



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JUNE 11, 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 – MAY 28, 2018

DELEGATIONS:

1. WILLOW CREEK AGRICULTURAL SOCIETY – David Hansma
RE: Update on New Building
2. COORDINATED COMMUNITY RESPONSE TO ELDER ABUSE – Gabrielle Kirk

ACTION ITEMS:

1. BYLAW #1645 – Borrowing Bylaw
RE: 2nd & 3rd Readings
2. BYLAW #1647 – Procedural Bylaw
RE: 2nd & 3rd Readings
3. BYLAW #1648 – Water Conservation
RE: 2nd & 3rd Readings
4. BYLAW #1649 – Land Use Bylaw Amendment
RE: 1st Reading
5. CORRES: Hon. Shave Anderson, Minister of Municipal Affairs
RE: Municipal Sustainability Initiative (MSI) Funding
6. CORRES: Hon. Shave Anderson, Minister of Municipal Affairs
RE: Emergency Management Legislative Framework
7. CORRES: Granum & District Canada Day Society
RE: Canada Day Festivities
8. CORRES: Lauren Billey, Event Coordinator
RE: Canada Day 2018
9. CORRES: Town of Coaldale Settler Days & Candy Parade Working Group
RE: Annual Settler Days & Candy Parade July 7, 2018
10. CORRES: Royal Canadian Legion – Alberta/NWT Command
RE: Commemorative History Book
11. CORRES: Royal Canadian Legion Branch #41
RE: Municipal Portion of 2018 Property Taxes
12. REQUEST FOR DECISION: Old Water Treatment Plant Property Land Sale
13. REQUEST FOR DECISION: Property Tax Sale Properties
14. REQUEST FOR DECISION: Policy #REC 06-18 – Arena Advertising
15. REQUEST FOR DECISION: 2018 Capital Infrastructure Projects
16. REQUEST FOR DECISION: Campground Attendant
17. REQUEST FOR DECISION: Kin Walking Path Maintenance Agreement
18. REQUEST FOR DIRECTION: Parade Attendance
19. FINANCIAL REPORT: Statement of Operations – April 30, 2018
20. INFORMATION BRIEF: “Planning for Growth” Project Update
21. INFORMATION BRIEF: Council Resolution Status
22. ADOPTION OF INFORMATION ITEMS
23. IN CAMERA:
 - a. LAND – FOIP Section 16.1
 - b. INTERGOVERNMENTAL RELATIONS – FOIP Section 21
 - c. PERSONNEL – FOIP Section 17.2(c)
 - d. LEGAL – FOIP Section 27

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – May 11, 2018
2. Facility & Infrastructure Planning Committee Minutes – April 17, 2018
3. Claresholm & District Museum Board Minutes – April 25, 2018
4. Alberta Recreation & Parks Association and the Government of Alberta – Honour Outstanding Work in your Community
5. 2018 Alberta Recreation & Parks Association (ARPA) Annual Conference & Energize Workshop “Partners in Progress”
6. Letter from Starla Alder RE: Walking Path on 8th Street West

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MAY 28, 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 Carlson that the Agenda be accepted as presented.

CARRIED

MINUTES: **REGULAR MEETING – MAY 14, 2018**

Moved by Councillor Zimmer that the Regular Meeting Minutes of May 14, 2018 be accepted as presented.

CARRIED

PUBLIC HEARINGS:

1. BYLAW #1644 – Municipal Development Plan

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

CARRIED

Moved by Councillor Schulze to open the Public Hearings regarding Bylaw #1644 and Bylaw #1646 at 7:01 p.m.

CARRIED

Gavin Scott, Planner from the Oldman River Regional Services Commission, spoke regarding the Plan and why the update is needed. With updates to the *Municipal Government Act*, annexation of new lands, the South Saskatchewan Regional Plan, along with general clean-up of bylaw and planning directions, the plan needed to be updated. This bylaw is a living document and will be revisited in the future, especially as the Intermunicipal Development Plan with the MD of Willow Creek is worked on.

Mayor MacPherson opened the floor to individuals for comment.

A question was raised about the zoning of land.

No further requests were received from the public regarding Bylaw #1644.

2. BYLAW #1646 – Land Use Bylaw Amendment

Gavin Scott spoke about the reasons for this update to the Land Use Bylaw. Some items included in this amendment are updates to definitions, modification of the shipping container regulation, addition of a new use that includes a data farm, change of an amusement facility, fitness centres definition has been updated and a new use has been added to include a drive-in theatre.

Mayor MacPherson opened the floor to individuals for comment.

Some discussion was held regarding shipping containers.

No further requests were received from the public regarding Bylaw #1646.

Moved by Councillor Schlossberger to close the Public Hearings at 7:09 p.m.

Moved by Councillor Courage to reconvene to the regular meeting at 7:09 p.m.

ACTION ITEMS:

1. BYLAW #1644 – Municipal Development Plan Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Moore to give Bylaw #1644, regarding the Municipal Development Plan, 2nd Reading.

CARRIED

Moved by Councillor Schlossberger to give Bylaw #1644, regarding the Municipal Development Plan, 3rd and Final Reading.

CARRIED

2. BYLAW #1646 – Land Use Bylaw Amendment

Moved by Councillor Zimmer to give Bylaw #1646 regarding a Land Use Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Schulze to give Bylaw #1646 regarding a Land Use Bylaw Amendment, 3rd & Final Reading.

CARRIED

**3. BYLAW #1647 – Procedural Bylaw
RE: 1st Reading**

Moved by Councillor Schulze to give Bylaw #1647, the Procedural Bylaw, 1st Reading.

CARRIED

**4. BYLAW #1648 – Water Conservation
RE: 1st Reading**

Moved by Councillor Schlossberger to give Bylaw #1648, regarding water conservation, 1st Reading.

CARRIED

**5. DELEGATION RESPONSE: Porcupine Hills Early Childhood Coalition
RE: Update**

Received for information.

**6. DELEGATION RESPONSE: Darcy Erickson
RE: Status of Roads in Mountainview Estates**

MOTION #18-080

Moved by Councillor Schlossberger to refer the roads in Mountainview Estates to capital budget discussions to possibly be reconstructed in sections over the next four years.

CARRIED

**7. CORRES: Alberta Environment and Parks
RE: Livingstone-Porcupine Hills Land Footprint Management Plan**

Received for information.

8. REQUEST FOR DECISION: Claresholm Medical Clinic Taxes

Councillor Schlossberger declared a pecuniary interest and left the meeting at 7:40 p.m.

MOTION #18-081

Moved by Councillor Zimmer to cancel the municipal portion of the 2018 property taxes levied on the property owned by the MD of Willow Creek located at 4215 – 3rd Street West in the amount of \$6,387.79 in the spirit of cooperation with our municipal neighbour. This cancellation is equitable to the parties involved in recognition of the support the MD of Willow Creek provides to the Town of Claresholm by way of the unconditional recreation grant and the Town's support of public health by way of supporting the Claresholm Medical Clinic.

CARRIED

Councillor Schlossberger rejoined the meeting at 7:43 p.m.

9. REQUEST FOR DECISION: Intermunicipal Agreement – MD of Willow Creek

MOTION #18-082

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

10. REQUEST FOR DECISION: Open Mic Night

Councillor Moore declared a pecuniary interest and left the meeting at 7:48 p.m.

MOTION #18-083

Moved by Councillor Schulze to support the continuation of contracting the services of Gaven Moore to host Open Mic Night in the downtown parking lot on Wednesday evenings from June 6 to September 26, 2018.

CARRIED

Councillor Moore rejoined the meeting at 7:55 p.m.

11. REQUEST FOR DECISION: Assessment Services

MOTION #18-084

Moved by Councillor Courage that the Town enter into a 5-year contract with Benchmark Assessment Consultant Inc. commencing August 1, 2018 for a contracted price of \$23/parcel in year 1, \$24/parcel in years 2-4 and \$25/parcel in year 5.

CARRIED

12. REQUEST FOR DECISION: Policy #PLDE 04-09 Amendment (Planning & Development Fees)

MOTION #18-085 WHEREAS the Town of Claresholm Council has amended the Land Use Bylaw No. 1525 for the addition of temporary shipping containers;
Therefore be it resolved by Councillor Zimmer to amend Policy #PLDE 04-09 Planning & Development fees as presented.

CARRIED

13. REQUEST FOR DECISION: Policy #COUN 05-18(a) – Public Participation

MOTION #18-086 Moved by Councillor Schlossberger to adopt Policy #COUN 05-18(a), the Public Participation Policy, effective May 28, 2018.

CARRIED

14. REQUEST FOR DECISION: Closure of 49th Avenue West for Fair Days

MOTION #18-087 Moved by Councillor Moore to approve closure of 49th Avenue from the 2nd Street West intersection to the north-south alley that runs adjacent ATB Financial and Pharmasave for a period of up to 12 hours as required to facilitate the Fair Days Street Festival on August 11, 2018.

CARRIED

15. REQUEST FOR DIRECTION: Regional Subdivision & Development Appeal Board

MOTION #18-088 Moved by Councillor Schlossberger to direct administration to work with the Oldman River Regional Services Commission (ORRSC) regarding a Regional Subdivision and Development Appeal Board.

CARRIED

16. INFORMATION BRIEF: CAO Report

Received for information.

17. INFORMATION BRIEF: Council Resolution Status

Received for information.

18. ADOPTION OF INFORMATION ITEMS

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

CARRIED

19. IN CAMERA:

- a. **LAND – FOIP Section 16.1**
- b. **LAND – FOIP Section 16.1**
- c. **LEGAL – FOIP Section 27**

Moved by Councillor Schlossberger to go In Camera at 8:19 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:19 p.m.

Moved by Councillor Zimmer to come out of In Camera at 8:42 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:42 p.m.

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:42 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:42 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DELEGATIONS

From: Gabrielle Kirk [<mailto:gabriellekirk5@gmail.com>]
Sent: Thursday, May 10, 2018 1:26 PM
To: Marian Carlson
Subject: Delegation Request - June 11, 2018

Dear Marian,

I am Gabrielle Kirk, the coordinator for an elder abuse response program. I would like to be a delegation at the June 11, 2018 Town Council Meeting. Please see attached letter and documents for more information.

Thank you,
Gabrielle Kirk

What is Elder Abuse?

Elder abuse is any action or inaction by self or others that jeopardizes the health and well-being of an older adult.



Physical abuse



Psychological or emotional abuse



Sexual abuse



Financial exploitation



Neglect or abandonment

8% of seniors will experience some form of elder abuse in their life

If you or someone you know is at immediate risk or harm call 911

For 24-hour support and referral, call Family Violence Info Line 310-1818





A Community Response Plan to Elder Abuse



**Prepared by Gabrielle Kirk for the
Claresholm Coordinated Community Response to Elder Abuse Committee**

December 2017

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Introduction to Elder Abuse

Elder abuse is any action or inaction by self or others that jeopardizes the health or well-being of any older adult. Elder abuse can take several forms including financial, emotional, physical, sexual, neglect and medication (Seniors-housing.alberta.ca, 2017).

Often, more than one type of abuse occurs at the same time. The two most frequently identified and reported types of elder abuse in Canada are financial and emotional. It is estimated that up to 10% of older adults in Canada are likely to experience elder abuse, but it is believed that many cases of elder abuse go unreported (Seniors-housing.alberta.ca, 2017).

The purpose of this resource tool is to assist agencies and service providers to identify signs of abuse, how to address elder abuse situations, recognize the complexities of elder abuse cases, and how to provide support to the older adult in effective and meaningful ways.

Coordinated Community Response (CCR) to Elder Abuse

Due to the complex nature of elder abuse, many diverse agencies are needed to address a single elder abuse response case. The Claresholm CCR to Elder Abuse Committee works diligently to organize and collaborate with all the necessary stakeholders in order to achieve the best possible outcomes for individuals in abusive situations. It is a multi-disciplinary organization made up of diverse professional agencies.

The purpose of the CCR Committee is to develop and implement a coordinated response model where we can leverage the knowledge, services, and expertise of multiple agencies and individuals and provide more effective and efficient approaches to addressing elder abuse. Please see Attachment 1 for a list of organizations and representatives who are involved with the CCR to Elder Abuse Committee.

The CCR to Elder abuse committee has created a response model to follow in the event of an elder abuse case. Phase 1 of the response model is to be used for the 2018 year, and will be used until a case manager position is created (Attachment 2). Phase 2 of the response model is to be used once a case manager position is in place (Attachment 3).

TYPE, SIGNS, AND RISKS OF ABUSE AND NEGLECT

Physical abuse

The use of physical force causing discomfort which may or may not result in bodily injury, physical pain or impairment. Older adults who are subjected to rough handling or mistreatment are the victims of physical abuse. It can include:

- Slapping
- Shaking
- Pushing
- Kicking
- Punching
- Striking with an object or weapon
- Deliberate exposure to severe weather
- Unnecessary physical restraint
- Forced confinement
- Failure to provide adequate health care
- Medication misuse
- Unexplained burns and bruises

Possible signs and indicators:

- Injuries to the upper extremity, trunk, head, neck and/or anogenital regions
- Unexplained burns and bruises
- Fractures
- Signs of hair being pulled

Psychological/ Emotional abuse

This may take the form of verbal aggression, humiliation, isolation, intimidation, threats and inappropriate control of activities. In all cases, it diminishes the identity and self-worth of older adults. It can also provoke intense fear, anxiety or debilitating stress. It can include:

- Removal of decision-making power while the older adult is still competent
- Withholding affection for manipulative purposes
- Refusing access to grandchildren or friends
- Words or action that belittle an older adult, are hurtful, make the person feel unworthy
- Not considering an older adult's wishes
- Not respecting an older adult with, for example, putting them in a "home"
- Treating them like children
- Verbal aggression, humiliation, isolation, intimidation
- Name-calling
- Threat or harm to animals

Possible signs and indicators:

- Depression, anxiety
- Change in behavior/mood in presence of the person abusing or neglecting

<p>Financial/ Material abuse</p>	<p>The misuse of another individual’s funds or property through fraud, trickery or force. It can include:</p> <ul style="list-style-type: none"> • Frauds • Scams • The misuse of money or property • Convincing an older person to buy a product or give away money • Stealing money or possessions • Misusing bank or credit cards • Misusing joint banking accounts • Forging a signature on pension cheques or legal documents • Misusing a power of attorney • Persistent requests for money • Pressuring or forcing an older person to sign documents <p><u>Possible signs and indicators:</u></p> <ul style="list-style-type: none"> • Irregularities in bank accounts and bills • Living conditions that do not match income • Missing money and personal belongings • Payments to stranger or new “best friends” • Inappropriate use of power of attorney authority • Deception or coercion with regard to payments, gifts or change in wills
<p>Sexual abuse</p>	<p>All unwanted forms of sexual activity, behavior, assault or harassment to older adults. It can include:</p> <ul style="list-style-type: none"> • Sexual intercourse • Lack of personal privacy • Being forced to commit degrading acts • Unnecessary help with dressing/hygiene • Exploitive use of pornography • Any indecent exposure or acts by abuser <p><u>Possible signs and indicators:</u></p> <ul style="list-style-type: none"> • Evidence of sexual abuse (e.g., genital infections, trauma, bruising on inner thigh)
<p>Neglect</p>	<p>The intentional or unintentional failure to provide older adults with basic necessities of care. It can include:</p> <ul style="list-style-type: none"> • Failure to provide a safe, warm and comfortable place to live • Failure to provide aids for daily living (hearing aids, walkers, canes)

**Neglect
(Continued)**

- Denial of social contacts
- Failure to provide personal hygiene
- Failure to provide proper water, food or clean clothing
- Failure to prevent physical harm
- Abandonment or desertion
- Failure to provide supervision, if necessary

Types of Neglect:

Active neglect

Intentional failure of the caregiver to fulfill caregiving duties

Passive neglect

Unintentional failure of a caregiver to fulfill caregiving responsibilities due to lack of knowledge, skill, illness, infirmity, or lack of awareness of community supports and resources

Self-neglect

Involves cases whereby older adults, by choice or ignorance, live in ways that disregard their health or safety needs and can in some cases, pose a hazard to others. An individual's inability to provide for his or her own needs.

Possible signs and indicators:

- Dehydration
- Malnutrition
- Low blood albumin level
- Pressure ulcers/sores
- Poor body and oral hygiene/grooming
- Depression
- Despair
- Unclean living conditions

RISK FACTORS

There are a number of risk factors to consider when working with older adults. It is important to be aware of these in your practice with older adults.

- Societal attitudes (e.g. ageism, societal acceptance of violence)
- Social isolation
- Lack of support
- Caregiver stress
- Family dynamics
- Cognitive impairment (i.e. dementia)
- Responsive behavior (e.g. verbal or physical aggression)
- Living with a person who has a mental illness
- Alcohol or illegal drugs
- Dependency on others to complete activities of daily living (including banking)
- Recent worsening of health
- Arguing frequently with relatives

Barriers to Disclosing Information

There is significant under reporting when it comes to elder abuse. This is because many older adults do not, or are unable to, speak about their abuse. There may be many reasons why older adults are reluctant to discuss abuse and it is important that we are sensitive to some of these potential barriers (Alberta Health Services - Calgary Zone, 2017).

- a) Fear, including fear of:
 - I. Institutionalization
 - II. Retaliation/escalation
 - III. Loss of relationship/rejection/abandonment
- b) Love of the abuser
- c) Lack of understanding or impairment
- d) Dementia
- e) Medication or alcohol misuse
- f) Shame and/or guilt
- g) Ethno-cultural:
 - I. Belief that honor is at stake
 - II. Beliefs about “private family” issues
 - III. Language Barriers
 - IV. Social Isolation
 - V. Financial/Emotional dependency
- h) Unaware of resource options
- i) Acceptance of abuse or neglect as normal:
 - I. History of Abuse
 - II. Doesn’t recognize as abusive

Tips for Conducting Caring Communication

It is important to talk to the older adult alone and separate him/her from the suspected abuser and in a safe location. Below are some communication tips, from the document *Looking Beyond the Hurt: A Service Provider’s Guide to Elder Abuse*, to assist with having a preliminary conversation with the older adult regarding abuse or neglect (Siegal, 2004)

- Choose an environment where the older adult is comfortable and at ease
- Do everything possible to ensure that the conversation will not be overheard or interrupted
- Be mindful of hearing difficulties, language barriers, cultural and religious values
- Maintain a relaxed, non-judgmental, supportive demeanor
- Talk less and listen more; allow them to talk at their own pace;
- Be sensitive to their feelings

- Notice inconsistencies and discrepancies and be specific about your observation
- Use “I” messages
- Take time to allow them to respond
- Avoid comments that may seem like putting down the alleged or suspected abuser
- Offer support, discuss options but do not give advice
- Respect their right to make their own decision in their own time (Siegal, 2004)

Talking with an Abused Senior

Be aware that bringing up the topic of abuse may cause the senior anxiety. You must be prepared to provide or make a referral to supports for the senior to deal with any issues that arise from your conversations (Siegal, 2004).

Sample Screening Questions for Seniors

Each senior is an individual, and you will need to use your own professional experience and expertise to determine the best way to broach the subject of abuse with your client. However, it may be helpful to adapt one or more of the following screening questions to the situation. Where possible, phrase your questions so that they are open-ended, to encourage your client to elaborate beyond a simple “yes” or “no” answer (Siegal, 2004).

- Is there anything you’d like to talk about?
- How is everything going?
- Do you ever feel taken advantage of or mistreated? How?
- Tell me about your living situation. Are you happy with it?
- Does anyone close to you ever try to harm or hurt you? Tell me about it.
- Is there anyone who you don’t feel comfortable around? Why?

You may also find some of the following questions useful if you suspect a specific type of abuse, which were written by Elizabeth Siegal *Looking Beyond the Hurt* (2004).

Physical and/or Sexual Abuse

- Does anyone ever touch you without your consent?
- Can you tell me about a time recently when someone made you do things you didn’t want to?
- Does anyone close to you ever try to harm or hurt you? Tell me about it.
- Do you have any close family members, caregivers, or friends who abuse drugs and alcohol or have a psychiatric or mental illness? Tell me how it affects you.

Psychological Abuse

- Can you tell me about a time recently when someone talked to or yelled at you in a way that made you feel bad about yourself?

- Can you tell me about a time recently when someone made you do things you didn't want to do?
- Does anyone ever scold or threaten you? Can you give me an example?
- Does anyone ever tell you that you're sick when you know you aren't? Can you give me an example?
- When was the last time you got to see relatives and/or friends?
- Do you have ready access to a telephone? If not, why?
- Do you have any close family members, caregivers, or friends who abuse drugs and alcohol or have a psychiatric or mental illness? Tell me how it affects you.

Financial Abuse

- Have you ever been asked to sign papers that you didn't understand? Tell me about it.
- Can you tell me about a time recently when someone made you do things you didn't want to do?
- Does anyone ever take anything from you or use your money without permission? Can you give me an example?
- Do you have any close family members, caregivers, or friends who abuse drugs and alcohol or have a psychiatric or mental illness? Tell me how it affects you.
- Do you have the glasses/dentures/cane that you need? If not, why?
- Who does your finances? Are you comfortable with how they handle your finances?

Neglect

- Are you getting all the help that you need?
- Are you having problems getting to _____ (doctor's office, centre, pharmacy, etc.)?
- Are you alone a lot?
- Does anyone ever let you down when you need help?
- Do you feel that your food, clothing, and medications are available to you at all times?
- When was the last time you got to see relatives and/or friends?
- Do you have ready access to a telephone? If not, why?
- Do you have any close family members, caregivers, or friends who abuse drugs and alcohol or have a psychiatric or mental illness? Tell me how it affects you.
- Do you have the glasses/dentures/cane that you need? If not, why?

If a Caregiver is Involved

While abuse is NEVER acceptable, it should be remembered that a caregiver's abusive actions may arise from the inability to deal with the demands of the situation (Siegal, 2004). Caregiving for an elderly family member can be a demanding, stressful job. Some caregivers do not have adequate supports in place, such as money to pay for the additional costs of providing care or

the education or training on how to take care of a senior's physical and emotional needs. This lack of knowledge can lead to the unintentional neglect of a senior. Thus finding support for a caregiver who abuses may also result in the improvement of an abused senior's situation (Siegal 2004).

