



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JANUARY 8, 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 – DECEMBER 11, 2017

DELEGATIONS: SUSAN HOLLAND

RE: Claresholm Citizens Coalition

ACTION ITEMS:

1. **BYLAW #1636 – Subdivision and Development Appeal Board**
RE: 1ST Reading
2. **BYLAW #1637 – Designated Officers**
RE: 1ST Reading
3. **CORRES: Hon. Sandra Jansen, Minister of Infrastructure**
RE: Investing in Canada Infrastructure Plan
4. **CORRES: Pat Stier, MLA Livingstone Macleod**
RE: Priority Infrastructure Projects
5. **CORRES: Town of Granum**
RE: Community Partnership Program – Grant Writer
6. **CORRES: Willow Creek Ministerial Association**
RE: Prayer Breakfast for Elected Officials
7. **CORRES: Brownlee LLP**
RE: Emerging Trends in Municipal Law
8. **CORRES: Claresholm & District Chamber of Commerce**
RE: Town & Country Trade Fair – February 2 & 3, 2018
9. **CORRES: Claresholm Public Library**
RE: Invitation to speak – February 9, 2018
10. **REQUEST FOR DECISION: Multi-use Architect Proposal**
11. **REQUEST FOR DECISION: Tamarack Lots**
12. **INFORMATION BRIEF: ORRSC Subdivision Fees**
13. **INFORMATION BRIEF: Emergency Management Training for Elected Officials**
14. **INFORMATION BRIEF: Council Resolution Status**
15. **ADOPTION OF INFORMATION ITEMS**
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**

INFORMATION ITEMS:

1. Board Report – Chinook Arch Regional Library System December 2017
2. Claresholm & District Museum Board Meeting Minutes – October 12, 2017
3. MD of Willow Creek Notice of Decision / Development Permit – December 20, 2017
4. Seniors & Housing Information – December 22, 2017
5. ATSF Grant Application Success – Risk Reduction Community Coalition - \$4,500
6. Government of Alberta Builder's Licensing Program
7. Facility & Infrastructure Planning Committee (FIPC) Meeting Minutes – September 7, 2017
8. Oldman River Regional Services Commission Meeting Minutes – September 7, 2017
9. Claresholm & District Transportation Society Meeting Minutes – October 27, 2017
10. Willow Creek Regional Waste Management Services Commission Meeting Minutes – November 13, 2017
11. Alberta South West Meeting Minutes – December 7, 2017
12. Alberta South West Bulletin – January 2018

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
DECEMBER 11, 2017

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 MacPherson

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

CARRIED

MINUTES: **REGULAR MEETING – NOVEMBER 27, 2017**

Moved by Councillor Zimmer that the Regular Meeting Minutes November 27, 2017 be accepted as presented.

CARRIED

ACTION ITEMS:

1. BYLAW #1633 – ATB Operational Borrowing Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Schlossberger to give Bylaw #1633, the ATB Financial Operational Borrowing Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1633, the ATB Financial Operational Borrowing Bylaw, 3rd & Final Reading.

CARRIED

2. BYLAW #1634 – AMSC Operational Borrowing Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Moore to give Bylaw #1634, the AMSC Operational Borrowing Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Courage to give Bylaw #1634, the AMSC Operational Borrowing Bylaw, 3rd & Final Reading.

CARRIED

3. BYLAW #1635 – Economic Development Committee
RE: 2nd & 3rd Readings

Moved by Councillor Schlossberger to give Bylaw #1635, regarding the Economic Development Committee, 2nd Reading.

Councillor Courage requested a recorded vote.

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

AGAINST: Councillor Courage

CARRIED

Moved by Councillor Courage to make the following amendments to Bylaw #1635 regarding the Economic Development Committee prior to 3rd Reading:

Part 4 (a) The Committee shall consist of ten (10) voting members, **eight (8) appointed by the Council, and two (2) designated by their organizations.**

The said members shall consist of;

ii. One (1) member **designated** by Municipal District of Willow Creek Council;

iii. One (1) member **designated by** the Chamber of Commerce;

Councillor Courage requested a recorded vote.

FOR: Councillor Courage

AGAINST: Mayor MacPherson, Councillors Carlson, Moore, Schlossberger, Schulze and Zimmer

DEFEATED

Moved by Councillor Carlson to give Bylaw #1635, regarding the Economic Development Committee, 3rd & Final Reading.

CARRIED

4. **NEWS RELEASE: Government of Alberta**
RE: Proposed Changes to Electoral Boundaries

Received for information.

5. **CORRES: Alberta Health**
RE: Position Statement on Community Water Fluoridation, 2017

Received for information.

6. **CORRES: Pat Stier, MLA for Livingstone-Macleod**
RE: Update from the Legislature – December 1, 2017

Received for information.

7. **CORRES: Alberta Seniors Communities & Housing Association**
RE: Housing Management Bodies

Received for information.

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

Referred to Administration to bring this forward to the next regular Council meeting.

9. **CORRES: Claresholm Minor Hockey Association**
RE: Status of the Arena Upgrade Project

Referred to capital budget discussions.

10. **REQUEST FOR DECISION: Policy #COUN 12-17 – Streaming & Recording of Council Meetings**

MOTION #17-141 Moved by Councillor Moore to adopt Policy #COUN 12-17 – Streaming and Recording of Council Meetings, effective December 11, 2017.

CARRIED

11. **REQUEST FOR DECISION: Committee Structure Addition**

MOTION #17-142 Moved by Councillor Carlson to establish the Multi-Use Community Building Adhoc Committee as proposed and to appoint Mayor MacPherson, Councillor Schlossberger and Councillor Schulze as members of Council.

CARRIED

12. **REQUEST FOR DECISION: Group Accident Insurance Coverage for Council**

MOTION #17-143 Moved by Councillor Schulze to continue with Plan D, 24 Hour Coverage of Group Accident Insurance for Council.

CARRIED

13. **REQUEST FOR DECISION: 2018 Interim Operating Budget**

MOTION #17-144 Moved by Councillor Zimmer to adopt the 2017 operating budget as the 2018 interim operating budget.

CARRIED

14. **REQUEST FOR DIRECTION: Town Council Open House**

MOTION #17-145 Moved by Councillor Courage to hold quarterly Open Houses with dates and location to be determined.

CARRIED

15. **FINANCIAL REPORT: Statement of Operations – October 31, 2017**

Moved by Councillor Schulze to accept the Consolidated Statement of Operations for the month ended October 31, 2017 as presented.

CARRIED

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

Received for information.

17. **ADOPTION OF INFORMATION ITEMS**

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

CARRIED

18. **IN CAMERA:**

- a. **LAND (1) – FOIP Section 16.1**
- b. **LAND (2) – FOIP Section 16.1**
- c. **LEGAL (1) – FOIP Section 17.4 (b)**

- d. **LEGAL (2) – FOIP Section 27 (a)**
- e. **INTERMUNICIPAL AGREEMENT – FOIP Section 24.1 (c)**

Moved by Councillor Moore to go In Camera at 7:53 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 7:53 p.m.

Moved by Councillor Zimmer to come out of In Camera at 9:00 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:00 p.m.

- e. **INTERMUNICIPAL AGREEMENT – FOIP Section 19.**

MOTION #17-146 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

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:02 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:03 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

From: Sd Holland [REDACTED]
Sent: Wednesday, January 3, 2018 5:27 PM
To: Marian Carlson
Subject: Agenda

Hi Marian

I would like to be on the Agenda for Monday January 8th Council Meeting

The discussion will be to introduce the Claresholm Citizens Coalition to the Council and the community and to inform everyone of our Mission.

Susan Holland

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 addressed 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 _____ day of _____, 2018.

READ a **second** time this _____ day of _____, 2018.

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

Mayor

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 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 & Appeal Board Clerk is the designated officer for purposes of carrying out the duties and responsibilities of a “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 day of 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.

Doug MacPherson, Mayor

Marian Carlson, CAO



REQUEST FOR DECISION

Meeting: January 8, 2018
Agenda Item: 1,2

BYLAWS No.1636 – SDAB & No.1637 – DESIGNATED OFFICERS

BACKGROUND / DESCRIPTION:

With the Modernized Municipal Government Act (MMGA), the Town's current Subdivision & Development Appeal Board (SDAB) Bylaw requires amendments (see attached draft Bylaw No. 1636). The amendments required under the MMGA include:

- Only one member of a municipal council can be a member of the SDAB panel that hears an appeal.
- Council must now appoint the clerk of the SDAB and the person appointed as the clerk must be a designated officer.
- A designated officer is not eligible for appointment as the clerk of the SDAB unless that person has completed the required training program.
- Before participating in a hearing of the SDAB, members of the SDAB must be qualified to do so in accordance with the regulations.
- The term extended from 3 years to 4 years as per Council term.

Also required is an update to the current Designated Officers Bylaw to comply with the requirements above. The Subdivision & Development Appeal Board clerk is required to be a designated officer of the municipality. Oldman River Regional Services Commission will remain as the processing agent and their staff member will be the clerk of the SDAB.

Currently there are three members at large and three Councillors that are appointed to the SDAB. Being that Council sets policy and bylaws regarding Subdivision and Development Approvals and also hears applications (as part of the Municipal Planning Commission process), it may be desired to have all members at large appointed to the SDAB rather than Councillors, however the MMGA is allowing one Councillor to hear an appeal (this is noted in the Bylaw, however Council may appoint up to 5 members from the community). Setting policy, making the applicable approvals/denials and also being part of any appeal means Council would be a part of all three levels of policy development, decision making and hearing appeals. Administration will require direction on the make-up of the SDAB and can begin advertising for additional members at large to be reviewed and appointed upon third reading of the bylaw.

RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1636, the Subdivision & Development Appeal Board Bylaw, 1st reading.

Council pass a resolution to give Bylaw No. 1637, the Designated Officers Bylaw, 1st Reading.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1636, the Subdivision & Development Appeal Board Bylaw, 1st Reading

Moved by Councillor _____ to give Bylaw No. 1637, the Designated Officers Bylaw, 1st Reading.

ATTACHMENTS:

1. Bylaw No. 1362 – current SDAB Bylaw.
2. DRAFT Bylaw No. 1636, the Subdivision & Development Appeal Board Bylaw.

3. DRAFT Bylaw No. 1637, the Designated Officers Bylaw.

APPLICABLE LEGISLATION:

1. Municipal Government Act, RSA 200, Chapter M-26, Section 627(1) – Subdivision & Development Appeal Board
2. Municipal Government Act, RSA 200, Chapter M-26, Section 210(1) – Designated Officers

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: January 2, 2018

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1362

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-26.1, 1994 as amended from time to time requires the municipality to adopt a bylaw to establish a Subdivision and Development Appeal Board by December 1, 1995; 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 provincial land use policies, the subdivision and development regulations, the local land use bylaw and statutory plans; and

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

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, Chapter M-26.1, 1994 as amended from time to time.
 - b) Municipality means the Town of Claresholm in the Province of Alberta.
 - c) Council means the Municipal Council of the Town of Claresholm.
 - d) Subdivision and Development Appeal Board means the tribunal established to act as a municipal appeal body.
 - e) Member means the members of the Subdivision and Development Appeal Board.
 - f) Secretary means the person or persons authorized to act as secretary for the Subdivision and Development Appeal Board.
 - g) 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 for shall be composed of not more than 5 persons who are adult residents of the Town of Claresholm.
 3. Appointments to the Subdivision and Development Appeal Board shall be made by resolution of council.
 4. Appointments to the Subdivision and Development Appeal Board shall be made for a term of 3 year(s).
 5. 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 one year from the date of election.

6. The council may, by resolution, appoint a secretary who shall be an employee of the municipality and 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.
7. The Subdivision and Development Appeal Board shall hold meetings as required.
8. 3 of the members of the Subdivision and Development Appeal Board shall constitute a quorum.
9. There shall not be a majority of municipal councillors sitting to hear any individual appeal.
10. 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.
11. The Subdivision and Development Appeal Board may make its orders, decisions, development permits, and approvals; and may issue notices with or without conditions.
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 his term, council shall appoint another person for the unexpired portion of that term.
15. The secretary of the Subdivision and Development Appeal Board shall attend all meetings of the Subdivision and Development Appeal Board and shall keep the following records with respect thereto:
- a) the minutes of all meetings;
 - b) all applications;
 - c) records of all notices of meetings and of persons 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 meeting;
 - g) the decision of the Subdivision and Development Appeal Board;
 - h) the reasons for the decision of the Subdivision and Development Appeal Board;
 - i) the vote of the member of the Subdivision and Development Appeal Board on the decision;
 - j) records of all notices of decision and of persons to whom they were sent;



ALBERTA
INFRASTRUCTURE

*Office of the Minister
MLA, Calgary - Northwest*

RECEIVED
DEC 20 2017

20 December 2017

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

Dear Mayor MacPherson:

It was a pleasure to connect with municipal leaders in November at the Alberta Association of Municipal Districts and Counties and the Alberta Urban Municipalities Association conventions.

Many municipalities indicated they had questions about phase two of the federal government's Investing in Canada Infrastructure Plan (ICIP). I committed to providing a fact sheet to all municipalities on what the Government of Alberta currently knows about ICIP funding and related processes.

I am pleased to provide you with a fact sheet about the Investing in Canada Infrastructure Plan. It outlines the four funding streams and cost-sharing requirements and provides information on the Canada Infrastructure Bank and our understanding of next steps. If you have questions about the Investing in Canada Infrastructure Plan, please submit them by email to Alberta.ICIP@gov.ab.ca.

I look forward to continuing our work on issues that are of importance to your community and Alberta.

Sincerely,

Sandra Jansen
Minister

Attachment: The Investing in Canada Infrastructure Plan – What It Means for Alberta

cc: Marian Carlson Chief Administrative Officer

The Investing In Canada Infrastructure Plan What It Means For Alberta



The \$180+ billion Investing in Canada Infrastructure Plan will be delivered over 12 years. Of this, \$33 billion will be made available through bilateral agreements between Infrastructure Canada and each of the provinces and territories.

