



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
DECEMBER 10, 2018
AGENDA**

Time: 7:00 P.M.
Place: Council Chambers
Town of Claresholm Administration Office
221 – 45 Avenue West

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: **ADOPTION OF AGENDA**

MINUTES: **REGULAR MEETING – NOVEMBER 26, 2018**

PUBLIC HEARINGS:

1. **BYLAW #1652 – Land Use Bylaw Amendment**
2. **BYLAW #1657 – Starline Business Park Area Structure Plan**

ACTION ITEMS:

1. **BYLAW #1652 – Land Use Bylaw Amendment**
RE: 2nd & 3rd Readings
2. **BYLAW #1657 – Starline Business Park Area Structure Plan**
RE: 2nd & 3rd Readings
3. **CORRES: Hon. Shave Anderson, Minister of Municipal Affairs**
RE: *City Charters Fiscal Framework Act*
4. **CORRES: Alberta Urban Municipalities Association**
RE: Message from the President on Bill 32
5. **CORRES: Alberta Municipal Affairs**
RE: Municipal Accountability Program (MAP) Review in 2019
6. **CORRES: Alberta Emergency Management Agency**
RE: Approval of the Local Authority Emergency Management Regulation
7. **CORRES: 2019 Reynolds Mirth Richards & Farmer LLP Municipal Law Seminars**
RE: Registration now Open
8. **CORRES: Alberta Recreation & Parks Association**
RE: Communities ChooseWell Healthy Community Award
9. **CORRES: Alberta Health Services**
RE: A decade of healthcare information in Alberta
10. **REQUEST FOR DECISION: Budget 2019**
11. **REQUEST FOR DECISION: CUPE Agreement**
12. **FINANCIAL REPORT: Statement of Operations – November 30, 2018**
13. **INFORMATION BRIEF: Fort Macleod Bus Service Pilot Project**
14. **INFORMATION BRIEF: Strategic Plan Report**
15. **INFORMATION BRIEF: Council Resolution Status**
16. **ADOPTION OF INFORMATION ITEMS**
17. **IN CAMERA:**
 - a. **LAND – FOIP Section 16.1**
 - b. **INTERMUNICIPAL RELATIONS – FOIP Section**
 - c. **CONFIDENTIAL EVALUATIONS – FOIP Section 19.1**
 - d. **LEGAL – FOIP Section 27**
 - e. **LEGAL – FOIP Section 27**

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – November 2, 2018
2. Oldman River Regional Services Commission Executive Meeting Minutes – October 11, 2018
3. Claresholm Child Care Society Board Meeting Minutes – October 10, 2018
4. Willow Creek Regional Waste Management Services Commission Meeting Minutes – October 4, 2018
5. Claresholm & District Museum Board Meeting Minutes – October 17, 2018
6. Claresholm Animal Rescue Society Meeting Minutes – September 20, 2018
7. Claresholm Animal Rescue Society Meeting Minutes – October 18, 2018
8. Claresholm & District Transportation Society Meeting Minutes – September 14, 2018

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
NOVEMBER 26, 2018

Place: Council Chambers
Town of Claresholm Administration Office
221 – 45 Avenue West

COUNCIL PRESENT: Mayor Doug MacPherson; Councillors: Kieth Carlson, Mike Cutler, Gaven Moore, Brad Schlossberger, Lise Schulze and Craig Zimmer

ABSENT: None

STAFF PRESENT: Chief Administrative Officer: Marian Carlson, Finance Assistant: Karine Keys

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

NOTICE OF RECORDING: Mayor MacPherson 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 Doug MacPherson

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

CARRIED

MINUTES: **REGULAR MEETING – NOVEMBER 13, 2018**

Moved by Councillor Zimmer that the Regular Meeting Minutes of November 13, 2018 be accepted as presented.

CARRIED

DELEGATION: **WSP – Trent Purvis, P.Eng. Manager Southern Region (Infrastructure)**
RE: Starline Business Park Area Structure Plan

Trent Purvis from WSP was present to speak to Council regarding the Starline Business Park Area Structure Plan. Mr. Purvis went through the major parts of the plan and answered questions posed by members of Council.

ACTION ITEMS:

1. **BYLAW #1657 – Starline Business Park Area Structure Plan**
RE: 1st Reading

Moved by Councillor Cutler to give Bylaw #1657, regarding the Starline Business Park Area Structure Plan, 1st Reading.

CARRIED

2. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**
RE: Municipal Sustainability Initiative (MSI) Funding

Received for information.

3. **CORRES: Brownlee LLP**
RE: Emerging Trends in Municipal Law

Received for information.

4. **CORRES: Claresholm & District Chamber of Commerce**
RE: 2019 Trade Expo and Consumer Fair – February 1 & 2, 2019

Received for information.

5. **CORRES: Claresholm & District Chamber of Commerce**
RE: Old Fashioned Christmas – November 30, 2018

MOTION #18-179

Moved by Councillor Schulze to allow the Claresholm & District Chamber of Commerce to use the downtown parking lot for the Old Fashioned Christmas event on November 30, 2018 and to allow a bonfire in the downtown parking lot (weather permitting).

CARRIED

6. **CORRES: 7-11**
RE: Request for Attendance at Grand Opening

Received for information.

7. **INFORMATION BRIEF: Opportunities for Growth – “Cannabis and Claresholm”**

Received for information.

8. **INFORMATION BRIEF: CAO Report**

Received for information.

9. INFORMATION BRIEF: Council Resolution Status

Received for information.

10. ADOPTION OF INFORMATION ITEMS

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

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 7:30 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 7:30 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DRAFT

ACTION ITEMS



REQUEST FOR DECISION

Meeting: December 10, 2018

Agenda Item: 1

BYLAW No. 1652 - LAND USE BYLAW No.1525 AMENDMENT

BACKGROUND / DESCRIPTION:

At the November 13, 2018 Town Council gave first reading to Bylaw No. 1652, a land use Bylaw amendment. The purpose of the attached Bylaw No. 1652 is to bring the land use bylaw into compliance with the provincial changes to the Municipal Government Act among other corrections and changes as identified in the attached "Schedule A" with the additions shown in red and the deletions shown in strikethrough version.

These updates are in reference to the Municipal Government Act changing the deadlines for appeals and changing the deadlines for applications to be deemed complete. Appeals can now be received for 21 days vs the previous 14 days after notification. The Development Department will now have 20 days to deem an application complete (or notify the applicant). There are amendments to the subdivision application section as well. ORRSC manages all subdivision applications on behalf of the Town. There are also amendments to adding electronic notification and changing uses from discretionary to permitted (security fencing in Industrial zones – adding clarity, solar moved to permitted use for wall or roof mounted, shipping containers added to districts forgotten in last amendment). The attached strikethrough version has additional adjustments to formatting, page numbering and section numbering throughout the document. These amendments help to streamline the development processes and add clarity for applicants which continues to be a priority with the Council strategic plan. It also is in keeping with other municipalities for permitted/discretionary uses.

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 November 28 and December 5, 2018.

RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1652, 2nd and 3rd readings.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1652, a Land Use Bylaw Amendment, 2nd Reading.

Moved by Councillor _____ to give Bylaw No. 1652, a Land Use Bylaw Amendment, 3rd and final Reading.

ATTACHMENTS:

- 1.) Bylaw No.1652

APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: December 5, 2018



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1652**

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 amending Bylaw No. 1652 is to bring the land use bylaw into compliance with the provincial changes to the Municipal Government Act among other corrections and changes as identified in the attached “Schedule A” with the additions shown in red and the deletions shown in strikethrough.

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 #1652 be consolidated with Bylaw #1525 and the amendment is authorized to include adjustments to formatting, page numbering and section numbering throughout the document.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **13** day of **November** 2018 A.D.

Read a second time in Council this day of 2018 A.D.

Read a third time in Council and finally passed in Council this day of 2018 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

“Schedule A”

1. Revise the Rules of Interpretation subsection 4 as follows:

4. All references to engineering requirements shall be prepared by an engineer registered with the *Association of Professional Engineers and ~~Geologists, and Geophysicists~~ Geoscientists of Alberta* (APEGGA).

2. Revise the Definitions subsection 6 as follows:

Similar use means a use which is not specifically considered in a land use district but, in the opinion of the Municipal Planning Commission, is similar in character and purpose to another use that is permitted or discretionary in the land use district. See Section ~~11~~ 28.

3. Revise Administration subsection 8 as follows:

MUNICIPAL PLANNING COMMISSION

8. The Municipal Planning Commission may exercise only such powers and perform duties as are specified:
 - (a) in the Act; or
 - (b) in the Town of Claresholm ~~Subdivision and~~ Development Authority Bylaw;
 - (c) in this bylaw; or
 - (d) by resolution of Council.

4. Replace all ‘MGA’ acronyms with ‘Act’.

5. Replace all references to ‘Industry Canada’ with ‘Innovation, Science and Economic Development (ISED) Canada’.

6. Add the following subsections to Administration:

SUBDIVISION AUTHORITY

13. The Subdivision Authority is authorized to make decisions on applications for subdivisions and may exercise only such powers and duties as are specified:
 - (a) in the Subdivision and Development Authority Bylaw;
 - (b) in this bylaw; or
 - (c) by resolution of Council.
14. The Subdivision Authority may delegate, through any of the methods described in subsection 13 above, to any individual, municipal staff, or a regional services commission, any of its required functions or duties in the processing of subdivision applications. In respect of this:
 - (a) The delegation of duties by the Subdivision Authority may include the authorized entity being responsible for determining the completeness of a submitted subdivision application.
 - (b) The Subdivision Authority delegate is authorized to carrying out the application process with subdivision applicants as described in the Subdivision Application section of the bylaw, including the task of sending all required notifications to applicants as stipulated.

7. Revise Development Permit Applications subsection 2.(a) as follows:

2. An application for a development permit must be made to the Development Officer by submitting:
 - (a) a completed development permit application, signed by the registered owner(s) or authorized by the owner pursuant to section 3 **below**;

8. Delete Development Permit Applications subsection 5 as follows:

INCOMPLETE APPLICATIONS

- ~~5. The Development Officer may refuse to accept a development permit application where the information required by Section 2 or 3 (Development Permit Application) is incomplete or where, in their opinion, the quality of the material supplied is inadequate to properly evaluate the application.~~

9. Insert Development Permit Applications subsections 5 through 13 as follows:

DETERMINATION OF COMPLETE DEVELOPMENT PERMIT APPLICATION

5. A development officer shall, within 20 days after the receipt of an application in accordance with subsection 2 for a development permit, determine whether the application is complete.
6. An application is complete if, in the opinion of the development officer, the application contains the documents and other information necessary to review the application.
7. The time period referred to in subsection 5 may be extended by an agreement in writing between the applicant and the development officer.
8. If the development officer does not make a determination referred to in subsection 5 within the time required under subsection 5 or 7, the application is deemed to be complete.
9. If a development officer determines that the application is complete, the development officer shall issue to the applicant a written Notice of Completeness acknowledging that the application is complete, delivered by hand, mail or electronic means.
10. If the development officer determines that the application is incomplete, the development officer shall issue to the applicant a written notice indicating that the application is incomplete and specifying the outstanding documents and information to be provided, including but not limited to those required by subsection 2. A submittal deadline for the outstanding documents and information shall be set out in the notice. A later date may be agreed on between the applicant and the development officer in writing to extend the deadline.
11. When the development officer determines that the information and documents required to be submitted under subsection 10 are complete, the development officer shall issue to the applicant a written Notice of Completeness acknowledging that the application is complete, delivered by hand, mail or electronic means.
12. If the required documents and information under subsection 10 have not been submitted to the Development Officer within the timeframe prescribed in the notice issued under subsection 10, the Development Officer shall return the application to the applicant accompanied by a written Notice of Refusal stating the application is deemed refused and the reasons for refusal.
13. Despite issuance of a Notice of Completeness under subsection 9 or 11, the development authority in the course of reviewing the application may request additional information or documentation from the applicant that the development authority considers necessary to review the application.

10. Revise Development Permit Applications subsection 21, 24 and 25 (under Notification) as follows:

21. (e) post a notice on the municipal website and official social media as authorized through a advertising bylaw approved by Council in accordance with section 606.1 of the Act at least ten (10) days before the meeting of the Municipal Planning Commission or the decision of the development officer; or
(f) any combination of (a), (b), (c), (d) and (e).
24. Upon the decision on a development application for a permitted use that complies with the Land Use Bylaw, the Development Officer shall:
 - (a) mail (postal service or electronic mail) or hand deliver a written notice of decision to the applicant; and
 - (b) post a copy of the decision in a prominent place in the Town Office for at least 44 21 days;
or
 - (c) publish a notice of the decision on the municipal website, in a newspaper or the municipal newsletter circulated within the municipality.
25. ~~Upon the issuance of a development permit for a discretionary use, the Development Officer shall immediately notify by mail or by posting conspicuously on the property, or by publishing in a newspaper circulating in the municipality, or by hand delivering notices, or any combination of these:~~
 - ~~(a) those persons notified under sections 21 to 23; and~~
 - ~~(b) any other person likely to be affected by the development.~~

Upon the decision on all other development permit applications, the Development Officer shall:

- (a) mail (postal service or electronic mail) or hand deliver a written notice of decision to the applicant; and
- (b) mail a copy of the decision to those originally notified of the development permit application, those that made written submissions, and any other person, government department or agency that may, in the opinion of the Development Officer, likely be affected; or
- (c) publish a notice of the decision on the municipal website, in a newspaper or the municipal newsletter circulated within the municipality.

11. Revise Development Permit Applications subsection 33 (under Appeals) as follows:

33. An appeal to the Subdivision and Development Appeal Board shall be commenced by serving a written notice of the appeal to the Subdivision and Development Appeal Board within 44 21 days after:

12. Revise Development Permit Applications subsection 34 (under Commencement of Development) as follows:

34. Despite the approval of a development permit, no development is authorized to commence:
 - (a) until 44 21 days after the written notice of decision is published in the newspaper for all approved permits; or
 - (b) if an appeal is made, until the appeal is decided upon.

13. Revise Development Permit Applications subsection 36 (under Application Deemed Refused) as follows:

36. In accordance with section 684 of the Act, an application for a development permit shall, at the option of the applicant, be deemed to be refused when the decision of the Development Authority, as the case may be, is not made within 40 days ~~an application being deemed complete under section 9 or 11 of receipt of the completed application~~ by the Development Officer, unless the applicant has entered into an agreement with the Development Officer to extend the 40-day period.

14. Revise Development Permit Applications subsection 40 (under Suspension of a Development Permit) as follows:

40. If a development permit is suspended or cancelled, the Subdivision and Development Appeal Board (SDAB) shall review the application if an appeal is filed by the applicant within 44 ~~21~~ days of the notice of the cancellation or suspension and either:

15. Insert Subdivision between Development Permits and Enforcement as follows:

SUBDIVISION

APPLICATIONS

1. An applicant applying for subdivision shall provide the required material and information as requested by the Subdivision Authority or its designate. A completed application shall consist of:
 - (a) an official application, in the manner and form prescribed, clearly and legibly completed with all the required information and signatures provided as requested on the form;
 - (b) the applicable fees paid;
 - (c) an up-to-date and current copy of the Certificate of Title to the subject land;
 - (d) a surveyor's sketch or tentative subdivision plan with dimensions, structures, location of private sewage disposal system, professionally prepared;
 - (e) provincial abandoned gas well information;
 - (f) for vacant parcels, a soils analysis which indicates the ability of the proposed parcel to be privately serviced;
 - (g) any such other information as may be required at the discretion of the Subdivision Authority in order to accurately evaluate the application and determine compliance with the land use bylaw or other government regulations. This may include but is not limited to the provision of geotechnical information, soil analysis reports, water reports, soil or slope stability analysis, drainage information, contours and elevations of the land, engineering studies or reports, wetland reports, environmental impact assessments, utility and servicing information, and/or the preparation of a conceptual design scheme or an area structure plan may be required from the applicant prior to a decision being rendered on a subdivision application to determine the suitability of the land for the proposed use; and
 - (h) The consent to authorize the Subdivision Authority or its designate to carry out a site inspection on the subject land as authorized in accordance with the *Municipal Government Act* must also be provided on the submitted application form unless determined not to be needed by the Subdivision Authority.
2. In accordance with the *Municipal Government Act*, the Subdivision Authority or those authorized to act on its behalf, shall provide notification to a subdivision applicant within the 20-day prescribed time period, on whether a submitted application is deemed complete,

or if it is determined to be deficient what information is required to be submitted by a specified time period, by sending notification in the following manner:

- (a) for an application deemed complete, the applicant shall be notified in writing as part of the formal subdivision application circulation referral letter.
 - (b) for an application determined to be incomplete, written notification shall be given to the applicant which may be in the form of a letter sent by regular mail to the applicant, or sent by electronic means, or both, or by any other method as may be agreed to between the applicant and Subdivision Authority.
 - (c) in respect of subsection (b) for a subdivision application determined to be incomplete, the applicant will be advised in writing as part of the Notice of Incompleteness what the outstanding or required information items are that must be submitted by the time specified in the notice.
3. Notwithstanding section 2 above, the applicant and Subdivision Authority may agree and sign a time extension agreement in writing in accordance with section 653.1(3) of the Act to extend the 20-day decision time period to determine whether the subdivision application and support information submitted is complete.
4. A determination made by the Subdivision Authority that an application is complete for processing does not preclude the ability for the Subdivision Authority to request other information or studies to be submitted by the applicant during the review and processing period, prior to a decision being rendered, or as condition of subdivision approval.

INCOMPLETE APPLICATIONS

5. The Subdivision Authority may refuse to accept and process a subdivision application where the information required under Section 1-4 above and/or as described in a Notification of Incompleteness has not been submitted, is determined to be deficient, is still incomplete, or in the opinion of the Subdivision Authority the quality of the material supplied is inadequate to properly evaluate the application.
6. If the Subdivision Authority makes a determination that the application is refused due to incompleteness, the applicant shall be notified in writing with reasons in the manner as described in section 2 above.
7. The notification provided for in subsection 2(b) above shall include for the applicant the required information on the filing of an appeal and to which appeal board body the appeal lies, either the local appeal board or provincial Municipal Government Board, in accordance with the parameters of the Act.

DECISION

8. All applications for subdivision approval shall be evaluated by the Town in accordance with the following criteria:
- (a) compliance with statutory plans, bylaws, and regulations;
 - (b) adequacy of road access;
 - (c) provision of municipal services and utilities, including a storm water drainage plan;
 - (d) compatibility with adjacent land uses;
 - (e) accessibility to emergency services;
 - (f) site suitability in terms of minimum dimensional standards for lots and all other criterion in this bylaw as specified in the applicable land use district in Schedule 1.
 - (g) any other matters the Town may consider necessary.

9. For the purpose of infill development, an application which proposes to subdivide an accessory structure onto a separate lot may be considered by the Subdivision Authority where:
 - (a) the proposed lots meet the provisions of Schedule 1;
 - (b) the existing and proposed buildings meet the provisions of Schedule 1 based on the lot proposed layout;
 - (c) the access of each lot is provided from a public roadway not a lane or laneway;
 - (d) all lots are serviceable to the satisfaction of the municipality.
10. At the time of subdivision and as a condition of approval, ten percent (10%) of the lands to be subdivided shall be dedicated as municipal or school reserve in accordance with the provisions of the *Municipal Government Act*. The Town may take municipal or school reserve in one or a combination of the following methods:
 - (a) land,
 - (b) land similar in quality to the land being proposed to be subdivided,
 - (c) money in lieu, or
 - (d) deferral to the balance of the subject property.
11. Money-in-lieu of municipal reserve shall be placed in a special reserve fund, administered by the Town, to be used for recreation area and facility construction and improvement.
12. The Town will coordinate the location of new schools and the allocation of school reserves in the Municipality with the local school divisions.
13. In residential areas, the Town may allocate municipal or school reserve for the purpose of developing parks, playgrounds, trail systems, recreation facilities, schools and similar uses.
14. In commercial or industrial areas, the Town may allocate municipal reserve for the purpose of providing a buffer between incompatible land uses or to augment the parks and trails system.
15. In addition to Municipal Reserve, land that is deemed to be protected may be left in its natural state and allocated as environmental reserve or environmental reserve easement in accordance with the provisions of the *Municipal Government Act*.

APPEALS

16. In accordance with the *Municipal Government Act*, any land owner who applied for subdivision and was refused an approval or had conditions attached to the approval, may appeal the decision within 21 days from the date of the written decision to the Subdivision and Development Appeal Board, or the Municipal Government Board (where the *Subdivision and Development Regulation* requires it). Adjacent or affected land owners have no right to appeal under the Act.

16. Revise Administration Enforcement Stop Orders subsection 19 as follows:

19. A person who receives a written Order under Section 18 may by written notice within 44 **21** days of being notified of the Order, appeal to the Subdivision and Development Appeal Board pursuant to Section 685 of the Act.

- 17. Add to Schedule 1: Land Use Districts all districts (excepting Direct Control) the following permitted uses:**

Alternative energy, solar (wall and roof mounted)

- 18. Revise Schedule 1: Land Use Districts under all districts (excepting Direct Control) discretionary uses the following:**

Alternative energy, solar (ground mounted)

- 19. Add to Schedule 1: Land Use Districts under Retail Commercial – C1 discretionary uses the following:**

Retail store, large scale

- 20. Add to Schedule 1: Land Use Districts under Highway Commercial – C2 and Public – P discretionary uses the following:**

Shipping container, permanent

- 21. Revise Schedule 1: Land Use Districts under Service Industrial – I2 by moving the following from discretionary to permitted uses:**

Shipping container, permanent

- 22. Revise Schedule 2: Signs subsection 2. Definitions as follows:**

Awning means a fixed, folding or collapsible covering supported by a frame extending outward from a building to provide shelter from sun or rain. (See section 9 & of this schedule)

Canopy Sign means a permanent fixture fitted over windows and doors and used for either shelter advertising or decoration. (See section 9 & of this schedule)

- 23. Revise Schedule 3: Development Not Requiring a Permit subsection 1(c) to read as follows:**

- (c) telecommunication antenna systems that are regulated by Industry Canada subject to Schedule & 12 – Telecommunication Antenna Siting Protocol;

- 24. Revise Schedule 4: Development Standards subsection 10. Manufactured Home Standards by deleting the following:**

~~ix. —the minimum floor area of the dwelling should not be less than 79.89 m² (860 sq. ft.);~~

- 25. Revise Schedule 7: Fencing subsection 4. as follows:**

Delete subsection 4 under General in its entirety:

~~4. The use of barbwire or other security fencing must be approved by the Municipal Planning Commission.~~

Add subsection 5. under Residential Districts the following:

5. In residential districts, the use of barbwire and razor wire is prohibited. Other security fencing must be approved by the Municipal Planning Commission.

Add subsection 4 through 6 under Commercial Public and Industrial Districts the following:

4. In commercial, public and industrial districts, the use of razor wire is prohibited.

5. In commercial and public districts, the use of barbwire must be approved by the Municipal Planning Commission.

6. In industrial districts, the use of 3 strand barbwire at the top of a fence is permitted when the overall height as described in subsection 3 is met otherwise it must be approved by the Municipal Planning Commission.