When speaking with the abused caregiver, discuss the concern about the stresses that caregiving places on an individual, but emphasize that abuse and neglect are not acceptable. It is important to consider what is happening psychologically, physically, financially, and socially in the life of the person who is giving care. Consider what is changing for the older person receiving the care, as well. Are these changes causing strain for the person giving care, and if so, how much? (Siegal, 2004)

While each case is individual, you may find the following types of questions useful in encouraging an abusing caregiver to talk about the situation (Siegal, 2004):

- What does ____ (senior's name) need help with every day?
- Are you and ____ (senior's name) aware of the kind of help available in the community?
- How do you and ____ (senior's name) handle disagreements?
- What expectations does ____ (senior's name) have of you?
- Most caregivers find their role very stressful. I sense caring for ____ (senior's name) is stressful for you. Is this recent or has it been this way for some time?
- How do you react under stress?
- Do you tell people you care about when you are feeling stressed?
- When you are angry/resentful/frustrated with ____ (senior's name), have you ever felt out of control? What did you do?
- Do you feel able to ask for help from others when you feel you need a break?
- Is caring for ____ (senior's name) different than you thought it would be? How?
- How do you feel you are managing the present situation?
- How is ____ (senior's name) involved in decisions determining his/her care?

There may be times when a caregiver may find himself or herself at the receiving end of an act of aggression from the senior in their care. This could be due to a number of reasons such as history of family violence, dementia, or brain injury of the person being cared for.

Suggested Goals for Abuse Intervention

When intervening in a situation of elder abuse or neglect, it may be helpful to keep the following goals in mind.

- Help ensure the safety of the senior and yourself
- Help restore the rights, dignity, and well-being of the senior
- Create or re-build support systems for the senior

Mental Capacity

In determining your response to a case of elder abuse, you need to consider whether a senior appears to have the mental capacity to understand his/her situation and make decisions. Most seniors are mentally capable. However, if an older adult appears confused, has poor short-term memory, is depressed, or shows other signs of dementia, there is reason to consider his/her mental abilities (Siegal 2004).

Be alert for any hearing loss, language/cultural barriers, etc. that may be the cause of a senior's confusion instead of a problem with his/her mental capacity. Likewise, it is important for service providers to be aware of situations or conditions that might temporarily cause confusion in the elderly until they are rectified or treated (Siegal, 2004). These may include infections, dehydration, sleep deprivation, adverse drug reaction, and overwhelming stressors.

Safety Planning

It is important that as soon as there is a suspicion of abuse or it is known that abuse is occurring that safety planning begin. If the older adult chooses to continue a relationship with the abuser, the following are things to consider when developing a safety plan with an older adult (Alberta Health Services- Calgary Zone, 2017)

- Advise them that if they are in immediate danger, they should call 911
- Help them develop a plan for where they can go and how they can get there if they feel like their life and well-being have been threatened (i.e. trusted friend or relative, Kerby Rotary Shelter)
- Ensure that they will have access to financial resources and necessary medication if they have to leave home quickly
- Have a bag already packed in case they leave home quickly
- Have copies of important papers, documents and prescriptions in a safe location
- Encourage them to have trusted friends and/or family visit often, and/or check in by phone regularly.
- Consider a life line call system or home alarm system
- Encourage them to participate in community activities so that they are getting out of the house and have contact with others if possible
- Suggest they have access to their own phone
- Advise them to complete advance care planning documents for possible future disability (i.e. power of attorney, personal directive) and to discuss their plans regarding future financial and health care with an attorney physician and family members.
- Advise them to keep detailed notes of abuse related incidents
- Calgary Humane Society's Pet Safekeeping Program at 403-205-4455

- They can contact the Telephone Reassurance Program- Seniors are matched with one on one with a volunteer who will phone regularly at an agreed upon time to provide a friendly voice, willing ear and peace of mind that someone will be checking in. 403-266-6200

Wellbeing of Service Providers

Self Care

To provide clients the best care and service, providers must also take care of themselves. Service providers may feel strong emotions such as sadness, powerlessness, and anger during the course of their work. Frustrations may arise about the things that are outside of one's control. By maintaining good self-care, service providers can manage or prevent the tolls that stressful challenges take on mood, behaviour, physical health, and patient care. This can include:

- Exercise
- Healthy eating
- Reaching out to supportive colleagues or support networks
- Practicing mindfulness
- Setting clear boundaries
- Being kind to your self
- Recognizing red flags
- Seeking help

Safety

Service providers face an array of risks when working one on one with a client or conducting home visits. It is important to be as safe as possible and to follow your workplace protocols. Here are some additional tips to keep your self safe:

- Make sure someone knows where you are at all times
- Consider working with a partner
- Pay attention to your surroundings
- Always have an exit strategy
- Trust your instincts
- Keep your guard up
- Avoid behaviours that may be interpreted as aggressive
- Have your cellphone on and with you at all times
- Take advantage of safety training courses

Complicating Factors and Barriers

Denial

Denial is a common barrier among individuals experiencing abuse. It makes intervention provision difficult due to the reluctance of individuals to seek help because they do not acknowledge or recognize any problem. Denial of abuse is a common occurrence, and is considered a normal process that stems from rational rejection of self-stereotype identity and self-deception, which plays an important role in personality (O'Mahony, 1982). It is used as a coping mechanism to ignore the existence of a problem or disregard the significance of an issue. It is difficult for family, friends, and service providers not to become frustrated with individuals denying the problem that may seem obvious.

Lack of Funding and Resources

An increase in funding and resources is a crucial component for further progress of any program. Due to its complexities, abuse is an expensive issue to address. The economic cost to address abuse situations is enormous, and acts as a barrier for programs to get the adequate funding needed, which causes many abuse cases to be overlooked. However, with the right investments, overall economic impact can be reduced. By actively promoting mental health, ensuring timely access to services, and enabling the earliest possible intervention, the long term burden of health care systems and the economy can be eased (The Mental Health Commission of Canada, 2015)

Ethical Considerations

All service providers and agencies are subject to codes of ethics set forth by their leading institutions (Gibson et al., 2010). It is necessary to ensure that all patients and clients are treated equitably and ethically. Ethical codes, laws, and regulations are necessary guidelines for the protection of patients, but should not be considered the only standard governing a service provider (Gibson et al., 2010). Patients usually present with their own unique set of problems within specific environments and circumstances, with different values and experiences, making it difficult for the service provider to apply one set of standards (Gibson et al., 2010). Decisions about ethical choices are influenced by several variables including, but not limited to, the nature of ethical dilemma, the environment, the individual's personality, societal norms, economic status, and the political atmosphere.

Personal Autonomy

Autonomy refers to the "personal rule of the self that is free from both controlling interferences by others and from personal limitations that prevent meaningful choice" (Kenealy

et al., 2011). Individuals have the right to make their own decisions, and agencies should respect the individual's right to self-determination. On occasion, community agencies may be concerned about the conditions an individual is living in. However, if this individual does not want any intervention, often there is little that can be done, despite wanting to help. It is unethical to take away a person's autonomy. While this may be difficult in some situations, agencies must respect the individual's decision.

Privacy and Confidentiality

There is a responsibility of agencies to maintain the privacy and confidentiality of clients. There are certain circumstances, however, when an abusive situation is so serious that an agency may need to disclose information to other agencies.

The CCR to Elder Abuse Committee has created two documents that will allow the CCR committee to disclose individually identifying diagnostics, treatment, and care information, without the individual's consent, to the person (not limited to health-care providers) providing continuing treatment and care to the individual. The documents have been approved by the AHS Information and Privacy coordinator and correspond with the Health Information Act.

The document title "Disclosure of Health and Personal Information" will be signed by all committee members (Attachment 4). The document titled "Collaboration Agreement" will only be signed by the agencies that are working on a particular case (Attachment 5).

Resources

Local Resources

Claresholm Centre for Mental Health and Addiction.....	403-682-3500
Claresholm FCSS.....	403-625-4417
Claresholm Community Health Centre	403-625-8650
Claresholm Housing Authority	403-625-4133
Claresholm Medical Centre	403-625-4484
Claresholm Mental Health Clinic.....	403-625-4068
Claresholm Seniors Drop-in Centre	403-625-2877
Cottonwood Village	403-625-5520
Integrated Home Care.....	403-943-1722
Porcupine Hills Lodge	403-625-3988
RCMP (Claresholm)	403-625-4444
Willow Creek Continuing Care Centre	403-625-3361

Regional Resources

Calgary Elder Abuse Resource Line.....	403-705-3250
Calgary Humane Society's Pet Safekeeping Program	403-205-4455
Calgary Legal Guidance. Elder Law Program.....	403-234-9266
Family Violence Info Line.....	310 1818
Kerby Rotary Shelter.....	403 705 3250
Office of the Public Guardian and Trustee	1-877-427-4525
Protection for Persons in Care Reporting Line	1-88-357-9339
Seniors Advocate	1-844-644-0682

If you or someone you know are in imminent danger call 911

Attachments

Attachment 1: CCR to Elder Abuse Committee Members

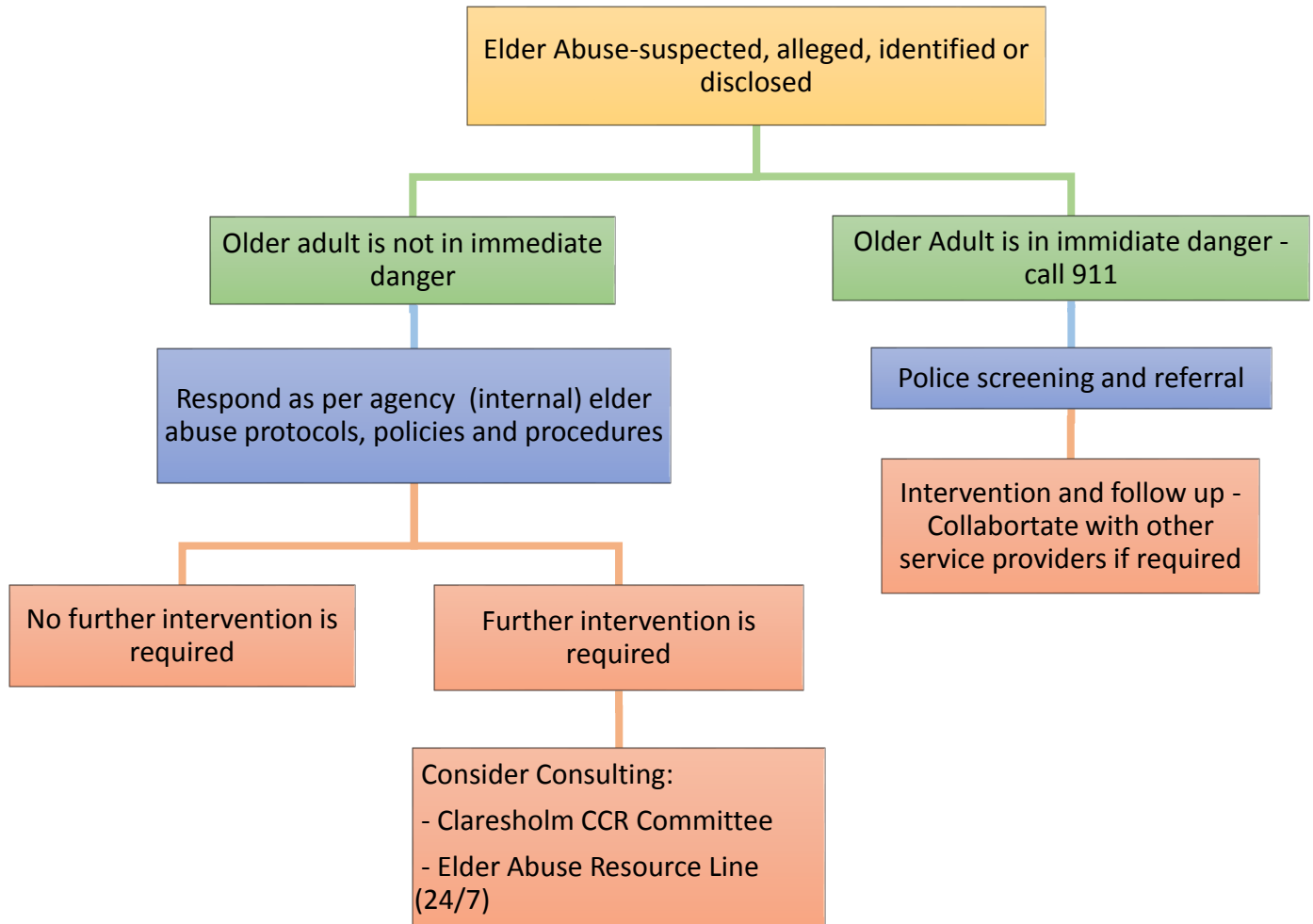
Last Revised: December 31, 2017

Organization	Program	Description	Representative on the CCR Committee
Alberta Health Services	Claresholm Addiction & Mental Health Clinic	Outreach services for older adults witnessing changes in the form of cognitive, mental, physical, psychosocial stressors and assist in providing services and supports to individuals they can live on their own	Lynn Heward <i>Registered Psychiatric Nurse</i>
Alberta Health Services	Claresholm Health Unit	Provides a wide range of health services for all aspects of life. (Prenatal, new moms, immunization, seniors home care, seniors wellness clinics, etc.)	Dana McLeod <i>Public Health Nurse</i>
Alberta Health Services	Community Development	To come alongside and support community members as they assist the movement of their community towards health, using, among other factors, the Social Determinants of Health to guide their work.	Ruth Mueller Coordinator
Alberta Health Services	Integrated Home Care	Provides medical support for people so they can live in their own homes.	Dyan Lokhorst <i>Care Manager</i>
Alberta Health Services	Social Work	Social workers provide a broad range of services related to social and family support services by assisting clients from various backgrounds solve issues with human relationships and enhance their social well-being. Some of the services social workers perform for clients are interventions, emotional support, advocacy, referrals, counseling, discharge and after-care plans.	Lori Hoff <i>Social Worker</i>
Calgary Rural Primary Care Network		The PCN provides funding and resources to support patient care in family physician offices.	Stephanie Crichton <i>Executive Director</i> Terri Shaul <i>Clinical Innovation Manager</i>
Chinook Financial		A local banking institute in Claresholm	Tania Smeltzer <i>South Reginal Branch Manager</i>

Claresholm FCSS		To empower the people of Claresholm and District to attain a desirable quality of life. The programs developed are intended to help individuals in their community to adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and/or deal with crisis situations should they arise.	Barb Bell <i>Director</i>
Claresholm Housing Authority		Claresholm Housing Authority provides housing for low income seniors and families. Parkside Manor has 33 - 1 bedroom apartments, Heritage Manor has 8 - 1 bedroom apartment and there are 20 family units (duplexes/townhouses).	Maxine Middleton <i>CAO</i>
Claresholm Medical Centre		The Claresholm Medical Centre has a staff of 6 physicians, 1 LPN, 1 Social Worker and a Pharmacist that is in the office one day per week. Our LPN provides support with Chronic Disease Management, Exercise Counselling, Smoking Cessation and Pain Management to name a few. We also have the following Outside Service Providers that come to the clinic once per month to provide additional support for our community. An Internist, Pediatrician, General Surgeon, Beltone Hearing, Chinook Respiratory Therapist and a Psychogeriatric Therapist.	Cindee Schlossberger <i>Clinic Manager</i>
Claresholm Seniors Drop-in Centre		To provide and promote recreational opportunities and affordable, friendly social activities for members, and to coordinate the delivery of presentations on social, educational, political or financial issues and to present and/or arrange for musical and dramatic entertainment. The Centre is a volunteer run organization open to adults ages 45 plus years. Membership is \$20 per year which allows members to attend various activities/events throughout the year.	Delma Austin <i>Representative</i>
Optimal Living	<i>Cottonwood Village Retirement Residence</i>	Provide Home Style Living and the Best Quality of Life Possible by enabling each resident to experience a full and independent lifestyle as much as possible.	Ali Shivji Eleanor Kenzie <i>Seniors Quality of Life Expert</i>
Porcupine Hills Lodge		Providing Quality independent Seniors Accommodation. The facility includes maintenance free housing in secure	Lisa Anderson <i>Chief Administrative Officer</i>

		building with 40 rooms and a respite room. 3 meals a day and snacks, housekeeping, and laundry services are provided. It also has 24 self-contained units.	
RCMP		The RCMP is Canada's national police service. They commit to preserve the peace, uphold the law and provide quality service in partnership with our community.	Dalyn Orsten <i>Corporal</i>
Town of Claresholm		The Community Peace Officer works in conjunction with the Claresholm RCMP Detachment to ensure the safety of property and persons and is responsible for municipal enforcement duties	Jason Hemmaway <i>Community Peace Officer</i>
CCR to Elder Abuse		Steering committee that is dedicated to developing and implementing an ongoing community response model and support network to elder abuse. The CCR committee's vision is a well-coordinated response and support network for individuals/caregivers/service providers who are dealing with elder abuse issues	Gabrielle Kirk <i>Coordinator</i>

Attachment 2: Elder Abuse Response Model (Phase 1)

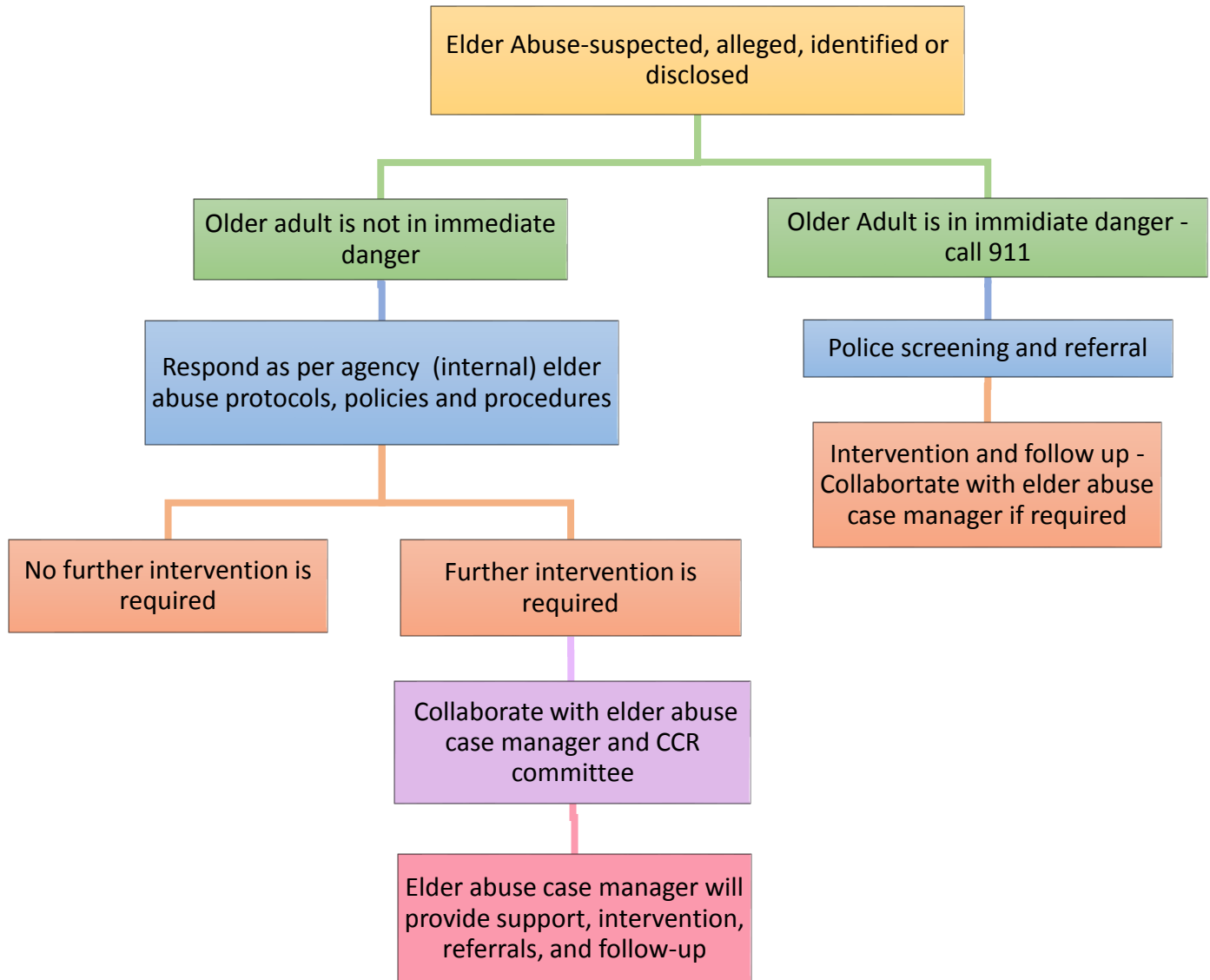


Important to have:

- Continuous consultation & monitoring of the situation
- Proper Documentation

To meet the diverse needs of an older adult, you may need to consult, refer, coordinate and collaborate with one or more service providers.

Attachment 3: Elder Abuse Response Model (Phase 2)



Important to have:

- Continuous consultation & monitoring of the situation
- Proper Documentation

To meet the diverse needs of an older adult, you may need to consult, refer, coordinate and collaborate with one or more service providers.

Attachment 4: Disclosure of Health and Personal Information

Coordinated Community Response to Elder Abuse Committee in
Claresholm (CCREAC)

Disclosure of Health and Personal Information

Due to the complex nature of elder abuse, many diverse agencies are needed to address a single elder abuse case. The Coordinated Community Response to Elder Abuse Committee in Claresholm works diligently to organize and collaborate with all the necessary stakeholders to achieve the best possible outcomes for individuals facing elder abuse. Because of our collaborative team focused environment, the sharing of relevant information is required. This will allow us to have the most effective and efficient responses to elder abuse cases.

The Health Information Act permits the disclosure of individually identifying diagnostics, treatment, and care information, without the individual’s consent, to the person (not limited to health-care providers) providing continuing treatment and care to the individual.

