



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JULY 16, 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 – JUNE 25, 2018

DELEGATION:

**ROCKY MOUNTAIN DRIFT CLUB – Jason Toone
RE: Drift Event at Claresholm Fair Days**

ACTION ITEMS:

1. **CORRES: Hon. Shave Anderson, Minister of Municipal Affairs**
RE: Submission to 2018 Minister's Awards for Municipal Excellence
2. **CORRES: Hon. Ricardo Miranda, Minister of Culture and Tourism**
RE: The Stars of Alberta Volunteer Awards
3. **CORRES: Alberta Municipal Affairs**
RE: 2017-18 Annual Report
4. **CORRES: Town of Cardston**
RE: Letter of Support – Expanding the Southern Alberta Trade Corridor
5. **CORRES: Town of Pincher Creek**
RE: Pincher Creek Fair & Rodeo – August 18, 2018
6. **CORRES: Alberta Recreation & Parks Association**
RE: Professional Development Workshop
7. **CORRES: Claresholm Public Library**
RE: Letter of Support – CFEP Grant
8. **CORRES: John Barlow**
RE: Ride to the Horizon Fundraiser
9. **CORRES: Gerald Knowlton**
RE: CPR Steel Caboose 434426
10. **REQUEST FOR DECISION: Policy #CEDC 07-18 – Community Advertising Program**
11. **REQUEST FOR DECISION: Camping Request – Softball Tournament**
12. **REQUEST FOR DECISION: 8th Street West Pavement**
13. **REQUEST FOR DECISION: Intermunicipal Development Plan**
14. **REQUEST FOR DECISION: Claresholm Public Library Lease Agreement**
15. **REQUEST FOR DECISION: 2018 Capital Infrastructure Project – Roads**
16. **REQUEST FOR DECISION: 2018 Sanitary Sewer Replacement**
17. **REQUEST FOR DECISION: Legal Fees – Increase Budget**
18. **FINANCIAL REPORT: Statement of Operations – June 30, 2018**
19. **INFORMATION BRIEF: Council Resolution Status**
20. **ADOPTION OF INFORMATION ITEMS**
21. **IN CAMERA:**
 - a. **ADVICE FROM OFFICIALS – FOIP Section 24.1(b)(i)**
 - b. **ADVICE FROM OFFICIALS – FOIP Section 24.1(b)(i)**
 - c. **ADVICE FROM OFFICIALS – FOIP Section 24.1(b)(i)**
 - d. **LAND – FOIP Section 16.1**
 - e. **LAND – FOIP Section 16.1**
 - f. **PERSONNEL – FOIP Section 17**

INFORMATION ITEMS:

1. Claresholm Kraken Swim Club – Thank you for your support!
2. Environmental Workshop Invitation – Sustainability Resources
3. Claresholm & District Museum Board Minutes – May 16, 2018
4. 2017 Annual Report – Oldman River Regional Services Commission
5. Claresholm Child Care Society Meeting Minutes – May 23, 2018
6. Willow Creek Regional Waste Management Services Commission Meeting Minutes – May 24, 2018
7. The Bridges at Claresholm Golf Club Board Meeting Minutes – May 17, 2018
8. Learn-a-lot Playschool Society Meeting Minutes – May 24, 2018
9. Claresholm Animal Rescue Society Annual General Meeting Minutes – March 16, 2017
10. Claresholm Economic Development Committee Meeting Minutes – April 10, 2018
11. Claresholm Economic Development Committee Meeting Minutes – May 22, 2018
12. Linear Disturbances in the Livingstone-Porcupine Hills of Alberta: Review of Potential Ecological Disturbances
13. Municipal Planning Commission Minutes – June 1, 2018

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JUNE 25, 2018

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

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

ABSENT: None

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

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

CARRIED

MINUTES:

1. REGULAR MEETING – JUNE 11, 2018

Moved by Councillor Moore that the Regular Meeting Minutes of June 11, 2018 be accepted as presented.

CARRIED

2. SPECIAL MEETING – JUNE 18, 2018

Moved by Councillor Carlson that the Special Meeting Minutes of June 18, 2018 be accepted as presented.

CARRIED

PUBLIC HEARING: BYLAW #1649 – Land Use Bylaw Amendment

Moved by Councillor Moore to adjourn the regular meeting to hold the Public Hearing at 7:01 p.m.

CARRIED

Moved by Councillor Schlossberger to open the Public Hearing regarding Bylaw #1649 at 7:01 p.m.

CARRIED

Mayor MacPherson opened the floor for individuals to speak to the proposed Bylaw.

No comments were received from the public or Council regarding Bylaw #1649.

Moved by Councillor Schulze to close the Public Hearing at 7:02 p.m.

CARRIED

Moved by Councillor Zimmer to reconvene to the regular meeting at 7:02 p.m.

CARRIED

DELEGATIONS:

**1. THE STATION: Ruth Mueller & Marianne Dickson
RE: Update**

Ruth Mueller from Alberta Health Services and Marianne Dickson of Wildrose Community Connections, who is also Board Chair of the Station, were present to speak to Council regarding the Station and the services being provided to the community. They would like to be included in the Multi-use Community Building if it goes forward.

ACTION ITEMS:

**1. BYLAW #1645 – Borrowing Bylaw
RE: 2nd & 3rd Readings**

Moved by Councillor Schulze to give Bylaw #1645, a borrowing bylaw, 2nd Reading.

CARRIED

Moved by Councillor Schlossberger to give Bylaw #1645, a borrowing bylaw, 3rd and Final Reading.

CARRIED

**2. BYLAW #1649 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings**

Moved by Councillor Zimmer to give Bylaw #1649 regarding a land use bylaw amendment, 2nd Reading.

CARRIED

Moved by Councillor Courage to give Bylaw #1649 regarding a land use bylaw amendment, 3rd and Final Reading.

CARRIED

**3. NEWS RELEASE: Alberta Government
RE: Have your say on updating local election laws**

Received for information.

**4. CORRES: Claresholm Curling Club
RE: Municipal Portion of 2018 Property Taxes**

MOTION #18-099 Moved by Councillor Carlson to forgive the municipal portion of the 2017 property taxes of the Claresholm Curling Club in the amount of \$778.07.

CARRIED

MOTION #18-100 Moved by Councillor Courage to forgive the municipal portion of the 2018 property taxes of the Claresholm Curling Club in the amount of \$906.74.

CARRIED

**5. CORRES: The Bridges at Claresholm Golf Club
RE: Municipal Portion of 2018 Property Taxes**

MOTION #18-101 Moved by Councillor Schlossberger to forgive the municipal portion of the 2018 property taxes of the Claresholm Golf Club in the amount of \$2,732.68.

CARRIED

6. REQUEST FOR DECISION: Barrier Free Parking at the Post Office

MOTION #18-102 Moved by Councillor Courage to change three standard angle parking stalls into two barrier free stalls on the west side of 4920 – 2 Street West and to change the two standard parking stalls into one barrier free stall on the south side of 134 – 50th Avenue West, all complete with beveled access to the sidewalk.

CARRIED

7. REQUEST FOR DECISION: Parking Signage Request

MOTION #18-103 Moved by Councillor Courage to create the structured parking zone at 4605 – 1 Street West as presented.

CARRIED

8. REQUEST FOR DECISION: Tax Recovery Property Demolition

MOTION #18-104 Moved by Councillor Schulze to proceed with the demolition of the dwelling located at 4712 – 2nd Street West to a maximum amount of \$10,000.00 to come from general operational reserves.

CARRIED

9. REQUEST FOR DECISION: 2018 AUMA Convention

All of Council indicated that they would be attending the 2018 AUMA Convention.

10. FINANCIAL REPORT: Statement of Operations – May 31, 2018

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

CARRIED

11. INFORMATION BRIEF: Curling Club CFEP Grant

Received for information.

12. INFORMATION BRIEF: Property for Sale

Received for information.

13. INFORMATION BRIEF: CAO Report

Received for information.

14. INFORMATION BRIEF: Council Resolution Status

Received for information.

15. ADOPTION OF INFORMATION ITEMS

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

CARRIED

16. IN CAMERA:

a. ADVICE FROM OFFICIALS – FOIP Section 24.1(b)(i)

Moved by Councillor Schulze to go In Camera at 7:55 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 7:55 p.m.

Marian Carlson, CAO left the In Camera Session at 7:55 p.m.

Moved by Councillor Schulze to come out of In Camera at 8:24 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:24 p.m.

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:24 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:24 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DRAFT

DELEGATIONS



Jason Toone
Rocky Mountain Drift Club
Box 147 Claresholm, AB
TOL OT0

Wednesday July 11, 2018

Town of Claresholm
Town Council
Box 1000, Claresholm, AB
TOL OT0

Dear Council Members,

The Rocky Mountain Drift Club (RMDC) is a motor sport club that has been operating in Claresholm and the MD of Willow Creek for the past 3-years. The participation and membership of our club has grown every year, and we have hosted drivers and spectators from all over Canada and the United States.

We are a very active club with members training every week and all-year around. In August 2017 RMDC accommodated more than 500 people from Claresholm and area for our first annual Fair Days demonstration, held at our airport facility. In addition to this crowded performance, the RMDC joined in the parade, displayed imported drifting cars at the downtown market, and manned a booth with professional drivers and volunteers.

The turn-out for our events continues to grow, and due to the popular demand, we would like to bring a sneak-peek of the excitement into Claresholm. The RMDC would like to propose holding a short, in-town drift demonstration, to add to the activities of Claresholm Fair Days. Much consideration has been given to the possible locations, as well as the safety of drivers, pedestrians, participants, and spectators. Feedback from community members has been overwhelmingly positive for this idea, and we have already spoken with the Town Infrastructure Manager, the Bylaw officer, and the Event Coordinator about the logistics.

We are asking that the Council support this event by providing the following assistance from the Town of Claresholm:

- Allowing a 45-minute drift demonstration at one of our 3 proposed locations
- Provide road barriers to accommodate traffic
- Provide street sweeping prior to the demonstration



In turn Rocky Mountain Drift Club will provide:

- Viewing area with barriers for spectators
- Volunteers with high visibility vests for crowd control
- Print & social media advertising to promote the event
- Up to six (6) professional drivers for a 45-minute demonstration
- A main performance at the airport at 5:00pm

RMDC is confident that with the Town's support we can bring something really exciting and unique into our Community. Attached you will find supporting information for our request, I thank you for your time and consideration, and look forward to seeing you at the next Council meeting on July 16, 2018.

Sincerely

Jason Toone

President of Rocky Mountain Drift Club



Location # 1

2nd Street East, south of 49th Avenue

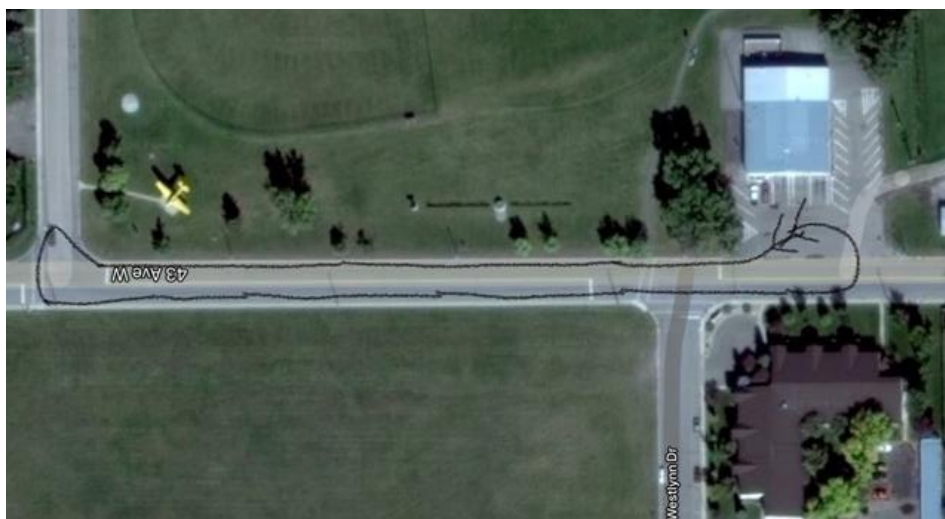
- Wide enough street to demonstrate
- Two (2) turn-around spots
- Controlled and set-back viewing area
- Limited residential impact
- Unrestricted detour access for traffic



Location # 2

43rd Avenue west, between Fire Hall and 4th street west

- Wide enough street to demonstrate
- Two (2) turn-around spots
- Controlled and set-back viewing area
- Barriers already in place for parade
- Limited to no residential impact
- Unrestricted detour access for traffic





Location # 3

Harvest Square, west Claresholm

- Perfect layout to demonstrate
- Zero impact to traffic
- Controlled and set-back viewing area
- Some residential impact
- Development ownership?



Federated Agencies Limited
5600 Cancross Court, Mississauga, ON L5R 3E9
Telephone: (905) 507-9823 / (866)331-6002 Facsimile: (905)507-6223
Email: Special_lines@hbgrpins.com

Date: May 15th 2018

Certificate Holder(s): **Town of Claresholm**
Box 1000, Claresholm, AB T0L 0T0

CERTIFICATE OF INSURANCE

THIS IS TO CERTIFY THAT INSURANCE POLICY NO (S): SGS405314

EFFECTIVE: May 4 2018 TO May 4 2019

HAS BEEN ISSUED BY: Sovereign General Insurance Company as arranged by K & K Insurance

NAME OF INSURED: **ROCKY MOUNTAIN DRIFT CLUB**

ADDRESS OF INSURED: Box 147, Claresholm, AB, T0L 0T0

ADDITIONAL INSURED: **Town of Claresholm**

It is hereby agreed that the Additional Insured noted above is added but, only with respect to the liability arising out of the operations of the Named Insured.

<u>COVERAGES:</u>	<u>LIMITS OF LIABILITY</u>
Commercial General Liability	\$2,000,000
Participants' Legal Liability	\$2,000,000
Personal Injury	\$2,000,000
Medical Payment (per person)	\$5,000
Tenants Legal Liability	\$250,000

This insurance afforded is subject to the terms, conditions and exclusions of the applicable policy. This Certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer. The Insurer will endeavour to mail to the holder of this Certificate 30 days written notice of cancellation of these policies, but assumes no responsibility for failure to do so.



**Authorized Representative of
Federated Agencies Limited**

ACTION ITEMS



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

RECEIVED

JUN 28 2018

AR94083

June 25, 2018

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

Dear Mayor MacPherson,

I would like to thank you for Town of Claresholm's submission of Risk Reduction Community Coalition to the Safe Communities category for the 2018 Minister's Awards for Municipal Excellence. Alberta's municipalities create, implement, and manage many excellent initiatives that make our communities strong and responsive to our residents.

The Minister's Awards Review Committee reviewed 45 submissions to the program this year. Although your submission was not selected to receive an award, I appreciate your work to make Alberta municipalities stronger and your willingness to share your experiences with other municipalities.

I wish you continued success with this initiative.

Sincerely,

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

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Marian Carlson, Chief Administrative Officer, Town of Claresholm
Jason Hemmaway, Peace Officer, Town of Claresholm



ALBERTA
CULTURE AND TOURISM

*Office of the Minister
MLA, Calgary-Cross*

June 28, 2018

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

Dear Mayor MacPherson:

Across the province, thousands of volunteers are stepping up to make a difference, to improve the quality of life for all of us, and to make Alberta an even better place to be. Thanks to the dedication and commitment of volunteers, Albertans have access to the recreational, cultural, and social programs and facilities that are at the heart of strong, vibrant communities.

The Stars of Alberta Volunteer Awards were established by the Government of Alberta to shine the spotlight on volunteers and the value of their efforts. The 2018 awards nominations are now open and you can help recognize the remarkable volunteers in your community. Consider submitting a nomination to honour a worthy volunteer in your community and encourage local organizations and individuals to do the same. Share the stories of how volunteers are making a difference in your life and the life of your community.

Six awards, two in each category of youth, adult, and senior, are presented annually on International Volunteer Day, December 5, at Government House in Edmonton. Albertans whose volunteer efforts have contributed to the well-being of their community are eligible to be nominated.

Full information, including a nomination form and a downloadable promotional poster suitable for printing or placement on your community website, can be found on the Stars of Alberta website at www.alberta.ca/stars-awards. The deadline for nominations is September 21, 2018.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Best Regards,

A handwritten signature in black ink, appearing to read "Ricardo Miranda".

Ricardo Miranda
Minister

cc: Honourable Shaye Anderson
Minister of Municipal Affairs

RECEIVED
JUL - 5 2018

Karine Wilhauk

From: Lee-Ann Fisher <Lee-Ann.Fisher@gov.ab.ca> on behalf of Brad Pickering <Brad.Pickering@gov.ab.ca>
Sent: Thursday, June 28, 2018 1:02 PM
Subject: Alberta Municipal Affairs 2017-18 Annual Report

I am pleased to share the ministry's 2017-18 Annual Report with you - see link below.

This latest report provides a comprehensive review of the programs and initiatives we have undertaken over the past year to build stronger communities and make life better for Albertans.

Municipal Affairs has a broad set of responsibilities affecting lives at the local level every day. That's why collaboration is so integral to our mutual success.

In the annual report, you will find familiar details on how we have advanced the legislative framework to support important work done at the local level. We have been committed to engaging with Albertans, communities, and stakeholders at every stage of the legislative review. There are numerous examples of how we are improving public safety through building codes and emergency management. Our commitment to investing in priorities from roads to recreation, to public libraries, is evident in the ongoing programs we deliver.

Highlights of some of the key work of the ministry in 2017-18 include:

- implementing amendments to the *Municipal Government Act*, and developing related regulations;
- making growth management boards and intermunicipal collaboration frameworks mandatory to strengthen regional planning and service delivery;
- investing over \$2 billion in local infrastructure through the Municipal Sustainability Initiative;
- developing and implementing a builder licensing program to protect consumers;
- initiating review of the province's emergency management framework; and
- amalgamating the administration of the Municipal Government Board, the New Home Buyer Protection Board, the Surface Rights Board, and the Land Compensation Board in the Ministry of Municipal Affairs.

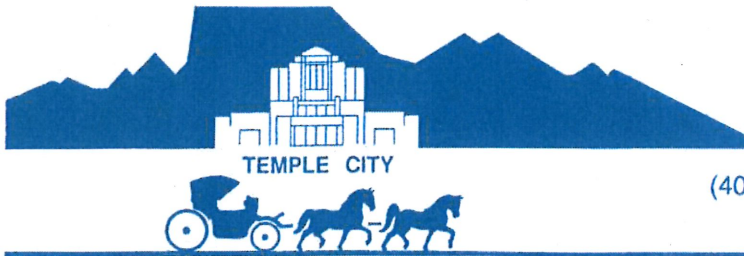
This and more is covered in our results analysis, performance measures, and financial information. You will see how our actions and decisions connect to our goals and key strategies, and how we are progressing and adopting lessons learned.

I invite you to check out our [annual report](#), which can be found online on the Municipal Affairs website. It is a history of a journey we have shared, and I am confident we'll have more to celebrate on the road ahead.

I extend my sincere thanks to you and all our partners. My staff and I look forward to our continued collaboration.

Brad Pickering
Deputy Minister

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message



Town of Cardston

P.O. Box 280 • 67 - 3rd Avenue West
Cardston, Alberta, Canada T0K 0K0

(403) 653 - 3366 • 1 - 888 - 434 - 3366 • Fax (403) 653 - 2499
Website: www.cardston.ca • Email: info@cardston.ca

RECEIVED

JUN 18 2018

May 11, 2018

Re: Request for Letters of Support:
Gateway to Alberta: Expanding the Southern Alberta Trade Corridor

Dear Mayors, Reeves, and Councilors,

The Town of Cardston Council has passed a resolution to pursue the enhancement of the trade corridor along Highway 2. It is the view of Mayor and Council that this would serve as a great economic benefit to the area. There are two specific goals that we hope to achieve. The first is to have the Canadian and United States Border crossings, respectively Carway and Piegan, extend their hours of operations from 16 hours a day (7:00-23:00) to 24 hours a day. The second goal is to expand each border's capacity to fully include the processing of commercial truck traffic.

This plan is currently in its infancy and has a number of steps that will have to be completed before this initiative can be presented to the federal government. Meetings have been held with Mr. Grant Hunter, MLA and Mr. Glen Motz, MP. Both of these individuals have agreed that this is a project worth pursuing, and are both willing to offer their political influence. Currently we are working to rally together the communities that this enhancement will positively affect. Once support is gained from the surrounding communities located in Canada, efforts will be exercised to gather support from our United States counterparts. After gathering support, an economic impact study will be carried out to more fully illustrate the viability of this project.

Based upon the attached supporting information it is clear that the Canada Border Services Agency has underserved the Province of Alberta. On behalf of the Mayor, Council, and the Cardston Economic Development and Tourism Advisory Committee, the Town of Cardston requests a letter of support from your municipality at this stage to support this initiative in principle.

Respectfully,

A handwritten signature in blue ink, appearing to read "Alex Schow", is written over the "Respectfully," line.

Alex Schow
Economic Development Officer

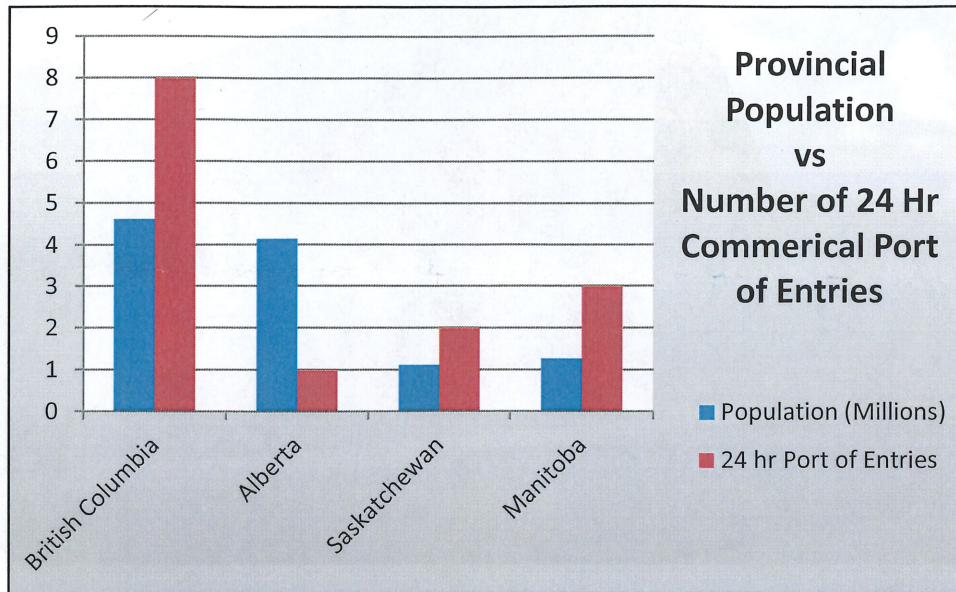


Gateway to Alberta
Enhancing our Trade Corridor



Gateway to Alberta: Enhancing our Trade Corridor

In support of the project that is being pursued by the Town of Cardston regarding the border operations at the Carway, and port of Piegan crossings, the following information has been compiled to establish a preliminary basis of reasoning behind this initiative.