REQUEST FOR DECISION

Meeting: December 10, 2018
Agenda Item: 2

BYLAW No. 1657 – STARLINE BUSINESS PARK ASP

BACKGROUND / DESCRIPTION:

At the November 26, 2018 Town Council gave first reading to Bylaw No. 1657, a Bylaw to adopt the Starline Business Park ASP. The purpose of the attached Bylaw No. 1657 is to provide a framework for the subsequent orderly subdivision and development of land within a defined area; and to regulate and control development of these said land, but also to promote these lands as an industrial, commercial area.

The adopted ASP would allow prospective developers to anticipate the land uses within an area. The ASP acts as a high-level blueprint for the area, streamlining future subdivision applications to comply with the needs and goals of development. The ASP includes the sequence of development proposed for the area, the density of development proposed for the area, and the general location of major transportation routes and public utilities.

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 November 28 and December 5, 2018 and letters sent to the landowners, neighboring residences, and the MD of Willow Creek.

RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1657, 2nd and 3rd readings.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1657, the Starline Business Park ASP, 2nd Reading.

Moved by Councillor _____ to give Bylaw No. 1657, the Starline Business Park ASP, 3rd and final Reading.

ATTACHMENTS:

- 1.) Bylaw No.1657

APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: December 5, 2018



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW No. 1657**

A Bylaw of the Town of Claresholm in the Province of Alberta, to adopt Bylaw No. 1657, being the Starline Business Park Area Structure Plan.

WHEREAS the Council of the Town of Claresholm wishes to adopt a comprehensive land use plan approximately \pm 70 hectares of land legally described as a portion of 4;27;12;25;SW, and 4;27;12;24;;11,14 and the entirety of 4;27;12;24;;12,13; 1212346;5;1PUL; and

WHEREAS the purpose of an area structure plan is to provide a framework for the subsequent orderly subdivision and development of land within a defined area; and

WHEREAS the Council wishes to regulate and control development of these said land, but also to promote these lands as an industrial, commercial area.

NOW THEREFORE under the authority and subject to the provisions 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 duly assembled does hereby enact the following:

1. Council shall adopt an area structure plan in accordance with the provisions of the Act.
2. This plan attached as Schedule ‘A’, upon adoption, shall be known as the “Starline Business Park”.
3. This bylaw shall come into effect upon third and final reading hereof.

Read a first time in Council this **26th** day of **November** 2018 A.D.

Read a second time in Council this day of 2018 A.D.

Read a third time in Council and finally passed in Council this day of 2018 A.D.

Doug MacPherson, Mayor

Marian Carlson, CAO



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR96015

Dear Mayors, Reeves, and local Councillors across Alberta,

I am writing to inform you that, later today, I will introduce new legislation, the *City Charters Fiscal Framework Act*, which will formalize a new capital infrastructure funding agreement with the cities of Edmonton and Calgary to replace the Municipal Sustainability Initiative (MSI) beginning in 2022-23.

This legislation is in response to the Government of Alberta's commitment in Budget 2018 to work with Alberta's two largest cities on a long-term revenue-sharing formula that would support their capital infrastructure needs. The cities of Edmonton and Calgary have worked with the province to achieve a path to balance that saw MSI funding allocations for the two cities reduced by \$152 million in Budget 2018. These reductions to the cities are also sustained each year until fiscal year 2021-22. All other municipalities have remained whole through the economic downturn and until 2021-2022, when MSI is set to expire.

With this stated, I wish to make clear the Government of Alberta recognizes all municipalities require stable, predictable, and permanent capital infrastructure funding. This is why our government committed in Budget 2018 to pursue new funding arrangements with all municipalities and why we remain engaged in continued discussions with AUMA and RMA over the coming weeks to complete a long-term, revenue-sharing agreement for municipalities for implementation in 2022-23 after MSI expires.

We were able to reach an agreement with the cities of Edmonton and Calgary through the City Charter process, and the next phase is to reach a long-term agreement with the rest of Alberta's municipalities. The infrastructure needs of Albertans in mid-sized cities, towns, villages, summer villages, MDs and counties is important and our commitment remains to form a legislated capital funding framework so that your communities can continue to build and thrive.

Yours in partnership,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Barry Morishita, President, Alberta Urban Municipalities Association (AUMA)
Al Kemmere, President, Rural Municipalities of Alberta (RMA)

From: President <President@auma.ca>

Sent: November 29, 2018 3:27 PM

Subject: Message from the President on Bill 32: City Charters Fiscal Framework Act

Dear AUMA members,

Today, the Government of Alberta announced *Bill 32, the City Charters Fiscal Framework Act*. The *Act* legislates a new fiscal framework for the cities of Calgary and Edmonton that enshrines annual capital funding in legislation linked to changes in provincial revenue. The *Act* is a result of years of collaboration between the province and the two cities.

Although this announcement is to the benefit of Calgary and Edmonton, the announcement sets three important precedents:

- The fiscal framework includes funding that is linked to provincial revenues.
- The funding will allow for predictability for long-term financial planning.
- The funding is established in legislation.

These are important points we have been asking for in our discussions with the province and we will have the same expectations with respect to a new funding agreement to replace the Municipal Sustainability Initiative (MSI) for all municipalities.

AUMA has been actively working with the province over the past few weeks regarding MSI. We have brought to the table all the recommendations and information we have sourced from our members through our committees, member resolutions, and sessions at convention and our Caucus meetings. The Minister of Municipal Affairs has committed to continuing these discussions with AUMA and RMA over the coming weeks. These discussions will also involve a review of the current allocation formulas to ensure communities are receiving an equitable portion of provincial funding.

We appreciate the province's continued engagement with AUMA in establishing a new agreement that ensures municipal funding is predictable, stable, and will grow to meet the long-term needs of Alberta's communities. The fiscal framework announced today sets the position for other municipalities that we will expect in the new funding agreement. We expect the negotiations will conclude in early 2019 and that the agreement will be ready for implementation when MSI expires in 2021-2022.

We will continue to update you as new information becomes available.

More information about the *City Charters Fiscal Framework Act* is available at <https://www.alberta.ca/city-charters-fiscal-framework.aspx>.

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | www.auma.ca



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NOV 14 2018

Deputy Minister
18th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
Fax 780-422-9561

AR95075

November 7, 2018

Ms. Marian Carlson
Chief Administrative Officer
Town of Claresholm
PO Box 1000
Claresholm AB T0L 0T0

Dear Ms. Carlson:

I am pleased to advise that your municipality has been selected to participate in a Municipal Accountability Program (MAP) review in 2019. A summary of the program is attached.

The MAP review will include an on-site visit to your municipal office and will consist of:

- a review of municipal documents;
- discussions with you and, where applicable, your staff regarding policies, procedures, and processes; and
- observation of a council meeting.

A report identifying areas of compliance and any legislative gaps that may exist will be provided to you. In order to assist you in addressing any areas of non-compliance, the report will also include recommendations and resources specific to each matter identified. It is my expectation the report generated as a result of the MAP review will be shared with council at a public council meeting.

A municipal accountability advisor will be contacting you in the near future to provide further details regarding the program as well as discuss requirements and scheduling of the MAP review. Scheduling will take into consideration your workload and availability, as well as the council meeting schedule.

- 2 -

If you have any questions or concerns, please contact a municipal accountability advisor with the Municipal Capacity and Sustainability Branch of Municipal Affairs toll-free at 310-0000, then 780-427-2225.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Brad Pickering', with a long horizontal stroke extending to the right.

Brad Pickering
Deputy Minister

Attachment

MAP

Alberta

Municipal Affairs

MUNICIPAL ACCOUNTABILITY PROGRAM

OBJECTIVE

To collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities.

HIGHLIGHTS

Designed to support municipalities by helping to understand legislative requirements.

Assisting CAOs in confirming the areas where they are doing well, and identifying any areas of concern to avoid concerns from developing into significant problems.

A proactive approach with the ministry working collaboratively with CAOs to develop a report for the CAO that will contain recommendations and resources.

SUMMARY

The Municipal Accountability Program (MAP) will review municipal processes and procedures to help develop knowledge of mandatory legislative requirements. This will support municipalities with their legislative compliance.

The MAP will consist of multi-year cycle reviews, ordered by the Minister under Section 571 of the *Municipal Government Act*. Municipalities with populations of 5,000 or less will participate in the MAP.

The primary contact for the ministry will be the chief administrative officer (CAO). Ministry staff will co-ordinate the visit with the CAO and make document requests through the CAO, or their designate. The attached sample checklist provides examples of the type of information that will be reviewed.

Working collaboratively with the CAO, a customized 'MAP' report will be provided to the CAO, which will identify areas of compliance, as well as include recommendations and resources to assist in remedying any legislative inconsistencies that may exist.

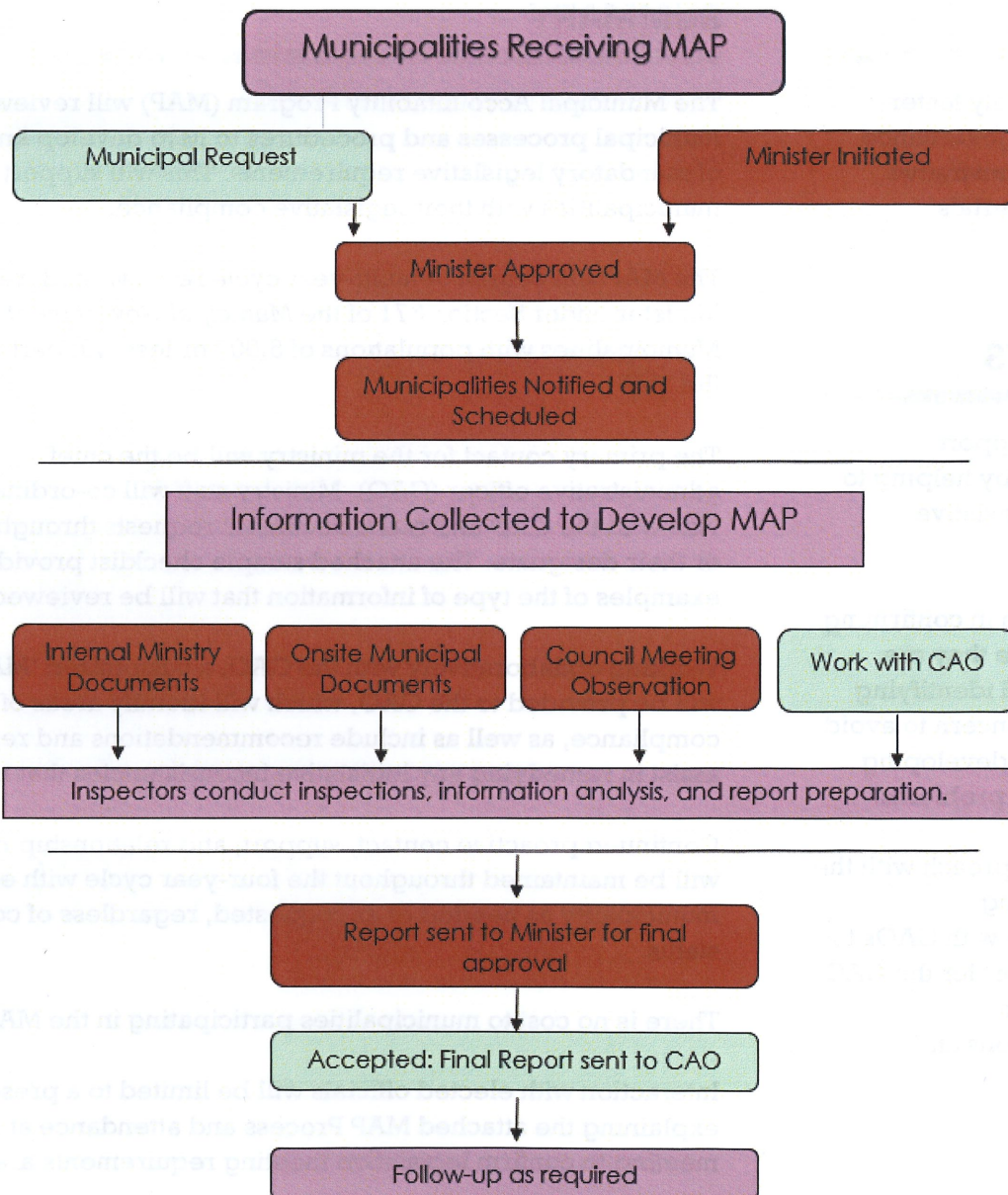
Continued proactive contact, support, and relationship building will be maintained throughout the four-year cycle with each municipality as needed or as requested, regardless of compliance status.

There is no cost to municipalities participating in the MAP.

Interaction with elected officials will be limited to a presentation explaining the attached MAP Process and attendance at a council meeting to confirm legislative meeting requirements are met.

MAP

Alberta
Municipal Affairs
MAP PROCESS



While not a complete or exhaustive list, following is a sample of what items could be reviewed and assessed as part of the MAP process.

Bylaw review

- Mandatory
 - o Code of Conduct
 - o CAO
 - o Borrowing
 - o Property Tax Rate
 - o Subdivision Authority and Development Authority
 - o Subdivision and Development Appeal Board
 - o Municipal Development Plan
 - o Land-use Bylaw
 - o ICF's
 - o Emergency Advisory Committee
- Discretionary
 - o General review (Procedural, Tax penalties, Animal Control, Utilities, etc.)

Policy review

- Public Participation
- Budget
- Operational and Capital Plans
- Municipal Emergency Plan

Procedure review

- Reporting
 - o Financial and Statistical Information Returns
 - o Financial Reporting to Council
- Tax
 - o Tax Notices
 - o Tax Recovery
 - o Tax Agreements
 - o Penalties
- Administration
 - o CAO Evaluation
 - o Document Security
 - o Elections
 - o Petitions
 - o Advertising
- Meeting Procedures
 - o Adoption of minutes
 - o In accordance with procedural bylaw (if it exists)
 - o Closed meetings
 - o Council minutes-content
- Planning
 - o Development permits
 - o Appeals
- Notifications

From: ma.aema-policy@gov.ab.ca <ma.aema-policy@gov.ab.ca>
Sent: December 3, 2018 3:43 PM
To: Marian Carlson <Marian@claresholm.ca>
Subject: Approval of the Local Authority Emergency Management Regulation

Dear Stakeholders,

On November 19, 2018 amendments to the *Emergency Management Act* came into force. These amendments include providing authority to create a new regulation to give clearer direction on emergency management practices for municipalities.

On November 27, 2018 the Lieutenant Governor in Council signed the Order in Council enacting the Local Authority Emergency Management Regulation. Local authorities will have until January 1, 2020 to ensure that they meet the requirements established in the regulation. The regulation provides increased clarification regarding:

- Emergency management committees;
- Emergency management agencies;
- Regional collaboration;
- Training requirements;
- Emergency management plans; and
- Emergency management exercises.

A copy of the Order in Council, with the regulation attached, can be found [here](#). It is anticipated that on December 15, 2018, the regulation will be published in the Alberta Gazette and be available on the Queen's Printer webpage. A Local Authority Emergency Management Regulation Summary and a Frequently Asked Questions document are attached. If you have questions regarding these changes and how they impact your community, please contact your local Alberta Emergency Management Agency Field Officer or send your question to ma.aema-policy@gov.ab.ca.

Thank you again to all stakeholders who took the time to provide feedback on the *Emergency Management Act* amendments and development of the regulation.

Sincerely,

Shane Schreiber

Managing Director / Assistant Deputy Minister

Alberta Emergency Management Agency

Local Authority Emergency Management Regulation Summary

When will the Local Authority Emergency Management Regulation come into force?

The regulation will come into force on January 1, 2020. Local authorities must meet the requirements for emergency advisory committees, emergency management agencies, regional collaboration, and emergency management plans by January 1, 2020.

Specific timelines for training and exercise requirements are outlined below.

Emergency Advisory Committees

The emergency advisory committee must be appointed by bylaw, and that bylaw must at a minimum:

- Set out the purpose of the committee both during and outside emergencies.
- Establish that the committee provides guidance and direction to the emergency management agency.
- Establish procedures that must be followed when declaring a state of local emergency.
- Identify the committee membership and chair by title or position.
- Set out a minimum meeting frequency, which must be at least once per year.
- Outline quorum and procedural requirements for decision making, unless they are set out in another bylaw.

Emergency Management Agencies

The emergency management agency must be established by bylaw, and that bylaw must at a minimum:

- Set out the responsibilities of the agency.
- Appoint a person as the director of emergency management, or state that a person who holds a specified position or title is appointed as the director of emergency management by virtue of holding that title or position.
- State that the agency is responsible for the administration of the local authority's emergency management program.
- Identify how often the agency must report to the emergency advisory committee on agency activities, which must be at least once per year and include an update on the agency's review of the emergency plan.
- State that the command, control, and coordination system prescribed by the Managing Director will be used by the agency.
- Indicate if the agency is acting on behalf of more than one local authority, and identify these local authorities.

The Managing Director of Alberta Emergency Management Agency will prescribe a command, control, and coordination system that must be used by emergency management agencies. This system will be identified through a notice posted at aema.alberta.ca.

Regional Collaboration

- If a local authority has delegated some or all of their powers under the *Emergency Management Act* to a regional services commission or joint committee, the local authority must establish a bylaw setting out the powers and duties which have been delegated.
- If the local authority has delegated powers to a regional services commission, their bylaw must indicate whether the local authority will maintain an independent emergency management agency.
- When summer villages delegate powers and duties under the *Emergency Management Act* to another local authority, the local authority accepting the delegation of the summer village may delegate the powers to a council committee.
- When a summer village delegates powers and duties under the *Emergency Management Act* to another local authority, the summer village and the local authority must establish in bylaw which powers and duties have been delegated and accepted.

Training Requirements

Training requirements will be prescribed by the Managing Director by posting a notice at aema.alberta.ca. The requirements are as follows:

Elected Officials

Must complete the following course within 90 days of taking their official oath, or by January 1, 2021:

- The Municipal Elected Officials Course

Directors of Emergency Management

Must complete the following courses within 18 months of being appointed, or by July 1, 2020:

- Basic Emergency Management,
- Incident Command System (ICS) 100, 200, and 300
- The Director of Emergency Management Course

Municipal Staff

Staff who have been assigned responsibilities respecting the implementation of the emergency plan must complete the following courses within six months of being identified for this role, or by January 1, 2020:

- Basic Emergency Management
- ICS 100

The Managing Director of Alberta Emergency Management Agency may grant exemptions or extensions in some exceptional cases, and may approve alternative courses. For more information, please visit aema.alberta.ca or speak to your field officer.

Emergency Management Plans

The emergency management agency must review the emergency plan at least once per year, and make that plan available to the Alberta Emergency Management Agency for review and comment annually.

A local authority's emergency management plan must include the following:

- A description of the local authority's emergency management program.
- The procedures for implementing the plan during an emergency or exercise response.
- The local authority's plan for preparedness, response, and recovery activities.

- A hazard and risk assessment.
- Emergency management program exercises the local authority will engage in.
- The plan for regular review and maintenance of the emergency plan, and the plan for the review and maintenance of the plan after an exercise, emergency or disaster.
- How the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the emergency management agency.
- Assignment of responsibilities respecting the implementation of the emergency plan to employees and elected officials by position.
- A training plan for staff assigned responsibilities in the emergency plan.
- The mechanisms used to prepare and maintain contact lists for those assigned responsibilities respecting implementation of the emergency plan.
- The plan for communications, public alerts, and notifications during exercises, emergencies and disasters.
- The plan for providing emergency social services during an emergency or disaster.

Emergency Management Exercises

Local Authorities must complete the following:

- A table top exercise within one year from January 1, 2020, and annually after the regulation is in force.
- A functional exercise within four years from January 1, 2020, and at least once every four years after the regulation is in force.
- Participation in a regional exercise that utilizes the local authority's emergency plan meets this requirement.
- If a community experienced an emergency or disaster in the previous four years that utilized the emergency plan and resulted in a written post-incident assessment that includes observations and recommendations for improvement and corrective action, the requirement for the conduct of a functional exercise will be met.
- Local authorities must submit an exercise notification to Alberta Emergency Management Agency 90 days before the functional exercise, which includes the exercise date, scenario, objectives and participant list.

Frequently asked questions:

Emergency Management Legislative Review

The Government of Alberta is updating Alberta's Emergency Management Legislative Framework to reflect emergency management best practices and help communities be better prepared to respond to disasters.

Why are changes being made?

Post-incident assessments following recent major catastrophic events in Alberta recommended reviewing our emergency management legislative framework.

Updating the framework helps Alberta adapt to the reality of more frequent disaster events. Better prepared communities will help to ensure the safety of all Albertans.

What changes have been made to the *Emergency Management Act*?

Authority to create a regulation to provide additional emergency management guidance to local authorities has been added.

Evacuation order provisions have been clarified and the *Emergency Management Act* clearly sets out that local authorities, and those acting under their direction (including first responders), are not liable for actions taken, or not taken, in good faith while enforcing evacuation orders.

A number of technical amendments have been made for clarity.

What is in the Local Authority Emergency Management Regulation?

The regulation includes additional clarification and direction around emergency advisory committees and emergency management agencies, mechanisms to support regional collaboration, training, and maintaining, exercising, and updating municipal emergency management plans.

More information is available in the attachment titled Local Authority Emergency Management Regulation Content Summary.

What types of communities will the regulation apply to?

The regulation applies to cities, towns, counties, villages, summer villages, municipal districts, specialized municipalities, improvement districts, special areas, and Métis Settlements.

What is the timeline for changes?

The amendments to the *Emergency Management Act* are now in force.

The Local Authority Emergency Management Regulation will come into force on January 1, 2020.

How were stakeholders consulted?

Municipal elected officials and administration, Métis Settlements and First Nations, first responders, fire chiefs and law enforcement were engaged on content and implementation of the proposed changes through numerous in-person sessions and an online discussion guide.

What supports are available to municipalities?

The Alberta Emergency Management Agency (AEMA) offers a number of programs and tools to help municipalities, at no cost to the community. These include:

- The AEMA field officer program,
- Online and in-class training, and
- The Community Emergency Management Program – an online application that provides templates and guidance to develop local emergency management plans and programs.
- Emergency Management Preparedness Program grants

Is there additional funding available?

No additional funding has been committed to municipalities. Communities are encouraged to use existing support tools to help them meet the requirements, as well as existing funding opportunities provided by AEMA, Municipal Affairs, and the Government of Alberta.

What if communities have difficulties meeting requirements?

Communities identified as having issues meeting their goals can be assisted by AEMA to help them meet these requirements. Focus will be on a collaborative approach to bring communities into full compliance.

Do these changes affect First Nations?

The regulation will not apply to First Nations. First Nations have access to provincial emergency management supports through the AEMA First Nations Field Officer program, as well as through funding from indigenous Services Canada.

Who can be contacted for more information?

For more information, local authorities can contact their AEMA Field Officer or ma.aema-policy@gov.ab.ca.

News

2019 Municipal Law Seminar Registration Now Open (/news/2018/11/2019-municipal- law-seminar-registration-now- open/)

Nov. 26, 2018 (Nov. 26, 2018, 6 a.m.) in [News \(/news/categories/news/\)](#), [Seminars / Educational Leadership \(/news/categories/seminars/\)](#)

FOR REGISTRATION INFORMATION PLEASE
CLICK HERE

([https://www.eventbrite.ca/o/reynolds-mirth-
richards-amp-farmer-llp-18065081535](https://www.eventbrite.ca/o/reynolds-mirth-richards-amp-farmer-llp-18065081535)).

