



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
JANUARY 22, 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 – JANUARY 8, 2018**

**DELEGATIONS: CHAD BESPLUG**

**RE: Invitational Bull Riding Event**

**ACTION ITEMS:**

1. **BYLAW #1636 – Subdivision and Development Appeal Board**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**
2. **BYLAW #1637 – Designated Officers**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**
3. **DELEGATION RESPONSE: Susan Holland**  
**RE: Claresholm Citizens Coalition**
4. **CORRES: MD of Willow Creek**  
**RE: Appointment to the Economic Development Committee**
5. **CORRES: Alyssa Cole**  
**RE: Letter of Support for Kraft Hockeyville Application**
6. **CORRES: Canadian Senior Pro Rodeo Association**  
**RE: Request for Sponsorship**
7. **CORRES: The Bridges at Claresholm Golf Club**  
**RE: Support for the Golf Course**
8. **REQUEST FOR DECISION: Rescind Policy #PLDE 10-10 – Offsite Levies**
9. **REQUEST FOR DECISION: Recorded Vote**
10. **REQUEST FOR DECISION: Progressive Discipline Policy**
11. **FINANCIAL REPORT: Statement of Operations – November 30, 2017**
12. **FINANCIAL REPORT: Statement of Operations – December 31, 2017**
13. **INFORMATION BRIEF: Transparency**
14. **INFORMATION BRIEF: ATCO Working Space Agreement**
15. **INFORMATION BRIEF: Emergency Advisory Committee**
16. **INFORMATION BRIEF: CAO Report**
17. **INFORMATION BRIEF: Council Resolution Status**
18. **ADOPTION OF INFORMATION ITEMS**
19. **IN CAMERA:**
  - a. **LAND – Cottonwood Access – FOIP Section 16.1**
  - b. **LAND – Tax Sale Property – FOIP Section 16.1**
  - c. **PERSONNEL – FOIP Section 17.2(c)**
  - d. **Confidential Evaluations – Committee Structure – FOIP Section 19.1**

**INFORMATION ITEMS:**

1. **Emergency Services Committee Meeting Minutes – October 4, 2017**
2. **Claresholm & District FCSS Board Meeting Minutes – December 4, 2017**
3. **Claresholm & District FCSS Special Board Meeting Minutes – December 19, 2017**
4. **Porcupine Hills Lodge Board Meeting Minutes – December 5, 2017**
5. **Claresholm & District Transportation Society Meeting Minutes – October 27, 2017**
6. **Claresholm Animal Rescue Society Meeting Minutes – October 19, 2017**
7. **Claresholm & District Chamber of Commerce Meeting Minutes – October 18, 2017**
8. **Claresholm & District Chamber of Commerce Meeting Minutes – November 15, 2017**
9. **The Bridges at Claresholm Golf Club Board Meeting Minutes – December 19, 2017**
10. **Claresholm & District Museum Board Meeting Minutes – November 29, 2017**
11. **Access to Markets: Commercial Transportation Issues in Southern Alberta – September 14, 2017**
12. **Dinner with Red Deer College Board and President & CEO Joel Ward**

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**JANUARY 8, 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, Finance Assistant: Karine Wilhauk

**MEDIA PRESENT:** Rob Vogt, Claresholm Local Press

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

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

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – DECEMBER 11, 2017**

Moved by Councillor Courage that the Regular Meeting Minutes December 11, 2017 be accepted as presented.

**CARRIED**

**DELEGATION:** **SUSAN HOLLAND**

**RE: Claresholm Citizens Coalition**

Susan Holland was present to speak to Council on behalf of the Claresholm Citizens Coalition. The Coalition wanted to introduce themselves to Council and the community and to inform everyone of their mission. She presented some questions regarding the upcoming Open House to be held on January 24, 2018.

**ACTION ITEMS:**

1. **BYLAW #1636 – Subdivision and Development Appeal Board**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Carlson to give Bylaw #1636, regarding the Subdivision and Development Appeal Board, 1<sup>st</sup> Reading.

**CARRIED**

2. **BYLAW #1637 – Designated Officers**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Schlossberger to give Bylaw #1637, regarding Designated Officers, 1<sup>st</sup> Reading.

**CARRIED**

3. **CORRES: Hon. Sandra Jansen, Minister of Infrastructure**  
**RE: Investing in Canada Infrastructure Plan**

Received for information.

4. **CORRES: Pat Stier, MLA Livingstone Macleod**  
**RE: Priority Infrastructure Projects**

MOTION #18-001

Moved by Councillor Schulze to send a letter to Pat Stier, MLA for Livingstone Macleod regarding priority infrastructure projects in Claresholm including the Multi-use Community Building, the Stormwater Management Project, pathways, Arena upgrade project, and the sewer trunk main project to the west of Town, as per Mr. Stier's request.

**CARRIED**

5. **CORRES: Town of Granum**  
**RE: Community Partnership Program – Grant Writer**

MOTION #18-002

Moved by Councillor Schlossberger to send a response to the Town of Granum that we will consider their request to participate in the Alberta Community Partnership Grant Writer project as we understand more of the capacity available under the project parameters.

**CARRIED**

6. **CORRES: Willow Creek Ministerial Association**  
**RE: Prayer Breakfast for Elected Officials**

Mayor MacPherson, Councillor Moore and Councillor Schlossberger will attend the Prayer Breakfast for Elected Officials to be held on February 10, 2018.

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

Mayor MacPherson, Councillor Moore, Councillor Zimmer, Councillor Carlson and Councillor Courage will attend the Brownlee LLP Emerging Trends in Municipal Law seminar to be held in Calgary on February 8, 2018.

**8. CORRES: Claresholm & District Chamber of Commerce  
RE: Town & Country Trade Fair – February 2 & 3, 2018**

The Town of Claresholm will retain a booth for the Town & Country Trade Fair and Mayor and Council will man the booth.

**9. CORRES: Claresholm Public Library  
RE: Invitation to Speak – February 9, 2018**

Mayor MacPherson will attend the Claresholm Public Library 80<sup>th</sup> Anniversary event.

**10. REQUEST FOR DECISION: Multi-use Architect Proposal**

MOTION #18-003 Moved by Councillor Carlson to accept the proposal from BRZ Architects for an updated drawing and engineered quote in the amount of \$18,750.00 plus GST for the Multi-use Community Building.

Councillor Courage requested a recorded vote.

FOR: Mayor MacPherson, Councillors: Carlson, Moore, Schlossberger, Schulze and Zimmer.

AGAINST: Councillor Courage

**CARRIED**

**11. REQUEST FOR DECISION: Tamarack Lots**

MOTION #18-004 Moved by Councillor Zimmer to obtain appraisals prior to listing the lots located in the Tamarack subdivision: Lots 66-69, Block 118, Plan 8010781 and Lots 2-4, Block 117, Plan 8010781.

**CARRIED**

MOTION #18-005 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**

**12. INFORMATION BRIEF: ORRSC Subdivision Fees**

Received for information.

**13. INFORMATION BRIEF: Emergency Management Training for Elected Officials**

Received for information.

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

Received for information.

**15. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**16. IN CAMERA:**

**a. LAND – Letter of Intent: Keith Armstrong – FOIP Section 16.1**

**b. LAND – Tax Sale Property: Josh Marti – FOIP Section 16.1**

Moved by Councillor Moore to go In Camera at 8:05 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson stated that the live stream has ended at 8:05 p.m.

Moved by Councillor Courage to come out of In Camera at 9:02 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:02 p.m.

**b. LAND – Tax Sale Property: Josh Marti – FOIP Section 16.1**

MOTION #18-006 Moved by Councillor Zimmer to proceed with an updated appraisal for the tax Recovery property located at 4 Skyline Crescent with Reliance Appraisers.

**CARRIED**

MOTION #18-007 Moved by Councillor Schlossberger to extend the Real Estate contract with Avison Young for 4 Skyline Crescent until January 31, 2019.

**CARRIED**

MOTION #18-008 Moved by Councillor Carlson to accept the contract extension for the purchase of #4 Skyline Crescent until February 15, 2018.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 9:07 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson noted that recording ceased at 9:07 p.m.

\_\_\_\_\_  
Mayor – Doug MacPherson

\_\_\_\_\_  
Chief Administrative Officer – Marian Carlson

DRAFT

# **DELEGATIONS**

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



Date of Application: Jan. 17/18

Date of Event: Feb. 24/18

**1. Applicant Information**

Name of Applicant: Chad Besplug

Address: 1420 - 31 Burntall Dr. Bragg Creek, AB T0L 0K0

Contact Person: \_\_\_\_\_

Phone, Fax, Email: 403 393 1142

**2. Type of Organization: (circle)**

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

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

YES

provide registration date & #

NO

Willow Creek Ag. Society

**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):

Our event production is wold class and we want to continue to  
add entertainment to our show

IN-KIND CONTRIBUTION - Fee Waiver (explain):

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

we need, generators / skid steer / bleachers / setup work / Rent / volunteers

COMMUNITY PROJECT FUNDING - (explain):

This event attracts 1400 spectators from southern Alberta

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

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

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

We will use these funds to help pay for production costs. We only have space to sell 1000 tickets so sponsorship is the only way to pay for the remaining expenses.

**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

**8. Organizational Information**

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

This is a Professional Bull Riding event that brings in the top Canadian athletes as well as professionals from the USA. This event brings our community together and has raised close to \$60,000.00 that has been funneled back into the town of Claresholm. i.e. Summer swim, Summer Games, Scoreboard at bothull field.

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

We have built a World Class event in our small town. We want to turn this into a 2 day event that involves the whole community. We wish to continue to raise money for ~~our~~ causes that we believe in and provide a weekend that people are able to congregate and enjoy being together as a community.

How will your organization acknowledge the Town's donation?

We will continue to promote Claresholm on our social media platforms, provide signage and tickets to be used as desired. We will mention the support during and following the event. ~~The~~ Alpha Bull has a combined following of 36k and we will use that to promote the Town of Claresholm.

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

YES

NO

One can be provided if requested. The total budget for this event is \$88,800

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

Funding Source	Amount	Recommended Use of Funds
<del>Century 21</del> ATB Cattmens Corner	5k 5k 2500	
S.A.L.E 520 Transport	2500 200	
Frontier Roy's Place Cudlobe Farms	2500 1000 3000	
<del>Davis Chevrolet</del>	2500	



# **ACTION ITEMS**



## TOWN OF CLARESHOLM BYLAW No. 1636

### **Being a bylaw of the Town of Claresholm in the Province of Alberta to establish a municipal Subdivision and Development Appeal Board,**

**WHEREAS**, the Municipal Government Act, Chapter M-26, 2000, as amended from time to time, under Section 627 requires the municipality to adopt a bylaw to establish a Subdivision and Development Appeal Board, and

**WHEREAS**, the Subdivision and Development Appeal Board is authorized to render decisions on appeals resulting from decisions of the Subdivision Authority or the Development Authority in accordance with the South Saskatchewan Regional Plan, the Municipal Government Act, the Subdivision and Development Regulations, the local land use bylaw, local statutory plans and listed policies and other planning documents of the municipality, and

**WHEREAS**, this bylaw may be cited as the Town of Claresholm Subdivision and Development Appeal Board Bylaw;

**PURPOSE**, the purpose of this bylaw is to establish the authority of the Subdivision and Development Appeal Board;

**NOW THEREFORE**, the Council of the Town of Claresholm in the Province of Alberta duly assembled, enacts as follows:

1. **Definitions:**

- a) **Act** means the Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26, as amended.
  - b) **Council** means the Municipal Council of the Town of Claresholm.
  - c) **Member** means the members of the Subdivision and Development Appeal Board.
  - d) **Municipality** means the Town of Claresholm in the Province of Alberta.
  - e) **Clerk** means the person or persons authorized to act as clerk for the Subdivision and Development Appeal Board.
  - f) **Subdivision and Development Appeal Board** means the panel established to act as a municipal appeal body.
  - g) **Regulation** means the Subdivision and Development Appeal Board Regulation.
  - h) All other terms used in this bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.
2. For the purpose of this Bylaw, the Subdivision and Development Appeal Board shall be composed of not more than 5 persons who are adult residents of the Town of Claresholm.
  3. There shall be a maximum of one member of Council sitting to hear any individual appeal.
  4. Before participating in a hearing of the Subdivision and Development Appeal Board, members must be qualified to do so in accordance with the Regulation.
  5. Appointments to the Subdivision and Development Appeal Board shall be made by resolution of Council. And in accordance with the Regulation, the municipality shall report to the minister, the members of the Subdivision and Development Appeal Board and their training status.
  6. Appointments to the Subdivision and Development Appeal Board shall be made for a term of 4 years.
  7. The members of the Subdivision and Development Appeal Board shall elect one of themselves as chairman, and one of themselves as vice-chairman to hold office for a term of two years from the date of election.
  8. Council shall, by resolution appoint a clerk, who shall be a designated officer of the Town of Claresholm. The clerk shall attend all meetings of the Subdivision and Development Appeal Board,

but shall not vote on any matter before the Subdivision and Development Appeal Board. In accordance with the Regulation, a designated officer is not eligible for appointment as the clerk of the SDAB unless that person has completed the required training program. The municipality shall report to the minister, a list of all clerks and the status of their training.

9. The Subdivision and Development Appeal Board shall hold hearings as required.
10. Three (3) of the members of the Subdivision and Development Appeal Board shall constitute a quorum.
11. The decision of the majority of the members present at a meeting shall be deemed to be the decision of the whole Subdivision and Development Appeal Board.
12. The Subdivision and Development Appeal Board may make rules to govern its hearings.
13. Members of the Subdivision and Development Appeal Board shall not be members of the Subdivision Authority or Development Authority.
14. When a person ceases to be a member of the Subdivision and Development Appeal Board before the expiration of their term, Council shall appoint another person for the unexpired portion of that term.
15. The clerk of the Subdivision and Development Appeal Board shall keep the following records with respect thereto:
  - a. The minutes of all hearings;
  - b. All applications;
  - c. Records of all notices of hearings and of person to whom they were sent;
  - d. Copies of all written representations to the Subdivision and Development Appeal Board;
  - e. Notes as to each representation;
  - f. The names and addresses of those making representations at the hearings;
  - g. The decision of the Subdivision and Development Appeal Board;
  - h. The reasons for the decision of the Subdivision and Development Appeal Board;
  - i. Records of all Notice of Decisions and of persons to whom they were sent;
  - j. All notices, decisions, and orders made on appeal from the decision of the Subdivision and Development Appeal Board;
  - k. Such other matters as the Subdivision and Development Appeal Board may direct.
16. Bylaw No.1362, being the former municipal Subdivision and Development Appeal Board bylaw, is hereby repealed.
17. This bylaw comes into effect upon the third and final reading thereof.

READ a **first** time this   8   day of   January  , 2018.

READ a **second** time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ a **third** time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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*Mayor*

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*Chief Administrative Officer*



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1637**

**A Bylaw of the Town of Claresholm to establish the positions of designated officers.**

**WHEREAS** Section 210 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to establish one or more positions to carry out the powers, duties and functions of a designated officer;

**AND WHEREAS** Council wishes to exercise its authority pursuant to the Municipal Government Act by establishing designated officer positions;

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

**SECTION 1 TITLE**

- 1.1 This Bylaw may be cited as the **“DESIGNATED OFFICER BYLAW.”**

**SECTION 2 DEFINITIONS**

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **“Act”** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
  - b) **“Bylaw”** is a bylaw of the Town of Claresholm.
  - c) **“Chief Administrative Officer (CAO)”** is the person appointed by Council under Section 205 of the Municipal Government Act and is the administrative head of the municipality.
  - d) **“Committee”** is any board, committee, or commission or other body to which Council may appoint, but excluding Committee of the Whole.
  - e) **“Committee of the Whole”** is Members of Council present at a meeting of Council sitting in committee.
  - f) **“Council”** is the municipal Council of the Town of Claresholm.

**SECTION 3 AUTHORIZING OF MUNICIPAL DOCUMENTS**

- 3.1 All agreements, cheques and other negotiable instruments and opening and closing of accounts that hold money, shall be signed by any two of the following: Mayor, Deputy Mayor, Councillor, CAO, Director of Corporate Services or Finance Assistant & Communications Administrator.

**SECTION 4 DESIGNATION**

- 4.1 The following positions are designated officers of the Town:
- a) Chief Administrative Officer;
  - b) Director of Corporate Services;
  - c) Finance Assistant & Communications Administrator;
  - d) Peace Officer;
  - e) Development Officer;
  - f) Director of Infrastructure Services;
  - g) Municipal Assessor;
  - h) Subdivision and Development Appeal Board Clerk.

## **SECTION 5 CHIEF ADMINISTRATIVE OFFICER (CAO)**

- 5.1 The CAO may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw.

## **SECTION 6 DIRECTOR OF CORPORATE SERVICES**

- 6.1 The Director of Corporate Services is the designated officer for the purposes of the following sections of the Act:
- Section 69 – Consolidating bylaws.
  - Section 213(1)(b) – Signing minutes of Council meetings.
  - Section 213(2)(b) – Signing minutes of Council committee meetings.
  - Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
  - Section 270 – Opening and closing all the accounts of the Town that hold money.
  - Section 606(7) – Requirements for proof of advertising.

## **SECTION 7 FINANCE ASSISTANT & COMMUNICATIONS ADMINISTRATOR**

- 7.1 The Finance Assistant & Communications Administrator is the designated officer for the purposes of the following sections of the Act:
- Section 69 – Consolidating bylaws.
  - Section 213(4)(b) – Signing cheques and other negotiable instruments.
  - Section 270 – Opening and closing all the accounts of the Town that hold money.
  - Section 606(7) – Requirements for proof of advertising.

## **SECTION 8 PEACE OFFICER**

- 8.1 The Peace Officer is the designated officer for the purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement
  - Section 545 – Order to remedy contraventions
  - Section 546 – Order to remedy dangers and unsightly property

## **SECTION 9 DEVELOPMENT OFFICER**

- 9.1 The Development Officer is the designated officer for purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement
  - Section 545 – Order to remedy contraventions
  - Section 624 – Development Authority

## **SECTION 10 DIRECTOR OF INFRASTRUCTURE SERVICES**

- 10.1 The Director of Infrastructure Services is the designated officers for purposes of the following sections of the Act:
- Section 544 – Inspecting Meters

## **SECTION 11 MUNICIPAL ASSESSOR**

- 11.1 The Municipal Assessor is the designated officer for purposes of carrying out the duties and responsibilities of an “assessor” under the Act, and any other relevant statute, regulations or bylaw.
- 11.2 The Municipal Assessor is the designated officer for purposes of the following sections of the Act:
- Section 482(1) & (2) – Admissible evidence at hearings – assessment rolls and assessment notices.
  - Section 525 – Certifying copies of assessment roles and assessment notices.

## **SECTION 12 SUBDIVISION & APPEAL BOARD CLERK**

- 11.1 The Subdivision & Development Appeal Board Clerk is the designated officer for purposes of carrying out the duties and responsibilities of a “Subdivision & Development Appeal Board Clerk” under the Act, and any other relevant statute, regulations or bylaw.

**SECTION 13 PASSAGE OF BYLAW**

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

13.2 Bylaw #1608 is hereby rescinded.

Read a first time in Council this **8** day of **January** 2018.

Read a second time in Council this day of 2018.

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

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**Doug MacPherson, Mayor**

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**Marian Carlson, CAO**

**From:** Cindy Vizzutti [<mailto:Cindy@mdwillowcreek.com>]  
**Sent:** Thursday, January 11, 2018 1:53 PM  
**To:** Marian Carlson  
**Subject:** Appointment to the Town of Claresholm EDC

Good Afternoon Marian:

Please be advised that the Council has appointed Deputy Reeve Glen Alm to the Town of Claresholm Economic Development Committee. Please inform Glen of the dates and times of the meetings by contacting him at 403-625-2154 or by email at [glen.alm@mdwillowcreek.com](mailto:glen.alm@mdwillowcreek.com)

Best of luck with your endeavours.

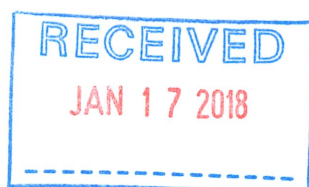
Cynthia Vizzutti  
Chief Administrative Officer CLGM CTAJ  
M.D. of Willow Creek No. 26  
P.O. Box 550  
Claresholm, Alberta  
TOL OT0  
(403) 625-3351 ext. 224  
(403) 625-6091 - cell  
(403) 625-3886 - fax  
email - [cindy@mdwillowcreek.com](mailto:cindy@mdwillowcreek.com)

The Arena is not only home to the Minor Hockey League it also houses various other groups. The arena is in dire need of upgrading. The replacement of the hot and cold floor, boards, glass, skate friendly floor, and girls dressing rooms. If Claresholm wins the Kraft Hockeyville it would go towards the girls dressing rooms and the skate friendly floor. "As far as the hockey community goes, the individuals who are involved are very passionate about the sport. The sport is not just a brotherhood of your team but one of all the other teams, a brotherhood that will last a life time. Not only do the kids love the game but the parents do as well. Parents love what hockey can teach their kids and are very committed to the sport." Russ Stewart, President of CMHA. What the kids take away from hockey is a lot more than how to play the game. Hockey isn't just a sport; it is a way of life for a lot of families. Without the upgrades to the arena, hockey could be a thing of the past for our community.

Alyssa Cole

403-682-7012.

Kraft Hockeyville  
Letter of Support.





# SPONSORSHIP PACKAGE

2018



## RODEO TODAY



Welcome Contestants  
and Rodeo Fans!!





## Sponsors are a key element in maintaining the rodeo spirit!

Born by hard-working ranchers who built the West and helped feed our nation, the sport of rodeo directly descends from everyday ranch work of roping stray cattle and breaking wild horses. The one-on-one competitions of cowboys and cowgirls grew more popular through the years and eventually became organized events called Rodeo.

Founded in 1985, the Canadian Senior Pro Rodeo Association (CSPRA) was created to continue to provide these opportunities to rodeo competitors aged 40 and up. Today the CSPRA is comprised of all levels of competitive skills from beginner to professional. Their common ground lies in their love of the sport, appreciation of western values and lifestyles, and their desire to pursue this active western sport.

Contestants compete in such events as Barrel Racing, Men's and Ladies Breakaway Roping, Steer Wrestling, Tie Down Roping, Team Roping, Ribbon Roping, Bronc Riding, and Bull Riding.

The CSPRA rodeo season starts in April, with rodeos throughout the spring, summer and fall, wrapping up with the sudden-death Finals held in October in Claresholm. Included in this opportunity to enjoy Senior Pro Rodeo in Canada is the chance to head south of the border to rodeos hosted by the National Senior Pro Rodeo Association as well.

### Present Rodeo Locations Totalling 32 Performance Days:

- High River, AB
- Mayerthorpe, AB
- Barrhead, AB
- Twin Bridges, MT
- Darby, MT
- Augusta, MT
- Stavely, AB
- Fort Mcleod, AB
- Standoff, AB
- Magrath, AB
- Wetaskiwin, AB
- Bowden, AB
- Cardston, AB
- Brooks, AB
- **4-Day Finals held in Claresholm, AB**



*With plans to expand into British Columbia and Saskatchewan in 2018!*



## **PARTNER**

***Partnering with us brings you...***

- *Strong support from our membership*
- *Brand awareness and loyalty*
- *Memorable experiences*
- *Community involvement and support with rodeos going over 2-3 days in one location*

## **PROMOTE**

***Promoting with us brings opportunities...***

- *Engages visitors at rodeos*
- *Entertains clients*
- *Rewards employees*
- *Enjoy great family-friendly rodeo action*

## **PRODUCE**

***Partnering with us produces...***

- *Positive results*
- *Brand loyalty*
- *Strong relationships*

# **PARTNER ★ PROMOTE ★ PRODUCE**

The CSPRA will work with you to ensure your sponsorship package aligns with your marketing goals. Sponsorship levels include various benefits such as:

- Website and social media exposure
- Grand entry flags & arena banners
- Barrel covers
- Promotional announcements during events
- Contest opportunities
- Print media advertising
- Product demo/display opportunities
- Finals rodeo & banquet tickets

CSPRA Membership Facts:

- 235+ members, aged 40-85
- 53% men, 47% women
- From: Alberta, British Columbia, Saskatchewan, Montana, Arizona, Idaho, Minnesota, Nebraska, Oregon, Utah

The CSPRA values the future of Canadian Rodeo by proudly supporting youth rodeo scholarship programs at Olds College and Lakeland College by membership donations and other fundraising efforts.



**IN IT TO WIN IT**



# SPONSORSHIP OPPORTUNITIES

	PLATINUM — \$10,000+	GOLD — \$5,000-\$9,000	SILVER — \$2,500-\$4,000	BRONZE — \$1,000-\$2,000	BUCKLE — \$500-\$900	FRIENDS OF RODEO — \$200-\$450
Your exclusivity — no competitive sponsors	✓					
Official display opportunity at all events for your product/service	✓	✓				
Your company flag in grand entry	✓	✓	✓			
Your company banners in arena at all events	✓	✓	✓			
Digital and social media opportunities	✓	✓	✓			
Your logo to appear monthly on our rodeo magazine feature page	✓	✓	✓			
One annual profile on our rodeo magazine feature page	✓	✓	✓			
Your name appears on all CSPRA advertising	✓	✓	✓			
Your logo and link featured on CSPRA website	✓	✓	✓	✓		
Promotional announcement at our events	✓	✓	✓	✓		
Finals award presentations & photo with winner	✓	✓	✓	✓	✓	
Featured display opportunity at Finals trade fair	✓	✓	✓	✓	✓	
Full page ad in finals rodeo program	✓					
Half page ad in finals rodeo program		✓				
1/8-1/4 page ad in finals rodeo program			✓	✓	✓	
Name listed on our website, magazine page & finals program	✓	✓	✓	✓	✓	✓
Finals rodeo performance tickets & awards banquet tickets	✓	✓	✓	✓	✓	✓
Opportunity to distribute promotional material to all members	✓	✓	✓	✓	✓	✓

\*All flags and banners are provided by sponsor at sponsor's cost



Thank you for your interest in partnering with the Canadian Senior Pro Rodeo Association. We understand and greatly appreciate the value of sponsorship. The demographics of our members are such that we are a dedicated group who use and support our sponsors products and services.

We look forward to a valued partnership while promoting your brand and producing a successful rodeo season for all to enjoy.

For more information on which sponsorship package best fits your business or to customize one to suit any specific need please give me a call.