Commercial Truck Processing

Border clearances are structured in Alberta with the majority of all trucks required to enter through the Coutts border crossing. Over the last seven years there has been an average of 138,389 trucks that pass through Coutts with a high of 163,726, this results in a significant number that are required to drive out of their way to clear the border. This is counterproductive as a more direct route to the major urban centres such as Calgary and Edmonton would be available through Carway and Piegan. Common practice has been to go through Coutts and Sweetgrass, however the same clearance through EDI (Electronic Data Interchange) can be made available, and should be better utilized at Carway and Piegan.

Economic Savings

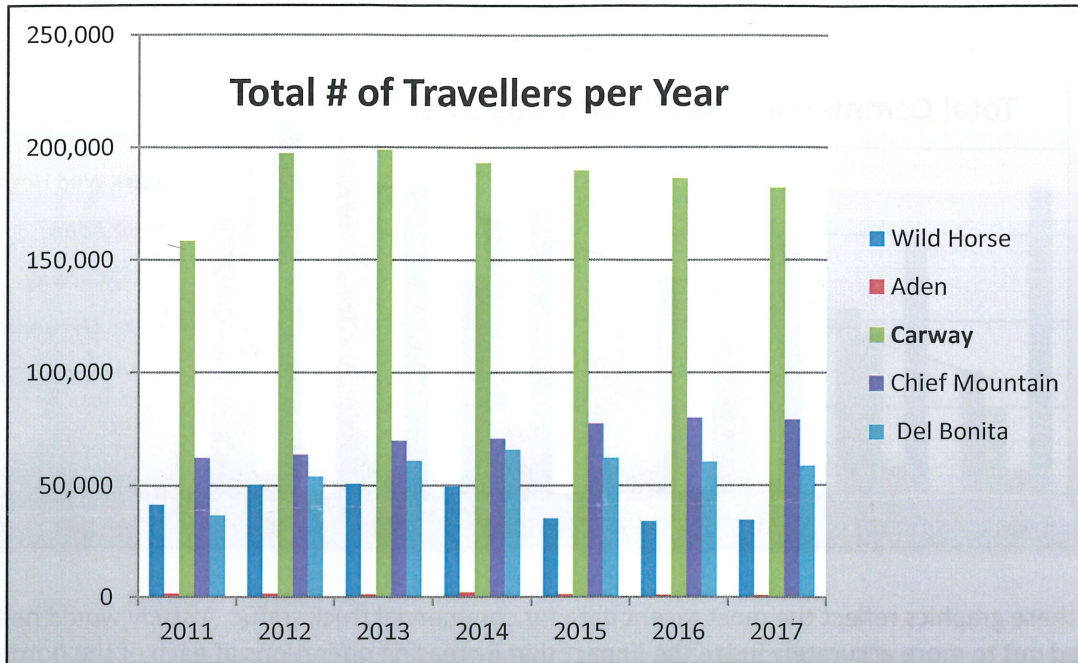
By enhancing the trade corridor this would save time and money for the trucking industry. There would also be a reduction in greenhouse gas emissions for the environment and a decrease in wasted fuel.

Tourism

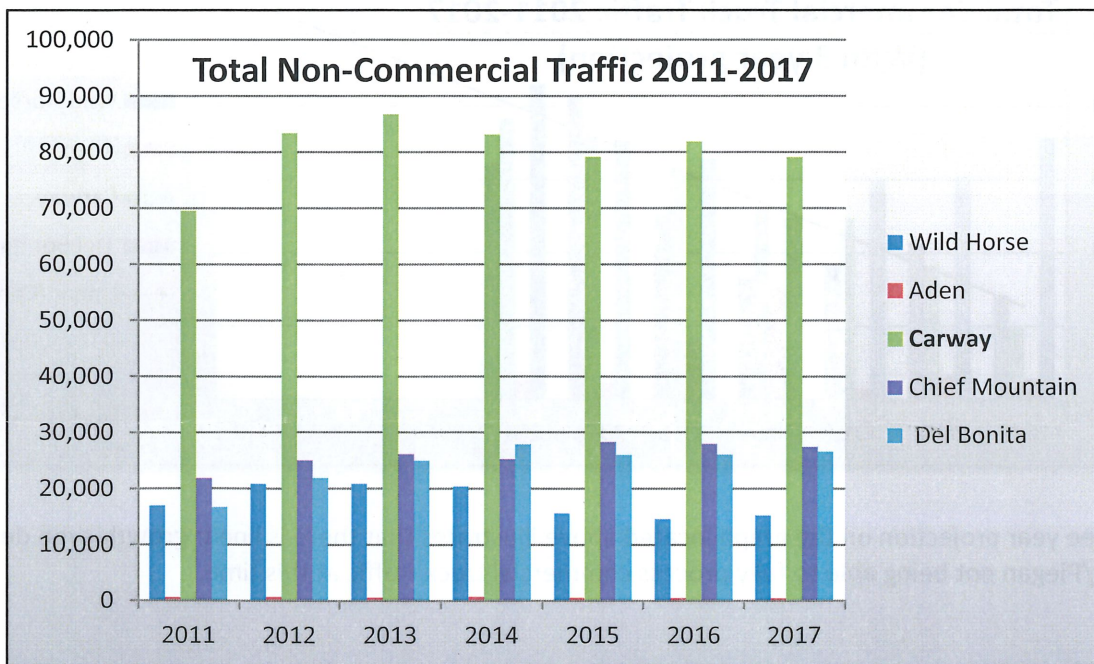
This would strengthen tourism in Alberta as well. With annual visitor counts of Glacier National Park nearing 3.5 million travelers removing a barrier for this traffic would pave the way towards increased economic development in our province.

A Step Towards Reconciliation

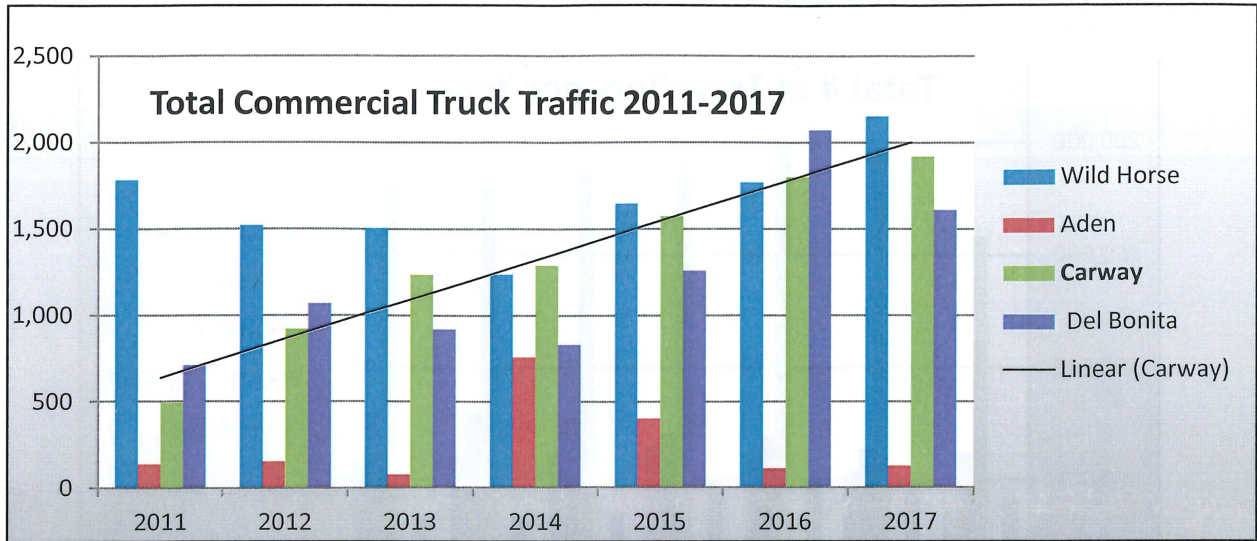
Since the creation of this border crossing in 1925 the federal government has been effectively separating the Blackfoot Confederacy for eight hours on a daily basis for the past 93 years.



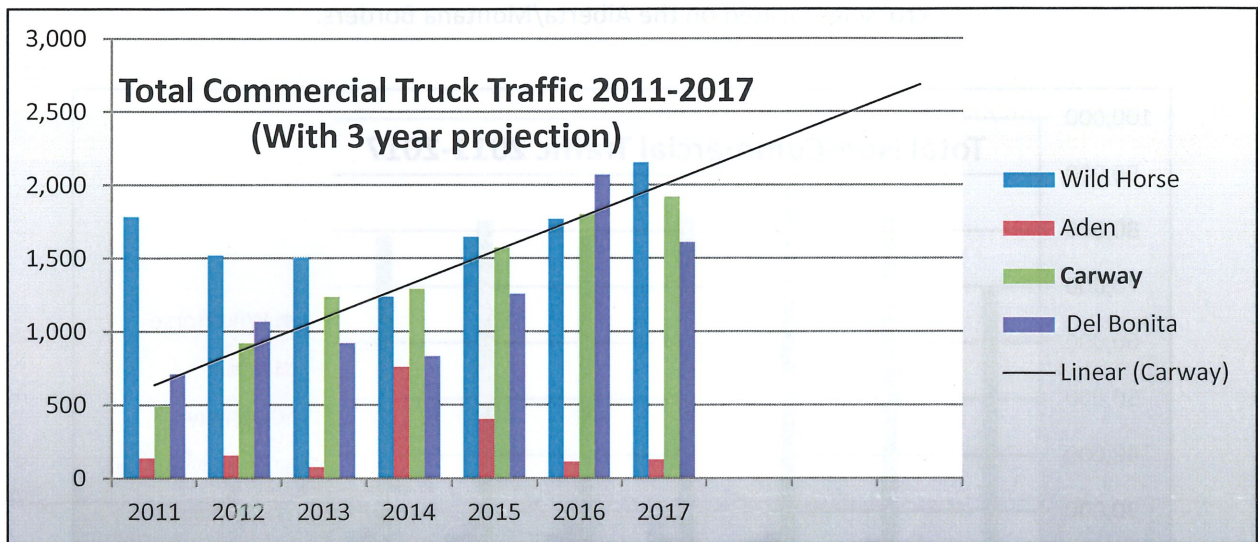
Each of these graphs contains information on the Number of travellers that Cross each of the Border crossings located on the Alberta/Montana Borders.



The illustrations above are made up of information obtained by the Access to Information Act Request: A-2018-05007 / AY made by the Town of Cardston to the Canadian Border Services Agency.



Each of these graphics reflect the most recent data for commercial truck traffic. A study would need to be carried out to more accurately judge the impact that increasing operations at each of the border crossings would have on commercial truck traffic patterns.



The three year projection on the graph located above illustrates that there is linear growth even despite Carway/Piegan not being able to fully process commercial truck traffic at this time.



June 27, 2018

Dear Mayor & Council:

RE: PINCHER CREEK FAIR & RODEO – AUGUST 18, 2018

The Town of Pincher Creek Mayor and Council cordially invites you to enter your float and/or have a Council representative(s) participate in the 2018 parade on August 18th.

The Parade staging area is located at Canyon Elementary School, 408 Victoria Crescent, located at the west end of Main Street. Parade assembly starts at 9:00 a.m., judging at 10:00 a.m. and the parade will begin at 11:00 a.m.

Immediately following the parade, the Town of Pincher Creek will host a dignitary Luncheon at the Kootenai Brown Pioneer Village (1037 Beverly McLachlin Drive) for all visiting Mayors, Councillors, dignitaries and their guests.

We are requesting your RSVP by August 8, 2018 at 403-627-4322 or email rec@pinchercreek.ca

For safety reasons, we kindly request that there is no candy thrown from your float or vehicle. We suggest if you would like to give out candy that you are accompanied by walkers who can hand out candy from the street. We thank you for adhering to these guidelines.

If you have any questions, please feel free to contact the Town of Pincher Creek. We look forward to your participation and hope you enjoy the day.

Best Regards,

A handwritten signature in black ink that reads "R Oczkowski".

Rhonda Oczkowski

rec@pinchercreek.ca

403-627-4322

RECEIVED
JUL - 5 2018



TOWN OF PINCHER CREEK
962 St. John Ave (Box 159) Pincher Creek, AB T0K 1W0
Phone 403 627 4322 Fax 403 627 4784
rec@pinchercreek.ca www.pinchercreek.ca

June 22, 2018

Mayor MacPherson & Councillors
Town of Claresholm
PO Box 1000
Claresholm Alberta, T0L 0T0



Dear Mayor MacPherson & all Members of Council;

It is widely understood that a high quality of life is essential to the economic wellbeing of a community and a key aspect of quality of life within a municipality's controls is their recreation and parks programs and services. The Alberta Recreation and Parks Association (ARPA), with the support and encouragement of the AUMA, RMA and the Government of Alberta, have developed a professional development workshop on Recreation and Parks in Alberta for elected officials.

This workshop is complimentary to the Elected Officials Education Program of AUMA and RMA and provides a certificate upon successful completion. The workshop will provide Council members with an understanding of the national framework documents, Framework for Recreation in Canada 2015 - Pathways to Wellbeing and Parks for All - An action Plan for Canada's Parks Community and Common Vision for Increasing Physical Activity and Reducing Sedentary Living as well as the linkages to the Municipal Government Act and other applicable legislation. A significant portion of the day will be devoted to exploring practical examples that you can implement in your community.

We are very pleased to advise you that we have retained the services of the recently retired Mayor of Leduc, Mr. Greg Krischke to deliver the recreation and parks course. The course can be delivered to your Council in various ways:

1) In your community

Greg will travel to your community to deliver the workshop as an inservice for your council, senior managers and if you like neighbouring council members.

2) At events

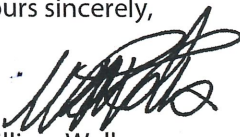
Greg will deliver the course at the ARPA Conference and Energize Workshop on Thursday October 25, 2018 at the Fairmont Jasper Park Lodge.

3) Online

You can learn at your own pace through two online course options. Greg will available to answer questions via email in one of the options.

Please contact ARPA by telephone at 780-415-1745 or email arpa@arpaonline.ca to arrange for this governance course for your council.

Yours sincerely,



William Wells
Chief Executive Officer

RECEIVED
JUN 29 2018

Enclosures (2)

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6
ph: 780-415-1745 • fax: 780-451-7915 • arpa@arpaonline.ca • www.arpaonline.ca



Greg Krischke BPE, ICD.D

Since graduating from the University of Alberta in 1975 with a Bachelor's degree in Physical Education Mr. Krischke has been a passionate supporter of recreation and parks. Greg has been involved in sport and recreation at a community, provincial, and national level.

Starting in 1995 Greg served on Leduc City council for 22 years including the last 13 as Mayor. Since 2004 the City of Leduc doubled in size, built a 309,000 sq ft recreation facility, constructed more than 60 kms of multiway paths and hosted many provincial, national and international events. Greg has served on the boards of the Alberta Recreation and Parks Association (ARPA), the Recreation For Life Foundation (RFLF) and the ARPA Energize sub-committee. Among his several awards, Greg is most proud to have received the Lieutenant Governor's inaugural Active Community, Elected Official award and in 2016 was named the Canadian Sport Tourism Champion of the year.

Recreation and Parks for Elected Officials Workshop Fee Schedule

	ARPA Member	Non- Member	Conditions
<u>In Your Community</u>	\$3,400.00	\$4,000.00	Up to 10 Participants.
	\$270.00	\$340.00	Per additional participant (up to a maximum of 20 people per workshop).
ARPA Conference Session	\$269.00	\$339.00	Minimum of 10 participants required to run the workshop.
<u>Online Course</u>	Access to learning resources between April 1 st and March 30 th each year.		
<i>With support</i>	\$199.00	\$250.00	Email access to instructor
<i>Without support</i>	\$99.00	\$135.00	No access to instructor

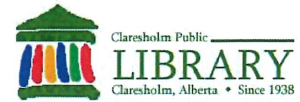
All prices are subject to 5% GST



11759 Groat Road
Edmonton, AB T5M 3K6
Ph. 780-415-1745
Fax 780-451-7915

RECEIVED

JUN 28 2018



Claresholm Public Library

Box 548, Claresholm, AB. T0L 0T0
Phone (403) 625-4168 Fax (403) 625-2939
email: help@claresholmlibrary.ca

June 25, 2018

Town of Claresholm Council
P.O. Box 1000
Claresholm, AB, T0L 0T0

Dear council members,

The Claresholm Library will be filing a Community Facility Enhancement Program grant application to obtain provincial funding to replace the carpet/flooring throughout the Library as well as money to replace our existing HVAC (heating and air conditioning) units which are nearing the end of their lifespans. If we get the funding it will save the Town of Claresholm having to cover these capital expenditures which are very costly.

One of the requirements of the application is a letter of support for the Library from the building titleholder which is the Town of Claresholm. I respectfully request such a letter at this time. The grant application must be filed by September 15, 2018.

I would also request that this letter be forwarded to Alexander Meic who will take over as Library Manager on July 3, 2018. He will include your letter with the grant application.

Thank you,

A handwritten signature in blue ink, appearing to read "Jay Sawatzky", with a large, sweeping flourish at the end.

Jay Sawatzky/Library Manager
P.O. Box 548,
Claresholm, AB, T0L 0T0

Friends,

Help us ensure children with disabilities enjoy a chance, for one week this summer, to just be kids. This year I will once again be participating in the third Ride to the Horizon, a fundraiser for the Easter Seals Camp Horizon in Kananaskis Country in my Foothills riding.

Our team will be riding 92km from my office in High River to Camp Horizon west of Bragg Creek. It is an incredible and scenic journey heading through the beautiful areas of MD Foothills, Black Diamond, Turner Valley and Millarville. This is a fundraiser we developed to help raise funds for Easter Seals' Kids2Camp campaign. For every \$620 you raise, we can send one kid to camp. Last year we raised between \$3,000-5,000 and this year we are hoping to raise \$6,000.

Participating in this ride is a personal passion for me after meeting Elisa and Megan during a tour of the camp several years ago. Their passion and love for this camp is infectious and I was inspired to help. Camp Horizon became even more important to my family when my nephew Dylan, who has Crohn's Disease, attended Camp Horizon for the first time in 2015.

There is more to do and I hope to have your support. This is a critical amenity and I am proud to have Camp Horizon in our region. I have included a letter outlining how to participate in Ride to Horizon and here are some video links to learn more about Easter Seals Camp Horizon.

<https://eastersealsalberta.akaraisin.com/pledge/Team/Home.aspx?seid=17349&mid=10&tid=183867&sgid=>

<https://www.youtube.com/watch?v=3APir4oYqzc>

<https://www.youtube.com/watch?v=w9u6cVB5wbo>

If you would like to discuss this event, would like more information or for me to attend a meeting to discuss the ride, feel free to let me know.

Sincerely,

John Barlow

Gerald L. Knowlton

A2000 – 500 Eau Claire Ave SW
Calgary, AB T2P 3R8
geraldknowlton79@gmail.com

RECEIVED

JUL 10 2018

Town of Claresholm
PO Box 1000
Claresholm AB T0L 0T0

June 28, 2018

Re: CPR Steel Caboose 434426

Dear Sir / Madam,

The town of Standard has under construction Memory Lane, a 1 ½ km paved walkway designed to pay tribute to the history of the district.

A section of the Lane is being devoted to the importance of the Railway including a replica of the Station where my father was Agent for 42 years. My architect grandson has designed the Station and I am seeking a caboose to put upon the rails.

I am wondering if you would consider selling the caboose which, according to the Canadian Tracksides Guide, is in your municipality.

Your positive reply would be welcome.

Sincerely,





REQUEST FOR DECISION

Meeting: July 16, 2018
Agenda Item: 10

COMMUNITY ADVERTISING PROGRAM POLICY

DESCRIPTION:

In 2017, Alberta Transportation found an average of 11,940 vehicles travelled through Claresholm on Highway 2 every single day.

The Economic Development Officer has identified that the administrative work, and upfront costs of leasing advertising space on Highway 2, is a barrier that can prevent Claresholm businesses from getting their brand to a large market. The Economic Development Committee agrees that increased exposure to the traffic on the Highway 2 corridor provides value to both the private business owners of Claresholm, and the community at large

The Community Advertising Program will involve the lease of medium to large scale, highly visible advertising space along the Alberta Highway 2 corridor in Claresholm, and the subsequent sublease of that space to local businesses.

Using the purchasing power of the EDC Budget, taking advantage of economies of scale, managing up-front costs, and offering the full administrative support of the Economic Development Officer, will make this community economic development initiative an attractive offer for any licenced businesses in Claresholm. As of July 10, 2018 there are seven (7) businesses that have expressed interest in participating.

The Community Advertising Program will be run on a cost-recovery basis. It is not the intent of the Town of Claresholm, or the Economic Development Committee to financially subsidize advertising for local businesses, but rather offer the administrative support in planning and execution.

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt Policy #**CEDC 07-18**, the Community Advertising Policy, effective July 16, 2018.

ATTACHMENTS:

1. Policy #CEDC 07-18 – Community Advertising Program

PREPARED BY: Brady Schnell, EDO

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: July 13, 2018



Policy #CEDC 07-18

Community Advertising Program Policy

Effective Date:

BACKGROUND

In 2017, Alberta Transportation found an average of 11,940 vehicles travelled through Claresholm on Highway 2 every single day.

The Economic Development Officer has identified that the administrative work of leasing advertising space on Highway 2 is a barrier that can prevent Claresholm businesses from getting their brand to a large market.

The Economic Development Committee agrees that increased exposure to the traffic on the Highway 2 corridor provides value to both the private business owners of Claresholm, and the community at large.

