief

Meeting: April 24, 2023  
Agenda Item: 19

---

## GMHL 2023 SEASON

---

### **BACKGROUND**

In April 2022, the Greater Metro Hockey League (GMHL) had a delegation to Town Council and proposed establishing a Jr. A club in Town. The League proposed expansion in Southern Alberta with 3 communities needed at minimum for viability of the Claresholm expansion. Following the delegation, Council directed administration to work the GMHL to establish a team in Claresholm. In May 2022 administration met with League Executive Derek Prue regarding the details for the Lease Agreement. At that time, GMHL was winding down activities from the 2021-22 season and recommended that there was not time to organize for the 2022-23 season, and postponed the start for GMHL in Claresholm for 2023-24.

Administration has attempted to work with the GMHL throughout the fall and winter to finalize the contract and details necessary for the 2023-24 season. However, our emails and phone calls to the GMHL have gone unanswered. In December, administration reached out to Crowsnest Pass and Pincher Creek, two of the top contenders listed in the GMHL proposed expansion, both communities declined to join the league.

Without having results or answers, administration has decided that this is not be the time to take this venture on. There has been mixed reviews regarding the League, and we will continue looking at other revenue streams to fill the Arena ice but at this time.

If Council would like any further information or action on this item, please advise administration accordingly.

PREPARED BY: Denise Spencer, Recreation Manager

---

APPROVED BY: Abe Tinney -- CAO

DATE: April 20, 2023

---



# CAO REPORT

April 24th, 2023

---

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

---

- The Community Foundation of Lethbridge and Southwestern Alberta hosted a meeting at the community hall on April 19<sup>th</sup>. The Foundation scheduled the meeting to educate local groups on the organization and to promote their grant opportunities. There were several community groups in attendance, including Town Council and administrative representatives. This group has issued just under \$500k to groups in the region (Granum, Claresholm and Stavely) in the last 5 years.
- Administration assisted the RCMP with their recent Town Hall.
- Intermunicipal conversations and collaborations are ongoing with the M.D. and include a meeting to discuss Community Hall renovations, west annexation, business opportunities, bulk water station project finalization plans, etc.
- Town committee meetings attended by the CAO in April include Facility, Infrastructure and Planning, Audit and Finance, Community Development Committee, Joint Health and Safety.

## **BYLAW**

[See enclosed report](#)

## **CORPORATE SERVICES**

[See enclosed report](#)

## **DEVELOPMENT**

[See enclosed report](#)

## **ECONOMIC DEVELOPMENT**

[See enclosed report](#)

## **FCSS**

See enclosed report

## **FIRE**

See enclosed report

## **HR/TAX**

See enclosed report

## **INFRASTRUCTURE SERVICES**

See enclosed report

## **RECREATION**

See enclosed report

## **UTILITY SERVICES**

See enclosed report

Respectfully submitted by

Abe Tinney  
CAO



# INFORMATION BRIEF

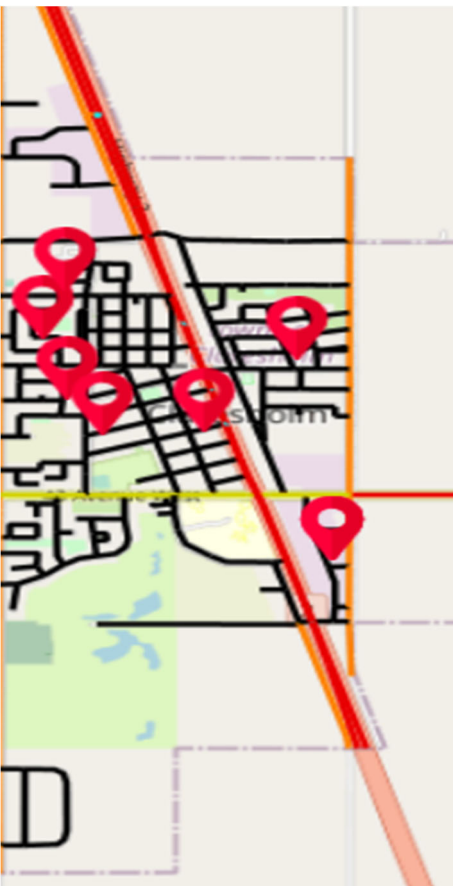
Meeting: Apr 24, 2023  
Agenda Item: CAO REPORT

---

## BYLAW ENFORCEMENT REPORT Mar 20, 2023/Apr 24, 2023

---

### Report Mapping



### Mar/Apr Highlights:

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.
2. 4 Animals brought into CARES
  - 3 Dogs
  - 1 Cats
3. Unsightly Properties have decreased with the season change.
4. Bylaw Office started 9 files between Mar 20, 2023- Apr 19, 2023.
5. With the mild month all calls are down.
6. Radar signs to be re-deployed at months end.
7. Completed training in both Basic Emergency Management (BEM) and ICS 1-100 programs.
8. Assisted in the updating of Bylaws 1759 (Dog) and 1747 (Livestock)

Total number of requests by Service Type :



- 33.0 % Dog :3
- 33.0 % Unightly :3
- 22.0 % Traffic :2
- 11.0 % Cat :1

	Opened	Closed
Dog	1	2
Unightly	2	1
Traffic	0	2
Cat	0	1

## DIRECTOR OF CORPORATE SERVICES - UPDATE



*For: 3/27/2023 - 4/21/2023*

### **Claresholm**

#### **Financial**

- Final budget for 2023 – operating and capital – have been finalized, which included some fairly significant adjustments to include 2 grants the Town was successful in receiving – SILP and NRED through Economic Development. The operating portion of the budget was presented to, and reviewed by, the Audit and Finance Committee, and the capital portion of the budget was presented to, and reviewed by, the Facility and Infrastructure Planning Committee, both on April 18<sup>th</sup>. Both committees recommended the budget be adopted by Council. The budget will be presented to Council for adoption on April 24<sup>th</sup>.
- With the budget set, and with 2022 property assessment values received, we were now able to draft the 2023 Property Tax Rate bylaw. This has been drafted and was presented to the Audit and Finance Committee with options. The committee recommended the 2023 property tax rates that are included in the draft 2023 Property Tax Rate bylaw that will be presented to Council for first reading on April 24<sup>th</sup>.
- The Municipal Government legislation now requires all municipalities to prepare, at minimum, a 3-year financial plan (operational plan) and a 5-year capital plan. Over the past month administration prepared the final draft of these plans. The 3-year financial plan was presented to, and reviewed by, the Audit and Finance Committee, and the 5-year capital plan was presented to, and reviewed by, the Facility and Infrastructure Planning Committee, both on April 18<sup>th</sup>. Both committees recommended the respective plans be adopted by Council. They will be presented to Council for adoption on April 24<sup>th</sup>.
- Miscellaneous Fees policy was updated to try and recover more of the costs of assessment complaint hearings. For the most part, these fees are now at the maximum amount allowed by legislation. For any successful, or withdrawn, complaint, these fees are 100% refundable.
- March month-end was completed, including March Council Financial Statements.

#### **General**

- The practicum student from ABM College completed her 160 hours and is no longer volunteering with us. This was an unpaid position. She was a pleasure to have and she provided some assistance and time savings.
- Second session of our Asset Management Cohort 2 training/workshop was held on April 13<sup>th</sup> & 14<sup>th</sup>. This was an informative session with some good templates and direction received to assist us as we continue down our asset management journey.

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

# DEVELOPMENT DEPARTMENT REPORT

*For: 3/15/2023 – 4/20/2023*



## Claresholm

### Development Permits

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

### Compliance Requests

- ❖ 3 compliance requests received.