The Governments of Alberta and Canada are currently negotiating this Phase 2 bilateral agreement, expected to be signed in March 2018. **Alberta's allocation is \$3.4 billion for: Public Transit, Green Infrastructure, Community, Culture and Recreation and Rural and Northern Communities.**

COMMUNITY, CULTURE AND RECREATION

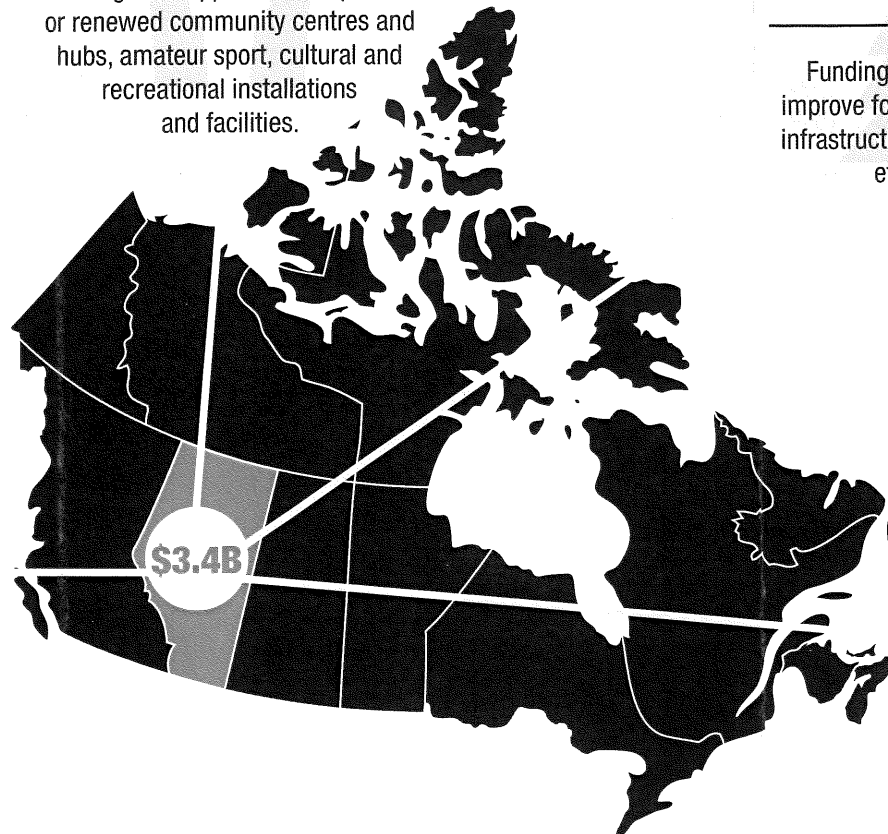
Funding will support new, expanded or renewed community centres and hubs, amateur sport, cultural and recreational installations and facilities.

RURAL AND NORTHERN COMMUNITIES

Funding will support projects that improve food security, local road or air infrastructure, broadband connectivity, efficient and reliable energy sources.

PUBLIC TRANSIT

Helping Canadian communities to improve and expand their existing public transit systems.



GREEN INFRASTRUCTURE

Consists of three separate sub-streams: Greenhouse Gas Mitigation; Adaptation, Resilience and Disaster Mitigation; and Environmental Quality.

Cost Sharing

The federal government will provide cost-sharing for eligible projects up to the following:

- *Provincial:* maximum of 50 per cent for each project;
- *Municipal:* maximum of 40 per cent for each project. Provinces are required to cost-share on municipal projects at a minimum of 33.33 per cent of eligible costs;
- *Not-for-profit sector:* maximum of 40 per cent for each project;
- *Indigenous communities:* maximum of 75 per cent;
- *Private sector, for-profit owned:* maximum of 25 per cent (not eligible for the Community, Culture and Recreation stream);
- Under the Rural and Northern Communities stream, Canada will invest up to 50 per cent for provincial, municipal and not-for-profit projects.

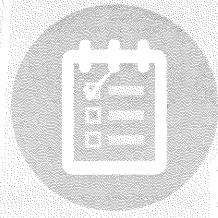


Next Steps on the Agreement

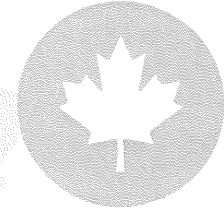
Alberta is responsible for identifying and submitting projects to the federal government, who will then determine approval. Alberta will work with municipalities and other partners to determine eligible projects to be submitted.

Projects will be prioritized based on the fiscal situation and provincial priorities and will be submitted after the agreement is signed in 2018.

Interested municipalities are encouraged to work with applicable Ministries to identify and prioritize projects.



The Canada Infrastructure Bank



The Canada Infrastructure Bank is a new tool that provincial, territorial, municipal and Indigenous government partners can use to access innovative financing for revenue-generating infrastructure projects. It aims to attract private and institutional investment to such projects in Canada, which will help public dollars go further by leveraging the capital and expertise of the private sector.

The Bank will invest \$35 billion from the federal government towards revenue-generating infrastructure projects that are in the public interest, with a focus on projects such as public transit systems, trade and transportation corridors, and green infrastructure.

For more information on the Canada Infrastructure Bank, visit: <http://canadainfrastructurebank.ca/>

Questions?

Email us at alberta.icip@gov.ab.ca



From: Livingstone Macleod [<mailto:Livingstone.Macleod@assembly.ab.ca>]

Sent: Tuesday, January 2, 2018 12:52 PM

To: Marian Carlson

Cc: Marian Carlson

Subject: Capital Plan Priorities

Good afternoon, Marian.

Infrastructure Minister Sandra Jansen has sent a memorandum to all MLA's requesting Capital Plan priorities in their respective constituencies to be forwarded to her office by Wednesday, January 17th, 2018. As follow up to this request Mr. Stier would ask that you forward to our office, correspondence on any priority infrastructure projects in your Municipality that you would like him to provide to the Ministry. Questions can be addressed to Jennifer Hibbert, Executive Director of Capital Planning. 780-644-5114. jennifer.hibbert@gov.ab.ca Thank you for your care and attention to this matter, considering the short window to Minister Jansen's request.

Have a Great Day!

Jacqueline Merkley
Constituency Assistant
Livingstone Macleod Constituency
MLA Pat Stier
403-646-6256
403-646-6250(fax)
Livingstone.Macleod@assembly.ab.ca



TOWN OF GRANUM
BOX 88
GRANUM, AB. T0L 1A0

RECEIVED

DEC 21 2017

Phone: 403-687-3822 Fax: 403-687-2285
Email: office @granum.ca

December 14, 2017

Town of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0

Attention: Mayor and Council

Dear Mayor and Council Members:

RE: Grant Writer

It came to the attention of Council through the local newspaper that your community is looking at the possibility of obtaining grant funding to hire a "Grant Writer." Our understanding is that this will be done through the Community Partnership Program and in collaboration between the Towns of Claresholm, Nanton and Fort Macleod.

The Town of Granum also sees this as an opportunity to collaborate as we have been mandated within the MGA, in our directives from Municipal Affairs, as well as this being a need in our community.

We would appreciate your consideration of this request, and a discussion of the realms of how this would be implemented should a grant be successful.

Sincerely,

Helen Kehoe, Mayor
Town of Granum

Willow Creek Ministerial Association
Box 1059
Claresholm, AB T0L0T0

Mayor Doug MacPherson
Box 1000
Claresholm, AB
T0L 0T0

December 29, 2017

Dear Mayor Doug MacPherson & Councilors:

The Willow Creek Ministerial invites you to a special event, our **Prayer Breakfast For Elected Officials**, to be held **February 10, 2018** at 8:30am in Claresholm at Faith Community Baptist Church. The Scriptures command us in the writings of Apostle Paul, "I urge, then, first of all, that requests, prayers, intercession and thanksgiving be made for everyone-- for kings and all those in authority, that we may live peaceful and quiet lives in all godliness and holiness" (1 Timothy 2:1-2, NIV). We do pray for you regularly, but we would like to host all of our elected officials for this special time of prayer.

The format of the breakfast will be as follows: First we will welcome everyone. Second we will give thanksgiving for breakfast (grace). Then we eat breakfast. Following breakfast we will introduce the elected officials and honored guests. There will then be a speech by the Reverend Dennis Stone, we will have prayers made for elected officials, followed by a closing prayer.

As mentioned we are privileged to have as our guest speaker Rev. Dennis Stone who will speak on **"Masks We Think Others Wear"**. Dennis Stone was a pastor in Claresholm for over fourteen years and has been the Alberta Regional Minister for the Canadian Baptists of Western Canada for more than eight years. He and his wife Anita live in Edmonton, as do their two married children, two single children and two grandchildren. His interests have included mentoring the next generation, seeking unity in disunity, fishing, camping, and music. He is not particularly good at golf or at preparing gourmet meals. He is not perfect but he genuinely loves Claresholm and area.

This event of the Willow Creek Ministerial has been organized to emphasize prayer for our elected officials in the important service they perform for their electorate. Therefore this will not be an event for presenting particular partisan political platforms. Elected officials are simply to come, eat breakfast, and allow themselves to be introduced. You are welcome however, to speak individually before and after the event to an important portion of your electorate.

If you have questions or concerns, please feel free to contact myself or other members of the Willow Creek Ministerial. The Willow Creek Ministerial consists of the following churches in the Claresholm area: Anglican, Baptist, Christian Reformed, Nazarene, Lutheran, Pentecostal, Roman Catholic, United, and Victory. The statement of union between our churches is the Apostle's Creed.

I will act as the coordinator of this event, so please R.S.V.P. your intentions as soon as possible, so we can let the cooks know our numbers. Contact me at Peace Lutheran, c/o Rev. Donna Alm, P.O. 1059, Claresholm, AB., T0L 0T0. You can also phone me @ 403-625-3833 or email me at candle@telus.net. Each councilor will have two complimentary tickets available.

Thank you for serving our local communities, our province, and our country!

Sincerely,

Rev. Donna Alm, Peace Lutheran Church

[OUR TEAM](#)[OUR FIRM](#) [SERVICES](#)**BROWNLEE LLP**
Barristers & Solicitors[EDUCATION AND EVENTS](#)[INSIGHTS](#)[« All Events](#)

2018 Emerging Trends in Municipal Law – Calgary

February 8 @ 8:00 am - 5:00 pm[« Ask a Legal Expert](#)[2018 Emerging Trends in Municipal Law – Edmonton »](#)

Brownlee LLP Presents: Emerging Trends in Municipal Law

Legal topics will include:

Modernized Municipal Government Act (MGA) Regulations including:

The Modern Municipality: Doing IDPs and ICFs the Right Way & Delivering Upon the Promise of Collaboration

The design and implementation of Intermunicipal Collaboration Frameworks is much more than a checklist, and a check the box exercise. Similarly, minimalist or traditional approaches to Intermunicipal Development Plans ensure the preservation of the status quo, doing a disservice to future growth and planning. The promise and potential of intermunicipal collaboration requires more. Used together and in a coordinated manner, these are powerful tools that will shape the future of planning, development, growth, governance, and services in Alberta. Looking for innovation? A vision of the future for Alberta municipalities? Look no further than your neighbour, and what you both bring to the table.

Expansion, Accountability and Transparency – Changes to Off-site Levies for Alberta Municipalities

Amendments to the *Municipal Government Act* has expanded the use of off-site levies from the four pillars of municipal infrastructure – water, sewer, storm water and roads – to include recreation facilities, police and fire stations and libraries. But along with this, changes have been made to ensure greater accountability and transparency in the development, imposition and expenditure of off-site levies. We will explore what this means for your municipality and what amendments may be required to your off-site levy bylaws and procedures to remain in compliance.

Sustainable Revenue Under the Modernized MGA

How do the amendments to the MGA effect Municipal revenue? We will review issues such as the centralization of DIP property, the 5 to 1 tax ratio cap, brownfield tax incentives, school fund requisition refunds and the small business non-residential subclass.

Reconciliation is Calling – Don't Miss the Opportunities

What do the Truth and Reconciliation Commission's Calls to Action, the United Nations Declaration on the Rights of Indigenous Peoples, and the MGA amendments all have in common? They call on Municipalities to work more collaboratively with Indigenous Peoples. Is your Municipality ready for the resulting challenges and opportunities? Is your Municipal vision a shared vision with Indigenous Peoples?

Cannabis and the Municipality as it relates to:

The Evolving Landscape of Cannabis Regulation

Canada is leading the world with respect to the federal legalization of non – medical cannabis. The regulatory regime is complex and involves all levels of government. Join us for an informative discussion on the status of the regulations: what we know now and what is yet to be determined.

Cannabis in your Community: Can it be Controlled?

Yes. Join this session to learn about tools that are available to Municipalities to control the sale, production and consumption of cannabis in your community.

Medical / Legal Cannabis?! Don't let your workplace go up in smoke!

Has your approach to drugs and alcohol in the workplace “gone up in smoke” with medical, and soon to be legal, cannabis? What will be the “new normal”? Find out what you need to know, and what proactive steps municipalities can take to deal with this fast-breaking issue.

TO REGISTER: <https://2018emergingtrendsyyc.eventbrite.ca>

Discounted room rates are available at the Coast Plaza Hotel & Conference Centre from \$125 for double occupancy. Call 1-403-248-8888 **only available until January 9, 2018.**

**Emerging Trends is proud to be going green! We recommend you use the conference materials which will be available online closer to the date. Please note, we will not have any printed materials on-site.*

+ GOOGLE CALENDAR

+ ICAL EXPORT

Details

Date:
February 8
Time:
8:00 am - 5:00 pm

Organizer

Brownlee LLP
Phone:
780-970-5739
Email:
pthompson@brownleelaw.com

[« Ask a Legal Expert](#)

[2018 Emerging Trends in Municipal Law – Edmonton »](#)

UPCOMING EVENTS

Ask a Legal Expert

January 17 @ 12:00 pm - 4:00 pm

2018 Emerging Trends in Municipal Law – Calgary

February 8 @ 8:00 am - 5:00 pm

2018 Emerging Trends in Municipal Law – Edmonton

February 15 @ 8:00 am - 5:00 pm

HR Undefined – CPHR

April 11 @ 8:00 am - April 12 @ 5:00 pm

[View All Events](#)

FIND A LAWYER

From: Claresholm Chamber of Commerce Trade Fair [<mailto:claresholmtradefair@outlook.com>]
Sent: Thursday, December 14, 2017 1:48 PM
To: Agricultural Financial Services Corp.
Subject: Claresholm & District Trade Fair 2018

The Claresholm & District Chamber of Commerce is very pleased to announce that we will be holding our annual Town and Country Trade Fair at the Claresholm Community Centre on February 2nd & 3rd, 2018.

We're convinced showcasing your products and services at our trade fair will prove to be an exciting and profitable decision. As in past years we know our participants and attendees alike, find the event interesting and worthwhile.

In addition to putting together an outstanding group of exhibitors, this year we plan to offer some favorites from prior years as well as a few new features to increase interest and drive-up traffic for the event.