PURPOSE:

The Town of Claresholm Council, by recommendation of the Economic Development Committee, will provide a Community Advertising Program for local businesses in Claresholm. This program is designed to remove administrative barriers for local business, and ultimately increase the number and frequency of visitors into Claresholm, off of Highway 2.

DEFINITIONS:

“Advertising-space” refers to privately owned signage that is available for lease along Highway 2, either in or near Claresholm town limits.

“Participants” refers to local businesses that have entered into a Community Advertising Program sublease agreement with the Town of Claresholm.

“Sublease Agreement” refers to the advertising space agreement between the Town of Claresholm and the Participants of the Community Advertising Program.

“Town” is the Town of Claresholm.

AUTHORITY & ADMINISTRATION

The Town of Claresholm Council grants authority to the Chief Administrative Officer to approve lease agreements that are found to be suitable for the Community Advertising Program, and function within the limitations of this policy.

The Economic Development Officer will administrate the Community Advertising Program, under the direction of the Chief Administrative Officer, the Economic Development Committee, and this policy.

LEASE OF ADVERTISING SPACE

The Economic Development Officer will provide thoughtful recommendations to the Chief Administrative Officer when suitable advertising-space lease opportunities are available. These recommendations will include:

- current market demand
- cost and term associated with the Town's lease-opportunity
- cost and term associated with Participant sublease agreements
- design concept and materials to be used
- design of Town-branded portion of the advertising-space

If a lease agreement, and terms of sublease agreement for advertising space is approved by the Chief Administrative Officer, the Economic Development Officer may complete the sale of the sublease agreement identified in Schedule A of this policy.

This policy grants the authority of entering into advertising-space lease agreements to the Chief Administrative Officer, or authorized delegate.

SUB-LEASE

Sublease relating to the Community Advertising Program will be for a minimum 1-year term, and a maximum 2-year term.

Participants of the program will be included on a first come, first served basis. However, some exceptions may apply to assure that each advertising-space is presented in a manner that is consistent with the Town's marketing strategy and branding.

ELIGIBILITY

Businesses that will be eligible to participate in the program must meet all of the following criteria:

- Located in the town of Claresholm, or within ten (10) kilometers of the Claresholm town limits.
- Hold a current and valid Claresholm Business License
- Have a physical building, that is not a home residence, for customer point of sale

FINANCING

The Economic Development Department of the Town will commit the full upfront costs relating to the lease of advertising-space, design, manufacturing, installation, and removal, for the project. However, these costs will be recovered by means of the sublease agreements.

Participants of the program, will be required to make regular, uninterrupted monthly payments to the Town of Claresholm. These monthly payments will be specified in the sublease agreement and are based on a cost-recovery model for the Town.

Costs relating to the administration of the Community Advertising Project will be incurred by the Economic Development Department, and it is understood that this is a contribution from the Town into the program.

MARKETING MATERIALS

Advertising spaces will be designed in a manner that is consistent with the Town of Claresholm marketing strategy and brand, and to reflect cooperation and coordination between local business community and the Town.

The Town, and the Economic Development Committee retains creative control over the manufacturing and design of the advertising-spaces offered through the program.

Prior to any manufacturing of marketing material, the Economic Development Officer and the Participant must both agree and sign-off on the concept & design document.

Date approved by Council:
Resolution #

SCHEDULE 'A'

Community Advertising Program Sublease

Lease Agreement made this day of , 2018.

BETWEEN:

THE TOWN OF CLARESHOLM
(hereinafter called "**the Lessor**")

of the First Part

[PARTICIPANT]
(hereinafter called "**the Lessee**")
of Box #, Claresholm
in the Province of Alberta
T0L 0T0

of the Second Part

WHEREAS the Town of Claresholm has entered into a [LENGTH OF TERM] lease agreement with [NAME OF COMPANY] for advertising space on Alberta Highway #2 in, or near Claresholm;

And WHEREAS the Town of Claresholm is permitted to sublease advertising space within the terms of said lease agreement;

IN CONSIDERATION of the terms and conditions of this Agreement and good and other valuable consideration, the receipt of which is hereby acknowledged, the parties hereby agree as follows:

- (1) The Lessor hereby sub-leases unto the Lessee advertising space described as follows:

[DESCRIPTION, SIZE, LOCATION, AND PRIMARY OWNERSHIP]

As outlined on Schedule "B" Advertising Space Photograph.

(Hereinafter known as the "**advertising-space**")

- (2) The term of this lease shall be for the duration of time from [START DATE] to [END DATE]. During that time the following will be in place:

- (a) The Lessee shall pay \$[AMOUNT] per month, for a period of no less than [TERM] and shall be payable in advance on the 1st of each month without set off or deduction of any kind for the full term of this agreement;

- (b) The Lessor will provide full administrative support in regards to the design, manufacturing, installation, and removal of the marketing material on the advertising space.
- (3) It is expressly agreed and understood by the parties hereto that the advertising space is owned privately, leased by the Town of Claresholm, and sublet to the lessee by the Lessor.
- (4) The Lessee acknowledges that it has inspected the condition, size, and location of the advertising space and understands that a portion of that space [DIMENSIONS] is being sublet to the Lessee.
- (5) The Lessee covenants and agrees with the Lessor as follows:
 - (a) to provide the required marketing images and text to the Lessor in a timely fashion, and in a format that is deemed appropriate by the manufacturers requirements,
 - (c) that the concept and design of the advertising space is at the discretion of the Economic Development Committee and must remain visually consistent with the Town of Claresholm marketing strategy and the Community Advertising Project Policy.
 - (d) to sign-off in agreement of the design, materials, and installation method, on the concept-design document prior to manufacturing taking place, and without unreasonable delay.
- (6) The Lessee shall not assign, transfer or otherwise dispose of this sublease, or further sublet or part with possession of the advertising space either in whole or in part without the prior written consent of the Lessor.
- (7) The Lessee covenants with the Lessor that without agreement by both parties there is no change permitted to the design of the advertising space once the concept-design document is signed, for the duration of this sublease agreement.
- (8) In the event that the marketing material on the advertising space is damaged due to extreme weather, or unforeseeable circumstance, the cost of repair or replacement will be the obligation of the Lessee.
- (9) The Town is not responsible or liable for the condition of the advertising space, or the quality of the marketing material used.
- (10) If during the term of this lease a breach or default be made in any of the Lessee's covenants or agreements herein contained then the Lessor may remove any marketing material from the advertising space at the expense of the lessee. The effective date of this lease shall be [START DATE]

IN WITNESS WHEREOF the parties have set their hands and seals this ____ day of _____, 2018.

TOWN OF CLARESHOLM

MAYOR

CHIEFADMINISTRATIVE OFFICER

LESSEE

[PARTICIPANT]

WITNESS

DRAFT

Schedule 'B'

Advertising Space Photograph



Local demand for space:

Terms of lease:

Terms of sublease(s) to be sold:

Concept Design:

Town branded portion details:



REQUEST FOR DECISION

Meeting: July 16, 2018
Agenda Item: 11

CAMPING REQUEST – SOFTBALL TOURNAMENT

DESCRIPTION / BACKGROUND:

During Fair Days a softball tournament is being held (August 10th -12th, 2018). The organizing committee would once again like to provide camping for the teams. The field west of the Agriplex (under the lease agreement with the Ag Society) can house up to the 40 campers the organizers suggest may use the space. Portable toilet facilities will be provided.

The Agriplex has already been contacted and have given permission to use the location for camping again.

DISCUSSION / OPTIONS:

The group will also be reminded that it will be their responsibility to ensure the area is cleaned after the event, and portable washrooms brought in and removed after the event. A reminder of the Town of Claresholm noise bylaw with quiet hours being from 10pm to 10am. Additionally no fires/pits will be permitted within the camping or ball diamond area.

There are underground sprinklers located within millennium ball diamonds and the campers will be notified that no trailers or vehicles can park at the ball diamond location to ensure no damage is done to the sprinkler system.



PROPOSED RESOLUTIONS

Moved by Councillor _____ to approve the use of the area west of the Agriplex for camping for the Fair Days Ball tournament August 10th-12th, 2018.

ATTACHMENTS:

- 1.) Email from tournament organizer

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 13, 2018

July 6, 2018

Attn Claresholm Town Counsel,

I am writing in regards to the camping for the Fair Days Softball Tournament August 10-12, 2018. In order to draw in new teams to this tournament and benefit the community, we have always offered camping in the Agriplex Field to the west of the Agriplex itself, on the grass area. There are usually 25-40 campers that stay there for the weekend. We provide Portable Toilets from Ferg's Septic, as well as we are very strict regarding the noise and the garbage. My mother (Gerilyn Beazer) will be camping in the area as a supervisor just in case the campers have any issues. They will be able to go to her camper at any time of the night.

I have talked to Dave Hansma of the Agriplex and he is aware of the camping again this year and has given his permission to do this again.

We would like to have the towns permission and support as well.

This tournament is very well liked as well, it brings a lot of revenue to Claresholm for the weekend. There are usually 18-24 teams that attend this tournament annually.

Please advise me as soon as you can with your decision on this matter. Either by email jillisa.morkin@gmail.com or phone 403-393-9242.

Sincerely

Jillisa Morkin



REQUEST FOR DECISION

Meeting: July 16, 2018
Agenda Item: 12

8th STREET WEST PAVEMENT

DESCRIPTION/BACKGROUND:

In 2013 Southcal Developments Inc. was involved installing/upgrading some utility infrastructure along 8th Street W for a development project. The Town agreed to pay a portion of the expense for this project via promissory note for \$100,000 per year for eight (8) years. This makes up part of our existing long-term debt which will be fully repaid in 2020.

As part of this agreement there was also an additional \$120,000 payable for additional roadwork from 55th to 59th Avenue that wasn't payable until 30 days after the final pavement lift was completed on 8th street for the project. We have recently received word that Southcal Developments Inc. is looking to complete that final pavement life this year.

DISCUSSION/OPTIONS:

Though this \$120,000 was not budgeted for this year it is a payment and project that has already been previously approved. Administration requires approval for the out of budget expenditure as it wasn't included in the 2018 budget.

As this is payment for a current year infrastructure project this can be funded through Municipal Sustainability Initiative (MSI) Capital or Federal Gas Tax Funds (FGTF) Grants or applicable Capital Reserve funds, or a combination can be used.

Current adjusted budget of these different fund sources based on other grants we were unsuccessful in receiving (e.g. Arena CFEP grant), projects that are to be postponed (e.g. Phase 2 Stormwater Project due to unsuccessful ACRP grant application), and updated estimates or actuals of 2018 projects are as follows:

\$74,931	FGTF
\$705,759	MSI (does not include any possible use for the Multiuse Building)
\$81,054	Land & Development Capital Reserve
\$169,112	General Capital Reserve

As FGTF grants do not have a minimum dollar amount for projects, administration would recommend maintaining those funds for possible smaller projects in 2019 or 2020 and to use either MSI funds or Reserves or a combination thereof.

RECOMMENDED ACTION:

Moved by Councillor _____ to approve the out of budget expenditure for the Town's agreed upon portion of the 8th Street Paving Project to be completed by SouthCal Developments Inc. in the amount of \$120,000 to be funded out of _____.

ATTACHMENTS:

- 1.) SouthCal Development Inc. Promissory Note

APPLICABLE LEGISLATION:

1. Municipal Government Act, RSA 2000, Chapter M-26 Section 248 – Expenditure of money

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 10, 2018

COPY

PROMISSORY NOTE

Date: 17th 1, 2013

FOR VALUE RECEIVED, TOWN OF CLARESHOLM (the "Promisor") hereby promises to pay to SOUTHCAL DEVELOPMENT INC., at its office at 202, 3505 - 52nd Street S.E., Calgary, AB T2B 3R3, or such other place as it shall from time to time designate:

1. One Hundred Thousand Dollars (\$100,000.00), plus G.S.T., yearly for eight (8) years, with the first such payment due and payable upon the execution of this Promissory Note, and with the subsequent seven (7) yearly payments due and payable on each anniversary of the date of this Promissory Note, beginning on the first anniversary of the date of this Promissory Note;
2. One Hundred Twenty Thousand Dollars (\$120,000.00), plus G.S.T., for the agreed-upon road work on 8th Street West from 55th to 59th Avenue, Claresholm, that Southcal Development Inc. is to complete for the Town of Claresholm, due and payable thirty (30) days after the final pavement lift is complete on such project.

Notice of Dishonour, Protest and Notice of Protest are hereby waived and the Promisor hereby agrees to remain as fully liable as if presentation, Notice of Dishonour, Protest and Notice of Protest were duly made and given.

The Promisor shall have the right and privilege to prepay the whole or any part of the amounts payable hereunder plus G.S.T., without notice, penalty or bonus. If applicable, such prepayment shall be applied against any payments not yet due, in reverse order of maturity.

All amounts in this Promissory Note are stated and will be paid in Canadian currency.

TOWN OF CLARESHOLM

SOUTHCAL DEVELOPMENT INC.

Per: [Signature]

Per: [Signature]

Per: [Signature]

Per: _____



REQUEST FOR DECISION

Meeting: July 16, 2018
Agenda Item: 13

INTERMUNICIPAL DEVELOPMENT PLAN

DESCRIPTION:

An Intermunicipal Development Plan (IDP), with MD of Willow Creek, is now mandated through the Modernized Municipal Government Act. IDP's are an integral part of the Intermunicipal Collaboration Framework (ICF). IDPs are the part of the ICF related to land use. IDPs look at land use, location of infrastructure and servicing areas within what is typically determined to be the "fringe area" – the portion of area that borders both municipalities.

IDPs must address future land uses in the area; proposals for future development; provisions for transportation systems for the area; coordination of intermunicipal programs relating to the physical, social and economic development of the area; and environmental matters within the area. Each IDP must also contain a procedure to resolve or attempt to resolve conflict between the participants, a procedure to amend or repeal the IDP, and provisions relating to the administration of the plan. The IDPs must be in place within 2 years of the act taking force (deadline 2020).

DISCUSSION / OPTIONS:

The MD of Willow Creek, being that there are 5 urban within its borders, along with the CAO's of the urban municipalities, have suggested taking on the IDPs regionally, and apply (with Stavely being the managing partner) to the Alberta Community Partnership grant program to off-set the costs of the IDPs. Along with the planners from ORRSC a proposal has been submitted to each municipality, which is being presented to the respective Council's for review and approval.

The proposal has a fee schedule for the entire project with the Town of Claresholm/MD of Willow Creek portion being \$10,500.00 - half funded by the MD of Willow Creek and the other half funded by the Town of Claresholm. Those portions will decrease if the regional ACP grant is successful. The fee includes a survey, plan preparation, an open house, and public hearing. The plan will be utilizing the Willow Creek/Nanton IDP as a template document. The proposal includes a timeline of 12 months with completion set for October 2019.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to support Stavely's grant application to the Alberta Community Partnership program and to participate in the program for the completion of the Intermunicipal Development Plans with the MD of Willow Creek.

Moved by Councillor _____ to accept the proposal from ORRSC for the Town of Claresholm/MD of Willow Creek Intermunicipal Development Plan in the amount of \$10,500 with the Town of Claresholm and the MD of Willow Creek to share the costs 50% each with funding to be allocated from general reserves and the Alberta Community Partnership Grant.

ATTACHMENTS:

- 1.) ORRSC proposal

APPLICABLE LEGISLATION:

- 1.) MGA Section 631

PREPARED BY: Tara VanDellen – Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 11, 2018

Project Planner - M.D. of Willow Creek & Urbans

Period Highlight: 14

Plan Duration

Actual Start

% Complete

Actual (beyond plan)

% Comp (beyond pl)

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE	PERIODS																																
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33
Stavelly	1	10	1	0	0%	Actual Start	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	
Claresholm	2	12	2	0	0%	Actual (beyond plan)	Actual Start	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	
Fort Macleod	3	11	3	0	0%	Actual (beyond plan)	Actual Start	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	
Granum	4	10	4	0	0%	Actual (beyond plan)	Actual Start	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	Plan Duration	

1 = September 2018

2 = October 2018

3 = November 2018

4 = December 2018

5 = Janaury 2019

6 = February 2019

7 = March 2019

8 = April 2019

9 = May 2019

10 = June 2019

11 = July 2019

12 = August 2019

13 = September 2019

14 = October 2019

Willow Creek Claresholm

	Hrs	Rate		
Survey	16	\$ 75.00	\$	1,200.00
Policy 2 Planners	40	\$ 75.00	\$	3,000.00
Mapping	60	\$ 65.00	\$	3,900.00
Open House	16	\$ 75.00	\$	1,200.00
Public Hearing 2 Planners	16	\$ 75.00	\$	1,200.00
Total			\$10,500.00	

Survey - collection, tabulation, interpretation (muni's to distribute and collect)

Policy - preparation, discussion, review (1 Planner per Municipality)

Mapping - 8 to 10 maps prepared

Open House - display preparation, attendance, review (1 Planner per Municipality)

Public Hearing - prepare, present, amend if necessary (1 Planner per Municipality)

Includes: Two hard copies and a digital document for each municipality.

NOTE: This quote is based on utilizing the Willow Creek/Nanton IMDP as a template and on discussions with the CAO's of the respective municipalities on June 19, 2018. Any time spent in excess of the hours quoted will be billed out accordingly.



OLDMAN RIVER REGIONAL SERVICES COMMISSION



REQUEST FOR DECISION

Meeting: July 16, 2018
Agenda Item: 14

CLARESHOLM PUBLIC LIBRARY LEASE AGREEMENT

DESCRIPTION:

The Building Lease Agreement with the Town of Claresholm Public Library Board terminated on November 30, 2017. The lease agreement had an additional 5 year term renewal clause to extend the lease agreement from December 1, 2017 through November 30, 2022.

The Town of Claresholm Public Library Board, Town of Claresholm Administration, have updated the lease agreement to in effect exercise the 5 year renewal of the contract under the same terms as the prior contract.

This expiry date was overlooked and came to our attention because the Town of Claresholm Public Library Board is preparing to apply for a CFEP grant for some building maintenance and upgrades and they will require a current lease agreement for the building.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the renewal lease agreement with the Town of Claresholm Public Library Board effective December 1, 2017 for a 5 year term.

ATTACHMENTS:

- Draft Lease Agreement with the Town of Claresholm Public Library Board

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 10, 2018



Claresholm

LEASE AGREEMENT

TOWN OF CLARESHOLM

TO

TOWN OF CLARESHOLM PUBLIC LIBRARY BOARD

THIS LEASE made the _____ day of _____, 2018.

BETWEEN:

TOWN OF CLARESHOLM

(hereinafter referred to as the "Landlord")

AND:

TOWN OF CLARESHOLM PUBLIC LIBRARY BOARD

(hereinafter referred to as the "Tenant")

WHEREAS:

- A. The Landlord is the owner of the Lands and the Building (the "Leased Premises");
- B. The Landlord wishes to lease to the Tenant and the Tenant wishes to lease from the Landlord the Leased Premises, for the purpose of a library facility to contain computers, books, periodicals and other materials for reading, viewing, listening, study or reference;

NOW THEREFORE in consideration of the grant of leasehold interest, rents payable, and the mutual covenants contained within this Lease, the parties hereby agree as follows:

ARTICLE 1 - DEFINITIONS

1.1 In this Lease the following terms have the following meanings:

- (a) "Building" means the buildings and improvements, including equipment and fixtures, located on the Lands, municipally described at 211 – 49th Avenue West in Claresholm, Alberta;
- (b) "Commencement Date" means the 1st day of December, 2017;
- (c) "Hazardous Substances" means toxic, hazardous, dangerous or potentially dangerous substances of any kind whatsoever including, without restricting the generality of the foregoing, urea formaldehyde, asbestos, PCB transformers and those elements, materials, substances or compounds which are regulated by federal, provincial or local statute, law, ordinance, code, rule, regulation order or decree including, but not limited to, the *Environmental Protection and Enhancement Act*, R.S.A. 2000, c.E-12, as amended from time to time, regulating, relating to or imposing liability or standards of conduct concerning any hazardous, toxic or dangerous or potentially dangerous waste, substance or material of any kind or nature whatsoever;
- (d) "Lands" means those lands legally described as Lots 11 - 16, Block 12, Plan 147N;
- (e) "Lease" means this lease agreement, as from time to time amended in writing by agreement between the Landlord and the Tenant;

- (f) "Permitted Use" means the operation and management of the library for use by the public in compliance with all applicable laws, regulations or bylaws and for no other purpose whatsoever unless expressly authorized in writing by the Landlord. The Permitted Use of the library includes operation of a concession, cultural or community events, and such other uses as authorized by the Landlord;
- (g) "Rent" means the rent payable by the Tenant pursuant to Paragraph 5.1 of this Lease, together with any other sums, amounts, costs or charges as may be required to be paid by the Tenant to the Landlord pursuant to the terms of this Lease;
- (h) "Stipulated Rate" means the prime rate of interest charged from time to time by the ATB Financial, formerly Alberta Treasury Branches, or its successor, at its main branch in Edmonton to its most preferred borrowers, plus Three (3%) percent per annum; and
- (i) "Term" means the term of this Lease as set forth in Paragraph 3.1 of this Lease.

ARTICLE 2 - GRANT

2.1 Demise of Leased Premises. In consideration of the rents, covenants, conditions and agreements contained within this Lease to be paid, observed and performed by the Tenant, the Landlord hereby demises and leases the Leased Premises to the Tenant and the Tenant leases the Leased Premises from the Landlord.

ARTICLE 3 - TERM OF LEASE

3.1 Term. The term of this Lease shall be for five (5) years commencing on the Commencement Date and ending on November 30, 2022, subject always to earlier termination or renewal of this Lease as provided in this Lease.

3.2 Option to Terminate. Either of the Landlord or the Tenant shall be entitled to terminate this Lease on one hundred and eighty (180) days' prior written notice to the other.

ARTICLE 4 - EXAMINATION OF LEASED PREMISES

4.1 "As Is, Where Is". The Landlord shall provide, and the Tenant shall accept, the Leased Premises in an "as-is, where-is" condition.