★ **Kim Grayson**  
**Sponsorship/Marketing Coordinator**  
**Canadian Senior Pro Rodeo Association**

**403-804-5670**  
**graysonkd@gmail.com**



*Official website news and up-to-date sponsor info*  
[www.canadaseniorrodeo.com](http://www.canadaseniorrodeo.com)



*Official facebook page "Canada Senior Pro Rodeo"*



*Official magazine of the CSPRA*  
*with monthly full page feature*



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



Date of Application: JANUARY

Date of Event: OCTOBER 11-14, 2018

**1. Applicant Information**

Name of Applicant: CANADIAN SENIOR PRO RODEO ASSOCIATION

Address: BOX 393, CARESLAND, ALBERTA, T0J 0M0

Contact Person: KIM GRAYSON

Phone, Fax, Email: 403. 804. 5670 graysonkd@gmail.com

**2. Type of Organization:** (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

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

YES provide registration date & #

NO

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

YES provide registration date & #

NO

MAY 1985  
# 890193485

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

DONATION - Financial Assistance (explain):

SPONSORSHIP FOR THE FINALS

IN-KIND CONTRIBUTION - Fee Waiver (explain):

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: \$ 500.00 - \$1000.00

6. Details of how the funds will be expended:

BUCKLE SPONSORSHIP FOR THE FINALS

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
2017	\$ 500.00	BUCKLE SPONSORSHIP
2016	\$ 500.00	BUCKLE SPONSORSHIP

8. Organizational Information

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

HOTELS, RESTAURANTS, GAS, GROCERY, RETAIL STORES, NEWSPAPER, HIRING LOCAL KIDS FROM HIGH SCHOOL, BUYING STOCK FEED (HAY) FROM LOCAL FARMERS, AG SOCIETY

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

AN ASSOCIATION INTRESTED IN THE CONTINUOUS GROWTH IN THE SPORT OF RODED FROM THE ASPECT OF "SENIOR" CONTESTANTS - SENIOR BEING OVER 40 YEARS & OLDER, AS WELL THE PROMOTION OF SUCH. PLUS PROVIDING COWBOYS & COWGIRLS THE OPPORTUNITY FOR FRIENDLY COMPETITION & SOCIAL ACTIVITIES.

How will your organization acknowledge the Town's donation?

FINALS PROGRAMS, ON CSPRA PAGE IN RODED CONNECIDN MAGAZINE CSPRA WEBSITE, FINALS POSTERS,

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
RAFFLE TICKETS	10,000. <sup>00</sup>	FINALS EXPENSES
SPONSORSHIP / DONATIONS	25,000. <sup>00</sup>	FINALS AWARDS
CALCUTA / SILENT AUCTION	4,000. <sup>00</sup>	FINAL EXPENSES





January 17, 2018

Mayor Doug MacPherson & Town Council  
Town of Claresholm  
Box 1000  
Claresholm, AB  
T0L 0T0

Dear Doug MacPherson & Town Council

I am writing this letter to show why we should support the Bridges Golf Course. After some investigating, I discovered a lot of reasons why they deserve our support.

My investigation revealed that during the golf season, the Golf Course hires 20 to 25 people. Many of those are young people, high school students or recent high school graduates. Also Putter's Restaurant hires an extra 10 people for the golf season. So that is 30 jobs right in Claresholm for young people. The life experiences these young people learn at these jobs are invaluable. Learning how to deal with the public. Phone etiquette. Dealing with cash, credit cards/debit cards. Closing out the till at the end of the day with supervision. Handling complaints from the public. Responsibility. Taking instruction from a supervisor. This hands on experience cannot be taught at school. I personally know many of the young adults who have worked at the pro shop and grounds crew. They gained valuable experience from working at the Bridges Golf Course.

As well the Bridges Golf Course helps organize and facilitate many charitable golf tournaments every year. Foothills Ford Tournament. Fireman's Tournament. Kinsman Tournament. Last year the Foothills Ford tournament raised \$5000.00. This tournament has been running for 12 years. That is \$60000.00 raised for the Claresholm Health Foundation. WOW!! Kinsman tournament raised \$7000.00 last year. This tournament has been running for 12 years also. All the money raised by the Kinsman goes to their club, which then gets dispersed within the community. The Fireman's tournament has been running for 11 years. Last year their tournament raised \$6500.00, which all goes back to the fire department. WOW!! All this money raised for our community could not happen without our Bridges Golf Course and the staff.

I would like to thank all the citizens of Claresholm who have put in countless hours as volunteers. All the businesses in Claresholm who support our Bridges Golf Course. All the local service clubs who put on tournaments to support our community. To all the businesses who have donated equipment and time to the Bridges Golf Course.

The Bridges at Claresholm Golf Club President  
Ray Montpetit



# REQUEST FOR DECISION

Meeting: January 22, 2018  
Agenda Item: 8

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## POLICY #PLDE 10-10

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### **BACKGROUND / DESCRIPTION:**

Under the new Municipal Government Act, municipalities are required to compile a list of any policies that may be considered in making decisions under Part 17. The policies must be published on the municipality's website so that it is easily available to the public and the development community. As well as publishing a list of the policies and the policies themselves, the municipality must also publish a summary of each policy and indicate how the policy relates to others and how the policy relates to statutory plans and bylaws under Part 17. The Development Department is currently setting up this information for adding to the municipal website. The deadline for compliance is January 2019. In the meantime a review of the policies has shown that the current policy #PLDE 10-10 requires rescinding as it does not comply with the current Municipal Government Act. Section 648 of the MGA states that off-site levies are to be imposed by way of bylaw, and not policy (see below).

#### **Off-site levy**

**648(1)** For the purposes referred to in subsections (2) and (2.1), a council may by **bylaw**

- (a) provide for the imposition and payment of a levy, to be known as an "off-site levy", in respect of land that is to be developed or subdivided, and
- (b) authorize an agreement to be entered into in respect of the payment of the levy.

Previously off-site levies could only be collected for roads, water service, storm sewers and sanitary sewers and for lands associated with such infrastructure. With the amendments to s. 648 of the MGA it is possible for a municipality to pass an off-site levy bylaw to collect levies for one or all of the following additional infrastructure types: fire halls, community recreation facilities, libraries, and police stations. As with the previous categories of off-site levies, the monies collected through the off-site levy process for Public Facilities can only be spent on the land and capital costs for the Public Facilities. In the future the Town of Claresholm may wish to consider consultation with engineering firms for the creation of an off-site levy bylaw.

### **PROPOSED RESOLUTIONS:**

Administration will require a motion from Council to rescind Policy #PLDE 10-10 Offsite levies.

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to rescind Policy #PLDE 10-10 Offsite Levies.

#### **ATTACHMENTS:**

- 1.) Policy #PLDE 10-10

#### **APPLICABLE LEGISLATION:**

- 1.) MGA Section 648 – Off-site levy

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: January 17, 2018

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## Policy #PLDE 10-10

### Offsite Levies

**PURPOSE:** To establish an equitable developer contribution towards the future expansion of utility services and the transportation network and to establish a consistent method as to which developments will require offsite levies.

**GUIDELINES:** Per Section 648 of the *Municipal Government Act*, municipalities have the authority to charge offsite levies on land that is to be developed or subdivided.

**REPLACING POLICY:** 15

**POLICY:**

1. Offsite levies will be compiled based on those infrastructure projects that are directly affected by or connected to the new development.
2. Offsite levies will be calculated based on the area of the development in proportion to the total area within the municipal boundary.
3. Offsite levies will be prorated based on the intensity of use of the proposed development.
4. Offsite levies apply to any land which is subdivided and a new parcel being created.
5. Offsite levies will be calculated as part of the terms of the development agreement and the offsite levies being paid will continue as a condition of subdivision.
6. Offsite levies will be paid by the developer prior to final subdivision approval unless otherwise approved by Council.

**EFFECTIVE DATE:** October 12, 2010



# REQUEST FOR DECISION

Meeting: January 22, 2018  
Agenda Item: 9

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## RECORDED VOTE

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### **DESCRIPTION:**

The Administrative Services Committee met on January 17, 2018, and discussions were held regarding the Town of Claresholm's current Procedural Bylaw. This bylaw directs Council's activities and should be reviewed following each election in order to ensure that it remains current and relevant to the way Council conducts business. There are some updates that need to take place, and therefore an updated bylaw will be presented to Council soon.

As per the attached email from Councillor Courage, she is requesting that at Council meetings, all votes on motions be recorded going forward. As this is an item regarding the procedure of Council, it should be addressed as part of the update of the Town's Procedural Bylaw.

Bylaw #1531, the Procedural Bylaw currently states:

### **SECTION 6 VOTING**

- 6.2 Recording of Votes  
Before a vote is taken by Council, a Councillor may request that the vote be recorded. When a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.

Should Council support Councillor Courage's suggestion, this section of the Procedural Bylaw would need to be amended.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to amend Bylaw #1531, the Procedural Bylaw, to reflect that all motions of Council require a recorded vote.

### **ATTACHMENTS:**

- Email from Councillor Donna Courage dated January 17, 2018.

PREPARED BY: Karine Wilhauk, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: January 18, 2018

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**From:** Donna Courage

**Sent:** Wednesday, January 17, 2018 5:39 PM

**To:** Marian Carlson

**Cc:** Doug MacPherson; Brad Schlossberger; Kieth Carlson; Gaven Moore; Craig Zimmer; Lise Schulze

**Subject:** Motion on the Agenda for Monday Council Meeting

After trying to get a 'recorded vote' in the meetings without having issues arise, I have since completed some research on "Recorded Voting in Government".

In order to increase our transparency to the citizens of Claresholm and to show our accountability for our voting, I think it is important to do as the majority of all of our other governments are doing: have every vote a recorded vote. 60% of School Boards now have recorded votes as well as every level of our government.

This may create a small bit of administration for Karine typing minutes, but the advantages for this would be many. I see in the Local Press this week there is also an article by the Editor on this same issue.

On the Agenda for Mondays council meeting, I would like to put forward the motion to have "all votes in council be recorded votes."

Donna



# REQUEST FOR DECISION

Meeting: January 22, 2018  
Agenda Item: 10

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## PROGRESSIVE DISCIPLINE POLICY

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### **DESCRIPTION:**

Administration has been working on a Progressive Discipline Policy as requested by the employees Joint Health & Safety Committee. The attached policy has been approved by CUPE Local 3023, and was discussed at the Administrative Services Committee meeting on January 17, 2018. The Committee suggested that the policy is ready to be put before Council for approval.

This policy was formulated to ensure that employees have the opportunity to correct any performance or behavioral problems that may arise during the course of employment.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to adopt Policy #GA 01-18, the Progressive Discipline Policy, effective January 22, 2018 as presented.

### **ATTACHMENTS:**

- Policy #GA 01-18, the Progressive Discipline Policy

PREPARED BY: Karine Wilhauk, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: January 18, 2018

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## Policy #GA 01-18

# Progressive Discipline Policy

**Effective Date:**

### **Purpose**

The Town of Claresholm has adopted a policy of Progressive Discipline to ensure that employees have the opportunity to correct any performance or behavioral problems that may arise during the course of employment. The Town of Claresholm has established a set of reasonable rules and guidelines for employees to follow. These have not been put in place to restrict the freedoms of our employees, but rather they are in consideration of their safety, and the overall protection of the Town of Claresholm employees, property, and our business practices.

This Policy applies to all employees of the Town of Claresholm.

### **Guidelines**

#### **Progressive Discipline Process**

The Town of Claresholm will apply a progressive discipline approach to address employees' performance and workplace issues. Poor performance or misconduct in the workplace, can impact employee attendance, conduct, health & safety and performance. Progressive discipline is a disciplinary process in which the disciplinary actions become more formal and severe as it progresses.

Examples of infractions deserving of progressive discipline include unsatisfactory work performance, health and safety violations, misrepresentation, insubordination, lateness, attendance, contravention of Town policy and theft.

Employees will be given four opportunities to correct the unwanted behavior prior to termination, unless the behaviour or concern is one of a serious nature, in which case, the progressive discipline process may be accelerated.

Typically, progressive discipline will progress through the following levels:

1. Coaching - informal
2. Verbal Warning - formal
3. Written Warning - formal
4. Final Written Warning with Possible Suspension - formal
5. Termination

With each incident of misconduct or performance problem, the employee will be provided with a written document to:

1. alert them to the problem and reiterate the correct Town policy;
2. advise them of the consequences associated with further infractions, and
3. provide a suggestion towards a method of improvement.

The appropriate level of discipline shall be proportionate to the misconduct or performance problem and the seriousness of the violation. Depending on the nature and severity of the offense, the Town of Claresholm reserves the right to advance discipline to a higher level and to proceed to termination where appropriate.

An employee who is disciplined and the discipline is a formal process and a matter of record, either party has the right to legal representation, union representation or a Town of Claresholm representative (whichever is appropriate).

### **Investigation and Documentation**

All misconduct or alleged misconduct will be investigated and documented by a manager, and/or the Chief Administrative Officer (CAO). All formal measures that have been taken within the progressive discipline process will be documented and kept in the employee's personnel file.

### **Suspension and Review Period**

Depending on the nature of the offence, an employee may be suspended and/or put on review.

- Suspension: Employees put on suspension will be excluded without pay from the workplace for a period of one to three (1-3) days depending on the violation.
- Review: Employees may be put on a review period following the final written warning. The review period will last six (6) months. During the review period the employee will be excluded from wage increases and advancement and is discouraged from taking vacation.

### **Termination of Employment**

The final level in the progressive discipline process is termination of employment. Termination of employment with the Town of Claresholm may occur following an employee committing multiple violations of company policy, after the four level disciplinary process have been followed or immediately following a severe violation.

The termination decision may be recommended by the immediate supervisor, in consultation with the Manager, and as approved by the CAO.

### **Appeals**

In the event that an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with the CAO. Written appeals must contain the following information:

- Details of the discipline;
- Events surrounding the discipline;
- Why the employee feels the discipline is not warranted or appropriate.

The CAO shall review and respond to all written appeals within ten (10) business days.

### **Suspension with Pay – Pending Investigation**

In the event that a Town of Claresholm employee is placed on suspension pending the results of an investigation, the employee will be notified of the decision, a stated timeline for the investigation and the actions that predicated the decision.

This form of suspension is not intended to be disciplinary but is intended to allow the Town of Claresholm sufficient time to examine the issues thoroughly and determine appropriate action. Should the investigation not be completed during the stated timeline, the Town of Claresholm reserves the right to extend the suspension, as necessary.

During the course of the investigation, the suspended employee will be provided with the details of the allegations made against him/her and given an opportunity to respond to them. The suspended employee must ensure that he/she is available for interviews during this period. If the



suspended employee fails to make him/herself available, the Town of Claresholm will proceed with the investigation and make a determination based on the information available.

The suspended employee will have the right to legal representation, union representation, or a Town of Claresholm representative present at any such interview, and will be given 24 hours notice prior to any interviews taking place.

Should the suspended employee need to leave town or be otherwise unavailable for interviews, he/she must submit a request and be granted approved leave.

Any Town of Claresholm employee who is placed on suspension with pay will be required to temporarily turn over his/her keys, access passes and Town of Claresholm identification and credit cards. Any and all Town of Claresholm property, business information, and confidential information are to remain at the worksite. In the event that any Town of Claresholm employee placed on suspension with pay maintains any files or equipment at his/her residence which are the property of Town of Claresholm, he/she will be required to turn these items over to a Town of Claresholm representative, until such time as the investigation is completed.

Town of Claresholm employees placed on suspension with pay should not have contact with anyone from the organization other than their designated point of contact.

**Date approved by Council:**

**Resolution #**

**Town of Claresholm****Statement of Operations**

For the month ended November 30, 2017

	NOVEMBER	2017 YTD	2017 BUDGET	NOTES
<b>Revenue</b>				
Net municipal taxes	(0)	3,384,983	3,113,876	1
User fees and sales of goods	78,111	1,824,565	2,052,470	
Government transfers for operating	7,361	351,887	404,995	
Investment income	7,912	102,391	58,000	2
Penalties and costs of taxes	(564)	123,541	121,100	
Licenses and permits	2,808	45,284	41,400	
Proceeds from disposal of capital assets	-	-	-	
Franchise and concession contracts	15,116	189,211	202,538	
Rental	11,554	96,271	112,150	
Other	44,145	142,855	84,800	3
Family and community support services	11,781	249,650	240,605	
	\$ 178,224	\$ 6,510,637	\$ 6,431,934	
<b>Expenses</b>				
Legislative	8,878	91,967	113,500	
Administration	62,720	1,046,709	1,166,789	
Fire	25,409	91,743	301,612	
Bylaw enforcement	7,904	103,438	129,778	
Common and equipment pool	42,079	420,420	514,064	
Roads, streets, walks and lighting	48,391	401,099	768,242	
Airport	354	10,254	18,379	
Storm sewers and drainage	25,235	89,145	138,545	
Water supply and distribution	41,236	638,854	1,955,421	
Wastewater treatment and disposal	5,240	113,297	529,856	
Solid waste management	38,125	480,235	576,040	
Family and community support services	19,722	218,903	236,905	
Day care	3,184	61,328	64,511	
Cemeteries and crematoriums	710	14,784	51,680	
Other public health and welfare	-	27,881	27,000	
Economic and agricultural development	133	14,433	45,204	
Subdivision land and development	8,070	121,474	189,503	
Parks and recreation	42,710	711,525	904,162	
Culture - libraries, museum and halls	5,506	314,688	408,844	
Less Amortization included above			(2,166,952)	4
	\$ 385,607	\$ 4,972,177	\$ 5,973,128	
<b>Excess of revenue over expenses before other</b>	\$ (207,383)	\$ 1,538,460	\$ 458,806	
<b>Other</b>				
Government transfers for capital	2,863,503	3,788,363	5,324,112	
<b>Excess of revenue over expenses</b>	\$ 2,656,120	\$ 5,326,823	\$ 5,782,918	
<b>Capital project expenditures to date</b>	\$ 541,666	\$ 4,446,979	\$ 5,448,345	

**Notes**

- 1 In excess of budget due to requisition payments that are netted with the income that haven't been paid yet for the 4th quarter.
- 2 Already exceeded annual budget. This is due to a significant portion of investment income is on grant funds which will be reclassified as grant revenue (or deferred grant revenue) at year end.
- 3 Overbudget due to revenue in excess of budget being received on camp ground fees, other water revenue (water connections on new building construction, turn on/off connection fees, etc), and misc. income which isn't budgeted for.
- 4 Many of the expenditure line items are well underbudget due to Amortization being included in the budget figures, but no amortization is recorded until year end. This is the total amortization included in all the above expenditure line items.

**Town of Claresholm****Statement of Operations**

For the month ended December 31, 2017

	DECEMBER	2017 YTD	2017 BUDGET	NOTES
<b>Revenue</b>				
Net municipal taxes	(268,678)	3,116,305	3,113,876	
User fees and sales of goods	325,214	2,149,779	2,052,470	
Government transfers for operating	595	352,482	404,995	
Investment income	11,849	114,240	58,000	1
Penalties and costs of taxes	4,311	127,852	121,100	
Licenses and permits	1,826	47,111	41,400	
Proceeds from disposal of capital assets	-	-	-	
Franchise and concession contracts	19,804	209,015	202,538	
Rental	30,195	126,466	112,150	
Other	2,929	145,784	84,800	2
Family and community support services	-	249,650	240,605	
	\$ 128,046	\$ 6,638,683	\$ 6,431,934	
<b>Expenses</b>				
Legislative	22,369	114,336	113,500	
Administration	63,689	1,110,399	1,166,789	
Fire	15,689	107,433	301,612	
Bylaw enforcement	11,919	115,357	129,778	
Common and equipment pool	54,182	474,602	514,064	
Roads, streets, walks and lighting	26,663	427,762	768,242	
Airport	463	10,717	18,379	
Storm sewers and drainage	217	89,362	138,545	
Water supply and distribution	140,920	779,774	1,955,421	
Wastewater treatment and disposal	14,161	127,457	529,856	
Solid waste management	44,355	524,590	576,040	
Family and community support services	26,399	245,301	236,905	
Day care	3,184	64,511	64,511	
Cemeteries and crematoriums	1,796	16,580	51,680	
Other public health and welfare	519	28,400	27,000	
Economic and agricultural development	353	14,786	45,204	
Subdivision land and development	7,970	129,444	189,503	
Parks and recreation	104,495	816,020	904,162	
Culture - libraries, museum and halls	5,472	320,161	408,844	
Less Amortization included above			(2,166,952)	3
	\$ 544,816	\$ 5,516,993	\$ 5,973,128	
<b>Excess (deficiency) of revenue over expenses before other</b>	\$ (416,770)	\$ 1,121,690	\$ 458,806	
<b>Other</b>				
Government transfers for capital	(2,500)	3,785,863	5,324,112	4
<b>Excess (deficiency) of revenue over expenses</b>	\$ (419,270)	\$ 4,907,553	\$ 5,782,918	
<b>Capital project expenditures to date</b>	\$ 802,718	\$ 5,249,697	\$ 5,448,345	

**Notes**

- 1 Already exceeded annual budget. This is due to a significant portion of investment income is on grant funds which will be reclassified as grant revenue (or deferred grant revenue) at year end during the yearend/audit process
- 2 Overbudget due to revenue in excess of budget being received on camp ground fees, other water revenue (water connections on new building construction, turn on/off connection fees, etc), and misc. income which isn't budgeted for.
- 3 Many of the expenditure line items are well underbudget due to Amortization being included in the budget figures, but no amortization is recorded until year end. This is the total amortization included in all the above expenditure line items.
- 4 YTD is based on actual funds received. Significant adjustments will be made to this figure as part of the yearend/audit process to adjust figure to funds spent which should be closer to budget figures.



# INFORMATION BRIEF

Meeting: January 22, 2018  
Agenda Item: 13

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## TRANSPARENCY

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### DESCRIPTION:

Councillor Schulze has asked to be on the Agenda to speak to Council regarding transparency.

PREPARED BY: Marian Carlson, CLGM – CAO

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 18, 2018

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**Claresholm**

# INFORMATION BRIEF

Meeting: January 22, 2018  
Agenda Item: 14

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## ATCO – WORKING SPACE AGREEMENT

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ATCO is required to upgrade the equipment to the district station which is located inside the ATCO Office in Claresholm located at 5005 2 St West. They will require working space to complete the work. They will need to dig the area around the manhole cover, as well as the existing side walk to re-pipe the turn off valve. All upgrades to the station will be completed so all valves are contained within the building.

The agreement reflects a September 1 start (to not interfere with summer downtown activities and fair days). The agreement is for 3 months in case timing has to shift slightly. The work needs to be completed before the weather turns cold. The attached photos show the working area for parking trucks and/or equipment and the actual dig area. ATCO will replace the sidewalk and asphalt at completion of the job.

**ATTACHMENTS:**

- 1.) Executed Agreement

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 17, 2018

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# WORKING SPACE AGREEMENT

Re: Landowners: TOWN OF CLARESHOLM  
Mailing Address: BOX 1000, CLARESHOLM, AB TOL 0T0  
Legal Description: SW-26-012-27-W4; 5005 - 2 ST W.  
Project #: G74741 CLARESHOLM WEST DISTRICT STATION  
Certificate of Title: IN ROAD WAY AND SIDEWALK

WHEREAS the undersigned Owner or Tenant (hereinafter called "the Grantor") of the above captioned property is willing to grant to ATCO Gas and Pipelines Ltd. (hereinafter called "the Grantee"), Working Space over a portion of the above mentioned lands in order to facilitate construction, maintenance or repair of a gas line.

NOW THEREFORE the Parties hereto agree as follows:

1. IN consideration of the sum of ONE (\$1.00) DOLLAR the Grantor hereby grants to the Grantee Working Space over a portion of the above captioned property as shown outlined in green on attached Schedule "A" (hereinafter called "the demised premises").
2. THE Working Space herein granted to the Grantee by the Grantor is granted for the period of September 1, 2018, to December 31, 2018 (inclusive), and for the sole purpose of providing Working Space to the Grantee, its employees, agents and contractors for the passage of men, vehicles, supplies and equipment and to install temporary fencing, gates and stockpile materials.
3. THAT the Grantee will make compensation to the Grantor for any and all damage that may occur to the demised premises, including buildings, fences, growing crops, parking lot surface, below ground piping or conduit or animals belonging to the Grantor arising out of or by reason of, or in the course of the Grantee's operations, PROVIDED THAT the Grantee shall not be liable for any damage caused through interference by anyone other than the Grantee, its officers, agents or employees, or persons acting under the authority of the Grantee, with any works of the Grantee during their operations.
4. THE Grantee covenants and agrees to indemnify and save harmless the Grantor from any and all liabilities, damages, costs, claims, suits or actions caused by or resulting from the Grantee's operations other than through willful damage or gross negligence by the Grantor.

IN WITNESS WHEREOF the Parties hereto have executed and delivered the Agreement as of the 9<sup>th</sup> day of January, 2018 *M*

ATCO GAS AND PIPELINES LTD.

