



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
NOVEMBER 26, 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 – NOVEMBER 13, 2018

**DELEGATION:** WSP – Trent Purvis, P.Eng, Manager Southern Region (Infrastructure)  
RE: Starline Business Park Area Structure Plan  
(Please visit [www.myclaresholm.com/starline](http://www.myclaresholm.com/starline) for the full plan.)

**ACTION ITEMS:**

1. BYLAW #1657 – Starline Business Park Area Structure Plan  
RE: 1<sup>st</sup> Reading
2. CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs  
RE: Municipal Sustainability Initiative Funding
3. CORRES: Brownlee LLP  
RE: Emerging Trends in Municipal Law
4. CORRES: Claresholm & District Chamber of Commerce (EDC)  
RE: 2019 Trade Expo and Consumer Fair – February 1 & 2, 2019
5. CORRES: Claresholm & District Chamber of Commerce  
RE: Old Fashioned Christmas – November 30, 2018
6. CORRES: 7-11  
RE: Request for Attendance at Grand Opening
7. INFORMATION BRIEF: Opportunities for Growth – “Cannabis and Claresholm”
8. INFORMATION BRIEF: CAO Report
9. INFORMATION BRIEF: Council Resolution Status
10. ADOPTION OF INFORMATION ITEMS

**INFORMATION ITEMS:**

1. Economic Development Committee Meeting Minutes – September 17, 2018
2. Age Friendly Alberta E-News – Dementia Community Investment Fund
3. The Bridges at Claresholm Golf Club Meeting Minutes – October 18, 2018
4. Claresholm & District Museum Board Meeting Minutes – September 19, 2018
5. Oldman Watershed Council – Thank you for your support

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
NOVEMBER 13, 2018

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

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

**ABSENT:** None

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

**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 Schulze that the Agenda be accepted as presented.

**CARRIED**

**MINUTES:**

**1. ORGANIZATIONAL MEETING – OCTOBER 22, 2018**

Moved by Councillor Cutler that the Organizational Meeting Minutes of October 22, 2018 be accepted as presented.

**CARRIED**

**2. REGULAR MEETING – OCTOBER 22, 2018**

Moved by Councillor Zimmer that the Regular Meeting Minutes of October 22, 2018 be accepted as presented.

**CARRIED**

**DELEGATION:** **CLARESHOLM RCMP DETACHMENT: Sergeant Greg Stannard**

Sergeant Greg Stannard was present to meet with Council with an update. Sergeant Stannard went over crime statistics the Town of Claresholm is seeing. He also discussed the traffic light in Claresholm and semi-trucks running the red light at high speeds.

**ACTION ITEMS:**

**1. BYLAW #1652 – Land Use Bylaw Amendment**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Schlossberger to give Bylaw #1652, a Land Use Bylaw Amendment, 1<sup>st</sup> Reading.

**CARRIED**

**2. CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**  
**RE: Municipal Sustainability Initiative (MSI) Capital**

Received for information.

**3. CORRES: Community Energy Association**  
**RE: Site Selection for Electric Vehicle Infrastructure Deployment in Southern Alberta**

Referred to Administration to look into possible site options and to invite the Community Energy Association to be a delegation.

**4. CORRES: Alberta Municipal Affairs**  
**RE: Bill 23, Renewing Local Democracy in Alberta**

Received for information.

**5. CORRES: AUMA Response to Bill 23: An Act to Renew Local Democracy in Alberta**

Received for information.

**6. CORRES: Tanya Thorn, Director – Towns South, AUMA**  
**RE: AUMA Update**

**MOTION #18-171** Moved by Councillor Schulze to direct Administration to draft a letter of support towards changing the funding for the distribution of tax revenue from cannabis regarding communities under 5,000, and direct the letter to both MLA and the MP and cc the AUMA so they are aware of the support.

**CARRIED**

**7. CORRES: Highway 3 Twinning Development Association  
RE: Request for Membership in 2019**

Received for information.

**8. CORRES: Fort Macleod Santa Claus Parade  
RE: 37<sup>th</sup> Annual Santa Claus Parade Invitation**

Received for information.

**9. CORRES: Claresholm Public Library Board  
RE: Payment of Legal Fees**

MOTION #18-172 Moved by Councillor Moore to provide additional funding of up to \$2,750 to the Claresholm Public Library to come from general operational reserves.

**CARRIED**

**10. REQUEST FOR DECISION: Adhoc Committee for Amundsen Park Redesign**

MOTION #18-173 Moved by Councillor Carlson to strike the Adhoc Committee for the re-design concept plan of Amundsen Park and appoint Mayor MacPherson and Councillor Cutler to represent Council as members of the committee.

**CARRIED**

**11. REQUEST FOR DECISION: CPR Lands Lease Inquiry**

MOTION #18-174 Moved by Councillor Zimmer to approve the lease agreement for parking with Starling Auctions for the land located at Lot 12, Block RLY, Plan RY8 effective November 14, 2018 for a one-year term.

**CARRIED**

**12. REQUEST FOR DECISION: Joint Worksite Health & Safety Committee**

MOTION #18-175 Moved by Councillor Cutler that the Town of Claresholm establish a Joint Work Site Health and Safety Committee in compliance with the Alberta Occupational Health and Safety Act and designate Randy Keller and Jillian Johnston as the workers appointed by CUPE Local 3023 and designate Karine Keys and Brady Schnell as the employer's representatives.

**CARRIED**

**13. FINANCIAL REPORT: Statement of Operations – October 31, 2018**

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

**CARRIED**

**14. INFORMATION BRIEF: Campground Attendant**

Received for information.

**15. INFORMATION BRIEF: Strategic Plan Report to Council**

Received for information.

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

Received for information.

**17. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**18. IN CAMERA:**

- a. Intergovernmental Relations – FOIP Section 21**
- b. Confidential Evaluations – FOIP Section 19.1**

Moved by Councillor Moore to go In Camera at 7:58 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson stated that the live stream has ended at 7:58 p.m.

Moved by Councillor Schlossberger to come out of In Camera at 8:38 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:38 p.m.

**a. Intergovernmental Relations – FOIP Section 21**

MOTION #18-176 Moved by Councillor Schulze to support the concept and approach recommended by the Regional Fire Services Study Steering Committee, and further to support the approach and guiding principles for the remaining components of the Intermunicipal Collaboration Framework.

**CARRIED**

**b. CONFIDENTIAL EVALUATIONS – FOIP Section 19.1**

MOTION #18-177 Moved by Councillor Carlson to appoint Verne Lunan to the Claresholm & District Museum Board.

**CARRIED**

MOTION #18-178 Moved by Councillor Zimmer to appoint Tom Pollon to the Claresholm & District Museum Board.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Zimmer that the meeting adjourn at 8:40 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson noted that recording ceased at 8:40 p.m.

\_\_\_\_\_  
Mayor – Doug MacPherson

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

DRAFT

# **ACTION ITEMS**



# Claresholm

## REQUEST FOR DECISION

Meeting: November 26, 2018  
Agenda Item: 1

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### BYLAW No. 1657 – STARLINE BUSINESS PARK ASP

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#### **DESCRIPTION / BACKGROUND:**

The purpose of the attached Bylaw No. 1657 is to adopt an area structure plan (ASP) within the “Planning for Growth” project location. The Town of Claresholm held a community open house on September 18, 2018. The feedback received was taken into consideration and minor items were changed within the plan.

The adopted ASP would allow prospective developers to anticipate the land uses within an area. The ASP acts as a high-level blueprint for the area, streamlining future subdivision applications to comply with the needs and goals of development. The ASP includes the sequence of development proposed for the area, the density of development proposed for the area, and the general location of major transportation routes and public utilities.

In accordance with the Municipal Government Act (MGA) Section 692, the bylaw requires a public hearing and advertisement prior to giving second reading and notice given in accordance with MGA Section 606. The neighbours as well as the MD of Willow Creek will be circulated on the public hearing.



#### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1657, a bylaw to adopt the Starline Business Park Area Structure Plan, first reading.

#### **ATTACHMENTS:**

- 1.) Draft Bylaw No. 1657
- 2.) “Schedule A” Starline Business Park ASP (please visit [www.myclaresholm.com/starline](http://www.myclaresholm.com/starline) for this plan)

#### **APPLICABLE LEGISLATION:**

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

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Karine Keys, Finance Assistant

DATE: November 23, 2018

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**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW No. 1657**

**A Bylaw of the Town of Claresholm in the Province of Alberta, to adopt Bylaw No. 1657, being the Starline Business Park Area Structure Plan.**

**WHEREAS** the Council of the Town of Claresholm wishes to adopt a comprehensive land use plan approximately  $\pm$  70 hectares of land legally described as a portion of 4;27;12;25;SW, and 4;27;12;24;;11,14 and the entirety of 4;27;12;24;;12,13; 1212346;5;1PUL; and

**WHEREAS** the purpose of an area structure plan is to provide a framework for the subsequent orderly subdivision and development of land within a defined area; and

**WHEREAS** the Council wishes to regulate and control development of these said land, but also to promote these lands as an industrial, commercial area.

**NOW THEREFORE** under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta duly assembled does hereby enact the following:

1. Council shall adopt an area structure plan in accordance with the provisions of the Act.
2. This plan attached as Schedule 'A', upon adoption, shall be known as the "Starline Business Park".
3. This bylaw shall come into effect upon third and final reading hereof.

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.

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**Doug MacPherson, Mayor**

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**Marian Carlson, CAO**

# STARLINE Business Park



**Claresholm**

*Area Structure Plan*

Please visit [www.myclaresholm.com/starline](http://www.myclaresholm.com/starline)  
for the full plan.



DRAFT NOVEMBER 2018

WSP





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

RECEIVED

NOV 13 2018

AR95113

October 16, 2018

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

Dear Mayor MacPherson,

The Alberta government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative, we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to inform you that the operating spending plan submitted by your municipality has been accepted. You may proceed to apply your municipality's 2018 operating allocation and any estimated 2017 carry-forward to the priorities identified in your plan.