These include;

- Live Musical Entertainment and Activities throughout the show
- Silent Auction (help showcase your product!)
- Door Prizes (including some exhibitor draws!)
- A Business Learning Centre featuring short workshops, information sessions & video presentations throughout the Fair (**Note** - if your business has a product or service to promote you can be part of the program)
- Entrance fee to the Fair will be a Food Bank donation
- And much more.....

Our participating vendors enjoy very reasonable booth rates. **This year we have dropped the rates** and if you are a member of the Claresholm & District Chamber of Commerce you will see even greater savings. These events are well publicized locally and through social media, wherever possible we showcase specifically who are participating, so the earlier you sign up, the more promotion you'll benefit from.

Please see attached information and registration forms for the 2018 Claresholm & District Trade Fair. If you have any questions please call (403) 625-0375 or claresholmtradefair@gmail.com.

Thank you for your continued support.
Hope to see you there,

DISPLAY information

DISPLAY SET UP:

Friday, February 2
between Noon and 3 p.m..

★ **DOORS OPEN TO THE PUBLIC AT
4 PM FRIDAY, FEBRUARY 2.**

DISPLAY TAKE DOWN:

Display take down begins
Saturday, February 3 at 4:15pm.

NO EXCEPTIONS!

**NO DISPLAY SHALL BE REMOVED
UNTIL THE SHOW IS COMPLETE.**

Due to the exhaust fumes, any Exhibitor
with gas powered machinery must not
remove their machines until all other
Exhibitors have left the venue on Saturday.

Thank you.

AN EXHIBIT SPACE INCLUDES:

- One (1) 10' x 6' Curtained Booth
- One (1) Skirted 2' x 8' Table
- Two (2) Chairs
- Electricity at every booth
- WiFi/Internet
- Concession On Site

**The Claresholm Local Press invites
you to advertise your business in our
special Trade Fair section.**

We are pleased to offer you a Trade Fair special
on a 2 column x 4 inch ad for \$60 + gst.

The Local Press staff will can design an ad for
you!

**To book into this special section, please
contact Brandy McLean at 403-625-4474
or email clpsales@shaw.ca**

Payment will be required at time of ad booking.



**FOR INFORMATION REGARDING
ACCOMMODATIONS, RESTAURANTS,
SPECIALTY STORES, AND OTHER
SERVICES OFFERED THROUGHOUT
THE COMMUNITY OF CLARESHOLM,
PLEASE VISIT OUR WEBSITE:
WWW.CLARESHOLMCHAMBER.CA.**



CDCC
CLARESHOLM & DISTRICT
CHAMBER OF COMMERCE

CONTACT INFORMATION:

Tammy Morrison [P] 403.625.0375
claresholmtradefair@outlook.com

PO Box 1092
Claresholm, AB TOL 0T0



CDCC

CLARESHOLM & DISTRICT
CHAMBER OF COMMERCE

**TOWN & COUNTRY
TRADE FAIR**

February **2** & **3** 2018



**CLARESHOLM COMMUNITY CENTRE
5940 59th Ave. W., Claresholm**

FRIDAY, February 2 • 4 to 8 pm
SATURDAY, February 3 • 10 am to 4 pm



WHY PARTICIPATE IN A TRADE FAIR?

- Introduce and promote your business and products.
- Maintain an image and initiate contact with potential customers.
- Demonstrate non-portable equipment.
- Provides an opportunity for face-to-face communication with your customers.
- Identify new applications for existing or projected products by obtaining feedback from visitors.
- Builds the morale of local sales force and dealers.
- Meet your competition.
- Recruit personnel and attract new dealers.
- Demonstrate your interest and support for Business and Tourism.

TRADE SHOW TERMS AND CONDITIONS:

Show Sponsor: Claresholm & District Chamber of Commerce

Contract for rental space: Allocations of space will be on a first-come basis and confirmed once paid in full. To avoid conflict of interest, the Claresholm & District Chamber of Commerce reserves the right to allocate space.

Payment Schedule: Payment is due 20 days prior to the start of the show (January 12, 2018). **The exhibitor will not be permitted either full or partial access to the rental space until payment has been made in full.**

Cancellation: Cancellation of a space by the exhibitor must be made in writing and received by the Show Sponsor no later than two weeks prior to the show dates.

All cancellations are subject to a non-refundable \$100.00 cancellation fee, any cancellations after the two week period time frame may be subject to larger fees up to a maximum of the booth rental. The Show Sponsor reserves the right to cancel the event within 21 days notice to the exhibitor.

Staffing of Exhibits: Exhibits must be staffed at all times during the scheduled times of the Show. *Children under 14 years of age are not allowed inside the exhibitor booth area.*

Fire Rules: All rules and regulations relative to the public buildings or as prescribed by the *Claresholm Fire Department* must be adhered to by all participants.

Insurance: Vendors should obtain their own vendor insurance.

TRADE SHOW TERMS AND CONDITIONS Continued:

Damage and Liability: Exhibitors are responsible for damage caused by them or their representatives to the facility, Municipal property, or display equipment. Neither the Chamber of Commerce nor the Community Centre will be responsible for injury, loss, or damage to persons, exhibits, or decorations, by fire, accidents, theft or any other cause. This includes set up, take down, and duration of the show. **No explosives or flammable substances shall be allowed.**

Restrictions: Exhibitor booths must be maintained in a neat and orderly manner throughout the duration of the Show. The Show Sponsor reserves the right to forbid or restrict exhibits that for any reason may cause safety hazards or are objectionable. Food products sold on the floor must not compete with the Show's concession and will be at the discretion of the Show Sponsor. **Exhibitors must comply with Alberta Health Regulations.** In the event it becomes necessary to evict an offending Exhibitor, the Show Sponsor will not be liable to refund exhibit space rental or any other expenses incurred by the Exhibitor. *Exhibitors shall not sell tickets out of their own booth that directly conflict with the show sponsors ticket sales. This includes 50/50 draws.*

The Exhibitor Agrees: To: 1) abide by all terms and conditions adopted by the Show Sponsor in the best interest of the Show, 2) agrees the Show Sponsor shall have the final decision in adopting any term of condition that is deemed necessary prior to, during, or after the show, and 3) to participate in the Claresholm and District Chamber of Commerce Town and Country Trade Fair in accordance with the terms and conditions outlined in this brochure.



REMEMBER!

- Booth bookings are accepted on a first-come basis and confirmed once paid in full.
- Exhibitors are encouraged to offer demonstrations of their product(s) at their booth.
- Exhibitors offering product draws will be solely responsible for contacting the winners after the show.

THE 2018 TOWN & COUNTRY TRADE FAIR PROVIDES SOMETHING FOR EVERYONE - EXHIBITORS AND VISITORS!

CDCC
CLARESHOLM & DISTRICT
CHAMBER OF COMMERCE

BOOTH REGISTRATION FORM

Current members as of January 15, 2018

PRICING	MEMBERS	NON-MEMBER
1 Booth	\$285	\$325
2 Booths	\$530	\$555
Third & Additional Booths	\$180 each	\$230 each
Not for profit associations	\$195	(4 available)
Number of Booths _____		

CONTACT/BILLING INFORMATION

Business/Organization _____

Contact Person _____

Mailing Address _____

Town _____ Province _____ Postal Code _____

Phone _____

Email _____

METHOD OF PAYMENT

Cash Cheque Credit Card

c/c # _____

Exp Date _____

Please make cheques payable to Claresholm Trade Fair

X _____

Signature

Date

Claresholm & District Chamber of Commerce

PO Box 1092 Claresholm, AB TOL 0T0

[E] claresholmtradefair@outlook.com

From: Jay Sawatzky <jsawatzky@claresholmlibrary.ca>

Date: January 2, 2018 at 9:52:02 AM MST

To: ""doug.macpherson@claresholm.ca"" <doug.macpherson@claresholm.ca>

Subject: Invitation to Speak

Good morning Doug,

The Claresholm Public Library will be holding a small celebration the afternoon of February 9th to celebrate 80 years! I was hoping you would have some time in your schedule to attend and bring greetings from the Town. The event runs from 2 to 4 pm with speakers commencing somewhere between 2:15 and 2:30 - we will have a firmer time on that before Feb. 9th. If you could attend please let me know as soon as possible.

Thank you,

Jay Sawatzky/manager Claresholm Public Library

jsawatzky@claresholmlibrary.ca

403-625-4168

Please join us in



The Claresholm Library's
80th Anniversary

The Claresholm Public Library will celebrate it's 80th Anniversary at a Come and Go Tea on Friday February 9th from 2:00 to 4:00 p.m. Please join us in celebrating our journey.



REQUEST FOR DECISION

Meeting: January 8, 2018
Agenda Item:10

MULTI USE COMMUNITY BUILDING & TOWN HALL PROJECT

BACKGROUND

- In Feb 2014 the RFP for architectural services was sent out. BRZ Architects from Calgary was the contracted firm.
- In May & June of 2014, all available stakeholders were consulted regarding the space requirements of their organization. Each user group completed a building checklist to let us know the wish lists, actual requirements for space, storage, needs etc. Through July 2014, the Architect and Steering Committee worked on various programming exercises to determine if the existing building footprint could incorporate all of the stakeholders' needs.
- Upon the accomplishment of this task, August and September 2014 were spent revising layout options and identifying pros and cons of each scenario. In October 2014, the Town of Claresholm hosted an open house in which valuable information was received from stakeholders and the public. This was held at the community centre.
- In late 2014 / 2015 the preliminary drawings were presented to Council and funding sources were sought out. Thus far, the Town has been unsuccessful in securing funding for this project. There are still opportunities for grant funding as well as partnering with the other user groups to access grant funds that the Town is not eligible for. The user groups have also been setting aside funds, however much of this will be required to outfit the space / playgrounds etc.
- In the spring/summer of 2016, as per Council recommendation, the Committee and Administration worked with the Architect to find cost cutting measures and potential solutions in a concept plan to allow renovations to the building without major structural changes. After reviewing the property and the plans, the committee had approved revised plans in early 2017 (see attached) that use the existing space more efficiently (ie: as already laid out in the existing floor plan). The estimate for construction cost dated September 7th, 2016 is the most recent. The value of \$3.8 million (+/-) was still valid in the opinion of the architect during the summer of 2017.
- Administration has met again following the last set of revisions with the other user groups to gain their feedback (summer 2017). There can be minor alterations to room sizes etc. when construction drawings are being produced, however all parties are satisfied with the revised plans and are excited for the project when funding becomes available. At that time it was noted that any further revisions done to the plans will be at an additional cost charged by the architect.
- The portables have been removed (Holmes Building Movers removed at their own cost) and the site/offices cleaned up to be used for the Economic Development Office (Sept 2017). This building has now been classified as office use only, and any further portions of the building (including the gym) can be utilized only as offices until the building has a verified operating fire alarm system.
- December 21, 2017 – the newly formed committee members met with the Architect to discuss cost saving measures and inquire as to the cost for an updated quote. Since the original quote

was presented there have been numerous changes to the Building Code which will require additional review.

PROPOSED RESOLUTIONS:

The Multi-use Committee requests a motion from Council to use a portion of the money allocated in reserves (total of \$199,001 has been allocated for this project in reserves) for a new review of the architect plan as well as an updated quote from an engineer taking into account new building codes etc. for the Multi-Use Community Building and Town Hall (see attached quote for services). This quote can then be used to investigate funding opportunities and apply for grant funding with a clear perspective on the actual costs. The architect will also remove un-required changes and remove any costly structural changes that are not required for code, to bring the scope of the project and costs down as much as possible.

RECOMMENDED ACTION:

Moved by Councillor _____ to accept the proposal from BRZ Architects for an updated drawing and engineered quote in the amount of \$18,750.00.

ATTACHMENTS:

- 1.) Fee proposal for professional services – BRZ Architects.
- 2.) Email regarding fee proposal

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: January 4, 2018

January 4, 2018

Town of Claresholm
221 – 45 Avenue West
Claresholm, AB. T0L 0T0

Attention: Tara VanDellen
Development Officer

Re: Revised Schematic Design Services for new Public Building

Dear Tara,

Thank you for inviting us to provide you with this fee proposal to provide schematic design services for the renovations/upgrades to the new public building.

Background

Further to our meeting on December 21; Council has elected to proceed with the plan that was developed last year, but would like to see some modifications to the design which might lower the estimated cost of construction. These changes included (but may not limited to) the following:

1. Revise the front entry to eliminate the raised roof area but maintain a unique appearance so that the building does not resemble a school building.
2. Leave the exterior generally “as-is”, but minor modifications to the rear of the building to replace the upper glazing with smaller windows would be acceptable.
3. Leave daycare on the lower floor but look at using the existing walls.
4. Leave gym “as-is”. Possible paint if budget allows.
5. Keep storage on lower floor as per schematic design.
6. FCSS can be located in one of the existing classrooms. Renovations to this space to kept to a minimum.
7. There should be a canopy over the front entry as well as the rear staff entry
8. Mechanical and electrical to be re-used and upgraded where possible and replaced as recommended by the engineer. Engineer will review the updated design and make recommendations and opinion of costs

The overall design should consider the following:

1. The overall construction budget should be in the order of \$1 million or less
2. The exterior of the building should have a curb appeal. The building exterior should not be “cheap” in appearance. The existing brick should be maintained (cleaned as required). The existing higher windows that have been covered up on the east (rear) side of the building should be infilled.
3. The strip glazing should be replaced with smaller individual units.
4. The upper floor office area does not have to have a ceiling. The structure could be exposed if it has character.

5. Flooring will have to be replaced throughout but should be durable
6. The design should consider alternative energy sources such as solar panels
7. Examine the possibility of cost effective / efficient roof top units

Scope of Services

Our understanding of our scope of services for this phase is to review the current schematic design and develop an updated schematic design with the intent of finding efficiencies in the design and building systems that will reduce the estimated construction cost.

Deliverables will include updated site plan and floor plans, 3D rendering(s) of the exterior, and an updated cost estimate. Drawings will be sufficient enough to accurately convey the design intent. We will focus on the architectural, mechanical and electrical engineering designs in this phase. Structural engineering will be included in this phase to review the existing building, comment on the proposed design in order to accurately estimate the construction cost. The cost estimate will be a high level opinion of probable construction costs based on the schematic design.

Our scope of services will include the following:

- Schematic Design
 - ✓ Review current schematic design with engineers and review their design recommendations
 - ✓ Update schematic design drawings
 - ✓ Meet with Town of Claresholm to review design
- Develop a phasing plan
- Structural engineering analysis of existing building and review of proposed design, design report & recommendations
- Mechanical & Electrical engineering analysis of existing building and review of proposed design, design report & recommendations
- Prepare updated cost estimate
 - ✓ Includes architectural, structural, mechanical and electrical estimate of probable costs

Anticipated Schedule

Assuming approval to proceed at the Council meeting on January 8th, we anticipate the updated schematic design and cost estimate to be completed in approximately 2 months from the start up date.

