



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
FEBRUARY 26, 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 – FEBRUARY 12, 2018

ACTION ITEMS:

1. **DELEGATION RESPONSE: Karen Baker**
RE: Walking Path on 8th Street West
2. **DELEGATION RESPONSE: Roxanne Thompson**
RE: Claresholm Local Press Taxpayer Subscriptions
3. **CORRES: Highway 3 Twinning Development Association**
RE: Questions
4. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE: Municipal Leaders' Caucus – March 14th & 15th, 2018
5. **CORRES: Claresholm Legion #41 – February 20, 2018**
RE: Letter of Support for grant funding
6. **CORRES: 2A Boys Basketball Provincial Game – March 15, 2018**
RE: Mayor MacPherson invite
7. **CORRES: Town of Black Diamond**
RE: Diamond Valley Parade – June 2, 2018
8. **CORRES: MD of Willow Creek**
RE: Thank You – Legacy of our Land Banquet
9. **CORRES: Alberta Municipal Affairs**
RE: ACP Grant Approval
10. **CORRES: Claresholm & District Chamber of Commerce**
RE: Economic Development Committee Nomination
11. **CORRES: Claresholm Gun Show**
RE: Request for funding
12. **REQUEST FOR DECISION: ORRSC Memorandum of Understanding**
RE: GIS
13. **REQUEST FOR DECISION: Reserve Funds**
RE: Amalgamate Reserve Funds
14. **REQUEST FOR DECISION: Campground Attendant**
RE: Contract
15. **INFORMATION BRIEF: AUMA**
RE: Police Funding Letter
16. **INFORMATION BRIEF: EMERCOR**
RE: Discontinuance
17. **INFORMATION BRIEF: Council Committees**
18. **INFORMATION BRIEF: CAO Report**
19. **INFORMATION BRIEF: Council Resolution Status**
20. **ADOPTION OF INFORMATION ITEMS**
21. **IN CAMERA:**
 - a. **LAND - Unightly Properties - FOIP Section 16.1**
 - b. **LAND – Tax Recovery Property – FOIP Section 16.1**
 - c. **CONFIDENTIAL EVALUATIONS – Committee Structure – FOIP Section 19.1**
 - d. **PERSONNEL – FOIP Section 17.2(c)**
 - e. **LEGAL (2) – FOIP Section 27(1)(a)**

INFORMATION ITEMS:

1. AUMA – Letter to Minister of Justice & Solicitor General
2. AUMA – Cannabis Excise Tax
3. Minutes – Municipal Planning Commission November 30, 2017
4. Minutes – Economic Development Committee November 20, 2017 & January 17, 2018
5. Minutes – Ag Society November 15, 2017

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
FEBRUARY 12, 2018

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

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

ABSENT: None

STAFF PRESENT: Chief Administrative Officer: Marian Carlson, Development Officer: Tara VanDellen

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 Schulze that the Agenda be accepted as presented.

CARRIED

MINUTES:

1. REGULAR MEETING – JANUARY 22, 2018

Moved by Councillor Courage to amend the minutes from January 22, 2018 to remove item 13.

DEFEATED

Moved by Councillor Moore to amend the minutes of January 22, 2018 for the adoption of the regular minutes of January 8, 2018, instead of January 22, 2018.

CARRIED

Moved by Councillor Schlossberger that the Regular Meeting Minutes of January 22, 2018 be accepted as amended.

CARRIED

2. SPECIAL MEETING – JANUARY 31, 2018

Moved by Councillor Courage that the Special Meeting Minutes of January 31, 2018 be accepted as presented.

CARRIED

3. SPECIAL MEETING – FEBRUARY 1, 2018

Moved by Councillor Carlson that the Special Meeting Minutes of February 1, 2018 be accepted as presented.

CARRIED

DELEGATIONS:

1. KAREN BAKER

RE: Walking path on 8th street.

Karen Baker and others from within the Derochie subdivision were present to speak to Council regarding their request for a walking path at the north end of Claresholm along 8th Street West. She proposed some solutions in the interim, bus stop, painting a strip down the road, granting opportunities, then to widen road, or create a pathway/sidewalk off the road, etc.

2. ROXANNE THOMPSON

RE: Taxpayer Subscriptions

Roxanne Thompson is the Publisher of the Claresholm Local Press. Amanda Zimmer is the General Manager of the Claresholm Local Press. Their request is that each taxpayer in Claresholm gets a subscription to the Local Press by way of a cost sharing contract with the Town. Their hope is to allow everyone access to information and promote the community.

ACTION ITEMS:

1. BYLAW #1638 – Road Closure

RE: 1st Reading

Moved by Councillor Moore to give Bylaw #1638, regarding a road closure, 1st Reading.

CARRIED

2. DELEGATION RESPONSE: Chad Besplug

RE: Invitational Bull Riding Event

Councillors who are available will volunteer their time to support and partner.

**3. CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs
RE: 17th Annual Minister's Awards for Municipal Excellence**

Referred to Administration to provide further information on possible categories for nomination.

**4. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Municipal Leaders' Caucus – March 14th & 15th, 2018**

Referred to Administration to be brought forward at the next Council meeting.

**5. CORRES: Reynolds Mirth Richards & Farmer LLP
RE: 2018 Municipal Law Seminar**

MOTION #18-017 Moved by Councillor Carlson to send Marian Carlson, CAO to the 2018 RMRF Municipal Law Seminar.

CARRIED

**6. CORRES: Barry Morishita, President, AUMA
RE: New Policing Funding Model**

Referred to Administration to prepare a letter requesting clarification on the proposed funding model and the financial impact to smaller municipalities.

CARRIED

**7. CORRES: Claresholm Rodeo Club
RE: Funding Request**

MOTION #18-018 Moved by Councillor Courage to support the Claresholm Junior Rodeo Club with a donation of \$250.

CARRIED

**8. CORRES: Farm Safety Centre
RE: Funding Request**

MOTION #18-019 Moved by Councillor Schulze to support the Farm Safety Centre's Safety Smarts program with a donation of \$300.

CARRIED

9. REQUEST FOR DECISION: Designated Officer Appointment

MOTION #18-020 Moved by Councillor Schlossberger to appoint a staff member from Oldman River Regional Services Commission (ORRSC), as the Designated Officer for the Town of Claresholm, as Clerk to the Subdivision and Development Appeal Board.

CARRIED

10. REQUEST FOR DECISION: Safety Codes Service Agreement

MOTION #18-021 Moved by Councillor Moore to extend the Safety Codes Services Agreement for an additional 3 year term with Superior Safety Codes.

CARRIED

11. REQUEST FOR DECISION: Alberta Community Partnership (ACP) Grant

MOTION #18-022 Moved by Councillor Zimmer to support the application submitted by administration on behalf of the Town of Claresholm to the Alberta Community Partnership (ACP) grant, the Mediation and Cooperative Processes component for a total value of \$50,000.

CARRIED

12. REQUEST FOR DECISION: Free Swim

MOTION #18-023 Moved by Councillor Courage to donate twenty-six (26) hours of pool rental time for the Claresholm Healthy Community Coalition's free public swim initiative for the term January 1 to March 31, 2018.

CARRIED

13. REQUEST FOR DECISION: Policy #GA 02-18: Miscellaneous Fees & Facility Rent

MOTION #18-024 Moved by Councillor Schulze to amend the schedule to Policy #REC 04-15 "Recreational Facility & Miscellaneous User Charges" to remove Water/Sewer/Garbage and Miscellaneous Facility/User Fees, effective February 12, 2018 as presented.

CARRIED

MOTION #18-025 Moved by Councillor Schlossberger to adopt Policy #GA 02-18 "Miscellaneous Fees & Facility Rent" effective February 12, 2018 as presented.

CARRIED

14. REQUEST FOR DECISION: Letter of Support – Co-op Community Spaces Grant

MOTION #18-026 Moved by Councillor Zimmer to write a letter of support towards Claresholm Minor Hockey's application to the Co-op Community Spaces grant for the purpose of completing upgrades at the Claresholm Arena.

CARRIED

15. REQUEST FOR DECISION: Arena Floor & Board Replacement

MOTION #18-027 Moved by Councillor Courage to award the contract for the Arena Floor and Boards project to Bry Sand Ice Arena Ltd. for \$709,706 plus GST.

CARRIED

16. FINANCIAL REPORT: Statement of Operations – January 31, 2018

Moved by Councillor Schulze to accept the Consolidated Statement of Operations for the month ended January 31, 2018 as presented.

CARRIED

17. INFORMATION BRIEF: Office / Arena Floor Testing Results

Received for information.

18. INFORMATION BRIEF: Revised ATCO Working Space Agreement

Received for information.

19. INFORMATION BRIEF: Water Servicing Agreement – MD of Willow Creek

Received for information.

20. INFORMATION BRIEF: Open House Questions Received

Referred to Administration to make available the questions from the open house and trade fair at the Council planning session for further review. Administration will continue to follow up with the people who submitted the questions.

21. INFORMATION BRIEF: Council Resolution Status

Received for information.

22. ADOPTION OF INFORMATION ITEMS

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

CARRIED

23. IN CAMERA:

- a. **CONTRACT – Claresholm Animal Rescue Society – FOIP Sec 16.1**
- b. **PERSONNEL – FOIP Section 17.2 (c)**

Moved by Councillor Carlson to go In Camera at 8:24 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:25 p.m.

Moved by Councillor Moore to come out of In Camera at 8:55 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:55 p.m.

- a. **CONTRACT – Claresholm Animal Rescue Society: FOIP Sec 16.1**

MOTION #18-028 Moved by Councillor Zimmer to approve the CaRES Lease and Facility Holding agreement as presented.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:56 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:57 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

ACTION ITEMS

From: Gloria Roth [<mailto:gloria.roth@twin3.ca>]
Sent: Friday, February 9, 2018 3:19 PM
To: admin@twin3.ca
Subject: Questions about Highway 3 Twinning Development Association

A motion at our November 2017 Meeting was made to do some strategic planning for our organization. We would like your and your Council's thoughtful consideration of the following questions based on the last two years.

1. Do you feel that the Highway 3 TDA adds value to the economic development of southern Alberta?
2. Should the focus continue to be the twinning of Highway 3 or expanded to include a wider mandate of transportation in southern Alberta?
3. Do you think the Highway 3 TDA is worth supporting financially?

Please respond prior to March 1, 2018 to admin@twin3.ca
Feel free to share any other comments that you deem important for us to consider.

Thank you,

Gloria Roth
Administrator
Highway 3 Twinning Development Association
Cell 403-634-5067
admin@twin3.ca



Save the date: Municipal Leaders' Caucus set for March 14 and 15

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January 17, 2018

Municipal leaders should save the date for the March **Municipal Leaders' Caucus** (formerly known as the Mayors' Caucus) to be held at the Shaw Conference Centre in Edmonton on March 14 and 15.

This Caucus is open to all mayors, council members, and CAOs, and are a tremendous opportunity to network and build consensus on key issues that affect Alberta's communities. Delegates will also have the opportunity to network with MLAs at the Provincial Leaders' Lunch taking place on March 14.

The cost for attending the Municipal Leaders' Caucus is \$150 for regular and associate members, and \$200 for non-members. Keep an eye on the AUMA Digest and the [AUMA events webpage](#) for details on registration, agendas, and instructions on how to submit an RFD for consideration at the Municipal Leaders' Caucus.

no

[Back to news](#)

AUMA / AMSC 300-8616 51 Ave, Edmonton, AB, T6E 6E6

Main line: 780-433-4431

Toll-free within Alberta: 310-AUMA (2862)



Spring Municipal Leaders' Caucus

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[Event Details](#) [Program & Speakers](#)

Registration is Open!

[Register now for the 2018 Spring Municipal Leaders' Caucus!](#)

The Caucus will take place at the Shaw Conference Centre in Edmonton on March 14 & 15, 2018. It provides attendees an opportunity to dialogue with Ministers and decision makers and will feature a new lunch with Ministers and MLAs on Wednesday, March 14. Hotel booking information can be found below. These Caucuses are open to Mayors, Councillors and senior administration.

Stay tuned to www.auma.ca and the weekly AUMA/AMSC Digest of Announcements for further details. The 2018 spring agenda will be posted in the coming weeks!

