



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
OCTOBER 22, 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 – OCTOBER 9, 2018

ACTION ITEMS

1. **BYLAW #1654 – Cannabis Consumption**
RE: 2nd & 3rd Readings
2. **BYLAW #1655 – Smoking**
RE: 2nd & 3rd Readings
3. **BYLAW #1656 – Community Standards**
RE: 2nd & 3rd Readings
4. **DELEGATION RESPONSE: Claresholm Skatepark Association**
5. **CORRES: Rowan House Society**
RE: Family Violence Prevention Month
6. **CORRES: Oldman Watershed Council**
RE: Request for Support
7. **CORRES: Willow Creek Continuing Care Centre**
RE: 30 Year Anniversary November 22, 2018
8. **CORRES: Claresholm & District Health Foundation**
RE: 12th Annual Gala November 24, 2018
9. **REQUEST FOR DECISION: Tender Award - Golf Course / Frog Creek Drain Upgrade**
10. **REQUEST FOR DECISION: Community Advertising Program Policy**
11. **INFORMATION BRIEF: Handicapped Accessibility at Claresholm Arena**
12. **INFORMATION BRIEF: Planning for Growth Project**
13. **INFORMATION BRIEF: CAO Report**
14. **INFORMATION BRIEF: Council Resolution Status**
15. **ADOPTION OF INFORMATION ITEMS**
16. **IN CAMERA:**
 - a. **LAND – FOIP Section 16.1**
 - b. **LAND – FOIP Section 16.1**
 - c. **LEGAL – FOIP Section 27**
 - d. **LEGAL – FOIP Section 27**

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – September 7, 2018
2. Sharon Galbraith – Resignation from the Municipal Planning Commission
3. Claresholm Golf Club Meeting Minutes – September 20, 2018
4. Learn-a-lot Playschool Society Meeting Minutes – September 18, 2018
5. Oldman River Regional Services Commission Executive Committee Minutes – July 26, 2018
6. Alberta SouthWest Regional Alliance Meeting Minutes – September 5, 2018
7. Alberta SouthWest Bulletin – October 2018
8. Willow Creek Waste Management Services Commission Meeting Minutes – July 26, 2018
9. Claresholm Housing Authority Meeting Minutes – June 18, 2018
10. Claresholm Housing Authority Meeting Minutes – September 17, 2018
11. Claresholm & District Transportation Society Meeting Minutes – August 30, 2018
12. Claresholm Skate Park Association Meeting Minutes – September 20, 2018

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
OCTOBER 9, 2018

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

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

ABSENT: None

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

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

CARRIED

MINUTES: **REGULAR MEETING – SEPTEMBER 24, 2018**

Moved by Councillor Moore that the Regular Meeting Minutes of September 24, 2018 be accepted as presented.

CARRIED

DELEGATION: **CLARESHOLM SKATEPARK ASSOCIATION**

Sherry Levesque and John Wenlock as well as other members of the Claresholm Skatepark Association were present to speak to Council regarding their fundraising efforts towards a new skatepark. The first step is for design plans to be drawn up and the cost of this is \$6,000. They have been able to raise \$4,000 and are asking Council to grant them the remaining \$2,000. Once they have plans in place, it would make it easier for them to fundraise going forward. Some discussion took place regarding where the skatepark should go.

ACTION ITEMS:

1. BYLAW #1654 – Cannabis Consumption
RE: 1st Reading

Moved by Councillor Moore to give Bylaw #1654, the Cannabis Consumption Bylaw, 1st Reading.

CARRIED

2. BYLAW #1655 – Smoking
RE: 1st Reading

Moved by Councillor Schulze to give Bylaw #1655, the Smoking Bylaw, 1st Reading.

CARRIED

3. BYLAW #1656 – Community Standards
RE: 1st Reading

Moved by Councillor Carlson to give Bylaw #1656, the Community Standards Bylaw, 1st Reading.

CARRIED

Moved by Councillor Moore to amend Bylaw #1654, the Cannabis Consumption Bylaw, to remove Sections 4.1 and 4.2 regarding nuisance consumption prior to 2nd Reading.

CARRIED

4. DELEGATION RESPONSE: Sparta House – Carrie Ann Dahl

Received for information.

5. CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs
RE: Minister's Awards for Excellence in Public Library Service

Received for information.

6. CORRES: Claresholm & District Chamber of Commerce
RE: Claresholm Business Awards Night October 17, 2018

Received for information.

7. REQUEST FOR DECISION: Temporary Parking Request on Municipal Property

MOTION #18-158 Moved by Councillor Carlson to approve the temporary location south of 213 45 Avenue West for the motorhome storage until April 1, 2019.
CARRIED

8. REQUEST FOR DECISION: Tax Exemption Applications Under C.O.P.T.E.R.

MOTION #18-159 Moved by Councillor Zimmer to accept the application and exempt the taxes for the Claresholm Curling Club for 2019.
CARRIED

MOTION #18-160 Moved by Councillor Schlossberger to accept the application and exempt the taxes for the Claresholm Golf Club for 2019.
CARRIED

MOTION #18-161 Moved by Councillor Schulze to accept the application and exempt the taxes for the Prairie Winds Clubhouse Society for 2019.
CARRIED

9. REQUEST FOR DECISION: “Planning for Growth” Project Name for the Area Structure Plan

MOTION #18-162 Moved by Councillor Zimmer to adopt “Starline Business Park” as the name for the new Area Structure Plan, for the “Planning for Growth” project.
CARRIED

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

Moved by Councillor Schulze to accept the Consolidated Statement of Operations for the month ended August 31, 2018 as presented.
CARRIED

11. FINANCIAL REPORT: Statement of Operations – September 30, 2018

Moved by Councillor Schlossberger to accept the Consolidated Statement of Operations for the month ended September 30, 2018 as presented.
CARRIED

12. INFORMATION BRIEF: Bulk Water Station

Received for information.

13. INFORMATION BRIEF: Council Remuneration Income Tax Treatment

Received for information.

14. INFORMATION BRIEF: Strategic Plan Report to Council

Received for information.

15. INFORMATION BRIEF: Council Resolution Status

Received for information.

16. ADOPTION OF INFORMATION ITEMS

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

CARRIED

17. IN CAMERA:

a. LAND – FOIP Section 16.1

b. CONFIDENTIAL EVALUATIONS – FOIP Section 19.1

c. PERSONNEL – FOIP Section 17

Moved by Councillor Zimmer 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 Zimmer to come out of In Camera at 9:08 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:08 p.m.

a. LAND – FOIP Section 16.1

MOTION #18-163 Moved by Councillor Zimmer to accept the offer to purchase from Jay Gustman for the property described as Lot N ptn. 20, Block 1, Plan 147N located at 4712 – 2nd Street West, in the amount of \$6,000.00 (no GST) with amendments as discussed.

CARRIED

b. CONFIDENTIAL EVALUATIONS – FOIP Section 19.1

MOTION #18-164 Moved by Councillor Moore to appoint Lindsay Watson to the Claresholm Public Library Board.

CARRIED

MOTION #18-165 Moved by Councillor Schlossberger to appoint Doug Priestley to the Municipal Planning Commission.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:11 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:11 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DRAFT

ACTION ITEMS



REQUEST FOR DECISION

Meeting: October 22, 2018
Agenda Items: 1, 2, 3

CANNABIS CONSUMPTION, SMOKING AND COMMUNITY STANDARDS BYLAWS

BACKGROUND / DESCRIPTION:

Administration is presenting the Cannabis Consumption, Smoking and Community Standards bylaws for second and third reading which passed first reading on October 9, 2018.

These bylaws have been edited as per the resolution of Council to remove the Nuisance Consumption section (section 4) and make sure all definitions are necessary. The following information shows the changes recommended by Council.

1. Cannabis Consumption bylaw
 - Passed first reading with a resolution that section 4.1 and 4.2 be removed.
 - Section 4, Nuisance Consumption, which referenced the criteria for the respectful consumption of cannabis on property an individual occupies, has been removed.
 - The violation fine associated with that section has been removed from appendix "A"
2. Community Standards bylaw
 - Remove the definition, Telecommunication.

PROPOSED RESOLUTIONS:

These bylaws are being presented as revised for second and third readings.

RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1654, the Cannabis Consumption Bylaw, 2nd Reading.
Moved by Councillor _____ to give Bylaw No. 1654, the Cannabis Consumption Bylaw, 3rd and Final Reading.