As partners in supporting Alberta's communities, I look forward to working together to move your local priorities forward.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

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

## Karine Keys

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**From:** Thompson, Prescilla <pthompson@brownleelaw.com>  
**Sent:** Wednesday, November 14, 2018 12:37 PM  
**To:** Karine Wilhauk  
**Subject:** Save the Date: Emerging Trends in Municipal Law 2019

Dear Doug,

### Brownlee LLP Presents: 2019 Emerging Trends



### SAVE THE DATE

#### **Calgary:**

Emerging Trends in Municipal Law

Date: Thursday, February 7, 2019

Time: 8:00am-5:00pm

Location: The Best Western Premier Calgary Plaza Hotel

Address: 1316 33 Street NE

Discounted room rates are available at the Coast Plaza Hotel & Conference Centre from \$125 for double occupancy.

#### **Edmonton:**

Emerging Trends in Municipal Law

Date: Thursday, February 14, 2019

Time: 8:00am-5:00pm

Location: Edmonton Expo Centre

Address: 7515 118 Ave NW

If you have any questions, please contact Prescilla Thompson by email: [pthompson@brownleelaw.com](mailto:pthompson@brownleelaw.com).

**Watch for your official invitation to follow.**

**Looking forward to seeing you there!**



**PRESCILLA THOMPSON | MARKETING ASSISTANT | BROWNLEE LLP**

**MARKETING**

**m. 780-497-4800 | d. 780-970-5739 | f. 780-424-3254 | [pthompson@brownleelaw.com](mailto:pthompson@brownleelaw.com)**

**2200 COMMERCE PLACE | 10155 - 102 STREET | EDMONTON, AB T5J 4G8**

**Toll-Free. 800-661-9069 | [www.brownleelaw.com](http://www.brownleelaw.com)**

*Brownlee LLP would like the opportunity to send you invitations and legal news electronically. Please give us your permission by clicking [here](#).*

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From: [tradefair@claresholmchamber.ca](mailto:tradefair@claresholmchamber.ca) <[tradefair@claresholmchamber.ca](mailto:tradefair@claresholmchamber.ca)>

Sent: Thursday, November 15, 2018 2:14 PM

Subject: You're Invited to the 2019 Trade Expo and Consumer Fair

2019 CLARESHOLM

TRADE EXPO AND CONSUMER FAIR

The Claresholm Trade Expo and Consumer Fair is one of Alberta Southwest's largest regional shopping events, showcasing the very best vendors that the region has to offer.

For two days, the Claresholm Community Centre transforms into a magical marketplace featuring over 60 talented designers and vendors showcasing their works and interacting with shoppers, making this event a truly unique experience.

With an incredible range of locally and nationally sourced quality handmade goods, including fashion, jewellery, home décor, sculptures, glassware, natural body care, and delicious gourmet treats, as well as a variety of regional business and community resources, this event ensures that there will be something for everyone.

Spaces are limited, so if you want to be a part of this magical show apply today!

More info at [tradefair@claresholmchamber.ca](mailto:tradefair@claresholmchamber.ca) or call Tammy Morrison  
(403)553-0264 ext 221

# Claresholm Trade Expo and Consumer Fair



**FRIDAY, February 1 • 1 to 8 pm**

**SATURDAY, February 2 • 10 am to 4 pm**

CLARESHOLM COMMUNITY CENTRE

5920 59th Ave. W., Claresholm

**BOOK YOUR BOOTH TODAY!**

Contact Tammy Morrison [P] 403.553-0264 ext. 221

email [tradefair@claresholmchamber.ca](mailto:tradefair@claresholmchamber.ca)

**[claresholmchamber.ca](http://claresholmchamber.ca)**





# Claresholm & District Chamber of Commerce

Box 1092, Claresholm, AB T0L 0T0  
 tradefair@claresholmchamber.ca  
 www.claresholmchamber.ca

# TRADE EXPO AND COSUMER FAIR Vendor Registration:

## CONTACT/BILLING INFORMATION

Business/Organization \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

BOOTH TYPE	BASE PRICE	ASAB CHAMBER	CDCC MEMBER	PLEASE CIRCLE CHOSEN OPTION WRITE QTY. BELOW
<b>Full Booth</b> with 3 Curtained Walls/Power/Single Table	\$225	\$202.50	\$191.25	
Additional Full Booths	\$200	\$180	\$170	
<b>Booth</b> with Back Curtain Wall/Power/Single Table	\$175	\$157.50	\$148.75	
Additional Booths	\$150	\$135	\$127.50	
<b>Market Table</b> with Single Table/No Power/No Curtains	\$100			

**WE ARE PLEASED TO OFFER DISCOUNTS TO CHAMBER MEMBERS!** \*Current members as of January 15, 2019

We have 4 spaces available for Non-Profits at a rate of \$100 each.



## PASSPORT TO PRIZES

WE ARE OFFERING AN OPTIONAL BUY-IN FOR PASSPORT ADVERTISING. Passports will be given to attendees to collect stamps at participating booths, then they enter completed passports to win prizes.

Each vendor choosing to participate will receive a 3.75"x1.5" ad in the passport with a space for a stamp or signature.

**REFER ANOTHER BUSINESS TO PURCHASE A BOOTH TO RECEIVE YOUR PASSPORT AD FOR FREE\*!**

Email advertisement content to tradefair@claresholmchamber.ca



\*Referral must be paid in full before discount applied

Booth Total \$ \_\_\_\_\_ +  Passport Advertising \$25 = Total \$ \_\_\_\_\_

**METHOD OF PAYMENT**  Cash  Cheque  Credit Card  PayPal *Please make cheques payable to Claresholm & District Chamber of Commerce*

c/c # \_\_\_\_\_ Exp Date \_\_\_\_\_ Name On Card \_\_\_\_\_

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Claresholm & District Chamber of Commerce

P.O. Box 1092,  
Claresholm, AB T0L 0T0

### TRADE EXPO TERMS AND CONDITIONS:

**Show Sponsor:** Claresholm & District Chamber of Commerce

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

**Payment Schedule:** Payment is due 20 days prior to the start of the show (January 12, 2019).

**The exhibitor will not be permitted either full or partial access to the rental space until payment has been made in full.**

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

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

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

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

**Insurance:** Vendors should obtain their own vendor insurance.

**Damage and Liability:** Exhibitors are responsible for damage caused by them or their representatives to the facility, Municipal property, or display equipment. Neither the Chamber of Commerce nor the Community Centre will be responsible for injury, loss, or damage to persons, exhibits, or decorations, by fire, accidents, theft or any other cause. This includes set up, take down, and duration of the show.

**No explosives or flammable substances shall be allowed.**

**Restrictions:** Exhibitor booths must be maintained in a neat and orderly manner throughout the duration of the Show. The Show Sponsor reserves the right to forbid or restrict exhibits that for any reason may cause safety hazards or are objectionable. Food products sold on the floor must not compete with the Show's concession and will be at the discretion of the Show Sponsor.

**Exhibitors must comply with Alberta Health Regulations.** In the event it becomes necessary to evict an offending Exhibitor, the Show Sponsor will not be liable to refund exhibit space rental or any other expenses incurred by the Exhibitor. *Exhibitors shall not sell tickets out of their own booth that directly conflict with the show sponsors ticket sales. This includes 50/50 draws.*

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

#### **REMEMBER!**

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

[www.claresholmchamber.ca](http://www.claresholmchamber.ca)

# DISPLAY information

## DISPLAY SET UP:

Friday, February 1 between 8 and 12 p.m.

★ **DOORS OPEN TO THE PUBLIC AT 1 PM FRIDAY, FEBRUARY 1.**

## DISPLAY TAKE DOWN:

Display take down begins Saturday, February 2 at 4:15pm. **NO EXCEPTIONS!**

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

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

## EXHIBIT SPACE OPTIONS:

### Full Booth - 8'x10'

Includes: 3 Curtained Walls • Power • One (1) Skirted 6' x 3' Table • Two (2) Chairs • WiFi/Internet

### Booth - 8'x10'

Includes: Back Curtained Walls • Power • One (1) Skirted 6' x 3' Table • Two (2) Chairs • WiFi/Internet

### Market Table

Includes: • One (1) 6' x 3' Table • Two (2) Chairs • WiFi/Internet

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

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

The Local Press staff will can design an ad for you! Book by January 23, 2019.

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

Payment will be required at time of ad booking.

## ACCOMMODATIONS:

### **WILSHIRE INN**

11 Alberta Road, Claresholm  
403-625-4646 | [www.wilshireinn.com](http://www.wilshireinn.com)

### **BLUEBIRD MOTEL**

5505 - 1st Street West, Claresholm  
1-800-661-4891 | [www.bluebirdmotel.ab.ca](http://www.bluebirdmotel.ab.ca)

### **LAZY J MOTEL**

5211 - 1st Street West, HWY 2, Claresholm  
888-625-3899 | [www.lazyjmotel.com](http://www.lazyjmotel.com)

### **BEST 7 INN**

4083 1A Street West, Claresholm  
403-625-3347 | [www.best7inn.com](http://www.best7inn.com)

## CONTACT INFORMATION:

Contact Tammy Morrison  
[P] 403.553-0264 ext. 221  
email [tradefair@claresholmchamber.ca](mailto:tradefair@claresholmchamber.ca)

PO Box 1092  
Claresholm, AB T0L 0T0



[www.claresholmchamber.ca](http://www.claresholmchamber.ca)





# Claresholm & District Chamber of Commerce

P.O. Box 1092, Claresholm, AB T0L 0T0

[www.claresholmchamber.ca](http://www.claresholmchamber.ca)

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November 12, 2018  
Mayor & Council  
Town of Claresholm

RE: Old Fashion Christmas

I am writing to let you know that we are planning Old Fashion Christmas kick-off to the Christmas shopping season in Claresholm for Friday, November 30, 2018.

