



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MARCH 12, 2018
AGENDA**

**Time: 7:00 P.M.
Place: Council Chambers
Town of Claresholm Administration Office
221 – 45 Avenue West**

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – FEBRUARY 26, 2018

**DELEGATION: AVAIL LLP – Darren Adamson, CPA, CA
RE: 2017 Financial Statements**

ACTION ITEMS:

1. **REQUEST FOR DECISION: 2017 Reserve Transfers**
2. **REQUEST FOR DECISION: 2017 Audited Financial Statements**
3. **REQUEST FOR DECISION: 2018 Budget**
4. **BYLAW #1639 – Claresholm Museum Board Bylaw
RE: 1st Reading**
5. **DELEGATION RESPONSE: Roxanne Thompson
RE: Claresholm Local Press Taxpayer Subscriptions**
6. **CORRES: Alberta Seniors and Housing and the Alberta Association of Seniors Centres
RE: Save the Date – Grey Matters 2018**
7. **CORRES: Rowan House Society
RE: Hope & Healing Gala – April 14, 2018**
8. **CORRES: Claresholm Women’s Conference
RE: Request to Bring Greetings**
9. **CORRES: Willow Creek Composite High School Prom Candidates
RE: Request for Donation**
10. **REQUEST FOR DECISION: Inventory Policy #GA 03-18**
11. **REQUEST FOR DECISION: Recreation Fees Policy #REC 03-18**
12. **REQUEST FOR DECISION: Equipment Rental Policy #GA 03-18(a)**
13. **REQUEST FOR DECISION: Tamarack Lots Listing Price**
14. **INFORMATION BRIEF: Cannabis Regulations Update**
15. **INFORMATION BRIEF: Council Resolution Status**
16. **ADOPTION OF INFORMATION ITEMS**
17. **IN CAMERA:**
 - a. **Local Public Body Confidences – Council Code of Conduct Bylaw – FOIP Section 23(1)(a)**

INFORMATION ITEMS:

1. Facility & Infrastructure Planning Committee (FIPC) Meeting Minutes – December 19, 2017
2. Audit & Finance Committee Meeting Minutes – January 30, 2018
3. The Bridges at Claresholm Golf Club Board Meeting Minutes – January 17, 2018
4. Claresholm & District FCSS Board Meeting Minutes – January 1, 2018
5. Claresholm & District FCSS Board Meeting Minutes – February 5, 2018
6. Oldman River Regional Services Commission Executive Meeting Minutes – January 11, 2018
7. Invitation to Red Deer College’s 54th Convocation – June 1, 2018
8. Willow Creek Agricultural Society Meeting Minutes – November 15, 2017
9. Claresholm & District Chamber of Commerce Meeting Minutes – January 17, 2018
10. Claresholm Animal Rescue Society (CAREs) Board Meeting Minutes – January 25, 2018
11. Willow Creek Regional Waste Management Services Commission Meeting Minutes – January 25, 2018
12. Claresholm Public Library Board Meeting Minutes – January 16, 2018
13. Claresholm & District Museum Board Minutes – January 17, 2018
14. Digest of AUMA Announcements – February 23, 2018
15. MacEwan University – Seminar on Lobbying Government Effectively
16. West Meadow Elementary School – Thank you for your support of our playground!

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
FEBRUARY 26, 2018

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

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

ABSENT: None

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

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

CARRIED

MINUTES: **REGULAR MEETING – FEBRUARY 12, 2018**

Moved by Councillor Schulze to amend the February 12, 2018 Regular Meeting Minutes to start the first motion at Motion #18-020 rather than Motion #18-017.

CARRIED

Moved by Councillor Moore that the Regular Meeting Minutes of February 12, 2018 be accepted as amended.

CARRIED

ACTION ITEMS:

1. **DELEGATION RESPONSE: Karen Baker**
RE: Walking Path on 8th Street West

Referred to budget discussions.

2. **DELEGATION RESPONSE: Roxanne Thompson**
RE: Claresholm Local Press Taxpayer Subscriptions

Councillor Zimmer declared a pecuniary interest and left the meeting at 7:04 p.m. Referred to Administration to gather more information. Councillor Zimmer rejoined the meeting at 7:10 p.m.

3. **CORRES: Highway 3 Twinning Development Association**
RE: Questions

Received for information.

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

Received for information.

5. **CORRES: Claresholm Legion #41 – February 20, 2018**
RE: Letter of Support for Grant Funding

MOTION #18-032 Moved by Councillor Courage to write a letter of support for the Claresholm Legion Branch #41's application to the Community Facility Enhancement Grant for the purpose of completing renovations and repairs to their building's roof.

CARRIED

6. **CORRES: 2A Boys Basketball Provincial Game – March 15, 2018**
RE: Mayor MacPherson Invitation

Mayor MacPherson will attend the opening ceremonies on March 15th to represent the Town of Claresholm.

7. **CORRES: Town of Black Diamond**
RE: Diamond Valley Parade – June 2, 2018

Received for information.

8. **CORRES: MD of Willow Creek**
RE: Thank You – Legacy of Our Land Banquet

Received for information.

**9. CORRES: Alberta Municipal Affairs
RE: ACP Grant Approval**

Received for information.

**10. CORRES: Claresholm & District Chamber of Commerce
RE: Economic Development Committee Nomination**

MOTION #18-033 Moved by Councillor Schlossberger to appoint Lauren Billey as the Chamber of Commerce's representative to the Economic Development Committee.

CARRIED

**11. CORRES: Claresholm Gun Show
RE: Request for Funding**

MOTION #18-034 Moved by Councillor Carlson to deny the request of the Claresholm Gun Show to supplement their rental fees at the Claresholm Community Centre.

CARRIED

**12. REQUEST FOR DECISION: ORRSC Memorandum of Understanding
RE: Geographic Information System (GIS)**

MOTION #18-035 Moved by Councillor Schulze to enter into the Memorandum of Understanding with the Oldman River Regional Services Commission under the Oldman River Region Urban GIS Project for GIS services.

CARRIED

13. REQUEST FOR DECISION: Amalgamate Reserve Funds

MOTION #18-036 Moved by Councilor Zimmer to amalgamate reserve funds as follows to better communicate and utilize these funds as intended;

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

CARRIED

14. REQUEST FOR DECISION: Campground Attendant

MOTION #18-037 Moved by Councillor Schulze to approve the Campground Attendant Position expenditure in the amount of \$23,000 with funding to be referred to the 2018 Budget.

CARRIED

15. INFORMATION BRIEF: AUMA Police Funding Letter

MOTION #18-038 Moved by Councillor Schlossberger to approve the letter to be sent to AUMA regarding police funding as presented.

CARRIED

16. INFORMATION BRIEF: EMERCOR Discontinuance

Received for information.

17. INFORMATION BRIEF: Council Committees

Received for information.

18. INFORMATION BRIEF: CAO Report

Received for information.

19. INFORMATION BRIEF: Council Resolution Status

Received for information.

20. ADOPTION OF INFORMATION ITEMS

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

CARRIED

21. IN CAMERA:

a. LAND – Unightly Properties – FOIP Section 16.1

b. LAND – Tax Recovery Property – FOIP Section 16.1

c. CONFIDENTIAL EVALUATIONS – Committee Structure – FOIP Section 19.1

- d. **PERSONNEL – FOIP Section 17.2 (c)**
- e. **LEGAL(2) – FOIP Section 27.1 (a)**

Moved by Councillor Carlson to go In Camera at 7:48 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 7:48 p.m.

Councillor Courage declared a pecuniary interest and was excused for discussion of a legal matter at 8:28 p.m.

Councillor Courage rejoined the meeting at 8:50 p.m.

Moved by Councillor Schulze to come out of In Camera at 8:51 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:51 p.m.

- c. **Confidential Evaluations – Committee Structure: FOIP Sec 19.1**

MOTION #18-039 Moved by Councillor Moore to appoint Carl Hopf to the Claresholm & District Museum Board.

CARRIED

MOTION #18-040 Moved by Councillor Carlson to appoint Councillor Brad Schlossberger to the Claresholm & District Chamber of Commerce.

CARRIED

- d. **PERSONNEL – FOIP Sec 17.2 (c)**

MOTION #18-041 Moved by Councillor Schlossberger to approve the Chief Administrative Officer (CAO) Contract as presented.

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:54 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:54 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DELEGATIONS

TOWN OF CLARESHOLM
Consolidated Financial Statements
For the year ended December 31, 2017

Draft - February 28, 2018

TOWN OF CLARESHOLM
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For the year ended December 31, 2017

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INDEPENDENT AUDITOR'S REPORT

To: The Mayor and Members of Council of
the Town of Claresholm

We have audited the accompanying consolidated financial statements of the Town of Claresholm which comprise the consolidated statement of financial position as at December 31, 2017, and the consolidated statements of operations, change in net financial debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Town of Claresholm as at December 31, 2017 and the results of its operations, changes in its net financial debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Lethbridge, Alberta

March 12, 2018

Chartered Professional Accountants

MANAGEMENT REPORT

The consolidated financial statements are the responsibility of the management of the Town of Claresholm.

These consolidated financial statements have been prepared from information provided by management. Financial statements are not precise since they include certain amounts based on estimates and judgments. Management has determined such amounts on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly, in all material respects.

The Town maintains systems of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and that the Town's assets are properly accounted for and adequately safeguarded.

The elected Council of the Town is responsible for ensuring that management fulfils its responsibilities for financial statements. Council carries out its responsibility principally through the Finance and Administration and General Services committees.

The Council meets annually with management and the external auditors to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, and to satisfy itself that each party is properly discharging its responsibilities. Council also considers the engagement or re-appointment of the external auditors. Council reviews the monthly financial reports.

The consolidated financial statements have been audited by Avail LLP Chartered Professional Accountants, the external auditors, in accordance with Canadian generally accepted auditing standards on behalf of the Council, residents and ratepayers of the Town. Avail LLP has full and free access to the Council.

Chief Administrative Officer

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31, 2017

	2017	2016
Financial assets		
Cash and temporary investments (note 2)	\$ 7,836,184	\$ 8,106,070
Taxes and grants in place of taxes receivable (note 3)	230,080	211,673
Trade and other receivables (note 4)	626,132	690,555
Land held for resale	122,820	145,486
	8,815,216	9,153,784
Liabilities		
Accounts payable and accrued liabilities	946,295	356,850
Employee benefit obligations (note 6)	278,717	241,365
Deposits	12,190	15,417
Deferred revenue (note 7)	3,904,383	4,989,802
Long-term debt (note 8)	4,244,067	4,621,314
	9,385,652	10,224,748
Net financial debt	(570,436)	(1,070,964)
Non-financial assets		
Prepaid expenses	25,285	27,586
Inventory for consumption	220,436	265,074
Tangible capital assets (schedule 2)	29,374,351	26,579,364
	29,620,072	26,872,024
Accumulated surplus (note 9 and schedule 1)	\$ 29,049,636	\$ 25,801,060

Commitments and contingencies (note 21)

Approved on behalf of Council:

Councillor _____

Councillor _____

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF OPERATIONS
For the year ended December 31, 2017

	Budget (Unaudited)	2017	2016
Revenue			
Net municipal taxes (note 12)	\$ 3,113,876	\$ 3,092,636	\$ 3,084,230
User fees and sales of goods	2,111,170	2,257,297	2,173,646
Family and community support services	214,296	224,372	229,036
Government transfers for operating (note 13)	422,095	568,415	208,698
Other	22,500	71,902	71,624
Franchise and concession contracts	202,538	209,015	145,195
Rental	109,650	120,426	122,806
Penalties and costs of taxes	129,100	138,423	88,826
Investment income	58,000	42,862	73,582
Licenses and permits	47,900	53,083	62,432
Gain on disposal of capital assets	-	558	3,108
	6,431,125	6,778,989	6,263,183
Expenses (note 14)			
Legislative	113,500	120,297	85,936
Administration	1,166,789	1,234,298	1,042,171
Fire	301,612	128,714	106,505
Bylaw enforcement	131,778	126,712	133,052
Common and equipment pool	514,064	492,669	481,680
Roads, streets, walks and lighting	843,242	919,826	745,297
Airport	18,379	15,482	17,263
Storm sewers and drainage	63,545	488,695	74,187
Water supply and distribution	1,955,421	1,739,204	1,841,179
Wastewater treatment and disposal	529,856	515,588	529,774
Solid waste management	410,323	428,940	398,060
Recycling program	165,717	165,515	161,209
Family and community support services	236,905	259,019	243,981
Day care	38,202	38,202	38,202
Cemeteries and crematoriums	51,680	17,129	19,008
Other public health and welfare	27,000	28,400	32,134
Planning and development	409,056	350,012	296,549
Parks and recreation	904,162	966,931	896,387
Culture - libraries, museums and halls	408,844	374,280	360,311
	8,290,075	8,409,913	7,502,885
Deficiency of revenue over expenses before other	(1,858,950)	(1,630,924)	(1,239,702)
Other			
Government transfers for capital (note 13)	5,324,112	4,868,280	966,661
Contributed assets	-	11,220	2,794,110
	5,324,112	4,879,500	3,760,771
Excess of revenue over expenses	3,465,162	3,248,576	2,521,069
Accumulated surplus, beginning of year	25,801,060	25,801,060	23,279,991
Accumulated surplus, end of year	\$ 29,266,222	\$ 29,049,636	\$ 25,801,060

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL DEBT
For the year ended December 31, 2017

	Budget (Unaudited)	2017	2016
Excess of revenue over expenses	\$ 3,465,162	\$ 3,248,576	\$ 2,521,069
Acquisition of tangible capital assets	(5,448,345)	(5,057,920)	(1,101,103)
Amortization of tangible capital assets	2,166,952	2,189,742	2,193,070
Contributed assets	-	(11,220)	(2,794,110)
Gain on disposal of tangible capital assets	-	(558)	(3,108)
Proceeds on disposal of tangible capital assets	-	53,069	30,000
Write-downs of tangible capital assets	-	31,900	-
	(3,281,393)	(2,794,987)	(1,675,251)
Net change in inventory for consumption	-	44,638	(49,852)
Net change in prepaid expense	-	2,301	(7,073)
	-	46,939	(56,925)
Decrease in net financial debt	183,769	500,528	788,893
Net financial debt, beginning of year	(1,070,964)	(1,070,964)	(1,859,857)
Net financial debt, end of year	\$ (887,195)	\$ (570,436)	\$ (1,070,964)

Draft - February 28, 2018

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF CASH FLOW
For the year ended December 31, 2017

	2017	2016
Operating transactions		
Excess of revenue over expenses	\$ 3,248,576	\$ 2,521,069
Adjustments for items which do not affect cash		
Gain on disposal of tangible capital assets	(558)	(3,108)
Amortization of tangible capital assets	2,189,742	2,193,070
Write-downs of tangible capital assets	31,900	-
Contributed assets	(11,220)	(2,794,110)
	5,458,440	1,916,921
Net change in non-cash working capital items		
Taxes and grants in place of taxes receivable	(18,407)	5,217
Trade and other receivables	64,422	(44,020)
Land held for resale	22,666	5,202
Inventory for consumption	44,638	(49,852)
Prepaid expenses	2,301	(7,073)
Accounts payable and accrued liabilities	589,445	166,012
Employee benefit obligations	37,352	38,156
Deposits	(3,227)	(9,800)
Deferred revenue	(1,085,419)	4,045,358
	5,112,211	6,066,121
Capital transactions		
Proceeds on disposal of tangible capital assets	53,069	30,000
Acquisition of tangible capital assets	(5,057,920)	(1,101,103)
	(5,004,851)	(1,071,103)
Financing transactions		
Repayment of long-term debt	(377,246)	(365,692)
(Decrease) increase in cash and temporary investments	(269,886)	4,629,326
Cash and temporary investments, beginning of year	8,106,070	3,476,744
Cash and temporary investments, end of year	\$ 7,836,184	\$ 8,106,070

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2017

1. Significant accounting policies

The consolidated financial statements of the Town of Claresholm are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Town are as follows:

(a) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenue and expenses, changes in fund balances and change in financial position of the reporting entity which comprises all of the organizations that are owned or controlled by the Town and are, therefore, accountable to the Council for the administration of their financial affairs and resources.

Taxes levied also includes requisitions for educational, health care, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

(b) Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expense during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

(d) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2017

1. Significant accounting policies, continued

(e) Debt charges recoverable
Debt charges recoverable consist of amounts that are recoverable from municipal agencies or other local governments with respect to outstanding debentures or other long-term debt pursuant to annexation orders or joint capital undertakings. These recoveries are recorded at a value that equals the offsetting portion of the unmatured long-term debt, less actuarial requirements for the retirement of any sinking fund debentures.

(f) Requisition over-levy and under-levy
Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(g) Inventories for resale
Land held for resale is recorded at the lower of cost and net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping, and leveling charges. Related development costs incurred to provide infrastructure such as water and waste water services, roads, sidewalks, and street lighting are recorded as physical assets under their respective function.

(h) Tax revenue
Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

(i) Contaminated sites liability
Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

(j) Government transfers
Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2017

1. Significant accounting policies, continued

(k) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Debt for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized over the estimated useful life as follows:

	Years
Land improvements	10-25 straight line
Buildings	25-50 straight line
Engineered structures	5-75 declining balance
Machinery and equipment	5-40 declining balance
Vehicles	10-25 declining balance

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(iv) Inventories

Inventories held for consumption are recorded at the lower of cost or net realizable value with cost determined by the average cost method.

(v) Cultural and historical tangible capital assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2017

2. Cash and temporary investments

	2017	2016
Cash	\$ 435,444	\$ 338,891
Temporary investments	7,400,740	7,767,179
	\$ 7,836,184	\$ 8,106,070

Included in cash and short-term investments is \$12,190 (2016- \$15,417) of deposit liability funds which are not available for current purposes.

Temporary investments consist of one month term deposits with varying interest rates of 1.30% to 1.70% if held to maturity.

3. Taxes and grants in place of taxes receivables

	2017	2016
Current year	\$ 132,263	\$ 116,661
Arrears	97,817	95,012
	\$ 230,080	\$ 211,673

4. Trade and other receivables

	2017	2016
Trade accounts	\$ 346,163	\$ 311,856
GST receivable	104,608	49,422
Local improvement levies	91,474	115,143
Due from Provincial government	47,070	175,928
Due from local governments	36,817	38,206
	\$ 626,132	\$ 690,555

5. Temporary Loans

A temporary loan has been authorized by Alberta Treasury Branches to a maximum of \$450,000 which bears interest at prime less 0.50%.

Security pledged on this loan includes a general security agreement. As at December 31, 2017 there was no balance outstanding on the loan.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2017

6. Employee benefit obligations

	2017	2016
Vacation	\$ 183,217	\$ 161,986
Sick time	95,500	79,379
	\$ 278,717	\$ 241,365

Vacation and sick time

The employee benefit obligations liability is comprised of the vacation and sick time that employees are deferring to future years. Employees have either earned the benefits (and they are vested) or are entitled to these benefits within the next budgetary year.

7. Deferred revenue

The deferred revenue balance represents funds received for specific purposes that have not been spent by year end. Deferred revenue consists of the following:

	2017	2016
Alberta Community Resilience Program	\$ 1,934,602	\$ 2,179,831
MSI/FGTF capital grants	1,401,812	1,765,792
Sundry trust	172,201	142,798
Fire services study	143,575	-
Cemetery	106,478	104,457
Offsite levies	64,530	63,876
Subdivision fund	37,319	36,941
Museum operating	25,000	-
Taxi token prepayments	4,889	6,730
Family and Community Support Services	4,666	5,697
Parking fund	3,752	3,715
Parks Society	2,819	2,819
Walking path fund	2,040	2,019
Winter festival	700	-
Alberta Community Partnership	-	350,000
Disaster Recovery Program	-	282,627
Community Facility Enhancement Program	-	42,500
	\$ 3,904,383	\$ 4,989,802

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2017

8. Long-term debt

	2017	2016
Utility supported debentures	\$ 3,529,203	\$ 3,708,544
Tax supported debentures	414,864	512,770
Southcal Development Inc.	300,000	400,000
	\$ 4,244,067	\$ 4,621,314
Current portion	\$ 389,365	\$ 377,246

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2018	\$ 389,365	\$ 194,974	\$ 584,339
2019	402,079	182,260	584,339
2020	415,418	168,921	584,339
2021	329,417	154,922	484,339
2022	234,310	140,860	375,170
Thereafter	2,473,478	790,375	3,263,853
	\$ 4,244,067	\$ 1,632,312	\$ 5,876,379

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at rates ranging from 2.306% to 5.875% per annum, before Provincial subsidy, and matures in periods 2021 through 2033. The average annual interest rate is 4.47% (4.47% for 2017). For qualifying debentures, the Province of Alberta rebates 60% of interest in excess of 8%, 9%, and 11% to a maximum annual rate of 12.5%, depending on the date borrowed. Debenture debt is issued on the credit and security of the Town of Claresholm at large.

The promissory note payable to Southcal Development Inc. in the amount of \$300,000 is payable at \$100,000 per year at 0% interest and is due in 2020. Upon completion of the project \$120,000 is due within 30 days.

Interest on long-term debt amounted to \$205,719 (2016 - \$217,344). The Town's total cash payments for interest in 2017 were \$207,093.19 (2016 - \$218,647).

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2017

9. Accumulated surplus

Accumulated surplus consists of internally restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2017	2016
Unrestricted surplus	\$ 1,651,347	\$ 1,651,347
Internally restricted surplus (reserves) (note 11)	2,268,005	2,191,663
Equity in tangible capital assets (note 10)	25,130,284	21,958,050
	\$ 29,049,636	\$ 25,801,060

10. Equity in tangible capital assets

	2017	2016
Tangible capital assets (schedule 2)	\$ 93,126,308	\$ 88,427,661
Accumulated amortization (schedule 2)	(63,751,957)	(61,848,297)
Long-term debt (note 8)	(4,244,067)	(4,621,314)
	\$ 25,130,284	\$ 21,958,050

11. Reserves

Reserves for operating and capital activities are as follows:

	2017	2016
Operating		
General	\$ 213,667	\$ 216,063
Debt reduction	192,453	192,453
Trust accounts	51,358	51,358
Fire department equipment	30,000	-
Office	28,780	28,780
Physician recruitment fund	25,770	54,170
Fill dirt	11,427	11,427
Museum	10,000	10,000
Cemetery	723	723
Economic development	-	42,000
Family and Community Support Services	-	11,365
Ball diamonds	-	245
	564,178	618,584

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2017

11. Reserves, continued

	2017	2016
Capital		
Water and sewer	401,629	334,207
General	351,112	385,588
Multi-use Community Building	199,001	199,001
Arena building	160,190	162,635
Fire truck	158,819	108,819
Parks and pathways	141,510	100,000
Land and development	81,054	81,054
Garbage and recycling equipment	65,133	44,158
Playground rehabilitation	50,000	25,000
Acreage assessment	40,721	40,721
Tamarack subdivision	25,149	25,149
Enforcement vehicle	16,500	14,500
Tax recovery land	11,854	11,854
Museum	1,155	1,155
Curling rink roof replacement	-	39,238
	1,703,827	1,573,079
	\$ 2,268,005	\$ 2,191,663

12. Net municipal property taxes

	Budget (Unaudited)	2017	2016
Taxation			
Real property taxes	\$ 4,145,079	\$ 4,136,244	\$ 4,094,726
Linear property taxes	108,569	107,735	108,223
Government grants in place of property taxes	43,052	43,052	41,558
Special assessments and local improvements	11,571	-	43,328
	4,308,271	4,287,031	4,287,835
Requisitions			
Alberta School Foundation Fund	1,087,744	1,087,744	1,092,088
Porcupine Hills Lodge	106,651	106,651	111,517
	1,194,395	1,194,395	1,203,605
	\$ 3,113,876	\$ 3,092,636	\$ 3,084,230

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2017

13. Government transfers

	Budget (Unaudited)	2017	2016
Transfers for operating:			
Provincial government	\$ 262,261	\$ 448,284	\$ 144,315
Other local governments	159,834	120,131	64,383
	422,095	568,415	208,698
Transfers for capital:			
Provincial government	4,815,607	4,444,152	880,978
Federal government	508,505	424,128	85,683
	5,324,112	4,868,280	966,661
	\$ 5,746,207	\$ 5,436,695	\$ 1,175,359

14. Expenses by object

	Budget (Unaudited)	2017	2016
Salaries, wages and benefits	\$ 2,761,203	\$ 2,821,289	\$ 2,608,120
Contracted and general services	1,456,552	1,201,118	1,130,121
Materials, goods, supplies and utilities	1,311,300	1,589,236	1,028,492
Bank charges and short-term interest	1,500	659	670
Interest on long-term debt	207,093	205,718	217,344
Other expenditures	44,240	59,662	49,846
Transfers to organizations and others	317,341	318,595	275,222
Purchases from other governments	23,894	23,894	-
Amortization of tangible capital assets	2,166,952	2,189,742	2,193,070
	\$ 8,290,075	\$ 8,409,913	\$ 7,502,885

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2017

15. Salary and benefits disclosure

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	(1) Salary	(2) Benefits & allowances	2017	2016
Council				
Mayor MacPherson	\$ 4,049	\$ 104	\$ 4,153	\$ -
Councillor Carlson	3,059	71	3,130	-
Councillor Courage	3,737	93	3,830	-
Councillor Moore	3,300	79	3,379	-
Councillor Schlossberger	3,231	77	3,308	-
Councillor Schulze	3,007	69	3,076	-
Councillor Zimmer	2,777	67	2,844	-
Mayor Steel	11,837	358	12,195	13,959
Councillor Cutler	9,747	285	10,032	12,640
Councillor Dixon	6,628	177	6,805	8,103
Councillor Fieguth	8,381	237	8,618	10,419
Councillor Ford	12,636	395	13,031	11,622
Councillor McAlonan	10,320	304	10,624	11,752
Councillor O'Neill	9,759	285	10,044	11,569
Chief Administrative Officer	115,000	29,574	144,574	136,647
Designated Officers (2017: 6 positions, 2016: 6 positions)	\$ 334,032	\$ 83,293	\$ 417,325	\$ 384,927

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Benefits and allowances include the employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long- and short-term disability plans, professional memberships, and tuition.

Benefits and allowances also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances, and club memberships.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2017

16. Debt limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town be disclosed as follows:

	2017	2016
Total debt limit	\$ 10,168,482	\$ 9,394,773
Total debt	4,244,067	4,621,314
	\$ 5,924,415	\$ 4,773,459
Debt servicing limit	\$ 1,694,747	\$ 1,565,796
Debt servicing	584,339	584,339
	\$ 1,110,408	\$ 981,457

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

17. Local authorities pension plan

Employees of the Town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pensions Plans Act. The plan serves about 244,000 people and 426 employers. The LAPP is financed by the employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Town is required to make current service contributions to the LAPP of 11.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 15.84% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 10.39% of pensionable salary up to the year's maximum pensionable salary and 14.84% on pensionable salary above this amount.

Total current service contributions by the Town to the LAPP in 2017 were \$199,919 (2016 - \$189,553). Total current service contributions by the employees of the Town to the LAPP in 2017 were \$183,554 (2016 - \$173,708).

At December 31, 2016, the LAPP disclosed an actuarial deficiency of \$637 million.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2017

18. Financial instruments

The Town's financial instruments consist of cash and temporary investments, accounts receivable, accounts payable, and accrued liabilities, employee benefit obligations, deposit and long-term debt. It is management's opinion that the Town is not exposed to significant interest or currency risk arising from these financial instruments.

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

19. Approval of financial statements

These financial statements were approved by Council and Management.

20. Budget amounts

The 2017 budget for the Town was approved by Council on March 13, 2017 and has been reported in the consolidated financial statements for information purposes only. These budget amounts have not been audited, reviewed, or otherwise verified.

The approved budget contained reserve transfers, capital additions and principal payments on debt as expenditures. Since these items are not included in the amounts reported in the consolidated financial statements, they have been excluded from the budget amounts presented in these financial statements.

Budgeted surplus per financial statements	\$ 3,465,162
Less: Capital expenses	(5,448,345)
Long-term debt repayments	(377,247)
Add: Amortization	2,166,952
Transfers from reserves	193,478
<hr/>	
Equals: Balanced budget	\$ -
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TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2017

21. Commitments and contingencies

The Town is a member of the Alberta Municipal Insurance Exchange (MUNIX) which provides liability insurance. Under the terms of membership, the Town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

The Town has made a commitment to the Municipal District of Willow Creek to pay for one half of the costs for monitoring and maintenance of the Municipal District of Willow Creek's landfill for the next 4 years.

The Town of Claresholm has entered an agreement with the Town of Granum for the conveyance and supply of potable water. This agreement is in effect until December 31, 2034.

The Town has committed to purchase a sewer flusher truck from Industrial Machine Inc. for \$288,180. This will arrive in 2018.

The Town has entered into a contract with Whissell Contracting for repair of the 8th Street ditch. The contract is expected to be completed within the next year and the remaining costs are estimated to be \$504,968.

22. Contaminated sites liability

The Town has adopted PS3260 liability for contaminated sites. The Town did not identify any financial liabilities in 2017 (2016 - nil) as a result of this standard.

23. Comparative figures

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

TOWN OF CLARESHOLM
SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2017

	Schedule of changes in accumulated surplus			Schedule 1	
	Unrestricted	Restricted	Equity in tangible capital assets	2017	2016
Balance, beginning of year	\$ 1,651,347	\$ 2,191,663	\$ 21,958,050	\$ 25,801,060	\$ 23,279,991
Excess of revenue over expenses	3,248,576	-	-	3,248,576	2,521,069
Unrestricted funds designated for future use	(282,044)	282,044	-	-	-
Restricted funds used for operations	79,041	(79,041)	-	-	-
Restricted funds used for tangible capital assets	-	(126,661)	126,661	-	-
Current year funds used for tangible capital assets	(4,931,259)	-	4,931,259	-	-
Contributed tangible capital assets	(11,220)	-	11,220	-	-
Disposal of tangible capital assets	84,411	-	(84,411)	-	-
Amortization of tangible capital assets	2,189,742	-	(2,189,742)	-	-
Long-term debt repaid	(377,247)	-	377,247	-	-
Change in accumulated surplus	-	76,342	3,172,234	3,248,576	2,521,069
Balance, end of year	\$ 1,651,347	\$ 2,268,005	\$ 25,130,284	\$ 29,049,636	\$ 25,801,060

Draft - February 28, 2018

TOWN OF CLARESHOLM
SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2017

Schedule of tangible capital assets

Schedule 2

	Land	Land improvements	Buildings	Engineered structures	Machinery and equipment	Vehicles	Construction in progress	2017	2016
Cost:									
Balance, beginning of year	\$ 1,173,044	\$ 1,577,638	\$ 14,509,947	\$ 66,194,414	\$ 1,956,765	\$ 1,176,274	\$ 1,839,578	\$ 88,427,661	\$ 84,829,834
Acquisitions	30,996	69,265	202,580	2,783,733	99,639	33,893	1,849,034	5,069,140	3,895,213
Transfers	-	-	-	806,071	(207,195)	207,195	(806,071)	-	-
Disposals	-	-	-	(242,748)	(71,845)	(24,000)	(31,900)	(370,493)	(297,386)
Balance, end of year	1,204,040	1,646,903	14,712,527	69,541,470	1,777,364	1,393,362	2,850,641	93,126,308	88,427,661
Accumulated amortization:									
Balance, beginning of year	-	549,037	5,823,681	53,635,541	918,269	921,769	-	61,848,297	59,925,720
Annual amortization	-	86,415	290,090	1,595,191	155,210	62,836	-	2,189,742	2,193,071
Disposals	-	-	-	(236,119)	(35,370)	(14,593)	-	(286,082)	(270,494)
Balance, end of year	-	635,452	6,113,771	54,994,613	1,038,109	970,012	-	63,751,957	61,848,297
Net book value	\$ 1,204,040	\$ 1,011,451	\$ 8,598,756	\$ 14,546,857	\$ 739,255	\$ 423,350	\$ 2,850,641	\$ 29,374,351	\$ 26,579,364
2016 net book value	\$ 1,173,044	\$ 1,028,601	\$ 8,686,266	\$ 12,558,873	\$ 1,038,496	\$ 254,505	\$ 1,839,578	\$ 26,579,364	

Draft - February 23, 2018

TOWN OF CLARESHOLM
SCHEDULE TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2017

Schedule of segmented disclosure

Schedule 3

	General government	Protective services	Transportation services	Environmental services	Public health services	Planning and development	Recreation and culture	Total
Revenue								
Net municipal taxes	\$ 3,092,636	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,092,636
User fees and sales of goods	8,915	4,586	-	2,023,293	13,604	9,389	197,510	2,257,297
Family and community support services	-	-	-	-	224,372	-	-	224,372
Government transfers for operating	436,959	23,576	-	-	3,000	28,072	76,808	568,415
Other	52,886	8,218	2,576	-	-	-	8,222	71,902
Franchise and concession contracts	209,015	-	-	-	-	-	-	209,015
Rental	23,117	-	9,500	-	-	-	87,809	120,426
Penalties and costs of taxes	65,123	73,300	-	-	-	-	-	138,423
Investment income	42,862	-	-	-	-	-	-	42,862
Licenses and permits	26,974	5,973	-	-	-	20,136	-	53,083
Gain on disposal of capital assets	558	-	-	-	-	-	-	558
	3,959,045	115,653	12,076	2,023,293	240,976	57,597	370,349	6,778,989
Expenses								
Salaries, wages and benefits	647,366	129,578	447,120	680,158	157,831	155,684	603,551	2,821,289
Contracted and general services	437,681	61,353	152,424	224,717	61,783	162,079	101,081	1,201,118
Materials, goods, supplies and utilities	74,639	44,979	856,065	398,136	20,365	4,917	190,135	1,589,236
Bank charges and short-term interest	659	-	-	-	-	-	-	659
Interest on long-term debt	-	-	-	194,555	-	-	11,164	205,718
Other expenditures	31,042	-	-	-	28,620	-	-	59,662
Transfers to organizations and others	69,703	-	-	-	74,152	-	174,740	318,595
Purchases from other governments	23,894	-	-	-	-	-	-	23,894
Amortization of tangible capital assets	69,609	19,517	461,062	1,351,681	-	27,333	260,540	2,189,742
	1,354,593	255,427	1,916,671	2,849,247	342,751	350,013	1,341,211	8,409,913
Excess (deficiency) of revenue over expenses before other	2,604,452	(139,774)	(1,904,595)	(825,954)	(101,775)	(292,416)	(970,862)	(1,630,924)
Other								
Government transfers for capital	-	424,129	499,845	3,819,137	-	-	125,169	4,868,280
Contributed assets	11,220	-	-	-	-	-	-	11,220
	11,220	424,129	499,845	3,819,137	-	-	125,169	4,879,500
Excess (deficiency) of revenue over expenses	\$ 2,615,672	\$ 284,355	\$ (1,404,750)	\$ 2,993,183	\$ (101,775)	\$ (292,416)	\$ (845,693)	\$ 3,248,576

ACTION ITEMS



REQUEST FOR DECISION

Meeting: March 12, 2018
Agenda Item: 1

Reserve Transfers – December 31, 2017

DESCRIPTION:

Administration requires a motion of Council in order to allocate unrestricted funds to restricted funds (Reserves) included in the draft 2017 Financial Statements.