### Miscellaneous

- ❖ Local Press Ads – Public hearing notices and approved Development Ad, Park construction updates.
- ❖ Emergency Management – Alberta Emergency Alert Town Hall April 4, 2023 – discussed updates to the system and planning for Emergency Preparedness week. Emergency Management agency meeting April 19, 2023.
- ❖ Municipal Planning Commission meeting held April 21, 2023 – New member welcomed, Councillor Meister (was given information in regards to planning, etc.).
- ❖ Webinar: March 29, 2023 – Building Sustainable Collaborations from the start. Kelli Stevens of the Suncor Energy Foundation and a member of the advisory committee for the guide, Liz Weaver and Mike Des Jardins of the Tamarack Institute discussed how collaborations can benefit from focusing on developing a sustainability approach during the early phases of work. The speakers provided helpful hints to collaboration conveners, members, and funders on how to make the work of collaboration more impactful.

### On-going projects

- ❖ Community Development Committee – Continued work on projects, inquiries, etc.
- ❖ Road closure bylaw – still waiting for bylaw to return from the Ministers office.
- ❖ Asset Management – South Cohort workshop April 13<sup>th</sup> and 14<sup>th</sup> – training in regards to service levels.
- ❖ Centennial Park project (2024) – working with Lions club on their May grant submission to CFEP.
- ❖ Fire Hall – Proposal awarded; work has begun with the contractor to complete phase 1. Grant application assistance with the Claresholm Fire Fighters Foundation has also begun.
- ❖ Annexation – Open house completed, report, etc. for Council's review.
- ❖ Amundsen Park project – continued work when weather is cooperative. Electrical and cameras now operational. Next project is trenching, lighting and landscaping. Still waiting on notification from a few grants.



*Submitted by Tara vanDellen  
Development Services Manager*

# Economic Development Officer's Report

Town of Claresholm

April 21, 2023

Prepared by Brady Schnell



Since the submission of my February 17, 2023 report I continue to perform the duties outlined in my employment contract, and as directed by the Chief Administrative Officer and Economic Development Committee.

## Economic Development Committee (EDC)

The EDC met February 28<sup>th</sup> and March 20<sup>th</sup>. The next meeting is scheduled for May 9<sup>th</sup>.

## Investment attraction and property development

1. Northern Regional Economic Development program; application approved in the amount of \$52,400.00. Project is, Development by Design, delivering:
  - a. Area Structure Plan for 38-acres of C3:Highway-Commercial, and R4:Multiple Residential zoned land, and
  - b. Comprehensive Town broadband discovery and assessment by Tango Networks.
2. Rural Entrepreneur immigration program; Approved and have received 3-inquiries to participate in the program.
3. Meeting with Fortis and MD of Willow Creek during EDA conference in Kananaskis regarding electrical capacity and availability for future projects in the area.
4. Met with High Commissioner of Ghana and representative from Indian Resource Council of Calgary, regarding an upcoming Agricultural trade mission to Canada.

## Claresholm & District Chamber of Commerce

The Chamber of Commerce had their Annual General Meeting on March 2<sup>nd</sup>, where Kendall Schille was voted President behind outgoing President Santanna Thom. Jordy Bronson was elected Vice President behind outgoing Vice President Amanda Zimmer. The new Chamber Board met March 16<sup>th</sup> and April 12<sup>th</sup>.

- The shared-staffing agreement between the Town of Claresholm and the Chamber will end May 10, 2023.
- The Trade Fair will be held at the Community Centre April 28-29<sup>th</sup>, and the Town of Claresholm Councillors and Economic Development will be present.

## Rural and Northern Immigration Pilot (RNIP)

There was 1 recommendation in March for Wealth Manager at Connect First Credit Union, adding Switzerland to the list of 13-countries participating in the Claresholm RNIP. Anticipate 2 new applications for the May meeting.

### **Alberta Settlement Integration Partnerships**

The grant agreement for the Alberta Settlement Integration & Languages Program, “Community Takes Roots” ended March 24, 2023. On March 23<sup>rd</sup> the downtown office was vacated, leaving WCIS as the sole tenants. The Diversity Coordinator and Engagement Coordinator were honoured at the March Welcoming Claresholm Committee meeting.

A new application to the SILP program was submitted in November, 2022. Thanks to the extraordinary efforts of Livingstone Macleod, MLA Roger Reid, and a tactical meeting between the Program Manager and Economic Development Officer, on March 30<sup>th</sup>, the Director of Trade, Immigration, and Multiculturalism approved Claresholm’s application for the 24-month project entitled, Welcoming Claresholm, in the amount of \$296,943.00.

### **Welcoming Claresholm**

The EDO was in attendance for the Welcoming Claresholm Committee (WCC) on March 23<sup>rd</sup>, The group is scheduled to meet again on April 27, 2023. The WCC will be instrumental in the success of the recently approved Welcoming Claresholm project.

### **Economic Development Officer’s Special Meetings and Travel**

- March 1<sup>st</sup> Alberta Southwest meeting held in Claresholm
- March 2<sup>nd</sup> Claresholm & District Chamber of Commerce AGM
- March 11<sup>th</sup> Claresholm Winterfestival
- March 17<sup>th</sup> Premier’s Summit; Fairness to Newcomers, Calgary
- March 23<sup>rd</sup> Welcoming Claresholm Committee Dinner
- April 11-14<sup>th</sup> Economic Developers of Alberta Xperience Conference, Kananaskis
- April 19<sup>th</sup> Opportunity for Growth, Employment Standards

### **Economic Development Assistant (EDA)**

Under the direction of the EDO, in addition to general responsibilities, the EDA has:

- Shingle sign pick-up and delivery
- LED Welcome Sign update x2
- Business license communications
- Trip to Fort Macleod for engraving
- Order volunteer appreciation gifts
- Attended economic development forum in Lethbridge

### **Diversity Coordinator & Engagement Coordinator**

Position contracts ended March 24, 2023.

Submitted,  
Brady Schnell, Economic Development Officer

## FCSS REPORT TO COUNCIL

- Was invited to attend the MD Council meeting in March. I spoke of all the funding that has been assigned in Granum and also discussed the work that our volunteer has been doing for programming for the community. There seems to be issues with the volunteer and a misunderstanding of why she is creating programming. The councilors decided that any left-over money that should go to Granum if not spent could be used for Claresholm programming. Council also decided that we could pay the volunteer on a contract position but this is not something that she wishes to do. The M.D. CAO also stated that we would have a meeting in Granum with the Rec Board and the volunteer and try to work some things out.
- Worked on the Annual Report and sent in to the Program Advisor for feedback before submitting. They changed the way they wanted things to be reported this year so I met with Blair to go over the financial part of the report again and re-match the dollars to the outcomes.
- The Provincial Annual Report has been submitted to the government for approval. We are asking to approve a carry over of a little more than \$15000 which was unspent dollars for Granum. Claresholm FCSS ran 43 internal and external programs this year at a cost of \$228,525. We funded \$49,500 for indirect programming and the programs directly run through FCSS cost \$158,580. All programs used 216 volunteers and 996 volunteer hours.
- Working on the 4<sup>th</sup> quarter report for Family Resource grant due at the end of April and the annual activity and financial reports that are due at the end of June. This is the end of the first 3-year contract. Another contract has been issued to us for the same amount of money.
- Received a contract for a grant from CRA. They will give us a base rate of \$500 and \$5 for every return our volunteers filed through our Volunteer Income Tax program. We will receive a total of \$2895 for the 2021 season.
- We continue to be busy with taxes, having filed 375 returns to date. We are also seeing many seniors in need of help with applying for government programs and rent subsidies.
- Starla continues to do amazing, taking extra time with seniors and connecting them with supports and encouraging them to join programs to help with isolation and loneliness.