Fees & Disbursements

Our fees to complete this project will be as follows:

- | | |
|-------------------------|------------------------|
| • Professional Fee: | \$17,500 |
| • <u>Disbursements:</u> | <u>\$ 1,250</u> |
| • Total fee = | \$18,750 + GST. |

Professional fees are inclusive of architectural design services as well as structural, mechanical and electrical analysis of the existing building, design review and recommendations, brief report and a consolidated estimate of probable construction costs (A, S, M & E).

Untracked disbursements are calculated at 6.7% of the design fee and include plotting, printing, copying, courier / mail charges, telephone charges, travel mileage and parking. Disbursements will be invoiced as a percentage of completion with each invoice to the maximum upset allowance.

Expenses that are not included in our disbursements allowance include:

- Printing costs (from print shop)
- Detailed as-found drawings
- Re-design after schematic design has been approved
- Design development / contract documents

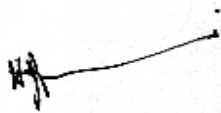
Fees and disbursements will be invoiced as a percentage of completion on the same invoice. GST will be added to each invoice.

Consulting Team & Hourly Rates

Design Team:	Hank Brzezinski	Principal-in-Charge	(\$185/hr)
	Kelvin Lim	Project Architect	(\$120/hr)
	Deborah Graham	Technologist	(\$ 90/hr)
Structural Eng	MPE Eng. Ltd.	Dan Chronik	(\$168/hr)
Mechanical Eng.	MPE Eng. Ltd.	Alan Hornberger	(\$168/hr)
Electrical Eng.	MPE Eng. Ltd.	Dan Wood (PM)	(\$168/hr)

Thank you for considering us for this project. Should you have any questions, please do not hesitate to contact me.

Yours truly,



Hank Brzezinski *Architect AAA, MRAIC*
Principal

From: Hank Brzezinski
To: [Tara VanDellen](#)
Subject: Claresholm Public Building Fee Proposal
Date: Thursday, January 04, 2018 12:06:39 PM
Attachments: [image001.png](#)
[Claresholm Public Bldg Fee Proposal 18-01-04.pdf](#)

Hi Tara – attached is our fee proposal. This includes structural as well as the M & E. I thought it would be appropriate at this stage to have a brief structural review of the proposed design. I have that fee broken out in their proposal to me, so if it is felt that they will not be necessary, I can take that out of the fee. The structural fee portion is \$1,176.

Let me know if there are any questions. I have confirmed with MPE that they are able to jump on this project right away.

Thanks.

Hank Brzezinski Architect, AAA MRAIC
Principal

| BRZ Partnership Architecture Inc.

202-1215, 13th Street SE
Calgary, Alberta, T2G 3J4
Office: 403.532.5980 x 106
Direct Line: 587.393.3351
Cell: 403.589.8809
Email: hankb@brzarchitecture.ca
Web: www.brzarchitecture.ca

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TAMARACK SUBDIVISION

BACKGROUND / DESCRIPTION:

With the completion of the consent to vary the non-operating landfill setback, Town owned parcels within the Tamarack subdivision are now clear of the setback restriction. Currently there are four serviced R1 (single detached residential) lots on the east, and three R4 (multiple residential) lots. Infrastructure Services will inspect the sanitary system to ensure there are no repairs required.



Lot 66 – 7093 ft² assessed value: \$60,460.00 (water/sanitary serviced – power/ gas close by)
 Lot 67 – 7200 ft² assessed value: \$60,960.00 (water/sanitary serviced – power/ gas close by)
 Lot 68 – 6600 ft² assessed value: \$58,190.00 (water/sanitary serviced – power/ gas close by)
 Lot 69 – 6600 ft² assessed value: \$58,190.00 (water/sanitary serviced – power/ gas close by)

Lot 2 – 18,000 ft² assessed value: \$95,800.00 (currently not serviced by water/ sanitary located in road)
 Lot 3 – 20,017 ft² assessed value: \$97,490.00 (currently not serviced by water/ sanitary located in road)
 Lot 4 – 44,387 ft² assessed value: \$115,810.00 (water/sanitary serviced)

PROPOSED RESOLUTIONS:

Administration will require a motion from Council to list the lots for sale and set a list price. An appraisal could be obtained if desired for a price of \$775.00 for the 4- R1 lots and \$750.00 for the 4- R4 lots or Council can set the listing prices at the assessed values above. Real Estate Agents can be contacted and

a value of 2.5% can be offered to any agent that presents the Town with a buyer. This is typically the practice on a shared real estate contract.

RECOMMENDED ACTION:

Moved by Councillor _____ to list the above lots at the assessed value as presented.

Or

Moved by Councillor _____ to obtain an appraisal prior to listing the lots.

ATTACHMENTS:

1.) N/A

APPLICABLE LEGISLATION:

1.) N/A

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: January 3, 2018



Claresholm

INFORMATION BRIEF

Meeting: January 8, 2018
Agenda Item: 12

ORRSC – SUBDIVISION FEES

Oldman River Regional Services Commission (ORRSC) provides its member municipalities with the service of processing subdivision applications. They have provided the Town with information regarding an increase in subdivision costs (see attached email). The fee increase for subdivision applications has been deemed necessary to offset administrative costs associated with the new requirements in the Modernized Municipal Government Act. Subdivision costs to member communities will remain at half the normal cost to private applicants.

Also included are updated brochures with the process and the fees. We have updated the brochures here at the office and recycled the previous brochures to ensure we are using the most current information.

ATTACHMENTS:

- 1.) Email / Brochures from ORRSC

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 2, 2018

From: Subdivision [<mailto:subdivision@orrsc.com>]
Sent: Thursday, December 14, 2017 1:37 PM
Subject: Notification of 2018 Subdivision Application Fee Increase

File: 30K-63

Re: **Notification of 2018 Subdivision Application Fee Increase**

On December 7, 2017, the Board of Directors of the Oldman River Regional Services Commission approved a motion to increase the Subdivision Application fee from \$600 to \$700 **effective January 1, 2018.**

The \$325 per lot portion of the application fee, the Endorsement fee of \$200 per lot and the Extension fees of \$325, \$425 and \$525 will remain the same.

The fee increase for subdivision applications has been deemed necessary to offset administrative costs associated with the new requirements in the Modernized Municipal Government Act. Please note that subdivision costs to member communities will remain at half the normal cost to private applicants.

ORRSC has updated the subdivision brochures to reflect the change (attached) which you can use for distribution from your office. These brochures can also be downloaded from our website at www.orrsc.com.

To avoid confusion, please destroy any documentation you have that reflects the old fee and update your website with the current fee schedule.

Should you have any questions or comments with this matter, please contact me at your earliest convenience.



Lenze Kuiper, Director
Oldman River Regional Services Commission
p: (403) 329-1344
f: (403) 327-6847
e: lenzekuiper@orrsc.com
w: www.orrsc.com



What is ORRSC?

- The *Oldman River Regional Services Commission (ORRSC)* is a cooperative effort of 41 municipalities in southwestern Alberta that provides municipal planning services to its members.
- ORRSC is responsible for processing subdivision applications and providing recommendations. The final decision lies with the local municipal Subdivision Authority.

What is Subdivision?

- Subdivision is the division of land into 2 or more parcels, each to be given a separate title.
- Subdivision approval is also required for title separations, property line adjustments, bareland condominiums and the registration of long-term leases.

Who Makes the Rules?

The Province – through the **Municipal Government Act**, the **Subdivision and Development Regulation**, and any other Government department.

The Municipality – through the land use bylaw and adopted statutory plans including Municipal Development Plans, Area Structure Plans, etc.



MEMBER MUNICIPALITIES

Rural: Cardston County
Lethbridge County
County of Newell
Municipal District of Pincher Creek No. 9
Municipal District of Ranchland No. 66
Municipal District of Taber
Vulcan County
County of Warner No. 5
Municipal District of Willow Creek No. 26

City: Brooks

Towns: Municipality of Crowsnest Pass
Bassano Milk River
Cardston Nanton
Claresholm Picture Butte
Coaldale Pincher Creek
Coalhurst Raymond
Fort Macleod Stavely
Granum Vauxhall
Magrath Vulcan

Villages: Arrowwood Glenwood
Barnwell Hill Spring
Barons Lomond
Carmangay Milo
Champion Nobleford
Coutts Stirling
Cowley Warner

Oldman River Regional
Services Commission

BEFORE YOU SUBDIVIDE



OLDMAN RIVER REGIONAL SERVICES COMMISSION

3105 - 16 Avenue North
Lethbridge Alberta
T1H 5E8

Phone: 403-329-1344
Toll Free: 1-844-279-8760
Fax: 403-327-6847
E-mail: admin@orrsc.com
Webpage: www.orrsc.com

*I want to apply for subdivision . . .
where do I start?*

How do I Start?

1 Preliminary Evaluation

It is **essential** that the landowner contact a Planner at ORRSC to discuss their proposal prior to submitting an application. The Planner will discuss site suitability and conformity with local and provincial planning regulations. They can also assist you in determining whether additional processes and professional services will be required and what additional costs you may incur. *If you wish to meet with a planner, a scheduled appointment is recommended.*

The Big Questions . . .

How Much Will This Cost? – The cost can vary greatly depending on the complexity of your subdivision. Some of the basic costs of subdivision are listed below.

Subdivision Application Fee: This fee is payable to ORRSC and due at the time the application is submitted:

- \$700.00 Application Fee
- \$325.00 Per Lot Created

= \$1025.00 (for basic 1 lot subdivision)

The fee payable at the time of endorsement is:

- \$200.00 Per Lot Created

Additional Costs: You may incur additional costs from review agencies and/or professionals for services such as:

- Surveying
- Area Structure Plan Preparation
- Irrigation District Fees
- Municipal Reserve Payment
- Installation of Municipal Services
- Engineering Reports
- Legal Fees

How Long Will This Take?

- Upon receipt of a completed subdivision application, the Subdivision Authority has 60 days to make a decision.
- If the subdivision is approved, the applicant has one year to meet all their conditions & submit final documents and plans for endorsement by ORRSC.
- After endorsement, the subdivision must be registered with the Land Titles Office within one year.

2 Making an Application

A **complete** application will include the following:

- An application form (available at your municipal office, ORRSC office, or on-line at www.orrsc.com)
- a detailed diagram of the proposal which must include lot line dimensions.
- the applicable fee. Please make cheques payable to ORRSC and submit your application to the ORRSC office.
- a surveyor's sketch (completed by an Alberta Land Surveyor, A.L.S.) of existing structures when the application is in an urban municipality, County of Lethbridge, Cardston County, County of Newell, Vulcan County or Municipality of Crowsnest Pass.
- a certificate of title printed within the last 30 days. Available at any registry office or on-line at www.spin.gov.ab.ca
- a map from the AER (Alberta Energy Regulator) identifying the presence or absence of abandoned oil/gas wells and either a statement that there are no abandoned wells or a list and map identifying the location of abandoned wells. This information can be obtained from the ERCB's Abandoned Well Viewer at www.aer.ca or by contacting their Customer Contact Centre at 1-855-297-8311 or by email: inquiries@aer.ca
- any other info as discussed with your planner.



For more detailed information regarding the above, please visit www.orrsc.com or contact our office.



3 Approval Process

- After the application is deemed complete, the Planner will evaluate the application and prepare a preliminary report. The application is then circulated to legislated agencies, utilities, and adjacent property owners.
- After the 19 day referral period, the Planner will review the responses, evaluate the planning issues, and prepare a recommendation for the municipality's Subdivision Authority.
- The Planner presents the responses, recommendation, legislation, and any other relevant documentation or reports for the Subdivision Authority's consideration.
- The Subdivision Authority may approve or refuse the subdivision. The applicant and various referral agencies are notified of the decision in writing by the Oldman River Regional Services Commission.

Appeal Period

- A subdivision may not be registered with the Land Titles Office until the appeal period (14 days from date of notice) has elapsed. An appeal may be filed by the applicant, government departments, or a school board on a matter of municipal reserve. Note that an adjacent landowner cannot file an appeal.
- An appeal must be in writing and contain reasons for the appeal. The Municipality may charge a fee to file an appeal.

Finalization Process

See ORRSC Brochure—“The Last Three Steps” for detailed information regarding the finalization process.

The Last Three Steps . . .

1. **Survey Plan** – Contact an Alberta Land Surveyor to prepare your final plan of survey.

2. **Fulfilling the Conditions**—All the conditions that were placed on the approval must be met and written verification must be provided to your Surveyor and/or ORRSC. (see Resolution attached to your approval letter)

3. **Endorsement and Registration**— Upon written confirmation that all conditions have been met, payment of the Final Fee, and receipt of the surveyor’s package, ORRSC will prepare an “Endorsement” document.

The documents will be returned to your surveyor for registration with the Land Titles Office. Land Titles will then issue new titles for the newly created lot(s).



The last three steps will require coordination between yourself, your surveyor, ORRSC, and your municipality.

Oldman River Regional
Services Commission

FINALIZING A SUBDIVISION

The Last Three Steps



I have my conditional subdivision approval . . .

what's next?



3105 - 16 Avenue North
Lethbridge Alberta
T1H 5E8

Phone: 403-329-1344
Toll Free: 1-844-279-8760
Fax: 403-327-6847
E-mail: subdivision@orrsc.com
www.orrsc.com

January 1, 2018

Upon receiving “Conditional Approval” of your subdivision, an appeal period is in place. Details of the timelines and appeal process are outlined on your approval letter. If no appeals have been filed within the specified time period, you may proceed with finalization.

How long will this take

This is dependant on a number of factors such as: the size and location of the subdivision, the number of outside agencies that are involved, additional reports required, or the scope of your development agreement.

It is advisable to begin the finalization process as soon as the appeal period has expired. You have one year from the date of decision to have ORRSC endorse the final plan of survey.

(Extensions may be requested through ORRSC by submitting a written request and a \$325.00 fee. Subsequent requests for extension increase by \$100.00 increments)

1

Survey Plan

Contact your surveyor so they may begin preparation of your survey plan. This will require fieldwork, monument placement, and document and plan preparation. To register your subdivision plan, the surveyor will require Consent Forms from all the titled landowners as well as anyone with a registered interest on the title.

It is important that you discuss with your surveyor and/or agent what they will assist you with and what responsibilities will fall upon you. *E.g. If easements are required, who will initiate these?*



2

Fulfilling the Conditions

Your subdivision has been approved subject to conditions. As the applicant, **you are responsible** to ensure that all the conditions of subdivision are met and that written verification is provided to our office.