BACKGROUND:

On February 27, 2018, the Audit & Finance Committee and Administration met with Darren Adamson, CPA, CA from Avail CPA LLP to go over the draft 2017 Financial Statements. At that point, a discussion was held regarding the balance of surpluses and reserves from 2017 after budgeted or prior approved reserve transfers. There was a remaining \$232,177 that would have been added to unrestricted surplus if no additional reserve transfers were made.

COSTS / SOURCE OF FUNDING:

The proposed unrestricted funds designated for future use (Reserves) in the amount of \$232,177 are as follows:

1. Transfer the \$11,365 out of the FCSS operational reserve to cover a portion of the operation deficit in FCSS. 2017 deficits were a resulting of utilizing 2016 surpluses this year.
2. Transfer \$30,000 into a new "Fire department equipment" General reserve to fund the purchase of breathing apparatuses for the Fire Department that were budgeted for in 2017 but have not arrived yet due to back orders. These will be forwarded to the 2018 budget.
3. Transfer \$50,000 into the "Fire truck" Capital reserve to help fund the future purchase of a new fire truck.
4. Transfer \$50,145 into the "Parks and pathways" Capital reserve to help fund future pathway projects included in the 2017 Parks and Recreation Master Plan.
5. Transfer the cash surplus from water and sewer operations of \$67,422 into the "Water and sewer" Capital reserve to help fund future water and sewer infrastructure upgrades.
6. Transfer the cash surplus from garbage and recycling operations of \$20,975 into the "Garbage & recycling equipment" Capital reserve to help fund future garbage or recycling equipment needs, such as replacement of the garbage truck.
7. Transfer \$25,000 into the "Playground rehabilitation" Capital reserve to fund regular replacement and upgrade of Town playgrounds.

RECOMMENDED ACTION:

Council pass a motion to approve the transfers as presented.

PROPOSED RESOLUTION:

Moved by Councillor _____ to transfer net unrestricted funds of \$232,177 to Reserves for the year ended December 31, 2017 as follows:

General Reserves

Transfers from Reserves:

FCSS – \$11,365

Transfers to Reserves:

Fire department equipment – \$30,000

Capital Reserves

Transfers to Reserves:

Fire truck – \$50,000

Parks and pathways - \$50,145

Water and sewer – \$67,422

Garbage & recycling equipment – \$20,975

Playground rehabilitation – \$25,000

Attachments:

Reserve Schedule

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 6, 2018

**TOWN OF CLARESHOLM
YEAR END RESERVE TRANSFERS
FOR THE YEAR ENDED DECEMBER 31, 2017**

NAME	BALANCE			PRELIMINARY	Adjustment (Yearend Motion)	UPDATED
	DEC 31/16	Transfers Out (Approved)	Transfers In (Approved)	BALANCE DEC 31/17		BALANCE DEC 31/17
General Reserves						
General	216,062.50	(8,395.73)	6,000.00	213,666.77	-	213,666.77
Debt reduction	192,453.04	-	-	192,453.04	-	192,453.04
Physician recruitment fund	54,170.16	(28,399.95)	-	25,770.21	-	25,770.21
FCSS	11,365.00	-	-	11,365.00	(11,365.00)	-
Trust accounts	51,357.68	-	-	51,357.68	-	51,357.68
Economic development	42,000.00	(42,000.00)	-	-	-	-
Office	28,780.14	-	-	28,780.14	-	28,780.14
Fire department equipment	-	-	-	-	30,000.00	30,000.00
Fill dirt	11,426.55	-	-	11,426.55	-	11,426.55
Museum	10,000.00	-	-	10,000.00	-	10,000.00
Cemetery	722.51	-	-	722.51	-	722.51
Ball diamonds	244.95	(244.95)	-	-	-	-
	<u>618,582.53</u>	<u>(79,040.63)</u>	<u>6,000.00</u>	<u>545,541.90</u>	<u>18,635.00</u>	<u>564,176.90</u>
Capital Reserves						
General	385,588.41	(76,343.25)	41,867.00	351,112.16	-	351,112.16
Arena ice slab/boards	162,635.00	(2,445.08)	-	160,189.92	-	160,189.92
Multi-Use Community Building	199,001.31	-	-	199,001.31	-	199,001.31
Fire Truck	108,819.42	-	-	108,819.42	50,000.00	158,819.42
Parks and pathways	100,000.00	(8,635.00)	-	91,365.00	50,145.00	141,510.00
Water and sewer	334,207.18	-	-	334,207.18	67,422.00	401,629.18
Land & development	81,054.76	-	-	81,054.76	-	81,054.76
Garbage & recycling equipment	44,158.04	-	-	44,158.04	20,975.00	65,133.04
Acreage assessment	40,721.11	-	-	40,721.11	-	40,721.11
Curling rink roof replacement	39,238.00	(39,238.00)	-	-	-	-
Tamarack subdivision	25,149.13	-	-	25,149.13	-	25,149.13
Playground Rehabilitation	25,000.00	-	-	25,000.00	25,000.00	50,000.00
Enforcement vehicle	14,500.00	-	2,000.00	16,500.00	-	16,500.00
Tax recovery land	11,853.09	-	-	11,853.09	-	11,853.09
Museum	1,155.00	-	-	1,155.00	-	1,155.00
	<u>1,573,080.45</u>	<u>(126,661.33)</u>	<u>43,867.00</u>	<u>1,490,286.12</u>	<u>213,542.00</u>	<u>1,703,828.12</u>
	<u>2,191,662.98</u>	<u>(205,701.96)</u>	<u>49,867.00</u>	<u>2,035,828.02</u>	<u>232,177.00</u>	<u>2,268,005.02</u>

Approved Transfers are transfers that were previously approved either through the 2017 budget or by separate motion of council during the year.



REQUEST FOR DECISION

Meeting: March 12, 2018
Agenda Item: 2

2017 AUDITED FINANCIAL STATEMENTS

DESCRIPTION:

Council must pass a motion to accept the Audited Financial Statements for the year ended December 31, 2017.

BACKGROUND:

Darren Adamson, CPA, CA from Avail CPA LLP will present the draft Financial Statements for the year ended December 31, 2017 to Council with transfers to reserves included as noted in the 2017 Reserve Transfers RFD.

RECOMMENDED ACTION:

Council pass a motion to accept the Audited Financial Statements for the year ended December 31, 2017 as presented.

PROPOSED RESOLUTION:

Moved by Councillor _____ to accept the Audited Financial Statements for the year ended December 31, 2017 as presented.

Attachments:

Draft Financials

Applicable Legislation:

Municipal Government Act, RSA 2000, Chapter M-26 Section 276 to 281

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

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: March 6, 2018



REQUEST FOR DECISION

Meeting: March 12, 2018
Agenda Item: 3

BUDGET 2018

DESCRIPTION:

Administration has prepared the attached draft Operating and Capital Budgets for 2018 after working with all departments and the Audit and Finance Committee. The Audit and Finance Committee recommends approval.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the 2018 Operational and Capital Budgets as presented.

ATTACHMENTS:

1. Budget Highlights 2018
2. 2018 Operational and Capital Budget

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

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: March 6, 2018

Town of Claresholm - 2017 Municipal Budget Highlights

Revenue

This Council is committed to the long-term sustainability and growth of the Town of Claresholm with significant capital projects underway or committed, with a significant portion of the funding for these projects coming from municipal grants. Though these grants have not all been confirmed (awarded) as of yet, strong applications have been submitted. A few of these grant revenues include:

- CARES Grant for \$87,500 providing 50% funding for feasibility study and area structure plan to develop the annexed industrial land.
- ACRP grants totaling \$3,451,000 for the continuation of Phase 1 and starting Phase 2 of the Storm Water (Flood Mitigation) project.
- CFEP grant for a projected \$400,000 in addition to an MD of Willow Creek contribution of \$144,000 and community contributions of \$76,800 for the Arena Ice Surface Floor & Board Replacement project that will be underway in April 2018.
- CFEP grant for a projected \$55,000 in addition to community contributions of \$27,500 to replace the Brine Chiller at the Curling Rink.
- CIP and CFEP grants for a projected \$100,000 in addition to community contributions of \$40,000 for walking paths around Town.

Council is also looking at rate restructuring for utilities and rate increases for a number of recreation related user fees to help ensure the viability and sustainability of those services into the future, including saving funds in reserve for future large capital expenditures that will be required to ensure their sustainability.

Expenditures

Despite continually upward pressure on municipal costs due to inflation Council has committed to a number of initiatives to improve the efficiency and sustainability of the Town as well as reduce its carbon footprint. These include:

- Going electronic for Council Meetings – Agenda packages are often in excess of 100 page documents that used to be printed in full for each councillor for each meeting. That is approximately 15,400 printed pages per year for council. And this doesn't include other committee or special meetings.
- Move to EFT payments saving on paper and printing of cheques as well as postage for sending those cheques.
- Move to electronic distribution of paystubs to employees, again saving on paper, printing, and postage.
- Greater push to encourage residents and businesses to enroll for e-bills for utilities by charging a paper statement fee. E-bills have been available since April 2014, nearly 4 years, but have only had approximately 17% of the users enroll. The result is that there is still approximately 10,400 utility bills mailed out each year at an estimated cost of \$1.25 per statement, including postage.

2018 Projects

As noted briefly in the revenue section there are a number of large projects that the Town is undertaking this year, many of which are largely grant funded. Some of these are infrastructure or capital projects while others are operational projects. Some of the most significant ones include:

- \$175K for a feasibility study and area structure plan to develop the newly annexed land.
- \$100K for continued Economic Development projects including new Gateway Signage on the highway to help promote Claresholm.
- \$4.39M to build and upgrade storm water infrastructure to mitigate against future flood events.
- \$780K to replace the failing Arena Ice Surface Floor.
- \$110K to replace old Curling Rink Ice Plant Chiller to mitigate against potential Chlorine gas accidents.
- \$1.14M for new sewer trunk main to the sewage lagoons to address a long standing bottleneck in the system.
- \$230K to expand the walking path network in Town

Debt

The Town is nearing the completion of 3 of its long-term debt obligations. These include:

- SouthCal Developments Note Payable for Town's share of 8th Street W sewer main upgrade – 8 year loan for \$800,000 – payments of \$100,000 per year – repaid in 2020
- Golf course expansion loan – 10 year loan for \$970K – payments of \$109,000/yr – repaid in 2021
- Sewer upgrades loan – 20 year loan for \$1M – payments \$86,000/yr – repaid in 2023

The Town has one other loan currently as follows:

- Pine Coulee Water Project – 25 year loan for \$4M – payments of \$289K/yr – repaid in 2033

While interest rates remain low the Town is looking at debt in the amount of \$400,000 to partially fund the installation of a sewer trunk main from the airport out to the sewage lagoons to address a long standing sewer bottleneck issue that has resulted in overflow and flooding in the past.

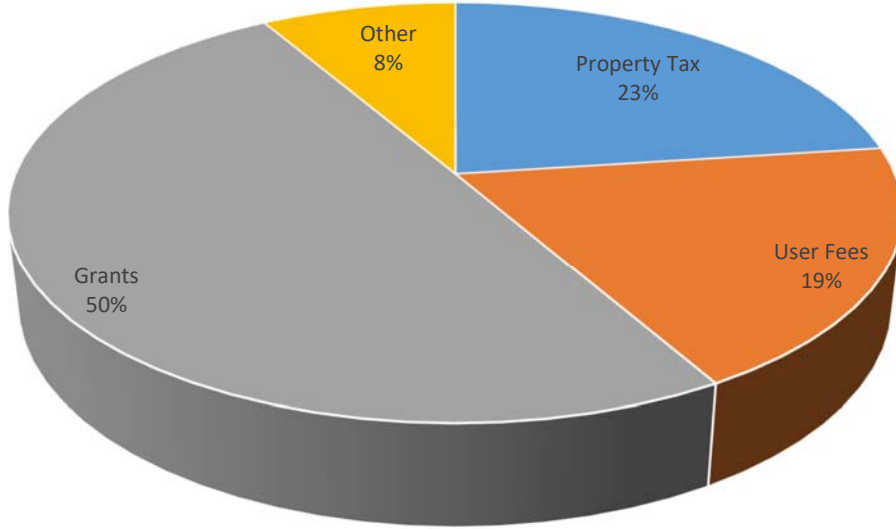
Charts

The following charts provide a graphical view of the 2018:

Chart 1: Provides a breakdown of budgeted revenue by major category

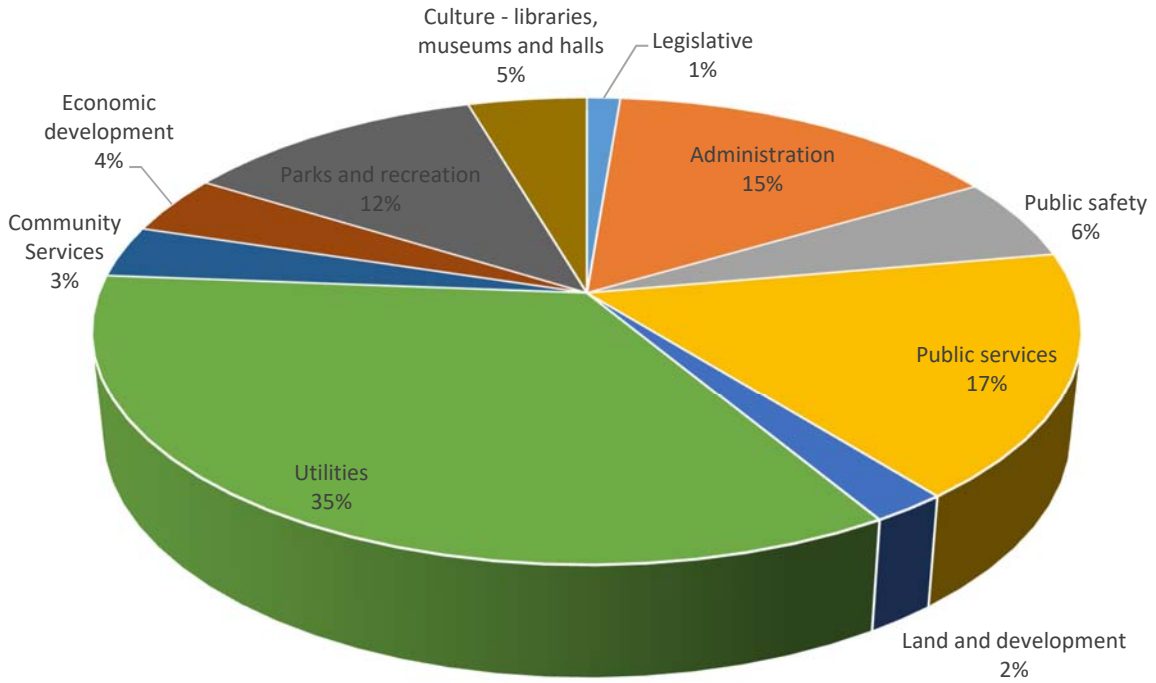
Chart 2: Provides a breakdown of budgeted expenditures by function.

2018 Budgeted Revenue by Source



Budgeted Revenue of \$13.9M – Includes capital grants.

2018 Budgeted Expenses by Function



Budgeted Expenses of \$8.5M (including amortization) - Excludes capital expenditures of \$6.4M



Claresholm

Where **Community** Takes Root

Budget Document

2018

Draft March 12, 2018

Assessment & Taxation

What is Property Assessment?

“Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta property is taxed based on the *ad valorem* principle. *Ad valorem* means “according to value.” This means that the amount of tax paid is based on the value of the property.” Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment

What is Property Tax?

“Property taxes are a primary source of revenue for municipalities. Property taxes are used to finance local programs and services, such as:

- Garbage collection
- Water and sewer services
- Road construction and maintenance
- Parks and leisure facilities
- Police and fire protection
- Seniors’ lodges
- Education

Each municipality is responsible for ensuring that each property owner pays his or her share of taxes. Property assessment is the method used to distribute the tax burden among property owners in a municipality.” Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment

What is School Tax?

“In 1994, the Government of Alberta established the Alberta School Foundation Fund (ASFF). This fund makes certain that the education property tax is accounted for separately from general revenues.

Every year the province calculates, based on assessment value, the amount each municipality must contribute towards the public education system. Municipalities collect the education property tax and then forward it to the province for deposit into the ASFF.”

Source: <http://education.alberta.ca/admin/funding/tax/facts.aspx>

Town of Claresholm Mill Rates

Each year, Council, during its budgetary process, approves the amount of revenue required to operate the municipality. From this amount they subtract the known revenues, such as grants, licenses, permits and so on. The remainder represents the amount of money to be raised by property taxes. The amount to be raised is divided by the total assessed value of all the property in the municipality and multiplied by 1,000 to decide the tax rate also known as the “mill rate.”

Town Council continues to remain fiscally responsible and has made a concerted effort to curb spending when reasonable to do so.

The table below outlines the mill rate trends since 2013.

	2013	2014	2015	2016	2017
Municipal Residential	6.1500	6.5215	6.3300	6.5130	6.7050
Municipal Non Residential	11.9000	12.1000	11.8958	12.0279	14.0650
Municipal Vacant Residential & Farmland	9.0000	10.5000	10.5000	11.3956	12.5841
Municipal Seniors Self Contained Housing	6.1500	6.5215	0	0	0
Annexed Residential	0	0	0	0	3.4000
Annexed Farmland	0	0	0	0	6.8890
Annexed Non-Residential	0	0	0	0	7.4890
Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. & Farmland	0.2660	0.2715	0.2639	0.2767	0.2767
Porcupine Hills Lodge – Senior Self Contained Housing	0.2660	0.2715	0	0	0
Annexed Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. & Farmland	0	0	0	0	0.3120
Education ASFF – Residential, Vacant Res. & Farmland	2.6831	2.6463	2.4592	2.5485	2.5318
Education ASFF - Non Residential	3.8217	3.6290	3.6269	3.5621	3.7897
Annexed Education ASFF – Res., Vac. Rec., & F.L.	0	0	0	0	2.4960
Annexed Education ASFF – Non-Residential	0	0	0	0	4.1220

Town of Claresholm Budget Comparative Statement of Operations

	2018 Budget	2017 Budget
Revenue		
Net municipal taxes (Sch 1)	3,180,178	3,113,876
User fees and sales of goods	2,609,665	2,111,170
Government transfers for operating	483,790	422,095
Investment income	60,000	58,000
Penalties and costs of taxes	161,500	129,100
Licenses and permits	51,800	47,900
Franchise and concession contracts	204,563	202,538
Rental	105,700	109,650
Other	204,600	22,500
Donations	144,300	-
Family and community support services	233,446	214,296
Total Revenue	7,439,542	6,431,125
Expenses (includes amortization)		
Legislative	108,750	113,500
Administration	1,303,084	1,166,789
Fire	324,979	301,612
Bylaw enforcement	157,847	129,778
Common and equipment pool	545,112	514,064
Roads, streets, walks and lighting	813,029	843,242
Airport	18,174	18,379
Storm sewers and drainage	252,705	63,545
Water supply and distribution	1,639,567	1,955,421
Wastewater treatment and disposal	523,995	529,856
Solid waste management	554,918	576,040
Family and community support services	254,665	236,905
Day care	38,202	38,202
Cemeteries and crematoriums	30,302	51,680
Other public health and welfare	10,000	27,000
Weed and pest control	48,501	45,204
Economic development	345,110	174,350
Subdivision land and development	182,764	189,503
Parks and recreation	991,753	904,162
Culture - libraries, museums and halls	388,417	408,844
Total Expenses	8,531,876	8,288,076
Deficiency of revenue over expenses before other	(1,092,333)	(1,856,951)

Other		
Government transfers for capital	6,429,023	5,324,112
Surplus (deficiency)	5,336,690	3,467,161
Adjustment for Non-Cash items		
Amortization expenses	2,122,723	2,166,952
Adjustment for cash items that are not revenues and expenses (but are sources or uses of funds)		
Capital expenditures	(7,687,308)	(5,448,345)
Debt proceeds	400,000	-
Debt principal repayment	(289,366)	(277,246)
8th Ave NW Promissory Note	(100,000)	(100,000)
Transfers to reserves from operations	(425,974)	(2,000)
Transfers to operations from reserves	134,750	69,245
Transfer from reserves for capital	508,485	124,233
Budget balance	0	(0)

Schedule 1	2018 Budget	2017 Budget
Taxation		
Property taxes: Vacant residential and farmland	79,335	77,779
Property taxes: Non-residential	1,006,483	986,748
Property taxes: Linear property	110,740	108,569
Property taxes: Residential	2,032,664	1,992,808
Education property tax: Residential and farmland	850,143	833,474
Education property tax: Non-residential	259,355	254,270
Federal grants in lieu of taxes	6,916	6,780
Provincial grants in lieu of taxes	36,997	36,272
Local improvement taxes	15,827	11,571
	4,398,461	4,308,271
Less: Requisitions		
Alberta school foundation fund	1,109,499	1,087,744
Porcupine Hills Lodge	108,784	106,651
	3,180,178	3,113,876

DEPARTMENT
OPERATING
BUDGETS

4 Year Operating Budgetary Deficit (Surplus) Summary By Function

Excludes Amortization and Capital

OPERATING BUDGET DEFICIT (SURPLUS)	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Council	108,750	120,295	113,500	85,936	104,377
Municipal general revenue and requisitions	(3,538,414)	(3,415,555)	(3,416,343)	(3,317,658)	(3,258,415)
General administration	1,012,192	896,629	973,408	844,556	702,895
Fire department	133,127	119,158	120,905	74,415	136,666
Bylaw enforcement	36,991	33,513	37,032	81,378	82,469
Equipment pool	451,298	400,130	430,120	401,886	417,923
Roads and streets	499,156	592,338	514,590	391,053	426,653
Airport	9,014	1,822	8,219	4,093	7,349
Storm sewer utility	12,986	57,403	22,352	37,296	11,712
Water utility	(127,917)	(228,308)	(77,306)	(226,353)	(322,812)
Sanitary sewer utility	(174,258)	(143,956)	(116,862)	(120,363)	(141,459)
Garbage collection	(1,281)	17,076	(314)	(13,510)	(27,265)
Recycling	(5,730)	(38,051)	(20,703)	(23,396)	(11,944)
Childcare contribution	38,202	38,202	38,202	38,202	38,202
Family & Community Support Services (FCSS)	0	13,860	(0)	(7,880)	(3,838)
Cemetery	20,502	3,025	36,180	4,058	10,966
Other public health and welfare	-	-	(27,000)	(2,366)	9,604
Weed and pest control	21,168	14,677	17,871	19,743	12,387
Economic development	208,860	102,624	79,850	115,824	-
Planning and development	162,264	105,782	172,503	112,511	148,301
General recreation	56,367	95,303	76,350	65,907	55,294
Parks	98,032	89,046	103,943	97,200	70,204
Arena	143,531	125,473	100,363	161,202	95,872
Aquatic Centre	136,818	130,416	164,062	152,149	174,507
Museum	72,305	66,708	63,458	59,422	55,125
Library	215,173	203,376	208,376	197,459	191,755
OPERATIONAL NET DEFICIT (SURPLUS)	(410,866)	(599,014)	(377,246)	(767,234)	(1,013,474)

COUNCIL

The Council budget deals with all costs associated and incurred by Municipal Council including per diems, fees for meetings and conferences, travel reimbursements and professional development.

COUNCIL	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Wages, meetings and per diems	88,500	96,378	93,000	76,336	86,496
Travel and conventions	12,750	16,464	12,000	8,632	15,533
Education	7,000	2,557	8,500	968	2,348
Materials, supplies and operating costs	500	4,896	-	-	-
NET DEFICIT (SURPLUS) COUNCIL	108,750	120,295	113,500	85,936	104,377

Members of Council sit on various internal and external boards and committees and are compensated according to Bylaw #1589. The following table outlines the Council remuneration fees for 2018.

	2018 Remuneration Fees
Mayor – Annual	\$8,000/year
Councillors– Annual	\$5,600/year
Council Meetings	\$140/meeting attended
Per Diem Half Day or Evening (4 - 6 hours)	\$115/half day
Per Diem Full Day (6 hours or more)	\$230/full day
Per Diem Less Than 4 Hours	\$23/hour
Mileage	\$0.54/km
Meals and accommodation at cost	Upon submission of valid receipts

Variance Highlights

- Dropped “Wages, meetings and per diems” budget slightly based on historical actuals with slight increase to “Travel and conventions”
- Education budget for 2017 was high due to expected new councilor training with the 2017 election. 2018 budget dropped back down to allow \$1K per councilor.
- Added new category for “Materials, supplies and operating costs” for potential council incidental costs, such as accessories or applications for iPads.

MUNICIPAL GENERAL REVENUE AND REQUISITIONS

General Revenue is generated from Municipal Property Taxes and Grants In Lieu. Grants In Lieu are paid for property which is owned by the Provincial and Federal Governments. The **grant** is equal to the taxes that would have been paid if the property was not exempt from taxation. The *Municipal Government Act* defines "requisition" as any part of the amount required to be paid into the Alberta School Foundation Fund that is raised by imposing a tax rate, and any amount to be paid to a management body referred to in the *Alberta Housing Act*. The Town of Claresholm pays requisitions to the Alberta School Foundation Fund and the Porcupine Hills Lodge Foundation. This budget also includes (in "General municipal revenue") the ATCO Gas Franchise Agreement at a rate of 10% (approx. \$100K) and the Fortis Franchise Agreement at a rate of 4% (approx.. \$100K).

MUNICIPAL GENERAL REVENUE & REQUISITIONS	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Taxes	(3,229,222)	(3,165,823)	(3,165,904)	(3,110,861)	(4,130,358)
Education taxes	(1,109,499)	(1,087,744)	(1,087,744)	(1,092,088)	-
Grants in lieu	(43,913)	(43,052)	(43,052)	(41,558)	(48,113)
Taxes and grants in lieu	(4,382,634)	(4,296,619)	(4,296,700)	(4,244,507)	(4,178,471)
General municipal revenue	(374,063)	(313,330)	(314,038)	(276,756)	(274,682)
General municipal revenue	(374,063)	(313,330)	(314,038)	(276,756)	(274,682)
Home for aged - Porcupine Hills Lodge	108,784	106,651	106,651	111,517	107,826
School Foundation Program - res. & farmland	850,143	833,474	833,474	847,182	832,286
School Foundation Program - non-residential	259,355	254,270	254,270	244,907	254,625
NET DEFICIT (SURPLUS) GENERAL	(3,538,414)	(3,415,555)	(3,416,343)	(3,317,658)	(3,258,415)

Variance Highlights

- Currently budgeted with a 2% increase in tax revenue and tax requisitions based on 2017 total tax revenue.
- School requisitions shown are estimates based on 2017 actuals.
- General municipal revenue includes a \$50,000 ACP grant for Mediation and Collaboration

ADMINISTRATION

The Administration budget includes business licenses, general operating grants (such as Municipal Sustainability Initiative (MSI) operating grant – 2018 estimated at \$100K), rentals, internal transfers, and other miscellaneous income. Expenditures include finance, reception, utilities, communication, human resources and other general administrative costs.