Activities will be much the same as they have been in the past:

- Late Night Shopping
- Beef on a Bun served at Claresholm Pharmacy.
- Christmas Carollers around the Christmas tree in the parking lot.
- Official lighting of the Christmas tree in Ringrose Park by 2017 Citizens of the Year, and I would like to invite our new Mayor and Council to be a part of this as well.
- Horse drawn wagon rides starting from the downtown parking lot
- Music in downtown parking lot provided by Desperado Sound
- Santa's Gone Loonie - at LDS Church  
(children can purchase donated gifts for \$1 to give to their parents for Christmas)
- Bonfire in downtown parking lot - attended by Claresholm Fire Dept.
- Museum board and staff planning activities as well.
- Christmas Market at the Seniors Drop-In Centre
- Photos with Santa - next to Janet's Fashions on the corner at the lights and more!

I will make arrangements with Mike and the town crew for the set up of barricades, and the fire pit once I receive your approval to once again use the downtown parking lot.

If you have any questions or concerns - please contact me.

Sincerely,

Amanda Zimmer  
403-625-4474  
[clpprint@shaw.ca](mailto:clpprint@shaw.ca)

cc. Old Fashioned Christmas flyer

*Claresholm's*  
*19<sup>th</sup> Annual*  
**Old-Fashioned** *Christmas*

An evening of fun and festivities

**FRIDAY, November 30**  
**Downtown Claresholm**

• **Late night SHOPPING 5 - 9 p.m.**

• **TREE LIGHTING at 6 p.m.** - by Citizen of the Year Carmelle Steel at parking lot

• **WAGON RIDES & BONFIRE 5-8 P.M.** - downtown parking lot

• **SANTA'S GONE LOONIE STORE** - LDS Church

• **PHOTOS WITH SANTA** - next to Janet's Fashions  
a fundraiser for Skye-Anna Dance Society

• **LIVE NATIVITY, MUSIC ON THE ANTIQUE PIANO,  
OLD-FASHIONED CANDY & REFRESHMENTS** - Museum Station

• **VENDORS MARKET**

at the Claresholm Seniors Drop-In Centre 2-8 p.m.

• **BEEF ON A BUN at Claresholm Pharmacy**  
prepared by the Lions Club a fundraiser for the Food Bank

• **CHRISTMAS TREE SALES** at IGA by TREES DELIVERED  
Fresh Cut Nova Scotia Grown Trees - supporting Girl Guides

• **LOMOND LAKERS HOCKEY GAME** - 8:30 p.m.  
at the Arena, Bring a donation for the  
Christmas Hamper Program

• **SPARKLE TATTOOS** at Claresholm Pharmacy

• **Cottonwood Village OPEN HOUSE** - 7 - 8:30 p.m.

• **CAROLLERS, MUSIC & MORE  
THROUGHOUT THE DOWNTOWN AREA**



THIS EVENT IS BROUGHT TO YOU BY



## **Karine Keys**

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**From:** Hynes, Tanya <Tanya.Hynes@7-11.com>  
**Sent:** Thursday, November 22, 2018 2:18 PM  
**To:** Karine Keys  
**Subject:** Request for attendance of Grand Opening of 7-11

To Whom It May Concern,

We are excited to be opening a second location in Claresholm.

Our sister location is scheduled to open on December 17, 2018 and we have our Grand Opening scheduled for Saturday, December 22 from 9am-1pm.

We would be honored, to have the mayor or one of your town council members attend our GO and cut our ribbon.

Please let me know if you are able to attend.

Regards

**Tanya Hynes**  
Field Consultant  
Market 2801  
Cell: 403-977-3943  
E-mail: [thynes01@7-11.com](mailto:thynes01@7-11.com)



# INFORMATION BRIEF

Meeting: November 26, 2018

Agenda Item: 7

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## OPPORTUNITIES FOR GROWTH – CANNABIS & CLARESHOLM

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Opportunities for Growth is a partnership between the Economic Development Committee and the Claresholm Chamber of Commerce that will bring seasonal networking engagements, training, and information sessions to Claresholm.

An event is planned for November 27<sup>th</sup> entitled "Cannabis and Claresholm", an event focused on the Medical and Retail Cannabis Industry.

Please see the attached for an invitation to and a schedule of the event.

**ATTACHMENT:**

- Cannabis and Claresholm

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PREPARED BY: Brady Schnell – Economic Development Officer

APPROVED BY: Blair Bullock, CPA, CA – Dir of Corp Serv

DATE: November 23, 2018

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# CLARESHOLM

## OPPORTUNITIES *FOR GROWTH*

A PARTNERSHIP BETWEEN THE CLARESHOLM & DISTRICT CHAMBER OF COMMERCE  
AND TOWN OF CLARESHOLM ECONOMIC DEVELOPMENT COMMITTEE

Economic Development  
Town of Claresholm  
Box 1000, T0L 0T0  
D: (403) 489-0762  
E: edo@claresholm.ca

November 21, 2018

To the members of Claresholm Town Council,

Following the success of the 2018 Business Conference, the Claresholm & District Chamber of Commerce and the Town of Claresholm Economic Development Committee have agreed to continue their partnership in hosting events focused on learning, leadership, and industry.

We present, Opportunities for Growth, beginning this month and continuing into 2019, we invite our colleagues and regional partners to attend any of our seasonal networking engagements that will be held in Claresholm. Our goal is to create connections by providing opportunities for peer-to-peer contact combined with learning and vision. Our guests can expect to interact with trained educators, experienced mentors, and industry leaders, offered at little to no cost.

We hope you will consider joining us Tuesday November 27<sup>th</sup> for **Cannabis and Claresholm**, an evening focused on the Medical and Retail Cannabis Industry, held at the Claresholm Legion from 7:00 – 9:30pm. This free event will offer 4 different speakers as well as open-panel question period and discussion.

Yours truly,

Brady Schnell, Economic Development Officer  
Town of Claresholm





# Cannabis & Claresholm

Tuesday November 27, 2018

7:00-9:30 PM

## AGENDA

Claresholm Royal Canadian Legion #41,  
Located at 414 53 Avenue East, Claresholm, AB

- 5:30 PM **Dinner at Roy's Place** – special invitation to Councillors and regional colleagues to welcome our presenters over dinner before the event.
- 7:00PM **Jason Hemmaway and Tara VanDellen**; Bylaw Officer and Development Officer for the Town of Claresholm; community standards, cannabis consumption, and retail cannabis in Claresholm.
- 7:35PM **Jeff Nielsen**; Founder and CEO of Custom Cannabis; Jeff's story, his partnerships in medical cannabis, and why he chose Claresholm and southern-Alberta.
- 8:10 PM **Lori-Jo Graham**; Program lead for biomaterials with Alberta Agriculture and Forestry; overview of the hemp industry in Alberta; food, fibre, feed, pharma/natural health and the environment.
- 8:40 PM Open panel question period and discussion



Brady Schnell, Economic Development Officer  
Town of Claresholm  
(403) 489-0762  
edo@claresholm.ca



Amanda Zimmer, President  
Claresholm & District Chamber of Commerce  
(403) 625-0529  
president@claresholmchamber.ca



# CAO REPORT

November 26, 2018

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

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## **BYLAW ENFORCEMENT**

See enclosed report

## **CORPORATE SERVICES**

See enclosed report

## **DEVELOPMENT**

See enclosed report

## **ECONOMIC DEVELOPMENT**

See enclosed report

## **FCSS**

See enclosed report

## **HR & TAXATION**

No report available

## **INFRASTRUCTURE SERVICES**

See enclosed report

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## **RECREATION**

[See enclosed report](#)