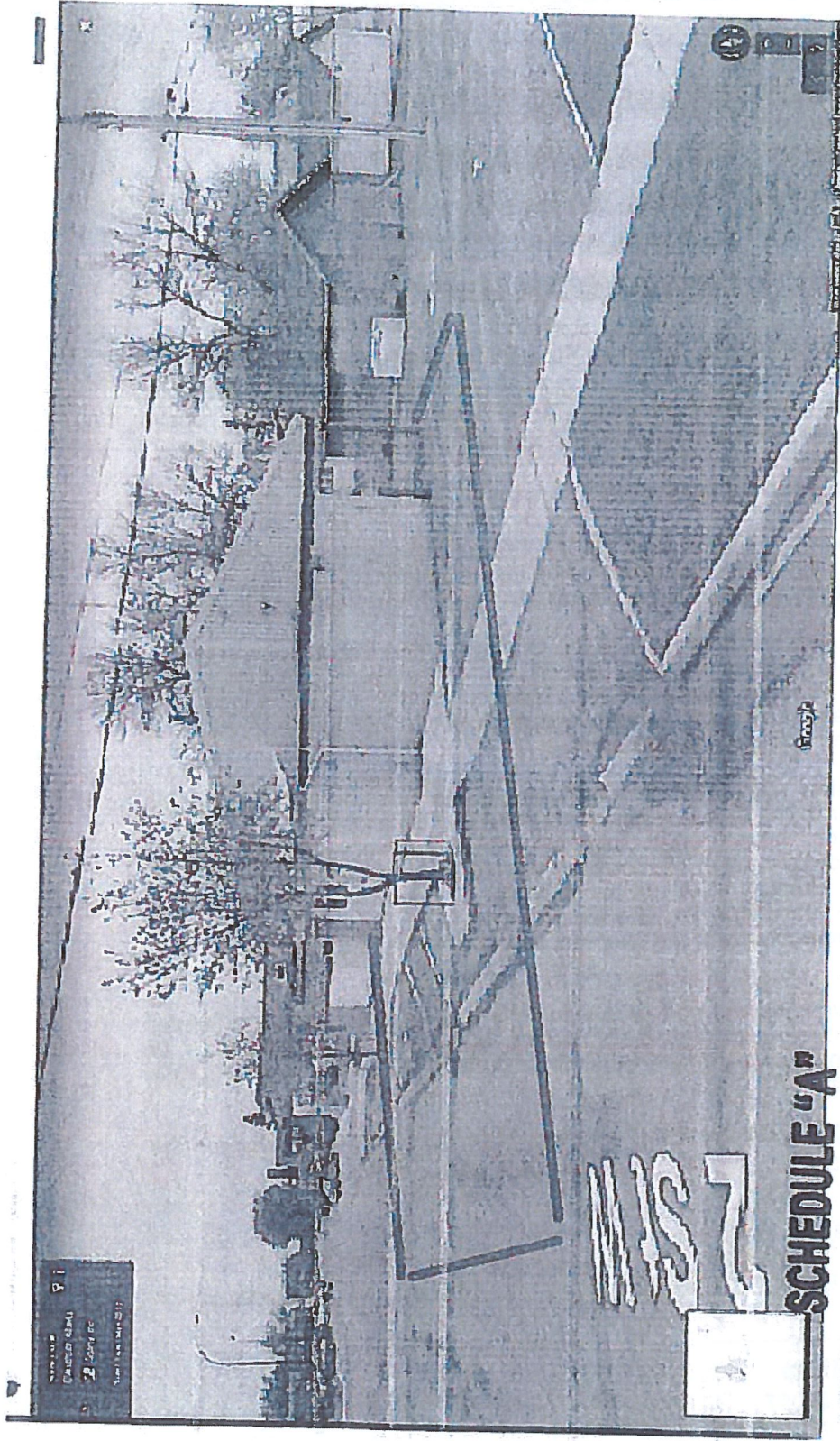
Per: *Ellen Struthers*

**Ellen Struthers**  
**Land Agent #5057**

GRANTORS:

Per: *Marisa Paulson*

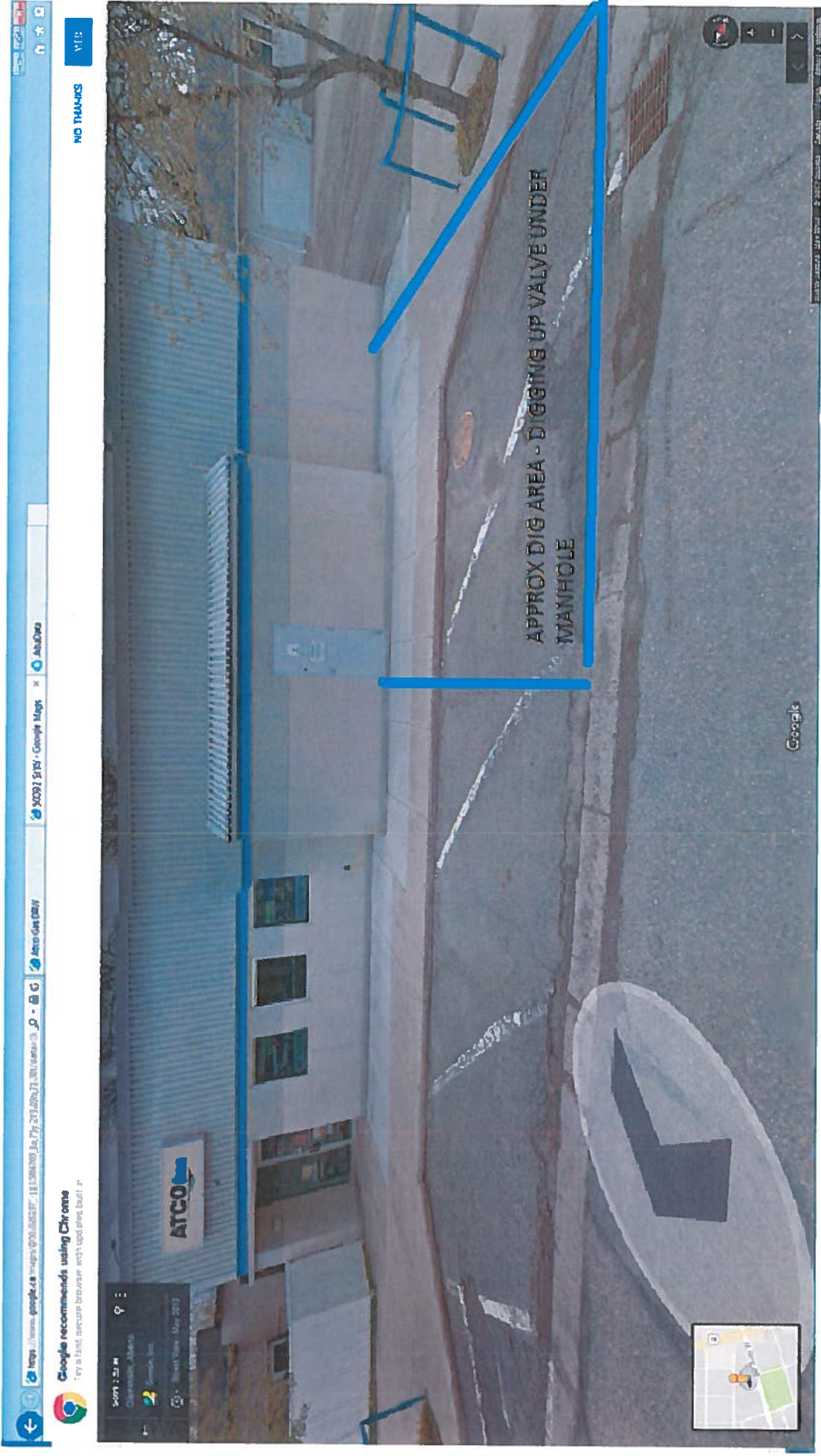
Per: \_\_\_\_\_



Working Space  
Requirements

Ellen Struthers  
Land Agent #5057

APPROVED AND ACCEPTED this
<u>9<sup>th</sup></u> day of <u>January</u>
A.D., <u>2018</u>
ATCO GAS: <u>Ellen Struthers</u>
LANDOWNER: <u>Ellen Struthers</u>



Approx Dig Area





# INFORMATION BRIEF

Meeting: January 22, 2018

Agenda Item: 15

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## EMERGENCY ADVISORY COMMITTEE

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### **DESCRIPTION:**

As per Bylaw #1566, the Municipal Emergency Management Bylaw, Council established an Emergency Advisory Committee at the Organizational Meeting held on October 23, 2017. This committee is comprised of two (2) members of Council and the Chief Administrative Officer and is to advise Council on the development of emergency plans and programs. Councillor Brad Schlossberger and Councillor Craig Zimmer were appointed to this Committee, and met with the CAO on January 15, 2018.

### **BACKGROUND:**

The bylaw states that the Committee must review the status of the Municipal Emergency Plan and related plans and programs at least once a year. This information brief is to inform Council that the Committee reviewed the Town of Claresholm's Emergency Management Plan and has no recommendations for changes at this time.

Emergency Management Training for Elected Officials will be held on Wednesday, April 4, 2018. This training will be held at the Bridges at Claresholm Golf Club from 1:00 to 4:30 p.m. and will include all elected officials within the MD of Willow Creek.

An Emergency Management Exercise is being planned for the Town later this year, which will test the Emergency Management Plan and adjustments will be made where necessary.

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PREPARED BY: Marian Carlson, CLGM – CAO

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 17, 2018

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# CAO REPORT

January 22, 2018

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

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## **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](#)

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## **MUSEUM**

[See enclosed report](#)

## **RECREATION**

[See enclosed report](#)

## **UTILITY SERVICES**

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM  
CAO

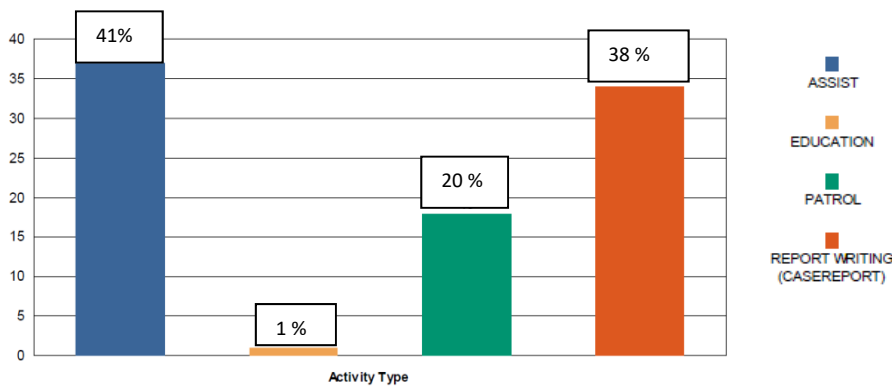


# INFORMATION BRIEF

Meeting: January 22, 2018  
 Agenda Item: CAO REPORT

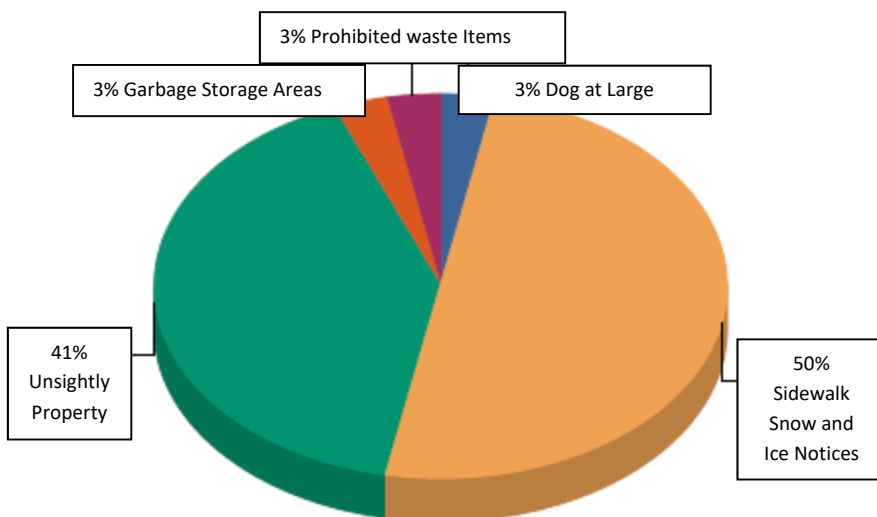
## BYLAW ENFORCEMENT REPORT November, December and 2017 Year Review

### Community Engagement in December



### Bylaw Infractions/Complaints/Actions in December

- BYLAW : ANIMAL : DOG : DOG RUNNING AT LARGE
- BYLAW : UNSIGHTLY + SNOW & ICE : SNOW AND ICE ON SIDEWALKS :
- BYLAW : UNSIGHTLY + SNOW & ICE : UNSIGHTLY : UNTIDY PREMISES
- BYLAW : WASTE : FAILURE TO MAINTAIN GARBAGE STORAGE AREA
- BYLAW : WASTE : PROHIBITED ITEMS



#### November/December Newspaper Focus:

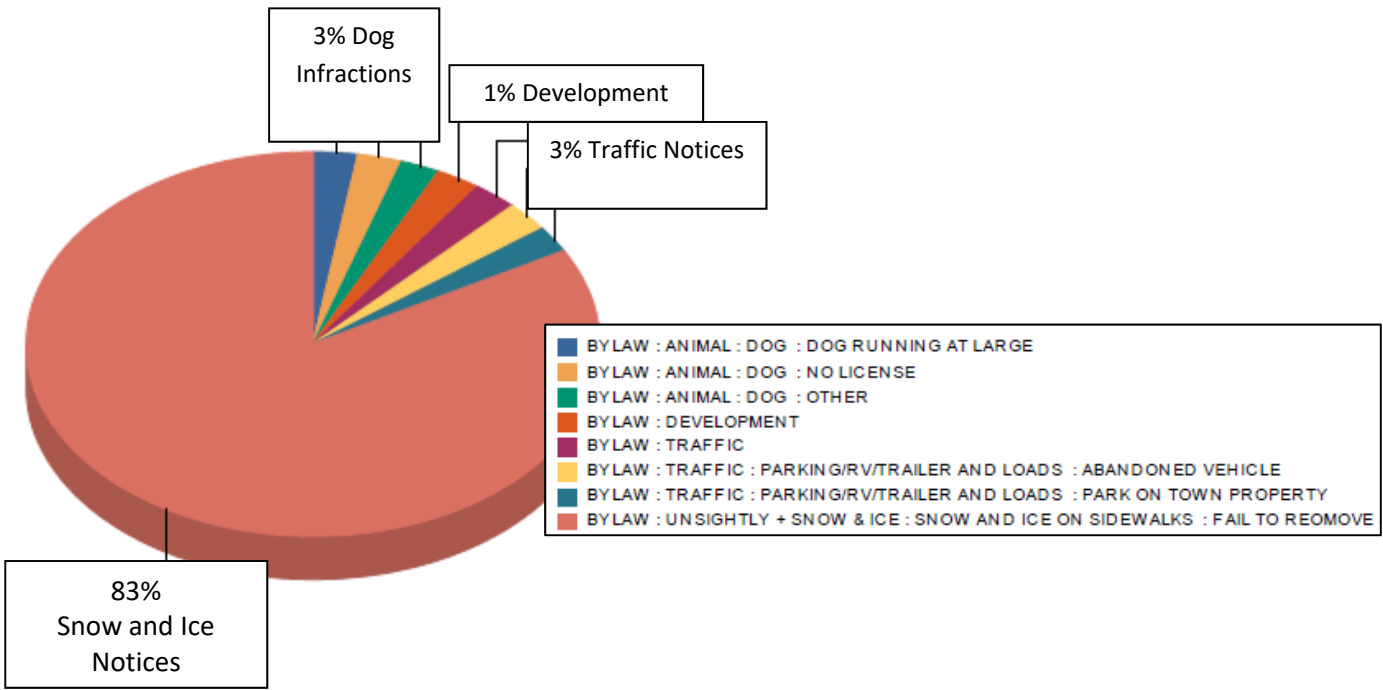
1. Reminder to clear snow and ice from the sidewalk within 24 hours of a snow deposit.

#### November/December Enforcement

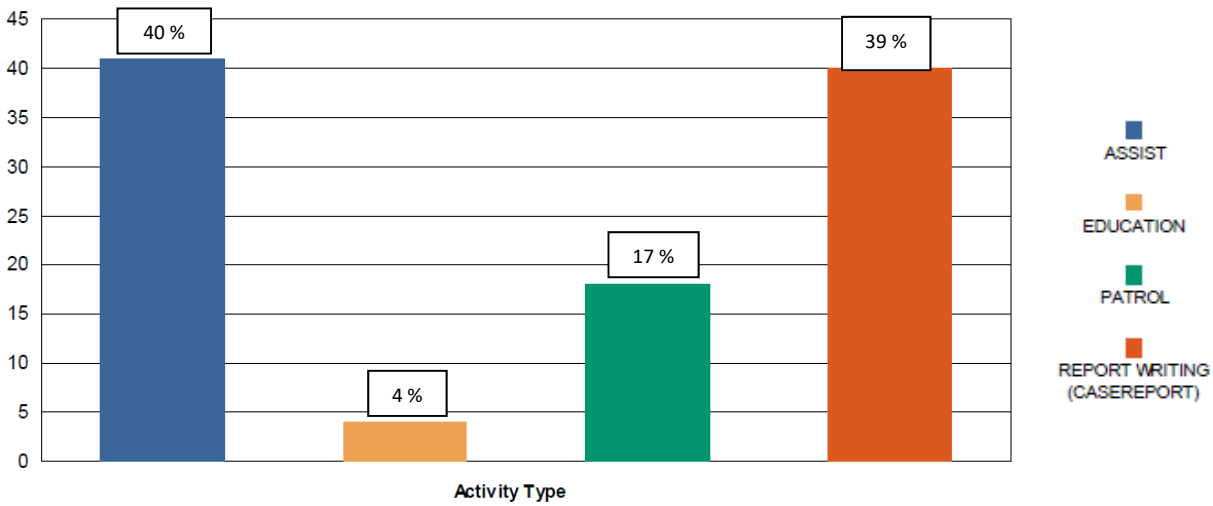
##### Highlights:

1. Emergency Command and Reception Center response kits organized.
2. CARES Lease + Facility Holding agreement updated, finalization upon review.
3. Liquor bag Campaign at WMES.
4. CPO1 from Fort Macleod 30 tickets issued valued at \$8432 in fines.
6. Enforcement primarily consisted of Unightly Property Orders issued, notices for vehicles parked for extended periods and snow and ice notices.
7. Risk Reduction grade 9 and grade 12 programs initiated with participation from AHS, RCMP, LRSD, CFD and MD Emergency Services.
8. Alberta Traffic Safety Fund grant applied for and \$4500 rewarded for community traffic safety education initiatives.
9. Down Town Core patrol for driver's angle parking incorrectly and educate about the two hour angle parking limit.
10. Draft budget for 2018 finalized.
11. Smoking Bylaw review done and recommendations prepped, waiting on proposed marijuana legislation.
12. Candy Cane Christmas cheer and education done at the WCCHS school in conjunction with RCMP. Focus was conversation and connection with students to practice and promote community safety, specifically such things as wearing their seat belts, to not drink and drive and to please use caution when driving on the winter roads.

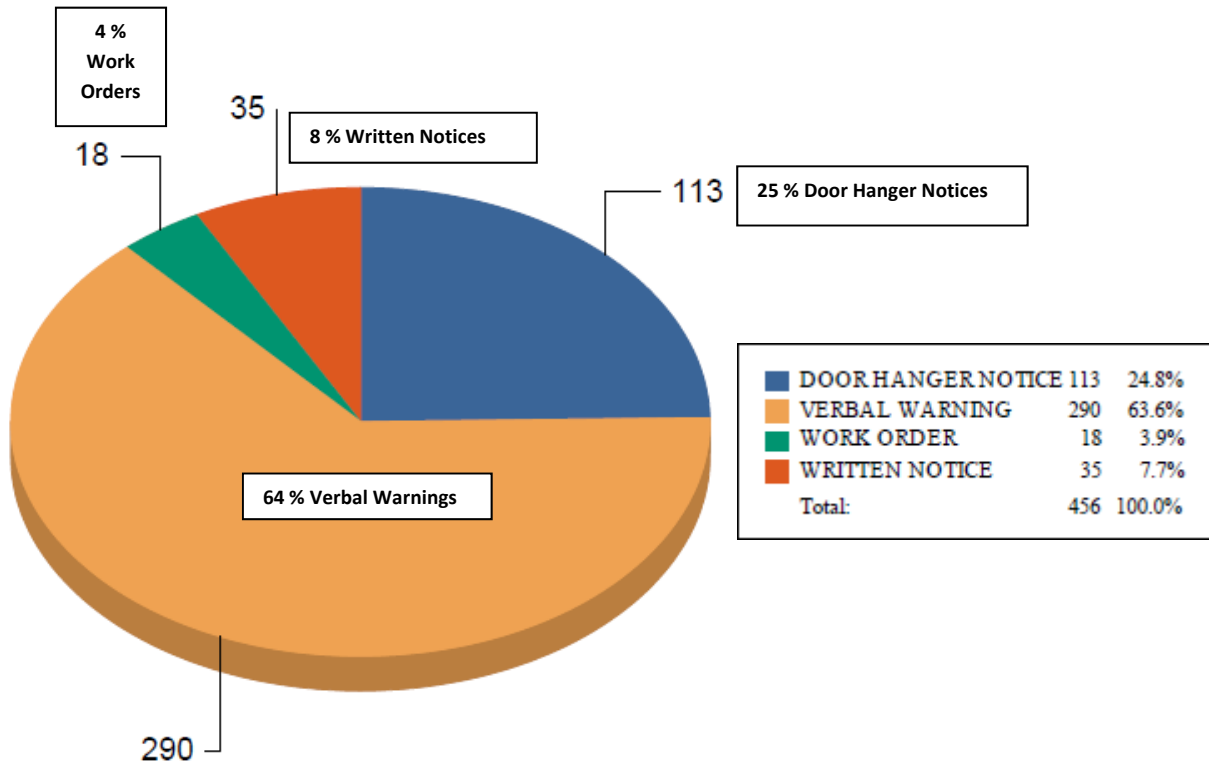
## Bylaw Infractions/Complaints/Actions in November



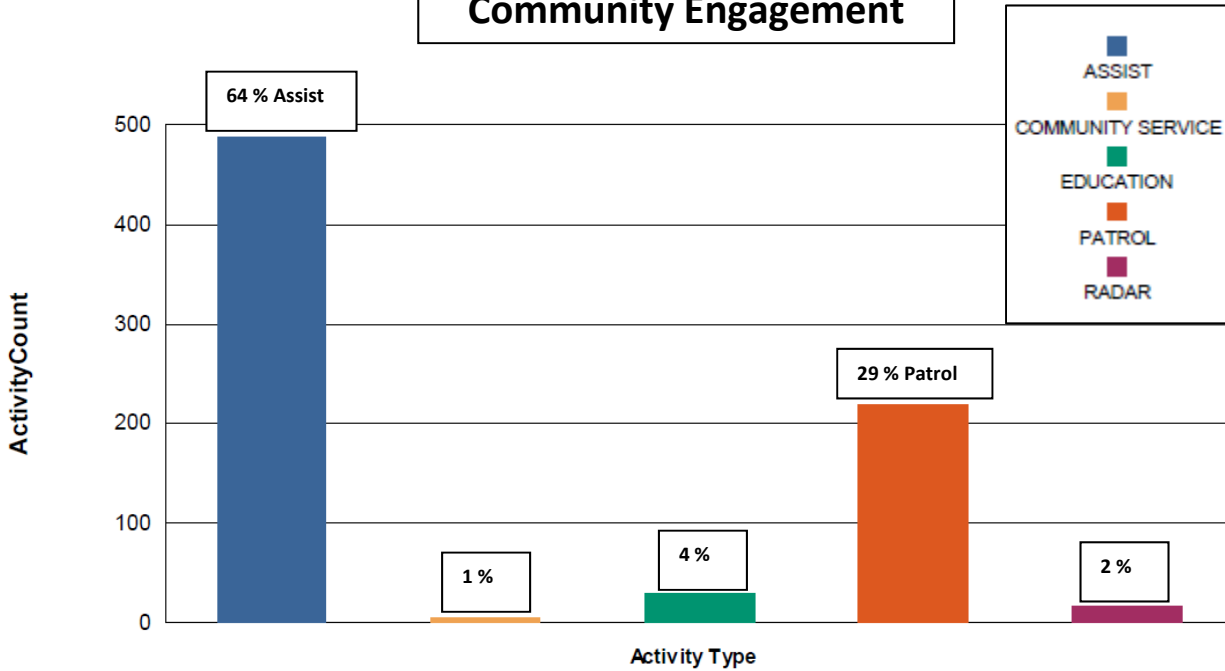
## Community Engagement in November



## 2017 Year in Review Bylaw Actions

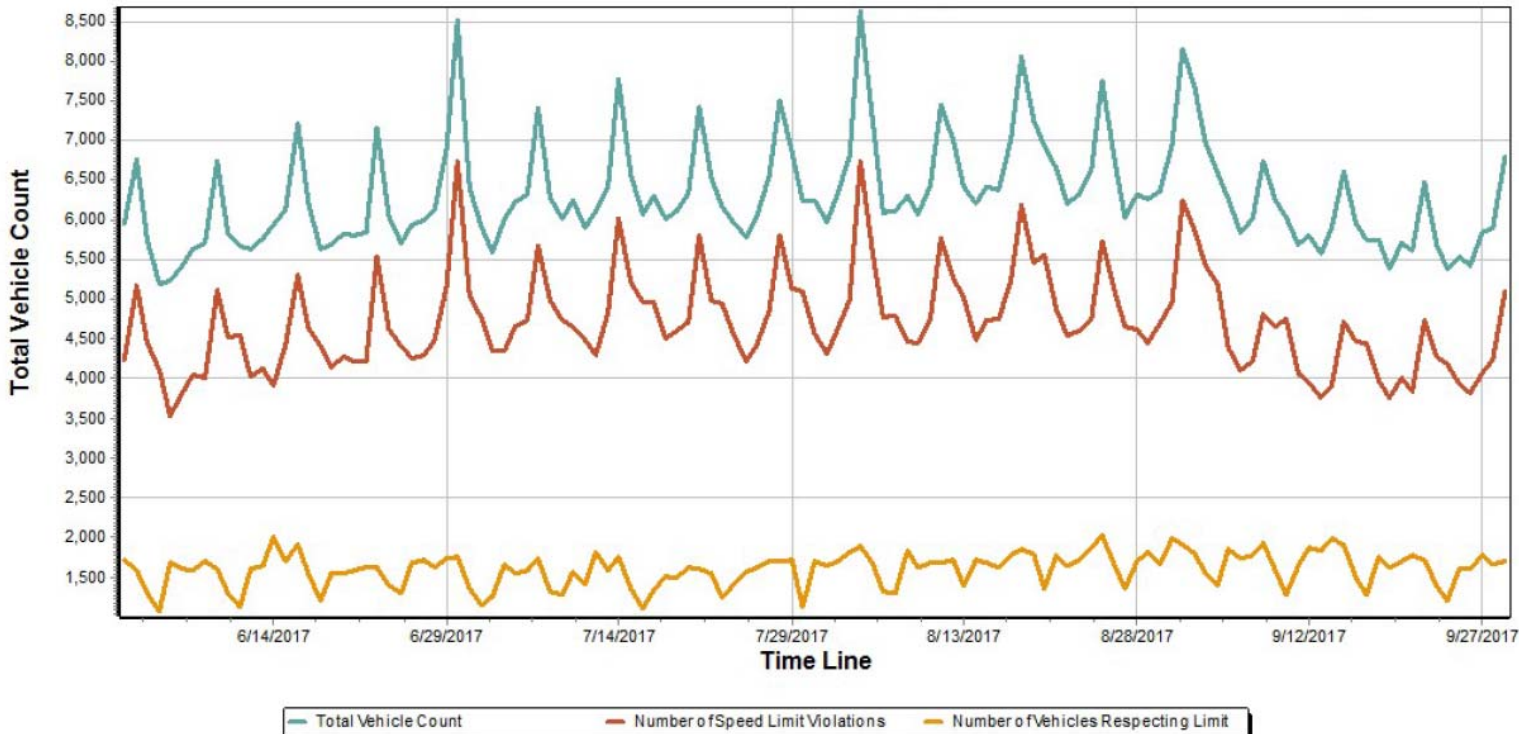


## Community Engagement



## 2017 Year in review Radar Statistics

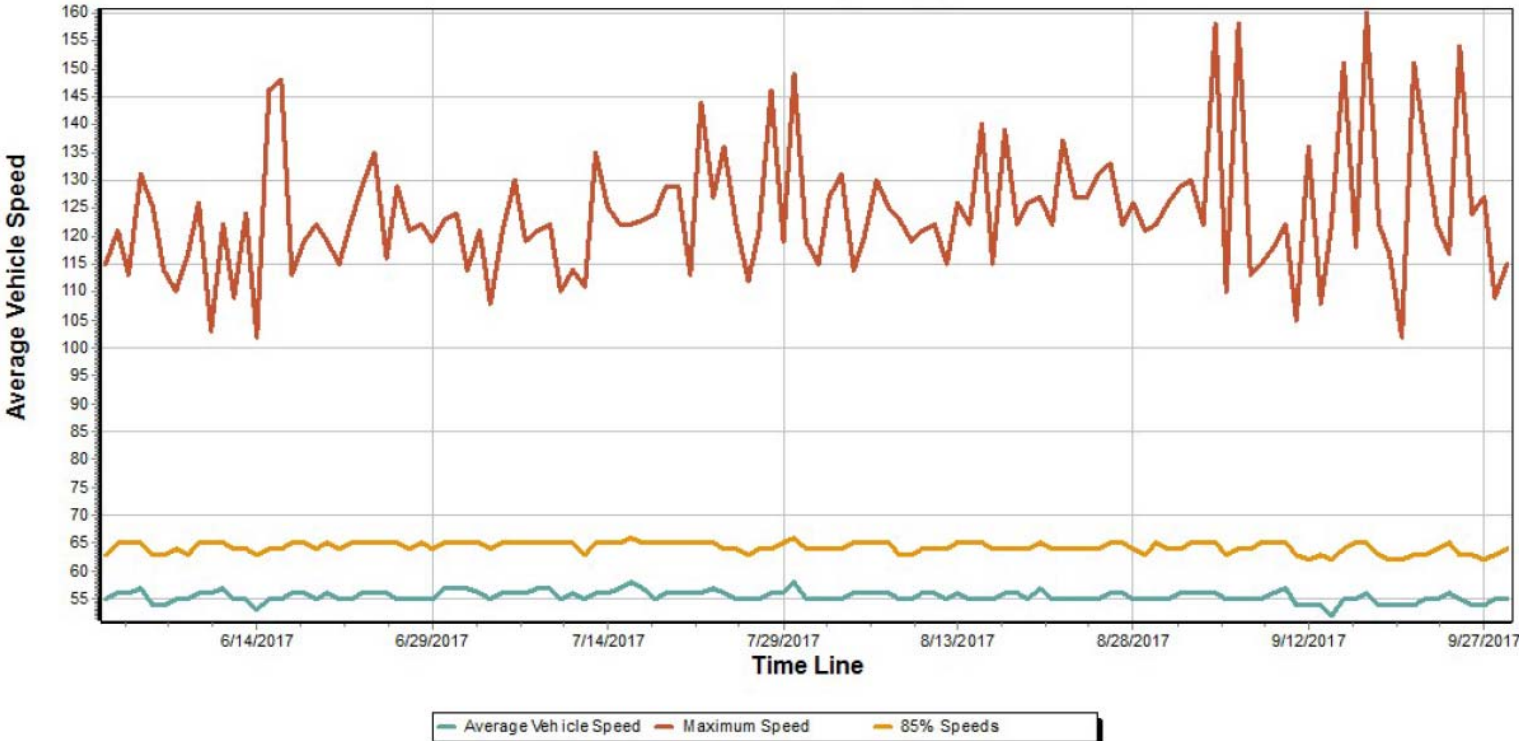
**Custom Chart for North end of Town 50 zone (QE2) (from 6/1/2017 to 9/30/2017)**



Generated on December 27, 2017 at 03:06 PM

SafePace® Pro by Traffic Logix®

**Custom Chart for North end of Town 50 zone (QE2) (from 6/1/2017 to 9/30/2017)**



Generated on December 27, 2017 at 03:08 PM

SafePace® Pro by Traffic Logix®

## 2017 Year in Review Summary

2017 was a successful year that focused primarily on educating and empowering residents to understand bylaws, to respect our community and neighbors and finally enable and empower residents in contravention of a bylaw to remedy their own problems. Secondly when conversation and communication failed enforcement in the form of clean-up orders and work orders was necessary. The continued foster ship of working relationship with other enforcement agencies and first responders in the area was essential, with the key player's being the local RCMP under the leadership of Sergeant Terry Wickett.