4.2 Satisfactory Condition. Without limiting the foregoing, the Tenant agrees:

- (a) that there exists no promise or collateral agreement by the Landlord to alter, remodel, decorate or improve the Leased Premises or any property neighbouring or surrounding the Lands;
- (b) that no warranties or representations whatsoever respecting the Leased Premises (including, without restriction, the condition or quality of the Leased Premises, or its suitability for the purposes and use intended by the Tenant) have been made by the Landlord or its agents or employees; and
- (c) that the Tenant has examined the Leased Premises and as at the date of this Lease the Leased Premises are in good order, ready for occupancy and in satisfactory condition.

ARTICLE 5 - RENT

5.1 Base Rent. The base rent payable by the Tenant to the Landlord for the Term of this Lease shall be the sum of \$1.00 per year, payable in advance on the first day of each and every year of the Term starting with the Commencement Date. The base rent payable by the Tenant will be reviewed by the parties before the April 30, 2022.

5.2 Net Lease. The Landlord and the Tenant hereby covenant and agree that for all purposes that this Lease shall be a net lease for the Landlord, and that save and except for as specifically set forth within this Lease the Landlord shall not be responsible for any cost, charge, expense or outlay of any nature whatsoever arising from or relating to the Lands, the Building, or any impositions, costs and expenses of every nature and kind relating to the Lands and the Building whether or not specifically provided for within this Lease. All such costs shall be the responsibility of the Tenant to pay promptly when due. To the extent that any such costs are paid by the Landlord the Tenant shall reimburse the Landlord immediately upon demand, such sums being collectable in the same manner as Rent.

5.3 Additional Costs. In addition to the payment of Rent as set forth in Paragraph 5.1 of this Lease, the Tenant shall be responsible for payment of all servicing costs incurred in the construction of any and all services upon or within the Lands for the purposes of providing such services to the Leased Premises.

ARTICLE 6 - TAXES

6.1 The Tenant's Taxes. Subject to the availability of any exemption under the *Municipal Government Act*, R.S.A. 2000, c. M-26, the Tenant shall, pay when and if they shall become due and payable, all real estate taxes, assessments, rates and charges and other government impositions, general or special, ordinary or extraordinary, foreseen or unforeseen, of every kind, including assessments for local or public improvements and school taxes which may at any time during the Term be imposed, assessed or levied, in respect of the Leased Premises and Tenant's leasehold interest in the Lands and all fixtures and improvements from time to time located thereon, or which, howsoever imposed, might constitute a lien on the Leased Premises or any part thereof or a liability of the Landlord.

6.2 Goods and Services Tax. If and whenever applicable, the party making any payment required under this Lease shall be responsible for the payment of any and all Goods and Services Tax pursuant to the *Excise Tax Act*, or other value-added tax which may be imposed in place of or in addition to the Goods and Services Tax, which may become payable in respect of any sums to be paid pursuant to the terms of this Lease.

ARTICLE 7 - TENANT'S IMPROVEMENTS

7.1 Ownership of Buildings and Fixtures. The Landlord and the Tenant agree that the Leased Premises together with anything in the nature of installations, alterations, additions and improvements, and all other fixed improvements which the Tenant may construct upon the Lands from time to time, are and shall remain the separate property of the Landlord and not of the Tenant, but subject to and governed by all the provisions of this Lease. The Tenant shall not mortgage, charge or encumber such improvement, nor assign or otherwise deal with the fixed improvements separately from any dealing with the leasehold interest under this Lease, unless authorized by the Landlord in writing.

7.2 Builders' Liens. The Tenant covenants not to permit any builders' or other liens to be registered against either the Landlord's freehold title to the Lands, or the Tenant's leasehold interest pursuant to this Lease. Upon the registration of such a lien on the said titles, the Tenant shall obtain a discharge thereof within Thirty (30) days after the Tenant has notice of the lien. With respect to liens registered against the Landlord's freehold title to the Lands, the Landlord shall have the right, but in no way

shall it be obligated, to obtain a discharge of the lien, whereupon all sums paid by the Landlord to procure the discharge, as well as the Landlord's costs of obtaining such discharge including, without restriction, legal and other costs on a solicitor and his own client full indemnity basis, shall be repaid forthwith upon demand by the Tenant as Rent. Notwithstanding the foregoing the Tenant may, with respect to liens registered on the Tenant's leasehold title only, contest the validity of any such lien provided that the Tenant shall first either:

- (a) obtain an order from a Court of competent jurisdiction discharging the lien from the Tenant's leasehold title by payment into Court; or
- (b) furnish to the Landlord security satisfactory to the Landlord, in both format and amount, against all loss or damage which the Landlord might suffer or incur as a result of the Tenant contesting the lien.

7.3 Liability for Liens. Notwithstanding anything contained within this Lease, the Landlord and the Tenant hereby covenant and agree that the Landlord shall not be considered to be an owner for the purposes of the attachment of builders' liens. Without limiting the generality of the foregoing, nothing contained within this Lease shall be interpreted as an admission of liability on the part of the Landlord for the performance of any work or furnishing of any materials in relation to any improvements made to the Lands or the Leased Premises.

ARTICLE 8 - QUIET ENJOYMENT

8.1 The Tenant's Quiet Enjoyment. Subject to the terms, covenants and conditions contained in this Lease, the Landlord covenants that upon duly performing and observing all its covenants and obligations contained in this Lease, the Tenant shall and may peaceably possess and enjoy the Leased Premises for the Term without any interruption or disturbance from the Landlord or any other person lawfully claiming by, from or under the Landlord, provided however, that the Landlord, and its authorized agents, shall be permitted entry to the Leased Premises without prior notification to the Tenant for the purposes of inspection of the Leased Premises.

ARTICLE 9 - OPERATION OF LEASED PREMISES

9.1 Management. The Tenant shall operate and manage the Leased premises in a manner consistent with the Permitted Use and in a safe, efficient, and good workmanlike manner, and in substantially the same manner as a prudent municipal owner would operate and manage the Leased Premises in compliance with all applicable laws affecting the Tenant and the Leased Premises, and shall take such action as appropriate to ensure that the Leased Premises is properly and adequately supervised including, without limiting the generality of the foregoing, the Tenant shall:

- (a) supply all necessary equipment and personnel reasonably required with respect to the management, operation, and maintenance of the Leased Premises;
- (b) undertake all activities and provide all services reasonably required for the efficient management, operation and maintenance of the Leased Premises as a prudent owner would in similar circumstances;
- (c) promptly pay when due any and all charges, impositions, costs and expenses of every nature and kind relating to the Leased Premises and the maintenance, operation, cleaning (in a clean and sanitary condition, satisfactory to the Provincial Regulations), and caretaking (including providing bathroom and cleaning supplies, toilet paper, paper towels and soap), repair and replacement of all equipment located thereon including, without restriction, all costs relating to cleaning the interior and exterior portion of the Leased Premises, provision of hot and cold

water, and provision of electricity;

- (d) throughout the Term continuously use the Leased Premises solely for the Permitted Use and shall not use or permit or suffer the use of the Leased Premises or any part thereof for any other business or purpose;
- (e) not cause or suffer or permit any Hazardous Substances (other than normal cleaning or other products reasonably required with respect to the maintenance and operation of the Leased Premises, and in the performance of the Tenant's normal operations upon the Lands as contemplated under the Permitted Use), to be located in or upon the Leased Premises, or discharged into the Leased Premises or into any driveways, parking areas, ditches, water courses, culverts, drains or sewers in or adjacent to the Leased Premises;
- (f) not do, omit to do, permit to be done, or omit to be done, any act or thing which may render void or voidable or conflict with the requirements of any policy or policies of insurance, including any regulations of fire insurance underwriters applicable to such policy or policies, under which the Leased Premises or the contents of the Leased Premises are insured;
- (g) promptly pay when due all costs incurred in the operation, maintenance, repair, replacement, improvement, and alteration of the Leased Premises, whether due to the supply of work, services or materials, and in such a manner so as to ensure no mechanics' or builders' lien(s) arise in respect of the Leased Premises or the Tenant's leasehold interest under this Lease;
- (h) maintain (including, without limitation, the performance of regular and periodic servicing, maintenance and inspections as a prudent owner would) in good operating condition all equipment, pipes, wiring and electrical apparatus and all plumbing fixtures, heating, ventilating and air conditioning equipment and all other mechanical systems and electrical systems in or about the Leased Premises and shall keep the same in clean and good working order and repair. It is understood and agreed that in case the said fixtures, systems and equipment or any part thereof shall be damaged or destroyed, or become incapable of performing their function, the tenant shall immediately notify the Landlord of same and the cost for the prompt repair, replacement, and upgrading of the same shall be the sole responsibility of the Tenant, with said repair, replacement, and upgrading to be performed to the quality and specifications approved by the Landlord.

Notwithstanding the foregoing, the Landlord shall be responsible for the following in respect of the Leased Premises:

- (a) Performance and costs of all landscaping, gardening, watering, weeding, sweeping, removal of debris and dirt, snow and ice removal, sanding and salting; and
- (b) Maintenance of all plumbing, pipes, light fixtures, wiring, heating units and supply of utility lines to the Building.

The Landlord and Tenant agree that the responsibility for and costs of all interior and exterior painting and replacement of floor coverings shall be mutually determined by the parties, acting reasonably, as and when such maintenance issues arise.

9.2 Utilities. The Tenant shall pay promptly when due all rates, levies and charges (including installation charges) for telephone, cable, telecommunication (except services provided by the Town of Claresholm), electricity, natural gas, water, maintenance and use of any security systems and any and all other services and utilities supplied to or used within the Leased Premises, and shall indemnify the Landlord against any and all liability or damages pertaining thereto.

9.3 Evidence of Payments. The Tenant shall produce upon the reasonable request of the Landlord, satisfactory evidence of the due payment by the Tenant of all payments required to be made by the Tenant under this Lease.

9.4 No Nuisance. The Tenant shall not at any time during the Term, use, exercise or carry on or permit or suffer to be used, exercised or carried on, in, about or upon the Leased Premises or any part thereof any waste or any offensive act, trade, business, occupation or calling, and no act, matter or thing whatsoever shall at any time during the Term be done in, about or upon the Leased Premises or any part thereof which shall be inconsistent or incompatible with the intended use of the Leased Premises, or which may be or grow to the annoyance, nuisance, damage or disturbance of the occupants and other users of the Leased Premises, as well as occupants of lands and property owners in the vicinity of the Leased Premises.

9.5 Comply with Laws and Regulations. The Tenant shall comply promptly at its expense with all laws, by-laws, ordinances, regulations, requirements and recommendations of any and all federal, provincial, civic, municipal and other lawful authorities, which may be applicable to the Tenant, to the construction of the Leased Premises, to the manner of use or operation of the Leased Premises, or the making by the Tenant of any repairs, alterations, changes or improvements to the Leased Premises.

9.6 Alterations. The Tenant shall not without the prior written consent of the Landlord, which consent may not be unreasonably withheld, excavate, drill, install, erect, or permit to be excavated, drilled, installed or erected over, under or through the Leased Premises, any pit, foundation, pavement, building, fence, sidewalk, installation, addition, partition, sign, alteration, or other structure or improvement. Notwithstanding the forgoing, throughout the Term of this Lease and renewal the Tenant shall be entitled to make changes, additions or improvements to the Leased Premises, without the requirement for consent from the Landlord, provided that such alterations:

- (a) do not alter the exterior of the buildings and improvements comprising part of the Leased Premises; and
- (b) do not result in changes to the square footage of the buildings or improvements forming part of the Leased Premises.

9.7 Signs. The Tenant shall be entitled to construct, erect, or install signs related to its operations in or upon the Lands and the Leased Premises. All such signs constructed, erected, or installed upon the Lands and the Leased Premises shall comply with all statutes, by-laws, regulations, codes and restrictions affecting the Lands and the Leased Premises, and all permits and approvals obtained in respect of such signs.

9.8 Fire Extinguishers/Alarms The Landlord shall be responsible for the regular (no less than annual) inspection and maintenance of the fire extinguishers and fire alarm systems. Any costs to the Landlord incurred through this maintenance will be paid for by the Tenant in a timely manner.

ARTICLE 10 - INSURANCE AND INDEMNITY

10.1 Insurance. The Tenant shall purchase and maintain in force during the Term and any renewal term the following insurance coverage satisfactory to the Landlord, acting reasonably:

- (a) during any periods of construction upon the Lands, property insurance in an amount not less than One Hundred (100%) percent of the replacement value of the improvements upon the Lands, providing coverage by way of a "Builder's All Risk" policy;

- (b) comprehensive general liability insurance against, among other things, claims for personal injury, death, property damage, or third party or public liability claims arising from any one accident or occurrence upon, in or about the Leased Premises (as well as the balance of the Lands, to the extent that the Tenant's activities occur thereon) of and from any cause to an amount of not less than FIVE MILLION (\$5,000,000.00) DOLLARS (or from time to time such greater amounts as are sufficient, as determined from time to time by the Landlord acting reasonably, to afford equivalent protection against all such claims) in respect of any one accident or occurrence;
- (c) all other insurance as is required by the Landlord for risks normally insured against by tenants of premises similar to the Leased Premises in the Province of Alberta; and
- (d) directors' and officers' liability insurance in an amount satisfactory to the Landlord.

The Landlord shall purchase and maintain in force during the Term and any renewal term property insurance coverage on the Leased Premises and all intrinsic fixtures and improvements within the Building.

10.2 Additional Terms. All such policies of insurance maintained by the Landlord and the Tenant may contain a waiver or waivers of subrogation against the other party and its insurers, provided that such waiver is reciprocal within the insurance coverage and is first approved by the Landlord's and the Tenant's insurer, as applicable.

10.3 Copies of Policies. The Landlord and the Tenant shall when requested, and no more often than on an annual basis, provide the other party with copies of each insurance policy purchased pursuant to the terms of this Lease.

10.4 Proceeds of Insurance. Subject to the provisions contained within Article 11 of this Lease, the proceeds of any insurance which may become payable under any policy of insurance effected pursuant to this Lease shall be payable to the Landlord and the Tenant as their respective interests may appear.

10.5 Repair Obligations. Subject to the provisions contained within Article 11 of this Lease, where repairs are necessary due to damage or destruction of the Leased Premises or any fixtures, equipment and improvements in or upon the Leased Premises, the Tenant shall promptly effect such repairs to the extent of the proceeds of insurance received.

10.6 Indemnity. The Tenant shall indemnify and save harmless the Landlord from any and all liabilities, damages, expenses, costs, fees (including all legal and other professional costs on a solicitor and his own client full indemnity basis), claims, suits or actions arising out of or caused by the use and occupation of the Lands, the balance of the Lands, and the Leased Premises by the Tenant, and its respective employees, agents, and those for whose actions they are responsible for in law including, without restriction, such liabilities, damages, expenses, costs, fees, claims, suits or actions arising from:

- (a) any breach, violation, or non-performance of any covenant, condition or agreement in this Lease;
- (b) any damage to property or injury to any person or persons, including death;
- (c) any environmental damage and resulting clean-up costs; and
- (d) all claims arising under the *Workers' Compensation Act*, *Occupational Health and Safety Act*, *Occupiers' Liability Act* or other statute that imposes liability upon the owners or occupiers of land or in relation to the operation of a worksite.

This indemnity shall specifically exclude any and all such claims, costs and expenses or portions thereof arising from the negligence of the party to be indemnified, or those for whose actions the party to be indemnified is legally responsible for. This indemnity shall survive the expiry or sooner termination of this Lease.

ARTICLE 11 - DAMAGE AND DESTRUCTION

11.1 Damage or Destruction of Leased Premises. In the event that the Leased Premises is damaged or destroyed by any cause whatsoever, the Tenant shall promptly repair such damage subject to the following provisions:

- (a) if, in the reasonable opinion of the Tenant, acting reasonably, the Leased Premises cannot be rebuilt or made fit for the purposes of the Tenant within one hundred and eighty (180) days of the damage or destruction;
- (b) if, in the reasonable opinion of the Tenant, acting reasonably, no less than fifty (50%) percent of the Leased Premises requires repair or reconstruction; or
- (c) if, in the reasonable opinion of the Tenant, acting reasonably, the repair or reconstruction of the Leased Premises is not financially reasonable given the age of the Leased Premises, the equipment and improvements, or given the availability of alternative premises for Leased Premises and/or use by the Tenant;

then instead of being required to rebuild or make the Leased Premises fit for use by the Tenant the Tenant may, at its option, terminate this Lease by giving the Landlord Sixty (60) days' written notice of termination and the Tenant shall deliver up possession of the Lands to the Landlord in the condition required under the terms of this Lease on or before the expiry of such sixty (60) days.

11.2 Distribution of Insurance Proceeds. Notwithstanding anything contained within this Lease, the proceeds of any insurance received by the Tenant as a result of the damage or destruction of the Leased Premises, or a portion thereof, shall be dealt with as follows:

- (a) subject to the provisions of Paragraph 10.1 of this Lease, applied to the costs of repairing, replacing, or reconstructing the Leased Premises; and
- (b) in the event of a termination pursuant to Paragraph 11.1 of this Lease, the proceeds shall be applied in the following order:
 - (i) the payment in full of any and all costs incurred in relation to the demolition of the Leased Premises and restoration of the Lands in accordance with Paragraph 15.1(b) of this Lease; and
 - (ii) any remaining portion of the insurance proceeds shall be paid to the Tenant.

11.3 Notice of Accidents, Defects or Damages. The Tenant shall immediately advise the Landlord, and promptly thereafter by notice in writing confirm such advice to the Landlord, of any accident to or defect in the equipment, plumbing, gas pipes, water pipes, heating, ventilating, and air conditioning apparatus, electrical equipment, conduits, or wiring, or of any damage or injury to the Leased Premises, or any part thereof, howsoever caused. Provided, however, that in no way shall this provision be construed in such a manner as to obligate the Landlord to effect any repairs or replacement.

ARTICLE 12 - SUB-LETTING AND ASSIGNMENT

12.1 Assignment and Subletting. The Tenant shall not assign its interest in this Lease in whole or in part, nor sublet all or any part of the Leased Premises, with the exception of the concession, nor part with or share possession of all or any portion of the Leased Premises, nor mortgage by either specific or floating charge or encumber in any way whatsoever this Lease or the Leased Premises, without the prior written consent of the Landlord. The Landlord, or its authorized agents, may be permitted temporary use of the Leased Premises at no cost to the Landlord, provided however that such use by the Landlord, or its authorized agents, shall be mutually agreed upon by the Landlord and an individual member of the Tenant responsible for booking arrangements in the Leased Premises. The Landlord, or its authorized agents, shall leave the Leased Premises in substantially the same condition as the Leased Premises were in upon delivery of possession thereof.

ARTICLE 13 - DEFAULT

13.1 Events of Default. Each and every of the following events shall constitute an event of default (hereinafter referred to as an "Event of Default"):

- (a) if the Tenant fails to make any payment, in whole or in part, of any amount payable to the Tenant as provided in this Lease;
- (b) if the Tenant ceases to carry on the Permitted Use;
- (c) if the Tenant is or becomes, insolvent or bankrupt or if the Tenant:
 - (i) makes any assignment for the benefit of creditors,
 - (ii) is declared bankrupt,
 - (iii) seeks the protection of the *Bankruptcy and Insolvency Act*, the *Companies Creditor's Arrangement Act* or like legislation,
 - (iv) disposes of all or substantially all of its assets without the consent of the Landlord, or
 - (v) commences proceedings to wind itself up or if winding up proceedings are commenced in respect of the Tenant; and
- (c) if the Landlord or the Tenant neglects or fails to observe, perform or comply with any of its obligations pursuant to this Lease, howsoever arising, and fails to remedy such default within Thirty (30) days from the date of receipt of written notice from the Landlord requiring that the curing the default.

13.2 Termination. Upon the occurrence of an Event of Default, in addition to any and all other rights and remedies available to landlords, the Landlord may terminate this Lease by delivery of notice in writing to that effect to the party in default. Such termination shall not limit in any way the Landlord's recourse to any remedies available to it at law, equity or otherwise.

13.3 Collection of Costs. In addition to any other rights available to the Landlord or the Tenant pursuant to this Lease, the Landlord or the Tenant shall be entitled to collect from the party in default:

- (a) all payments made by the party not in default or costs incurred by the party not in default which ought to have been paid or incurred by the party in default, or for which the party not

in default is entitled to be paid or to be reimbursed pursuant to the terms of this Lease;

- (b) all disbursements and costs (including legal and other professional costs on a solicitor and his own client full indemnity basis) and all fees and costs related to recovery or collection of such sums or the enforcement of the terms of this Lease generally; and
- (c) interest at the Stipulated Rate on all outstanding amounts owed by the party in default to the party in default, from the 31st day following the date they are invoiced to the date of payment in full.

13.4 Set-Off. In the event that either the Landlord or the Tenant fails to make any payment or provide any sum to the other party as required under the terms of this Lease, at the election of the Landlord or the Tenant, as the case may be, that amount may be set off against and applied to any sum of money owed by the defaulting party to the party not in default from time to time until all amounts owing to the party not in default are set-off in full. Exercise of such right of set-off by either the Landlord or the Tenant shall not limit or waive any right or remedy against the other party under this Lease.

ARTICLE 14 - PERFORMANCE & REMEDIES

14.1 Right to Perform. In addition to any other rights or remedies available under this lease, in law or in equity, if the Tenant shall fail to perform or cause to be performed any of the covenants or obligations owed by the Tenant under the terms of this Lease, the Landlord shall have the right, but shall not be obligated, upon Ten (10) days' notice in writing to perform or cause the same to be performed, and to do or cause not to be done such things as may be necessary or incidental thereto (including without limiting the foregoing, the right to make repairs, installations, erections and expend monies). All payments, expenses, costs, charges, fees, including all legal fees on a solicitor and his own client full indemnity basis, and disbursements incurred or paid by or on behalf of the Tenant in default in respect thereof shall be immediately due and payable by the Tenant.

14.2 Overlooking and Condoning. Any condoning, excusing or overlooking by the Landlord or the Tenant of any default, breach or non-observance by the other party at any time or times in respect of any covenant, proviso or condition contained in this Lease shall not operate as a waiver of the Landlord's or the Tenant's respective rights under this Lease in respect of any subsequent default, breach or non-observance nor so as to defeat or affect in any way the rights of the Landlord or the Tenant in respect of any subsequent default, breach or non-observance.

14.3 Remedies Generally. Mention in this Lease of any particular remedy of the Landlord or the Tenant does not preclude the Landlord or the Tenant from any other remedy in respect of any such default, whether available at law or in equity or by statute or expressly provided for in this Lease. No remedy shall be exclusive or dependent upon any other remedy, all such remedies being cumulative and not alternative.