ADMINISTRATION	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Business licenses	(28,800)	(26,975)	(28,400)	(31,200)	(28,290)
General administrative revenue	(137,000)	(185,288)	(130,261)	(171,395)	(156,400)
Administrative general revenue	(165,800)	(212,263)	(158,661)	(202,595)	(184,690)
Wages and benefits	587,951	551,834	573,272	498,020	432,760
Consultant fees	104,728	59,012	45,610	61,695	41,547
Materials, supplies and operating costs	319,769	344,571	326,344	271,072	285,444
Assessor	53,000	56,234	56,154	53,961	51,711
Auditor	19,500	20,150	23,850	19,350	29,235
Legal	12,000	15,864	10,000	6,232	9,743
Municipal grants	81,000	69,703	72,850	71,170	32,000
Celebrations	23,500	14,001	20,000	20,109	17,714
Economic development	-	-	-	-	14,285
Tax levy cancellations and discounts	6,200	5,355	6,000	5,769	5,394
Public relations and taxi subsidy	11,500	16,384	11,000	11,683	9,742
Staff development and training	12,000	11,582	12,000	17,280	11,918
Amortization	71,937	69,610	9,710	35,828	4,378
Administrative general expenses	1,303,084	1,234,298	1,166,789	1,072,170	945,872
	1,137,284	1,022,035	1,008,128	869,574	761,183
Operational budget adjustments					
Addback amortization	(71,937)	(69,610)	(9,710)	(35,828)	(4,378)
Transfer from reserve - operating	-	(8,641)	(245)	-	-
Internal charges to other departments	(79,465)	(79,465)	(78,075)	(77,860)	(77,860)
Internal grant funding (FCSS/Phys Recruit)	26,309	26,309	53,309	26,309	23,949
Transfer to reserve - operating	-	6,000	-	36,701	-
Transfer to reserve - capital	-	-	-	25,659	-
NET DEFICIT (SURPLUS) ADMINISTRATION	1,012,192	896,629	973,408	844,556	702,895

Variance Highlights

- \$11,250 increase in general revenue for \$1.50 admin fee/paper statement fee on utility billings. We currently have 1,560 (280 receive e-bills) residential billings bi-monthly and 292 (60 receive e-bills) commercial billings monthly totalling approximately 12,800 bills annually, of which 10,400 are paper statements. The proposal would be to charge a \$1.50 statement fee per paper statement. Many banks charge a \$2 paper statement fee.
- Wages & Benefits covered by CUPE contract increased 3%. Non-union wages and benefits also have a proposed 3% increase. This is reflected in each department's budget.
- 11,500 drop in consultant fees simply from a reclassification Muniware support costs. These are required fees with our financial software and are more accurately described as software costs than consultant fees. Added \$25K consulting fees for facilitation and support in creating our Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP or IMDP) with the MD of Willow Creek as required by the MGA. Also \$50K for Mediation and Collaboration for Council which is offset by grant revenue.
- Materials, supplies and operating costs
 - Increase for \$11,500 reclassification of Muniware support costs as noted above.
 - \$6,800 one-time cost for new software modules and services that are being considered to help improve service quality, and green practices (reduce paper). Plus \$4,860 ongoing annual cost increase for these software packages.
 - \$2,800 drop in postage and office supplies for migration to EFTs for AP council using iPads reducing paper and other related costs.
 - \$1,500 annual drop in cell phone costs moving to GOA contract pricing.
 - No annexation fees in the current year (\$24K in 2017)
 - Utility costs for the old school building increased 4K – under budgeted in 2017 as was first full year of the Town owning the building and original estimate was low.
- Dropped assessor fee by approximately \$3,000 due to expected drop of assessable properties due to plan amalgamation in the NE part of Town. Expect closer to \$3,500 but wanted to leave some buffer.
- \$4K drop in audit fees from 2017 budget due to having a CPA, CA on staff to prepare for the audit and based on re-tendering the audit.
- Community grants includes \$20,000 to the Community Hall Board, \$10,000 to the Transportation Society, \$30,000 to CARES, \$6,000 to the Arts society (fireworks for winter festival), \$6,000 for other miscellaneous requests (walking group, senior rodeo, health foundation gala) and \$12,000 for insurance reimbursement – insurance for groups that operate Town owned facilities (Golf Club, Curling Club, Child Care Society, Ag Society, Community Hall Board, and Seniors Drop-in Centre).
- Physician recruitment funding requirements in 2018 will be met by utilizing reserve funds.
- \$4,500 increase in Celebration budget for Canada Day is shown however this is just a change in reporting, separating donation revenue from event costs. In prior years these were netted.

FIRE

The Fire budget deals with expenses related to operating the Volunteer Fire Department. The Town of Claresholm fire services are provided through the Claresholm Volunteer Fire Department in partnership with the M.D. of Willow Creek.

FIRE DEPARTMENT	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Provincial Grants	(143,575)	(6,425)	(150,000)	-	-
MD contributions	(8,000)	(11,837)	(10,000)	(6,883)	(6,803)
Non-government contribution	(7,000)	(8,218)	(6,000)	(10,500)	(3,800)
Fire department revenue	(158,575)	(26,480)	(166,000)	(17,383)	(10,603)
Wages and benefits	53,500	47,495	52,789	47,044	105,905
Equipment, fuel, etc	75,400	15,434	45,300	7,073	10,431
Training	7,500	7,304	6,750	6,520	1,409
Materials, supplies and operating expenses	31,727	38,980	32,066	31,161	29,524
Regional fire study costs	143,575	6,425	150,000	-	-
Amortization	13,277	13,077	14,707	14,707	16,504
Fire department expenses	324,979	128,714	301,612	106,505	163,773
	166,404	102,235	135,612	89,122	153,170
Operational budget adjustments					
Addback amortization	(13,277)	(13,077)	(14,707)	(14,707)	(16,504)
Transfer from reserve - operating	(30,000)	-	-	-	-
Transfer to reserve - operating	-	30,000	-	-	-
Transfer to reserve - capital	10,000	-	-	-	-
NET DEFICIT (SURPLUS) FIRE DEPARTMENT	133,127	119,158	120,905	74,415	136,666

Variance Highlights

- \$150,000 was budgeted for a regional fire study in 2017 that was offset by a \$150,000 grant. Majority was not spent in 2017, therefore these have been deferred to 2018.
- Slight drop to MD contribution based on historic actuals.
- Training cost increase includes the cost of 50% contribution on fireman's ACP training/certification.
- Significant increase in equipment for \$30,000 budgeted from 2017 transferred to 2018 (see 2017 transfer to reserve and 2018 budget 30,000 transfer out of reserve) for 4 new breathing apparatuses. Budgeted for 2 more in 2018 (\$15,000) plus \$10,000 for new radios.
- \$10,000 transfer to capital reserve to save for new fire truck.

BYLAW ENFORCEMENT

The Bylaw Enforcement budget includes both bylaw and animal control activities. The Community Peace Officer program continues to focus on animal control and unsightly premises, with safety and security of residents taking a high priority. The activities will include an education component along with enforcement.

BYLAW ENFORCEMENT	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Provincial fines collected	(33,000)	(35,372)	(29,000)	(24,126)	(33,809)
Licenses and fees	(9,000)	(9,459)	(9,500)	(10,085)	(11,093)
Municipal fines	(70,500)	(37,928)	(42,100)	(8,817)	(4,556)
Workshop revenue	(4,900)	(6,000)	(6,300)	(800)	(811)
Bylaw enforcement revenue	(117,400)	(88,758)	(86,900)	(43,828)	(50,269)
Wages and benefits	80,891	82,083	78,657	77,447	81,123
Animal services	1,000	-	1,000	30,425	30,449
Legal	-	-	2,000	-	-
Materials, supplies and operating expenses	68,500	35,157	37,275	15,608	19,957
Professional development	2,000	3,031	3,000	1,726	1,208
Amortization	5,456	6,440	7,846	7,846	9,854
Bylaw enforcement expenses	157,847	126,712	129,778	133,052	142,592
	40,447	37,954	42,878	89,224	92,323
Operational budget adjustments					
Addback amortization	(5,456)	(6,440)	(7,846)	(7,846)	(9,854)
Transfer to reserve - capital	2,000	2,000	2,000	-	-
NET DEFICIT (SURPLUS) BYLAW ENFORCEMENT	36,991	33,513	37,032	81,378	82,469

Variance Highlights

- Provincial fines budget has increased by \$1,000 to reflect increase in 2017 actuals.
- Municipal fines increased significantly (30K) based on projected revenue from ticket revenue on expanding CPO contract with Fort Macleod to two days per week. Expense for CPO contract also increased (33K) for expanding contract and adding in percentage of ticket revenue for administrative costs to Fort Macleod (15%). Net Revenue estimated at \$28,000.
- Added a new operating expenses budget for public relations (\$500). This would be to provide small thank you gifts, meals or events to local organization for their work in risk reduction.
- A \$2,000 transfer to capital reserve is for future replacement of the enforcement vehicle.

COMMON EQUIPMENT POOL

This department is responsible for general building and equipment maintenance and other general infrastructure. Equipment is then “rented” out to other departments to attempt to show a more accurate department cost.

EQUIPMENT POOL	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Rental revenue and insurance proceeds	(1,000)	(3,986)	(2,000)	(850)	(5,768)
Equipment pool revenue	(1,000)	(3,986)	(2,000)	(850)	(5,768)
Wages and benefits	189,798	188,230	175,720	174,140	199,531
Materials, supplies and operating expenses	332,500	285,885	326,400	298,596	294,159
Amortization	21,314	18,153	8,944	8,944	6,936
Equipment pool expenses	543,612	492,268	511,064	481,680	500,627
	542,612	488,283	509,064	480,830	494,859
Operational budget adjustments					
Addback amortization	(21,314)	(18,153)	(8,944)	(8,944)	(6,936)
Internal charges to other departments	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)
Transfer to reserve - capital	-	-	-	-	-
NET DEFICIT (SURPLUS) EQUIPMENT POOL	451,298	400,130	430,120	401,886	417,923

Variance Highlights

- Reduced outside rental revenue to closer reflect historical actuals. Insurance proceeds are not budgeted for.
- Materials, supplies and operating costs have been reduced by \$12,700 to reduce accounts individual accounts to be more in line with historical actuals, which is largely offset by \$10,000 increase for additional maintenance and repair costs expected on the old school building.
- Added transfer to capital reserve for future equipment/vehicle replacement.

ROADS, STREETS, WALKS & LIGHTS

This department is responsible for road maintenance including plowing, sanding, street sweeping, and curb repairs. Utility costs for street lighting is also included here.

ROADS, STREETS, WALKS, AND LIGHTS	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Local improvement charges	(915)	-	(2,100)	(43,327)	(51,338)
Roads and streets revenue	(915)	-	(2,100)	(43,327)	(51,338)
Wages and benefits	183,071	244,684	137,690	142,472	138,468
Contracted services	75,000	71,541	75,000	66,099	75,592
Engineering	2,000	1,221	2,000	1,038	1,044
Street lights	150,000	164,152	170,000	149,507	164,791
Materials, supplies and operating expenses	90,000	110,740	132,000	59,629	98,096
Amortization	312,959	327,488	326,552	326,552	366,478
Roads and streets expenses	813,029	919,826	843,242	745,297	844,468
	812,114	919,826	841,142	701,969	793,130
Operational budget adjustments					
Addback amortization	(312,959)	(327,488)	(326,552)	(326,552)	(366,478)
Transfer to reserve - capital	-	-	-	15,636	-
NET DEFICIT (SURPLUS) ROADS AND STREETS	499,156	592,338	514,590	391,053	426,653

Variance Highlights

- Street lights have been reduced \$20,000 for change to LED lights.
- Materials, supplies, and operating expenses have been reduced \$42,000 for historical actuals.

AIRPORT

The Town of Claresholm owns the municipal airport. The Director of Infrastructure Services oversees the operation of the airport and submits the annual budget for Council consideration.

AIRPORT	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Facility rental	(5,000)	(9,500)	(6,000)	(9,010)	(13,000)
Airport services revenue	(5,000)	(9,500)	(6,000)	(9,010)	(13,000)
Wages and benefits	4,114	2,410	3,899	4,333	7,232
Materials, supplies and operating expenses	9,900	8,912	10,320	8,770	13,117
Amortization	4,160	4,160	4,160	4,160	4,160
Airport services expenses	18,174	15,482	18,379	17,263	24,509
	13,174	5,982	12,379	8,253	11,509
Operational budget adjustments					
Addback amortization	(4,160)	(4,160)	(4,160)	(4,160)	(4,160)
NET DEFICIT (SURPLUS) AIRPORT	9,014	1,822	8,219	4,093	7,349

Variance Highlights

- No significant variances to note.

STORM SEWER UTILITY

The storm sewer utility includes all costs related to the collection and transmission of surface water runoff and potential overland flooding and deals with the safe storage and controlled release of this water to Frog Creek to prevent flooding damage downstream.

STORM SEWER UTILITY	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Local improvement charges	(11,090)	9,667	(5,649)	-	(4,625)
Other revenue	(47,000)	(329,698)	(5,000)	-	(6,369)
Storm sewer utility revenue	(58,090)	(320,031)	(10,649)	-	(10,994)
Wages and benefits	16,576	11,796	20,001	22,757	9,947
Contracted services	3,000	2,775	5,000	9,329	2,905
Materials, supplies and operating expenses	4,500	1,266	8,000	4,664	7,529
Overland flooding	47,000	361,598	-	546	2,325
Amortization	181,629	111,261	30,544	30,544	31,650
Storm sewer utility expenses	252,705	488,695	63,545	67,840	54,356
	194,615	168,664	52,896	67,840	43,362
Operational budget adjustments					
Addback amortization	(181,629)	(111,261)	(30,544)	(30,544)	(31,650)
Transfer to reserve - capital	-	-	-	-	-
NET DEFICIT (SURPLUS) STORM SEWER UTILITY	12,986	57,403	22,352	37,296	11,712

Variance Highlights

- Increase in local improvement charges from prior year as there was a refund budgeted for in the prior year of local improvement charges collected by residents that did not benefit from the improvement.
- Materials, supplies and operating expenses are down due to prior budget misallocating utility costs for a sanitary sewer pump station to storm sewer.
- Other revenue of \$47,000 is grant revenue to cover the remaining estimated costs for the Overland Flooding \$47,000 to complete repairs to Frog Creek Drainage Ditches south of Town that were damaged in the 2014 flood.

WATER SUPPLY & DISTRIBUTION

The Water Supply & Distribution department is responsible for producing potable water and maintaining a water storage and distribution system capable of providing suitable water to the residents. The production and distribution adheres to the Canadian Drinking Water Standards and the standards set out in the license issued to the town by Alberta Environment.

WATER SUPPLY AND DISTRIBUTION	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Water sales	(1,391,100)	(1,115,334)	(1,057,100)	(1,087,882)	(1,057,425)
Other revenue	-	-	-	(1,022)	(101,315)
Water services revenue	(1,391,100)	(1,115,334)	(1,057,100)	(1,088,904)	(1,158,740)
Wages and benefits	312,622	291,793	348,319	307,802	248,112
Training	2,500	4,235	2,500	-	2,262
Materials, supplies and operating expenses	194,900	177,367	201,900	137,362	166,498
Engineering and legal	-	-	5,000	-	-
Chemical	85,000	95,482	80,000	80,170	87,903
Maintenance	85,000	83,154	106,800	96,083	84,192
Debenture interest	160,951	167,121	167,400	173,258	179,086
Amortization	800,094	920,453	1,046,502	1,046,502	1,195,268
Water services expenses	1,641,067	1,739,604	1,958,421	1,841,179	1,963,321
	249,967	624,270	901,321	752,275	804,581
Operational budget adjustments					
Addback amortization	(800,094)	(920,453)	(1,046,502)	(1,046,502)	(1,195,268)
Services from other departments	67,875	67,875	67,875	67,875	67,875
Transfer to reserve - capital	354,335	-	-	-	-
NET DEFICIT (SURPLUS) WATER SERVICES	(127,917)	(228,308)	(77,306)	(226,353)	(322,812)

Variance Highlights

- Revenue up \$334,000 for proposed utility rate restructuring.
- Materials, supplies and operating expenses were reduced due to historical costs. This includes an increase in the budget for the water valve replacement program that was started last year.
- Increased chemical budget slightly for historical actuals.
- Debenture interest decreases year over year as debt is repaid.
- Surplus in water utility, less 2018 principal payment on outstanding water loan of \$127,917, is transferred to capital reserves for future infrastructure upgrades.
- Net zero budget in water utility.

SANITARY SEWER TREATMENT & DISPOSAL

The Wastewater Treatment & Disposal budget deals with all functions related to the collection, treatment and disposal of sanitary sewer water. This system functions in accordance with the standards set out by Alberta Environment.

SANITARY SEWER TREATMENT AND DISPOSAL	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Local improvement charges	(3,822)	(78)	(3,822)	-	-
Service fees	(377,000)	(305,549)	(290,000)	(303,588)	(294,455)
Sanitary sewer services revenue	(380,822)	(305,627)	(293,822)	(303,588)	(294,455)
Wages and benefits	84,070	72,091	76,455	80,049	69,985
Contracted services	7,800	10,185	6,800	24,985	4,931
Materials, supplies and operating expenses	26,750	23,687	37,000	19,216	16,020
Debenture interest	25,030	27,433	28,430	30,700	33,785
Amortization	380,345	382,192	381,171	381,171	417,815
Sanitary sewer services expenses	523,995	515,588	529,856	536,121	542,536
	143,173	209,961	236,034	232,533	248,080
Operational budget adjustments					
Addback amortization	(380,345)	(382,192)	(381,171)	(381,171)	(417,815)
Services from other departments	28,275	28,275	28,275	28,275	28,275
Transfer to reserve - capital	34,639	-	-	-	-
NET DEFICIT (SURPLUS) SANITARY SEWER SERVICES	(174,258)	(143,956)	(116,862)	(120,363)	(141,459)

Variance Highlights

- \$87,000 increase in revenue for proposed utility rate restructuring.
- Increase in contracted services as a contingency to deal with potential issues related to the sewage lagoons.
- Significant decrease in materials, supplies and operating expenses to reduce budget for materials to be more in-line with historic actuals while still allowing for some contingency buffer.
- Sanitary Sewer and Storm Sewer operating budgets less \$161,300 of debt repayment are a net zero or balanced budget with \$34,600 transfer to capital reserve for future infrastructure replacement.

SOLID WASTE MANAGEMENT

The Solid Waste Management function provides weekly curbside waste collection services through the Infrastructure Services department. Claresholm is one of five member municipalities who belong to the Willow Creek Regional Waste Management Services Commission, which is the body that manages the regional landfill.

SOLID WASTE MANAGEMENT	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Garbage collection fees	(413,500)	(422,053)	(413,670)	(414,603)	(415,922)
Solid waste revenue	(413,500)	(422,053)	(413,670)	(414,603)	(415,922)
Wages and benefits	159,994	179,603	150,131	162,386	145,783
Landfill fees	125,000	122,027	120,000	120,321	106,917
Landfill contract	40,000	39,835	40,000	39,835	28,486
Landfill closure	4,000	25,627	35,000	12,302	49,695
Materials, supplies and operating expenses	27,500	26,313	22,500	20,524	12,052
Amortization	29,579	35,535	42,692	42,692	30,223
Solid waste expenses	386,073	428,940	410,323	398,060	373,156
	(27,427)	6,887	(3,347)	(16,543)	(42,766)
Operational budget adjustments					
Addback amortization	(29,579)	(35,535)	(42,692)	(42,692)	(30,223)
Services from other departments	45,725	45,725	45,725	45,725	45,725
Transfer to reserve - capital	10,000	-	-	-	-
NET DEFICIT (SURPLUS) SOLID WASTE MANAGEMENT	(1,281)	17,076	(314)	(13,510)	(27,265)

Variance Highlights

- Landfill fees increased based on rising quantities.
- Landfill closure costs reduced from prior year, which included extra testing for landfill setback testing in Town for request to adjust the set back. No similar costs in 2017 expected.
- Supplies costs increased slightly for increasing fuel costs for garbage trucks.
- Added \$10,000 transfer to capital reserve to begin saving for garbage truck replacement

RECYCLING

The Recycling department provides weekly curbside recycling pickup for residential properties and recycling drop off services for non-residential properties through the Infrastructure Services department. Claresholm also has a contract with the Town of Stavely to accept and recycle their cardboard.

RECYCLING	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Recycling service fees	(158,500)	(159,211)	(159,400)	(153,903)	(151,280)
Commodity revenue	(15,000)	(30,856)	(10,500)	(14,181)	(8,309)
Recycling revenue	(173,500)	(190,066)	(169,900)	(168,084)	(159,589)
Wages and benefits	141,270	136,671	132,197	129,890	132,814
Shipping costs	5,000	4,140	6,000	4,140	5,490
Materials, supplies and operating expenses	11,500	11,204	11,000	10,658	9,341
Amortization	11,076	13,500	16,521	16,521	20,305
Recycling expenses	168,845	165,515	165,717	161,209	167,950
	(4,655)	(24,551)	(4,183)	(6,875)	8,361
Operational budget adjustments					
Addback amortization	(11,076)	(13,500)	(16,521)	(16,521)	(20,305)
Transfer to reserve - capital	10,000	-	-	-	-
NET DEFICIT (SURPLUS) RECYCLING	(5,730)	(38,051)	(20,703)	(23,396)	(11,944)

Variance Highlights

- Operating expenses have been increased slightly for higher utility prices.
- Added \$10,000 transfer to capital reserve to begin saving for equipment replacement.

DAY CARE CONTRIBUTION

The Day Care program is run by a non-profit board who receives a portion of their funding from the Town of Claresholm.

DAYCARE CONTRIBUTION	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Municipal contribution to daycare	38,202	38,202	38,202	38,202	38,202
NET DEFICIT (SURPLUS) DAYCARE CONTRIBUTION	38,202	38,202	38,202	38,202	38,202

Variance Highlights

- No changes to highlight.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

FCSS is an 80/20 funding partnership between the Government of Alberta and the Municipality. The Town of Claresholm operates a regional program in partnership with the M.D. of Willow Creek. FCSS designs and delivers social programs that are preventative in nature to promote and enhance well-being among individuals, families and communities. The FCSS program receives its mandate from the FCSS Act and Regulations, however, the FCSS Board determines the priority programs to be offered within the community.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Provincial funding	(105,235)	(105,235)	(105,235)	(105,235)	(94,273)
MD of Willow Creek	(47,124)	(47,124)	(46,338)	(46,338)	(41,626)
Alberta Health Services (AHS)	(27,735)	(27,619)	(27,271)	(27,781)	(26,055)
Child & Family Services Alberta (CFSA)	(35,352)	(35,352)	(35,352)	(35,352)	(36,457)
Fees for programming	-	-	-	(60)	(157)
Other income	(18,000)	(8,011)	(100)	(14,270)	(8,318)
FCSS Revenue	(233,446)	(223,341)	(214,296)	(229,036)	(206,886)

Wages and benefits	68,008	68,494	62,466	66,468	61,467
Professional development	3,500	4,737	3,000	3,317	2,720
Materials, supplies and operating expenses	38,234	49,471	33,500	34,443	42,813
Accounting and legal	3,500	3,700	4,000	3,600	3,500
General FCSS expenses	113,242	126,402	102,966	107,828	110,500
Community grants	26,200	35,950	26,549	26,200	22,450
FCSS Outreach Program					
Wages and benefits	50,694	30,024	50,527	49,530	47,268
Materials, supplies and operating expenses	5,040	3,337	5,740	4,764	360
FCSS Resource Centre					
Wages and benefits	44,289	43,282	40,423	42,073	40,112
Youth programming	11,800	15,319	8,700	9,484	733
Other programming	3,400	4,107	2,000	4,101	2,088
FCSS Other programs expenses	141,423	132,018	133,939	136,153	113,012
	21,219	35,079	22,609	14,944	16,626
Operational budget adjustments					
Town of Claresholm Contribution	(26,309)	(26,309)	(26,309)	(26,309)	(23,949)
Admin Allocation	5,090	5,090	3,700	3,485	3,485
NET DEFICIT (SURPLUS) FCSS	0	13,860	(0)	(7,880)	(3,838)

Variance Highlights

- Other income includes an estimated \$15,000 carryforward of funding from 2017.
- During the 2017 year a review of FCSS staffing was done and a decision was made to reduce the Outreach Worker position to a part-time position. Position is budgeted to be restored to a full time position in 2018.
- To attempt to use some of the money saved by reducing a position, budget for community grants, youth programming, and other programming as well as general supplies were increased during the end of 2017 to utilize the wage and benefits savings realized in 2017.

CEMETERY

The Cemetery is owned and operated by the Town of Claresholm. The maintenance is provided through the Infrastructure Services department and the Office staff oversees the administrative function.

CEMETERY	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Cemetery Fees	(14,300)	(13,604)	(15,000)	(14,450)	(13,317)
Local government grants	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Cemetery revenue	(17,300)	(16,604)	(18,000)	(17,450)	(16,317)
Wages and benefits	29,302	16,032	50,680	18,434	23,236
Materials, supplies and operating expenses	1,000	1,097	1,000	575	1,547
Cemetery expenses	30,302	17,129	51,680	19,008	24,783
	13,002	525	33,680	1,558	8,466
Operational budget adjustments					
Services from other departments	2,500	2,500	2,500	2,500	2,500
Transfer to reserve - capital	5,000	-	-	-	-
NET DEFICIT (SURPLUS) CEMETERY	20,502	3,025	36,180	4,058	10,966

Variance Highlights

- Included in cemetery fees is plot or niche sales. This budget was reduced 5K from prior year to be more in line for historical actuals and to be more conservative. Added this year was the recognition of some perpetual care revenue (\$4,300).
 - In 1990 the Town began to collect “perpetual care” fees on plot sales that were intended to help fund the care and maintenance of the grounds. These fees have been collected, but have never been recognized into revenue, being deferred. These funds are being collected for a specific purpose, the perpetual care of the cemetery plots, and therefore need to be spent on this purpose. It is proposed that the Town begin to recognize these fees into revenue over a 10 year period (straight line) as a reasonable time frame for the “perpetual” care of these plots.
- Local government grant is the MD contribution to the Cemetery.
- Wages have been significantly reduced to be more in-line with historical actuals.
- Transfer to capital reserve of \$5,000 has been added in the current year to save for the construction of a new columbarium or purchase of new land for additional plots.

PHYSICIAN RECRUITMENT

The Physician Recruitment program is designed to provide incentives to recruit and retain Physicians in the community. This is a program carried out in partnership with Granum, Stavely, and the MD of Willow Creek. This program was used to attract five of the six Doctors we currently have operating in Claresholm.

PHYSICIAN RECRUITMENT	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Local government contributions	-	-	-	(4,500)	(4,500)
Physician recruitment revenue	-	-	-	(4,500)	(4,500)
Physician recruitment	10,000	28,400	27,000	32,134	14,104
Physician recruitment expenses	10,000	28,400	27,000	32,134	14,104
	10,000	28,400	27,000	27,634	9,604
Operational budget adjustments					
Town of Claresholm Contribution	-	-	(27,000)	(30,000)	-
Transfer from reserve - operations	(10,000)	(28,400)	(27,000)	-	-
NET DEFICIT (SURPLUS) PHYSICIAN RECRUITMENT	-	-	(27,000)	(2,366)	9,604

Variance Highlights

- There is only one doctor that will still be receiving some incentives in the 2018 year with a commitment of \$9,000. Another \$1,000 has been added to the budget to cover other incidental incentive or thank you costs that are generally spent each year for recreation or gift baskets.
- The program still has approximately \$25,000 in reserves which will be used to fund the 2018 expenditures. There is no commitment for 2019 and no expectation that an incentive program will be needed in future years based on the current staffing levels, industry and economy. As a result no revenue is being requisitioned from the member municipalities in the current year.

WEEDS & PESTS

The majority of the allocation within the Weeds & Pests budget deals with weed and pest control in parks throughout the Town. The Parks department has trained staff members who provide weed control within the parks.

WEED AND PEST CONTROL	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Wages and benefits	7,168	6,760	3,871	7,634	10,182
Chemical and materials	14,000	7,917	14,000	12,108	2,205
Amortization	27,333	27,333	27,333	27,333	27,333
	48,501	42,010	45,204	47,076	39,720
Operational budget adjustments					
Addback amortization	(27,333)	(27,333)	(27,333)	(27,333)	(27,333)
NET DEFICIT (SURPLUS) WEED AND PEST CONTROL	21,168	14,677	17,871	19,743	12,387

Variance Highlights

- No significant changes to highlight.

ECONOMIC DEVELOPMENT

The Economic Development department is responsible for maintaining the Business Growth & Development Centre, business retention, investment attraction and municipal marketing efforts. This department is guided by the Municipal Strategic Plan and the Economic Development Committee and primarily implemented by the Economic Development Officer.

ECONOMIC DEVELOPMENT	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Grants and contributions	(91,500)	(28,072)	(52,500)	(50)	-
Economic development revenue	(91,500)	(28,072)	(52,500)	(50)	-
Wages and benefits	80,710	76,121	69,850	59,841	-
Materials, supplies and operating expenses	264,400	96,575	104,500	44,033	-
Economic development expenses	345,110	172,696	174,350	103,874	-
	253,610	144,624	121,850	103,824	-
Operational budget adjustments					
Transfer from reserve - operations	(44,750)	(42,000)	(42,000)	-	-
Transfer to reserve - operations	-	-	-	12,000	-
NET DEFICIT (SURPLUS) ECONOMIC DEVELOPMENT	208,860	102,624	79,850	115,824	-

Variance Highlights

- Revenue includes CARES grant applied for in the amount of \$87,500, \$2,000 for Canada Summer Jobs grant, and \$2,000 for other miscellaneous income such as seminar fees and sponsorships.
- Wages and benefits budget was increased to include a summer student on staff for 9 weeks.
- The Economic Development project budget for 2018 is \$286,350 and includes:
 - CARES project – Industrial land development project on annexed land (175K)
 - Downtown - Reinvigoration projects (10K); Events (8K same as prior year)
 - Business Retention: Business Growth and Development Centre (aka EDO office) – supplies, EDO professional development etc. (2.5K); Capacity Building & Entrepreneur Development (3.5K);
 - Marketing: Website continued development and improvements (2K); Gateway signage update (51.5K); Champions Program (2K); Advertising (5K); and contingency (3K).
- Transfer from general operating reserves in the amount of 44,750 to cover half of Town funding portion for CARES grant project.

LAND PLANNING & DEVELOPMENT

The Development Officer provides development services to the municipality and works with the Municipal Subdivision and Development Authority. The planning advice and services are contracted through membership in the Oldman River Regional Services Commission. Building code, gas and plumbing and electrical inspections are currently being provided through a contract with Superior Safety Codes.

LAND PLANNING AND DEVELOPMENT	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Permits	(17,000)	(20,136)	(13,000)	(24,942)	(11,304)
Planning and development fees	(3,500)	(9,389)	(4,000)	(2,945)	(3,325)
Planning and development revenue	(20,500)	(29,524)	(17,000)	(27,887)	(14,629)
Wages and benefits	71,139	72,803	68,603	82,919	101,768
ORRSC membership	57,500	51,069	56,500	55,663	51,408
Legal and professional services	25,625	11,435	20,400	1,116	7,039
Materials, supplies and operating expenses	28,500	-	44,000	700	2,715
Planning and development expenses	182,764	135,306	189,503	140,398	162,930
NET DEFICIT (SURPLUS) PLANNING & DEVELOPMENT	162,264	105,782	172,503	112,511	148,301

Variance Highlights

- Increases in budgeted revenue for permits are based on prior 2 years.
- A 1.5% allowance has been added for a possible ORRSC fees increase in 2017.
- Professional fees includes \$3,500 for the plan cancellation in the NE of Town, \$15,000 to complete the MDP that was started in 2017.
- Operating costs include \$15,000 for phase 1 of road plan project to update and correct road plans for alleys and other areas.

GENERAL RECREATION

The general recreation budget deals with general recreational programming, such as the Southern Alberta Summer Games as well as overarching expenditures such as wages and benefits for the recreation manager. It also includes costs related to the Golf Course include interest expenses on debt related to the Golf Course and the Golf Course Management Fee the Town pays.

GENERAL RECREATION	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Local government grants	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
Summer Games local government contribution	(4,600)	(4,850)	-	-	-
General recreation revenue	(29,600)	(29,850)	(25,000)	(25,000)	(25,000)
Golf course management	55,000	50,000	50,000	50,000	50,000
Debenture interest	8,993	11,164	11,263	13,386	15,557
Wages and benefits	66,974	62,018	32,237	27,521	-
Programming expenses	5,000	1,971	7,850	-	14,737
General recreation expenses	135,967	125,153	101,350	90,907	80,294
NET DEFICIT (SURPLUS) PLANNING & DEVELOPMENT	106,367	95,303	76,350	65,907	55,294
Operational budget adjustments					
Transfer from reserve - operations	(50,000)	-	-	-	-
NET DEFICIT (SURPLUS) GENERAL RECREATION	56,367	95,303	76,350	65,907	55,294

Variance Highlights

- Added revenue for Summer Games local government contributions is for new contract with other local municipalities within the MD of Willow Creek to have the Town of Claresholm Recreation Manager coordinate the local summer games registrations.
- Increase of \$5,000 to golf course management fee in response to request from the golf club.
- Debenture interest decreases year over year as debt is repaid.
- \$50,000 transfer from general reserve “debt reduction” to offset approximately half of 2018 debt repayment on recreation loan.

PARKS

The parks budget includes maintenance of the Town's parks as well as the fees and costs related to the Town's campground.

PARKS	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Campground fees	(64,000)	(62,939)	(50,000)	(47,779)	(50,703)
Parks grants and other funding	-	(275)	-	(2,850)	-
Parks revenue	(64,000)	(63,214)	(50,000)	(50,629)	(50,703)
Wages and benefits	110,032	99,419	103,943	95,286	99,345
Materials, supplies and operating expenses	52,000	52,841	50,000	27,543	21,562
Amortization	160,117	158,170	147,644	147,644	149,673
Parks expenses	322,149	310,430	301,586	270,472	270,580
	258,149	247,216	251,586	219,843	219,876
Operational budget adjustments					
Addback amortization	(160,117)	(158,170)	(147,644)	(147,644)	(149,673)
Transfer to reserve - capital	-	-	-	25,000	-
NET DEFICIT (SURPLUS) PARKS	98,032	89,046	103,943	97,200	70,204

Variance Highlights

- \$5,000 increase to campground fees for proposed 10% rate increase.
- Operating expenses reduced back to historic levels. 2017 was high for purchase of shale for the ball diamonds for \$16,000.
- \$9,000 increase to campground fees for rental of the campground office/residence and \$20,000 increase to operating expenses related to the campground operations, adjusting the structure of the current attendant agreement.