For your assistance we have described some of the more common conditions of subdivision.

You will find the conditions of your subdivision attached to the approval letter with the heading, “Resolution“.

Municipal Reserve: You may be required to pay or provide Municipal Reserve for park/school purposes. This payment is made to the Municipality and ORRSC will require a letter verifying that the payment was made. ORRSC will be responsible for preparing any deferred reserve caveats or discharges if they are required.



Taxes: Submit a paid tax receipt or a letter from the Municipality indicating that taxes are paid for the current tax year.

Development Agreement: Contact the municipality to determine whether you need to enter into a Development Agreement with them. A Development Agreement ensures that any infrastructure the municipality requires (i.e. services, roads, approaches, etc.) are constructed in accordance with municipal standards. ORRSC requires either a copy of the signed Development Agreement or a letter from the municipality indicating that no development agreement is required.

Easement(s): Typically in subdivision, easement agreements may be required for either utilities or access purposes. Discuss any easements that may be required with your surveyor.

3

Endorsement and Registration

In order for your surveyor to register your subdivision at Land Titles Office, they must receive an “Endorsement” from our office. ORRSC will provide the Endorsement document upon receipt of the following:

- written confirmation that all the conditions of your approval have been met
- payment of the Final Fee (\$200.00 for each new lot to be created)
- receipt of your surveyor’s package, which includes the Plan of Survey, signed consents, etc.
- any other supporting information required by the Subdivision Authority

After Endorsement, we will return the documents to your surveyor who will register them with the Land Titles Office.

Land Titles will then issue new titles for the newly created lot(s). Once you have received your new titles, you can consider the process complete.

Should you have questions about the finalization process, please contact the

OLDMAN RIVER REGIONAL SERVICES COMMISSION

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Lethbridge Alberta
T1H 5E8

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E-mail: subdivision@orrsc.com
www.orrsc.com



INFORMATION BRIEF

Meeting: January 8, 2018
Agenda Item: 13

EMERGENCY MANAGEMENT FOR ELECTED OFFICIALS TRAINING

DESCRIPTION:

Administration from the Towns within the MD of Willow Creek have scheduled an Emergency Management for Elected Officials Training (see attached) for Wednesday, April 4, 2018.

BACKGROUND:

The training will be held at the Bridges at Claresholm Golf Club from 1:00 to 4:30 p.m. This training will be very useful for all elected officials within the MD of Willow Creek.

ATTACHMENTS:

1. Municipal Elected Officials Course Outcomes

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO DATE: January 4, 2018



MUNICIPAL ELECTED OFFICIALS COURSE

Alberta's provincial legislation places the responsibility for responding to and managing the effects of major emergencies and disasters on local authorities. Municipal Elected Officials (MEO) course participants will be introduced to emergency management principles, partner organizations, the roles and responsibilities of various stakeholders including elected officials, and the legislation that guides and directs local authorities in their emergency management activities. Effective crisis communications is essential to emergency response so it is also discussed in this course.

COURSE OUTCOMES

By the end of the course, students receiving a credit will have demonstrated their ability to:

- OUTCOME 1 Differentiate between emergencies and disasters and the priorities of emergency management.
- OUTCOME 2 Describe the emergency management cycle.
- OUTCOME 3 Explain the emergency management framework within Alberta.
- OUTCOME 4 Describe the Municipal Elected Official (MEO) authority in relation to governing legislation.
- OUTCOME 5 Summarize the roles and responsibilities of key emergency management players.
- OUTCOME 6 Explain the tasks and procedures of the MEO before, during and after an emergency as they relate to the emergency management cycle.
- OUTCOME 7 Differentiate between emergency public information and crisis communication including the importance of public warning systems.
- OUTCOME 8 Discuss the elected official as a 'spokesperson' of the disaster and the use of various communication technologies.
- OUTCOME 9 Define the components of an Emergency Management Program.

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
11	RFD: Contracted Grant Writer - Moved by Councillor Courage to apply for the Alberta Community Partnership (ACP) Grant for the purpose of contracting a grant writer to help find applicable grants for the Towns of Claresholm, Nanton and Fort Macleod as well as the not-for-profit groups in the respective communities. CARRIED MOTION #17-137	Marian	Application being prepared for submission prior to the January 2, 2018 deadline	Complete
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				
1	BYLAW #1633 - Moved by Councillor Schlossberger to give Bylaw #1633, the ATB Financial Operational Borrowing Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1633, the ATB Financial Operational Borrowing Bylaw, 3rd & Final Reading. CARRIED	Blair/Karine	Bylaw printed & signed	Complete
2	BYLAW #1634 - Moved by Councillor Moore to give Bylaw #1634, the AMSC Operational Borrowing Bylaw, 2nd Reading. CARRIED Moved by Councillor Courage to give Bylaw #1634, the AMSC Operational Borrowing Bylaw, 3rd & Final Reading. CARRIED	Blair/Karine	Bylaw printed & signed	Complete

3	BYLAW #1635 - Moved by Councillor Schlossberger to give Bylaw #1635, regarding the Economic Development Committee, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1635, regarding the Economic Development Committee, 3rd & Final Reading. CARRIED	Justin/Karine	Bylaw printed & signed, letters to Chamber of Commerce & MD of Willow Creek	Complete
8	CORRES: Brownlee LLP RE: Emerging Trends in Municipal Law - Referred to Administration to bring this forward to the next regular Council meeting.	Karine	On the January 8, 2018 Agenda	Complete
9	CORRES: Claresholm Minor Hockey RE: Arena Upgrade Project - Referred to capital budget discussions.	Blair	Included in FIPC committee capital budget discussions on Dec 19, 2017	Complete
10	RFD: Policy #COUN 12-17 - Moved by Councillor Moore to adopt Policy #COUN 12-17 – Streaming and Recording of Council Meetings, effective December 11, 2017. CARRIED MOTION #17-141	Karine	Policy distributed	Complete
11	RFD: Committee Structure Addition - Moved by Councillor Carlson to establish the Multi-Use Community Building Adhoc Committee as proposed and to appoint Mayor MacPherson, Councillor Schlossberger and Councillor Schulze as members of Council. CARRIED MOTION #17-142	Marian/Karine	Committee listing updated	Complete
12	RFD: Group Accident Insurance Coverage for Council - Moved by Councillor Schulze to continue with Plan D, 24 Hour Coverage of Group Accident Insurance for Council. CARRIED MOTION #17-143	Lisa/Blair	Submitted the renewal Dec 12th, 2017	Completed
13	RFD: 2018 Interim Operating Budget - Moved by Councillor Zimmer to adopt the 2017 operating budget as the 2018 interim operating budget. CARRIED MOTION #17-144	Blair	Input 2017 budget numbers in accounting software for 2018 interim budget	Completed
14	RFDirection: Town Council Open House - Moved by Councillor Courage to hold quarterly Open Houses with dates and location to be determined. CARRIED MOTION #17-145	Marian/Karine	First open house set for January 24, 2017	Complete
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

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 4, 2018

INFORMATION ITEMS



BOARD REPORT

VOL. 16 NO. 3 DECEMBER 2017

CHINOOK ARCH LIBRARY BOARD MEETING, DECEMBER 7, 2017

Chinook Arch
Regional Library
System

Chinook Arch Library Board Chooses 2018 Executive Committee

The Chinook Arch Library Board has elected its Executive Officers for 2018. They are as follows:

- * **DeVar Dahl** (Magrath, Chair)
- * **Marie Logan** (Vulcan County, Vice-Chair)
- * **Lloyd Kearl** (Cardston County, Secretary-Treasurer)
- * **Howard Paulsen** (Stavely, Past Chair)

Officers-At-Large include:

- * **Wendy Kalkan** (LPL Resource Centre)
- * **Christopher Northcott** (Milo)
- * **Gordon Given** (Nanton)
- * **Doug Logan** (Lomond)
- * **Kathy Davies** (Claresholm)
- * **Quentin Stevick** (MD Pincher Creek)

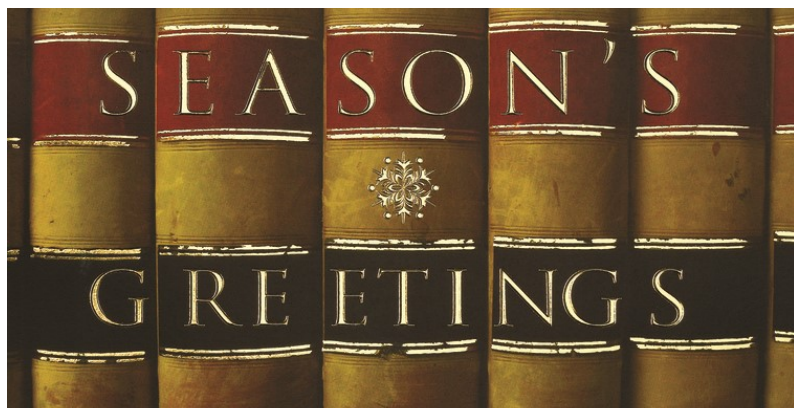
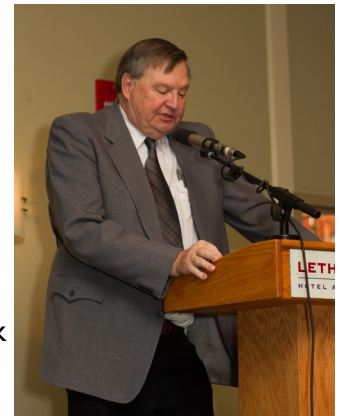
Thank you for the time you devote to ensuring the continued success of Chinook Arch! Thanks also to those who signed up for one of the standing committees: Finance/Personnel, Marketing/Communications, Planning/Facilities, and the Building Committee. If you would like to join one of the standing committees, please contact Kerby Elfring at (403)380-1523. Members are needed for the Planning/Facilities Committee!

2018 Revised Budget Approved

Chinook Arch is in the final year of its four-year budget. Each year, the Board reviews a revised budget based on updated forecasts and changes to the member levy approved by member councils in the 2015-2018 Budget. The 2018 Revised Budget includes a modest adjustment to the salary grid, and the addition of a one-year contract position.

Thank You Howard!

The staff and board would like to thank Howard Paulsen for four years at the helm of the Chinook Arch Library Board. Howard, who hails from Stavely, was first elected Chair in 2013. During his tenure, Howard oversaw many significant developments at Chinook Arch, including a successful lobbying effort that resulted in a \$2.12 million grant from Alberta Infrastructure that will position Chinook Arch to serve its members well into the future.



Chinook Arch Quick Facts 2017:

Population served:	201,165
Library Service Points:	35
Municipalities:	40
School Authority:	1
Board Chair:	DeVar Dahl, Magrath
CEO:	Robin Hepher (rhepher@chinookarch.ca)

Board Members Present:

Barnwell	Jane Johnson
Barons	Ron Gorzitza
Town of Cardston	Dennis Barnes
Cardston County	Lloyd Kearl
Carmangay	JoAnne Juce
Claresholm	Kathy Davies
Coaldale	Briane Simpson
Coalhurst	Heather Caldwell
Granum	Bernie Kennedy
Lethbridge County	Tory Campbell
Lomond	Doug Logan
Magrath	DeVar Dahl
Milk River	Margaret McCanna
Milo	Christopher Northcott
Nanton	Gordon Given
Picture Butte	Teresa Feist
Town of Pincher Creek	Mark Barber
Pincher Creek MD	Quentin Stevick
Raymond	Joan Harker
Stavely	Howard Paulsen
Stirling	Rob Edwards
Vauxhall	Kim Cawley
Town of Vulcan	Liz Hammond
Vulcan County	Marie Logan
County of Warner	Morgan Rockenbach
MD of Willow Creek	Maryanne Sandberg
LPL Resource Centre	Wendy Kalkan

Regrets:

Crowsnest Pass	Doreen Glavin
Taber MD	Tamara Miyanaga
Village of Warner	Colette Glynn
Ministerial Appointment	Vic Mensch

Absent:

Arrowwood	Janet Cockwill
Champion	Trevor Wagenvoort
Coutts	Tom Butler
Fort Macleod	Michael Dyck
Glenwood	Barb Michel
Hill Spring	Jim Rowley
City of Lethbridge	Gail Berkner
Town of Taber	Carly Firth
Kainai Board of Education	Linda Weasel Head

CHINOOK ARCH BOARD MEETING, DECEMBER 7, 2016**MEETING HIGHLIGHTS****Policy Reviews****Personnel Policies Updated:**

In light of the upcoming changes to Alberta's employment standards, many Chinook Arch policies were revised to align with the new legislation. Changes include the introduction of several new unpaid leaves, and a reduction of the time required for staff to become eligible for leaves. Affected policies include:

- Annual Vacation
- Employee Leave
- Hours of Work and Overtime

Committees and Committee Mandates:

After consultation with the Public Library Services Branch of Alberta Municipal Affairs, the Committees and Committee Mandates policy was updated so that former board members and trustees of member library boards may join the Marketing/Communications Committee of the Chinook Arch Board.

All Chinook Arch Board policies can be viewed on the website at <http://www.chinookarch.ca/content/library-board-policies>

Salary Grid Review

The Board approved an adjustment of 2% to the Chinook Arch salary grid, with a further 0.25% adjustment for certain positions to correct an inequity on the grid. The salary grid ensures consistency for staff and the employer. In order to stay competitive in local and provincial labour markets, it is reviewed annually by the Finance and Personnel Committee.

Building Renovation Update

Progress continues on planning for the renovation of the Chinook Arch facility. Staff and the Building Committee are continuing to refine the design concept with RPA, the consulting architecture firm. It is expected that construction will begin in the spring, and be completed in the fall of 2018.

Contact Us:

Chinook Arch Regional Library System
2902 7th Ave. N
Lethbridge, AB T1H 5C6 | 403-380-1500

www.chinookarch.ca | arch@chinookarch.ca

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

October 12, 2017

Present: Mike McAlonan, Rhodena King, Betty Hoare, Don Glimsdale, Bert Franssens and Ken Favrholt

Absent: Arden Dubnewick

1. Meeting called to order by Mike McAlonan at 3:10 PM.
2. Adoption of Agenda as amended by Bert Franssens, motion carried.
3. Minutes for July 19, 2017 were ready by Betty Hoare. Rhodena King moved minutes approved as read, motion carried.
4. Financials were reviewed. Blair Bullock, Director of Corporate Services for the Town of Clareholm joined the meeting for discussion on transfer for RCAF project. After clarification the following motion was made. "Motion made by Bert Franssens, recommend to council an out of budget revenue and expense of \$9,985.00 for an approved grant on Community Stories Investment Program of the Virtual Museum of Canada. There will be a net nil cost to the Town on this project. Background to Council on the project to be prepared by Blair Bullock. All in favour, motion carried." Blair left the meeting and Don Glimsdale moved financials be approved, motion carried.