Four hundred and fifty one (451) files were created as a result of listening to the communities concerns and needs. Forty Eight (48) files required work orders that permitted the town hiring an enforcement contractor to remedy the contravention. The 2017 highlights are as follows:

1. Youth Educational Programs build relationships with the students and their parents:
  - In WMES, in class initiatives with the RCMP focused on pedestrian safety, bike safety, rules of the road, the importance of wearing a helmet and a seat belt, respect for your community and finally connecting with students to build relationships that foster collaboration with enforcement agencies that will build community and develop that realization that we all keep our community safe.
  - In WCCHS, the Risk Reduction Workshop program for the grade 9 students was successfully delivered again. This is a collaborative effort between the RCMP, Alberta Health Services (Public Health RN, Doctors, Nurses, Mental Health and Physiotherapy), Livingstone Range School Division, REDI organization, the Claresholm Fire Department, Municipal District of Willow Creek #26 Emergency Services and the Willow Creek Funeral Home. The workshop focus is to educate and empower the students on the concepts of "choice" in relation to separating smart risks from stupid risks. The primary topics are distracted driving, look first, buckle up, wear the gear, drive sober, seek help and get trained.
  - In WCCHS, a new program for Grade 12 students was started in November that will focus on the same smart risk vs stupid risk subject matter but will dig deeper into building relationships of support with the high school youth and developing coping skills to assist them in grade 12 and beyond.
2. Unsightly enforcement action for grass/weeds and snow/ ice required a regular presence in the community. Continually building relationships, educating residents about bylaws and working with them to remedy infractions had very positive results.
  - Two (2) property owners did not respond to any Notices/Orders and therefore the Town charged back to taxes regular property maintenance.
  - Two (2) property owners did respond but without conclusive remedial work so Orders were issued in December, enabling the Town to take enforcement to the next level in early 2018.
3. Traffic will always be a concern, but the traffic calming radar devices still proved effective and informative for slowing traffic down and gathering statistical data as to the speed and volume of traffic passing through Claresholm. The arrangement with the Fort Macleod Peace Officer program to control traffic speed in Claresholm was successful with on average 7 tickets issued per day at a value of \$2000 per day.
4. Animal Control was significant at times, and working collaboratively with local vet's and the Claresholm Animal Rescue Society (CAREs) numerous dog and cat issues were controlled.



## DIRECTOR OF CORPORATE SERVICES - UPDATE



**Claresholm**

*For: 11/21/2017 - 1/19/2018*

### Financial

- October, November & December month ends have been completed.
- Yearend is well underway with the Audit planned for early February. Auditors from Avail LLP will be at the Town office February 1 and 2<sup>nd</sup> to complete their fieldwork with Audited financials planned to be completed and presented to Council on March 12, which is a month and a half earlier than prior year.
- Facility and Infrastructure Planning Committee (FIPC) has met a couple times in the last couple months and the 2018 Capital Budget is largely ready to present to council
- Audit and Finance Committee has met a few times in the last couple months with another meeting planned for January 30<sup>th</sup> to continue developing the 2018 Operational Budget. Since the last Audit and Finance Committee budget meeting Administration/Management has had a few different meetings to identify further areas where cuts could possibly be made to balance the budget.
- New BMO P-Card credit cards through AUMA have arrived and are now in use, with ATB cards being phased out.
- Discussions ongoing with Shaw to transition a number of landline phone lines from Telus to Shaw, recognizing over 50% savings with Shaw over Telus.
- CFEP grant reporting is in its final stages for completed 2017 projects including the Arena Bathroom Renovation project and the Curling Rink Roof Replacement project.
- WCB reporting has been completed for 2017 and 2017 T4s are nearly complete and ready to be sent out to employees. Just waiting on reports from CRA to finalize.

### FCSS

- Due to staffing vacancies and cuts in 2017 excess funds were available in 2017. Worked with FCSS to issue some top-up or additional funding to local external organizations that carryout programs that fit within the FCSS mandate to utilize these funds.

### Museum

- Ken, the Museum Executive Director, has reached the end of his 2017/18 contract and though still attends and facilitates board meetings during his off season, his 2018/2019 contract does not start until April.

### Office/General

- Assisted with setting up camera and mic system for livestreaming Council meetings. We have had some system and user issues that we have learned from. Hopefully we have things figured out now so there will be no more significant issues.
- The Town is working with Foothills SNAPS (Special Needs Association for Parents & Siblings) to organize and support a Youth Employment Conference in April. This is designed to give youth aged 16-25 with physical or mental barriers to employment an opportunity to job shadow and attend workshops to aide them to enter the workforce. Town staff will provide job shadow/mentorship opportunities for approximately 2 half days.
- Working with Digitex to test a free trial of a paperless archival and workflow software system called Laserfiche. If successful this could move the Town towards greener practices using less paper, as well as make the office more efficient and eventually require less storage space for physical files.

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

# DEVELOPMENT OFFICER REPORT

For: 11/17/2017 - 1/18/2018



## Claresholm

### Development Permits

- ❖ 7 permit applications received.
- ❖ 9 development permits closed.

### Compliance Requests

- ❖ 4 compliance requests received.

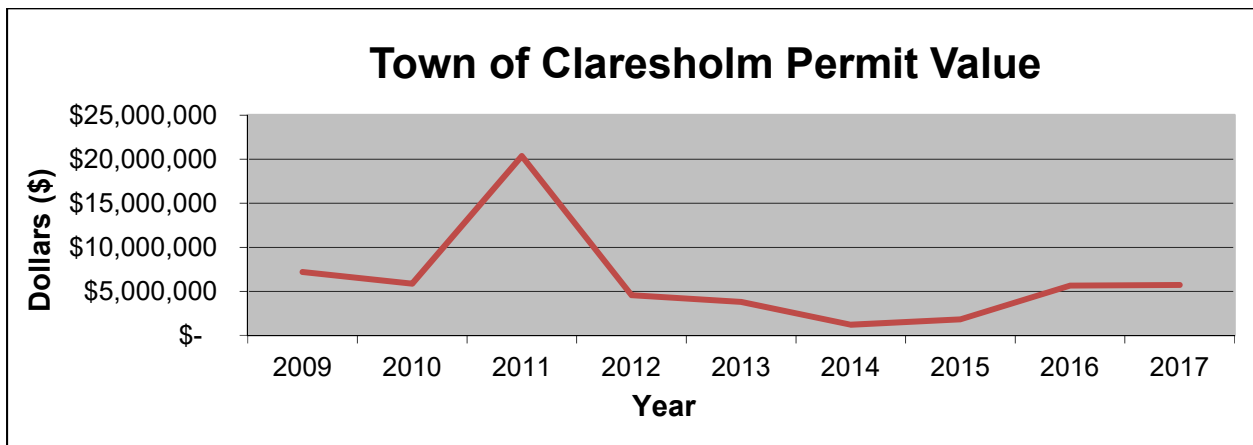
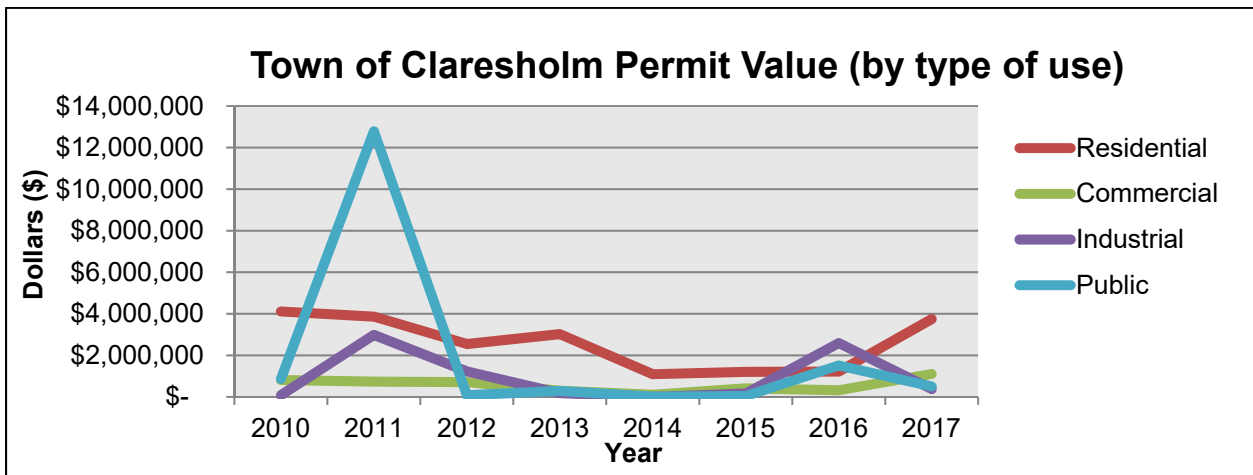
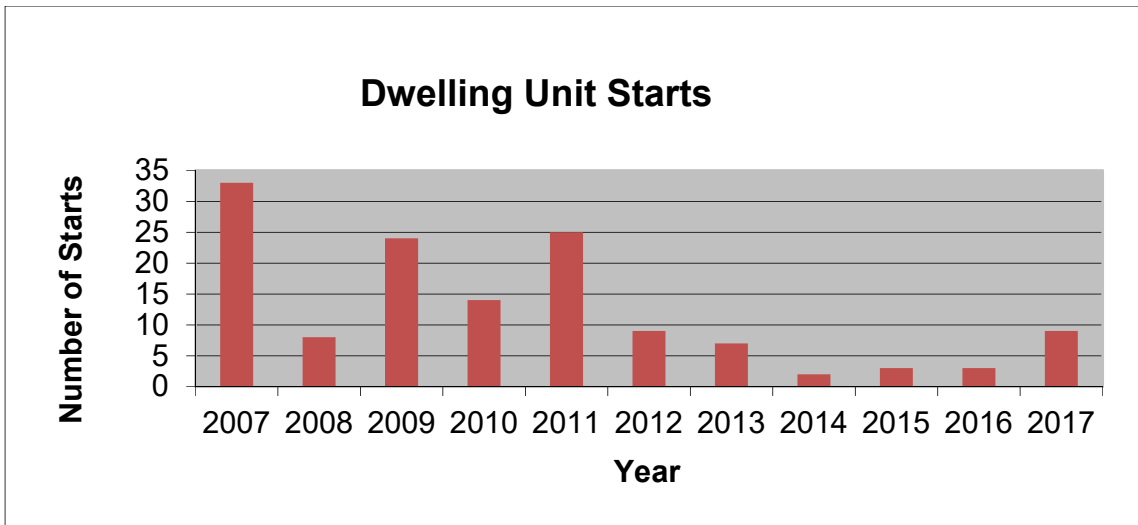
### Miscellaneous

- ❖ Completed Municipal Planning 1 course – through the University of Alberta Extension – in the Applied Land Use program. This course emphasized planning concepts, and competencies used by planners involved in land use and development. Alberta Land Use Frameworks were examined, as well as, planning issues, trends, plan creation, land development processes, roles of developers, key players in the planning process, environmental concerns, basic elements of land use, and planning for the future.
- ❖ November 30, 2017 – working session regarding the MDP review & update.
- ❖ November 30, 2017 – MPC meeting held.
- ❖ Attended MD of Willow Creek MPC in regards to the Town of Claresholm land use application to add accessory use of sporting/training events to airport lands December 20, 2017.
- ❖ December 21, 2017 – Multi-Use Facility Committee meeting held.
- ❖ December 29, 2017– Business license and dog license renewal letters sent out.
- ❖ Provided information to Benchmark Assessors on building permits for assessment preparation.
- ❖ January 15, 2018 – Annual Safety Codes Internal Audit submitted.
- ❖ January 16, 2018 – Preparation meeting for MDP open house January 24, 2018. (Annual newsletter prepared with various departments for handing out at the open house)

*Submitted by  
Tara VanDellen  
Development Officer*

### 2017 Year End Stats

Year	2012	2013	2014	2015	2016	2017
Residential	\$ 2,547,000	\$ 3,024,982	\$ 1,092,092	\$ 1,201,800	\$ 1,219,038	\$ 3,744,868
Commercial	\$ 708,000	\$ 294,805	\$ 104,000	\$ 412,600	\$ 319,449	\$ 1,104,300
Industrial	\$ 1,224,000	\$ 180,000	\$ 500	\$ 166,000	\$ 2,589,500	\$ 372,000
Public	\$ 83,000	\$ 291,000	\$ 10,840	\$ 41,825	\$ 1,515,600	\$ 501,200
<b>total</b>	<b>\$ 4,562,000</b>	<b>\$ 3,790,787</b>	<b>\$ 1,207,432</b>	<b>\$ 1,822,225</b>	<b>\$ 5,643,587</b>	<b>\$ 5,722,368</b>



Dec-16

Home Occupation Starts	16
Change in Use applications	11
MPC approved applications	20
Development Officer approved	91
<b>Total 2016 Development Files</b>	<b>126</b>

Dec-17

Home Occupation Starts	17
Change in Use applications	10
MPC approved applications	26
Development Officer approved	82
<b>Total 2017 Development Files</b>	<b>112</b>



# Economic Development Annual Report

## 2017

Prepared & Submitted By;  
Economic Development Officer

### Economic Development Officer

- Professional Development
  - U of Calgary Certificate in Strategic Management (Slated for Fall, 2018 Completion)
    - Courses completed to date include Business Management, Public Relations, Organizational Behaviour, Management Communications, Investment Attraction, and Business Retention & Expansion
  - Participated in the Annual Economic Developers of Alberta Conference
  - Meet quarterly with regional economic development practitioners
- Volunteerism
  - Lead Entrepreneurism program for Discovery Days at West Meadow Elementary
  - Multiple Junior Achievement program facilitations with West Meadow and WCCHS
  - Chair, Lethbridge College Community Advisory Council, Claresholm
  - Claresholm & District Chamber of Commerce - Non-Voting Executive Member Volunteerism
- Business Growth & Development Centre
  - Moved to Old School Building for Sept 1, 2017
  - Responded to no less than 208 unique requests for information and assistance in 2017
    - Content areas included building/property sales and purchases, site selection, marketing, land development, start-up planning, internet service, Chamber of Commerce, financing, events, web development, home-based businesses, social media management, youth entrepreneurship, signage, and numerous other areas of need

### Branding/Website/Marketing

- Claresholm: Defining a Promise project completed between February & August

- Grant acquired to accommodate 50% of project cost (Total project cost was \$50,502 with \$25,000 covered via grant and \$7,620 covered via in-kind contributions resulting in a net cost of \$17,882)
- Final deliverables included
  - Community generated brand launched in May
  - Marketing Plan completed in September
    - Included the development of robust wayfinding signage project with first piece (Visitor Directory) installed in the downtown in early October
    - New Tourism Map developed for Summer and launched in June as a welcoming tool for the visiting Good Sams RV Club
  - Municipal Website launched in August of 2017
    - Included robust digital asset development project that created hundreds of professional images of local businesses, restaurants, facilities and events for web and marketing usage
      - \$6,000 asset development project, 50% of cost covered by Travel AB grant
    - Analytics reports highlight longer stays and deeper dives by visitors since the new website launch

## Broadband

- Economic Development worked with Axia Fibre and Shaw Business to highlight areas of need and support business model creation that would result in private investment into local communications infrastructure
  - Continuing to work with Axia Fibre to facilitate a \$2.2million dollar investment into Fibre to the Premises build for all of Claresholm
  - Successfully worked with Shaw Business to create a model that delivered services to dozens of industrial and commercial businesses with over \$500 000 invested from Shaw Business to date; work with Shaw is ongoing

## Downtown & Events

- New Events Coordinator (Lauren Billey) contracted for 2017
- EDO and summer Economic Development Assistant employee supported the development and implementation of Canada Day & Fair Days
- Local musician Gaven Moore hired to lead summer Open Mic sessions on Wednesday nights in Ring Rose Park
- Facilitated the move of the local Farmer's Market to the downtown parking lot to improve atmosphere and accessibility
- Worked with numerous start-ups on site selection, marketing and business models, that are now in operation, dropping an Aug, '16 vacancy rate of 28% to under 14% by the end of 2017

Annual Report for FCSS 2017

January 2017 started off with a lot of planning to host Generative Conversations. The group along with Volunteer Alberta facilitated a two day event for our community to learn how to have meaningful conversations that could move the town forward. We learned to look past our default thinking and replace it with design thinking. Out of the two days we came up with a Noble Cause of “Everybody matters, everybody belongs, and everybody wins”. We identified 5 groups of concerns

- The town has all the facilities (spiritual, health, recreation, bowling alley, arts centre, entertainment, shopping) and people outside of town know that we do.
- Vacant buildings are used in innovative ways.
- Experience of a community that is a place where everyone can thrive regardless of age.
- Regular quarterly meeting between all services groups for collaborating and creating actions oriented agendas with goals and prioritization.
- MD of Willow Creek and Town(s) are working together for the common good of each other/each community

In February we celebrated Family Day with our Family Day Skate event. We had a little less than 50 people which was down from 2016 attendance. The arena was opened for 3 hours and lunch and beverages were supplied free of charge. There were activities upstairs for small children, provided by Early Childhood Coalition, and face painting. This year we sharpened and supplied some skates of various sizes for those without skates to use. The skates were left in the cupboard at the arena for use at other times.

As a result of Family Day Skate, my family enjoyed spending time together today.	12/12 Strongly Agree
As a result of Family Day Skate, my family plays together more often.	12/12 Strongly Agree

March was the beginning of a new tax season. Our volunteer tax program is run all year long but most of the taxes are done in March and April. In 2017 our 4 dedicated volunteers processed 410 forms for seniors, and low income community members, using approximately 60 hours of time. We started using new tools for keeping track of outcome measures last year and as a result of our program there was \$509,000 brought back into the community. This information is based on 355 returns of which 169 were for seniors, 60 were AISH and 126 were low income clients.

The Women’s Conference in April was a huge success. Psychologist Janice Butler was the speaker for the day, talking, teaching and sharing about inner wellness with 205 participants. The women also enjoyed music and movement with Lise Schulze, vendors, lunch and entertainment by Fort Macleod’s Broad squad. The plan was to sell only 150 tickets but it was in such high demand the committee decided to add 50 more seats. Results of some survey questions:

**Age Group:**

12 -18 (2); 19 – 35 (12); 36 - 55 (44); 56 – 70 (56); 71 – 80 (18)

- **How satisfied were you with the Conference?**  
 Poor: 0, Fair: 2, Satisfactory: 7; Good: 28; Excellent: 95
- **As a result of attending today, I feel more connected to other women in my community.**  
 Strongly Disagree - 4; Disagree - 7; Agree – 65; Strongly Agree - 95
- **As a result of attending today, I have an increased knowledge of how to maintain a healthy balance in my life.**  
 Strongly Disagree – 1; Disagree – 4; Agree – 70; Strongly Agree - 49

Comments: “I appreciate the sense of community that was created by being together as one group for the day”.

“Loved it! Learned more at this conference than others I’ve been to. Circle of women is the most powerful thing and should be re-instated as often as possible. Have to teach our daughters”!

We also celebrated volunteers in April with our Volunteer Appreciation Event. There were approximately 200 attendees (our biggest yet) that enjoyed a lasagna dinner, local entertainment and greetings from John Barlow. The Citizen of the Year and Junior Citizen of the Year were both presented that night. Survey results from this event:

Gender: Male 18 Female 44

Age: 10 to 25 5 26 to 40 5 41 to 55 12 56 to 70 17 71 to 85 22 86 to 100 1

As a result of FCSS Volunteer Appreciation, I know more about how to get involved in community life.

Strongly Agree 14	Agree 30	Somewhat Agree 13	Somewhat Disagree 1	Disagree 0	Strongly Disagree 1
-------------------	----------	-------------------	---------------------	------------	---------------------

It is always hard to tell exactly how many participants we have at Longest Day of Play but we estimated about 100 adults and children. This is a day to enjoy the longest daylight hours by spending time having fun outside away from technology and connecting with family and neighbours. The kids enjoyed face painting and bouncy castles and the Early Childhood Coalition (PHECC) organized excellent activities for children under 5. The Youth of Tomorrow were a big part of helping this event to run smoothly taking charge of some of the racing events, manning the parachute or supervising the bouncy castles. Survey:

Strongly Agree 12	Agree 8	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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“Families look forward to this day every year.”

The Youth of Tomorrow were busy volunteering for various clubs and events the past year. They were in such high demand that we needed to make sure they had a little fun too, so with their donations from volunteering they went on a couple of field trips. One of the trips was to Calgary for swimming at the wave pool and laser tag and another time they went to a trampoline park. The group met twice a week at The Station. On average it was attended by 8 to 10 faithful regulars. It was directed by a contracted position but most of the activities were planned by the kids. At the end of the year we added a girls group that will meet once every two weeks and do activities and have discussions pertinent to teenage girls.

The Roots of Empathy program wrapped up in June and started up a new year in October. We had 2 families that visited 3 classes of grade two students for nine visits. The students learned by observing the baby's physical and emotional development and later talked with the instructor about their feelings and those of the baby. Students watched the loving interaction between the baby and family and sang songs or played games with the baby.



Our Christmas Giving Tree Campaign went well in 2017. The need for help seems to be increasing but we managed to find donations, from our generous community, to supply 45 needy children with toys from Santa, 18 families with gifts for under the tree and 33 isolated, lonely seniors with a gift to open on Christmas Day.

Our office assisted 1615 call ins and 1909 walk ins for 2017.



## 2017 Year End Report

### Human Resources and Taxation Departments

Prepared by: Lisa Chilton

#### Human Resources

This past year was, again, a very busy year in the Human Resources Department. The seasonal staff, hired each year, initiate a flurry of activity in early spring with interviews and ultimately offers of employment. Although there wasn't a great deal of turnover in our permanent staff there were a few changes.

The Town welcomed Blair Bullock into the position of Director of Corporate Services in March of 2017 and Allison Mckee in the position of Community Outreach Worker in July. The latter occurring after the resignation of Julia Thompson from the Outreach position in April.

The Town was able to provide seasonal employment again, partially through grant funding, to students at the Museum, Visitor Information Centre, Economic Development Office, parks and also a gardener for the spring and into the fall.

The Town of Claresholm also continues to staff our Recycling Centre through the great partnership with Prairie Winds Clubhouse. There are currently 5 employees who rotate through the schedule and fill the hours required to assist the Recycling Centre Operator in collecting and sort the recycling.

There weren't any other unexpected changes in the staffing in 2017. The Aquatic Centre has the normal coming and going of staff as the students transition into post-secondary education or move on to another community to pursue other careers.

The Museum Executive Director contract expired in mid-January and will resume again in the spring.

The Town staff continue to work hard at fulfilling the needs and services of the town within the direction of council.

There were also significant changes to Employment Standards that were implemented January 1<sup>st</sup>, 2018. The significant changes that are most relevant to our industry are as follows:

- 
- Overtime banked as time in lieu must now be banked at 1.5x per overtime hour worked rather than straight time
  - Employees will be entitled to general holiday pay immediately upon hire and will be entitled regardless of whether the holiday falls on a regular or non-regular day of work and is paid out at 5% of the previous 4 weeks earnings and vacation pay.
  - There were seven (7) new unpaid, job protected leaves added and extensions of time allowed to some already existing leaves.
-

## Assessment and Taxation

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The 2017 taxation year went by rather uneventful. There were no appeals on assessments resulting in no need for either a Local Assessment Review Board Hearing or a Composite Assessment Review Board Hearing. We did, however, go to public auction for one property that had remained on the 2016 Tax Recovery Arrears List. The property was not sold at public auction and the future of the property will be dealt with on a future council agenda. We had one other property that was set for auction but we were able to enter into a tax agreement with the executor of the property.

The 2017 Tax Recovery Arrears List was submitted and registered with Land Titles at the end of March 2017. These properties are those that are more than 2 years in tax arrears. There were originally twenty-one (21) properties on the list and to date there are nine (9) left. Anything remaining on the list after March 31<sup>st</sup>, 2018 is subject to a public auction process or being taken over by the town if not successfully sold at auction. There is also the opportunity for the tax payer to enter into a tax agreement with the town to clear the arrears. All of this process is laid out in the Municipal Government Act under the tax recovery process.

There were penalties applied to all outstanding taxes on January 1<sup>st</sup>, 2018 of 14%. The penalty total was \$25,482.84.