Central Seminar (Edmonton): Friday, February 15, 2019

Our 34th Annual Central Municipal Law Seminar will take place on Friday, February 15th in Edmonton. Our program will run from 8:30 AM – 3:30 PM with a casual reception to follow. Doors open at 7:45 AM. The cost to attend is \$125 per person and includes continental breakfast, lunch, coffee breaks, post-program reception, and a materials booklet to take home.

Southern Seminar (Airdrie): Friday, February 22, 2019

Our 11th Annual Southern Municipal Law Seminar will take place on Friday, February 22nd in Airdrie. Our program will run from 9:00 AM – 3:30 PM. Doors open at 8:30 AM. The cost to attend is \$100 per person and includes continental breakfast, lunch, coffee breaks, and a materials booklet to take home.

Northern Seminar (Grande Prairie): Friday, March 8, 2019

Our 24th Annual Northern Municipal Law Seminar will take place on Friday, March 8th in Grande Prairie. Our program will run from 9:00 AM – 3:30 PM. Doors open at 8:30 AM. The cost to attend is \$100 per person and includes continental breakfast, lunch, coffee breaks, post-program reception, and a materials booklet to take home.

This year's topics include:

Words Matter – Unravelling Legal Language (Edmonton Only)

The law sometimes uses words in mysterious and unexpected ways. In this session, we'll take a look at the interesting, surprising, and sometimes quirky ways that statutes (like the Municipal Government Act), contracts (like the standard form municipal construction and roadbuilding contracts), and courts use and abuse the English language. To quote a noted (though fictional) scholar: "You keep using that word – I do not think it means what you think it means."

Constitutional Challenges to Municipal Bylaws

In this session, we will discuss the various ways municipal bylaws can be challenged under the Constitution of Canada. We will discuss constitutional challenges based on the s. 91 and s. 92 division of powers between the Provinces and the Federal Government, including when bylaws may be considered, in pith and substance, criminal law. We will also discuss constitutional challenges to municipal bylaws based on the Charter and review how the Oakes Test works. The fear of a constitutional challenge is not uncommon when considering new or progressive bylaws and the topic is a timely one with the legalization of recreational cannabis and the many areas in which municipalities play a role in regulation at the local level.

Procurement Pitfalls and Troublesome Contractors

Recent changes to the trade agreements affecting municipalities and new case law regarding municipalities' rights to manage or exclude problematic contractors all highlight the need to ensure you have effective procurement policies in place. There are many circumstances where a particular contractor has a history of problems, and the municipality would like to avoid ever working with them again in the future. However, when putting out a tender or request for proposals, the municipality faces a risk that the problematic contractor will come in as the low bidder, potentially forcing the municipality to work with them and go through the same problems yet again.

This session will discuss various ways of addressing that risk, by ensuring the municipality is protected from having to accept bids from those difficult contractors. It will explore policies the municipality can put in place to restrict or disqualify certain contractors from bidding on future work, and provide greater flexibility and control to municipalities when selecting their contractors or service providers in the future.

So Many Choices: How Municipalities Can Provide Services and Operate Facilities

The Municipal Government Act empowers municipalities to provide services and facilities that council considers necessary or desirable for the community. Municipal services and facilities can be provided and operated in a number of ways, at the municipal, intermunicipal, or regional level.

This session will explore a number of possible models for the delivery of services and operation of facilities, with discussion of opportunities for intermunicipal and regional collaboration. Options to be discussed will include non-profit corporations, municipality corporations, and regional services commissions.

Tax Collection (Edmonton Only)

This session will review the options municipalities have for collecting unpaid property taxes (including linear taxes) and a review of recent developments and cases involving municipalities, receiverships, CCAA proceedings and bankruptcies.

The Solution to Spending 85% of Supervisory/Managerial Time on 15% of the Problem Employees: Just Cause, Progressive Discipline and Updates

This session will review performance appraisals, investigations, progressive discipline, and just cause. We will have suggestions on ways to deal with difficult employees and go over updates to the Act.

Working out the Kinks of the Assessment MGA Amendments (Edmonton Only)

Get caught up on recent cases, the implementation of the Modernized Municipal Government Act changes, and the regulation changes yet to come.

Bear Pit

Registrants will have the opportunity to submit legal questions on matters affecting municipalities for discussion by our panel of lawyers.

This year, we will also be offering an optional lunch session on Estate Planning Essentials, presented by RMRF Partner, Maya Gordon. (Edmonton Only)

This working lunch session will give attendees an opportunity to hear about some of the basics of estate planning, including Wills, Enduring Powers of Attorney, and Personal Directives. This session will include time for questions.

[← Previous \(/news/2018/11/subdivision-and-development-appeal-board-training/\)](/news/2018/11/subdivision-and-development-appeal-board-training/)

Categories

[Achievements \(/news/categories/achievements/\)](/news/categories/achievements/)

[Community \(/news/categories/community/\)](/news/categories/community/)

[News \(/news/categories/news/\)](/news/categories/news/)



Mayor Rob Steel
221-45 Ave West, PO Box 1000
Claresholm, AB
T0L 0T0

November 27, 2018

Dear Mayor Steel,

Re: Congratulations to your community for receiving a Communities ChooseWell Healthy Community Award

We would like to congratulate the Town of Claresholm for receiving the Creating Supportive Environments Award from Communities ChooseWell this year. The Healthy Community Awards recognize communities that demonstrated significant accomplishments during the past year to support healthy eating and active living through policy development, building partnerships, providing education, or creating supportive environments for wellness.

As the name suggests, the Creating Supportive Environments Award recognizes a community that excels at making healthy choices easier to make. The award was presented to representatives from your community on October 25, 2018 at the Alberta Recreation and Parks Association's Conference and Energize Workshop.

Communities ChooseWell is a provincial program that works with individuals, groups or organizations in communities (referred to as "ChooseWell Champions") and provides them with resources to help them enhance wellness in their community by creating local conditions that support all residents to eat well and be active. For the Town of Claresholm, your champion is Denise Spencer. More than 290 Alberta communities, including all sizes of municipalities, urban neighbourhoods, schools, organizations, and Indigenous communities, were part of Communities ChooseWell in 2018.

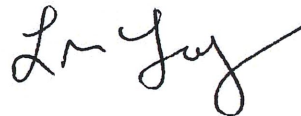
As an influential leader in your community, your support for your ChooseWell Champion and for local efforts to foster healthy eating and active living is critical. Through your demonstrated leadership, both on a personal and a policy level, you can change the wellness of your community for the better. We commend your community's effort to make your community a healthier place to live, work, and play, and encourage you to continue this important work.

For further information, please contact Lisa McLaughlin, Program Manager – Communities ChooseWell, at lmclaughlin@arpaonline.ca or 403-479-2453.

Sincerely,



Bill Wells
Chief Executive Officer
Alberta Recreation and Parks Association



Lisa McLaughlin
Program Manager – Communities ChooseWell
Alberta Recreation and Parks Association



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DEC 05 2018

Healthy Albertans.
Healthy Communities.
Together.

November 20, 2018

Mr. Doug MacPherson, Mayor
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

One province, one healthcare system: A decade of healthcare transformation in Alberta

Dear Mayor MacPherson:

As a leader within your community and someone who cares about the health and well-being of Albertans, I hope this letter will interest you.

It has been a decade since Alberta Health Services (AHS) became a single, integrated, provincewide healthcare system. With our 10-year anniversary approaching, I am proud to share the successes we have achieved—together.

Many people beyond Alberta are interested in how we got to where we are today, including the Canadian College of Health Leaders. They recently approached AHS to submit an article to the Healthcare Management Forum journal highlighting some of the great things our people have done—and continue to do—to ensure Albertans have access to the best healthcare possible.

After an in-depth peer review of our submission, I am happy to announce that the article—*One province, one healthcare system: A decade of healthcare transformation in Alberta*—was accepted and is now being shared nationally. It shows how AHS is strengthening partnerships, standardizing best practices, driving innovation and making Alberta a national and international leader in numerous areas of healthcare delivery.

It also shows how we are capitalizing on our provincewide integration to build workplace culture, enhance patient safety and improve efficiency.

I am thrilled that the Canadian College of Health Leaders wants to share our story with their readers and I hope you will find this article of interest, as well. This is our story, and it would not have been possible without our people and our partners in communities across the province—partners like you.

On behalf of Alberta Health Services, thank you for your continued interest and contributions to the work we do and the care we deliver.

Together, we do amazing things every day.

Sincerely,



Verna Yiu, MD, FRCPC
President and Chief Executive Officer

Reprinted from

H E A L T H C A R E M A N A G E M E N T

FORUM

G E S T I O N D E S S O I N S D E S A N T É

Volume 31 Number 5
pp. 167-171

September 2018

One Province, One Healthcare System: A Decade of Healthcare Transformation in Alberta

David Veitch



REQUEST FOR DECISION

Meeting: December 10, 2018
Agenda Item: 10

BUDGET 2019

DESCRIPTION:

Administration has prepared the attached draft Operating and Capital Budgets for 2019 after working with all departments, the Facility and Infrastructure Planning (FIPC) Committee, and the Audit and Finance Committee.

The FIPC Committee has recommended the capital budget to Council for approval and the Audit and Finance Committee has recommended the operational budget for approval.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the 2019 Operational and Capital Budgets as presented.

ATTACHMENTS:

1. Budget Highlights 2019
2. 2019 Operational and Capital Budget

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

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: December 5, 2018

Town of Claresholm - 2019 Municipal Budget Highlights

Revenue

This Council is committed to the long-term sustainability and growth of the Town of Claresholm which has been seen in 2018 with the significant construction of pathways, continued work and upgrades to storm water management and conveyance projects, the new ice floor and boards in the Arena, etc. In 2019 this continues with work underway and budgeted for the renovation of the old school building for a new Town Multi-use Community Complex, more storm system upgrades, and more pathways.

Council is also looking at rate restructuring for utilities to help ensure the viability and sustainability of those services into the future, including saving funds in reserve for future large capital expenditures that will be required to ensure their sustainability.

Expenditures

Despite continual upward pressure on municipal costs due to inflation and new requirements of the Province through changes to the Municipal Government Act, Council has been able to maintain only a 2% increase in tax revenue to balance the budget. 2019 budget includes the following highlights and projects that affect Town expenditures:

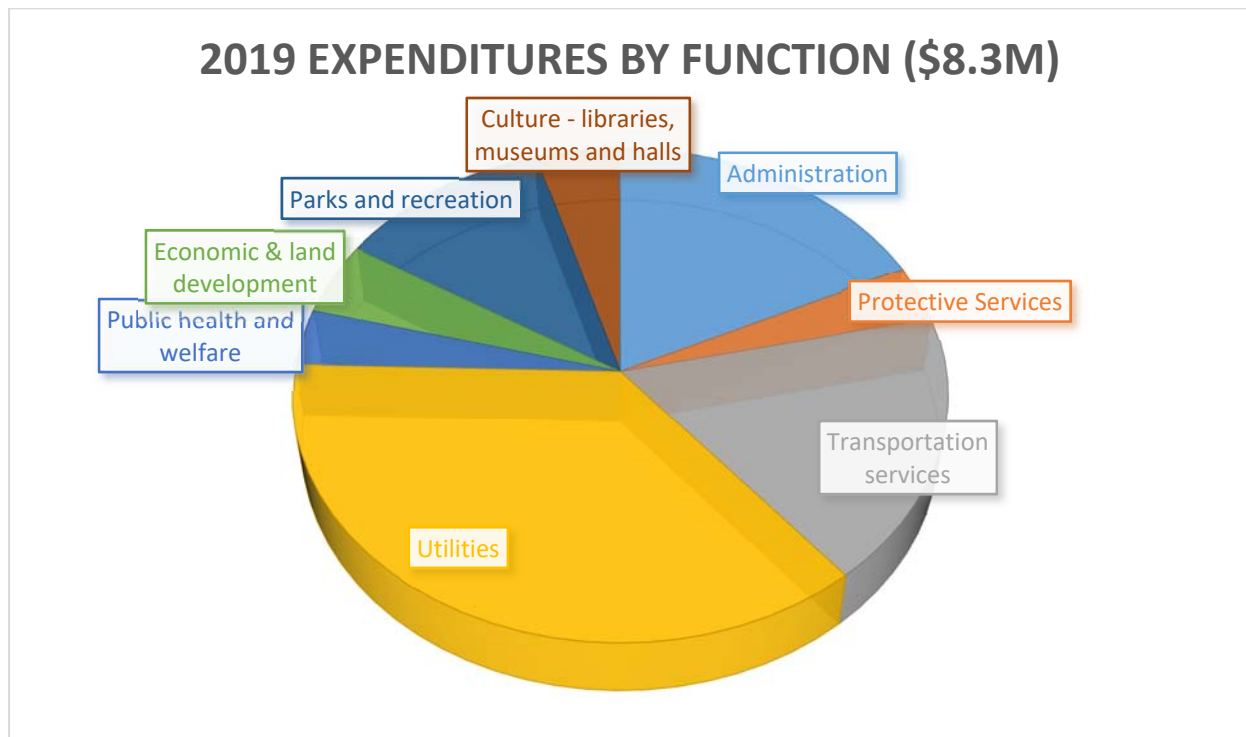
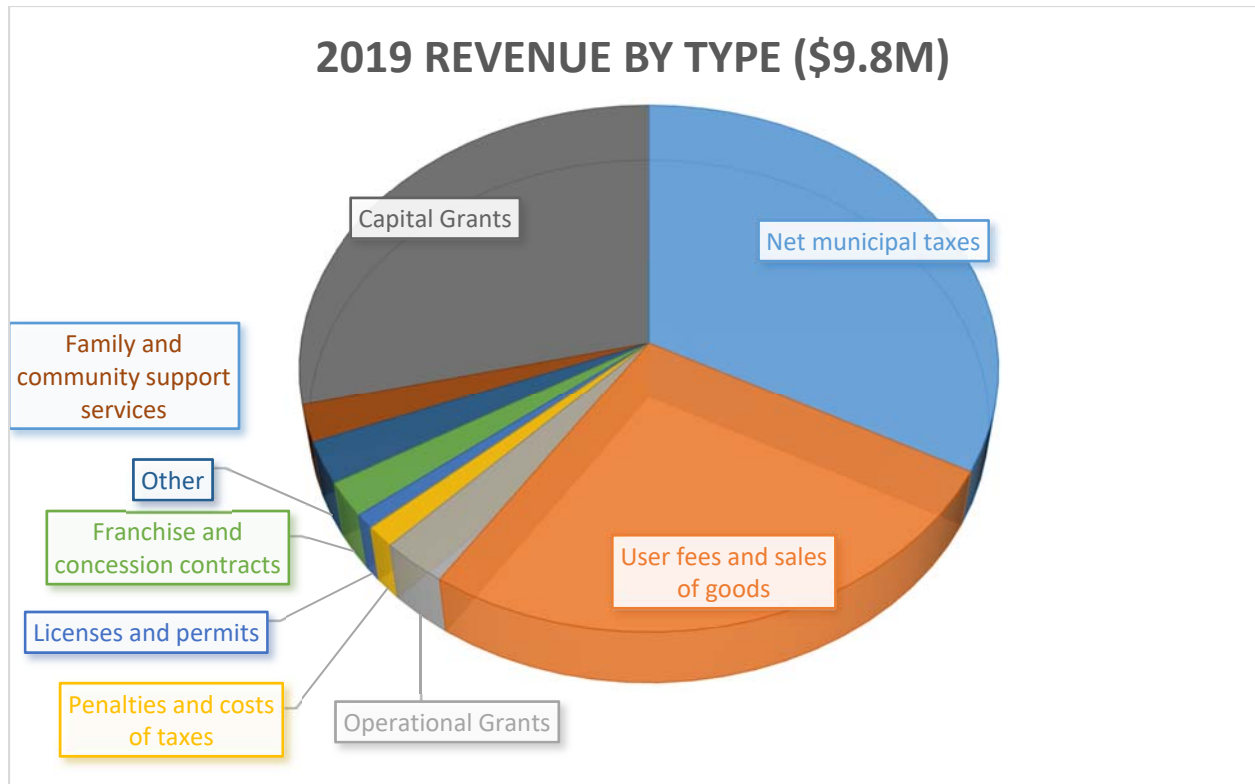
- New Union Contract for 2019 through 2022
- Continued work on MGA mandated Intermunicipal Development Plan and Intermunicipal Collaboration Framework
- Significant telecommunications savings due to new contracts with Telus for Mobility and Land line services
- Continued projects to increase administrative efficiencies and reduce carbon footprint. This includes increased spending in programs and systems, such as paperless archival systems, and increased savings in postage, paper, printing, and administrative time.

2019 Capital Projects

As noted briefly in the revenue section there are a number of large projects that the Town is undertaking this year, many of which are largely grant funded. Some of these are infrastructure or capital projects while others are operational projects. Some of the most significant ones include:

- Carryforward of 2018 budget to continue Phase 1 of the Municipal Stormwater System Upgrade, along with an additional 1.5M for phase 2, which is 90% funded through ACRP grant funding (still awaiting grant award).
- \$470K for paving of streets on a priority basis, as well as addressing underground infrastructure repairs prior to paving.
- \$150K for additional new pathways
- \$140K for fleet replacements including the replacement of a gravel truck
- \$3.8M for the Multi-use Community Complex renovation
- \$136K for other equipment upgrades and replacements

Charts





Claresholm

Where **Community** Takes Root

Budget Document - DRAFT

2019

December 10, 2018

Marian Carlson, CLGM
CAO

Doug MacPherson
Mayor

Assessment & Taxation

What is Property Assessment?

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

What is Property Tax?

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

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

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

What is School Tax?

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

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

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

Town of Claresholm Mill Rates

Each year, Council, during its budgetary process, approves the amount of revenue required to operate the municipality. From this amount they subtract the known revenues, such as grants, licenses, permits and so on. The remainder represents the amount of money to be raised by property taxes. The amount to be raised is divided by the total assessed value of all the property in the municipality and multiplied by 1,000 to decide the tax rate also known as the “mill rate.”

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

The table below outlines the mill rate trends since 2014.

	2014	2015	2016	2017	2018	2019
Municipal Residential	6.5215	6.3300	6.5130	6.7050	6.7997	TBD
Municipal Non Residential	12.1000	11.8958	12.0279	12.5841	11.5303	TBD
Municipal Vacant Residential & Farmland	10.5000	10.5000	11.3956	14.0650	6.7997	TBD
Municipal Seniors Self Contained Housing	6.5215	0	0	0	0	0
Annexed Residential	0	0	0	3.4000	3.4000	TBD
Annexed Farmland	0	0	0	6.8890	6.8890	TBD
Annexed Non-Residential	0	0	0	7.4890	7.7930	TBD
Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. & Farmland	0.2715	0.2639	0.2767	0.2767	0.2672	TBD
Porcupine Hills Lodge – Senior Self Contained Housing	0.2715	0	0	0	0	0
Annexed Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. & Farmland	0	0	0	0.3120	0.3030	TBD
Education ASFF – Residential, Vacant Res. & Farmland	2.6463	2.4592	2.5485	2.5318	2.5334	TBD
Education ASFF - Non Residential	3.6290	3.6269	3.5621	3.7897	3.4159	TBD
Annexed Education ASFF – Res., Vac. Rec., & F.L.	0	0	0	2.4960	2.5010	TBD
Annexed Education ASFF – Non-Residential	0	0	0	4.1220	3.7180	TBD

Town of Claresholm Budget Comparative Statement of Operations

	2019 Budget	2018 Budget
Revenue		
Net municipal taxes (Sch 1)	3,222,093	3,162,061
User fees and sales of goods	2,595,640	2,609,665
Government transfers for operating	277,991	505,487
Investment income	70,000	60,000
Penalties and costs of taxes	126,000	161,500
Licenses and permits	87,300	51,800
Franchise and concession contracts	206,609	204,563
Rental	113,250	105,700
Other	68,300	204,600
Donations	-	144,300
Family and community support services	222,001	233,446
Total Revenue	6,989,183	7,443,122
Expenses (includes amortization)		
Legislative	113,500	108,750
Administration	1,370,607	1,303,084
Fire	186,904	326,979
Bylaw enforcement	109,725	157,847
Common and equipment pool	542,556	545,112
Roads, streets, walks and lighting	845,063	813,029
Airport	16,030	18,174
Storm sewers and drainage	205,881	252,705
Water supply and distribution	1,716,000	1,639,567
Wastewater treatment and disposal	534,121	523,995
Solid waste management	570,481	556,498
Family and community support services	244,610	254,665
Day care	38,202	38,202
Cemeteries and crematoriums	18,840	30,302
Other public health and welfare	3,000	10,000
Weed and pest control	50,100	48,501
Economic development	192,658	345,110
Subdivision land and development	197,845	182,764
Parks and recreation	964,715	991,753
Culture - libraries, museums and halls	379,430	388,417
Total Expenses	8,300,267	8,535,456
Deficiency of revenue over expenses before other	(1,311,084)	(1,092,333)

Other

Government transfers for capital	3,220,331	6,429,023
Surplus (deficiency)	1,909,247	5,336,690

Adjustment for Non-Cash items

Amortization expenses	2,122,723	2,122,723
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Adjustment for cash items that are not revenues and expenses (but are sources or uses of funds)

Capital expenditures	(6,599,831)	(7,687,308)
Debt proceeds	2,800,000	400,000
Debt principal repayment	(364,337)	(289,366)
8th Ave NW Promissory Note	(100,000)	(100,000)
Transfers to reserves from operations	(398,803)	(425,974)
Transfers to operations from reserves	103,000	134,750
Transfer from reserves for capital	528,000	508,485
Budget balance	-	-

Schedule 1	2019 Budget	2018 Budget
Taxation		
Property taxes: Vacant residential and farmland	47,823	46,885
Property taxes: Non-residential	1,010,241	972,321
Property taxes: Linear property	106,687	104,595
Property taxes: Residential	3,263,665	3,194,653
Federal grants in lieu of taxes	6,081	5,962
Provincial grants in lieu of taxes	34,948	34,263
Local improvement taxes	12,934	15,827
	4,482,380	4,374,506
Less: Requisitions		
Alberta school foundation fund	1,148,440	1,102,791
Porcupine Hills Lodge	111,847	109,654
	3,222,093	3,162,061

DEPARTMENT OPERATING BUDGETS

4 Year Operating Budgetary Deficit (Surplus) Summary By Function

Excludes Amortization and Capital

OPERATING BUDGET DEFICIT (SURPLUS)	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Council	113,500	99,697	108,750	120,295	85,936
Municipal general revenue and requisitions	(3,544,768)	(3,786,576)	(3,520,297)	(3,415,555)	(3,317,658)
General administration	1,053,604	940,891	990,495	1,161,715	1,254,100
Fire department	120,427	207,925	135,127	88,744	74,415
Bylaw enforcement	22,868	18,933	36,991	33,513	81,378
Equipment pool	455,742	470,565	451,298	400,130	401,886
Roads and streets	532,105	449,635	499,156	592,338	391,053
Airport	7,069	4,920	9,014	1,822	4,093
Storm sewer utility	15,139	6,998	12,986	387,101	37,296
Water utility	(134,708)	(333,523)	(127,917)	(228,308)	(226,353)
Sanitary sewer utility	(214,820)	(175,394)	(174,258)	(143,956)	(120,363)
Garbage collection	(4,999)	(44,319)	299	17,076	(13,510)
Recycling	8,051	7,247	(5,730)	(38,051)	(23,396)
Childcare contribution	38,202	35,019	38,202	38,202	38,202
Family & Community Support Services (FCSS)	0	4,891	0	12,039	(7,880)
Cemetery	9,040	3,526	20,502	3,025	4,058
Other public health and welfare	-	9,000	-	-	(2,366)
Weed and pest control	22,767	12,918	21,168	14,677	19,743
Economic development	175,658	131,791	208,860	102,624	115,824
Planning and development	143,245	112,308	162,264	105,782	112,511
General recreation	28,469	68,155	56,367	95,303	65,907
Parks	105,773	97,767	98,032	89,046	97,200
Arena	130,826	144,492	143,531	125,473	161,202
Aquatic Centre	141,307	126,792	136,818	130,416	152,149
Museum	72,047	59,732	72,305	66,708	59,422
Library	227,618	214,391	215,173	203,376	197,459
OPERATIONAL NET DEFICIT (SURPLUS)	(475,837)	(1,112,220)	(410,866)	(36,466)	(357,690)

COUNCIL

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

COUNCIL	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Wages, meetings and per diems	95,000	90,071	88,500	96,378	76,336
Travel and conventions	11,250	8,590	12,750	16,464	8,632
Education	7,000	1,036	7,000	2,557	968
Materials, supplies and operating costs	250	-	500	4,896	-
NET DEFICIT (SURPLUS) COUNCIL	113,500	99,697	108,750	120,295	85,936

Members of Council sit on various internal and external boards and committees and are compensated according to Bylaw #1589. The following table outlines the Council remuneration fees for 2018.