## **TOWN OF CLARESHOLM FIRE DEPARTMENT**

### **MONTHLY UPDATE**

#### **FOR THE PERIOD OF: 18-MARCH-2023 To 18-APRIL-2023**

1. After a couple slow weeks calls have started to pick-up again, and with the warmer weather, we've had our first few outside / grass fires. Detailed breakdown follows at the end of the report, but highlights include:
  - a. 6 Medical 1<sup>st</sup> response or co-response
  - b. 3 Outside Fires
  - c. 2 Structure Fires
2. Fire Safety Codes – there are currently 3 open inspection files, as well as 1 site remains on monthly inspection due to history of non-compliance
3. The Chief has submitted his Safety Codes Officer Level C-2 practicum & documents to the Safety Codes Council of Alberta for review & processing. Once approved, the Chief will be able to investigate a fire or explosion that occurs within the Town limits. Currently, there are limitations on what can be investigated; these include monetary limitations, as well as those that involve death / injury, or are suspected to be of suspicious origin.
4. The Chief and our Public Education Officer (G. Douros) spent some time at the beginning of April with the M.O.P.s group in Claresholm. We reviewed with them common household causes of fires, the importance of having and knowing how to use extinguishers, as well as general fire safety, and a brief discussion on emergency preparedness. Now that COVID is over (mostly) we are excited to be out doing these public relations events again, and have already been approached by a few other community groups that are interested.

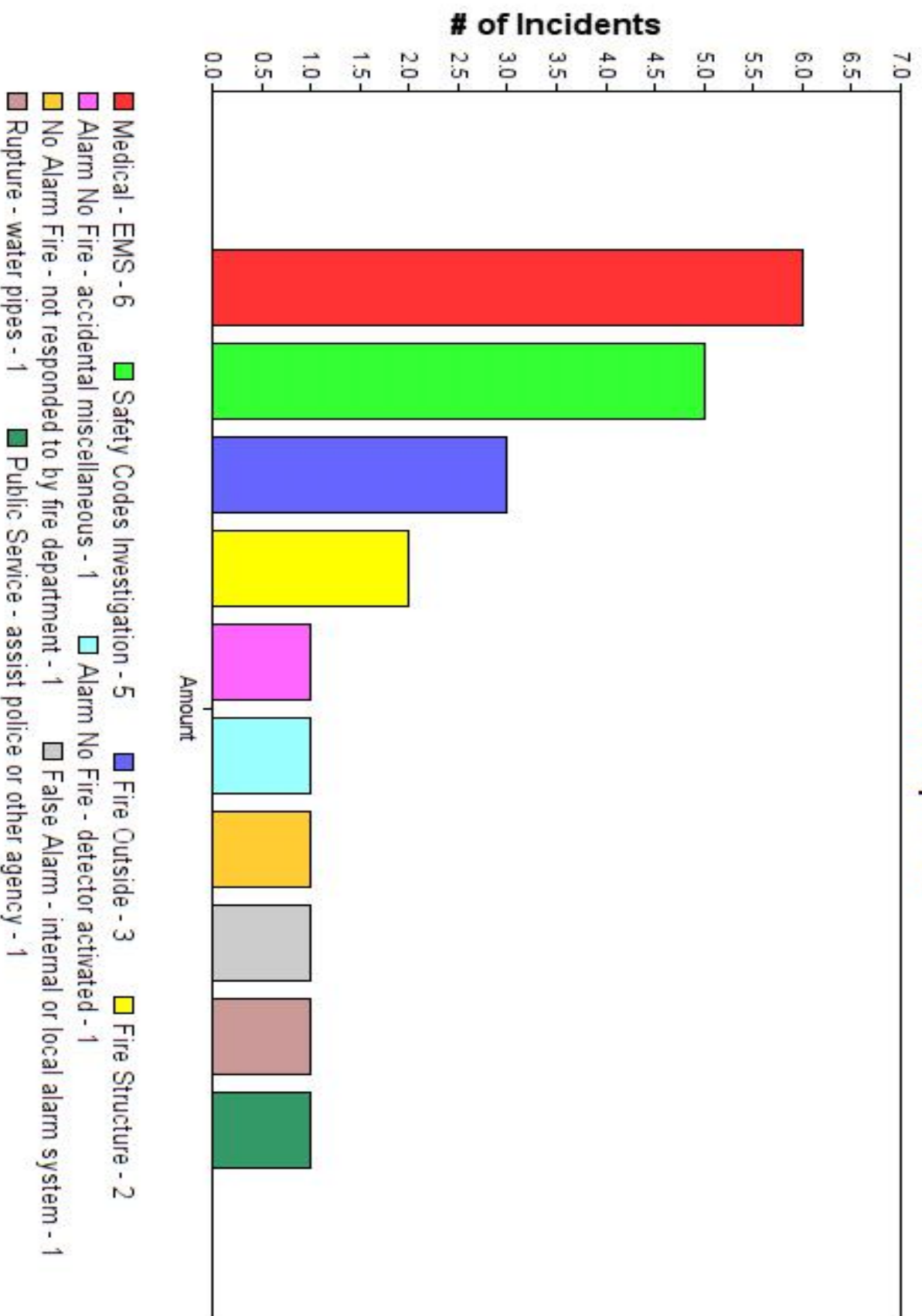
5. Watching the snow fall as I type this makes it hard to imagine we're in wildfire season, but the fact we've already responded to 3 wildfire / outside fires in the past 30 days speaks to the contrary. As you'll see by the infographic attached there is no *reported* fire danger in the Claresholm Fire response area, I can assure you that the danger is real, and it would just take a spark to ignite all the cured and matted fuel. We really need a few days of good soaking rains to green-up the grasses / ditches to help prevent rapid fire development.
6. Phase 1 of the Expansion / Renovation / Repair project at the fire hall got underway on the 11<sup>th</sup> as the contractor was on site to get some additional details and narrow down our needs for the addition / renovation.
7. Staffing: We have also filled the second of our three vacancies this month, leaving only one locker to fill. Welcome aboard to Paul Obidike, and Braden Morrison.
8. Attached below you will find the call breakdown as well as the wild fire danger as of the date of this report.

Respectfully submitted,

Craig White  
Fire Chief  
Town of Claresholm

## *CFD Responses by Call Type*

From Mar 18 23 to Apr 18 23

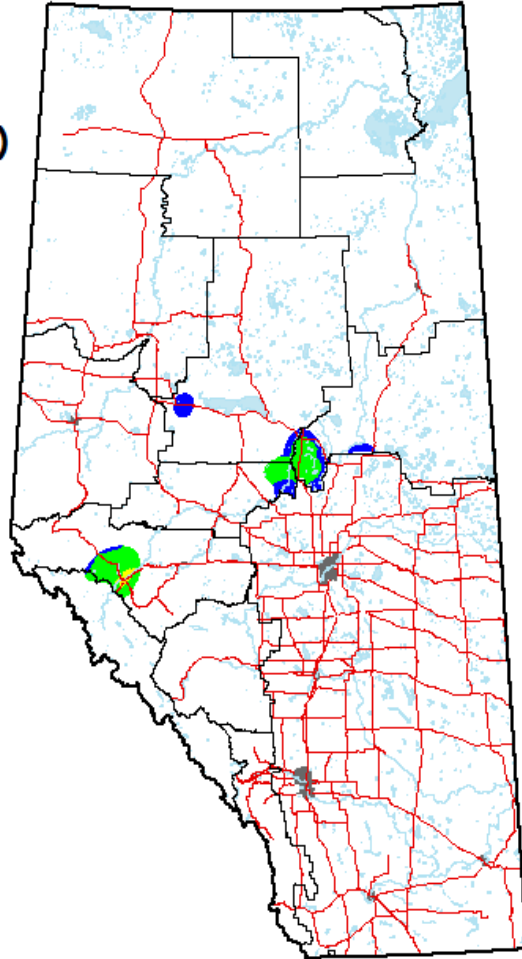


# Alberta

## Fire Danger (Fire Weather Index)

for April 18, 2023

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



Alberta  Government

© 2023 Government of Alberta

Map created on Apr-18 at 14:38



# APRIL 2023

## HR/TAXATION REPORT

Prepared by Lisa Chilton

### Human Resources/Payroll

We have bid a fond farewell to Mike Schuweiler. His last day was April 11<sup>th</sup>.

Best of luck to Jace McLean who has hit the ground running.

### Assessment and Taxation

There are no properties left on the 2022 Tax Arrears List. The final tax arrears was cleared up the first week of April. That means there will be no auction of properties in 2023.