Rules of Disclosing Information to relevant CCREAC committee members:

1. Health information will only be shared with those agencies that are necessary for a careful response to the needs of the abused elder.
2. The health and personal information that is collected and disclosed will be limited to that required for the kind of care that will be provided.
3. Reasonable measures will be taken to protect the confidentiality of sensitive health and personal information.
4. Confidentiality and privacy will be respected.
5. All actions taken will be done in an ethical manner and professional standards will be upheld.
6. Each agency shares accountability for the collection, use, disclosure, retention and safeguarding of health and personal information.

I agree to the rules listed above and will abide by them as I work with the CCREACC in responding to elder abuse.

(Name – please print)

(Signature)

(Agency)

(Date Yr/Mo/Day)

(Witness)

Attachment 5: Collaboration Agreement

Coordinated Community Response to Elder Abuse Committee in
Claresholm (CCREAC)

Collaboration Agreement

Due to the complex nature of elder abuse, many diverse agencies are needed to address a single elder abuse case. The Coordinated Community Response to Elder Abuse Committee in Claresholm works diligently to organize and collaborate with all the necessary stakeholders to achieve the best possible outcomes for individuals facing elder abuse. Because of our collaborative team focused environment, the sharing of relevant information is required. This will allow us to have the most effective and efficient responses to elder abuse cases.

The agencies that will be working together to address case number _____ have been identified as those necessary to respond to the abused elder’s needs and are listed below. Together they will use their knowledge, services, and expertise to ensure continuing care is provided to the older adult.

Agency /Organization	Name of Individual

The health information that will be disclosed during this case will be limited to that required for care. Only relevant agencies will be involved in the case. Reasonable measures will be taken to protect the confidentiality of sensitive health and personal information.

By signing this document, you agree to the information stated above.

Name: _____ Agency: _____

Signature: _____ Date: _____

Name: _____ Agency: _____

Signature: _____ Date: _____

Name: _____ Agency: _____

Signature: _____ Date: _____

Name: _____

Agency: _____

Signature: _____

Date: _____

Name: _____

Agency: _____

Signature: _____

Date: _____

Name: _____

Agency: _____

Signature: _____

Date: _____

Name: _____

Agency: _____

Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

References:

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- Action Group on Elder Abuse (2007). Elder Abuse Protocol. Calgary. AB: Alliance to end violence
- Gibson, A., Rasmussen, J., Steketee, G., Frost, R., & Tolin, D. (2010). Ethical Considerations in the Treatment of Compulsive Hoarding. *Cognitive And Behavioral Practice*, 17(4), 426-438. <http://dx.doi.org/10.1016/j.cbpra.2009.06.008>
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- Seniors-housing.alberta.ca. (2017). *Facts on Elder Abuse. Alberta Seniors and Housing*. [online] Available at: <http://www.seniors-housing.alberta.ca/seniors/elder-abuse-facts.html> [Accessed 6 Nov. 2017].
- Siegal, E. (2004). *Looking Beyond the Hurt: A Service Provider's Guide to Elder Abuse*. 1st ed. St John's. NL: Seniors Resource Centre of Newfoundland and Labrador.



ACTION ITEMS



BYLAW #1645 TOWN OF CLARESHOLM PROVINCE OF ALBERTA

This by-law authorizes the Council of the Town of Claresholm (hereinafter referred to as “the Municipality”) to incur indebtedness by the issuance of debenture(s) in the amount of \$2,800,000 for the purpose of renovating and repurposing a Town owned building to create a Multi-use Community Building.

WHEREAS:

The Council of the Municipality has decided to issue a by-law pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the Multi-use Community Building.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$3,500,000 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves	\$ 350,000
Provincial Grants	\$ 350,000
Debenture(s)	<u>\$2,800,000</u>
Total Cost	<u>\$3,500,000</u>

In order to complete the project, it will be necessary for the Municipality to borrow the sum of \$2,800,000, for a period not to exceed ten (30) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this by-law is equal to, or in excess of thirty (30) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2017 is \$4,244,067 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of renovating and repurposing a Town owned building to create a Multi-use Community Building the sum of Two Million and Eight Hundred Thousand DOLLARS (\$2,800,000) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of Two Million and Eight Hundred Thousand DOLLARS (\$2,800,000) is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this by-law, namely the Multi-use Community Building Borrowing Bylaw.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed thirty (30) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed FOUR (4) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

Read a first time in Council this **14th** day of **May** 2018 A.D.

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

Read a third time in Council and finally passed in Council this day of 2016 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1647**

A Bylaw of the **Town of Claresholm to deal with procedure and the transaction of business by the Council of the Town of Claresholm in the Province of Alberta.**

WHEREAS Section 145 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to pass bylaws respecting the procedure and conduct of Council;

AND WHEREAS the Council deems it necessary and appropriate to repeal and replace the existing Procedural Bylaw No. 1531;

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

SECTION 1 TITLE AND PURPOSE OF BYLAW

- 1.1 This Bylaw may be cited as the **“PROCEDURAL BYLAW.”**
- 1.2 The purpose of this bylaw is to establish rules to follow in governing the meetings of the Council of the Town of Claresholm.

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
 - a) **“Act”** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
 - b) **“Acting Mayor”** is the Member selected by Council to preside at any Meeting of Council in the absence or incapacity of both the Mayor and the Deputy Mayor or in the case where the Mayor and/or Deputy Mayor choose to step down.
 - c) **“Administration”** means the Chief Administrative Officer (CAO), and through him/her the Directors, Designated Officers and employees of the Town of Claresholm.
 - d) **“Agenda”** is the list of items and order of business for any meeting of Council or its committees.
 - e) **“Bylaw”** is a bylaw of the Town of Claresholm.
 - f) **“Chair”** is the person who has been given authority to direct the conduct of a meeting, including the appointed head of a committee; the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of both, the Acting Mayor, or in the absence of all three, any other member chosen to preside over a meeting.
 - g) **“Challenge”** is an appeal of a ruling of the Chair.
 - h) **“Chief Administrative Officer”** means a municipal official appointed by Council to the position of Chief Administrative Officer or, in his/her absence, the person appointed as Acting Chief Administrative Officer;
 - i) **“Committee”** is any board, committee, or commission or other body to which Council may appoint, but excluding Committee of the Whole.
 - j) **“Committee of the Whole”** is Members of Council present at a meeting of Council sitting in committee.
 - k) **“Council”** is the municipal Council of the Town of Claresholm.
 - l) **“Councillor”** is a Member of Council, including the Mayor, duly elected and continuing to hold office.
 - m) **“Deputy Mayor”** is the Councillor, who is appointed by Council at the Organizational Meeting, to act as Mayor in the absence or incapacity of the Mayor.

- n) “**Ex-officio**” means membership by virtue of one's office and/or where appointed by Council; ex-officio members do not form part of the quorum when not present and when present, they may vote unless specifically excluded from voting by resolution or, by bylaw of the Act.
- o) “**General Municipal Election**” is an election held in the Town to elect the Members as described in the Local Authorities Election Act, as amended, or any legislation in replacement or substitution thereof.
- p) “**In Camera**” means when the assembly goes in private to discuss an item.
- q) “**Inaugural Meeting**” is the Organizational Meeting immediately following a General Municipal Election.
- r) “**Mayor**” is the Member duly elected as Mayor and continuing to hold office, and is the Presiding Officer at all meetings of Council.
- s) “**Member**” is the Mayor or a Councillor.
- t) “**Organizational Meeting**” is the meeting held as described in Section 4, including the Inaugural Meeting.
- u) “**Parliamentary Inquiry**” is a request for information from the Chair about a parliamentary procedure that does not require a formal ruling.
- v) “**Peace Officer**” is a duly appointed member of the RCMP, a Community Peace Officer or a Bylaw Enforcement Officer.
- w) “**Point of Order**” is a demand that the Chair enforce the rules of procedure.
- x) “**Point (or Question) of Privilege**” is a request made to the Chair or Council on any matter related to the rights and privileges of Council, individual Councillors or Town Administration which include the:
- i. organization or existence of Council;
 - ii. comfort of Councillors;
 - iii. conduct of Town officials, employees or members of the public in attendance at the meeting;
 - iv. accuracy of the report of Council proceedings;
 - v. reputation of Councillors or Council; and
 - vi. reputation of Town Administration.
- y) “**Postpone**” is to delay the consideration of any matter, either to a definite time on the agenda or a later position on the agenda.
- z) “**Previous Question**” is a motion to end debate and vote on the motion under debate.
- aa) “**Public Hearing Meeting**” is a meeting of Council which is convened to hear representations on matters in accordance with Section 230 of the Act, or such matters that Council decides should be the matter of a public hearing.
- bb) “**Put**” is when the Presiding Officer calls for a vote or 'put the question to vote.' The Chair asks “Are you ready for the question?”
- cc) “**Quorum**” is a majority of those Members elected and serving on Council, including the Mayor, for clarity, this number is currently four.
- dd) “**Recording Secretary**” is the person appointed to this position by the CAO.
- ee) “**Special Resolution**” is a resolution passed by a two-thirds majority of all Councillors or two-thirds of all members of a committee.
- ff) “**Standing Committee**” is a policy committee, consisting wholly of Members appointed by Council, but excluding Committee of the Whole.
- gg) “**Table**” is a motion to delay consideration of any matter indefinitely in order to deal with more pressing matters.
- hh) “**Town**” is the corporation of the Town of Claresholm.
- ii) “**Two-Thirds Vote**” is a vote by two-thirds of Members present at the meeting and entitled to vote on the motion.

jj) “**Unfinished Business**” is business which has been raised at the same or a previous meeting and which has not been completely dealt with.

SECTION 3 INTERPRETATION AND APPLICATION

- 3.1 Rules for Interpretation
The marginal notes and heading in this Bylaw are for reference purposes only.
- 3.2 Suspension of Rules
Council may suspend any provision of this Bylaw by Special Resolution except:
a) the provisions about statutory hearings;
b) the provisions for amending or repealing this Bylaw; and
c) those provisions originating in Provincial Legislation.
- 3.3 Council Proceedings
When any matter relating to proceedings in Council or in the Committees arises, which is not covered by a provision of this Bylaw, the matter shall be decided by reference to *Roberts Rules of Order*.
- 3.4 Paramount Rules
If the provision in any other Bylaw conflict with the rules in this Bylaw, this Bylaw shall prevail.

SECTION 4 ORGANIZATION OF COUNCIL

- 4.1 Inaugural Meetings
Council must hold its Inaugural Meeting no later than two (2) weeks after each General Municipal Election at the time and place fixed by the CAO. At this meeting:
a) All members of Council must take the Oath of Office;
b) All members of Council must take the Code of Conduct Oath;
c) the seating of the Councillors may be determined by lot for the term of office of the Council;
d) in case the seat of any Councillor becomes vacant by reason of death, resignation or otherwise, the member elected to fill the place shall occupy the seat in the Council Chamber;
e) rotation schedules for the position of Deputy Mayor shall be determined by alphabetical order of last name, with a four-month term to be served twice over the course of the full Council term;
f) all other matters required for the operation of the Town must be dealt with.
- 4.2 Organizational Meetings
An Organizational Meeting of Council must be held annually, according to Section 192 of the Act. At this meeting, Council must establish:
a) the regular Council Meeting dates;
b) the appointment of Members to Committees which Council is entitled to make;
c) will deal with any other business described in the notice of the Meeting.

SECTION 5 MEETINGS OF COUNCIL

- 5.1 Meetings
a) Regular Meetings of Council shall be established at the Inaugural Meeting.
b) Statutory or Non-Statutory Public Hearings may be held on regularly scheduled Council Meeting dates or such other dates as may be determined for operational purposes;
c) The time and date of the regular meeting of Council and the meeting location may be changed by two-thirds (2/3) of all Members of Council.
d) Any scheduled regular meeting of Council may be canceled by consent of two-thirds (2/3) of all Members of Council.
- 5.2 Adjournment
All meetings of Council will be limited to four (4) hours, unless determined by the majority of Council present.
- 5.3 Quorum & Lack of Quorum
As soon after the hour of meeting as there is a quorum present, the Mayor shall take the chair and the Members shall be called to order.

a) In case the Mayor or Deputy Mayor is not in attendance within fifteen (15) minutes after the hour appointed, the CAO shall call the meeting to order until an Acting Mayor shall be chosen, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.

b) If a quorum is not present in half an hour after the time appointed for the meeting of Council, or within half an hour of the time appointed for the meeting to reconvene after a recess or other adjournment, the CAO or his/her designate shall call the roll and record the names of the Members present and the Council meeting shall then stand absolutely adjourned until the next regular meeting, unless a special meeting is duly called in the meantime.

c) Whenever a vote on any matter before Council or a Committee cannot be taken because of loss of a quorum, the quorum resulting from:

- i. the excusing of a Member or Members of Council voting on a resolution of Council, or
- ii. the disqualification of a Member or Members from voting,

then the matter shall be the first business to be proceeded with and disposed of at the next regular meeting of the Committee or Council. If a quorum is lost for any reason other than the aforementioned reasons, the meeting is adjourned.

5.4 Permission to Leave

When a Member wishes to leave the Council Chamber while a meeting of Council is in progress, they shall rise and await the permission of the Mayor before leaving their place.

5.5 Special Meetings

Special Meetings may be held in accordance with the provisions of the Act.

5.6 Order of Business

The order of business at a meeting is the order of the items on the agenda except:

a) When a previous meeting has been adjourned for lack of quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda; and

b) When Council alters the order of business for the convenience of the meeting by a two-thirds (2/3) vote; and

c) When the same subject matter appears in more than one place on an agenda and Council decides, on motion, to deal with all items related to the matter at the same time.

5.7 Agenda Format

The Agenda orders the business for a meeting and will be followed as set out in Schedule "A" of this Bylaw. Schedule "A" of this Bylaw may be amended by resolution of Council.

5.8 Agenda Submission Deadline

All Agenda items must be received in writing by the CAO by 4pm on the Thursday prior to the Council meeting for inclusion to the Agenda for the following meeting. In the case where a General Holiday falls on the Monday that a Council meeting would fall, the Council meeting will be held on the Tuesday and the deadline for agenda submission remains the Thursday prior to the meeting.

5.9 Agenda Distribution

The CAO or his/her designate will provide the Agenda and all reports and supplementary materials (Agenda Package) for distribution to Council by 4:00pm on the Friday of the week preceding the regular Council meeting.

5.10 Adoption of Agenda

Council must vote to adopt the Agenda prior to transacting other business and may:

- a) add new items to the Agenda by a unanimous vote of Council; or
- b) delete any matter from the Agenda by unanimous vote.

5.11 Preparation of Minutes

The CAO or his/her designate must prepare all Council Minutes which will include:

- a) all decisions and other proceedings;
- b) the names of the Councillors present and absent from the Meeting;
- c) any declarations of pecuniary interest made under the Act by any Councillor or any resolutions excusing a Councillor from voting; and
- d) the signatures of the Presiding Officer and the CAO.

- 5.12 Adoption of Minutes
- a) The CAO or his/her designate shall prepare the Minutes of each Council meeting and shall distribute a copy to each Member for the next meeting.
 - b) The Mayor shall present the Minutes to Council with a request for a motion to accept the Minutes.
 - c) The Minutes of a previous meeting shall not be read aloud unless requested by a majority of the Members.
 - d) Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.
 - e) Only minor changes may be made to correct errors in grammar, spelling, and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change shall be allowed which would alter or affect in a material way the actual decision made by Council.
 - f) No Member may introduce any extraneous evidence to support a challenge to the accuracy of the Minutes unless the evidence has been compiled or made under the direction or control of the CAO.
 - g) If a Member wishes to challenge the accuracy of the Minutes of a previous Meeting, the Member must make the challenge known to the CAO before Council has officially confirmed the Minutes.
- 5.13 Presenting a Motion
A Member may make a motion and then the idea is discussed.
- 5.14 Style and Presentation of Motion
- a) A motion should be worded in a concise, unambiguous and complete form appropriate to such a purpose. It cannot employ language that is not allowed in debate.
 - b) A Member making a motion embodying something that had just been said by the Chair or another Member in informal consultation during a Meeting should avoid statements such as “I so move” and have the CAO or his/her designate recite the complete motion that he/she offers.
 - c) A motion should not be offered if its only effect is to propose that the assembly refrain from doing something. The same result can be accomplished by adopting no motion at all.
 - d) A motion to reaffirm a position previously taken by adopting a new motion or resolution is not in order. Such a motion serves no useful purpose because the original motion is still in effect.
- 5.15 Recommendations are not Motions
A Motion must be made on any Agenda item before it is discussed. A recommendation in a report does not constitute a Motion until a Councillor has expressly moved it.
- 5.16 Withdrawal
Once a Motion has been moved and stated by the Chair, it is in the possession of Council, and may not be withdrawn without unanimous consent of all Councillors present at the meeting.
- 5.17 Urgent Business
- a) A Member may move to discuss a matter of urgent public importance without prior notice.
 - b) A Motion to bring a matter before Council as Urgent Business is subject to the following conditions:
 - i. The matter proposed for discussion must relate to a genuine emergency, calling for immediate and urgent consideration;
 - ii. The Motion must not involve discussion of a matter which has been discussed previously in the same meeting;
 - iii. The Motion must not raise a Question of Privilege.
- 5.18 Repeating Motions
A Motion, which has been superseded or withdrawn may be repeated unless it has been ruled out of order because it is improper.
- 5.19 Put by the Chair
All motions must be put by the Chair before a vote is taken.
- 5.20 Types of Motions
- a) **Motion to** (*Lay on the Table or Motion to Table*)

- i. This motion allows the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen in such a way that there is no set time for taking the matter up again;
- ii. It is considered to be resumed at the will of the majority and in preference to any new questions that may then be competing with it for consideration.

By adopting the motion to *Lay on the Table*, a majority has the power to halt consideration of a question immediately without debate. This must be done prior to the vote on the original motion under discussion. If a motion to table is not dealt with prior to the motion to adjourn, then the motion dies and cannot be brought up at a subsequent meeting.

b) **Motion to (*Take from the Table*)** is required to bring forward, a motion that has been *Laid on the Table* previously. This motion is not in order until some other business has taken place prior to it being made. If the motion is not removed from the table prior to adjournment of the meeting, then the motion is lost. If discussion is to take place at the next meeting, it has to be under a new motion.

- iii. Any Member may move to take a motion from the table, provided no other motion is on the floor.
- iv. A tabled motion is brought back with all of the motions connected with it, exactly as it was when laid on the table.
- v. The motion to *Take from the Table* is not debatable or amendable and requires only a majority vote.
- vi. If a motion to take a motion from the table is defeated, it may only be made again after other business has intervened.
- vii. A motion may be taken from the table at any regular meeting, but not at a special meeting unless prior notice is given.

5.21 Amendments

An amendment proposed to a motion must be relevant to its subject matter and must not propose a direct negative of the motion.

5.22 Amendments to Amendments

Only one amendment to a motion may be before the meeting at any time, but an amendment to the amendment may be before the meeting at the same time. The amendment to the amendment must be voted on before the amendment.

5.23 Debatability of Amendments

Councillors may debate the merits only of the amendment, not the merits of the motion it is applied to.

5.24 Cannot Amend Own Motion

A Member cannot amend his or her own motion.

5.25 Referral Motions

A Member may move to refer any motion to a Committee, Administration or Committee of the Whole for investigation and report, and the motion to refer:

- a) will preclude all further amendments to the motion;
- b) is debatable; and
- c) may be amended only as to the body or membership of the body to which the motion is referred and the instructions on the referral.

5.26 Report from Referral

When a response to a referral is before Council, the motion under consideration will be the motion which was referred, including any amendments made prior to the referral.

5.27 Referrals Refused by the Chair

The Chair may refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies (for example, due to time constraints).

5.28 Limiting or Ending Debate

Any motion to limit or end debate:

- a) cannot be debated;
- b) must be passed by a two-thirds (2/3) vote; and
- c) may only be amended as to the limit to be placed on debate.

- 5.29 Motion for the Previous Question
a) If the Previous Question is moved, the Chair must state that the Previous Question has been moved and immediately take the vote on the motion for the Previous Question.
b) Unless a Motion to Postpone is made, when a Motion for the Previous Question is carried, the motion to which it applies must be put without further debate or amendment.
- 5.30 Motions Disallowed
If a motion is contrary to the rules and privileges of Council, the Chair may refuse to accept it and must cite the rule or authority applicable without other comments.
- 5.31 Privileged Motions
The following motions are privileged motions and may, if the Chair determines that they are of overriding importance, interrupt the debate on another motion:
a) a Point of Privilege;
b) a Motion to excuse a Councillor from voting;
c) a Motion to Recess;
d) a Motion to Adjourn; and
e) a Motion to fix the time to adjourn.
- 5.32 Point of Privilege
A Member may raise a Point of Privilege to remedy any pressing situation at any time. The Chair must immediately decide whether to accept the Point of Privilege. If accepted, it must be dealt with immediately.
- 5.33 Motion on Point of Privilege
If a motion is made resulting from an accepted Point of Privilege, it is not debatable or amendable.
- 5.34 Point of Order
A Point of Order, which requires immediate attention, may interrupt a speaker and is not debatable or amendable. The Chair must rule on a Point of Order and no vote will be taken unless there is a Challenge to the Ruling.
- 5.35 Motion to Challenge
a) Any ruling of the Chair may be challenged.
b) A Motion to Challenge may be made only at the time of the ruling, whether or not another speaker has the floor.
c) A Motion to Challenge is debatable unless it relates to decorum, the priority of business or an un-debatable pending motion.
d) If a motion is made to challenge, the Chair must state the question: “Is the ruling of the Chair upheld?”, and may participate in debate on the challenge without leaving the Chair.
e) If the Chair refuses to put the question on a Challenge, the person who would preside if the individual occupying the chair were absent must put the question to Council.
f) Unless there is a two-thirds (2/3) vote against it, the ruling of the Chair will be upheld.
- 5.36 Recess
a) Any Member may move that Council recess for a specific period. After the recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt the speaker.
b) A motion to recess may be amended only as to length of time, but neither the motion nor the amendment are debatable.
- 5.37 Adjournment
a) A Motion to Adjourn is not debatable or amendable.
b) Council will take up a motion pending at the time of adjournment as the first item under unfinished business at the next meeting.
- 5.38 Adjournment of Regular Meeting or Public Hearing
A motion to adjourn a Regular Meeting or a Public Hearing requires a majority vote.
- 5.39 Objection of Consideration of a Motion
The purpose of an “Objection to the Consideration of a Motion” is to enable Council to avoid a particular original main motion when it would be undesirable or inappropriate for the motion to come before them, and may be dealt with in the following manner:
a) A Member may move to object to the consideration of the main motion prior to any debate on the motion and the Chair must state the question “Will the motion be considered?”

