



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JANUARY 8, 2024
AGENDA**

Time: 7:00 P.M.
Place: Council Chambers
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAfNL1KA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – DECEMBER 11, 2023

PUBLIC HEARINGS:

1. BYLAW #1771 – Land Use Bylaw Amendment
2. BYLAW #1774 – Land Use Bylaw Amendment
3. BYLAW #1775 – Land Use Bylaw Amendment

ACTION ITEMS:

1. BYLAW #1771 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
2. BYLAW #1774 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
3. BYLAW #1775 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
4. BYLAW #1776 – Emergency Management Bylaw
RE: 2nd & 3rd Readings
5. BYLAW #1778 – Administrative Services Committee Bylaw
RE: 2nd & 3rd Readings
6. CORRES: Hon. Ric McIver, Minister of Municipal Affairs
RE: Launch of Local Government Fiscal Framework (LGFF) Program
7. CORRES: Hon. Ric McIver, Minister of Municipal Affairs
RE: Municipal-Federal Agreements
8. CORRES: Hon. Rebecca Schulz, Minister of Environment and Protected Areas
RE: Drought Conditions in Alberta
9. CORRES: Claresholm Pentecostal Assembly
RE: Request for Letter of Support for Government Grant Application
10. REQUEST FOR DECISION: 2024 Willow Creek Fire Games
11. REQUEST FOR DECISION: Letter of Support – Porcupine Hills Lodge
12. FINANCIAL REPORT: Statement of Operations - November 30, 2023
13. INFORMATION BRIEF: Council Committee Report
14. INFORMATION BRIEF: Council Resolution Status
15. ADOPTION OF INFORMATION ITEMS
16. IN CAMERA
 - a. PERSONNEL – FOIP Section 17

INFORMATION ITEMS:

1. Municipal Planning Commission Meeting Minutes – October 27, 2023
2. Alberta SouthWest Regional Alliance Board Meeting Minutes – November 1, 2023
3. Alberta SouthWest Bulletin – December 2023
4. Oldman Watershed Council: Drought Information Sharing – December 15, 2023
5. Oldman Watershed Council, Thank you – December 15, 2023
6. ORRSC Periodical: “Slope adaptive development” – Winter 2023

ADJOURNMENT



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

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

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

ABSENT: None

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

MEDIA PRESENT: None

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

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

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

CARRIED

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

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

CARRIED

PUBLIC HEARINGS:

1. BYLAW #1763 – Land Use Bylaw Amendment

Mayor Schlossberger declared the Public Hearing open regarding Bylaw #1763 at 7:01 p.m.

CAO Abe Tinney presented Bylaw #1763, a Bylaw for the purpose of amending Land Use Bylaw #1525 to re-designate a portion of land from “Public - P” to “Single Detached Residential - R1”. No formal submissions were received from the public.

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

No comments were received from the public regarding Bylaw #1763. No comments from members of Council were noted.

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

2. BYLAW #1772 – Land Use Bylaw Amendment

Mayor Schlossberger declared the Public Hearing open regarding Bylaw #1772 at 7:03 p.m.

CAO Abe Tinney presented Bylaw #1772, a Bylaw for the purpose of amending Land Use Bylaw #1525 to add the following use to Highway Commercial - C2 under Section 1:

Permitted Uses:
Personal Service

No formal submissions were received from the public.

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

No comments were received from the public regarding Bylaw #1772. No comments from members of Council were noted.

Mayor Schlossberger declared the Public Hearing closed at 7:04 p.m.

3. BYLAW #1773 – Land Use Bylaw Amendment

Mayor Schlossberger declared the Public Hearing open regarding Bylaw #1773 at 7:04 p.m.

CAO Abe Tinney presented Bylaw #1773, a Bylaw for the purpose of amending Land Use Bylaw #1525 to re-designate a portion of land from “Direct Control - DC” to “Highway Commercial - C2”. No formal submissions were received from the public.

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

No comments were received from the public regarding Bylaw #1773. No comments from members of Council were noted.

Mayor Schlossberger declared the Public Hearing closed at 7:05 p.m.

DELEGATION: CLARESHOLM RCMP DETACHMENT
RE: Quarterly Update

Sergeant Perry Pelletier from the Claresholm RCMP Detachment presented Town Council with the quarterly update from July 1st to September 30th, 2023.

ACTION ITEMS:

1. BYLAW #1763 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings

Moved by Councillor Cutler to give Bylaw #1763, a Land Use Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Meister to give Bylaw #1763, a Land Use Bylaw Amendment, 3rd & Final Reading.

CARRIED

2. BYLAW #1771 – Land Use Bylaw Amendment
RE: 1st Reading

Moved by Councillor Ross to give Bylaw #1771, a Land Use Bylaw Amendment 1st Reading.

CARRIED

3. BYLAW #1772 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings

Moved by Councillor Kettles to give Bylaw #1772, a Land Use Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Ross to give Bylaw #1772, a Land Use Bylaw Amendment, 3rd & Final Reading.

CARRIED

4. BYLAW #1773 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings

Moved by Councillor Zimmer to give Bylaw #1773, a Land Use Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1773, a Land Use Bylaw Amendment, 3rd & Final Reading.

CARRIED

5. BYLAW #1775 – Land Use Bylaw Amendment
RE: 1st Reading

Moved by Councillor Ross to give Bylaw #1775, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

6. BYLAW #1776 – Emergency Management Bylaw
RE: 1st Reading

Moved by Councillor Cutler to give Bylaw #1776, the Emergency Management Bylaw, 1st Reading.

CARRIED

7. BYLAW #1777 – Solid Waste Management Bylaw
RE: All Readings

Moved by Councillor Meister to give Bylaw #1777, the Solid Waste Management Bylaw, 1st Reading.

CARRIED

Moved by Councillor Kettles to give Bylaw #1777, the Solid Waste Management Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Ross for unanimous consent to give Bylaw #1777, the Solid Waste Management Bylaw, 3rd & Final Reading at the same meeting.

CARRIED UNANIMOUSLY

Moved by Councillor Zimmer to give Bylaw #1777, the Solid Waste Management Bylaw, 3rd & Final Reading.

CARRIED

8. BYLAW #1778 – Administrative Services Committee Bylaw
RE: 1st Reading

Moved by Councillor Carlson to give Bylaw #1778, the Administrative Services Committee Bylaw, 1st Reading.

CARRIED

**9. CORRES: Oldman Watershed Council
RE: Thank You for Your Continued Support**

MOTION #23-163 Moved by Councillor Cutler to support the Oldman Watershed Council with a donation of \$1,847 to continue their efforts towards watershed health in our region.

CARRIED

10. REQUEST FOR DECISION: Real Estate Contract

MOTION #23-164 Moved by Councillor Ross to enter into a one-year Real Estate Contract with Century 21 for the purpose of listing and selling the Town owned lot located at 3 Westlynn Drive.

CARRIED

MOTION #23-165 Moved by Councillor Meister to set the list price for Lot 1, Block C, Plan 8810870 at \$99,000.

CARRIED

11. REQUEST FOR DECISION: Committee Appointments

MOTION #23-166 Moved by Councillor Cutler to appoint Councillor Zimmer as an alternate to the Claresholm & District Transportation Society Board.

CARRIED

12. REQUEST FOR DECISION: Strategic Planning

MOTION #23-167 Moved by Councillor Zimmer to approve the updated 2022-2026 Strategic Plan of Claresholm Town Council as presented.

CARRIED

13. REQUEST FOR DECISION: 2024 Interim Budget

MOTION #23-168 Moved by Councillor Kettles to approve the Interim 2024 Operational Budget as presented.

CARRIED

MOTION #23-169 Moved by Councillor Meister to approve the 2024 Capital Budget as presented.

CARRIED

14. INFORMATION BRIEF: Claresholm Firefighter Foundation – Grant Application

Received for information.

15. INFORMATION BRIEF: Council Committee Report

Received for information.

16. INFORMATION BRIEF: Council Resolution Status

Received for information.

17. ADOPTION OF INFORMATION ITEMS

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

CARRIED

18. IN CAMERA

a. PERSONNEL – FOIP Section 17

b. LAND – FOIP Section 16

Moved by Councillor Cutler to go In Camera at 8:12 p.m. for the following items:

a. Personnel – FOIP Section 17

b. Land – FOIP Section 16

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger stated that the live stream has ended at 8:12 p.m.

Moved by Councillor Ross to come out of In Camera at 8:41 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:41 p.m.

a. Personnel – FOIP Section 21

MOTION #23-170 Moved by Councillor Meister to appoint Thomas Carey to the Claresholm Museum Board.

CARRIED

b. Land – FOIP Section 16

MOTION #23-171 Moved by Councillor Carlson to approve the Offer to Purchase from Homecare Hub Inc. for Lots 58-65, Block 118, Plan 8010781 as presented.

CARRIED

ADJOURNMENT: Moved by Councillor Zimmer that the meeting adjourn at 8:42 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger noted that recording ceased at 8:42 p.m.

Mayor – Brad Schlossberger

Chief Administrative Officer – Abe Tinney

DRAFT

PUBLIC HEARING

NOTICE OF PUBLIC HEARING

TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1771

7:00 p.m., Monday, January 8, 2024
Town of Claresholm Council Chambers, 111 - 55 Avenue West

PURSUANT to sections 216.4, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta has given first reading to Bylaw No.1771, which on final passage would amend the Town of Claresholm Land Use Bylaw No.1525.

THE PURPOSE of proposed Bylaw No. 1771 is to re-designate a portion of land described as:

LOTS 21-29, BLOCK 2, PLAN 147N

Be amended by changing the lands from “Retail Commercial – R1” to “Single Detached Residential – R1”

THEREFORE, TAKE NOTICE THAT a public hearing to consider proposed Bylaw No. 1771 will be held in the Town of Claresholm Council Chambers at 7:00 p.m. on Monday, January 8, 2024.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Town Development Services Manager no later than 2:00 p.m. on January 4, 2024. Both written and/or verbal presentations may be given at the public hearing. A copy of the proposed bylaw may be emailed please inquire at the Town office during normal business hours.

DATED at the Town of Claresholm in the Province of Alberta this 20th day of December, 2023.

Abe Tinney, Chief Administrative Officer

NOTICE OF PUBLIC HEARING

TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1774

7:00 p.m., Monday, January 8, 2024
Town of Claresholm Council Chambers, 111 - 55 Avenue West

PURSUANT to sections 216.4, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta has given first reading to Bylaw No.1774, which on final passage would amend the Town of Claresholm Land Use Bylaw No.1525.

THE PURPOSE of proposed Bylaw No. 1774 is to re-designate a portion of land described as:

PORTIONS OF LOTS 6-9, BLOCK 9, PLAN 2311945

Be amended by changing the lands from “Direct Control – DC” to “Retail Commercial – C1”

PORTIONS OF LOTS 10 & 11, BLOCK 9, PLAN 2311945

Be amended by changing the lands from “Direct Control – DC” to “Highway Commercial – C2”

THEREFORE, TAKE NOTICE THAT a public hearing to consider proposed Bylaw No. 1774 will be held in the Town of Claresholm Council Chambers at 7:00 p.m. on Monday, January 8, 2024.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Town Development Services Manager no later than 2:00 p.m. on January 4, 2024. Both written and/or verbal presentations may be given at the public hearing. A copy of the proposed bylaw may be emailed please inquire at the Town office during normal business hours.

DATED at the Town of Claresholm in the Province of Alberta this 20th day of December, 2023.

Abe Tinney, Chief Administrative Officer

NOTICE OF PUBLIC HEARING

TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1775

7:00 p.m., Monday, January 8, 2024

Town of Claresholm Council Chambers, 111 - 55 Avenue West

PURSUANT to sections 216.4, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta has given first reading to Bylaw No.1775, which on final passage would amend the Town of Claresholm Land Use Bylaw No.1525.

THE PURPOSE of proposed Bylaw No. 1775 is to re-designate land described as:

ALL THAT PORTION OF THE EAST HALF OF SECTION TWENTY-SEVEN (27), TOWNSHIP TWELVE (12), RANGE TWENTY-SEVEN (27), WEST OF THE FOURTH (4) MERIDIAN NOTWITHIN THE TOWN OF CLARESHOLM.

ALL THAT PORTION OF THE NORTHEAST QUARTER OF SECTION TWENTY-TWO (22), TOWNSHIP TWELVE (12), RANGE TWENTY-SEVEN (27), WEST OF THE FOURTH (4) MERIDIAN NOT WITHIN THE TOWN OF CLARESHOLM EXCLUDING ALL THAT LAND LYING SOUTH OF THE NORTH BOUNDARY OF RW 423 FB.