	2018 Remuneration Fees
Mayor – Annual	\$8,000/year
Councillors– Annual	\$5,600/year
Council Meetings	\$140/meeting attended
Per Diem Half Day or Evening (4 - 6 hours)	\$115/half day
Per Diem Full Day (6 hours or more)	\$230/full day
Per Diem Less Than 4 Hours	\$23/hour
Mileage	\$0.55/km
Meals and accommodation at cost	Upon submission of valid receipts

Variance Highlights

- Due to higher attendance of current council at meetings “Wages, meetings and per diems” budget was increased with slight decrease to “Travel and conventions”

MUNICIPAL GENERAL REVENUE AND REQUISITIONS

General Revenue is generated from Municipal Property Taxes and Grants In Lieu. Grants In Lieu are paid for property which is owned by the Provincial and Federal Governments. The grant is equal to the taxes that would have been paid if the property was not exempt from taxation. The *Municipal Government Act* defines "requisition" as any part of the amount required to be paid into the Alberta School Foundation Fund that is raised by imposing a tax rate, and any amount to be paid to a management body referred to in the *Alberta Housing Act*. The Town of Claresholm pays requisitions to the Alberta School Foundation Fund and the Porcupine Hills Lodge Foundation. This budget also includes (in "General municipal revenue") the ATCO Gas Franchise Agreement at a rate of 10% (approx. \$100K) and the Fortis Franchise Agreement at a rate of 4% (approx.. \$100K).

MUNICIPAL GENERAL REVENUE & REQUISITIONS	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Taxes	(4,428,416)	(4,323,078)	(4,318,454)	(3,165,823)	(3,110,861)
Education taxes	-	-	-	(1,087,744)	(1,092,088)
Grants in lieu	(41,030)	(40,228)	(40,225)	(43,052)	(41,558)
Taxes and grants in lieu	(4,469,446)	(4,363,306)	(4,358,679)	(4,296,619)	(4,244,507)
General municipal revenue	(335,609)	(360,016)	(374,063)	(313,330)	(276,756)
General municipal revenue	(335,609)	(360,016)	(374,063)	(313,330)	(276,756)
Home for aged - Porcupine Hills Lodge	111,847	109,653	109,654	106,651	111,517
School Foundation Program - res. & farmland	878,848	580,899	856,597	833,474	847,182
School Foundation Program - non-residential	269,592	246,194	246,194	254,270	244,907
NET DEFICIT (SURPLUS) GENERAL	(3,544,768)	(3,786,576)	(3,520,297)	(3,415,555)	(3,317,658)

Variance Highlights

- Budgeted for a 2% increase in tax revenue and tax requisitions based on 2018 total tax revenue.
- Drop in general municipal revenue due to no expectation of additional operational grants in 2019. 2018 budget included a \$50,000 ACP grant for Council Mediation. There was also an increased budget for interest income to offset this drop in grant revenue slightly based on increasing interest rates.

ADMINISTRATION

The Administration budget includes business licenses, general operating grants (such as Municipal Sustainability Initiative (MSI) operating grant – 2018 estimated at \$120K), rentals, internal transfers, and other miscellaneous income. Expenditures include finance, reception, utilities, communication, human resources and other general administrative costs.

ADMINISTRATION	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Business licenses	(29,300)	(32,855)	(28,800)	(26,975)	(31,200)
General administrative revenue	(161,000)	(160,236)	(158,697)	(195,636)	(165,382)
Administrative general revenue	(190,300)	(193,091)	(187,497)	(222,611)	(196,582)
Wages and benefits	653,827	512,286	587,951	551,834	498,020
Consultant fees	44,625	57,534	104,728	59,012	61,695
Materials, supplies and operating costs	322,746	311,034	319,769	344,571	271,072
Assessor	52,000	53,631	53,000	56,234	53,961
Auditor	20,400	19,500	19,500	20,150	19,350
Legal	20,000	29,149	12,000	15,864	6,232
Municipal grants	80,000	86,768	81,000	69,703	71,170
Celebrations	20,500	22,982	23,500	14,001	20,109
Tax levy cancellations and discounts	13,200	13,041	6,200	5,355	5,769
Public relations and taxi subsidy	14,500	11,196	11,500	16,384	11,683
Staff development and training	10,000	6,164	12,000	11,582	17,280
Debenture interest	46,872	-	-	-	-
Amortization	71,937	-	71,937	69,610	35,828
Administrative general expenses	1,370,607	1,123,284	1,303,084	1,234,298	1,072,170
	1,180,307	930,193	1,115,587	1,011,687	875,588
Operational budget adjustments					
Addback amortization	(71,937)	-	(71,937)	(69,610)	(35,828)
Transfer from reserve - operating	(30,000)	-	-	265,403	403,530
Internal charges to other departments	(78,075)	-	(79,465)	(78,075)	(77,860)
Internal transfers (expenses)	53,309	10,698	26,309	26,309	26,309
Transfer to reserve - operating	-	-	-	6,000	36,701
Transfer to reserve - capital	-	-	-	-	25,659
NET DEFICIT (SURPLUS) ADMINISTRATION	1,053,604	940,891	990,495	1,161,715	1,254,100

Variance Highlights

- Slight increase to general revenue due to expected income from the Town of Granum for providing them with accounting services.
- Budgeted slight increases in wages and benefits across the board. This is reflected in each department's budget. Wages and benefits have also been increased slightly for administration based on a budgeted short-term part-time position to aide with electronic archival of records.
- \$60,000 drop in consultant fees due to the \$50,000 budgeted in 2018 for Council Mediation that is not budgeted in 2019 and a \$10,000 drop in consulting fees for facilitation and support in creating our Intermunicipal Collaboration Framework (ICF) with the MD of Willow Creek as required by the MGA due to the processes already being partially completed.
- Materials, supplies and operating costs have increased \$8,000 due to a \$7,000 increase in computer software for electronic archival of records, a \$6,000 increase in utilities, which is partially offset by a reduction in office supplies due to more paperless processes, and a drop in telephone expenses due to updated contracts with improved pricing.
- Professional fees were increased by \$8,000 for legal expenses based on the 2018 actuals.
- Tax levy cancellations and discounts was increased \$7,000 based on expectation that council will continue to cancel or forgive taxes for the Claresholm Medical Clinic owned by the MD.
- Public relations and taxi subsidy line item has increased by \$4,000 based on historical actuals due to historical overruns in public relations.
- Staff development and training was dropped \$2,000 based on expectation of reduced training especially for the CAO. Expenses were up in 2016 and 2017 as a result of a training program the CAO was taking that has now been completed.
- Debenture interest of \$46,000 is new this year for the first payment on the \$2.8M debenture for the Multi-use Community Complex.
- Increases in internal transfer expenses are related to charging for Town utilities to get more accurate costing and recovery data for utility services. Administrative internal utility charges include Town utilities (water, sewer, garbage and recycling) for the Town administration building, the future Multi-use Community Complex, as well as all the Town owned facilities that are leased and operated by others that we do not charge Town utilities to (Community Hall, Seniors Drop-in Centre, Golf Course, Day Care, Playschool, etc.)

FIRE

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

FIRE DEPARTMENT	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Provincial Grants	(50,000)	-	(143,575)	(6,425)	-
MD contributions	(10,000)	-	(8,000)	(12,251)	(6,883)
Non-government contribution	(7,000)	(2,682)	(7,000)	(8,218)	(10,500)
Fire department revenue	(67,000)	(2,682)	(158,575)	(26,894)	(17,383)
Wages and benefits	53,500	43,737	53,500	47,495	47,044
Equipment, fuel, etc	31,900	56,492	75,400	15,434	7,073
Training	7,500	3,948	7,500	7,304	6,520
Materials, supplies and operating expenses	30,727	26,323	33,727	38,980	31,161
Regional fire study costs	50,000	78,506	143,575	6,425	-
Amortization	13,277	-	13,277	13,077	14,707
Fire department expenses	186,904	209,007	326,979	128,714	106,505
	119,904	206,325	168,404	101,820	89,122
Operational budget adjustments					
Addback amortization	(13,277)	-	(13,277)	(13,077)	(14,707)
Internal Charges	3,800	1,601	-	-	-
Transfer from reserve - operating	-	-	(30,000)	-	-
Transfer to reserve - capital	10,000	-	10,000	-	-
NET DEFICIT (SURPLUS) FIRE DEPARTMENT	120,427	207,925	135,127	88,744	74,415

Variance Highlights

- Provincial Grants is offset by the Regional fire study costs and is the unspent grant amount remaining that is unutilized of the original grant received in 2017.
- Slight increase to MD contribution based on year over year increases.
- Significant decrease in equipment due to \$45,000 budgeted in 2018 for new breathing apparatuses that isn't budgeted for in 2019. \$11,500 budgeted in 2019 for AFFRAC radios.
- Slight decrease to materials, supplies and operating costs for reduction to telephone costs due to new contract with improved pricing.
- New internal charges related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs to operate the Fire Hall.

BYLAW ENFORCEMENT

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

BYLAW ENFORCEMENT	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Provincial fines collected	(33,000)	(34,671)	(33,000)	(35,372)	(24,126)
Licenses and fees	(9,000)	(11,329)	(9,000)	(9,459)	(10,085)
Municipal fines	(35,500)	(20,289)	(70,500)	(37,928)	(8,817)
Workshop revenue	(5,900)	(10,700)	(4,900)	(6,000)	(800)
Bylaw enforcement revenue	(83,400)	(76,989)	(117,400)	(88,758)	(43,828)
Wages and benefits	81,268	72,131	80,891	82,083	77,447
Animal services	1,000	531	1,000	-	30,425
Legal	-	-	-	-	-
Materials, supplies and operating expenses	16,000	22,064	68,500	35,157	15,608
Professional development	6,000	1,196	2,000	3,031	1,726
Amortization	5,456	-	5,456	6,440	7,846
Bylaw enforcement expenses	109,725	95,922	157,847	126,712	133,052
	26,325	18,933	40,447	37,954	89,224
Operational budget adjustments					
Addback amortization	(5,456)	-	(5,456)	(6,440)	(7,846)
Transfer to reserve - capital	2,000	-	2,000	2,000	-
NET DEFICIT (SURPLUS) BYLAW ENFORCEMENT	22,868	18,933	36,991	33,513	81,378

Variance Highlights

- Municipal fines dropped back down to prior levels due to increased traffic violation ticket income not being realized in 2018 due to increased CPO1 presence not realized as planned. Similarly materials, supplies and operating costs were reduced for CPO1 contract fees being removed.
- Professional development budget increased from 2018 for CPO1 training required due to changes in the CPO program.

COMMON EQUIPMENT POOL

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

EQUIPMENT POOL	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Rental revenue and insurance proceeds	-	-	(1,000)	(3,986)	(850)
Equipment pool revenue	-	-	(1,000)	(3,986)	(850)
Wages and benefits	191,942	161,028	189,798	188,230	174,140
Materials, supplies and operating expenses	327,800	306,849	332,500	285,885	298,596
Amortization	21,314	-	21,314	18,153	8,944
Equipment pool expenses	541,056	467,876	543,612	492,268	481,680
	541,056	467,876	542,612	488,283	480,830
Operational budget adjustments					
Addback amortization	(21,314)	-	(21,314)	(18,153)	(8,944)
Internal charges to other departments	(70,000)	-	(70,000)	(70,000)	(70,000)
Internal charges from other departments	6,000	2,688	-	-	-
NET DEFICIT (SURPLUS) EQUIPMENT POOL	455,742	470,565	451,298	400,130	401,886

Variance Highlights

- New internal charges from other departments is related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs to operate the Town shop.
- No other significant variances to note.

ROADS, STREETS, WALKS & LIGHTS

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

ROADS, STREETS, WALKS, AND LIGHTS	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Local improvement charges	-	(4,687)	(915)	-	(43,327)
Roads and streets revenue	-	(4,687)	(915)	-	(43,327)
Wages and benefits	185,105	189,944	183,071	244,684	142,472
Contracted services	75,000	73,780	75,000	71,541	66,099
Engineering	2,000	1,095	2,000	1,221	1,038
Street lights	150,000	127,685	150,000	164,152	149,507
Materials, supplies and operating expenses	120,000	61,818	90,000	110,740	59,629
Amortization	312,959	-	312,959	327,488	326,552
Roads and streets expenses	845,063	454,323	813,029	919,826	745,297
	845,063	449,635	812,114	919,826	701,969
Operational budget adjustments					
Addback amortization	(312,959)	-	(312,959)	(327,488)	(326,552)
Transfer to reserve - capital	-	-	-	-	15,636
NET DEFICIT (SURPLUS) ROADS AND STREETS	532,105	449,635	499,156	592,338	391,053

Variance Highlights

- Local improvement charges for streets are completed.
- Increase in materials, supplies and operating expenses is a \$30K addition for installation of new street lights around Town to address some priority dark areas. This will be funded by capital reserves, but isn't listed as a capital project as the street lights will not be owned by the Town, as with all other street lights in Town; they will be owned by Fortis.

AIRPORT

The Town of Claresholm owns the municipal airport. The Director of Infrastructure Services oversees the operation of the airport and submits the annual budget for Council consideration.

AIRPORT	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Facility rental	(5,000)	(2,500)	(5,000)	(9,500)	(9,010)
Airport services revenue	(5,000)	(2,500)	(5,000)	(9,500)	(9,010)
Wages and benefits	4,169	1,587	4,114	2,410	4,333
Materials, supplies and operating expenses	7,700	5,495	9,900	8,912	8,770
Amortization	4,160	-	4,160	4,160	4,160
Airport services expenses	16,030	7,082	18,174	15,482	17,263
	11,030	4,582	13,174	5,982	8,253
Operational budget adjustments					
Addback amortization	(4,160)	-	(4,160)	(4,160)	(4,160)
Internal charges from other departments	200	338	-	-	-
NET DEFICIT (SURPLUS) AIRPORT	7,069	4,920	9,014	1,822	4,093

Variance Highlights

- New internal charges from other departments is related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs to operate the Airport.
- No other significant variances to note.

STORM SEWER UTILITY

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

STORM SEWER UTILITY	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Local improvement charges	(9,112)	(11,103)	(11,090)	9,667	-
Other revenue	-	-	(47,000)	-	-
Storm sewer utility revenue	(9,112)	(11,103)	(58,090)	9,667	-
Wages and benefits	16,751	15,180	16,576	11,796	22,757
Contracted services	3,000	1,211	3,000	2,775	9,329
Materials, supplies and operating expenses	4,500	761	4,500	1,266	4,664
Overland flooding	-	949	47,000	361,598	546
Amortization	181,629	-	181,629	111,261	30,544
Storm sewer utility expenses	205,881	18,101	252,705	488,695	67,840
	196,769	6,998	194,615	498,362	67,840
Operational budget adjustments					
Addback amortization	(181,629)	-	(181,629)	(111,261)	(30,544)
NET DEFICIT (SURPLUS) STORM SEWER UTILITY	15,139	6,998	12,986	387,101	37,296

Variance Highlights

- Decrease in local improvement charges from prior year as one local improvement bylaws terms have expired/completed in 2018.
- Other revenue of \$47,000 in prior year was grant revenue to cover the remaining estimated costs for the Overland Flooding \$47,000 to complete repairs to Frog Creek Drainage Ditches south of Town that were damaged in the 2014 flood. This was completed in 2018. There is no expectation of similar revenue or expenses in 2019.

WATER SUPPLY & DISTRIBUTION

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

WATER SUPPLY AND DISTRIBUTION	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Water sales	(1,435,500)	(975,469)	(1,391,100)	(1,115,334)	(1,087,882)
Other revenue	-	-	-	-	(1,022)
Water services revenue	(1,435,500)	(975,469)	(1,391,100)	(1,115,334)	(1,088,904)
Wages and benefits	396,744	241,707	312,622	291,793	307,802
Training	5,000	1,573	2,500	4,235	-
Materials, supplies and operating expenses	187,500	173,795	194,900	177,367	137,362
Engineering and legal	-	-	-	-	-
Chemical	90,000	104,666	85,000	95,482	80,170
Maintenance	84,000	59,977	85,000	83,154	96,083
Debt interest	154,161	81,303	160,951	167,121	173,258
Amortization	800,094	-	800,094	920,453	1,046,502
Water services expenses	1,717,500	663,022	1,641,067	1,739,604	1,841,179
	282,000	(312,447)	249,967	624,270	752,275
Operational budget adjustments					
Addback amortization	(800,094)	-	(800,094)	(920,453)	(1,046,502)
Services to other departments	(35,000)	(21,076)	-	-	-
Services from other departments	67,875	-	67,875	67,875	67,875
Transfer to reserve - capital	350,512	-	354,335	-	-
NET DEFICIT (SURPLUS) WATER SERVICES	(134,708)	(333,523)	(127,917)	(228,308)	(226,353)

Variance Highlights

- Revenue up \$21,000 for new contract with the MD to provide them with treated water.
- Wages and benefits increased approximately \$75,000, \$57,000 of which is for an additional .6 Full Time Equivalent (FTE) wages and benefits for a proposed 3rd utilities operator.
- Materials, supplies and operating expenses were reduced due to historical costs.
- Increased chemical budget based on increased pricing seen in 2018.
- Services to other departments is new internal charges to other departments related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs.
- Net zero budget in water utility after debt principle payment accounted for.

SANITARY SEWER TREATMENT & DISPOSAL

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

SANITARY SEWER TREATMENT AND DISPOSAL	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Local improvement charges	(3,822)	(3,822)	(3,822)	(78)	-
Service fees	(386,340)	(272,058)	(377,000)	(305,549)	(303,588)
Sanitary sewer services revenue	(390,162)	(275,880)	(380,822)	(305,627)	(303,588)
Wages and benefits	84,940	65,576	84,070	72,091	80,049
Contracted services	8,800	6,273	7,800	10,185	24,985
Materials, supplies and operating expenses	26,750	10,006	26,750	23,687	19,216
Debenture interest	33,286	25,030	25,030	27,433	30,700
Amortization	380,345	-	380,345	382,192	381,171
Sanitary sewer services expenses	534,121	106,885	523,995	515,588	536,121
	143,959	(168,995)	143,173	209,961	232,533
Operational budget adjustments					
Addback amortization	(380,345)	-	(380,345)	(382,192)	(381,171)
Services to other departments	(12,000)	(6,399)	-	-	-
Services from other departments	28,275	-	28,275	28,275	28,275
Transfer to reserve - capital	5,291	-	34,639	-	-
NET DEFICIT (SURPLUS) SANITARY SEWER SERVICES	(214,820)	(175,394)	(174,258)	(143,956)	(120,363)

Variance Highlights

- \$9,000 increase in revenue for new contract with MD to provide sanitary sewer services to some of their residents, as well as provide sewer flushing services to their infrastructure.
- Increase contingency for contracted services related to the sewage lagoons.
- Increase in debenture interest due to new \$400K debenture for sewer main built in 2018.
- Services to other departments is new internal charges to other departments related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs.
- Net zero budget in sewer utilities after debt principle payments accounted for.

SOLID WASTE MANAGEMENT

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

SOLID WASTE MANAGEMENT	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Garbage collection fees	(413,500)	(358,511)	(413,500)	(422,053)	(414,603)
Solid waste revenue	(413,500)	(358,511)	(413,500)	(422,053)	(414,603)
Wages and benefits	162,196	150,576	159,994	179,603	162,386
Landfill fees	125,000	102,571	125,000	122,027	120,321
Landfill contract	41,580	41,580	41,580	39,835	39,835
Landfill closure	4,000	-	4,000	25,627	12,302
Materials, supplies and operating expenses	34,000	27,490	27,500	26,313	20,524
Amortization	29,579	-	29,579	35,535	42,692
Solid waste expenses	396,355	322,216	387,653	428,940	398,060
	(17,145)	(36,295)	(25,847)	6,887	(16,543)
Operational budget adjustments					
Addback amortization	(29,579)	-	(29,579)	(35,535)	(42,692)
Services to other departments	(14,000)	(8,024)	-	-	-
Services from other departments	45,725	-	45,725	45,725	45,725
Transfer to reserve - capital	10,000	-	10,000	-	-
NET DEFICIT (SURPLUS) SOLID WASTE MANAGEMENT	(4,999)	(44,319)	299	17,076	(13,510)

Variance Highlights

- Materials, supplies and operating costs increase due to rising fuel rates as well as an additional \$5,000 budgeted for garbage receptacles along Town pathways.
- Landfill fees and contract have currently been estimated as a 0% increase based on rates normally only increasing every few years historically, and rates increased in 2018.
- Services to other departments is new internal charges to other departments related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs.

RECYCLING

The Recycling department provides weekly curbside recycling pickup for residential properties and recycling drop off services for non-residential properties through the Infrastructure Services department. Claresholm also has a contract with the Town of Stavely to accept and recycle their cardboard.