Hotel Bookings

AUMA has arranged several hotel blocks to assist you during your stay. Simply click the link of the hotel you would prefer and book your rooms. Act quick, space is limited in each block. If you would prefer to call to book your reservation, please quote "AUMA Municipal Leaders' Caucus 2018" to receive the group rate.

[The Westin Edmonton](#) - \$189 per night
(780) 426-3636
10135 100 St NW, Edmonton

[The Courtyard Marriott](#) - \$139 per night
(780) 423-9999
One Thorton Court, Edmonton

[NEW - The Hyatt Place Downtown](#) - 139 per night
(587) 525-1234
9576 Jasper Avenue, Edmonton

Request for Decision (RFD)

An RFD is an excellent way to influence the advocacy and policy positions of AUMA. If your RFD is passed by the delegates at Municipal Leaders' Caucus, it will be assigned to the appropriate AUMA

committee for further action. In order to present an RFD at a Municipal Leaders' Caucus, the RFD must be endorsed by Council and there must be a representative from your Council to speak to the RFD. [Access the RFD template.](#)

Send your RFDs and the appropriate background information to [Kelly Santarossa](#) by February 28, 2018, so they can be made available for all attendees to review prior to Caucus.

Date

March 14 - 15, 2018

[Add to calendar](#)

Location

Edmonton
Shaw Conference Centre

[View map](#)

Register

To Register:

Click [here](#) to register!

[Back to all events](#)

AUMA / AMSC 300-8616 51 Ave, Edmonton, AB, T6E 6E6

Main line: 780-433-4431

Toll-free within Alberta: 310-AUMA (2862)



Royal Canadian Legion Branch #41
414 - 53rd Ave East
Claresholm, AB T0L 0T0
Phone: 403-625-3755
email: RCLegion41@shaw.ca

RECEIVED

FEB 20 2018

Request Letter of Support From The Town of Claresholm
Tuesday, February 20, 2018


From: Claresholm Legion Branch #41
Re: Application to Community Enhancement Program
Reason: Roof Repairs

The Claresholm Legion Branch #41 is requesting a letter of support from the Town of Claresholm in which you would indicate that the Branch serves a community-identified need and demonstrates community involvement (Criteria 4.1 page 7 of Community Facility Enhancement Program Guidelines).


The Claresholm Legion Branch #41 is making the above request for a letter of support because they have just learned that financial assistance may be granted through the Community Facility Enhancement Program in order to make needed renovations and repairs to the leaking roof of their facility (Eligible Projects 3.3.1 page 5 & 3.3.3 page 6).

It is imperative that we receive a response to this request A.S.A.P.

Thank you on behalf of the Claresholm Legion Branch #41.



President
Margaret Smith



1st Vice-President
Leonard Weiss

2A Boys Basketball Provincial Committee

Willow Creek Composite High School

P.O. Box 219

Claresholm, AB

TOL 0T0



Doug MacPherson
Mayor
Town of Claresholm

Dear Mayor MacPherson,

Our 2A Boys Basketball Provincial tournament is quickly approaching and we are in the final stages of planning this event for the 200 players and coaches that will be arriving in our town. The tournament begins on Thursday, March 15 with our Opening Ceremonies at Willow Creek Composite High School at 9 AM.

A goal of our planning committee is to involve the community in our tournament. One of the ways we are doing this is to have one community member lead each of the teams into the gym for Opening Ceremonies. We would like to ask that you be one of them! As a representative of the Town of Claresholm Town Council, we would love to have you join us as a 'Community Ambassador' for the team you lead in.

An outline of the **morning on Thursday, March 15, 2018** includes:

8:15 AM - Arrive at WCCHS – Coffee and muffins with the organizing committee

8:45 AM - Teams arrive at WCCHS – Meet your team, line up for the procession into the gym

9:15 AM - Opening Ceremonies begin. Teams will be lead into the gym by you and two team hosts/hostess (WCCHS Students); introductions will be announced. Anthem sung, greetings by school principal, school superintendent and ASAA representative. The Athlete's Oath will be read and the teams will be lead out.

9:45 AM - Opening Ceremonies over

Please confirm if you can attend by calling Carmelle at 403-625-8632 during the day or cell 403-489-0047. If you can join us, we will read one or two sentences about your role in our community as you enter the gym and we will contact you to determine those. If you cannot attend, please let us know.

Thank you for considering being a part of this fun community event!

Carmelle Steel, Co-Chair
403-489-0047

Lisa Perry, Co-Chair
403-625-8862



Serving Our Community

Feb 21, 2018

Dear Town of Claresholm Mayor & Council,

Please accept this letter of invitation to join us in the Diamond Valley Parade on June 2th, happening in collaboration with Turner Valley's Discovery Day.

This year's parade theme is **"50 Years in the Making"**, focusing on our communities' strength of spirit, enthusiasm, and ambition.

You will find the parade map attached.

Commercial vehicles will still need to be re-routed during parade times, but our hope is that these routes will allow for better local and visiting traffic flow and parking on parade morning.

Registrations to participate in the parade are now being accepted and registration forms can be found on our website at www.town.blackdiamond.ab.ca under the 'Diamond Valley Parade 2018' link on the homepage.

We hope to see you there!

Kelly Tuck
Special Events
Town of Black Diamond
T. 403-933-4348
kellyt@town.blackdiamond.ab.ca

P.O. BOX 10, BLACK DIAMOND, ALBERTA T0L 0H0
TELEPHONE (403) 933-4348 • FAX (403) 933-5865

Email: info@town.blackdiamond.ab.ca • web page: www.town.blackdiamond.ab.ca



Municipal District of Willow Creek

Office of the Administrator

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

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

February 6, 2018

Town of Claresholm
Claresholm, AB T0L 0T0

On behalf of the Municipal District of Willow Creek No. 26 Agriculture Service Board (ASB), I would like to **THANK YOU** for your contribution of the large basket for the **27th Annual "Legacy of our Land" Banquet** in Nanton, AB that took place on February 2nd, 2018.

This event's main objective is to provide recognition and to give thanks to agriculture producers for their dedication to agriculture and for being a vital part of our community. Your donation helped us to create a memorable evening as many door prizes and a live auction added to the evening's activities.

The live auction raised a total of \$2,555.⁰⁰ that was donated to the Nanton Community Emergency Fund Society.

The MD of Willow Creek's vision is *"A community that preserved, enhances, and enriches our evolving rural way of life for all generations to live, work, and prosper as members of this farming and ranching community."*

Thank you once again for providing support to our event.

Sincerely,

Carla Preachuk
Agricultural Fieldman
Municipal District of Willow Creek No. 26
(403) 625-1656
(403) 625-3351 ext 229
carla@mdwillowcreek.com



RECEIVED

FEB 22 2018



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR92855

FEB 14 2018

His Worship Doug MacPherson
Mayor
Town of Claresholm
PO Box 1000
Claresholm AB T0L 0T0

Dear Mayor MacPherson,

Thank you for your letter of January 30, 2018. I am pleased to advise that the Town of Claresholm has been approved for a grant of \$50,000 under the Mediation and Collaborative Processes component of the Alberta Community Partnership (ACP) in support of the council relations project. In addition, I am waiving the municipal cost-share requirement.

The Government of Alberta is committed to making life better for all Albertans. By supporting the regional and capacity building priorities of our municipal partners, we can help strengthen communities across the province. We encourage strong working relationships between communities and regional approaches to municipal service delivery through initiatives like the ACP program.

The conditional grant agreement will be sent shortly to your Chief Administrative Officer to obtain the appropriate signatures.

I congratulate the Town of Claresholm in working on this important issue in the interest of improving council relations. I wish you every success in your efforts as you work to strengthen Alberta's communities.

Sincerely,

A handwritten signature in black ink that reads "Shaye Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Marian Carlson, Chief Administrative Officer, Town of Claresholm



Claresholm & District Chamber of Commerce
PO Box 1092
Claresholm, AB
TOL 0T0

February 13, 2018

Town of Claresholm
Box 1000
Claresholm, AB
TOL 0T0
Attention: Mayor Doug MacPherson & Marian Carlson

Dear Doug & Marian:

Re: Economic Development Committee

The Chamber's Executive Committee met on February 12, 2018. We have passed motion to request that Lauren Billey be considered and accepted as our representative to the Economic Development Committee. To our knowledge, she meets your criteria as well as ours.

We appreciate the Town of Claresholm including us on this very vital committee. Thank you for the opportunity to help with the economic development of our great town.

Yours truly,

Lorraine Norgard
Secretary-Treasurer
Claresholm & District Chamber of Commerce

/ln

July 31, 2017

To: Claresholm Community Centre Association

From : Claresholm Gun Show

I am writing this letter to your association to request a consideration on your rental rate for the 2018 annual gun show. As you know the gun show has been staged at the Ice Arena in the past but this will not occur for the 2018 show because of proposed renovations to the building.

The 2018 Gun Show is slated for April 21 and 22, 2018. This will be the 8th annual show held in Claresholm. I would require the venue on April 20 to allow the tables to be set up and to allow the vendors in to set up for the 21 and 22. The gun show ends on Sunday the 22 at 3:00 P.M. for the public and will require about an hour after the sale for vendors to pack up and for the venue to be cleaned.

My request to you is a consideration of your rental rate for the gun show. The rate for the Ice Arena was \$1200.0 for the building in 2017. Due to the smaller floor space I will have to decrease the number of tables from 144 eight foot tables in the arena to about 80 six foot tables in the Centre. This will lower the return of table rentals to help pay for advertising, hall rental, etc.

It will be greatly appreciated if the Association will reconsider the rental cost for this event. As in the past, this event does increase the amount of people coming into Claresholm for the weekend.

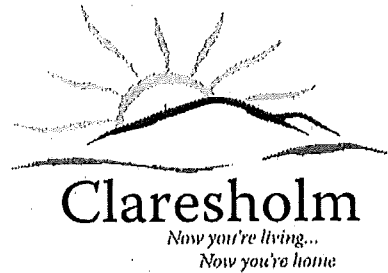
Thank you for your time in this matter.



Dennis Boychuk

Claresholm Gun Show

Town of Claresholm Application for Donation
(As per Policy #CDEC 12-15)



Date of Application: FEB 12, 2018

Date of Event: APRIL 20-22/18

1. Applicant Information

Name of Applicant: DENNIS BOYCHUK

Address: BOX 482, COAKHURST, AB T0L 0V0

Contact Person: SAMÉ

Phone, Fax, Email: 403-381-3275

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

CLARESHOLM GUN SHOW

3. Is the Organization registered with Revenue Canada as a Charity? (circle)

YES provide registration date & #

NO

4. Is the Organization incorporated as a non-profit organization? (circle)

YES provide registration date & #

NO

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

REDUCTION OF COMMUNITY CENTRE RENTAL FEES

IN-KIND CONTRIBUTION - Service, Equipment or Material Provision (explain):

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: REDUCE FEES TO MEET ICE ARENA RENTAL

Difference
\$ 695.

6. Details of how the funds will be expended:

N/A

7. Previous Donations

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

Date	Amount	Use of Funds
<i>NONE</i>		

8. Organizational Information

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

THE TOWN WILL SEE AN INCREASE OF ABOUT 1300 PEOPLE PARTAKING IN THE 2-DAY GUN SHOW. THIS WILL BENEFIT RESTAURANTS, MOTELS, SHOPPING STORES, ETC. THIS WILL ALSO BENEFIT LOCAL FARMERS AND RANCHERS THE ABILITY TO PARTAKE ON A LOCAL EVENT INSTEAD OF TRAVELING ELSEWHERE TO A SIMILAR EVENT.

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

TO HOST THE 8TH ANNUAL 2 DAY GUN SHOW WITH THE ASSISTANCE OF THE CLARESHOLM FISH AND GAME CLUB.

How will your organization acknowledge the Town's donation?

9. Is a copy of the organization's budget attached?

YES

NO

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

Funding Source	Amount	Recommended Use of Funds
<i>SEE ATTACHED LETTER</i>		



REQUEST FOR DECISION

Meeting: February 26, 2018
Agenda Item: 12

ORRSC – MOU GIS SERVICES

BACKGROUND / DESCRIPTION:

Oldman River Regional Services Commission (ORRSC) has presented the Town with a Memorandum of Understanding (MOU) for the Town's geographic information system (GIS).