The 2017 assessment for the 2018 tax year was uploaded to Benchmark Assessments (the Town's contracted assessors) on January 15<sup>th</sup>, 2018 in order for Benchmark to comply with the Municipal Government's new requirement for the town to provide assessments of Designated Industrial Properties. Our general assessment has to be uploaded to the Municipal Government's Asset program by February 28<sup>th</sup> each year, which will be done by Benchmark. The tax administrator will balance the assessment numbers from our Muniware system to Benchmark's numbers once received. The numbers will then be presented to council in the budgeting process to determine the mill rate that best fits the needs of the budget. Benchmark assessments is going to provide a presentation on the assessment process to council in March.

Below are the current outstanding taxes at January 18<sup>th</sup>, 2018.

- Taxes Past Due at January 18, 2018 are **\$246,434.18** summarized as follows:

- \$ 43,829.34 Tax recovery property - #4 Skyline
- \$ 16,824.10 Tax recovery property not sold at auction 2017
- \$ 9,032.29 Property under tax agreement
- \$ 56,947.21 Tax arrears properties on list for 2017 (subject to sale in 2018)
- \$119,801.24 Other arrears and penalties
- \$246,434.18**

Letters will go out in January to all property owners in arrears as well as notifications of impending deadline to all of the property owners on the 2017 Arrears List.

# TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES



1/16/2017

Report for December/January 2017/2018

# TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES

**Buildings** The roof top HVAC units on the old school need repairs beyond regular maintenance. Twelve thousand dollars was the estimate to get them serviced and operational. Inspections and minor repairs done weekly. Roof leaks caused by ice dams on some buildings has resulted in damage to some ceilings. These repairs are under way as staff time becomes available.

**Sidewalks** No problems reported this month.

**Streets** Sanding and plowing as needed, daily. Snow removal has been ongoing since Dec 21.

**Sanitary Sewers** Monthly maintenance is done in trouble spots. No sewer backups to report last two months.

**Water Distribution** One leaking valve was replaced in Dec. and during backfill and road compaction the waterline ruptured and the six-hour outage affected 100+ customers on Dec.15. We will be working on main line valve repairs/replacements and currently have 4 leaking valves and one water main leak identified. More outages are expected as the breaks are worked on. This will be the priority of PW as soon as the extreme cold weather breaks.

**Storm Sewer Drainage** The 8<sup>th</sup> Street ditch project will resume construction in March 2018.

**Parks/Arena** OHS has done a surprise inspection of the Ice Arena and Curling Rink on Dec.13, 2017, and of our operations program, focusing mainly on the Town's Ammonia system's. No problems with any of our procedures in his report and only minor recommendations to improve safety. No complaints have been reported. The Town has met with a dozen different contractors on site regarding the replacement of the Arena floor and board project. This tender is open until the end of January.

**Recycling** The recycling program is operating well. Approximately 140 tons of materials were hand-picked, sorted and shipped in 2017.

**Garbage** Our Collection program is running well. There is too much dry waste in our garbage that we haul to the landfill. The dump not being open Wednesday's, is one of the issues we are working on to come up with a solution.

**Equipment** Maintenance and repairs continue daily. All equipment is running and ready. The mechanic has been working on snow removal with PW since Dec. 21.

## **Staff**

In 2018, the Public works crew (4 men) will be short 1 man for 52 weeks and 2 men for 25 weeks due to holidays as they cover for the other departments.



This Report by  
Mike Schweiler  
Director of Infrastructure  
Town of Claresholm

January 18/17

**Annual Report on the Activities of the Claresholm & District Museum  
and Visitor Information Centre for 2017**

to the Claresholm Museum Board and Claresholm Town Council  
by Ken Favrholt, Museum Executive Director

2017 was a very busy and productive year. The Claresholm & District Museum and Visitor Information Centre was opened to the public on May 8/17 after the Executive Director contract was issued to Mr. Ken Favrholt on April 18/17.

GENERAL HIGHLIGHTS

- Museum programming included several events with the help of the Friends of the Claresholm & District Museum Society; Fair Days --Tea on the Lawn with the Friends of the Museum and the parade (with the summer students), Alberta Culture Days (with other community groups), and projects with the Library, the Legion, and others.
- A major project included the organization of archival materials into the new mobile units in the Exhibit Hall and relocation in the computer database.
- Four summer students were hired, three under the Young Canada Works program and one under the Canada Summer Jobs program.
- The replacement of the platform at the old CPR station was an important capital project, executed on-time and on-budget.

EXECUTIVE DIRECTOR

- The ED is hired for a period of nine months (from mid-April to mid-January). During the period from October to January the ED's work comprises collections management, ongoing exhibit work and special projects, grant applications and reports, and general administrative work -- responding to an average of 50-80 e-mails per week, numerous phone calls, and mail.
- The ED continued to submit articles on historical topics to the *Claresholm Local Press* which are well-received by the public.
- The ED assisted with a variety of projects with the EDO, including the Town's revised website, Visitor Information signage (on 50<sup>th</sup> Avenue W.), and content for banners.
- The ED initiated a study of the Harvard Memorial in Centennial Park in advance of any future repair or paint-work. The report needs to be completed.

- The ED assisted the Friends Society in applying for a matching grant with the Town (\$11,643) from the Community Facility Enhancement Program for the replacement of the former CPR Station platform. The work was successfully completed by a local contractor.

## PARTNERSHIPS and JOINT EVENTS

- A major project was the partnership with the Claresholm Chamber of Commerce in creating a mobile information kiosk and developing a visitor survey. Mr. Favrholt attended the Alberta Visitors Information Providers (AVIP) Conference in Brooks and made a presentation on this project.
- The museum partnered with the Legion (Vimy Ridge commemoration) and the Chamber of Commerce (kiosk and visitor survey projects)
- The Friends of the Museum Society hosted the annual Tea on the Lawn event in August and three events using the former CPR station which were all well-attended. These events included talks by Belinda Crowson of the Galt Museum, Sunny McMillan, and Ted and Sandy Menzies. The Museum participated in the Old Fashioned Christmas event (co-hosted with the Friends) which attracted 179 visitors to the former CPR station, greater than 2016. A very successful event.
- Alberta Culture Days event was a success, with help from the Claresholm Lions Club (which accessed \$1000 from Alberta Culture). Greater participation was reported than the event in 2016.
- Several volunteers assisted with various events including Board members and members of the Friends Society. Noreen Bishop provided ongoing research help.
- A temporary assistant, Carol Brooks, was hired for the fall shoulder period (Labour Day to Thanksgiving) after which the Museum closed to the public. Her role was to cover the VIC and gift shop in the Museum Station.

## COLLECTIONS and EXHIBITS

- The off-site storage needs were reduced to only renting one large bin; it is likely this will be an on-going need for several years until an annex can be built. Storage space in the present buildings for the large objects is limited.
- There were 26 donations of artifacts and archival documents this past year, numbering over 200 individual items.
- A \$10,000 grant was received from the Virtual Museum of Canada for the production of a video on the history of the RCAF Air base during World War II in collaboration with Shadow Light Productions Ltd., to be completed summer 2018.
- A month-long temporary exhibit at the Public Library was created by the summer students.

## BOARD and STAFF DEVELOPMENT

- The four new Board members appointed to the Museum following the 2017 Municipal election include Barry Gibbs, Scott Strong, Lorraine Conaty, Susan Holland, and Council liaison Gaven Moore, bringing the complement to nine. Betty Hoare, Don Glimsdale, Rhodena King, and Bert Franssens were re-appointed. Mr. Gibbs was elected Chairperson at the December 2017 meeting. Gaven Moore was elected Voice-Chair. Lorraine Conaty was elected Treasurer; Susan Holland was elected Secretary starting in January 2018.
- The Museum was successful in obtaining the Alberta Museums Association Operational Staffing grant of \$25,000 for 2018 which goes toward the ED salary and professional development. The ED attended PD courses on “Managing Unmanaged Collections,” “Museums and Society,” and “Research.”

## VISITOR INFORMATION CENTRE

- The Visitor Information Centre accreditation was successfully renewed. The VIC is required to meet certain criteria including: collecting visitor statistics; open 40 hours a week during July and August; well-maintained public washrooms; wheelchair accessibility; internet access on site, among other requirements. We installed a water cooler in the VIC and baby changing station.
- We received a nomination from the Southwest Tourism for “Outstanding Attraction Employee” (2 nominations for ED and summer student Darren De Peuter).
- Visitors to the museum (May to October) totalled 4,439. We had eleven (11) bus tours.

## OTHER

Thanks again to the Town, especially the staff of Mike Schuweiller for assisting with many outside projects such as installing new lights around the Station building, removing more of the wire fence between the CPR caboose and the Exhibit Hall lawn, and the regular maintenance of the facilities including keeping the walkways clear of snow.

Submitted by

Ken Favrholt, Museum Executive Director



# CLARESHOLM RECREATION

*2017 Year in Review*



**MICROSOFT**

Authored by: Denise Spencer

Logo: Amanda Zimmer

## JANUARY

### Arena

- New fountain for water bottles, with counter
- Paintings of arena user groups in the Lobby
- Adult drop in Shinny

### CAC- Claresholm Aquatic Centre

- The Lifesaving Society has informed The Claresholm Aquatic Centre that it will become a Branch Training Centre in 2017-2018, this decision was based on a multiple factors; full continuum of Lifesaving programs, award winning programs, experienced instructor/ trainers, "Claresholm's Central Southern Alberta Location", The promoting that our facility does for our programs
- Free swim Saturdays 2-4pm; sponsored by the Kinsmen, Kinettes, Count on Cowboys and the Town of Claresholm. Working to ensure this initiative is paid for 2017, and beyond, giving families and youth all a chance to swim regardless of socio-economic boundaries.
- Curling Club received their Grant to replace the Curling Clubs roof

### Community

- Outdoor Fitness parks; Approached by Donna Courage with information and back ground regarding a proposal to have 2 outdoor fitness parks.

### Miscellaneous

- Southern Alberta Recreation Association first meeting of the year January 31, 2017 in Brooks Alberta

## FEBRUARY

### Arena

- Arena Floor Restoration Project, estimates are coming in, fundraising begins. Grant for CFEP to be applied for September 2017
- Annual Gun Show booked for Thursday April 21-23

### CAC

- Worked with AHS Maintenance to replace the most severely damaged and rusting lockers in the men's room. This plan was changed, and a temporary fix was settled on until we can replace all lockers
- JLC Vikings, our competitive team; 2 provincial records, Fund set up to help pay for competitions so cost will not be a barrier, The Stavely Elks Society sponsored a club with a generous \$700 donation, first Annual Swim a Thon raised \$3,039
- Swim 101 NCCP Coaching course to host March 2017

### Community

- Pickleball; 2 workshops, with approximately 20 participants each, purchase of 3 pickleball nets
- Floor Hockey; looking for space for floor hockey indoors. Potential for the arena
- Winterfest planning with different community groups commences

### Miscellaneous

- Economic Develop Branding meeting February 16
- Unstoppable Conversation Workshop: Friday February & March

## MARCH

### Arena

- quotes for the Arena Restoration project are ready
- 2016-17 season wraps up March 25 with the Skate Carnival

## CAC

- On March 18 & 19 The JLC Vikings attended the Junior Lifesaving Provincial Championships in Lethbridge, winning 18 medals, breaking 2 provincial records
- Program guide out for May-August

## Community

- East Side dog park proposal is submitted by a Cares Representative
- Kinsmen Pathway proposal; The Kinsmen Club has presented a plan for a potential path system. This pathway could be utilized by bikers, runners, snowshoers and cross country skiers. This plan could come into fruition for a relatively low cost, with the pathways potentially being linked and connected with others in the future.

## Miscellaneous

- Economic Develop Branding meeting February 16
- Attended “Unstoppable Conversation Workshops” in February & March
- WHMIS: Trained to instruct Global Harmonized Standards WHMIS on March 16
- SARA: Southern Alberta Recreation Association had its Time-ins on March 14. This was an opportunity to touch base with the Brooks Summer Games Chair persons in regards to events they are hosting. This is to assist with their planning, and help them anticipate things/issues before they arise
- Master Plan, the initial review is complete, formatting and more research is phase 2 before public consultation.

## APRIL

- Claresholm Annual Gun Show was well received on April 21 and 22. This event brings people to our community
- Arena Restoration project, the MD of Willow Creek has confirmed \$144,000 matching the Towns contribution. Claresholm Minor Hockey is contributing \$40,000. In kind donations of \$90,000
- Pickleball at WCCHS has an average of 20 participants Thursday evenings from 7-9pm. Drop in rate of \$2 which goes towards new equipment as needed

## MAY

### CAC

- Annual Joint Facility Meeting May 10, 2017. The Aquatic Centre, Town of Claresholm, Kraken Swim Club, and Alberta Health Services are working together to ensure the Kraken Swim Club meet June 2 & 3 will run well. Plans are in place to have large tents, barricades, garbage bins, recycling, and no parking signs

### Millennium Park

- The shale was replaced on a couple diamonds as of May 1, it was shipped in from Saskatchewan, and was much finer (dusty) than expected.

### Pickleball

- Has an average of 20 participants at WCCHS Thursday evenings from 7-9pm. Drop in rate of \$2 which goes towards new equipment as needed
- On Thursday May 11 discussed mapping out 4 pickleball courts on the 2 courts to the west of the Tennis court enclosure. These courts were painted shortly after this meeting. Outdoor pickleball courts are in short supply in southern Alberta, and this move would ensure the Tennis Courts are being utilized.

### Community

- The Livingstone School Division scheduled the the Football Field and Track drainage and resurfacing project to begin June 28. Total cost of project estimated \$90,000-\$110,000. LRSD, Claresholm Summer games Committee and Claresholm Football Club are providing funding, and the Town of Claresholm has volunteered equipment & labour if needed. This will be a benefit to the 2020 (2021) Southern Alberta Summer Games that Claresholm has put a bid in to host.

### Miscellaneous

- SARA: On May 3, 2017 there was a Regional Directors meeting in Brooks.

## JUNE

### Arena

- The Gun Show organizer booked the Community Centre for April 2018. His concern is that it is a smaller venue, which may drop his tables from 144 in total for 2017 to approximately 120
- The last day of Lacrosse at the Arena was June 22, playoffs June 23-25

### CAC

- The Lifesaving Society opened up a Pool and Open Water Lifesaving Sport Camp, with an instructor coming from South Africa, who is a Lifesaving Surf Coach. Our Facility hosted it June 29

### Millennium Park

- Co-ed recreation slo-pitch has had a great year, with 7 teams registered, and only 1 day rained out. The season started May 23 and ends with playoffs July 22, 2017
- The Fair Days Ball Tournament August 11-13 had over 16 teams registered.

### PickleBall

- Held at the Tennis courts is running Wednesday evenings from 6:30-9pm throughout the summer, \$2 drop in

### Summer Games

- The 48th annual Southern Alberta Summer Games July 5-8 in Brooks were well attended by 124 athletes, and 11 coaches (136 registrants) from the MD of Willow Creek. Our region placed 5th out of 13 regions, with 107 medals.
- The shirt design was a big hit with the parents and youth, with "Property of the MD of Willow Creek" putting forth the message that our communities are a part of a bigger region.

## JULY

### Arena

- Repairs to header are complete; floor to commence March 2018
- The old flooring pipes are very brittle, very hopeful they will last through the year. There is a hole in the piping under the floor, and we are fortunate there is no crack in the cement as it is contained for now.
- Solution to Hockey Canada's girls changeroom has been made, room 5 would become girl's home dressing room, with a door that locks to block showers. This will simplify the design process, cut costs while ensuring it conforms to Hockey Canada's recommendations

### CAC

- Our National Lifeguard Instructor is again co-teaching with a student. The student contacted our facility July 22, 2017. This is exciting as it sets a precedent as we continue on our path as a training center in Southern Alberta
- The Lifesaving Society of Alberta and the Northwest Territories has asked us to join in another pilot project (the first was 3 years ago) they are introducing a new updated Bronze program, which we will run and evaluate, with them taking our recommendations into consideration.

### Community

- Applied for the Community Choosewell Community Award July 14, 2017

### Master Plan

- To be reviewed July 18, 2017
- Public Input Surveys were available online at Survey Monkey, or at the: Town office, Library, FCSS, Aquatic Center and the EDO during fair days

## AUGUST

### Arena

- Minor hockey has proposed development days on Friday afternoons 2-4:15pm, days that are not used will be public skate times
- Recommendation by Arena Users that there should be user fees for public skate times
- Minor Hockey runs from September 22-March, the season end date will be determined by playoffs
- Skate Club, September 25- March 10 (or 17 TBA)

- Pond hockey will continue to have the Friday slot from 4:30-7:30pm, their season starts April 13-March 16 (dependent on scheduled renovation of arena floor)
- User Fee comparisons has been started for Arena's to ensure Claresholm is in line with what other Arenas charge. Consideration will be made for Public Skate times, out of town users and the concession

#### **CAC**

- The fall, September-December program guide was out August 2nd, with registrations starting at that time.
- User Fee comparisons for Swimming Pools is complete for 2015, 2017, with recommendations made for proposed increases

#### **Community**

- For the 6th year running we will have a float in the parade, focused on recreation and Canada's 150 anniversary

### **SEPTEMBER**

#### **Arena**

- The Out of Town rental response has resulted in an enormous amount of emails.
- Updated logo, waiver signatures, and security deposit added on agreements
- Developed 2 public skate times per week that remain constant for the most part. Friday public skates have been altered as Minor Hockey is using afternoon time for development camps
- Due to demand we really have had to work together to develop a system that works for the major user groups, which will be fine-tuned before the 2018-2019 season.

#### **CAC**

- Our Vikings JLC Competitive program has 23 participants, and 16 JLC Sport registrations

#### **Community**

- The West Meadows School Parent Council organized the Playground Build at the school September 7, 8 & 9. Community members, parents, Town and Town employees volunteered their equipment and their time among the many others who worked hard to see this venture through.

#### **Master Plan**

- Town of Claresholm's first Parks and Recreation Master Plan was approved by Council in September. This plan is a huge step in the creation of developing priorities, determining facility renovations and replacement timelines and possible costs, establishing pathway systems, and setting goals for the future of parks and recreation for our community. This document is a valuable resource for Claresholm, and will be an integral part of the Towns Vision.

### **OCTOBER**

#### **Arena**

- The Arena Personnel now have access to the Claresholm Rec Facebook Page to update the available skates. Changing the name from Claresholm Aquatic Centre (CAC), it has opened the doors for community groups to share their activities, arena personnel to update public skate times, and still allows CAC the benefit of promoting our programs.
- Arena fee recommendations are in
- As of November 20 we have 7 confirmed (with user agreements) Out Of Town Tournaments

#### **CAC**

- 2 Fundraisers are scheduled to support the JLC Vikings competitions. A bottle drive October 20<sup>th</sup>, and a Swim A Thon
- Aquatic Centre fee recommendations are in

#### **Community**

- Volunteered with the Pumpkin Festival.
- The community of Claresholm received the Creating Supportive Environments Award at the ChooseWell Healthy Community Awards Reception in Lake Louise. Topics at this Conference included many sessions including

“Creating Healthy Environments” and Liveable Communities, a National initiative for Parks and Recreation Framework.

- Community Calendar on Claresholm.ca begins to be updated with events
- Due to time constraints Fitness Challenge was switched to “The Community Takes Root BINGO’ in partnership with The Zombie walk, held October 13<sup>th</sup>
- SARA (Southern Alberta Recreation Association) toured Taber, Raymond’s and Pincher Creek’s recreational facilities October 11 & 12 to view them prior to voting on the 2018 Southern Alberta Summer Games (SASG).

### **Skatepark**

- Approached by community members to start a group to start fundraising initiative.
- 2 locations being considered as prime locations; Northeast corner of the Old Elementary school, is in a location that is close to the schools, amenities, has trees and grass, a berm and the space for potential additions/phases to the project, the size of the area is small. Moffat Park has the potential for growth, the size and location are excellent
- Skatepark Goals to establish;
  - Committee to work for this goal
  - Locations that will work the best for the youth and families that include amenities such as washrooms
  - Plan for the park, what will it need, what do the Skateboard/ scooter kids think
  - Should it have a bike/BMX park near it
  - Estimates for Skatepark
  - Proposal to present to council, before end of November to establish seed funding for this venture
  - Need Funding sources for replacement
  - Need an established society to apply for Grants when the group has some money to start with

## **NOVEMBER**

### **Arena**

- Out of town Tournament bookings are complete, we will not take bookings for the 2018-2019 season until after meeting with the user groups in the spring and we have an idea when the renovations will be complete

### **CAC**

- Annual Maintenance shutdown at the pool started November 13.
  - Major repair on pools drain had to be completed on the pool before cleaning the basin commenced
  - Pool basin, grates, and deck were completed within 2 days.
  - Repairs include tiling, hot tub, filters, lockers, painting and regular maintenance
  - Purging of dated materials, and organization of storage spaces
  - Planning, programming, and advertising in place
- Denise, Denelle and Jill attended training and an Aquatic Forum in Calgary November 15, 16, 17 & 18. The training and information the Claresholm Aquatic Centre employees received helps to achieve the goal of being a training center for Southern Alberta
- Finalizing of the 2018 programs has begun for CAC
- The Aquatic Centre continues to look for Senior Staff members
- 5 Kayaks were left to our facility on loan from the Alberta Whitewater Association, this was the second year that we hosted a Learn to Kayak program

### **Millennium Diamonds**

- Kris Cope has agreed to help facilitate the Sno Pitch tournament February 10 for Winterfest

### **Community**

- Pickleball is being hosted at the West Meadow Elementary school Thursday evenings from 7-9pm, drop in \$2 Irene Leeds is the contact. This program is sponsored by the Town of Claresholm

### **Skatepark**

- 2<sup>nd</sup> meeting November 22 at the Station. Points considered were location, and what the facility will need to create a space for youth and families to thrive in. This project could be an incentive for families to move here which can drive economic growth. Next meeting scheduled for the new year

## DECEMBER

### Arena

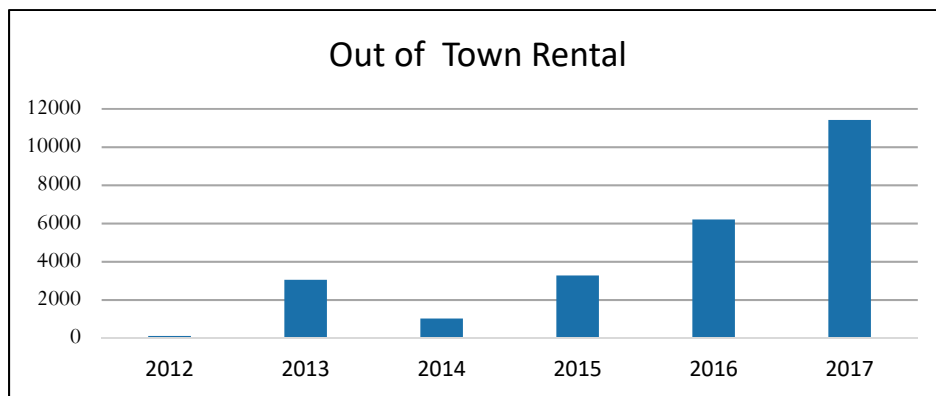
- We will not be taking out of town ice rentals for 2018-19 season until we have an idea/confirmation of when the Arena Renovations will be complete as the baseline of reno's was 4-6 months. This will give Minor Hockey the opportunity to have their dates in, and work together to get the schedule ready for the new season. There are opportunities to use the ice that we can work on to fill, (such as ringette teams...).
- I've also let out of town teams know the following; out of town tourneys will start later on Saturdays, for example 12-8pm (this is not a set time, just an example), so Minor Hockey could schedule ice for Saturday mornings that are earmarked for out of town tournaments, the ice could be utilized all day and into the evening/night on Saturday.
- When we are contacted by out of town teams for next year, they need to contact me. I am compiling a list using this year's tracking form and will be contacting them as soon as we have our local details arranged (mid-September), keeping in mind that Calgary teams must have their dates in for Tourneys to Calgary hockey in the first part of October. Let's give preference to these groups first as many are repeat groups who have expressed their admiration for the Arena and Claresholm as a whole.