- b) A motion to object to the consideration of a motion is not debatable or amendable. The motion objected to will be heard unless there is a two-thirds (2/3) vote against hearing it.
- c) If Council passes a motion to object to the consideration of a motion, the motion objected to may be brought before Council only by renewal.

- 5.40 **Dividing Motions into Parts**
A Member may request that a motion be divided if it contains parts which stand as complete propositions. Council must then vote separately on each proposition.
- 5.41 **Motions Previously Considered**
Once Council has dealt with any matter, a motion that would have a similar result may not be made unless Council has agreed to reconsider the motion.
- 5.42 **Reconsidering Motions**
A Member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.
- 5.43 **Reconsideration not Allowed**
 - a) A motion to reconsider may not be applied to:
 - i. any vote which has caused an irrevocable action; or
 - ii. a motion to reconsider.
 - b) A motion to reconsider is only debatable when the motion being reconsidered is debatable.
- 5.44 **Rescinding and Renewing Motions**
A motion to rescind a motion which has been passed, or to renew a defeated motion, may be offered subsequent to the meeting at which the motion was passed or defeated if the rescinding or renewal motion is:
 - a) brought more than six (6) months after the date of the original motion; or
 - b) brought after a General Municipal Election which has taken place since the date of the original motion.
- 5.45 **Notice of Rescission or Renewal**
Notice of a motion to rescind or renew a motion must be given or dispensed with pursuant to the provision of this Bylaw.
- 5.46 **Rescission not Allowed**
No motion to rescind may be made when:
 - a) a vote has caused an irrevocable action; or
 - b) a decision has been made to rescind or reconsider motion.

SECTION 6 VOTING

- 6.1 **Motion Carried**
A motion will be carried when a majority of Members present at a meeting vote in favour of the motion, unless otherwise specified in this Bylaw.
- 6.2 **Recording of Votes**
Before a vote is taken by Council, a Councillor may request that the vote be recorded. When a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.
- 6.3 **Tie Vote**
A motion is defeated when the vote is tied.
- 6.4 **Failure to Vote**
Each Member present must vote on every motion as outlined in the Act, unless the Act, or any other Provincial or Federal enactment, requires or permits the Member to abstain, in which case the Member must cite the legislative authority for abstaining, and the abstention and reasons must be recorded in the minutes.
- 6.5 **Loss of Quorum**
If a motion cannot be voted on because there would be no quorum due to:
 - a) a Member being excused from voting; or
 - b) any abstention allowed or required by statute;

then the matter will be dealt with as unfinished business and proceeded with at the next regular meeting of Council. If Council is unable to achieve quorum at any meeting on an issue due to the pecuniary interest of a Member or Members, then Council must ask the Minister of Municipal Affairs for an order or direction under the Act.

- 6.6 Voting Procedures
Votes on all motions must be taken as follows:
a) Members must be in the designated Council seat when the motion is put;
b) the Chair must put the motion;
c) the Chair must declare the result of the vote.
- 6.7 No Change to Vote
After the Chair declares the result of a vote, no Council Members may change their vote for any reason.
- 6.8 Silence Once Question is Put
From the time the question is put by the Chair, until the result of the vote is declared, Members must be silent and must not leave their seats.

SECTION 7 RULES GOVERNING DEBATE

- 7.1 Order of Speakers
The Chair will determine the speaking order when two or more Members wish to speak, subject to a challenge.
- 7.2 Addressing the Chair
Members must address the Chair when speaking.
- 7.3 Interruptions
Members, who have been assigned their turn to speak, may only be interrupted by other Members, including the Chair:
a) when a Member is discussing a subject and no motion is on the floor;
b) when a Member has exceeded the five (5) minute time limit to speak;
c) by a Point of Privilege;
d) by a Point of Order;
e) by an objection to the consideration of a motion; or
f) by a Challenge.
- 7.4 Councillor Called to Order
A Member who is called to order must immediately stop talking but must be given an opportunity to Challenge before debate is closed. Council will decide the Challenge without debate.
- 7.5 Prohibited Acts
Members must not:
a) speak disrespectfully of the Sovereign or any of the Royal Family, or of the Governor General or of the Lieutenant Governor, or of any Member of any other governing body in Canada or Council or Administration;
b) use offensive words in Council Chambers, or against Council or any Members or Administration;
c) discuss a vote of Council, unless to move to reconsider, renew or rescind;
d) break the rules of Council or disturb the proceedings; or
e) disobey the decision of the Chair or of the Council or any question of order, practice or interpretation.
- 7.6 Request to Have Motion Considered
A Member may require that the motion being considered be read at any time during debate, but must not interrupt the speaker.
- 7.7 Number of Speeches
Unless otherwise provided in this Bylaw, Members may speak only once on any motion; however the Presiding Officer may give permission to speak again.
- 7.8 Time Limits
Each Member may speak for only five (5) minutes:
a) by asking questions on a motion;
b) in debate on a motion;

- c) by asking questions on an amendment;
 - d) in debate on an amendment; and
 - e) in reply, when the Councillor is the mover of the motion;
- unless Council gives permission, by a two-thirds (2/3) vote, to speak for an additional five (5) minutes.

7.9 Opportunity to be Heard

Each Member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit or end debate.

SECTION 8 DUTIES OF THE CHAIR

8.1 Chair to Maintain Order

The Chair must preserve order and decorum and decide all questions of procedure.

8.2 Citing Reasons for Decisions

When the Chair makes a decision on a question of procedure, he or she must provide a reason for the decision.

8.3 Leaving Chair

If the Chair wishes to leave the chair for any reason, he or she must provide a reason for the decision.

SECTION 9 DISCIPLINARY PROCEDURES

9.1 Calling Councillors to Order

The Chair may call to order any Member who is out of order.

9.2 Naming a Councillor for an Offense

When a Member has been warned about breaches of order but continues to engage in them, the Chairman may name the Councillor by stating his or her name and declaring the offense. The CAO must note the offense in the minutes.

9.3 Disturbance or Inappropriate Behaviour by Public

Behaviour of the public, during the proceedings of Council:

- a) no person shall, other than the CAO or his/her designate, record the proceedings;
- b) no person shall allow a cellular telephone to ring or talk on a cellular telephone while attending a Council meeting;
- c) no person shall address Council without permission of the Chair;
- d) all persons to maintain order and quiet;
- e) no person shall applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.
- f) When granted permission to address Council, shall not use offensive words or speak disrespectfully of Council, any Member, or Administration, the Sovereign or any member of the Royal Family, or of the Governor General or the Lieutenant General or of any member of any other governing body in Canada.
- g) The Chair may, at any meeting, expel and exclude any person who creates any disturbance or acts improperly. A person who refuses to leave is guilty of an offense and the Chair may order a Peace Officer to remove the person and charge them under this Bylaw.

9.4 Member Interference

No Member shall have the power to direct or interfere with the performance or work of any employee of the Town. The employee shall be subject only to their Supervisor. Nothing in the foregoing shall in any way interfere with or restrict the right of a Member of Council to seek formal information from any officer or employee of the Town through the office of the CAO.

The only employee under direct supervision of Council is the CAO.

SECTION 10 PUBLIC & PRIVATE MEETINGS

10.1 Public Meetings

Except as provided in the Act, Council and Council Committee Meetings will be held in public and no person may be excluded except for improper conduct.

- 10.2 In Camera Meetings
Councils and Council Committees may close all or part of their meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division Two (2) of Part One (1) of the *FOIPP Act*.
When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.

SECTION 11 BOARDS, COMMISSIONS & COMMITTEES

- 11.1 Ex Officio
a) The Mayor shall be an ex officio Member of all Committees to which Council has the right to appoint members pursuant to the Act, and as such shall have all the powers and privileges of any Member of the same, including the right to vote upon all questions to be dealt with by the Committee.
b) Notwithstanding subsection (a) the Mayor may be a member of a board, commission, and subdivision authority or development authority established under Part 17 of the Act only if the Mayor is appointed in his or her personal name.
- 11.2 Membership
The membership of a Board, Commission or Committee shall be as provided for in the enabling legislation or as directed by Council.
- 11.3 Chair
a) Each Committee shall select one of its members to be the Chair unless Council designates:
i. The Chair of a Committee; or
ii. The manner in which the Chair shall be selected.
b) The Chair shall preside at every meeting and shall vote on all questions.
c) Members of Council shall not chair any **external** boards or committees except in the instance where the board or committee is comprised of only elected officials. **Internal boards or committees may be chaired by members of Council.**
- 11.4 In Camera
When a Committee established by Council is of the opinion that a meeting is to be held In Camera, the motion which is passed to authorize the In Camera meeting shall include the reason for holding the meeting In Camera, and the meeting may only be held in accordance with Section 197(2), (2.01), (2.1) and (3) of the Act.
- 11.5 Business of Committees
The business of committees shall be conducted in accordance with the Act and within the rules governing the procedures of Council.
- 11.6 Organizational Meeting Appointments
a) At the Organizational Meeting at the beginning of the term of office of the new Council, and annually thereafter, the Mayor shall recommend to the full Council the membership of each Standing Committee and Committee.
b) The Mayor shall request all Members of Council to submit their preference for membership on Standing Committees and shall take these into consideration in arriving at recommendations for Council's ratification. The recommendations of the Mayor shall be put before the full Council for ratification.

SECTION 12 SPECIAL COMMITTEES

- 12.1 Appointment of Special Committees
Subject to the Act, Council may appoint any Special Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town and may establish generally or in detail the:
a) duties and responsibilities;
b) composition; and
c) duration of a Committee.

SECTION 13 BYLAWS

- 13.1 Title and Bylaw Number
All proposed bylaws must have a bylaw number assigned by the CAO and a concise title indicating the purpose of the bylaw.

- 13.2 Filing of Bylaws
The CAO shall keep on file, correct copies of all bylaws approved or defeated in Council including all amendments, if any.
- 13.3 First Reading
a) A bylaw, appearing upon the Council Agenda when listed as ready for first reading, shall be introduced by a Member moving “The Bylaw No. (quoting the Bylaw number) be given first reading.
b) Council shall vote on the motion for first reading of a bylaw without amendment or debate.
c) After first reading, a Member may ask a question concerning the bylaw.
- 13.4 Amendments
Any amendments to a bylaw, which are carried prior to the motion for second reading being put, will be considered to have been given first reading and will be incorporated into the proposed bylaw. If amendments to the proposed bylaw have been carried, the Chair must put the question that “Bylaw No. (specifying the bylaw number), as amended, be given second reading”.
- 13.5 Second Reading
After first reading has been given, any Councillor may move that “Bylaw No. (specifying the proposed bylaw number) be read a second time”.
- 13.6 Three Readings
Every bylaw shall receive three readings before the Mayor or Deputy Mayor and the CAO signs it. If a bylaw fails to receive unanimous consent for third reading, it shall remain on the agenda to be dealt with at the next regular meeting of Council.
- 13.7 Number of Readings Allowed at a Meeting
a) A bylaw shall not be given more than two readings at one meeting unless the Act permits three readings in one meeting and unless Members present unanimously agree that the bylaw may be presented to Council for third reading.
b) When Council unanimously agrees that a bylaw may be presented for third reading:
i. a motion for third reading of the bylaw shall be made;
ii. Council shall vote on the motion without amendment or debate.
- 13.8 Signing and Sealing Bylaws
The Mayor or Deputy Mayor and the CAO must sign and seal every bylaw as soon as reasonably possible after third reading is given.
- 13.9 Amendment and Repeal
Once a bylaw has been passed, it may only be amended or repealed by another bylaw.
- 13.10 Requirements for Written Communications
Every written communication intended for Council or a Committee which reaches the CAO must:
a) be legible and coherent;
b) be signed by at least one person who provides a printed name and address;
c) not be libelous, impertinent or improper;
d) be on paper; and/or
e) be sent by email with proper email signature or identification.
- 13.11 Processing of Communications
If the requirements are met, the CAO must:
a) Place it on the agenda of the next regular meeting of Council once he/she is assured that there is sufficient information available to allow Council to render a decision.
b) If, in the CAO's opinion, the communication requires action, then he/she may refer the item directly to the proper Town employee with instructions for a report to Council at the earliest reasonable opportunity; or
c) If, in the Mayor's opinion, the matter contained in the communication is impertinent, improper of libelous, he/she shall advise the originator of the communication that it is not being sent forward and shall advise Council at the first regular meeting after receipt of such communication:
i. that it is being withheld; and
ii. the name and address of the sender; and
iii. the general subject thereof.
d) If, however, Council decides by a two-thirds (2/3) vote of members present that a communication withheld from it deserves action, then the matter may be dealt with at that

meeting.

- 13.12 Communication Referred
Communication received by the Council may be referred to a Committee of Council or to Administration for a report, or may otherwise be dealt with as directed by Council.
- 13.13 Delegations
- a) Notwithstanding any provision of this Bylaw, Council shall grant a fair hearing to persons entitled, under provincial legislation, to make verbal submissions to Council.
 - b) A person wishing to make representations directly to Council shall so advise the CAO in writing by 4:00pm on the Thursday prior to the Council meeting date.
 - c) At the place in the Agenda for the hearing of delegations, the Mayor or Deputy Mayor shall call each item in order as it is listed on the agenda.
 - d) Each item shall be introduced by a Member of Administration or the Mayor or Deputy Mayor or a Councillor.
 - e) No person, whether a Member of a statutory or non-statutory delegation, shall address Council upon any matter for more than fifteen (15) minutes, exclusive of the time required to answer the questions put by Council. Delegations that exceed the recommended fifteen (15) minutes may be given a discretionary amount of time by the Chair to adequately make their presentation.
 - f) In questioning delegations, whether statutory or otherwise, Members will ask only those questions which are relevant to the subject of the hearing and will avoid repetition. Delegations speaking to the subject will be restricted to the subject matter only.
 - g) Delegations at regular meetings of Council are to be limited to a maximum of two, or in circumstances approved by the Mayor where it is felt that an item would be urgent, to a maximum of three.

SECTION 14 PUBLIC HEARINGS

- 14.1 Public Hearings
When the Municipal Government Act, or any other act, requires Council to hold a public hearing, the public hearing must be held, unless another enactment specifies otherwise:
- a) before second reading of the bylaw, or
 - b) before Council votes on the resolution.
- 14.2 Procedure for a Public Hearing
If a person indicates their presence to speak on the proposed bylaw, then the following procedures will apply:
- a) the administration will introduce the topic of the Public Hearing;
 - b) persons will be allowed five (5) minutes to speak; those in favor will speak first, followed by those opposed, followed by those who feel they are affected by the topic of the hearing;
 - c) after a person has spoken, any Member may ask that speaker relevant questions;
 - d) any Member may ask the administration relevant questions after all persons who wish to speak have been heard.
 - e) any Councillor may then move that “the Public Hearing be adjourned”.
- 14.3 When No Speaker Present
If a person is unable to attend a hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
- a) be in writing;
 - b) name the individual authorized to speak;
 - c) indicate the proposed topic to be spoken to; and
 - d) be signed by the person giving the authorization.
- 14.4 Statement of Authorization
The authorized speaker must state the name of the person that the speaker represents and must present the written authorization to the CAO or his/her designate.
- 14.5 Representing More Than One Person
If an authorized speaker represents more than one person, the speaker will be allowed only five (5) minutes to speak unless Council decides otherwise.

SECTION 15 RECORDING

- 15.1 Livestream
It is the practice of the Town to operate in an open and transparent environment, making as

much information available to the public as possible, while maintaining the individual privacy of public in attendance. To this end it is the practice of the Town to live stream Council meetings on the Town website and to provide archived video of these meetings on the website for later viewing.

15.2 Prohibited Use of Recording Devices

The use of cameras, and/or audio or video recording devices by external users during any public meeting of Council is prohibited. Violation of this guideline will result in the offending party being removed from the meeting immediately.

SECTION 16 REPEAL OF PREVIOUS BYLAW

16.1 Bylaw No. 1531, the “Procedure Bylaw” and any amendments thereto, are hereby repealed.

SECTION 17 PASSAGE OF BYLAW

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

Read a first time in Council this **28th** day of **May** 2018 A.D.

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

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

Doug MacPherson, Mayor

Marian Carlson, CAO



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
SCHEDULE "A"
TO BYLAW #1647**

AGENDA FORMAT

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
<DATE>
AGENDA**

**Time: 7:00 P.M.
Place: Council Chambers
Administration Building
221 - 45th Avenue West**

NOTICE OF RECORDING

CALL TO ORDER

ADOPTION OF AGENDA

Recommendation: that the Agenda for the Regular Meeting of Council of <date> be accepted as presented.

Note: all Agenda item requests must be received in writing the by the Chief Administrative Officer (CAO) by 4:00pm the Thursday prior to the Council meeting for inclusion to the Agenda for the following meeting. In the case where a General Holiday falls on the Monday that a Council meeting would fall, the Council meeting will be held on the Tuesday and the deadline for Agenda submissions remains the Thursday prior to the meeting. Only items of an emergency nature, as approved by a unanimous vote of Council, will be included after that time.

ADOPTION OF MINUTES

Regular Meeting Minutes

Recommendation: that the Regular Meeting Minutes of <date> be accepted as presented.

Other Meeting Minutes

Recommendation: that the <special or other> Meeting Minutes of <date> be accepted as presented.

PUBLIC HEARING

Note: Public Hearings are held on an as needed basis, determined by Bylaws scheduled for final readings.

DELEGATIONS

Note: to include on cover sheet under this Agenda item where action is required.

Note: Delegations will be allowed upon receipt of a request in writing to the Secretary-Treasurer, to a maximum of two at any Council meeting. Based upon need, the Mayor may determine a number of delegations exceeding two.

ACTION ITEMS

**Bylaws
Delegation Responses
Federal Government Correspondence
Provincial Government Correspondence
Other Government Correspondence
Local Correspondence**

**Town Reports and Memos
Other**

INFORMATION ITEMS

Recommendation: to accept the information items as presented.

IN CAMERA

Recommendation: that this Meeting go In Camera.

Notice of Recording Ceased

Recommendation: that this Meeting come out of In Camera.

Notice of Recording Started

ADJOURNMENT

Recommendation: that this meeting adjourn.

Notice of Recording Ceased



REQUEST FOR DECISION

Meeting: June 11, 2018
Agenda Item: 2

BYLAW #1647 – COUNCIL PROCEDURE

DESCRIPTION:

At the May 28, 2018 regular Council meeting, Council gave first reading to Bylaw #1647 regarding Council Procedure.

Prior to 2nd & 3rd Readings, Council has recommended one change to the Bylaw.
Section 11.3(c) now states:

- c) Members of Council shall not chair any **external** boards or committees except in the instance where the board or committee is comprised of only elected officials. **Internal boards or committees may be chaired by members of Council.**

Prior wording for this section was:

- c) Members of Council shall not chair any boards or committees except in the instance where the board or committee is comprised of only elected officials.

As this is a change following 1st Reading of the Bylaw, Council is required to pass a motion to accept the changes prior to 2nd Reading.

2nd & 3rd Readings may continue on following the passage of the motion to amend the Bylaw.

PROPOSED RESOLUTION:

Moved by Councillor _____ that prior to 2nd Reading of Bylaw #1647, the Procedural Bylaw, that the Bylaw be amended as follows:

11.3 Chair

- c) Members of Council shall not chair any **external** boards or committees except in the instance where the board or committee is comprised of only elected officials. **Internal boards or committees may be chaired by members of Council.**

APPLICABLE LEGISLATION:

- 1.) *Municipal Government Act*, RSA 2000, Chapter M-26

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 8, 2018



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1648**

A Bylaw of the **Town of Claresholm to regulate the use of water and encourage water conservation strategies.**

WHEREAS Section 7 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to pass bylaws respecting public utilities;

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

SECTION 1 TITLE AND PURPOSE OF BYLAW

- 1.1 This Bylaw may be cited as the **“WATER CONSERVATION BYLAW.”**
- 1.2 The purpose of this bylaw is to regulate the use of water and to encourage water conservation strategies.

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
 - a) **“Act”** is the *Provincial Offences Procedures Act*, Revised Statutes of Alberta 2000, Chapter P-34, as amended, or any legislation in replacement or substitution thereof.
 - b) **“Administration”** means the Chief Administrative Officer (CAO), and through him/her the Directors, Designated Officers and employees of the Town of Claresholm.
 - c) **“Bylaw”** is a bylaw of the Town of Claresholm.
 - d) **“Chief Administrative Officer (CAO)”** means a municipal official appointed by Council to the position of Chief Administrative Officer or, in his/her absence, the person appointed as Acting Chief Administrative Officer;
 - e) **“Commercial Water Use”** means a service supplied to a premise principally used to conduct a profession, business, trade, industry, occupation or employment, and includes institutional uses and apartment buildings;
 - f) **“Consumer”** means any person or persons, corporation, any other municipal corporation including the Town of Granum, the Municipal District of Willow Creek, the Government of Alberta or the Government of Canada whose property is connected to the water system or any lessee or occupant of such property or any person who obtains water from any Town owned hydrant or stand pipe;
 - g) **“Council”** is the municipal Council of the Town of Claresholm.
 - h) **“New Lawn(s)”** means newly laid sod or newly planted grass seed;
 - i) **“Peace Officer”** is a duly appointed member of the RCMP, a Community Peace Officer or a Bylaw Enforcement Officer.
 - j) **“Permit”** allows watering of NEW LAWNS for a specific period of time; conditions for NEW LAWN watering permits are defined in the water conservation procedures and/or regulations;
 - k) **“Potable Water”** means water which originates from a source or tap connected to a Town water service;
 - l) **“Regional Water Treatment Plant”** means the water treatment facility operated by the Town of Claresholm operated under the authority of Alberta Environment and Parks;
 - m) **“Residential Water Use”** means a service supplied to a premise that is used primarily for domestic purposes including but not limited to, single family dwellings, multi-family dwellings (excluding apartment buildings), mobile home parks, and condominium developments;

- n) **“Town”** is the corporation of the Town of Claresholm.
- o) **“Violation Ticket”** means a summons violation ticket issued pursuant to the *Provincial Offences Procedures Act*, as amended from time to time;
- p) **“Water Supply”** means the source of the water supplied to the Town, which at this time is the Pine Coulee Reservoir through a pipeline;
- q) **“Watering”** means the application or use of water for the purposes of applying water to lawns or gardens where the water used is supplied by the Town.
- r) **“Water Restriction”** mean any condition where the CAO or his/her designate issues a ban on watering within the Town limits.