## **UTILITY SERVICES**

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM  
CAO



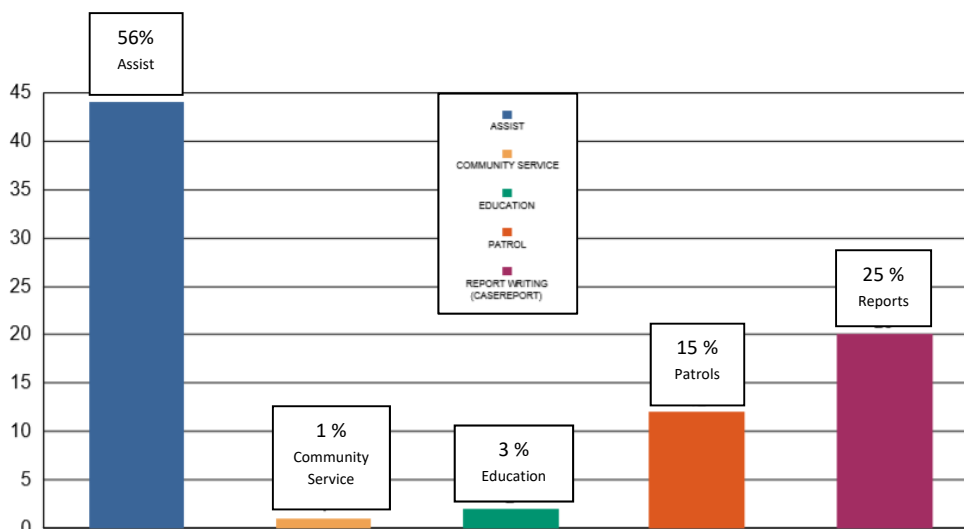


# INFORMATION BRIEF

Meeting: November 26, 2018  
 Agenda Item: CAO REPORT

## BYLAW ENFORCEMENT REPORT October 2018

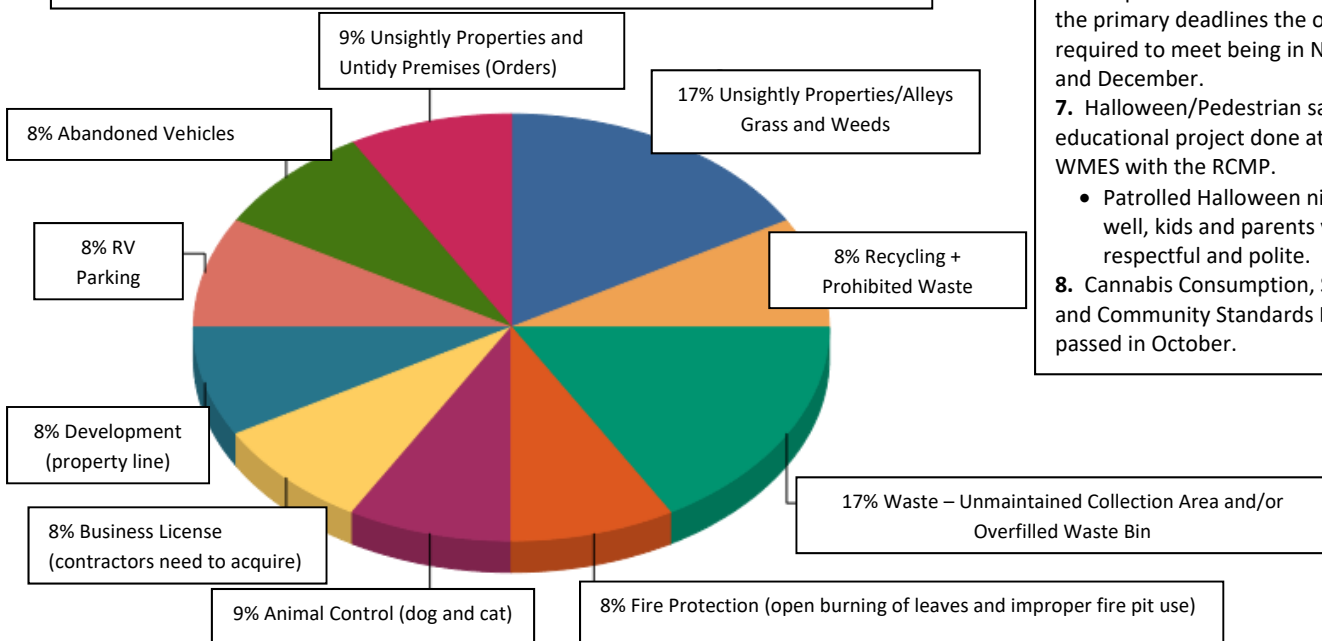
### Community Engagement in October



### October Enforcement Highlights:

- Kept working on updating the Resident Evacuation Plan as a supplement to the Claresholm Emergency Management Plan.
- First snowfall for the winter season occurred on October 3<sup>rd</sup> which brought about some friendly reminders to residents about cleaning their sidewalks and what salt NOT to use and why.
- Began planning the Grade 9 Risk Reduction Program (held on November 20<sup>th</sup>)
- The work experience student from Fort Macleod is assisting bylaw and development with a town-wide Civic Address project to make sure that buildings are labelled, the label is correct, and that our computer and mapping system is correct.
- Issued 4 Unsightly Orders, with deadlines in mid-November.
- Consent Order for the property clean up on 4<sup>th</sup> Street finalized, with the primary deadlines the owner is required to meet being in November and December.
- Halloween/Pedestrian safety educational project done at the WMES with the RCMP.
  - Patrolled Halloween night as well, kids and parents very respectful and polite.
- Cannabis Consumption, Smoking and Community Standards Bylaws passed in October.

### Bylaw Infractions/Complaints/Actions in October



## DIRECTOR OF CORPORATE SERVICES - UPDATE



**Claresholm**

*For: 10/22/2018 - 11/23/2018*

### Financial

- 2019 Budget, operational and capital, are drafted and initial meeting with Facility and Infrastructure Planning Committee (FIPC) and Audit & Finance (A&F) committees went well with the budget expected to be finalized with only one more meeting coming up in a little over a week.
- 2019 Campground Attendant Contract along with Rental Agreement for the residence at the Campground have been signed and we are ready for another season.
- \$1.50 paper statement fee has started being applied and billed for utility bills. We have seen a significant increase in the number of utility customers that have signed up for e-bills which saves the Town a significant amount of money and time. For those who have not yet signed up we billed approximately \$1,200 worth of paper statement fees, or 800 paper bills. That includes commercial and residential billings.
- We have completed our first Intermunicipal Utility Agreement billing to the M.D., transferring all MD users of Town Utilities to be billed through the MD. I give thanks to Marianna for all her work on getting our systems updated to make this possible.
- Completed October month end report for council and departments.

### General

- Contract with Granum: Continuing to work with Granum around 20 hours/month currently and expecting an increase as budget and yearend approach. This has been a great help to the Town of Granum and is a revenue source for the Town of Claresholm.
- Significant amount of time and effort has been going into union negotiations which are going well. Hoping to wrap things up before the end of the year.

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

# DEVELOPMENT OFFICER REPORT



**Claresholm**

*For: 10/18/2018 - 11/22/2018*

## **Development Permits**

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

## **Compliance Requests**

- ❖ 6 compliance requests received.

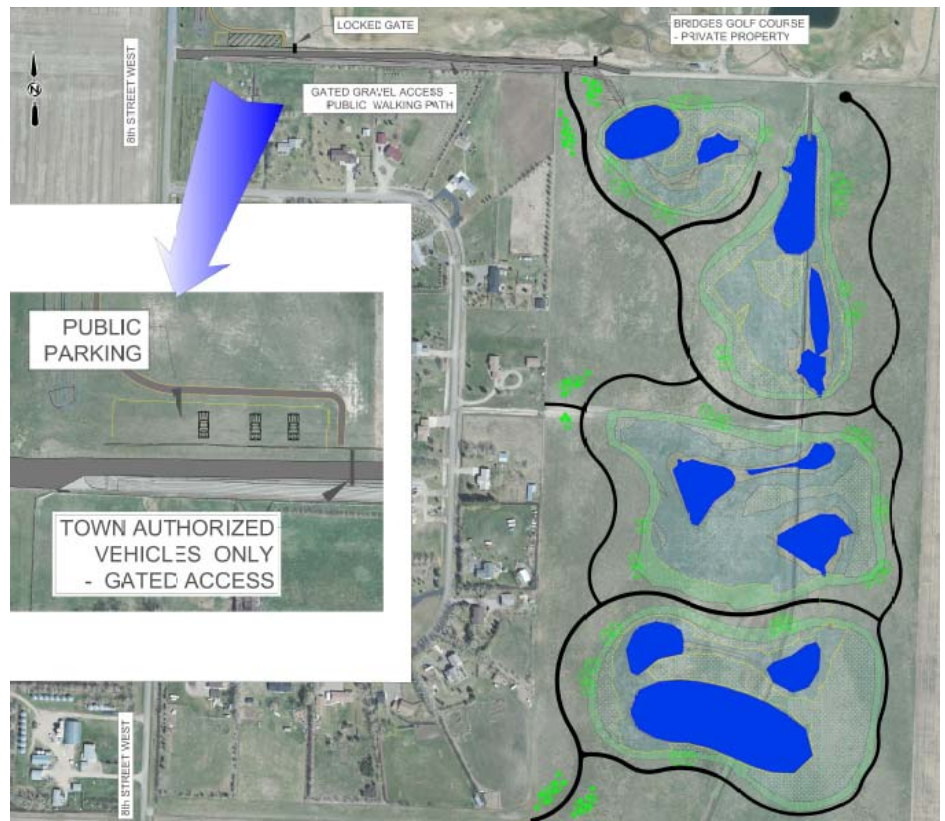
## **Miscellaneous**

- ❖ November 2, 2018 – MPC meeting.
- ❖ Local Press Ads: MPC approved developments ad, story regarding storm pond path locations.

## **On-going projects**

- ❖ Planning for Growth Project – ASP draft reviewed, sent for revisions and corrections, and presented for first reading November 26, 2018.
- ❖ Land Use Bylaw Amendment – Passed first reading, advertising drafted, Public Hearing set for December 10, 2018.
- ❖ Multi-use building project is underway, with site survey conducted. Continued meetings regarding code requirements and renovation plans.
- ❖ Road plan clean-up project – Landowner agreements being received and the project will move to registration/finalization.
- ❖ Adhoc Committee organized for Amundsen Park re-design, letters to invite interested parties sent out.
- ❖ Tax recovery sale property – one sale finalized, the other property being investigated.
- ❖ Map completed and advertised for storm ponds (see below), signage being investigated.

*Submitted by  
Tara VanDellen  
Development Officer*



# Economic Development Officer's Report

Town of Claresholm



November 22, 2018

Prepared by Brady Schnell for the CAO of the Town of Claresholm, and its Council.

Since the submission of the October 18<sup>th</sup> report, I continue to perform my duties and responsibilities as outlined in my employment contract, and as directed by the Chief Administrative Officer and Economic Development Committee (EDC). This report provides a summary of committee projects, and economic development operations.

## **Economic Development Department**

Working closely with the CAO and Director of Finance, the Economic Development Department 2019 budget has been submitted for consideration. Overall the total operational budget was unchanged, after removing the large Planning for Growth project.

A significant increase to marketing, advertising, and promotion was included in the 2019 budget request. This is to accommodate for several factors, but most notably the marketing and promotion of Claresholm's Starline Business Park.

The CARES grant program will be accepting applications again May 1, 2019. The EDO and Development Officer have been in discussions about which projects might work towards the Town's strategic goals, and suit the requirements of the grant program. The administrative team agrees that an application in May 2019, for a large project to begin in 2020 may be the best course of action, in terms of timing and capital budgeting.

## **Economic Development Committee:**

The EDC met on November 19, 2018, in the Council Chambers, and the meeting was attended by 7 out of 10 members.

The first draft of the 3-Year EDC Business Plan was presented and discussed. Overall the EDC felt that the document did reflect the strategic planning that was done last month. Including the recent feedback gathered and prioritizing the agreed upon goals and actions are the next steps in refining and finalizing the document.

A new chairperson and vice chairperson were elected. Darla Slovak will take over as Chair, and Paul Zemlak will serve as the Vice Chair. EDC member James Coupland emailed his resignation to the Vice Chair of the committee prior to the meeting, and it was accepted by the EDC. A search for a replacement will begin immediately, and names brought to Council.

Next meeting of the EDC scheduled for December 17, 2018 7:00pm, Council Chambers.

### **Industrial Land Study – Planning for Growth**

First draft of the Area Structure Plan has been completed by WSP. It will be presented on the November 26, 2018 regular meeting of Council for first reading. A public hearing is anticipated for December 10, 2018 should Council be agreeable to the details within the ASP.

Remaining components of the project such as financial feasibility study, cost-sharing recommendations, and a detailed development phasing plan are due no later than January 2, 2019, as per the amended CARES agreement. However, WSP has committed to having these items complete before the Christmas holiday.