And as shown on Schedule 'A' attached hereto, from "Rural General (RG)" to "Agricultural/ Transitional A/T"

THEREFORE, TAKE NOTICE THAT a public hearing to consider proposed Bylaw No. 1775 will be held in the Town of Claresholm Council Chambers at 7:00 p.m. on Monday, January 8, 2024.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Town Development Services Manager no later than 2:00 p.m. on January 4, 2024. Both written and/or verbal presentations may be given at the public hearing. A copy of the proposed bylaw may be emailed please inquire at the Town office during normal business hours.

DATED at the Town of Claresholm in the Province of Alberta this 20th day of December, 2023.

Abe Tinney, Chief Administrative Officer

ACTION ITEMS



REQUEST FOR DECISION

Meeting: January 8, 2024
Agenda Item: 1

BYLAW No. 1771 - LAND USE BYLAW No.1525 AMENDMENT

At the December 11, 2023 regular meeting, Town Council gave first reading to Bylaw No. 1771, a land use Bylaw amendment. This is a bylaw for the re-designation of the homes along 48 Ave W, from Retail Commercial (C1) to Single Detached Residential (R1) to reflect their actual development and use.

In accordance with the Municipal Government Act (MGA) Section 692, a public hearing is required prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing was circulated in the Local Press Town News and mailed to the neighborhood. No comments were received from the neighborhood circulation.



RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1771, 2nd and 3rd readings for the re-districting of this portion of land after the Public Hearing.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1771, a Land Use Bylaw Amendment, 2nd reading.

Moved by Councillor _____ to give Bylaw No. 1771, a Land Use Bylaw Amendment, 3rd and final reading.

ATTACHMENTS:

- 1.) Bylaw No.1771

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Section 692 – Planning Bylaws.
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: January 4, 2024



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1771**

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

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

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

WHEREAS the purpose of the amendment is to re-zone a subdivided portion of land from “Retail Commercial – C1” to “Single Detached Residential – R1”.

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

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

LAND USE DISTRICT MAP

LOTS 21-29, BLOCK 2, PLAN 147N

Be amended by changing the lands from “Retail Commercial – R1” to “Single Detached Residential – R1” as per “Schedule A” attached.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1771 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **11** day of **December** 2023 A.D.

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

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

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Aerial Photo Date: 2017



FROM: Retail Commercial C1
TO: Single Detached Residential R1

LOTS 21-28, BLOCK 2, PLAN 147N WITHIN
SE 1/4 SEC 26, TWP 12, RGE 27, W 4 M
MUNICIPALITY: TOWN OF CLARESHOLM
DATE: OCTOBER 30, 2023

Bylaw #: 1771

Date: _____





REQUEST FOR DECISION

Meeting: January 8, 2024
Agenda Item: 2

BYLAW No. 1774 - LAND USE BYLAW No.1525 AMENDMENT

At the November 27, 2023 regular meeting, Town Council gave first reading to Bylaw No. 1774, a land use Bylaw amendment. This is a bylaw for the subdivided portions of land that was zoned DC - Direct Control and consolidated into land adjacent to the highway, proposed zoning: C1 – Retail Commercial & C2 – Highway Commercial.

In accordance with the Municipal Government Act (MGA) Section 692, a public hearing is required prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing was circulated in the Local Press Town News and mailed to the neighborhood. No comments were received from the neighborhood circulation.

RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1774, 2nd and 3rd readings for the re-districting of this portion of land after the Public Hearing.



PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1774, a Land Use Bylaw Amendment, 2nd reading.

Moved by Councillor _____ to give Bylaw No. 1774, a Land Use Bylaw Amendment, 3rd and final reading.

ATTACHMENTS:

- 1.) Bylaw No.1774

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Section 692 – Planning Bylaws.
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: January 4, 2024



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1774**

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

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

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

WHEREAS the purpose of the amendment is to re-zone subdivided portions of land from “Direct Control - DC” to “Highway Commercial – C2” and from “Direct Control – DC to Retail Commercial – C1”.

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

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

LAND USE DISTRICT MAP

PORTIONS OF LOTS 6-9, BLOCK 9, PLAN 2311945

Be amended by changing the lands from “Direct Control – DC” to “Retail Commercial – C1” as per “Schedule A” attached.

PORTIONS OF LOTS 10 & 11, BLOCK 9, PLAN 2311945

Be amended by changing the lands from “Direct Control – DC” to “Highway Commercial – C2” as per “Schedule A” attached.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1774 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **27** day of **November** 2023 A.D.

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

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

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'A'**

PORTION OF LOTS 6-9, BLOCK 9, PLAN 2311945



FROM: Direct Control DC
TO: Retail Commercial C1

PORTION OF LOTS 10 & 11, BLOCK 9, PLAN 2311945



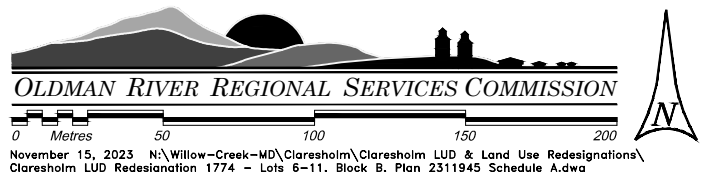
FROM: Direct Control DC
TO: Highway Commercial C2

WITHIN SE 1/4 SEC 26, TWP 12, RGE 27, W 4 M
MUNICIPALITY: TOWN OF CLAESHOLM
DATE: NOVEMBER 15, 2023

Bylaw #: 1774
Date: _____

Aerial Photo Date: 2021

MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



HIGHWAY COMMERCIAL – C2

INTENT: This district is intended to ensure the sites adjacent to the highway are reserved for appropriate commercial uses.

1. PERMITTED USES

Accessory building
 Accessory structure
 Accessory use
 Alternative energy, solar
 (wall and roof mounted)
 Amusement facility
 Animal care service, minor
 Business support services
 Café/Coffee shop
 Convenience store
 Cultural facility
 Drive-in restaurant
 Equipment sales, rental
 and service
 Fitness centre
 Gas bar
 Hotel
 Motel
 Office
 Vehicle sales and rental
 Vehicle sales and service
 Restaurant
 Service station
 Shipping container,
 temporary
 Signs (in accordance with
 Schedule 2)

DEVELOPMENT OFFICER DISCRETIONARY USES

Breweries, distilleries and
 wineries
 Contractor, limited
 Day/child care facility
 Farm/industrial machinery
 sales, rental and
 service
 Liquor store
 Retail cannabis store
 Signs (in accordance with
 Schedule 2)
 Workshop

DISCRETIONARY USES

Alternative energy, solar
 (ground mounted)
 Auctioneering facility
 Bulk fuel storage and sales
 Caretaker's suite
 Car wash
 Food processing facility,
 minor
 Outdoor patio
 Public utility
 Retail store, large scale
 Shipping container,
 permanent
 Theatre, drive in movie
 Tire business
 Truck stop
 Truck transportation depot

2. MINIMUM LOT SIZE

	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
All uses	30.5	100	45.7	150	1,393.5	15,000

3. MINIMUM SETBACK DIMENSIONS

As required by the Development Authority and the provincial building requirements.

4. ACCESS

Access, wherever possible, shall be from service roads onto Highway 2. Access points onto service roads shall be approved by the Development Authority.



5. SCREENING

The Development Authority shall prescribe or approve screening for uses which involve the outdoor storage of goods, machinery, vehicles, building materials and other items.

6. SIGNS – See Schedule 2.

7. STANDARDS OF DEVELOPMENT – See Schedule 4.

8. FENCING REQUIREMENTS – See Schedule 7.

9. PARKING AND LOADING SPACE REQUIREMENTS – See Schedule 8.

10. LANDSCAPING STANDARDS – See Schedule 9.

11. SHIPPING CONTAINER REGULATIONS – See Schedule 11.

12. TELECOMMUNICATION ANTENNA STRUCTURES – See Schedule 12.

13. CANNABIS REGULATION – See Schedule 14.





REQUEST FOR DECISION

Meeting: January 8, 2024
Agenda Item: 3

BYLAW No. 1775 - LAND USE BYLAW No.1525 AMENDMENT

At the December 11, 2023 regular meeting, Town Council gave first reading to Bylaw No. 1775, a land use Bylaw amendment. Bylaw No.1775 will designate the annexed land as Agricultural/Transitional – AT in keeping with the use until development is desired.

In accordance with the Municipal Government Act (MGA) Section 692, a public hearing is required prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing was circulated in the Local Press Town News and mailed to the neighborhood. No comments were received from the neighborhood circulation.

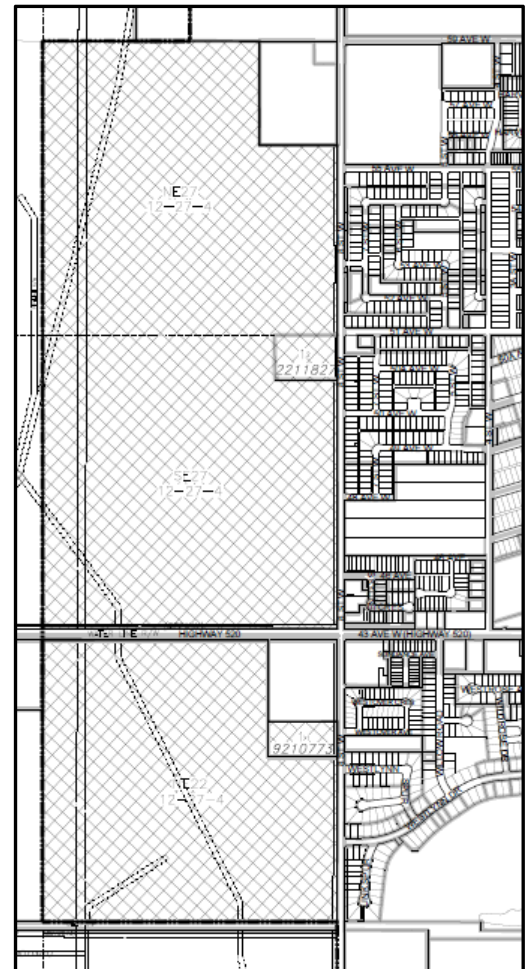
RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1775, 2nd and 3rd readings for the re-districting of this portion of land after the Public Hearing.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1775, a Land Use Bylaw Amendment, 2nd reading.

Moved by Councillor _____ to give Bylaw No. 1775, a Land Use Bylaw Amendment, 3rd and final reading.



ATTACHMENTS:

- 1.) Bylaw No.1775

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Section 692 – Planning Bylaws.
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: January 4, 2024



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1775**

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

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

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

WHEREAS The Town of Claresholm is in receipt of Municipal Government Board Order in Council 213/2023 which approved the annexation of certain lands to the Town. The Town has determined that those lands take the land use designation legally described as follows:

ALL THAT PORTION OF THE EAST HALF OF SECTION TWENTY-SEVEN (27),
TOWNSHIP TWELVE (12), RANGE TWENTY-SEVEN (27), WEST OF THE FOURTH (4) MERIDIAN
NOTWITHIN THE TOWN OF CLARESHOLM.

ALL THAT PORTION OF THE NORTHEAST QUARTER OF SECTION TWENTY-TWO
(22), TOWNSHIP TWELVE (12), RANGE TWENTY-SEVEN (27), WEST OF THE FOURTH (4)
MERIDIAN NOT WITHIN THE TOWN OF CLARESHOLM EXCLUDING ALL THAT LAND LYING
SOUTH OF THE NORTH BOUNDARY OF RW 423 FB.