The 2023 Tax Arrears List has been sent, and registered, at Alberta Land Titles. There are seven (7) properties on the list this year. Any properties on the list with outstanding arrears at March 31<sup>st</sup>, 2024 are subject to auction in 2024.

Below is the amount of outstanding taxes, at April 18<sup>th</sup>, 2023 not including TIPPS Participants. Taxes outstanding are **\$236,031.03** summarized as follows:

\$ 42,718.92	Current Taxes Outstanding
\$ 159,239.68	Arrears including previous penalties
\$ 34,072.43	On 2023 Tax Arrears List. Subject to auction in 2024.

The 2022 assessments have been received into the tax system and we are ready for the combined tax and assessment notices to be issued as soon as the tax rate is set. With budget soon set, the tax rate bylaw will follow closely.

We anticipate tax notices will be sent out by May 12<sup>th</sup>, 2023



# Infrastructure Services Report



April 2023

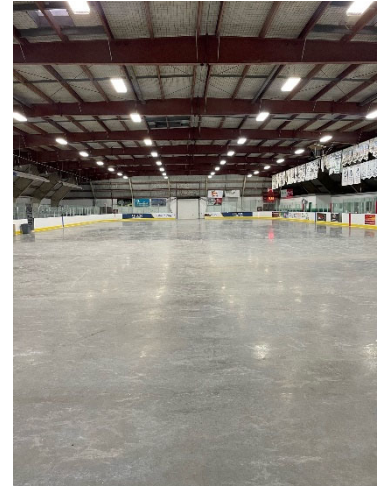
TOWN OF CLARESHOLM

Jace McLean

Director of Infrastructure

## Arena

The ice has been removed and off-season bookings have begun. Cimco discovered a couple issues when shutting down. A new ammonia detector is needed in the compressor room, and the seals need to be replaced on the condenser. The gun show was in the rink this previous weekend, and the trade fair will be next.

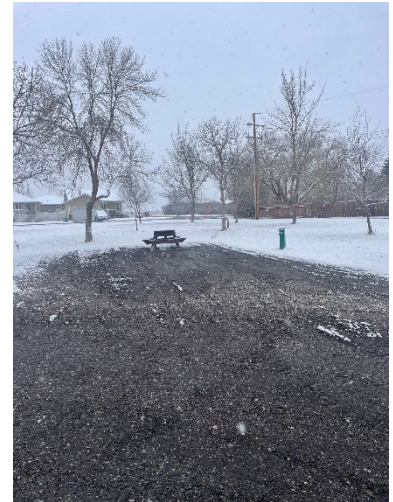


## Town Buildings

The regular monthly inspection of Town owned buildings continues. No issues have been found, spring maintenance has started.

## Parks

Spring cleaning is underway in the town parks. Gopher bait stations are out. Work continues in Amundsen park with the streetlights to be installed any day. The bases have been installed and cleanup is underway at the ball diamonds. New gravel has been placed on the pads at the campground, picnic benches are out, and water is expected to be turned on May 1.



## Equipment

Maintenance and repairs are ongoing. An issue was found in the conveyer of the street sweeper, new parts have been ordered.

## Garbage

Our collection program is working well. Spring cleanup is due to start in May.

## Sanitary Sewers

No sewer issues to report. Monthly flushing of the sewer system in the Town's problem areas continues to stay ahead of the issues. The yearly flush program has begun, everything looks good so far.

## Cemetery

Nothing to report at the cemetery. Summer help has been hired but will not start until May.



## Streets

Street sweeping is in full force. Boulevard sweeping is also underway. The roads are starting to settle after the winter and multiple large frost boils have emerged. Temporary fixes will be put in place until paving crews are available. Potholes are being filled as time allows.

## Sidewalks

Sidewalk tender has been posted, and the bid deadline is May 12. We hope to replace 500m of sidewalk this year.

## Storm Water Drainage

The storm water system is working as intended.

## Water Distribution

We experienced our first water leak of the season. A hairline crack appeared on a length of A/C main on 49<sup>th</sup> Ave W. The hydrant flush/maintenance program will begin this week and is expected to last 2-3 weeks.

## Recycling

No issues to report for recycling.

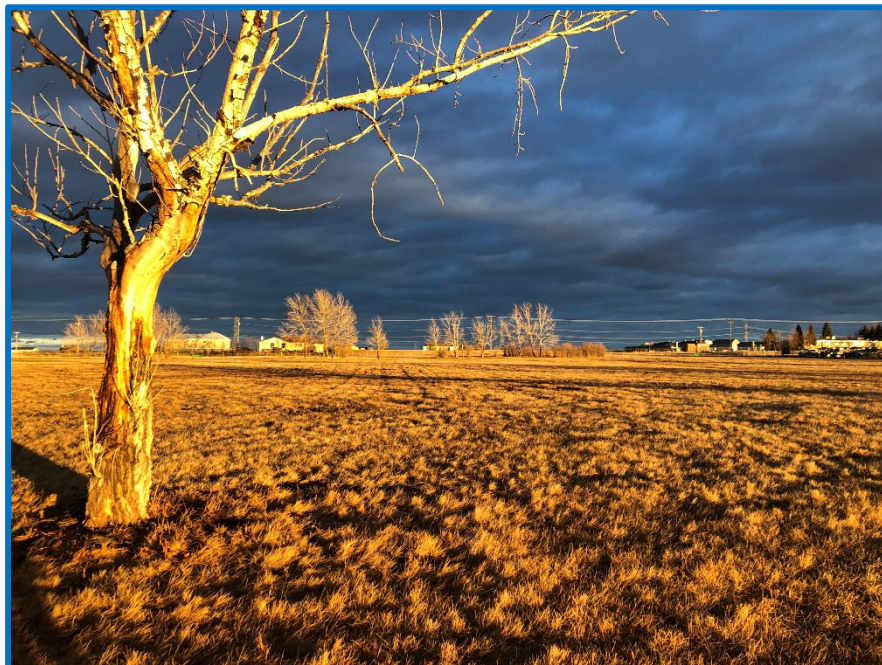
## Staff

No issues to report. Training continues with the new staff in public works. Job posting for public works lead hand has been posted.



# CLARESHOLM RECREATION

## March & April 2023 Recreation Report



April 20, 2023

Authored by: Denise Spencer

# CLARESHOLM RECREATION



## ARENA

- The Clareholm Thunders Tournament was a great success. Arena Staff all contributed to the event. Organizers are looking to have this as a biannual event.
- Ice was removed the week of March 27-31
- Clareholm's Annual Gun Show was April 22<sup>nd</sup> and 23<sup>rd</sup>.
- The Clareholm Trade Show April 28 and 29 is gearing up, they have approximately 35 vendors/tables booked, and are looking for 45 if possible.
  - WIFI is being looked at for a future project, wiring would need to be completed, and boosters added.
  - Currently there is open WIFI for those with Shaw, and WIFI close to the Arena office
  - Overall the response has been positive due to the larger space. Organizers are working with the Gun Show, booked the previous weekend, to secure additional tables and chairs.
- The current computer and lobby monitor system is in need of an upgrade. We have reached out to the IT in the hopes we can have this changed prior to the 2023-24 season start in late September.
  - Currently the Computer at the rink is the only system old enough for the Electronic sign that is displayed along 50<sup>th</sup> avenue.
  - The Monitor system is in need of an upgrade, and a more user friendly design
    - This is used for dressing rooms.
    - Ideally it should be used for community events, recreation and business advertising as well, but the interface is not easy to work with.
- Out of Town Tournament organizers have begun reaching out to secure Ice slots for the 2023-24 season
- A girls U18 team has requested Ice two days per week for practice for the 2023-24 season
- User meeting is scheduled for April 25, 2023

## CAC

- On April 17, 2023 the pool opened the main doors
  - Changes to the office were made to ensure payments could be made at the front counter again.
- March sales, in house were over \$8,000
  - Anticipate that April and May will exceed that
- AquaFits: We have a sustained number of 20 +attendees for our 1-2 pm AquaFit.
- Bootcamp will be finished for the season April 27, 2023
- Swim Club starts May 1<sup>st</sup>
  - Krakens will be 4-6pm Monday through Thursday from May 1<sup>st</sup> to August 17
  - Nanton Marlins are Monday-Thursday 6-7pm until the Nanton pool opens May long weekend
- LSI started April 14<sup>th</sup> with 6 candidates, and our NL starting April 28 has 10 with a waiting list.