ORRSC bills the Town annually for this service. The fee is based on a per capita rate multiplied by the current municipal population (subject to yearly increases upon approval by ORRSC board of directors). The MOU shall be deemed continuing however one calendar year notice in writing is required shall the Town wish to terminate the agreement.

The yearly fee includes the desktop site, mobile site, public site, full support and staff training, user editing capability, and any updates. Custom mapping, printing or book creation are provided as per ORRSC fee schedule. Staff uses the GIS daily as well as now being on the website the public GIS will continue to be utilized more and more.

This updated MOU has been sent to ensure all users have the same MOU signed with terms, conditions and included services. The Town has previously signed MOU's with ORRSC that were updated in 2006 and 2011.

RECOMMENDED ACTION:

Moved by Councillor _____ to enter into the Memorandum of Understanding with the Oldman River Regional Services Commission under the Oldman River Region Urban GIS Project for GIS services.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 22, 2018



REQUEST FOR DECISION

Meeting: February 26, 2018
Agenda Item: 13

AMALGAMATE RESERVE FUND

BACKGROUND / DESCRIPTION:

(This is as discussed and presented in the Audit & Finance Committee meeting on January 30, 2018.)

The Town has various Operating and Capital Reserves that have been set up over the years, many of which haven't been touched for years and for which their original intent has maybe already been completed (without utilizing the reserve funds, or not fully using them up), unclear, or repetitive (multiple reserve accounts created for essentially the same purpose).

In order to provide clearer communication to the public, administration, and the current and future councils, administration recommends reviewing and cleaning up the reserve funds on a periodic basis.

The MGA does not clearly state how reserve funds are to be managed or transfers approved, however it does state in section 142(1) "Each municipality is governed by a council" and under Section 242(1) "Each council must adopt an operating budget for each calendar year" which must include, as per 243(1)(e) and 243(2)(h) "the amount to be transferred to reserves" and "transfers from the municipality's accumulated surplus funds or reserves". It goes on to state in 248(1) "A municipality may only make an expenditure that is (a) included in an operating budget...or otherwise authorized by council"

The 2016 Yearend Reserves were as attached.

PROPOSED RESOLUTIONS:

Administration recommends making the following adjustments to operating and capital reserves:

- Transfer the following into the Capital Reserve – Water and sewer
 - Operating Reserve – Sewer Main Replacement – \$24,005
 - Operating Reserve – Waterworks – \$15,000
 - Operating Reserve – Water pumps – \$2,500
 - Operating Reserve – Waterline replacement – \$1,909.84
 - Capital Reserve – Water supply – \$44,663.34
- Move the Operating Reserve – Fire Truck – \$8,819.42 in with the Capital Reserve of the same name
- Move the Operating Reserve – Arena renovation – \$8,500 into the Capital Reserve – Arena ice slab/boards, and rename to "Arena Building"
- Combine the following and move to a new Capital Reserve – "Garbage & Recycling Equipment" as a reserve account for future garbage truck replacement or other potential garbage or recycling equipment.
 - Operating Reserve – Garbage equipment – \$38,709
 - Operating Reserve – Tipping fees – \$5,449
- Move the following Capital Reserve funds into a new Capital Reserve – "Land & Development" to be used for future land purchases or land development costs. The following all appear to have been reserved based on what the funds were from, rather than what they are for.
 - Residential land sales – \$26,583.28
 - Town land – \$25,163.31
 - Airport land sales – \$20,677.45
 - Subdivision – \$8,510.25
 - Industrial land sales – \$120.47

RECOMMENDED ACTION:

Moved by Councilor _____ to amalgamate reserve funds as follows to better communicate and utilize these funds as intended;

- Transfer the balance of Operating reserves Sewer main replacement, waterworks, water pumps and waterline replacement and the capital reserve water supply to the Water and Sewer Capital Reserve, totaling \$88,078.
- Transfer the balance of fire truck operating reserve in the amount of \$8,819 to the fire truck capital reserve.
- Transfer the balance of arena renovation operating reserve in the amount of \$8,500 to the Arena ice slab/boards capital reserve and rename it as the Arena Building Capital Reserve.
- Transfer the balance of the Garbage Truck operating reserve and the Tipping fees operating reserve totaling \$44,158 to a new Garbage and Recycling Equipment Capital Reserve.
- Transfer the balance of capital reserves, residential land sales, town land, airport land sales, subdivision, and industrial land sales totaling \$81,055 to a new Land & Development Capital Reserve.

APPLICABLE LEGISLATION:

- 1.) MGA Section 142(1), 242(1), 243 and 248(1)

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 22, 2018

**TOWN OF CLARESHOLM
RESERVES
FOR THE YEAR ENDED DECEMBER 31, 2017**

NAME	BALANCE		UPDATED
	DEC 31/16	Proposed Cleanup	BALANCE DEC 31/16
General Reserves			
General	216,062.50		216,062.50
Debt reduction	192,453.04		192,453.04
Physician recruitment fund	54,170.16		54,170.16
FCSS	11,365.00		11,365.00
Trust accounts	51,357.68		51,357.68
Sewer main replacement	24,005.00	(24,005.00)	-
Economic development	42,000.00		42,000.00
Office	28,780.14		28,780.14
Garbage equipment	38,709.04	(38,709.04)	-
Waterworks	15,000.00	(15,000.00)	-
Fill dirt	11,426.55		11,426.55
Museum	10,000.00		10,000.00
Fire truck	8,819.42	(8,819.42)	-
Arena renovation	8,500.00	(8,500.00)	-
Tipping fees	5,449.00	(5,449.00)	-
Water pumps	2,500.00	(2,500.00)	-
Waterline replacement	1,909.84	(1,909.84)	-
Cemetery	722.51		722.51
Ball diamonds	244.95		244.95
			-
	723,474.83	(104,892.30)	618,582.53
Capital Reserves			
General	385,588.41		385,588.41
Arena ice slab/boards	154,135.00	8,500.00	162,635.00
Multi-Use Community Building	199,001.31		199,001.31
Fire Truck	100,000.00	8,819.42	108,819.42
Parks and pathways	100,000.00		100,000.00
Water and sewer	246,129.00	88,078.18	334,207.18
Land & development	-	81,054.76	81,054.76
Garbage & recycling equipment	-	44,158.04	44,158.04
Water supply	44,663.34	(44,663.34)	-
Acreage assessment	40,721.11		40,721.11
Curling rink roof replacement	39,238.00		39,238.00
Residential land sales	26,583.28	(26,583.28)	-
Town land	25,163.31	(25,163.31)	-
Tamarack subdivision	25,149.13		25,149.13
Playground Rehabilitation	25,000.00		25,000.00
Airport land sales	20,677.45	(20,677.45)	-
Enforcement vehicle	14,500.00		14,500.00
Tax recovery land	11,853.09		11,853.09
Museum	1,155.00		1,155.00
Subdivision	8,510.25	(8,510.25)	-
Industrial land sales	120.47	(120.47)	-
	1,468,188.15	104,892.30	1,573,080.45
	2,191,662.98	-	2,191,662.98



REQUEST FOR DECISION

Meeting: February 26, 2018
Agenda Item:14

CAMPGROUND ATTENDANT

BACKGROUND / DESCRIPTION:

The Centennial Campground brings in approximately \$50,000 (\$63,000 in 2017) per year in camping fees and has limited operating expenses beyond utilities, some administration, and the hiring of a campground attendant. In the past the main compensation provided for this position was in the form of free housing for the attendant. In the end of 2017 and early 2018 the Centennial Park Campground Attendant position was reviewed by Administration and by the Audit and Finance Committee and it was determined that the structure of that position needed to be updated to ensure compliance with CRA regulations and employment standards. In relation to this the contract for this position was put out for public proposal.

The submission period for proposals has since closed and the low submission came in at a cost of \$22,000 (based on estimated weeks campground and Spray Park will be open which is weather dependent). This could be lower or higher depending on actual weeks the campground and Spray Park are open. This contract cost will also be somewhat offset by additional rental income brought in by renting out the residence that used to be provided for free (\$9,000).

As per the Town's Purchasing and Tendering Policy (#GA 02-15) the CAO is able to award contracts of this size without council approval as long as the contract is within budget. However as the 2018 budget has not yet been approved, with only the 2017 budget being used as an 2018 interim budget, this is currently an out of budget expenditure requiring council approval.

PROPOSED RESOLUTIONS:

Administration recommends that Council approve the Campground Attendant Position expenditure in the amount of \$23,000 (rounded up for potential 1 extra week of campground and Spray Park) and refer funding of that expenditure to the 2018 budget.

RECOMMENDED ACTION:

Moved by Councillor _____ to approve the Campground Attendant Position expenditure in the amount of \$23,000 with funding to be referred to the 2018 Budget.

APPLICABLE LEGISLATION:

- Municipal Government Act, RSA 2000, Chapter M-26 Section 248
Expenditure of money
248(1) A municipality may only make an expenditure that is
 - (a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council.

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 22, 2018



INFORMATION BRIEF

Meeting: February 26, 2018
Agenda Item: 15

POLICE FUNDING LETTER TO AUMA

DESCRIPTION:

At the February 12, 2018 Council Meeting Council was presented with correspondence from Mayor Barry Morishita, President of AUMA, regarding police funding. AUMA is in support of an “everyone should pay” funding model which may come at significant cost to the Town and was requesting Municipalities and Elected Officials to participate in a letter writing campaign to our MLAs showing our support for this model.

Due to lack of information on the financial impact this proposal would have on the Town of Claresholm, and based on what policing services used to cost the Town, Council expressed hesitation in supporting AUMA’s proposal and directed Administration to prepare a letter to Mayor Barry Morishita, President of the AUMA requesting clarification on the proposal and the financial impact to smaller municipalities.

A draft letter is attached.

ATTACHMENTS:

- 1.) Draft letter to Mayor Barry Morishita, President of AUMA

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 22, 2018

February 27, 2018

Mayor Barry Morishita
President
Alberta Urban Municipalities Association (AUMA)
10507 Saskatchewan Drive
Edmonton, AB T6E 4S1

Re: Police Funding Letter Writing Campaign

In response to your email of January 31, 2018 regarding a new police funding model, the Town of Claresholm is submitting this letter to request clarification and additional information on the impact of the proposal on small municipalities such as ours, and express concerns regarding the current proposal by AUMA.

As we understand the proposal rural and smaller urban municipalities such as the Town of Claresholm may be greatly affected by the change in funding. Prior to the current model being implemented in 2004, the Town of Claresholm's budget included policing costs in the range of \$375,000 to \$397,000 annually. This would have a significant impact on our budget, consisting of approximately 7% of our current operating budget (based on historical costs).

At this time Town Council is not in support of the proposed funding structure due to budgetary constraints and financial burden it would potentially inflict on smaller municipalities.

Yours truly,

Mayor Doug MacPherson
Town of Claresholm

cc: Mr. Pat Steir, M.L.A., Member of the Legislative Assembly
The Honourable Kathleen Ganley, Minister of Justice and Solicitor General
The Honourable Shaye Anderson, Minister of Municipal Affairs



INFORMATION BRIEF

Meeting: February 26, 2018
Agenda Item: 16

EMERCOR DISCONTINUANCE

DESCRIPTION:

On March 4, 2014 an emergency event at the Claresholm Industrial Airport triggered the High Pressure Fire Sprinkler System (HPFSS) at which point there was mechanical failure which led to the entire HPFSS to be taken off line as was not restored due to the condition and cost of getting it back online.

The discontinuation of this HPFSS led to a lawsuit being filed by ESIP Holdings Ltd. and Emercor Ltd on April 4, 2016.

As of February 20 Administration was notified that ESIP Holdings Ltd. and Emercor have filed a discontinuance of the lawsuit formally releasing the Town from this suit as well as for any and all past or future claims relating to the non-operation or failure of the HPFSS at the airport.

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 22, 2018



INFORMATION BRIEF

Meeting: February 26, 2018
Agenda Item: 17

COUNCIL ROLE ON BOARDS & COMMITTEES

DESCRIPTION:

Council requested some additional information on their role within the various boards and committees they are or may be appointed to.