Looking forward, the Town will need to consider the recommended phasing plan in conjunction with the 5-year capital plan. Currently, the limited capacity of water and sanitary services to the Starline Business Park are a potential constraint to development.

### **Community Advertising Project**

On November 5<sup>th</sup>, 2018, I was on-site to supervise and install the third billboard for the program. We took the opportunity to put a 4<sup>th</sup> Town banner “Claresholm Where Business Takes Root” under the next billboard that is available for lease, and made the investment of \$600 with department funds. We now have 5 Town banners and 10 local businesses involved in the program.

Services and equipment are 100% local through KFJ Signs, Claresholm Rentals, Renegade Industries, and Home Hardware.

### **Chamber of Commerce**

The first information evening under our program title “Opportunities for Growth” is scheduled for Tuesday November 27, 2018, 7:00 PM at the Legion. Please see the included attachment for more information about Cannabis and Claresholm, and plan to attend if you are available.

### **Event Planning**

The Town’s contracted Event Planner and I were able to complete the Celebrate Canada Grant application for Claresholm’s 2019 Canada Day celebrations. Deadline was November 21, 2018 and we have requested \$2,000 in funding.

The Winterfest committee has met twice and the Economic Development Committee has agreed to cover the cost of local advertising and promotional materials from the Claresholm Local Press.

December 1, 2018 our local improv group Such Drama is doing a Murder Mystery Dinner Theater fundraiser. Tickets are on sale, its for a great cause, and you are invited. If nothing else you can catch me, playing the part of Mr. Logan Plum, the only Electrician in Bloodworth Falls. I’ve heard the talent kills... will you solve the murder?

### **Claresholm Welcome Signs**

We anticipate the arrival of the LED signage within the next 2-weeks. Installation to begin immediately.

### **Electric Vehicle Charging Stations**

The Development Officer and I met with a representative from Community Energy Association regarding a soon to be announced project relating to a network of electric vehicle charging stations. More to come.

### **Lethbridge College**

The Lethbridge College lease for space will expire in June of 2019, and they are looking for solutions, including space at the Multi-use facility. To conclude this report, I will finish with some considerations I have about workforce development in Claresholm:

1. The Economic Developers of Alberta believe that labour force shortages will continue to be one of businesses' greatest challenges in the next decade. Strategies to retain, attract, and train labour will be a critical competitive advantage (or disadvantage) for many communities. Linking workforce development and Economic Development should be a priority in your organization and link to your community's business retention and attraction strategies.
2. Lack of entry level workforce, workforce training, and workforce experience opportunities has come up a number of times during Business Visitation Program meetings.
3. The need for having a public computer lab with printing services and access to more advanced programming was something that was identified at the recent Home-Based Business Luncheon.
4. Continuing education is moving almost completely online, but some certificate and diploma programs still require teacher-classroom components. Some students simply learn better with a face to face communication, especially for initial contact.

Submitted,

Brady Schnell, Economic Development Officer

## FCSS Report to Council for November 2018

- Attended a Community Advisory Council meeting for Lethbridge College. Met the new lead who is Director of External Relations and Community Engagement. This council added some new people for the next two years. I have signed on for the next two years. The college is looking for some shared space when their rental agreement ends in June.
- Met with a new to town woman that is running a day program of respite for caregivers of family members suffering from dementia in Okotoks and was looking at starting the program in Claresholm. There is a new government grant that we will refer her to. The Dementia Community Investment grant may have funding to get a program up and running for Claresholm.
- Attended Collective Impact for Domestic Violence discussion in Lethbridge. The discussion was hosted by Sagesse, a domestic violence prevention society. They are working toward a province wide coordinated response using a grant from the government. A forum will be held in March with the unveiling of the final results. Domestic violence is a key issue that the provincial government is focusing on this year.
- Met with the new Navigator of The Station to discuss the role that FCSS plays and helped her to get orientated to the position.
- Staff is working on recruiting speakers for our Women's Conference. It will be held at WCCHS on April 6<sup>th</sup>, 2019. Food will be catered by the high school foods program and we are concentrating on breakout sessions centered on women's health and wellness.
- Met with a community member that is preparing a large stocking that she would like presented to our Youth of Tomorrow. She wanted to have some ideas as to what they may like to find inside the stocking and share some suggestions as to how to distribute the gifts within.
- Staff is busy preparing for the Christmas giving program. There have been many inquiries about donating toys and gifts for underprivileged families. We are accepting Christmas hamper applications and getting the tree set up to display the tags with age and gender attached for people in need. We also are the drop off spot for donations for Santa's Gone Loonie and have

had many people bringing things in. Look for our special window decorating display, coming soon.

- The Needs Assessment Surveys are coming in nicely. We have about 150 responses so far with another week left. Results will be compiled and shared with Council as soon as possible.
- Rowan House from High River is looking at a project that could involve Claresholm so I attended a meeting with RCMP, Mental Health, and the District Attorney's office to discuss options surrounding an idea where the abused family will be able to stay in the home and the alleged perpetrator would be removed and rehomed somewhere in the community and receive help and training on preventing domestic violence. It is in the initial stages of grant writing. More information will be given when the grant information has been reviewed.
- Allison participated at WCCHS for the Risk Reduction program for grade nine. She reported that the students were very engaged at this session.
- Met with Blair to go over the finances as we are getting close to year end. The FCSS Board of Directors has made a motion, if there is some extra funding, to be spent to give the funding to the Coordinated Community Response to Elder Abuse Program so it may continue for one more month until they receive word on other grants that have been applied for. The coordinator is in the process of filling out an application for funds to receive this money.
- Had a phone conversation with the coordinator at the Crowsnest Pass Sagesse Office (domestic violence prevention). She is tasked with getting to know the communities in Southern Alberta and what resources are available to the communities for help and prevention of domestic violence. We also discussed some of the work and programming that Sagesse is doing in Southern Alberta.
- Interagency hosted 20 agencies for the month of November.
- Sherry and Barb will be attending FCSSAA Annual Conference in Edmonton next week.



# Infrastructure Services



**November 2018**

**TOWN OF CLARESHOLM**

**Mike Schuweiler**

**Director of Infrastructure**

### 2018 Project update

#### Arena Floor and Board replacement

Project completed and system is operating well. There were problems discovered during construction that were also improved or replaced.

#### Firehall Building upgrade

Project is completed and operating well. The power service was upsized in the building and a new exhaust system was installed on the roof of the fire hall to improve the air quality, as more fire trucks are now diesel powered and running them inside was a concern.

#### Curling Rink Plant upgrades

Project is completed and operating well. The chiller was replaced in the ice plant system and new brine pump and piping was replaced. Project was on time and under budget.

#### Walking paths

Project is complete. Pathways were installed in parks on both sides of town.

#### Sewer Trunk main replacement

Project is completed and operating well. The installation of 2.5 km's of 30 inch pipe was completed on time and on budget. Some grass seeding may be required in the spring.

#### New sidewalk ramps

Project is completed. The installation of 13 new wheelchair ramps in various areas to improve access to our sidewalk has been completed and was under budget.

#### Storm Sewer system improvements

The Storm pond plantings and the 8<sup>th</sup> Street Ditch widening projects are now completed. As well, the goldfish have been removed from the storm ponds at the golf course.

#### Fleet replacement

A newer used service truck was purchased, and included was a mobile crane with the truck. This crane will replace the one that was in the shop and can be used on more sites. Unit purchased under budget.

### **Town Float renewal**

Project is completed and ready for the Santa Claus Parade. The project involved the replacement of the wooden background that had deteriorated, to a metal painted background and touchups to the rest of the float. Project was completed under budget.

### **Airport**

Inspections done weekly. No new issues to report.

### **Arena**

The roof leak repair has been completed and the fire alarm issues in this building have been repaired. A new connection from the kitchen range hood to the panel was needed to bring the building up to code. New handicapped door openers have been installed on two sets of doors.

### **Town Buildings**

The new Multi-use building Asbestos abatement has been completed. The Museum Exhibit Hall's fire alarm system malfunctioned and the new system has been installed.

### **Cemetery**

We are working with monument companies who are not placing the stones properly or in the right location to return and straighten or move.

### **Equipment**

No issues to report.

### **Garbage**

Our collection program is working well, and no complaints to report.

### **Sidewalks**

Our 2018 sidewalk maintenance program has been completed. In the future our program will focus on replacement of full blocks and fewer spot repairs as these have been the focus for many years.

### **Streets**

The Town has been working on road repairs, potholes and grading of the alleys before winter. Street sweeping when time allows.

### **Sanitary Sewers**

The Town has identified three defects in the sanitary sewer on 53<sup>rd</sup> Avenue East. The worst one has been repaired, and the rest will remain until spring. Extra maintenance will be done monthly to prevent backups.

### **Water Distribution**

New service requests for water and sewer. Two existing building lots have been supplied with new services last month at the owner's request and cost. Work was completed by public works staff.

### **Storm Water Drainage**

The storm water work on the golf course has been awarded and work has been started on channel improvements and culvert replacements.

### **Parks**

Cleaning of leaves if possible is on the list from our parks if time allows.

### **Recycling**

No issues to report.

### **Staff**

No issues to report.

# CLARESHOLM RECREATION

October-November 2018



Authored by: Denise Spencer

## Arena

1. Advertising:
  - a. Spaces are still being filled for 2018-19. Currently there are 24 spaces used on the rink boards (on ice & off). The 2019-20 season will be an easier transition as we will be starting earlier to have the spaces filled
  - b. Lobby Monitor: Have hired an outside source to work on the Monitor display due to time constraints
2. A Google Calendar for the Arena 2018-19 season is now available. The link to access it on the Town's Website is still being worked through. Minor Hockey now has access to the Calendar for viewing
3. Recreation is still being contacted regarding booking ice for this season. There is a waitlist that is being updated on an ongoing basis
4. The Arena lobby will be decorated for the season the first week of December. The Town Office has a tree with decorations that will be used.