ARTICLE 15 – REPAIR ON TERMINATION [OR REMOVAL AND RESTORATION]

15.1 Upon the expiration of the Term or upon the earlier termination of the Lease, the Tenant covenants to surrender the Leased Premises in substantially the same condition as the Leased Premises were in upon delivery of possession thereof under this Lease save and except for reasonable wear and tear, any alterations approved by the Landlord pursuant to the terms of this Lease, and damage caused by fire, tempest or other casualty not due to the negligent, careless or willful acts or omissions of the Tenant, its employees, agents, servants, invitees, or those for whom the Tenant is responsible in law.

ARTICLE 16 – LIBRARIES ACT

16.1 The Tenant shall comply with the provisions of the *Libraries Act* (Alberta) and *Libraries*

Regulation, as amended from time to time, and in particular, shall:

- (a) prepare an annual budget and estimate of the money required to operate and manage the library for the ensuing fiscal year, and submit such budget and estimate for approval to the council for the Landlord on or before November 30th in each year of the Term;
- (b) keep accounts of its receipts, payments, credits and liabilities, and have such accounts reviewed in each calendar year and prepare a financial report to be submitted to the council for the Landlord on or before April 1st in each year of the Term; and
- (c) provide a written report to the Landlord on the Tenant's annual activities and programs on or before April 1st in each year of the Term.

The Landlord shall use reasonable efforts to inform the Tenant of any financial grants that it has knowledge of and in which the Tenant could submit an application for funding.

ARTICLE 17 - GENERAL

17.1 Grants of Interests. Provided always that the Tenant's use and enjoyment of the Lands is not significantly interrupted or prevented, the Tenant's leasehold interest in the Lands is and shall be subject to any and all grants of easements, utility right of ways, or other similar interests in the Lands by the Landlord, whether presently existing or to be granted in the future. In this regard, the Tenant acknowledges that the Landlord may deem it necessary or appropriate from time to time to cause or allow third parties, or the Landlord itself, to construct and install permanent underground or above-ground utility lines, pipeline facilities and transmission lines which will cross the Lands. The Tenant acknowledges and agrees that it shall in no way interfere or hinder the construction, installation, repair or maintenance of such lines or facilities undertaken by the Landlord or any person to whom the Landlord has granted such permission, and shall execute such further documentation as deemed appropriate in the sole discretion of the Landlord for purposes of expediting or permitting any such utility lines, pipeline facilities and transmission lines to be constructed, installed, repaired or maintained within the Lands by the Landlord or other authorized persons.

17.2 Overholding. If at the expiration of the Term or renewal term, as the case may be, the Tenant shall hold over with the consent of the Landlord, the tenancy of the Tenant thereafter shall, in the absence of written agreement to the contrary, be from month to month only and shall be subject to all other terms and conditions of this Lease except as to duration.

17.3 Notices. Any notice, demand, request, consent or other instrument required or permitted to be given under this Lease shall be in writing and shall be given and deemed to have been received as provided in this Section, and shall be addressed as follows:

to the Landlord at: Town of Claresholm
 P.O. Box 1000
 Claresholm, AB T0L 1R0
 Attention: Chief Administrative Officer

 Phone: (403) 625-3381
 Fax: (403) 625-3869

to the Tenant at: Town of Claresholm Public Library Board
 P.O. Box 548
 Claresholm, AB T0L 0T0
 Attention: Library Board Chairperson

Phone: (403) 625-4168
Fax: (403) _____

or such other address as either party may appoint for all future notices by notice in writing. Any Notice must be mailed in Canada by prepaid registered post, delivered personally, or sent by prepaid courier. A notice shall be deemed to have been received by the party to whom the notice is addressed upon the same date as sending the notice by delivery or prepaid courier, or on that day which is five (5) business days following the date that the notice was mailed if sent by prepaid registered mail. Provided always that at the time of mailing there is not an actual or apprehended interruption in mail service by labour dispute or otherwise, in which case all notices shall be delivered or sent by prepaid courier.

17.4 Governing Law. This Lease shall be construed and governed by the laws of the Province of Alberta. All of the provisions of this Lease are to be construed as covenants and agreements as though the words importing such covenants and agreements were used in each separate article, paragraph and sub-paragraph of this Lease, and all of such covenants and agreements shall be deemed to run with the Land and the reversion therein. Should any provision of this Lease be illegal or not enforceable they shall be considered separate and several from the Lease and its remaining provisions shall remain in force and be binding upon the parties as though the illegal or unenforceable provisions had never been included. The schedules shall form part of this Lease.

17.5 Time of Essence. Time shall be of the essence throughout this Lease.

17.6 Captions. The headings, captions, paragraph numbers, sub-paragraph numbers, article numbers and indices appearing in this Lease have been inserted as a matter of convenience and for reference only and in no way define, limit, construct or enlarge the scope or meaning of this Lease or any provisions of this Lease.

17.7 Relationship Between Parties. Nothing contained herein shall be deemed or construed by the Landlord or the Tenant, nor by any third party, as creating the relationship of principal and agent or of partnership, or of a joint venture agreement between the Landlord and the Tenant, it being understood and agreed that none of the provisions contained in this Lease nor any act of the parties shall be deemed to create any relationship between the Landlord and the Tenant other than the relationship of a landlord and tenant.

17.8 Lease Entire Relationship. The Tenant acknowledges that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Lease save as expressly set out in this Lease and that this Lease constitutes the entire agreement between the Landlord and the Tenant and may not be modified except by subsequent agreement in writing of equal formality executed by the Landlord and the Tenant.

17.9 Binding Effect. This Lease and everything contained within this Lease shall enure to the benefit of and be binding upon the heirs, executors, administrators, successors, permitted assigns and other legal representatives, as the case may be, of each of the Landlord and the Tenant, subject to the granting of consent by the Landlord as provided to any assignment or sublease. Where Tenant is comprised of more than one legal entity, this Lease shall be binding upon all such parties on a joint and several basis.

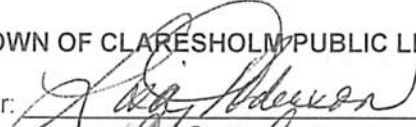
IN WITNESS WHEREOF each of the Landlord and the Tenant have executed this Lease on the day and year first written above.

TOWN OF CLARESHOLM

Per: _____

Per: _____

TOWN OF CLARESHOLM PUBLIC LIBRARY BOARD

Per:  _____

Per:  _____



Claresholm

REQUEST FOR DECISION

Meeting: July 16, 2018
Agenda Item: 15

2018 CAPITAL INFRASTRUCTURE PROJECT - ROADS

DESCRIPTION / BACKGROUND:

Included in the 2018 budget was three road sections in Town to be paved with a total budget of \$380,000. These included the 300 and 400 block of 49th St W, 100 block of 55th Ave W, and approximately a block of Saskatchewan Crescent.

Due to engineering review and inspection of underground infrastructure on 49th Ave it was determined that a number of sewer repairs were required/recommended prior to repaving which put the engineers estimate of costs over budget. As a result on June 11, 2018 Council passed a motion to remove Saskatchewan Crescent from the 2018 Capital Infrastructure Project and to proceed with only 49th and 55th along with the sewer repairs on 49th to try an remain in budget.

The project went out to Tender as such and the Tender closed on June 28, 2018.

DISCUSSION:

Due in large part to the late timing on the Tender (already midway through the year) only one contractor bid on the project and it came in significantly over budget at \$560,512.90, not including engineering at another \$22,000. When ISL met with the contractor to discuss the tender they recognized they had bid too high on the sewer repairs and said they could come down \$131,134, but this is still a total project cost (including engineering) of \$451,378.90, which is still 71,378.90 over the budget of \$380,000.

This was due to timing as well as the size of the project and the sewer work being repairs instead of replacement (the sewer repairs tender were significantly more than estimated by the engineers, even with the contractors reduction).

COSTS/ SOURCE OF FUNDING (if applicable):

The project was to be funded by way of MSI Capital Grants in the amount of \$380,000.

If the project was to proceed an additional \$72,000 would need to be approved as an out of budget or over budget expenditure to come from additional MSI funds or General Capital Reserves.

RECOMMENDED ACTION

As a result of the poor pricing and the lack of response on the tender due in large part to the timing of the Tender, Administration recommends the tender not be accepted and the capital projects be deferred to the 2019 budget and work with ISL to retender this fall for work to be completed in 2019.

PROPOSED RESOLUTION:

Moved by Councillor _____ to not accept the tender and defer the project to 2019.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26 Section 248 – Expenditure of money

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 11, 2018



Claresholm

REQUEST FOR DECISION

Meeting: July 16, 2018
Agenda Item: 16

2018 SANITARY SEWER REPLACEMENT

DESCRIPTION / BACKGROUND:

Included in the 2018 budget was the replacement and upsizing of the main sanitary sewer line from the Airport to the Lagoons, approximately 2.5 km of sewer line. The budget for the project was \$1,140,000. WSP was the engineering firm engaged to engineer and manage this project.

The Tender for construction closed on July 11, 2018.

DISCUSSION:

A good response rate was received on this project with seven (7) tenders being received. Tenders ranged from \$1,523,300 to \$2,297,169. Low bidder was Elite Site Services based out of Black Diamond, AB. WSP does not have any experience with this contractor, however have received positive references for them. WSP recognizes the tender is over budget and through subsequent discussions with Elite Site Services believe there is possibilities for savings of \$100,000 to \$150,000 by looking at changing the materials to be used and looking at alternative dump locations for ground materials to reduce freight.

As per WSP's recommendation letter, and further discussions with WSP, they believe the good response rate suggests pricing was not significantly affected by timing of the tender, and that postponing the project, or retendering, will likely just result in even higher costs due to later timing and inflation.

COSTS/ SOURCE OF FUNDING (if applicable):

The project was to be funded as follows:

Federal Gas Tax Fund Grant (FGTF)	\$312,500
Municipal Sustainability Initiative (MSI) Capital	\$227,500
Long-term Debt	\$400,000
Water & Sewer Capital Reserve	\$200,000
Total	\$1,140,000

If the project was to proceed an additional \$521,719 (before possible savings to be realized on the contract) would need to be approved as an out of budget or over budget expenditure.

This is a significant increase over the original budget (half again more) and therefore administration is not prepared to make a recommendation one way or the other. That being said there are sufficient MSI funds currently available to fund the over budget expenditure. Approval to use these funds however would significantly reduce our funds available for 2019 and other future projects.

OPTIONS

Options available are to either decline the tender and defer the project, referring it back to the Facility and Infrastructure Planning Committee for 2019 budget discussion OR approve the over budget expenditure and proceed in 2018, awarding the contract to the low bidder, Elite Site Services.

RESOLUTION:

Options 1:

Moved by Councillor _____ to not accept the tender and defer the project to 2019.

Option 2:

Moved by Councillor _____ to award the contract to Elite Site Services for the tender amount of \$1,523,300 and approve the over budget costs to a maximum of \$522,000 to be funded out of MSI Capital Grant Funding.

ATTACHMENTS:

- 1.) WSP Recommendation Letter

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26 Section 248 – Expenditure of money

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 13, 2018



2018-07-12

Confidential

Marian Carlson
Town of Claresholm
221 - 45th Avenue West
Claresholm, Alberta T0L 0T0

Subject: Sanitary Sewer Main Replacement - Letter of Recommendation

Dear Madam:

WSP closed Tenders yesterday, July 11, 2018, for the above-mentioned project. A total of seven (7) Tenders were received. Three (3) arithmetic irregularities were noted in two (2) Tenders; Elite Site Services and Fusion Pipe Solutions Inc. We also recommend carrying a contingency for unseen items during construction. The corrected Tender Amounts below include a \$75,000 contingency but exclude GST.

TENDER SUMMARY

<u>Tenders</u>	<u>Tender Amount (Corrected)</u>
Elite Site Services	\$ 1,598,300.00
Shawne Excavating & Trucking Ltd.	\$ 1,699,350.00
Jenex Contracting Ltd.	\$ 1,757,510.00
Kidco Construction Ltd.	\$ 1,833,926.25
PSA Construction Inc.	\$ 1,908,360.00
Whissell Contracting Ltd.	\$ 1,998,225.00
Fusion Pipe Solutions Inc.	\$ 2,262,780.00

3509, 6 Avenue North
Lethbridge, AB
Canada T1H 5C1

T: +1 403 327-7746
F: +1 403 380-2825
wsp.com



Other costs associated with the project are Land Costs (to facilitate the work), Re-Seeding, Fencing and Engineering Fees. Although the final costs for Land Costs, Re-Seeding and Fencing are yet to be finalized we are estimating approximately \$65,000 for these other costs which include Engineering Fees.

Although we have not worked with the low bidder in the past, we have contacted the references provided by the Elite Site Services and found that they were quite positive regarding their expertise, workmanship, completing on schedule and staying within budget. They also have a reputation for wanting to work with the Owner & Engineers to get the work done and to go above and beyond.

The lowest bid received is above the \$1.14 million in funding currently available. The low bidder, Elite Site Services, has expressed a sincere interest in working with WSP and the Town to come up with a solution that will attempt to reduce Construction Costs but will not sacrifice the quality of the end product. We have discussed with Administration some alternatives such as re-Tendering during the winter for spring 2019 construction. Although this approach may provide additional interest and increased competition our concern is that labor and material costs typically climb year over year. We have already seen a significant increase in pipe costs this year which, on a project of this size, may have significant impacts. And for labor we are likely to see a significant increase in due to implementation of minimum wage.

There were initially 12 contractors that expressed genuine interest and we received 7 tenders. Although it's possible that we may see more Tenders if we were to re-tender due to contractors being able to better schedule their work, we don't see it compensating for the cost increases anticipate by holding off until 2019. We recommend that construction proceed for 2018. We request permission from the Town to negotiate with the low bidder, Elite Site Services to identify cost savings.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Brian Kindt'.

Brian Kindt, P.L. (Eng.), C.E.T.

BK/bk

cc: Trent Purvis, Greg Weadick



REQUEST FOR DECISION

Meeting: July 16, 2018
Agenda Item: 17

LEGAL FEES – INCREASE BUDGET

DESCRIPTION/BACKGROUND:

The Town of Claresholm's 2018 Legal Expense budget was set at \$12,000 based on an average of the last several years (2015 - \$9,700; 2016 - \$6,200; 2017 - \$15,900).

Due to various legal matters that have arisen in 2018 to date we are already over budget as at the end of June. Current expended costs are \$14,091 compared to the budget of \$12,000. The majority of the expenditures include the cost of defense on the Human Rights Complaint in the amount of \$7,092.63 to date, as well as the legal costs to pursue and enforce orders on unsightly properties in the amount of \$6,345.60.

There are still a number of outstanding unsightly properties Administration is working on compliance with and in order for the Town to continue to receive legal counsel and support the issuance and enforcement of orders on unsightly properties as well as continue to respond and deal with other legal matters that are ongoing, Administration recommends the approval of an additional \$13,000 (\$25,000 total budget) for legal expenses.

Section 248 of the Municipal Government Act reads:

"248(1) A municipality may only make an expenditure that is

(a) Included in an operating budget, interim operating budget or capital budget or otherwise authorized by the Council,"

Therefore, a resolution of Council is required to authorize the additional expenditure. Administration recommends this be funded out of the General Operational Reserves.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the increased budget for legal expenses of \$13,000, to a total of \$25,000, to be funded from General Operational Reserves.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26 Section 248 – Expenditure of money

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 10, 2018



Claresholm

**Town of Claresholm
Income Statement by Function
June 30, 2018**

Revenue	JUNE	2018 YTD	2018 BUDGET
Tax and requisition revenue	352,700.06	(3,927,054.85)	(3,527,297.48) 1
General administration revenue	(638.03)	(50,161.33)	(187,497.00)
Police	(6,322.35)	(20,049.41)	(33,000.00)
Fire	(3,500.00)	(6,700.00)	(158,575.00)
Bylaw enforcement	(3,018.65)	(31,898.11)	(84,400.00)
Common equipment pool	-	-	-
Roads, streets, walks, lighting	(770.00)	(1,687.34)	(41,915.00) 2
Airport	-	-	(5,000.00)
Storm sewers and drainage	-	(11,102.77)	(5,537,927.00) 2
Water supply and distribution	(157,339.70)	(531,878.67)	(1,772,500.00) 2
Wastewater treatment and disposal	(40,114.18)	(146,777.97)	(380,822.00)
Garbage Collection	(54,316.71)	(198,155.78)	(413,500.00)
Recycling	(23,167.43)	(79,538.10)	(173,500.00)
FCSS	-	(106,333.66)	(233,446.00)
Cemetery	(1,375.00)	(9,350.00)	(17,300.00)
Physician recruitment	-	-	-
Economic development	-	(90,500.00)	(91,500.00)
Land use planning, zoning and development	(5,228.34)	(32,730.18)	(20,500.00)
Parks and recreation	(70,551.34)	(243,211.14)	(1,141,501.00) 2
Culture - libraries and museum	(1,017.85)	(26,440.52)	(51,965.00)
	<u>(14,659.52)</u>	<u>(5,513,569.83)</u>	<u>(13,872,145.48)</u>
Expenses			
Legislative	20,120.47	58,395.68	108,750.00
Administration	90,531.13	700,446.80	1,303,084.34
Fire	3,182.94	84,411.44	326,979.05
Bylaw enforcement	10,278.21	54,062.72	157,847.28
Common and equipment pool	23,697.85	254,372.09	543,611.76
Roads, streets, walks and lighting	18,953.76	188,041.93	813,029.16
Airport	1,001.17	2,684.82	15,974.37
Storm sewers and drainage	301.74	9,619.77	252,705.34
Water supply and distribution	112,813.96	356,534.06	1,641,066.69
Wastewater treatment and disposal	6,988.82	40,901.57	523,994.93
Garbage Collection	32,241.39	190,923.78	387,653.06
Recycling	15,257.47	76,832.99	168,845.07
FCSS	15,651.86	126,628.96	254,665.08
Daycare	3,183.50	12,734.00	38,202.00
Cemetery	3,066.08	8,515.52	30,301.68
Physician recruitment	-	9,000.00	10,000.00
Economic development	7,874.17	47,386.24	345,110.20
Agriculture - weed and pest control	596.44	2,277.86	48,501.01
Land use planning, zoning and development	19,859.27	119,575.77	182,764.24
Parks and recreation	55,604.78	373,712.19	991,753.44
Culture - libraries and museum	18,960.86	240,517.67	388,417.07
	<u>460,165.87</u>	<u>2,957,575.86</u>	<u>8,533,255.77</u>
Net Income	<u>441,068.75</u>	<u>(2,564,222.00)</u>	<u>(5,338,889.71)</u>

Notes:

1 Revenue in excess of budget due to School Tax Requisitions to still be deducted from this line item.

2 These include capital/grant revenue in these departments



Claresholm

Town of Claresholm
Income Statement by Object
June 30, 2018

Revenue	JUNE	2018 YTD	2018 BUDGET
Net municipal taxes	381,781.18	(3,710,327.71)	(3,146,234.10) ¹
Special assessments	-	(15,702.27)	(15,827.00)
User fees and sales of goods	(299,016.46)	(1,054,518.19)	(2,609,665.00)
Government transfers for operating	-	(120,000.00)	(464,887.00)
Investment income	(10,654.98)	(64,054.94)	(60,000.00)
Penalties and costs of taxes	(9,041.03)	(68,597.41)	(161,500.00)
Licenses and permits	(6,608.34)	(64,830.18)	(51,800.00)
Other local government transfers	(50,000.00)	(53,000.00)	(40,600.00)
Proceeds from disposal of capital assets	5,296.70	5,296.70	(40,000.00)
Franchise and concession contracts	(15,001.11)	(117,377.31)	(204,563.38)
Rental	(3,950.64)	(41,712.08)	(105,700.00)
Other	(7,464.84)	(102,412.78)	(308,900.00)
Government transfers for capital	-	-	(6,429,023.00)
FCSS	-	(106,333.66)	(233,446.00)
	<u>(14,659.52)</u>	<u>(5,513,569.83)</u>	<u>(13,872,145.48)</u>
Expenses			
Salaries, wages and benefits	232,708.94	1,320,575.67	2,849,085.52
Contracted and general services	76,647.34	758,058.61	1,672,377.96
Materials, goods, supplies, and utilities	44,230.91	478,547.96	1,333,953.00
Bank charges and short-term interest	10.14	(46.05)	800.00
Interest on long-term debt	86,086.10	86,086.10	194,974.00
Other expenditures	5,591.02	27,956.46	28,440.00
Transfers to organizations and others	14,891.42	286,397.11	330,902.00
Purchases from other governments	-	-	-
Amortization	-	-	2,122,723.29
	<u>460,165.87</u>	<u>2,957,575.86</u>	<u>8,533,255.77</u>
Net Income	<u>441,068.75</u>	<u>(2,564,222.00)</u>	<u>(5,338,889.71)</u>
Other			
Transfers to/from reserves	-	-	(217,261.00)
Capital expenditures	225,443.14	1,104,868.03	7,787,308.00
Debt Proceeds	-	-	(400,000.00)
Debt Principal Repayment	112,932.65	112,932.65	289,366.00
Amortization addback	-	-	(2,122,723.29)
	<u>779,444.54</u>	<u>(1,346,421.32)</u>	<u>(2,200.00)</u>

Notes

¹ Revenue in excess of budget due to School Tax Requisitions to still be deducted from this line item.