ARENA

The Arena operates an ice area during the winter and is also used for lacrosse and other rentals during the summer. The main users of the Arena are the Claresholm Minor Hockey Association and the Figure Skating Club.

ARENA	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Minor hockey	(30,000)	(32,416)	(29,450)	(34,168)	(29,396)
Figure skating	(9,000)	(8,261)	(10,000)	(10,076)	(11,655)
Other rentals	(19,000)	(23,138)	(20,500)	(19,381)	(17,248)
Advertising	(4,000)	(5,193)	(4,000)	(3,825)	(3,725)
Arena revenue	(62,000)	(69,008)	(63,950)	(67,450)	(62,023)
Wages and benefits	111,331	120,912	81,313	102,442	95,107
Materials, supplies and operating expenses	94,200	73,569	83,000	86,973	62,788
Amortization	37,457	36,059	34,695	34,695	35,563
Arena expenses	242,988	230,540	199,007	224,109	193,458
	180,988	161,532	135,057	156,659	131,434
Operational budget adjustments					
Addback amortization	(37,457)	(36,059)	(34,695)	(34,695)	(35,563)
Transfer to reserve - capital	-	-	-	39,238	-
NET DEFICIT (SURPLUS) ARENA	143,531	125,473	100,363	161,202	95,872

Variance Highlights

- Reduced minor hockey and figure skating rentals for decreased usage due to decreased registrants. This is slightly offset for proposed 5% rental rate increase, but isn't expected to offset the reduced rental time.
- Operating expenses were increased \$15,000 for Compressor #2 rebuild, \$2,000 for utility rate increases, and \$1,100 for active fire/ammonia detection monitoring.

AQUATIC CENTRE

The Aquatic Centre is owned by Alberta Health Services and shares the facility with the Town for the Town residents use and benefit. The Town operates the facility covering some of the maintenance costs, lifeguards, and programming expenses.

AQUATIC CENTRE	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Lessons	(60,375)	(66,012)	(57,500)	(66,092)	(58,362)
Gate admission	(46,440)	(42,485)	(43,000)	(50,048)	(42,233)
Rentals	(18,000)	(18,801)	(19,000)	(19,953)	(20,213)
Other funding	(12,000)	(25,349)	-	(4,000)	-
Aquatic Centre revenue	(136,815)	(152,647)	(119,500)	(140,093)	(120,808)
Wages and benefits	228,333	239,639	252,062	261,091	269,294
Materials, supplies and operating expenses	45,300	43,425	31,500	31,152	26,021
Amortization	17,016	17,745	18,656	18,656	19,795
Aquatic Centre expenses	290,649	300,808	302,218	310,899	315,111
	153,834	148,161	182,718	170,806	194,303
Operational budget adjustments					
Addback amortization	(17,016)	(17,745)	(18,656)	(18,656)	(19,795)
NET DEFICIT (SURPLUS) AQUATIC CENTRE	136,818	130,416	164,062	152,149	174,507

Variance Highlights

- Proposed 5% increase in lessons, and approximately 10% increase in gate admissions.
- Drop in rental revenue due to Fort Macleod Schools utilizing their own Town's pool more for lessons rather than renting ours.
- Operating expenses increased for some equipment upgrades and replacement of window blinds.

MUSEUM

The Museum Board oversees the operation of the Museum in cooperation with the Museum Executive Director and administrative staff and provides recommendations to Council on the budget. The Museum budget includes the operations of two buildings, the Historic CPR Train Station and Museum Exhibit Hall. The Visitor Information Centre operates out of the Historic CPR Train Station. Both are open to the public from May to early October, plus some off season special events.

MUSEUM	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Sales	(550)	(475)	(2,200)	(1,899)	(2,916)
Donations	(3,500)	(6,947)	(6,200)	(13,162)	(2,141)
Grants	(47,915)	(48,208)	(79,334)	(39,093)	(41,879)
Museum revenue	(51,965)	(55,630)	(87,734)	(54,154)	(46,936)
Wages and benefits	79,250	81,563	104,600	72,224	59,110
Materials, supplies and operating expenses	43,020	38,986	44,092	38,264	40,799
Professional development	2,000	1,789	2,500	3,088	2,152
Amortization	23,381	22,972	23,683	23,683	24,303
Museum expenses	147,651	145,310	174,874	137,259	126,364
	95,686	89,681	87,140	83,104	79,428
Operational budget adjustments					
Addback amortization	(23,381)	(22,972)	(23,683)	(23,683)	(24,303)
NET DEFICIT (SURPLUS) MUSEUM	72,305	66,708	63,458	59,422	55,125

Variance Highlights

- Sales budget was reduced to show only the Museum's portion of consignment sales.
- Museum grant revenue includes grant funding: \$25,000 operational grant, \$12,915 for summer jobs, \$3,000 for publication of walking tour, plus \$1,000 other. None are confirmed.
- Wages & benefits for the museum are on par with 2017 actual staffing levels as hoping for same staffing levels in 2018. This is less than budgeted for 2017.
- Materials, supplies and operating expense decreased by \$1,400 for reducing number of storage rentals and utilities decreased to be more in-line with 2017 actuals due to increased efficiency of new heating units installed in 2016.
- Added \$6,000 to Federal grant revenue and program expenses to defer the completion of the RCAF Virtual Museum project that wasn't completed in 2017.

LIBRARY

The local Library Board oversees the activities and budget requests. The Municipality is a member of the Chinook Arch Regional Library system which is a network of independent, cooperating libraries in the southwestern corner of Alberta. Chinook Arch provides training, consulting, IT support and centralized purchasing, cataloguing, processing, and delivery services.

LIBRARY	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Grant	185,500	174,740	179,740	169,650	164,697
Chinook Arch membership	29,673	28,636	28,636	27,809	27,058
Amortization	25,593	25,593	25,593	25,593	25,593
	240,766	228,969	233,969	223,052	217,348
Operational budget adjustments					
Addback amortization	(25,593)	(25,593)	(25,593)	(25,593)	(25,593)
NET DEFICIT (SURPLUS) LIBRARY	215,173	203,376	208,376	197,459	191,755

Variance Highlights

- Local library requisition includes a 3% increase.
- In addition to the base requisition of \$180,000 for 2018, the budget also includes \$3,500 to replace windows with broken seals, and \$2,000 to improve the boulevard to the NE end of the driveway.
- Approximate 3.5% increase for Chinook Arch library fees for 2018.

DEPARTMENT
CAPITAL
BUDGETS

Funding Sources for Capital Projects

Provincial and Federal grants are available each year to assist the municipality to fund major infrastructure projects. The Council has additional options to consider such as reserves, tax or utility funding. The following is a brief explanation of capital project funding source options.

Federal Gas Tax Fund (FGT)

Each year, the federal FGT assists municipalities by providing funding for local infrastructure projects. Funding is provided to the Province, who in turn flows this funding to the municipality. This program has been legislated as a permanent source of Federal infrastructure funding for municipalities. The program is broad-based and allows municipalities to use the funding toward a wide range of projects to meet local priorities.

Municipal Sustainability Initiative (MSI)

Municipalities in Alberta are eligible for funding under the MSI program based on the terms set out in long-term funding agreements with the Province. Municipalities determine projects and activities to be funded based on local priorities within the general criteria set out in the program guidelines and are encouraged to take a long-term approach to planning for capital projects.

Alberta Municipal Water/Wastewater Partnership (AMWWP)

The AMWWP is a competitive grant program that provides cost-shared funding to eligible municipalities to assist in the construction of municipal water supply and treatment and wastewater treatment and disposal facilities. Funding is provided for the construction of high-priority water supply and treatment and wastewater treatment and disposal facilities. Water distribution and/or sewage collection systems are not eligible for assistance.

Alberta Historic Resources Conservation Grant

Historic Resource Conservation grants provide project funding for conservation of Alberta's historic places and can include restoration, architectural and/or engineering services, studies reports or plans associated with the conservation of the historic place. Matching grants are awarded up to 50% of eligible costs. Conservation includes actions or processes that safeguard character-defining elements of a historic place to retain the heritage value and extend physical life. This may involve one or more conservation treatments—preservation, rehabilitation or restoration. The maximum matching grants per application per year are as follows: Provincial Historic Resources – \$100,000; Municipal Historic Resources – \$50,000; Local (non-designated) Historic Resources – one-time grant of \$5,000.

Alberta Community Resilience Program (ACRP)

The ACRP is a multi-year provincial grant program supporting the development of long-term resilience to flood and drought events, while supporting integrated planning and healthy,

functioning watersheds. These grants will support the design and construction of projects that enhance or enable the protection of critical infrastructure from flooding and drought events, and help ensure public safety is protected.

Community Facility Enhancement Program (CFEP)

The **CFEP** is a competitive grant program that assists with foster the unique characteristics of Alberta's many communities. The aim of the program is to reinvest revenues generated from provincial lotteries into communities, empower local citizens and community organizations to work together and to respond to local needs. The maximum amount per application (one facility) is \$125,000 per fiscal year.

Municipalities are not eligible for this funding and therefore must partner with a local organization to access these grants.

Alberta Recycling – Municipal Demonstration Grant Program

The grant program offers up to \$30,000 per applicant to purchase recycled tire products for public projects such as parks, arenas, walking trails, and recreational facilities etc.

Reserves/Restricted Surplus

As a means of solid financial planning, Council has created a number of special reserve funds to address both future operational and especially, capital resource needs. These funds address new acquisition and replacement, but have general restrictions on use. Through the budget process, the Town will designate funds that have been internally restricted to finance those projects for which the funds have been ear-marked.

Sundry Trust

Sundry trust is an account where funds that have been donated or provided to the Town to be held in trust for a specific purpose are retained.

Utility Funded

Revenue generated through utility rates is intended to fully fund operational costs including amortization. As the utilities become closer to full-cost recovery, amounts generated to fund amortization can be used to fund capital projects. If there is no required capital replacement for a utility in any given year, the amortization amount may be reserved for future capital projects.

The following table summarizes the anticipated funding sources for the capital projects for the upcoming year.

FUNDING SOURCES FOR THE YEAR	
Alberta Community Resilience Program Grant (ACRP)	(3,451,058.00)
Municipal Sustainability Grant (MSI)	(2,028,779.00)
Community Facility Enhancement Program (CFEP)	(560,786.00)
Federal Gas Tax Fund (FGTF)	(342,500.00)
Alberta Municipal Water/Wastewater Partnership (AMWWP)	(45,900.00)
Total Government Transfers for Capital	(6,429,023.00)
Transfers from reserves	(508,485.00)
Proceeds from long-term debt	(400,000.00)
Community contributions and donations	(144,300.00)
Local government contributions	(144,000.00)
Proceeds on sale or trade-in of vehicles and equipment	(40,000.00)
Tax funded	(21,500.00)
TOTAL FUNDING	<u>(7,687,308.00)</u>

Capital Summary Budget

ENGINEERING STRUCTURES PROJECTS	Funding	Expenditure
Municipal Stormwater System Upgrade - Phase 1 (carryforward from 2016/17 budgets)		2,619,667
<i>Funding: ACRP Grant</i>	<i>(1,833,767)</i>	
<i>Funding: MSI Grant</i>	<i>(785,900)</i>	
Municipal Stormwater System Upgrade - Phase 2		1,796,990
<i>Funding: ACRP Grant</i>	<i>(1,617,291)</i>	
<i>Funding: MSI Grant</i>	<i>(179,699)</i>	
Sewer Trunk Main - Airport to Lagoon		1,140,000
<i>Funding: Debt</i>	<i>(400,000)</i>	
<i>Funding: FGTF Grant</i>	<i>(285,000)</i>	
<i>Funding: MSI Grant</i>	<i>(255,000)</i>	
<i>Funding: Capital Water and Sewer Reserve</i>	<i>(200,000)</i>	
Pavement Overlay - 100 block of 55th Ave W, 400 & 500 blocks of 49th Ave W, Saskatchewan Cres. Phase 1		380,000
<i>Funding: MSI Grant</i>	<i>(380,000)</i>	
Walking Paths		230,000
<i>Funding: CFEP Grant</i>	<i>(100,000)</i>	
<i>Funding: Capital Parks and Pathways Reserve</i>	<i>(90,000)</i>	
<i>Funding: Community contributions and donations</i>	<i>(40,000)</i>	
Sidewalks and ramp replacement and upgrades		30,000
<i>Funding: FGTF Grant</i>	<i>(30,000)</i>	
ENGINEERING STRUCTURES TOTAL		3,576,990

VEHICLE PURCHASES & PROJECTS		
1 Ton Service Truck with Toolbox		85,000
<i>Funding: MSI Grant</i>	<i>(85,000)</i>	
Sewer Flusher Truck (carryforward from 2017 budget)		288,180
<i>Funding: MSI Grant</i>	<i>(288,180)</i>	
Town Float upgrade		10,000
<i>Funding: Tax funded</i>	<i>(10,000)</i>	
VEHICLE TOTAL		383,180

BUILDINGS PROJECTS	
Multi-use Community Building - Architectural update	18,750
<i>Funding: Capital Multi-use Building Reserve</i>	<i>(18,750)</i>
Arena Ice Surface Floor & Boards Replacement	780,721
<i>Funding: CFEP Grant</i>	<i>(405,786)</i>
<i>Funding: Capital Arena Reserve</i>	<i>(154,135)</i>
<i>Funding: Local Government Contributions</i>	<i>(144,000)</i>
<i>Funding: Community contributions and donations</i>	<i>(76,800)</i>
Firehall Building Upgrades	55,000
<i>Funding: MSI Grant</i>	<i>(55,000)</i>
Curling Rink Plant Upgrades (Brine Chiller)	110,000
<i>Funding: CFEP Grant</i>	<i>(55,000)</i>
<i>Funding: FGTF Grant</i>	<i>(27,500)</i>
<i>Funding: Community contributions and donations</i>	<i>(27,500)</i>
BUILDINGS TOTAL	964,471

MACHINERY & EQUIPMENT PURCHASES	
Water Treatment Plant SCADA Control	85,000
<i>Funding: AMWWP Grant</i>	<i>(45,900)</i>
<i>Funding: Capital Water and Sewer Reserve</i>	<i>(39,100)</i>
ITRON Water Meter Mobile Data Collection Upgrade	6,500
<i>Funding: Capital Water and Sewer Reserve</i>	<i>(6,500)</i>
Bobcat Replacement	44,000
<i>Funding: Trade-in</i>	<i>(40,000)</i>
<i>Funding: Tax funded</i>	<i>(4,000)</i>
Town Shop overhead crane replacement	7,500
<i>Funding: Tax funded</i>	<i>(7,500)</i>
MACHINERY & EQUIPMENT TOTAL	143,000

ENGINEERED STRUCTURES

Carryforward Capital Project from 2016/2017	
Project Name	Phase 1 – Storm Water Drainage Improvements
Anticipated Start	2016
Project Description	Phase 1 of Town’s Storm Management Plan including Storm Water Management Facility and upgrade of 8 th Street Ditch.
Remaining Cost	\$2,619,677
Funding Sources	ACRP and MSI Grants
Rationale for need	Try to prevent flooding reoccurrence to homes in Town.
Impact on future operating costs	More maintenance on new apparatuses will be required.
Implications of deferring this project	If nothing is done to address the problems outlined in the Storm water management Plan, we may see re-occurrences of flooding in Town.

2018 Capital Project	
Project Name	Phase 2 Storm water management plan
Anticipated Start	2018
Project Description	Golf Course Ditch, Centennial Park, main outfall upgrade
Project Cost	\$1,796,990
Funding Sources	ACRP and MSI Grants
Rationale for need	As recommended in Town’s Storm Water Management plan for flood prevention.
Impact on future operating costs	No more maintenance is anticipated than what currently is the Town’s practice.
Implications of deferring this project	Repeat of 2014 flood damages.

2018 Capital Project	
Project Name	Sewer trunk main replacement (Phase II)
Anticipated Start	2018
Project Description	Airport to Lagoon portion of Sewer main. Replacing 1900 meters of 525mm concrete sewer main to 750mm plastic.
Project Cost	\$1,140,000.
Funding Sources	FGTF & MSI Grants, Debt, and Capital Reserves
Rationale for need	Currently a bottle neck occurs in this location where two lines merge into one. The concrete sewer main has been eroded by sewer and pipe wall thickness has been reduced.
Impact on future operating costs	No extra costs are expected after completion.
Implications of deferring this project	This section handles all Sanitary Sewer for the Town. A system failure could be extremely detrimental to the Town

2018 Capital Project	
Project Name	New Sidewalk Construction & new wheel chair ramps
Anticipated Start	2018
Project Description	New sidewalk to connect fragmented portions in Town, Drop in Center to Museum exhibit hall, + 6 wheel chair ramps in various areas
Project Cost	\$30,000.00
Funding Sources	FGTF Grant
Rationale for need	Public safety. The number of people walking on roadways is increasing.
Impact on future operating costs	Maintenance budget/time will increase in future as more sidewalks are added.
Implications of deferring this project	Continued complaints and requests by the public to add and connect these sidewalks and access issues.

2018 Capital Project	
Project Name	New Pavement & Pavement Overlay
Anticipated Start	2018
Project Description	Paving of additional section of Saskatchewan Cres. as well as pavement overlay to damaged roads including 100 block of 55 th Ave West and 400 & 500 blocks of 49 th Ave. West.
Project Cost	\$380,000.
Funding Sources	MSI Grant
Rationale for need	Currently 16 blocks are in need of repaving. Repairs will be completed on a priority basis.
Impact on future operating costs	No extra costs are anticipated. Less manpower required for maintenance over the next few years.
Implications of deferring this project	Increasing damage to road surfaces, resulting in more complaints to the Town and Council and gets more expensive to repair.

2018 Capital Project	
Project Name	Walking Paths
Anticipated Start	2018
Project Description	Expand walking paths throughout town.
Project Cost	\$230,000.
Funding Sources	CIP & CFEP Grants, Capital Reserves & Community contributions and donations
Rationale for need	Additional walking paths throughout and around Town was seen as a priority of the 2017 Parks and Recreation Master Plan.
Impact on future operating costs	Additional maintenance costs for clearing and repairing pathways.
Implications of deferring this project	May hinder future economic and population growth and increased risk of vehicle/pedestrian collision due to individuals walking on the roads due to lack of pathways.

VEHICLES

2018 Capital Purchase	
Project Name	Fleet Replacement
Anticipated Start	2018
Project Description	Replacement of 1 ton truck & deck to fleet (Service truck) Used
Project Cost	\$85,000. Used price based on published adds
Funding Sources	MSI Grant
Rationale for need	Reliable vehicles are needed in all departments A replacement cycle based on a priority list has be implemented. Replace an existing ¾ ton service truck that is underpowered when towing the oiler or Bobcat.
Impact on future operating costs	Maintenance and replacement parts costs are constantly increasing.
Implications of deferring this project	This unit is our main work truck that carries tools to all sites. Priority vehicle in our fleet.

Carryforward Capital Purchase from 2017	
Project Name	New Sewer flushing truck
Anticipated Date	2017
Project Description	Replacement of sewer flusher.
Project Cost	\$288,180.
Funding Sources	MSI grant
Rationale for need	This unit is a 1991 truck with a 1999 flusher mounted on the rear. This unit maintains the sewer system and is essential to unplug the sewer mains when there is a problem. The machine works in a harsh environment and deteriorates at an increased rate.
Impact on future operating costs	Reduced repair costs.

2018 Capital Project	
Project Name	Town float renewal
Anticipated Date	2018
Project Description	Redo, repair and repaint the aging float to represent Claresholm
Project Cost	\$10,000
Funding Sources	Tax Funded
Rationale for need	Trailer skirting is in poor condition. Painting of landscape is deteriorating. Needs refreshing.
Impact on future operating costs	No impact on future operations.
Implications of deferring this project	Cannot find people to drive the float.

BUILDINGS

2018 Capital Project	
Project Name	Multi-Use Community Complex – Architectural Update
Anticipated Start	2018
Project Description	Update design and project plans to minimize costs and changes to the existing building and allow for phasing of the renovations.
Project Cost	\$18,750
Funding Sources	Capital Reserves
Rationale for need	Existing office is over 70 years old and has reached its useful life, without major renovations.
Impact on future operating costs	Unknown at this time.
Implications of deferring this project	Current Administration building does not meet fire code, asbestos contamination, and internal plumbing replacement needed.

2018 Capital Project	
Project Name	Arena Ice Surface Floor Replacement
Anticipated Start	2018
Project Description	Ice Arena floor and board replacement
Project Cost	\$735,000.
Funding Sources	Arena reserve fund/ donations/ grants
Rationale for need	Replacement was recommended approximately 9 years ago. The in floor piping system is 35 years old. One major leak and the arena will be unusable for the season. The boards are worn out as well.
Impact on future operating costs	A newer system will operate more efficiently, therefore optimizing energy requirements.
Implications of deferring this project	Failure to provide scheduled winter programs for affected season.

2018 Capital Project	
Project Name	Firehall building upgrades
Anticipated Start	2018
Project Description	New air makeup unit for exhaust removal inside the hall, overhead heater replacement and power panel upgrades. 3 phase 200 amp service will be required.
Project Cost	\$55,000.
Funding Sources	MSI Grant
Rationale for need	Most of the Fire trucks are now diesel. The smoke is thick in the hall when trucks are getting moved or responding as not all fire fighters are leaving the hall in the first trucks responding to the call.
Impact on future operating costs	Maintenance will be required yearly on the units, should be cheaper than the old units to operate and maintain.
Implications of deferring this project	These overhead heaters are the original unit heaters and need replacement as they are not reliable. The levels allowed for exhaust exposure are lower now than when this building was designed.

2018 Capital Project	
Project Name	Curling Rink plant upgrade
Anticipated Start	2018
Project Description	Replace the brine chiller at the curling rink. This pressure vessel was recommended for replacement in 2013, when the compressor was changed.
Project Cost	\$110,000.
Funding Sources	CFEP & FGTF Grants and Community contributions
Rationale for need	This is a critical part of the plant that must be certified yearly as it is a pressure vessel.
Impact on future operating costs	Could reduce an emergency repair cost, and when replaced should operate more efficiently.
Implications of deferring this project	System failure, loss of use of curling rink until replaced. (Approximately 1 month project).

MACHINERY & EQUIPMENT

2018 Capital Purchase	
Project Name	SCADA Control Human Interface Machine
Anticipated Date	2018
Project Description	Update/Replace SCADA Control for Water Treatment Plant
Project Cost	\$85,000
Funding Sources	AMWWP Grant and Capital Reserves
Rationale for need	The water plant SCADA control system is in need of an upgrade. The current SCADA computers are utilizing Windows XP, which has not been supported by Microsoft since April 18 th , 2014. The SCADA software on the PC is RsView32 is not compatible with the newer 64 bit operating systems. The existing SCADA computers were installed in 2010 and have a typical lifespan of five years. This upgrade will ensure the HMI and operator have access to run the system.
Impact on future operating costs	Future operating costs would be minimal
Implications of deferring this project	Deferring this project could possibly include a complete failure of the water plant control system.

2018 Capital Purchase	
Project Name	ITRON MOBILE DATA COLLECTION UPGRADE
Anticipated Date	2018
Project Description	Replace/Upgrade Wireless Utility Meter Reader
Project Cost	\$6,500
Funding Sources	Capital reserve
Rationale for need	The current FC200 handheld is no longer compatible with newer technology and maintenance service is almost obsolete.
Impact on future operating costs	Future operating costs would include preventive maintenance on the system.
Implications of deferring this project	Deferring this project will have no implications unless there is a complete failure of the collection system tools.

2018 Capital Purchase	
Project Name	Bobcat replacement program
Anticipated Start	Yearly
Project Cost	\$4000.
Funding Sources	Operations budget
Rationale for need	The program involves rotating old machine for a new machine yearly. The equipment is only covered by one year warranty and with some service of the machine included, we are keeping our costs for operations at the lowest possible for the Town.
Impact on future operating costs	This purchase procedure eliminates the chance of major repairs as we always have new warranty coverage
Implications of deferring this project	The value of our Bobcat will drop yearly and the cost for maintenance will also increase as this machine is used for 250+ hours per year. No warranty coverage unless we purchase extended warranty at almost \$2500.00 dollars per year.

2018 Capital Purchase	
Project Name	Overhead crane hoist replacement
Anticipated Date	2018
Project Description	Replace worn out crane at the shop
Project Cost	\$ 7,500
Funding Sources	Tax funded
Rationale for need	Unit needs yearly certification and this original unit is worn out.
Impact on future operating costs	No future impact is expected.
Implications of deferring this project	Crane could fail causing injury, or unable to re-certify and unusable.



REQUEST FOR DECISION

Meeting: March 12, 2018
Agenda Item: 4

BYLAW #1639 – MUSEUM BOARD

DESCRIPTION:

The Museum Board is an internal community board that is formed by bylaw. The bylaw in essence creates the existence of the Museum Board and delegates some of Council's duties and authority to the Board in relation to the Claresholm & District Museum and Visitor Information Centre.

The current Museum Board Bylaw (Bylaw #1506) is 10 years old, and during that time the operations of the Museum and the role of the board has evolved. The Bylaw needs to be updated to reflect that.

The main changes from the old Bylaw to the new are in Section 9 – Board Functions and Section 10 – Staffing.

Section 9 has been adjusted to state that the board is primarily a policy board, involved in setting policy, long range and strategic planning, and therefore should not be getting directly involved in day to day operations.

Section 10 has been adjusted to state that a committee of the the board and CAO or designate will hire the Executive Director, but not other staff. Other staff are hired by the Executive Director and Town administration and do not answer directly to the Museum Board.

There are a few other minor changes for clarity.

RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1639, Museum Board Bylaw, 1st reading.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1639, Museum Board Bylaw, 1st Reading.

ATTACHMENTS:

DRAFT Bylaw No. 1639, Museum Board Bylaw

APPLICABLE LEGISLATION:

Municipal Government Act, Section 145 – Bylaws – council and council committees

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

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: March 6, 2018



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1639**

A Bylaw of the Town of Claresholm to establish the Claresholm & District Museum Board;

WHEREAS it is deemed proper that a bylaw be drawn to establish a Museum Board and to set up terms of reference for the proper management of the Claresholm and District Museum;

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act the Council of the Town of Claresholm enacts as follows:

Definitions:

In this bylaw:

“**Council**” means the Town of Claresholm Council.

“**Board**” means the Claresholm & District Museum Board.

“**CAO**” means Chief Administrative Officer of the Town of Claresholm.

Museum Board

1. There is hereby established a Board to be known as the Claresholm & District Museum Board.

Board Appointments

2.
 - a) The Board will consist of not fewer than 5 and not more than 9 members appointed by Council.
 - b) Not more than 2 members of Council may be members of the Board.
 - c) Members must be a resident of Claresholm or reside within the Claresholm Recreation Area of the Municipal District of Willow Creek #26.
 - d) Term of appointment will be 4 years.
 - e) A member of the Board is eligible to be reappointed for only 2 additional consecutive terms of office unless at least 2/3 of the whole Council passes a resolution stating that the member may be appointed as a member for more than 3 consecutive terms.

Date of Appointments

3.
 - a) The appointment of the Town Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.
 - b) The appointments of the members of the Board shall be made on the date fixed by Council following the general Municipal Election, or as required

Resignations

4.
 - a) By mutual consent, the Council and the Board may with reason, request the resignation of any of the members, prior to the expiry date of the member’s appointment.
 - b) Any member of the Board may resign at any time upon sending a written notice to the CAO of the Town of Claresholm or the Board Chair.

Board Member Disqualifications

5.
 - a) A person is disqualified from remaining a member of the Board if he/she fails attend, without being authorized by a resolution of the Board to do so, the meetings of the Board for 3 consecutive regular meetings.
 - b) If a member of the Board is disqualified from remaining a member under subsection (a) he/she is deemed to have resigned his/her seat on the Board.

Chairperson of the Board

6. The Board shall elect a chairperson and any other officers it considers necessary from among its members.

Meetings

- 7. a) The Board shall meet a least once every 3 months and at any other times it considers necessary.
- b) A quorum shall consist of more than half (or a majority) of the board members.

Record of Meetings

- 8. a) All minutes, resolutions and policies of the Board shall be entered in books to be kept by it for that purpose and the books shall be signed by the chairperson or acting chairperson.
- b) A copy of all minutes, resolutions and policies shall be given to the CAO of the Town of Claresholm to be filed with the Town records.

Board Functions

- 9. a) The Board, subject to any enactment that limits its authority, shall set policy for the procurement and management of the museum collection, displays, promotions and the facilities, and shall endeavor to comply with the Standard Practices Handbook for Museums written by the Alberta Museums Association.
- b) The Board in cooperation with the CAO or designate shall engage in long range planning and strategic planning for the Museum operations and programming.
- c) The Board in cooperation with the CAO or designate shall coordinate the operations and activities of the Museum and the Visitors Information Centre, as long as the two functions are housed in the same facility.

Staffing

- 10. a) The Museum Executive Director shall be hired by a committee consisting of the CAO or designate and the Museum Board Chairperson or designate.
- b) The Museum Executive Director shall be accountable both to the CAO and to the Board.
- c) Additional staff, when needed, will be hired, overseen, and managed by the Museum Executive Director and/or the CAO or designate.

Budget

- 11. a) Annually, the board may submit to the Council a budget of estimated expenditures and revenues for the next year with respect to all matters over which or under the terms of this bylaw, it has jurisdiction.
 - b) Without the approval of Council, neither the Board nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever; nor shall the said Board, nor any member thereof, have the power to authorize any expenditure to be charged against the Town Council Representative.
 - c) All charges for services and materials in relation to the operation of the museum shall be in accordance with the Council approved budget. In the event that there is any deviation of the ratified budget desired by the board, application for change from the ratified budget must be made to council before the change is affected.
- 12. Bylaw #1506 is hereby repealed.
 - 13. This Bylaw shall come into effect on the date of the third reading.

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, CAO



INFORMATION BRIEF

Meeting: March 12, 2018
Agenda Item: 5

DELEGATION RESPONSE – LOCAL PRESS PROPOSAL

DESCRIPTION:

On February 12, 2018 Roxanne Thompson, Owner and Publisher with the Claresholm Local Press, presented a proposal to Council to provide a subscription to the weekly paper to all rate payers in the Town of Claresholm. The proposal presented would be to provide a subscription to each rate payer (property owner), residential or non-residential, at a cost to the Town of \$20 per rate payer (approximately 1,840 rate payers) for a total annual cost of \$36,800. This subscription rate being provided to the Town is 50% of the normal annual subscription rate of \$40. In addition the Local Press would offer a 35% discount on advertising, an increase from the 25% discount currently offered to the Town.

BACKGROUND:

Included in the proposal was some examples of other Towns that provide this service to their residents in collaboration with their local paper. Also provided was one additional example to Administration subsequent to the proposal. Administration followed up on each of these to gather further information on the cost and structure of these arrangements:

- Bow Island Commentator – County of 40 Mile
 - Weekly paper provided to all tax rate payers (approx. 1360 subscriptions) at a cost to the County of \$2.25 per quarter. Annual subscription rate of \$9.
 - Funded from property tax dollars. Cost is not directly charged back out to the residents.
- Okotoks Western Wheel – MD of Foothills
 - No longer provide this service. Discontinued 2 years ago as the Paper was no longer willing to offer the discounted price due to increasing costs such as Canada Post fees.
- Three Hills Capital – Village of Lindon (only discussed with one Village listed by Roxanne)
 - Weekly paper provided to all tax rate payers (approx. 272 subscriptions) at a cost to the Village of \$18.50 tri-annually. Annual subscription rate of \$6.17.
 - Funded from property tax dollars. Cost is not directly charged back out to the residents.
- Sunny South News (Coaldale) – County of Lethbridge
 - Weekly paper provided to all tax rate payers. The individual I spoke to couldn't provide the number of rate payers nor the annual cost per subscription prior to agenda deadline. However, she estimated the annual cost to the County was \$20,000.
 - Funded from property tax dollars. Cost is not directly charged back out to the residents.