## Ball Diamonds

- User Meeting Scheduled April 25, 2023
- Millennium Ball north diamonds are ready for Slo Pitch, they were harrowed Monday April 16, and bases were placed.
- Signage: waiting on a map with the Ball Diamonds highlighted.
  - Signage drafts are ready to send out

## Tennis Courts

- On April 18, 2023 was contacted by a community member who was looking for someone to play tennis with



- Added this to Facebook, with contact information and a byline that stated 'with enough interest this gentleman would like to start a club'
- Contacted April 19 by someone looking to start coaching at the Tennis Courts
- Looking at purchasing a few racquets and balls to start a Town Sponsored program, similar to the Pickleball program the Town sponsors and provides posters for.

### Centennial Park Campground

- Updated brochure for Campers; should be completed shortly
- This is based on the signage that was designed by Fox Signs for the Campground in 2022

### 2<sup>nd</sup> Annual Seed & Plant Exchange

- March Seed exchange had 13 entries, the April 19<sup>th</sup> date had only a few stop by
  - A presenter is an added benefit, and fills the room better
  - Soccer was doing set up and there were other events
  - Weather plays a factor, was snowy and blowy
- \$5 fee is earmarked for possible workshops and the purchase of seeds if required
- Looking to donate some seeds to the Soup Bowl and Food Rescue

---

# UTILITY SERVICES REPORT APRIL 2023

SULLAIR Compressor





# **Claresholm**

**Utility Services Manager  
Brad Burns**

**3700 8<sup>th</sup> Street West      [brad.burns@claresholm.ca](mailto:brad.burns@claresholm.ca)  
Box 1000 T0L-0T0      Cell # 1-403-625-1687  
Claresholm, Alberta**

---

## Regional Water Treatment Plant

### Maintenance

- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Enhanced Flux Maintenance (EFM) both PALL membrane racks.
- Flush CIP tanks to the neutralization system.
- Adjust limit switch cams on Series 50 Bray CIP/EFM block and bleed valve.
- HACH technician onsite working on CL17sc chlorine analyzer.
- CL 17 sc (chlorine analyzer) repaired during call to 1-800 HACH Service technician.
- CORONA Electric on-site to reinstall blower to lake electrical connection and diagnose electrical issue with SULLAIR compressor.
- Remove SULLAIR #2 electric motor for servicing and replace.
- PALL Rack #1 smart positioner fail open during air scrub plant shutdown reboot rack and test valves.
- Remove and inspect DAF #1 pneumatic solenoid for service.
- CORONA Electric on-site to rewire and test SULLAIR electric motor after installation.
- Adjust DAF #1 pneumatic ram and on traveling bridge.

### Citric Acid and Caustic (sodium hydroxide and sodium hypochlorite) CIP Tanks Contain a Heated Chemical/Water Mixture used to Clean PALL Micro-Membranes



---

**CIP Room Day Tanks Contain Chemical for CIP/EFM Cleaning and Adding Chemical to the Neutralization Tank for pH Adjustment Prior to Releasing Process Water to the Golf Course Ponds**



**SULLAIR Compressor Motor Removed to Rewire Electrical Connections, Replace Ball Bearings and Wash Stator.**



---

## 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.
- THM and HAA 5 samples sent to Element Labs.

## Training and Continuing Education Credits

- Online courses available.
- Utility operator attended level 2 water and wastewater preparation course.
- Attend 2-day asset management course with Town staff.
- Emergency management Agency Meeting.

## Meetings

- Bi-weekly management meetings.
- Monthly onsite safety meetings.
- M.D of 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.
- Test Lab and Distribution room smoke detector.

## Chemical

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

## Treated Water 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.

### East Side Reservoir (UFA)

- Check SCADA links, electrical components and telemetry equipment weekly.
- Check sump pump and onsite manholes.
- Check reservoir overflow ditch.
- AQUATECH Diving and Marine Services on-site to clean sediment on the bottom of the reservoir.

### Cleaning Sediment from Reservoirs and Tank Inspections by Divers Ensure Water Quality and Future Reservoir Integrity



---

## Water Distribution

### Universal Metering

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

### Government Compliance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- THM and HAA 5 samples sent to Element Labs.

### PRV Meter Vaults

- Check acreage PRV vault bi-weekly.
- Pump water from acreage vault.

### 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 daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.
- CORONA Electric onsite completing hard wiring for SCADA controls and alarms.

### Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.

---

## Raw Water Lines and Reservoirs

### Government Compliance

- Code of practice for wastewater systems using a wastewater lagoon daily monitoring requirement.
- Total Organic Carbon (TOC) testing raw water pre and post treatment process.

### Pine Coulee Reservoir

- Chain Lakes Reservoir 80.81% level 11296.18 geodetic meters, 11647.77 (dam3).
- Pine Coulee Diversion Head Pond above Head Gates 1053.22 m.
- Pine Coulee Diversion Canal below head gates flowing into reservoir @ 1.0 m3/s
- Pine Coulee Reservoir level 45.40% 1046.23 geodetic meters, 22974.90 (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.
- Check claw compressors daily.
- Onsite raw water reservoir 6347 mm.

### Golf Course

- Backwash water from process continues through the neutralization system to the golf course holding ponds.
- Raw water turnout to golf course ponds shut off and drained.



## Willow Creek West Waterworks System

### M.D Chlorine Booster Station

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

Sodium Hypochlorite (Liquid Chlorine) is Added to the Willow Creek West Waterworks System at the Booster Station on the Airport Corner West of Claresholm. The Addition of Chlorine Ensures the Water at the Industrial Airport Meets AEP Requirements



---

## M.D Industrial Airport Distribution System

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

## PRV Meter Vault

- Check PRV meter vault operating pressure.

## 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.

## Hamlet of Granum

- Check water supply meter vault, electrical and telemetry equipment.
- THM sample sent to Element Labs.

## Alberta Parks and Environment Requirements

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



# Town of Claresholm

**Council Committee Report**

Date: April 24<sup>th</sup>, 2023

<b>Mayor Petrovic</b>	
<b>Councillor Carlson</b>	
<b>Councillor Cutler</b>	
<b>Councillor Kettles</b>	
<b>Councillor Meister</b>	<p>Claresholm social centre The AGM was held on March 22nd. We currently have a full board with everyone who sits at the table now having a vote. Set up some sub committees that will report to the board. Our organizational meeting was a good introduction to each other. Some issues were brought up by a user group which we are trying to address amicably. Also looking at what directives we would like to see the centre set as priorities, as well as a balance between rentals and programs.</p> <p>Museum Our new signs should be installed on 2nd street soon. Summer students have been hired for the season. We have lent our famous 5 exhibit to the Ft, Macleod library. The school program has</p>



# Town of Claresholm

wrapped up and we will be in touch with the principal to share thoughts and feelings on the outcome of it. Board members will be attending the trade show here in Claresholm and also in Pincher creek. On Fathers day we will host a car show again with Lions serving breakfast and the Friends of the museum serving cookies and coffee, lunch is undecided at present. The archives room has been updated into a more secure environment. Most of the link trainer has arrived, just waiting for the wings. The museum opens May 19th and we have a few things to get done before then!

## CAReS

The AGM was on March 16th. No elections were needed as the board was full and no one was leaving their seat. Those who travel for supplies and pick ups will get a donation receipt to cover part of their gas costs. Feb-March volunteer hours total 923, March to April 644 hours. We were chosen as one of the community services to receive donations from the Thunder Alumni tournament, we were presented with a \$2000 donation! June 3rd is the annual fundraising garage sale.