BACKGROUND:

Mayor and Council are appointed as members of numerous different boards and committees as part of their role as an elected official of the Town of Claresholm. These boards and committees can in general be categorized as follows (with examples):

- External boards and committees
 - Commissions or Regional Authorities or Boards – all members are elected officials from numerous municipalities. (Alberta Southwest Regional Economic Development Alliance, Oldman River Regional Services Commission (ORRSC), Regional Landfill Commission)
 - Community – includes members at large or other non-elected municipal officials (Claresholm Food Bank, Claresholm Library Board, Willow Creek Agricultural Society Board)
- Internal boards and committees
 - Council committee – is made up entirely or nearly entirely of elected officials. (Administrative Services Committee, Facility and Infrastructure Planning Committee, Grievance Committee)
 - Community – includes members at large. Are different from external community boards or committees as the Town controls their budget. (Economic Development Committee, FCSS, Museum Board)

DISCUSSION/OPTIONS:

When considering the role of the Mayor or a Councilor on any other Board or Committee we need to consider the purpose of the Board or Committee itself and why an elected official has been appointed to that board.

External Commissions or Regional Boards or Committees are generally a group of (member) municipalities that have come together to provide a service or accomplish a joint objective that can be better (or more efficiently) provided or accomplished as a group. Generally all, or almost all, members of the board or committee are elected officials appointed from the different member municipalities. As such the role of Town of Claresholm elected officials on those boards or committees would be the same as the rest of the members – to work together with the other members (elected officials) to the common good of all member municipalities. It is therefore appropriate to take on a leadership role (Chair, Treasurer, etc) on these boards or committees to help facilitate that common good. It is also necessary for an elected official to take on these roles as all members of the board or committee are elected officials.

Community Boards (External or Internal) are generally created for a relatively specific or narrow purpose that serves only a portion of the public or limited interests, potentially to the detriment or exclusion of other public groups or interests. Councilors generally sit on these boards due to a financial or vested interests in the organizations, whether this is direct control over their budget as in internal Community Boards, or funding or support is provided by the Town (through cash grants, use or operation of Town owned facilities, etc).

As per the Municipal Government Act (Section 153(a)) Councilors have a duty “to consider the welfare and interest of the municipality as a **whole** and to bring to council’s attention anything that would promote the welfare or interests of the municipality” (emphasis added). As such Councilors’ roles on these community boards should be primarily as a liaison between these boards and organizations and Town Council, to bring items or issues from them to Council’s attention. Councilors should not however be leading organizations that are not focused on the interest of the municipality as a whole.

George Cuff iterated this in the original Councilor training provided in October when he stated “Unless mandated by law, do not appoint your Council rep as a committee chair; difficult to serve two masters”

Internal Committees are an extension of Council and are designed simply to delegate or aid in the administration and operation of the Town and Council’s responsibilities. These committees generally allow for a smaller subset of Council to address or vet matters before they go to council as a whole to streamline the process. As it is only, or primarily, Council members on these committees and as they are an extension of Council it is appropriate and necessary for Councilors to chair these committees.

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, c M-26, Section 153 (a)

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 22, 2018



CAO REPORT

February 26, 2018

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

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

HR & TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

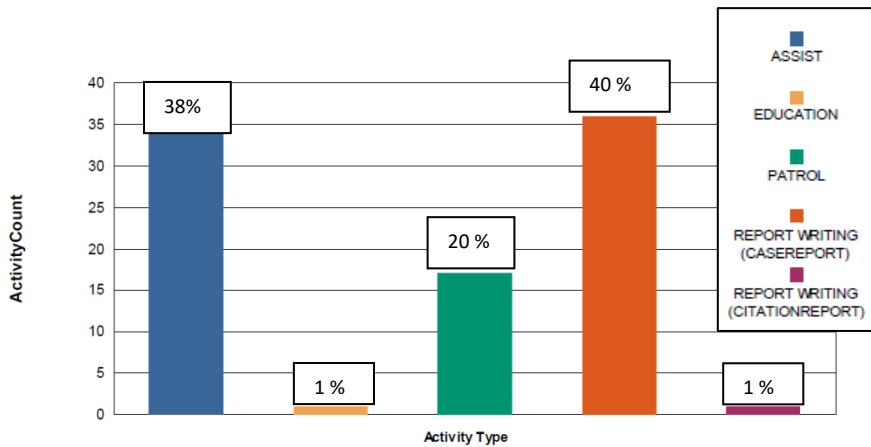


INFORMATION BRIEF

Meeting: February 26, 2018
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT January 2018

Community Engagement in January



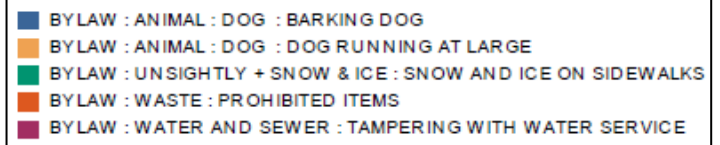
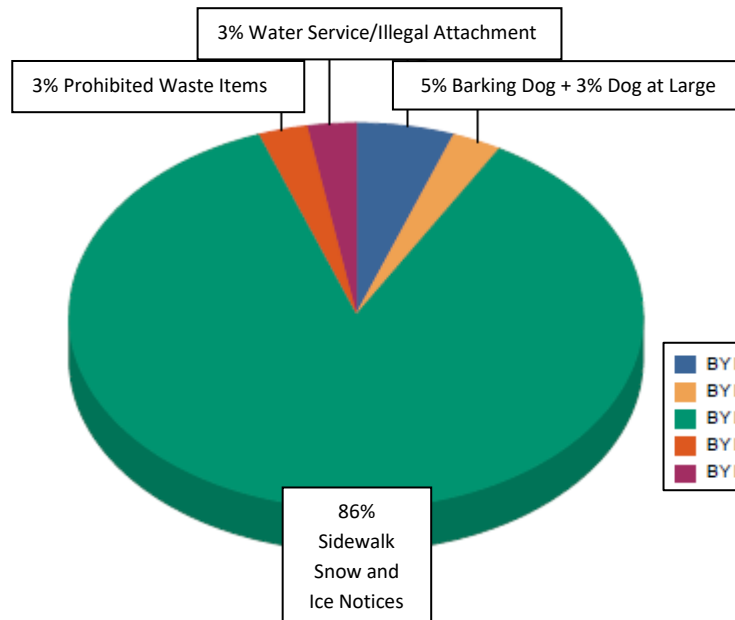
January Newspaper Focus:

1. Please report Animal Control Concerns to the Peace Officer.
2. Reminder that Dog License renewal is required and the costs.
3. Request to keep fire hydrants on your property exposed, please, do not cover a hydrant with snow or allow vegetation to overcome them.

January Enforcement Highlights:

1. Extensive time invested in connecting with residents and having the conversation focused on the need for snow and ice to be removed from the sidewalks.
2. Thirty nine (39), 24 hour Sidewalk Notices issued, with the contractor hired to clear the sidewalk at 5 locations.
3. CPO1 from Fort Macleod issued 20 tickets valued at \$5053 in fines.
4. Unsightly Property Orders issued in December where forwarded onto legal counsel for advice on how to proceed. One owner requested an extension in writing which was granted.
6. \$100 Barking Dog ticket issued to an owner.
7. Other dog incidents resulted in fines issued for a dog at large valued at \$410.
8. Grade 9 and Grade 12 Risk Reduction workshops finalized.
9. Two Dumpsters overloaded with mattresses, costs associated with clean-up billed back to the property owner.

Bylaw Infractions/Complaints/Actions in January



DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 1/22/2018 - 2/23/2018

Claresholm

Financial

- Auditors from Avail LLP were out on Feb 1st and 2nd. Things seemed to go smoothly and we are hoping to have audited financials before council on March 12. This is significantly earlier than prior year, and most years as a result of the Administrative staff working hard to accommodate Avail LLP for an earlier “field work” date prior to their busier March and April months.
- January month end has been completed.
- 2018 Budget is nearing completion. This is due to the tireless efforts of this new Council working with Administration. It has been a steep learning curve and things are coming together well.
- The Administration Building, FCSS and the Arena are now switch over to Shaw for landline service at considerable savings from our prior Telus service. This switch occurred in late January and early February with little to no disruption in service during the switch.
- 2017 Grant Reporting (Statement of Funding and Expenditure) is nearly complete for the numerous grants we received and utilized in 2017. There is only one CFEP grant we need to complete the reporting for, which is underway, and Federal Gas Tax Fund grant reporting – which is on hold due to the Provincial Government migrating reporting systems and the new system is not yet up and running to be able to complete the reporting.
- As a result of some of the findings of the recent Audit, we are working on updating the Town’s Inventory policy.
- It was also noted that the current equipment rental/charge out fees being charged were not set by policy, so we are currently working on drafting a policy to present to council to properly set these amounts.

Museum

- We are in the processes of reviewing and amending the current Museum Board Bylaw to address some issues and confusions created by the current bylaw.

Human Resources

- Administration is in the process of reviewing some potential scheduling/timesheet programs/systems to increase efficiency and reduce risk of errors prone to manual paper processes.

Campground

- Proposal period for Campground Attendant contracts has closed and has been tentatively awarded, however is waiting on Council motion due to 2018 budget not yet being passed and therefore being an out of budget expenditure.

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

DEVELOPMENT OFFICER REPORT

For: 1/18/2018 - 2/17/2018



Claresholm

Development Permits

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

Compliance Requests

- ❖ 3 compliance requests received.
- ❖ 2 environmental search request letters completed.

Miscellaneous

- ❖ January 24, 2018 – Open house (focus on MDP review and update).
- ❖ February 8, 2018 – Brownlee Law Seminar, planning topics included: the evolving landscape of cannabis regulation, Modernized Municipal Government Act (MGA) regulations, the modern municipality: ICFs & IDPs, changes to off-site levies for Alberta Municipalities, & brownfield tax incentives.
- ❖ February 9, 2018 – MPC meeting.
- ❖ February 12, 2018 – minutes for Council meeting.
- ❖ February 15, 2018 – WHMIS training.
- ❖ Public GIS was added to the municipal website (advertised in the Town News, facebook and twitter) and the public can access limited property/zoning/ortho photos at their convenience. <http://www.claresholm.ca/residents/development>.
- ❖ Continued work on updating the website to add policies, and all land use decision making material including the updated Servicing Standards. Adding this information to the website has been a valuable tool as we can send the links to developers, realtors, and public who have requests for information.
- ❖ Assisted with submission of Water License for Golf Course and information submission to consultant for the Regional Fire Service.

On-going projects

- ❖ Tax recovery Sale – 4 Skyline Cres (sale being finalized).
- ❖ West Water Coop project continuing.
- ❖ 8th Street drainage project (easements/registration).
- ❖ Tamarack Lots – appraisals have been ordered, expected return end of February.
- ❖ East-side Town owned consolidation / road closure project initiated.
- ❖ Industrial Land Project “Planning for Growth” – RFP drafted.
- ❖ Land Use Bylaw Review – continue to work on Schedule 2 –signs, Schedule 11 – shipping containers and also prepare for Cannabis legislation expected July 2018.