The majority of the examples provided who offer, or used to offer this service, are rural municipalities that likely have different revenue streams, service models, and community needs than a small urban municipality, and are therefore potentially not adequate comparables for the Town to assess this proposal, and most are at a significantly lower cost than the Local Press' proposal per subscription.

Administration felt it important to reach out to other comparable communities in the area to see if any of them offer such a service to their residents and find out how they effectively communicate with their residents. We called half a dozen local communities of similar size and received responses so far from four, none of which provide a similar service to that proposed by the Local Press:

- Nanton
 - They use their local paper to run news and ads for the Town, however they have been continually cutting back over the last several years.
 - Used to run a weekly quarter page but this became a challenge to fill every week with meaningful or valuable information. Reduced this to bi-weekly a year or two ago and still found it of little value. Now have no regular space in the paper, but pay for space when needed to communicate to the public important information such as budget, public meetings, etc.
- Cardston
 - Run a ¼ page weekly. Have been reducing Town news/ads in local paper continually over the years focusing more on using their local TV channel and their website.
- Fort Macleod
 - Run a ½ page weekly. No change in this in many years.
- Magrath
 - Do not run a regular weekly section in the paper. Only advertise in the local paper essentially when required by the MGA for public notices or other public engagement requirements.
 - Local paper readership is believed to be low, at only about 25% circulation, and therefore feel little value in advertising in or using the local paper as a major public communication or engagement tool.
 - Most public communication or engagement is done via social media, including Town's web page, Facebook and Twitter.

The Town of Claresholm strives to support local businesses and currently utilizes and supports the Local Press with total fees paid to the Local Press in 2017 of approximately \$32,000 and 2016 of \$23,500. The Town supports and utilizes the Local Press by submitting weekly half page "Town News" ads in the paper as well as significant additional ads for job postings, "Ask the Expert", etc. In 2017 the Town also began a full page color ad for an expanded Town News section, once a month. In addition to advertisements or space in the weekly paper the Town supports the Local Press by using their services for design and printing of other products such as pamphlets, brochures, business cards, etc. 2017 was significantly higher than 2016 due to the addition of the full page ad, changing our printing provider for our business cards, and significant products related to the Economic Development projects including rebranding.

The proposal put forth by the Local Press is for a total estimated \$36,800 on top of what the Town already pays to the Local Press, though the proposal does also provide an additional 10% savings on our advertising, approximately \$2-\$3K additional savings, but this appears insignificant in comparison.

DISCUSSION/OPTIONS:

A local newspaper can be a tremendous communication tool to the public and though the trend is to move away from a printed paper and move to more online communications including social media, the Town of Claresholm does still have a significant elderly population with lower usership of online and social media communication avenues. It is unrealistic however to assume that the older demographic does not use online communication at all; more and more are learning and do utilize it.

As per research done by eMarketer the percentage of individuals aged 65+ that regularly use the internet has increased from 58.9% in 2014 to 67.6% in 2016, nearly a 10% increase in only 2 years.

As Administration has looked further into this proposal some of the following comments or concerns have been voiced:

- Such a significant commitment and support of an individual business in Town could hinder the ability or possibility of other similar businesses desiring to come to Town or survive if they did so.
- This close connection and commitment between the Town and the Local Press could result in conflict of interest or slanted reporting (even if only perceived) from the paper when concerning Town Administration or Council.
- A significant portion of the population of Claresholm, especially the aged population, would still not receive a copy of the paper from the Town as they are not tax payers or utility customers as they may live in apartment buildings, care facilities or other multi-family residences and do not own taxable property.

The Town has a number of options that can be considered with this proposal:

1. The Town could accept the proposal as presented, providing a subscription to the paper to all tax rate payers of the Town. This would have to be funded through the general budget of the Town, ultimately being funded by property tax dollars.
2. The Town could modify the proposal to provide a subscription to the paper to all utility rate payers of the Town. This would reduce the number of subscriptions down to approximately 1,700. The purpose for this would be to allow the Town to be able to treat this service as a public utility through bylaw and be able to bill residents for this service, thereby funding the cost through utility rates rather than through property tax dollars.
3. The Town could purchase a number of subscriptions to the paper (2 – 3 dozen) and provide these for free or at a discounted rate to residents for pickup or purchase at the Town Office. The Town would presumably have to pay the full subscription price of \$40 per paper (\$960 - \$1,440). This would allow the Town to avoid paying for papers for residents who do not want nor will read the paper even if received, as well as does not have the Town subsidizing a paper subscription to residents who are already buying it anyway at their own cost.
4. Decline the proposal and continue with our current advertising program as it exists.

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 7, 2018

Karine Wilhauk

From: Seniors and Housing Information <Seniorsinformation@gov.ab.ca>
Sent: Thursday, February 15, 2018 2:56 PM
Cc: Seniors and Housing Information
Subject: SAVE THE DATE – GREY MATTERS 2018

SAVE THE DATE – GREY MATTERS 2018
September 25-26; Preconference Session September 24
Coast Plaza Hotel and Conference Centre 1316 33 St NE, Calgary, AB

Alberta Seniors and Housing and the Alberta Association of Seniors Centres are pleased to co-host the 2018 Grey Matters Conference. This two-day conference offers seniors service providers opportunities to network, gain knowledge and increase awareness of issues, supports and services for seniors. Conference delegates will hear from dynamic speakers and learn about best practices, emerging issues and trends that enhance seniors wellbeing. Registration will be open in the spring.



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



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Karine Wilhauk

From: Ally Cramm <allyc@rowanhouse.ca>
Sent: Tuesday, February 27, 2018 9:50 AM
To: Karine Wilhauk
Subject: You're Invited to our 10th Annual Hope & Healing Gala!
Attachments: 2018 sponsor pkg - email.pdf

Good morning Mayor MacPherson and members of council,

I just wanted to take a moment to invite you all to Rowan House's upcoming Hope & Healing Gala.

2018 is a big year for us, as it marks our 10th Annual gala. We hope you will consider joining us as we celebrate the difference a decade of generosity has made for the hundreds of women and children who have come through our doors in that time.

Details:

Saturday, April 14th, 2018

5-11pm

Lynnwood Ranch, Aldersyde

Tickets are \$200 each or \$1,400 for a Table of 8.

Available on Eventbrite: <http://bit.ly/RHS2018gala>

(More details attached.)

If you purchase your tickets before our extended Early Bird deadline of March 5th, you'll be entered into our prize draw for a chance to win two extra tickets, free! We hope you'll be able to share the fun and excitement of this inspiring night with more of your friends, who might not have been able to join you otherwise.

The evening will once again feature entertainment from the Calgary Fiddlers and Tanya Ryan. There will be live and silent auctions, two raffles and of course, the amazing food put out by Lynnwood.

The Progress Club Donor Board will return for its second year, giving you the opportunity to donate toward specific shelter needs of your choosing; and we will be playing a video summing up some of the ways donors have impacted our families and our work.

Some of the cool items up for grab in the auctions include box suite tickets to a Flames game next season, a snowboard, golf passes and gift cards to numerous, Foothills restaurants. Something new this year, we are trading out our traditional wine raffle package for a Craft Beer experience!

If you have any questions, please don't hesitate to ask.

We hope you to see you there!

In gratitude,

Ally



Ally Cramm

Community Relations Coordinator

Direct: 403.603.5999 (Tues - Fri)

C: 403.714.2559

Email: allyc@rowanhouse.ca

www.rowanhouse.ca



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**ROWAN
HOUSE**
SOCIETY

BUILDING VIOLENCE FREE COMMUNITIES

Please join us for our **10th Annual**

Hope & Healing Gala

Saturday, April 14th, 2018
Lynnwood Ranch, Aldersyde

2018 Sponsorship Opportunities

"The world needs hope and hope needs help."
Jeff Shuck—Plenty Consulting

Help Hope Grow...

Did you know?

- A Rowan House Shelter Counsellor is waiting on the other side of our telephone crisis line 24 hours a day, 7 days a week, 52 weeks a year, supporting women and children fleeing family violence...
- Prevention Education Facilitators do hundreds of presentations each school year, teaching Foothills students about self-esteem, empathy, dating violence and healthy relationships—empowering them to make choices that break the cycle of abuse and lead to lives free of violence...
- Child Development Workers spend thousands of hours each year helping our littlest residents to just be kids while dealing with the traumatizing things they may have witnessed or experienced before calling Rowan House home...



Over half of the residents at Rowan House Emergency Shelter are children.

In our 2016-2017 fiscal year, Rowan House admitted 92 women and 108 children. During this same time, 369 women and children were turned away

ALL BECAUSE OF YOU

Planning has begun for the 2018 Hope & Healing Gala and we are asking for your support.

How you can help:

Sponsor the Gala / Buy a Ticket / Donate an Auction Item

Family violence has no gender, racial, economical or geographical boundaries.
It's not just a women's issue, it is a human issue.

Every dollar raised through this important event ensures we can continue to provide services and programming that protect women and children in crisis today and create violence free communities into the future.

For more information please call 403-652-3316 or email gala@rowanhouse.ca



Sponsorship Levels

Crown Sponsor—\$25,000 commitment/year for 2 years

- Title Sponsor Recognition in all branding and marketing of event (The *your company name* Hope & Healing Gala)
- 16 tickets per year
- Logo and company link on Rowan House website
- Name and logo on event poster* and in gala program and evening slide show
- Ongoing mentions through social media, monthly newsletters and live media
- Recognition with logo in post-gala thank you ad in local papers, social media and newsletter
- Interview in post-gala video thank you (clip to be recorded at gala) to be posted on social media and used in promotion of next gala

Trunk Sponsor—\$10,000

- 16 tickets
- Logo and company link on Rowan House Website
- Logo on event poster* and in gala program and evening slide show
- Ongoing mentions through social media, monthly newsletters and live media
- Recognition in post-gala thank you ad in local papers, social media and newsletter

Branches Sponsor—\$5,000

- 8 tickets
- Logo and company link on Rowan House website
- Logo on event poster* and in gala program and evening slide show
- Ongoing mentions through social media and monthly newsletters
- Recognition in post-gala thank you ad in local papers, social media and newsletter

Leaves Sponsor—\$2,500

- 4 tickets
- Logo and company link on Rowan House website
- Recognition in gala program and evening slide show
- Recognition in post-gala thank you ad in local papers, social media and newsletter

Berries Sponsor—\$1,000

(unable to attend but would like to support)

- Recognition in gala program and evening slide show
- Recognition in post-gala thank you ad in local papers, social media and newsletter

Tickets: \$1,400 for a Table of 8 or \$200 each

*please note we have a firm print deadline of January 15, 2018, however any digital marketing can be updated at any time if your sponsorship is made after that date.

For more information on sponsoring the 2018 Hope & Healing Gala
please email gala@rowanhouse.ca



Our Vision

That every person is safe and secure and lives without abuse.

Our Mission

*Rowan House Emergency Shelter provides crisis intervention,
long-term support and education for those affected by
family violence in rural communities.*

*Rowan House Trauma Informed services take into account an
understanding of trauma in all aspects of service delivery.*

*Safety, trustworthiness, choice, collaboration and empowerment
are the core values at Rowan House.*

**Rowan House Emergency Shelter
Box 5121, High River, AB T1V 1M3
403-652-3316
www.rowanhouse.ca**

Charitable Registration #: 899496707 RR0001

Charitable Tax Receipts issued based on Canada Revenue CSP-C13 ruling



Claresholm Women's Conference Committee

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

February 28, 2018

Mayor and Council
Town of Claresholm
Box 1000
Claresholm, AB.
T0L 0T0

Re: Greetings at Claresholm Woman's Conference

Dear Mayor MacPherson and Council,

Claresholm FCSS and the Public Library are hosting their 5th annual one day Womens Conference on Sat. April 14th at the Community Centre. We are hoping to have 150 – 200 women attend. We are wondering if you or a member of Council could give a greeting from the Town of Claresholm at approximately 9:45 am.

If you need further information, please do not hesitate to contact Kathy Davies.
Thank you.

Yours truly,

Kathy Davies
kdavies312@gmail.com
403-625-0884 or 403-468-0059



Willow Creek
Composite High School

628 – 55th Avenue West
P.O. Box 219
Claresholm, Alberta T0L 0T0
T: (403) 625-3387 ♦ F: (403) 625-3289
www.lrsd.ab.ca/school/willowcreek
Principal: Mr. Kirby Dietze
Assistant Principal: Mrs. Beverly McNutt

Email: sutterj@lrsd.ab.ca

Willow Creek Composite High School and Prom Candidates are excited to announce their Annual Prom Fashion Show which will take place Thursday, March 22, 2018 at the High School. Prom is a great opportunity for students, as they learn valuable skills such as leadership, volunteerism, and public speaking. Prom candidates and escorts take part in community service and volunteering throughout the year, and become active members in the community.

We are asking for donations of cash; or, products for door prizes. In return, we would like to recognize your business, and tell the community more about it when we are walking down the run-way in your business' uniform or items with your company logo on them, etc. In order to do this, we would like you to write a short script highlighting your business. Any donation that you are able to give us will be gratefully accepted. Prom Candidates will pick up donations at your convenience.

We also invite you to attend the Prom Fashion Show, and we will provide 2 free tickets for you. For more information on the Prom Fashion Show, feel free to email or call the High School at 403-625-3387.

We truly do appreciate the support we receive from the community. Cheques can be made out to WCCHS Prom. We look forward to hopefully seeing you on Prom Fashion Show Night.

Thank you for your consideration!

Sincerely,

Claresholm Prom Candidates
Staff Advisors: JoAnna Sutter and Myrna Newman

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



Date of Application: Tuesday Feb. 27, 2018

Date of Event: March 22, 2018

1. Applicant Information

Name of Applicant: Ali Hemmaway with Prom

Address: Box 515

Contact Person: Ali Hemmaway or JoAnna Sutter

Phone, Fax, Email: 403-625-6289

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

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

YES provide registration date & #

NO

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

YES provide registration date & #

NO

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

We are doing a fashion show and money raised will go towards the cost of Prom

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: \$100.00

6. Details of how the funds will be expended:

Money raised will go towards the cost of Prom such as photographs and renting the community center.

7. Previous Donations

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

Date	Amount	Use of Funds

8. Organizational Information

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

Prom candidates and royalty ~~are~~ volunteer in many events. So far the Prom candidates this year have helped set up the health gala, decorated for Christmas at the auxiliary, gave away hot chocolate and hot dogs at a family skate night and more.

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

Prom is an opportunity for people to step outside their comfort zones, gain skills such as public speaking, etiquette and dance. Prom also gives back to the community through many volunteer opportunities.

How will your organization acknowledge the Town's donation?

We will recognize your business and tell the community about it when we are walking down the runway.

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

YES

NO

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

Funding Source	Amount	Recommended Use of Funds



REQUEST FOR DECISION

Meeting: March 12, 2018
Agenda Item: 10

INVENTORY POLICY – POLICY #GA 03-18

DESCRIPTION:

Included in the Town's Audited Financial Statements is an amount stating the dollar value of inventory the Town has on hand. This inventory consists primarily of supplies, chemicals, and materials at the water treatment plant and at the Town Shop for future use. Due to distance from a major centre to quickly purchase and obtain parts or materials, as well as due to cost savings when purchasing in batches rather than individual items, the Town maintains a significant amount of supplies and materials on hand.

The current Inventory policy requires us to count and value all these supplies and materials regardless of quantity or value. This results in counting, and trying to maintain listings of current costs, for hundreds of different parts and materials, many of which have little value. This practice costs the Town significant man hours every year to accomplish and provides little value to the Town or the users of the Financial Statements.

Through consultation with the Town's Auditor, Avail LLP, the current policy has been updated to add point 3 to reduce the number of man hours required to count and value our inventory. This focuses on high value or large quantity items that would have larger dollar values, without wasting time on low value items.

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt Policy #GA 03-18, the Inventory Policy, effective March 12, 2018 as presented.

ATTACHMENTS:

- Policy #GA 03-18, Inventory Policy

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 6, 2018



Policy #GA 03-18

Inventory Policy

Effective Date: March 13, 2018

PURPOSE: To provide a consistent policy for administration to follow regarding inventory recognition for accounting purposes.

POLICY:

1. Inventory counts by all departments are to be completed on December 31st, or as close to December 31st as possible.
2. Any items purchased by various departments to be held for future use will be valued using the **average cost method**.
3. Only items with an individual unit value of \$500 or greater, or are carried in bulk will be recognized for accounting purposes. Bulk will be defined as:
 - a. Materials measured by mass or volume (Kg, tonne, or L) with greater than 50 mass-units or volume-units on hand (e.g. gravel (tonne) or chemical (Kg or L))
 - b. Materials measured by length (foot or meter) with greater than 50 length-units on hand (e.g. pipe)
 - c. Materials with quantities on hand greater than 50 units.
4. Any items being held that are pieces of a complete item will be deemed to be of no value and will not be included in the inventory count.
5. Any items deemed to be obsolete will be removed from the inventory count at the time of counting.
6. This policy applies to the fiscal year in which it is passed and all subsequent fiscal years.

Date approved by Council:

Repeals policy #GA 12-12 "Inventory Policy"

Resolution #



REQUEST FOR DECISION

Meeting: March 12, 2018
Agenda Item: 11

RECREATION FEES POLICY – POLICY #REC 03-18

DESCRIPTION:

Every year administration is to review rates charged by the Town as part of the budgeting process. Recreation fees (user fees, facility rentals, etc) are one set of fees that are reviewed. During the 2018 budgeting processes these fees were looked at in more depth than in the last few years and we compared the Town of Claresholm's rates to rates being charged by other Municipalities in the area of similar size or similar facilities. In some areas, such as Advanced Course Fees at the Aquatic Centre, we were comparable to other Towns, but in other fees such as Arena rentals or Aquatic Centre we were considerably lower than many other Towns.

As a result the 2018 Operating Budget for the Town of Claresholm was adjusted to increase revenues at the Arena, Aquatic Centre, and Campground for increased fees on average of 5%.

Arena fees won't increase until the next season, effective September 1st. All other fee increases will be effective May 1st. The Policy also sets rates for the 2019 year, most not changing from 2018, however these will be reviewed again during the 2019 budget process and may be adjusted at that time.

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt Policy #REC 03-18, the Recreation Fees Policy, effective March 13, 2018 as presented.

ATTACHMENTS:

- Policy #REC 03-18, Recreation Fees Policy

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 7, 2018



Policy #REC 03-18 Recreation Fees Policy

Effective Date:

PURPOSE: To establish a policy setting recreation facility and user fees.

POLICY:

Recreation facility and user fees rent shall be charged based on the attached schedules:

- Schedule A: Claresholm Arena
- Schedule B: Claresholm Aquatic Centre
- Schedule C: Claresholm Campground
- Schedule D: Claresholm Ball Diamonds

PARAMETERS:

The schedules of fees is to be reviewed annually.

NOTE:

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

Date approved by Council:

Repeals policy #REC 04-15 "Recreational Facility & Miscellaneous User Charges"

Resolution #

SCHEDULE A: CLARESHOLM ARENA

	Current	2018 (Eff. Sept 1)	2019 (Eff. Sept 1)
ICE RENTALS			
Prime Time Ice Rental (/hr) <i>Youth, Minor Hockey</i>	\$63.00	\$66.15	\$69.50
Prime Time Ice Rental (/hr) <i>Adult</i>	\$90.75	\$95.30	\$100.00
Non Prime Time (/hr) <i>Youth</i>	\$41.00	\$43.05	\$45.20
AA & Adult (/hr)	\$90.75	\$95.30	\$100.00
Out Of Town (/hr) <i>Youth</i>	\$110.00	\$115.50	\$121.25
Out Of Town Adult (/hr)	\$110.00	\$121.00	\$127.00
Arena Floor (/hr) <i>Non Profit</i>	\$55.00	\$57.75	\$60.60
Stat Holiday Rental <i>25% on top of regular fees</i>		+25%	+25%
Out of Town Tournament Fee / Mezzanine Rental (/Day) <i>Inc. Lobby</i>	\$55.00	\$57.75	\$60.60
Damage / Security Deposit <i>Tournaments & Special Events</i>	\$400.00	\$400.00	\$400.00
LOBBY RENTAL			
Lobby Rental <i>Non Profit DAY</i> <i>Includes Mezzanine</i>	\$55.00	\$57.75	\$60.60
Lobby Rental <i>Non Profit Evening</i> <i>Includes Mezzanine</i>	\$30.00	\$31.50	\$33.00
Lobby Rental <i>Profit DAY</i> <i>Includes Mezzanine</i>	\$100.00	\$105.00	\$110.25
Lobby Rental <i>Profit Evening</i> <i>Includes Mezzanine</i>	\$50.00	\$52.50	\$55.20
ADMISSIONS & PASSES			
School Use (<i>Joint Use Agreement</i>)	NO CHARGE	NO CHARGE	NO CHARGE
Open/Public Skating	NO CHARGE	NO CHARGE	NO CHARGE
Public Skating (<i>Corporate Sponsors</i>)	\$500.00	<i>*Find Sponsor Open Skate</i>	<i>*Find Sponsor Open Skate</i>
SUMMER RATES			
Recreational Use/Hour <i>Pickleball, Ball hockey, Lacrosse</i>	\$37.30	\$39.00	\$41.00
Recreational Use (/DAY)	\$250.00	\$270.00	\$285.00
Community Non Profit (/DAY)	\$150.00	\$160.00	\$168.00
Commercial Use (/DAY)	\$650.00	\$683.00	\$695.00
ARENA ADVERTISING			
Arena Advertising (<i>First Year</i>)	\$400.00	\$400.00	\$450.00
Arena Advertising (<i>After First Year</i>)	\$275.00	\$275.00	\$300.00
STORAGE & MISC. RENTAL			
Concession Rental (/YR)	\$1,000.00	\$1,250.00	\$1,500.00
Storage (Mezzanine / Small) (/YR)	\$300.00	\$310.00	\$320.00
Storage (Large) (/YR)	\$600.00	\$620.00	\$640.00

SCHEDULE B: CLARESHOLM AQUATIC CENTRE

	Current	2018 (Eff. May 1)	2019 (Eff. May 1)
LESSONS			
Parent and Tot <i>4 lessons</i>	\$25.00	\$26.25	\$27.50
Preschool 1-6 <i>2.5 hours-3hours, 0.5 hour sessions</i>	\$35.00	\$36.00	\$37.25
Swimmer 1-4 <i>3.75hour-4.5hour 0.5-0.75 hour sessions</i>	\$40.00	\$42.00	\$44.00
Swimmer 4-5 <i>3.75hour-4.5 hour 0.5-0.75 hour sessions</i>	\$40.00	\$42.00	\$44.00
Swimmer 5-6 <i>5-6hrs 1 hour sessions</i>	\$50.00	\$50.00	\$50.00
Rook/Ranger/ Star <i>5-8.75 hours, 5-1 hour school sessions-6-1 hour sessions after school, 5-1.75 summer sessions,</i>	\$50.00	\$52.50	\$55.00
Private (0.5 hour)	\$16.50	\$17.50	\$18.00
Masters/Stroke Improvement <i>½ hour instruction, unless otherwise posted</i>	Reg. Admission	Reg. Admission	Reg. Admission
ADVANCED COURSES			
Junior Lifeguard Sport	\$6.00 / Session	\$6.00 / Session	\$6.00 / Session
Junior Lifeguard Competitive	\$6.00 / Sessions + Fundraising	\$6.00 / Sessions + Fundraising	\$6.00 / Sessions + Fundraising
Bronze Star	\$80.00	\$80.00	\$80.00
Standard 1st Aid	\$125.00	\$125.00	\$125.00
SFA Recertification	\$75.00	\$100.00	\$100.00
Bronze Medallion	\$130.00	\$130.00	\$130.00
Bronze Cross & Medallion	\$225.00	\$225.00	\$225.00
Bronze Cross	\$125.00	\$125.00	\$125.00
National Lifeguard (NL) (40 hrs)	\$300.00	\$300.00	\$300.00
National Lifeguard (NL) Recertification	\$100.00	\$100.00	\$100.00
Aquatic Emergency Care/ Standard First Aid (AEC)		\$125.00	\$125.00
Lifesaving Swim Instructor (LSI)(40hrs)	\$300.00	\$300.00	\$300.00
LSI Recertification	\$75.00	\$100.00	\$100.00
Shallow Water & Amenity Attendant	\$80.00	\$80.00	\$80.00
Preschool Proficiency	\$40.00	\$40.00	\$40.00
Kayaking Instruction		\$10/hr, \$25/3hrs	\$10/hr, \$25/3hrs
Surf Program <i>Price set by Lifesaving Society</i>			
ADMISSIONS & PASSES			
Shower Fees <i>Fee when using shower only – no swim</i>	\$2.00	\$3.00	\$3.00
Baby/ Toddler (0-2yrs)	FREE	FREE	FREE
Child (3-7)	\$1.75	\$2.00	\$2.00
Child 10 Punch Pass	\$12.00	\$14.00	\$14.00
Child 3 Month Pass	\$24.00	\$28.00	\$28.00
Youth (8-17)	\$3.00	\$3.25	\$3.25
Youth 10 punch pass	\$24.00	\$28.00	\$28.00
Youth 3 Month Pass	\$48.00	\$56.00	\$56.00
Adult (18-54)	\$5.00	\$5.50	\$5.50

Adult 10 Punch pass	\$42.00	\$48.00	\$48.00
Adult 3 month pass	\$84.00	\$96.00	\$96.00
Senior (55+)	\$3.75	\$4.00	\$4.00
Senior 10 Punch Pass	\$30.00	\$34.00	\$34.00
Senior 3 Month Pass	\$57.00	\$62.00	\$62.00
Family	\$12.00	\$13.00	\$13.00
Family 10 punch pass	\$96.00	\$104.00	\$104.00
Family 3 Month pass	\$192.00	\$200.00	\$200.00
3 MONTH PASS SPECIAL			
Child 3 Month Pass	<i>No Special</i>	<i>No Special</i>	<i>No Special</i>
Youth 3 Month Pass	\$36.00	\$42.00	\$42.00
Adult 3 Month Pass	\$65.50	\$72.00	\$72.00
Senior 3 Month Pass	<i>No Special</i>	<i>No Special</i>	<i>No Special</i>
Family 3 Month Pass	\$144.00	\$150.00	\$150.00
WATER EXERCISE RATES			
Aquafit/Bootcamp Drop in	\$5.00	\$5.50	\$5.50
Aquafit/Bootcamp 1 month session	\$3.00/class	\$3.50/class	\$3.50/class
Aquafit/Bootcamp 10 punch pass	\$45.00	\$50.00	\$50.00
Baby and Me (6 class session)	\$40.00	\$40.00	\$40.00
RENTALS			
Pool Rental (/hr) (Under 75 people)	\$85.00	\$90.00	\$90.00
Pool Rental (/hr) (75 - 124 people)	\$170.00	\$180.00	\$180.00
Key Lock Rentals <i>refund of \$4.50 when lock returned</i>	\$5.00	\$5.00	\$5.00
Locker rentals	\$5 Small Locker \$8 Large Locker	\$5 Small Locker \$8 Large Locker	\$5 Small Locker \$8 Large Locker
Lane Rental (/hr)	\$25.00	\$25.00	\$25.00
School Rental (/hr) (Under 75 people)	\$50.00	\$50.00	\$50.00
School Rental (/hr) (75 - 124 people)	\$100.00	\$100.00	\$100.00
School Program/Rental (/hr)	\$55.00	\$55.00	\$55.00
School Lesson (1 instructor) (/hr)	\$30.00	\$30.00	\$30.00
Swim Club Pool Rental (/hr)	\$50.00	\$50.00	\$50.00
ACTAR & Equipment RENTAL		\$25/Set/Day	\$25/Set/Day
Flipper Rental		\$15/Set/Week	\$15/Set/Week

SCHEDULE C: CLARESHOLM CAMPGROUND

	Current	2018 (Eff. May 1)	2019 (Eff. May 1)
30 Amp Full Service	\$30.00	\$33.00	\$35.00
Water & Power <i>No Sewer</i>	\$28.00	\$30.00	\$31.00
Un-serviced	\$18.00	\$20.00	\$21.00
Tent	\$15.00	\$18.00	\$19.00
Camp Kitchen <i>Must be reserved for use</i>	No Charge	No Charge	No Charge
Reservation Deposit <i>Long Weekends, special events</i>		\$35.00*	\$35.00*

SCHEDULE D: CLARESHOLM CAMPGROUND

	Current	2018 (Eff. May 1)	2019 (Eff. May 1)
COMMUNITY MEMBERS/ LOCAL USERS			
School Groups	No charge	No charge	No charge
Minor Ball & Co-ed Recreation Ball, regular season	No charge	No charge	No charge
TOURNAMENTS (Millennium Ball Complex, Weekend)			
Local Users	No charge	No charge	No charge
Out of Town user groups	\$1,000.00	\$1,000.00	\$1,000.00



REQUEST FOR DECISION

Meeting: March 12, 2018
Agenda Item: 12

EQUIPMENT RENTAL POLICY – POLICY #GA 03-18(a)

DESCRIPTION:

The Town has numerous pieces of large equipment to be able to service the Town's needs. Due to the fact that we are in a small Town this equipment is often not very available for rent from local businesses, often requiring the equipment to be rented and transported from Lethbridge or Calgary, therefore to help serve the residents and the businesses of the Town we make our equipment available for rent. To ensure proper care and use of our equipment however most our equipment is rented out with an operator, allowing only our personnel to operate the equipment.

This has been the Town's practice for many years however no formal policy has ever been created or passed to allow for this or to set the rates for these rentals. The attached policy formalizes this practice and sets rates for the equipment rentals.

The equipment rental rates are also the rates that are used to charge out to third parties for the use of Town equipment when repairing damaged Town infrastructure caused by the third party (eg. water main break while third party is doing work in the street).

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt Policy #GA 03-18(a), the Equipment Rental Policy, effective March 13, 2018 as presented.

ATTACHMENTS:

- Policy #GA 03-18(a), Equipment Rental Policy

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 7, 2018



Policy #GA 03-18(a) Equipment Rental Policy

Effective Date:

PURPOSE: To establish a policy for the rental and fees for Town owned equipment.

POLICY:

To help serve the residents and businesses of Claresholm the Town will allow the rental of their equipment to the residents and businesses in or around the Town of Claresholm. To ensure proper care and use of the equipment, most equipment (where fees are stated with operator) will only be rented with an operator, only allowing Town personnel to operate the equipment.

Rental fees shall be charged based on the attached schedule.

The attached schedule will also be used to set the rates charged to third parties for Town equipment use required to remedy the destruction of Town Infrastructure (eg. fix a water main break caused by a third party)

PARAMETERS:

The schedules of fees is to be reviewed annually.

NOTE:

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

Date approved by Council:

Resolution #

TOWN OF CLARESHOLM EQUIPMENT RENTAL PRICE LIST

EQUIPMENT	Hourly Rate (if applicable)	Daily Rate (if applicable)
Air Compressor 185CFM	\$35.00/hr*	\$160.00/day*
Jackhammer 60lb. (includes bits)		\$85.00/day
Sewer Camera **	\$120.00/hr	
Diesel plate tamper		\$140.00/day*
36" Double drum packer		\$190.00/day*
60" Smooth drum s/p packer		\$330.00/day*
Tree Chipper/Shredder		\$330.00/day*
Street Sweeper **	\$170.00/hr	
Sewer Flush truck **	\$170.00/hr	
Street Sander **	\$95.00/hr	
Wheel Loader **	\$80.00/hr	
Back-hoe **	\$80.00/hr	
Road Grader **	\$125.00/hr	
15' Mower/Tractor **	\$105.00/hr	
1445 Mower **	\$45.00/hr	
Skid steer loader **	\$45.00/hr	
Tandem Dump truck **	\$55.00/hr	
Trench Box		\$130.00/day*
Barricades		\$8.80/day*
Barricade lights		\$8.80/day*

GST is extra on all pricing.

A Rental Agreement Form must be filled out for all rental items, and fuel charges may be added if unit is not returned with full tank.