## CHA

Our audit report was presented and it was noted that it was easier to prepare than some thanks to Maxine's organizational skills. A volunteer tax representative came to Parkside to help the residents get theirs done and it is very much appreciated. Some noise complaints were lodged against the snow clearing crew as they were coming at 4:30am with their snowblowers.

## FCSS

Winter festival's amazing race was a fun time for all that participated. RDN report has been completed. We now save on rentals at the Social centre since becoming a member. Seniors are still having difficulties with the CRA accounts. Community grant funding applications complete and funding has been decided. The move to the back part of the building is working well and everyone is happy. This has made tax time a little smoother and 300 returns have been filed. Granum programs are doing excellent, Thanks to



# Town of Claresholm

	Elise! Concerns have been brought up about the accessibility of the food bank pertaining to the location, hours, and quantity of food. The volunteer appreciation dinner will be held May 30th
<b>Councillor Schlossberger</b>	
<b>Councillor Zimmer</b>	

## COUNCIL RESOLUTION STATUS

Description	Assigned	Comments	Status	
<b>Regular Scheduled Meeting - February 13, 2023</b>				
16c	IN CAMERA: Land - Moved by Councillor Zimmer to direct Administration to proceed with researching Starline Business Park development scenarios. CARRIED MOTION #23-023	Abe	Administration is researching development scenarios.	Ongoing
<b>Regular Scheduled Meeting - March 27, 2023</b>				
6	CORRES: Workers' Compensation Board - Alberta - Referred to Administration to acknowledge the National Day of Mourning on April 28, 2023.	Abe/Jason	Planning is in progress	In Progress
22c	IN CAMERA: Advice from Officials - Moved by Councillor Cutler to approve a \$7,000 transfer from the Town's Land Reserves to support a successful grant application. CARRIED MOTION #23-051	Brady	Received draft agreement from Tango for broadband project, and RFP for area structure plan is scheduled to go public 2nd week of April.	In Progress
<b>Regular Scheduled Meeting - April 11, 2023</b>				
4	CORRES: APWA Alberta Chapter - Referred to Administration to acknowledge National Public Works Week May 21-27, 2023.	Jace	Administration will provide recognition of this event.	Complete
5	CORRES: WCCHS 2023 Graduating Class - Moved by Councillor Cutler to provide a gift basket worth approximately \$100 to the WCCHS Spring Festival to be held on April 28, 2023 at WCCHS. CARRIED MOTION #23-053	Karine	Basket is being prepared	In Progress
6	RFD: Bulk Water Station - Moved by Councillor Carlson to approve the bulk water station upgrade as presented, at a projected cost of \$55,000 plus GST, to be funded from capital reserves and the Municipal District of Willow Creek. CARRIED MOTION #23-054	Jace	The Infrastructure department has started this project.	Complete
6	RFD: Bulk Water Station - Moved by Councillor Zimmer to approve the bulk water cost sharing and maintenance agreement with the Municipal District of Willow Creek as presented. CARRIED MOTION #23-055	Abe	Agreement signed by both parties and filed.	Complete
7	RFD: Miscellaneous Fees Policy Update - Moved by Councillor Carlson to adopt the updated Miscellaneous Fees Policy, Policy #5.9.05 Version 1.3 as presented, effective April 11, 2023. CARRIED MOTION #23-056	Blair	Updated policy has been added to the policy manual	Complete

8	RFD: Fair Days Street Closures - Moved by Councillor Meister to approve the closure of 49th Avenue West from the lane between 2nd Street West and 1st Street West, to 3rd Street West, including the intersection at 2nd Street West, on Saturday, August 12, 2023 from 7:30 am to 11:00 pm, including the use of Amundsen Park, for Fair Days activities. CARRIED MOTION #23-057	Brady	Informed volunteer coordinators and Town Engagement Coordinator	Complete
9	RFD: Regional Energy Management - Moved by Councillor Zimmer that the Town of Claresholm provide a letter of commitment and support to the Alberta SouthWest Regional Energy Management Program. CARRIED MOTION #23-058	Abe/Brady	Economic Development is drafting the letter of support, due April 28th.	In Progress
10	RFD: Golf Course Alcohol Approval - Moved by Councillor Kettles that the Town of Claresholm approve 2487619 Alberta Ltd to sell alcohol at the Bridges at Claresholm Golf Club, both in the clubhouse restaurant and on the golf course itself. CARRIED MOTION #23-059	Abe	Letter has been sent.	Complete
18a	IN CAMERA: LAND - Moved by Councillor Cutler to counter the offer submitted by Professional Truck Driving School Ltd. with a firm price of \$89,500.00 for the property located at Lot 7&8, Block 4, Plan 7910032, subject to obtaining a development permit within one year from date of title transfer. CARRIED MOTION #23-060	Abe	Counter Offer has been submitted, no response as of 04.21.23	In Progress
18b	IN CAMERA: PERSONNEL - Moved by Councillor Carlson to direct the Economic Development Officer to pursue Option A regarding economic development staffing, as presented. CARRIED MOTION #23-061	Brady	Revising contracts and job postings	In Progress

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: April 14, 2023

# INFORMATION ITEMS





# MUNICIPAL PLANNING COMMISSION MINUTES

**March 17, 2023**

**Town of Claresholm – Council Chambers**

---

Address: 405 51 Avenue E  
Legal: Lots 10 & 11, Block 133, Plan  
7959GV  
Regarding: Home Occupation 2 – waxing salon

**Seconded by  
Doug Priestley**

**CARRIED**

---

**Item 3:**

**In Camera – Advice from officials, FOIP Section 24**

**Motion to go in camera at  
9:06 am by Doug Priestley**

**Seconded by Jeff Kerr**

**Motion to come out of in  
camera at 9:40 am by  
Councilor Carlson**

**Seconded by Jeff Kerr**

---

**9:40 a.m.**

**Motion to adjourn by  
Doug Priestley**

**CARRIED**

---

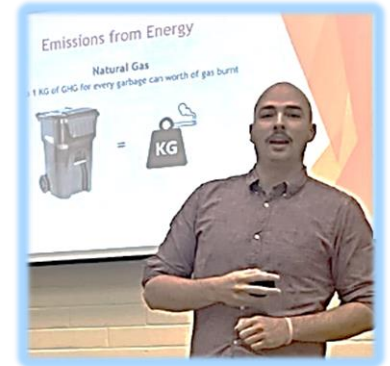
# Alberta SouthWest Bulletin April 2023

## Regional Economic Development Alliance (REDA) Update

### ❖ Energy Management

**Tristan Walker** presented an overview of his work as Energy Manager for the Town and MD of Pincher Creek and proposed a regional approach to extending that service to other interested communities.

\*\*A federal grant is available to support such work, and we will be gathering information about municipal infrastructure in the region to determine the scope of work that could happen over the next 2 years, and enlisting letters of support. Deadline for application is April 28, 2023. Thank you for the letters of support!



### ❖ Southern Alberta Regional Solution for Housing Supply



The issue of accessible housing is common to all our communities. Attracting new workers and residents is not possible if housing is not available.

**Karin Finley and Eppo Van Weelerden** of AND Villages Ltd. Proposed an innovative approach to communities that are interested and ready to explore a collaborative approach to planning and development of accessible housing.

\*\* To explore the possibilities, communities are asked to first respond to 5 “self assessment” questions, which will help determine possible next steps. These questions will create a very high-level, regional view of 1) the need for affordable and/or entry-level market housing; 2) availability of serviced land for housing; 3) land use or zoning issues; 4) financing capacity and investment options; 5) possibilities for collaborating!

### ❖ Investment Opportunity Network (ION) Meetings

Alberta Agriculture and Irrigation (AAI) and Jobs, Economy, and Northern Development (JEND) will continue to join the regular AlbertaSW ION meetings, held the fourth Tuesday of each month. Geared to EDOs and CAOs, these on-line meetings, welcome attendance from chambers and community leaders. Next meeting: April 25, 9:30am

### ❖ Economic Developers Alberta (EDA) Conference

Another sold-out event with 400 in person attendees, plus about 150 on-line. All sessions were recorded, so will be able to share some picks and clicks and highlights when they are available!