And as shown on Schedule 'A' attached hereto, from "Rural General (RG)" to "Agricultural/ Transitional A/T"; and

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

1. Amendments to Land Use Bylaw # 1525 as per "Schedule A" attached.
2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1775 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

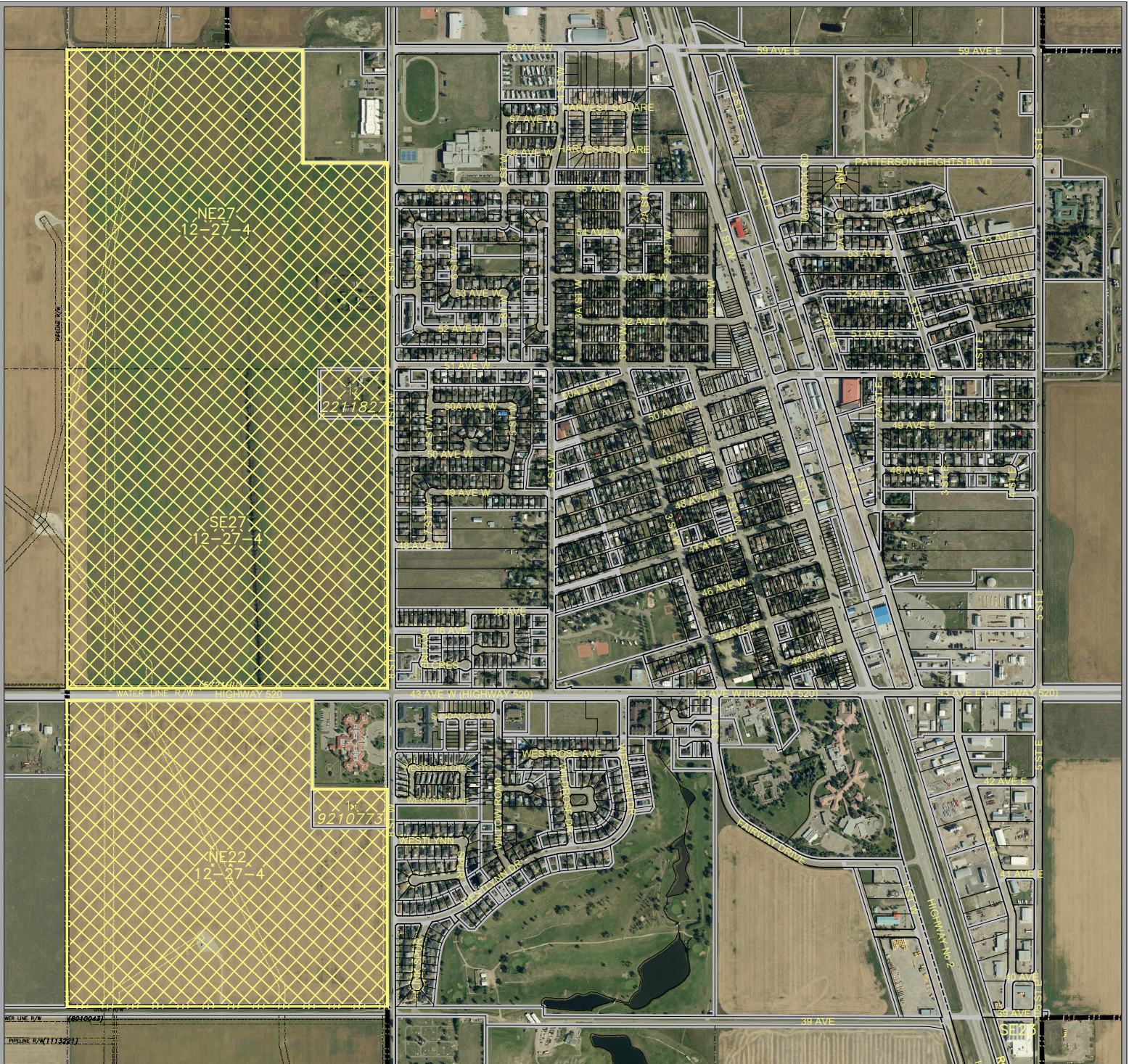
Read a first time in Council this **11** day of **December** 2023 A.D.

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

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

Brad Schlossberger, Mayor

Abe Tinney, Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Aerial Photo Date: 2021



FROM: Rural General (MD of Willow Creek Bylaw # 1826)
TO: Agricultural / Transitional A/T

NE 1/4 SEC 22 & E 1/2 SEC 27, TWP 12, RGE 27, W 4 M;
PORTION OF LOT 1, BLOCK 1, PLAN 9210773;
LOT 2, BLOCK 1, PLAN 2211827 &
PORTION OF WATER LINE RIGHT OF WAY, PLAN 5721HU
MUNICIPALITY: TOWN OF CLARESHOLM
DATE: DECEMBER 4, 2024

Bylaw #: 1775
Date: _____



AGRICULTURAL / TRANSITIONAL – A/T

INTENT: This district is intended to ensure lots typically on the periphery of existing developments are allowed limited uses and maintain parcels of larger sizes to give maximum flexibility for use and development when the land is required for urban development.

1. PERMITTED USES	DEVELOPMENT OFFICER DISCRETIONARY USES	DISCRETIONARY USES
Additions, maintenance, and replacement of existing dwellings* Alternative energy, solar (wall and roof mounted) Extensive agriculture Home occupation 1 Market garden Shipping container, temporary Signs (in accordance with Schedule 2)	Farm buildings Signs (in accordance with Schedule 2)	Alternative energy, solar (ground mounted) Campground Home occupation 2 Intensive horticultural operations or facilities Public park or recreation

* Existing dwellings that were legally in existence at the time of annexation.

2. MINIMUM LOT SIZE

64.8 hectares (160 acres) or area of existing titles.

3. MINIMUM SETBACK DIMENSIONS

As required by the Development Authority.

4. MAXIMUM PERCENTAGE OF LOT COVERAGE

As required by the Development Authority.

5. MAXIMUM HEIGHT OF BUILDINGS

As required by the Development Authority.

6. SIGNS – See Schedule 2.

7. GARBAGE RECEPTACLES – See Schedule 4.

8. FENCING REQUIREMENTS – See Schedule 7.

9. PARKING AND LOADING SPACE REQUIREMENTS – See Schedule 8.

10. LANDSCAPING STANDARDS – See Schedule 9.



11. **HOME OCCUPATIONS** – See Schedule 10.
12. **TELECOMMUNICATION ANTENNA STRUCTURES** – See Schedule 12.



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1776**

WHEREAS, under the authority of the Municipal Government of Alberta, being Chapter M-26 of the Revised Statutes of Alberta, R.S.A. 2000 and amendments thereto, the Council of a municipality may pass bylaws for the direction and control of its emergency response;

AND WHEREAS the Council is required, under the Emergency Management Act, R.S.A. 2000, Chapter E-6.8 to appoint an Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency; and

AND WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

AND WHEREAS the Council deems it necessary and appropriate to repeal and replace the existing Municipal Emergency Management Agency Bylaw No. 1721;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE OF BYLAW

1.1 This Bylaw may be cited as the “**Municipal Emergency Management Bylaw.**”

SECTION 2 DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

- a) “**Act**” means the Emergency Management Act, R.S.A. 2000, Chapter E-6.8;
- b) “**Administrative Lead**” means the member of administration who will tend to the following administrative functions of the committee:
 - i. Liaise with the committee chair to schedule and facilitate committee meetings,
 - ii. Prepare meeting agendas and minutes,
 - iii. Research and advise committee members on matters relevant to Municipal Emergency Management,
 - iv. Other matters as directed by the committee by way of motion.
- c) “**Council**” means the Council of the Town of Claresholm;
- d) “**Director**” means the Director of Emergency Management;
- e) “**Disaster**” means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
- f) “**Emergency**” means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
- g) “**Emergency Advisory Committee**” means a committee of Council appointed by resolution;
- h) “**Minister**” means the Minister charged with administration of the Act;
- i) “**Municipal Emergency Management Agency**” means the agency established under this Bylaw;
- j) “**Municipal Emergency Plan**” means the emergency plan prepared by the Director of Emergency Management to coordinate response to any emergency or disaster; and
- k) “**Town**” means the municipal corporation of the Town of Claresholm in the Province of Alberta, or the area located within the Town of Claresholm's corporate limits, as the context so requires.

SECTION 3 ESTABLISHMENT OF COMMITTEE AND AGENCY

3.1 There is hereby established an Emergency Advisory Committee to advise Council on the development of emergency plans and programs.

3.2 There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency.

- 3.3 Council shall:
- a) by resolution, appoint **three (3) Councillors** to serve on the Emergency Advisory Committee. **The Committee shall consist entirely of members of Council.**
 - b) provide for the payment of expenses of the members of the Emergency Advisory Committee;
 - c) by resolution, on the recommendation of the Emergency Advisory Committee, appoint a Director of Emergency Management;
 - d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town;
 - e) approve the Town's emergency plans and programs; and
 - f) review the status of the Municipal Emergency Plan and related plans and programs at least once each year.
- 3.4 Council may:
- a) by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency;
 - b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid agreements and/or regional plans and programs.
 - c) on the recommendation of the Emergency Advisory Committee, appoint one or more Deputy Director(s) of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence.
- 3.5 The Emergency Advisory Committee shall:
- a) review the Municipal Emergency Management Plan and related plans and programs on a regular basis;
 - b) advise Council, duly assembled, on the status of the Municipal Emergency Program and related plans and programs at least once a year;
 - c) provide guidance and direction to the Municipal Emergency Management Agency; and
 - d) appoint a chair from among the members for the duration of the Council term.
 - e) The Chief Administrative Officer (CAO) and the Director and Deputy Directors of Emergency Management **will provide administrative support to the committee and the Director of Emergency Management will serve as Administrative Lead.**
 - f) Quorum of this Committee is any ~~three (3)~~ **two (2)** members.
- 3.6 The Municipal Emergency Management Agency shall:
- a) consist of:
 - i. The Chief Administrative Officer for the Town or designate;
 - ii. The Director or designate;
 - iii. the Senior Management Team, or their designates;
 - b) The Director is authorized to invite the managers of Town business units or their identified designates to be members of the Agency;
 - c) The Director is authorized to invite representatives from external organizations to participate in meetings, emergency responses and recovery activities;
 - d) be responsible for the administration of the Town's emergency management program;
 - e) review the Town's emergency plan and update the Emergency Advisory Committee on any recommended changes as well as the Agency's activities at least once per year;
 - f) use a command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency.
- 3.7 The Director of Emergency Management shall:
- a) prepare and coordinate the Municipal Emergency Management Program and related plans and programs for the Town;
 - b) act as director of emergency operations, or ensure that someone is designated under the Municipal Emergency Plan to so act on behalf of the Municipal Emergency Management Agency;
 - c) authorize and coordinate all emergency services and other resources used in an emergency;
 - d) delegate duties and tasks as necessary to ensure conformance with paragraphs 3.7(a)(b) and (c).

SECTION 4 STATE OF LOCAL EMERGENCY

- 4.1 Declaration of a SOLE:
- a) The power to declare a SOLE in Town is in accordance with Section 21 of the Act is

hereby designated to the Mayor.

b) When the Mayor is unable to act pursuant to subsection (a) or when the Mayor is unable to act, the first member of Council, described in the following list, who is present and able to act, shall act in the place and stead of the Mayor pursuant to subsection (a) during the absence of the Mayor or his inability to act;

- i. The Deputy Mayor
- ii. The Acting Mayor
- iii. And every member thereafter of Council in priority according to the Deputy Mayor roster as established at the first organizational meeting after a regular election.

c) The declaration of the SOLE under subsection (a) shall identify the nature of the emergency and the area of the Town in which it exists;

d) The Mayor or other party declaring shall forthwith forward a copy of the declaration to the Minister;

e) Immediately after making the declaration, the Committee shall cause the details of the declaration to be published by such means of communication as it considers is most likely to make known to the population of the Town affected by the contents of the declaration;

f) The Mayor declaring shall report to the next meeting of Council the nature of the emergency, the reasons for so declaring and the area of the Town in which exists or existed;

g) Upon declaration of a SOLE and for the duration of the SOLE, the Director, may, in accordance with Section 24 of the Act, exercise and perform all of the powers and duties given to the Town by the Act;

h) At all other times, and except as otherwise provided in this Bylaw, the Committee shall exercise and perform all of the powers and duties given to the Town by the Act.

4.2 Termination of SOLE:

a) When, in the opinion of the local authority declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration;

b) When a declaration of a state of local emergency has been terminated, the local authority who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

SECTION 5 REPEAL OF PREVIOUS BYLAW

5.1 Bylaw No. 1721, the “Municipal Emergency Management Agency Bylaw” and any amendments thereto, are hereby repealed.

SECTION 6 PASSAGE OF BYLAW

6.1 This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this **11th** day of **December** 2023 A.D.

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

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

Brad Schlossberger, Mayor

Abe Tinney, CAO



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1778**

A Bylaw of the Town of Claresholm to establish an Administrative Services Committee and to define its powers, duties and responsibilities.