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - February 12, 2018				
20	INFO BRIEF: Open House Questions - Referred to Administration to move questions from open house and trade fair to the planning session for further review. Administration will continue to follow up with the people who submitted questions.	Marian	Discussed during planning session held June 22/18	Complete
Regular Scheduled Meeting - May 14, 2018				
14	CORRES: Claresholm & District Transportation Society - Moved by Councillor Schulze to refer discussion on tax tokens to Administration for further research and information and to report back to Council, and also have the Claresholm & District Transportation Society come and make a presentation to Council as a Delegation if possible. CARRIED MOTION #18-067	Blair/Karine	Contacted The Transportation Society to request delegation - no date set. Administration is still doing research on policy and implications of requested changes	In progress
22	RFD: Increase of 70 km/h zone - Moved by Councillor Schulze to apply for speed zone extensions from Alberta Transportation as follows: Move the 70 km/h zones from their current locations; 200 meters north and south, which effectively stretches the 50 km/h zones 200 meters north and south, on Highway #2 in Claresholm, on both north and south bound lanes. CARRIED MOTION #18-076 NOTE: Copy to be sent to MLA Pat Stier	Jason	Request for changes sent to Alberta Transportation by email, followed up with a conversation	In progress
Regular Scheduled Meeting - May 28, 2018				
9	RFD: Intermunicipal Agreement - MD of Willow Creek - Moved by Councillor Courage to authorize Administration to execute the Lease Agreement and the Transfer of Asset Agreement with the MD of Willow Creek as presented. CARRIED MOTION #18-082	Marian	Documents signed	Complete
Regular Scheduled Meeting - June 11, 2018				
12	RFD: Old Water Treatment Plant Property Land Sale - Moved by Councillor Carlson to advertise the land sale by way of closed bid process for the Old Water Treatment Plant located at 4;28;12;23;NE. to be sold "as is, where is" with a bid deadline of August 1, 2018 at 2:00pm. CARRIED MOTION #18-091	Tara	Information package prepared, Open house completed, notice sent to Local Press for advertising	Complete

13	RFD: Property Tax Sale Properties - Moved by Councillor Courage that the tax recovery public auction date be set for Tuesday, August 21st, 2018 at 9 a.m. in Council Chambers. CARRIED MOTION #18-092 Moved by Councillor Schulze that the 2018 tax recovery reserve bids be set as follows: Lot 17-18, Block 124, Plan 2496R, reserve bid \$104,000; 2646/10000, Unit 1, Condominium Plan 0914229, reserve bid \$59,000; 3323/10000, Unit 2, Condominium Plan 0914229, reserve bid \$60,790; 4031/10000, Unit 3, Condominium Plan 0914229, reserve bid \$90,000. CARRIED MOTION #18-093 Moved by Councillor Zimmer that the 2018 tax recovery sale is subject to the terms and conditions of sale as recommended. CARRIED MOTION #18-094	Lisa	Advertisement has been sent to the Alberta Gazette.	Complete
Regular Scheduled Meeting - June 25, 2018				
1	Bylaw #1645 - Moved by Councillor Schulze to give Bylaw #1645, a borrowing bylaw, 2nd Reading. CARRIED Moved by Councillor Schlossberger to give Bylaw #1645, a borrowing bylaw, 3rd and Final Reading. CARRIED	Blair	Bylaw Printed and Signed	Complete
2	Bylaw #1649 - Moved by Councillor Zimmer to give Bylaw #1649 regarding a land use bylaw amendment, 2nd Reading. CARRIED Moved by Councillor Courage to give Bylaw #1649 regarding a land use bylaw amendment, 3rd and Final Reading. CARRIED	Tara	Bylaw printed, signed and sent to ORRSC to update the map.	Complete
4	CORRES: Claesholm Curling Club - Moved by Councillor Carlson to forgive the municipal portion of the 2017 property taxes of the Claesholm Curling Club in the amount of \$778.07. CARRIED MOTION #18-099	Lisa/Karine	Taxes cancelled & letter sent	Complete
4	CORRES: Claesholm Curling Club - Moved by Councillor Courage to forgive the municipal portion of the 2018 property taxes of the Claesholm Curling Club in the amount of \$906.74. CARRIED MOTION #18-100	Lisa/Karine	Taxes cancelled & letter sent	Complete
5	CORRES: The Bridges at Claesholm Golf Club - Moved by Councillor Schlossberger to forgive the municipal portion of the 2018 property taxes of the Claesholm Golf Club in the amount of \$2,732.68. CARRIED MOTION #18-101	Lisa/Karine	Taxes cancelled & letter sent	Complete
6	RFD: Barrier free Parking - Moved by Councillor Courage to change three standard angle parking stalls into two barrier free stalls on the west side of 4920 – 2 Street West and to change the two standard parking stalls into one barrier free stall on the south side of 134 – 50th Avenue West, all complete with beveled access to the sidewalk. CARRIED MOTION #18-102	Mike/Jason	New stalls were painted blue. Curbs were ground away at 45 degree angle to improve accessibility to the sidewalk	Complete
7	RFD: Parking Signage Request - Moved by Councillor Courage to create the structured parking zone at 4605 – 1 Street West as presented. CARRIED MOTION #18-103	Mike/Jason	Painting and moving of parking blocks is completed. Waiting for signage.	In progress
8	RFD: Tax Recovery Property Demolition - Moved by Councillor Schulze to proceed with the demolition of the dwelling located at 4712 – 2nd Street West to a maximum amount of \$10,000.00 to come from general operational reserves. CARRIED MOTION #18-104	Mike	Contractor has been engaged. Just waiting for utilities to be disconnected/moved.	In progress
9	RFD: 2018 AUMA Convention - All members of Council indicated that they would be attending the convention in Red Deer September 26-28.	Karine	Council registered	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 13, 2018

INFORMATION ITEMS



Claresholm Kraken Swim Club

P.O. Box 1933
Claresholm, AB
T0L 0T0

<https://claresholmkrakens.wixsite.com/kraken>

Phone: (403)625-8841

RECEIVED

JUN 28 2018

June 15, 2018

Mayor & Council
P.O. Box 1000
Claresholm, AB T0L 0T0

To Mayor & Council:

RE: In-Kind Contribution: Claresholm Aquatic Centre

On behalf of the Claresholm Kraken Swim Club, I would like to thank you for your very generous in-kind donation to waive the rental fees of the Claresholm Aquatic Centre for our Home Swim Meet. Our Home Swim Meet was held June 8 & 9, 2018. It was a fantastic two days spent celebrating children and youth from all over southern Alberta!

At our Home Swim Meet, we had approximately 250 swimmers participating in the two-day event. Along with the swimmers were parents/guardians, siblings, aunts, uncles, grandparents and many others to cheer them on. We estimate that in addition to the 250 swimmers, approximately 400 additional people came to watch the Meet, as well, they had an opportunity to enjoy all that our amazing little community has to offer!

I am happy to report that the day was a complete success! We owe this success to the numerous volunteers who give their time and effort so freely! In addition, we also couldn't provide such a successful event without the support from our sponsors! For this, we are incredibly grateful!

Once again, I would like to thank you for supporting our Swim Club! As we continue to grow as a Club, please know that our community partnerships are essential to the continued success of our Club! We truly appreciate your continued support!

Kind Regards,

Nicole Van Langen
President

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Town of Claresholm Board Room

May 16, 2018

Present: Barry Gibbs, Betty Hoare, Don Glimsdale, Gaven Moore, Carl Hopf, Bert Franssens and Ken Favrholt

Absent: Scott Strong

Call to order by Barry Gibbs at 3:13 PM.

1. Adoption of agenda with changes made by Don Glimsdale. **CARRIED**
2. Approval of minutes from April 25 as is, motion made by Gaven Moore. **CARRIED**
3. Chair report given by Barry Gibbs.
 - Board was advised of the sudden passing of Noreen Bishop. Noreen was a volunteer at the museum for many years. **ACTION** Betty Hoare to send out Sympathy Cards to Noreen Bishop family.
 - ACTION** Betty Hoare will now send out minutes from the Friends of the Museum to all board members.
 - ACTION** The board members to prepare an annual update report on the museum's strategic plan that will go with the executive director's annual report.
 - Board decision to publish more information on the museum's website.
 - Discussion on setting up themes for the upcoming 3 years. **ACTION** Barry Gibbs to send out an email to the Friends of the Museum asking for their ideas regarding themes.
 - Discussed dates for a social between board members of the Friends of Museum and those on this board. **ACTION** Barry Gibbs to contact Anola Laing for possible July 11, 2018 date.
 - Carl Hopf approved the final version of Museum Board Director Roles and Responsibilities. **CARRIED ACTION** Ken Favrholt to get signed copy by Barry Gibbs for Board Members at the next meeting.
4. Financials – Council has approved the use of the ATCO funds in the application to Alberta Tourism Growth Innovation Fund. The funds to be

used for a permanent display at the Claresholm & District Museum honoring Louise Mc Kinney.

5. ED Report – Ken Favrholt reported in his monthly report the seasonal grand opening will be held May 18, 2018.
 - Ken Favrholt is in the process of compiling an Emergency Preparedness Policy, should a disaster happen.
 - Discussion was opened regarding proposed changes to the Acquisitions Policy. Board decided there was merit to having an acquisitions committee. The acquisition committee to consist of 1 permanent board member and 2 public committee members and the Executive Director. Carl Hopf volunteer to sit as the board member. The acquisitions committee and the executive director will generate a listing of ADHOC members to be contacted as needed. The ADHOC members will have expertise in various areas. **ACTION** Ken Favrholt to bring back to the board a revised policy for final approval.
6. New Business - Board Decision-Making Policy deferred to next meeting.
 - The board needs to make a new strategic plan in the fall. **ACTION** Ken Favrholt to contact the facilitator that helped with the last Strategic Planning session and book a time in the fall for a workshop.
 - Plans in the making for Alberta Culture Days on September 28 and 29 were discussed. **ACTION** Ken Favrholt to invite the Friends of the Museum to participate in these plans.
7. Motion for adjournment by Don Glimsdale at 5:15 PM. **CARRIED**

Next meeting June 20, 2018 at 3:00PM at Town Office.



Barry Gibbs, Board Chair

2017 ANNUAL REPORT

Oldman River Regional Services Commission

FINANCIAL STATEMENTS



Year Ending
December 31, 2017

<http://www.orrsc.com>



OLDMAN RIVER REGIONAL SERVICES COMMISSION

CHAIR'S MESSAGE

"The Oldman River Regional Services Commission (ORRSC) is a successful example of a shared service approach to municipal land use planning."
– Alberta Municipal Affairs

Dear Members:

On behalf of the Executive, Board and Commission staff, it is our pleasure to present the 2017 Annual Report of the Oldman River Regional Services Commission (ORRSC).

Financially, ORRSC continues to meet its budgetary objectives and we are pleased to report that \$25,000 has been added to both the Capital & Operating Reserve accounts.

I am privileged to continue as Chair into 2017, and to continue work with a dedicated Executive, Board and staff. ORRSC continues to find success in the delivery of shared municipal services. This speaks to the strength and stability of our local municipal system, our decision making autonomy and our willingness to work together and pool our ever-stretched resources. With 65+ years behind us I have every confidence that we will continue to build on that success.

Our core services continued to drive operations and our success in providing sound planning advice, statutory plans and GIS is underpinned by our unique leadership position in service and convenience. Our professional staff is readily available to work with your municipality and the expert advice you receive is unparalleled. These are ORRSC hallmarks that enable us to offer you value year-in year-out.

For our new Board Members, it is important to know that ORRSC provides an opportunity for both rural and urban municipalities to be heard and to shape impending changes to legislation and regulations at the provincial level, while also shaping services, programs and projects at the Commission—we truly value the input and guidance you provide.

We would like to welcome four new members—Doug Macpherson, Greg Robinson, Ian Sundquist and Morris Zeinstra to the Executive table. We stand to benefit from the leadership and expertise of each one of them. Also, we wish to thank departing Executive members Bill Chapman, Tom Rose, Henry Van Hierden and Barry Johnson for their excellent contributions to the Commission in 2017. Unfortunately, Barry passed away last fall and we wish to convey our condolences once again to his family and the Town of Stavely.

The past year saw ORRSC absorb and disseminate changes to the MGA in order to ensure your municipalities receive the correct and current interpretation of legislation and regulation. We also oversaw the delivery of new Orthophotography for our GIS members and welcomed both Brooks and Duchess to the program. A GIS Advisory Committee was also re-established to provide input and guidance to this very important shared service.

Being responsible for all member municipalities' subdivision files and statutory plans, we embarked on a large-scale data management project to reduce risk to these documents and to provide them in a digital format for easy access and migration into our GIS program. Through digital scanning we are protecting and preserving valuable data on your behalf. And lastly, our planners have been busy providing planning orientation to new councils elected in October.

The Commission continues to work hard to carry out its mandate and achieve its goals. We want to thank the dedicated team of staff and Board members, all of whom worked very hard in 2017 and remain dedicated to the ORRSC's mandate and to serving our member municipalities with professional planning, GIS and Assessment Review Board practices.



Gordon Wolstenholme, Chair



Lenze Kuiper, Director

BOARD OF DIRECTORS

Membership as at December 31, 2017 consisted of the following 41 municipalities, all of which had appointed members to the Board of Directors. Four Board of Directors' meetings were held between January 1 and December 31, 2017. Representation from the municipalities is listed below:

MUNICIPALITY	CURRENT MEMBER	FORMER MEMBER (part of 2017)
Arrowwood (Village)	Kevyn Stevenson	Bill Graff
Barnwell (Village)	Delbert Bodnarek	Jane Jensen
Barons (Village)	Ed Weistra	
Bassano (Town)	Tom Rose	
Brooks (City)	Norman Gerestein	Fred Rattai
Cardston (County)	Jim Bester	
Cardston (Town)	Richard Bengry	Dennis Barnes
Carmangay (Village)	Peggy Hovde	Stacey Hovde
Champion (Village)	Jamie Smith	
Claresholm (Town)	Doug MacPherson	Betty Fieguth
Coaldale (Town)	Butch (Henry) Pauls	Bill Chapman
Coalhurst (Town)	Heather Caldwell	Sheldon Watson
Coutts (Village)	Tanya Smith	Ken Galts
Cowley (Village)	Warren Mickels	Garry Hackler
Crowsnest Pass (Municipality)	Dave Fillipuzzi & Dean Ward	Bill Kovach
Fort Macleod (Town)	Gordon Wolstenholme	
Glenwood (Village)	Gerry Carter	Darrell Edwards, Barb Michel
Granum (Town)	Barin Beresford	John Connor
Hill Spring (Village)	Suzanne French	Monte Christensen
Lethbridge (County)	Morris Zeinstra	John Willms
Lomond (Village)	Brad Koch	
Magrath (Town)	Richard Van Ee	
Milk River (Town)	Peggy Losey	David Hawco
Milo (Village)	Louis Myers	
Nanton (Town)	Dan McLelland	Christophe Labrune
Newell (County)	Clarence Amulung	
Nobleford (Village)	Marinus de Leeuw	Pete Pelley
Picture Butte (Town)	Henry de Kok	
Pincher Creek (M.D. No. 9)	Bev Everts	Quentin Stevick
Pincher Creek (Town)	Don Anderberg	
Ranchland (M.D. No. 66)	Ronald Davis	
Raymond (Town)	Greg Robinson	
Stavely (Town)	Don Norby	Barry Johnson
Stirling (Village)	Matthew Foss	Ben Nilsson
Taber (M.D.)	Jennifer Crowson	Ben Elfring
Vauxhall (Town)	Margaret Plumtree	
Vulcan (County)	Jason Schneider	Derrick Annable
Vulcan (Town)	Lyle Magnuson	Rick Howard
Warner (County No. 5)	David Cody	
Warner (Village)	Eric Burns	Ian Glendinning
Willow Creek (M.D. No. 26)	Ian Sundquist	Henry Van Hierden

CHAIR AND VICE-CHAIR

The Chair and Vice-Chair from January 1 to December 7, 2017 were:

- Chair** – Gordon Wolstenholme (Town of Fort Macleod)
Vice-Chair – Henry Van Hierden (M.D. of Willow Creek No. 26)

At the December 7, 2017 Annual Organizational Board of Directors' meeting, the following were elected to the positions of Chair and Vice-Chair for the period December 7, 2017 to December 6, 2018.

- Chair** – Gordon Wolstenholme (Town of Fort Macleod)
Vice-Chair – Jim Bester (Cardston County)

EXECUTIVE COMMITTEE

The Executive Committee is responsible for financial and administrative concerns including budget preparation, approval of accounts, procedures and policies for hiring and dismissal of staff, and specific issues affecting administration or policy. Six meetings were held between January 1 and December 31, 2017.

The following served on the Executive Committee from January 1 to December 7, 2017:

- Gordon Wolstenholme – Town of Fort Macleod **(Chair)**
 Henry Van Hierden – M.D. of Willow Creek No. 26 **(Vice-Chair)**
 Don Anderberg – Town of Pincher Creek
 Jim Bester – Cardston County
 Bill Chapman – Town of Coaldale
 Tom Rose – Town of Bassano
 Barry Johnson – Town of Stavelly

At the December 7, 2017 Annual Organizational Board of Directors' meeting, the following were elected to serve on the Executive Committee from December 7, 2017 to December 6, 2018.

- Gordon Wolstenholme – Town of Fort Macleod **(Chair)**
 Jim Bester – Cardston County **(Vice-Chair)**
 Don Anderberg – Town of Pincher Creek
 Doug MacPherson – Town of Claresholm
 Ian Sundquist – M.D. of Willow Creek No. 26
 Greg Robinson – Town of Raymond
 Morris Zeinstra – Lethbridge County

STAFFSTAFF employed during 2017

DIRECTOR	Lenze Kuiper
SENIOR PLANNER	Bonnie Brunner
SENIOR PLANNER	Mike Burla
SENIOR PLANNER	Steve Harty
SENIOR PLANNER	Diane Horvath
SENIOR PLANNER	Gavin Scott
PLANNER	Ryan Dyck
PLANNER	Ian MacDougall – started January 1/17
PLANNER	Cameron Mills – started January 1/17
ASSISTANT PLANNER	Erin Graham (temporary) – started August 8/17
ASSISTANT PLANNER	Cam Klassen – resigned December 31/17
ASSISTANT PLANNER	Leda Kozak Tittsworth – resigned June 23/17
ASSISTANT PLANNER	Stacy Olsen (temporary)
GIS TECHNOLOGIST	Steven Ellert (45% part-time) – retired July 31/17
CAD/GIS TECHNOLOGIST	Mladen Kristic
CAD/GIS TECHNOLOGIST	Yueu Majok – started May 1/17
CAD/GIS TECHNOLOGIST	Kaylee Sailer
GIS ANALYST	Jaime Thomas
GIS ANALYST	Jordan Thomas
EXECUTIVE SECRETARY	Barb Johnson (80% part-time)
BOOKKEEPER	Sherry Johnson (80% part-time from March 1/17)
SUBDIVISION TECHNICIAN	Jennifer Maxwell – returned from maternity leave May 1/17

MUNICIPAL PROJECTS

- Arrowwood (Village)** – Intermunicipal Development Plan with Vulcan County (commenced)
- Barons (Village)** – Municipal Development Plan (commenced)
- Bassano (Town)** – Annexation (ongoing)
- Brooks (City)** – Municipal Development Plan (ongoing); Land Use Bylaw Amendment for Parking Requirements (ongoing)
- Cardston (County)** – Magrath Regional Trails Plan (completed); Land Use Bylaw (discussion commenced)
- Carmangay (Village)** – Municipal Development Plan (commenced)
- Champion (Village)** – Compliance Review Policy (draft)
- Claresholm (Town)** – Annexation Process (completed); Land Use Bylaw Update (completed)
- Coaldale (Town)** – Annexation Process (completed); East Coaldale Area Structure Plan (commenced)
- Coalhurst (Town)** – Municipal Development Plan (completed); Lethbridge County and Town of Coalhurst Joint Industrial Area Structure Plan (commenced)
- Glenwood (Village)** – Land Use Bylaw (being rewritten)
- Lethbridge (County)** – Intermunicipal Development Plan with Town of Picture Butte (draft); Land Use Bylaw Updates (adopted); Joint Industrial Area Structure Plan with Town of Coalhurst (commenced); Hamlet of Monarch Growth Study (commenced); Intermunicipal Development Plan with Town of Taber (commenced)
- Lomond (Village)** – Land Use Bylaw Amendments (adopted)
- Magrath (Town)** – Magrath Regional Trails Plan (completed); Municipal Development Plan (completed)
- Milk River (Town)** – Municipal Development Plan Update (adopted); Annexation (completed)
- Milo (Village)** – Land Use Bylaw (completed)
- Nanton (Town)** – Municipal Development Plan (ongoing)
- Newell (County)** – Land Use Bylaw Review (completed); M.D of Taber and County of Newell Intermunicipal Development Plan (completed)
- Picture Butte (Town)** – Intermunicipal Development Plan with Lethbridge County (draft)
- Pincher Creek (M.D. No. 9)** – Castle Mountain Area Structure Plan (draft); Wind Energy Conversion Systems Review (draft)
- Ranchland (M.D. No. 66)** – Land Use Bylaw Review (public hearing)
- Stirling (Village)** – Land Use Bylaw Update (adopted)
- Taber (M.D.)** – East Vauxhall Area Structure Plan (ongoing); Intermunicipal Development Plan with six adjacent rural municipalities (commenced)
- Vauxhall (Town)** – Municipal Development Plan (commenced)

Vulcan (County) – Intermunicipal Development Plan with Town of Vulcan (commenced); Intermunicipal Development Plan with M.D. of Taber (completed); Intermunicipal Development Plan with Village of Arrowwood (commenced)

Vulcan (Town) – Municipal Development Plan Update (completed); Intermunicipal Development Plan with Vulcan County (commenced)

Warner (County No. 5) – Annexation Report (completed); Land Use Bylaw Updates (adopted); Intermunicipal Development Plan with M.D. of Taber (commenced)

Warner (Village) – Road Closure / Block Redesign (approved)

Willow Creek (M.D. No. 26) – Municipal Development Plan (adopted); Land Use Bylaw Review (commenced)

GIS Project:

- Successful capture of orthophotography from April-June of 2017
- City of Brooks and Village of Duchess were added to the GIS membership
- Establishment of GIS Advisory Committee

Other Projects and Services:

- Secretarial service for 21 Subdivision and Development Appeal Board hearings
- Clerk service for 6 Regional Assessment Review Board hearings
- Development Officer service for the Town of Coalhurst (January-June)
- Council planning orientations
- Modernized Municipal Government Act Review

SUBDIVISION

SUMMARY OF APPLICATIONS PROCESSED

A total of 199 subdivision applications were processed during the 2017 calendar year. The status of these applications as at December 31, 2017:

176	–	Approved or Approved on Condition
3	–	Refused
3	–	Withdrawn or Expired
17	–	Pending

A total of 4 subdivision applications from 2017 were appealed:

1	–	Refused (or Deemed Refused)
3	–	Appealed Conditions/Parcel Size

The outcome of the 4 appeals was:

3	–	Upheld
1	–	Pending

The following table shows a detailed breakdown of the subdivision applications for 2017.