Some very interesting insights into trends in agriculture, energy, transportation and logistics, and manufacturing and advantages and opportunities for Alberta!

### ❖ Connect4Commerce Update

AlbertaSW, in partnership with Community Futures, is implementing a business-to-business platform to list and promote investment opportunities in all our communities.

A series of training and orientation meetings with community contacts will serve to develop a system and collaborative process to compile and promote investment opportunities. More details to come!



### ❖ Summer flyer 2023

In the summers of 2017, 2018 and 2019 the communities of AlbertaSW compiled a list of summer events and experiences for the website. Thank you to all who are helping to update that information once again!

### Alberta SouthWest Regional Economic Development Alliance

International Economic Development Council (IEDC) Accredited Economic Development Organization (AEDO)

2018-2022 Green Destinations Top 100 Sustainable Global Destinations and 2020 Top 3 Best of the Americas

Box 1041 Pincher Creek AB T0K 1W0

403-627-0244 (cell)

[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

[www.albertasouthwest.com](http://www.albertasouthwest.com)



**Alberta SouthWest Regional Alliance**  
**Minutes of the Board of Directors Meeting**  
 Wednesday, March 1, 2023 - Claresholm



**Board Representatives**

Brad Schlossberger, Claresholm  
 Barbara Burnett, Cowley  
 Sahra Nodge, Pincher Creek  
 Cam Francis, Cardston County  
 Blair Painter, Crowsnest Pass  
 John Van Driesten, MD Willow Creek  
 Victor Czop, Nanton (alt)  
 Rick Lemire, MD Pincher Creek  
 Keith Robinson, Waterton

**Resource Staff and Guests**

MLA Roger Reid  
 Lori Hodges, LRSD  
 Robert Strauss, MD Ranchland  
 Linda Erickson, PrairiesCan  
 Tony Walker, CF Alberta Southwest  
 Brady Schnell, Claresholm  
 Bev Thornton, AlbertaSW

- |    |   |  |
|----|---|--|
| 1  | Call to Order/  | Vice-Chair Brad Schlossberger called the meeting to order.   |
| 2  | Approval of Agenda                                    | Moved by Blair Painter THAT the agenda be approved as presented.<br><b>Carried.</b> [2023-03-839]  |
| 3  | Approval of Minutes                                   | Moved by Cam Francis THAT the Minutes of February 1, 2023, be approved as presented.<br><b>Carried.</b> [2023-03-840]  |
| 4  | Approval of Cheque Register                           | Moved by Blair Painter THAT cheques #3173 to #3185 be approved as presented.<br><b>Carried.</b> [2023-03-841]  |
| 5  | Research and Communications                           | To date, three responses have been received from businesses in the region who wis to be added to a Resource List.  |
| 6  | READI Workshop, Fort Macleod                          | AlbertaSW businesses are participating in this Rural Development Network (RDN) Pilot Project on Rural Employer Awareness on Diversity and Inclusion (READI). The workshop will provide the first 2 modules of training.  |
| 7  | Southern Alberta Regional Solution for Housing Supply | AlbertaSW has been introduced to AND Villages a company that manages a collaborative strategy to attract housing projects to rural communities. Bev will follow-up and arrange calls and meetings to learn more details. |
| 8  | Connect4Commerce                                      | Connect4Commerce, and on-line tool for investment opportunities, is in the first steps of being implemented. CAOs and EDOs have designated individuals who will help shape the process to be most beneficial.            |
| 9  | Executive Director Report                             | Accepted as information.   |
| 10 | Round Table   | Accepted as information.<br>The Board expressed sincere appreciation to MLA Roger Reid for all his support and advocacy.   |
| 11 | Upcoming Board Meeting                                | ➤Wednesday, April 7, 2023 – Crowsnest Pass (tentative)   |
| 12 | Adjourn   | Moved by John Van Driesten THAT the meeting be adjourned.<br><b>Carried.</b> [2023-03-842]   |

## MEETING MINUTES

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

**1. CALL TO ORDER 5:07 pm**

**2: APPROVAL OF AGENDA** – Motion by Brad Schlossberger to approve agenda, none opposed, carried.

**3: APPROVAL OF MINUTES**

3.1 Regular Meeting Minutes from February 21, 2023 – Motion by Joanna Ridley to approve minutes, none opposed, carried.

**4: CORRESPONDENCE**

4.1 Community Foundation Lethbridge + Southwestern Alberta  
– The Claresholm Library fund as of Dec. 31, 2022 is \$36,326.90.

4.2 Minister of Alberta's Municipal Affairs

– Alberta Minister of Municipal Affairs Rebecca Schulz that Library funding has been increased in the 2023 budget. "For regional system boards, per capita rates have been increased to \$4.75 for the operating grant and to \$5.60 for Library Services funding. We have also provided top-up funding where necessary, to ensure that all library boards are eligible for a minimum five per cent increase in their annual grant."

**5: FINANCIAL STATEMENT**

5.1 Financial Statement for the end of February 2023 – Motion by Brad Schlossberger to accept the statement – none opposed, carried

**6: REPORTS**

6.1 Library Manager's report

– the Library is trying a different approach to programs – offering programming on demand to try and get more people participating. To make the DVDs more accessible they have been reshelfed so none are sitting on top shelf.

Claresholm Public Library Board  
Regular Meeting  
March 21, 2023

**7: NEW BUSINESS**

7.1 Signature on contracts – going forward all contracts will be in the name of the Town of Claresholm Library Board and must be signed by an executive board member.

7.2 Delivering books to Clear Lake Colony school – tabled, Jay will speak to the boss of the Colony to see if we can get books to the teachers and students and who will transport them.

7.3 Library cat – tabled, Jay will look into where the cat can reside after hours so the motion detectors won't go off when the Library is alarmed.

**8: OLD BUSINESS:**

8.1 Library Insurance – Kendall Schille advises that the insurance is quite comprehensive and should serve our needs well re use of Naloxone in Library.

**9: ADJOURNMENT – 5:32 pm**

Next Meeting: April 18, 2023



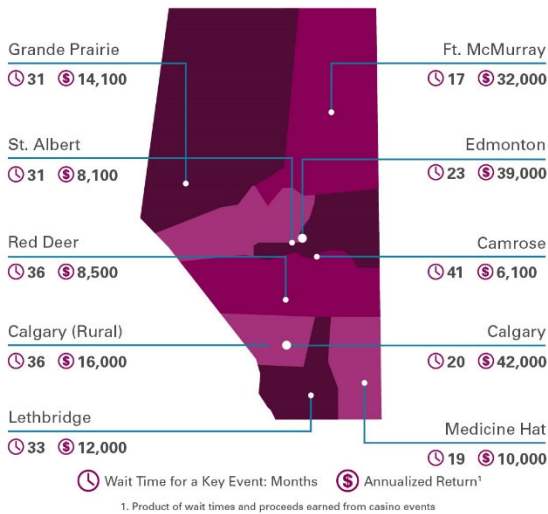
## Alberta Rural Charities Set to Lose Out, Again

**Edmonton** – The Alberta Gaming, Liquor & Cannabis Commission (AGLC) has handed down a decision that will further shortchange rural charities. Already at a distinct disadvantage compared to their urban counterparts, rural charities are set to lose out once again thanks to the AGLC Board’s refusal to let the Camrose Resort Casino relocate to South Edmonton.

The disparity between urban and rural charitable event revenue is significant. It doesn’t matter if an event is held in a major urban centre or a rural community; the volunteers work the same number of hours. At the end of the night, however, a charitable event in the urban centre will bring in up to six times more revenue. What’s more, the average wait time for a gaming event is generally lower, too.