**Rate does not include operator cost. Equipment may not be rented without a Town supplied operator. Operator Rates are \$50.00/hour for regular time. Scheduled overtime at \$75/hr and Emergency Call outs will be \$100/hr with a two hour minimum charge.

TAMARACK LOTS LISTING PRICE

Appraisals for the Tamarack Lots noted below have been received. Administration recommends the lots be listed at the appraised value. The appraisals can also be sent to the assessors for review of the assessed value.



Lot 66 – 7093 ft² assessed value: \$60,460.00 - appraised value: \$57,000.00
 Lot 67 – 7200 ft² assessed value: \$60,960.00 - appraised value: \$57,000.00
 Lot 68 – 6600 ft² assessed value: \$58,190.00 - appraised value: \$57,000.00
 Lot 69 – 6600 ft² assessed value: \$58,190.00 - appraised value: \$57,000.00

Lot 2 – 18,000 ft² assessed value: \$95,800.00 - appraised value: \$81,500.00
 Lot 3 – 20,017 ft² assessed value: \$97,490.00 - appraised value: \$83,500.00
 Lot 4 – 44,387 ft² assessed value: \$115,810.00 - appraised value: \$96,500.00

(lots 2 and 3 require sanitary sewer to be installed from the corner of Tamarack road to the lots, this cost can be presented to potential buyers and will affect the salability and value of those two lots – estimated at \$48,000.00 for the road upgrades)

Local Real Estate Agents will be contacted and a value of 2.5% can be offered to any agent that presents the Town with a buyer.

PROPOSED RESOLUTIONS:

Administration will require a motion from Council to list the lots for sale at the appraised value.

RECOMMENDED ACTION:

Moved by Councillor _____ to list/advertise the above lots at the appraised values.

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 7, 2018



INFORMATION BRIEF

Meeting: March 12, 2018
Agenda Item: 14

CANNABIS REGULATIONS FOR ALBERTA MUNICIPALITIES

DESCRIPTION / BACKGROUND:

Administration has been watching draft regulations and recommendations from the Federal, Provincial government and authorities (such as Alberta Health Services) as to the legalization of cannabis that is expected July 2018. This will happen when the federal Cannabis Act is brought into force. Adults at that time will be able to legally possess, grow and purchase limited amount of cannabis from provincially authorized cannabis distributors and retailers.

The Alberta's act to control and regulate Cannabis will amend the current Gaming and Liquor Act. This provincial legislation sets out a detailed system for the issuance of cannabis licenses (similar to liquor stores). Municipalities will also retain the authority and ability to regulate recreational cannabis. The regulations under the Act are not known at this time. However, the Town of Claresholm Business License Bylaw and the Land Use Bylaw will require amendments to align with the Alberta Cannabis Act and the Tobacco and Smoking Reduction Act.

There have been inquiries as to our acceptance of business license applications for such businesses. However, as the sale of these products remains under the criminal code until the Act comes into force we cannot accept any application (as they are still considered illegal). With the MMGA timeline restrictions we are also unable to "hold" any applications in a waiting list system until the Act comes into force, since if an application is not processed within a specific time frame it is deemed refused and our land use bylaw does not list this businesses as a permitted or discretionary use. Applicants will also be required to provide the Town, as a condition of approval, a license from Alberta Liquor and Gaming Commission (similar to liquor stores).

Municipalities will be able to set hours of sale and use of cannabis on licensed premises, areas the businesses are permitted, fees for licenses, and terms and conditions on any license. Administration will continue to work on these amendments as the Provincial regulations are presented. The Town may also pass a "Smoking Bylaw", "Public Places Bylaw" or "Community Standards Bylaw" as other municipalities have done respecting safety, health, and the protection of people and property, activities on or near public places or that are open to the public. This would be for public places as private property restrictions may be difficult to enforce and could be challenged.

As we move further in this process and as regulations come into force, Administration will require direction as to potential land use districts and recommended requirements. ORRSC will also work with their member municipalities to ensure their LUB's are consistent with the federal and provincial acts.

ATTACHMENTS:

- 1.) AHS Recommendations on Cannabis Regulations for Alberta Municipalities

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 7, 2018

From: Kathy Bartlett A. [<mailto:Kathy.Bartlett@albertahealthservices.ca>]

Sent: Friday, February 23, 2018 2:28 PM

Subject: A Message from Calgary Zone Medical Officer of Health - Dr. David Strong - Cannabis Legalization - AHS Recommendations for Municipalities

Municipalities and Cannabis Regulation

Recently, several municipalities have approached Alberta Health Services (AHS) for information on the health impacts of cannabis and implications of new cannabis legislation, both on an individual level and as it relates to the populations that municipalities serve. We appreciate that municipalities are wishing to consider health information in its decision-making processes, as we all have a role to play in promoting and protecting the health of Albertans.

AHS believes that a public health approach—one that considers health and social outcomes in the development of cannabis policies and bylaws—will benefit all Albertans.

The public health approach (described in the attached) strives to maximize benefits and minimize harms of substances, promote the health of all individuals of a population, decrease negative impacts on vulnerable populations, and ensure harms from interventions and legislation are not disproportionate to harms from the substances themselves. At times, a public health lens may result in consideration of more restrictive policies to help minimize unintended consequences if health evidence is incomplete and/or is inconclusive.

As public health professionals and Medical Officers of Health, it is our duty to help reduce and prevent health harms that can be associated with cannabis use.

The potential health harms include: adverse effects to the developing brain; greater risk of mental health problems such as psychosis, mania, suicide, depression and schizophrenia; increased motor vehicle collisions; harms associated with use during pregnancy, reduced cognitive functioning (memory, efficiency); and greater risk of some cancers. Matters are further compounded when cannabis is co-used with other substances such as alcohol and tobacco. For example, simultaneous use of alcohol and cannabis has been found to approximately double the odds of impaired driving, social consequences, and harms to self. We also recognize that municipalities may need strategies to address impacts related to resource utilization, law enforcement and impaired driving, and self-reported cannabis-related risk factors and other substance use.

Given the potential health and social impacts, we agree that collaborative and comprehensive regulation at the federal, provincial and municipal level is a key strategy to reduce the potential harms associated with cannabis and its use. To that end, we hope that the attached information helps you and your local leaders as you undertake consideration of your own local policies and bylaws, in the context of the health of your citizens.

If you would like more information about making healthy and evidence-informed decisions about cannabis legalization, please feel free to contact me. Please ensure this email is forwarded to all municipal elected officials and leaders.

Yours sincerely,

Dr. David Strong
Lead Medical Officer of Health, Calgary Zone Alberta Health Services
Telephone: 403-955-6706
Alberta Health Services
www.albertahealthservices.ca<<http://www.albertahealthservices.ca>>

Attachments enclosed. 1. Cannabis Information Package

Kathy Bartlett

Executive Assistant to Dr. David Strong, Dr. Jason Cabaj and Dr. Laura McLeod
Office of the Medical Officer of Health - Calgary Zone
Alberta Health Services
10301 Southport Lane SW
Calgary AB T2W 1S7
tel: (403) 943-0206 fax: (403) 943-0200

Alberta Health Services

www.albertahealthservices.ca

AHS Recommendations on Cannabis Regulations for Alberta Municipalities

Prepared on behalf of AHS by: Dr. Gerry Predy, Senior Medical Officer of Health/Senior Medical Director – Population, Public and Indigenous Health

The following includes information and recommendations that will help municipalities make cannabis policy decisions that promote and protect the health of its citizens. Alberta Health Services (AHS) supports an evidence-informed public health approach (Chief Medical Officers of Health of Canada, 2016) that considers health and social outcomes in the development of municipal cannabis policies and bylaws. Lessons learned from tobacco and alcohol have also been used to inform these positions.

SUMMARY OF RECOMMENDATIONS

Overall

Where evidence is incomplete or inconclusive, AHS is advising that a precautionary approach be taken to minimize unintended consequences. This approach is consistent with the recommendations of Federal Taskforce on the Legalization and Regulation of Cannabis (Government of Canada, 2016).

Business Regulation & Retail

- Limit the number of cannabis stores, and implement density and distance controls to prevent stores from clustering, while also keeping buffer zones around well-defined areas where children and youth frequent.
- Consider requirements for cannabis education and community engagement as part of the business licensing approval process.
- Limit hours of operation to limit availability late at night and early morning hours.
- Restrict signage and advertising to minimize visibility to youth.

Consumption

- Ban consumption in areas frequented by children.
- Align the cannabis smoking regulations with the *Tobacco and Smoking Reduction Act* and/or with your municipal regulations, whichever is more stringent.
- Ban smoking, vaping and water pipes in public indoor consumption venues.

Home growing

- Design a process to ensure households and properties are capable of safely supporting home growing.

Multi-Unit Housing:

- Health Canada (2017) has recommended a ban on smoking in multi-unit housing. AHS recognizes that there are potential health risks associated with second-hand smoke within multi-unit housing environments and therefore recommends municipalities consider bylaws that ban smoking in multi-unit housing.

Research and Evaluation

- Ensure mechanisms to share data across sectors and levels of government are established, and appropriate indicators are chosen to monitor the impacts of policy implementation on communities.

DETAILED RECOMMENDATIONS

The following sections provide evidence and additional details for each of the above recommendation areas.

Overall

Overall, AHS encourages municipalities to proceed with caution for two reasons. First, there is little reliable and conclusive evidence to support what safe cannabis use looks like for individuals and communities. Second, it's easier to prevent future harms, by removing regulations in the future once more knowledge exists, than it is to later add regulation. (Canadian Centre for Substance Abuse, 2015; Chief Medical Officers of Health of Canada, 2016).

Evidence shows commercialization of alcohol and tobacco has resulted in substantial population level morbidity and mortality as well as community level harms. This is of particular importance because adding cannabis use to a community adds multifactorial relationships to already existing social issues, as we know co-use or simultaneous use of cannabis, alcohol and/or tobacco, in some kind of combination is common (Barrett et al. 2006; Canadian Centre for Substance Abuse, 2007; Subbaraman et al. 2015). For example, simultaneous use of alcohol and cannabis has been found to approximately double the odds of impaired driving, social consequences, and harms to self (Subbaraman et al. 2015). According to AHS treatment data, of those using AHS Addiction Services, more than half used cannabis, and of those who use cannabis, 90% have used alcohol and 80% have used tobacco (Alberta Health Services, 2017). Further evidence indicates that legalization of cannabis may have negative impacts related to resource utilization, law enforcement and impaired driving cases, and self-reported cannabis-related risk factors and other substance use (Health Technology Assessment Unit, 2017).

Business Regulations & Retail Sales

Location and Number of Stores

Alberta Health Services recommends municipalities strengthen zoning regulations by using a combination of population and geographic based formulas to restrict the number and location of cannabis outlet licenses. In particular AHS recommends that municipalities:

- Limit the number of business licenses issued in the first phases of implementation.
- Implement a 300-500m minimum distance restriction between cannabis retail outlets
- Implement a 300m distance between cannabis stores and schools, daycares and community centers.
- Implement a 100m minimum distance from tobacco and liquor retailers, in addition to a square kilometer density restriction, adjusted for population, at the onset of legalization.
- Note: additional analysis may be needed to ensure that unintended consequences do not negatively impact existing communities (e.g., clustering, social and health harms, vulnerable populations).

Between 1993 (just before privatization) and 2016, there was a 600% increase in the number of liquor stores in Alberta (208 stores in 1993, 1,435 stores in 2016). Privatization has also resulted in drastic product proliferation, with an increase from 2,200 products in 1993 to 23,072 products in 2016 (AGLC, 2016). Without more restrictive cannabis regulations, business owners will demand and industry will deliver a greater variety of cannabis products, likely resulting in an expansion of consumption in communities across Alberta. U.S. researchers predict a doubling of consumption rates over time as a result of legalization, which means an estimated 40 billion more hours of intoxication in the US (Caulkins, 2017). A privatized system without initial restrictive regulation will likely follow similar trends in Alberta, resulting in significant health and social impacts on communities.

Density limits reduce neighbourhood impacts and youth access (Canadian Centre for Substance Abuse, 2015; Freisthler & Gruenewald, 2014). Research on alcohol and tobacco use highlights the need for stronger controls on density and minimum distances (Ammerman et al., 2015; Chen, Gruenewald & Remer, 2009; Livingston, 2011; Popova et al., 2009; Rowland et al., 2016;) For example, the physical availability of medicinal marijuana dispensaries impact current use and increase frequent use (Morrison et al., 2014). Similarly with liquor stores, higher densities are associated with high-risk consumption behaviours—especially among youth, facilitating access and possession by adolescents, as well as increased rates of violence and crime (Ammerman et al., 2015). In addition, U.S. researchers have found that medical cannabis outlets are spatially associated with market potential which points to a form of “environmental injustices in which socially disadvantaged are disproportionately exposed to problems.” Therefore, jurisdictions should ensure that communities with fewer resources (e.g., low income, unincorporated areas) are not burdened with large numbers of stores and prevent clustering among liquor, tobacco and cannabis stores (Morrison et al., 2014). Other US research shows that zoning laws for location are an effective way to prevent overpopulation of cannabis stores in undesirable areas (Thomas & Freisthler, 2016). Summary tables of some US state and city buffer zones can be found in Nementh and Ross (2014).

It is clear that locating cannabis stores away from schools, daycares and community centers is essential to protecting children from the normalization of Cannabis use (Rethinking Access to Marijuana, 2017). Therefore, municipalities should ensure that all provincially recognized types of licensed and approved childcare options are included in their regulations. For example, daycare facilities, account for 39.9% of licensed childcare spaces in the province. Pre-schools, out-of-school programs, family day-homes, innovative child care, and group family child care programs account for the remaining 60% of licensed child care in the province.² Through business licensing and zoning, municipalities have the opportunity to protect all childcare spaces by including these locations in local buffer zones. Many preschools and childcare facilities are already located in strip malls or community associations or churches adjacent to liquor outlets (bars or liquor stores). Cannabis stores should not be allowed to be located within a buffer zone of any type of childcare facility or school. AHS also suggests that municipalities include other places that children and youth frequent as part of minimum distance bylaws such as parks, churches, and recreation facilities (Canadian Centre for Substance Abuse, 2015; Rethinking Access to Marijuana, 2017).

Business/Development License Application Processes

AHS suggests that a cannabis education component and community engagement plan be added to the application processes for retail marijuana business licenses. As cannabis legalization is complex, there are many new legal implications, and potential health and community impacts. Potential business owners should demonstrate a base knowledge of cannabis safe use and health harms, as well as the new rules. It is also important to foster a healthy relationship between cannabis retailers and the community with the common goal of healthy community integration. The City of Denver has implemented a community engagement requirement where applicants must list all registered neighborhood organizations whose boundaries encompass the store location and outline their outreach plans. Applicants must also indicate how they plan to create positive impacts in the neighbourhood and implement policies/procedures to address concerns by residents and other businesses (City of Denver, 2017).

Municipalities are encouraged to require applicants to outline proper storage and disposal of chemicals, as well as proper disposal of waste products. In addition, applicants should outline how they will be managing odor control to prevent negative impacts on neighbours.

Hours of Operation

AHS recommends restricting hours of operation as a means to reduce harms to communities (Rethinking Access to Marijuana, 2017). In regards to alcohol-related harm, international evidence on availability indicates that

longer hours of sale significantly increase the amount of alcohol consumed and the rates of alcohol related harms (Griesbrecht et al., 2013). The Centre for Addiction and Mental Health suggests restricting alcohol sales to 9 business hours per day, with limited availability late at night and in the early hours of the morning (D'Amico, Miles & Tucker, 2015). Most regulations in the US legalized states limit hours of operation to 10pm or midnight (California, 2017; Oregon, 2017; State of Colorado, 2017; Washington State Liquor and Cannabis Board, 2017). AHS recommends limiting the number of and late night/early morning hours of operation for cannabis stores (Griesbrecht et al., 2013; Rethinking Access to Marijuana, 2017).

Advertising and Signage

AHS recommends that municipalities include policy/bylaw considerations to limit advertising to dampen favorable social norms toward cannabis use (D'Amico, Miles & Tucker, 2015). Further, while it is important to implement the principles of Crime Prevention through Environmental Design (i.e., the physical space should be well lit, tidy, include proper parking etc.), the physical appearance should not encourage or engage patrons. A similar policy has been implemented in Denver, Colorado. This approach is supported by a large body of evidence related to alcohol and tobacco. (Joseph, et al., 2015; Hackbarth et al., 2001; Lavack & Toth, 2006; Malone, 2012).

Consumption

AHS recommends that municipalities align their regulations with the *Tobacco and Smoking Reduction Act*. In addition, municipalities may also want to consider enacting bylaws that consider banning tobacco-like substances such as shisha.

AHS recommends that municipalities implement regulations banning consumption in public places, as well as for public intoxication (see Alberta Liquor and Gaming Act). The rationale for this is two-fold: (i) cannabis is an intoxicating substance and should therefore be treated similarly to alcohol, and (ii) harms related to second and third-hand smoke, especially for children and youth. Second-hand cannabis smoke is more mutagenic and cytotoxic than tobacco smoke, and therefore second-hand inhalation of cannabis should be considered a health risk (Cone et al., 2011; Health Technology Assessment Unit, 2017; Maertens, White, Williams & Yauk, 2013).

Special attention should be directed at banning consumption in areas frequented by children, including: all types of parks (provincial, municipal, athletic parks, baseball, urban, trails/pathways, etc.), playgrounds, school grounds, community centers, sports fields, queues, skateboard parks, amphitheaters, picnic areas and crowded outdoor events where children are present (i.e., all ages music festivals, CFL football games, rodeos, parades, Canada Day celebrations, outdoor festivals, outdoor amusement parks (private), golf courses, zoos, transit and school bus stops, ski hills, outdoor skating rinks or on any municipal owned lands) (Rethinking Access to Marijuana, 2017). Public consumption bans should also be enacted for hospitals (all points of health care, urgent care clinics, clinics, etc.), picnic areas (alcohol limits for outdoor consumption). Currently, consumption of tobacco and tobacco-like products is not permitted on any AHS property.

Venues for consumption

Until adequate evidence-based rationale can be provided, AHS does not support having specific venues for indoor consumption (smoking, vaping, water pipes) as this would expose people to second-hand smoke, promote renormalization of smoking, reverse some of the progress made with public smoking bans, and present occupational health issues (i.e., second and third hand smoke exposures, and inadvertent intoxication of staff and patrons).

Home Growing

AHS recommends households interested in personally cultivating cannabis go through a municipal approval process and that owners have access to reference educational materials related but not limited to: mitigating child safety, security, water use, electrical hazards, humidity, and odor concerns. These materials will help ensure the property is capable of safely supporting home growing and help reduce the negative impacts to surrounding properties (Rethinking Access to Marijuana, 2017).

While allowing citizens to grow cannabis plants at home may provide more options for access, there are risks to public health and safety. Further, as Bill 26 currently reads, as it pertains to personal cultivation, municipalities can expect an increase in nuisance complaints. Cannabis is also known to be a water and energy intensive crop, as such; this impacts municipalities in a number of ways (Bauer et al., 2015; Cone et al., 2011; Health Technology Assessment Unit, 2017; Mills, 2012). For example, personal cultivation brings risks related to air quality, ventilation, mold, odors, pests, chemical disposal, indoor herbicide/pesticide use, increased electrical use and fire risk, and accidental consumption. Further, all of these risks are amplified when children are present in the home and/or multi-unit dwelling.

In Colorado, it is estimated that one-third of the total cannabis supply comes from personal cultivation as permitted to medical cannabis users (Canadian Centre on Substance Abuse, 2015). As such, municipalities alongside AHS should anticipate requiring additional resources as a system cost to be able to adequately respond to public health and community nuisance complaints. Furthermore there may be additional municipal human resource needs, as well as an increase in hazards, as it relates to indoor personal cultivation, impacting departments like waste services, fire, police and bylaw services. Finally, additional building codes and safety codes may be required in order to effectively manage and address hazards pertaining to heating, ventilation and air cooling systems, as well as building electrical.

Multi-Unit Housing

Existing tools for managing the issue of cannabis consumption and personal cultivation in multi-unit housing will likely not be sufficient to manage this issue. It will be important to recognize the negative health effects of second and third-hand smoke and risks related to personal cultivation when considering municipal regulations for multi-unit housing.¹ Other changes that are needed to address both indoor consumption and personal cultivation in multi-unit housing include:

- additional building codes and safety codes to effectively manage and address hazards pertaining to heating, ventilation and air cooling systems, as well as building electrical,
- appropriate language in bylaws as they pertain to alcohol and/or public intoxication.

Health Canada (2017) has recommended a ban on smoking in multi-unit housing. AHS recognizes that there are potential health risks associated with second-hand smoke within multi-unit housing environments and therefore recommends municipalities consider bylaws that ban smoking in multi-unit housing.

Finally, as mentioned above, AHS Environmental Public Health is not currently in a position to effectively respond to the anticipated number of nuisance complaints received if smoking cannabis is allowed in multi-unit housing, both in terms of staffing, as well as in terms of enforcement. AHS encourages municipalities to plan for additional human resources if pre-emptive measures are not considered.

Additional Considerations

Education and Awareness

Evidence-informed public education and consistent messaging will be critical for promoting and protecting health of citizens. Many areas of education and awareness will be needed including: new/amended bylaws and regulations, home growing rules, and health impacts. As messages are developed it is important that municipalities, along with other stakeholders provide balanced, factual and unsensational messages about cannabis use and its impacts on communities (Canadian Centre on Substance Abuse, 2015).

Public education alone is only effective at creating awareness in a population. Comprehensive, multi-layered strategies that include social normative education, harm reduction, fact based information and targets multiple environments and populations should be used (Chief Medical Officers of Health of Canada, 2016). As municipalities move through this process it is important to note that public education should not be used as a substitute for effective policy development with strong regulations to protect communities from harms.

Capacity to Administer and Enforce

Regulatory frameworks are only successful if there is the capacity to implement them. Other jurisdictions have reported significant human resource needs to administer new regulations. For example, the City of Denver added over 37 FTEs across sectors including administration, health-related issues, public safety, and inspections (Canadian Centre on Substance Abuse, 2015).

Research and Evaluation

Moving forward, Alberta Health Services would like to strengthen their partnerships with municipalities to set up data sharing mechanisms between sectors. A key lesson learned from some US jurisdictions is to ensure mechanisms to share data across sectors are established (i.e., public health, transportation, public safety, seed-to-sale tracking, finance, law enforcement) (Freedman, 2017). This has been shown to help identify problematic trends sooner and more efficiently. Further, AHS encourages municipalities to advocate for provincial legislation to support data sharing and system integration.

Lessons learned from Washington State and Colorado indicate that baseline data was difficult to come by. Therefore, it is recommended that all levels of government and school boards review data collected and wherever possible separate variables that relate to cannabis use from other aggregate level data.² Further, monitoring impacts will be important to determine if policy goals are being met and to identify unintended consequences more quickly.

Notes

¹ (a) Health Canada has recommended a ban on smoking in multi-unit housing. (<https://www.canada.ca/en/health-canada/programs/future-tobacco-control/future-tobacco-control.html>).

(b) Real scenario: Consider a mom with 2 young children in an apartment complex. A neighbour is (legally) smoking pot in their suite. It is coming into her suite and believes it is negatively affecting her and her 2 small children. She is on a limited budget and does not have the resources to move. The landlord tells her that the neighbour is doing nothing wrong and police advise her there is nothing illegal about it. She has read the public health information and knows about the potential harms of cannabis. She then calls the municipality. Municipalities will need to have mechanisms in place to handle the potential increase in cannabis-related calls and mitigation strategies to address the complaints.

² Many preschools and childcare facilities are already located in strip malls adjacent to liquor outlets (bars or liquor stores). Cannabis stores should not be allowed to be located within a shopping complex that has any type of childcare facility.

Childcare programs in Alberta as of June 2017

Type	# of regulated spaces	% of spaces	# of programs/locations	% of programs	% of locations
Day care	47,155	39.9%	842	18.8%	33%
Day home	11,773	10.0%	67 agencies with est. 1,962 locations (Based on 6 children per home)	3%	43.8%
Pre-school	17,699	15%	686	27%	15.3%
Out of School	40,817	34.6%	958	37%	21.4%
Innovative childcare program	604	0.5%	22	1%	0.5%
Group family childcare program	40	0.03%	5	0%	0.1%
Total	118,088		4,475		

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PUBLIC HEALTH PERSPECTIVES ON CANNABIS LEGALIZATION IN ALBERTA

Written Submission to:

Alberta Cannabis Secretariat

Submitted on behalf of AHS by:

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Date: July 31, 2017

PUBLIC HEALTH APPROACH

Alberta Health Services (AHS) supports an evidence-based public health approach to the development and implementation of legislation for the legalization and regulation of cannabis in Alberta. This means promoting and protecting the health of Albertans, and considering the impact on the health of our most vulnerable populations.

A public health approach strives to maximize benefits and minimize harms of substances, promote the health of all individuals of a population, decrease inequities, and ensure harms from interventions and legislation are not disproportionate to harms from the substances themselves. ¹ The outcome of a public health approach (see Figure 1) shows how health/social harms and supply/demand are related. Harms related to substances are at a maximum when governance and control are at the extremes. Lower harms occur when a public health approach is used.

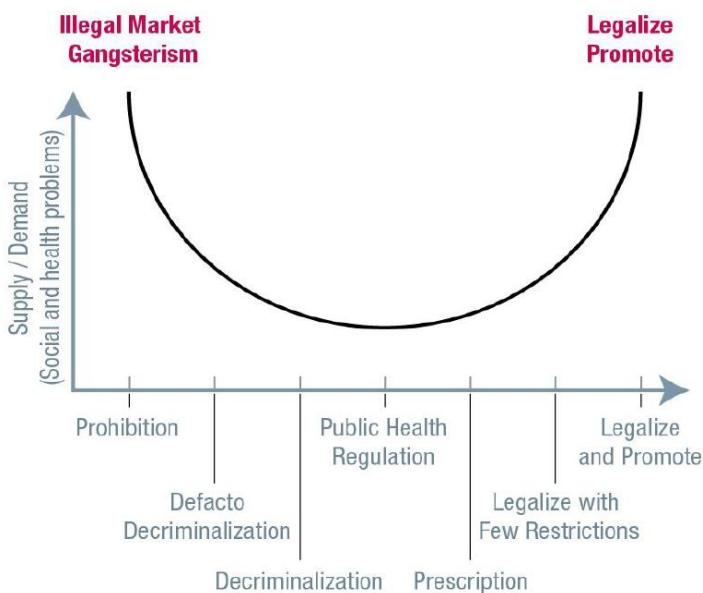


Figure 1. “The Paradox of Prohibition” Marks (1990) ¹

Legalizing cannabis without considering the key elements of a public health approach is likely to result in greater social and health harms. Key considerations when developing policy from a public health lens includes:

- Minimizing harm
 - Consider the risks of cannabis use including the risks of harms to youth, risks associated with patterns of consumption (e.g., frequent use, co-use with alcohol and tobacco, harmful routes of consumption, consumption of concentrated products, increases in proportion of population consuming), and risks to vulnerable populations (e.g., youth, people with mental health problems, pregnant women, socio-economically disadvantaged populations).
- Protecting the health and safety of Albertans
 - Carefully consider evidence related to the public consumption of cannabis, workplace safety, and the scientific and legal issues associated with impaired driving.
- Preventing the likelihood of use and problematic use
 - Ensure early and on-going public education and awareness that seeks to delay use by young people, and prevent normalization.
- Assessing population health outcomes
 - Include baseline understandings of current situation; potential impact of policies and programming; disease, injury and disability surveillance (effects on society).
- Providing services
 - To assist those who are most at risk of developing or have developed substance use issues, expand access to treatment and prevention programs.
 - Consider the ongoing public health costs and ensure that public health programs are adequately resourced to address the risks.
- Addressing the determinants of health and health equity
 - Consider issues of social justice, racism, human rights, spiritual and cultural practices, as well as populations vulnerable to higher risk of cannabis-related harms.
 - Complete a health equity impact assessment to ensure unintended consequences of legalization are minimized.

It is also critical to begin conservatively and establish more restrictive regulations as it is very difficult to tighten regulations once in place. As there is little research on the impact of legalization on health and social outcomes, proceeding cautiously with implementation will help ensure that the promotion and protection of the health and safety of Albertan remains the priority.

As recommended by the Chief Medical Officers of Health of Canada,¹ the overarching goal to this legislation should be to improve and protect health—maximizing benefits, minimizing harms, promoting health, and reducing inequities for individuals, communities and society. This goal needs to be applied at every stage of the policy development process.

HARMS OF USE

While there is evidence that there is less impact on public health than alcohol and tobacco, cannabis still has significant health risks which include increased risk of some cancers, mental health issues, and

functional changes (e.g., memory loss) as well as social effects such as impaired driving.^{2,3,4} These health risks are more prevalent with frequent (daily or near-daily) and early age use. Recent research has reported significant increases in marijuana-related hospitalizations, emergency department visits, and calls to the regional poison center following legalization of marijuana in Colorado.⁵ Many reports also identify cannabis use being associated with an increased risk of motor vehicle collisions.^{6,7,8}

In addition, there are disproportionate impacts among vulnerable populations that need careful consideration. Lower-risk guidelines for cannabis use should be adopted as outlined by Fischer et al. (2011)⁹ focusing on populations that are more vulnerable to poor health outcomes such as youth, those with lower literacy and education, as well as gender specific populations. These lower risk guidelines¹⁰ have been endorsed by the Centre for Addiction and Mental Health, Canadian Public Health Association, Canadian Medical Association, Canadian Society of Addiction Medicine, Council of Chief Medical Officers of Health, and Canadian Centre on Substance Use and Addiction.

Research and evidence related to cannabis-impaired driving, brain development, dependence, mental health, chronic diseases (respiratory and cardiovascular), co-disease, co-occurring other drug use, passive exposure to smoke, among other issues, should also be considered in the development of cannabis legislation and regulation. Some specific evidence includes:

- Brain development – evidence suggests using cannabis in early adolescence can cause adverse effects to the developing brain and are at greater risk for long term cognitive impairments.^{11,12,13} While more research is needed in this area, there are reports that early, regular use is associated with higher risk of dependency, higher risk of health harms, and low levels of educational attainment.^{14,15,16,17}
- Dependence – The risk of dependency is a concern. It is reported that the global burden of cannabis dependence was 13.1 million people in 2010 (0.20%), and that dependence is greater among males and more common in high-income areas (compared to low-income areas).¹⁸ In addition, researchers in the U.S. indicate that the prevalence of lifetime dependence is approximately 9% among people that had used cannabis at least once.¹⁹
- Chronic Disease – Consumption of combusted cannabis is associated with respiratory disease such as a chronic cough. Other significant concerns that require further research include chronic obstructive pulmonary disease, asthma and lung cancer. Cannabis consumption, both inhaled and ingested affects the circulatory system, and there is some evidence associating cannabis with heart attacks and strokes.²⁰
- Mental health – Research suggests that cannabis users (mostly frequent and high potency use) are at greater risk of developing mental health problems such as psychosis, mania, suicide, depression, psychosis or schizophrenia.^{21,22} For example, it is reported that there is a 40-50% higher risk of psychosis for people with a pre-existing vulnerability than non-users.²³
- Passive exposure – Second-hand cannabis smoke is more mutagenic and cytotoxic than tobacco smoke, and therefore second-hand inhalation of cannabis should be considered a health risk.^{24,25,26}
- Driving -- Substantial evidence shows a link between cannabis use and increased risk of motor vehicle collisions.^{27,28} More research is needed to understand the association between THC levels and impairment, thus any limits set should be re-evaluated as evidence becomes available. In

addition, concerns about the reliability of current roadside testing technology has been expressed by many organizations and researchers. As such, investment for research related to impairment testing technology should be included in the implementation plan. A public education campaign about the risk of driving after consuming or smoking any cannabis or while impaired will be critical throughout the implementation of this legislation. This will be particularly important for youth, as the Canadian Paediatric Society reports that cannabis-impaired driving is more common than alcohol-impaired driving and youth are less likely to recognize driving after consuming cannabis as a risk.²⁹

HEALTH PROTECTION AND PREVENTION

Age of use. Researchers and public health organizations are in agreement—there is no safe age for using cannabis. Delaying use is one of the best ways to reduce the risk of harm to the developing brain. Scientifically-based minimum age recommendations are generally early-to-mid-20's but also recognize that a public health approach includes consideration for balancing many variables related to enforcement, the illicit market and public acceptance. Some public health organizations recommend the minimum age be set at 21 and others recommend bringing alcohol, tobacco and cannabis in alignment. Experience with tobacco has shown that there is a higher impact on initiation by persons under 15 and age 15-17 when setting the minimum age of purchase and possession at 21 versus 19 (Institute of Medicine in US). With the U.S. states who have legalized cannabis, all have chosen age 21 for cannabis minimum age and three states and over 230 cities/counties have implemented age 21 for tobacco. Cannabis legalization represents an opportunity for Alberta to consider raising the tobacco and alcohol minimum age.