RECYCLING	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Recycling service fees	(158,500)	(131,836)	(158,500)	(159,211)	(153,903)
Commodity revenue	(5,000)	(3,753)	(15,000)	(30,856)	(14,181)
Recycling revenue	(163,500)	(135,590)	(173,500)	(190,066)	(168,084)
Wages and benefits	142,551	120,462	141,270	136,671	129,890
Shipping costs	4,500	3,840	5,000	4,140	4,140
Materials, supplies and operating expenses	16,000	19,400	11,500	11,204	10,658
Amortization	11,076	-	11,076	13,500	16,521
Recycling expenses	174,126	143,702	168,845	165,515	161,209
	10,626	8,113	(4,655)	(24,551)	(6,875)
Operational budget adjustments					
Addback amortization	(11,076)	-	(11,076)	(13,500)	(16,521)
Services to other departments	(1,500)	(866)	-	-	-
Transfer to reserve - capital	10,000	-	10,000	-	-
NET DEFICIT (SURPLUS) RECYCLING	8,051	7,247	(5,730)	(38,051)	(23,396)

Variance Highlights

- \$10,000 drop in commodity revenue due to significant decreases seen in price for cardboard.
- Slight decrease in shipping costs due to shipping paper compacted rather than loose in cages. This results in fewer shipments.
- Operating expenses have been increased \$4,000 for rental of compactor.
- Services to other departments is new internal charges to other departments related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

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

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Provincial funding	(105,235)	(105,235)	(105,235)	(105,235)	(105,235)
MD of Willow Creek	(47,124)	(47,124)	(47,124)	(47,124)	(46,338)
Alberta Health Services (AHS)	(28,290)	(28,151)	(27,735)	(27,619)	(27,781)
Child & Family Services Alberta (CFSA)	(35,352)	(26,514)	(35,352)	(35,352)	(35,352)
Other income	(6,000)	(4,388)	(18,000)	(9,042)	(14,330)
FCSS Revenue	(222,001)	(211,411)	(233,446)	(224,372)	(229,036)
Wages and benefits	166,779	139,252	162,991	141,799	158,071
Professional development	3,500	1,737	3,500	4,737	3,317
Materials, supplies and operating expenses	45,731	45,314	58,474	72,834	52,792
Community grants	25,000	26,500	26,200	35,950	26,200
Accounting and legal	3,600	3,500	3,500	3,700	3,600
General FCSS expenses	244,610	216,303	254,665	259,019	243,981
	22,609	4,891	21,219	34,648	14,944
Operational budget adjustments					
Town of Claresholm Contribution	(26,309)	-	(26,309)	(26,309)	(26,309)
Admin Allocation	3,700	-	5,090	3,700	3,485
NET DEFICIT (SURPLUS) FCSS	0	4,891	0	12,039	(7,880)

Variance Highlights

- AHS income has increased slightly based on new contract. Other income has been reduced based on prior year including deferred revenue that will have been utilized already in 2018.
- Decreases to materials, supplies and operating expenses as well as community grants and admin allocation is due to program cuts to balance the budget.

DAY CARE CONTRIBUTION

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

DAYCARE CONTRIBUTION	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Municipal contribution to daycare	38,202	35,019	38,202	38,202	38,202
NET DEFICIT (SURPLUS) DAYCARE CONTRIBUTION	38,202	35,019	38,202	38,202	38,202

Variance Highlights

- No changes to highlight.

CEMETERY

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

CEMETERY	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Cemetery Fees	(14,300)	(10,828)	(14,300)	(13,604)	(14,450)
Local government grants	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Cemetery revenue	(17,300)	(13,828)	(17,300)	(16,604)	(17,450)
Wages and benefits	17,840	17,209	29,302	16,032	18,434
Materials, supplies and operating expenses	1,000	144	1,000	1,097	575
Cemetery expenses	18,840	17,353	30,302	17,129	19,008
	1,540	3,526	13,002	525	1,558
Operational budget adjustments					
Services from other departments	2,500	-	2,500	2,500	2,500
Transfer to reserve - capital	5,000	-	5,000	-	-
NET DEFICIT (SURPLUS) CEMETERY	9,040	3,526	20,502	3,025	4,058

Variance Highlights

- Reduced allocation of seasonal staff to cemetery wages based on historical actuals.

PHYSICIAN RECRUITMENT

The Physician Recruitment program is designed to provide incentives to recruit and retain Physicians in the community. This is a program carried out in partnership with Granum, Stavely, and the MD of Willow Creek. This program was used to attract five of the six Doctors we currently have operating in Claresholm.

PHYSICIAN RECRUITMENT	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Local government contributions	-	-	-	-	(4,500)
Physician recruitment revenue	-	-	-	-	(4,500)
Physician recruitment	3,000	9,000	10,000	28,400	32,134
Physician recruitment expenses	3,000	9,000	10,000	28,400	32,134
	3,000	9,000	10,000	28,400	27,634
Operational budget adjustments					
Town of Claresholm Contribution	-	-	-	-	(30,000)
Transfer from reserve - operations	(3,000)	-	(10,000)	(28,400)	-
NET DEFICIT (SURPLUS) PHYSICIAN RECRUITMENT	-	9,000	-	-	(2,366)

Variance Highlights

- There are no doctors still receiving incentives in the 2019 year. \$1,000 has been kept in the budget to cover other incidental incentive or gift baskets as well as \$2,000 was added to help compensate for housing of locum doctors during this time of doctor shortage while they search for a new doctor.
- The program still has approximately \$15,000 in reserves which will be used to fund the 2019 expenditures.

WEEDS & PESTS

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

WEED AND PEST CONTROL	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Wages and benefits	7,267	4,957	7,168	6,760	7,634
Chemical and materials	15,500	7,962	14,000	7,917	12,108
Amortization	27,333	-	27,333	27,333	27,333
	50,100	12,918	48,501	42,010	47,076
Operational budget adjustments					
Addback amortization	(27,333)	-	(27,333)	(27,333)	(27,333)
NET DEFICIT (SURPLUS) WEED AND PEST CONTROL	22,767	12,918	21,168	14,677	19,743

Variance Highlights

- Increase to chemical and materials due to increased costs for chemical application seen in 2018.
- No other significant changes to highlight.

ECONOMIC DEVELOPMENT

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

ECONOMIC DEVELOPMENT	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Grants and contributions	(17,000)	(98,399)	(91,500)	(28,072)	(50)
Economic development revenue	(17,000)	(98,399)	(91,500)	(28,072)	(50)
Wages and benefits	89,158	72,267	80,710	76,121	59,841
Materials, supplies and operating expenses	103,500	157,922	264,400	96,575	44,033
Economic development expenses	192,658	230,190	345,110	172,696	103,874
	175,658	131,791	253,610	144,624	103,824
Operational budget adjustments					
Transfer from reserve - operations	-	-	(44,750)	(42,000)	-
Transfer to reserve - operations	-	-	-	-	12,000
NET DEFICIT (SURPLUS) ECONOMIC DEVELOPMENT	175,658	131,791	208,860	102,624	115,824

Variance Highlights

- 2018 budgeted revenue includes 87,500 CARES grant which is not expected again in 2019. 2019 revenue includes \$7,000 in grants, and \$10,000 in Business Conference Sponsorships and Partnership with the Claresholm Chamber of Commerce.
- Materials, supplies and operating expenses have dropped due to the industrial land development project on the annexed land that was completed in 2018. No similar project is expected in 2019.

LAND PLANNING & DEVELOPMENT

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

LAND PLANNING AND DEVELOPMENT	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Permits	(52,000)	(62,795)	(17,000)	(20,136)	(24,942)
Planning and development fees	(2,600)	(2,860)	(3,500)	(9,389)	(2,945)
Planning and development revenue	(54,600)	(65,655)	(20,500)	(29,524)	(27,887)
Wages and benefits	83,970	63,317	71,139	72,803	82,919
ORRSC membership	57,500	51,938	57,500	51,069	55,663
Legal and professional services	50,375	56,515	25,625	11,435	1,116
Materials, supplies and operating expenses	6,000	6,194	28,500	-	700
Planning and development expenses	197,845	177,964	182,764	135,306	140,398
NET DEFICIT (SURPLUS) PLANNING & DEVELOPMENT	143,245	112,308	162,264	105,782	112,511

Variance Highlights

- Significant increase to permits revenue as well as legal and professional fees due to correcting the accounting treatment of building permits. Previously only the net income from building permits processed by Superior Safety Codes was recorded in permit revenue. This has been corrected to record the gross revenue collected for such permits and record the operational cost to contract this work out to Superior Safety Codes.
- There was also an offsetting decrease to legal and professional services due to the MDP update that was completed in 2018 that has no similar budgeted expense in 2019, resulting in 10K reduction.
- Materials, supplies and operating expenses decreased approximately \$22,500 due to road plan project that was budgeted for and completed in 2018 with no similar project budgeted in 2019.

GENERAL RECREATION

The general recreation budget deals with general recreational programming, such as the Southern Alberta Summer Games as well as overarching expenditures such as wages and benefits for the recreation manager. It also includes costs related to the Golf Course include interest expenses on debt related to the Golf Course and the Golf Course Management Fee the Town pays.

GENERAL RECREATION	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Local government grants	(50,000)	(50,000)	(25,000)	(25,000)	(25,000)
Summer Games	(9,000)	(9,403)	(4,600)	(4,850)	-
General recreation revenue	(59,000)	(59,403)	(29,600)	(29,850)	(25,000)
Golf course management	55,000	55,000	55,000	50,000	50,000
Debenture interest	6,670	4,783	8,993	11,164	13,386
Wages and benefits	69,299	59,723	66,974	62,018	27,521
Programming expenses	6,500	8,052	5,000	1,971	-
General recreation expenses	137,469	127,558	135,967	125,153	90,907
	78,469	68,155	106,367	95,303	65,907
Operational budget adjustments					
Transfer from reserve - operations	(50,000)	-	(50,000)	-	-
NET DEFICIT (SURPLUS) GENERAL RECREATION	28,469	68,155	56,367	95,303	65,907

Variance Highlights

- Increase in MD grant as per 2018 actual.
- Debenture interest decreases year over year as debt is repaid.
- Increase in programming expense and Summer Games revenue to correct accounting treatment of transactions to record total revenue brought in, including registrations, and full expenses, instead of netting the registration revenue against expenses. Apparent \$2,500 net income on Summer Games is to cover wage and benefit expenses for Town employee time spent on this program.

PARKS

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

PARKS	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Campground fees	(65,000)	(56,343)	(64,000)	(62,939)	(47,779)
Parks grants and other funding	-	(825)	-	(275)	(2,850)
Parks revenue	(65,000)	(57,168)	(64,000)	(63,214)	(50,629)
Wages and benefits	103,273	94,203	110,032	99,419	95,286
Materials, supplies and operating expenses	54,500	48,363	52,000	52,841	27,543
Amortization	160,117	-	160,117	158,170	147,644
Parks expenses	317,889	142,565	322,149	310,430	270,472
	252,889	85,398	258,149	247,216	219,843
Operational budget adjustments					
Addback amortization	(160,117)	-	(160,117)	(158,170)	(147,644)
Services to other departments	13,000	12,369	-	-	-
Transfer to reserve - capital	-	-	-	-	25,000
NET DEFICIT (SURPLUS) PARKS	105,773	97,767	98,032	89,046	97,200

Variance Highlights

- \$4,000 decrease to campground fees based on decreased revenue realized in 2018 from prior years.
- New internal charges from other departments is related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs to operate the campground and parks.

ARENA

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

ARENA	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Minor hockey	(30,000)	(18,611)	(30,000)	(32,416)	(34,168)
Figure skating	(9,000)	(4,936)	(9,000)	(8,261)	(10,076)
Other rentals	(24,750)	(15,306)	(19,000)	(23,138)	(19,381)
Advertising	(6,000)	(10,250)	(4,000)	(5,193)	(3,825)
Arena revenue	(69,750)	(49,104)	(62,000)	(69,008)	(67,450)
Wages and benefits	112,826	103,673	111,331	120,912	102,442
Materials, supplies and operating expenses	75,750	87,695	94,200	73,569	86,973
Amortization	37,457	-	37,457	36,059	34,695
Arena expenses	226,033	191,368	242,988	230,540	224,109
	156,283	142,264	180,988	161,532	156,659
Operational budget adjustments					
Addback amortization	(37,457)	-	(37,457)	(36,059)	(34,695)
Services to other departments	6,000	2,228	-	-	-
Transfer to reserve - capital	6,000	-	-	-	39,238
NET DEFICIT (SURPLUS) ARENA	130,826	144,492	143,531	125,473	161,202

Variance Highlights

- Other rentals were increased due to additional out of Town ice rentals expected.
- Advertising revenue increased based on 2018 actuals.
- Materials, supplies and operating expenses were decreased \$15,000 as there is no compressor rebuild in 2019. Also decreased Arena utilities slightly.
- New internal charges from other departments is related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs to operate the arena.

AQUATIC CENTRE

The Aquatic Centre is owned by Alberta Health Services and shares the facility with the Town for the Town residents use and benefit. The Town operates the facility covering some of the maintenance costs, lifeguards, and programming expenses.

AQUATIC CENTRE	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Lessons	(55,000)	(52,127)	(60,375)	(66,012)	(66,092)
Gate admission	(42,000)	(35,242)	(46,440)	(42,485)	(50,048)
Rentals	(18,000)	(19,652)	(18,000)	(18,801)	(19,953)
Other funding	(10,000)	(9,296)	(12,000)	(25,349)	(4,000)
Aquatic Centre revenue	(125,000)	(116,317)	(136,815)	(152,647)	(140,093)
Wages and benefits	227,907	211,244	228,333	239,639	261,091
Materials, supplies and operating expenses	38,400	31,865	45,300	43,425	31,152
Amortization	17,016	-	17,016	17,745	18,656
Aquatic Centre expenses	283,323	243,109	290,649	300,808	310,899
	158,323	126,792	153,834	148,161	170,806
Operational budget adjustments					
Addback amortization	(17,016)	-	(17,016)	(17,745)	(18,656)
NET DEFICIT (SURPLUS) AQUATIC CENTRE	141,307	126,792	136,818	130,416	152,149

Variance Highlights

- Decreases in revenue across the board is due to decreased usage seen in 2018.
- Decrease in materials, supplies and operating expenses is primarily a result in a decrease in the expected purchases for resale materials based on 2018 actuals, as well as a decrease in telephone expenses due to new contract with improved pricing.

MUSEUM

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

MUSEUM	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Sales	(1,500)	(1,532)	(550)	(475)	(1,899)
Donations	(4,000)	(5,038)	(3,500)	(6,947)	(13,162)
Grants	(11,791)	(35,819)	(47,915)	(48,208)	(39,093)
Museum revenue	(17,291)	(42,390)	(51,965)	(55,630)	(54,154)
Wages and benefits	73,998	60,841	79,250	81,563	72,224
Materials, supplies and operating expenses	30,340	39,674	43,020	38,986	38,264
Professional development	2,000	226	2,000	1,789	3,088
Amortization	23,381	-	23,381	22,972	23,683
Museum expenses	129,719	100,742	147,651	145,310	137,259
	112,428	58,352	95,686	89,681	83,104
Operational budget adjustments					
Addback amortization	(23,381)	-	(23,381)	(22,972)	(23,683)
Services to other departments	3,000	1,379	-	-	-
Transfer from reserve - operations	(20,000)	-	-	-	-
NET DEFICIT (SURPLUS) MUSEUM	72,047	59,732	72,305	66,708	59,422

Variance Highlights

- Increases in sales and donations due to actuals seen in 2018. This is related in large part to the significant increase in bus tours seen in 2018 due to providing coffee and treats to the bus tours.
- Decrease in museum grant revenue is due to no AMA Operational Staffing Grant, fewer summer student grants expected and less project grant revenue expected.
- Wages & benefits for the museum have dropped due to reducing summer staffing by one position.
- Materials, supplies and operating expense decreased due primarily to few projects planned as well as reduction in telephone expenses due to new contract with improved pricing
- New internal charges from other departments is related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs to operate the Museum.

LIBRARY

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

LIBRARY	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Grant	193,840	183,749	185,500	174,740	169,650
Chinook Arch membership	30,278	29,673	29,673	28,636	27,809
Amortization	25,593	-	25,593	25,593	25,593
	249,711	213,422	240,766	228,969	223,052
Operational budget adjustments					
Addback amortization	(25,593)	-	(25,593)	(25,593)	(25,593)
Services to other departments	3,500	969	-	-	-
NET DEFICIT (SURPLUS) LIBRARY	227,618	214,391	215,173	203,376	197,459

Variance Highlights

- Local library operational requisition includes a 2.8% increase in operational grant funding plus \$8,840 capital grant funding to help fund a CFEP grant project for flooring replacement and for hot water tank replacements.
- New internal charges from other departments is related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs to operate the Library.

DEPARTMENT
CAPITAL
BUDGETS

Funding Sources for Capital Projects

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

Federal Gas Tax Fund (FGT)

Each year, the federal FGT assists municipalities by providing funding for local infrastructure projects. Funding is provided to the Province, who in turn flows this funding to the municipality. This program has been legislated as a permanent source of Federal infrastructure funding for municipalities. The program is broad-based and allows municipalities to use the funding toward a wide range of projects to meet local priorities.

Municipal Sustainability Initiative (MSI)

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

Alberta Municipal Water/Wastewater Partnership (AMWWP)

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

Alberta Historic Resources Conservation Grant

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

Alberta Community Resilience Program (ACRP)

The ACRP is a multi-year provincial grant program supporting the development of long-term resilience to flood and drought events, while supporting integrated planning and healthy,

functioning watersheds. These grants will support the design and construction of projects that enhance or enable the protection of critical infrastructure from flooding and drought events, and help ensure public safety is protected.

Community Facility Enhancement Program (CFEP)

The **CFEP** is a competitive grant program that assists with foster the unique characteristics of Alberta's many communities. The aim of the program is to reinvest revenues generated from provincial lotteries into communities, empower local citizens and community organizations to work together and to respond to local needs. The maximum amount per application (one facility) is \$125,000 per fiscal year.

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

Alberta Recycling – Municipal Demonstration Grant Program

The grant program offers up to \$30,000 per applicant to purchase recycled tire products for public projects such as parks, arenas, walking trails, and recreational facilities etc.

Reserves/Restricted Surplus

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

Utility Funded

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

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

FUNDING SOURCES FOR THE YEAR	
Alberta Community Resilience Program Grant (ACRP)	(1,642,898.00)
Municipal Sustainability Grant (MSI)	(933,813.00)
Community Facility Enhancement Program (CFEP)	(427,120.00)
Federal Gas Tax Fund (FGTF)	(132,000.00)
Enabling Accessibility Fund Canada	(84,500.00)
<i>Total Government Transfers for Capital</i>	(3,220,331.00)
Transfers from reserves	(528,000.00)
Proceeds from long-term debt	(2,800,000.00)
Community contributions and donations	-
Local government contributions	-
Proceeds on sale or trade-in of vehicles and equipment	(40,000.00)
Tax funded	(11,500.00)
TOTAL FUNDING	<u>(6,599,831.00)</u>

Capital Summary Budget

ENGINEERING STRUCTURES PROJECTS	Funding	Expenditure
Municipal Stormwater System Upgrade - Phase 1 (carryforward from 2017/18 budgets)		400,000
<i>Funding: ACRP Grant</i>	(280,000)	
<i>Funding: MSI Grant</i>	(120,000)	
Municipal Stormwater System Upgrade - Phase 2		1,514,331
<i>Funding: ACRP Grant</i>	(1,362,898)	
<i>Funding: MSI Grant</i>	(151,433)	
Pavement Overlay - 100 block of 55th Ave W, 400 & 500 blocks of 49th Ave W (including sewer replacement), 5300 block of 2A Street E		470,000
<i>Funding: MSI Grant</i>	(320,000)	
<i>Funding: Water & sewer capital reserve</i>	(150,000)	
Walking Paths		150,000
<i>Funding: CFEP Grant</i>	(75,000)	
<i>Funding: FGTF Grant</i>	(75,000)	
ENGINEERING STRUCTURES TOTAL		2,534,331
VEHICLE PURCHASES & PROJECTS		
Fleet Repacements - Gravel Truck		100,000
<i>Funding: MSI Grant</i>	(100,000)	
Fleet Replacement - 4X4 Pickup		40,000
<i>Funding: MSI Grant</i>	(40,000)	
VEHICLE TOTAL		140,000
BUILDINGS PROJECTS		
Multi-use Community Complex		3,789,000
<i>Funding: Debenture</i>	(2,800,000)	
<i>Funding: Multi-use Community Building Reserve</i>	(170,000)	
<i>Funding: General Capital Reserve</i>	(180,000)	
<i>Funding: Enabling Accessibility Fund Grant</i>	(84,500)	
<i>Funding: CFEP Grant</i>	(352,120)	
<i>Funding: MSI Grant</i>	(202,380)	
BUILDINGS TOTAL		3,789,000

MACHINERY & EQUIPMENT PURCHASES		
ITRON Water Meter Mobile Data Collection Upgrade		28,000
<i>Funding: Capital Water and Sewer Reserve</i>	<i>(28,000)</i>	
Z335 Zero Turn Mower		4,000
<i>Funding: FGTF Grant</i>	<i>(4,000)</i>	
1445 Lawn Mower		53,000
<i>Funding: FGTF Grant</i>	<i>(53,000)</i>	
Bobcat Replacement		45,000
<i>Funding: Trade-in</i>	<i>(40,000)</i>	
<i>Funding: Tax funded</i>	<i>(5,000)</i>	
Snowblower Attachment for Bobcat		6,500
<i>Funding: Tax funded</i>	<i>(6,500)</i>	
MACHINERY & EQUIPMENT TOTAL		136,500

ENGINEERED STRUCTURES

Carryforward Capital Project from 2016/2017	
Project Name	Phase 1 – Storm Water Drainage Improvements
Anticipated Start	2016
Project Description	Continuation of Phase 1 of Storm Management Plan including Storm Water Management Facility, upgrade of 8 th Street Ditch and upgrades to Golf Course Ditch/Ponds
Remaining Cost	Estimated \$400,000
Funding Sources	ACRP and MSI Grants
Rationale for need	Try to prevent flooding reoccurrence to homes in Town.
Impact on future operating costs	More maintenance on new apparatuses will be required.
Implications of deferring this project	If nothing is done to address the problems outlined in the Storm water management Plan, we may see re-occurrences of flooding in Town.

2019 Capital Project	
Project Name	Phase 2 Storm water management plan
Anticipated Start	2019
Project Description	Centennial Park, main outfall upgrade
Project Cost	\$1,514,331
Funding Sources	ACRP and MSI Grants
Rationale for need	As recommended in Town's Storm Water Management plan.
Impact on future operating costs	No more maintenance is anticipated than what currently is the Town's practice.
Implications of deferring this project	Repeat of 2014 flood damages.

2019 Capital Project	
Project Name	Sewer Trunk Replacement & Pavement Overlay
Anticipated Start	2019
Project Description	Pavement overlay to damaged roads including 100 block of 55 th Ave West and 400 & 500 blocks of 49 th Ave. West. and 5400 block of 2A Street E, plus sewer trunk replacement on 49 th Ave West.
Project Cost	\$470,000.
Funding Sources	MSI Grant and Water & Sewer Capital Reserve
Rationale for need	Currently 16 blocks are in need of repaving. Repairs will be completed on a priority basis.
Impact on future operating costs	Less manpower required for maintenance over the next few years.
Implications of deferring this project	Increasing damage to road surfaces, resulting in more complaints to the Town and Council and gets more expensive to repair.

2019 Capital Project	
Project Name	Walking Paths
Anticipated Start	2019
Project Description	Expand walking paths throughout town – Westlyn Dr. to the Cemetery on 8 th Street W.
Project Cost	\$150,000.
Funding Sources	CFEP Grant and FGTF Grant
Rationale for need	Additional walking paths throughout and around Town was seen as a priority of the 2017 Parks and Recreation Master Plan.
Impact on future operating costs	Additional maintenance costs for clearing and repairing pathways.
Implications of deferring this project	May hinder future economic and population growth and increased risk of vehicle/pedestrian collision due to individuals walking on the roads due to lack of pathways.