### CAC

- January-April program guide is out, and registrations began December 4
- Pool opened December 12, at 11am. This was a well-planned out shutdown, with great communication between AHS, Contractors and Aquatic Centre staff
- On December 8, 2017 Kerry Sauve from Street Sense Safety was back for the 3<sup>rd</sup> time.
  - After this session I was approached by AHS staff who asked to for Kerry to host another session. It was very well received, as he taught us strategies and defense maneuvers that we could use without causing harm
- Blinds Express came out to do an estimate on replacing the blinds in the main windows. It is vital to have these replaced as they are in a state of disrepair, and it is a huge safety issue while guarding as the glare makes one unable to see the bottom of the pool

## GROWTH

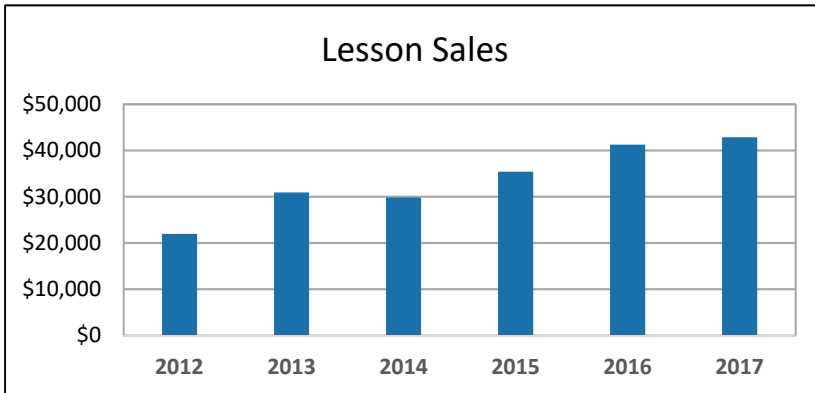
### Arena



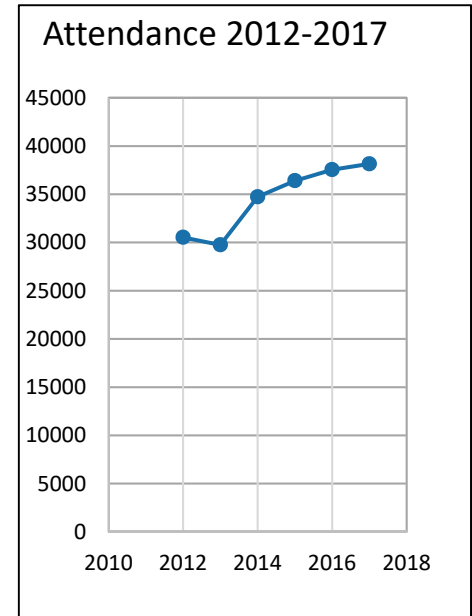
- Out of Town rentals have grown, and still have the capacity to grow even further
- Minor Hockey's rentals have held steady
- Skate Club has declined, which can be attributed to less participants
- Advertising is up, largely due to the promotions by minor hockey for the 2018 advertising
- Other rentals are down, this is the Category that Farmers market was in. This group is doing very well in their new location

## Aquatic Centre

The following is a snapshot of where the Claresholm Aquatic Centre has grown



- There was still continued growth in most areas at CAC
- Quarter Pass sales were down in 2017, although not significantly
- There were concerns that with the economy this would be reflected in the numbers



**This year was a fast paced year. The framework for recreation in Claresholm has been laid, there's room for growth, and a desire to see positive change in the community. I've personally learned a lot, saw growth at the Arena, community involvement on many levels, and am looking forward to what 2018 will bring.**

Sincerely,

**Denise Spencer**  
Recreation Manager





# Claresholm

## UTILITY SERVICES REPORT



**JANUARY 2018**

3700 8<sup>th</sup> Street West      Work# 1-403-625-3100      [brad.burns@claresholm.com](mailto:brad.burns@claresholm.com)  
Box 1000 TOL-OT0      Cell # 1-403-625-1687      [www.claresholm.ca](http://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
  
- Pumping Stations and Reservoirs.....pg. 5
  
- Water Distribution.....pg. 6
  
- Lagoon and Waste Water Collection.....pg. 7
  
- Raw Water Supply.....pg. 8

# REGIONAL WATER TREATMENT PLANT

## MAINTENANCE

- Jan 1<sup>st</sup> PALL rack # 2 turbidimeter issue. Filter to waste working and causing rack to go idle. Drained turbidimeter AIT 1019 and reset SCADA.
- Jan 2<sup>nd</sup> PALL rack # 2 turbidimeter issue. Filter to waste working and causing rack to go idle. Drained turbidimeter AIT 1019 and reset SCADA. Turbbidimeter reading 0.038 NTU.
- Jan 2<sup>nd</sup> clean powder activated carbon off the top end of both Dissolved Air Filtration Trains.
- Jan 3<sup>rd</sup> help public works with snow removal.
- Jan 3<sup>rd</sup> clean and calibrate all online turbidimeters.
- Jan 3<sup>rd</sup> Ferg's Septic onsite to empty sewage holding tank.
- Jan 3<sup>rd</sup> check packings and grease all pumps.
- Jan 4<sup>th</sup> help public works with snow removal.
- Jan 4<sup>th</sup> calibrate Co2 meter.
- Jan 5<sup>th</sup> help public works with snow removal.
- Jan 5<sup>th</sup> clean and calibrate pH and ORP probes.
- Jan 5<sup>th</sup> check AC 6508 B blower to lake and add oil.
- Jan 8<sup>th</sup> record information for inventory year end.
- Jan 8<sup>th</sup> contact K & B Heating about boiler issue (intake vent during cold weather causing back draft).
- Jan 10<sup>th</sup> clean boiler room floor and inspect firing chamber area on both boilers.
- Jan 10<sup>th</sup> contact Praxair about gauge issue. Technician will be sent out when available.
- Jan 11<sup>th</sup> annual review newsletter prepared as requested.
- Jan 11<sup>th</sup> Chamco onsite to check Sullair compressor side A for cause of main motor overload.
- Jan 12<sup>th</sup> Corona electric onsite to check power supply issue. Compressor disconnect faulty switch.
- Jan 12<sup>th</sup> reset FV 1310 1v DAF train # 1 air flow switch for mechanical scrapper.
- Jan 15<sup>th</sup> lower all building management heat settings and check upper BMS area.
- Jan 16<sup>th</sup> check rotameter AIT 1522 flow and turbidimeter photocell.
- Jan 16<sup>th</sup> test onsite backup generator (no issues).
- Jan 16<sup>th</sup> PALL system UPS fail (SCADA issues resolved).
- Jan 17<sup>th</sup> PALL system UPS battery replacement.

## 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.

## MEETINGS

- Jan 9<sup>th</sup> management meeting at town office.
- Jan 9<sup>th</sup> budget meeting at town office.
- Jan 17<sup>th</sup> meet with Darlene to discuss SOP's and updated binder.

## SAFETY

- Monthly check fire extinguisher inspection (all buildings).
- Jan 15<sup>th</sup> test chlorine alarm sensor email, text message and call out.

## CHEMICAL

- Jan 2<sup>nd</sup> changed gas chlorine bottles side A.
- Jan 12<sup>th</sup> Clear Tech chemicals onsite to discuss C-Pac 180 coagulant pricing.
- Jan 15<sup>th</sup> changed gas chlorine bottles side B.

### Gas Chlorine Bottle Change Using Self Contained Breathing Apparatus



# PUMPING STATIONS AND RESERVOIRS

## HIGHWAY PUMP STATION

- Jan 3<sup>rd</sup> check packings and grease all pumps.
- Jan 17<sup>th</sup> test onsite backup generator (no issues).

## AIRPORT PUMP STATION

- Jan 3<sup>rd</sup> check packings and grease all pumps.
- Jan 7<sup>th</sup> reservoir lowered due to hanger # 6 water line brake. Contacted owners and shut distribution valving to determine problem area. Issue resolved by 3:00 pm (hanger # 6 bathroom line froze and burst).
- Jan 8<sup>th</sup> met hanger # 6 owners onsite to discuss water break, heating issues and illegal connection.
- Jan 15<sup>th</sup> test backup Chrysler (no issues).

## UFA RESERVOIR

- Overflow ditch is clear of debris.
- Jan 15<sup>th</sup> check telemetry equipment.

## WEST WATER PLANT (decommissioned)

- No signs of trespassing.
- Building and fences are secure.

Decommissioned West Water Treatment Plant



# WATER DISTRIBUTION

## UNIVERSAL METERING

- Meter reading as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.

## GOVERNMENT COMPLIANCE

- 4 Bacteriological samples have currently been taken for January 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 10<sup>th</sup> review schedule 4 testing dates requested as per approval.

## TOWN OF GRANUM/SUPPLY LINE

- Jan 15<sup>th</sup> contact Granum town superintendent concerning resetting alarms to ensure alarms will be received by them when there is an issue.
- Jan 17<sup>th</sup> hot tap water line service to south end greenhouse location.

## METER VAULTS

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

## DISTRIBUTION LINES

- Jan 2<sup>nd</sup> two bacteriological samples sent to Provincial Health Lab and distribution free chlorine test.
- Jan 8<sup>th</sup> two bacteriological samples sent to Provincial Health Lab and distribution free chlorine test.
- Jan 15<sup>th</sup> two bacteriological samples sent to Provincial Health Lab and distribution free chlorine test.

# LAGOON AND WASTE WATER COLLECTION

## HARVEST SQUARE LIFT STATION

- Dec 2<sup>nd</sup> check electrical components and reset pump #2.
- Jan 17<sup>th</sup> check SCADA pack, electrical components and telemetry equipment.
- Jan 17<sup>th</sup> test onsite backup generator.

## LAGOONS

- Jan 1<sup>st</sup> reset DEXON Blower Heater (cold weather issue).
- Jan 3<sup>rd</sup> check packings and grease all pumps.
- Jan 17<sup>th</sup> test onsite backup generator (no issues).

## DEXON Blower Heats The Air On Cold Days That Enters The Lagoon Wet Well To Prevent Freezing

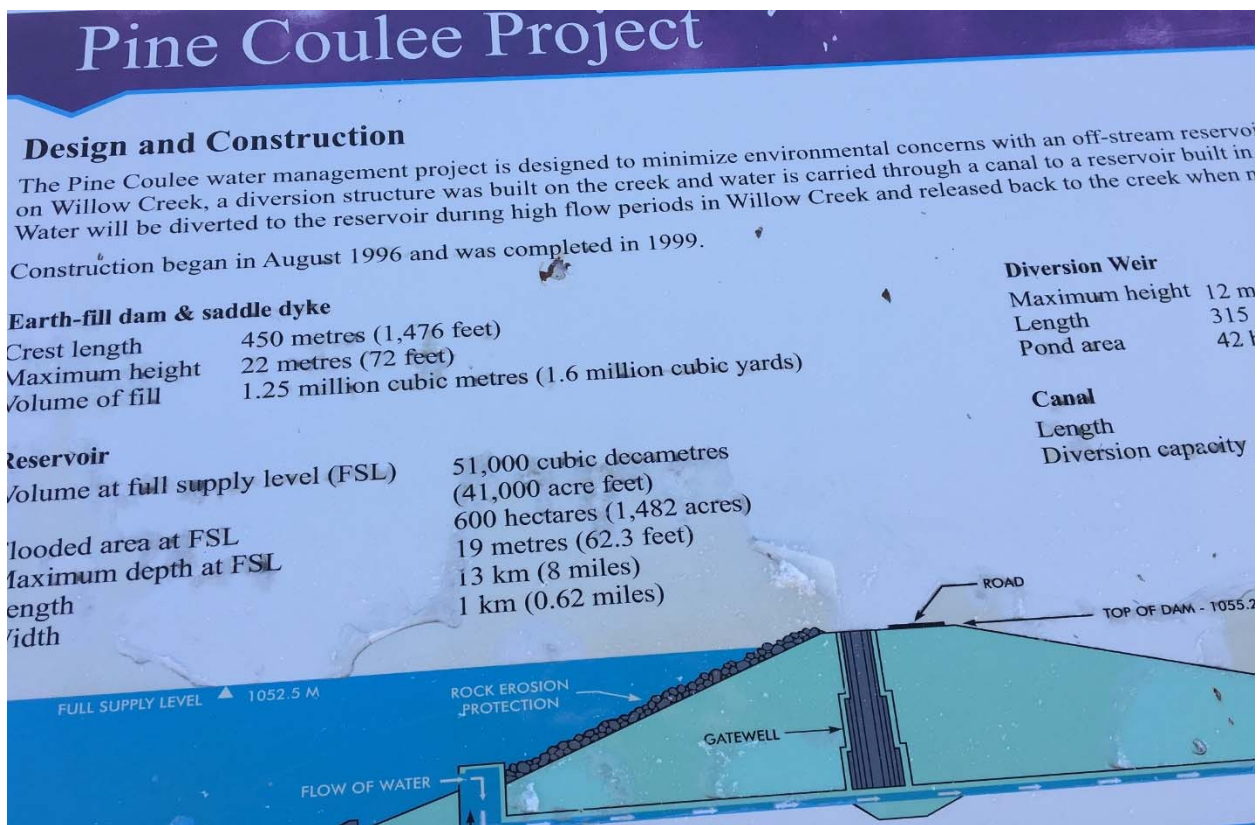


# RAW WATER SUPPLY

## PINE COULEE

- Jan 8<sup>th</sup> open fill valve to onsite reservoir.
- Jan 9<sup>th</sup> check Pine Coulee level and supply line. Reservoir level 1049.49 geodetic meters. Recent snow pack in the mountains will help ensure Pine Coulee Reservoir will be full before the start of summer.

### Pine Coulee Reservoir Is Located West Of Stavely



## RAW WATER STORAGE RESERVOIR

- Nov 15<sup>th</sup> start filling onsite raw water reservoir

## GOLF COURSE

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





**Claresholm**

# INFORMATION BRIEF

Meeting: January 22, 2018

Agenda Item: 17

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - November 27, 2017				
4	CORRES: MD of Willow Creek - Moved by Councillor Moore to donate a door prize to the MD of Willow Creek's 27th Annual Legacy of Our Land Banquet with a maximum value of \$100. CARRIED MOTION #17-130	Karine/Tilly	Letter sent, basket being prepared	In progress
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
13	Request for Direction - Referred to Administration to invite the Zipline Group to come to Council as a Delegation regarding transportation options.	Marian	Councillor Schulze contacted the group	In progress
	Contact Fort Macleod regarding possibility of expanding Peace Officer partnership	Marian	Contacted Fort Macleod CAO. They may have capacity. Will discuss further as part of budget deliberations	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	Discussions ongoing with MD	In progress
Regular Scheduled Meeting - January 8, 2018				
1	BYLAW #1636 - Moved by Councillor Carlson to give Bylaw #1636, regarding the Subdivision and Development Appeal Board, 1st Reading. CARRIED	Tara	Bylaw on Jan 22 Council agenda	Complete
2	BYLAW #1637 - Moved by Councillor Schlossberger to give Bylaw #1637, regarding Designated Officers, 1st Reading. CARRIED	Tara	Bylaw on Jan 22 Council agenda	Complete

4	CORRES: Pat Stier, MLA Livingstone Macleod - Moved by Councillor Schulze to send a letter to Pat Stier, MLA for Livingstone Macleod regarding priority infrastructure projects in Claresholm including the Multi-use Community Building, the Stormwater Management Project, pathways, Arena upgrade project, and the sewer trunk main project to the west of Town, as per Mr. Stier's request. CARRIED MOTION #18-001	Karine	Email sent	Complete
5	CORRES: Town of Granum RE: Community Partnership Program, Grant Writer - Moved by Councillor Schlossberger to send a response to the Town of Granum that we will consider their request as we understand more of the capacity available under the project parameters. CARRIED MOTION #18-002	Karine	Letter sent	Complete
6	CORRES: Willow Creek Ministerial Association RE: Prayer Breakfast - Mayor MacPherson, Councillors Moore & Schlossberger to attend.	Karine	Email confirmation sent	Complete
7	CORRES: Brownlee LLP RE: Emerging Trends in Municipal Law - Mayor MacPherson, Councillors Carlson, Courage, Moore and Zimmer to attend.	Karine	Registrations completed on January 15, 2018.	Complete
	CORRES: RSVP for Mayor MacPherson to Library event	Karine	Contacted the Library	Complete
8	CORRES: Claresholm & District Chamber of Commerce RE: Trade Fair - Town to participate on February 2 & 3 with a schedule for Council attendance to be made.	Karine	Registration & schedule to be made	In progress
10	RFD: Multi-use Architect Proposal - Moved by Councillor Carlson to accept the proposal from BRZ Architects for an updated drawing and engineered quote in the amount of \$18,750.00 plus GST for the Multi-use Community Building. CARRIED MOTION #18-003	Tara	Notification sent to Architect.	Complete
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	Notified appraiser to proceed with project.	In progress
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
16	IN CAMERA - b. LAND - Moved by Councillor Zimmer to proceed with an updated appraisal for the tax Recovery property located at 4 Skyline Crescent with Reliance Appraisers. CARRIED MOTION #18-006	Tara	Notification sent to appraiser.	Complete
16	IN CAMERA - b. LAND - Moved by Councillor Schlossberger to extend the Real Estate contract with Avison Young for 4 Skyline Crescent until January 31, 2019. CARRIED MOTION #18-007	Tara	Extension signed and returned.	Complete
16	IN CAMERA - b. LAND - Moved by Councillor Carlson to accept the contract extension for the purchase of #4 Skyline Crescent until February 15, 2018. CARRIED MOTION #18-008	Tara	Extension signed and returned.	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 19, 2018

# **INFORMATION ITEMS**



# EMERGENCY SERVICES COMMITTEE MINUTES

October 4, 2017

Town of Claresholm – Council Chambers

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**4:00 p.m.**

**Call to Order by Councillor Lyal O'Neill.**

In Attendance: Councillor Lyal O'Neill, Councillor Mike McAlonan, Director of Infrastructure Mike Schuweiler, CPO Jason Hemmaway, Fire Chief Todd Heggie

Chief Administrative Officer Marian Carlson

Regrets: Firefighter Ryan Rasmussen, Dalyn Orsten (RCMP)

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**Agenda Approval**

**Cou. Mike McAlonan moved to approve the Agenda. CARRIED**

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**Minutes Approval**

➤ September 6, 2017

**Jason Hemmaway moved to approve the Minutes. CARRIED**

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**Business Arising**

- Alberta Municipal Affairs – Alberta Emergency Services Medal Program Expansion – Todd Heggie to look into who would be eligible.
  - Alberta Justice and Solicitor General – Interim Guidance for First Responders: Opioid Misuse – Narcan Kits  
Everyone has taken training on nasal kits. Two on response unit, two on rescue unit. Two kits, two doses each. Could put a kit in the command vehicle. Todd will talk to Elliott at Pharmasave and to Alberta Health Services to see if we can get them for free.
- 

**RCMP**

- Update on Operations  
Sergeant Terry Wickett is retiring.
- 

**Fire Department**

- Update on Operations
    - Finishing three inspections – UFA, CPS and Playschool.
    - Have added an app on the phones of members for response to calls.
    - Equipment in budget for 2017 has been ordered.  
Breathing apparatus  
Claresholm is the first hall in the MD to be changed over. Old ones will go to Granum and Stavely. Should be good for 10-15 years.  
Bunker gear – two sets Town, two sets MD.
    - Budget 2018 – to be discussed with Blair.
    - Regional Fire meeting October 5<sup>th</sup> at 12 Noon at the golf course
    - Busy over the summer assisting other municipalities
    - Safety codes audit completed
-



# EMERGENCY SERVICES COMMITTEE MINUTES

**October 4, 2017**

**Town of Claresholm – Council Chambers**

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**Bylaw Department**

- Update on Operations  
Jason
- Radar signs need to come down in the winter months  
Average speed is 87 km/h in the 70 km/h zone. Recommend moving 70 km/h zone further north past Tim Hortons, and the 50 km/h zone to Dairy Queen.
  - Back alleys almost done for clean-up notices. Commercial business on mainstreet is working on cleaning up around garbage containers.
  - Smoking Bylaw draft reviewed.
- 

**Public Works**

- Update on Operations  
Mike
- Fire Hall upgrades have been put in the draft budget for 2018
  - Power pole damaged in alley on October 2<sup>nd</sup> in the storm. Called public works but perhaps 911 should have been called then the fire department could have blocked off the alley.
  - 47<sup>th</sup> and 52<sup>nd</sup> Avenue West still closed. Deadline is October 17<sup>th</sup>
  - Fire hydrants in Harvest Square are functional
  - Fire guard around Claresholm – Committee would like to have thank you notes sent to Dennis Hoffman, Maury McLeod and Jason Toone.
- 

**Adjournment**

**Mike Schuweiler moved to adjourn at 5:05 p.m.**  
Next meeting date: to be determined.

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**Approved: January 9, 2018**



## MEETING MINUTES

Date: Monday December 4 2017

Time: 7:00 pm -approximate after meal

Call to Order at 7:34 pm

- Claresholm and District FCSS Board of Directors
- General Meeting 7:00pm
- In attendance Cindy Schlossberger, Diana Ross, Barbara Bell, Lauren Billey, Darry Markle, Tracey Strong, Delma Austin, Lise Schultz and Keith Carlson
- Regrets:
- Absent:

Adoptions of Agenda: added in to vote for Chair, Vice Chair, and Secretary. Motion Lauren Billey 2<sup>nd</sup> Diana Ross

Results: Chair - Lauren Billey, Vice Chair - Tracey Strong, Secretary - Diana Ross

Approval of Previous Minutes from: November 20/17: Motion by Diana Ross

Action Items:

Correspondence: Winter Festival Letter and information

Self Defense Course

CNIB request

STAFF REPORT: Director- submitted report

Outreach- submitted report

Resource-submitted report

Youth of Tomorrow submitted report

MOTIONS:

2017-12-01: FCSS will donate \$500 to New Year's Eve celebration.

Motioned by Darry Markle, 2nd Cindy Schlossberger

2017-12-02: FCSS will pay a deposit for a boys/girls camp for 20 kids to attend in June. Motion by Lauren Billey, 2<sup>nd</sup> Cindy Schlossberger

2017-12-03: FCSS will pay for the Youth to be taken out for a Christmas Celebration. Motion by Darry Markle, 2<sup>nd</sup> Tracey Strong

New Business:

- Camp Chief Hector -Lise Schulz shared information

-Welcome To Claresholm Bags - Marcia Drinkwater will be the volunteer to run this program.

Other Business:

- Next meeting date? Board asked to have meeting on January
- Spending of Surplus - see motions

Adjournment: 8:20 pm Darry motioned 2<sup>nd</sup> Lise Schultz

Next Meeting: Monday, January 1, 2018 @ 7:00 pm Town office

Date

Signature

Chair Approval

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Director Approval

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## SPECIAL MEETING MINUTES

Date: Dec. 19, 2017

Time: 1:45 pm

Location: Roy's Place meeting

Call to Order at 1:45pm

- Claresholm and District FCSS Board of Directors
- General Meeting
- In attendance: Delma Austin, Kieth Carlson, Cindee Schlossberger, Barbara Bell, Lauren Billey
- Regrets: Diana Ross, Lise Schultz
- Absent:

Adoption of Agenda No agenda

Approval of Previous Minutes from: No Minutes

Action Items:

Motions:

**2017-19-01** FCSS to purchase 3 Core Chairs for office- motioned by Delma Austin, 2<sup>nd</sup> by Lauren Billey

**2017-19-02** FCSS to purchase a new industrial vacuum- motioned by Kieth Carlson, 2<sup>nd</sup> by Cindee Schlossberger

**2017-19-03** FCSS to purchase an acoustic guitar, an amp and hanging devices for guitars for the Youth. -motioned by Lauren Billey, 2<sup>nd</sup> by Delma Austin

**2017-19-04** FCSS to purchase folding chairs from Costco. -motioned by Cindee Schlossberger, 2<sup>nd</sup> by Delma Austin



**2017-19-05** FCSS to fund an extra \$1500 to Foothills Fetal Alcohol Society to top up their initial application ask. -Only to be given if they can use it. -motioned by Kieth Carlson, 2<sup>nd</sup> by Lauren Billey.

**2017-19-06** FCSS to fund an extra \$500 to FSNAPS to top up their initial application ask. -Only to be given if they can use it. - motioned by Cindee Schlossberger, 2<sup>nd</sup> by Delma Austin.

**2017-19-07** FCSS to fund \$1750 to Ranchland Victim Services which is half of their initial application, as board not in full agreement with the out of province training. - motioned by Kieth Carlson, 2<sup>nd</sup> by Lauren Billey.

**2017-19-08** FCSS staff to receive a onetime Christmas bonus of \$400 for Sherry Levesque and Barbara Bell and \$200 for Allison McKee. -motioned by Cindee Schlossberger, 2<sup>nd</sup> by Lauren Billey.

**2017-19-09** FCSS to fund an extra \$1000 to the following agencies/ programs:

Books for Babies, Mothers of Preschoolers, Dad's Central, Junior Achievement, Claresholm Childcare Society, and Claresholm Chaplaincy. (Fund these if they can use the extra funding and if there is still excess funding to give out)

New Business:

Other Business:

Adjournment: 2:30pm

Next Meeting:

Date

Signature

Chair Approval

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## Porcupine Hills Lodge Board Meeting, December 5, 2017

Present: Janice Binmore, Glen Alm, Cindy Schlossberger, Jan Jeske and  
CAO Lisa Anderson

Absent: Howard Paulsen, Keith Carlson

1. Janice Binmore called the meeting to order at 4:05 pm.
2. Additions to the Agenda: No additions.
3. Glen Alm moved the acceptance of the Agenda. Carried.
4. Glen Alm moved the acceptance of the November 2017 minutes. Carried.
5. Financial Report: No report available.
6. Manager's Report – *acom inspected*
  - Casino Report – The money received from the casino must be used within two years from the date of deposit which was August 15, 2016. Lisa will review the information previously sent to confirm where the funds were to be spent from the last casino. The Casino was held in April 2016 and it is usually 26 months between casino dates.
  - Query re: Accumulated Surplus vs. Retained Earnings - Lisa read a report from Suzanne with clarification of this topic.  
**Email is included with minute book**
  - Christmas Bonus for Staff – Lisa advised the Board that each year the staff receive a bonus with their final pay cheque for the year. Last year the amount each received was \$50.00. Lisa asked if perhaps instead of the \$50.00 a corporate membership to the local gym be purchased and all staff members could use the facility. The price for the corporate membership and the total bonus amount are almost equal. After discussion, it was moved by Jan Jeske and seconded by Cindy Schlossberger that the staff receive a \$50.00 gift amount with their last 2017 pay cheque.
  - Mortgage Payments vs. Additional Lump Sum – **Tabled for January meeting. To be reviewed with financials**
  - Christmas Celebration December 20<sup>th</sup> - Lisa asked if an invitation could be sent to the Board Members who served the previous year. The Board members agreed that an invitation be extended to the past members. The current Board members will serve drinks and cocktails will be served at 6:30. Board members are requested to be at the Lodge just before 6:30.

Regulations for Senior Housing Residents say that there must be one annual meeting with the residents. The annual inspection is to be held in February 2018. Lisa gave a brief description of what is included in the annual inspection.

After discussion it was decided to have the meeting with the residents on January 2<sup>nd</sup> at 6pm. This will be a time for questions, answers and queries.

7. November 2017 Recreation Report. The report was reviewed. It was noted that there are not many men who participate. Glen Alm asked if the bus could be used to, on occasion, take any residents who are interested to the cattle sale in Stavely and to the Agriplex for events as an outing. Lisa will discuss this with the recreation director. Janice said that woodworking would be starting in the New Year. Cindy Schlossberger moved to accept the Recreation Report.
8. November 2017 Maintenance Report – The report was reviewed, discussed and accepted.
9. Supportive Vacancies / Lodge Units – There are no vacancies in the Lodge or the Cottages.
10. Correspondence – None for discussion.
11. In Camera – No items for discussion.

Cindy Schlossberger moved the meeting be adjourned at 4:50 pm.

**Next Meeting will be January 2, 2017 at 4:00 pm.**

**Resident/Board Annual meeting to commence at 6:00 PM in the Java  
Room**

**CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY**  
**Board of Directors, October 27, 2017, CGH, multi-purpose room**

*accepted*

**ATTENDEES:** Brydon Saunders – Lay Representative  
Mike McAlonan – Lay Representatiave  
Howard Paulson – Lay Representative  
Lise Schultze – Town of Claresholm  
Lyal O'Neill - CAO

**REGRETS:**

Howard Paulson-Chair called the meeting to order at 10:52 am.

**1.0 APPROVAL OF AGENDA**

Moved by Mike McAlonan to accept the agenda as presented.  
Carried.

**2.0 APPROVAL OF MINUTES**

Moved by Brydon Saunders that the minutes of the Sept 15, 2017 be  
accepted as presented. Carried.

**3.0 BUSINESS ARISING**

Friends of Foundation Dinner – report by Brydon Saunders for  
information only.

**4.0 CORRESPONDENCE**

1. Town of Claresholm: Letter appointing Lise Schultze as Representative  
from the Town of Claresholm.
2. Motion by Brydon Saunders to appoint Mike McAlonan as Lay  
Representative. Carried.

**5.0 REPORTS**

1. Financial Report – Brydon Saunders moved that we transfer \$16,288.  
From a Term Deposit. Carried.  
Lyal Moved to accept the financial report as presented. Carried.
2. CAO/Resolution Status Report-Motion to accept report as presented by  
Lyal. Carried.
3. Fundraising Report – \$14,500..
4. Chairmans Report – Moved to accept the report as presented by Howard  
Paulsen. Carried.  
Moved by Mike McAlonan to send a letter of invitation for M.D.  
Respresentative on our board. Carried.

**6.0 OLD BUSINESS**

1. None.

**7.0 NEW BUSINESS:**

1. Fort Macleod Santa Days Parade – Nov 25, 2017 – send two vans. Check which drivers are available – Brydon Saunders and ??
2. Cheque Detail – Oct 1 – 26<sup>th</sup>, 2017. Presented by Lyal – Moved and Carried by Mike McAlonan to accept as presented.

NEXT MEETING DATE at **WCCC at 10:30 a.m.**  
December 1, 2017.