Packaging/labelling. Plain, standardized and child-proof packaging is recommended to decrease the appeal to young people and avoid marketing tactics that make cannabis use attractive. Labelling should include health warnings and clearly defined single serving/dose information.

Marketing and promotion. Evidence has shown that advertising has a significant impact on youth health risk behaviours,³⁰ therefore promotion of cannabis use should be banned. Restrictions for marketing and promotion should follow the Alberta Tobacco and Smoking Reduction Act, with further consideration added such as movies, video games, online market, social marketing and other media accessible to and popular with youth. It is also important to note that language to describe cannabis can have a marketing affect. Therefore, as noted by the Chief Medical Officers of Health of Canada, the term “recreational” should not be used as this infers that cannabis use is fun. A more appropriate term is “non-medical.”

Distribution and retail. A government controlled system of distribution and retail would be most effective to ensure that public health goals (not profit) are the primary consideration for policy development. Taxation and other price controls should be appropriate to limit consumption and offset the illegal market. Tax revenues should be directed to support services impacted by legalizations including health, public safety, addictions and mental health services, prevention, and public

education. Co-location with alcohol or tobacco is not recommended and retail outlets should be non-promoting. Limits to density and location of retail stores is essential, including proximity to schools, community centres, residential neighbourhoods, youth facilities and childcare centres. While online and home delivery may be suitable for medical cannabis, there are many regulatory challenges and risks to public health for non-medical cannabis. Finally, training and education programs should be developed to ensure well-trained and knowledgeable staff. AHS is a key partner to help lead the development of this training.

Public consumption. The research regarding negative harms due to passive exposure of smoke is clear.^{31,32,33} Passive exposure to cannabis smoke can result in a positive test for cannabis and sometimes causes intoxication. Therefore, public smoking and vaping should not be permitted.³⁴ It is recommended that regulations similar to the Tobacco and Smoking Reduction Act, which includes a ban on water pipe smoking in establishments and e-cigarette use in public areas. This also suggests banning cannabis lounges/cafes as these facilities would expose people to second-hand smoke, promote renormalizing smoking, present occupational health issues, and reverse some of the progress made with public smoking bans. Additional considerations to protect public health include exploring policy options to address smoke-free multi-unit housing.

Public education. Evidence-informed public education is critical to promoting and protecting the health and wellbeing of Albertans. The potential, particularly for youth, to hear “mixed messages” about cannabis use requires the development, implementation and evaluation of a more nuanced set of health promotion and harm prevention messages and interventions to support people in their decision-making around cannabis use.³⁵ Alberta Health Services can play a major role in public education, applying its significant experience in developing and implementing education and awareness campaigns. It will be critical to work with partner organizations and audiences particularly youth and those who are current users of cannabis to implement evidence-informed health promotion messaging that includes (but not limited to): delay of use, effects of use/co-use, long-term impact, reliable information sources, harm reduction, edible versus smoking effects, pregnancy and effects on fetus, medical and non-medical cannabis differences, workplace safety, impaired driving, culturally appropriate messaging, health impacts and youth-focused messaging.

Addiction and treatment services. Strengthening treatment services for people with substance use issues and mental health disorders will be necessary as these treatment systems are already under resourced which in turn have significant health and social consequences. For example, the Alberta Mental Health Review in 2015 reported that almost half of Albertans said that at least one of their needs was not met when they attempted to get assistance for addiction and mental health issues.³⁶ It is anticipated that there will be an increase in demand to address problematic cannabis use and for that reason investments in evidence-based interventions will be needed.^{37,38} It will also be necessary for those who use cannabis for medical purposes to have access to accurate, reliable information such as indicators, adverse effects, methods of use and risk reduction.

ASSESSMENT, SURVEILLANCE AND RESEARCH

Currently, reliable cannabis-related research and evidence is limited. Therefore, dedicated funding and resources will be needed to ensure proper monitoring and surveillance, and improve the body of research and evidence related to cannabis use and the impact of legalization.³⁹

While there have been several other jurisdictions who have recently implemented legislation to legalize cannabis, many have faced significant challenges in implementing effective evaluation programs. Lessons learned from these jurisdictions will be critical to determining baseline measures and selecting indicators for ongoing surveillance.⁴⁰ A consistent approach, working across all provinces and territories, is central to measuring impact and providing comparable data.^{41,42} In Canada, there have already been some efforts to establish this coordinated approach including Health Canada's Annual Cannabis Use survey and Canadian Institutes for Health Research's (CIHR) catalysts grants. Not only is this national view important, but a provincial collaborative approach is needed. This would require a coordinating body to ensure municipal, provincial and federal research and evaluation efforts are well-coordinated.

OTHER RECOMMENDED REPORTS/POSITIONS

It is highly recommended that the Alberta government considers the information and recommendations from the following:

- Chief Medical Officers of Health of Canada & Urban Public Health Network (2016)
<http://uphn.ca/wp-content/uploads/2016/10/Chief-MOH-UPHN-Cannabis-Perspectives-Final-Sept-26-2016.pdf>
- Toronto Medical Officer of Health (2017)
<http://www.toronto.ca/legdocs/mmis/2017/hl/bgrd/backgroundfile-104495.pdf>
- Canadian Public Health Association (2016)
https://www.cpha.ca/sites/default/files/assets/policy/cannabis_submission_e.pdf
- Centre for Addiction and Mental Health (2014)
https://www.camh.ca/en/hospital/about_camh/influencing_public_policy/documents/camhcanabispolicyframework.pdf
- Canadian Centre for Substance Use and Addiction
 - <http://www.ccsa.ca/Resource%20Library/CCSA-Non-Therapeutic-Marijuana-Policy-Brief-2014-en.pdf>
 - <http://www.ccsa.ca/Resource%20Library/CCSA-Cannabis-Regulation-Lessons-Learned-Report-2015-en.pdf>
 - <http://www.ccsa.ca/Resource%20Library/CCSA-National-Research-Agenda-Non-Medical-Cannabis-Use-Summary-2017-en.pdf>
- Ontario Public Health Association
<http://www.opha.on.ca/getmedia/6b05a6bc-bac2-4c92-af18-62b91a003b1b/The-Public-Health-Implications-of-the-Legalization-of-Recreational-Cannabis.pdf.aspx?ext=.pdf>
- Canadian Paediatric Society
<http://www.cps.ca/en/documents/position/cannabis-children-and-youth>

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- ⁸ National Academies of Sciences, Engineering, and Medicine. (2017). *The Health Effects of Cannabis and Cannabinoids: The Current State of Evidence and Recommendations for Research*. Washington, DC: The National Academies Press. Available from <https://www.nap.edu/catalog/24625/the-health-effects-of-cannabis-and-cannabinoids-the-current-state>
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- ¹¹ Grant, C., and Belanger, R. (2017). Cannabis and Canada's children and youth. *Adolescent Health Committee Paediatric Child Health*, 22(2), 98-102.
- ¹² Colizzi, M., McGuire, P., Pertwee R., and Bhattacharyya S. (2016). Effect of cannabis on glutamate signalling in the brain: A systematic review of human and animal evidence. *Neuroscience & Biobehavioral Reviews*, 64, 359-381.
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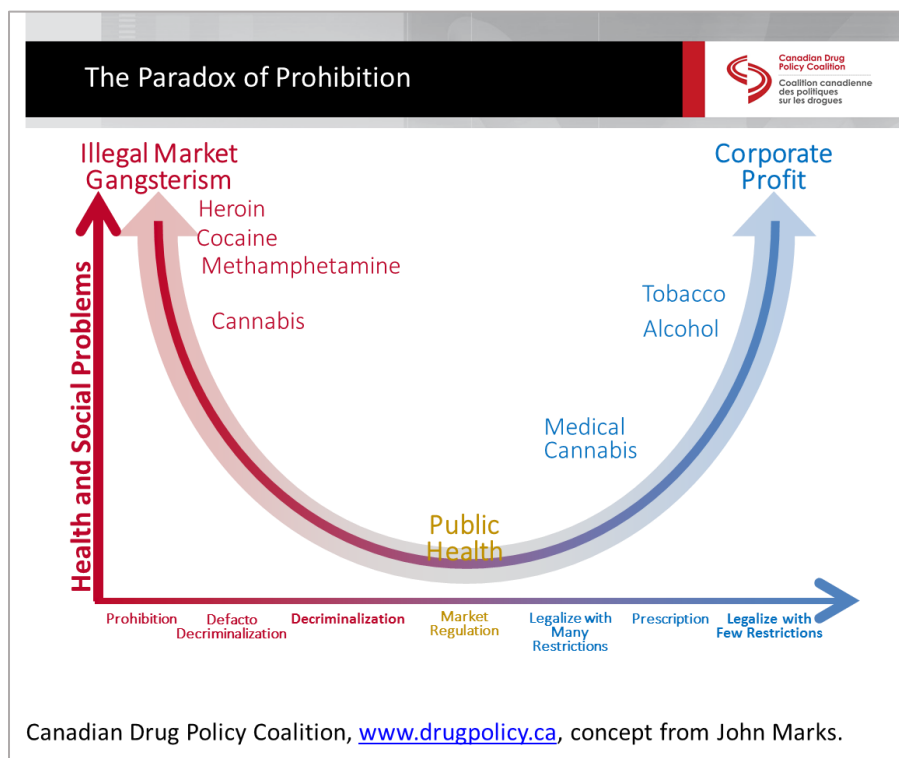
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A Public Health Approach¹ to Cannabis Legalization

A public health approach strives to maximize benefits and minimize harms of substances, promote the health of all individuals of a population, decrease inequities, and ensure harms from interventions and legislation are not disproportionate to harms from the substances themselves.

A public health lens to cannabis legalization also involves taking a precautionary approach to minimize unintended consequences. This precautionary approach helps minimize unintended consequences, especially when evidence is incomplete and/or inconclusive. In addition, it is easier to prevent future harms, by removing regulations in the future once more knowledge exists, than it is to later add regulation.¹



- The outcome of a public health approach shows how health/social harms and supply/demand are related.
- Harms related to substances are at a maximum when governance and control are at the extremes. Note that harms are similar to prohibition if commercialization/privatization is at the extreme.
- Lower health and social harms occur when a public health approach is used. (Note: the curve doesn't go to zero—there are always problems associated with substance use, but they can be minimized).
- Legalizing cannabis without considering the key elements of a public health approach may result in greater social and health harms.

Key considerations when developing policy from a public health lens includes:

- Minimizing harms
- Protecting health and safety of citizens
- Preventing the likelihood of use and problematic use
- Assessing population health outcomes
- Providing services
- Addressing the determinants of health and health equity

¹ Chief Medical Officers of Health of Canada & Urban Public Health Network. (2016). *Public health perspectives on cannabis policy and regulation*. Available from <http://uphn.ca/wp-content/uploads/2016/10/Chief-MOH-UPHN-Cannabis-Perspectives-Final-Sept-26-2016.pdf>

ADDITIONAL RESOURCES:

- Alberta Health Services – Public Health Perspectives on Cannabis
https://drive.google.com/drive/folders/0B6lL8pRONuu_UDB6WTBnU2lNRmc
- Chief Medical Officers of Health of Canada & Urban Public Health Network (2016) <http://uphn.ca/wp-content/uploads/2016/10/Chief-MOH-UPHN-Cannabis-Perspectives-Final-Sept-26-2016.pdf>
- University of Calgary Evidence Series
<https://open.alberta.ca/dataset/0239e5c2-5b48-4e93-9bcc-77f72f7bdc5e/resource/021d8f84-5d8b-4e21-b0bb-81340d407944/download/AHTDP-Cannabis-Evidence-Series-2017.pdf>
- The Federation of Canadian Municipalities
https://fcm.ca/Documents/issues/Cannabis_Legislation_Primer_EN.pdf
- Centre for Addiction and Mental Health (2014)
 - https://www.camh.ca/en/hospital/about_camh/influencing_public_policy/documents/camhcanabispolicyframework.pdf
 - https://www.camh.ca/en/research/news_and_publications/reports_and_books/Documents/Provincial%20alcohol%20reports/Provincial%20Summary_%20AB.pdf
- Canadian Centre for Substance Use and Addiction
 - <http://www.ccsa.ca/Resource%20Library/CCSA-Non-Therapeutic-Marijuana-Policy-Brief-2014-en.pdf>
 - <http://www.ccsa.ca/Resource%20Library/CCSA-Cannabis-Regulation-Lessons-Learned-Report-2015-en.pdf>
 - <http://www.ccsa.ca/Resource%20Library/CCSA-National-Research-Agenda-Non-Medical-Cannabis-Use-Summary-2017-en.pdf>
- Canadian Paediatric Society: <http://www.cps.ca/en/documents/position/cannabis-children-and-youth>
- Canada's Lower-Risk Cannabis Use Guidelines
http://www.camh.ca/en/research/news_and_publications/reports_and_books/Documents/LRCUG.KT.PublicBrochure.15June2017.pdf
- Drug Free Kids Canada
<https://www.drugfreekidscanada.org/>
- AHS Medicinal Marijuana Series
<https://www.youtube.com/playlist?list=PL4H2py77UNuXVGFm2qbl288PDA4LcJg9z>
- Government of Alberta & Government of Canada
 - <https://www.alberta.ca/cannabis-legalization.aspx>
 - <https://www.canada.ca/en/services/health/campaigns/legalizing-strictly-regulating-cannabis-facts.html>
- Rethinking Access to Marijuana
http://www.lacountyram.org/uploads/1/0/4/0/10409636/ram_cb_inlayout4.pdf
- Canadian Medical Association Journal: <http://cmajopen.ca/content/5/4/E814.full>

Key Contact:

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AHS Cannabis Project Coordinator

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INFORMATION BRIEF

Meeting: March 12, 2018

Agenda Item: 15

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - November 27, 2017				
5	CORRES: The Bridges at Claresholm Golf Club - Moved by Councillor Zimmer to renew the lease agreement with the Bridges at Claresholm Golf Club for an additional five (5) years effective January 1, 2018, and to refer the request for an increase in the management fees to budget discussions. CARRIED MOTION #17-131	Blair	Included in Draft Budget being presented to Council on March 12, 2018	Complete
Regular Scheduled Meeting - December 11, 2017				
18	IN CAMERA: e. Moved by Councillor Schlossberger to adopt the Intermunicipal Water, Wastewater and Testing and Maintenance Servicing Agreement with the Municipal District of Willow Creek as presented. CARRIED MOTION #17-146	Marian	Agreement in place. Legal drafting lease agreement and transfer agreement.	In progress
Regular Scheduled Meeting - January 8, 2018				
11	RFD: Tamarack Lots - Moved by Councillor Zimmer to contact the local realtors to notify them of the available lots for sale in the Tamarack subdivision once appraisals on the properties are complete. CARRIED MOTION #18-005	Tara	On Agenda March 12, 2018.	Complete
Regular Scheduled Meeting - January 22, 2018				
19b	IN CAMERA: LAND - Moved by Councillor Carlson to authorize administration to accept an unconditional offer on the #4 Skyline Crescent property for the appraised value subject to legal review. CARRIED MOTION #18-014	Marian	Land sale completed and title has transferred	Complete
Regular Scheduled Meeting - February 12, 2018				
3	CORRES: Minister's Awards for Municipal Excellence - referred to Administration to provide information on criteria the Town may qualify for.	Marian	Working on submissions for the Risk Reduction Workshop program	In progress
6	CORRES: AUMA, New Policing Model - Referred to Administration to prepare a letter to ask further questions for clarification of the financial impact to smaller municipalities.	Tara	Letter sent	Complete

20	INFO BRIEF: Open House Questions - Referred to Administration to move questions from open house and trade fair to the planning session for further review. Administration will continue to follow up with the people who submitted questions.	Marian	Will include in planning session discussions	In progress
23	RFD: CARES Lease agreement - Moved by Councillor Zimmer to approve the CARES Lease and Facility Holding agreement as presented. CARRIED. MOTION #18-031	Jason	email CARES Feb 14	In progress
Regular Scheduled Meeting - February 26, 2018				
1	DELEGATION RESPONSE: Karen Baker - Council directed Administration to send a letter to Karen Baker regarding walking paths and that the project will be going to tender following the passage of the budget.	Karine	Letter sent	Complete
2	DELEGATION RESPONSE: Roxanne Thompson RE: Claesholm Local Press subscriptions - Referred to Administration to gather more information.	Blair	Report on March 12th Agenda	Complete
5	CORRES: Claesholm Legion - Moved by Councillor Courage to write a letter of support for the Claesholm Legion Branch #41's application to the Community Facility Enhancement Grant for the purpose of completing renovations and repairs to their building's roof. CARRIED MOTION #18-032	Karine	Letter written	Complete
6	CORRES: 2A Boys Basketball Provincial Game - Mayor MacPherson will be attending the game and would like Administration to RSVP on his behalf.	Karine	Email sent	Complete
10	CORRES: Claesholm Chamber of Commerce - Moved by Councillor Schlossberger to appoint Lauren Billey as the Chamber of Commerce's representative to the Economic Development Committee. CARRIED MOTION #18-033	Karine/Justin	Letter sent	Complete
11	CORRES: Claesholm Gun Show - Moved by Councillor Carlson to deny the request of the Claesholm Gun Show to supplement their rental fees at the Claesholm Community Centre. CARRIED MOTION #18-034	Darlene	Letter sent	Complete
12	RFD: ORRSC MOU - Moved by Councillor Schulze to enter into the Memorandum of Understanding with the Oldman River Regional Services Commission under the Oldman River Region Urban GIS Project for GIS services. CARRIED MOTION #18-035	Marian	Signed and sent to ORRSC	Complete
13	RFD: Almagamate Reserve Funds - Moved by Councilor Zimmer to amalgamate reserve funds as follows to better communicate and utilize these funds as intended. CARRIED MOTION #18-036	Blair	Transfers completed. Included on Draft Audited Financial Statements being Presented to Council on March 12, 2018	Complete
14	RFD: Campground Attendant - Moved by Councillor Schulze to approve the Campground Attendant Position expenditure in the amount of \$23,000 with funding to be referred to the 2018 Budget. CARRIED MOTION #18-037	Mike/Blair	Contract has been executed.	Complete
15	INFO BRIEF: AUMA Police Funding Letter - Moved by Councillor Schlossberger to approve the letter to be sent to AUMA regarding police funding as presented. CARRIED MOTION #18-038	Karine	Letter sent	Complete
21	IN CAMERA (c.) Confidential Evaluations - Moved by Councillor Moore to appoint Carl Hopf to the Claesholm & District Museum Board. CARRIED MOTION #18-039	Karine/Ken	Email sent	Complete
21	IN CAMERA (c.) Confidential Evaluations - Moved by Councillor Carlson to appoint Councillor Brad Schlossberger to the Claesholm & District Chamber of Commerce. CARRIED MOTION #18-040	Karine	Letter sent	Complete

21	IN CAMERA (d.) Personnel - Moved by Councillor Schlossberger to approve the Chief Administrative Officer (CAO) Contract as presented. CARRIED MOTION #18-041	Lisa	In progress	
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PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 7, 2018

INFORMATION ITEMS

Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for December 19, 2017

5:00pm Town Council Chambers



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

Regrets: Donna Courage, Councillor

Staff: Marian Carlson, CAO
Blair Bullock, Director of Corporate Services
Mike Schuweiler, Director of Infrastructure Services

1. **Call to Order** 5:15 pm; Meeting was called to order by Chairperson Doug MacPherson.
2. **Approval of Agenda** – Motion to approve agenda by Doug Priestley. Carried.
3. **Minutes for Approval**
 - **December 5, 2017** – Motion to approve by Councillor Schulze. Carried.
4. **Business**
 - 4.1 2018 Capital Budget
 - Discussion – Blair Bullock presented the updated draft capital budget.*
 - Comments from Council:*
 - *Walking paths – review areas for paths for 2018 and reduce the total project funding to \$230,000.*
 - *Curling Club Chiller to be moved to 2018*
 - *Defer gravel truck to 2019*
 - *Investigate leasing a Zamboni*
 - *Prepare tender document for Arena project to complete in 2018*
5. *Next meeting: TBD.*
6. **Adjournment:** 6:55 p.m. Motion by Councillor Schlossberger. Carried.

DATE APPROVED: February 27, 2018

**Town of Claresholm
Audit & Finance Committee
Meeting Minutes for January 30, 2018
5:00pm Council Chambers, Administration Office**



Present: Chairperson Doug MacPherson, Mayor
Councillor Kieth Carlson
Councillor Donna Courage
Councillor Gaven Moore
Councillor Brad Schlossberger
Councillor Lise Schulze
Councillor Craig Zimmer

Staff: Blair Bullock, Director of Corporate Services

Call to Order

5:00 pm; Meeting was called to order by Chairperson, Mayor MacPherson

Adoption of Agenda:

Moved by Councilor Zimmer to adopt the agenda as presented. CARRIED

Minutes:

Moved by Councilor Carlson to approve the minutes from the meeting held January 2, 2018 as presented. CARRIED

Business:

1. PMH Insights Product Demonstration

Phillip Hicks CEO of PMH Insights presented the Envisio Program platform and answered questions

2. 2018 Operational and Capital Budget

Blair presented the revised 2018 draft operational budget.

3. Reserve Accounts Amalgamation

Blair presented draft request for decision to clean up reserve accounts, combining several and moving operational reserves that are for capital purposes to capital reserves.

4. Utility Rates

Deferred to next meeting.

Next Meeting:

To be determined.

Adjournment:

Moved by Councilor Schlossberger that the meeting be adjourned. CARRIED

Meeting adjourned at 6:13 pm

DATE APPROVED: February 27, 2018

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

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

ABSENT: Todd Heggie, Wes Wiebe, Don Leonard

1 CALL TO ORDER:

Ray called the meeting to order.

2 APPROVAL OF AGENDA:

Doug Fletcher moved the approval of the agenda. Carried.

3 APPROVAL OF MINUTES OF THE DECEMBER 19 MEETING:

Bob moved approval of the December 19 minutes. Carried.

4 OLD BUSINESS:

5 CORRESPONDENCE:

Marian has set up a meeting with Alberta Environment for Jan. 26 at 9:30 to finalize details for the application for a water license. Lyle, Olive, and Marian will attend this meeting.

6 REPORTS:

6.1 GREENS COMMITTEE:

Rod contacted Fortis with regard to the removal of a tree on No. 5 fairway and is waiting to hear back from them. He will be renting a stump grinder in March to grind down roots around greens. Rod asked Doug about snow clearing on the road into the Clubhouse and was told to write a letter of request to the council. Doug Macpherson offered to make copies of our sprinkler plans to be kept on file at the town and golf course. Doug Fletcher discussed making a guideline for the timing of the various procedures that need to be followed on the course. It was also suggested that organizing a budgeting guideline would be a good idea.

6.2 CLUB PRO AND MARKETING COMMITTEE:

Lyle has applied for workers through the Step Program, two for Grounds crew and one for the Pro Shop. Avail will complete the year end financial report for our next meeting. The carpets will be cleaned next week. A discussion took place about replacing chairs, with a suggestion of purchasing twenty five this year. Lyle reported a Facebook page has been set up by an individual in Claresholm, called "Claresholm is Community" to counter some negativity from a group called the Claresholm Citizens Coalition, regarding the golf course and other town owned facilities.

6.3 TOWN REP:

Doug Macpherson suggested as board members of a Claresholm facility it would be a good idea to show interest and support by attending some council meetings, as there is a lack of understanding by a few citizens on how some town facilities are funded and operate.

6.4 CLUBHOUSE COMMITTEE:

The exhaust fan and leak on roof were fixed. Carpet cleaners will do carpets in the upcoming week.

6.5 FINANCE COMMITTEE:

Telephone costs of \$9,000.00 were questioned, as well as clarification of raffle income of \$2,500.00. It was suggested that we need to separate our long term debt classification. Acceptance of the financial report was put off until our next meeting.

6.6 CASINO AND GRANTS COMMITTEE:

6.7 POLICY COMMITTEE:

7 NEW BUSINESS:

A discussion took place regarding having a board member representing members at large about issues directed toward Lyle or Rod. It was decided to check our policies before making a decision.

8 ADJOURNMENT:

Bob moved the meeting be adjourned. Next meeting is scheduled for Wednesday, February 21 at noon.



MEETING MINUTES

Date: Jan. 1, 2018

Time: 7:00 pm

Location: Council Chambers

Call to Order at 7:01 pm

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

Adoption of Agenda: Darry Markle

Approval of Previous Minutes from: Dec. 4, 2017 – Darry Markle

Action Items:

- FCSS will move forward with the new programming discussed
- Barb will make revisions to Policy and Procedures manual and present to board when completed.

Motions:

New Business: an explanation and discussion of Friends of Claresholm Society

Other Business: List of how surplus money was spent

Adjournment:

Next Meeting:

Date

Signature

Chair Approval

Director Approval



MEETING MINUTES

Date: Feb. 5, 2018

Time: 7:00 pm

Location: Council Chambers

Call to Order at 7:00 pm

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

*Presentation was made by Ranchland Victims Services by Christine and Maryanne – Claresholm is in need of volunteers, there are 2 and 1 waiting for police approval.

Adoption of Agenda: Cindee Schlossberger, 2nd by Lise Schulze

Approval of Previous Minutes from: Jan 1, 2018 – Lauren Billey

Action Items:

- Lauren Billey will contact FCSS board member from Stavely
- Barb to find out more information and discuss with Marian about Kathy's Helping Hampers program.
- Move forward with Ageism Conference if Cold Lake successful in funding initiative.

Motions:

2018-01-01 motion made by Lauren Billey to contact AHS in regards to hosting the emergency preparedness course; seconded by Cindee Schlossberger.

2018-01-02 motion made by Lise Schulze to share FCSS resources with 211 service for online service program; seconded by Tracey Strong.

Other Business:

- Results from Volunteer Tax program show a successful year.
- Decision to look at all possible avenues for Welcome to Claresholm Bags and put on hold until something suitable is found.

Adjournment: 8:32 pm by Lauren Billey

Next Meeting: Monday March 5, 2018 at 7pm

Date

Signature

Chair Approval

Director Approval



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 1 (2018)

EXECUTIVE COMMITTEE MEETING

Thursday, January 11, 2018 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - Chair
Jim Bester - Vice-Chair
Don Anderberg (absent)
Doug MacPherson

Ian Sundquist
Greg Robinson
Morris Zeinstra

STAFF:

Lenze Kuiper - Director

Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - January 11, 2018
2. Approval of Minutes - November 9, 2017
3. Business Arising from the Minutes
(a) Staff Extended Health & Dental Benefits
4. New Business
(a) New Executive Orientation
(b) Strategic Plan 2016
(c) Brownlee Emerging Trends - February 8, 2018
(d) Signing Authority
(e) Municipal Borrowing Bylaw - ATB Financial
(f) Subdivision Statistics
(g) Fee For Service Update
(h) GIS Provision of Services
5. Accounts
(a) Office Accounts - November 2017
(b) Financial Statements - January 1 - November 30, 2017
6. Director's Report
7. Executive Report
8. Adjournment

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Greg Robinson

THAT the Executive Committee approve the agenda, as amended.

ADD: 4(h) GIS Provision of Services

CARRIED

2. APPROVAL OF MINUTES

Moved by: Jim Bester

THAT the Executive Committee approve the minutes of November 9, 2017, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

(a) Staff Extended Health & Dental Benefits

- At the November 9, 2017 meeting the Executive asked that the discrepancy between the budgeted and actual health and dental benefits for 2017 be investigated. Reasons the expense was under budgeted include:
 - more staff than the previous year
 - some changes in status (e.g. single/family coverage)
 - high prescription costs for our group increased our rates following the first 16-months
- When we changed to Blue Cross on May 1, 2016 we received a better rate than with our former carrier as well as a health spending account. The bookkeeper recently compared quotes from two carriers (AMSC and Silverberg Group), both of which were over 10% higher than Blue Cross.

4. NEW BUSINESS

(a) New Executive Orientation

- Since four of the seven Executive members are new to the Committee, the Director briefly reviewed the function of the Executive Committee, the ORRSC Regulation, ORRSC Bylaws, etc.

(b) Strategic Plan 2016

- Progress on the four focus areas identified in the 2016 ORRSC Strategic Plan were reviewed:

MEMBER SERVICES:

- ORRSC is currently investigating a regional Subdivision and Development Appeal Board as a result of changes to the MGA.

- Black Diamond and Turner Valley have approached us to provide GIS services (requires permission from Municipal Affairs). Also talking with Cypress County, Foremost and County of Forty Mile.
- Council orientations are held following every municipal election.
- Have begun scanning the subdivision files into a digital format to eventually link to GIS (2-3 year project).

FISCAL SUSTAINABILITY:

- \$50,000 is budgeted for reserve funds annually.
- AAMD&C presented a motion to Municipal Affairs to provide annual funding for ORRSC, which was refused. They did approve a \$500,000 grant to develop an MDP Guidebook to be shared among five participating planning agencies. Additional funding can be accessed using collaborative grants through member municipalities.

ADMINISTRATIVE LEADERSHIP:

- Plan to conduct a salary review this year.
- Several staff are nearing retirement, so a succession plan is needed.

(The Committee requested that an organization chart be included in the next agenda.)

GOVERNANCE:

- Board members seem to like the current structure of four meetings a year.

Moved by: Doug MacPherson

THAT the Executive Committee receive the Strategic Plan discussion, as information.

CARRIED

(c) Brownlee Emerging Trends – February 8, 2018

- The Director, as well as several Executive members will attend the Brownlee Emerging Trends seminar in Calgary on February 8. This conflicts with the date of our next Executive Committee meeting; therefore, the Executive Committee meeting has been rescheduled for Thursday, February 15.
- The preferred time for Executive Committee meetings was also discussed. Consensus was that future meetings be held at 6:00 p.m. rather than 7:00 p.m.

(d) Signing Authority

- As the new Vice-Chair, Jim Bester will require signing authority. ATB Financial will prepare the necessary forms once they receive signed minutes from the December 6, 2017 Board of Directors' meeting. Jim will be notified when the forms are ready to be signed at the Paramount Branch, 727 - 4 Avenue South, Lethbridge.

(e) Municipal Borrowing Bylaw – ATB Financial

- In order to maintain a \$500,000 revolving line of credit for ORRSC, ATB Financial requires the Chair and Director to sign a municipal borrowing bylaw and record its approval by the Executive Committee in the minutes of the first meeting of each year. The line of credit currently has a \$0 balance and was last used in 2013.

Moved by: Jim Bester

THAT the Executive Committee authorize the Chair and Director to endorse the 2018 Municipal Borrowing Bylaw Form (Revolving Line of Credit) for ATB Financial. **CARRIED**

(f) Subdivision Statistics

- Subdivision revenue for 2017 totalled \$338,617.50 which is similar to the previous six years.

Moved by: Ian Sundquist

THAT the Executive Committee receive the Subdivision Activity 2017 handout, as information. **CARRIED**

(g) Fee For Service Update

- The Fee For Service table in the agenda highlights projects currently underway which have been approved by council to move forward. Other projects have been quoted but are waiting for either grant or council approval. In order to help with cash flow, projects are usually invoiced at three stages: 1/3 on approval, 1/3 at first draft, and 1/3 on completion.

Moved by: Doug MacPherson

THAT the Executive Committee receive the Fee for Service – Current Projects – 2018, as information. **CARRIED**

(h) GIS Provision of Services

- Turner Valley and Black Diamond have requested ORRSC to provide GIS services to their municipalities. Each municipality will pay an initial setup fee of \$9,000 plus a per capita fee pro-rated according to the date of setup completion. Ministerial approval will also be required to add GIS members from outside ORRSC membership.