5. **CORRESPONDENCE** -

A thank you from The Church of Jesus Christ of Latter Day Saints for a tour given.

- Letter regarding the upcoming Clareholm Winter Fest to be held February 10, 2018. The event will be at the Clareholm Community Centre and surrounding area. The museum will put together a photo booth with vintage clothing. Ken to look for a local photographer. Rhodena offered to help with picking out clothes.

6. **OLD BUSINESS** -

The new book on the history of the RCMP was thought to be too expensive at a cost of \$40 for the gift shop at the museum. --

Blackfoot Festival, we were unable to get funding for this year.

- Alberta Culture Days, Ken gave a recap on the event and all agreed it was a success.
- Link Trainer Update, Don Glimsdale advised that it could not be moved into the building yet. -

Volunteer Policy, Ken took the board through the current policy with his recommended changes. Part of those changes would be different volunteer descriptions.

- Insurance, discussed coverage for volunteers over age 80.
- Letter to Rae Trimble, Mike McAlonan presented a draft copy for review. After further discussion Mike will send out a revised letter to be approved for mailing.
- Harvard Memorial, Ken is putting together a report on the status of the plane. -

Off-site storage was discussed with the work to-date. The next step is to consolidate contents of the small unit into the one remaining large unit.

7. ED REPORT

- Ken gave a brief review of his monthly report.

8. NEW BUSINESS

- Council liaison to Museum, each board member to send a letter to Karine Wilhauk at the Town of Claresholm advising their wish to stay as acting board members.

- 2018 Budget preparation, Ken advised that the budgeting process has started.

- Gift Shop, discussion was held on how to handle for next year. Carried forward to next meeting. -

Ken will start working 3 days per week until end of his contract of January 13, 2018.

- Friends of Museum will hold an evening event November 7, 2017 a talk with Ted and Sandy Menzies.

- Olde Fashioned Christmas, planning is in place for December 1, 2017. -

Acquisitions – short discussion on current policy. The subject to be brought forward to the next meeting.

9. OTHER – ED TRAINING COURSES/CONFERENCES

- Ken advised board of courses taken.

10. ADJOURNMENT - Mike moved meeting adjourned at 6:00 PM, all in favour.

11. NEXT MEETING – November 15, 2017 at 3:00 PM.

The Municipal District of Willow Creek No. 26
Box 550, Claresholm, AB T0L 0T0 Phone (403) 625-3351 Fax (403) 625-3886

NOTICE OF DECISION

Form C

Application No. 082-17

NAME OF APPLICANT: Town of Claresholm

ADDRESS: Box 1000 Claresholm, AB T0L 0T0

In the matter of Block A, Plan 4117JK (Claresholm Industrial Area)

The development as specified in Application No. 082-17 for the following use:

The use of the existing decommissioned runways for the purpose of driver training courses only, for licenced motorized vehicles and all-terrain vehicles, conducted by a licenced trainer.

Note: There shall be no use of the active commissioned runway/taxiway for any sporting events or driver training courses,

has been **APPROVED**, subject to the following conditions:

1. A copy of all scheduled driver training courses shall be provided to the Municipal District office;
2. The property shall be maintained in a neat and orderly manner;
3. All garbage shall be contained in suitable receptacle(s) and disposed of in a responsible manner; and
4. All debris shall be picked up and disposed of in a responsible manner.


DATE OF DECISION December 20, 2017

DEVELOPMENT PERMIT issued on the 21st day of December 2017.

A development permit issued in accordance with this notice **is not valid until 14 days after the date that this decision** has been mailed to adjacent landowners, or posted on the site, or published in a newspaper, unless an appeal is lodged pursuant to the Act. If an appeal is lodged, then the permit will remain in abeyance until the Subdivision and Development Appeal Board has determined that appeal and this Notice of Decision may be modified, confirmed, or nullified hereby.

(See Over)

DATE: December 21, 2017 SIGNED: _____


Cindy Chisholm
Development Officer
The Municipal District of Willow Creek

IMPORTANT: Notice of approval in no way removes the need to obtain any permit or approval required by any federal, provincial or municipal legislation and/or regulations pertaining to the development approved.

***Intention to appeal must be received within 14 days of notification of decision.**

NOTE: The Land Use Bylaw provides that any person claiming to be affected by a decision of the Municipal Planning Commission may appeal to the Subdivision and Development Appeal Board by serving written notice of appeal, stating the reasons, to the Subdivision and Development Appeal Board, c/o Municipal Administrator/CAO Cynthia Vizzutti, Box 550, Claresholm, Alberta T0L 0T0 within fourteen (14) days following the date of issuance of this notice. The required fee of \$500.00 must accompany the appeal.

Copies to:

Applicant/Registered Owner
Adjacent Landowners
Alberta Health Services
Transport Canada, Civil Aviation Prairie and Northern Region
Nav Canada

**THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26
DEVELOPMENT PERMIT**

Form D

Application No. 082-17

This development permit is hereby issued to:

NAME: Town of Claresholm

ADDRESS: Box 1000 Claresholm, AB T0L 0T0

In respect of development consisting of:

The use of the existing decommissioned runways for the purpose of driver training courses only, for licenced motorized vehicles and all-terrain vehicles, conducted by a licenced trainer.

Note: There shall be no use of the active commissioned runway/taxiway for any sporting events or driver training courses.

On land located at: Block A, Plan 4117JK (Claresholm Industrial Area)

and as described on Development Permit Application No. 082-17

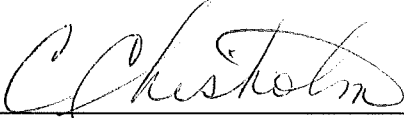
and plans submitted by the applicant.

This permit refers only to development outlined in Development Permit Application No. 082-17, **dated** September 14, 2017.

And is subject to the conditions contained in the Notice of Decision:

1. A copy of all scheduled driver training courses shall be provided to the Municipal District office;
2. The property shall be maintained in a neat and orderly manner;
3. All garbage shall be contained in suitable receptacle(s) and disposed of in a responsible manner; and
4. All debris shall be picked up and disposed of in a responsible manner.

IMPORTANT: See Over

DATE: December 21, 2017 SIGNED: 

Cindy Chisholm
Development Officer
The Municipal District of Willow Creek

IMPORTANT:

This development permit is subject to the following conditions:

1. This permit indicates that only the development to which it relates is authorized in accordance with the provisions of the Land Use Bylaw. **This is not a BUILDING PERMIT.** The applicant is not excused from complying with the requirements of any federal, provincial or other municipal legislation, or the conditions of any easement, covenant, building scheme or agreement affecting the development or land.
2. This permit, issued in accordance with the notice of decision, is valid for a period of 12 months from the date of approval. If, at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit is no longer valid. An application to extend the validity of a development permit for up to 24 months may be made in accordance with the provisions of the Land Use Bylaw.
3. If this development permit is issued for construction of a building, including the exterior finish of the building, it shall be completed within 12 months from the date of issue of this development permit.
4. The Development Officer may, in accordance with the Act, issue a stop order or suspend or cancel a development permit in order to ensure that the provisions of the bylaw are complied with.
5. This permit is transferable only in accordance with the provisions of the Land Use Bylaw.
6. If the use for which this development is issued is discontinued for two years or more, then a new application for development to recommence said use must be made in accordance with the provisions of the Land Use Bylaw.
7. The issuance of this development permit is subject to the condition that it does not become effective until 14 days after the date of the issuance of the notice of decision. Should this decision be appealed within 14 days after the notice of decision has been issued, the permit shall not become effective until the appeal shall have been determined and the permit upheld thereby. Should development be commenced within the 14-day time frame and an appeal be launched against this proposal and subsequently be upheld by the subdivision and development appeal board, any costs incurred shall be at the sole expense of the developer.
8. If the development application has been appealed, the applicant shall not commence any development until the decision of the subdivision and development appeal board has been officially rendered in writing and authorizes the proposed development.

Karine Wilhauk

From: Seniors and Housing Information <Seniorsinformation@gov.ab.ca>
Sent: Friday, December 22, 2017 1:19 PM
To: Seniors and Housing Information
Subject: Face It: Elder Abuse Happens Conference and Seniors' Week - 2018

With 2017 coming to a close, Seniors and Housing wants to bring your attention to some important events that are happening in 2018.

Registration Now Open!
Face It: Elder Abuse Happens – Community of Practice, Taking Action Conference
April 30 to May 2, 2018
River Cree Resort and Casino, Enoch, AB

Early Bird registration closes March 2, 2018: \$249
Regular Registration closes April 13, 2018 \$299

Alberta Seniors and Housing and the Alberta Elder Abuse Awareness Council are pleased to co-host the 2018 Face It: Elder Abuse Happens – Community of Practice, Taking Action conference on May 1 and 2, with a pre-conference session on April 30. The Face It: Elder Abuse Happens Conference provides opportunities for professionals to network, hear from dynamic speakers and learn more about the complexities of elder abuse.

For more information and to register, please visit: <http://albertaelderabuse.ca/>

June 3 to 9, 2018, is Seniors' Week in Alberta
Co-Host the Provincial Launch Event on June 4, 2018!

Seniors make a difference in our communities every day. Seniors' Week is an opportunity for all Albertans to recognize and celebrate the contributions of seniors by participating in the many events taking place across the province.

Alberta Seniors and Housing invites proposals from municipalities and senior-serving organizations to co-host the 2018 Seniors' Week Provincial Launch Event on June 4, 2018. The deadline for submissions is February 1, 2018.

For more information and to apply, please visit: <http://www.seniors-housing.alberta.ca/seniors/seniors-week.html>

All the best for a safe and happy holiday season.

Register your special seniors-related event by clicking on the calendar!

From: Colleen Delany [<mailto:colleen.delany@gov.ab.ca>]
Sent: Thursday, December 21, 2017 10:09 AM
To: Jason Hemmaway
Subject: ATSF Grant Agreement - Town of Claresholm

Good morning, Jason

Congratulations to Town of Claresholm and your sponsored project organization, Risk Reduction Community Coalition - 2018, on your successful grant application! Attached you'll find the grant agreement. A reminder that as the sponsoring organization, Town of Claresholm is responsible for signing the agreement so that we can issue you the grant funds.

- Please review and sign the agreement, then scan and email the signature page back to me **in reply to this email**.

Town of Claresholm is already set up to receive funds from us, so the payment will be processed once your grant agreement is received.

Also attached are two versions of the ATSF logo and the guidelines for how to use it. We encourage you to add the logo to any materials you produce during your project. Please contact me if you need higher resolution, print-quality versions of the logo and if you have any questions about using the logo.

Finally, if you are tweeting about your project, please tag us at [@AbTransComm](https://twitter.com/AbTransComm) so that we can retweet your post!

Colleen Delany

Community Mobilization Specialist
Office of Traffic Safety
Alberta Transportation
Government of Alberta

Tel 780-643-9263

Colleen.Delany@gov.ab.ca

511 Alberta - Alberta's Official Road Reports

Go to 511.alberta.ca and follow [@511Alberta](https://twitter.com/511Alberta)



Up-to-date road information, including traffic delays, is a click or a call away. Call 5-1-1 toll-free, visit 511.alberta.ca or follow us on Twitter [@511Alberta](https://twitter.com/511Alberta) to get on the road to safer travel.

<http://511.alberta.ca/ab/en.html>

<https://twitter.com/511Alberta>

December 11, 2017

Now that the Government of Alberta's Builder Licensing Program has officially launched, we know there will be questions surrounding the program, how it works and what it means for builders, municipalities and those who wish to purchase a new home. As such, we have prepared the enclosed brochure to answer some basic questions that builders and others in the residential building and development industry may have regarding the program.

The brochure contains a small sample of the much larger pool of information available on the Builder Licensing Program website at www.builderlicensing.alberta.ca. We will continue to update the website with new questions and answers and further information based on public feedback.

If you require more brochures, or if you have any questions regarding the program, please call us at 1-866-421-6929 or email us at builderlicensing@gov.ab.ca.

Sincerely,



Erin Black, Manager, Builder Licensing Program

Frequently Asked Questions

Q. How do I apply for a builder licence?

- Through an online application at www.builderlicensing.alberta.ca.

Q. What are the fees?

- An initial application costs \$600.
- Each renewal application costs \$500.

Q. How long is the licence valid?

- One year from the date of issue, unless otherwise stated by the Registrar.

Q. What happens on December 1, 2017?

- From that date forward, residential builders who plan to obtain building permits for new homes will need a licence.

Q. How will consumers know if a builder is licensed?

- The public registry will list all licensed builders in Alberta.

Q. Where can I go for more information?

- Web: www.builderlicensing.alberta.ca
- Email: builderlicensing@gov.ab.ca
- Phone: 1-866-421-6929

Key Dates

December 1, 2017 – Program requirements come into effect. Provisional licences are issued to existing builders with a clean record of compliance.

March 31, 2018 – All builders, including those with a provisional licence, are encouraged to apply for their licence before this date to avoid processing delays that could impact their business.

May 1, 2018 – Provisional licences expire. All builders must possess a licence to build new homes in Alberta.

Contact Us

Web: www.builderlicensing.alberta.ca
Email: builderlicensing@gov.ab.ca
Phone: 1-866-421-6929

Alberta Builder Licensing. What You Need to Know



What's Changing?

Beginning **December 1, 2017**, all residential **home builders are required to have a licence** when they go to obtain a building permit for a new home. Builder licensing applies to the construction of new homes to which the *New Home Buyer Protection Act* applies, including condominiums.

Provisional Licence

Experienced builders who have built at least two new homes in the last two years may qualify for a temporary licence. There is no application required. This provides builders with additional time to submit their application for a full builder licence. **A provisional licence expires on May 1, 2018.**

Full Licence

New builders or existing builders who do not qualify for a provisional licence must apply for a full builder licence if they intend to build homes in Alberta after December 1, 2017. Applications can be submitted through the New Home Buyer portal beginning December 1, 2017. The licence fee is \$600 and is valid for one year, unless otherwise indicated. Licence renewal is \$500.

Owner Builder Authorization

Individuals planning to build their own home must apply to the Registrar for an Owner Builder Authorization, whether building with or without warranty. For more information, visit www.homewarranty.alberta.ca.