SECTION 3 INTERPRETATION AND APPLICATION

- 3.1 Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.
- 3.2 Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or license.

SECTION 4 WATER CONSERVATION

- 4.1 In the event that the CAO believes there may be a shortage of water, the CAO may regulate the distribution and use of water from the Regional Water Treatment Plant to all consumers or any of them, including the times of day when the use of water may be allowed or prohibited. This regulation will be based upon, but not limited to:
 - a) the condition and availability of the Town’s water supply;
 - b) water-use licensing;
 - c) fire supply requirements;
 - d) environmental sustainability and resource protection;
 - e) water quality standards; and
 - f) infrastructure limitations.
- 4.2 In the event there is reason to declare an increase in water conservation level, the CAO may declare such restriction effective immediately.
- 4.3 In the event of a declaration of an increased water conservation level made pursuant to this Bylaw:
 - a) Any consumer outside Town boundaries will be required to implement the same or similar water conservation measures as required of Town subjects subject to the CAO’s approval;
 - b) The CAO will cause public notice indicating the level of water conservation and the date that level came into effect or will come into effect to be advertised to the public by one or more of the following means:
 - i) on the Town’s website;
 - ii) on the Town’s social media platforms;
 - iii) on the Town’s electronic sign;
 - iv) in the local newspaper;
 - v) signage placed around Town;
 - vi) flyers; and/or
 - vii) verbally to consumers.
- 4.4 The Town retains the right to create procedures and/or regulations regarding water restrictions pursuant to this Bylaw, enforceable by the Town or a Peace Officer, and are subject to change at the discretion of the CAO from time to time without warning.
- 4.5 In the event of an emergency such as, but not limited to, a fire, water line break, water plant critical component failure or other critical component failure, the Town may implement such conservation measures as deemed necessary for the duration of the emergency.

SECTION 5 PERMITS

- 5.1 A permit will be required under the conditions of the water conservation procedures and/or regulations.

- 5.2 Applications for new lawn watering permits will be made in writing.
- 5.3 New lawn watering permits may be issued by the Town upon inspection and approval of the site by the Town.
- 5.4 New lawn watering permits will be valid for a maximum of three (3) weeks.

SECTION 6 WASTING WATER

All consumers or persons are prohibited from wasting water.

- 6.1 No consumer will allow potable water to run off the property as a result of water uses including but not limited to lawn over watering, broken irrigation, or washing of surfaces, such that there is:
 - a) a stream running into a street or swale from the edge of the parcel;
 - b) a stream of water running into a street or swale and directly into a catch basin; or
 - c) a stream or spray of water running into or falling onto a street or sidewalk.
- 6.2 Notwithstanding the prohibitions in Section 6.1, the CAO may authorize the discharge of potable water onto a street or sidewalk for the purposes of:
 - a) health and safety;
 - b) the construction, repair and maintenance of infrastructure, including the flushing of water mains, hydrant leads and water service connections;
 - c) preventing the freezing of water mains, hydrant leads and water service connections;
 - d) conducting water flow tests;
 - e) construction and repair and testing of permanently installed irrigation systems;
 - f) firefighting or firefighting training programs;
 - g) other purposes deemed necessary by the CAO from time to time.
- 6.3 Any consumer or person who is in the opinion of a Peace Officer charged with the enforcement of this Bylaw, wastes water supplied by the Town will be guilty of an offence under this Bylaw. In determining if an activity constitutes wasting water, consideration will be given to the following:
 - a) the volume reasonably required to perform the activity taken;
 - b) the length of time that water has been allowed to run;
 - c) the degree of control exercised over the flow of water;
 - d) the degree of restriction on water consumption presently in place; and
 - e) the existence of any other factors reasonably suggesting that waste of water is occurring or has occurred.

SECTION 7 WATER CONSERVATION LEVELS

- 7.1 Water Conservation Levels progress from Level One (1) to Level Four (4) dependent on the discretion of the CAO.
- 7.2 Level One (1) Water Conservation Level
At this level, normal conditions exist and no restrictions are in place, however the Town encourages all consumers and persons to exercise Level Two (2) conservation measures.
- 7.3 Level Two (2) Water Conservation Level
 - a) All outdoor water use, including watering of lawns, washing cars, concrete pads and sidewalks and washing exteriors of properties will be allowed only on odd or even days in accordance with the last number of the street address. Odd numbered days would be those ending in 1-3-5-7-9 and even numbered days are those ending in 0-2-4-6-8. Any consumer may water on the 31st of the month. Watering is not allowed between the hours of 10:00 a.m. and 6:00 p.m.
 - b) Flowerbeds and vegetable gardens may be watered by hand at any time using a watering can or hose with a nozzle with a trigger shut off to restrict water flow.
 - c) Sprinklers and water toys, including without limitation, children's pools, may be used for recreational purposes by children as long as children are present during use.
 - d) This restriction applies to all consumers including residential, commercial and industrial. Commercial and industrial consumers may continue to use water as normal for business purposes.
- 7.4 Level Three (3) Water Conservation Level
 - a) Outdoor water use will continue as noted in 7.3(a) with a restriction of a maximum of two (2) hours only per day.
 - b) Watering of flowerbeds and vegetable gardens may be watered as noted in 7.3(b).
 - c) Use of sprinklers and water toys for children is prohibited.

- d) Centennial Spray Park will be closed.
- e) Selected commercial and industrial consumers usage may be restricted and/or prohibited as necessary.

- 7.5 Level Four (4) Water Conservation Level
 - a) All outdoor water use is prohibited.
 - b) Bulk water sales are discontinued.
 - c) Selected commercial and industrial usage will be restricted and/or prohibited.
 - d) Permits for outdoor use may be approved in special circumstances.

SECTION 8 PENALTIES

- 8.1 A consumer or person committing a breach of any of the provisions of this Bylaw, upon conviction of the breach there-of, may forfeit the right to be supplied with water, and will be liable per incident of violation of the provisions of this Bylaw to penalty not exceeding one thousand dollars (\$1,000) in the case of residential consumers and ten thousand dollars (\$10,000) in the case of commercial or industrial consumers.
- 8.2 Where a Peace Officer has reason to believe that any person(s) or corporation is committing or has committed a breach of the provisions of this Bylaw, the Peace Officer is hereby authorized and empowered to serve that person(s) or corporation with a violation ticket pursuant to the Act.
- 8.3 Fines will be issued according to Schedule “A” attached to this Bylaw.
- 8.4 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues and any person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each day.

SECTION 9 ENFORCEMENT

- 9.1 In addition to fines and penalties, which may be issued under this Bylaw, the Town may seek an Order of Court granting an injunction or any other order necessary to enforce compliance. The Town will seek full recovery of such legal costs either through the court system or by placing the cost of such action on the person(s) or corporation’s tax or utility bill.

SECTION 10 PASSAGE OF BYLAW

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

Read a first time in Council this **28th** day of **May** 2018 A.D.

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

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

Doug MacPherson, Mayor

Marian Carlson, CAO

**BYLAW #1648
SCHEDULE "A"**

Fines for contravention of any portion of Bylaw #1648.

Residential	
First Offence	Warning
Second Offence	\$100
Third Offence	\$250
Subsequent Offences	\$1,000
Commercial/Industrial	
First Offence	Warning
Second Offence	\$1,000
Third Offence	\$2,500
Subsequent Offences	\$10,000



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1649**

A Bylaw of the Town of Claresholm to amend Bylaw #1525 being a bylaw setting out land uses for the Town of Claresholm.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted Land Use Bylaw #1525;

WHEREAS it is deemed expedient and proper pursuant to the provisions of the *Municipal Government Act* that the Council of the Town of Claresholm shall issue a Bylaw to amend its existing Land Use Bylaw; and

WHEREAS the purpose of the amendment is to accommodate a request for change of use from Commercial to Residential.

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, Council duly assembled does hereby enact the following:

1. The Town of Claresholm Land Use Bylaw #1525 shall be amended as follows:

LAND USE DISTRICT MAP

Lot 3 and 4 and a portion of lot 5, Block 14, Plan 147N, be amended by changing the Retail Commercial –C1 designation to a Single Detached Residential – R1.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1649 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

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

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

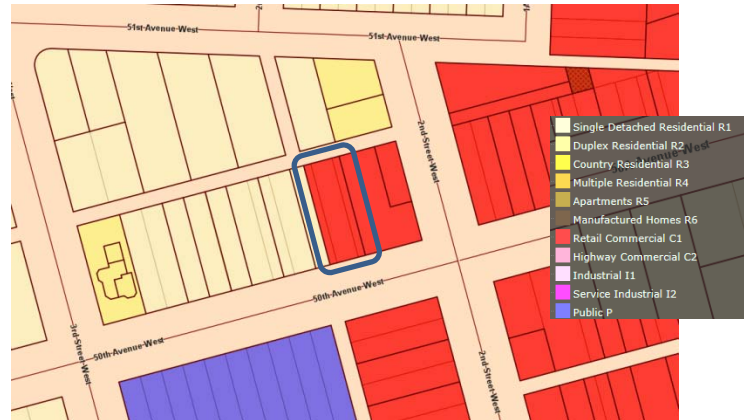
Read a third time in Council and finally passed in Council this day of 2018 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

BYLAW No. 1649 - LAND USE BYLAW No.1525 AMENDMENT

The applicant has applied for a land use bylaw amendment for the re-designation of 208 50 Ave W from C1 (Retail Commercial) to R1 (Single Detached Residential). The applicant proposes to use the building as is with minor additions of a shower and kitchen appliances (no proposed structural alterations - see attached letter).



In accordance with the Municipal Government Act (MGA) Section 692, the land use bylaw amendment requires a public hearing and advertisement prior to giving second reading and notice given in accordance with MGA Section 606. The notice of public hearing must be published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, or in which the meeting or hearing is to be held. The notice of public hearing must be advertised at least 5 days before the public hearing occurs with information as to the general purpose of the public hearing, address of where a copy of the bylaw can be inspected, outlining procedure for anyone wishing to petition, date, time and place where the public hearing is to be held.

The application was presented as an information item to the Municipal Planning Commission on June 1, 2018.

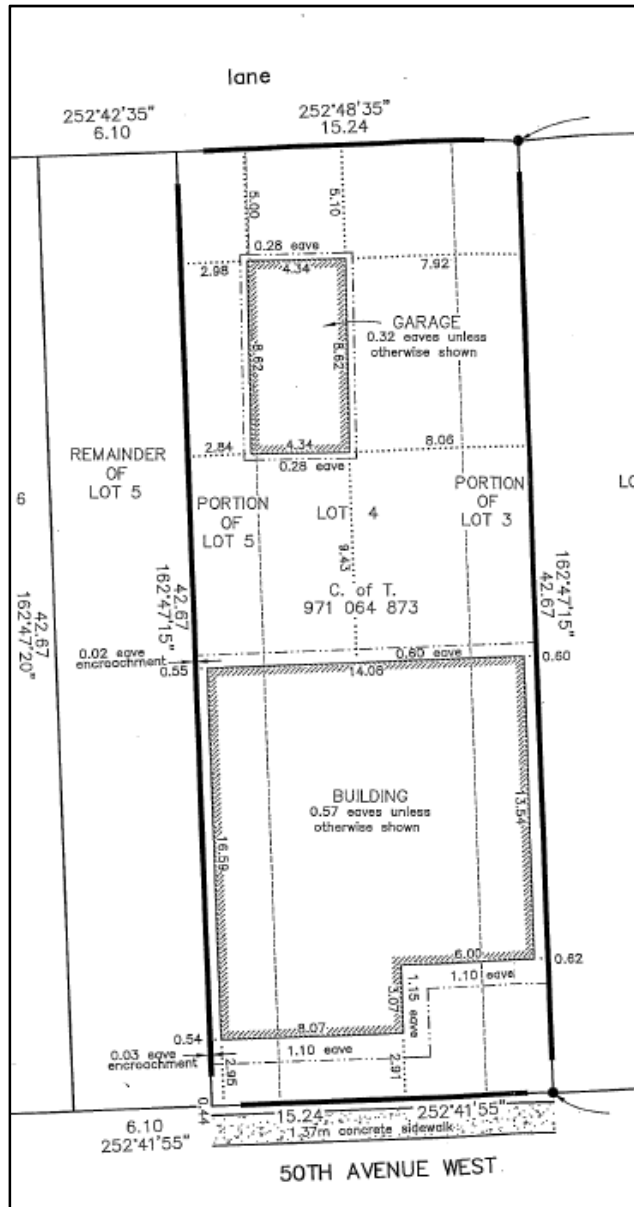
Comment: Gavin Scott, Planner, ORRSC- In many large urbans, residential is allowed zero lot line in proximity to the downtown (ex: Brownstones). One area of concern is a minor eave encroachment into the unregistered alley. The Town may choose to do an encroachment agreement (see below real property report).

PROPOSED RESOLUTIONS:

Council pass a motion to give Bylaw No. 1649 a bylaw to amend Land Use Bylaw No.1525 1st reading.

RECOMMENDED ACTION:

Moved by Councillor _____ to give first reading to Bylaw No. 1649, a bylaw to amend Land Use Bylaw No.1525.



ATTACHMENTS:

- 1.) Draft Bylaw #1649 / Map
- 2.) Land use districts (C1, R1)
- 3.) Correspondence – Applicants

APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 23, 2018



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Retail Commercial C1

TO: Single Detached Residential R1

LOTS 3 & 4 A PORTION OF LOT 5, BLOCK 14, PLAN 147N
 WITHIN SW 1/4 SEC 26, TWP 12, RGE 27, W 4 M
 MUNICIPALITY: TOWN OF CLARESHOLM
 DATE: MAY 18, 2018

Bylaw #: 1649

Date: _____



MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
 TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

RETAIL COMMERCIAL – C1

INTENT: This district is intended to provide an area suited to intensive commercial uses, including the redevelopment of existing uses, which are convenient and attractive to pedestrians, while offering ready vehicular access and adequate parking.

1. PERMITTED USES

- Accessory building
- Accessory structure
- Accessory use
- Club
- Coffee shop
- Financial institution
- Hotel
- Lounge/beverage room
- Office
- Medical and dental office
- Parking facility
- Personal service
- Public and institutional
- Restaurant
- Retail store
- Theatre

DISCRETIONARY USES

- Alternative energy, solar
- Amusement facility
- Animal care service, minor
- Bakery
- Caretaker's suite
- Convenience store
- Dry cleaning shops
- Fitness centre
- Funeral home
- Grocery store
- Health care services
- Liquor store
- Mixed-use residential
- Outdoor cafe
- Post office
- Printing establishment, commercial
- Workshop

2. MINIMUM LOT SIZE

	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
All uses	7.62	25	30.48	100	232.25	2,500

3. MINIMUM SETBACK DIMENSIONS

In accordance with the minimum required by the provincial building requirements or as stipulated by the Development Authority.

5. SIGNS – See Schedule 2.

6. GARBAGE RECEPTACLES – See Schedule 4.

7. STANDARDS OF DEVELOPMENT – See Schedule 4.

8. FENCING REQUIREMENTS – See Schedule 7.

9. PARKING AND LOADING SPACE REQUIREMENTS – See Schedule 8.

10. LANDSCAPING STANDARDS – See Schedule 9.



11. TELECOMMUNICATION ANTENNA STRUCTURES – See Schedule 12.



Lynn Harrington
Phyllis Harrington
5416 4th Ave NE
Calgary, AB T2A 3Y3
(403) 970-2841
prepareb4@gmail.com

12th May 2018

Town of Claresholm
Town Council
221 45th Avenue West
Box 1000
Claresholm, AB T0L 0T0

Dear Council Members,

This Application for a Land Use Bylaw Amendment submission is for the purpose of converting the building and property at 208 50th Avenue West, Claresholm, from retail commercial zoning for legal offices to a single detached residential property for use as such.

We intend to work with the town planners and local contractors to put in a kitchen and full bathroom with no structural modifications.

The building is a beautiful structure near the downtown retail commercial section. There is ample parking and a garage at the back of the building for us, which would make curb parking in front of the building available for the public.

Thank you for your timely review of our application. We look forward to joining the community in Claresholm.

Sincerely;


Lynn Harrington


Phyllis Harrington

RECEIVED

JUN 05 2018



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR93652

May 29, 2018

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

Dear Mayor MacPherson,

Our government remains committed to supporting municipalities in providing quality infrastructure and services to Albertans. In keeping with that commitment, I am pleased to confirm that Budget 2018 includes \$668 million in Municipal Sustainability Initiative (MSI) funding. This funding, when combined with the \$800 million in MSI funding made available through a 2017-18 Supplementary Estimate, will provide close to \$1.5 billion in the 2018 calendar year to help Alberta's municipalities address local infrastructure priorities. In addition, \$229 million is being provided under the federal Gas Tax Fund (GTF).

Your municipality's 2018 MSI and GTF allocations are listed in Appendix A (attached). Funding amounts for all municipalities are also posted on the Municipal Affairs grant program website at: municipalaffairs.alberta.ca/municipal-grants.

I look forward to working with you and our federal partners to ensure Albertans continue to have access to the essential infrastructure they need.

Sincerely,

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

Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment

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

Appendix A

Town of Claresholm

Program	Components	2018 Funding
Municipal Sustainability Initiative (MSI)	Capital Funding	\$593,605
	MSI Capital Component	\$366,805
	BMTG Component	\$226,800
	Operating Funding	\$126,697
	Non-SI Component	\$38,798
	SI Component	\$87,899
	Total MSI	\$720,302
Gas Tax Fund (GTF)		\$208,482

Notes:

- The allocations for the MSI capital component and operating funding are based primarily the 2017 Municipal Affairs Population List, 2017 education tax requisitions, and 2016 kilometres of local road.
- The allocations for the Basic Municipal Transportation Grant (BMTG) component are based on municipal status:
 - Calgary and Edmonton receive funding based on litres of road-use gas and diesel fuel sold;
 - other cities and urban service areas receive funding based on a combination of population and length of primary highways;
 - towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receive funding based on population; and
 - rural municipalities and Métis Settlements receive funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.
- Sustainable Investment (SI) funding is provided to municipalities with a population under 10,000 and a limited local assessment base. This funding is over and above the MSI funding provided under the general allocation formula set out in the program guidelines. Individual municipalities' SI funding is subject to annual fluctuations resulting from changes in their equalized assessment per capita for urban municipalities, or per kilometre of local road for rural municipalities, in relation to the provincial average.
- The GTF allocations are based on the 2017 Municipal Affairs Population List.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR94114

June 6, 2018

Dear Municipal Elected Official,

I am pleased to invite you to provide input on the upcoming changes to Alberta's emergency management legislative framework.

Bill 8, the *Emergency Management Amendment Act*, was introduced in the Legislature on April 3, 2018. Debate on Bill 8 was held over until the fall sitting of the Legislature to allow the Government of Alberta to engage with stakeholders. The changes in Bill 8 will help Alberta better address the risks posed by the increasing frequency and severity of disasters. These changes were identified through post-incident assessment reports, cross-jurisdictional scans of legislation and regulations, and through working with Alberta's communities.

Your input on the proposed changes to the *Emergency Management Act* and on the development of the new Local Authority Emergency Management Regulation is being sought so the resulting legislation and regulation work for both the province and communities.

You can provide your input in two ways, either in person by attending one of the upcoming engagement sessions, or online by completing the discussion guide and submitting your input by email. The discussion guide is available at: www.aema.alberta.ca and can be submitted to ma.aemabill8input@gov.ab.ca.

The engagement sessions will start with a brief overview of the amendments in Bill 8 and the proposed requirements for the new Local Authority Emergency Management Regulation. Following this presentation, there will be an opportunity for session attendees to circulate between stations where they will learn more about proposed changes by topic and have an opportunity to provide their input.

To help prepare for these engagement sessions, I encourage you to review the discussion guide prior to your session. This preparation will allow us to effectively capture your input at the session.

.../2

Each engagement session is structured so the morning (8:15 a.m. to 12 p.m.) is available for elected officials and the afternoon (1 to 4:30 p.m.) is for municipal administration representatives. The engagement sessions will be held at:

- Fort McMurray: June 18, 2018 at the Radisson Hotel & Suites (435 Gregoire Drive)
- Grande Prairie: June 20, 2018 at the Podollan Inn & Spa (10612 99 Avenue)
- Lethbridge: June 25, 2018 at the Coast Lethbridge Hotel (526 Mayor Magrath Drive S)
- Calgary: June 26, 2018 at the Executive Royal Hotel Calgary (2828 23 Street NE)
- Edmonton: June 28, 2018 at the Chateau Nova Yellowhead (13920 Yellowhead Trail)

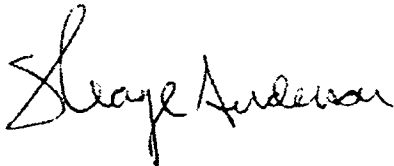
To register for an engagement session, please visit:

www.municipalaffairs.alberta.ca/online-event-registration, select "Emergency Management Amendment Act Engagement" and complete the online registration form.

If you have any questions about the upcoming engagement sessions, please contact ma.aemabill8input@gov.ab.ca.

Thank you for your continued dedication to keeping Albertans safe.