*Submitted by
Tara VanDellen
Development Officer*



Monthly Report

February, 2018

Prepared & Submitted By;
Economic Development Officer

Economic Development Officer

- Current EDO on reduced hours from Jan 22 through Mar 2
 - Using banked lieu time and vacation days to facilitate new role as a father and personal business management
- Transition
 - Successive EDO is being positioned for success through communications to existing stakeholders, peers and partners about the transition within the role
 - Transition plan should allow for overlap period for seamless hand off of projects and robust introductory opportunities with stakeholders

Economic Development Committee

- Met on January 17
 - Approved minutes included in February 26 agenda package
 - Focus;
 - Chad Besplug Delegation
 - Updates on Derelict Properties
 - Marketing/Signage
 - Ways to support succession planning
 - Possibility of Doug Griffiths as speaker
- Met on February 19
 - Minutes not yet approved
 - Focus;
 - EDO Transition
 - Ad Hoc Assignments specific to EDC projects

Industrial Land Development

- Final draft of RFP is in place and ready to be disseminated upon notice of grant acquisition success

Event Support

- EDO was an active partner in successful implementation of the inaugural Winter Carnival on February 10
 - Marketing to position event as tourism draw
 - Equipment rentals and sponsorships
 - Fireworks coordination

Downtown Revitalization

- Vacant Lot
 - First introductory meeting facilitated between owners of vacant lot and local entrepreneurs seeking a build-to-suit rental opportunity
- Vacant Buildings
 - EDO in contact with owner of old Fields location - intent is to list and sell - EDO has contact for interested persons

Telecommunications

- EDO met with Axia - preliminary engineering for a full-town fibre build has been received and is a common first step during the community assessment phase
- Receiving engineered drawings does not mean that Axia has committed to the build
- Axia will initiate conversations with local elected leaders and key administrators when/if they are prepared to take that next step
- Engineered drawings are reflective of the work done to date to acquire sufficient expressions of interest to raise the Claresholm profile

Other Activity

- Lethbridge College
 - EDO assisting Claresholm Mental Health & Addictions Centre and Lethbridge College connect on a potential computer training partnership
 - Partnership could better qualify residents to re-enter the workforce with required skills for administrative duties
- Greenhouse Project
 - EDO working with local partners on development of a greenhouse project for the WCCHS
 - EDO position is focused on social enterprise and business management aspects for instilling entrepreneurial values in youth
 - EDO also a connection to Lethbridge College for accessing their Aquaponics labs for tutelage on current methodology
- Tourism
 - Initial meeting between EDO and Museum Executive Director to discuss tourism advertising took place
 - EDC focus for expenditures relative to marketing will be on industrial attraction packages and signage
- Requests for Assistance
 - Ec Dev office assisted clients with 29 unique requests for assistance from January 2 to February 21, 2018

FCSS January/February 2018 Report

- Spent time getting the Provincial Annual Report done and submitted. Worked with Blair's assistance and some assistance from the provincial office. The Funding report was balanced at zero.
- Also did financial year-end reporting for Child and Family Service (CFSA) grant and prepared for a new funding year.
- Met with Outcome Measures trainer to get surveys ready for 2018 and to discuss some survey results from 2017. We are working at reporting some programs with longer term outcomes.
- Attended the Calgary-Bow Region directors meeting in Canmore. There was a presentation about 211 and the Data Collection Project. 211 services will be collecting resource data from regions outside of Calgary to post on their 211 online sites for free. The 211 phone service is not available in Claresholm. 211 is an enhancement to Information and Referral programs and is a helpful service for weekends, after hours and holidays when FCSS is not available. The rest of the meeting was a round table of what is happening in each of our programs. Great networking!
- Helped at Senior Centre as the Scrutineer for their AGM.
- Hosted some Financial Resolutions courses at The Station. Free information about budgeting and saving and one on filling out taxes. Not well attended but we will keep trying.
- Working on getting more attendance for New Girls Group and Youth of Tomorrow. Preparing posters and advertising coming soon.
- Contract will be up soon for the photocopier. Met with two suppliers to see what is available. Also discussed these choices with Blair and Doug Sedgwick from MD.
- Hosted two training sessions for our Volunteer Tax Program (CVITP). We have 2 new volunteers signed up this year. Last year there were many simple errors made by volunteers so we have re-designed the program for this year to see if we can eliminate most of these errors.
- Prepared for scavenger hunt at Winter Festival. Not well attended but we recognized that we need to advertise more and put up signage for next

year to make this event successful. People that did participate had a great time.

- Community funding applications for 2018 are available and the return date is March 2. The board of directors will be going over the applications at the next meeting on March 5th. We are using a matrix template and then a board discussion to make decisions on what programs will be funded this year. The Board saw a presentation by Ranchland Victim Services this February.
- Interagency for February saw 32 agencies signed up to attend, a record high, but unfortunately due to severe weather many did not attend.
- Allison participated in Risk Reduction program for grade 12 and also presented at grade 10 Calm class. She and Jason also did an information presentation to WCCHS teachers on the greenhouse project.
- Prepared for and hosted Family Day Skate. This event was the best attended yet with 200 adults and children and 4 volunteers from the Youth of Tomorrow. Nineteen surveys were returned and all answers were positive! A great time was had by all.

February 2018 H/R and Taxation Report

Prepared by: Lisa Chilton

Human Resources

With the impending departure of Justin Sweeney as our Economic Development Officer, the process has been initiated to find a suitable candidate to fill the position in the most seamless manner possible. Marian will keep you updated as the process continues.

The grant applications have been submitted by the Museum Executive Director and Director of Corporate services in the hope that some funding is available for the summer staff at both the museum and the public works department. The interviewing process will begin in late March or early April to secure the extra staff needed for the spring and summer season.

Assessment and Taxation

The 2018 taxation year has been initiated with the delivery of the 2017 assessment numbers from Benchmark Assessment. Blair has the numbers to calculate possible mill rate changes when the budget is set.

There will be a session of Assessment 101, presented by Benchmark Assessments, before the council meeting on March 12, 2018. This will help council better understand the assessment process and how it is a separate process from setting the mill rate.

Below are the current outstanding taxes at February 22nd, 2018.

- Taxes past due are **\$227,922.34** summarized as follows:

\$ 43,669.74 Tax recovery property - #4 Skyline
\$ 16,824.10 Tax recovery property not sold at auction 2017
\$ 16,731.48 Properties under tax agreement (2)
\$ 37,261.27 Tax arrears properties on list for 2017 (subject to sale in 2018)
\$113,435.75 Other arrears and penalties
\$227,922.34

Another one of the rate payers on the 2017 tax arrears list has entered into a tax agreement with the Town to pay their arrears. We now have a total of two (2) with tax agreements.

Letters went out in January to all property owners in arrears, as well as notifications of the impending deadline of March 31st, to all of the property owners on the 2017 Arrears List.

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES



2/22/2018

Report for February 2018

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES REPORT for February 2018

Airport Inspected after every snowfall. Plowing as required or requested. Lighting is inspected weekly on runways.

Buildings The Town's buildings are inspected weekly and minor maintenance is addressed. Bigger problems are scheduled for repairs asap. Alarm system checks underway.

Cemetery Graves during the winter are a lot more work. Finding snow covered plots and digging in the frozen ground require extra time, as well as some snow removal for the funeral.

Sidewalks No problems reported this month.

Streets Sanding and plowing as needed, daily. Snow removal has taken the bulk of our time.

Sanitary Sewers Monthly maintenance is done in troubled spots. Our new sewer flush truck has been delivered and we are getting (5 men) trained on its operation.

Water Distribution We will be working on main line valve repairs as soon as snow removal is complete. We are hoping to replace 12 valves this years that are on our priority list. The PW list has 27 valves on it for repairs or replacement.

Storm Sewer Drainage The 8th St. ditch project will resume construction in March 2018. Power line relocation work to start asap.

Parks/Arena The Town has awarded the replacement of the Arena floor and board project to Bry Sand Ice Arena Ltd. Scheduling of the removal of the existing system is underway.

Recycling The recycling program is operating well. Our contract is almost up for renewal and we will be looking for a company to continue taking our items.

Garbage Our Collection program is running well.

Equipment Maintenance and repairs continue daily; all equipment is running.

Staff No problems to report.

This Report by
Mike Schuweiler
Director of Infrastructure
Town of Claresholm

CLARESHOLM RECREATION

January & February 2018



Authored by: Denise Spencer

Photo: Amanda Sneddon

Arena

- Kraft Hockeyville; it was an exciting month in Claresholm as Allyssa Cole entered our community in the Kraft Canada Hockeyville Competition. Claresholm Rec jumped on board this initiative with the following contributions;
 - Painting of the logo at the Aquatic Centre and Local Press windows
 - Updated the Claresholm Rec Page with stats daily to keep the community informed
 - Rally for February 9; worked with 4 other ladies in the community after being contacted February 7th, parking was limited, and the rink was close to packed.
 - Created posters that were posted in town, half sheet flyers that were distributed in schools, and downtown by a Councilor
 - Designed a poster board that was photographed at the Rally
 - Brought poster paper & markers to the arena that parents doled out to children for them to make Rally posters, for less than \$30 it kept the youth engaged
- Distributed Free Swim passes for the Initiation Hockey Tournament, this is the 3rd year to participate in this initiative.
- Minor Hockey with the support and organization of Damon Kustra (a Saskatoon Blades Alumni) hosted a Skills competition, poster contest and pizza party on February 17. This event was months in the making, and was well attended by the community.
- Claresholm FCSS broke their attendance record with 200 attending their annual Family Day Skate on February 19! For those who showed up early there was a fair amount of ice to skate on, then the crowds moved in. Lunch was taco in a bag or hot dogs. Great job FCSS, Youth of Tomorrow, KidSport, and Rainbow Smiles and all others who contributed to this event!
- Claresholm Arena staff received new shirts with the Town of Claresholm Logo, and RECREATION on the rear.
- Last day of the Arena being open will be March 18, 2018

CAC- Claresholm Aquatic Centre

- We expanded the amount of preschool lessons this year, as there is a gap in our programming due to Fort Macleod School using their local pool this year for the majority of lessons. They've made the switch due to the costs of busing the students.
- Most lesson sets have filled up, those that haven't have been moved and private lessons have taken those spaces.
- CALA, recognized as Canada's leader in Aquafitness and internationally recognized leader in water fitness and wellness will be coming to our community April 27 & 28 to provide a workshop for staff and two community integrated programs.
- Free swim Saturday's will continue to run for the 2018 year, sponsored by sponsored by the Kinsmen, Kinettes, Count on Cowboys and the Town of Claresholm.
- We now have another senior lifeguard, who has moved up from the junior position, and a casual senior who'll be helping fill our morning slots. We are losing a Senior guard as she is heading to Australia at the end of February.
- Family day Swim from 3:30-5:30pm (FCSS Skate at the Arena from 12-3pm) was well received with 120 attendees, down 3 from 2017 swim (123) which was scheduled 10am-2pm. So the overall average per hour was higher.
- Sparta Club members are now attending the CCHMA (Claresholm Centre for Mental Health and Addictions), I reached out to the Clubhouse during their Sparta used clothing sale, and their programmer worked out the details.

- JLC Vikings Competition is scheduled for February 24-25.
- The JLC Vikings Swim-A-Thon on Wednesday, January 31st had 12 swimmers participate. They swam a total of 961 lengths of the 25 meter pool, the equivalent of 24.025 KM. They raised an amount of \$2827.25 with more funds trickling in. All the funds raised go in to a separate fund for competition fees and expenses of the competitive JLC program.
- Program guide out for May-August March 19
- The Claresholm Kraken Swim Club hosted a free Valentines Toonie swim on February 14. During that time they announced the winner of their West Jet Raffle, Mike Schuweiller!

Skatepark

On February 13 Newline Skate come in to do a presentation for the Community. We toured the Town, and I showed them the different sites that would work, as well as the pro's and con's for those sites

The presentation was informative, and they discussed the following;

- Design principles, and how to tailor them to your community
 - The support they provide to the host community in regards to design, and the overall architecture.
- Budget planning
- Construction
- The feasibility of doing phases for a project
- What is our next step to getting this project going
- How they use local companies to provide materials for the projects

Winterfest

- February 10, 2018
- Posters for 3 on 3 Hockey, Doubles Curling, and Sno Pitch
- Rules and organization of the round robin tournament
- Sno Pitch had 6 teams in total, one team dropped out at last minute.
 - The weather was fantastic, the teams had a blast. While there will be some small changes to the Sno pitch, over all it was a fabulous experience that I hope I can do again in the future.
 - Long sleeve shirts were awarded to the team with the highest point total, while the winners of the tournament received coffee go mugs from the Town of Claresholm

2A Boys Basketball Provincials

- March 15-17, 2018
- Watch for window paintings and advertising in our community

Community

- Street Hockey; we have been contacted by a local group regarding the feasibility of using the Tennis courts this coming summer for use during a Street Hockey Tournament. The group has been advised to approach town council, and itemize what they would need from the town regarding preparations.
- The Claresholm Rec Facebook page has been ramped up, and we've increased our "friends" which enables the page to reach more people for promotions of Town Recreation events
- Gymnastics; the EDO has been contacted regarding the Gymnastic Equipment stored at the Arena, and the potential use for the future

Miscellaneous

- WHMIS: Have set 3 dates to train the Town of Claresholm personnel, and the Claresholm Aquatic Centre employees as December 1, 2018 is the date set under legislation for employers to be compliant in Global Harmonized Standards WHMIS. The first training session was February 15. I took the instructor course in March of 2017

Future events

- Grant Writing Workshop, February 21

- SARA board meeting, Southern Alberta Recreation Association, March 6 Lethbridge
- AARP (Alberta Parks and Recreation Association) Healthy Community Symposium, March 7 & 8, Calgary
- Self Defense Workshop, March 23 Arena, (Kerry Suave will be back upon public request)
- CALA Workshop April 27 & 28



Claresholm

UTILITY SERVICES REPORT



February 2018

3700 8th Street West

Work# 1-403-625-3100

brad.burns@claresholm.com

Box 1000 T0L-0T0

Cell # 1-403-625-1687

www.claresholm.ca

Claresholm, Alberta

Fax # 1-403-625-3869

Utility Services Manager, Brad Burns

SUMMARY

The following monthly report is a review of operations in the Utility Services Department.