“AGLC’s unfair treatment of rural charities has been going on for decades, shortchanging rural communities hundreds of millions of dollars. Rural communities and their leaders should be alarmed by their mistreatment by AGLC and the failure by the AGLC Board to approve a relocation that would help to resolve this disparity,” said Jason Pechet, president of Capital City Casino, which owns the Camrose Resort Casino.

**Proceeds from Casino Events and Wait Times by Regions**



The proposed relocation would ensure revenues would continue to flow to rural charities. Given the pooling mechanism used by AGLC for the Camrose and St. Albert AGLC-defined regions, the proposed relocation would have benefitted hundreds of thousands of rural Albertans living in communities spanning from the B.C. border to the Saskatchewan border. According to AGLC’s own data, these two regions have the lowest revenues per gaming event (Camrose: \$6,100/event, St. Albert: \$8,100/event) and some of the highest event wait times (Camrose: 41 months, St. Albert: 31 months) in the entire province. By way of comparison, an event in Edmonton will generate \$39,000 in revenue and has a wait time of only 23 months.

“The AGLC Board’s decision is as frustrating as it is perplexing, especially given that AGLC management

approved the relocation,” said Pechet. “One of the key recommendations that came out of AGLC’s extensive Charitable Gaming Model Review was to designate a casino in Edmonton to serve rural charities exclusively, just like Calgary has. We offered AGLC the perfect project – one that would create jobs, drive economic development, increase revenues for the province, and provide parity for rural charities. In a baffling move, the AGLC Board rejected our proposal citing concerns that its own management did not feel were issues.”

As the Camrose Resort Casino struggled to generate a sustainable amount of charitable revenues, AGLC made two decisions that effectively doomed the casino’s financial viability. In 2019, AGLC approved the relocation of the Century Mile Race Track Casino from Edmonton to just 60 km away from the Camrose Resort Casino. Then, in 2022, AGLC also green-lit the construction of a new Louis Bull First Nations Casino, which is just 55 km away. The local market isn’t large enough to support a single gaming facility, let alone three. What’s more, none of the revenue from the First Nations Casino or Race Track Casino will support rural charities in the Camrose and St. Albert regions.



The Camrose Resort Casino is asking Albertans upset with the unfair treatment of rural charities to let AGLC know they support the relocation of the Camrose Resort Casino.

275 Edmonton Charities wrote to AGLC to block the Camrose Casino relocation and deny rural charitable groups the opportunity to receive a fair and equal share of charitable gaming revenues.

Please send your message of support by calling or emailing AGLC at: 780-447-8847 / [nadja.lacroix@aglc.ca](mailto:nadja.lacroix@aglc.ca).

### **Background Facts and Figures**

- In June 2021, Capital City Casino hired HLT Advisory Inc., a consulting firm specializing in the gaming sector (and one that AGLC regularly uses), to review its relocation proposal. HLT Advisory Inc. determined relocating the Camrose Resort Casino would generate \$28 million of new, incremental AGLC revenue.
- AGLC estimates that relocating the Camrose Casino to South Edmonton would result in \$8.8 million in new, incremental revenues for charitable groups.
- St Albert and Camrose gaming regions are the only AGLC gaming regions in the province that pool revenues together. The relocation will increase the amount of charitable revenues for both the Camrose and the St Albert regions, improving parity with large urban charitable revenues. The relocation would improve the financial disparity issue for the two rural gaming regions, not just one.
- If the relocation application is unsuccessful, the Camrose Resort Casino will need to close its doors, and 650 regional charities will lose desperately needed revenues.
- In the event that the Camrose Casino relocated to Edmonton, AGLC estimates the decline in Edmonton Urban Charity revenue as \$8,438 per Urban Charity event, which is far less than if the Camrose Casino closed and all 650 regional charities were reallocated to Edmonton casinos, which would result in a decline of approximately \$14,000 per annualized event. In short, Edmonton Urban Charities have more to lose by opposing this relocation.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

**EXECUTIVE COMMITTEE MEETING MINUTES**  
**January 12, 2023; 6:00 pm**  
**ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, January 12, 2023, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

**Attendance**

Executive Committee:

Gordon Wolstenholme, Chair  
Don Anderberg, Vice Chair, Virtual  
David Cody  
Christopher Northcott (Arrived at 6:07 pm)  
Jesse Potrie  
Brad Schlossberger  
Neil Sieben

Staff:

Lenze Kuiper, Chief Administrative Officer  
Raeanne Keer, Executive Assistant

Chairman Wolstenholme called the meeting to order at 6:03 pm.

**1. Approval of Agenda**

**Moved by: David Cody**

THAT the Executive Committee adopts the January 12, 2023 Executive Committee Meeting Agenda, as presented.

**CARRIED**

**2. Approval of Minutes**

**Moved by: Neil Sieben**

THAT the Executive Committee approves the November 10, 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. ATB Financial Municipal Borrowing Bylaw Annual Endorsement**

**Moved by: Don Anderberg**

THAT the Executive Committee authorize the Chair and Director to endorse the 2023 Municipal Borrowing Bylaw (Revolving Line of Credit) for ATB Financial Signing Authority – ATB Financial.

**CARRIED**

**b. 2023 Schedule of Fees – Chinook Intermunicipal Subdivision and Development Appeal Board**

L. Kuiper stated that in accordance with the agreements for the Chinook Intermunicipal Subdivision and Development Appeal Board an annual schedule for fees must be set for 2023.

L. Kuiper stated that Administration has reviewed the fees and are not recommending changes to the remuneration fees, but is recommending to update the mileage rate in accordance with Canada Revenue, from \$0.61/kilometer to \$0.68/kilometer, as done in previous years.

**Moved by: Brad Schlossberger**

THAT the Executive Committee accepts the 2023 Schedule for Fees for the Chinook Intermunicipal Subdivision and Development Appeal Board, as presented.

**CARRIED**

**c. Staff Update**

L. Kuiper stated that Jack Shipton would be joining ORRSC in March 2023 to fulfill the role of Planner.

L. Kuiper discussed proposed changes to area assignments for later in 2023 to ensure workloads are distributed efficiently amongst planning staff.

**d. Subdivision Activity**

L. Kuiper presented the Subdivision Activity statistics as of December 31, 2022 for information.

**e. Community Planning Association of Alberta (CPAA) 2023 Conference**

L. Kuiper stated that the 2023 Community Planning Association of Alberta Conference would be held May 1-3, 2023 in Nisku, Alberta. He stated that in previous years a number of the Executive Committee would attend the conference and recommended advising Administration if they would like to attend.

**f. Brownlee LLP – Emerging Trends in Municipal Law**

L. Kuiper presented information on the two Emerging Trends in Municipal Law session that Brownlee LLP is hosting in virtually and in-person in February 2023.

**5. Accounts**

**a. Office Accounts**

L. Kuiper presented the Monthly Office Accounts for November 2022 and the Payments and Credits for October 2022 to the Committee.

**Moved by: Christopher Northcott**

THAT the Executive Committee approve the Monthly Office Account for November 2022 and the Payments and Credits for October 2022.

**CARRIED**

**b. Financial Statements**

L. Kuiper presented the Balance Sheet as of November 30, 2022, the Comparative Income Statement actual to November 30, 2022, and Details of Account as of November 3, 2022 to the Committee.

**Moved by: Don Anderberg**

THAT the Executive Committee approve the Balance Sheet as of November 30, 2022, the Comparative Income Statement actual to November 30, 2022, and Details of Account as of November 3, 2022

**CARRIED**

**6. New Business**

There was no new business for discussion.

**7. CAO's Report**

L. Kuiper presented his CAO Report to the Committee, highlighting the upcoming periodical and the Assessment Review Board hearing scheduled for March 2023.

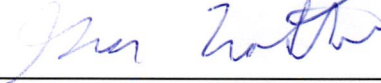
**8. Round Table Discussions**

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

**9. Next Meeting – February 9, 2023**

**10. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:19 pm.



---

CHAIR



---

CHIEF ADMINISTRATIVE OFFICER