Sincerely,

A handwritten signature in black ink, appearing to read "Shaye Anderson". The signature is fluid and cursive, with the first name "Shaye" being more prominent than the last name "Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs

RECEIVED

JUN 01 2018



GRANUM & DISTRICT
CANADA DAY SOCIETY

Granum & District Canada Day Society

P.O. Box 381

Granum, Alberta T0L 1A0

Email: canadaday@granum.community

May 21, 2018

Town of Claresholm

Town Office

221 – 45 Avenue West

PO Box 1000

Claresholm, AB

T0L 0T0

Dear Mayor & Councillors,

Granum has become the place for Canada Day Fireworks in our region of Southern Alberta. We welcome our neighbouring municipalities to come together in celebration of Canada's 151st Birthday. Last year's show entertained over 2000 people!

This year, Canada Day in Granum will kick off with a pancake breakfast at the Granum Drop-In Center, followed by the annual Canada Day Parade through the streets of Granum. Further activities will include the Remington Carriage ride, food, fun, games, a magic show and birthday cake at Granview Park followed by the traditional fireworks show at the Granum Golf and Country Club.

On behalf of the Granum & District Canada Day Society, I would like to take this opportunity to thank you for support of past Canada Day celebrations in Granum. Your generous support has been instrumental in making this event a great success.

We are reaching out for sponsorships and we hope we can count on you to help make this event our best one yet! Any donation, large or small, is greatly appreciated and will be recognized.

We would also like to invite Mayor and Councillors to be apart of the festivities. We realize we are late in requesting your participation, but if possible, we would very much like it if you were able to be a part of the Parade and or the Cake Cutting Ceremony. Fran Hanson oversees the Parade and can be reached at 403-687-3867. Gill Ovenden oversees the Cake Cutting Ceremony, which is slated for 3:00pm, she can be reached at 403-687-3303.

We thank you in advance for your support of this small-town event!

Sincerely,

Wendy Kennedy

Secretary

Granum Canada Committee

(403) 687-2115

canadaday@granum.community

www.granum.community/canadaday

Dear Mayor and Council of Claresholm

On July 1st, 2018, we will be having a flag raising and cake cutting ceremony at the local fire hall here in Claresholm. We would love for you to attend and to be a part of our community's festivities celebrating Canada.

Cake cutting and flag raising will be at 11am. If you can make it, please RSVP to Lauren Billey at claresholmevents@gmail.com

Thank you so much for your time

Lauren Billey

Claresholm Events Coordinator

Dear Mayor Doug MacPherson and Claresholm Town Council,

The Town of Coaldale is hosting our Annual Settler Days and Candy Parade on Saturday, July 7th, 2018. It is always an honor to be able to include our neighbouring communities in our celebrations and to welcome you to our Town.

We would like to cordially invite you to participate in the 2018 Settler Days Candy Parade in two ways:

1. Mayor or Council Representative:
 - As a VIP, we would like to welcome you to Coaldale by having you ride in style. If you are able to attend our parade, please contact Bill Chapman, Parade Marshal, and we will arrange with you VIP transportation. If possible, please bring a name plaque or sign for the side of the vehicle.

2. Enter a Float to promote your community
 - No entry fee
 - You are welcome to bring wrapped candy to hand out along Candy Parade route
 - Bring volunteers to hand out candy

We hope you are able to attend our parade and celebrate with us on July 7th. Please find attached a registration form which we would invite you to submit by June 29, 2018.

If you have any questions, please do not hesitate to contact Cindy Hoffman at 403-345-1324 or commserv@coaldale.ca

We look forward to seeing you on July 7.

Sincerely,

Town of Coaldale Settler Days and Candy Parade Working Group

Karine Wilhauk

From: Jeff Ross <jross@campaign-office.com>
Sent: Monday, May 14, 2018 11:00 AM
To: Karine Wilhauk
Subject: ALBERTA/ NWT COMMAND -ROYAL CANADIAN LEGION - MILITARY SERVICE RECOGNITION BOOK
Attachments: Ratesheet.pdf

Hello Karine,

I would like to extend gratitude for all of the support you have provided over the years, which has benefited not only our Veterans but also our youths, when it comes to our Annual Military Service Recognition Book.

This annual publication recognizes those brave individuals who sacrificed so much for the freedoms that we enjoy today. Thousands of copies will be distributed free of charge to all Legion Branches and advertisers, select schools and libraries, and will be available on-line for anyone to view or print.

We are profoundly indebted to our Veterans. Their extraordinary service and commitment have afforded us the rights and freedoms that are merely a dream to millions of people around the globe.

The Royal Canadian Legion has honoured these deserving citizens with unwavering support. The Military Service Recognition Book is a fitting tribute to our Veterans and will be an invaluable resource to our young people, whose pride and character will be enhanced by learning about the very important role played by our Veterans, the Royal Canadian Legion, and the contributions of its members and supporters. Past copies can be viewed online by clicking here: [books](#)

As discussed we would like to extend an invitation to your organization to show support to our Veterans through a support advertisement.

***As a reference , here is a copy of last year`s ad the 1/4 Page Black and White, priced again at \$465:**



If you have any questions or concerns please do not hesitate to contact me at my number listed below, or simply by replying to this email.

Thank you again for your consideration.

Respectfully,

Jeff Ross

**Alberta / NWT Command - Royal Canadian Legion
Campaign Office 1-888-404-1877**





Alberta-Northwest Territories Command The Royal Canadian Legion

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **Alberta-Northwest Territories Command of The Royal Canadian Legion**, representing **Veterans** in Alberta and the NWT. Please accept this written request for your support, as per our recent telephone conversation.


The **Alberta-NWT Command** is very proud to be printing another **10,000 copies** of our annual **“Military Service Recognition Book”** that helps recognize and honour many of our brave Veterans who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and also help our Command to improve our services to **Veterans** and the more than 170 communities that we serve throughout Alberta and the NWT. The Legion is recognized as one of Canada’s largest “Community Service” organizations and we are an integral part of all the communities we serve. This project ensures the Legion’s continued success in providing very worthwhile services.

Enclosed, please find a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Alberta-NWT Command Campaign Office** toll free at **1-888-404-1877**.

Thank you for your consideration and or support.

Sincerely,


Chris Strong
President

The Town of Claresholm has supported this publication since 2008 with a 1/4 page ad.

2008-2011 - \$404.76 + GST

2012-2016 - \$423.81 + GST

2017 - \$441.76 + GST

This amount has increased to \$442.86 + GST.



**Alberta-Northwest Territory Command
The Royal Canadian Legion**

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,295.24	+ \$114.76	= \$2,410.00
Inside Front/Back Cover (Full Colour)	\$1,995.24	+ \$99.76	= \$2,095.00
Full Colour 2 Page Spread	\$3,190.48	+ \$159.52	= \$3,350.00
Full Page (Full Colour)	\$1,595.24	+ \$79.76	= \$1,675.00
Full Page	\$1,195.24	+ \$59.76	= \$1,255.00
½ Page (Full Colour)	\$895.24	+ \$44.76	= \$940.00
½ Page	\$695.24	+ \$34.76	= \$730.00
¼ Page (Full Colour)	\$542.86	+ \$27.14	= \$570.00
¼ Page	\$442.86	+ \$22.14	= \$465.00
1/10 Page (Full Colour)	\$323.81	+ \$16.19	= \$340.00
1/10 Page (Business Card)	\$271.43	+ \$13.57	= \$285.00

G.S.T. Registration # R12 397 0410

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year’s publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Alberta-NWT Command.



PLEASE MAKE CHEQUE PAYABLE TO:
Alberta-NWT Command
The Royal Canadian Legion
 (AB-NWT RCL)
 (Campaign Office)
 P O Box 2275
 Calgary, AB T2D 2M6





CLARESHOLM, ALBERTA
BRANCH #41

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

May 21, 2018

Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Attention: Chief Administrative Officer

The Royal Canadian Legion Branch No. 41 Executive and General Membership request that the Town of Claresholm exempt the Claresholm Legion Branch No. 41 from paying the Municipal Tax (non-residential) portion of our 2018 taxation assessment.

Thank you for your consideration.

Sincerely,


Sharon Vandenberg
Treasurer

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



2018

**TAXATION NOTICE
& PROPERTY ASSESSMENT**

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11915000	0				0	0	0	0
SUBDIVISION NAME								
CIVIC ADDRESS								
414 53 AVE E								
MORTGAGE NUMBER		PLAN	BLOCK	LOT				
		8010781	118	32				
MORTGAGE COMPANY NAME								

NOTICE OF ASSESSMENT	2018-May-16
DUE DATE	2018-Jun-29

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2018-Jul-23

ROYAL CANADIAN LEGION
BOX 807
CLARESHOLM, AB T0L 0T0
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	223,630	COMMERCIAL IMPROVE	99,300
COMMERCIAL IMPROV	95,840	COMM ASSOC IMPROVE	231,700
TOTAL ASSESSMENT	319,470	TOTAL ASSESSMENT	331,000
		EXEMPT	231,700
		TAXABLE	99,300

IMPORTANT PENALTY INFORMATION
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Friday, June 29th, 2018. All current outstanding taxes after June 29th, 2018 are subject to a 14% penalty. A further 14% penalty will be assessed on all taxes and charges applied to tax accounts unpaid after Dec 31, 2018.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF (Non-Residential)	0.003415900	22.45332	339.20
TOTAL 2018 EDUCATION TAXES			339.20
SUB TOTAL 2018 TAXES			339.20

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
HOME FOR AGED-NON RES	0.000267200	1.75615	26.53
MUNICIPAL TAX (NON-RESIDENTIAL)	0.011530300	75.79053	1,144.96
TOTAL 2018 MUNICIPAL AND OTHER TAXES			1,171.49
SUB TOTAL 2018 TAXES			1,510.69

TOTAL 2018 TAXES			1,510.69
CURRENT OUTSTANDING			0.00
TOTAL CURRENT TAXES PAYABLE FOR 2018			1,510.69
AMOUNT DUE AFTER JUNE 29th, 2018			1,722.19

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	125.89
	0.00

FOR COMPARISON 2017 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE
1,595.03

Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

Your property has been assessed as shown for the above taxation year. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and appropriate assessment fee on or before July 23rd, 2018 to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert.) To request a receipt for tax payment call 403-625-3381 or e-mail info@claresholm.ca

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



ROLL NUMBER	11915000
LAST DATE BEFORE PENALTY	2018-Jun-29

2018

**TAXATION NOTICE
& PROPERTY ASSESSMENT**

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	1,510.69	1,510.69

AMOUNT DUE PLEASE PAY	1,510.69
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

ROYAL CANADIAN LEGION
BOX 807
CLARESHOLM, AB T0L 0T0
Canada

11915000



REQUEST FOR DECISION

Meeting: June 11, 2018
Agenda Item: 12

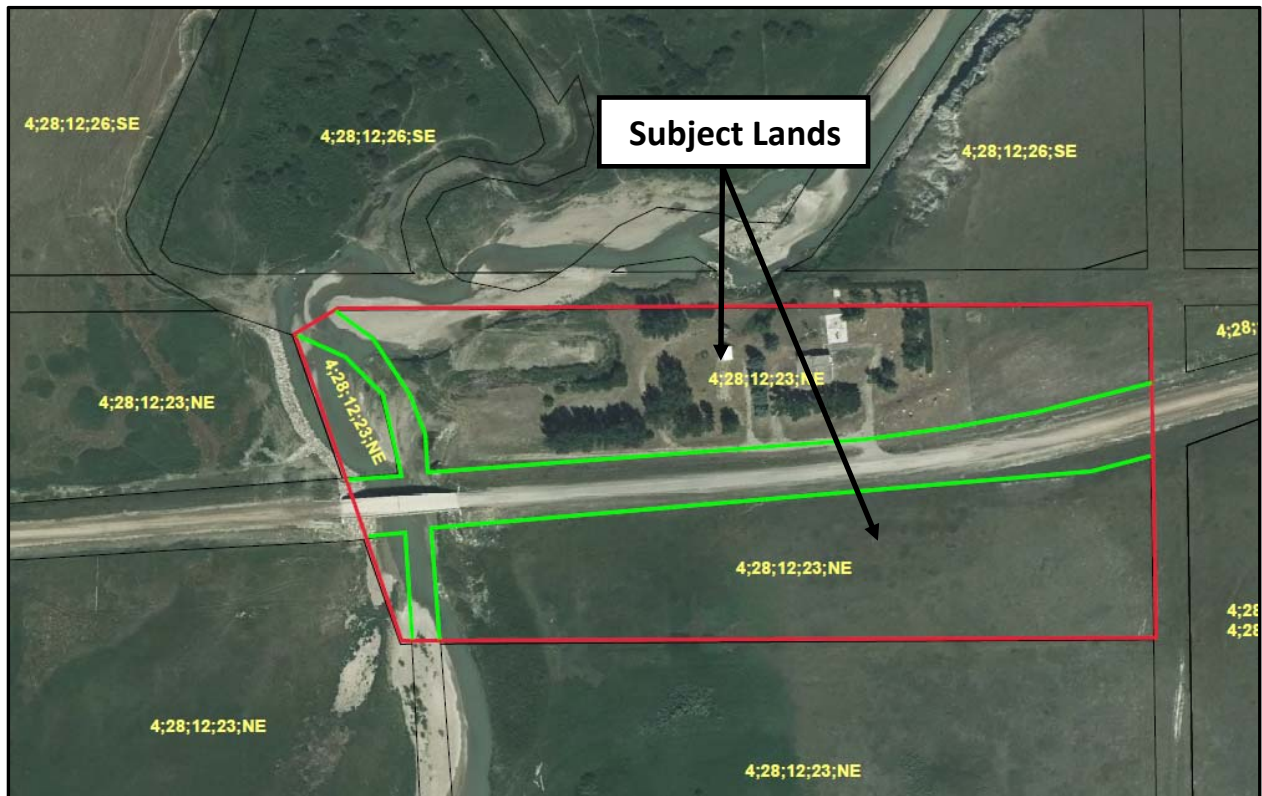
Claresholm

OLD WATER TREATMENT PLANT PROPERTY LAND SALE

DESCRIPTION/ BACKGROUND:

The Town of Claresholm Water Treatment plant property is no longer in use. The north and south parcel combined is approximately 16.58 acres (shown below - arrows). There have been inquiries as to the potential lease or land sale. An updated appraisal has been obtained for the property. This appraisal was completed for its current "as is" condition. The subject land shown below has been appraised at \$150,000.00.

In discussions with the MD of Willow Creek, the land is zoned Rural General. Initial investigation shows that the parcels have potential to be developed within the area at the east of the property having adequate setbacks for building a dwelling or accessory buildings. The slope, height and sluffing area along the creek to the north of the property will have to be measured to ensure the development meets setback requirements; however upon initial investigation there appears to be sufficient area to be developed.



OPTIONS/DISCUSSION:

Options for Council:

1. Leave land as is, will require regular maintenance, fencing etc.

2. Advertise the land for sale by way of closed bid.
 - a. Set the reserve bid at \$150,000.00.
 - b. Select a deadline for all closed bids to be received.
 - c. The lands are being offered for sale on an “as is, where is” basis, and the Town of Claresholm makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the develop-ability of the lands for any intended use by the successful bidder. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel of land. No terms or conditions of sale will be considered other than those specified by the Town of Claresholm.
 - d. Payment by Cash or Certified Cheque. Deposit: 10% of bid at the time of the sale, _____, 2018. Balance: 90% of bid within 60 days of receipt by the Town of Claresholm.

RECOMMENDED ACTION:

Moved by Councillor _____ 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 _____, 2018 at 2:00pm.

ATTACHMENTS:

- 1.) none

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 5, 2018



REQUEST FOR DECISION

Meeting: June 11, 2018

Agenda Item: 13

SET RESERVE BIDS, AUCTION DATE AND CONDITIONS FOR TAX SALE PROPERTIES

Background:

When a property is in tax arrears for more than 1 year the municipality must register a tax recovery notice on title for the property and the land owner is made aware of the tax arrears registered against their property. If within the next year the property taxes remain unpaid the municipality must put the property up for public auction in order to recover the arrears taxes.

Discussion:

There are four (4) properties that are eligible, per the *Municipal Government Act*, to be sold for recovery of taxes arrears at a public auction in 2018. These must go to auction prior to the end of the year and based on the current date and the advertising and other requirements the auction date cannot conceivably be set prior to Tuesday, August 21, 2018. The properties are:

1. Lot 17-18, Block 124, Plan 2496R– assessed value \$104,000
2. 2646/10000, Unit 1, Condominium Plan 0914229, assessed value \$59,000
3. 3323/10000, Unit 2, Condominium Plan 0914229, assessed value \$60,790
4. 4031/10000, Unit 3, Condominium Plan 0914229, assessed value \$90,000

As per Part 10, Division 8, Section 419 of the Municipal Government Act:

Reserve bid and conditions of sale

419 The council must set

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- (b) any conditions that apply to the sale.

Terms and Conditions (as proposed):

Each parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.

The lands are being offered for sale on an “as is, where is” basis, and the Town of Claresholm makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, vacant possession, or the develop-ability of the lands for any intended use by the successful bidder. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel of

land. No terms or conditions of sale will be considered other than those specified by the Town of Claresholm. No further information is available at the auction regarding the lands to be sold.

Payment by Cash or Certified Cheque. Deposit: 10% of bid at the time of the sale, August 21st, 2018. Balance: 90% of bid within 30 days of receipt by the Town of Claresholm. Goods and Services Taxes (GST) applicable per Federal statutes.

Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the sale.

Proposed Resolutions:

Moved by Councillor _____ that the tax recovery public auction date be set for Tuesday, August 21st, 2018 at 9 a.m. in Council Chambers.

And

Moved by Councillor _____ 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

And

Moved by Councillor _____ that the 2018 tax recovery sale is subject to the terms and conditions of sale as recommended.

ATTACHMENTS:

1. None

APPLICABLE LEGISLATION:

- 1.) Part 10, Division 8, Section 413 to 421 of the Municipal Government Act

PREPARED BY: Lisa Chilton

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 5, 2018



REQUEST FOR DECISION

Meeting: June 11, 2018
Agenda Item: 14

ARENA ADVERTISING POLICY

DESCRIPTION:

The advertising fees at the Claresholm Arena were last updated in 2015.

This year, a request was made for standardized advertising for the Claresholm Arena with different levels that will be in demand, and fee schedule that reflects demand.

Rink glass advertising is to be introduced. Monitor Display advertising will be introduced in the 2018-19 season.

The plan is to have a Loyalty Program for those who continually advertise with possible fee reductions after the first year.

The new fee schedule and policy was presented to the arena users group and there appeared to be support for the changes. There was discussion about keeping the fees reasonably affordable to ensure there is good uptake from businesses.

Administration prepared the attached draft policy for consideration by the Administrative Services Committee at the May 11, 2018 meeting, and the Committee passed a motion to recommend that Council pass a motion at the next regular meeting to accept the policy following a few minor changes.

The committee suggested that proceeds from advertising should go into a capital reserve for future arena projects. They also suggested that advertising information should be provided to the Arena Users in their package.

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt Policy #REC 06-18, the Arena Advertising Policy, effective June 11, 2018.

ATTACHMENTS:

- Policy #REC 06-18 – Arena Advertising Policy

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 7, 2018



Arena Advertising Fee Schedule Policy #REC 06-18

PURPOSE: To establish a document detailing the Claresholm Arena Advertising areas, the fee schedules for these areas, as well as the responsibilities of the advertisers, that are not clearly defined in the Town of Claresholm bylaws, agreements, or other policies.

POLICY:

1. Arena advertising fees shall be charged based on the attached schedule.
2. Arena advertising shall be consistent to the sizing on attached schedule.
3. Proceeds from advertising revenue will be set aside in a capital reserve fund specifically for the Arena.
4. Advertiser is responsible for supply of advertisement materials.
5. The Town of Claresholm reserves the right to request maintenance and/or replacement of sign at the advertiser's expense.
6. The Town has the authority to decide if the advertising is appropriate for this public space and may refuse any request at their discretion.

PARAMETERS:

This schedule of fees is to be reviewed annually. The advertising is to be inspected a minimum of once per year, and replaced as needed.

NOTE: The schedule of fees on this policy may be changed by Council resolution and updated to the policy.

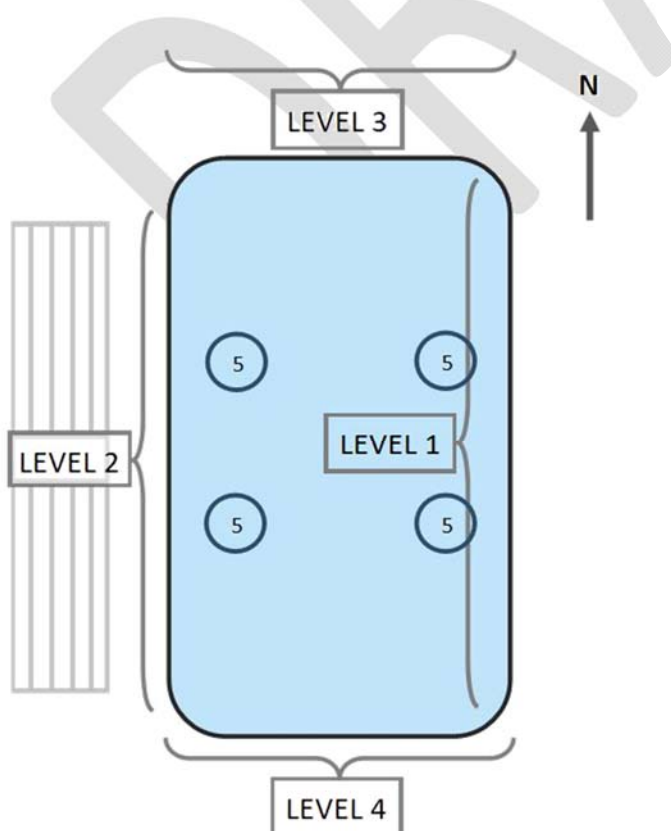
RESCINDED:

The Arena Advertising section of Schedule A of Policy REC #03-18, Recreation Fees Policy is hereby rescinded.