Moved by Councillor _____ to give Bylaw No. 1655, the Smoking Bylaw, 2nd Reading.
Moved by Councillor _____ to give Bylaw No. 1655, the Smoking Bylaw, 3rd and Final Reading.

Moved by Councillor _____ to give Bylaw No. 1656, the Community Standards Bylaw, 2nd Reading.
Moved by Councillor _____ to give Bylaw No. 1656, the Community Standards Bylaw, 3rd and Final Reading.

ATTACHMENTS:

- 1.) Cannabis Consumption Bylaw #1654
- 2.) Smoking Bylaw #1655
- 3.) Community Standards Bylaw #1656

PREPARED BY: Jason Hemmaway, Community Peace Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: October 18, 2018



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1654**

**A BYLAW OF THE TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA TO
REGULATE THE CONSUMPTION OF CANNABIS.**

WHEREAS the Government of Canada has passed the *Cannabis Act* (Bill C-45, an *Act* respecting cannabis and to amend the *Controlled Drugs and Substances Act*, the Criminal Code and other *Acts*, 1st Sess, 42nd Parl, 2017) which will permit persons to possess cannabis; and

WHEREAS it is anticipated that the *Cannabis Act* will come into force in 2018; and

WHEREAS the Province of Alberta has enacted an *Act to Control and Regulate Cannabis*, S.A. 2017, c. 21, which will place restrictions on the smoking or vaping of cannabis in public places; and

WHEREAS pursuant to the provision of the *Municipal Government Act (MGA)*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a bylaw for municipal purposes respecting the safety, health and welfare of people and the protection of people and property, people activities and things in, on or near a public place or place that is open to the public; and

WHEREAS Council deems it prudent to impose additional restrictions on the smoking, vaping and other forms of consumption of cannabis in public places to prevent behaviours and conduct that may have a negative impact on the enjoyment of public places;

NOW THEREFORE the Council of the Town of Claresholm enacts as follows:

1. SHORT TITLE

This Bylaw may be known as the “Cannabis Consumption Bylaw”.

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- 2.1 **Cannabis** has the same meaning as defined in the *Cannabis Act*;
- 2.2 **Cannabis Act** means Bill C-45, an *Act* respecting cannabis and to amend the *Controlled Drugs and Substances Act*, the Criminal Code and other *Acts*;
- 2.3 **Chief Administrative Officer (CAO)** means the person appointed to the position of Chief Administrative Officer for the Town of Claresholm by Council within the meaning of the *MGA*;
- 2.4 **Council** means the municipal Council of the Town of Claresholm duly elected under the *Local Authorities Election Act*;
- 2.5 **Electronic smoking device** means an electronic device that can be used to deliver a vapour, emission or aerosol to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe;

2.6 **Peace Officer** means:

- a) a member of the Royal Canadian Mounted Police;
- b) a Community Peace Officer as appointed by the Solicitor General of Alberta; or
- c) a Bylaw Enforcement Officer as appointed by the Town to enforce bylaws of the Town;

2.7 **Public place** means any place to which the public has access as of right or by invitation, express or implied;

2.8 **Smoke or smoking** means:

- a) inhaling or exhaling the smoke produced by burning cannabis; or
- b) holding or otherwise having control of any device or thing containing lit cannabis;

2.9 **Vape or vaping** means:

- a) inhaling or exhaling the vapour, emissions or aerosol produced by an electronic smoking device or similar device containing cannabis; or
- b) holding or otherwise having control of an electronic smoking device that is producing vapour, emissions or aerosol from cannabis;

2.10 **Violation tag** means a notice or tag in the form as approved by the CAO, issued by the Town, allowing a voluntary payment option of a fine established under this Bylaw;

2.11 **Violation ticket** means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedures Act*, Revised Statutes of Alberta 2000, Chapter P-34 and any amendments or regulations thereto.

3. PROHIBITION

3.1 No person shall smoke, vape, or consume cannabis in any public place.

4. EXEMPTION FOR MEDICAL CANNABIS

4.1 Notwithstanding Section 3.1, any person who is authorized to possess cannabis per a medical document issued pursuant to the *Access to Cannabis for Medical Purposes Regulations*, SOR/2016-230, and amendments thereto, is subject to the Claresholm Smoking Bylaw.