WHEREAS under the provisions of the *Municipal Government Act*, a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

AND WHEREAS the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Administrative Services Committee as hereinafter set forth;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the “**ADMINISTRATIVE SERVICES COMMITTEE BYLAW.**”

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) “**Administrative Lead**” means the member of administration, assigned by the CAO or designate, to tend to the following administrative functions of the committee:
 - a. Liaise with the Chair to schedule and facilitate committee meetings,
 - b. Prepare meeting agendas and minutes,
 - c. Research and advise committee members on administrative and operational matters, policies, and bylaws,
 - d. Other matters as directed by the Committee by way of motion.
 - b) “**Committee**” means the Administrative Services Committee, which is an advisory Committee to Council.
 - c) “**Council**” means the duly elected Town Council for the Town of Claresholm.

SECTION 3 ESTABLISHMENT

- 3.1 There is hereby established an Administrative Services Committee.

SECTION 4 COMMITTEE MEMBERSHIP

- 4.1 The Committee shall be appointed by Council and consist of the following:
- a) ~~Two (2)~~ **Three (3)** members of Council;
- 4.2 Appointments shall be for one (1) year.
- 4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

SECTION 5 CONDUCT OF BUSINESS

- 5.1 The Committee shall select from among themselves a Chairperson.
- 5.2 The Committee will meet as needed.
- 5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.
- 5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.
- 5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

SECTION 6 DUTIES OF THE COMMITTEE

- 6.1 In general terms, the Committee is charged with responsibility to review matters related to the administration of the Town of Claresholm and make recommendations to Council. More specifically, the Committee will:
- a) Formulate policies for programs as required;

- b) Assess and review policies and bylaws related to the administration and operations of the Town.
- 6.2 The Committee Chair, in ensuring that the Committee fulfils its roles and responsibilities as defined in this bylaw, shall undertake the following:
 - a) Schedule Committee meetings with the assistance of the Administrative Lead;
 - b) Chair Committee meetings;
 - c) Report to full Council on behalf of the Committee.

SECTION 7 SEVERABILITY PROVISION

- 7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

SECTION 8 PASSAGE OF BYLAW

- 8.1 This Bylaw shall come into effect upon passage of Third and Final Reading.

Read a first time in Council this **11th** day of **December** 2023 A.D.

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

Read a third time and final time in Council this day of 2023 A.D.

Brad Schlossberger, Mayor

Abe Tinney, CAO



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113125

December 15, 2023

Dear Chief Elected Officials:

The Alberta government recognizes local infrastructure is critical to Albertans and to supporting the province's economy, and we are committed to providing predictable, long-term infrastructure funding for all communities. As part of this commitment, I am pleased to announce the launch of the Local Government Fiscal Framework (LGFF) program, which will enable municipalities and Metis Settlements to build infrastructure and serve their communities more effectively.

With LGFF capital funding starting at \$722 million in 2024, the LGFF strikes a fair balance between predictable funding for communities and fiscal responsibility for government. To ensure no community experiences a year-over-year decrease from capital funding allocated under the Municipal Sustainability Initiative (MSI) in 2023, top-up funding will be available for affected communities as part of the transition to the LGFF in 2024. In addition to the legislated LGFF capital funding, based on *Budget 2023* targets and subject to Budget 2024 approval, local governments will have access to \$60 million in LGFF operating funding.

LGFF capital funding in future years will reflect the percentage change in provincial revenues from three years prior. This means in 2025, Alberta communities will receive \$820 million, an increase of nearly 14 per cent, in accordance with growth in provincial revenues between 2021/22 and 2022/23.

For local governments other than Calgary and Edmonton, the LGFF includes a new allocation formula that is substantially different than the one used under the MSI. While the new allocation formula has a greater focus on communities with limited local assessment bases, the formula was chosen to balance the needs of all types of communities – small and large, rural and urban – over the long term. In keeping with our commitment for predictable funding, 2024 and 2025 LGFF capital allocations for all local governments are now available on the program website (www.alberta.ca/local-government-fiscal-framework-capital-funding), to help you plan for the use of this funding. The website also includes a description of the new funding formula.

Last year, we heard through the online survey on the program design that local governments were highly satisfied with how the MSI has been administered. I am pleased to confirm the delivery of the new program will be largely similar to the MSI. While there are some changes to the LGFF capital component when compared to the MSI, we feel strongly these changes will improve the program for local governments and Alberta taxpayers alike. Additional information on the program design will be provided in an email to chief administrative officers, which they should receive shortly.

.../2

In addition, estimated 2024 LGFF operating allocations, subject to approval in Budget 2024, are available on the program website (www.alberta.ca/local-government-fiscal-framework-operating-funding). The allocations will not change from what local governments received in 2023. LGFF operating guidelines will be available in 2024.

I am grateful for your council's work and the work of Alberta Municipalities, Rural Municipalities of Alberta, and the Metis Settlements General Council to help develop the LGFF program and allocation formula. I look forward to working with you to ensure your local infrastructure and operating needs continue to be supported as we grow and strengthen Alberta's economy.

Sincerely,

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

Ric McIver
Minister

cc: Chief Administrative Officers

From: municipalservicesdivision@gov.ab.ca

Date: December 14, 2023 at 10:36:56 AM MST

To: Brad Schlossberger <brad.schlossberger@claresholm.ca>

Subject: Municipal-Federal Agreements

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

Dear Mayors, Reeves, and Councils:

The Government of Alberta is committed to advocating for equitable funding from the federal government. Premier Danielle Smith and her premier colleagues recently agreed on the need for unity to ensure funding envelopes from the federal government are shared equitably.

To better understand municipal-federal agreements in place, Municipal Affairs is creating an inventory to document the scope and scale of these agreements. I am requesting that you provide an overview of the agreements you held with the federal government in 2022. If your municipality did not hold any agreements with the federal government during this time, please indicate 'none' in the attached template.

Please return the completed template by January 31, 2024. For guidance in completing the form, please refer to the info sheet included with this package and the form overview tab. If you have any further questions or would like support to complete the template, I encourage you to reach out by email to ma.engagement@gov.ab.ca.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers



Information Request: Municipal-Federal Agreements

Natural person powers granted by *the Municipal Government Act* allow municipalities to enter into contracts. These contracts may be with other public entities, such as the federal government.

The Government of Alberta is working to understand the different agreements and contracts in place between Alberta's municipalities and the federal government. Examples may include:

- building leases for the RCMP K-Division;
- maintenance of federal properties provided by municipalities;
- mutual aid agreements between First Nations and municipalities;
- funding by Heritage Canada for national celebrations, such as Canada Day; and
- community mailboxes for Canada Post.

Municipal Affairs is requesting municipalities provide an overview of the agreements they hold with the federal government by January 31, 2024. Specifically, the ministry is collecting the: name, value, purpose, date, and duration of agreements signed or in effect between January 1, 2022, and December 31, 2022.

Why is Municipal Affairs collecting this information?

The Government of Alberta is creating an inventory of municipal-federal agreements to understand the scope and scale of these agreements. This will help the province continue to advocate for equitable funding from the federal government.

How is a municipal-federal agreement defined?

A municipal body includes a municipality, group of municipalities, entity that receives 50 per cent or more of funding from municipalities, or an entity where a majority of members or boards are appointed by a municipality.

A federal body includes the Crown (Canada), federal agencies, entities required to report to Federal Parliament, entities that receive 50 per cent of funding from federal public funds, or entities where a majority of members are appointed by Canada's public sector.

Are you collecting information for all agreements with federal funding?

No. Agreements that are already coordinated through the Government of Alberta, such as the Building Canada Fund and Canada Community Building Fund, are not included.

If you are uncertain if your agreement is already coordinated through the Government of Alberta, please include it in the template.

What time period are you collecting information for?

Only agreements signed or in effect between January 1, 2022, and December 31, 2022, will be included.

If you have questions, or require support, please email ma.engagement@gov.ab.ca for assistance.



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at rivers.alberta.ca. To learn more about the impacts of drought on communities and the principles for sound water management, please visit alberta.ca/drought.

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email epa.drought@gov.ab.ca.

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Ric McIver
Minister of Municipal Affairs

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Stacey Smythe
Assistant Deputy Minister, Regulatory Assurance
Environment and Protected Areas



Claresholm Pentecostal Assembly

Phone: 403-625-3008

Email: pastor@claresholm.church

Web: www.claresholm.church



December 11, 2023

Subject: Request for Letter of Support for Government Grant Application

Dear Mayor Brad Schlossberger,

I trust this email finds you well. I am writing to seek your support for a significant initiative that is close to the heart of our community.

Our church has been an integral part of Claresholm for many years, providing spiritual guidance, support, and a sense of community for our residents. Currently, we are undertaking a project to renovate and enhance our church facilities to better serve the growing needs of our congregation and the broader community.

The renovation project encompasses several key areas within our facility, including:

1. **Foyer:** Renovations to the foyer to create more open and inviting first impressions.
2. **Bathroom Renovations:** Improve bathroom functionality and use of space to also address ADA access and usability.
3. **Staircase Renovations:** Renovate staircase to the basement to create transparency and accessible access.
4. **Creation of a Large Classroom:** Repurposing previous space back into classrooms to accommodate growing children's programs, including tumbling tots, a community programs for moms and their 0-6 year olds.

We are committed to realizing this vision for our church, and we have already made some strides through ongoing fundraising projects. Currently, we have raised over \$5,000 towards our goal, but we recognize that additional support is crucial to the success of this project.

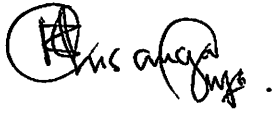
In light of the above, we kindly request your support in the form of a letter endorsing our application for a government grant. Such a letter would greatly strengthen our case and increase the likelihood of securing the necessary funding for these vital renovations.

We believe that these improvements will not only benefit our congregation but also contribute to the overall well-being and vibrancy of our community. Your support is instrumental in making this vision a reality, and we are confident that with your endorsement, we can create a more welcoming and accessible space for all.

Thank you for considering our request. We would be honored to discuss this further at your convenience or provide any additional information you may require.



Sincerely,

A handwritten signature in black ink, appearing to read "Joachim Chisanga". The signature is written in a cursive style with a circular flourish at the beginning.

Joachim Chisanga

Lead Pastor



REQUEST FOR DECISION

Meeting: January 8, 2024
Agenda Item: 10

Willow Creek Fire Games Road Closure Request: Municipal District of Willow Creek

DESCRIPTION/BACKGROUND:

The Municipal District of Willow Creek is planning to host the 2024 Willow Creek Fire Games in Claresholm on May 18, 2024. There was talk of having the games in 2023, however this will be the first time the MD of Willow Creek will be hosting this event. Organizers have already secured the Claresholm Arena as the event space, and they will be charged for use of the Arena at the non-profit rate.

Part of the event will require the temporary closure of 2nd Street East in front of the Arena which requires a motion of Council. They are proposing to close the road on 2nd Street East from 47th to 50th Avenue from 11:00 a.m. to 3:00 p.m.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the following road closures on Saturday, May 18, 2024 from 11:00 a.m. to 3:00 p.m. to facilitate the Municipal District of Willow Creek's 2024 Willow Creek Fire Games taking place at the Claresholm Arena: 2nd Street East between 47th and 50th Avenue.

COSTS/ SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Council approve the road closure for the event.

ATTACHMENTS:

- 1.) Fire Games request

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: January 4th, 2024



Municipal District of Willow Creek

Office of the Director of Emergency Services

www.mdwillowcreek.com

#26, Highway 520 West

Claresholm Industrial Area

Box 550, Claresholm AB, T0L 0T0

Office: (403) 625-3351

Fax: (403) 625-3886

Shop: (403) 625-3030

Toll Free: 888-337-3351

Abe Tinney
CAO Town of Claresholm
Town Office
111 - 55 Avenue West
Claresholm, AB T0L 0T0

RE: 2024 Willow Creek Fire Games

December, 2023

Dear Abe

Willow Creek Emergency Services are planning to host the **2024 Willow Creek Fire Games** in Claresholm and would like to formally request to host the event in the Town of Claresholm, in the Claresholm Hockey Arena on **May 18, 2024** from 10:00 am till 2:00 pm (or until all events are complete and prizes are awarded).

Part of the event (after lunch) would require an outdoor asphalt area and we would require the temporary closure of 2nd Street East (immediately adjacent the Hockey Arena), if possible.

The event promises to be a great opportunity for firefighters and the community to come together for a day of fun, friendly competition, and showmanship.