Moved by: Greg Robinson

THAT the Executive Committee authorize the Oldman River Regional Services Commission to provide GIS services to the Towns of Turner Valley and Black Diamond, subject to Ministerial approval. **CARRIED**

5. ACCOUNTS

- Digitex – software for scanning and data management system (M-files) and a new server.

(a) Office Accounts – November 2017

5285	Building Maintenance	Kost Fire Equipment	\$ 108.95
5285	Building Maintenance	Westburne West	275.53
5285	Building Maintenance	Wild Rose Horticultural	480.00
5285	Building Maintenance	Westburne West	214.13
5310	Telephone	Bell Mobility	708.44
5310	Telephone	Shaw Cablesystems	265.06
5310	Telephone	DRC Communication	90.00
5320	General Office Supplies	Desjardin Card Services	78.43
5380	Printing & Printing Supplies	Desjardin Card Services	186.07
5320	General Office Supplies	Desjardin Card Services	241.00

5390	Graphic & Drafting Supplies	Desjardin Card Services	827.32
5340	Books & Publications	SOS Safety Magazine	199.00
5380	Printing & Printing Supplies	Peak Vocational Services	103.64
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5390	Graphic & Drafting Supplies	Purolator Courier	74.35
5440	Land Titles Office	Minister of Finance	376.00
5460	Public Relations	Bonnie Brunner	100.00
5460	Public Relations	Jordan Thomas	100.00
5460	Public Relations	Gavin Scott	100.00
5460	Public Relations	Sherry Johnson	350.00
5500	Subdivision Notification	Lethbridge Herald	320.74
5570	Equipment Repairs & Maintenance	Xerox Canada	1,276.85
5570	Equipment Repairs & Maintenance	Digitex Canada	6,382.97
5590	Equipment & Furniture Purchases	Digitex Canada	14,556.31
1160	GST Receivable	GST Receivable	1,321.43
		TOTAL	<u>\$28,782.22</u>

Moved by: Morris Zeinstra

THAT the Executive Committee approve the Office Accounts of November 2017 (\$28,782.22), as presented. **CARRIED**

(b) Financial Statements – January 1 - November 30, 2017

- The annual audit will be performed in March for presentation at the April Executive meeting. We are anticipating a healthy profit this year as the fee for service was conservatively budgeted.

Moved by: Morris Zeinstra

THAT the Executive Committee approve the unaudited financial statements for January 1 - November 30, 2017. **CARRIED**

6. DIRECTOR'S REPORT

- The Director reported on his activities since the last Executive Committee meeting.

7. EXECUTIVE REPORT

- Committee members reported on various projects and activities in their respective municipalities.

Moved by: Doug MacPherson

THAT the Executive Committee go in-camera to conduct the Director's Performance Review (8:25 p.m.)

CARRIED

Moved by: Jim Bester

THAT the Executive Committee come out of camera (8:39 p.m.)

CARRIED

8. ADJOURNMENT

Moved by: Doug MacPherson

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:41 p.m. until **Thursday, February 15, 2018 at 6:00 p.m.**

CARRIED

/bj

CHAIR:





February 20, 2018

His Worship Doug MacPherson
Town of Claresholm
P.O. Box 1000
Town of Claresholm AB T0L 0T0

Dear Mayor MacPherson:

Red Deer College – 54th Convocation

On behalf of the Red Deer College (RDC) Board of Governors, staff and students, I invite you to attend RDC's 54th Convocation to be held on Friday, June 1st in the Prairie Pavilion at Westerner Park (4847A-19 Street) in Red Deer, Alberta.

Our first ceremony will commence at 9:30 A.M. with our second ceremony commencing at 2:00 P.M. Should you be able to attend we would be pleased to have you join the platform party during the ceremonies.

Please RSVP by May 1st to elaine.carter@rdc.ab.ca or 403-342-3233 to confirm your attendance at the Convocation ceremonies. The dress for the ceremonies is business attire.

We look forward to seeing you and celebrating RDC's 54th Convocation.

Sincerely,

A handwritten signature in black ink that reads "J Ward". The signature is written in a cursive, flowing style.

Joel Ward
President & CEO

Willow Creek Agricultural Society

P.O. Box 1401
Claresholm, Alberta, Canada T0L 0T0

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

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



Claresholm & District Chamber of Commerce
Monthly General Meeting
Minutes
Wednesday, January 17, 2018

Present: Tom Barnes, Andrea Fletcher, Tony Walker, David Richardson, Brandy McLean, Tammy Morrison, Marilyn Curry, Iqbal Nurmohamed, Amanda Zimmer, Santanna Thom, Lauren Billey, Keith Armstrong, Mike Thrun, Karen Needham, Lorraine Norgard, Donna Courage

1. Call Meeting to Order

Tony Walker called the meeting to order at 12:07 p.m. at Douro's Restaurant.

2. Agenda

The agenda was accepted as presented on a motion made by Iqbal Nurmohamed, seconded by Karen Needham, carried.

3. Minutes

David Richardson moved, Karen Needham seconded, to accept the minutes of October 18, 2017 and November 15, 2017 general meetings. Carried.

4. Treasurer's Report

The computer is awaiting Dylan to check over for any damage from being frozen, so QuickBooks program has not been loaded yet in order to update books. The regular account bank balance as of December 31, 2017 is \$57,669.40 and the Trade Fair account was \$14,610.26.

5. Old Business

5.1 Usage of Outdoor Washrooms

Justin Sweeney previously provided the breakdown on use of washrooms to Chamber Executive. Everyone was in agreement that this was a positive opportunity for our community.

5.2 Tent Size/Rental Info

Lorraine explained that she had inquired into borrowing or renting the Chamber's tent which was donated to them from Frontier. In order to borrow/rent it, she was to measure it, compare prices to rent one of similar size, and bring the info back to Chamber. Thus, she found it easier to simply rent one from the city and not bother to use Chamber's, for her daughter's wedding.

5.3 Postcards

Upon trying to purchase postcards of Clareholm Lorraine had noticed there were none with actual scenery or pictures of around Clareholm on them. She also thought it would be good to have them on the tourism Kiosk at Museum and stores in Clareholm. Rob Vogt, Lauren Billey and Amanda Zimmer agreed to help her proceed with this project.

6. Committee Reports

6.1 Old Fashioned Christmas

Amanda reported that all went very well, and had no negative feedback. The tree was decorated in Ringrose Park as the other tree blew down in storm. Mike reported hearing many good things about the event. We also received feedback of Clareholm having positive and

great community spirit. Most agreed we could cut time back to end at 9:00 p.m., instead of 10:00 p.m.

For next year we will consider solar lights in the downtown parking lot. Another suggestion was to have Santa go around the businesses downtown before going to sit up at Journey's for pictures. Agreed as well that we need more advertising on social media as well as Local Press and posters around town. Recognize that this event and Mexican Fiesta are great events that are held downtown.

6.2 Trade Fair Update

At this time we have 28 of 47 tables sold. We had to lower table price rentals to entice vendors to come in. We have changed the floor plan and drapery arrangement to help save costs and create a more open concept than last year. Tammy Morrison has stepped in to help and done a tremendous job. Everyone on the committee realizes that things really need to start rolling no later than end of June to get interest and vendors booked in. Karen Needham volunteered to help set up. Staff from the Agriplex and Watt & Stewart are also coming to help. Chamber members are welcome to come help as well.

7. New Business

7.1 Request from Novice Hockey Tournament in Claresholm February 3 & 4, 2018

Lorraine had received a request for funds for the Novice Hockey Tournament Feb 3 & 4. Because these are all outside of Claresholm teams/players coming in, it was agreed not to donate to them. Our focus for donating is for local teams/players.

7.2 Breakfast Club

Val Umscheid was unable to attend today to speak on the Breakfast Club. This item will roll forward to the next agenda. **Tabled**

7.3 New Director

Lauren Billey volunteered to fill one of the vacant Director positions. All in agreement and accepted. She also volunteered to take on the Social Media duties for the Chamber, and that is greatly appreciated as well. She will be in contact with Carrie Anderson.

8. Next Meetings

8.1 General Meeting – Wednesday, February 21, noon at Casa Roma

8.2 Executive Meeting – Monday, February 12, 5:00 p.m. at EDO's office

8.3 Annual General Meeting – Wednesday, March 14, 2018 6:00 pm at Casa Roma. Guest speaker to be announced. There will be opening for Executive positions for the Chamber and all were asked about stepping up onto the Executive. Iqbal asked the agendas be sent out at least one week in advance for all meetings, and the ByLaws also be circulated from last year's AGM and put on the website as well. For the AGM we must advertise minimum of two weeks in advance.

9 Adjournment

The meeting was adjourned at 6:45 p.m. on motion made by David Richardson, seconded by Lori Beazer, carried.



Claresholm Animal Rescue Society

Minutes for the Board of Directors Meeting – **APPROVED**

Thurs. Jan. 25, 2018 – 7:15 pm @ the Claresholm Public Library

BOARD DIRECTOR ATTENDEES:

Lorraine Norgard (Chair), Judy Lelek (Vice Chair), Shauna Allen (Treasurer), Lise Schulze (Town Rep), Sylvia Giroux (ACL), Rita Hahn, Tina Rittinger

REGRETS: Joyce Zwick (Secretary) RE: Out of town

CARES MEMBERSHIP ATTENDEES:

Christel Hutka, Barb Hinkle, Denise Peters, Shelley Ford, Crystal Kinnard

1.	Call to Order	Meeting called to order by chair at 7:15 pm
2.	Approval / Adoption Agenda	<p>The following changes were made to the presented agenda:</p> <ul style="list-style-type: none"> • Door stickers (Lorraine) – completed (removed) • Minutes on website (Joyce) – Tina advised completed (removed) • Christmas party (Judy) – completed (removed) • Signage (Joyce) – TABLED (until Joyce returns) • Bylaw changes – TABLED - RE: members given copies of original bylaws, and asked to bring recommendations to next meeting • Grant application Fort MacLeod (Joyce) – TABLED (until Joyce returns) • Dog trainer (Sylvia) – trainer no longer avail. or needed (removed) • Renovations (brought up by Christel for Joyce) – TABLED (until Joyce returns) • Time Sheets – group felt having on agenda wasn't necessary (removed) <p>Moved by Rita to approve agenda as amended, seconded by Tina - CARRIED</p>
3.	Approval of Minutes Nov. 30, 2017	Moved by Tina, seconded by Rita - CARRIED
4.	Approval of Minutes Jan. 14, 2018	Moved by Lise, seconded by Sylvia - CARRIED

5.	<p>OLD BUSINESS</p> <p>A. Raise the Woof (Barb Hinkle)</p>	<p>Barb presented a number of recommendations on how to improve future events moving forward, based on the 2017 feedback. She has some notes that should be covered by the RTW Committee moving forward. Also, it was discussed that we could perhaps run this fundraiser annually and make it our one big event as people really seem to like it.</p>
	<p>B. Other Fundraising Discussed</p>	<p>i. PAWS Promotion going on through the month of February. Shelley agreed to help by creating a poster for IGA to encourage donations, Denise asking for help manning the table in the entry for sticker sales, membership sales, and donations</p> <p>ii. Garage Sale – Need to find a new location to have the event as arena is will be undergoing renovations. Shelley suggested that we could maybe have it at the empty Fields building as it is a nice central location. We’re not sure if it’s enough room, but Denise will look into it and contact Justin Sweeney to find out who to speak with about possibly renting the building for the event and get back to us.</p>
	<p>C. Town Agreements (Lorraine / Sylvia)</p>	<p>i. Service and Facility Holding Agreement document presented to group for discussion; Moved by Lise, seconded by Shauna, that the agreement be approved with proposed changes, and submitted as such to Town Council at their next meeting for final approval – CARRIED</p> <p>ii. Lease Agreement – Issue with date in document (typo), needs to be corrected from 2017 to 2018. Moved by Tina, seconded by Judy, to approve the lease agreement once date is amended and subject to approval by town council - CARRIED</p>
	<p>D. Security Cameras (Lorraine)</p>	<p>Johnny De Dominicis has installed, Dylan Mainprize will instruct on how to use – Lorraine said Johnny might not even bill us for the work. Christel Hutka suggested that if Johnny doesn’t charge us we should give him a tax receipt for the work completed; group agreed</p>
	<p>E. Adoption Committee Re: Terms of Ref.</p>	<p>Approval of revision – committee members want to change names in the terms to titles (i.e. ACL, President, Vice President, and 2 members at large appointed by the board). Judy moved, seconded by Rita, to accept terms with friendly amendment for titles - CARRIED</p>
6.	<p>NEW BUSINESS</p> <p>A. Gaming Training Session (Joyce)</p>	<p>Some discussion on this by the group; Christel advised that training is <u>not mandatory</u>, but if you want the training you can request it and go. Next casino is likely in 2020, so we will review this closer to the next date available</p>

	B. Trade Fair – Feb 2/3 (Lorraine)	Group agreed to not have a table in the trade fair this year
	C. Appointment of Auditor	Confirmed that this was already done back in March 16, 2017 at the AGM (per Christel)
	D. Job Description of Website Admin (Rita)	Tina had written up a comprehensive description and submitted it to chair prior to the meeting. Lorraine read out to the group and will put it in our records.
	E. Process for Labor Contracts at Shelter (Rita)	Recommends that we try to get contract work like camera installation for free or for a deal first, then if necessary pay to get the work done; group agreed.
	F. Gift for Lisa (Rita)	Judy will pick up a thank you gift for her; suggested getting a little mixed fancy planter bowl – group agreed for her to go ahead with getting it and taking it to her (up to \$50) – Lise moved approval for expense, Judy seconded - CARRIED
	G. Training for Medication Administration (Rita)	Rita is wondering if people are given training for medication administration. Sylvia (ACL) addressed this by confirming that all volunteers and staff are taught how to administrate medications, except for Judy because of her hands – treatments are tracked by medication sheets, and the vet is constantly consulted for treatment methods
	H. List of Key Holders (Rita)	Sylvia provided a verbal listing of all the keys (written list given to Lorraine for records). NOTE: Sylvia does not believe Lisa and Rhonda have returned their keys yet
	I. Budget / Financing / Audit (Rita)	Financials provided for up until the end of November 2017 – Lorraine suggests doing the budget proposal next meeting so we can include December
	J. Process for Animals Going to PetSmart (Rita)	Barb had prepared a write up of the process she and Diane follow, and read it out to the group. Document submitted to Lorraine for our records.
	K. Signing Task Sheets (Rita)	Rita is recommending that staff and volunteers sign task sheets for every room so that we know who is responsible when tasks are not done properly or not done at all. She further suggested that this process would encourage accountability. The group discussed and agreed that this might be a good idea. Rita moved, seconded by Judy, that task lists

		<p>be signed as each room is completed. The weekly checklist is to be managed by ACL. This is intended to be on a trial basis until next meeting where we will review the process and see if it is working. - CARRIED</p>
	L. Membership (Judy)	<p>Group believes, based on previous minutes with decision, that we will have our AGM on March 15 2018 at 7:15pm with regular meeting April 5th. Judy moved, seconded by Lise, to set the meeting in March as proposed - CARRIED</p>
7.	Treasurer's Report (Shauna)	<p>Financial statements presented – Christel pointed out that casino money should be 2/3 deferred to other years as income. \$35,631.45 donation from will and estate, still waiting to be cleared. Hard copies submitted to chair for records</p>
8.	Committee Reports A. Personnel Committee	<ul style="list-style-type: none"> • Personnel Committee: Disbanded as of meeting on Jan. 14, 2018 • New hire, Barb Eddy is already in training • Regarding staff and volunteers: When there is a problem, people should be going to the Animal Care Leader (Sylvia). If they are not happy with the results from discussing with ACL, they can then approach the President, and then the Vice President
	B. Adoption Committee	<ul style="list-style-type: none"> • Lorraine asking about cats in the back room; Sylvia advised they are available for adoption, but they are timid and like to hide from being stressed in the new environment. Lorraine suggested moving them more into an area that could provide a social environment and encourage adoption. Barb suggested we put them all together in the middle room, group agreed that might be a good idea. • What are we going to do with Tux – he has hurt many people, and may not be adoptable as he is consistently vicious; Judy suggested that since he has been neutered, he might settle down and we should give him a chance. If not, another suggestion would be to have Sylvia take him to be her own barn cat, but not until the spring as she doesn't have a heated barn. • Tina asked about Houston – only hurts people that adopt him, could be a stress situation. He could be a barn or shop cat possibly in the spring as a mouser (give him away for free?) • Lorraine read report asking for assistance with spaying, and vaccinating her female cat, that she found, tried to re-home herself, but is willing to keep. She just can't afford the spay and vaccine costs if we could help her. Christel offered to pay for the

		spay and vaccine costs, and also Denise and Barb said they would be willing to pitch in on the cost.
9.	Animal Care Leader Report (Sylvia)	Sylvia read report to the group advising of the status of the animal shelter and statistics for the past month; hard copy provided to chair for our records
10.	Next Meetings	All at 7:15 pm at the Claresholm Public Library: <ul style="list-style-type: none"> • Thurs. Feb. 15, 2018 (was later changed to Feb. 22nd) • Thurs. March 15, 2018 – new date for AGM • Thurs. April 5, 2018 – Regular meeting
11.	Adjournment	Moved by Rita to adjourn the meeting - CARRIED

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

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
January 25, 2018 at 3:00 P.M.

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

1. Chair Gord Wolstenholme called the meeting to order at 3:05 P.M.
2. Approval of Agenda

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

3. Delegations

No delegations

4. Approval of Minutes
 - a) Regular Meeting December 28, 2017

18.02 **Moved by John Kroetsch** to approve the minutes of the December 28, 2017 regular
meeting as presented.
CARRIED

5. Financial Information
 - a) Accounts Payable

CAO Friesen presented the accounts payable, including January 2018 payroll, in the amount of
\$20 956.46.

18.03 **Moved by Brad Schlossberger** to approve for payment, the accounts payable in the
amount of \$20 956.46.
CARRIED

- b) Check Detail December 30, 2017 to January 19, 2018

CAO Friesen presented the members with the check detail from December 30, 2017 to
January 19, 2018.

18.04 **Moved by Janice Binmore** to accept the check detail of December 30, 2017 to
January 19, 2018 as presented.
CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility January 25, 2018 at 3:00 P.M.

5. Financial Information cont.

c) Bank Reconciliations December 2017 – Checking & 90 Day Notice Accounts

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

18.05 **Moved by Duncan McLean** to accept the December 2017 bank reconciliation reports for the ATB Financial checking & 90 day notice accounts as presented.

CARRIED

18.06 **Moved by John Kroetsch** to ratify the email correspondence authorizing CAO Friesen to release the holdback funds to Ossa Terra in the amount of \$14 772.27.

CARRIED

d) Balance Sheet ending December 31, 2017

CAO Friesen presented the members with the Balance Sheet ending December 31, 2017.

18.07 **Moved by Janice Binmore** to accept the Balance Sheet ending December 31, 2017 as presented.

CARRIED

e) Budget vs. Actual ending December 31, 2017

CAO Friesen presented the members with the Budget vs. Actual report ending December 31, 2017. CAO Friesen explained that some of the figures will change as certain accounts are adjusted during the audit.

18.08 **Moved by Brad Schlossberger** to accept the Budget vs. Actual report ending December 31, 2017 as presented.

CARRIED

f) Bank Statement December 31, 2017

CAO Friesen presented the members with the bank statement ending December 31, 2017 for the ATB Financial Checking and 90 Day Notice accounts.

18.09 **Moved by Duncan McLean** to accept the ATB Financial bank statement ending December 31, 2017 as presented.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
January 25, 2018 at 3:00 P.M.

6. New Business

a) Entity Control Document

CAO Friesen presented the members with the entity control document for the 2017 financial audit. She explained that there are three control documents in total, two that she completes and one that the Board has input in. She further explained that Avail will be onsite to do their field work for the 2017 audit on February 1 & 2, and further that a representative from Avail will attend the February 22, 2018 regular meeting to present the financial statements.

18.10 **Moved by Janice Binmore** to accept the entity control document with amendments.
CARRIED

7. Old Business

a) AMSC Procurement Card Update – For Information

CAO Friesen reported that the WCRWMSC has been approved for the AMSC Procurement card as applied for.

8. Correspondence

No Correspondence Items

9. General Landfill Information

CAO Friesen reported that the T4's are completed and e-filed for 2017 and the annual WCB reporting is complete as well. She further reported that mattress shredding has commenced and work on the annual Alberta Environment compliance audit will begin soon.

10. In Camera

a) 2018 Interim Budget

18.11 **Moved by John Kroetsch** to go In Camera at 3:54 P.M.
CARRIED

18.12 **Moved by Duncan McLean** to come out of In Camera at 4:35 P.M.
CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
January 25, 2018 at 3:00 P.M.

11. Adjournment

Chairman Gord Wolstenholme declared the meeting adjourned at 4:35 P.M.

Chairman Gord Wolstenholme

CAO Cheryl Friesen

DRAFT

Claresholm Public Library Board
REGULAR MEETING

January 16, 2018

Present: Jay Sawatsky, Tony Hamlyn, Marika Thyssen, Casey Arnestad, Anna Pollock, Darry Markle, Gaven Moore, Lorraine Conaty, Tracey Strong

Regrets: Lisa Anderson

1: **CALL TO ORDER @ 6:30 pm**

2: **APPROVAL OF AGENDA**

Moved by Darry Markle that the agenda be approved. Carried.

3: 3.1: **APPROVAL OF NOVEMBER 21, 2017 ORGANIZATIONAL MINUTES**

3.2: **APPROVAL OF NOVEMBER 21, 2017 REGULAR MEETING MINUTES**

Moved by Lorraine Conaty that the revised November 21, 2017 Regular and Organizational Meeting Minutes be approved. Carried.

4: **CORRESPONDENCE:** Letter from the Town of Claresholm's Community Peace Officer, Jason Hemmaway, in response to the Board's request to look at having a cross-walk painted on street between Library and Amundsen Park in Sept. 2017.

After consultation different areas and many different considerations it was determined that this request is denied. The reasons seem very reasonable and the board accepts this.

5: **FINANCIAL:**

5.1 Financial Statement – December 31, 2017

Moved by Tracey Strong to accept the Financial Statements as presented. Carried.

6: **COMMITTEE REPORTS**

6.1 Library Manager's Report

6.2 Committee for 80th Anniversary Planning

6.3 Friends of the Library

6.4 Chinook Arch Library Board meeting Dec. 7, 2017

6.5 Chinook Arch Librarians' Committee meeting

Moved by Tony Hamlyn to accept the Committee Reports as presented. Carried.

7: **NEW BUSINESS:** Annual Report will be presented on Feb 20th

Moved by Darry Markle to have our regularly scheduled meeting on Feb 20th and not have one in March. Carried.

8: **OLD BUSINESS:**

8.1 Southern Alberta Library Conference, March 1–3 at the Lethbridge Lodge Hotel & Conference Centre – Let Jay know by Friday morning if you want to attend any of the sessions and she will get registrations done.

8.2 Encon benefits for Jay Sawatzky – benefit issue has been resolved, Jay has benefits.

8.3 Employee agreement for Kathy Davies – signed she is working in the basement with her new laptop and things are going well.

10: **IN CAMERA:** Legal

Moved by Marika Thyssen to go in camera at 7:15pm.

Moved by Darry Markle to come out of camera at 7:40 pm.

Cocktails at 6:30 Supper at 7:00 at the Golf Course on Friday for our Christmas Party, see you there!

11: **ADJOURNMENT:** Moved by Lorraine Conaty to adjourn at 8 pm

Next Meeting: February 20, 2018 at 6:30 p.m.

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

January 17, 2018

Present: Barry Gibbs, Scott Strong, Betty Hoare, Don Glimsdale, Gaven Moore and Ken Favrholdt

Absent: Bert Franssens, Lorraine Conaty, Susan Holland and Rhodena King

1. Call to order by Barry Gibbs at 1:55 PM
2. Adoption of agenda as amended by Don Glimsdale. **CARRIED**
3. Approval of previous minutes – Gaven Moore moved minutes approved as is. **Carried**
4. Chair Report – Barry Gibbs and Ken Favrholdt met to discuss the operations of the museum. Barry explained the new format of the agenda he would like to try. Biggest change is the allocation of minutes for agenda items. Barry read a letter of resignation from Lorraine Conaty effective immediately. Ken advised that Rhodena King had sent in her letter of resignation due to health issues. Gaven Moore will talk to Mike McAlonan who has expressed an interest in becoming a board member.
5. Ken will talk to the town and request a list of names for 2017 donations. This will allow the secretary to send out our thanks for their support of the museum. The merits of having a treasurer were discussed. It was felt that board members where not really approving the expenses as the approval stage is done by the town. At this time the board felt no need for the official position of Treasurer. Don Glimsdale moved the financials be accepted as presented. **CARRIED**
6. Volunteer Policy – after a lengthy discussion the approval was deferred for further clarification on personal collections and possible conflict. Ken to follow-up with Susan Burroughs Johnson from the Galt Museum in Lethbridge.
7. 2018 Museum Plan and Budget – Barry Gibbs will re-write the Museum/VIC Plans/ Schedule for 2018 as presented by Ken Favrholdt. The change is basically a format change of the current information presented. The budget for 2018 was deferred.
8. Executive Director's Operation Report
 - Ken reported that we received the Operational Staffing Grant for \$25,000

from the Alberta Museums Association. We were one of 26 successful applications out of 44 submitted.

- For the upcoming Winter Festival on February 10, 2018 the museum and the Friends of the Museum will be operating a photo booth. The cost for a photo will be \$10.00 with all the money going to the photographer. A donation box for the museum will be at the booth.

- Teepee trailer proposal – deferred.

- Travelling surveyors exhibit will require further transportation options.

- Pincher Creek Workshops – information that Ken had received so far for this event was handed out. Further details to follow.

- Summer employment – Ken will submit application for 3 students from the Young Canada Works program.

- TV monitor purchase was made from funds donated by the Claresholm Legion.

- Deadline for an evaluating report to the Alberta Museums Association on the \$25,000 given in 2017 is due on February 1, 2018.

9. Charitable Donation Receipt Policy – deferred.

10. Don Glimsdale advised the board of a letter received from Darci-Jane McAulay of the UFA Historical Society requesting a partnership with the museum to celebrate their 100th anniversary. Meeting date is January 18, 2018 at 1:00 PM in the exhibit hall.

11. Meeting evaluation – while we missed the parameters for time, everyone felt that it was a successful meeting.

12. Executive Director, Ken Favrholt left meeting prior to In Camera session.

Moved by Barry Gibbs to go In Camera at 4:25. **CARRIED**

Moved by Gaven Moore to come out of In Camera session at 4:40. **CARRIED**

13. Meeting adjourned at 4:35 by Barry Gibbs. **CARRIED**

Next meeting February 21, 2018.

Karine Wilhauk

From: AUMA <communications@auma.ca>
Sent: Friday, February 23, 2018 10:57 AM
To: Karine Wilhauk
Subject: New course offerings for Municipal Leaders



DIGEST of AUMA/AMSC Announcements

Register today for EOEP Courses on Strategic Planning and Regional Collaboration

Through our Elected Officials Education Program (EOEP), the AUMA and AAMDC are pleased to offer two brand new courses in tandem with upcoming events.

We look forward to seeing you at these events!

Council's Role in Strategic Planning

The EOEP's Council's Role in Strategic Planning course will explain the important role that strategic planning plays in building municipal sustainability, how councils can work together to set realistic goals, the basic elements of a strategic plan, how to set and assess strategic priorities, the roles of council and staff in strategic planning, and other information that will support you and your municipality in planning strategically for both the short- and long-term.

Friday, March 16, 2018

Shaw Conference Centre
9797 Jasper Avenue, Edmonton, AB

Cost: \$340 plus GST

To register: [Registration is available through AUMA's events page.](#)

Regional Partnerships and Collaboration

The EOEP's Regional Partnerships and Collaboration course will provide participants with an opportunity to learn about required collaborative tools such as intermunicipal collaboration frameworks, as well as other approaches municipalities can take to build meaningful partnerships with their municipal neighbours in a way that is fair and mutually beneficial.

In addition to intermunicipal collaboration, the course will examine ways that municipalities can work with organizations within their community to provide strong and sustainable services. If you're interested in how your municipality can transform collaboration from a requirement to an opportunity, sign up for Regional Partnerships and Collaboration to learn from experts in the field, as well as from your elected official colleagues.

Monday, March 19, 2018
8:30 am – 4:30 pm

Shaw Conference Centre
9797 Jasper Avenue, Edmonton, AB

Cost: \$340 plus GST

To register: [Registration is available through AAMDC's convention registration page](#). Please note you can register for the EOEP course without registering for AAMDC's conference.



AUMA | 300, 8616 51 Avenue, Edmonton, Alberta T6E 6E6 Canada

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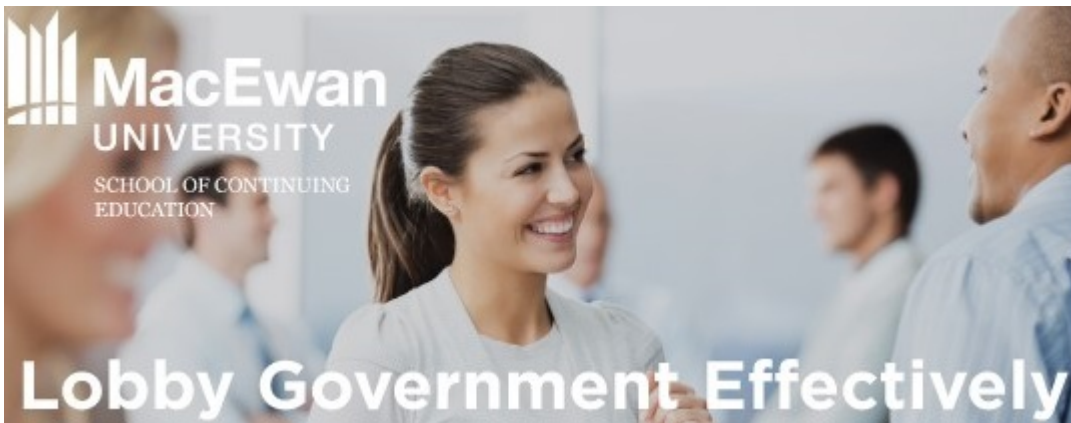


Karine Wilhauk

From: ProfessionalDevelopment <ProfessionalDevelopment@macewan.ca>
Sent: Thursday, February 15, 2018 1:13 PM
To: ProfessionalDevelopment
Cc: Maurice MyGoals
Subject: Upcoming MacEwan University Seminar on Lobbying Government

Attention: Mayors, Councilors, Reeves and Trustees, Commission and Board Members

Lobbying the Notley Government? What you need to know.



One-day workshop on March 14

BE HEARD. On the tails of the recent election, it's more vital than ever to have a voice. Stand up for your community and the initiatives important to your constituents by lobbying the provincial government effectively. Learn how to get access to and communicate with decision-makers to effect legislative change.

In this one-day course you will focus on the critical four pillars of lobbying and learn:

- Who to lobby
- How to optimize your message
- Tips from the pros
- Pitfalls to avoid
- How to deal with personalities in government
- What is the role of pressure?

Bring your CAO and community leaders. Over 80 mayors, councilors and trustees have taken this seminar and rated it as an authoritative source of best practices.

"I attended the Lobby Government Effectively course and was very impressed with the information I received. This was a good learning opportunity that outlined lobbying processes and provided insider information. The instructor encouraged the class to discuss examples of challenges we have encountered in reaching out to government, and ways to overcome them, including suggestions to prepare for future obstacles." Laura Reschke, Executive Director, ARMCA, March 25, 2014

[LOBBY GOVERNMENT EFFECTIVELY](#)

Wednesday, March 14, 8:30am – 4:30pm
MacEwan University, School of Continuing Education, Edmonton

Register [online](#) or by phone: 780-497-4400/1-855-797-4400 (toll-free). Information on all of our courses can be found at: www.macewan.ca/SCE.

Group training and group discounts are also an option. Call 780-497-5207 for information.

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THANK YOU THANK YOU THANK YOU



On behalf of the West Meadow
Fundraising/Parent Board,
teaching staff, and students,

**THANK YOU FOR
YOUR AMAZING
SUPPORT OF OUR SCHOOL!!**