5. EXEMPTION FOR SPECIAL EVENTS

5.1 Notwithstanding Section 3.1, a person may smoke, vape or consume cannabis at an event for which a permit has been granted by the CAO.

5.2 The CAO may impose conditions on any permit granted pursuant to Section 5.1.

5.3 The CAO may suspend or revoke any permit issued pursuant to Section 5.1 if the CAO determines that a permit holder or any person at an event for which a permit has been issued has contravened any federal or provincial legislation or any other municipal bylaw.

5.4 The holder of a permit issued pursuant to Section 5.1 must ensure that:

- a) the smoking, vaping or consumption of cannabis is only permitted in a designated area, separate and fenced off from the remainder of the event;
- b) alcohol and tobacco are not consumed in the area designated for the smoking, vaping or consumption of cannabis;
- c) the sale of cannabis is not permitted in the area designated for the smoking, vaping or consumption of cannabis; and
- d) any advertising or other materials relating to the promotion of cannabis cannot be seen by persons under the age of 18 years.

6. PENALTIES AND ENFORCEMENT

- 6.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine of not more than Ten Thousand (\$10,000.00) Dollars.
- 6.2 Where there is a specified penalty listed for an offence in Schedule "A" to this Bylaw, that amount is the minimum specified penalty for the offence.
- 6.3 In the case of an offense that is of a continuing nature, a contravention constitutes a separate offense in respect of each day or part of a day on which it continues.
- 6.4 The levying and payment of any fine provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which that person is liable under the provisions of this Bylaw or any other Bylaw.
- 6.5 Any Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw may issue and serve:
- a) a violation tag allowing a payment of the specified penalty to the Town; or
 - b) a violation ticket allowing payment according to the provisions of the *Provincial Offences Procedure Act*, Revised Statutes of Alberta 2000, Chapter P-34 and amendments thereto.
- 6.6 Service of a violation tag will be sufficient if it is
- a) personally served; or
 - b) served by regular mail to the person's last known mailing address.
- 6.7 If a violation ticket is issued in respect to an offence, the violation ticket may:
- a) specify the fine amount established by this Bylaw for the offence; or
 - b) require a person to appear in Court without the alternative of making a voluntary payment.
- 6.8 A person who commits an offence may:
- a) if a violation ticket is issued in respect of the offence; and
 - b) if the violation ticket specified the fine amount established by this Bylaw for the offence;

make a voluntary payment equal to the specified fine by delivering the violation ticket and the specified fine to the Provincial Courthouse specified on the violation ticket.

7. GENERAL

- 7.1 Any person who contravenes any provision of this Bylaw by:
- a) doing any act or thing which the person is prohibited from doing; or
 - b) failing to do any act or thing the person is required to do;
- is guilty of an offence and any offence created pursuant to this Bylaw is a strict liability offence for the purposes of prosecution under this Bylaw.
- 7.2 Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other Bylaw, or any requirement of any lawful permit, order or license.
- 7.3 Words in the singular include the plural and words in the plural include the singular.
- 7.4 Schedule "A" shall form a part of this Bylaw and may, from time to time, be amended by Council.

7.5 No provision of this Bylaw or any action taken pursuant to any provision of this Bylaw shall restrict, limit, prevent or preclude the Town from pursuing any other remedy in relation to a premises as provided by the *Municipal Government Act*, or any other law of the Province of Alberta.

8. SEVERABILITY

8.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent to all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

9. EFFECTIVE DATE

9.1 This bylaw shall take effect on the date of final passage.

Read a first time in Council this **9th** day of **October** 2018 A.D.