Please feel free to contact Jay Hallett if you have any questions or require further information about the event.

Let the games commence!

Sincerely,

Kelly Starling
Director of Emergency Services
MD of Willow Creek/MD of Ranchland

Jay Hallett
Development Officer
MD of Willow Creek





Claresholm

REQUEST FOR DECISION

Meeting: January 8th, 2024
Agenda Item: 11

Porcupine Hills Lodge Letter of Support

PROPOSED RESOLUTIONS:

MOVED by Councillor _____ to direct administration to draft a letter of support for the Porcupine Hills Lodge application to the Affordable Housing Partnership Program, and that the letter be addressed to the Minister of Seniors, Community and Social Services and the Livingstone-Macleod MLA.

DESCRIPTION/BACKGROUND:

The Porcupine Hills Lodge is seeking to expand their facilities and has applied to the Affordable Housing Partnership Program (<https://www.alberta.ca/affordable-housing-partnership-program>) to assist with their project.

The Affordable Housing Strategy and Needs Assessment indicate that additional senior's living facilities are needed in the community.

COSTS/ SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Direct administration to draft a letter of support to the Lodge's application to the grant program. The Mayor will sign the letter once drafted.

PREPARED BY: Abe Tinney, CAO

DATE: January 4, 2024



**Town of Claresholm
Income Statement by Object
November 30, 2023**

Revenue	NOVEMBER	2023 YTD	2023 BUDGET	YTD % of Budget
Net municipal taxes	-	(4,080,087.01)	(3,742,694.00)	109% 1
Special assessments	-	(3,289.54)	(3,290.00)	100%
User fees and sales of goods	(212,927.08)	(3,247,884.35)	(3,448,961.00)	94%
Government transfers for operating	-	(414,393.29)	(432,912.00)	96%
Investment income	-	(209,580.92)	(105,000.00)	200% 2
Penalties and costs of taxes	(2,161.83)	(98,560.14)	(86,600.00)	114% 3
Licenses and permits	(7,518.68)	(112,238.72)	(113,500.00)	99%
Other local government transfers	-	(212,262.91)	(217,839.00)	97%
Proceeds from disposal of capital assets	-	(45,900.00)	(60,000.00)	77%
Franchise and concession contracts	(24,893.02)	(291,759.84)	(292,000.00)	100%
Rental	(13,241.67)	(108,404.31)	(130,700.00)	83%
Other	(8,838.66)	(124,467.69)	(99,700.00)	125% 4
Government transfers for capital	-	(442,914.46)	(1,319,018.00)	34%
Other external funding for capital	-	(102,000.06)	(148,500.00)	69%
	(269,580.94)	(9,493,743.24)	(10,200,714.00)	93%
Expenses				
Salaries, wages and benefits	-	3,077,522.14	3,319,536.00	93%
Contracted and general services	72,937.93	1,712,008.70	1,909,817.00	90%
Materials, goods, supplies, and utilities	26,350.40	1,295,390.66	1,422,626.00	91%
Bank charges and short-term interest	-	897.04	1,200.00	75%
Interest on long-term debt	-	106,119.06	204,579.00	52%
Other expenditures	687.62	28,426.90	29,490.00	96%
Transfers to organizations and others	85.00	371,279.37	376,682.00	99%
Amortization	-	-	1,792,787.00	0%
	100,060.95	6,591,643.87	9,056,717.00	73%
Internal Transfers				
Internal transfers	(6,685.92)	(10,216.26)	-	
Net Income	(176,205.91)	(2,912,315.63)	(1,143,997.00)	
Other				
Transfers to/from reserves	-	-	24,648.00	0%
Capital expenditures	453,553.77	2,074,252.75	2,559,262.00	81%
Debt Proceeds	-	-	-	
Debt Principal Repayment	-	215,758.27	352,874.00	61%
Amortization addback	-	-	(1,792,787.00)	0%
	277,347.86	(622,304.61)	-	

Notes

- 1** Tax and requisition revenues are in excess of budget due as this line item is net requisitions. There are still three quarterly school tax payment to be made, which will reduce actuals for this line item as the year continues.
- 2** Investment income has already exceeded budget. This is due to high interest rates. Some of this revenue will be reclassified/deferred as grant funding (interest earning on unspent grant funds), however it is anticipated that investment income will be in excess of budget at yearend.
- 3** Penalty's on taxes (and utilities) are marginally over budget. This is down slightly from last year at this time, but still above budget.
- 4** Other revenue is overbudget due primarily to fire charges billed being higher than budgeted as well as higher than usual donations to the Museum and FCSS.



Town of Claresholm
Income Statement by Function
November 30, 2023

Revenue	NOVEMBER	2023 YTD	2023 BUDGET	YTD % of Budget
Tax and requisition revenue	(24,939.18)	(4,691,649.87)	(4,240,494.00)	111% 1
General administration revenue	(90,981.40)	(445,801.48)	(179,800.00)	248% 2
Police	-	(3,261.74)	(4,000.00)	82%
Fire	(1,976.44)	(28,666.97)	(19,000.00)	151% 3
Bylaw enforcement	(610.00)	(15,871.51)	(11,000.00)	144% 4
Common equipment pool	-	(45,900.00)	(60,000.00)	77%
Roads, streets, walks, lighting	(892.50)	(194,992.25)	(1,121,165.00)	17%
Water supply and distribution	(75,540.30)	(1,638,053.06)	(2,018,332.00)	81%
Wastewater treatment and disposal	(16,856.45)	(532,552.18)	(630,148.00)	85%
Garbage Collection	(17,510.58)	(394,767.43)	(441,000.00)	90%
Recycling	(8,862.56)	(267,283.05)	(304,171.00)	88%
FCSS	(5,792.00)	(249,363.24)	(234,774.00)	106%
Cemetery	(975.00)	(17,550.00)	(22,000.00)	80%
Physician recruitment	-	(1,963.90)	(1,000.00)	196% 5
Economic development	-	(228,489.49)	(242,077.00)	94%
Land use planning, zoning and development	(9,018.68)	(104,123.72)	(105,100.00)	99%
Parks and recreation	(15,122.41)	(619,813.80)	(556,653.00)	111% 6
Culture - libraries and museum	(503.44)	(13,639.55)	(10,000.00)	136% 7
	<u>(269,580.94)</u>	<u>(9,493,743.24)</u>	<u>(10,200,714.00)</u>	
Expenses				
Legislative	39.90	97,963.51	122,150.00	80%
Administration	13,090.05	1,294,523.44	1,415,271.00	91%
Police	-	151,076.00	224,238.00	67%
Fire	208.01	169,938.21	216,567.00	78%
Bylaw enforcement	259.57	99,818.48	129,942.00	77%
Common and equipment pool	11,477.29	527,558.16	528,598.00	100%
Roads, streets, walks and lighting	-	558,595.17	614,455.00	91%
Storm sewers and drainage	1,800.00	11,031.02	13,140.00	84%
Water supply and distribution	12,913.10	954,113.50	1,007,413.00	95%
Wastewater treatment and disposal	600.00	126,397.76	164,363.00	77%
Garbage Collection	10,692.04	368,155.57	374,030.00	98%
Recycling	26,824.70	303,422.92	310,477.00	98%
FCSS	3,983.90	232,940.04	246,869.00	94%
Daycare	-	23,228.00	25,000.00	93%
Cemetery	-	25,187.49	24,519.00	103%
Physician recruitment	600.00	3,618.55	3,000.00	121% 5
Economic development	4,081.30	274,197.48	354,267.00	77%
Agriculture - weed and pest control	-	11,849.63	21,609.00	55%
Land use planning, zoning and development	11,421.06	247,199.23	304,158.00	81%
Parks and recreation	1,131.08	767,121.49	798,443.00	96%
Culture - libraries and museum	938.95	343,708.22	365,421.00	94%
Amortization	-	-	1,792,787.00	0%
	<u>100,060.95</u>	<u>6,591,643.87</u>	<u>9,056,717.00</u>	
Net Income	<u>(176,205.91)</u>	<u>(2,912,315.63)</u>	<u>(1,143,997.00)</u>	

Notes:

- 1** This is net tax requisitions. It is showing revenue in excess of budget due to one quarterly school tax payment left.
- 2** General admin revenue is way over budget due to sale of land proceeds that weren't budgeted for
- 3** Billable fire calls have been higher than budgeted for, by more than double.
- 4** Bylaw revenue is over budget due to animal licenses fee increase after budget was set, as well as resident billed cleanup costs being higher than anticipated due to one large unsightly cleanup file.
- 5** Physician recruitment revenue is RPAP Grant funding. Over budget costs were funded from this grant.
- 6** Rec revenue is over budget as this includes 125K CFEP grant funding for Amundsen Park capital project received.
- 7** Museum revenue is over budget due to significant increase in bus tours and visitation, resulting in more donations.



Town of Claresholm

Council Committee Report

Date: January 8th, 2024

Mayor Schlossberger	
Councillor Carlson	
Councillor Cutler	
Councillor Kettles	
Councillor Meister	
Councillor Ross	<p>Claresholm Food Bank – November Board Meeting</p> <ul style="list-style-type: none">-new fridge has been purchased-the main gate in the yard needs a new tire-board will be contacting Granum Colony to set up egg delivery every 3rd week with 24 dozen eggs.- the forklift must be moved to a new location and new tires.- motion to purchase shelving from Crown Foods In Lethbridge.

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



Town of Claresholm

Councillor Zimmer	
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INFORMATION BRIEF

Meeting: January 8, 2024
 Agenda Item: 14

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - October 23, 2023				
DEL	Delegation: Tango Networks - Moved by Councillor Kettles to accept the broadband survey results and to direct administration to continue working with Tango Networks to develop a Broadband Policy for the Town of Claresholm and to work with ISPs to improve broadband service for Claresholm. CARRIED MOTION #23-145.	Abe	Advocacy letters have been issued to ISPs, with meetings to take place in the new year. DRAFT Broadband Policy is ready for Administrative Services Committee Review.	Complete
Regular Scheduled Meeting - November 27, 2023				
12	INFO BRIEF: Open House Notice - Moved by Councillor Kettles to set a Town Council Open House for Monday, February 12, 2024 at 6:00 p.m. at the Town Office with discussion to focus on the North Point Area Structure Plan. CARRIED MOTION #23-162	Karine/Tara	Council chambers is booked and notifications have been sent. Staff will advertise the open house closer to the date.	Complete
Regular Scheduled Meeting - December 11, 2023				
1	BYLAW #1763 - Moved by Councillor Cutler to give Bylaw #1763, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Meister to give Bylaw #1763, a Land Use Bylaw Amendment, 3rd & Final Reading. CARRIED	Tara	Bylaw printed & signed, sent to ORRSC.	Complete
2	BYLAW #1771 - Moved by Councillor Ross to give Bylaw #1771, a Land Use Bylaw Amendment 1st Reading. CARRIED	Tara	Public Hearing advertised for an upcoming Council agenda	Complete
3	BYLAW #1772 - Moved by Councillor Kettles to give Bylaw #1772, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Ross to give Bylaw #1772, a Land Use Bylaw Amendment, 3rd & Final Reading. CARRIED	Tara	Bylaw printed & signed, sent to ORRSC.	Complete
4	BYLAW #1773 - Moved by Councillor Zimmer to give Bylaw #1773, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1773, a Land Use Bylaw Amendment, 3rd & Final Reading. CARRIED	Tara	Bylaw printed & signed, sent to ORRSC.	Complete
5	BYLAW #1775 - Moved by Councillor Ross to give Bylaw #1775, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Tara	Public Hearing advertised for an upcoming Council agenda	Complete