Along with regularly scheduled maintenance the following work has been completed.

- Regional Water Treatment Plant.....pg. 3, 4, 5

- Pumping Stations and Reservoirs.....pg. 6, 7

- Water Distribution.....pg. 8

- Lagoon and Waste Water Collection.....pg. 9

- Raw Water Supply.....pg. 10

REGIONAL WATER TREATMENT PLANT

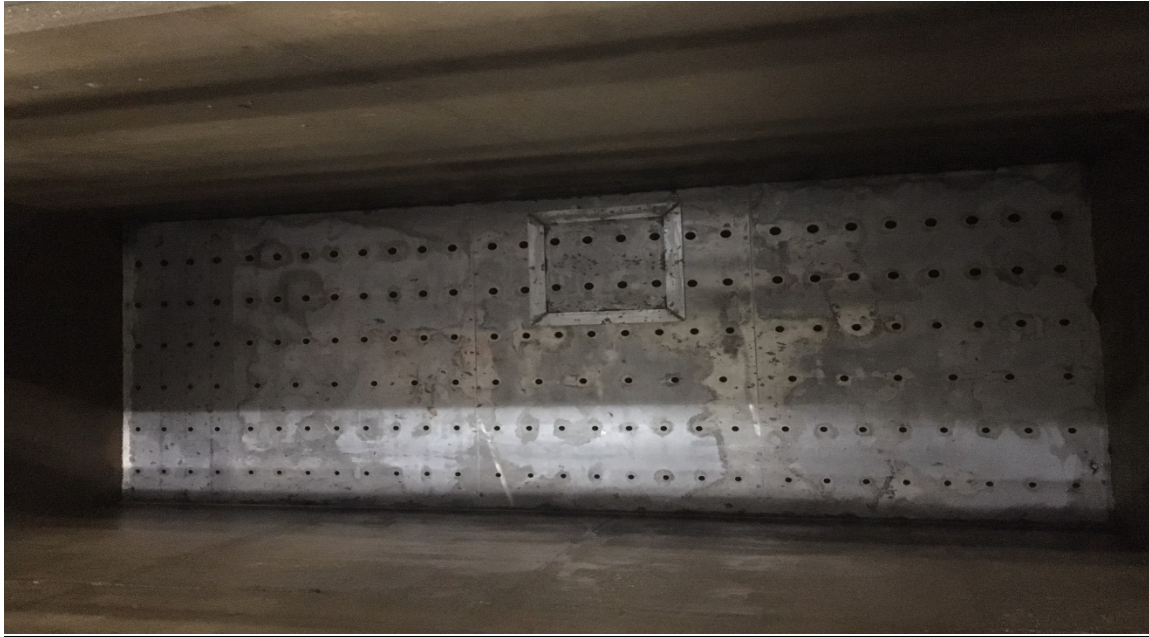
MAINTENANCE

- Jan 18th CORONA Electric onsite replacing faulty SULLAIR compressor side-A service disconnect switch.
- Jan 22nd replace ground fault receptacle and check fuses Rack # 1.
- Jan 24th check LIT 1626 reservoir level transmitter operation.
- Jan 25th Charlton & Hill out to repair compressor room pneumatic system air dryer.
- Jan 25th Praxair service technician onsite to repair ongoing CO2 tank and compressor issues.
- Jan 26th MPE technician online checking plant production at 40 lp/s.
- Jan 26th M.D of Willow Creek computer technician onsite to check PC Wi-Fi strength and Malware hardware.
- Jan 29th set up for DAF cleaning and inspection.
- Jan 29th mix chemical batch for enhanced flux maintenance (EFM) PALL membrane rack cleaning.
- Jan 30th EFM membrane cleaning on both PALL racks.
- Jan 30th drain, clean and inspect DAF # 1.
- Jan 31st drain, clean and inspect DAF # 2.

Primary Flocculation Stage Where Coagulant Is Mixed Before Entering The Transition Zone



Flotation Zone Where Clean Water Enters Through The False Floor Into The Common Effluent Tank



Air-Water Dispersion Zone Allows Solids To Collect On Top Of The Water



- Jan 31st drain and rinse CIP tank.
- Feb 1st wash DAF and area floors around both DAF tanks.
- Feb 2nd clean and calibrate all online pH, ORP and turbidimeters.
- Feb 5th change solutions and clean CL₁₇ chlorine analyzer.
- Feb 6th remove, clean and inspection LIT 1626 reservoir level transmitter.
- Feb 9th snow removal at regional plant and HPS.
- Feb 13th test onsite backup generator (no issues).
- Feb 16th inspect scrapper valve and coil 1301-1DAF # 1.
- Feb 16th snow removal at all Utility Services locations.
- Feb 20th mix chemical batch for clean in place (CIP) PALL membrane rack cleaning.
- Feb 21st CIP membrane cleaning on both PALL racks.
- Feb 21st replace DAF scrapper pneumatic valve and electronic coil.
- Feb 22nd repair PALL rack # 2 membrane to main feed coupler.

ALBERTA ENVIRONMENT AND PARKS REQUIRMENTS

- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Jan 23rd Schedule 4 tests sent into EXOVA Labs as per AEP and license to operate.

MEETINGS

- Jan 23rd management meeting at town office.
- Feb 5th M.D, Town and MPE meeting to discuss airport water system.

SAFTEY

- Jan 19th check fire extinguisher inspection (all buildings).
- Jan 19th check eyewash and shower stations.
- Jan 22nd onsite safety meeting.
- Feb 22nd test chlorine alarm sensor email, text message and call out.

CHEMICAL

- Jan 26th changed gas chlorine bottles side A.
- Jan 26th transferred sodium hypochlorite in CIP room.
- Feb 9th changed gas chlorine bottles side B.
- Feb 12th HIFAB Transport delivery of chemicals.
- Feb 21st transferred sodium hypochlorite and citric acid in CIP room.
- Feb 22nd changed gas chlorine bottles side A.

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- Jan 22nd fuel backup generator diesel tank.
- Jan 25th Charlton & Hill out to replace pneumatic system air dryer.
- Feb 13th test onsite backup generator (no issues).

AIRPORT PUMP STATION

- Jan 18th inspect Hanger # 6 service line and meter. Lock out water until service line is properly repaired.
- Feb 1st test backup Chrysler (no issues).
- Feb 1st ATCO technicians onsite to replace gas meter inside pump station.
- Feb 2nd clean piping and floor.
- Feb 18th pump station was broke into. No damage other than to the door and nothing missing. Secured building and notified RCMP.



- Feb 20th final repairs made to the pump station door. New hasp and signage installed.



UFA RESERVOIR

- Feb 22nd check overflow ditch for ice buildup.
- Feb 22nd check telemetry equipment.

WEST WATER PLANT (decommissioned)

- Jan 22nd run co-op water line to ensure free chlorine residual.
- No signs of trespassing.
- Building and fences are secure.

WATER DISTRIBUTION

UNIVERSAL METERING

- Meter reading as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Jan 23rd monthly town meter read.
- Feb 1st replace batteries in main meter at Porcupine Hills Lodge.

GOVERNMENT COMPLIANCE

- 6 Bacteriological samples have currently been taken for February within the distribution system showing no Total Coliforms or E coli. Samples are ongoing and to date have had no issues.
- Free chlorine checked at numerous locations around outer town limits meet.
- Jan 23rd Schedule 4 tests sent into EXOVA Labs as per AEP and license to operate.

TOWN OF GRANUM/SUPPLY LINE

- Jan 29th AEP inspector called for information about Granum potable water bypass due to water repair issues.
- Feb 21st contact Granum superintendent to discuss water repairs and bypass operation.

METER VAULTS

- Check acreage meter vault bi-weekly.
- Check Granum meter vault bi-weekly.
- Check South Booster station vault weekly.

DISTRIBUTION LINES

- Jan 22nd two bacteriological samples sent to Provincial Health Lab and distribution free chlorine test.
- Jan 29th two bacteriological samples sent to Provincial Health Lab and distribution free chlorine test.
- Jan 5th two bacteriological samples sent to Provincial Health Lab and distribution free chlorine test.
- Feb 5th two bacteriological samples sent to Provincial Health Lab and distribution free chlorine test.
- Feb 12th two bacteriological samples sent to Provincial Health Lab and distribution free chlorine test.
- Feb 20th two bacteriological samples sent to Provincial Health Lab and distribution free chlorine test.

LAGOON AND WASTE WATER COLLECTION

GOVERNMENT COMPLIANCE

- Jan 24th entered year end information for effluent regulatory reporting system.
- Jan 24th sent wastewater yearend report to AEP.

HARVEST SQUARE LIFT STATION

- Jan 22nd replace UPS batteries.
- Feb 3rd issue with power supply and UPS communication.
- Feb 3rd test onsite backup generator.
- Feb 5th check SCADA pack, electrical components and telemetry equipment.
- Feb 21st check SCADA pack, electrical components and telemetry equipment.

LAGOONS

- Feb 6th replace generator battery.
- Feb 8th Bruce attend in-house service for new sewer flush truck.
- Feb 13th test onsite backup generator (no issues).

RAW WATER SUPPLY

PINE COULEE RESERVOIR

- Jan 23rd shut fill valve from Pine Coulee reservoir to onsite reservoir.
- Feb 20th open fill valve from Pine Coulee reservoir to onsite reservoir.
- Feb 20th check Pine Coulee level and supply line. Reservoir level 1049.41 geodetic meters. Recent snow pack in the mountains will help ensure Pine Coulee Reservoir will be full before the start of summer.

RAW WATER STORAGE RESERVOIR

- Feb 20th start filling onsite raw water reservoir
- Algae is not a concern during the winter months.

GOLF COURSE

- Backwash water from process continues through the neutralization system to the holding ponds.