VEHICLES

2019 Capital Purchase	
Project Name	Fleet Replacement
Anticipated Start	2019
Project Description	Replacement of gravel truck
Project Cost	\$100,000. Used price
Funding Sources	MSI Grant
Rationale for need	Reliable vehicles are needed in all departments A replacement cycle based on a priority list has be implemented. Replace an old 1997 gravel truck that requires more frequent repairs.
Impact on future operating costs	Maintenance and replacement parts costs are constantly increasing.
Implications of deferring this project	May be down to only one gravel truck which slows down operations, especially snow removal from streets during the winter.

2019 Capital Purchase	
Project Name	Fleet Replacement
Anticipated Start	2019
Project Description	Replacement of ½ ton truck to fleet – 4x4
Project Cost	\$40,000
Funding Sources	MSI Grant
Rationale for need	Reliable vehicles are needed in all departments. To maintain the fleet of 15 vehicles (7 Depts.) one or two must be replaced yearly to optimize the repair costs and asset value. A replacement cycle based on a priority list has been implemented.
Impact on future operating costs	Maintenance and replacement parts costs are constantly increasing.
Implications of deferring this project	No implications expected. Repairs costs cannot be recovered at sale when these unit are sent to auction.

BUILDINGS

2018 Capital Project	
Project Name	Multi-Use Community Complex
Anticipated Start	2019
Project Description	Renovation.
Project Cost	\$3,789,000
Funding Sources	Debenture, Capital Reserves, CFEP Grants, MSI Grants, and Enabling Accessibility Fund Canada Grant
Rationale for need	Existing office is over 70 years old and has reached its useful life, without major renovations.
Impact on future operating costs	Significant reduction in utilities costs, rent costs, and other operational costs due to being able to bring Administration, FCSS, and Economic Development all under one roof.
Implications of deferring this project	Current Administration building does not meet fire code, asbestos contamination, and internal plumbing replacement needed.

MACHINERY & EQUIPMENT

2018 Capital Purchase	
Project Name	ITRON MOBILE DATA COLLECTION UPGRADE
Anticipated Date	2019
Project Description	Replace/Upgrade Wireless Utility Meter Reader
Project Cost	\$28,000
Funding Sources	Capital reserve
Rationale for need	The current FC200 handheld is no longer compatible with newer technology and maintenance service is almost obsolete.
Impact on future operating costs	Future operating costs would include preventive maintenance on the system.
Implications of deferring this project	Deferring this project may result in complete failure of the collection system tools, requiring manual reading of meters.

Capital Purchase	
Project Name	Z335 lawn Mower
Anticipated Date	2019
Project Description	Zero turn mower for the Cemetery
Project Cost	\$4,000
Funding Sources	Federal Gas Tax Fund Grant
Rationale for need	Both cemetery mowers have blown motors. The cost to repair is over half the cost of a new unit. They do not make the old model anymore. Not good to invest in the old model that parts may be discontinued.
Impact on future operating costs	No impact on operations.
Implications of deferring this project	The Cemetery maintenance is near the Top of the list of weekly duties and there is a lot of grass that needs cutting daily. No time for breakdowns. We are currently using the small mower from the museum to mow the entire cemetery.

Capital Purchase	
Project Name	1445 Lawn mower purchase
Anticipated Date	2019
Project Description	1445 Lawn mower purchase (Parks Dept.)
Project Cost	\$53,000
Funding Sources	Federal Gas Tax Fund Grant
Rationale for need	Existing 2010 mower is getting worn out. A replacement cycle based on priority list has been implemented.
Impact on future operating costs	No extra costs are anticipated.
Implications of deferring this project	Less efficiency. Break downs are costly and time maintaining equipment is lost. This is one of two mowers that do the whole Town.

2018 Capital Purchase	
Project Name	Bobcat replacement program
Anticipated Start	Yearly
Project Cost	\$45,000 (Net \$5,000 after trade-in of old unit).
Funding Sources	Trade in of old Bobcat, with Tax Funding for difference.
Rationale for need	The program involves rotating old machine for a new machine yearly. The equipment is only covered by one year warranty and with some service of the machine included, we are keeping our costs for operations at the lowest possible for the Town.
Impact on future operating costs	This purchase procedure eliminates the chance of major repairs as we always have new warranty coverage
Implications of deferring this project	The value of our Bobcat will drop yearly and the cost for maintenance will also increase as this machine is used for 250+ hours per year. No warranty coverage unless we purchase extended warranty at almost \$2500.00 dollars per year.

2019 Capital Purchase	
Project Name	Snow removal equipment
Anticipated Start	2019
Project Description	Purchase of snowblower for the bobcat.
Project Cost	\$6,500
Funding Sources	Tax Funded
Rationale for need	This unit will improve the amount of snow that we can move and stop the high ridges on the sides of the sidewalks that cause drainage issues. With more pathway to clear it will be helpful to move snow faster.
Impact on future operating costs	More efficiently moving snow should save time. Minimal impact on future operating costs.
Implications of deferring this project	No implications in deferring.



REQUEST FOR DECISION

Meeting: December 10, 2018
Agenda Item: 11

COLLECTIVE AGREEMENT BETWEEN CUPE LOCAL 3023 & TOWN OF CLARESHOLM

DESCRIPTION:

The current Union Collective Agreement expires December 31, 2018. The Wage Negotiating Committee of Administration and Council and the Union have been meeting over the last couple months and have come to an agreement for an updated contract that the Committee is recommending to Council for ratification.

PROPOSED RESOLUTION:

Moved by Councillor _____ to ratify the 2019 to 2022 Collective Agreement between CUPE Local 3023 and the Town of Claresholm.

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

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: December 5, 2018



Town of Claresholm
Income Statement by Object
November 30, 2018

Revenue	NOVEMBER	2018 YTD	2018 BUDGET
Net municipal taxes	1,872.08	(3,426,559.85)	(3,146,234.10) 1
Special assessments	-	(15,842.27)	(15,827.00)
User fees and sales of goods	(67,522.45)	(1,923,229.77)	(2,609,665.00)
Government transfers for operating	(7,898.92)	(265,415.34)	(464,887.00) 2
Investment income	(9,240.14)	(123,507.88)	(60,000.00)
Penalties and costs of taxes	(3,772.55)	(116,839.45)	(161,500.00)
Licenses and permits	(9,971.87)	(101,770.31)	(51,800.00)
Other local government transfers	-	(62,250.00)	(40,600.00)
Proceeds from disposal of capital assets	-	(233,350.05)	(40,000.00) 3
Franchise and concession contracts	(15,233.31)	(191,125.21)	(204,563.38)
Rental	(15,521.58)	(82,799.83)	(105,700.00)
Other	(1,527.60)	(261,517.42)	(308,900.00)
Government transfers for capital	-	(1,203,178.00)	(6,429,023.00) 2
FCSS	-	(211,411.27)	(233,446.00)
	(128,816.34)	(8,218,796.65)	(13,872,145.48)
Expenses			
Salaries, wages and benefits	215,057.96	2,482,153.16	2,849,085.52
Contracted and general services	107,343.73	1,332,738.99	1,674,577.96
Materials, goods, supplies, and utilities	111,229.60	1,123,736.76	1,333,953.00
Bank charges and short-term interest	7.95	(4.82)	800.00
Interest on long-term debt	-	111,116.33	194,974.00
Other expenditures	-	48,384.01	28,440.00 4
Transfers to organizations and others	5,537.44	332,035.72	330,902.00
Purchases from other governments	-	-	-
Amortization	-	-	2,122,723.29
	439,176.68	5,430,160.15	8,535,455.77
Net Income	306,228.08	(2,792,731.60)	(5,336,689.71)
Other			
Transfers to/from reserves	-	-	(217,261.00)
Capital expenditures	349,588.66	5,123,325.80	7,787,308.00
Debt Proceeds	-	-	(400,000.00)
Debt Principal Repayment	-	174,204.35	289,366.00
Amortization addback	-	-	(2,122,723.29)
	655,816.74	2,504,798.55	-

Notes

- 1** Revenue in excess of budget due to School Tax Requisitions to still be deducted from this line item.
- 2** Government grant revenue (operating and capital) are being reported well below budget. This is primarily due to grant revenue received in 2017 or prior, to be recognized in 2018 (currently recorded as deferred revenue) that won't be adjusted/corrected until year-end.
- 3** Proceeds on disposal of capital assets is well above budget due to the sale of the old water treatment plant land.
- 4** Other expenditures are well above budget due to approximately \$14K bad debt on the sale of a tax recovery property (unrecovered taxes and fees), and additional tax cancellation in relation to the MD's Medical Clinic property.



Claresholm

Town of Claresholm Income Statement by Function November 30, 2018

Revenue	NOVEMBER	2018 YTD	2018 BUDGET
Tax and requisition revenue	(22,717.92)	(3,810,592.67)	(3,527,297.48) 1
General administration revenue	(2,893.67)	(193,202.81)	(187,497.00)
Police	(2,044.88)	(32,939.93)	(33,000.00)
Fire	-	(2,682.00)	(158,575.00) 2
Bylaw enforcement	(2,256.12)	(44,048.79)	(84,400.00)
Roads, streets, walks, lighting	-	(243,334.09)	(41,915.00) 2
Airport	-	(2,500.00)	(5,000.00)
Storm sewers and drainage	-	(1,011,013.77)	(5,537,927.00) 2
Water supply and distribution	(33,369.17)	(1,171,049.29)	(1,772,500.00) 2
Wastewater treatment and disposal	(9,079.53)	(275,922.99)	(380,822.00)
Garbage Collection	(16,857.91)	(358,573.11)	(413,500.00)
Recycling	(5,067.64)	(137,101.24)	(173,500.00)
FCSS	-	(211,411.27)	(233,446.00)
Cemetery	(373.81)	(13,827.62)	(17,300.00)
Physician recruitment	-	-	-
Economic development	(7,898.92)	(98,398.92)	(91,500.00)
Land use planning, zoning and development	(9,626.87)	(65,655.31)	(20,500.00)
Parks and recreation	(16,629.90)	(504,153.22)	(1,141,501.00) 2
Culture - libraries and museum	-	(42,389.62)	(51,965.00)
	(128,816.34)	(8,218,796.65)	(13,872,145.48)
Expenses			
Legislative	8,885.72	99,696.65	108,750.00
Administration	65,859.64	1,123,119.78	1,303,084.34
Fire	57,632.01	209,006.71	326,979.05
Bylaw enforcement	7,713.42	95,922.02	157,847.28
Common and equipment pool	58,178.27	469,453.30	543,611.76
Roads, streets, walks and lighting	24,354.62	454,322.54	813,029.16
Airport	332.90	7,082.34	18,174.37
Storm sewers and drainage	6,513.76	18,100.66	252,705.34
Water supply and distribution	46,427.61	663,021.79	1,641,066.69
Wastewater treatment and disposal	6,004.13	106,884.84	523,994.93
Garbage Collection	23,477.80	322,215.90	387,653.06
Recycling	13,299.74	143,702.17	168,845.07
FCSS	15,094.82	216,302.53	254,665.08
Daycare	3,183.50	35,018.50	38,202.00
Cemetery	431.50	17,353.41	30,301.68
Physician recruitment	-	9,000.00	10,000.00
Economic development	38,167.92	230,189.51	345,110.20
Agriculture - weed and pest control	-	12,918.33	48,501.01
Land use planning, zoning and development	12,408.11	177,963.73	182,764.24
Parks and recreation	49,100.61	704,690.41	991,753.44
Culture - libraries and museum	2,110.60	314,195.03	388,417.07
	439,176.68	5,430,160.15	8,535,455.77
Net Income	306,228.08	(2,792,731.60)	(5,336,689.71)

Notes:

- 1** Revenue in excess of budget due to School Tax Requisitions to still be deducted from this line item.
- 2** These include capital/grant revenue in these departments that haven't been received or have not been adjusted from deferred revenue.



INFORMATION BRIEF

Meeting: December 10, 2018

Agenda Item: 13

FORT MACLEOD BUS SERVICE PILOT PROJECT

DESCRIPTION:

The Town of Fort Macleod has been in discussions with a company called Vivo Green Travel Service. There has been a void left in our area, as in many others, by the loss of Greyhound Bus Lines. This service could help to fill that void. They are planning to start a pilot on January 15, 2019 between Calgary and Fort Macleod with stops in Nanton and Claresholm. At the start, they will be running every other day starting Monday, with the hope to run daily starting in March.

ATTACHMENTS:

- Vivo Green Travel Service information

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: December 7, 2018

Vivo Green Travel Service

- **Route:**

Calgary – Nanton – Claresholm – Fort Macleod (Round Trip)

- **Frequency:**

Once a day (Round trip), Departure every day.

- **Bus Stop:**

- **Calgary: YYC (Second Floor, Gate 15)**
Downtown Core (Sheldon M. Chumir Centre)
- **Nanton: Nanton Community Center (SB)**
Nanton Visitor Center (NB)
- **Claresholm: Claresholm Gas Plus (SB)**
Top Hand Western Shop (NB)
- **Fort Macleod: Shell Gas Station**

Vivo Green Travel Service

- **Time line:**

Fort Macleod to Calgary		
Destination	Time	
	Arrival	Departure
Fort Macleod	/	8:30
Claresholm	9:00	9:10
Nanton	9:40	9:50
Calgary Airport YYC Downtown Core	11:00	11:10
Calgary Airport YYC	11:40	/
Calgary to Fort Macleod		
Destination	Time	
Calgary Airport YYC	/	14:00
Calgary Downtown Core	14:30	14:45
Nanton	15:50	16:00
Claresholm	16:30	16:40
Fort Macleod	17:15	/

- If the needs of shuttle service increase in the future, second shuttle will be added to fulfill the demand. The departure time will be 2 or 2.5 hours later than the above timeline.

Vivo Green Travel Service

- **Price:**

One way Pricelist Rate (Single person before tax)				
	Fort Macleod	Claresholm	Nanton	Calgary
Fort Macleod	-	22.95	32.95	49.95
Claresholm	22.95	-	22.95	38.95
Nanton	32.95	22.95	-	22.95
Calgary	49.95	38.95	22.95	-

Round Trip Pricelist Rate (Single person before tax)				
	Fort Macleod	Claresholm	Nanton	Calgary
Fort Macleod	-	39.95	59.95	89.95
Claresholm	39.95	-	39.95	69.95
Nanton	59.95	39.95	-	39.95
Calgary	89.95	69.95	39.95	-

One way Pricelist Family Rate (2 Adults+1kid before tax)				
	Fort Macleod	Claresholm	Nanton	Calgary
Fort Macleod	-	55.95	79.95	119.95
Claresholm	55.95	-	55.95	93.95
Nanton	79.95	55.95	-	55.95
Calgary	119.95	93.95	55.95	-
Each Famliy includes two adults + one Kid. Each additional kid enjoys 20% off on full amount.				

Vivo Green Travel Service

Round Trip Pricelist Family Rate (2 Adults+1kid before tax)				
	Fort Macleod	Claresholm	Nanton	Calgary
Fort Macleod	-	106.95	151.95	227.95
Claresholm	106.95	-	106.95	178.95
Nanton	151.95	106.95	-	106.95
Calgary	227.95	178.95	106.95	-
Each Family includes two adults + one Kid. Each additional kid enjoys 20% off on full amount.				

- **Bus Type**

12 or 15 Passenger Van

24 Passenger Van

- **Pass Purchase Method**

- Phone Call
- Text Message
- Email
- On-line
- On-Site

We accept credit and cash.

- **Startup date:**

January 15th 2019.

If anything changes, we will keep updating.

January and February will set as our trial month. During trial time, the service will be provided every other day start from Monday. (E.g. Monday, Wednesday, Friday, Sunday)

Start from March, the service will be provided every day.

The Service will be influenced by the weather. If we receive bad weather warning, we will stop providing service due to safety reason.

YEAR 1**POLICY & PLANNING****Update on Progress****3 Year Operations Plan and 5 Year Capital Plan**

Complete first official 3 year operating and 5 year capital plan

First 2019 Operational and Capital budget meetings completed with Council in late October which went well. This provides a great base to build financial plans off of. Drafts are completed, though not balanced, still requiring council input on priorities. Next meeting scheduled for December 17th and January 15th.

Multi Use Community Facility

Tender project and begin asbestos remediation

Asbestos abatement has been completed in the new Multi-use building and engineering is underway for the new construction plans. Expect to have costing estimates December 17th.

Intermunicipal Development Plan (IDP)

Engage ORRSC to begin public input and policy development

ORRSC contracted to begin project, working on template document.

Intermunicipal Collaboration Framework (ICF)

Complete review of current services provided by the Town internally, intermunicipally, or by a 3rd party

2nd ICF meeting with Management of all 6 municipalities within the MD was held on Oct 19th, providing more clarity and direction. Collection and identification of current agreements is undergoing second draft and matching duplications across municipalities. Next meeting scheduled for February 5, 2019. A meeting with superintendents and CAO's from all ICF members is being scheduled for discussions on collaboration and to build new relationships with the new people in these positions.

Industrial Study on Annexed Lands

Develop land use policy and regulations pertaining to future industrial and commercial development

"Planning for Growth" project includes market studies and best land use. Policy/Regulations will be within the Land Use Bylaw.

YEAR 1

Update on Progress	
Develop a concept plan for the 120 acre parcel	WSP has completed concept plan designs, and draft ASP for 160 acre parcel. ASP prepared for 2nd and 3rd Reading December 10, 2018
Develop an Area Structure Plan (ASP) for Phase I	ASP for entire 160 acre parcel is on track to be presented to Council at the first meeting of November 2018. Brady has submitted a request to CARES administrators to adopt the scope increase and approve a reporting extension. Initial conversations are accepting of the requests, however we await an official response. This request also includes the addition of Phase-1 Detailed Design work for the Planning for Growth Project, this additional work allows to maximize the grant opportunity however it makes the timelines very tight for WSP. Applying for a reporting extension will automatically extend all project deadlines, which provides security for the Town, however at this stage we continue to hold WSP to the October 29th deadline. ASP prepared for 2nd and 3rd Reading December 10, 2018
Stormwater Infrastructure	
Complete scope change to Phase I to include golf course corridor and connection to Centennial Park	Infrastructure services has finished the operational and Capital plans required and the focus is now on Storm water Infrastructure improvements. Funding has been applied for phase II, of the Storm Master Plan. Work is underway on the completion of the storm pond and channel improvements in the golf course during the closed season. The Town has also removed the goldfish that were in the Town's storm ponds on the golf course.
Reapply for Alberta Community Resilience Program grant for Phase 2	Application was completed and submitted before the end of September - Awaiting response.

Strategies

YEAR 1

YEAR 1		Update on Progress
Development Processes		
	Provide online service to streamline permit process	Bizpal initiated and added to the website. All permitting/ contact info/ bylaws on website. Email applications accepted with e-transfer payments also accepted. Project complete. (Will continue to update as required)
ECONOMIC & COMMUNITY DEVELOPMENT		
Support the Economic Development Committee		
	Develop a 3 year Business Plan	The EDC will be undergoing a strategic planning session on October 10th to develop and align the committee goals with the recently adopted Strategic Plan of Town Council. Draft business plan presented to EcD Committee in November. Further amendments being made from committee input
Develop a Strategy for Challenging Land Owners		
		With the help of local realtors, building and landowners, Brady has began drafting a living-working document that works to identify all building and land opportunities for rent, lease, or purchase, in and around Claresholm. This includes points of contact, history, pricing, and challenges existing. Systems are being created to assure that this document remains as up to date as possible, these include EDO notifications for any commercial change in utility billing or ownership, notifications for any new business licensing, and monthly contact calls with local realtors.
Revitalize Downtown and Highway Corridor		

Strategies

YEAR 1

YEAR 1		Update on Progress
	Gateway signs, mural maintenance	Brady has submitted a new application for a sign modification permit from AB transportation. Previous applications from hired design team were not approved by EDC, and then a subsequent application was not approved by AT. Brady has found a new design guy who has assisted. There is a 4 week delivery time required for these custom fit high quality, await permit approval to place the order. This project will be completed before the end of the year.
Develop Residential Land Resulting In Diverse Housing		
	Work with landowners to identify opportunities	Brady continues to build relationships with landowners and gain a better understanding of price and availability.
Develop Light Industrial (Annexed Lands)		
	Develop land use strategy that takes into account highest and best use	WSP and Watson Economists are working to complete the supporting documents by the end of October 2018. Expect to receive draft documents in December
	Undertake an Opportunities and Constraints analysis	WSP and Watson Economists are working to complete the supporting documents by the end of October 2018. Expect to receive draft documents in December
	Develop logical phasing plan to phase development	Working with planners, engineers and town infrastructure to determine what infrastructure upgrades will be required. Expect to receive draft documents in December
	Develop a Financing and Cost Sharing Model	WSP and Watson Economists are working to complete the supporting documents by the end of October 2018. Expect to receive draft documents in December
	Undertake a market analysis	Market analysis is complete, await the rest of the documents to build a robust plan moving forward. Expect to receive draft documents in December

Strategies

YEAR 1

GOVERNANCE & INTERNAL OPERATIONS

Update on Progress

Ensure Ongoing Public Participation

Quarterly Open Houses

ASP for Annexed Industrial/Commercial Land Open House held September 18, 2018. Open House will be planned for early in 2019 with topic to be determined

Create opportunities for meaningful public participation as per the Public Participation Policy #COUN 05-18(a)

Economic Development partnered with the Chamber of Commerce to host a Cannabis Information evening in November

Administration and Council Policies

Redevelop the numbering and organization of policies for efficiency

Review of policies is in progress. General administration section being prepared to present to the Admin Services Committee. Was delayed due to priority on 2019 budget and CUPE Negotiations. Still need to present to Admin Services Committee in January

Begin review and updating of current policies

Review of policies is in progress. General administration section being prepared to present to the Admin Services Committee. Was delayed due to priority on 2019 budget and CUPE Negotiations. Still need to present to Admin Services Committee in January

Address Legislative Changes in a Timely Fashion

Develop tracking worksheet to identify changes required and progress

IDP and ICF are only remaining projects to complete to adhere to the amendments to the Municipal Government Act.

Review and update Bylaws

Ongoing

Ensure ongoing training for qualified operators/staff

Recommendations were prepared and reviewed during 2019 budget discussions.

YEAR 1**PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS****Build Government Relations at All Levels**

MLA, MP and surrounding municipal
Councils at least bi-annual social

Meeting scheduled with the MD of Willow Creek on
December 19, 2018

Strengthen Stakeholder Relationships

Encourage presentations to Council, visit
organizations to build relationships and
have a presence in the community

Sparta House invited to September 24, 2018 Council meeting
to present on their services.

Relationships with AHS and Other Service Providers

Continue to Enhance Relationships with AHS
and Other Service Providers

VIBRANT COMMUNITY, QUALITY OF LIFE**Traffic & Police Enforcement**

Continue partnership for CPO services

Recommendations were reviewed during 2019 budget
discussions.

Continue work with Alberta Transportation
and RCMP on enforcement measures on
highway #2

A proposal to extend the 50&70 km/h zones was sent to AB
Transportation on May 22, 2018 and again on August 27th,
Council and CAO met with AB Transportation on September
26, at the AUMA Convention to discuss extension of 50 & 70
km/h zones. This request was denied. An investigation into
red light camera/photo radar was initiated and we do not
qualify because our population is less than 5000 people and
we do not have our own paid police force. The CPO1 from
Fort Macleod has only been able to come to Claresholm 18
days out of a possible 36 weeks. RCMP have increased traffic
light patrol and highway #2 patrols. No joint radar blitz in
conjunction with the RCMP took place. Sherriiff unit was in
town and the DOT's at the scale several times. Traffic calming
radar still very effective.