6	BYLAW #1776 - Moved by Councillor Cutler to give Bylaw #1776, the Emergency Management Bylaw, 1st Reading. CARRIED	Jason	Bylaw forwarded to Jan 8 agenda for 2nd and 3rd Readings	Complete
7	BYLAW #1777 - Moved by Councillor Meister to give Bylaw #1777, the Solid Waste Management Bylaw, 1st Reading. CARRIED Moved by Councillor Kettles to give Bylaw #1777, the Solid Waste Management Bylaw, 2nd Reading. CARRIED Moved by Councillor Ross for unanimous consent to give Bylaw #1777, the Solid Waste Management Bylaw, 3rd & Final Reading at the same meeting. CARRIED UNANIMOUSLY Moved by Councillor Zimmer to give Bylaw #1777, the Solid Waste Management Bylaw, 3rd & Final Reading. CARRIED	Jace/Blair	Bylaw printed & signed	Complete
8	BYLAW #1778 - Moved by Councillor Carlson to give Bylaw #1778, the Administrative Services Committee Bylaw, 1st Reading. CARRIED	Abe	Bylaw forwarded to Jan 8 agenda for 2nd and 3rd Readings	Complete
9	CORRES: Oldman Watershed Council - Moved by Councillor Cutler to support the Oldman Watershed Council with a donation of \$1,847 to continue their efforts towards watershed health in our region. CARRIED MOTION #23-163	Karine	Donation has been sent	Complete
10	RFD: Real Estate Contract - Moved by Councillor Ross to enter into a one-year Real Estate Contract with Century 21 for the purpose of listing and selling the Town owned lot located at 3 Westlynn Drive. CARRIED MOTION #23-164	Tara	Real Estate Agent notified	Complete
10	RFD: Real Estate Contract - Moved by Councillor Meister to set the list price for Lot 1, Block C, Plan 8810870 at \$99,000. CARRIED MOTION #23-165	Tara	Real Estate Agent notified	Complete
11	RFD: Committee Appointments - Moved by Councillor Cutler to appoint Councillor Zimmer as an alternate to the Claresholm & District Transportation Society Board. CARRIED MOTION #23-166	Karine	Committee listing updated, Transportation Society notified	Complete
12	RFD: Strategic Planning - Moved by Councillor Zimmer to approve the updated 2022-2026 Strategic Plan of Claresholm Town Council as presented. CARRIED MOTION #23-167	Abe	Strategic Plan has been updated.	Complete
13	RFD: 2024 Interim Budget - Moved by Councillor Kettles to approve the Interim 2024 Operational Budget as presented. CARRIED MOTION #23-168	Blair	Budget Signed, Posted Online, and Entered into Financial Software	Complete
13	RFD: 2024 Interim Budget - Moved by Councillor Meister to approve the 2024 Capital Budget as presented. CARRIED MOTION #23-169	Blair	Budget Signed, Posted Online, and Entered into Financial Software	Complete
18a	IN CAMERA: PERSONNEL - Moved by Councillor Meister to appoint Thomas Carey to the Claresholm Museum Board. CARRIED MOTION #23-170	Karine	Committee listing updated, Museum Board notified	Complete
18b	IN CAMERA: LAND - Moved by Councillor Carlson to approve the Offer to Purchase from Homecare Hub Inc. for Lots 58-65, Block 118, Plan 8010781 as presented. CARRIED MOTION #23-171	Abe/Tara	Contract being reviewed	In progress

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: January 4, 2024

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

October 27, 2023

Town of Claresholm – Council Chambers

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

Staff: Tara Vandervalk – Development Services Manager
Tracy Stewart – Development Assistant

Public: Gavin Scott - ORRSC

9:01 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt the
Agenda by
Councilor Meister**

**Seconded by
Councilor Carlson**

CARRIED

Adoption of Minutes

- August 25, 2023

**Motion to adopt the
Meeting Minutes by
Doug Priestley**

**Seconded by
Jeff Kerr**

CARRIED

Item 1: ACTION

SUBDIVISION APPLICATION

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

File: D2023.060
Applicant: Brown Okamura & Associates for
Shane & Katrina Carlson
Owner: Town of Claresholm & Shane &
Katrina Carlson
Address: 5705 5 Street E & 426 Patterson
Heights Blvd.
Legal: Lot 1, Block 128, Plan 1811272 &
Block 127, Plan 147N
Regarding: Subdivision

**Seconded by
Jeff Kerr**

CARRIED

CONDITIONS(s):



MUNICIPAL PLANNING COMMISSION MINUTES

October 27, 2023
Town of Claresholm – Council Chambers

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the Town of Claresholm.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with the Town of Claresholm which shall be registered concurrently with the final plan against the title(s) being created.
3. That the 0.17 acres of Lot 1 Block 128 Plan 1811272 be consolidated with the Block 127 Plan 147N (C of T 141190679) in a manner such that the resulting Certificate of Title could not be subdivided without the approval of the Subdivision Authority.

Item 2: ACTION

SUBDIVISION APPLICATION

Motion to approve with conditions by Councilor Meister

File: D2023.059
 Applicant: Michael Thompson for 25122028 Alberta Ltd./T of C
 Owner: Town of Claresholm
 Address: N/A
 Legal: Lots 15-21, Block B, Plan 147N & Lot 57 Block B, Plan 1122576
 Regarding: Subdivision

Seconded by Doug Priestley

CARRIED

CONDITIONS(s):

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the Town of Claresholm.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with the Town of Claresholm which shall be registered concurrently with the final plan against the title(s) being created.
3. That Certificate of Title 231 252 906 be consolidated with the adjacent 0.33 acres (0.13 ha) of Plan 1112576 Block B Lot 57 (as shown on GeoVerra (AB) Limited Partnership Tentative Plan 23-03403-001-SUB-TENT) in a manner such that the resulting Certificate of Title could not be subdivided without the approval of the Subdivision Authority.



MUNICIPAL PLANNING COMMISSION MINUTES

October 27, 2023
Town of Claresholm – Council Chambers

Item 3: INFORMATION Approved Developments List

Taken for information

Item 4: ACTION

In Camera: Advice from Officials – FOIP Section 24

Motion to go In Camera
at 9:15 a.m.
By Jeff Kerr

Seconded by
Councilor Meister

Motion to come out of In
Camera at 9:34 a.m.
By Councilor Carlson

Seconded by
Councilor Meister

Motion to refer Land Use
Bylaw Amendments to
Council for review by
Councilor Meister

Seconded by Jeff Kerr

9:35 a.m.

Motion to adjourn by
Doug Priestley
CARRIED

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday, November 1, 2023 – Community Hall, Cowley



Board Representatives

Brent Feyter, Fort Macleod
Brad Schlossberger, Claresholm
David Green, Pincher Creek (alt)
Barbara Burnett, Cowley
Rick Lemire, MD Pincher Creek
Victor Czop, Nanton (alt)
Blair Painter, Crowsnest Pass
Cam Francis, Cardston County
Dale Gugala, Stavely
John Van Driesten, MD Willow Creek

Monte Christensen, Hill Spring
Barbara Clay, Waterton
Tim Court, Cardston

Resource Staff and Guests

Paula Watson, Cowley
Greg Long, LRSD
Sacha Anderson, CF Crowsnest Pass
Marie Everts, JET
Tiare Dewart, Cowley
Bev Thornton, AlbertaSW

- 1 Call to Order Chair Brent Feyter called the meeting to order.
- 2 Approval of Agenda Moved by Blair Painter THAT the agenda be approved as presented.
Carried. [2023-11-863]
- 3 Approval of Minutes Moved by Brad Schlossberger THAT the Minutes of October 4, 2023, be approved as presented.
Carried. [2023-11-864]
- 4 Approval of Cheque Register Moved by Dale Gugala THAT cheques #3275 to #3287 be approved as presented.
Carried. [2023-11-865]
- 5 Office Rental Agreement Moved by Tim Court THAT AlbertaSW proceed with the Alberta Infrastructure rental agreement for office space in the Pincher Creek provincial building.
Carried. [2023-11-866]
Bev will draft further correspondence to the Minister's office.
- 7 Regional Solutions for Housing Supply Town of Nanton received a response from the office of the Minister of Seniors, Community and Social Services. The letter outlined the Affordable Housing Partnership Program (AHPP) which is not directly applicable to this project proposal, which is considering full range of housing supply.
- 8 Website rebuild www.albertasouthwest.com is being rebuilt on a new platform; content updated to reflect community information relevant to supporting investment inquiries.
- 9 Blackfoot Signage Project This pilot project is funded by SouthGrow, Community Futures Lethbridge, and Tourism Lethbridge, with Kainaiwa and AlbertaSW as resources. There will be additional marketing of the program in upcoming weeks.
- 10 Invest Alberta Community Profiles Progress report from Garnering Results Consulting accepted as information.
- 11 Executive Director Report Accepted as information.
- 12 Round Table Received as information.
- 13 Upcoming Board Meetings
 - December 6, 2023-Pincher Creek - Organizational Meeting
 - January 3, 2024 TBD
- 14 Adjourn Moved by Rick Lemire THAT the meeting be adjourned.
Carried. [2023-11-867]

Approved December 6, 2023

Executive Director Report November 2023

MEETINGS and PRESENTATIONS

Nov1: MECAP meeting,, Zoom; contact Bev for link to recording of presentations

Nov 1: AlbertaSW Board meeting, Cowley

Nov 2: Blackfoot Signage Steering Committee meeting, Teams

Nov 6: South Canadian Rockies AGM, Crowsnest Pass, (regrets)

Nov 7: RINSA meeting, Teconnect

Nov 7: Meeting with Great Falls Development Authority, Zoom

Nov 8: EDA Webinar, Zoom

Nov 9: Meeting with web development team, Zoom

Nov 9: IEDC-AEDO Accreditation Committee meeting, Zoom

Nov 9: REDA Managers meeting with JET re: industry relations and funding, Zoom

Nov 10: Meeting with MLA, Teconnect

Nov 10: BIPOC Awards Dinner, Lethbridge

Nov 14: Meeting with Alberta Infrastructure re: rental agreement, Teams

Nov 15: Economic Development Lethbridge Board meeting, Teconnect

Nov 15: Crown of the Continent Geotourism Council Executive meeting, Zoom

Nov 16: Meeting with Venture for Canada re: succession planning services, Zoom

Nov 20-25: "work deferral interlude" (vacation!); Nov 22: Highway 3 TDA meeting (regrets)

Nov 28: Travel Alberta/Destination Canada "Discovery Report" presentation, Zoom

Nov 28: Blackfoot Signage Steering Committee meeting, Zoom (regrets)

Nov 28: Meeting with PrairiesCan, Teams

Nov 28: Meeting with University of Lethbridge student project team, Zoom

Nov 29: Calls/e-mails to compile final reports for Regional Business License

Nov 30: Meeting with RINSA TDA and JET REDS, Pincher Creek

Nov 30: IEDC-AEDO Accreditation Committee meeting, Zoom

PROJECT MANAGEMENT and REPORTING

- MECAP agenda and meeting follow-up
- Continued discussion regarding details of rental agreement with GoA
- Continued input to Blackfoot Signage pilot project
- Final compilation of RBL for 2023; update poster, brochures, stickers and website information
- Send RBL invoices 2023 and membership invoices for 2023
- Planning with website rebuild team
- Review grant programs for potential projects

- Further research of resources re: housing initiatives
- Submit REDA editorial to EDA Invest/Xperience magazine 2024
- Prepare draft report for AEDO re-accreditation of organization in Arizona

INVESTMENT ATTRACTION and REGIONAL PROMOTION

- Submit ad layouts for Waterton Guide and VCTG
- Discussions of collaboration with Great Falls Development Authority
- Review of Invest Alberta Community Profiles (joint project of AlbertaSW and SouthGrow)
- Input to Destination Canada pilot project and to Travel Alberta Destination Development initiative
- Crown planning and ideas to deal with increased cost of map guide reprint and uncertain resources
- Provide feedback to uLeth student mapping project (GEOG 3700) utilizing Peaks to Prairies data
- Support Travel Alberta-Destination Canada consultation process
- Information-sharing with Tourism Lethbridge, EDL Director, Creative Industries
- Respond to regional inquiries and information requests

Thank you to the staff in our Municipal offices who assist with this Regional Business License Program.

Established in 2003, we will be entering the 22nd year of a unique and successful program to serve our local businesses.

SUMMARY OF REGIONAL BUSINESS LICENSE SALES

	2017	2018	2019	2020	2021	2022	2023	
TOTAL # sold:	368	362	363	364	356	332	320	
Cardston	4	4	4	2	3	2	3	
Cardston County	46	46	43	45	39	42	35	
Claresholm	49	50	43	45	38	37	26	
Cowley	17	11	9	8	13	11	9	
Crowsnest Pass	29	32	44	36	35	30	37	
Fort Macleod	32	28	27	30	28	21	20	
Glenwood	4	2	1	1	0	0	3	
Granum	7	7	(MD WC)	n/a	n/a	n/a	n/a	
Hill Spring	0	0	0	0	0	0	0	
Nanton	4	5	7	8	9	17	9	
Pincher Creek	92	98	108	108	102	90	93	
Stavely	15	13	10	13	16	16	18	
MD-Willow Creek	69	66	69	69	73	66	67	
*MD-Pincher Creek	* do not have a business license program							
*MD-Ranchland								
**Waterton Park	** regulated by Parks Canada							

albertasouthwest.com

\$80.00

2024 Regional Business License

Save money on "out of town" business license fees!
The Regional Business License "add-on"
 authorizes you to conduct temporary business
 in Alberta SouthWest partner communities. Ideal for trades, sales, and service.