Information for Permit Issuers

Currently under the *New Home Buyer Protection Act*, a building permit cannot be issued unless appropriate warranty coverage or an exemption from the coverage requirement is in place on the property. That process remains in place, and beginning December 1, 2017, the permit applicant is also required to provide proof of a builder licence.

Permit issuers, accredited municipalities and accredited agencies can confirm an applicant's licence status by checking the applicant's Registrar's Certificate, their Certificate of Licence, as well as the builder registry at www.builderlicensing.alberta.ca.

Applying for a Builder Licence

Builders can apply for a licence online at www.builderlicensing.alberta.ca. The application will ask for:

- Basic business contact information, including contact information for directors
- List of associated building companies
- Proof of acceptance by a warranty provider
- Any history of fraud
- Any undischarged bankruptcies or arrangements under the *Companies' Creditors Arrangement Act* that have not been completed
- Building-related court proceedings
- Compliance record with safety and consumer protection legislation
- Photocopies of the driver's licences or government-issued identification associated with all company directors

Two Licence Classes

Builders can apply as either a developer or a general contractor, depending on what types of homes they intend to construct. Both may sell new homes directly to a consumer.

1. Licensed Developer

- A licensed developer typically builds residential projects with five or more dwelling units, such as condominiums.
- When the project requires the involvement of a coordinating registered professional, the builder is required to have a developer licence.
- A coordinating registered professional coordinates the design work and field review of the other registered professionals required to comply with the Alberta Building Code.

2. Licensed General Contractor

- A general contractor builds single-family homes or multiple-family dwellings up to four dwelling units.
- These residential buildings do not require a coordinating registered professional but may require the involvement of registered professionals for certain aspects of the building.

For more information, visit www.builderlicensing.alberta.ca

Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for September 7, 2017

8:00am Town Council Chambers



Present: Chairperson Rob Steel, Mayor
Mike McAlonan, Councillor
Chris Dixon, Councillor
Lyal O'Neill, Councillor
Jamie Cutler, Councillor
Doug Priestley, Member at Large

Regrets: Shelley Ford, Councillor
Betty Fieguth, Councillor

Staff: Marian Carlson, CAO
Blair Bullock, Director of Corporate Services
Mike Schuweiler, Director of Infrastructure Services
Denise Spencer, Recreation Manager
Tara VanDellen, Development Officer

1. **Call to Order** 8:00 am; Meeting was called to order by Chairperson, Rob Steel.
2. **Approval of Agenda** – Motion to approve agenda with addition of 2017 infrastructure projects update by Councillor Cutler. Carried.
3. **Minutes for Approval**
 - **August 24, 2017** – Motion to approve by Councillor McAlonan. Carried.
4. **Business**
 - 4.1 Chamber of Commerce Minutes / Letter – received for information supporting the draft plan.
 - 4.2 Draft Recreation Master Plan Review & Recommendation to Council – Motion to recommend the presented Draft Recreation Master Plan to Council by Doug Priestley. Carried.
 - 4.3 2017 Infrastructure Projects update –
Discussion – Mike Schuweiler updated the committee on the projects.
 - *Contractors on the 8th street project will be continuing soon and notifying residents of any alternations to traffic patterns.*
 - *59th street project is complete.*
 - *55th street (Harvest Square project) had some unforeseen construction issues that caused a delay, the issues were remedied so work can continue.*
 - *4th street project mainly complete, currently waiting on contractor for paving. Contractor had some equipment issues but should be on site soon. All school busses are aware of route disruptions.*
 - *47th street project will also commence once the contractor's equipment is fixed and the other projects are completed. Still on schedule for end of September.*
5. **Next meeting:** *as required.*
6. **Adjournment:** 8:14 am Motion by Doug Priestley. Carried.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES – 3 (2017)

GENERAL BOARD OF DIRECTORS’ MEETING

Thursday, September 7, 2017 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Bill Graff (absent)	Village of Arrowwood	Brad Koch (absent)	Village of Lomond
Jane Jensen (absent)	Village of Barnwell	Richard Van Ee	Town of Magrath
Ed Weistra	Village of Barons	David Hawco	Town of Milk River
Tom Rose	Town of Bassano	Louis Myers	Village of Milo
Fred Rattai	City of Brooks	Christophe Labrune (absent)	Town of Nanton
Jim Bester	Cardston County	Clarence Amulung	County of Newell
Dennis Barnes	Town of Cardston	Pete Pelley	Village of Nobleford
Stacey Hovde (absent)	Village of Carmangay	Teresa Feist - alternate	Town of Picture Butte
Jamie Smith (absent)	Village of Champion	Quentin Stevick	M.D. of Pincher Creek
Betty Fieguth (absent)	Town of Claresholm	Lorne Jackson - alternate	Town Pincher Creek
Bill Chapman	Town of Coaldale	Ronald Davis (absent)	M.D. of Ranchland
Sheldon Watson (absent)	Town of Coalhurst	Greg Robinson (absent)	Town of Raymond
Ken Galts	Village of Coutts	Barry Johnson (absent)	Town of Stavely
Garry Hackler (absent)	Village of Cowley	Ben Nilsson (absent)	Village of Stirling
Bill Kovach	Mun. Crowsnest Pass	Ben Elfring	M.D. of Taber
Dave Filipuzzi	Mun. Crowsnest Pass	Margaret Plumtree (absent)	Town of Vauxhall
Gordon Wolstenholme (absent)	Town of Fort Macleod	Derrick Annable (absent)	Vulcan County
Barb Michel	Village of Glenwood	Rick Howard	Town of Vulcan
John Connor	Town of Granum	David Cody	County of Warner
Monte Christensen (absent)	Village of Hill Spring	Ian Glendinning	Village of Warner
John Willms	County of Lethbridge	Henry Van Hierden	M.D. Willow Creek

STAFF:

Lenze Kuiper	Director	Cam Klassen	Planner
Mike Burla	Senior Planner	Ian MacDougall	Planner
Steve Harty	Senior Planner	Cameron Mills	Planner
Diane Horvath	Senior Planner	Erin Graham	Assistant Planner
Gavin Scott	Senior Planner	Stacy Olsen	Assistant Planner
Ryan Dyck	Planner	Barb Johnson	Executive Secretary

AGENDA:

- 1. Approval of Agenda – September 7, 2017**

- 2. **Approval of Minutes** – June 1, 2017..... (attachment)
- 3. **Business Arising from the Minutes**.....
- 4. **Staff Presentations:**
 - Ryan Dyck, Planner – Trail Planning*
 - Cameron Mills, Planner – Subdivision and Development Appeals*
 - Ian MacDougall, Planner – Legalization of Marihuana*
- 5. **Reports**
 - (a) Executive Committee Report.....
 - (b) GIS Update.....
- 6. **Business**
 - (a) 2018 Budget Preparations.....
 - (b) ORRSC Council and CAO Orientations – Post Election.....
- 7. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the 6-month period:
January 1 - June 30, 2017..... (attachment)
- 8. **Adjournment** – December 7, 2017.....

VICE-CHAIR HENRY VAN HIERDEN CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: David Hawco

THAT the Board of Directors approve the agenda of September 7, 2017, as amended:

ADD: Staff Presentations: *Ian MacDougall – Legalization of Marihuana* **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Tom Rose

THAT the Board of Directors approves the minutes of June 1, 2017, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. STAFF PRESENTATIONS

Ryan Dyck, Planner – Trail Planning

Planner Ryan Dyck explained that trails are fast becoming essential components in community design and the enthusiasm for trails and support for opportunities they create is growing rapidly. The purpose of a trail is typically a combination of commuter/transportation and recreation. For a trail network to be successful it should emphasize unique local conditions so to produce a memorable reflection of the area and/or to provide an efficient practical purpose. Trails that provide a primary recreation-oriented experience are well suited to small/rural centres.

Benefits of a trail include:

- Recreation/Health – myriad of health benefits associated with brisk walking for 30 minutes, 4-7 days a week
- Social – accessible to all income groups and demographics
- Environmental/Educational – low impact on land, facilitates positive impression of environment, opportunity for thought provoking educational and interpretive signage
- Economic – direct and indirect positive economic impacts

When planning a trail, the following need to be considered:

- Trail Users (pedestrians, small-wheeled users, cross-country skiers, cyclists, equestrian, motorized)
- Trail Types (asphalt, paving stones, native soil, gravel/washed rock, concrete, red shale)
- Trail Design Specifications and Principles (grade, slope, width, trail shape, landscaping, signage)
- Trail Amenities (washrooms, garbage receptacles, benches, etc.)

Other trail considerations include:

- Land Acquisition
- Funding
- Maintenance
- Risk Management
- Safety & Security
- Land Use Adjacent to Trail
- Marketing & Branding

Mr. Dyck reviewed the case study of a trails plan he is currently working on—Magrath/Cardston County Intermunicipal Trails Plan—which proposes development of 30 km of trail circling the town with a 5-minute buffer walking distance.

Cameron Mills, Planner – Subdivision and Development Appeals

Planner Cameron Mills gave a presentation on lessons learned from two recent Subdivision and Development Appeal Hearings held within our region:

1. County Campground:

A 150 serviced RV lot campground located near a provincial park and body of water was granted a development permit (discretionary). The surrounding area is not densely populated but includes a number of acreages and area landowners are generally opposed to the development concept. One appeal was received from a nearby resident on behalf of an area landowners group. While it is possible to receive multiple appeals on a single decision, typically once one is received other concerned parties piggy-back onto the original appeal.

There was a large turnout at the hearing, mostly to oppose the development. The hearing lasted nearly 8 hours where a wide variety of arguments were presented by all sides dealing with the suitability of the site, environmental concerns, traffic, etc. The lawyer for the applicant (developer) argued that the appellant was not an “affected person” and the appeal should be dismissed. Only an “affected person” has leave to appeal [(MGA 685(2))]. The appellant was two entities: the individual and the group.

- The group is not a registered corporation or not for profit entity — not a “person”.
- The individual is a person but because they are not an adjacent landowner, do not share an access road, and stated concerns that were general in nature, is deemed to be — not “affected”.

Other “affected persons” were present at the hearing but did not file appeals.

DECISION: After consulting with their legal counsel, the Board found that the appellant had no standing to appeal and therefore determined there was no valid appeal.

The Board must consider not only the merits of the information presented, but also whether or not the appellant has the right to initiate an appeal.

2. County Kennel:

The SPCA seized ±200 dogs from a kennel which had been operating for several years without a permit. The operator applied for a permit which was denied by the MPC and then filed an appeal to the SDAB.

Both the original MPC hearing and the subsequent SDAB hearing generated substantial public interest from both County residents and concerned non-residents. This was a jurisdictional issue — animal welfare concerns vs. the Land Use Bylaw (approval specific to land use vs. license to operate). Standards for kennels are found in the *Canadian Veterinary Medical Association Code of Practice for Canadian Kennel Operations*, but the Board had to decide if it applies and, if so, who determines compliance? Also, is this a new application or a renewal?

Over 700 pages of information was provided to the Board in exhibits, including two letters from veterinarians deeming the operation to be acceptable.

DECISION: The Board denied the appeal on the grounds that the information provided was unclear and provided the appellant with a guideline for what might be included in a future application for greater clarity.

The municipality must consider how it will apply guidelines, if at all. It is unlikely that an MPC or SDAB includes anyone with practical experience in the operation of commercial kennels, and as such it can be difficult for them to determine best practices without any relevant expertise. This is better accomplished before a decision needs to be made through examination of the Land Use Bylaw.

Ian MacDougall, Planner – Legalization of Marihuana

Planner Ian MacDougall highlighted milestones that have taken place since it has been deemed unconstitutional to prohibit marihuana for medical purposes:

July 30, 2001: Marihuana Medical Access Regulations (MMAR) became effective

- Court of Appeal declared marihuana prohibition to be unconstitutional (Parker decision in Ontario)

April 1, 2014: Marihuana for Medical Access Regulations (MMAR) repealed and replaced with Marihuana for Medical Purposes Regulations (MMPR)

- Revised to allow patients to possess marihuana flower with a prescription from a physician
- Medicine obtained from a qualified provider
- Location of provider has restrictions regarding proximity to schools, playgrounds and daycare
- Restrictions show importance of spatial relationships

August 24, 2016: Marihuana for Medical Purposes Regulations (MMPR) replaced with Access to Cannabis for Medical Purposes Regulation (ACMPR)

- Allows patients with a doctor's prescription to grow their own medicine or have a designated grower

July 1, 2018: Proposed Bill C-45, The Cannabis Act – address the regulation, sale and cultivation of recreational cannabis

July 1, 2018: Proposed Bill C-46, Act to amend the Criminal Code – address offences related to the conveyance of cannabis

Municipal involvement will be required in the following areas: business licensing, Building Code, workplace safety, land use zoning, enforcement of regulations. Possible preparation for legalizing cannabis includes:

- ▶ Form a working group of stakeholders to prepare for legalizing cannabis
- ▶ Develop draft land use bylaw amendments for land use and development standards
- ▶ Review business licensing for potential federal, provincial and municipal licenses or permits
- ▶ Review human resource policies to address cannabis regulations
- ▶ Adjust enforcement and policing for impairment

ORRSC will keep our membership updated on this issue as it progresses.

5. REPORTS

(a) Executive Committee Report

- No Executive Committee meetings were held from June through August. A verbal report from the meeting held at 5:00 p.m. today prior to this meeting was given.

(b) GIS Update

- The 2017 Orthophoto Project is now complete and quality control is currently in progress (building footprints included).
- The City of Brooks and Village of Duchess joined the ORRSC Urban GIS Project in 2017, and the Town of Rocky Mountain House took over their own GIS in July.

Moved by: Fred Rattai

THAT the Board of Directors receive the GIS update, as information.

CARRIED

6. BUSINESS

(a) 2018 Budget Preparations

- Preparations for the 2018 Budget have begun, including:
 - Maintain 2017 mill rate for Member Fees (+/- impact, depending on total equalized assessment)
 - 1% increase to GIS (server, hardware replacements, software updates)
 - Maintain Regional Assessment Review Board Fees
 - Increase Subdivision Fees to reflect new MGA requirements for applications
 - Continue \$25,000 annual allocations to both Operating and Capital Reserves
 - Sell and replace fleet vehicle
 - Budget 2% salary increase
 - Increase Building Maintenance budget
- Following Executive Committee approval, the Proposed 2018 Budget will be brought to the December 7, 2017 Board of Directors' meeting for ratification.

Moved by: Lorne Jackson

THAT the Board of Directors receive the discussion on 2018 budget preparations, as information.

CARRIED

(b) ORRSC Council and CAO Orientations – Post Election

- The Director thanked Board members for their service, and wished them well in the upcoming election in October. Councils will receive mandatory training from the province following the election, but ORRSC will supplement this with a more detailed planning orientation in the new year. The Director also plans to appear as a delegation before individual municipal councils to review ORRSC services.