## CAC- Claresholm Aquatic Centre

1. The January-April Program guide will be available November 27. Registrations are open on this date
2. Shutdown is ongoing, items on the list include:
  - a. Replacement of the mens change room lockers. AHS will be painting these to match. We are quite excited to repurpose the lockers from the Old Elementary School, this will be a huge cost savings to the town
  - b. Creating a locked door for merchandise and other sensitive items in our First Aid Room. A contractor has been contacted



- c. Ducan Industries out of Lethbridge is working to supply us new blinds before we are reopened. They have been measured, and we are working to finalize details including installation before our scheduled shutdown is over. The blinds have deteriorated through the years.
- d. Tarzan rope; this was removed 5 years ago when AHS was asked to do an inspection. An engineer has been contacted and we are aiming to have it installed before shutdown is over
- e. 1 staff member will be coming in to ensure our chemicals are labelled and WHMIS SDS Binder is up to date for the Global

Harmonized System of Classification and Labelling for Chemicals (GHS), an international system that will replace WHMIS in December 2018

3. Health & Safety Committee: Jillian will be the Claresholm Aquatic Centre representative for 2018-19
4. Dale Ohler & Dave Dawber picked up one of our water wheel chairs for annual maintenance. They have been doing this in partnership with The Claresholm Lions Club for the past 7 years.



## ADHOC Committee-Amundsen Park

Initial meeting to plan revitalization of Amundsen Park was held to determine which groups should be involved that will have the most impact. Letters to these service groups and community committees will be

sent out asking if they will be interested in having a representative attend future meetings and help determine if they are interested in being part of the process.



### **STORM WATER POND-Frog Creek Drain**

On November 20 we had the initial meeting regarding the signage needed for this new park. Ideas discussed with the sign company included something original to our community, natural products, somewhat rustic, facts regarding the creation of the park and plant planting, maps, kilometers of the trail system, and where we would like to see the signage. Wayfaring signage will be considered at a later date. Interesting facts to consider are the amounts of different plants and trees planted throughout this area. While we toured the area they were still planting,



with 20,000 out of 40,000 Willows planted, with totals of over 120,000 plants planted since May of this year. With an estimated 3.4 kilometers of pathway, this pathway system will be an asset available for the proposed 2021 Southern Alberta Summer Games bid, and provide Claresholm residents the opportunity to enjoy a Natural park atmosphere a short walk away.

### **Claresholm Skate Park Association**



Administrative meeting November 6 at the Town Office; 2 new locations discussed, as well as discussion to speak with user groups and AG society. Meeting November 21, with Minor Ball in attendance as they have concerns regarding the proposed use of Moffat Park as the location for the new Skatepark. Currently Moffat Park is part of the Ag Society's Lease, and while the diamond is up for renovation or replacement as per the Claresholm Recreation Master Plan, there is no guarantee that the Ag Society does not have plans for the space. Minor Ball stressed that they have an influx of ball players that will be coming up who will need Moffat Park as a Diamond in the near future.

### **Pickleball**

The average attendance at Pickleball has held steady at 12 participants

### **AARP Conference; October 25-27**

The Alberta Recreation & Parks Association Conference was located in Jasper Alberta this year. Numerous communities throughout Alberta were there for the Choosewell Awards ceremony. Highlights of the conference included:



1. Collaborative Efforts Session; which focused on partnerships between organizations. One example of a successful collaboration is The Genesis Center in Airdrie and Primary Care Network Mosaic. These work together to provide space and resources to provide free exercise programs that have removed barriers to those who couldn't afford gym prices. This program has expanded to include Health Resources with nurse checks, mental health classes, and dieticians. Future plans include an Active Toddler program.

2. Exceptional Trails – Growing Recreation Management on Alberta’s Public Lands. How communities tied pathways to existing parks. The discussion included the following collaborative projects:

a. Calgary's 138-km Greenway creates one of the largest pathway networks in the world. The path also connects to the rest of Calgary's bike paths, creating a network more than 1,000 kilometres long — often cited as the largest urban pathway network in the world. This \$50-million pathway project took over 10 years of collaboration, is funded by all three levels of government, as well as energy and real estate companies, the Rotary Club and Mattamy Homes, and is now 95 per cent complete.

b. Little New York Trail – A Six Year Journey of Planning, Perseverance, Pain and Perfection; \$165,000 Little New York Trail that runs from the village’s outdoor rink west along Highway 541 and south along the fence line west of Longview. The cost of the project is covered by donations and grants after the trail was identified as a priority in the Longview Arts, Recreation and Community (ARC) Society’s Active Community Strategy, developed in 2013 through the Alberta Recreation and Parks Association. Two evenings a week, volunteers poured a resin containing gravel and glow stones that can be seen as far as 10 feet away in the dark



3. Building Community Through Recreation; the focus was a community in Edmonton, with the following areas highlighted:

a. Building Community through Recreation; networking “*Enhance livability by building neighbourhoods and local organizations to develop, foster and enhance recreation to build community connections*”.

b. Guiding Values; Neighbourhood Presence, lifelong learning, inclusive and accessible, healthy focus, and embracing the seasons.

One benefit from the conference (besides the sessions and networking opportunities) is that all sessions can be emailed to anyone who attended the conference as they are all on powerpoint and sourced. Below is the Conference Program.

<https://s3.amazonaws.com/s3.arpaonline.ca/2018+Conference/Partners+in+Progress+Program+Oct21.pdf> The APRA is a valuable resource to collaborate with.





# Claresholm

## UTILITY SERVICES REPORT

November 2018

3700 8<sup>th</sup> Street West

Work# 1-403-625-3100

[brad.burns@claresholm.ca](mailto:brad.burns@claresholm.ca)

Box 1000 T0L-0T0

Cell # 1-403-625-1687

[www.claresholm.ca](http://www.claresholm.ca)

Claresholm, Alberta

Fax # 1-403-625-3869

Utility Services Manager, Brad Burns

# REGIONAL WATER TREATMENT PLANT

## MAINTENANCE

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Yard Maintenance at all Utility Services locations.
- Enhanced Flux Maintenance (EFM) PALL membrane clean both Pall Racks.
- Charlton & Hill onsite to repair roof in areas suggested from previous quote.
- Christian Electric onsite to inspect Pac room crane.
- Reservoir level transmitter (WTP clear well level indicator) issue corrected.
- MPE VT SCADA has been verified, installation completed and corrections being made.

### RESERVOIR LEVEL TRANSMITTER LIT 1626



## **ALBERTA ENVIRONMENT AND PARKS REQUIRMENTS**

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.

## **MEETINGS**

- Bi-weekly management meetings.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.

## **SAFETY**

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Check CO2 detector monthly.
- Check emergency lighting monthly.
- Complete required hazard assessments.
- Replaced backup lighting batteries.

## **CHEMICAL**

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- Cleaning sodium hydroxide tank.

# PUMPING STATIONS AND RESERVOIRS

## HIGHWAY PUMP STATION

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Replaced outside building lights to LED.

## UFA RESERVOIR

- Check SCADA links, electrical components and telemetry equipment weekly.

## M.D WILLOW CREEK CHLORINE BOOSTER STATION

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Replace broken chlorine pump tube.

## WEST WATER CO-OP

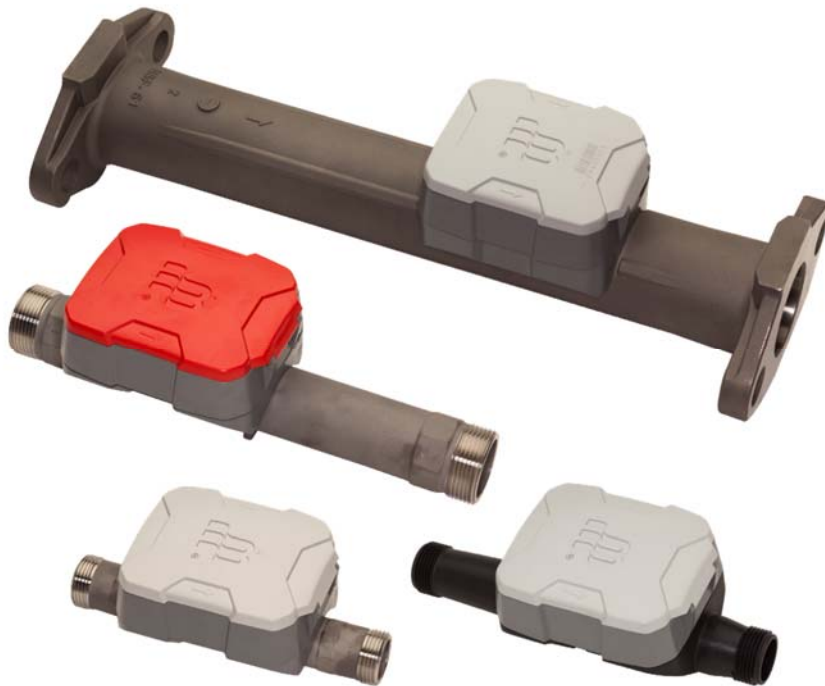
- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Check PRV and double check valves.

# WATER DISTRIBUTION

## UNIVERSAL METERING

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.
- Check residential low flow and pressure concerns.
- New E-series meter on trial. E-series meters have no internal moving parts to replace. Our current Elster meters have been discontinued so the E-series Badger meter is an alternative meter being tested.

## E-SERIES METERS



## GOVERNMENT COMPLIANCE

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.

## TOWN OF GRANUM AND SUPPLY LINE

- Upgrades to Granum's reservoir and new pumping station continues.

## METER VAULTS

- Check acreage meter vault bi-weekly.
- Pump acreage meter vault and inspect for leakage.
- Check Granum meter vault bi-weekly.
- Replace sump pump in lower meter area.

### GRANUM METER VAULT (Treated Water Supplied To Granum From This Location)



## DISTRIBUTION LINES

- Two Bacteriological samples sent to Provincial Health Lab for testing once per week.
- Distribution free chlorine test taken once per week.

# LAGOON AND WASTE WATER COLLECTION

## GOVERNMENT COMPLIANCE

- Code of practice for wastewater systems using a wastewater lagoon daily monitoring requirements.
- Lagoon discharged to Willow Creek for 3 weeks as per code of practice.
- Contact AEP Wastewater Director about concerned land owners down steam. (no issues).