INFORMATION BRIEF

Meeting: February 26, 2018

Agenda Item:

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - November 27, 2017				
5	CORRES: The Bridges at Claresholm Golf Club - Moved by Councillor Zimmer to renew the lease agreement with the Bridges at Claresholm Golf Club for an additional five (5) years effective January 1, 2018, and to refer the request for an increase in the management fees to budget discussions. CARRIED MOTION #17-131	Blair	2018 Draft Operating Budget has been updated for this expenditure with a note for discussion. Lease being updated for signatures	In progress
Regular Scheduled Meeting - December 11, 2017				
18	IN CAMERA: e. Moved by Councillor Schlossberger to adopt the Intermunicipal Water, Wastewater and Testing and Maintenance Servicing Agreement with the Municipal District of Willow Creek as presented. CARRIED MOTION #17-146	Marian	Agreement in place. Legal drafting lease agreement and transfer agreement.	In progress
Regular Scheduled Meeting - January 8, 2018				
11	RFD: Tamarack Lots - Moved by Councillor Zimmer to obtain appraisals prior to listing the lots located in the Tamarack subdivision. CARRIED MOTION #18-004	Tara	Appraiser to return appraisals at the end of February.	Complete
11	RFD: Tamarack Lots - Moved by Councillor Zimmer to contact the local realtors to notify them of the available lots for sale in the Tamarack subdivision once appraisals on the properties are complete. CARRIED MOTION #18-005	Tara	Will begin preparations for sale of lots in anticipation of appraisals.	In progress
Regular Scheduled Meeting - January 22, 2018				
19b	IN CAMERA: LAND - Moved by Councillor Carlson to authorize administration to accept an unconditional offer on the #4 Skyline Crescent property for the appraised value subject to legal review. CARRIED MOTION #18-014	Marian	Lawyer dealing with sale	In progress
19c	IN CAMERA: Personnel - Moved by Councillor Zimmer to direct administration to move forward with the request for proposals for the campground attendant. CARRIED MOTION #18-015	Blair	Request for Proposal is being advertised and is open until February 14th, 2018	Complete

Regular Scheduled Meeting - February 12, 2018				
1	Bylaw #1638 - Moved by Councillor Moore to give Bylaw #1638, a road closure bylaw, 1st reading. CARRIED.	Tara	Signed after first reading, sent to survey company for circulation to utility companies, preparations for public hearing.	Complete
2	DELEGATION RESPONSE: Chad Besplug Invitational. Administration respond letting them know Councillors who are available will support in volunteering time at the event.	Marian	Notified Santanna	Complete
3	CORRES: Minister's Awards for Municipal Excellence - referred to Administration to provide information on criteria the Town may qualify for.	Marian	Working on submissions for the Risk Reduction Workshop program	In progress
4	CORRES: AUMA Leaders Conference - To be brought forward at the next Council meeting.	Tara	on the agenda for Feb 26, 2018	Complete
5	CORRES: RMRF- Moved by Councillor Carlson to send Marian Carlson, CAO to the RMRF 2018 Municipal Law Seminar. CARRIED. MOTION #18-017	Marian	Registered	Complete
6	CORRES: AUMA, New Policing Model - Referred to Administration to prepare a letter to ask further questions for clarification of the financial impact to smaller municipalities.	Tara	Letter drafted	In progress
7	CORRES: Claresholm Rodeo Club - Moved by Councillor Courage to support the Claresholm Junior Rodeo club with a donation of \$250.00. CARRIED. MOTION #18-018	Tara	Letter signed, to be mailed with cheque.	Complete
8	CORRES: Farm Safety Request - Moved by Councillor Schulze to support the Farm Safety Centre's Safety Smarts Program with a donation of \$300.00. CARRIED. MOTION #18-019	Tara	Letter signed, to be mailed with cheque.	Complete
9	RFD: Designated Officer Appointment - Moved by Councillor Schlossberger to appoint a staff member from ORRSC as the Designated Officer for the Town of Claresholm SDAB. CARRIED. MOTION #18-020	Tara	notification sent to ORRSC	Complete
10	RFD: Safety Codes Services Agreement - Moved by Councillor Moore to extend the Safety Codes Services Agreement for an additional 3 year term with Superior Safety Codes. CARRIED. MOTION #18-021	Tara	sent notification to Superior Safety Codes.	Complete
11	RFD: ACP Grant - Moved by Councillor Zimmer to support the application submitted by administration on behalf of the Town of Claresholm to the ACP grant, the Mediation and Cooperative Processes component for a total value of \$50,000. CARRIED. MOTION #18-022.	Tara	Letter sent	Complete
12	RFD: Free Swim - Moved by Councillor Courage to donate 26 hours of pool rental time for the Claresholm Healthy Community Coalition's free public swim initiative for the term Jan 1 to Mar 31, 2018. CARRIED. MOTION #18-023	Denise/Blair	Free swim to continue for 2018	Complete
13	RFD: Policy #GA 02-18 - Moved by Councillor Schulze to amend the schedule to Polixy #REC 04-15 to remove Water/Sewer/Garbage and Misc Facility User Fees effective Februray 12, 2018 as presented. CARRIED. MOTION #18-024.	Blair	Policy manuals have been updated for new schedule	Complete

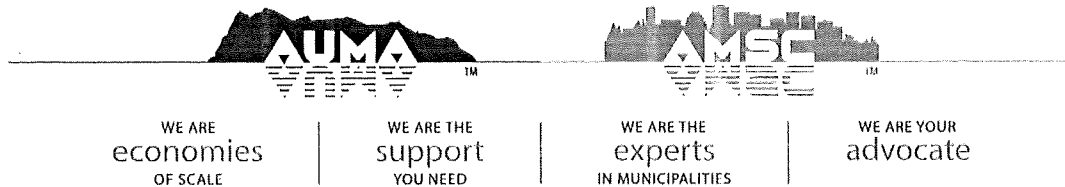
13	RFD: Moved by Councillor Schlossberger to adopt Policy #GA 02-18 "Misc Fees & Facility Rent" effective February 12, 2018 as presented. CARRIED. MOTION #18-025.	Blair	Policy manuals have been updated for new policy	Complete
14	RFD: Co-op Community Spaces Grant - Moved by Councillor Zimmer to write a letter of support towards Claresholm Minor Hockey's application to the Co-op Community Spaces grant for the purpose of completing upgrades at the Claresholm Arena. CARRIED. MOTION #18-026.	Tara	Letter sent	Complete
15	RFD: Arena Floor & Board Replacement - Moved by Councillor Courage to award the contract for the Arena Floor and Boards project to Bry Sand Ice Arena Ltd. for \$709,706 plus GST. CARRIED. MOTION #18-027.	Mike/Blair	Notification sent to successful bidder.	Complete
20	INFO BRIEF: Open House Questions - Referred to Administration to move questions from open house and trade fair to the planning session for further review. Administration will continue to follow up with the people who submitted questions.	Marian	Will include in planning session discussions	In progress
23	RFD: CARES Lease agreement - Moved by Councillor Zimmer to approve the CARES Lease and Facility Holding agreement as presented. CARRIED. MOTION #18-028.	Jason	email CARES Feb 14	In progress

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 23, 2018

INFORMATION ITEMS



February 14, 2018

Honourable Kathleen Ganley
Minister of Justice and Solicitor General
424 Legislature Building
10800 97 Avenue
Edmonton, AB T5K 2B6

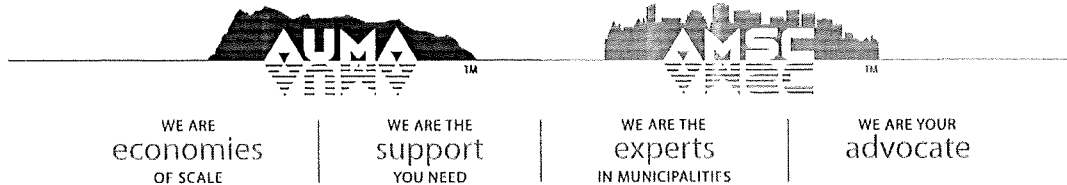
Dear Minister Ganley:

The legalization of cannabis for recreational use will have significant fiscal impacts on municipalities. Our members expect to see increased costs due to increased demands on policing, bylaw enforcement, and fire units; amendments to municipal bylaws, policies, and administrative processes; and social impacts (see enclosure for details). As with any significant policy shift, there are also likely to be unintended consequences that result in unexpected costs.

The federal government has expressed its intention that municipalities receive a fair share of cannabis excise tax. On December 13, 2017, Prime Minister Justin Trudeau stated in Parliament that "cities and towns across the country are among our most important partners in our effort to legalize and strictly regulate access to cannabis. That is why we are providing the provinces and territories 75 per cent of collected excise tax from cannabis, so municipalities can get the resources they need to keep cannabis away from kids and profits out of the hands of criminals. This agreement will be reviewed within six months of legalization to confirm that communities, cities, and towns are well supported by the provinces." AUMA strongly believes that the provincial government should ensure adequate funding from cannabis tax revenue flows through to municipalities to cover all municipal costs incurred as a result of legalization.

Using data from jurisdictions that have legalized cannabis for recreational use, as well as cost projections developed by the City of Calgary and the Federation of Canadian Municipalities, we estimate that Alberta municipalities will incur from \$26 to \$42 million in costs due to legalization. We therefore request that the province provide 70 per cent of the cannabis excise taxes it receives from the federal government, to Alberta municipalities to offset their costs associated with cannabis legalization. As the province will generate additional revenues as the sole distributor and online retailer in Alberta, we believe this request is more than fair and equitable.

In addition to ongoing costs associated with legalization, municipalities expect to incur a number of one-time, start-up costs associated with preparing for the implementation of



cannabis legalization. Accordingly, we request that the province establish a \$30 million fund in Budget 2018/19 to help Alberta municipalities offset the costs of transitioning to the new legislative and regulatory framework.

Lastly, we would like to acknowledge the significant uncertainty around existing statistics related recreational consumer use and illicit market sales. Given the corresponding uncertainty inherent in our municipal cost projections, we request that in three years' time, the province conduct a review of the provincial-municipal cannabis tax sharing agreement to ensure that municipalities have the resources they need to fulfill their new roles and responsibilities.

I would be pleased to meet with you to discuss this matter further. Your staff may contact me at president@auma.ca to schedule a meeting at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'Barry Morishita', written over a horizontal line.

Barry Morishita
AUMA President

If you would like to discuss this matter further, please feel free to contact me by email at president@auma.ca or my cell phone at (403) 363-9224.

cc: Honourable Shaye Anderson, Minister of Municipal Affairs

Enclosure

Legalization of Cannabis for Recreational Use - Government Responsibilities and Revenues

Municipal Government	Provincial Government	Federal Government
Responsibilities		
<ul style="list-style-type: none"> • Policing and enforcement <ul style="list-style-type: none"> ○ Training for constables/peace officers ○ Acquisition of testing devices ○ Impaired driving enforcement ○ Possession and youth possession ○ Gangs and illegal activity • Emergency response • Social housing rules and management • Courts operations and prosecutions <ul style="list-style-type: none"> ○ Enforcement staff time and resources • Zoning for commercial operations • Education on municipal bylaws, zoning, and business licensing processes • Bylaw enforcement <ul style="list-style-type: none"> ○ Storefront closure/prevention of re-opening ○ Home grows ○ Complaints regarding cultivation ○ Nuisance complaints ○ Enforcement of consumption venues 	<ul style="list-style-type: none"> • Siting and operation of retail stores <ul style="list-style-type: none"> ○ Training retail and management staff on social responsibility ○ Store licensing and inspections ○ Compliance with packaging and advertising standards • Policy for consumption venues • Public health and education campaigns • Provincial highway driving enforcement • Constabulary training programs (cost recovered) • Defending challenges of new driving offences • Criminal prosecutions for illegal distribution (should decrease over long term) • Primary health care 	<ul style="list-style-type: none"> • Licensing and enforcing grow operations • Regulating edibles • Setting advertising and packaging standards • Prosecuting illegal grows • Defending challenges to regulation and criminal law • Policy development (grow operations, distribution, sales, packaging, etc.) • Public health and educational campaigns • International treaties • Tax administration

<ul style="list-style-type: none"> • Public health <ul style="list-style-type: none"> ○ Safe use programs (interaction with alcohol/tobacco/other drugs) • Fire, licensing, and building inspection <ul style="list-style-type: none"> ○ Consumption venues ○ Retail stores • Updating labour frameworks as needed for front-line workers and public safety • Local youth justice diversion programs 		
Revenues		
<ul style="list-style-type: none"> • Cannabis excise tax • Property tax 	<ul style="list-style-type: none"> • Cannabis excise tax • AGLC distribution sales margins • Online sales • Business (corporate) taxes 	<ul style="list-style-type: none"> • Licensing grow operations • Cannabis excise tax • Business (corporate) taxes

Excise Tax Split	Percent of total		Percent of provincial allocation
Federal government	25%	25%	
Provincial government	22.5%	75%	30%
Municipal governments	52.5%		70%
Total:	100%	100%	100%

Marian Carlson

From: Crystal Zevola <czevola@auma.ca> on behalf of Dan Rude <drude@auma.ca>
Sent: Friday, February 16, 2018 1:09 PM
To: Dan Rude
Subject: AUMA Advocacy on Cannabis Excise Tax
Attachments: Ltr to Min JSG re cannabis excise tax revenue sharing.pdf

Dear Members:

As you know, the legalization of cannabis for recreational use will have significant fiscal impacts on municipalities. AUMA is therefore advocating for municipalities to receive their fair share of cannabis excise tax to offset the municipal costs associated with legalization. AUMA has formally requested the provincial government take the following actions:

- Provide 70 per cent of the cannabis excise taxes it receives from the federal government to Alberta municipalities to offset their costs associated with cannabis legalization.
- Establish a \$30 million fund in Budget 2018/19 to help Alberta municipalities offset the costs of transitioning to the new legislative and regulatory framework.
- Conduct a review of the provincial-municipal cannabis tax sharing agreement in three years' time to ensure municipalities have the resources they need to fulfill their new roles and responsibilities.