7. ACCOUNTS

**(a) Summary of Balance Sheet and Statement of Income for the 6-month period:
January 1 - June 30, 2017**

- ORRSC financial situation is relatively healthy, with an expected surplus of approximately \$34,000 at year end.

Moved by: John Connor

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 6-month period: January 1 - June 30, 2017, as information. **CARRIED**

8. ADJOURNMENT

Moved by: David Hawco

THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:25 p.m. until **Thursday, December 7, 2017 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: 

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

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 – 26th, 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:

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

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
November 13, 2017 at 3:00 P.M.

In attendance: Chair Gord Wolstenholme, Vice Chair Kieth Carlson, John Kroetsch, Don James,
Duncan McLean and CAO Cheryl Friesen

1. Chair Gord Wolstenholme called the meeting to order at 3:17 P.M.
2. Approval of Agenda

CAO Friesen asked to add 5(g) GIC Re-Investment

17.97 **Moved by Kieth Carlson** to approve the agenda as amended.

CARRIED

3. Delegations

No Delegations

4. Approval of Minutes

- a) Regular Meeting September 28, 2017

Cheryl presented the members with the draft minutes from the September 28, 2017 regular meeting.

17.98 **Moved by Duncan McLean** to approve the minutes of the September 28, 2017 regular meeting as presented.

CARRIED

5. Financial Information

- a) ATB Financial Bank Statement October 31, 2017 – For Information

CAO Friesen presented the members with the ATB Financial bank statement ending October 31, 2017 for information.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
November 13, 2017 at 3:00 P.M.

5. Financial Information cont.

b) Bank Reconciliation September & October 2017 – Checking & 90 Day Notice
Accounts

CAO Friesen presented the members with the reconciliation reports for September & October
2017 for the ATB Financial checking account & 90 day notice account.

17.99 **Moved by Don James** to accept the September & October 2017 bank reconciliation
reports for the ATB Financial checking & 90 day notice accounts as presented.

c) Check Detail September 29, 2017 to November 8, 2017

CAO Friesen presented the members with the check detail from September 29 to
November 8, 2017

17.100 **Moved by Kieth Carlson** to accept the check detail of September 29 to
November 8, 2017 as presented.

CARRIED

d) Accounts Payable

Cheryl presented the accounts payable in the amount of \$14,513.67.

17.101 **Moved by Duncan McLean** to approve for payment, the accounts payable in the
amount of \$14,513.67.

CARRIED

e) Budget vs. Actual to October 31, 2017

CAO Friesen provided the members with the Budget vs. Actual report for the period ending
October 31, 2017.

17.102 **Moved by John Kroetsch** to accept the Budget vs. Actual report ending
October 31, 2017 as presented.

CARRIED

f) Balance Sheet October 31, 2017

CAO Friesen provided the members with the Balance Sheet for the period ending
October 31, 2017.

17.103 **Moved by Don James** to accept the Balance Sheet ending October 31, 2017 as
presented.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
November 13, 2017 at 3:00 P.M.

5. Financial Information cont.

g) GIC Re-Investment

CAO Friesen explained that the WCRWMSC had a large GIC mature that was deposited into the ATB Financial checking account. This was board approved to ensure we had enough available cash to pay for the new cell development. CAO Friesen further explained that there is a large amount of cash in the checking account and felt that the WCRWMSC would be better served to transfer some of the available cash into the 90 Day Notice account which pays a higher rate of return.

17.104 **Moved by John Kroetsch** to authorize CAO Friesen to transfer one hundred and fifty thousand dollars (\$150,000.00) from the ATB Financial checking account into the ATB Financial 90 day notice accounts.

CARRIED

6. New Business

a) 2018 Interim Budget – For Approval

CAO Friesen presented the 2018 interim capital and operating budget.

17.105 **Moved by Duncan McLean** to postpone the 2018 interim budget until the December 28, 2018 regular meeting.

CARRIED

b) 2017 Audit – For Information

CAO Friesen reported that the 2017 financial audit was scheduled for February 1-2, 2018 with the financial statements scheduled to be presented at the regular Commission meeting on February 22, 2018.

c) 2018 Auditor

CAO Friesen explained that the Board needed to appoint an auditor for the 2018 fiscal year.

17.106 **Moved by Don James** to appoint Avail CPA as the financial auditor for the WCRWMSC for the 2018 fiscal year.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
November 13, 2017 at 3:00 P.M.

6. New Business cont.

d) 2017 Christmas Bonus

CAO Friesen explained to the members that the Commission usually gives all employees a Christmas bonus. Cheryl further explained what the 2017 bonuses were.

Chair Wolstenholme asked that CAO Friesen leave the meeting at 4:03 p.m.

CAO Friesen was invited back into the meeting at 4:07 p.m.

17.107 **Moved by Don James** that the WCRWMSC give all employees the same bonus as 2017 and further that Cheryl purchase turkeys, up to \$40.00 each, for each employee.

CARRIED

e) 2017 Holiday Hours

CAO Friesen explained that the WCRWMSC usually publishes the landfill Christmas hours as well as a Christmas message in the municipality's newsletters as well as the Claresholm Local Press and the Macleod Gazette.

17.108 **Moved by Kieth Carlson** that the WCRWMSC insert a Christmas message along with holiday hours at the landfill in the CLP, Macleod Gazette, and the municipality's newsletters.

CARRIED

f) Ossa Terra Progress Payment – Approval to Pay

CAO Friesen presented for consideration the progress payment for Cell 10A development from Ossa Terra. CAO Friesen explained that she had one concern regarding unforeseen work and would like to verify that the amount invoiced was correct. CAO Friesen further explained that the total project came in under budget and was less than the original bid amount.

17.109 **Moved by Don James** to pay Ossa Terra to a maximum of \$100 140.04 pending verification of the invoiced amount for unforeseen work.

CARRIED

g) Remembrance Day

CAO Friesen explained that Remembrance Day 2017 was on a Saturday and our member municipalities gave their employees a day in lieu, which was Monday, November 13. She further explained that as the WCRWMSC had not yet met, she did not have permission to close the landfill site to give landfill staff a day off in lieu for this general holiday.

CAO Friesen asked the members if it would be acceptable to give the affected employees a day off in lieu for Remembrance Day, and further that the landfill will not close in order to do so.

17.110 **Moved by Duncan McLean** that the WCRWMSC employees get a day off in lieu of Remembrance Day 2017.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
November 13, 2017 at 3:00 P.M.

6. New Business cont.

h) 2017 Groundwater Monitoring

CAO Friesen provided the members with the proposal from Hasegawa Consulting for the 2017 groundwater testing and report. She further explained that this is a requirement of Alberta Environment and is an annual event which is budgeted for every year.

CAO Friesen explained that she accepted the proposal from Hasegawa as the WCRWMSC did not have a board of directors in place following the election and we needed to stay within a particular timeline. She further explained that the proposal was less than what was budgeted for and that Hasegawa had done this work for the WCRWMSC for the past several years.

CAO Friesen reported that Hasegawa has been on site and conducted the well purging and sampling, and that we should receive our report fairly quickly.

7. Old Business

8. Correspondence

9. General Landfill Information

10. In Camera

11. Adjournment

17.111 **Moved by Kieth Carlson** to adjourn at 4:24 P.M.
CARRIED

Chairman Gord Wolstenholme

CAO Cheryl Friesen

Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday December 6, 2017 – Provincial Building, Pincher Creek



Board Representatives

Barney Reeves, Waterton Lakes
Jim Bester, Cardston County
Dennis Barnes, Cardston
Albert Elias, Glenwood
Monte Christensen, Hill Spring
Beryl West, Nanton
Dale Gugala, Stavely
Donna Courage, Claresholm

Duncan McLean, Granum
Brent Feyter, Fort Macleod
Quentin Stevick, MD Pincher Creek
Scott Korbett, Pincher Creek
Warren Mickels, Cowley
Ron Davis, MD Ranchland
Blair Painter, Crowsnest Pass
John Van Driesten, MD Willow Creek

AlbertaSW Contract Staff

Bev Thornton, Executive Director, AlbertaSW
Bob Dyrda, Project Lead, AlbertaSW

1. Call to Order and introductions
2. Election of Officers

Executive Director called for nominations for the position of Chair.
Jim Bester nominated Barney Reeves.
Blair Painter moved THAT nominations cease.
Carried. [2017-12-550]
Barney Reeves named Chair for 2017-2018.

The Chair called for nominations for the position of Vice-Chair
Dennis Barnes nominated Jim Bester.
Blair nominated Brent Feyter.
Quentin Stevick moved THAT nominations cease.
Carried. [2017-12-551]
Ballot vote resulted in a tie. In this unprecedented situation, it was deemed acceptable to use a tie breaking procedure (e.g.: Section 99 "Local Election Authorities Act").
Coin toss named Brent Feyter Vice-Chair for 2017-2018.

The Chair called for nominations for the position of Secretary
Treasurer.
Warren Mickels nominated Scott Korbett.
Ron Davis nominated Jim Bester.
Beryl West moved THAT nominations cease.
Carried. [2017-12-552]
Ballot vote named Scott Korbett Secretary Treasurer 2017-2018

Moved by Ron Davis THAT Jim Bester be appointed as the additional Designated Signing Authority.
Carried. [2017-12-553]

3. Approval of Agenda

Moved by Scott Korbett THAT the agenda be approved as presented.
Carried. [2017-12-554]

- | | |
|--|---|
| 4. Approval of Minutes | Moved by Beryl West THAT the minutes of October 4, 2017 be approved as presented.
Carried. [2017-12-555] |
| 5. Approval of Cheque Register | Moved by Scott Korbett THAT cheques #2286-#2305 be approved with correction noted by Jim Bester.
Carried. [2017-12-556] |
| 6. EDA Conference | Moved by Beryl West THAT AlbertaSW pay the registration fee for Board representatives who are able to attend.
Carried. [2017-12-557] |
| 7. Insurance Renewal | Moved by Jim Bester THAT the Board approve renewing the Community Group Insurance Policy (Liability, Officers and Directors) that is held with Jubilee Insurance Agencies Ltd. through AAMDC.
Carried. [2017-12-558] |
| 8. EV Charging Station Network | The partnership has submitted a funding application to Federation of Canadian Municipalities (FCM) for \$1M. There is an expressed interest from the province to possibly provide some additional funds. Letters of support from individual communities may be needed. |
| 9. Overview of AlbertaSW | Bev provided an overview of Governance documents and 2017-2018 Operations Plan, funding and reporting procedures. |
| 10. Project Lead report. | Monthly activity report accepted as information.
Bob updated on recent broadband-related conferences and meetings. Additional detail was provided on the Regional Business License Program. He can e-mail further information to anyone requesting it. Promoting this program to our businesses is encouraged. |
| 11. Executive Director Report | Accepted as information. |
| 12. Roundtable updates | This will be a regular agenda item for upcoming meetings. |
| 13. Board Meetings:
January 3, 2018 - Claresholm
February 7, 2018 - Fort Macleod
March 7, 2017 - Nanton | |
| 14. Adjournment | Moved by Quentin Stevick THAT the meeting be adjourned.
Carried. [2017-12-559] |

UNAPPROVED

Chair

Secretary/Treasurer

Alberta SouthWest Bulletin January 2018

Regional Economic Development Alliance (REDA) Update

❖ EV Charging Station Network

- Funding application for the Alberta project has been submitted to Federation of Canadian Municipalities (FCM).
- The plan continues to expand; the conversation now will include MT Department of Environmental Quality (DEQ).
- The state has received dollars from Volkswagen, a payment resulting from the emissions lawsuit. Montana intends to spend 15% of that award, roughly \$1.89 M, on infrastructure and designation of EV charging station corridors; an InterWest Corridors MOU has been recently signed by 8 states.
- As this initiative borders on provinces of BC and AB, there is the possibility to create international routes and Montana is interested in learning about what we are doing in BC and AB and identifying potential next steps.
- Another objective will be to connect National Parks with electric vehicle corridors. This promises to be an important traveller amenity that meets the needs of a growing market and enhances our tourism industry.

❖ Alberta REDAs

- REDA Chairs and Managers are scheduled to meet with The Honourable Deron Bilous, Minister of Economic Development and Trade, in Edmonton on January 18, 2018.

❖ Regional Promotion

- *Vacation Country Travel Guide* has once again offered the AlbertaSW region a very attractive opportunity to present information about our communities to the target audience of travellers from the Pacific Northwest, through Canada to Alaska.

❖ AlbertaSW is a member of the Destination Development Association

- Community Futures Alberta Southwest has purchased this annual license to access this new on-line resource on behalf of all our communities. Info at <https://www.destinationdevelopment.org>
- **NOTE:** Log-in permissions have been given to each of our communities: to the EDOs, where there is one, and otherwise to CAOs.
- This log-in creates access to webinars, reports and other very valuable marketing and development information.
- Roger Brooks, the principle of Destination Development, is a recognized expert in “place-making”, marketing, planning and branding. He completed a project in the AlbertaSW region in 2007, and those reports are still relevant and of interest. They can be viewed on the Community Futures website at <http://southwest.albertacf.com/reports-1> Scroll down the page to see the “Regional Branding Report” followed by a series of reports on specific communities.



AlbertaSW meets with publishers of Vacation Country Travel Guide, about the 42nd edition in 2018
L-R: Lynne Fleming, Bev, Elaine Graber, Scott Graber

❖ Crown of the Continent Geotourism Council

- The Crown of the Continent Geotourism Council is exploring the idea of creating a series of Summits in Montana, Alberta and British Columbia on the topic of “The Business of Outdoor Recreation”.
- This is a particular business niche that is not directly addressed in other tourism or economic development conferences. Call Bev if you would like more information or have ideas to offer!

❖ Southern Alberta Alternative Energy Partnership

- The project completed December 31, 2017. Reports can be viewed a www.saaep.ca
- The recent Renewable Energy Auction has approved two wind project applications in the AlbertaSW region. See news release at <https://www.alberta.ca/release.cfm?xID=511572D67D28E-C09C-E3E6-BA37A772B4C34AF6>

UPCOMING:

❖ Economic Developers Alberta (EDA) Conference The Banff Centre March 21, 2018 - March 23, 2018

- Visit www.edaalberta.ca for details regarding the agenda, registration and accommodation.
- The theme of the Silent Auction 2018 is “Bring Local”, offering a great opportunity to feature the products, services and attractions of your community to an audience of over 400 attendees. Call Bev for more info.

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

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bob@albertasouthwest.com