Strategies

YEAR 1

YEAR 1		Update on Progress
Expansion of Pathways		
	Complete pathway on 8th Street West from 59 Ave West to Derochie Drive	Completed
	Complete pathway from Porcupine Hills Lodge to Patterson Park	Completed
	Complete pathways and access road system at Stormwater Management Facility	Completed

Strategies

YEAR 1

YEAR 1		Update on Progress
Improvement of Parks		
	Continue improvement and upgrade of parks as identified in the Parks and Recreation Master Plan	Signage to install. Garbages budgeted for in 2019. Benches to be added in the future. Looking for service clubs to donate. Trees have been planted in 2018 to replace the dying trees.
Support the Arts Community		

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 14, 2018				
14	CORRES: Claresholm & District Transportation Society - Moved by Councillor Schulze to refer discussion on tax tokens to Administration for further research and information and to report back to Council, and also have the Claresholm & District Transportation Society come and make a presentation to Council as a Delegation if possible. CARRIED MOTION #18-067	Blair/Karine	Transportation Society was to present to Council as a Delegation on September 10, 2018 but has asked to postpone to January 2019	In progress
Regular Scheduled Meeting - October 22, 2018				
9	RFD: Tender Award - Moved by Councillor Schlossberger to accept the tender from Bos Scapes Inc. in the amount of \$401,611.98 plus GST for the Golf Course Frog Creek Drain Upgrades project. CARRIED MOTION #18-169	Blair/Mike	Contract Signed	Complete
Regular Scheduled Meeting - November 13, 2018				
3	CORRES: Community Energy Association - Referred to Administration to look into possible site options and to invite the Community Energy Association to be a delegation.	Brady/Tara	Awaiting public announcement by CEA	In progress
9	CORRES: Claresholm Public Library Board - Moved by Councillor Moore to provide additional funding of up to \$2,750 to the Claresholm Public Library to come from general operational reserves. CARRIED MOTION #18-172	Karine	Library has been contacted to submit invoices for reimbursement	In progress
10	RFD: Adhoc Committee for Amundsen Park Redesign - Moved by Councillor Carlson to strike the Adhoc Committee for the re-design concept plan of Amundsen Park and appoint Mayor MacPherson and Councillor Cutler to represent Council as members of the committee. CARRIED MOTION #18-173	Tara/Mike Denise	Committee letters sent out. First meeting to take place in January.	Complete
11	RFD: CPR Lands Lease Inquiry - Moved by Councillor Zimmer to approve the lease agreement for parking with Starling Auctions for the land located at Lot 12, Block RLY, Plan RY8 effective November 14, 2018 for a one-year term. CARRIED MOTION #18-174	Tara	Contract executed	Complete

18a	IN CAMERA: Moved by Councillor Schulze to support the concept and approach recommended by the Regional Fire Services Study Steering Committee, and further to support the approach and guiding principles for the remaining components of the Intermunicipal Collaboration Framework. CARRIED MOTION #18-176	Marian	Notification sent to the other municipalities. Will meet with CAO's & consultant to begin drafting the master agreement. Meetings scheduled for February 4 & 5, 2019	In progress
Regular Scheduled Meeting - November 26, 2018				
1	BYLAW #1657 - Moved by Councillor Cutler to give Bylaw #1657, regarding the Starline Business Park Area Structure Plan, 1st Reading. CARRIED	Karine	On Dec 10 Agenda for 2nd & 3rd Readings	Complete
3	CORRES: Brownlee LLP RE: Emerging Trends in Municipal Law - Mayor MacPherson to attend. Other members of Council to let Administration know by the end of the week.	Karine	3 members of Council to attend, to be registered when open	In progress
4	CORRES: Claresholm & District Chamber of Commerce RE: Trade Fair - Town to participate on February 1 & 2, 2019 with a schedule for Council attendance to be made.	Karine	Registration submitted, schedule made	Complete
5	CORRES: Claresholm & District Chamber of Commerce - Moved by Councillor Schulze to allow the Claresholm & District Chamber of Commerce to use the downtown parking lot for the Old Fashioned Christmas event on November 30, 2018 and to allow a bonfire in the downtown parking lot (weather permitting). CARRIED MOTION #18-179	Karine	Email sent	Complete
6	CORRES: 7-11 - Mayor MacPherson will attend the grand opening on December 22nd with other members of Council. (Councillors Zimmer, Schlossberger & Cutler)	Karine	Email sent	Complete

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE:

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

November 2, 2018
Town of Claresholm – Council Chambers

Attendees: Doug MacPherson – Mayor
Brad Schlossberger – Council Member (Chairperson)
Kieth Carlson – Council Member
Doug Priestley – Member-at-Large

Staff: Tara VanDellen – Development Officer
Darlene Newson – Infrastructure Admin Assistant

Regrets: Jeff Kerr – Member-At-Large

Public Present: Rob Vogt. CLP

8:30 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the agenda by Mayor MacPherson
		CARRIED

Adoption of Minutes	Motion to adopt the Meeting Minutes By Councillor Carlson
<ul style="list-style-type: none">October 12, 2018	
	Seconded by Doug Priestley
	CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT	Motion to approve With amended conditions by Mayor MacPherson
	File: D2018.095 Applicant/ Owners: 2126942 Alberta Ltd. Address: 304 43 Ave East Legal: Lot 3, Block 8, Plan 5807JK Regarding: Discretionary change in use from vacant to warehousing with fence with 3 strand security wire and variances to rear and side yard setback dimensions for as-build building.	Seconded by Doug Priestley
		CARRIED

Item 3: ACTION	DEVELOPMENT PERMIT	Motion to approve With amended conditions by Mayor MacPherson
	File: D2018.100 Applicant/Owner: Cody Gross Address: 217 47 Ave West, Claresholm Legal: Lot 13, Block 10, Plan 147N Regarding: Home Occupation – Mobile Heavy-Duty Mechanic	Seconded by Doug Priestley
		CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

November 2, 2018
Town of Claresholm – Council Chambers

Item 4: ACTION	DEVELOPMENT PERMIT File: D2018.101 Applicant: Karen Baker Owners: Brad & Karen Baker Address: 102 Derochie Drive Legal: Lot 16, Block 7, Plan 0413176 Regarding: Home Occupation – Hair studio	Motion to approve With amended conditions by Councilor Carlson Seconded by Mayor MacPherson CARRIED
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Item 5: IN CAMERA	Advice from Officials – Land Use Bylaw Permit Requirements – FOIP Section 24(1)(a)	Motion to go in camera by Mayor MacPherson Seconded by Doug Priestley CARRIED Motion to come out of in camera by Mayor MacPherson Seconded by Doug Priestley CARRIED
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9:33 a.m.	Motion to adjourn By Doug Priestley CARRIED
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Next meeting: November 23 or 30 or Dec 7, 2018 8:30 a.m.



MINUTES - 7 (2018)
EXECUTIVE COMMITTEE MEETING
Thursday, October 11, 2018 at 6:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - *Chair*
Jim Bester - *Vice-Chair*
Don Anderberg (absent)
Doug MacPherson

Ian Sundquist
Morris Zeinstra (absent)

STAFF:

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

AGENDA:

1. **Approval of Agenda** – October 11, 2018
 2. **Approval of Minutes** – July 26, 2018(attachment)
 3. **Business Arising from the Minutes**
 4. **New Business**
 - (a) Draft 2019 Budget (handout)
 - (b) Provision of GIS Services to Non-Member Municipalities.....(attachment)
 - (c) Regional Subdivision and Development Appeal Board Training(attachment)
 - (d) Subdivision Activity 2018.....(attachment)
 - (e) Fee For Service 2018(attachment)
 5. **Accounts**
 - (a) Office Accounts –
 - (i) July 2018(attachment)
 - (ii) August 2018.....(attachment)
 - (b) Financial Statements –
 - (i) January 1 - July 31, 2018(attachment)
 - (ii) January 1 - August 31, 2018(attachment)
 6. **Director's Report**.....
 7. **Executive Report**.....
 8. **In-Camera**.....
-

9. Adjournment

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:05 P.M.

1. APPROVAL OF AGENDA

Moved by: Doug MacPherson

THAT the Executive Committee approve the agenda, as amended:

ADD: 8. In-Camera

CARRIED

2. APPROVAL OF MINUTES

Moved by: Jim Bester

THAT the Executive Committee approve the minutes of July 26, 2018, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Draft 2019 Budget

- The Director reviewed a preliminary budget line by line as a basis for discussion to get input and feedback from the Committee.

REVENUE:

- Not anticipating a large increase to membership fees
- Allocation of \$25,000 to both Operating and Capital Reserves.

EXPENDITURES:

- Increase staff salaries and accompanying staff benefits
- Increase Vehicle Gas & Maintenance, Building Maintenance, Telephone, General Office Supplies, Dues & Subscriptions, Graphic & Drafting Supplies, Accounting & Audit Fees, Legal Fees, Computer Software, Equipment Repair & Maintenance
- Replace one vehicle

- A revised draft of the proposed budget reflecting the discussion will be brought to the November meeting for approval before presenting it to the Board of Directors in December.

(b) Provision of GIS Services to Non-Member Municipalities

- Ministerial Order No. L:206/13 (November 13, 2013) authorizes ORRSC to provide geographic information systems services to the Towns of Bow Island, Innisfail, Olds, Penhold, Rocky Mountain House, Sundre, Taber, and the Villages of Alix and Rosemary. This is valid for five years only, therefore a request to renew the authorization is needed in order to continue to provide this service.

Moved by: Jim Bester

THAT the Chair be authorized to sign a letter to the Minister of Municipal Affairs requesting renewal of permission to provide GIS services to the Towns of Bow Island, Innisfail, Olds, Penhold, Rocky Mountain House, Sundre, Taber and the Villages of Alix and Rosemary.

CARRIED

(c) Regional Subdivision and Development Appeal Board Training

- Rural Municipalities of Alberta (RMA) and Alberta Urban Municipalities Association (AUMA), with the support from Municipal Affairs through the Municipal Government Act (MGA) change management program has selected ORRSC to host a Subdivision and Development Appeal Board (SDAB) training session to be held:

Friday, November 30, 2018

9:30 am - 5:00 pm

ORRSC Conference Room

- ORRSC is responsible to provide the venue plus lunch and two snacks. There will be no charge and the session will be limited to 35 people on a first-come basis. Invitations were emailed October 11 to municipalities that originally expressed interest in August. After October 31, any remaining spots will be offered to all member municipalities.

(d) Subdivision Activity 2018

- 150 subdivision applications have been processed as of September 30 this year, totalling \$290,675 in fees collected. Subdivision files hold important information on development agreements, deferred reserve caveats, etc., therefore, ORRSC is beginning to scan subdivision files to ensure this information is backed up digitally and eventually linked to GIS.

Moved by: Doug MacPherson

THAT the Executive Committee accept the Subdivision Activity as of September 30, 2018, as information.

CARRIED

(e) Fee For Service 2018

- The spreadsheets provided for the Fee for Service projects were reviewed.

Moved by: Ian Sundquist

THAT the Executive Committee accept the Fee for Service 2018 report, as information.

CARRIED

5. ACCOUNTS

(a) Office Accounts –

(i) July 2018

5280	Janitorial Services	Madison Ave Business Services	\$ 475.00
5280	Janitorial Services	Madison Ave Business Services	475.00
5285	Building Maintenance	Lukas Tucek	300.00
5310	Telephone	Bell Mobility	616.40
5310	Telephone	Shaw Business	145.85
5320	General Office Supplies	Desjardin Card Services	125.99

5380	Printing & Printing Supplies	Desjardin Card Services	124.03
5330	Dues & Subscriptions	Professional Standards Board	375.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5380	Printing & Printing Supplies	Desjardin Card Services	449.50
5390	Graphic & Drafting Supplies	Digitex	913.90
5440	Land Titles Office	Minister of Finance	166.00
5450	Legal Fees	Field Law	2,009.00
5470	Computer Software	Autodesk	3,700.00
5570	Equipment Repairs & Maintenance	Xerox Canada	708.73
5570	Equipment Repairs & Maintenance	Digitex	1,240.00
5570	Equipment Repairs & Maintenance	Digitex	1,260.00
5570	Equipment Repairs & Maintenance	Digitex	620.00
5580	Equipment & Furniture Rental	Pitney Bowes	389.45
5590	Equipment & Furniture Purchases	Staples	164.99
5590	Equipment & Furniture Purchases	Digitex	1,350.00
1160	GST Receivable	GST Receivable	668.54
		TOTAL	<u>\$16,300.38</u>

(ii) August 2018

5150	Staff Mileage	S. Johnson	\$ 134.50
5320	General Office Supplies	S. Johnson	164.09
5330	Dues & Subscriptions	S. Johnson	120.00
5530	Coffee & Supplies	S. Johnson	21.98
4140	Approval Fees	Halma Thompson	3,800.00
5310	Telephone	Bell Mobility	637.31
5310	Telephone	Shaw Business	145.85
5330	Dues & Subscriptions	Macleod Gazette	50.00
5330	Dues & Subscriptions	Taber Times	46.00
5380	Printing & Printing Supplies	Peak Vocational Services	103.64
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5390	Graphic & Drafting Supplies	Digitex	125.88
5440	Land Titles Office	Minister of Finance	232.00
5450	Legal Fees	Field Law	1,280.00
5490	Consultants	Cameron Klassen	2,700.00
5490	Consultants	MPE Engineering	4,698.50
5500	Subdivision Notification	Lethbridge Herald	475.58
5570	Equipment Repairs & Maintenance	Xerox	827.25
5570	Equipment Repairs & Maintenance	Digitex	620.00
5590	Equipment & Furniture Purchases	ALTISMSP	362.00
5590	Equipment & Furniture Purchases	Cam Air Refrigeration	3,385.00
1160	GST Receivable	GST Receivable	668.54
		TOTAL	<u>\$20,621.12</u>

Moved by: Ian Sundquist

THAT the Executive Committee approve the Office Accounts of July (\$16,300.38) and August (\$20,621.12) 2018, as presented. **CARRIED**

(b) Financial Statements –

- (i) January 1 - July 31, 2018**
- (ii) January 1 - August 31, 2018**

- ORRSC is on target for a better net income than projected in the budget. The Director was asked to investigate whether some of the Cash in Bank should be converted to higher interest term deposits.

Moved by: Doug MacPherson

THAT the Executive Committee approve the unaudited Financial Statements, as presented:

January 1 - July 31, 2018
January 1 - August 31, 2018

CARRIED

6. DIRECTOR'S REPORT

- The Director reported on his activities since the last Executive Committee meeting.

7. EXECUTIVE REPORT

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

8. IN-CAMERA

Moved by: Jim Bester

THAT the Executive Committee go in-camera (7:05 p.m.).

CARRIED

Moved by: Ian Sundquist

THAT the Executive Committee come out of camera (7:22 p.m.).

CARRIED

9. ADJOURNMENT

Moved by: Ian Sundquist

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:23 p.m. until **Thursday, November 8, 2018 at 6:00 p.m.**

CARRIED

/bj

CHAIR:



Claresholm Child Care Society
October 10 2018 Meeting Minutes
KidzZone 6:30pm

In Attendance: Sheena Parsons, Christy Bazell, Mireille Rigaux, Jordan Smiley, Kim Gugala, Kate Mackrel, Chery Starling

Absent: Carlee Marchbank, Chelsae Petrovic, Mike McMahon, Candace Heck, Naomi Thompson, Lise Schulze, Dave Thompson

1.0 Call to order- 6:30pm

2.0 Adoption of agenda- Jordan adopted

3.0 Approval of September 11 2018 meeting minutes- Christy approved

4.0 Reports

4.1- Financial Report- Mireille read, Things are looking really good now that the new accountant has gotten things all on track.

4.2- Executive Director Reports

4.2.1- Daycare Manager Report- Kate moved as read

4.2.2- Kidz Zone Manager Report- Kim Moved as read

5.0 New Business

5.1 Casino- The Society is in line for the first quarter of 2020. It was discussed that there should be a committee for the Casino and this needs to be laid out at the AGM so if there are new board members they are aware of it and things do not get lost in the hand over. We should consider having a form filled out every AGM with the new member's information as well.

5.2 Fundraising- Jordan and Kim went to a Play School Meeting and discussed that the two societies should have a fundraiser together for the new playground. It was discussed that a raffle would be a good idea. The board discussed that maybe having a couple bigger prizes will help with having a successful sale. There were some ideas suggested like a weekend away or a big screen TV, or maybe even box seat Hockey tickets. WE also need to look into the AGLC ratio of cost verses max number of prizes, Chery will check into this. Mireille will send an email to the board.

5.3 Donation from the Marijuana plant- The owner of this new facility would like to invest in the town and is eager to donate, Lori English will assist the society in writing a letter to the facility's new owners asking them to come meet the board. Hopefully by November 1 2018 this will be written.

5.4 Christmas Closures- The Daycare and Kidz Zone last day open will be Friday December 21 2018 and will be reopen January 2 2019. The staff will clean the centers on December 22 2018.

5.5 Christmas board/staff dinner and staff gifts- Mireille suggested that the staff should plan their party and if the board can make it great. Kim will check into something for the staff as far as gifts and will get help from one of the board members if she needs.

5.6- Storage for items from the new building- There need to storage for the cabinets, boards and tiles that are being saved for us from the new building while it is being renovated. Chelsay told Jordan that she can possibly get a storage shed from her family; she will look into this and confirm.

5.7- Board training- November 17 2018 8:30-4:30 at the Sparta house

6.0- Correspondence- The Claresholm Fair Board is looking for a donation from the society for the age group of under 5 so divisions A. The board discussed that we should donate for the age group for Kidz zone as well. Jordan motioned to donate \$100.00 for the 2 years, so \$25.00 for 5 and under and \$25.00 for the Kidz zone age group, Christy seconded all in favor of this motion.

7.0 Next Meeting- **November 19 2018 6:30pm Kidz Zone**

8.0- Adjournment- 7:54pm

Pursuant to section 6.1.6.7 of the Claresholm child Care Society bylaws all matters regarding personnel/legal matters will be discussed by the board of directors in a private session of the board meeting. Please respect the sensitive and confidential nature of these discussions; all motions must be considered during the regular (public) session of the board meet

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

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
October 4, 2018 at 3:00 P.M.

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

1. Chair Gord Wolstenholme called the meeting to order at 3:00 P.M.
2. Approval of Agenda

18.90 **Moved by John Kroetsch** to approve the agenda as presented.
CARRIED

3. Delegations

No delegations.

4. Approval of Minutes

- a) Regular Meeting July 26, 2018

18.91 **Moved by Brad Schlossberger** to approve the minutes of the July 26, 2018 regular
meeting as presented.
CARRIED

5. Financial Information

- a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$1 234.85.

18.92 **Moved by Don Norby** to approve for payment, the accounts payable in the amount of
\$1 234.85.
CARRIED

- b) Check Detail July 28, 2018 – September 30, 2018

CAO Friesen presented the members with the check detail from July 28 to September 30, 2018.

18.93 **Moved by Duncan McLean** to accept the check detail of July 28 – September 30, 2018
as presented.
CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
October 4, 2018 at 3:00 P.M.

5. Financial Information cont.

c) Bank Reconciliations July, August and September 2018 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation reports for July, August and September 2018 for the ATB Financial checking account & 90 day notice account.

18.94 **Moved by Brad Schlossberger** to accept the July, August and September 2018 bank reconciliation reports for the ATB Financial checking & 90 day notice accounts as presented.

CARRIED

d) Bank Statement ending September 30, 2018

CAO Friesen presented the ATB Financial bank statement ending September 30, 2018.

18.95 **Moved by Duncan McLean** to accept the ATB Financial bank statement ending September 30, 2018 as presented.

CARRIED

e) Budget vs. Actual Report ending September 30, 2018

CAO Friesen presented the Budget vs. Actual report ending September 30, 2018.

18.96 **Moved by Don Norby** to accept the Budget vs. Actual report ending September 30, 2018 as presented.

CARRIED

f) Balance Sheet ending September 30, 2018

CAO Friesen presented the Balance Sheet ending September 30, 2018.

18.97 **Moved by Duncan McLean** to accept the Balance Sheet ending September 30, 2018 as presented.

CARRIED

6. New Business

a) Audit Shield-Avail CPA

CAO Friesen presented the proposal for Audit Shield protection from Avail CPA.

18.98 **Moved by John Kroetsch** to decline the proposal from Avail CPA for Audit Shield protection.

CARRIED

b) 2018 Groundwater Monitoring & Report Proposal-Hasegawa

CAO Friesen presented the proposal for the 2018 Groundwater Monitoring and Report from Hasegawa Consulting. Friesen explained that this is an annual requirement and is budgeted for every year and that Hasegawa has done this work for the WCRWMSC for several years.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
October 4, 2018 at 3:00 P.M.

6. New Business cont.

b) 2018 Groundwater Monitoring & Report Proposal-Hasegawa cont.

18.99 **Moved by Don Norby** to accept the proposal from Hasegawa Consulting for the 2018 Groundwater Monitoring & Report.

CARRIED

c) Household Hazardous Waste Course – For Information

CAO Friesen reported that the WC Regional Landfill hosted a Household Hazardous Waste training session. Friesen explained that staff must be trained in the safe handling and packing of HHW and that two of our staff attended the course and are now certified.

d) Landfill Theft – For Information

CAO Friesen gave a brief verbal report regarding the recent thefts at the Willow Creek Regional Landfill.

e) Computer Security-Confidential/Sensitive Information – For Information

CAO Friesen reported that, owing to the recent access and theft at the landfill, she has had Doug from the M.D. of Willow Creek on site to assist in the encryption of the landfill computer. Doug has created a vault on the computer that is password protected to safe guard confidential/sensitive material.

f) Landfill Computer and Building Access

CAO Friesen explained that she is the only one that has access to the desk top computer and the filing cabinets in the front office. Friesen advised that the Commission take spare filing cabinet keys and computer passwords to one of our member municipality administration offices for safe keeping. It was the consensus of the members that CAO Friesen take spare keys and passwords to the M.D. of Willow Creek administration office to be stored in their vault.

g) Meeting Dates

Next regular meeting date is set for November 22, 2018.

7. Old Business

a) Employment Insurance Rate Reduction Program – Update

CAO Friesen reported that our application has been approved. Friesen gave a brief summary of how the program works, what our role is moving forward.

b) Landfill Tours – For Information

CAO Friesen and member Kroetsch gave a verbal report regarding the landfill tours at Crowsnest Pass Pincher Creek and Foothills Regional Landfill.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
October 4, 2018 at 3:00 P.M.

8. Correspondence

a) M.D. of Willow Creek

CAO Friesen shall respond to the Claresholm Public Library.