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

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

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

Schedule "A"

SECTION	OFFENCE	PENALTY 1st offence minimum	PENALTY 2nd /subsequent offences minimum
3.1	Consume cannabis in public place	\$250.00	\$500.00



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1655**

**A BYLAW OF THE TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA TO
REGULATE SMOKING IN PUBLIC PLACES AND WORK PLACES.**

WHEREAS pursuant to the provisions of the *Municipal Government Act (MGA)*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a bylaw for municipal purposes respecting the safety, health and welfare of people and the protection of people and property, people activities and things in, on or near a public place or place that is open to the public, and persons engaged in business, business activities and businesses in the municipality; and

WHEREAS The Town of Claresholm operates multiple facilities within the Town and deems it appropriate to protect the health and wellness of families and children utilizing these facilities; and

WHEREAS Council deems it desirable to limit the effects of known health hazards or discomfort from secondhand smoke by regulating smoking in public places and work places;

NOW THEREFORE the Council of the Town of Claresholm enacts as follows:

1. SHORT TITLE

This Bylaw may be known as the “Smoking Bylaw”.

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- 2.1 **Building** means anything constructed or placed on, in, over or under land, whether permanent or temporary, into which a person could enter;
- 2.2 **Cannabis** has the meaning given to it in the *Cannabis Act*;
- 2.3 **Chief Administrative Officer (CAO)** means the person appointed to the position of chief administrative officer for the Town of Claresholm, by Council, within the meaning of the *MGA*;
- 2.4 **Common area** means any areas forming part of a private residence, building or structure that are deemed to be a public building and include but are not limited to:
 - a) patios;
 - b) pools;
 - c) recreational areas;
 - d) washrooms;
 - e) corridors;
 - f) reception areas;
 - g) elevators;
 - h) escalators;
 - i) foyers;
 - j) hallways;
 - k) stairways;

- l) lobbies;
- m) laundry rooms; or
- n) enclosed parking garages.

2.5 **Council** means the Mayor and Councillors duly elected pursuant to the provisions of the *Local Authorities Election Act*;

2.6 **Designated public place** means any:

- a) municipal building and the area within 10 metres of an entrance or exit to any municipal building;
- b) public building and the area within 5 metres of an entrance or exit to any public building
- c) workplace and the area within 5 metres of an entrance or exit to any workplace;
- d) public sidewalk and area within 10 metres of a public sidewalk;
- e) public pathway and area within 10 metres of a public pathway;
- f) outdoor public event;
- g) outdoor public place
- h) public transportation vehicle; or
- i) public transportation vehicle shelter;

2.7 **Employee** means any person who performs work for or supplies any services to any employer;

2.8 **Employer** means any person who, as the owner, proprietor, manager, superintendent or overseer of an activity, business, work, trade, occupation or profession, has control over or direction of, or is directly or indirectly responsible for, the employment of a person therein;

2.9 **Grandstand** means an open air seating facility that is primarily, but not exclusively, used for watching sporting events;

2.10 **Municipal building** means any building owned, leased, operated or occupied by the Town;

2.11 **Outdoor patio** means any area outside of a building intended for the consumption of food or beverages by patrons of any business providing such food or beverages, and includes:

- a) any public premises that is not fully contained within a building; and
- b) any outside extension of an eating or drinking establishment regardless of whether it is covered or not;

2.12 **Outdoor public event** means any outdoor event to which the public is invited or permitted to attend, including but not limited to:

- a) markets;
- b) festivals;
- c) fairs;
- d) displays;
- e) exhibitions;
- f) fundraisers;
- g) races;
- h) concerts; or
- i) parades;

2.13 **Outdoor public place** means any outdoor location that is open to the public from time to time, including but not limited to:

- a) outdoor patios;
- b) grandstands;

- c) playgrounds;
- d) water playgrounds;
- e) skate parks;
- f) bicycle parks;
- g) seasonal multipurpose pads;
- h) sports fields; or
- i) pools;

2.14 **Peace Officer** means:

- a) a member of the Royal Canadian Mounted Police;
- b) a Community Peace Officer as appointed by the Solicitor General of Alberta; or
- c) a Bylaw Enforcement Officer as appointed by the Town to enforce bylaws of the Town;

2.15 **Person** means any:

- a) individual;
- b) proprietorship;
- c) corporation; or
- d) society;

2.16 **Playground** means a structure or collection of structures designed and intended for recreational use by children and includes the material in which such structures are mounted when that material is a distinct material such as:

- a) sand;
- b) rubber;
- c) gravel; or
- d) wood chips;

2.17 **Private residence** means any self-contained living premise for domestic use with a separate private entrance from the exterior of the building or from a common hall, lobby or stairway, except:

- a) when a business is operated within a private residence then a private residence is considered a workplace during all hours of operation; and
- b) when a private residence contains two or more private residences and includes common areas, then the common areas are considered a public building;

2.18 **Proprietor** means the owner, or his agent or representative, of a designated public place, and includes any person in charge thereof or anyone who controls, governs or directs the activity carried on therein, and where applicable includes:

- a) the person who ultimately controls, governs or directs the activity carried on within any premises referred to in this Bylaw and includes the person usually in charge thereof;

2.19 **Public** means any person other than the owner, lessee, proprietor or employer of a building, structure or place;

2.20 **Public building** means any building or structure to which the public has access as of right or by invitation, express or implied, whether or not:

- a) the public has been invited;
- b) the public has access only at certain times, or from time to time;
- c) the public has access only if they are a member or accompanied by a member;
- d) payment, membership or the performance of some formality is required prior to access;

- e) a proprietor has the right to exclude any particular person;
- f) the public has access to only a portion of the building or structure; or
- g) the building or structure is a private residence if it contains two or more private residences and includes common areas;

2.21 **Public sidewalk** means that part of a highway or open space especially adapted to the use of or ordinarily used by pedestrians;

2.22 **Public pathway** means a multi-purpose thoroughfare accessible to the public which is improved by asphalt, concrete, brick, stone, shale, gravel or any other surface treatment whether or not it is located in an open space, and includes any bridge or structure with which it is contiguous;

2.23 **Public transportation vehicle** means a vehicle which is being used by a passenger or passengers or which is being offered for hire for a passenger or passengers, including but not limited to:

- a) a school bus;
- b) a bus;
- c) a taxicab;
- d) a limousine; or
- e) other similar vehicles;

2.24 **Public transportation vehicle shelter** means any structure with a roof designed to protect a passenger from the elements while waiting for a public transportation vehicle;

2.25 **Seasonal multi-purpose pad** means a surface on which members of the public are permitted to engage in physical activities, whether on payment of a fee or not, and includes, but is not limited to:

- a) outdoor basketball courts;
- b) ponds;
- c) outdoor rinks; or
- d) other ice support infrastructure;

2.26 **Skate park or bicycle park** means an area designed and intended specifically for the use of one or more of the following:

- a) skateboards;
- b) bicycles;
- c) in-line skates; or
- d) similar devices;

2.27 **Sports field** means an area designed and intended for use in a specific sporting event, including spectator seating areas, and includes, but is not limited to:

- a) soccer pitches;
- b) football fields;
- c) rugby pitches;
- d) baseball diamonds;
- e) tennis courts; or
- f) other similar areas;

2.28 **Smoke or smoking** means to inhale, exhale, burn, or have control over a lighted cigarette, cigar, pipe, hookah pipe, or other lighted or heated device or apparatus designed to burn, heat, or vaporize, tobacco, cannabis, any other weed, or any other substance for the purpose of inhaling or tasting its emissions;

2.29 **Town** means the Town of Claresholm, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the

corporate boundaries thereof;

- 2.30 **Violation tag** means a notice or tag in a form as approved by the CAO, issued by the Town, allowing a voluntary payment option of a fine established under this Bylaw;
- 2.31 **Violation ticket** means a ticket issued pursuant to Part II of the *Provincial Offences Procedure Act*, and any amendments or regulations thereto;
- 2.32 **Water playground** means a structure or collection of structures designed and intended for recreational use by children that sprays or releases water;
- 2.33 **Workplace** means any enclosed area of a building, structure or area in which an employee performs the duties of their employment, whether or not the employee is employed by the proprietor of the building at which the employee works, or whether or not members of the public have access by right, or by express or implied invitation, and includes but is not limited to:
- a) a private residence during any hours a business is operated from the private residence;
 - b) hotel or motel rooms;
 - c) washrooms;
 - d) corridors;
 - e) lounges;
 - f) eating areas;
 - g) outdoor patios;
 - h) reception areas;
 - i) elevators;
 - j) escalators;
 - k) foyers;
 - l) hallways;
 - m) stairways;
 - n) amenity areas;
 - o) lobbies;
 - p) laundry rooms;
 - q) work vehicles;
 - r) enclosed parking garages;
 - s) pedways;
 - t) bridges;
 - u) connecting stairways; or
 - v) other similar physically enclosed structures;
- 2.34 **Work vehicle** means a vehicle owned or leased by an employer and used by employees during the course of employment.