The meeting was adjourned by Lise Schultze..

cc. Town of Claresholm  
MD  
WCCC  
CGH Lisa

SIGNED:  
SIGNED:

A handwritten signature in black ink, appearing to be 'The R', written over the second 'SIGNED:' label.

accepted  
Nov 30, 2017

Claresholm Animal Rescue Society  
Board Minutes-Society  
October 19, 2017

Attendees: Lorraine Norgard, Joyce Zwick, Rita Hahn, Sylvia Giroux, Tina Rittinger, Shelley Ford, Judy Lelek, Shauna Allen

Guests: Chrystel Hutka, Diane Lockhart, Crystal Kennard, Kathy Lyster, Doreen Van Langen

1. Meeting called to order at 7:15 p.m.
2. **Motion** by Shelley Ford, seconded by Tina Judy Lelek, that the amended Agenda be approved. **Passed.**
3. Minutes- **Motion** by Joyce Zwick, seconded by Tina Rittinger, that the Minutes of the September 2, 2017 Minutes be approved. **Passed.**
4. Old Business
  - a) Revised Surrender Policy-**Motion** by Joyce Zwick, seconded by Sylvia Giroux, that the revised Surrender Policy be adopted. **Passed.**
  - b) Raise the Woof- a heartfelt **congratulations** to Diane Lockhart and Barb Hinkle for a job well done!!!! **Action** The committee will meet to make recommendations for the next one, and how often. A copy will be forwarded to the Secretary.
  - c) Dog Trainer-Melissa met with 7 volunteers October 13<sup>th</sup> to work with Reggie
    - a. Has drop in training session Thursday nights @7:00 p.m.
    - b. 2 free sessions to anyone adopting shelter animals
    - c. Reggie has special treats
    - d. Will continue to work with Reggie
  - d) Camera-still waiting on Dylan & electrician
  - e) Window/door stickers-**Motion** by Joyce Zwick, seconded by Judy Lelek, that we order 200 of the solid red stickers @ \$1.50 each. **Action** Lorraine to order from Local Press
5. New Business
  - a) Distribution of approved Minutes-**Action** general discussion felt they should be put on Website, back one year. A copy to be placed at shelter, and a copy mailed to any Board Member without email. Secretary to provide copies to Tina Rittinger.
  - b) Foster homes-general application, plus waiver for each animal taken.
  - c) Lease Agreement & Facility Holding Agreement-**Action** Lorraine to advise Marion at Town Office, we will be renewing agreements, but will ask for a few changes. Board to meet at 6:00 p.m. November 16<sup>th</sup>, to discuss changes we would like made, before going to Council

- d) **Bylaws-Action** any changes to bylaws are to be brought to January meeting, a draft will be written for the February Meeting, and final approval, before going to Annual General Meeting, be done at the March Meeting.
- e) Policies-Lorraine has these on a flash drive **Action** Lorraine to email documents to the Personnel Committee, Shelley Ford and Joyce Zwick, who will then begin review.
- f) Christmas Meeting-to be held at the Golf Course, dutch treat, **Action** Judy Lelek to organize. Joyce Zwick to email details to all members, with RSVP to Judy. **Action** Secretary to publish updated membership list
- g) Town Representative- Shelley Ford was thanked by the Board for her contributions, and as a paid member, look forward to her continued involvement with the Society. A new Town Representative will be announced after they are sworn in October 23<sup>rd</sup>. **Action** Lorraine to advise Secretary when she hears word.
- h) Signage-permanent sign to be put in window to replace current one that needs to be turned over twice a day. Wood sign on fence to be updated. **Action** Joyce Zwick has agreed to handle this.
- i) Feeding-shelter volunteers reminded little dishes are for food, large for water.
- j) Human food-must not be left out-cats are getting into it

6. Treasurer's Report-still being sorted out

- a) Raise the Woof-estimated gross revenue-\$16,180, gross expenses \$4,641. Net profit estimated \$11,539.

7. Committee reports

- a) Personnel Committee-Report distributed-staff meeting held October 26<sup>th</sup>. To be held on quarterly basis-next one January 18<sup>th</sup> 6:30 p.m. One customer complaint received & successfully dealt with. Next steps-begin rewrite of job descriptions & policies
- b) Time Sheets-
  - i. spread sheet in place. **Action** All volunteers are asked to do their best efforts to record time put in. Will help when applying for Grants.
  - ii. CIP Grant to be applied for, for feral cats-Shelley Ford and Joyce Zwick to work on application for December 15<sup>th</sup> deadline.
- c) Adoption Committee-
  - i. 2 cats & 1 dog approved.
  - ii. They are now meeting as needed
  - iii. Adoptions are not considered until animal is ready.
- d) Shelter Report-September 21, 2017-October 19, 2017

Total Volunteer Hours	540.2
Total Volunteers	25







**Claresholm & District Chamber of  
Commerce  
Monthly Meeting, Douro's Restaurant  
October 18 2017  
MINUTES**

**Present:** David Richardson, Mike Thrun, Brian Nelson, Karen Needham, Penni Tebb, Lori Beaver, Iqbal Nurmohamed, Leo Durand, Marilyn Curry, Tony Walker, Donna Courage, Amanda Zimmer, Lorraine Norgard

**1. Call Meeting to Order**

The meeting was called to order at 12:10 pm by Tony Walker, Acting Chair.

**2. Acceptance/Additions to Agenda**

The agenda was accepted as presented on a motion by Iqbal Nurmohamed, seconded by Lori Beazer, carried.

**3. Acceptance of Minutes**

Mike Thrun moved acceptance of July 19, 2017 minutes as circulated. Seconded by Marilyn Curry, carried. David Richardson moved acceptance of the minutes from September 20, 2017, seconded by Lori Beazer, carried.

**4. Financial Report**

Lorraine presented financial reports of January 1, 2017 – September 30, 2017 for both the regular account and the Trade Fair account. Iqbal Nurmohamed moved acceptance of both reports, second by Mike Thrun, carried.

**5. Committee Report**

Lori Beazer reported that the 2018 Trade Fair is scheduled for February 2 & 3, 2018. We are in process of getting brochures out. We hope to not only draw in vendors from town, but Calgary and Lethbridge as well. We know we will be needing volunteers to help. We will need to confirm vendor insurance.

**6. New Business**

We have started to organize for Old Fashioned Christmas Friday, December 1st. Anyone extra able to help, please contact Amanda Zimmer, Kelsie Bowen, Karen Needham and Mike Thrun.

**7. Guest Speaker**

Brian Nelson from Avail presented on services available and reviewed upcoming services within Avail. He comes to Claresholm on Tuesday, and Cassandra Vanee remains in the Claresholm office. They have offices in Lethbridge, Fort Macleod, Pincher Creek, Taber and Milk River. They are an independently owned company. He will forward information on learning sessions that they will be presenting. There are many taxation changes coming into effect January 1, 2018 to keep an eye on.

**8. Next Meeting**

The next general meeting for the Chamber will be held on November 15, 2017 at Douros at noon.

**9. Adjournment**

Lori Beazer made the motion to adjourn at 12:45 p.m.

/In



**Claresholm & District Chamber of  
Commerce  
Monthly Meeting, Douro's Restaurant  
November 15, 2017  
MINUTES**

**Present:** Tony Walker, Justin Sweeney, Lori Beazer, Iqbal Nurmohamed, Amanda Zimmer, Tom Barnes, Penni Tebbs, David Richardson, Brandy McLean, Rob Vogt.

1. Call Meeting to Order

The meeting was called to order at 12:03 pm by Tony Walker.

2. Acceptance/Additions to Agenda

Add Old Fashioned Xmas to agenda under Committee Report.

Add Lights for Trees to the agenda under New Business.

Motion to approve revised agenda – Amanda Zimmer/Lori Beazer - Carried

3. Acceptance of Minutes

Tabled to next meeting

4. Financial Report

Tabled to next meeting

5. Committee Report

Lori Beazer updated the membership as to the progress of the Trade Fair.

Tony read a letter from Donna to the membership regarding the Outdoor Fitness Parks. Both locations have been approved.

Amanda updated the membership regarding Old Fashioned Xmas.

6. New Business

The discussion regarding the "Breakfast Club" was tabled as Val was not in attendance.

Tony spoke of the need for members to start thinking about Executive Positions available at the next AGM in Spring 2018.

7. Speaker – Penni Tebbs, The Station

Penni and Dana from The Station explained the mission and vision of the organization. The Station is now its' own Society.

1. Gathering of businesses that have a main office elsewhere.
2. Service Providers
3. Human Services Incubator
4. Bake Sale – Kick off to Canada 150 – Diversity

8. Next Meeting

When: Wednesday, December 20, 2017 at noon, at Douro's Restaurant

9. Adjournment

Motion to Adjourn – Iqbal Nurmohamed

The Bridges at Claresholm Golf Club  
Regular Board Meeting  
December 19, 2017

PRESENT: Lyle Broderson, Olive Darch, Ray Montpetit, Doug Fletcher, Don Leonard, Rod Andrews, Berny Jacobs, Doug Macpherson, Barry Pratte, Bob Leeder, Marian Carlson, Dean Maruyama

ABSENT: Todd Heggie, Wes Weibe

1 CALL TO ORDER:

Ray called the meeting to order at 12:10 P.M.

2 APPROVAL OF AGENDA:

Doug Fletcher moved the approval of the agenda with a correction, adding Marian and Dean under Old Business. Carried.

3 APPROVAL OF MINUTES OF THE NOVEMBER 15 MEETING:

Doug moved approval of the November 15 minutes. Carried.

4 OLD BUSINESS:

Dean Maruyama reviewed the Water Needs Assessment report that he did for our golf course, required by Alberta Environment in order for the town to apply for a water license for the golf course. We will meet with Marian to go over the report to finalize the application information for the license.

5 CORRESPONDENCE:

A new lease agreement with the Town needs signing. Doug Fletcher moved we enter into a five year agreement with the town. Approved.

6 REPORTS:

6.1 GREENS COMMITTEE:

Rod reported blowing snow around the club house. He was asked to do an inventory of machinery. An inventory of the clubhouse contents was done last year. Doug Fletcher asked Rod to check with Fortis to find out when they would be removing the tree near the No. 5 green. A discussion took place regarding the grinding of tree roots and stumps, and whether to rent a stump grinder or buy one. Olive will check into the rental cost of the grinder that was previously obtained from Home Depot. It was suggested we make copies of the sprinkler plans for the eighteen holes, one to be kept downstairs and one to be given to the town to keep.

6.2 CLUB PRO AND MARKETING COMMITTEE:

Lyle explained how the "Chase the Ace" lottery game is played and suggested we set it up, having a committee run it on Friday nights in conjunction with a dinner social starting in February or March. Lyle will notify AGLC and get the rule structure for the next meeting. Lyle reported an individual had asked for our financial report in regard to our request to the town for a management fee increase. A financial report will be sent to the town for their review. Lyle is taking in early membership fees. Our insurance needs paying.

6.3 TOWN REP:

Doug Macpherson reported that we can move the out of bounds fence on No. 16 closer to the pond as town restrictions regarding the water reservoir have been lifted.

6.4 CLUBHOUSE COMMITTEE:

Ray fixed the soffit near the front door entrance, that blew off in the wind. It was reported that \$2,500 remained owing on the restaurant contract rent.

6.5 FINANCE COMMITTEE:

The Casino money has been received. There is still \$2,200 remaining from the previous casino. Interest and bank charges were questioned. Avail has increased their fees by 10% so it was decided to wait until the year end then make a decision about moving the accounting business over to Sabey.

6.6 CASINO AND GRANTS COMMITTEE:

The grant application for clubhouse upgrades was submitted to Alberta Culture and Tourism Community Grants Program in Edmonton. There is a six month waiting period before we will be notified regarding approval.

6.7 POLICY COMMITTEE:

7 NEW BUSINESS:

Doug Fletcher from the greens committee offered to be the go between designated to talk to Rod regarding greens issues brought up by other people. Doug suggested making a sub committee to deal with trees on the course.

8 ADJOURNMENT:

Doug moved the meeting be adjourned. The next meeting is scheduled for 12:00 noon, January 17, at the clubhouse.

# CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

November 29, 2017

Present: Susan Holland, Scott Strong, Rhodena King, Betty Hoare, Don Glimsdale, Bert Franssens, Lorraine Conaty, Gaven Moore and Ken Favrholt

Absent: Barry Gibbs

1. Meeting called to order by Ken Favrholt, acting chair person at 3:02 PM.
2. Adoption of agenda as is by Gaven Moore, motion carried.
3. Minutes for October 12, 2017 were read by Betty Hoare. Susan Holland moved minutes approved as read, motion carried.
4. Financials were discussed. Betty advised Ken to try to have all charges for 2017 submitted in time to show up in 2017 financials. Don Glimsdale moved financials be approved, motion carried.
5. Introduction of New Board Members – prior to the start of this meeting everyone took part in introducing themselves. Bert Franssens introduced himself at this point in the meeting.
6. **BOARD CHAIR TO BE ELECTED** – It was decided to elect all positions at next meeting.
7. **CORRESPONDENCE**
  - Meeting went off camera for discussion. Meeting back in camera.
  - Ken reported that he had received the annual accreditation 2017 plaque from Alberta Cultural and Tourism.
  - Letter was received from a woman in Maple Creek, Saskatchewan, who owns a Tee Pee trailer and is coming with a rally to Claresholm next year. Tee Pee Trailers were manufactured at the Claresholm Industrial Airport.
8. **OLD BUSINESS**
  - Volunteer Policy some discussion was held on the volunteer policy that will need to be approved later.
  - Alberta Museums Association Operating Staffing application was submitted October 31, 2017. Ken discussed how this funding works for the new board members.
  - Old Fashioned Christmas December 1, 2017- Ken discussed the plans in place for the event to be co-hosted with the Friends of the Museum.
  - Winter Festival February 10, 2018. Ken explained to the new members the plan for the Claresholm Museum and the Friends of the Museum to run a photo booth with vintage clothing.
  - Gift Shop for next year – introduced new members as to how the gift shop was run in prior years and talked about how to move forward for next year.
9. **ED REPORT**
  - Ken briefly went over his report. Part of his report was on museum acquisitions and how they are accepted. Susan volunteered to be on a committee with Myrna Glimsdale

and Bob Mackin, who have served on this committee in the past.

- Ken advised that every 5 years the museum needs to be accredited under the AMA recognized museum program. The deadline is October 31, 2018. There will be some work required before this time to make sure everything is okay.

- Ken advised the board that there is a meeting to be hosted in Pincher Creek the week of February 12, 2018 with subjects he thought many board members would be interested in.

**10. NEW BUSINESS**

– The friend of the museum held a successful event where Ted and Sandy Menzies talked about their travels and his life as a politician. 47 people were in attendance.

– Board Roles and Responsibilities were discussed.

– Board Committees – need for a Volunteer Coordinator, Ken presented the reason for this position and advised the board his wife, Linda Favrholt was willing to take on this unpaid role. Don Glimsdale made a motion that Linda Favrholt take over in a new role as volunteer co-ordinator. Motion Carried.

– Board Orientation manual – Ken went thru the policy with the board members.

– VIC accreditation December 1, 2017 – it is done.

– Funding request to MD for ED salary, other projects – discussion was held and determined more research needs to be done before proceeding.

– Tee Pee Trailer – there was talk about purchasing one for the museum. To be discussed at next meeting.

**11. OTHER –**

- Meeting schedule for 2018- Betty offered to bring a proposed meeting schedule for 2018 to the next meeting.

– Arden Dubnewick had to resign due to health issues, Betty will send a Thank You on behalf of the board.

**12. NEXT MEETING - Tuesday, December 18, 2017 at 3:00 PM.**

**13. ADJOURNMENT – Lorraine moved meeting adjourned at 6:10, motion carried.**



**Lethbridge Chamber of Commerce  
Economic Development Lethbridge**

**Access to Markets:  
Commercial Transportation Issues  
in Southern Alberta**

**Member And Stakeholder Consultation**

**FINAL REPORT**



**Prepared and Presented by  
Elaine Dixson APR MC  
President, Key Concepts Ltd.**

**September 14, 2017**

**Lethbridge Chamber of Commerce  
Economic Development Lethbridge**

**Access to Markets: Commercial Transportation Issues  
in Southern Alberta**

**Member And Stakeholder Consultation**

**Executive Summary**

The city of Lethbridge is Southern Alberta's largest city, and the fourth-largest in Alberta with a population of some 97,000 people. Two hours south of Calgary, Lethbridge is at the heart of a large trading area, situated as it is on Alberta Highway 3, the major east-west conduit between southern British Columbia and southern Saskatchewan. Lethbridge is also the collector for cross-border traffic travelling between Canada and the US on other regional highways, as Highway 4 at Lethbridge connects traffic to the Coutts/Sweetgrass international crossing just an hour away.

Both the Lethbridge Chamber of Commerce (LCC) and Economic Development Lethbridge (EDL) see Lethbridge being well-positioned to become a major logistics and distribution centre, a regional transportation hub, and a pre-clearance customs centre – in short, an inland port that would facilitate improved access to local, regional and international markets. The key is to develop Lethbridge's transportation services with a focus on market access: access to local, regional, and international markets.

The LCC and EDL sponsored this project out of a desire to understand Chamber members' experience with the services currently afforded by the road, rail, and air transportation systems, and members' perceptions and opinions of same. In addition, the LCC and EDL wished to obtain a view of the current realities and future prospects for development, as understood by the public and private organizations and authorities responsible for the operations of these transportation systems.

❖ **Methodology**

We conducted a limited review of the academic, industrial and business literature to identify current and leading perspectives on the relationship between transportation systems and economic development. We also wanted to understand the policy direction and priorities of the local, regional municipal, provincial, and federal levels of governments as they relate to economic development, transportation, and infrastructure development. We were specifically looking to see if these plans reflected the trends and issues observed in the literature about North American and international practices. We were also looking



for alignment in transportation management and development policy at the various levels, and where possible, alignment also at the executional/implementation level, as evidenced either in the stated goals and outcomes or in annual operational plans. In addition to the literature review, then, we reviewed any public documents produced by the various levels of government, and two newly-updated studies regarding the Lethbridge airport and Highway 3 as well.

We conducted individual personal and confidential interviews with key representatives of the authorities of organizations responsible for the operations and development of the rail system and the Lethbridge Airport, as well as key stakeholders of these organizations. Focus groups with LCC members were intended to constitute the preliminary method of inquiry into LCC members' perspectives on market access and transportation issues and to assess the extent to which members were aware of, or concerned about market access and transportation issues as they affect their business. The focus groups were also intended to capture other feedback about the opportunities and challenges members face in growing and developing their business, or about their views on economic development in the region and their sense of the region's potential.

A quantitative population survey of the LCC's current 767 members was used to test and validate the qualitative findings from the focus groups and personal interviews and thus evaluate the degree to which the findings could be generalizable to the broader Lethbridge business community.

## ❖ **Findings: Literature Review**

That transportation is linked to economic development is a self-evident truth. From the moment that humans walked themselves from place to place in order to trade with others, always with the expectation of some material benefit from the transaction, transportation has exponentially enhanced the quality of life for human beings. 'Transportation' becomes synonymous with 'trade' when the discussion turns to economic development and how transportation contributes to it. Trade consists of the exchange of goods and services across jurisdictional boundaries in both directions, thus is comprised of imports and exports.

Increasingly, wealth is derived through the regional specialization of economic activities: specialization reduces production costs, productivity increases, and surpluses are generated which can be traded for goods that could not be produced economically or which would otherwise not be available at all. Trade promotes efficiency by making available a wider array of goods, potentially at lower cost because of specialization, economies of scale, or other competitive advantages.

The key words here are "efficiency" and "productivity". There is broad consensus in the literature and in public policy documents from across North America and Europe – a trend, then – that "productivity" is the single outcome and primary focus for economic development, with "quality of life" being the ultimate objective. The moment the discussion about the relationship between transportation and economic development turns to the

essential issue of “efficiency” or “productivity”, the influence of transportation “policy”, “infrastructure”, or “systems” on economic growth becomes far more fine-grained in the literature. Of course, the three are interrelated. But it is clear that each of the three has its own set of levers that can be employed to improve productivity, and in turn, economic growth.

## **TRANSPORTATION DEVELOPMENT: PUBLIC AND PRIVATE SECTOR ROLES**

Traditionally, the public sector has held responsibility for producing social benefits or protecting public interests. Productivity and efficiency have been seen as market forces that are more the purview of private sector business and industry. From a political philosophy or public policy perspective, the priorities and objectives of these roles have been seen as being at odds with each other or even in conflict. However, there appears to be a shift taking place where the shared focus on “productivity” is giving the public and private sectors reason to recognize their mutual interdependence, even though each still has a unique and specialized role to play in economic and social development.

Investing in infrastructure and establishing a regulatory framework for the transportation system have been the traditional responsibilities of the public sector, with social benefit and the public interest being the traditional objectives. The public sector is now being expected to see those objectives as outcomes of a new goal, productivity, a goal more commonly associated with the private sector. Indeed, economic gain through productivity remains the primarily goal for the private sector.

What is new is that the public and private sectors now have productivity as a *common* goal because it is the means to other ends respective to each. It remains true that the public and private sectors retain their distinct roles in society and therefore have unique and different – but entirely legitimate – reasons for desiring productivity gains. In this way, their roles in society have become more visibly complimentary, and in their decisions and actions, more visibly interdependent as well.

## **TRENDS IN TRANSPORTATION SYSTEMS DEVELOPMENT**

Within a locality or region, market access may well consist of a direct “a to b” connection. However, the moment that a transportation system opens up access to a new market, “a to b” is suddenly “a to b to c to d”. Suddenly, there is a supply chain. And suddenly, “transportation” *per se* is not so much the driver of productivity or economic development. “Logistics” is. Globalization has been the driving force that has escalated “route planning” to the specialize industry that logistics has become. Given the importance of productivity to the economy, and to the vested interests of both public and private players, it should come as no surprise that seeking efficiencies through supply chain management has been powerfully motivating to all concerned.

Logistics tend to cluster at specific locations where there are physical breaks along the transportation routes because these are the points at which shipments must be off-loaded from one mode and transferred to another. These points, then, naturally provide access to

the transportation system, and ease of access always attracts business. By locating together, businesses achieve a range of “critical mass” efficiencies. Deliberately promoting the development of logistics zones is a key trend in transportation systems development, and the differentiator from merely using multiple transportation modes to move goods from a source to a destination, to managing the supply chain to obtain system efficiencies, increased productivity, and economic growth.

Logistics zones tend to take one of four major forms: tidewater ports, inland ports, logistics parks, and freight villages. These four types of logistics zones represent choices, but that is not to say that within a certain geographic area, there cannot be more than one. This point speaks to two other trends prevalent in transportation planning: the development of transportation corridors, and a multi-modal approach to transportation planning overall.

Corridor development and multi-modal planning go hand in hand in many ways, because both respond to the essential philosophies and economic development realities of global interconnectedness, the blurring of international boundaries and barriers, and the goal of improving the quality of life everywhere. Corridors conceive of extending the range within which a region might exploit its competitive advantages, and so are not necessarily small. The signature quality is that a corridor is conceptualized as an economic unit for transportation planning purposes, and so corridors are essentially artefacts of multi-modal planning. Multi-modal planning is the tool that enables the complex co-ordination of independent systems and the necessary collaboration between multiple levels of governments, public sector agencies, and private sector enterprises.

All of the twisting, winding roads through the transportation planning literature lead to this one key trend that is evolving to becoming a best practice: multi-modal transportation planning. It is the one approach to transportation planning that holds out the best hope for managing uncertainty and complexity in a system to critical to the economic fortunes of every community and every person. Multi-modal planning also doesn't presume or prescribe a single solution, but represents an approach to finding context-appropriate solutions that are consistent with prevailing policy, legal and regulatory frameworks, and fiscal regimes.

## **JURISDICTIONAL POLICY AND PLANNING DOCUMENTS**

We reviewed the policies, business plans and/or transportation plans (as applicable) of the Canadian federal government, the Province of Alberta, The County of Lethbridge, and the City of Lethbridge. We were looking to see if these plans are aligned or consistent with the philosophies, goals, and the trends that characterize public policy and transportation systems development of Canada's major trading partners.

Although the Canada Transportation Act is currently undergoing a review, the National Transportation Policy (NTC) is at the core of the legislation, and demonstrates that the Government of Canada's approach to transportation systems planning and development is reflective of, and consistent with the major themes and international trends we discovered in the literature review. The Government of Canada also introduced its *National Policy*

*Framework for Strategic Gateways and Trade Corridors* in 2009, in which it expressly refers to multi-modal approaches to gateway and corridor development in Canada.

Similarly, Alberta Transportation's Business Plan for the period 2017 to 2020 telegraphed the Province's intentions to embrace the objectives of the federal government and align Alberta's transportation developments with the international trends detailed in the literature review. The plan also sets out six outcomes with supporting key strategies that echo the same themes relating to integrated connections between modes, promotion of competitiveness, market access and economic growth, a multi-modal transportation system to support a diversified economy, and considerations for safety and security, environmental stewardship, and long-term sustainability and affordability.

Because this project takes a regional view, Lethbridge County and the City of Lethbridge are equally ranked as next-level orders of government relative to the Province of Alberta and their citizen/taxpayer stakeholders. Their plans are of particular interest because they have significant responsibilities for transportation, land use, and urban development in the region. The City of Lethbridge's Corporate Work Plan for 2015 – 2018 describes the Transportation Department's goals including "[Supporting] current accessibility upgrades/programs and develop multi-modal options to balance our strong dependency on automobile travel." This is an obvious and reasonable goal for a municipality to have, even though we might be disappointed not to find a signal of the need to connect the municipal transportation system to the regional system. The Lethbridge County's Strategic Plan is a single-page document that is simply a chart setting out the County's mission, vision, values and philosophical pillars, and as such, is unhelpful in providing any insight into the County's approach to planning or its goals or priorities.

The Intermunicipal Development Plan developed jointly by Lethbridge County and the City of Lethbridge is more helpful in providing insight into the alignment of the County's and City's approach to planning with that of the Province and federal government. Subsection 5.1.4 acknowledges a role for multi-modal planning: "Multi-modal transportation connections between municipalities should be co-ordinated where appropriate." Subsection 5.2.7 refers to the possibility of joint planning: "The City and the County may consider the development of a Joint Long Range Infrastructure Strategy that may create joint standards for future infrastructure services."

We cannot say that we see these statements as demonstrating strong linkage or commitment to the Provincial and Federal governments' multi-modal approach to planning or to their productivity goals. Although we have been able to tease out words and phrases that are also used in the plans of the superior orders of government, there is little that conveys the sense that either the City or County embraces of the benefits of collaborative systems planning, and the strength of commitment to these approaches is very different and decidedly weaker compared with what we found in the documents from the Province or federal governments.

## OTHER DOCUMENTS REVIEWED

While we were conducting the research associated with this project, two other eagerly anticipated reports were released. The *Lethbridge Airport Financial Assessment and Governance Study Update 2016*, as its title suggests, updated the 2011 report and was intended to assist in informing decisions relating to governance. The second report, the *Highway 3 Twinning Feasibility: Cost-Benefit Analysis*, also updated earlier research from 2004. Both the Lethbridge Airport and Highway 3 represent key elements of the regional transportation infrastructure – or could be, if their potential were to be fully realized.