MEMBER MUNICIPALITY	SUBDIVISION APPLICATIONS	Boundary Line Adjustment	DECISION				NEWLY CREATED LOTS (By Use)								Total			
			A / A/C	R	W / E	P	Res	Com	Ind	CR	Ag	Inst	Rec	Misc				
Lethbridge (County)	35		33	1		1	2	1	13	35	5						3	59
Lomond (Village)	—																	—
Magrath (Town)	9	1	8	1			4	1	1	2								8
Milk River (Town)	—																	—
Milo (Village)	—																	—
Nanton (Town)	1		1				1											1
Newell (County)	15	6	14			1	4	1	4	4	3						1	13
Nobleford (Village)	1		1				25				1	1					1	28
Picture Butte (Town)	2		1			1	2											2
Pincher Creek (M.D. No. 9)	4		3			1				3	1							4
Pincher Creek (Town)	—																	—
Ranchland (M.D. No. 66)	—																	—
Raymond (Town)	6		6				30										3	33
Stavelly (Town)	1		1				1											1
Stirling (Village)	—																	—
Taber (Municipal District)	28	1	25	1	1	2	1	1	8	13	7	2						31
Vauxhall (Town)	1		1				8											8
Vulcan (County)	19		14	1	1	3	1	1		23	2							26
Vulcan (Town)	1	1	1															0
Warner (County No. 5)	8		6			2	3	1		7	1							12
Warner (Village)	1		1														1	1
Willow Creek (M.D. No. 26)	26	2	22	1	1	3			3	18	4	1						26
TOTAL	199	20	176	3	3	17	150	8	53	134	33	7	40	9			434	

NOTE: Lot count includes Pending Decisions as at December 31, 2017

Financial Statements of

**OLDMAN RIVER REGIONAL
SERVICES COMMISSION**

Year ended December 31, 2017



KPMG LLP
500 Lethbridge Centre Tower
400 - 4th Avenue South
Lethbridge AB T1J 4E1
Canada
Tel 403-380-5700
Fax 403-380-5760

INDEPENDENT AUDITORS' REPORT

To the Members of Oldman River Regional Services Commission

We have audited the accompanying financial statements of Oldman River Regional Services Commission, which comprise the statement of financial position as at December 31, 2017, the statements of revenue and expenses, changes in net assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.



Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Oldman River Regional Services Commission as at December 31, 2017, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations.

KPMG LLP

Chartered Professional Accountants

April 12, 2018
Lethbridge, Canada

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Financial Position

December 31, 2017, with comparative information for 2016

	2017	2016
Assets		
Current assets:		
Cash and short-term investments	\$ 226,434	\$ 181,094
Accounts receivable (note 3)	76,740	23,374
Prepaid expenses and deposits	13,723	13,799
	<u>316,897</u>	<u>218,267</u>
Cash not available for current operations	149,905	99,905
Capital assets (note 4)	629,759	622,939
	<u>\$ 1,096,561</u>	<u>\$ 941,111</u>

Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities	\$ 196,206	\$ 182,948
Deferred revenue (note 5)	43,200	-
	<u>239,406</u>	<u>182,948</u>
Net assets:		
Unrestricted	77,491	35,319
Invested in capital assets	629,759	622,939
Internally restricted	149,905	99,905
	<u>857,155</u>	<u>758,163</u>
Commitments (note 7)		
	<u>\$ 1,096,561</u>	<u>\$ 941,111</u>

See accompanying notes to financial statements.

On behalf of the Board:

_____ Members

_____ Members

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Revenue and Expenses

Year ended December 31, 2017, with comparative information for 2016

	2017 Budget	2017 Actual	2016 Actual
Revenues:			
Municipal contributions	\$ 917,426	\$ 917,427	\$ 900,640
GIS member fees	512,000	554,296	514,721
Subdivision fees	305,000	347,974	310,730
Service fees	400,000	476,574	221,104
Alberta Community Partnership Grant revenue recognized (note 5)	3,000	156,800	1,890
Other revenue	15,850	14,958	17,793
Interest income	1,000	5,229	3,043
	<u>2,154,276</u>	<u>2,473,258</u>	<u>1,969,921</u>
Expenditures:			
Salaries and benefits	1,913,000	1,930,419	1,664,515
Equipment	59,000	55,500	38,752
Occupancy costs	36,000	33,198	32,774
Staff travel	19,000	16,610	18,782
Telephone	14,500	18,814	16,883
Repairs and maintenance	14,000	15,595	5,439
Professional fees	9,700	9,370	11,089
Staff training and conferences	9,000	6,508	3,210
Members' travel	8,000	8,541	10,184
Printing and duplicating	7,000	8,253	8,694
Postage	7,000	5,670	7,625
Members' fees	7,000	4,722	6,549
Janitorial	6,000	5,995	5,125
Advertising	5,000	6,155	6,619
Land titles office	5,000	5,924	2,854
Public relations	4,000	6,268	4,464
Office and general	4,000	5,781	4,307
Miscellaneous	1,500	1,979	2,934
Consulting	1,000	24,036	2,540
Alberta Community Partnership project expenses (note 5)	-	156,800	-
Interest and bank charges	-	612	955
Amortization	-	44,778	41,973
	<u>2,129,700</u>	<u>2,371,528</u>	<u>1,896,267</u>
Excess of revenues over expenses before the undernoted item	24,576	101,730	73,654
Other income (expense):			
Gain (loss) on sale of capital assets	10,000	(2,738)	(686)
Excess of revenues over expenses	\$ 34,576	\$ 98,992	\$ 72,968

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Changes in Net Assets

Year ended December 31, 2017, with comparative information for 2016

	Unrestricted	Internally restricted	Invested in capital assets	Total 2017	Total 2016
Balance, beginning of year	\$ 35,319	\$ 99,905	\$ 622,939	\$ 758,163	\$ 685,195
Excess of revenue over expenses	98,992	-	-	98,992	72,968
Amortization of internally funded capital assets	44,778	-	(44,778)	-	-
Purchase of capital assets	(56,336)	-	56,336	-	-
Net book value of disposed capital assets	4,738	-	(4,738)	-	-
Transfers to reserve (note 10)	(50,000)	50,000	-	-	-
Balance, end of year	\$ 77,491	\$ 149,905	\$ 629,759	\$ 857,155	\$ 758,163

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Cash Flows

Year ended December 31, 2017, with comparative information for 2016

	2017	2016
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	\$ 98,992	\$ 72,968
Items not involving cash:		
Amortization	44,778	41,973
Loss on sale of capital assets	2,738	686
Changes in non-cash operating working capital:		
Accounts receivable	(53,366)	82,769
Prepaid expenses and deposits	76	(7,496)
Accounts payable and accrued liabilities	13,258	61,278
Deferred revenue	43,200	-
	<u>149,676</u>	<u>252,178</u>
Capital activities:		
Purchase of capital assets	(56,336)	(30,308)
Proceeds on sale of capital assets	2,000	-
	<u>(54,336)</u>	<u>(30,308)</u>
Increase in cash and short-term deposits	95,340	221,870
Cash and short-term deposits, beginning of year	280,999	59,129
Cash, end of year	<u>\$ 376,339</u>	<u>\$ 280,999</u>
Cash is represented by:		
Cash and short-term deposits	\$ 226,434	\$ 181,094
Cash not available for current operations	149,905	99,905
	<u>\$ 376,339</u>	<u>\$ 280,999</u>

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2017

Nature of operations:

Oldman River Regional Services Commission (the "Commission") is a regional planning commission created by an order in Council of the province of Alberta on October 21, 2003. It was created pursuant to the Municipal Government Act of Alberta. Members of the Commission are restricted to municipal authorities. The Commission is exempt from income tax under Section 149 of the Canadian Income Tax Act.

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian public sector accounting standards including the 4200 standards for government not-for-profit organizations. The Commission's significant accounting policies are as follows:

(a) Revenue recognition:

The Commission follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are recognized. Unrestricted investment income is recognized as revenue when earned.

Approval fees, sales of maps revenue and fee for service revenue are recognized as revenue in the period in which the service is delivered or in which the transaction or events that gave rise to the revenue occurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2017

1. Significant accounting policies (continued):

(b) Capital assets:

Capital assets are stated at cost, less accumulated amortization. Amortization is provided using the following methods and annual rates:

Asset	Basis	Rate
Building	Declining balance	4%
Vehicles	Declining balance	30%
Computer	Straight-line	4 years
General contents	Straight-line	5 years

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long-term service potential to the Commission. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.

(c) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits, which are highly liquid with original maturities of less than three months from the date of acquisition. These financial assets are convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2017

1. Significant accounting policies (continued):

(d) Financial instruments:

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Commission recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, bank indebtedness, accounts payable and accrued liabilities, debt and other liabilities. Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate and other price risks.

Portfolio investments in equity instruments quoted in an active market and derivatives are recorded at fair value. All other financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of items in the cost or amortized cost upon initial recognition. The gain or loss arising from de-recognition of a financial instrument is recognized in the Statement of Operations. Impairment losses such as write-downs or write-offs are reported in the Statement of Operations.

There are no remeasurement gains or losses and as such, a statement of remeasurement gains and losses has not been prepared.

(e) Employee future benefits:

The Commission participates in a multi-employer defined pension plan call the Local Authorities Pension Plan (LAPP). This pension plan is a multi-employer defined benefit pension plan that provides pension benefits for the Commission's participating employees, based on years of service and earnings.

The plan is accounted for as a defined contribution plan whereby contributions are expensed as incurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2017

1. Significant accounting policies (continued):

(f) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of capital assets. Actual results could differ from those estimates.

(g) Contaminated Sites Liability:

The Commission uses Public Sector Accounting Standards section 3260 - liability for contaminated sites. Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or retroactive or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring. At December 31, 2017 the Commission did not have any liabilities associated with contaminated sites.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2017

2. Recent accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board (PSAB). In 2018, the Commission will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

(i) PS 2200 - Related Party Disclosures:

This section provides guidance on the definition of a related party and establishes the disclosure requirements for transactions between related parties. This standard is effective for fiscal years beginning on or after April 1, 2017.

(ii) PS 3420 - Inter- Entity Transactions:

This section provides guidance on the recognition, measurement and presentation of transactions between entities controlled by a government within the government reporting entity from the perspective of both parties. This standard is effective for fiscal years beginning on or after April 1, 2017.

(iii) PS 3210 - Assets:

This section provides guidance on the various components related to the definition of an asset and establishes the related disclosure requirements. This standard is effective for fiscal years beginning on or after April 1, 2017.

(iv) PS 3320 - Contingent Assets:

This section provides a general application standard providing guidance on the definition and disclosures standards related to contingent assets. It is noted that specific types of contingent assets are excluded from this standard. This standard is effective for fiscal years beginning on or after April 1, 2017.

(v) PS 3430 - Restructure Transactions:

This section provides guidance on the recognition, measurement and presentation on restructuring transactions by both the transferor and recipients of assets or liabilities, together with related program or operating responsibilities. This section is effective for fiscal years beginning on or after April 1, 2018.

(vi) PS 3380 - Contractual Rights:

This section provides guidance on the disclosure of rights, including their nature, extent, and timing. This section is effective for years beginning on or after April 1, 2017.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2017

3. Accounts receivable:

	2017		2016	
Trade receivables	\$	64,482	\$	20,458
Goods and services tax		12,258		2,916
	\$	76,740	\$	23,374

4. Capital assets:

			2017	
	Cost	Accumulated amortization	Net book value	
Land	\$ 80,000	\$ -	\$ 80,000	
Building	773,397	305,726	467,671	
General contents	307,050	290,029	17,021	
Other equipment	13,678	13,097	581	
Vehicles	42,392	19,509	22,883	
Computer	110,116	68,513	41,603	
	\$ 1,326,633	\$ 696,874	\$ 629,759	

			2016	
	Cost	Accumulated amortization	Net book value	
Land	\$ 80,000	\$ -	\$ 80,000	
Building	773,397	286,240	487,157	
General contents	298,324	284,856	13,468	
Other equipment	13,678	13,097	581	
Vehicles	42,392	19,509	22,883	
Computer	78,987	60,137	18,850	
	\$ 1,286,778	\$ 663,839	\$ 622,939	

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2017

5. Deferred revenue:

	2017	2016
Government contributions (1)	\$ 43,200	\$ -

(1) Government contributions in deferred revenue consists of the following:

	2016 Balance	Grants Received	Grant Revenue	2017 Balance
Alberta Community Partnership Grant (ACP)	\$ -	\$ 200,000	\$ 156,800	\$ 43,200

6. Financial risks and concentration of risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Commission will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Commission manages its liquidity risk by monitoring its operating requirements. There has been no change to the risk exposures from 2016.

(b) Market risk:

Market risk is the risk that changes in market price such as interest rates will affect the Commission's income or value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters.

(c) Interest rate risk:

The Commission is exposed to interest rate risk on its fixed interest rate financial instruments and floating rate operating line of credit loan.

(d) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Commission is exposed to credit risk with respect to accounts receivable and has processes in place to monitor accounts receivable balances. The Commission believes that it is not exposed to significant credit risk arising from its financial instruments.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2017

7. Commitments:

- (a) The Commission leased equipment under agreements expiring on dates ranging from April, 2019 to January, 2021. The base rent obligation under the leases for the next year is approximately \$3,540.
- (b) The Commission has signed contracts for electricity and natural gas for its facilities, which expire December, 2018.

8. Economic dependence:

The Commission receives a significant portion of its revenue directly and indirectly from its members, such the Commission is economically dependent on its members.

9. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 76/2000 for the Commission be disclosed as follows:

	2017	2016
Total debt limit	\$ 1,241,792	\$ 984,961
Total debt	-	-
Debt servicing limit	\$ 248,358	196,992
Debt servicing	-	-
Amount of debt servicing limit unused	\$ 248,358	\$ 205,132

The debt limit is calculated at 0.5 times revenue of the Commission (as defined in Alberta Regulation 76/2000) and the debt service limit is calculated at 0.1 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2017

10. Internally restricted net assets

Internally restricted net assets is comprised of the following:

	2017	2016
Operating reserve fund	74,952	49,952
Capital reserve fund	74,953	49,953
	149,905	99,905

11. Local Authorities Pension Plan:

Employees of Oldman River Regional Services Commission participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The plan covers approximately 253,862 employees of approximately 417 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

Oldman River Regional Services Commission is required to make current service contributions to the Plan of 11.39% of pensionable payroll up to the year's maximum pensionable earnings under the Canada Pension Plan, and 15.84% on pensionable earnings above this amount.

Employees of Oldman River Regional Services Commission are required to make current service contributions of 10.39% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 14.84% on pensionable salary above this amount.

Total current and past service contributions by Oldman River Regional Services Commission to the Local Authorities Pension Plan in 2017 were \$173,832 (2016 - \$159,324). Total current and past service contributions by the employees of Oldman River Regional Services Commission to the Local Authorities Pension Plan in 2017 were \$160,492 (2016 - \$147,047).

At December 31, 2016 the Plan disclosed an actuarial deficit of \$637 million.

12. Budget information:

The budget information was approved by the Board on December 1, 2017.

13. Comparative amounts:

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year's earnings.

Claresholm Child Care Society
May 23 2018 Meeting Minutes
6:30pm

In Attendance- Sheena Parsons, Chery Starling, Christy Bazell, Chelsae Petrovic, Mike McMahon, Naomi Thompson, Dave Thompson, Lise Schulze, Kate Mackrel, Jayme Brooks, Kim Gugala, Jordan Smiley.
Absent- Mirellie Rigaux, Candace Heck, Carlee Marchbank

- 1.0 Call to order- 6:35pm
- 2.0 Adoption of agenda- Chelsae
- 3.0 Approval of April 30 meeting minutes- Chelsae
- 4.0 Reports-
 - 4.1- Financial Report- Still in process, things look good.
 - 4.2- Executive Director Report- The Society now falls under the Lethbridge region instead of the Calgary one now.
 - 4.2.1- Daycare Manager Report- Kate moved as read
 - 4.2.2- Kidz Zone Manager Report- Jayme Moved as read
- 5.0 New Business
 - 5.1-Garage sale- We have the keys for the old gym and can go set up and take donations Wednesday May 30 and Friday June 1 from 3-7pm. Naomi spoke with Bob and it's all a go to use the space. It will cost \$15.00 to advertise in the paper. Kim had a sign up sheet for the Board members to take shifts during the sale. Kate suggested having the kids selling lemonade
 - 5.2 Banking- The Society has successfully transferred to the Credit Union. The board is very happy with the move.
 - 5.3 Benefits- The staff's benefits will transfer to the new benefit plan July 1 2018 and there is no fee to cancel with The Chamber of Commerce.
 - 5.4 Dave as the Treasure- Mirellie will e-mail Dave and explain the position. Dave said he is going to get help from the Lions Club with the books to get them back to where they need to be.
 - 5.5 Taxes- The Society's taxes are due June 30th 2018 and without all of the information we will need to get in contact with the government to explain the situation.
- 6.0 Correspondence- Kim received two letters in the mail from the government in regards to CPP and EI there were some discrepancies with what was filled, there is also a credit. Dave will get in get in contact with the government in Edmonton in regards to this. He also suggested calling the Society act to see if they can help with the situation at hand.
- 7.0 Next Meeting- June 19 2018 @6pm
- 8.0 Adjournment- 7:56pm

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

*Approved
June 28*

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
May 24, 2018 at 3:00 P.M.

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

1. Chair Gord Wolstenholme called the meeting to order at 3:04 P.M.
2. Approval of Agenda

18.54 Moved by Duncan McLean to approve the agenda as presented.
CARRIED

3. Delegations

No delegations.

4. Approval of Minutes

- a) Regular Meeting April 26, 2018

CAO Friesen had brought to the attention of the members that she had spoken to Avail CPA regarding Motion 18.52. It was advised by the Avail representative that we do not write off the amount but reverse the amount as it is for services charges not tipping fees.

18.55 Moved by Don Norby to rescind Motion 18.52
CARRIED

18.56 Moved by Don Norby that CAO Friesen be authorized to reverse the service charge amounts as discussed in the amount of \$9.24.
CARRIED

18.57 Moved by Brad Schlossberger to approve the minutes of the April 26, 2018 regular meeting as presented.
CARRIED

5. Financial Information

- a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$27 320.74.

18.58 Moved by Duncan McLean to approve for payment, the accounts payable in the amount of \$27 320.74.
CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
May 24, 2018 at 3:00 P.M.

5. Financial Information cont.

b) Check Detail April 30 – May 17, 2018

CAO Friesen presented the members with the check detail from April 30-May 17, 2018.

18.59 **Moved by Don Norby** to accept the check detail of April 30 – May 17, 2018 as presented.

CARRIED

c) Bank Reconciliations April 2018 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation reports for April 2018 for the ATB Financial checking account & 90 day notice account.

18.60 **Moved by Brad Schlossberger** to accept the April 2018 bank reconciliation reports for the ATB Financial checking & 90 day notice accounts as presented.

CARRIED

d) ATB Financial Bank Statement ending April 30, 2018

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

18.61 **Moved by Don Norby** to accept the ATB Financial bank statement ending April 30, 2018 as presented.

CARRIED

6. New Business

a) Household Hazardous Waste (HHW)

CAO Friesen provided the members with information regarding the collection of household hazardous waste.

18.62 **Moved by John Kroetsch** that CAO Friesen co-ordinate with Clean Harbors to set up for household hazardous waste collection and further that the WCRWMSC use GL acct. 2430990 Other Expenses together with a surcharge to fund the expense.

CARRIED

b) General Holiday Closures

There was discussion regarding general holidays that fall on a Sunday. July 1st and November 11th both fall on a Sunday this year. To allow for a long weekend for staff, CAO Friesen asked that the members consider closing the landfill on Monday, July 2nd, 2018 and Monday, November 12th, 2018.

18.63 **Moved by Don Norby** that the Willow Creek Regional Landfill be closed on Monday, July 2 and Monday, November 12, 2018.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
May 24, 2018 at 3:00 P.M.

7. Old Business

a) Concrete Crushing – For Information

CAO Friesen provided the members with concrete crushing information. The cost associated with crushing is \$180 per hour for mobilization and de-mobilization from Taber and \$17.00 per tonne to 3/4" minus.

8. Correspondence

a) Natural Resources Conservation Board

No action to be taken.

9. General Landfill Information

CAO Friesen gave a brief verbal report on leachate management in the waste cells, tree and yard maintenance, status of highway sign replacement, status of application to the EI reduction program, new truck delivery, annual fire panel and extinguisher maintenance, emergency response tour, equipment service and required repairs and CAO scheduled vacation.

11. Adjournment

18.64 **Moved by John Kroetsch** to adjourn at 3:57 P.M.
CARRIED

Chairman Gord Wolstenholme

CAO Cheryl Friesen

The Bridges at Claresholm Golf Club
Regular Board Meeting
May 17, 2018

PRESENT: Lyle Broderson, Olive Darch, Ray Montpetit, Rod Andrews, Berny Jacob, Doug Macpherson, Bob Leeder, Wes Wiebe, Barry Pratte

ABSENT: Ted Menzies, Doug Fletcher, Don Leonard

1 CALL TO ORDER:

Ray called the meeting to order.

2 APPROVAL OF AGENDA:

Doug Macpherson moved the approval of the agenda, after Wes added tractor quotes to New Business. Carried.

3 APPROVAL OF MINUTES OF THE APRIL 19 MEETING:

Barry moved approval of the April 19 regular meeting minutes, and Bob moved approval of the April 19 organizational meeting minutes. Carried.

4 OLD BUSINESS:

Desert Roofing is coming on Monday to look at the roof above the kitchen. It was pointed out that fixing the drain is needed if we are fixing the roof. Cost of ten to fifteen thousand was noted.

5 CORRESPONDENCE:

6 REPORTS:

6.1 GREENS COMMITTEE

Rod reported that the irrigation was up and running. Three valves were replaced. It was decided a meeting should take place regarding a gate valve replacement on front and back nine holes. The cost would be about \$1,200.00 for parts and labor. It was decided this project could take place in the fall after blowing out the lines, using the compressor to test the valves. It was stated that a cost of \$750,000.00 for irrigation replacement on the front nine was not financially feasible to consider at this time. Rod noted that Rainbird can set up a computer program to automatically turn on the irrigation and monitor the water flow rate at a cost of \$7,000.00. No. 9 tee box needs finishing. It was decided to sod it so it can be used sooner. The trees are being watered. Berny moved we buy a new sprayer for \$18,000.00 with double the capacity (200 gallons) which would replace the 2007 sprayer. Motion carried. Rod suggested a no thru traffic sign where the 30 km per hour sign exists. Berny suggested an outside tap on the building at the south end to enable watering of the flower bed in that area. The MD will donate gravel for the parking lot. The white tee box on No. 7 is infested with ants. Bob suggested using Home Defence as they are killing the grass. Olive noted she was no longer killing the weeds around the clubhouse so it would be the greens workers responsibility.