SCHEDULE A

ARENA AREA (LEVEL)	STANDARD	FEES 2018-19	FEES 2019-20 (~2%)
RINK BOARD (EAST, VISIBLE TO BLEACHERS) LEVEL 1	30" X 48" DECALS 30" x 96" DECALS	\$480 (First year) \$315 (After first year)	\$490 \$320
RINK BOARD (WEST, VISIBLE TO BLEACHERS) LEVEL 2	30" X 48" DECALS 30" x 96" DECALS	\$460 (First year) \$300(After first year)	\$470 \$305
NORTH WALL (ABOVE AND SIDES OF DOOR) LEVEL 3	4' x 8' BANNER Or WHITEBOARD (Zimotech PVC Board)	\$440 (First year) \$285 (After first year)	\$450 \$290
RINK BOARD (SOUTH, VISIBLE FROM ARENA DOORS) LEVEL 4	30" X 48" DECALS 30" x 96" DECALS	\$420 (First year) \$275 (After first year)	\$430 \$280
RINK GLASS (WEST AND SOUTH OF RINK, VISIBLE TO PUBLIC)	4" X 48" OPAQUE DECAL	\$300 (First year) \$200 (After first year)	\$305 \$205
BUNDLE WITH 43" LOBBY MONITOR DISPLAY- BANNER PLUS TEXT	BOTTOM/SIDE OF SCREEN	\$60 + RINK ADVERTISEMENT	\$62 + RINK ADVERTISEMENT
BUNDLE WITH 43" LOBBY MONITOR DISPLAY- 15-20 SECOND VIDEO CLIP	1/8-1/2 SCREEN TBD	\$90 + RINK ADVERTISEMENT	\$92 + RINK ADVERTISEMENT

*Advertisers who entered into an agreement with Claresholm Minor Hockey for 2017 Arena Fundraising Campaign will not be affected by these fees. Advertisements will need to be Standard as per this schedule.



SCHEDULE B

ON ICE LOGOS	STANDARD	FEES 2018-19	FEES 2019-20 (~2%)
NEUTRAL ZONE (LEVEL 5) 4 available (parallel to the blue lines)	4' X 4' IMAGE	\$800 (First year) \$400 (After first year)	\$815 (First year) \$405 (After first year)

SCHEDULE C

ICE RESURFACER	STANDARD	AGREEMENT 2017-18
	ALL PANELS	Big Sky Dodge currently supplies propane ~\$1200 Value as per agreement

SCHEDULE D

43" MONITOR DISPLAY LOBBY	STANDARD	FEES 2018-19	FEES 2019-20 (~2%)
BUSINESS LOGO & TEXT ROTATING BANNER	BOTTOM/SIDE OF SCREEN	\$120/ SEASON	\$122/ SEASON
15-20 SECOND VIDEO CLIP	1/8-1/2 SCREEN TBD	\$180/ SEASON	\$185/ SEASON
BUNDLE WITH RINK ADVERTISING	SEE SCHEDULE A		



REQUEST FOR DECISION

Meeting: June 11, 2018
Agenda Item: 15

2018 CAPITAL INFRASTRUCTURE PROJECTS

DESCRIPTION/BACKGROUND:

Administration requests a motion of Council to amend the 2018 capital infrastructure projects.

DISCUSSION:

Infrastructure Services presented to FIPC at their meeting held June 4, 2018, the engineers estimated costs and recommendations for the approved 2018 capital infrastructure projects.

Recommended plan of action (to remain within existing budget):

- 49th Ave roadwork project
- 49th Ave phasing repair program
- 55th Ave overlay
- Remove Saskatchewan Cres from 2018 projects, and add in the 2019 budget discussions.

FIPC then carried the following motion:

Moved by Councillor Courage to recommend 49th Avenue roadwork, 49th Ave sanitary sewer phasing repairs program and 55th Ave overlay as the 2018 Infrastructure projects.

COSTS/ SOURCE OF FUNDING (if applicable):

The projects as adjusted will fit within the 2018 Capital Budget.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the amended project list for the 2018 Capital Infrastructure projects to include 49th Avenue roadwork, 49th Ave sanitary sewer phasing repairs program and 55th Ave overlay as the 2018 Infrastructure projects.

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 7, 2018



REQUEST FOR DECISION

Meeting: June 11, 2018

Agenda Item: 16

CAMPGROUND ATTENDANT

BACKGROUND / DESCRIPTION:

The current contractor for the campground attendant contract has given notice to terminate their contract within 30 days. As we are in the middle of the campground season, and with only 30 days' notice the Town does not have time to properly retender the contract. Administration has however contacted the one other bidder for the contract that was tendered in February and they are still interested in the contract.

Budgetary implications of the change in contractor is that the new contractor did propose a higher rate than the current contractor, which will likely result in approximately \$3,500 over budget on the Campground expenses. The new contractor also is not interested in the residence, therefore there will be loss of rental income that was budgeted for of \$4,125 (750 per month for 5.5 months – mid July to end of December).

We can try to rent out the residence to minimize that loss in revenue, however if we are wanting to retender the campground attendant contract in the fall and a new contractor wants the residence, it is ideal to have the campground attendant in the residence there. If we are happy with the current attendant however, there may be little appetite to change again so quickly.

PROPOSED RESOLUTIONS:

Administration recommends that Council approve the over-budget expenditure for the Campground Attendant contract in the amount of \$3,500 to be funded out of general operational reserves.

Administration also requests direction from council as to whether Administration should attempt to rent out the residence as soon as possible or if we should hold it for potential new attendant next year.

RECOMMENDED ACTION:

Moved by Councillor _____ to approve the over budget expenditure for the Campground Attendant contract in the amount of \$3,500 to be funded out of general operational reserves.

APPLICABLE LEGISLATION:

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

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 7, 2018



REQUEST FOR DECISION

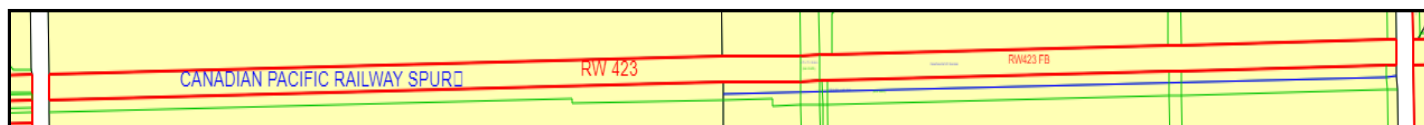
Meeting: May 14, 2018
Agenda Item: 17

Claresholm

KIN WALKING PATH MAINTENANCE AGREEMENT

DESCRIPTION:

The Kin Clubs of Claresholm are continuing their work to create pathway (walkway) systems around the community. Construction has begun on the Kin Walking trail heading west of Claresholm, located adjacent to the Town cemetery along the spur line (map below). The Kin Clubs of Claresholm received approval on June 22, 2017 from the MD of Willow Creek for the construction of the bike and walking path with 3 rest stops and fencing along the trail. The permit is subject to conditions such as signage, and a maintenance agreement between the Town of Claresholm and the MD of Willow Creek. Attached is a draft maintenance agreement that has been reviewed by the Town and MD Administration.



PROPOSED RESOLUTION:

Moved by Councillor _____ to enter into the Letter of Understanding with the MD of Willow Creek for the purpose of maintenance of the Kin Walking Path located at SHORT LEGAL: RW423; RW; 12.

Attachments: Letter of Understanding

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 7, 2018

LETTER OF UNDERSTANDING

BETWEEN:

The Town of Claresholm
(the "Town")
Box 1000, 221 – 45th Avenue West
Claresholm, AB T0L 0T0

AND:

MD of Willow Creek No. 26
(the "MD")
Box 550
Claresholm, AB T0L 0T0

WHEREAS the purpose of this letter of understanding:

- For the Town and the MD to agree that it is in the best interest for both parties to enter into this agreement for the maintenance of the Kin Walking Path located along the "Spur Line" shown in Schedule A.

WHEREAS in consideration of the covenants and other good and valuable consideration herein contained, the parties hereto agree as follows:

1. **Term**

- 1.1 The Town & the MD hereby agree that the maintenance agreement will be for a term of 5 years. The agreement shall be automatically renewed for an additional term of five (5) years upon the same terms and conditions contained in this letter of understanding, including the right to further renew the agreement, unless:
- (a) Written notice is given by one party to the other parties indicating the first party wishes to renew the agreement upon different terms and conditions; or
 - (b) Written notice is given by one party to the other parties indicating that the first party does not wish to renew the agreement.

2. **Town's Responsibilities**

- 2.1 The Town agrees to maintain the corridor by regular mowing of grass along the trail to a width of one (1) meter on either side of the trail.
- 2.2 The Town agrees to regular removal of garbage from the waste bins as required.
- 2.3 The Town agrees to regular maintenance of the fencing, benches, and any other structures to maintain the area in a state of functionality and cleanliness.

- 2.4 The Town installs and maintains signage as follows:
 - Pets on leash at all times sign
 - No Smoking sign
 - No Littering sign
 - No ATV sign
- 2.5 The Town indemnifies the MD on their insurance for this purpose.
- 2.6 The Town agrees to pay the MD for the costs associated with weed control.

3. **MD's Responsibilities**

- 3.1 The MD agrees to regularly control weeds on the trail surface and the area known as the Kin Walking Path to a maximum of 3 times per year. (Payment for service provided to be invoice to the Town).
- 3.2 The MD agrees to enforcement of violations of this agreement.

IN WITNESS WHEREOF the Attendants have hereunto affixed its seal as witnessed by the hands of its proper signing officers duly authorized in that behalf as of the day and year first above written.

THE TOWN OF CLARESHOLM

Date

Per: _____

Per: _____

MD of WILLOW CREEK No. 26

Date

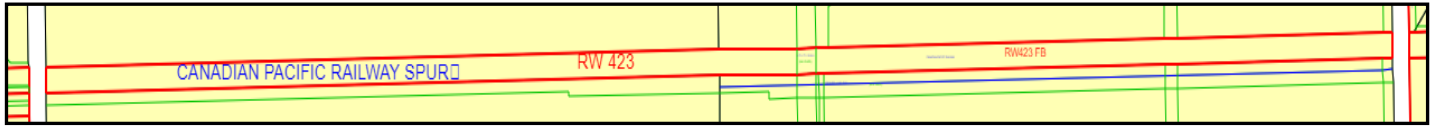
Per: _____

Per: _____

SCHEDULE A

LINC 0026 013 946

SHORT LEGAL: RW423; RW; 12





REQUEST FOR DIRECTION

Meeting: June 11, 2018
Agenda Item: 18

PARADE ATTENDANCE

DESCRIPTION:

Administration asked for Council's direction regarding parade attendance at the May 14, 2018 regular Council meeting. As the Town needs an individual to be willing to take the parade float around to local parades, Council recommended advertising to find a new individual from the community. Three individuals called and indicated that they were interested in taking the float to parades, however only one provided a letter confirming this. Hopefully this new individual will be taking the parade float to the local parades, and we have two staff members as back-up should there be any he is unable to attend.

The parades we will be attending for the 2018 season are as follows:

June 16th – Bellevue
July 1st – Granum
July 7th – Coaldale
August 6th – Nanton
August 11th – Claresholm
August 18th – Pincher Creek
November 24th – Fort Macleod Santa Claus

Council had indicated an interest in sending the float to some larger centers, including Calgary and Lethbridge. Research regarding Calgary's Stampede Parade shows that they start planning for their parades in September of each year. The application process is quite extensive and we would not be guaranteed a spot. The deadline for submissions to their parade is February of each year. The intake for 2018 is closed, but Administration would like to know if Council wishes to pursue this for 2019.

For the Whoop-up Days Parade in Lethbridge, submissions should be in by their earlybird deadline of June 29th. Please see the information attached. They are very strict about the fact that if you wish to hand out candy, someone must be willing to walk beside the float and you must have enough candy for the entire route. The cost of candy for this parade could be more than all the other parades combined as the parade route is extensive. They are also very strict on insurance.

Administration is asking for Council's direction regarding pursuing attendance at the Calgary Stampede parade for 2019 and the Whoop-up Days Parade for 2018.

For the Calgary Stampede, please see their information at <http://parade.calgarystampede.com/2015-11-04%20Parade%20Manual.pdf> It is from 2015 but appears to be the most current.

ATTACHMENT:

- Whoop-up Days Parade information

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 7, 2018



TUESDAY, AUGUST 21, 2018 AT 10 A.M.
REGISTER BY JUNE 29 FOR EARLY BIRD PRICING
 NOT-FOR-PROFIT ENTRY: NO FEE
 COMMERCIAL ENTRY: \$50
 REGISTER BY DEADLINE OF JULY 30 OR MAX 125 ENTRIES
 NOT FOR PROFIT ENTRY : \$10
 COMMERCIAL ENTRY: \$60

Organization/Entry Name: _____

Contact Name: _____

Contact Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone: _____ **Cell:** _____ **# of people in entry:** _____

E-mail: _____ **Length of entry:** _____

Payment: GST # 123172801

Credit Card #: _____ **Expiry date:** _____

Cheque payable to Exhibition Park 3401 Parkside Drive South Lethbridge AB T1J 4R3

REGISTER BY JUNE 29 FOR EARLY BIRD PRICING

NOT-FOR-PROFIT ENTRY: NO FEE

COMMERCIAL: \$50

REGISTER BY DEADLINE OF JULY 30 OR MAXIMUM 125 ENTRIES

LATE ENTRIES WILL BE NOT BE ACCEPTED

NOT-FOR-PROFIT: \$10

COMMERCIAL: \$60

CATEGORIES (please specify):

- CHILDREN & YOUTH – 200 (children & youth organizations)
- HISTORICAL – 300 (all historical-related entries)
- COMIC & NOVELTY – 400 (smaller individual entries that are just for fun)
- SMALL COMMERCIAL – 500 (19 or fewer employees)
- EQUINE – 600 (pooper scooper required)
- VISITING – 700 (all entries outside of Lethbridge)
- LARGE COMMERCIAL – 800 (20 or more employees)
- COMMUNITY – 900 (not-for-profit organizations)

We may assign you to a different category. If we feel a change needs to be made, we will contact you.

Return to: Kristina 403-317-3214
kristina@exhibitionpark.ca

The goal is for all entries to be covered 80% by decorations including the tow vehicle and tow bar. This is to represent the celebratory and festival nature of a parade, rather than just vehicles driving down a street. We appreciate the efforts of your group to make the Whoop-Up Days Parade a success through the decorative process.

RULES & REGULATIONS

Whoop-Up Days Parade is a community event designed to entertain families and visitors in the community. It is the kick-off to Exhibition Park's annual Whoop-Up Days Family Festival at Exhibition Park.

THE THEME FOR 2018 IS

The signature of any parade is the quality of its entries. You have the opportunity to be viewed, photographed and televised. The effort you put into your entry will be talked about long after the parade has ended. Get creative, search the web for great examples and add your own inspired magic!

REGISTRATION DEADLINE:

Exhibition Park must receive your application with full description and photograph/sketch to be accepted. For EARLY BIRD pricing we must receive your application by Friday June 29. The final deadline is Monday July 30 or when 125 applications have been received. We have to stop accepting applications when we reach 125 entries because of media air time. Late entries will not be accepted.

INSURANCE:

All entries must provide a Certificate of Insurance, as evidence insurance is maintained for your entry and all your entry's participants. This includes:

- 1) Comprehensive General Liability Insurance with a minimum limit of \$2,000,000.
 - 2) If vehicles are used in your entry, Automobile Liability Insurance with a minimum of \$2,000,000.
- Your insurance must name "Lethbridge Exhibition Park" & the "City of Lethbridge," as additional insured.

PARKING:

Parking is always one of our biggest issues on parade day. There is NO PARKING in the mall parking lot and parking will be on a first come/first serve basis in the downtown area. We strongly suggest that you meet your party at another location and ride together to the marshaling area.

DROP OFF ONLY AREA: (will be announced in your confirmation package)

We strongly encourage that you meet your party at another location and ride together to the marshaling area. For safety reasons there will be no dropping off of parade participants at Park Place Mall or Toys R Us.

MARSHALING AREA:

The parade entrance is 1st Ave South & 3rd St between Sears and Toys R Us. Only entries that have a category card issued by Exhibition Park will be allowed in this area. All entrants must be in the marshaling area no later than 9:00am as the roads will be closed at that time to prepare for the start of the parade. Please keep in mind that judging starts at 8:00am. All instructions made by parade Officials must be obeyed. Failure to do so may result in removal from the parade and you will not be allowed in future parades. There is a ZERO TOLERANCE for abusing our volunteers.

RULES & REGULATIONS

MAXIMUM ENTRY DIMENSIONS:

Maximum of one vehicle per entry and no more than 45-feet in length and 15-feet in height (from ground level) to ensure your entry will be able to fit under the 13th Street underpass.

JUDGING:

This will commence at 8 a.m. sharp & equine judging will commence at 9 a.m. sharp.

YOUR CATEGORY CARD MUST BE VISIBLE AT ALL TIMES ON THE RIGHT PASSENGER SIDE OF YOUR ENTRY.

COMMERCIAL ENTRIES:

Commercial entries are welcome, as long as it is done tastefully and the commercial message does not dominate the entry. It must carry a message of goodwill or a theme rather than simply advertising. The Parade Committee reserves the right to reject commercialized entries. If you are unsure about your commercial entry please e-mail stan@exhibitionpark.ca.

ALCOHOLIC BEVERAGES & DRUGS:

Alcohol and prohibited drugs are forbidden. Participants whom our parade Officials believe have consumed alcohol or prohibited drugs prior to or during the parade will be removed and not be accepted in future parades.

SMOKING:

Will not be permitted on any float or horse entry on the parade route.

PARADE POSITION:

Will be chosen by parade officials at the time of marshalling.

EQUESTRIAN ENTRIES:

Equine ONLY will be able to drop off at Toys R Us parking lot but must move their trailer after unloading. Please make sure that you have a pooper scooper to clean up any messes.

SHAW COMMENTARY

Please provide a short commentary (25 words or less) for Shaw TV about your entry. Not all commentaries will be read in full and not all floats will be mentioned.

PARADE SAFETY

1. It is prohibited to throw items including candy or squirting water guns. You may walk to the side of the road to hand out items to spectators instead of throwing. Please have a designated person to refill the walkers to ensure the public does not run out into the parade route. Violators will not be allowed to submit an entry for the following year.
2. Be sure your vehicle is in proper working order.
3. Be sure the driver has proper visibility and ventilation.
4. Each float rider must have appropriate body support, seat belt or handholds bolted to the float. The use of railings around the perimeter of the deck is recommended. Skateboarders, roller blades, and bikers must wear helmets and protective gear and are NOT allowed to be towed by any float or vehicle.
5. All motorized vehicles and self-propelled floats must have a minimum 10lb. chemical fire extinguisher, inspected in accordance with NFPA Article 10 within the last year, charged, sealed and tagged to indicate date of last service.
6. No entry may be more than 15-feet in height (from ground level) to ensure it will be able to fit under the 13th Street underpass.
7. Provision for emergency towing must be made available on all motorized entries. (i.e. towing hook and chain) and all hitches must be properly equipped with a safety chain.
8. The ultimate responsibility for safety lies with each individual entry. Entries must comply with all rules and regulations, safety codes, manufacturer's recommendations and similar standards.

CHECKLIST

- Agree to and understand if your entry is not at least 80% decorated including your tow vehicle and tow bar you may not be accepted in future parades.
- Commentary information completed (If not provided, no commentary will be given by Shaw TV).
- Entry fee enclosed, if applicable.
- Insurance policy included.
- Picture or sketch of your entry.
- Agree to and understand "Parade Safety."