It is heartening that the authors of both studies have found that there is viability both to the twinning of Highway 3 and the development of the Lethbridge Airport. Even though both reports caution readers to expect that it will take years for either one to be fully realized, they also note that there is a path forward for each as well. The nature of that path forward could be further defined if there were to be regional commitment to a multi-modal approach to the development of the transportation system.

### ❖ Findings: Personal Interviews

The participants represented 25 different organizations from across the region. Typically, they were the most senior leaders of the organization, either the owner or operations manager or executive director, president, or chief executive officer. In the case of a municipal administration, we interviewed the Mayor or Chief Administrative Officer, whichever the community deemed best to speak about municipal strategy, transportation policy, or transportation-related economic development issues. The interviewees also included private sector business owners who would be stakeholders of one or more of the stewards of the air, rail, and road transportation modes. We included several provincial and national transportation industry organizations in the interviews as a way of evaluating the regional perspective as it emerged, for its ‘fit’ with what is happening elsewhere in Alberta or across Canada.

## TRANSPORTATION ISSUES

There was considerable consistency in the overall perspective offered by the respondents regarding the importance of the road, rail, and air transportation modes to Lethbridge and the broader region. There is overall recognition of the fact that transportation as a *system* is critically important to economic growth in the region, and to their individual community as applicable.

Very few participants felt they were in a position to comment knowledgeably about each aspect of the transportation system or have a broad understanding of the dynamics of the system overall, or what its overall strengths and weaknesses might be. Participants were able, then, to provide a wealth of detail and insight into (usually) one aspect of the transportation system, but had virtually no insight into any of the others. In consequence of this fact, one of the most important findings from the interviews is how “siloes” knowledge

is about the transportation system in the region overall. Knowledge about the strengths, weaknesses, challenges and opportunities associated with the *system* is largely absent. Instead, knowledge about the strengths, weaknesses, challenges and opportunities of each *mode* is held largely within silos, shared only between people or organizations who share a particular interest in just certain aspects of the transportation system such as an individual mode. Because there are so few mechanisms within the region where knowledge can be shared or where a cross-fertilization of ideas can occur, knowledge and ideas remain contained within these boundaries.

## **ROADS AND HIGHWAYS**

When they look at the road system, participants see opportunities literally passing them by, as infrastructure limitations inhibit business development. Businesses are reluctant to invest in developments adjacent to the highway, not knowing what the possible alignment of a twinned Highway 3 might. Even though all of the communities have their individual plans and projects associated with what happens with Highway 3, what they absolutely share in common is a frustration with the provincial government for not committing to the project so that they can move forward with other aspects of economic development planning such as the land use planning that would be implicated so that businesses could in turn make investment decisions with some degree of confidence.

## **RAIL TRANSPORTATION**

Most interviewees had far less direct knowledge or experience with rail or its owner, CP Rail, and so had few comments to offer. However, those who did were both straightforward and consistent in their viewpoint. Rail as a *transportation mode* is seen as being almost as important as the road system in the region. However, CP Rail *the company* is seen by customers and communities alike as “unpredictable” at best, and “arrogant” at worst. Of the interviewees who use rail to ship or receive goods, none feel respected or well-served, a view that extends to how CP operates in the region: CP is seen to have no interest in the region or its concerns beyond its contribution to the company’s bottom line.

Despite their harsh words about CP Rail as a company, interviewees nevertheless feel strongly about the importance of an enduring role for rail in the region – in fact, they dearly wish they could engage with CP to look for ways to expand its role, or integrate rail more deeply in the overall transportation network.

## **AIR TRANSPORTATION**

This is a subject about which very few outside of Lethbridge could offer any comment, again reflecting the troubling problem of knowledge siloing. The airport at Lethbridge by anyone’s estimation could and should be an essential element in the range of modes available to communities and businesses in the region – and it is decidedly not. Where there is broad agreement and sharp focus, regardless of depth of knowledge or experience, is that Lethbridge cannot grow without an airport.

## REGIONAL RELATIONSHIPS

While transportation issues are at least superficially about infrastructure, they are so much more about interconnectivity, and in that respect, at least as much about connections between people as between modes of transportation. To the extent that what we heard from the interviewees is true, it appears that this region's greatest challenge will be to build the capacity to collaborate and co-operate with others across the region at levels well beyond what has occurred to this point.

Neither Lethbridge County nor the City of Lethbridge are seen as progressive: they are seen as too conservative, risk-averse and resistant to change, even though they both talk about the importance of growth and development. In addition, although each claims to co-operate with the other and can point to examples where they have managed boundary issues or co-operated on other projects to their mutual benefit, others observing from the outside see tension and friction between them.

There are also those who don't distinguish between the orientations of Lethbridge County and the City of Lethbridge: they lump together any and all organizations whose name includes "Lethbridge", and contend that "Lethbridge" is competitive, and does not collaborate unless it is in its own interests. "Lethbridge" and the City of Lethbridge in particular, refers to itself as "the economic hub" of the region. It is fair to say that no one else in the region or among other stakeholders share this view.

There is a fairly widely-held view that Lethbridge in particular, but the region in general is feeling the effects of the disjointed relationships between Lethbridge and its regional neighbors. Several observed that both Alberta Transportation and Alberta Economic Trade and Development have made it clear that they are working with and through the Regional Economic Development Alliances (REDAs) in the various regions in Alberta. However, the City of Lethbridge withdrew from the Southgrow REDA several years ago – although Lethbridge County is a member. The city's absence from Southgrow is seen by observers in the region not only as an impediment to the prospects for regional support from the Province, but also as a loss of credibility for Lethbridge as a regional leader – and certainly to any claim it makes on being a regional 'hub'.

Indigenous people belonging to the Piikani Nation or the Kainai First Nation are completely side-lined. The plans each has are virtually unknown, and there appears to be no conscious effort to engage with either community. And yet, they do have plans that will affect, and be affected by transportation development plans for the region. They also have a desire to be engaged in regional planning discussions.

As discouraging as some of these comments may be to Lethbridge readers, despite the consistent theme that "Lethbridge" is perceived in the region is not to say that there are *no* good relationships between some individual Lethbridge representatives and others in the region. In fact, there are *many*. The relationship between City of Lethbridge transportation department staff and Alberta Transportation staff in the regional Lethbridge office are perceived to be good, although City staff allow that they have less contact with the

department in Edmonton. There are excellent relations between City transportation staff and Economic Development Lethbridge. As well, City transportation staff and their counterparts at the City of Medicine Hat are collaborating informally at the team level to develop common standards on a range of aspects of municipal planning, and they have begun to look for opportunities to involve others in the region. The County is seen to have a good relationship with Alberta Transportation and CP Rail. Both the Lethbridge Chamber of Commerce and Economic Development Lethbridge are seen as strong collaborators, and the LCC is seen as being credible, both among regional businesses and the smaller communities and their chambers of commerce as well.

As valuable as these relationships are, the difficulty remains that these strong and positive relationships tend to be bilateral rather than multilateral, which actually exacerbates the problem of the siloing of knowledge and information.

## **LOCAL AND REGIONAL BUSINESS ENVIRONMENT**

As positive as representatives of smaller communities were about the potential opportunities in their community, they were also even-handed: they could also see where there were challenges, and realistic about what it will take to address them in order to succeed. They also had a well-developed understanding of the situation of other communities, and could see where they had mutual interests and shared opportunities for collaboration and co-operation.

Stakeholders of the City of Lethbridge or Lethbridge County hear both say that they want business development and economic growth. But when they look at their missions and visions, they are uneasy: they see “stand in place” and “maintain the status quo” which are messages inherently conflictual with other statements they make about promoting growth and development. Some from within the business community actually doubt the *capacity* to foster growth and development more than they doubt the genuineness of the *desire* for growth.

## **HELPS AND HINDRANCES: BUSINESS GROWTH, ECONOMIC DEVELOPMENT**

There is strong agreement and support for the notion that agriculture and agri-business including but not limited to food processing are the key drivers of the economy in the region. The presence of post-secondary institutions, the University of Lethbridge and Lethbridge College, and public sector organizations are also seen as providing economic stability to the region, and that that stability has been what has seen the region through the difficult economic times that have otherwise hit Alberta hard.

Participants see that the attraction of new businesses and industries is, and will be a key driver of economic development. Even though this study is about “transportation”, interviewees see “competitiveness” as being the larger concern, of which transportation will be but one element. Another is the regulatory environment, which they believe needs to be modernized, and which they also believe is currently not competitive with other jurisdictions. In this regard, the City of Lethbridge, Lethbridge County, and the other



municipalities in the region need a partner in the provincial government: they can only go so far within their mandated jurisdictional limits, beyond which they must count on the Province to structure a regulatory regime that not only supports “business” in the narrow sense, but enables its own productivity and growth aspirations as reflected in its business plans.

There is shared understanding of the imperative of getting goods to market, and that the region is focussed on exports. There is also shared understanding of the fact that the different transportation modes – roads, rail, and air – are commodity-specific. To the degree that this is true, it is understandable why there is an inclination to see transportation in the region as a set of discrete transportation modes instead of an interconnected system. However, it is clear to everyone that the region cannot grow, prosper, or even sustain itself by staying focussed on local or regional markets.

## **ECONOMIC DEVELOPMENT**

We closed the interviews with questions about economic development and what the major opportunities were. Our assessment is that the interview questions up to this point had given participants a relatively rare opportunity to step back from their up-close responsibilities for the particular corner of the world from which they operated, and reflect on the larger issues and broader perspectives that this study was intended to explore. In response then, they had much to say about the potential opportunities for the region, and in some cases, much to say as well about how the various players in the region might move forward to realize these opportunities. In this regard, we can say that we heard much more about the “region” in response to these questions than we did about the individual towns, cities, counties, or municipal districts.

Some degree of consensus emerged that while agriculture will remain the backbone of the region’s economy, much more could be done to promote value-added agriculture processing. Some saw opportunities to expand the range of potential food crops in the area, noting that climate change might mean that new crops could become newly viable in this region, and that in turn, there could be potential to engage new markets.

Some recognized that there had at least briefly been an opportunity to grow the febane poppy, and while in the end, it was not to be, it nevertheless sparked the idea that there could be other specialty crops, including but not limited to hemp, that could offer potential for other plant-based biopharmaceuticals and the development of businesses around them.

On other fronts, some recognized the growth in technology-related businesses establishing themselves here, also due to the skilled workforce being produced by Lethbridge’s two post-secondary institutions. To the degree that these industries continue to develop, and do so outside of agriculture, there is great potential for this sector to diversify the economy, but also become a draw for high-value businesses and highly-skilled and educated employees who will change the demographic profile of the city and create demand for a wider range of services reflective of their quality of life.

## ❖ Findings: Focus Groups

We had proposed to conduct six focus groups with eight to 10 participants in each. Despite having made many calls to the 60 prospective participants, in the end, we conducted three focus groups with a total of nine people attending.

### **MARKET ACCESS AND TRANSPORTATION ISSUES**

Whether they are in the position of being someone else's customer, receiving supplies and materials to conduct their operations, or servicing their own customers, everyone participating recognized that in large or small ways, they all depend on some aspect of the transportation systems in the region. Although it is true that few participants claim to have problems or issues with the transportation system, it is more true to say that they have issues with *modes* within the system, and have learned how to accommodate impediments or work around problems associated with the various modes so that the actual limitations do not affect them – or seldom seriously – because the impediments are at least predictable. “Not being affected,” then, actually means that they are able to function and keep their business going, but they are significantly hindered in being able to fully realize opportunities to maintain and grow their businesses. They do experience productivity and opportunity losses due to systemic inefficiencies in the transportation system.

- **Lethbridge Airport**

Although one participant expressed satisfaction with the airport for personal travel needs (“no line-ups”), all others expressed total dissatisfaction with the services at the airport, and total frustration also with the lack of any apparent initiative on the part of any public authority to make the airport a viable contributor to the range of modes making up the “system”. As one participant noted, for all intents and purposes, from a business perspective, “Lethbridge does not have an airport.” Everyone, including the one individual supportive of the airport, expressed frustration about the absence of any apparent effort on anyone's part to improve the viability of the airport, some expressing concern for Lethbridge's reputation without it.

- **Roads and Highways**

Opinion about roads and highways in the region varied: most considered them to be good or excellent in their own personal experience, but several acknowledged that the trucking companies would probably have a different opinion. Several were aware of the challenge Lethbridge County faces in maintaining the gravel roads in the region, and that road-building and maintenance has not kept pace with the growing demand: as more commercial activity has increased in the region, so has heavy truck traffic and general traffic volume increased.

- **Rail**

Just one participant had direct knowledge of rail service as a current customer, but another had had experience with rail as a customer in the past, and a third had indirect knowledge of member-organizations' experience as customers. None feel well-served by CP Rail. Although rail is still the most practical and cost-effective way for its customers to ship or receive goods, it is clear that if there were a viable alternative, they would take it. In short, the experience of rail customers is that they feel they have no partner in CP Rail: there is neither appreciation of, nor concern for the needs of themselves as customers – or more particularly, their business needs, nor for the region.

## **LOCAL AND REGIONAL BUSINESS ENVIRONMENT**

There is a universal sense among participants that the entrepreneurial spirit in Lethbridge is strong: business people help each other here. Some think Lethbridge is a good place for passionate people to do unique things; others hold the view that 'niche' or more upscale, higher-end businesses may have more difficulty until they cultivate a loyal following, and that Lethbridge is a market where people look for "value", and place price as a consideration above quality or style.

Participants consider Lethbridge's roots as the centre of a "farming community" has promoted that 'value' ethic, but they also see it changing. Almost without exception, they pointed to the significance of the two post-secondary educational institutions, the University of Lethbridge and Lethbridge College as having had a major impact. They clearly see a difference in the quality and capability of the pool of potential employees available to them, and increasingly are able to hire locally instead of having to recruit from other centres.

As positive as this perspective is on the business environment, and as widely-held as it is, still, some see that the pervasiveness of several religious communities as having a negative influence on business and the broader community. There is a tendency of the members of these groups not just to "stick to their own", but to actively exclude others. While not a transportation issue, participants see it as a market access issue. It makes it harder for some to do business here, and knowledge of this characteristic of the business environment here can be expected to be a factor in the decision others might make about locating here or marketing here.

## **ECONOMIC DEVELOPMENT**

Participants also strongly supported the view that Lethbridge is the economic hub of southern Alberta. It's the biggest city, it's best-connected to Calgary and the US with proximity to several major highways and the railway, and it has two post-secondary institutions. There is also broad support for the view that agriculture keeps the Lethbridge economy stable while other industries have their ups and downs. There is also a strongly-held view that the world will always need food, and given that climate change is challenging some regions to be able to continue producing food, it is all the more important

that this region – and Canada more generally – be prepared to claim this space. They believe that from a strategy perspective, promoting and building on this historical strength will not only sustain the businesses that are already here, but will attract innovators in “allied” industries as well as second-tier “support” industries and businesses.

They are, however, uncertain about the capacity for “vision” and leadership in the region. They have little awareness of what the capacity currently might be; no one claimed to know much about the strategic plans of the City of Lethbridge, Lethbridge County, or the provincial and federal governments. Some expressed concern, however, about the potential impact of the acknowledged conservatism and low tolerance for risk-taking of organizations and institutions in the region. They recognize that some seem motivated to maintain the status quo rather than innovate, and that this orientation would be a barrier to business development and in turn, to economic development – and this concerns them.

### ❖ **Findings: Member Survey**

Following the completion of the focus groups, a population survey of the LCC’s current members was conducted to assess the degree to which the insights obtained through the earlier stakeholder interviews and focus groups might be generalizable to the broader Chamber membership, and potentially, the Lethbridge business community in general.

In all, 84 responses were retained for a response rate of 11%. While the very low response rate significantly limits the *statistical* value of the results there is still *practical* value to the direction of the responses and general trends revealed through the data.

### **MARKET ACCESS AND TRANSPORTATION**

Respondents typically serve customers who are in Lethbridge or the immediate 50-km trading area. For this reason, there is very little need or opportunity for them to use anything but the road system to reach customers. Virtually all of them also use the highway system to obtain supplies and raw materials as well. These respondents make very limited use of rail or air services for either purpose, and air services are typically accessed through Calgary. Their comments about their use of the transportation system in the region, then, are largely confined to the efficiency of the highway system.

### **HIGHWAY TRANSPORTATION IN THE REGION**

While the previous results might have indicated general satisfaction with market access via the highway transportation system, there is decidedly less satisfaction with the highway system itself. While about half of the respondents believe the road system is adequate to support current needs, slightly more than half doubt the system’s ability to support future needs.

## **RAIL TRANSPORTATION IN THE REGION**

All that can be reasonably said about the responses to the questions about rail service is that the sentiment about current and future rail services is not positive. There is doubt about the sufficiency of rail services, now or in the future, and doubt about whether rail services are well-co-ordinated. Respondents are equally split on the question of whether customer service is a priority for the rail companies. In the end, the only conclusion to be drawn is that rail services don't factor well into the regional transportation system, despite the fact that rail is critically important for a small few.

## **AIR TRANSPORTATION SERVICES IN THE REGION**

Most respondents are dissatisfied with current passenger services for either personal or business use. Interestingly, about one third of respondents are dissatisfied with current freight services as well. Given the fact that there are at best limited freight services available, this result raises the question as to whether respondents are merely dissatisfied with the services as they are, or whether in fact they are signalling that they have needs for freight services that are going unrecognized as much as being unmet. The other side of this coin is that those currently satisfied with freight services have few or limited requirements for freight services.

## **FUTURE ECONOMIC GROWTH IN LETHBRIDGE AND REGION**

At public meetings and other events, Lethbridge organizational leaders describe Lethbridge as "the hub of economic activity in southern Alberta". Focus group participants supported this view, and survey respondents did so as well. They see agriculture, agri-food and food processing businesses and industries as being the backbone of the economy here, and want to see the region build on this strength, but there is also strong support for encouraging more innovative businesses here, and larger businesses as well. They see both as being critical to the future of economic growth and development.

Recognizing the important role that governments play in supporting economic growth and development, respondents are generally doubtful of the Province's and federal government's appreciation for the importance of agriculture and agri-business to the provincial or national economy. They tend to feel the Province has a better appreciation for the importance of agriculture than does the federal government, but the general assessment of the Province's perception is negative.

They recognize that transportation infrastructure will be an important part of the economic development picture, and that co-ordinating transportation as a 'system' will also be important.

## **THE BUSINESS ENVIRONMENT: LETHBRIDGE AND REGION**

There is a strong sense among respondents that entrepreneurialism is alive and well in Lethbridge and region. But they have no confidence in any of the orders of government to

have a strong vision for the future, and cannot connect their business to the plans they see coming from them.

However, they do see the municipal government of the City of Lethbridge as being effective in their business development efforts. There is a certain ambivalence about how effective the County is, but neither the Provincial or federal government is seen as being at all effective in promoting business development in the region.

However, of all of the players in the region who have a formal role in promoting economic development including the City, Economic Development Lethbridge is seen as being the most effective by a wide margin. Likewise, the Lethbridge Chamber of Commerce is seen as being an effective “voice of business” by respondents.

## ❖ **Conclusions and Recommendations**

The literature review paints a picture of a growing consensus that multi-modal transportation planning and development, characterized by collaboration, co-operation, and co-ordination among and between governments and private sector stakeholders, produces the most efficient transportation systems yielding the greatest productivity benefits. As Canada continues to reap the rewards for making this shift in policy and planning strategy, it is only to be expected that governments will support proposals that are aligned with their goals and which also show commitment to a collaborative “systems” approach to transportation development.

Lethbridge and region faces a challenge, then. The southern Alberta region can expect the Province and Federal governments to support proposals that take a systems view to transportation projects, respond to productivity objectives, and consider cross-impacts on land use, urban and community development, and the environment, and demonstrate the capacity to co-ordinate the disparate goals of individual communities.

There is in fact some question as to whether there is capacity to do so. The review of strategic plans and other documents from the region raised red flags about leadership and strategic capacity that were eventually confirmed through the interviews. Indeed, collaboration and co-operation are not part of the personal orientation of many – but not all – of the elected and unelected leaders of the public administrations in the regions. Not only has this promoted an isolationist approach to transportation and community development, but it has inhibited collaborations that *have been* initiated in the region.

Because their fundamental purpose is to connect people and places, transportation systems create a common interest in collaborative planning in a way that perhaps nothing else does. The people of southern Alberta need to be brought into this realization.

To this end, we offer the following recommendations to the Lethbridge Chamber of Commerce and Economic Development Lethbridge, as sponsors of this study.

## **A COMMITMENT TO REGIONAL COLLABORATION**

**RECOMMENDATION:** We ask and recommend that the Lethbridge Chamber of Commerce and Economic Development Lethbridge individually and jointly accept the findings of this study, and commit their organizations to advocate for a regional approach to transportation planning and development in Lethbridge and region. All other recommendations depend on the willingness of our sponsors to exercise their own leadership, and hold the vision of a collaborative systems approach to transportation planning and development that supports and is aligned with that of the superior orders of government in the Province of Alberta and Canada.

## **LOCAL AND REGIONAL ENGAGEMENT**

**RECOMMENDATION:** The Lethbridge Chamber of Commerce and Economic Development Lethbridge should use this report as a vehicle for initiating discussion and dialogue among regional stakeholders, particularly those who participated in the work associated with this report.

**RECOMMENDATION:** The Lethbridge Chamber of Commerce and Economic Development Lethbridge should use this report as a vehicle for initiating discussion and dialogue among Chamber members and local businesses in Lethbridge specifically.

**RECOMMENDATION:** The Lethbridge Chamber Of Commerce and Economic Development Lethbridge should assist and support the engagement activities sponsored by others, including the City of Lethbridge, Lethbridge County, other municipalities, chambers, and the REDAs. The LCC and EDL can be facilitators or resources to these other organizations when transportation or community development planning has regional implications.

**RECOMMENDATION:** The Lethbridge Chamber of Commerce and Economic Development Lethbridge should create a plan to foster stronger relationships with elected MLAs and MPs from the region as well as senior administrators and planners in the provincial departments of Transportation,

Economic Trade and Development, Agriculture, and Environment and Parks, and the federal departments of Transportation, Agriculture, and Innovation, Science and Economic Development.

## **REGIONAL READINESS**

### **RECOMMENDATION:**

The Lethbridge Chamber of Commerce and Economic Development Lethbridge spearhead the establishment of a Multi-Modal Transportation Systems Development Task Force as an interim body to establish a new organization to plan, co-ordinate, manage, and implement the development of a regional transportation system.

## **CAPACITY-BUILDING**

### **RECOMMENDATION:**

The Lethbridge Chamber of Commerce, together with Economic Development Lethbridge OR the Multi-Modal Transportation Systems Development Task Force provide professional development opportunities to promote capacity-building in leadership skills and planning skills for individuals who will have decision-making and/or planning responsibilities associated with the development of a regional transportation system.



## Karine Wilhauk

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**From:** Elaine Carter <Elaine.Carter@rdc.ab.ca>  
**Sent:** Wednesday, January 17, 2018 1:14 PM  
**To:** Elaine Carter  
**Subject:** Dinner with Red Deer College Board and President & CEO Joel Ward  
**Attachments:** RDC Board Ownership Linkage Brochure-Nov 2017 E-Version.pdf

Dear Mayor / Reeve,

On behalf of the RDC Board of Governors and President & CEO, Joel Ward, I would like to invite you or your designate to meet for a discussion and then dinner with our Board on Thursday, March 8, 2018 in the RDC Cornerstone Dining room at 5:00 pm.

In meeting the Mission of Red Deer College: *Because of Red Deer College: The intellectual, economic, cultural and social development of Central Alberta is strengthened and enriched while demonstrating good stewardship*, the Board looks for opportunities to connect and gather input from our communities in central Alberta. These discussions continue to build valuable relationships as well as provide input into the Board's work in creating the future direction of the institution.

In this context we would appreciate the opportunity to hear from you. The information gathered is considered by the Board as it continues to determine the future direction of the College.

As we look at our next 20 years, it is helpful to understand where the world may be. You may find the video called *Future Predictions 2025* interesting. It is one of many that assist in shifting our mindset and in creating context to help ensure we are vigilant in our task to prepare RDC to ensure our learners are relevant and communities are supported in the future. <https://www.youtube.com/watch?v=4kiBETz1V7o>

To help frame the discussion, attached is a brochure that provides a bit more information and the three questions that we would like you to consider before meeting. If you have any questions please email Elaine Vandale, Executive Director, Board & Corporate Relations at [elaine.vandale@rdc.ab.ca](mailto:elaine.vandale@rdc.ab.ca) or at 403-342-3259.

Please RSVP to Elaine Vandale ([elaine.vandale@rdc.ab.ca](mailto:elaine.vandale@rdc.ab.ca)) by Tuesday, February 20, 2018.

Sincerely,

Morris Flewwelling  
Chair

Attachment

### Elaine Vandale

Executive Director | Board & Corporate Relations  
**Red Deer College** | 100 College Boulevard | Red Deer | AB | T4N 5H5  
**work 403.342.3259 | cell 403.304.7631 | fax 403.341.4899**  
[www.rdc.ab.ca](http://www.rdc.ab.ca) | when you get here you understand

**RED DEER COLLEGE  
BOARD OF GOVERNORS**

# We Want To Hear From You



# RED DEER COLLEGE BOARD OF GOVERNORS BACKGROUND INFORMATION

The Red Deer College Board of Governors uses a governance model which enables the Board to provide strategic leadership in creating the future direction of the College.

The Board acts on behalf of, and is accountable to, the people of central Alberta. Primarily, we are responsible for envisioning the future direction of the institution. Although we are not involved in the day-to-day operations of the College, we hold the President & CEO accountable for the planning necessary to achieve that future.

In order for the Board to set the future direction of RDC, we need to hear from you, the people of central Alberta about what you see as the future needs of our region. We are interested in your personal, professional, community, or industry perspective. The information gathered is considered by the Board as it develops the future direction of our College. Overall, it is our goal to ensure that the intellectual, economic, cultural and social development of central Alberta is strengthened and enriched.

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## MISSION

### **Because of Red Deer College:**

The intellectual, economic, cultural and social development of Central Alberta is strengthened and enriched while demonstrating good stewardship.



## **AS A CENTRAL ALBERTA COMMUNITY MEMBER WE VALUE YOUR INPUT**

**Q1) What do you believe will be the most significant challenges facing your industry or community in the next 5-10 years?**

**Q2) If this were January 2028 and we were looking back over the last 10 years, what would you like to be able to say is different (e.g., in the world, in the community) because Red Deer College has been here in those 10 years?**

**Q3) What is the most important difference that Red Deer College can make?**

## LIVING OUR VALUES

**Learning is at the heart of Red Deer College.**

Six key values reflect both the reality and the aspiration of the College. Our values form a constant guide for planning, decision-making and working together as a learning community.



## BOARD OF GOVERNORS

Morris Flewwelling, *Chair*  
Joel Ward, *President & CEO*  
Gilles Allard, *Member*  
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Dianne Macaulay, *Member*  
Emeka Nwachukwu, *Member*  
P.J. Swales, *Member*

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## BOARD CORRESPONDENCE

All correspondence for Board Members and/or Board Chair should be addressed to:

**Board of Governors**  
**c/o Elaine Vandale**

Executive Director, Board & Corporate Relations

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when you get here you understand

Revised November 2017