6.2 CLUB PRO AND MARKETING COMMITTEE:

Lyle reported revenue was down \$5,900.00 due to no golf in April. Chase the Ace started. Tickets will be sold from 2:00 to 5:00 PM on Fridays in the Pro Shop and 5:00 to 7:30 PM upstairs followed by the draw. An incident over food quality and costs will be dealt with by Jim and Ray. Lyle reported he would run thirty second commercials over Eagle radio station out of Okotoks. It was decided Facebook would probably reach more people. A discussion regarding handicap flags and abuse of them took place and it was decided to check to see how other courses deal with the problems. Lyle

will send out an email reminding members of the rules regarding pull carts around the tees and greens.

6.3 TOWN REP:

Doug reported that flood mitigation for stage 2 funding was turned down by the gov't therefore the deepening of ponds 1 and 2 on the golf course, and two more bridges on the course as well as a culvert under Highway 520 are in a stall pattern until another source of funding is found. The parking lot will be graded. It was decided to outline the cart parking area up the ramp, and mark off a parking area for the club pro and kitchen manager.

6.4 CLUBHOUSE COMMITTEE:

The kitchen manager would like a letter of intent regarding his contract renewal. The swamp cooler is running again. The walk in cooler is not working. Bob questioned the closing of the clubhouse to members when doing outside catering. This issue will be discussed with Jim, as well as the need to take down Christmas lights, put away tables, and dart boards, and remove the arch on the deck that was rented for a wedding. Ray and Wes will look into the purchase of new chairs.

6.5 FINANCE COMMITTEE:

The increase in professional fees from \$2,800.00 to \$3,800.00 was questioned and will be checked into as to whether it is a timing problem of bill submission or if the fees have increased. Berny moved we move our financial accounting contract to Sabey, pending a discussion and firm quotation on costs. Motion carried. Doug noted that Sabey would notify Avail regarding the change and look after the transition from one firm to the other.

6.6 CASINO AND GRANTS COMMITTEE:

6.7 POLICY COMMITTEE:

Berny is working on the appendices.

7 NEW BUSINESS:

Wes got quotes on new tractors from New Holland and John Deere. New Holland quoted a 40 HP tractor with loader and all wheel drive for \$31,400.00, and John Deere quoted \$27,833.00 for a smaller tractor. If we sold our two tractors at auction it was estimated that \$25,000.00 should cover the difference. Our present revolving loan is at \$90,000.00 with a \$300,000.00 limit. Berny moved we spend up to \$32,000.00 for a new tractor pending a discussion involving Wes, Ted, and Rod, and we put the other two tractors up for auction. Motion carried.

8 ADJOURNMENT:

It was moved the meeting be adjourned after Bob moved that the club pay for lunch. Next meeting is scheduled for June 21 at noon, at the clubhouse.



Learn-A-Lot-Playschool Society Meeting Minutes

AGM-Thursday, May 24th, 2018

7:00pm

*accepted
June 27, 2018*

Call to Order at 7:05pm.

Attendees: Chairperson-Sara Schuler, Vice-Chairperson-Lauren Billey, Treasurer-Brooke Stewart, Treasurer Liaison-Chelsae Petrovic, Secretary-Leah Blake, Casino Representative/Parent Liaison-Ceri Penner, Town Councillor Representative-Lise Schulze, and Teacher-Carol VanRootselaar.

Meeting Agenda

Brooke motioned to adopt the agenda as is. Lauren seconded the motion.

President's Report

This year was a bit busier than last year. We have had to work with the Town on renewing our lease. We have formed sub-committee for fundraising for the new building since we will need new play structure equipment and grants for the building. We had a successful casino. We are also working with the insurance company to get the right liability insurances in place for the students, board, and parent volunteers. All in all, I felt it was a productive year.

Chelsae seconded to accept Sara's report.

Financial Report

Brooke reported we have an estimated remaining \$700.00 in the budget until the end of June.

Please see attached financial report.

Election of Executive Members:

Chelsae nominated Sara for Chairperson. Brooke seconded this motion. Acclaimed.

Sara nominated Lauren for Vice-Chairperson. Sara seconded this motion. Acclaimed.

Lauren nominated Chelsae for Treasurer. Sara seconded this motion. Acclaimed.

Chelsae nominated Erin Thompson for Treasurer Liaison. Ceri seconded this motion. Acclaimed.

Lauren nominated Lashae Holtz for Fundraising Chair. Leah seconded this motion. Acclaimed.

We will continue to advertise for the Parent Liaison position into the fall.

Ceri nominates Leah for Secretary. Sara seconded this motion. Acclaimed.

Bylaw Changes

New bylaws were reviewed. All in favor to accept changes.

Next Meeting

Tuesday, June 26th, 2018, at 7:00pm.

Meeting Adjournment- Meeting adjourned at 7:20pm.

accepted

Claresholm Animal Rescue Society
Annual General Meeting Minutes
March 16, 2017

Attendees: Kim Alexander McEnaney, Kris Holbeck, Christel Hutka, Phyllis Faulkner, Sylvia Giroux, Tina Rittinger, Rhonda Sillito, Lisa Miller, Kathy Lyster, Gerald DeBruyn, Judy Lelek, Crystal Kennard, Rita Hahn, Joyce Zwick, Dixie L. White, Barb Hinkle, Doreen VanLangen, Lorraine Norgard, Shelley Ford, Denise Peters.

1. Call to Order

The meeting was called to order at 7:15 p.m.

2. Introductions: The floor was open to introductions of all the Members and Guests.

3. Approval of Agenda

Motion by Sylvia Giroux to approve the AGM agenda as AMENDED. Gerald DeBruyn seconded the Motion. All in favour. CARRIED

4. Financial Report of Year 2016 and Approval of 2016 Financial Statements

See Kris Holbeck Financial Report for 2016

Motion by Shelley Ford to Adopt the 2016 Financial Statements PRESENTED. Sylvia Giroux seconded the Motion. All in favour. CARRIED

5. Adopt Auditor for 2017

Motion by Kris Holbeck to Adopt Avail LLP as 2017 Auditors. Shelley Ford seconded the motion. All in favour. CARRIED.

6. Shelter Update

February 16, 2016 to March 16, 2017

Volunteer Hours: 314

Volunteers: 13

Cats in Shelter-29

Cats at PetSmart-Lethbridge-4 and Okotoks-0

New Cats-1

Cats adopted- 12

Cats in Foster- 0

Dogs in Shelter- 2

New Dogs in Shelter- 3 (1 returned back by owner)

Dogs Adopted- 0

Addition Things to Shelter-

- Washer and Dryer are working still but will be replaced with a new set.
- Big Fundraiser-Raise the Woof coming in October 2017
- Garage Sale is coming up this Spring 2017
- New Dog Adoptions volunteer needs to be appointed.
- New volunteer will be needs to take over the Facebook Page

7. Election of New Board

- Present CARES Board of Directors are now resigning their positions
- 6 to 9 CARES Board of Directors Positions are open.
- Shelley Ford will remain as Town of Claresholm Representative to CARES
 1. Phyllis Faulkner Nominates **Rita Hahn**
 2. Barb Hinkle Nominates **Judy Lelek**
 3. Kris Holbeck Nominates **Christel Hutka**
 4. Sylvia Giroux Nominates **Lorraine Norgard**
 5. Judy Lelek Nominates **Rhonda Sillito**
 6. Kim Alexander Nominates **Sylvia Giroux**
 7. Rita Hahn Nominates Phyllis Faulkner
 8. Barb Hinkle Nominates **Dixie White**
 9. Judy Lelek Nominates Lisa Miller
 10. Sylvia Giroux Nominates **Tina Rittinger**
 11. Kim Alexander Nominates **Joyce Zwick**

Motion by Kris Holbeck to destroy the Ballots after the vote. Shelley Ford seconded the motion. All in favour. CARRIED

Note: The new CARES Board of Directors who were elected are in **Bold** and **Underlined**.

- 8. Adjournment:** Kris Holbeck Motion Meeting adjourned at 8:23 p.m. Shelley Ford seconded the motion. All in favour. CARRIED.



Economic Development Committee

April 10, 2018 – 6:00 p.m.

Business Growth & Development Centre

Minutes

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

Regrets: Russ Anderson, Glen Alm, Doug Leeds

Paul in the Chair

Paul called the meeting to order at 6:34pm

1.0 Delegation

Mayor Doug MacPherson, and Chief Administrative Officer for Claresholm, Marian Carlson were in attendance prior to the meeting commencing. Both Marian and Doug expressed their gratitude to outgoing Economic Development Officer (EDO) Justin Sweeney, and the accomplishments of the current Economic Development Committee (EDC). Further to this both the Mayor and CAO welcomed the new EDO, Brady Schnell.

Marian Carlson added that the hiring process was very thorough with more than 50 applicants and she is confident that they have found the right person for the job. Further to this she explained that Brady and Justin will have a full week working together to accommodate a smooth transition.

Outgoing EDO Justin Sweeney responded in kind, expressing that it was his pleasure to hold the position, and to live and operate a business with his wife and family, here in Claresholm.

2.0 Minutes

Minutes for the March 19, 2018 meeting were motioned for approval by Brad Schlossberger seconded by Darla Slovak. CARRIED

3.0 Agenda

Agenda for April 10, 2018 meeting was motioned for acceptance by Santanna Thom, seconded by Jeff Nielsen. CARRIED

4.0 Updates

a) Round-table introductions

- i. Welcome new EDO and farewell to outgoing EDO
- ii. Chairperson Paul Zemlak expressed his gratitude to outgoing Economic Development Officer Justin Sweeney and wished him well on his upcoming opportunities. The sentiments were shared by all members present at the EDC.
- iii. Justin explained that the 1-week transition is proving very helpful and that he is confident in the ability Brady has shown so early on.

b) MD of Willow Creek

- i. Glen Alm was unable to attend and provide an update

c) Town of Claresholm

- i. There will be a Town Council Open House being held at The Bridges at Claresholm Golf Course, Wednesday April 11th, beginning at 6:00pm. Everyone is encouraged to attend.

d) Claresholm & District Chamber of Commerce

- i. Chamber of Commerce representative Lauren Billey reported that the Chamber Board has decided to welcome new businesses into the community with a gift from Willow Tree Designs; that being a hand-made frame, sized to hold a Town of Claresholm Business License. Today a new Gymnastics Club has opened here in Claresholm.
- ii. Discussion included the idea of offering a double-frame that could hold both a business license and a Chamber of Commerce Member Certificate; existing businesses should be given the chance to purchase similar frames should they wish.
- iii. Lauren also reported that the photo contest is underway.

5. Continuing Business

a) Ad Hoc Working Groups

- i. Sales Package Group; Keith and Santanna

The group met earlier this month. initial concept to have a 10-page, double sided document, used as an investment sales package provided to developers, investors, or business owners coming into the community.

Advertising will be included but discussion identified that it should not be the focus. Photos, testimonials, demographics and other town metrics will be included. Initial estimates to print 2000 copies once its finalized.

Sequence and timeline; Content Creation, Advertisement, Layout, then Print. Content creation done by mid-May, printing in June.

- ii. Signage Group; Brad, Paul, Glen

The concept for the new gateway signs on the north and south entrances have been developed. Justin explained that the design is meant to utilize existing concrete piles to reduce cost. The signs will include a section with town name, logo, and slogan. Attached to this will be a digital sign that will be easily updated and highly visible to traffic, with landscaping being the third component.

Discussion regarding the north entrance billboard that is to be leased and used to drive traffic into the downtown core: Level of detail for business names and logos needs to be considered, the opportunity should be offered to all eligible businesses at the same time, using the tag line Discover Downtown, payment structure, and using blade signs on store fronts that would coincide with the billboard.

iii. Capacity Building; Darla, Lauren
This working group has not yet had a chance to meet, but a meeting will be coordinated by Brady for the upcoming week.

iv. Business Walks; Santanna, Paul
The group was able to hold a meeting, however with the incoming EDO arriving this week it will be a good idea to get together as a group to further discuss. It is the goal to start Business Walks that would include the EDO, reps from the EDC, and reps from Town Council.

ACTION - Brady & Paul will visit the sign shop to consider designs for the Discover Downtown billboard.

ACTION - Brady will build a mock layout of billboard for the EDC to consider.

b) Legacy Project

\$10,000 has been approved by Council for a Legacy Project, and it is currently earmarked for Amundson Park redevelopment. However, it is up to the EDC to decide on what project is most suitable, and how to best use the money we have available for 2018.

Initial concept for the Amundson park redevelopment is to have the cleanest public bathrooms in Alberta; a place for travelers to stop and rest, use the facilities, access the park, playground, dog area, and food. Keith suggested that the EDC might consider using the old elementary school field as a possible location for the roadside turn-out, rather than the more interior Amundson Park. The idea was well accepted and discussion took place.

ACTION - Brady will investigate the current future plans for the green space behind the current Business and Economic Development Center, should there be any.

6. New Business

[Santanna left the room to avoid any conflict of interest]

a) CARES Grant - Industrial Land Study

The Province has recently approved the CARES Grant application to commence the Industrial Land Study of a portion of the recently annexed 120 acres of Industrial, and Highway commercial land located on the south-east end of Claresholm. 80 acres to be used as industrial and the remaining 40 intended for highway-commercial.

[Santanna returned to the meeting]

7. Other Business

None

8. Next Meeting

The next regular meeting is scheduled for **7:00pm, Tuesday May 22, 2018**, at the Business Growth & Development Centre location, 5318 - 2nd Street West. This adjustment in date is to accommodate the Victoria Day May-long weekend.

Adjournment

Jeff Nielsen moved to adjourn at 7:51 pm.



Economic Development Committee

May 22, 2018 – 7:00 p.m.

Business Growth & Development Centre

Minutes

Attendees: Paul Zemlak, Santanna Thom, Darla Slovak, Lauren Billey, Jeff Nielsen, Kieth Carlson, Glen Alm, Doug Leeds, Brady Schnell

Regrets: Russ Anderson, Brad Schlossberger

Paul in the Chair

Paul called the meeting to order at 7:10pm

1.0 Delegation

No delegation.

Next meeting Allison McKee will present on her roots of Possibility project ambitions.

2.0 Minutes

Minutes for the April 10, 2018 meeting were motioned for approval by Kieth Carlson, and seconded by Lauren Billey.

CARRIED

3.0 Agenda

Agenda for May 22, 2018 meeting was motioned for acceptance by Santanna Thom, seconded by Darla Slovak.

CARRIED

4.0 Updates

a) Economic Development Officer

Brady Schnell, EDO, stated that it has been six (6) weeks since his employment began on April 9, 2018 as the Economic Development Officer. He has enjoyed his time so far, feels it is a positive work environment, and a good team.

- i. EDO provided the members with a printed copy of the Economic Development Committee Bylaw #1635, which Council passed to create the EDC and to be used as a terms of reference for the group.
A power-point presentation was used to review every section of the bylaw.
- ii. The EDO provided the members with a printed copy of the 2018 EDC Budget with updated expenses as of May 22, 2018.

A line-by-line review brought forward several discussion topics including:

- Youth entrepreneurship and WCCHS Partnership
- Tourism dollars and strategic direction
- Claresholm Tour Guide printing and location of copies
- The Champion's program concept, (an idea still in development)

- iii. The EDO passed around a contact sheet that would identify each Board Members respective role of membership, and other required details.

Guided by the EDO, the members had a discussion about the purpose and goals of the EDC.

b) MD of Willow Creek

Glen Alm provided a verbal report highlighting recent development in relation to the re-zoning of lands for a solar operation, and future development in the MD of Willow Creek.

c) Town of Claresholm

Kieth Carlson provided a verbal report highlighting recent happenings of Council, specifically the Planning for Growth Project which will officially begin at the end of the month.

d) Claresholm & District Chamber of Commerce

Chamber of Commerce representative Lauren Billey provided a verbal report highlighting the happenings of the Chamber of Commerce, noting the recent partnership with the EDC for a 2-day Capacity Building Conference, to be held in September 2018.

The Chamber is now 80 members strong, the recent photo contest was a big success, and the current stamp design contest will close at the end of the month.

5. Continuing Business

a) Ad Hoc Working Groups

Guided by the EDO, the committee members had a discussion regarding the level of commitment, and expectations of each board member. From that discussion the following was identified:

- The EDC board is diverse in membership, and therefore different levels of involvement will be available from each member. Attendance of the meetings is the greatest responsibility, and each member brings value in their own capacity.

- Sub-committee (working groups) will be used as necessary, however the use of email and telephone is encouraged to be used when appropriate.
- Minutes of the meeting should be taken by a third party, and this could be a good opportunity for a work experience program for a WCCHS student.
- The EDO should investigate the possibility of a work experience student, given that there is money in the 2018 EDC budget for a program of similar intent.

i. Signage Group; Brad, Paul, Glen, Doug

Community Billboard

The EDO provided a draft design and budget for review

MOVED: by Glen Alm, that the EDO draft a design, budget, and policy that would offer 3 spaces for sub-lease, at a rate of \$250 per month, or thereabouts, and further, that the EDO approach the Claresholm Chamber of Commerce with the concept, prior to approval of Council and release to the general public.

Seconded by Lauren Billy

CARRIED

Gateway Signs

The EDO provided a design approved by AB transport

ii. Capacity Building; Darla, Lauren

The EDO provided a draft budget and informational hand-out

The working group is recommending that the EDC support the recent planning of a Claresholm Business Conference, to be held in partnership with the Claresholm Chamber of Commerce, in September 2018.

MOVED: by Keith Carlson to commit three thousand and five hundred dollars (\$3,500) from the 2018 EDC Capacity Building budget-line, and an additional five hundred (\$500) from the 2018 EDC advertising budget-line, to be used for the Claresholm Business Conference, to be offered regionally, and held September 21 and 22nd, 2018.

Seconded by Santanna Thom

CARRIED

iii. Sales package – nothing at this time

iv. Business Visitation; Santanna, Paul

The EDO is gathering information and will begin visits in June. The Schedule will be shared with the EDC and they may join if they wish.

b) CARES Grant - Industrial Land Study

[Santanna left the room to avoid any conflict of interest] 9:04pm

The RFP process closed on May 3, 2018, 9 submissions were received. WSP Engineering was notified that they are the successful firm last week. Kick off meeting will take place before the end of the month.

WSP is currently working on a major storm water project for Claresholm, and offered significant cost savings in terms of travel, site-inspections, and stakeholder engagement. The team at WSP and Watson & Associates came across as competent, flexible, and driven.

The EDO will be overseeing this project, working closely with WSP and Watson. They are scheduled to be completed by November 2018.

Next steps are an Industrial Sales Package for Industry Attraction.

[Santanna returned to the meeting] 9:10pm

c) Gateway Welcome Signage

The EDC was not in approval of the most recent design by Can West Legacy for the replacement of the existing welcome signs into Claresholm. The original intent was to replace three welcome signs; the current design is over budget and only includes two, much smaller signs, with LED.

The EDO has been directed to explore other options and come back to the EDC.

d) Legacy Project

6. New Business

None

7. Next Meeting

The next regular meeting is scheduled for **7:00pm, Monday June 18th, 2018**, at the Business Growth & Development Centre location, 5318 - 2nd Street West.

Adjournment

Doug Leeds moved to adjourn at 9:25 pm.

CARRIED

From: AEP Planning <AEP.Planning@gov.ab.ca>

Sent: June 28, 2018 10:10 AM

Subject: Linear Disturbances in the Livingstone-Porcupine Hills of Alberta: Review of Potential Ecological Responses

The Government of Alberta is committed to using the highest quality science to inform its policy-making. We depend on peer-reviewed science to provide unbiased information in support of the management and protection of Alberta's environment. Fred Wrona, Chief Scientist for Alberta Environment and Parks, has released the findings of a scientific review initiated to improve understanding of the relationship between ecological responses and the use of motorized vehicles on linear disturbance in the Livingstone Porcupine Hills region of Alberta's eastern slopes. The report can be found on the Environmental Monitoring and Science Division website at: <http://environmentalmonitoring.alberta.ca/>

The study further expands our understanding of the area since the completion of a similar report for the Castle region. The study concluded that motorized vehicle use of trails is likely the most significant stressor related to human activity in the region. The findings of the Livingstone Porcupine Hills report and advice from the Chief Scientist are consistent with the management options and actions developed for motorized vehicle use in this region.

Please direct any questions regarding this report directly to:

Environmental Monitoring and Science Division

Alberta Environment and Parks

10th Floor, 9888 Jasper Avenue NW

Edmonton, Alberta T5J 5C6

Tel: 780-229-7200

Toll Free: 1-844-323-6372

Fax: 780-702-0169

Email: EMSD-Info@gov.ab.ca

Media Inquiries: AEP.mediainquiries@gov.ab.ca

Website: environmentalmonitoring.alberta.ca

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MUNICIPAL PLANNING COMMISSION MINUTES

June 1, 2018

Town of Claresholm – Council Chambers

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

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

Public Present: Rob Vogt, Claresholm Local Press

8:28 a.m.	Call to Order /Adoption of Agenda	Move to adopt the agenda by Councillor Courage
		CARRIED

Adoption of Minutes

- May 11, 2018

**Motion to adopt the
Meeting Minutes
By Sharon Galbraith**

**Seconded by
Jeff Kerr**

CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT	Motion to approve by Mayor MacPherson
	File: D2018.038 Applicant: Jordie Bronson Owners: Robert Pool & Nancy Schroeder Address: 633 52 Ave West Legal: Lot 22, Block 1, Plan 6145JK Regarding: Home Occupation – Tree pruning & Agricultural Fencing Contractor	Seconded by Councillor Courage
		CARRIED

Item 2: INFORMATION	LAND USE AMENDMENT APPLICATION	Taken for information
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MUNICIPAL PLANNING COMMISSION MINUTES

June 1, 2018
Town of Claresholm – Council Chambers

8:48 a.m.

Motion to adjourn
By Councillor Courage

CARRIED

Next meeting date: as required