Alberta SouthWest Bulletin December 2023

Regional Economic Development Alliance (REDA) Update

❖ Executive Officers Re-elected for 2024!

- Chair: Mayor Brent Feyter, Fort Macleod
- Vice-Chair: Mayor Brad Schlossberger, Claresholm
- Secretary-Treasurer: Councillor Sahra Nodge, Pincher Creek
- Designated Signing Authority: Mayor Barbara Burnett, Cowley



❖ Small Community Opportunity Program

<https://www.alberta.ca/small-community-opportunity-program>

This new provincial program opened on November 10, 2023; application deadline: 11:59 pm (MST), January 10, 2024.

❖ NRED (Northern and Regional Economic Development) program

Application opened October 23, closing December 20, 2023.

\$9 million over the next three years is allocated to support projects that help deliver business supports, boost labour force attraction and retention, enhance Alberta's tourism development, and build capacity for economic growth.

<https://www.alberta.ca/northern-and-regional-economic-development-program>



❖ Community Profiles Project

AlbertaSW and SouthGrow have jointly engaged Garnering Results Consulting to interview our communities and gather information to be used by Invest Alberta to promote opportunities. **Thank you** to all the

municipal staff who are assisting! This project will wrap up by year end, and will serve as a reference for Invest Alberta, and can also be further customized by each community to respond to investment inquiries.

❖ Housing

Rural Development Network (RDN) has completed another report with communities from across the province to help define needs and steps forward to address full spectrum housing. Claresholm and Pincher Creek are included in this report. <https://www.housingredefined.ca/enabling-housing-choice-project>

❖ Movies, Money, and More! Film industry update

Brock Skretting is the new Director, Creative Industries for Lethbridge, and region. This position rests with Economic Development Lethbridge and is important for our region. Brock has worked with us on the "Film Friendly Southwest Alberta" project, in partnership with Community Futures and our Chambers of Commerce.

The Motion Picture Association (MPA) of Canada has provided figures related to *The Last of Us*, the largest series ever filmed in Canada, and much of it in AlbertaSW.

- Over \$141 M spent on production in Alberta;
- \$71M spent on local labour; 840 jobs created for cast and crew;
- \$70M spent on local Alberta goods and services; 1,000 businesses directly supported!



Best wishes for 2024!

Alberta SouthWest Regional Economic Development Alliance

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www.albertasouthwest.com



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Best of the Americas 2020



Karine Keys

From: Shannon Frank <shannon@oldmanwatershed.ca>
Sent: December 15, 2023 9:30 AM
Subject: Drought Information Sharing

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

Good Morning,
I hope you are doing well, and looking forward to a break over the holidays!

We have developed a new webpage ([ABWater.ca](https://www.abwater.ca)) for drought information, and encourage you to share it with your network. We are releasing videos and blogs regularly, and adding them there to educate Albertans about the drought situation, and what they can do. We are working closely with Environment and Protected Areas, and they have been doing a great job keeping us informed.

Our first blog has had over 2000 readers and counting, and over 250 shares on Facebook alone. We have also done about 10 media interviews in the last two weeks. Clearly there is a lot of interest and concern about the drought, and we are supporting the group effort to educate watershed residents. You can help by sharing the webpage.


Have a great break if I don't see you. Happy holidays and New Year!


Shannon


Shannon Frank
Aohkii Inihkiaki / Water Singing Woman


Executive Director
Oldman Watershed Council



 1 (403) 317-1328

 shannon@oldmanwatershed.ca

 [oldmanwatershed.ca](https://www.oldmanwatershed.ca)

 276, 104 - 13 ST N, Lethbridge, AB, T1H 2R4



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Unit 276, 104 13 ST N
Lethbridge, AB T1H 2R4
info@oldmanwatershed.ca
(403) 330-1346

Dear Mayor Brad Schlossberger and council,

Thank you so much for your donation! We are honoured that you have chosen to make a contribution to the OWC and support our mission to promote a healthy, resilient watershed. You join many other business and individuals, including those from the environment, agriculture, First Nations, research, government, and non-profit sectors, in taking action to progress watershed health and boots-on-the-ground restoration initiatives.

For your records, here is the information pertaining to your donation:

Date: December 15, 2023
Amount: \$1,847

Your donation is thoughtful, appreciated, and essential; as a not-for-profit, charitable organization, with a small, focused team, contributions from people like you are what allows the OWC to stay committed to its mission, and perform restoration work, hold education and stewardship programs, and support community partners.

As a member of the OWC, you will be the first to know about our events, restoration and education projects, special offers and programs, and other pieces of exciting news. You will also receive *The Watershed Stream*, our bi-weekly electronic newsletter, that contains all of the pertinent information to keep you connected with the OWC. Additionally, your membership is a vital sign of support and assists our not-for-profit organization in securing funding critical to our work and mission

If you have any questions or would like information on how to become more involved in supporting the OWC through volunteer or financial support, please email us at info@oldmanwatershed.ca.

Thank you again from everyone at the OWC. We appreciate your support and look forward to working with you to improve watershed health—and inspire action and stewardship—in southern Alberta.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shannon Frank', is written above the printed name.

Shannon Frank
Executive Director
Oldman Watershed Council

The Oldman Watershed Council (OWC) is a not-for-profit organization in Southern Alberta, Canada form in 2004. We are one of 11 Watershed Advisory and Planning Councils in Alberta, mandated by the provincial government to provide an independent voice for watershed management and health under the Alberta's *Water For Life* strategy. You can learn more about our watershed health and the OWC's mission by visiting: <https://oldmanwatershed.ca/about-the-watershed>.

Slope adaptive development

Planning and design considerations for land development in hillside areas.

Slope is an important physical constraint to land development that warrants thoughtful consideration throughout the various stages of the municipal planning process. Initially canvassed at a high level, this constraint is subsequently investigated through site-specific geotechnical investigation. Where the subject land is determined to be suitable for the intended use, slope becomes a chief factor driving the design of subdivision and site. The constraint thus becomes an opportunity to develop land slope adaptively—in harmony with the land and with an intent to improve the quality of the physical environment.

Image credit: Bent René Synnevåg (Rock House, Carraig Ridge)



Overview

Throughout history and across the globe, hillside areas have been popular locales for human settlement. Development in hillside areas should be “slope adaptive,” meaning undertaken with an intent to safeguard against the risk of slope failure, retain high-value environmental features of the site, and contribute aesthetic quality to the area. This periodical will canvass the elements to consider when planning and developing land in “hillside areas,” a term which is employed broadly to encompass all types of slopes across the southern Alberta landscape—from the vertical terrain of the Canadian Rockies to the coulee-dominated landforms of the Northern Great Plains.

Slope mechanics

Slope is the ratio of vertical change (“rise”) to horizontal change (“run”) between two points on an inclined surface. In land use planning and related fields, it is most often expressed as a percentage rather than in degrees. The term is most frequently used in reference to natural inclines, whereas “grade” is used to describe the incline of roads, graded lots and other finished surfaces. “Gradient” is used interchangeably with both terms. Slope and grade also have colloquial meanings in planning: slope can mean hillside (i.e. slope stability), while grade can mean ground (i.e. direct access from grade).

The gradient of land is generally a determinant of slope stability. Other factors include groundwater conditions, and the load-bearing capacity and shear strength of the underlying geomaterials (soil and rock). Climate is also relevant: frost impacts soil conditions, and wind and rain are powerful natural agents that impact erosion. The relationship between slope and climate is reciprocal (“climate” actually derives from the Greek word for slope).

Various classifications exist for slope failure, but “mass wasting” is an all-encompassing term referring to any sudden or gradual collapse of the geomaterials. In the Rocky Mountains, mass wasting manifests primarily as rock avalanches or landslides concentrated along major faults. Slopes in the Foothills tend to be more stable since their underlying rocks have not been weakened by shear stress to the extent of those in the Rockies. In the river and stream valleys further east, rotational slumping can be a concern due to the erosion of valley banks underlain by weak substrata. The prevalence of country residential development near such valleys makes this last type of mass wasting especially relevant. In particular, the bank can become destabilised where the load-bearing capacity is exceeded, or where land disturbance undercuts the slope, steepens the bank, alters natural drainage patterns or destroys vegetation.

Macro-planning for sloped land

Where unstable slopes are developed, persons and property are put at risk.

“No house should ever be on a hill or on anything. It should be of the hill. Belonging to it. Hill and house should live together each the happier for the other.”

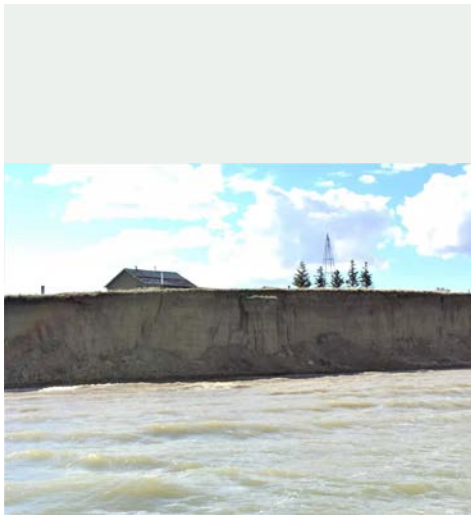
- Frank Lloyd Wright

Slope percentage categories:

0–0.5	level
0.5–2	nearly level
2–5	very gentle slopes
5–9	gentle slopes
9–15	moderate slopes
15–30	strong slopes
30–45	very strong slopes
45–70	steep slopes
70–100	very steep slopes
> 100	extreme slopes

Source:

Lagro, James A. Jr. 2001. *Site Analysis: Linking Program and Concept in Land Planning and Design*. New York: John Wiley & Sons, Inc.



Bank regression at Lake McGregor, Vulcan County

Along portions of the north and east shorelines of Lake McGregor in Vulcan County advanced bank regression has and continues to take place. Severe wave erosion due to high winds, fluctuating reservoir levels, and geotechnical instability is the mechanism that has caused the gently sloping shoreline lands to recede significantly (upwards of 200 m in some areas).

In recognition of the encroachment onto private property in shoreline communities and other concerns related to this occurrence, Alberta Environment commissioned an erosion study (Golder & Associates, 2014). Erosion projections within the document along with desired capital improvement projects (eg. bank armoring) assist in the review of subdivision proposals. Geotechnical reports supporting subdivision applications are to address recommended shoreline setbacks in addition to minimum setbacks to the reservoir in the County's Land Use Bylaw, as well as the recommendations in the provincial Reservoir Lands Guideline document.

Slope is therefore an important consideration for developing and maintaining safe and viable communities. Municipal planning is chiefly concerned with slopes under 35%. Beyond that threshold, technical feasibility, project economics and environmental integrity are easily frustrated.

An initial consideration of sloped lands may occur in the municipal development plan. In southern Alberta, this high-level analysis has been facilitated by the field surveys undertaken in association with a series of reports titled "Environmentally Significant Areas in the Oldman River Region." Slope-related policy within a municipal development plan will spotlight areas of unstable slope potential for further study. Because the usability of land is diminished where slopes are significant, policy should preclude the dedication of such land as municipal reserve. Conversely, sloped areas make excellent candidates for dedication as environmental reserve (more on this later). More detailed analysis can occur at the area structure plan level as part of a topographical analysis that takes into account development capacity, density, layout and servicing. Planning policy concerning slope may also exist outside of a statutory plan, as in the "Town of Canmore Guidelines for Subdivision and Development in Mountainous Terrain." In that document, an additional level of review is triggered for applications on land containing slopes of 15% or greater over a minimum horizontal distance of 15 m.

The land use bylaw offers various avenues to regulate the use and development of sloped land. Where the natural features are such that development would trigger a significant risk to persons and property, development should be prohibited altogether. Slope hazard areas may be redesignated to an open space district, where uses not qualifying as low-impact, passive recreation are prohibited. Where the land is redesignated for public use, s. 644 of the MGA compels the municipality to take steps to acquire the land within 6 months. Slope-specific development standards can be provided in an overlay district or in a separate schedule.