## HARVEST SQUARE LIFT STATION

- Check lift station online daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.

## LAGOONS

- Check lift station online daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Christian Electric onsite to inspect overhead crane.

# RAW WATER SUPPLY

## PINE COULEE RESERVOIR

- Test Pine Coulee Reservoir water.
- Control fill line to onsite reservoir.
- Pine Coulee Reservoir level 1046.9 geodetic meters.
- Pine Coulee Reservoir outfall line to Willow Creek shut off for the season.

## RAW WATER STORAGE RESERVOIR

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir LT1026 6395mm
- Check blowers to lake daily.

## GOLF COURSE

- Backwash water from process continues through the neutralization system to the holding ponds.
- Gold Fish Chemical application process completed.



**Claresholm**

# INFORMATION BRIEF

Meeting: November 26, 2018

Agenda Item: 9

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 14, 2018				
14	CORRES: Claresholm & District Transportation Society - Moved by Councillor Schulze to refer discussion on tax tokens to Administration for further research and information and to report back to Council, and also have the Claresholm & District Transportation Society come and make a presentation to Council as a Delegation if possible. CARRIED MOTION #18-067	Blair/Karine	Transportation Society was to present to Council as a Delegation on September 10, 2018 but has asked to postpone to January 2019	In progress
22	RFD: Increase of 70 km/h zone - Moved by Councillor Schulze to apply for speed zone extensions from Alberta Transportation as follows: Move the 70 km/h zones from their current locations; 200 meters north and south, which effectively stretches the 50 km/h zones 200 meters north and south, on Highway #2 in Claresholm, on both north and south bound lanes. CARRIED MOTION #18-076 NOTE: Copy to be sent to MLA Pat Stier	Jason	Alberta Transportation has verbally indicated that this request will not be possible	Complete
Regular Scheduled Meeting - October 22, 2018				
9	RFD: Tender Award - Moved by Councillor Schlossberger to accept the tender from Bos Scapes Inc. in the amount of \$401,611.98 plus GST for the Golf Course Frog Creek Drain Upgrades project. CARRIED MOTION #18-169	Blair/Mike	Notified engineers of contract award. Awaiting receipt of official contract documents.	In progress
Regular Scheduled Meeting - November 13, 2018				
1	BYLAW #1652 - Moved by Councillor Schlossberger to give Bylaw #1652, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Tara	Advertising prepared for public hearing date set for Dec 10, 2018	Complete
3	CORRES: Community Energy Association - Referred to Administration to look into possible site options and to invite the Community Energy Association to be a delegation.	Brady/Tara	Awaiting public announcement by CEA	In progress
6	CORRES: Tanya Thorn, Director - Towns South, AUMA - Moved by Councillor Schulze to direct Administration to draft a letter of support towards changing the funding for the distribution of tax revenue from cannabis regarding communities under 5,000, and direct the letter to both MLA and the MP and cc the AUMA so they are aware of the support. CARRIED MOTION #18-171	Karine	Letters sent	Complete
9	CORRES: Claresholm Public Library Board - Moved by Councillor Moore to provide additional funding of up to \$2,750 to the Claresholm Public Library to come from general operational reserves. CARRIED MOTION #18-172	Karine	Library has been contacted to submit invoices for reimbursement	In progress



10	RFD: Adhoc Committee for Amundsen Park Redesign - Moved by Councillor Carlson to strike the Adhoc Committee for the re-design concept plan of Amundsen Park and appoint Mayor MacPherson and Councillor Cutler to represent Council as members of the committee. CARRIED MOTION #18-173	Tara/Mike Denise	Committee planning meeting set	In progress
11	RFD: CPR Lands Lease Inquiry - Moved by Councillor Zimmer to approve the lease agreement for parking with Starling Auctions for the land located at Lot 12, Block RLY, Plan RY8 effective November 14, 2018 for a one-year term. CARRIED MOTION #18-174	Tara	Notified Starling Auctions	In progress
12	RFD: Joint Worksite Health & Safety Committee - Moved by Councillor Cutler that the Town of Claresholm establish a Joint Work Site Health and Safety Committee in compliance with the Alberta Occupational Health and Safety Act and designate Randy Keller and Jillian Johnston as the workers appointed by CUPE Local 3023 and designate Karine Keys and Brady Schnell as the employer's representatives. CARRIED MOTION #18-175	Karine	Committee established & 1st meeting held on November 20	Complete
18a	IN CAMERA: Moved by Councillor Schulze to support the concept and approach recommended by the Regional Fire Services Study Steering Committee, and further to support the approach and guiding principles for the remaining components of the Intermunicipal Collaboration Framework. CARRIED MOTION #18-176	Marian	Notification sent to the other municipalities. Will meet with CAO's & consultant to begin drafting the master agreement.	In progress
18b	IN CAMERA: Moved by Councillor Carlson to appoint Verne Lunan to the Claresholm & District Museum Board. CARRIED MOTION #18-177	Blair	Member appointed	Complete
18b	IN CAMERA: Moved by Councillor Zimmer to appoint Tom Pollon to the Claresholm & District Museum Board. CARRIED MOTION #18-178	Blair	Member appointed	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: November 23, 2018

# **INFORMATION ITEMS**

**Town of Claresholm**  
**Economic Development Committee**  
**Meeting Minutes for September 17, 2018**  
**7:00 pm Council Chambers**



**Present:** Paul Zemplak (Chairperson)  
Jeff Nielsen  
Doug Leeds  
Brad Schlossberger  
Lauren Billey  
Santanna Thom  
Darla Slovak  
Kieth Carlson

**Regrets:** Jim Coupland  
Glen Alm

**Staff:** Brady Schnell, EDO  
Darlene Newson, Assistant

**Delegation:** Marian Carlson, CAO, Bylaw #1641  
Timberley Shorr (Junior Achievement)

1. **Call to Order:** 7:02 pm; Meeting was called to order by Chairperson Paul Zemplak.

2. **Approval of Agenda**

- Motion by Councillor Schlossberger to adopt the agenda.
- Seconded by Jeff Nielsen Carried

3. **Minutes for Approval**

- Motion to approve the July 17, 2018 minutes by Darla Slovak
- Seconded by Santanna Thom Carried

4. **Delegation**

4.1 Marian Carlson, CAO presented a review of Bylaw #1641 – Council Code of Conduct.

4.2 Timberley Shorr – Junior Achievement - Regional Coordinator, Foothills.

Timmie presented the JA Programs for our region of Southern Alberta. Five programs are presented to Grades 5 thru 11 targeting class times within the school day. Other times are available but history indicates class times are more successful as they include students who may be unable to attend evenings due to living rurally.

The program is an inter-active hands on program to encourage students to think about the business world by examining what a business is, how businesses attract our community, why businesses evolve and self-reflection on traits and skills an entrepreneur should possess.

EDC will keep this program in mind as we set our 3-year strategic goals to align with Town Council.

5. **Updates**

5.1 Economic Development Officer

- Brady continues to run the Business Visitation Program whenever possible and looking to identify any red-flags in terms of business operations in Claresholm.
- There are a couple of surveys being conducted. One is at Alberta Southwest being done on an iPad inputting postal codes. The other is at the Agriplex to see where people spend money when they come to town and the value of the visit to Claresholm.

## Town of Claresholm

### Economic Development Committee

### Meeting Minutes for September 17, 2018

### 7:00 pm Council Chambers



- Fair Days was a success, Rocky Mountain Drifting demo was as well and also the Feast of Claresholm.
- Brady has held debrief meetings for past supper events and preparation meetings for future ones. Included Recreation Manager and Infrastructure Manager for one of those.
- A tour of Custom Cannabis was noted as a highly automated system within our community, providing jobs to local residence and attracting new ones.
- Brady will be working on a vacant property tour with Santanna.
- Tilly at the Town office records new business license contacts and utility changes and advises EDO.
- Brady now has access to social media and is able to post events and happenings in Claresholm.
- The move from the Multi-use facility to the Museum happened to make way for construction at the new facility
- Open house is September 18<sup>th</sup> at the Golf Course for the Planning for Growth Project
- Business conference is this weekend, September 21, 22, 2018
- Brady will be meeting with the facilitator and our CAO to prepare for the Strategic Planning Event on October 10<sup>th</sup>.

#### 5.2 M. D. of Willow Creek – Glen Alm – Regrets

#### 5.3 Town of Claresholm

- First draft of the Area Structure Plan is complete and will be presented tomorrow (September 18<sup>th</sup>) 6:00 pm at Putter's Restaurant during Council's Public Open House.
- The by-election will be October 17, 2018.

#### 5.4 Chamber of Commerce

- Lauren Billey spoke to the upcoming Business Week and Awards being presented to Chamber members on October 17 at Putters at 7:00 p.m. Dinner will be \$24.95. There are several awards as there are several categories.
- Strategy planning meeting on October 11. Lauren has been visiting businesses with postcards and stamps.
- Discussion on frames, formal certificates, stickers, including logos of social media. Advertising in businesses showing "Proud to support the Chamber of Commerce." "Advertise lifestyle not product."

## 6. Continuing Business

### 6.1 Community Advertising Program

- Two billboards have been sold and Brady is working on the third. They are in the printing process.

### 6.2 Claresholm Business Conference

- This weekend, 39 tickets sold for Friday and 23 sold for Saturday. More tickets available.

### 6.3 Strategic Planning Facilitator

## Town of Claresholm

### Economic Development Committee

### Meeting Minutes for September 17, 2018

### 7:00 pm Council Chambers



- Meeting with Santanna, Paul and Marian to prepare
- Brady concludes marketing is a big part of the EDO job.
- Youth Education sports
- Lethbridge College - Adult Learning – share space and utilize training facilities
- Ideas on presenting the town to visitors at the Agriplex and key areas around town. The current advertising is outdated. Tara Bishoff may be able to guide us to the correct contact for updating.
- Brady is the contact for people coming to town, looking to rent space or start a business. He should be aware of what is for rent, how much and put people in touch with the owners of the buildings and arrange meetings.
- Santanna advised she has people who want to buy buildings and invest in current buildings to update them for potential tenants.
- Service road by Meadow Creek and Tim's is too dusty and we should look at advising the Town to find a solution to cut down on dust when vehicles are using the road.