A copy of AUMA's correspondence to the Honourable Kathleen Ganley, Minister of Justice and Solicitor General on this matter is attached for your information. For more information on AUMA's cannabis-related advocacy, as well as links to municipal resources, visit <https://auma.ca/advocacy-services/programs-initiatives/cannabis-marijuana-legalization>.



Please feel free to contact me if you have any questions or concerns.

Sincerely,

Dan Rude CPA, CGA | Interim Chief Executive Officer
ALBERTA URBAN MUNICIPALITIES ASSOCIATION

D:780.431.4535 | C: 780.951.3344 | E: drude@auma.ca

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

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



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MUNICIPAL PLANNING COMMISSION MINUTES

November 30, 2017

Town of Claresholm – Council Chambers

Attendees: Brad Schlossberger - Council Member (Chairperson)
Doug MacPherson – Mayor
Donna Courage - Council Member
Sharon Galbraith - Member-at-Large

Regrets: Jeff Kerr – Member-at-Large (Vice-Chairperson)

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

Public Present: Rob Vogt, Claresholm Local Press

8:09 a.m. **Call to Order /Adoption of Agenda** **Motion to adopt
Agenda by
Sharon Galbraith
CARRIED**

Adoption of Minutes

- November 17, 2017

**Motion to adopt the
Meeting Minutes
by Councillor Courage

Seconded by
Mayor MacPherson

CARRIED**

Item 1: ACTION **DEVELOPMENT PERMIT**

File: D2017.107
Applicant: Kyle Blazenko
Owner: Dee Jay Hardware Ltd.
Civic: 4726 1 Street W., Claresholm, Alberta
Legal: Lot 4/5, Block 9, Plan 9111358
Regarding: Change in Use – Vacant to Vehicle Sales &
Service

**Motion to approve
with conditions
by Mayor MacPherson

Seconded by
Sharon Galbraith

CARRIED**

8:21 a.m. **Motion to Adjourn
By Mayor MacPherson**

CARRIED

Next meeting date:



Economic Development Committee

November 20, 2017 – 7:00 p.m.
Business Growth & Development Centre

Minutes

Attendees: Ali Shivji, Paul Zemlak, Santanna Thom, Darla Slovak, Jeff Nielsen, Russ Anderson, Doug Leeds, Tony Walker, Brad Schlossberger, Kieth Carlson, Justin Sweeney

Apologies: None

Ali in the chair

Ali called the meeting to order at 7:05pm

Minutes

Minutes for the October 16 meeting were not kept or presented as quorum was not reached due to municipal elections happening that same evening.

Agenda

Agenda for November 20, 2017 meeting was motioned for acceptance by Santanna Thom, seconded by Ali Shivji. CARRIED

Introductions

All in attendance discussed their background, interest and personal vision for the Economic Development Committee. Consensus within visions were around the areas of industry attraction and facilitating growth.

Chair & Vice-Chair Selection

Outgoing Chair, Ali Shivji, explained the process, responsibilities and expected time commitment for the Chair and Vice-Chair roles. The EDO explained that the committee Bylaw is under revision, and terms of commitment for EDC members will be relayed to the group after the new Bylaw received final reading, but that the Chair and Vice-Chair selections are completed annually in November.

The floor was opened for nominations, and a first call made for nominations to the position of Chair;

- Russ Anderson nominates Santanna Thom - Not Accepted
- Santanna Thom nominates Paul Zemlak - Accepted

A second and third call for nominations to the position of Chair were made, no additional nominations, Paul Zemlak awarded Chair via acclamation. CARRIED

The floor was opened for nominations, and a first call made for nomination to the position of Vice-Chair;

- Russ Anderson nominates Santanna Thom - Accepted
- Doug Leeds nominates Darla Slovak - Accepted

A second and third call for nominations to the position of Vice-Chair were made, no additional nominations, a secret ballot vote for the position of Vice-Chair was facilitated by EDO, Santanna Thom awarded the position via majority vote. CARRIED

Outgoing Chair, Ali Shivji, relinquishes Chair to Paul Zemlak and attends the remainder of the meeting as a non-voting participant.

Current Activity Review

EDO reviews current economic development activity with EDC. This included information on the wayfinding signage program, CARES grant and industrial land project, Claresholm Solar Inc. renewable project proposed for MD of Willow Creek, main corridor development, vacant lot development on 49th Avenue West, and a series of potential sales and property transfers within the community.

Recommendations were made for Wayfinding signage, including clear policies around simple and clear content management for digital displays and site selection for entrance signs that is closer to the community to facilitate easy digestion of the message at slower speed.

Recommendations were made to seek out existing examples of large-scale solar operations in other communities to better understand the potential impact, both beneficial and possibly complicating factors.

Sales Packages

EDO presented a selection of printed, community and business profiles for EDC consideration. A need for an informative, industry attraction document that encapsulates the ‘Claresholm Opportunity’ was raised in 2016. Since then, the need has been reiterated, and the committee now has the appropriate information, targets and messaging to complete such a document. Recommendations for the document included focused advertising areas at the start and end, but not placed throughout, and that the document be an annual publication to avoid the distribution of outdated information. EDO is to seek out a publication opportunity and report at next meeting.

Incentive or Punitive Measures for Derelict Properties

The concern of derelict buildings in the downtown core and along the highway corridor was discussed. The EDC was informed by the EDO that written complaints via the new website make it easier for the municipality to pursue legal means to remedy concerns. The EDC, via consensus of discussion, was in favour of taking punitive measures as necessary to facilitate the removal, redevelopment or transfer of ownership of such properties.

The EDO is to seek additional information regarding the possibility of annual fire inspections on vacant properties via policy or bylaw, taxation penalties, development penalties, and stop work orders when unpermitted work takes place and report at next meeting.

Budget for 2018

EDO presented a draft budget for 2018. The line items were addressed in order, with discussion ensuing about the viability and usefulness of allotting funds for printed tourism guides and the purchase of a trade fair display. A recommendation was made that the group consider repurposing those funds for improvements to Amundsen Park that could include washrooms, additional parking, fenced dog area, and community bandstand.

Santanna Thom moved, seconded by Russ Anderson, that the total of \$14,500 attributed to a trade fair display and printed tourism guide be reattributed to a new budget line item for an Amundsen Park redesign.

CARRIED

Any Other Business

No additional business.

Next Meetings

Regular meetings will be held on the third Monday of the month. The next regular meeting is scheduled for **7:00pm, December 18, 2017**, at the Business Growth & Development Centre location, 5318 - 2nd Street West.

Adjournment

Paul Zemlak moved to adjourn at 9:20 pm.



Economic Development Committee

January 17, 2018 – 7:00 p.m.

Business Growth & Development Centre

Minutes

Attendees: Paul Zemlak, Santanna Thom, Darla Slovak, Jeff Nielsen, Doug Leeds, Brad Schlossberger, Kieth Carlson, Justin Sweeney

Delegation: Chad Besplug

Apologies: Russ Anderson

Paul in the Chair

Paul called the meeting to order at 7:05pm

Delegation

Chad Besplug presented the details of his business, Alpha Bull, and the Invitational that takes place at the Claresholm Agriplex in February. Discussion focused on the potential for teaming up to advance this initiative to greater heights with the opening of the new Agriplex. There is a perceived gap between many local residents, and the activities at the Agriplex. How can partnerships be formed that bridge that gap, improve local engagement, and communicate value around the experience to the residents who have not participated over the first 5 years? Ideas included increased activity in the downtown that aligns with the invitational bull-riding, barrel racing, web streams, press junkets, meet the rider experiences, and a western trade fair. Currently, the event draws 1500 for the one-night event, and is unique for Alpha Bull, as this quality is usually only offered in larger centres.

Minutes

Minutes for the December 18, 2017 meeting were motioned for approval by Darla Slovak, seconded by Santanna Thom. CARRIED

Agenda

Agenda for January 17, 2018 meeting was motioned for acceptance by Brad Schlossberger, seconded by Kieth Carlson. CARRIED

Derelict Properties Update

EDO provided an update on the derelict properties;

- 9 Orders served on various properties
- Time to appeal has passed
- Next step is legal, followed by accessing and remedying properties at the expense of the land owner (attributed to tax bill)

Sales Package

EDO presented options from Claresholm Local Press and TNC Publishing;

Motioned by Doug Leeds, seconded by Jeff Nielsen, to pursue development of the publication with the Claresholm Local Press at the provided quote and on an annual basis. CARRIED

Industrial Park & Billboard Signage

Contract for billboard rental was presented. Concerns were raised around clause 9, which was read as requiring the EDC to maintain the physical structure of the billboard. EDO was asked to remedy this clause with the landowner prior to completing the contract. Upon completion, the sublet should be done via letters to businesses that show the cost, description and other details required for making an informed decision about entering the contract.

Claresholm Solar Inc. Update

EDO presented an update on the land use designation amendment application meeting that was held at the MD of Willow Creek on December 20, 2017.

Motioned by Paul Zemplak, seconded by Darla Slovak, for the EDO to draft a letter of support for CSI Inc relative to the economic impact as the EDC understands it. CARRIED

Canada Summer Jobs

Motioned by Brad Schlossberger, seconded by Paul Zemplak, for an application to be submitted to subsidize the summer student position of Economic Development Assistant. CARRIED

Succession Planning

EDO presented information regarding first meeting with Succession Matching. Information is to be e-mailed out for all to consider.

Doug Griffiths

All see value in what Doug Griffiths has to offer. More information about pricing and options is required to assess how best to build value. Possible adjunct for small business week.

Business Walk/Visits

All members feel that establishing relationships and acquiring knowledge of the operations within the community are of a key importance to the success of economic development in the area. Tangible takeaways are to be established, as is a coordinated list of visitations, questions and responses.

Next Meeting

The next regular meeting is scheduled for **7:00pm, February 19, 2018**, at the Business Growth & Development Centre location, 5318 - 2nd Street West.

Adjournment

Paul Zemplak moved to adjourn at 9:15 pm.

Willow Creek Agricultural Society

P.O. Box 1401

Claresholm, Alberta, Canada T0L 0T0

Minutes of the Willow Creek Ag. Society held Nov 15, 2017.

- Call to Order:** Meeting called to order at 6:45pm at Douros.
- Present:** David Hansma, Wally Mandel, Neil Watt, Rod Jensen, Allan Minor, Dave Elliott, Gordon Weerstra, Sheldon Smeltzer, Gerry McGuire and Brad Schlossberger
- Absent:** Sid Gray, Lorraine Norgard, Judy Minor, Shawna Burton
- Reading of Minutes:** The minutes of the last regular meeting held Oct 18th, 2017 were adopted as presented by Gerry McGuire. Seconded by Wally Mandel. Motion carried.
- Business Arising from Minutes:** The AIP grant program has been discontinued by the Alberta Government. This means we will not be receiving the \$17,948.41 that was applied for to continue to improve the parking grounds around the Agriplex.
David informed the board about the rental nights that were being rented as well as that the scholarship letters and cheques have been sent out as well.
David told the board about the ground work that has been completed on the North side of the new building.
- Treasurers Report:** Gordon Weerstra moves we accept the financials as presented to the end of Oct 2017 as presented. Gerry McGuire Seconds. Motion Carried.
- Managers Report:** David read the Managers report. David told the board about upcoming events at the Agriplex. David brought up the following items for discussion:
-David informed the board what directors term is up and who has one year remaining on their term. Also that we need to set the annual meeting date for this year.
-David informed what progress has been made on the new building both inside and on the north end of the building.
- New Business:** After some discussion on the progress of the bookwork at the accountant Gerry moves we set the annual meeting date for December 20th, 2017. Dave seconds. Motion Carried. The board discussed the progress on the new building and what kind of circulation fans we should install. After some discussion on the different types and amount of air they would move, Gerry moves that we install the Hi volume CanArm fans instead of the Large Circumference ones, such as Big Ass fans. Allan Seconds. Motion Carried.
- Adjourn:** Dave Elliott moves the meeting be adjourned at 8:15pm.