9. General Landfill Information

a) Clean Farms Obsolete Collection Campaign

CAO Friesen reported that Clean Farms is conducting an obsolete collection for agricultural pesticides and livestock medications in Southern Alberta. She further explained that she has been working with the M.D. Ag Fieldman to advertise this event.

b) Highway Signage

CAO Friesen reported that the new highway signage has been purchased and has been installed by Volker Stevin. She further reported that the landfill staff erected a new sign on the haul road.

c) Yard Beautification 2019

CAO Friesen reported that she has ordered 100 trees for spring 2019 planting.

d) Leachate Management

CAO Friesen reported that we have received the survey portion of the leachate management plan from Hasegawa. This information will help mitigate water entering the landfill cells which will lessen the leachate. Friesen further reported that the dry hot summer was helpful in the management of leachate at the landfill. Friesen explained that staff utilized the de-watering pumps to bring leachate from the cells to the evaporation ponds and that leachate levels were low. Friesen further explained that this work will be on going and will continue in the spring.

10. In Camera

No In Camera items.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
October 4, 2018 at 3:00 P.M.

11. Adjournment

18.100 **Moved by John Kroetsch** to adjourn at 4:08 P.M.

CARRIED

Chairman Gord Wolstenholme

CAO Cheryl Friesen

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Conference Room Town Office

October 17th, 2018

Present: Barry Gibbs, Betty Hoare, Don Glimsdale, Gaven Moore, Carl Hopf, Bert Franssens, Blair Bullock and Terry Mahoney


Call to order by Barry Gibbs at 3:04 PM.

1. Adoption of agenda as amended made by Gaven Moore. **CARRIED**
2. Approval of minutes from September 19, 2018 meeting as is, made by Bert Franssens. **CARRIED** Action items on Action Report are all complete.
3. Chair Report – Barry Gibbs went thru his written report. Discussed the process for hiring a new executive director. One option is making the position a permanent part-time curator. Also discussed possible restructuring of staffing at the museum.
4. Strategic Planning Workshop – a new date of Saturday December 1, 2018 was agreed upon. Online surveys would be made available to get feedback prior to the workshop. Committee reviewed 2018 Visitor Report, created by Barry Gibbs from statistics collected at the museum. Betty Hoare gave a verbal report of Key Strategic activities, achieved/not achieved from a report Claresholm & District Museum Strategic Plan 2017 -2019. A written report will follow to all board members.
5. New Board Member – Terry Mahoney was introduced to all in attendance and was given a warm welcome.
6. Culture Days – A round table discussion on what worked good and how improvements could be made. It was felt that if a similar event was planned next year, we should try to get more participation from other local groups. Carl Hopf made a motion that we go ahead with planning for an Alberta Culture Days event for 2019. **CARRIED**
7. Operations Report – Blair Bullock reported on the last operating days of the museum leading up to the season closure. Everything went well and consignment cheques for gift shop items have been sent out. Our thanks to Kathy and Carol for their great work. Three student grant funding for 2019 have been approved. The deadline for application for 2019 executive director will be coming soon.

8. Committee Christmas Party at Barry Gibbs residence was set for December 12, 2018. Pot luck supper with further details to come.
9. Discussed the status of the large TV currently in the station. The TV was a donation that is not being used. The space it currently is in will be needed for the Women in Agriculture display. Carl Hopf made a motion that the TV be recycled. **CARRIED.**
10. Next year will be the museums 50th Anniversary, all board members are asked to think of ideas on how we can celebrate this occasion. Bring your ideas to the next meeting.

Meeting adjourned at 5:00.

Next meeting November 21, 2018



Barry Gibbs

Board Chair



Claresholm Animal Rescue Society

Minutes for the Board of Directors Meeting (APPROVAL PENDING)

Thurs. Sept. 20, 2018 – 7:15 pm @ the Claresholm Public Library

*Accepted
Oct 18, 2018*

BOARD DIRECTOR ATTENDEES:

Lorraine Norgard (Chair), Judy Lelek (Vice Chair), Doreen Van Langen (Treasurer), Shelley Ford (Secretary), Lise Schulze (Town Rep), Sylvia Giroux (ACL)

REGRETS: Denise Peters

ABSENT: NA

OTHER ATTENDEES:

Diane Lockhart (volunteer), Barb Hinkle (volunteer), Crystal Kinnard (staff), Krista Minish (Vet), Sally Morton (guest), Dave Hatch (guest), Jason Hemmaway (Town of Claresholm Bylaw Officer)

1.	Call to Order	Meeting called to order by chair at 7:15 pm
2.	Approval / Adoption Agenda	<p>The following changes were made to the presented agenda:</p> <ul style="list-style-type: none">• Added discussion with bylaw officer about 5 cats (Lanes) and bylaw fines / trapping and dumping• Added discussion about gift (Barb) <p>Moved by Judy to approve agenda as amended, seconded by Sylvia - CARRIED</p>
3.	Approval of Minutes June 27, 2018 (board mtg)	Moved by Doreen, seconded by Lise - CARRIED
4.	Treasurer's Report (Doreen)	<ul style="list-style-type: none">• It should be noted that minimum wage is going up to \$15/hour as of Oct. 1, which will cut into our salary budget• Bank Balances:<ul style="list-style-type: none">○ \$60,097.40 balance of account○ Casino account 678.77○ Still have \$22,071.31 in one investment○ \$10,498.65 second investment (series AFE)○ \$1,049.20 investment (series AFE)• Questions about limitations on investment restrictions for nonprofit – Doreen will book an appointment with Pat to sort it all out

		<ul style="list-style-type: none"> Society annual return needs to be sent in with all members information; Lorraine will submit <p>Moved by Doreen to approve report as presented, seconded by Lise - CARRIED</p>
5.	Adoption / Surrender Report	<p>(July 1 up to today)</p> <p>Cats Adopted – 32 Dogs Adopted – 0 Number of cats currently in shelter = 35 Number of dogs currently in shelter = 4 Number of cats in foster = 20 Number of cats at PetSmart Okotoks = 3 Number of cats at PetSmart Lethbridge = 4</p>
6.	Volunteer Hours Report	<p>(July 1 up to today)</p> <p>Number of volunteers = 22 Total volunteer hours = 1,131.5</p>
7.	OLD BUSINESS 1. Membership Renewals (Doreen)	<p>1 new member, 1 new kennel sponsorship Not sure what to do about membership renewals; Lorraine said she would work on it</p>
8.	NEW BUSINESS 1. Discussion with Bylaw Officer	<ul style="list-style-type: none"> Group held a lengthy discussion with Bylaw Officer Jason Hemmaway with an update about the Lanes 5 cat situation <ul style="list-style-type: none"> Lanes came to see them, picked 2 adult cats, (only taking 2) – they are paying for the spay and neuter The other 3 are babies of the female – 4 months old, planning to adopt them out – the babies are CARES' due to the 10 days they were held at the shelter - no further documentation is required beyond that for adopting out the cats at this stage Questions were raised about fines possibly being too high for pet owners to get their animals back; Jason pointed out that the bylaws are there to try to discourage pets being at large so that neighbors don't get so frustrated that they do things to harm or "relocate" the animals themselves <ul style="list-style-type: none"> Currently there is an issue with some cats being trapped and dumped; Krista asked about the process if she had

		information about the dumping, and Jason recommended that it be reported to the RCMP (dumping animals is against the law)
	2. Replace Directors (Lorraine)	<ul style="list-style-type: none"> Sally Morton is considering a position as a director of the board; unsure right now, but still thinking about it Joanna Sutter is also considering a position on the board Dave Hatch is interested in being on the board Doreen nominated Dave to be a board director, Lise seconded – CARRIED NOTE: Dave's position on the board begins immediately
	3. PetSmart Approval for Sept 29 (Lorraine)	<ul style="list-style-type: none"> Special event to get \$500, we have to take 10 kittens to each PetSmart (Barb and Diane will take them) <ul style="list-style-type: none"> Will ensure that contact with kittens (handling) will be limited and precautions taken to prevent disease transfer and kittens will not be adopted that day
	4. Routines Need Update / Clarification (Lorraine)	<ul style="list-style-type: none"> All is posted on fridge <ul style="list-style-type: none"> Some things discussed were: washing hands and putting on smock, reading communication book, advising about sickness, any others let Barb know If immunization can be done outside of day shift; if they can, they will try but there is no guarantees because they do it when they have the time
	5. Cat Food Limits / Portions (Lorraine)	<ul style="list-style-type: none"> Some cats have 2 cups or more, cats are sharing specialized foods, some of the bowls are full to the top of food Need to be more frugal with food Krista suggested feed twice a day; some in the morning and at night (adult cats, not kittens) Krista recommends ¼ cup dry in the morning, and ¼ cup of dry at night to try to ensure that enough food is provided <p>Shelley moved, Judy seconded, that day staff gives ¼ cup dry food, night staff gives ¼ cup dry – CARRIED</p> <p>NOTE: Cats all get a bit of wet food each day as well, which will continue to be provided as usual</p>

	<p>6. Vet Cost Awareness (Diane)</p>	<p>Other shelters are charging a lot more for what we offer (or less); raising our prices would not be unreasonable and still be competitive with pet stores. Many agreed it might be worthwhile to try to better balance costs with income, but some were concerned with the possibility of not getting animals adopted.</p> <p>(NOTE: Discussion on this topic led into the 8.6 discussion about our changing our adoption rates.)</p>
	<p>7. Adoption Rate Review (Diane)</p>	<p>Moved by Sylvia, seconded by Judy to change cat adoption rates to be the following, effective as of Sept. 24:</p> <p>\$90 for senior cats \$120 for all adult cats regardless of treatment required \$120 for kittens plus \$100 refundable deposit after spay / neuter 25% discount for bonded pairs</p> <p>- CARRIED</p> <p>Discussion on dogs, current rates are: \$300 for puppies \$250 for dogs 25% bonded pairs for dogs</p> <p>Group agreed to keep rates as is (no vote required)</p>
	<p>8. Claresholm Pet Food Bank (Diane)</p>	<p>Natalie Pedersen runs this program as the rep in our community</p> <ul style="list-style-type: none"> - She does not want her phone number published to people, and prefers to run it on Facebook - Diane recommending that we do not offer food to pets, but offer to contact Natalie on their behalf to contact them and see if they can be helped - ALTERNATIVELY – we can give them contact info for ALPL (head of pet food bank program) <p>Lorraine will put up a sign stating that food should not be given out to the public and to instead ask Diane to contact Natalie or ALPL</p>



	9. Staffing / Volunteers Levels (Judy)	<p>Brian is quitting his work with the cats, but will continue to work with the dogs; might help with cats on occasion when really needed</p> <p>Judy says there are a couple of people interested in volunteering to help pick up Brian's shifts; Sylvia also said she would help where needed until the shift is covered</p> <p>Number of volunteer shifts we need to have covered is 2 day shifts (Monday & Thursday), plus some of the other shifts he's been covering on occasion – Lorraine will put volunteer ad on Facebook and in paper</p>
	10. Responsibilities for Getting Special Foods (Lorraine)	<p>Lorraine suggested we have a special notice board for when we need to replenish specialized food stores so that Diane knows when to get more</p> <p>Krista advised she's allergic to shellfish, requesting that animals not be fed seafood that day as it transfers to her. Group agreed to make Thursdays "no seafood" day. (No vote needed – procedure change)</p>
	11. 2019 Casino Dates (Lorraine)	<p>Dates are Dec. 30 and 31, 2019 (next year)</p>
	12. Christmas Craft Fair Table (Diane)	<p>November 17th is the fair at the Community Centre – Barb paid for our table</p> <p>Microchip Day – Prairie Pitbull Rescue asking if we would host a clinic to raise funds for; Krista suggested that there be a sign up sheet, and also to ensure that it's a tech or vet doing them</p> <p>Lorraine heard back via text that a tech is doing the chips and that the shelter people usually host it.</p>
	13. Gift (Barb)	<p>Dary Markle approached her about a donation of an antique Pump Organ for the raise the woof, but we aren't doing it this year. She spoke to the antique dealer in Nanton and there isn't much of a market for this so it might be hard to sell for their value.</p> <p>Krista says it could be worth \$2000 to \$2500 for it. Diane says there's an Alberta Antiques Buy n' Sell on Facebook Barb recommends that we try can try to sell it and see what we can get</p> <p>Barb is going to try to sell it for \$2500 and negotiate down and insist that it be picked up – Krista will look into the value of the pump organ</p>

9.	Next Meetings	7:15 pm at the Claresholm Public Library: <ul style="list-style-type: none"> • Thurs. Oct. 18
10.	Adjournment	Moved by Lise to adjourn the meeting - CARRIED



Claresholm Animal Rescue Society

accepted
2018
Nov 15.

Minutes for the Board of Directors Meeting (APPROVAL PENDING)

Thurs. ~~Sept. 20~~, 2018 – 7:15 pm @ the Claresholm Public Library
Oct 18,

BOARD DIRECTOR ATTENDEES:

Lorraine Norgard (Chair), Judy Lelek (Vice Chair), Doreen Van Langen (Treasurer), Shelley Ford (Secretary), Lise Schulze (Town Rep), Sylvia Giroux (ACL), Dave Hatch, Denise Peters

REGRETS: Sylvia Giroux (away)

MEMBERS:

Diane Lockhart, Crystal Kinnard

1.	Call to Order	Meeting called to order by chair at 7:15 pm
2.	Approval / Adoption Agenda	<p>The following changes were made to the presented agenda:</p> <ul style="list-style-type: none"> • <p>Moved by Lise to approve agenda as amended, seconded by Dave - CARRIED</p>
3.	Approval of Minutes Sept. 20, 2018 (board mtg)	Moved by Judy, seconded by Lise- CARRIED
4.	Treasurer's Report (Doreen)	<ul style="list-style-type: none"> • Account balances provided to Secretary from Doreen: <ul style="list-style-type: none"> ○ General - 54,811.35 ○ Casino – 678.80 ○ Elite Savings – 5,510.89 ○ Common Shares – 1,151.65 • Need to do letters of support grants from other municipalities <ul style="list-style-type: none"> ○ Fort Macleod sent a letter advising that if we want to apply for funding grants, we have to provide financial statements – response required by Dec. 14 ○ Shelley recommends we go to each council to present the statistics that Jason created – talk to Jason to see if he'll go with her to do the presentation – Doreen will send in form and financials in the meantime, Shelley will contact councils and book presentations • Membership list needs updating – old form in shelter <ul style="list-style-type: none"> ○ Lorraine will bring new forms to shelter • Moved by Doreen to approve Treasurer's Report, seconded by Shelley - CARRIED

5.	Adoption / Surrender Report	<ul style="list-style-type: none"> No official report this meeting as Sylvia is away Noted that there are 8 Dogs, 50 cats in shelter, and 11 cat fosters <p>Costs becoming a concern</p> <ul style="list-style-type: none"> Lorraine doesn't want to ask more of vets in terms of deals <ul style="list-style-type: none"> Diane advised PetSmart has a grant for spay and neuter programs, where they pay the vets Lorraine received an email about 4 more kittens, also a request to surrender a 12 yr old dog that pees in the house when she's not home – uses dog diapers (small dog, part American Eskimo); no room to put any more dogs (2 are currently in grooming room due to limited space) Brian still hasn't received his keys yet – Lorraine asked Diane to see if she can get him a copy of them ASAP – he wants to come back to work with the dogs, and also help fill in some shifts as casual when needed
6.	Volunteer Hours Report	<ul style="list-style-type: none"> None this meeting as Sylvia was away
7.	OLD BUSINESS 1. Cat Food Limits (Lorraine)	<ul style="list-style-type: none"> People are not adhering to feeding policy; Lorraine said she'd be willing to have a look at the cameras if needed
	2. Vacant Director's Position (Lorraine)	<ul style="list-style-type: none"> One position vacant; Lorraine asked if we can leave it until March Diane thinks Sally Morton might still be interested, will be at next meeting to confirm
	3. Adoption Rates Set (Lorraine)	<p>Define kitten/puppy, adult & senior Senior cats are 10 and up Senior dogs are 7 and up – half price (\$125)</p> <ul style="list-style-type: none"> Moved by Denise, and seconded by Lise, to charge half price for dogs 7 years and up - CARRIED <p>Kittens are up to 1 year Puppies are up to 1 year Bonded pairs = "pair" (any pair, not necessarily bonded) Barn cat was missing in the list; barn cat is half price of regular cat</p> <ul style="list-style-type: none"> \$60 for barn cats with further pair discount added if they take more than one Moved by Doreen, seconded by Dave, to approve barn cat rate as \$60 - CARRIED
	4. Staffing/Volunteers coverage (Lorraine)	<ul style="list-style-type: none"> Increase to 2 @ closing due to high occupancy; one person closing takes a really long time <ul style="list-style-type: none"> Lorraine wrote on board asking people to double up to

		<p>help if they can</p> <ul style="list-style-type: none"> ○ Lorraine suggests we should try to schedule that; Diane agreed but said it's hard to get people to commit ○ Some people have been offering to help • Volunteer age limits – insurance does not limit our ages to volunteer • Judy said there is someone who is willing to volunteer if she can bring her 8 year old daughter; group would consider it if they sign parental consent to waive liability – exception is our dogs, we're not convinced our current dogs would be good for kids to be around • Sparta House (FB message to Shelley in response to request for volunteer help) – board agrees that we'd love to open the possibility for partnership with Sparta House; Judy will call Carrie Ann Dahl (director) to discuss volunteer opportunities, and Shelley will message Carrie to let her know to expect the call • A couple of other people have applied to help volunteer with the dogs specifically; Judy will interview and follow up with them – there is also some potential to foster some of the dogs
	5. Bonded Pairs (Lorraine)	<ul style="list-style-type: none"> • Discussion about the 2 chihuahua dogs (mother and young); vets are saying that they should be separated and adopted separately <ul style="list-style-type: none"> ○ the young one has erratic behavior ○ Vet says no animals need to be adopted out together, they will adjust in time ○ Doreen moved, Judy seconded, that any animal pairs be separated, and adopted separately - CARRIED
	6. Christmas Craft Fair Nov 17 (Lorraine)	<ul style="list-style-type: none"> • UPDATE: Diane says she will make up schedule to organize volunteer times; she will send out the schedule to the volunteers and board to see if they'll help • Maybe Walmart Lethbridge will donate goods for sale, possibly UFA – Diane and Dave will follow up
	7. Musical Organ Donation (Barb)	<ul style="list-style-type: none"> • Tabled to next meeting (Barb sick)
	8. Board for Special Diets (Lorraine)	<ul style="list-style-type: none"> • UPDATE: Board has been purchased Lorraine will put it up
8.	NEW BUSINESS A. Light for South Side over Dogs (Lorraine)	<ul style="list-style-type: none"> • Town says we have to pay for the lighting and for electrician to install; Denise might have someone who will do it for us • Lorraine says they'd have to run new conduit, Denise will talk

		to son in law and see if he'd be willing
	B. December meeting (Lorraine)	<ul style="list-style-type: none"> • Re: Christmas Supper Again Instead • Lorraine suggesting we just go to Douros again on Dec. 13 (tentatively) <ul style="list-style-type: none"> ○ She will put up a sheet at the shelter to see who is interested ○ Doesn't want it to be a meeting, just a fun social event
	C. Vaccine Purchasing (Diane)	<ul style="list-style-type: none"> • Vaccine supplier – vaccines are expensive, and we still have a lot more to go with the increase in kittens • Past 6 months we've spent \$4500 for vaccines we do ourselves • 15 vaccinations required to do tomorrow • She was contacted by someone who helps shelters specifically with deals on vaccines (i.e. buy 4 and get one free) <ul style="list-style-type: none"> ○ Diane wants to get a better idea of what the pricing is, and really see how much of a deal it will be ○ Not sure we need vaccines components that make them more expensive ○ Also wants to talk to Krista about it before we decide ○ Diane will follow up and get back to us next meeting
	D. Garage Sale (Denise)	Thinking about doing the next one in May 11 or 25 – we want to have it before June 2 which was when Local Press and Chamber had the community garage sale
	IN CAMERA	<p>Shelley moved, and Lise seconded, that we go in camera for a discussion about Bernie (dog) and personnel issue - CARRIED</p> <p>Lise moved, and Judy seconded, that we come out of in camera - CARRIED</p>
9.	Bernie (dog)	Based on further evaluation since previous meeting, Bernie is not aggressive, but rather has fear aggression based on certain objects and behaviors. Would like to look at other options for him. Moved by Judy, seconded by Dave, to send Bernie for 3rd assessment per Lorraine's suggested contact - CARRIED
10.	Next Meeting	November 15 th @ 7:15 pm at the Claresholm Public Library
11.	Adjournment	Moved by Denise to adjourn the meeting - CARRIED

accepted
Oct. 19, 2018

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, Sept 14, 2018

ATTENDEES: Brydon Saunders – Lay Representative
Howard Paulson – Lay Representative
Brian Comstock- Lay Representative
Josee Meston - Wandering Willows
Ian Sundquist – M. D. of Willow Creek
Mike McAlonan – Lay Representative
Arlette Heck – Town of Granum
Lise Schultze – Town of Claresholm
Lyal O'Neill - CAO

REGRETS:

Bob Thompson, Claresholm Senior Centre
Jason Schneider – Vulcan County

Howard Paulson-Chair called the meeting to order at 10:30 am.

1.0 APPROVAL OF AGENDA

Moved by Josee Meston to accept the agenda as presented.
Carried.

2.0 APPROVAL OF MINUTES

Moved by Lise Schultze that the minutes of the **June 29, 2018 and August 30, 2018** be accepted as presented. Carried.

3.0 BUSINESS ARISING

- 3.1 Claresholm Parade – had two vans in parade.
- 3.2 Wandering Willows Society bus proposal - Attendees from Wandering Willows Society were – Val Hall, Mike Edwards, Ed Vegter, Helen Johnson, Carmelle Steel, Shirley Isaacson and Iris Fletcher from the Ladies Auxiliary.
Presentation regarding Wandering Willow concerns about liability in operating the bus and whether it is still in their mandate.

Moved by Arlette Heck to accept the transfer of ownership of the Wandering Willows bus by October 1, 2018. Motion Carried.

Motion by Wandering Willows Society to transfer ownership of the bus to Claresholm and District Transportation Society by October 1, 2018, free of all incumbrances. Motion Carried.

Moved by Brydon Saunders to apply for insurance coverage

from Co-operators Insurance \$4317.00 per year for 2 Million liability and to increase this up to 5 Million liability. Motion Carried.

Signage: Remove large W.W. signs from bus and replace with smaller W.W. and Ladies Auxiliary signs – Donated By: Lyal will email sign info for approval.

4.0 CORRESPONDENCE

1. Claresholm & District Health Foundation – will not support our request for funding.
2. Community Foundation – Lyal will meet with Charleen Davidson to discuss the endowment fund. Lyal will also discuss about a grant for wheelchair lift for the bus.

5.0 REPORTS

1. Financial Report – Lyal Moved to accept the financial report as presented. Quiet summer months resulting in reduced cash flow. Inter Facility transfers are down. Committee to discuss funding options Carried.
2. CAO/Resolution Status Report- Lyal Moved to accept the report as presented. Carried.
3. Fundraising Report –.
4. Chairmans Report – Moved to accept the report as presented by Howard Paulsen. Carried.

6.0 OLD BUSINESS

1. None.

7.0 NEW BUSINESS:

1. Cheque Detail – Cheque Detail for July, August 2018 presented by Lyal For information.
2. Moved by Ian Sundquist to set up a Finance Committee to meet and discuss funding and cash flow. Motion Carried.

NEXT MEETING DATE at CGH/Multipurpose room at 10:30 a.m.
Oct 19, 2018.

The meeting was adjourned by Brydon Saunders at 11:45 a.m.

SIGNED:

SIGNED:

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