Many land use bylaws have incorporated the setbacks espoused in the "Interim Guidelines for the Subdivision of Land Adjacent to Steep Valley Banks," a Government of Alberta publication from the 1990s. These were intended to be subdivision standards (i.e. lot boundary setbacks applied through the subdivision process) but in some land use bylaws they are prescribed as development setbacks. The guidelines define "valley bank" as the area where slope exceeds 15%; "toe of slope" as the line of transition between a valley bank and the adjacent river terrace; and "valley crest" as the line of transition between a valley bank and the adjacent upland area. From the toe of slope, the recommended setback is 6 m or half the height of the valley bank, whichever is greater. Recommended setbacks from the valley crest vary from one to two times the height of the valley bank depending on the land gradient, the extent of existing surface disturbance, the anticipated surface disturbance associated with the intended use, and any visual signs of bank instability. Importantly, the guidelines are specific to river and stream valleys east of the mountains, and are not applicable to geographic contexts where rock landslides are the predominant type of mass wasting.

Site-specific investigation of slope

A site-specific study of slope is usually undertaken as part of a subdivision application, though it may occur at the land use redesignation or development permit stage. Within land use bylaws in southern Alberta, “geotechnical investigation” and “slope stability assessment” are two terms commonly used to describe this detailed study. Some bylaws use the terms interchangeably, yet clay-heavy soils and other challenging conditions that warrant geotechnical investigation can also exist on flat land. A more common method is to frame the assessment of slope stability as a component of a geotechnical investigation. A third option is to separate the two processes—step 1 being a preliminary geotechnical investigation and step 2, if necessary, being a slope stability assessment. This latter procedure is analogous to the tiers of environmental site assessment, where the requirement for subsequent levels of assessment is contingent on the findings at level 1. Requirements vary from municipality to municipality, but a detailed assessment of slope stability is typically only required where slopes exceed 15%, where a relaxation of the setback from the toe or crest of a valley is proposed, or where the Subdivision Authority is presented with evidence that an undue risk of slope failure exists.

A geotechnical investigation is conducted by an accredited engineer or geoscientist. Its principal aims are to acquire knowledge of subsurface conditions, and predict how the geomaterials will behave in response to the structural loads associated with the proposed use. It begins with the review of existing maps and reports, followed by a visual survey to document physiographic features of interest: rock outcrops, vegetation communities, natural drainage patterns, areas of groundwater discharge, signs of erosion, etc. The on-site component includes drilling exploratory boreholes, sampling the soils, and measuring in-situ ground movements and underground water pressure. In the single-lot context where the intended use involves a limited number of permanent structures, a landowner can expect to pay somewhere in the neighbourhood of \$6,000 to have a geotechnical investigation undertaken. Larger parcels intended for multi-lot subdivision warrant more extensive field drilling programs, which can cost upwards of \$25,000.

The outcome of a geotechnical investigation is a report stating the impacts of subsurface conditions on the suitability of the subject land for the intended use. Where only a portion of the subject land has stable slopes, its areal extent will be mapped. Also included in the geotechnical report are select design recommendations for grading, retaining walls, foundations, weeping tile and frost protection. In Calgary, areas identified as unstable are flagged as undevelopable in a restrictive covenant entered into between the landowner and the city. Attached to the restrictive covenant is a plan of survey on which the developable and undevelopable areas are demarcated by a line of stability. The covenant is then registered against the titles of all affected properties by way of caveat pursuant to s. 651(1) of the MGA. The city imposes registration of the covenant as a condition of subdivision approval.

The popularity of 15% as a threshold for requiring a geotechnical investigation likely derives from the Environmental Reference Manual for the Review of Subdivisions in Alberta. Within this document, the “suitable development area” of a residential parcel is restricted to areas with slopes of 15% or less. The provincial “Land Use Policies” state that municipalities should refer to the Environmental Reference Manual when evaluating land use, subdivision and development in areas prone to mass wasting.

In engineering, geotechnical investigation primarily deals with subsurface conditions as they relate to supporting structural loads. From a planning perspective, a broader consideration of subsurface characteristics in the context of unserviced land will include the suitability for any proposed on-site sewage disposal system.

The process for determining septic suitability is articulated in the Alberta Private Sewage Systems Standard of Practice 2021, wherein it is referred to as a “site evaluation.” Where a municipality adopts a broad, all-inclusive definition for geotechnical investigation, the component focused on soil-based wastewater treatment should include the opinion of a certified Private Sewage Treatment System (PSTS) installer. The Model Process for Subdivision Approval and Private Sewage recommends considering the opinion of a PSTS Installer in any site evaluation, even those involving more detailed and complex levels of assessment where the expertise of a registered engineering professional is also required.

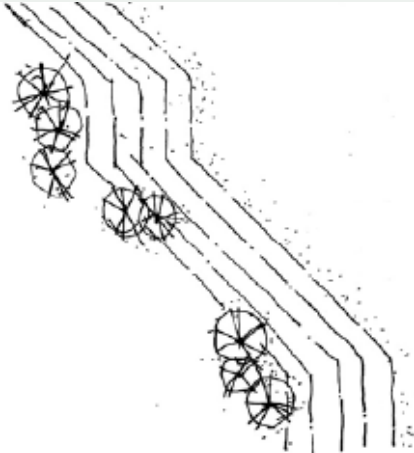
The legislative context for suitability

Emphasis on slope stability in determining the suitability of land for a particular use is embedded into the MGA. In particular, s. 654(1)(a) prohibits a Subdivision Authority from approving an application unless it is of the opinion—based on a legitimate planning reason—that the subject land is suitable for the intended purpose of the proposed subdivision. The slope-related factors that a Subdivision Authority must consider when determining suitability are specified in s. 9 of the *Matters Related to Subdivision and Development Regulation*.

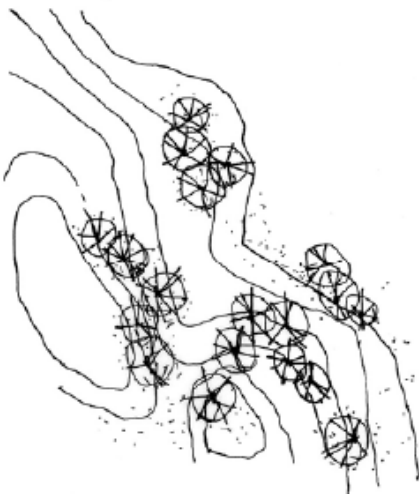
Issues related to suitability are often the subject of subdivision and development appeals. In *Hall v Clearwater County (Subdivision Authority)*, 2023 ABLPRT 558, the provincial Land and Property Rights Tribunal (LPRT) heard an appeal of two conditions that were imposed on an approval involving the subdivision of 3.6 acres for residential use as a first parcel out from 159 acres of agricultural land. One of the conditions being appealed was the requirement for a geotechnical report demonstrating the availability of a suitable development area, which the appellant argued was unnecessary because the proposed parcel contained abundant flat and gently sloping areas. The LPRT disagreed and revoked the subdivision approval, arguing that the sloped nature of the land warranted the submission of evidence establishing a suitable development area as part of the subdivision application. Had the decision not been overturned, and the subject land were to experience slope failure at some future date, the existing body of case law suggests that the municipality would assume at least some amount of liability due to a lack of reasonable care by its Subdivision Authority.

Subdivision design

Where subdivision approval in a hillside area is contemplated, the layout should be guided first and foremost by the existing topographical blueprint. In practical terms, this means the Subdivision Authority will require any land it believes to be unstable to be dedicated as environmental reserve (or made subject to an environmental reserve easement). Where environmental reserve is taken in respect of land that abuts the bed and shore of a water body, the strip of land must be at least 6 m wide. This statutory minimum is perhaps appropriate in the context of water bodies with relatively benign banks, but where banks are steeper its capacity to protect persons and property is questionable. A more sensible formula for calculating environmental reserve in the river and stream valley context will vary the width of land based on the height of the valley bank. This is the approach endorsed in the “Interim Guidelines for the Subdivision of Land Adjacent to Steep Valley Banks,” as well as in the “Sustainable Resource Development Standard Recommendations to Municipal Subdivision Referrals.” The latter provincial policy document suggests a more conservative width for environmental reserve equalling three times the height of the valley bank.



Compared to the rigid earthwork geometry depicted above, the curvilinear contours in the sketch below illustrate site grading that is sensitive to the existing terrain. These contextual finished slopes become the canvas for slope adaptive development.



Source:

City of Calgary Slope Adaptive Development Policy and Guidelines

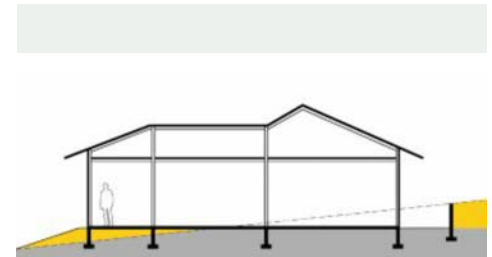
Upon deducting the undevelopable land as environmental reserve, and likewise satisfying the municipal reserve land requirements, roads are the next major factor driving the subdivision design. Roads should be laid out in curvilinear routes that parallel the existing contours, and moreover it may be practical to allow the minimum dimensional standards, which typically exist outside the land use bylaw in a policy manual, to be relaxed. This may include allowing an increased maximum road grade over short, straight stretches, or a reduced minimum road width to avoid large volumes of cut and fill. Similar allowances may be made for cul-de-sac radii, or these might even be eliminated altogether in favor of hammerhead road-end configurations. As the vast majority of hillside subdivisions will be located in the wildland–urban interface, it is critical to ensure that functional emergency access is not compromised where reduced or different dimensional standards for roads are contemplated. A secondary physical access to a hillside subdivision is also advisable, despite the increased land disturbance.

Grading of the lots should similarly aim for cuts and fills that complement the existing terrain. This helps preserve the natural drainage patterns, which is important since even minor terrain modifications can have major impacts on the flow of storm water—and in turn the effects of erosion. Naturally, runoff should be directed away from unstable slopes. Furthermore, in the multi-lot context, back-to-front drainage is preferred to side-to-side drainage, especially where lots are narrow.

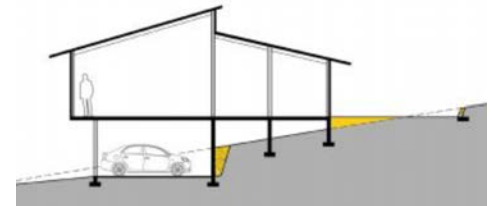
Where a subdivision is designed with slope adaptive principles, one strategy a municipality can utilize to ensure this spirit is likewise embodied at the development stage is to prescribe, on each lot, a buildable envelope for the principal building and driveway. This can be achieved by registering a restrictive covenant against the title to each lot. When implemented in conjunction with land use bylaw standards for maximum building height, a view corridor can be secured for each future residence. Other elements canvassed above, as well as the unique aesthetic considerations for buildings in a hillside area, can be regulated at the development stage through the land use bylaw. For example, in the Municipality of Crowsnest Pass, a development permit application may be deemed incomplete if it fails to incorporate slope adaptive building and site design principles.

Concluding remarks

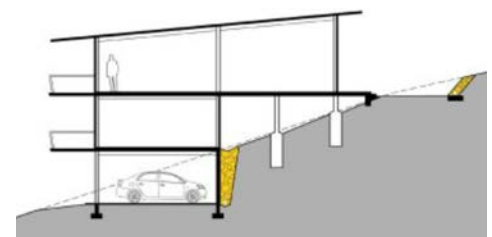
Landforms in southern Alberta have diverse bedrock geology, and for the most part have been sculpted by alpine or continental glaciers, or by both. Slope is thus a pervasive feature of the land throughout the region; one with various planning implications depending on the context. This physical constraint deserves high-level consideration, and subsequently site-specific investigation to learn how the geotechnical characteristics of the land impact its suitability. Where the findings of this (and other) due diligence supports a determination of suitability, slope should be a major influence on how the land is developed. By planning with, rather than against, the slope, an opportunity is revealed to develop adaptive built forms that complement the dramatic character of the southern Alberta landscape.



A single slab on grade is a viable building foundation option for slopes up to 7%.



Where slabs are used on slopes between 7% and 20%, they should step down the hillside.



Slopes between 20% and 33% warrant a stepped foundation (eg. stepped pier & beam, with potential for slab on lower level).

Source: Building on sloping sites (City of Gold Coast, Australia)

For more information on this topic contact admin@orrsc.com or visit our website at orrsc.com.

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