#### 6.4 New member of EDC

- Council approved Jim Coupland to EDC. He will attend first meeting in November

#### 6.5 Purchase of Claresholm's History book

- Motion to purchase history book by Lauren Billey.
- Seconded by Doug Leeds.

Carried

## 7. New Business

### 7.1 Gateway welcome sign update

- Brady working on the LED sign measuring 2' x 17'. Another option was presented as a portable sign on a trailer that is for sale and could be moved to different venues or locations. Price on a private sale is \$7500.00. To be discussed in the future. EDO to move forward with the LED sign as planned.

### 7.2 EDC budget as of July 31, 2018

- Brady presented the budget as of the most recent numbers available, highlighting areas of surplus and areas of deficit.

### 7.3 2019 Budget Planning

- Advertising will need to be increased in 2019.
- Wayfinding signage and blade signage project will take place in 2019.
- Won't make too many decisions until after the Strat plan meeting October 10<sup>th</sup>.



7.4 WSP Planning for Growth update

- First draft of ASP will go to Open House later this month
- Application for reporting extension and scope additions has been submitted
- Working to maximize the use of the grant
- Working to maintain the best possible working relationship with the land owners

7.5 Adoption of Information items

- Motion to adopt information items by Darla Slovak.
- Seconded by Jeff Nielsen Carried

8.0 Adjournment: 8:55 p.m.

- Motion by Doug Leeds to adjourn
- Seconded by Jeff Nielsen Carried

Next regular meeting November 19<sup>th</sup>, 2018, 7:00 pm, Council Chambers

## Karine Keys

---

**From:** Alberta Seniors & Housing <seniors.afc@gov.ab.ca>  
**Sent:** Wednesday, November 21, 2018 9:00 AM  
**To:** Karine Keys  
**Subject:** Age-Friendly Alberta E-News - Dementia Community Investment Fund

Trouble viewing this email? [Read it online](#)

# Age-Friendly Alberta E-News

## ***Dementia Community Investment Fund***

The Public Health Agency of Canada is pleased to invite organizations to submit applications for programs and initiatives that address the objectives and priorities of the Dementia Community Investment. This solicitation is a two-step process. The first step is the submission of a Letter of Intent (LOI). Applicants with LOIs best aligned with the overall requirements of the funding program will move onto the second stage of the application process under which they will receive an Invitation to Submit a Funding Request (ISFR). The ISFR will ask for more detailed information on the applicability of the proposed project as well as the applicant's capacity to successfully conduct the proposed work. Applicants with late, ineligible, incomplete or unsuccessful LOIs will not receive an ISFR.

It is anticipated that via this two-step process, up to 12 projects will ultimately be selected and that there will be periodic intake of new projects through a similar process every two years.

### **Areas of Focus**

The Dementia Community Investment fund will support community-based projects aimed at:

- optimizing the health and well-being of people living with dementia and their family or friend caregivers;
- promoting awareness;
- prioritizing populations more susceptible to the risk factors for dementia or experiencing barriers to accessing support; and
- addressing stigma.

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Alberta Seniors & Housing  
600-10405 Jasper Avenue  
Edmonton Alberta T5J 4R7  
Canada

This email is intended for info@claresholm.ca.

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The Bridges at Claresholm Golf Club  
Regular Board Meeting  
October 18, 2018

PRESENT: Lyle Brooders, Rod Andrews, Berny Jacob, Ted Menzies, Doug MacPherson, Wes Wiebe, Ray Montpetit, Doug Fletcher, Don Leonard

ABSENT: Olive Darch, Barry Pratte, Bob Leeder

1. CALL TO ORDER: Ray called the meeting to order at 12:02 pm.
2. APPROVAL OF AGENDA: Berny moved approval of the agenda. Carried.
3. APPROVAL OF MINUTES OF THE SEPTEMBER 20 MINUTES. Ted moved approval of the September 20 minutes. Carried
4. OLD BUSINESS:
5. CORRESPONDENCE:
6. REPORTS:
  - 6.1. GREENS COMMITTEE:

Weeds have been sprayed, also one jug of foxtail spray applied to 12, 14, 15 and 18 as well as 12 & 15 tee boxes. The first application of fungicide has been applied to the greens. A snow fence work party will be held on October 25<sup>th</sup> at 9:00 a.m. On the back 9 the natural grass areas are being cut and the rough aerated. #1 and #4 ponds have been drained and the town has dropped off a pump for the #9 pond. Wes moved that we purchase a 2<sup>nd</sup> hand fairway mower for \$30,000.00 and a new green mower for \$46,250.00. Motion carried. Ted will loan us a blade for use in removing snow and cart path work. Rod should talk to Mike or Grant about grading the maintenance parking lot. A, deer and rabbit, repellent has been sprayed on the young trees.
  - 6.2. CLUB PRO AND MARKETING COMMITTEE:

We were able to gain 5 new members with the buy 2019 including free golf for remainder of the season special discussed at last month's meeting. Tombstone was the last tourney and the course will close on Oct. 21<sup>st</sup>. Concerns have been raised about cannabis use on the property and guidelines for workers. Worker guideline should be similar to alcohol consumption. Doug M. suggested we check the town's website on Monday to see the final wording on policy 1654, 55 & 56. The policy group will review out policies in conjunction with town by-laws and make suggestions for the next meeting.



6.3. TOWN REP:

We need to set up a meeting with Marion to verify the work being done around the ponds and drainage systems, along with allowed equipment, removal of trees as well as rocks around culverts. No material stockpiling will be allowed.

6.4. CLUBHOUSE COMMITTEE:

The clubhouse will be closing on September 25<sup>th</sup> and 26<sup>th</sup> to facilitate the roof and drainage repairs. Lyle will send out an email blast to be sure everyone is notified.

6.5. FINANCE COMMITTEE:

The green fees are down for 1 ½ months largely due to rain and snow. If we can get a couple of good weeks in October we may be able to recover. The Bridge funding has now \$1750.00 of the required \$2500.00. Winner of the last tournament 50-50 turned over his share (\$153.00) to the Bridge fund.

6.6. CASINO & GRANTS COMMITTEE :

Olive is away. We most likely will not hear anything about the foundation/sidewalk repair grant until at least January 2019.

6.7. POLICY COMMITTEE:

The policy committee met on Oct. 12<sup>th</sup> and discussed and made changes to sections: 3 Board of Directors and 7 Members of the Community. The policy group agreed on the changes which were distributed on October 17<sup>th</sup>. Berny proposed that the changes be accepted as distributed. Doug M. moved that policy sections 3 and 7 be approved as distributed. Motion carried.

7. NEW BUSINESS:

8. ADJOURNMENT: Don moved adjournment of the meeting.

Next meeting will take place on Thursday noon, November 15 at the Clubhouse.

## CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Exhibit Hall Claresholm Museum

September 19<sup>th</sup>, 2018

Present: Barry Gibbs, Betty Hoare, Don Glimsdale, Gaven Moore, Carl Hopf and Blair Bullock

Absent: Bert Franssens

At 3:00 pm the Board met with David Klug (UFA), Duane Glimsdale (United Farmers Historical Society) and Myrna Glimsdale (Friends of the Museum) regarding the Women in Agriculture display (featuring Louise McKinney). UFHS received only \$8,000 of the requested \$12,000 grant from the Alberta Government. UFA is seeking funding to make up the difference. New exhibit will be located in the Station at the Claresholm & District Museum. The Lieutenant Governor, Lois Mitchell is the honorary patron of this project. Oct 18<sup>th</sup>, 2019 is the 80<sup>th</sup> anniversary of Persons Day. 2019 is also the 50<sup>th</sup> anniversary of the Claresholm & District Museum.

Call to order by Barry Gibbs at 3:57 PM.

1. Adoption of agenda with changes made by Don Glimsdale. **CARRIED**
2. Approval of minutes from August 15, 2018 meeting as is, made by Gaven Moore. **CARRIED**
3. Financials – reviewed the financials up to September 13, 2018. Discussed the upcoming budget for 2019.
4. Chair Report – Barry went over highlights in his Chair Report. Talked of the progress for the Alberta Culture Days scheduled for September 28 and 29<sup>th</sup>. Very successful response from sponsors \$3,036.39 available for the event. Barry had a discussion with Kathy Asham and Carol Brooks (current employees at museum) for feedback of museum activities. 53 bus tours this year an increase partly to do with the great work of the Friends of the Museum promotion of coffee and cookies.
5. Strategic Planning Workshop is planned for October 20, 2018. Looked at possible surveys to be completed prior to the workshop. **ACTION** Barry Gibbs to get the excel spreadsheet for visitors in 2018 and analysis for workshop.

**ACTION** Betty Hoare to do a performance comparison from last strategic planning to what was achieved.

6. Operations report presented by Blair Bullock. The slowdown of visitors has allowed the staff to start the work required for yearend processes. The Town of Claresholm Economic Officer, Brady Schnell has been relocated to the Museum Station Building while work is being done in the old elementary school.
7. Recognized Museum Program Application is ongoing with Blair Bullock doing the bulk of the work. **ACTION** Betty Hoare to get a list of the board meetings held in 2017 to Blair Bullock.
8. After a discussion on easels for The Great War Exhibit, the board agreed that Blair Bullock should go ahead and order 18 easels.
9. Virtual museum project has an extension until new curator is hired.
10. Any further acquisition requested to be asked to hold off until a new curator is hired.
11. Meeting adjourned at 5:25 pm

Next meeting October 17, 2018



Barry Gibbs

Board Chair

Volunteer. Donate. Make a Change.  
[www.oldmanwatershed.ca](http://www.oldmanwatershed.ca)



Thank You



Thank you Mayor MacPerson  
and Council for your  
support of \$1701.00. These  
funds will go a long way  
to protect the Oldman River.  
We hope you will be able  
to make our donor event  
on Dec 7. Thanks again  
for your support!

Oldman Watershed Council  
Team.

The watershed is a better place,  
because of people like you.