Return completed application to:
3401 Parkside Drive South Lethbridge AB T1J 4R3
phone: 403-317-3214 fax: 403-320-8139
kristina@exhibitionpark.ca



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

Revenue	APRIL	2018 YTD	2018 BUDGET
Tax and requisition revenue	(33,048.77)	113,404.56	(3,527,297.48) 1
General administration revenue	(1,750.81)	(46,516.74)	(187,497.00)
Police	(2,026.67)	(8,467.73)	(33,000.00)
Fire	100.00	(3,700.00)	(158,575.00)
Bylaw enforcement	(4,034.08)	(24,892.02)	(84,400.00)
Common equipment pool	-	-	-
Roads, streets, walks, lighting	-	-	(41,915.00) 2
Airport	-	-	(5,000.00)
Storm sewers and drainage	-	-	(5,537,927.00) 2
Water supply and distribution	(144,048.98)	(326,728.05)	(1,772,500.00) 2
Wastewater treatment and disposal	(44,852.07)	(94,064.78)	(380,822.00)
Garbage Collection	(54,058.28)	(126,461.54)	(413,500.00)
Recycling	(22,693.50)	(52,940.87)	(173,500.00)
FCSS	(45,369.90)	(99,399.92)	(233,446.00)
Cemetery	-	(3,200.00)	(17,300.00)
Physician recruitment	-	-	-
Economic development	(87,500.00)	(90,500.00)	(91,500.00)
Land use planning, zoning and development	(2,360.10)	(24,221.57)	(20,500.00)
Parks and recreation	(16,963.51)	(76,250.30)	(1,141,501.00) 2
Culture - libraries and museum	-	(25,100.00)	(51,965.00)
	(458,606.67)	(889,038.96)	(13,872,145.48)
Expenses			
Legislative	(1,022.54)	28,080.08	108,750.00
Administration	48,201.40	525,818.26	1,303,084.34
Fire	3,884.07	31,808.55	326,979.05
Bylaw enforcement	10,073.21	34,552.69	157,847.28
Common and equipment pool	71,852.27	193,176.36	543,611.76
Roads, streets, walks and lighting	29,734.66	128,590.44	813,029.16
Airport	350.73	3,035.95	18,174.37
Storm sewers and drainage	6,950.21	8,447.33	252,705.34
Water supply and distribution	62,583.86	163,871.10	1,641,066.69
Wastewater treatment and disposal	7,331.35	22,763.07	523,994.93
Garbage Collection	25,255.02	124,283.79	387,653.06
Recycling	11,424.19	45,546.33	168,845.07
FCSS	48,463.71	93,844.68	254,665.08
Daycare	-	9,550.50	38,202.00
Cemetery	825.87	3,095.10	30,301.68
Physician recruitment	4,500.00	9,000.00	10,000.00
Economic development	10,824.43	32,771.22	345,110.20
Agriculture - weed and pest control	512.48	909.98	48,501.01
Land use planning, zoning and development	27,515.89	91,474.36	182,764.24
Parks and recreation	57,179.22	257,917.89	991,753.44
Culture - libraries and museum	5,432.01	205,090.96	388,417.07
	431,872.04	2,013,628.64	8,535,455.77
Net Income	(26,734.63)	1,124,589.68	(5,336,689.71)

Notes:

1 Negative amount due to education requisition being included here

2 These include capital/grant revenue in these departments



**Town of Claresholm
Income Statement by Object
April 30, 2018**

Revenue	APRIL	2018 YTD	2018 BUDGET
Net municipal taxes	-	271,936.03	(3,146,234.10) ¹
Special assessments	-	140.00	(15,827.00)
User fees and sales of goods	(282,540.63)	(657,544.31)	(2,609,665.00)
Government transfers for operating	(87,500.00)	(120,000.00)	(464,887.00)
Investment income	(10,145.79)	(43,138.07)	(60,000.00)
Penalties and costs of taxes	(7,420.86)	(49,977.35)	(161,500.00)
Licenses and permits	(3,105.10)	(53,226.57)	(51,800.00)
Other local government transfers	-	-	(40,600.00)
Proceeds from disposal of capital assets	-	-	(40,000.00)
Franchise and concession contracts	(20,557.87)	(83,985.80)	(204,563.38)
Rental	(1,466.52)	(35,398.65)	(105,700.00)
Other	(500.00)	(18,444.32)	(308,900.00)
Government transfers for capital	-	-	(6,429,023.00)
FCSS	(45,369.90)	(99,399.92)	(233,446.00)
	<u>(458,606.67)</u>	<u>(889,038.96)</u>	<u>(13,872,145.48)</u>
Expenses			
Salaries, wages and benefits	205,359.63	852,834.63	2,849,085.52
Contracted and general services	90,695.52	603,183.47	1,674,577.96
Materials, goods, supplies, and utilities	120,482.76	272,290.95	1,333,953.00
Bank charges and short-term interest	37.43	(5.85)	800.00
Interest on long-term debt	-	-	194,974.00
Other expenditures	3,575.26	13,819.75	28,440.00
Transfers to organizations and others	11,721.44	271,505.69	330,902.00
Purchases from other governments	-	-	-
Amortization	-	-	2,122,723.29
	<u>431,872.04</u>	<u>2,013,628.64</u>	<u>8,535,455.77</u>
Net Income	<u>(26,734.63)</u>	<u>1,124,589.68</u>	<u>(5,336,689.71)</u>
Other			
Transfers to/from reserves	-	-	(217,261.00)
Capital expenditures	48,449.53	604,543.43	7,787,308.00
Debt Proceeds	-	-	(400,000.00)
Debt Principal Repayment	-	-	289,366.00
Amortization addback	-	-	(2,122,723.29)
	<u>21,714.90</u>	<u>1,729,133.11</u>	<u>-</u>

Notes

¹ Negative amount due to education requisition being included here



INFORMATION BRIEF

Meeting: June 11, 2018
Agenda Item: 20

“PLANNING FOR GROWTH” PROJECT UPDATE

DESCRIPTION:

As per the RFP the startup time was May 28, 2018 with a completion date of October 31, 2018. WSP was the selected proponent for the project.

The project deliverables for the project are as follows;

- Land Use Policy & Regulation
- Highest/Best Use
- Barriers to Development
- Ideal Density of Assessment
- Development Phases
- Financing & Cost-Sharing Models
- Expected Return on investment
- Market Analysis & Strategic recommendations
- Area Concept Plan
- Area Structure Plan specific to phase 1 of the development

Administration has met with the consultants and the DO has gathered and submitted all the background information they will require for the deliverables mentioned above, as well as, discussed communication channels, invoicing preferences, and project scope and budget. The consultants will review all available statistics, applicable bylaws/policies, plans and analyses that have been completed. The EDO has updated the landowners with the process and the studies and testing that will be completed on the property. Stakeholder meetings with the Land owners and the consultants, as well as with Council and the consultants, have been arranged for Tuesday, June 19th.

The consultants have been granted access to begin on-site geotechnical surveys, and biophysical analysis immediately.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Brady Schnell, EDO & Tara VanDellen – DO

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 7, 2018

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	Will include in planning session discussions to be held June 22, 2018	In progress
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
20	RFD: Recycling Contract - Moved by Councillor Zimmer to enter into a contract with Cascade Recovery on a one year trial basis, keeping the existing recycling program. CARRIED MOTION #18-073	Mike	Contract has been signed	Complete
21	RFD: Storm Pond Revegetation & Pathways Tender - Moved by Councillor Schulze to award the contract for the Storm Water Management Facility Revegetation and Pathway Project to Bos Scapes Inc. for \$1,514,314 plus GST with the understanding that the contract will be amended to the amount of \$1,292,747 plus GST based on proposed change orders. CARRIED MOTION #18-075	Mike/Blair	Project has been started	Complete
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				
1	BYLAW #1644 - Moved by Councillor Moore to give Bylaw #1644, regarding the Municipal Development Plan, 2nd Reading. CARRIED Moved by Councillor Schlossberger to give Bylaw #1644, regarding the Municipal Development Plan, 3rd and Final Reading. CARRIED	Tara	Signed bylaw sent to ORRSC for updating	Complete

2	BYLAW #1646 - Moved by Councillor Zimmer to give Bylaw #1646 regarding a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Schulze to give Bylaw #1646 regarding a Land Use Bylaw Amendment, 3rd & Final Reading. CARRIED	Tara	Signed bylaw sent to ORRSC for updating	Complete
3	BYLAW #1647 - Moved by Councillor Schulze to give Bylaw #1647, the Procedural Bylaw, 1st Reading. CARRIED	Karine/Marian	On the June 11th Agenda for 2nd & 3rd Readings	Complete
4	BYLAW #1648 - Moved by Councillor Schlossberger to give Bylaw #1648, regarding water conservation, 1st Reading. CARRIED	Karine	On the June 11th Agenda for 2nd & 3rd Readings	Complete
5	DELEGATION RESPONSE: Porcupine Hills Early Childhood Coalition - Directed administration to send the coalition a letter saying thank you for the invitation to their monthly meetings & that Council members will attend if possible.	Karine	Email sent	Complete
6	DELEGATION RESPONSE: Darcy Erickson - Moved by Councillor Schlossberger to refer the roads in Mountainview Estates to capital budget to possibly be reconstructed in sections over the next four years. CARRIED MOTION #18-080	Blair/Mike	Referred to budget	Complete
8	RFD: Claresholm Medical Clinic Taxes - Moved by Councillor Zimmer to cancel the municipal portion of the 2018 property taxes levied on the property owned by the MD of Willow Creek located at 4215 – 3rd Street West in the amount of \$6,387.79 in the spirit of cooperation with our municipal neighbour. CARRIED MOTION #18-081	Lisa	Municipal Taxes cancelled May 31st, 2018. Letter sent to M.D.	Complete
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	Met with MD May 31/18 Waiting for signatures	In progress
10	RFD: Open Mic Night - Moved by Councillor Schulze to support the continuation of contracting the services of Gaven Moore to host Open Mic Night in the downtown parking lot on Wednesday evenings from June 6 to September 26, 2018. CARRIED MOTION #18-083	Brady/Karine	Letter sent	Complete
11	RFD: Assessment Services - Moved by Councillor Courage that the Town enter into a 5-year contract with Benchmark Assessment Consultant Inc. commencing August 1, 2018 for a contracted price of \$23/parcel in year 1, \$24/parcel in years 2-4 and \$25/parcel in year 5. CARRIED MOTION #18-084	Marian/Lisa	Contract signed	Complete
12	RFD: Policy #PLDE 04-09 Amendment - WHEREAS the Town of Claresholm Council has amended the Land Use Bylaw No. 1525 for the addition of temporary shipping containers; Therefore be it resolved by Councillor Zimmer to amend Policy #PLDE 04-09 Planning & Development fees as presented. CARRIED MOTION #18-085	Tara	Policy schedule update sent to staff	Complete
13	RFD: Policy #COUN 05-18(a) - Moved by Councillor Schlossberger to adopt Policy #COUN 05-18(a), the Public Participation Policy, effective May 28, 2018. CARRIED MOTION #18-086	Karine	Policy distributed	Complete
14	RFD: Closure of 49th Ave W for Fair Days - Moved by Councillor Moore to approve closure of 49th Avenue from the 2nd Street West intersection to the north-south alley that runs adjacent ATB Financial and Pharmasave for a period of up to 12 hours as required to facilitate the Fair Days Street Festival on August 11, 2018. CARRIED MOTION #18-087	Karine/Mike	Email sent	Complete
15	RFDirection: Regional Subdivision & Development Appeal Board - Moved by Councillor Schlossberger to direct administration to work with the Oldman River Regional Services Commission (ORRSC) regarding a Regional Subdivision and Development Appeal Board. CARRIED MOTION #18-088	Marian	Notified ORRSC May 31/18	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 7, 2018

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

May 11, 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

8:31 a.m.	Call to Order /Adoption of Agenda	Move to adopt the agenda by Jeff Kerr
		CARRIED
Code of Conduct	Marian Carlson, CAO presented and explained the Code of Conduct Bylaw.	Taken for Information
	Adoption of Minutes <ul style="list-style-type: none">• April 13, 2018	Motion to adopt the Meeting Minutes By Mayor MacPherson
		Seconded by Jeff Kerr
		CARRIED
Item 1: ACTION	TIME EXTENSION APPLICATION File: D2017.064 Applicant: Norbert & Colette Bantle Owners: Norbert & Colette Bantle Address: 14 Skyline Mews Legal: Lot 10, Block 67, Plan 0413772 Regarding: Time extension application – addition (secondary suite)	Motion to approve by Councillor Courage
		Seconded by Sharon Galbraith
		CARRIED
Item 2: INFORMATION	LAND USE BYLAW AMENDMENT	Motion to Refer to Council With proposed changes by Councillor Courage
		Seconded by Jeff Kerr
		CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

May 11, 2018

Town of Claresholm – Council Chambers

Item 3: IN CAMERA

**Discussion – Advice from Officials – Land Use
Bylaw Amendment, Cannabis regulation – FOIP
section 24(1)(a)**

**Motion to go in camera
By Mayor MacPherson**

**Seconded by
Sharon Galbraith**

CARRIED

**Motion to come out
of in camera
By Mayor MacPherson**

**Seconded by
Sharon Galbraith**

CARRIED

10:10 a.m.

**Motion to adjourn
By Councillor Courage**

CARRIED

Next meeting date: as required

Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for April 17, 2018

6:00 pm Town Council Chambers



Present: Doug MacPherson, Mayor (Chairperson)
Kieth Carlson, Councillor
Gaven Moore, Councillor
Brad Schlossberger, Councillor
Lise Schulze, Councillor
Craig Zimmer, Councillor
Donna Courage, Councillor
Doug Priestley, Member-at-large

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

1. **Call to Order** 6:04 pm; Meeting was called to order by Chairperson Doug MacPherson.

2. **Approval of Agenda**

- Motion to add item 4.4 Multi-Use Facility Open House Responses by Councillor Schulze. Carried
- Motion to adopt the agenda as amended by Doug Priestley. Carried.

3. **Minutes for Approval**

- **March 20, 2018** – Motion to approve by Councillor Courage. Carried.

4. **Business**

4.1 Presentation – Community Garden / Greenhouse Initiative

Discussion

- *Jason Hemmaway and Allison McKee presented short slideshow presentation “Roots of Possibilities” on ideas for the green space located at the old elementary school location. The project includes phasing in landscaping with potential for community garden plots, pathways, gazebos, fruit trees, playground, parking area, picnic area, bee farm, greenhouse, commercial kitchen/café- public washrooms, and aquaponics operation. The intent is to partner with as many organizations as possible (garden club, Alberta Housing Authority, FCSS, Kin clubs, etc). Currently they are looking for Council support in the way of letters for grant applications (as a location is required for applications). This project as presented supports the Town’s tagline “Where Community Takes Root.”*

6:40pm – Councillor Moore left the meeting.

4.2 Recycling Program

Discussion

- *Current contract expires in June 2018. Two proposals have been submitted with various options to proceed. One contractor would maintain our current program including accepting our plastics but can no longer market them to recycle and therefore landfill them – this is at a cost approximately 4 times what it would cost the Town to Landfill ourselves.*



The second contractor does still have a market for plastics and can recycle our plastics rather than land fill them. There are also options to expand our recycling program.

- *Both contractors are proposing 3 year terms*
- *Currently the proposals are for a three year contract. Administration will contact the contractors to see if a proposal can be for a one year (trial basis) contract as other options for recycling service can be investigated. FIPC also requires clarification on potential outside contractors and options for pickup. Recommended from FIPC to recycle as much product as possible within the program.*
- *One contractor offered to come and make a presentation. FIPC interested in having them come to present.*

Action

- *Administration to get more information on possibilities of a 1 year instead of 3 year contract term to provide a short term trial. Similarly get information on 1 year equipment lease term.*
- *Coordinate second contractor to come give a presentation to Council on their recycling program and options.*

4.3 Pathway Tenders

Discussion

- *Explanation given on the pathway tender process and which pathways were deemed a priority and provisional based on Council priorities. The tenders exceed the budgeted amount. There may be an opportunity to discuss the projects with groups and landowners for possible fundraising or grant opportunities. Administration will confirm with the ACRP coordinator (for funding) for a portion of the access/maintenance roadway.*

Motion

- *Motion by Councillor Schlossberger to move forward with Schedule F & G and take any shortfall from reserves if required. Carried.*

4.4 Open House Responses (Multi-use Community Complex)

Discussion

- *Responses from the Open house held April 11, 2018 were presented to the FIPC committee.*
- *Discussion regarding a potential tour of the existing Daycare facility.*
- *FIPC would like to work with and discuss options for the Food Bank moving forward.*
- *Donna presented an Option 3 (to explore the potential to construct a new facility).*

Motion

- *Motion by Doug Priestly to recommend Option 2 to Council for review. Carried.*

5. Next meeting: As required.

6. Adjournment: 8:40 p.m. Motion by Councillor Carlson Carried.

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

EXHIBIT HALL

April 25, 2018

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

Absent: Bert Franssens, Scott Strong

Call to order by Barry Gibbs at 3:12 PM.

1. Adoption of agenda with changes made by Don Glimsdale. **CARRIED**
2. Approval of minutes from March 21st as is, motion made by Carl Hopf. **CARRIED**
3. Chair Report given by Barry Gibbs on museum gardens, volunteer appreciation event and setting up a Memorandum of Understanding with the Friends of the Museum. Betty Hoare to become a board representative for this MOU. **ACTION** Barry Gibbs will advise when a meeting with the Friends of the Museum is finalized. Don Glimsdale reported that as of April 18, 2018 the Friends of the Claresholm and District Society have been granted status as a charitable society.
4. Financials up to March 31, 2018 were reviewed. The board will now receive quarterly reports for their review. Ken Favrholt will still monitor monthly financials. Gaven Moore moved the financials be accepted as presented. **CARRIED**

ED Report – Ken Favrholt reported on the proposed projects for the use of the \$10,000 ATCO donation that is being held in a reserves and deferred donations account with the Town of Claresholm. Ken Favrholt and Don Glimsdale met with the United Farmers Historical Society for the possible collaboration in creating an exhibit “Honouring Women in Agriculture”. The Alberta Tourism Growth Innovation Fund Application shows \$6,000 from the Claresholm and District Museum; \$6,000 from the United Farmers of Alberta with a request for a matching \$12,000 for a grand total of \$24,000. The monies to go towards a permanent display at the Claresholm & District Museum which will honor Louise McKinney and women in agriculture. The remaining \$4,000 of the ATCO donation to go towards enhancing the lighting in the Exhibit Hall. Carl Hopf made a motion

approving the proposal. **CARRIED** We will not know until the end of June if the funding application is approved. Gaven Moore made a motion to send a letter from the Claresholm & District Museum supporting the United Farmers Historical Society application. **CARRIED ACTION** Barry Gibbs and Betty Hoare to work together on the letter of support.

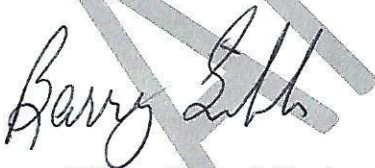
- Ken reported that 3 students and 1 lead have been hired.
- After a discussion regarding loaning out one of the Model T's, it was decided not to loan out a vehicle.
- Alberta Culture Days event in September to possibly be a 2-day event.
- Opening to the public is May 14 with an official opening on May 18.
- Carl Hopf moved the Museum Board Roles and Responsibilities document be approved as amended. **CARRIED**

5. New Business – Discussion was held on a video “Ghost Stories Make the Campfire Memorable” about what makes a museum great. **ACTION** Don Glimsdale and Betty Hoare to come up with a list of local people that we want to make sure their history is captured.

- Collection Management Policy we started the review of this policy, but more time was needed.

6. Motion for adjournment by Don Glimsdale at 5:50 PM. **CARRIED**

Next meeting May 16, 2018 at 3:00 PM at Town Office.



Barry Gibbs, Board Chair

May 22, 2018

RECEIVED

MAY 25 2018

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



Dear Mayor MacPherson and all Members of Council;

Subject: Alberta Recreation and Parks Association and the Government of Alberta Honour Outstanding Work in your Community

The Alberta Recreation and Parks Association (ARPA), alongside the Government of Alberta, are pleased to present a variety of awards that celebrate leadership and excellence in the province's recreation and parks sector.

Award recipients will be honoured in front of 500 delegates at the President's Awards Banquet on Saturday, October 27th, 2018, as the concluding event of our annual Conference and Energize Workshop, held at the Fairmont Jasper Park Lodge. We believe this formal recognition inspires Albertans to further outstanding work, and we ask that you consider nominating deserving members of your community for one of the following prestigious awards.

Lieutenant Governor's Leadership for Active Communities Award program

These awards honour the achievements of groups and individuals who are leading their communities to increase citizen participation in active living, recreation, and sport, resulting in healthier people and communities. This year, the program is presenting the Group Spirit of Community Leadership, Professional Leadership and Elected Community Leader. The Lieutenant Governor will be in attendance at the President's Awards Banquet to present these three awards.

Alberta Recreation and Parks Association's Award

The A.V. Pettigrew Award honours communities or organizations that have made a significant impact on improving the quality of life of their citizens through recreation and parks.

Government of Alberta's Recreation Volunteer Recognition Awards

The Government of Alberta Volunteer Recognition Awards honour volunteers who have made significant contributions to recreation development at the community level.

Please visit the ARPA website at www.arpaonline.ca/awards/main to view more details on any of the above awards and to submit a digital nomination form.

We look forward to hearing about and recognizing the devoted individuals and groups working to improve your community, our province and the lives of Albertans.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Susan Laurin".

Susan Laurin
President

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

May 22, 2018

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



Dear Mayor MacPherson and all Members of Council;

Subject: 2018 Alberta Recreation & Parks Association (ARPA) Annual Conference & Energize Workshop "Partners in Progress"

I am writing to you on behalf of the Alberta Recreation & Parks Association (ARPA) to invite you to our Annual Conference and Energize Workshop, held at the Fairmont Jasper Park Lodge from Thursday, October 25, 2018 to Saturday, October 27, 2018.

In 2016, our conference was also held in Jasper and it was attended by 525 delegates, of which more than 100 were mayors, reeves and councillors from across Alberta. Our conference program includes the Energize Workshop, which is a series of sessions on topical issues designed to provide you, as an elected official, with innovative ideas, solutions and opportunities in recreation, parks and community development. This will be the Energize Workshop's twenty-third year.

It is broadly recognized that recreation and parks are essential public services that create enhanced quality of life for your citizens and strongly aid in your community's economic growth and sustainability. Your presence at our conference makes a significant contribution to the dialogue and your ongoing support of our organization is much appreciated.

Our 2018 conference program has been informed and influenced by comments and suggestions from the 2017 attendees, and our continual scan of the issues and trends in Alberta and across Canada. The event also provides a great networking opportunity in a welcoming, spirited and healthy environment, as attendees connect with friends and colleagues from across the province in a beautiful, natural setting. The detailed conference program will be available on our website later this spring at www.arpaonline.ca/events/energize-conference.

The program in will reflect the goals of the **Framework for Recreation in Canada - Pathway to Wellbeing** that has been endorsed by every province and FCM and supported by the Government of Canada as well as active Alberta and the **Parks for All** framework document that was released in January 2018.

Our experience is that municipalities typically book their rooms well in advance of the conference, so we would encourage you to book your rooms soon. We look forward to seeing you there.

Yours sincerely,

Susan Laurin
President

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

WAYNE & STARLA ALDER

114 Derochie Drive, Box 1636, Claresholm, AB., T0L 0T0. PH (403)-625-2331

May 13, 2018

Town of Claresholm
Box 1000
Claresholm, AB.
T0L 0T0

RE: WALKING PATH ALONG 8TH STREET
WEST MEADOW ELEMENTARY NORTH TO DEROCHIE DRIVE

Dear Sir/Madam,

We have been living at 114 Derochie Drive for the past 7 years raising our 3 young children. Throughout the years it has always been challenging walking from our home to the playground or post office as there is no sidewalk or walking path connecting our subdivision to the rest of the community. The only option is walking right on 8th Street, the main road. With our oldest son now in Grade 1, it has become a great safety concern for us as we live so close to the elementary school but there is no safe way for our children to commute by walking or riding their bikes. Their only option is to walk on the road or in the ditch and if they are riding their bikes, then the only option is riding on the tiny narrow road that has barely enough room for 2 vehicles meeting to pass. As our subdivision has now grown into an area of about 20 children, I believe it is a necessity for families, children and our community as a whole to have a walking path/sidewalk linking our subdivision and recreational ball diamond park with the rest of the community. As a concerned parent, I welcome anyone interested in experiencing our concerns first hand to join us for a walk to and from school as to perhaps be able to better understand these safety issues.

I thank you so much for your time and consideration in this matter.

Sincerely yours,



Starla Alder