3. SMOKING

- 3.1 No person shall smoke in a designated public place whether or not “no smoking” signs are posted or visible.
- 3.2 No person shall smoke within 10 metres of any child under the age of 18 who is not under their direct custody, care or control.

No proprietor or employer shall permit smoking in a designated public place whether or not “no smoking” signs are posted or visible.

4. DESIGNATED SMOKING AREAS

- 4.1 The CAO may designate a portion of any designated public place as a designated smoking area where:
- a) the restrictions of this bylaw reasonably create an undue hardship for any designated public place;

- b) the presence of multiple public sidewalks or public pathways leading to a municipal building, public building or workplace create an unreasonable restriction;
- c) there are no reasonable alternatives to establishing a designated smoking area;
- d) the presence of a designated smoking area would not reasonably create a risk to the health and wellbeing of the general public; and
- e) the designated smoking area does not exceed a 6 metre diameter.

4.2 An owner or operator of a designated public place may apply for a permit to designate an area of the premises as a designated smoking area.

5. SIGNS

5.1 The proprietor or employer of any designated public place shall ensure all signs prohibiting smoking are posted:

- a) conspicuously and clearly visible to any person entering a designated public place;

5.2 All posted signs prohibiting smoking must:

- a) be at least 20cm by 26cm and must have a surface area of not less than 520cm² when posted in a designated public place;
- b) contain the graphic symbol set out in Schedule "B" of this Bylaw, which must depict the symbol in black or red on a contrasting background that makes the symbol clearly legible in whatever lighting is used in the designated public place; and
- c) contain the text "no smoking" in capital or lower case letters, which must:
 - i. be set out in a style and size that is clearly legible; and
 - ii. be set out on a contrasting background that makes the text clearly legible in whatever lighting is used in the designated public place.

5.3 A sign must be posted at or near every designated smoking area that:

- a) clearly identifies that smoking is permitted within a 6 metre diameter of that area,
- b) is clearly visible to persons at or near a designated smoking area,
- c) is at least 20cm by 26cm and must have a surface area of not less than 520cm² when posted in a designated public place;
- d) contains the graphic symbol set out in Schedule "C" of this Bylaw, which must
 - i. depict the symbol in green or black on a contrasting background that makes the symbol clearly legible in whatever lighting is used in the designated smoking area; and
 - ii. be of a size that makes it clearly discernible to the persons to whom it is directed, and
- e) contains the text "smoking permitted" in capital or lower case letters, which must
 - i. be set out in a style and size that is clearly legible; and
 - ii. be set out on a contrasting background that makes the text clearly legible in whatever lighting is used in the designated smoking area.

5.4 Notwithstanding that the graphic symbol as per section 5.2 c) and 5.3 d) is a cigarette, it shall be deemed to also include a reference to a lit:

- a) cigar;
- b) cigarette;
- c) pipe; or
- d) any other smoking equipment.

5.5 No person shall remove, alter, conceal, deface or destroy any sign posted pursuant to this bylaw

6. PENALTIES AND ENFORCEMENT

6.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine of not more than Ten Thousand (\$10,000) Dollars.

6.2 Where there is a specified penalty listed for an offence in Schedule "A" to this Bylaw, that amount is the minimum specified penalty for the offence.

6.3 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day or part of a day on which it continues.

6.4 The levying and payment of any fine provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which that person is liable under the provisions of this Bylaw or any other Bylaw.

6.5 Any Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw may issue and serve:

- a) a violation tag allowing a payment of the specified penalty to the Town; or
- b) a violation ticket allowing payment according to the provisions of the *Provincial Offences Procedure Act*, Revised Statutes of Alberta 2000, Chapter P-34 and amendments thereto.

6.6 Service of a violation tag will be sufficient if it is:

- a) personally served; or
- b) served by regular mail to the person's last known mailing address.

6.7 If a violation ticket is issued in respect to an offence, the violation ticket may:

- a) specify the fine amount established by this Bylaw for the offence; or
- b) require a person to appear in Court without the alternative of making a voluntary payment.

6.8 A person who commits an offence may:

- a) if a violation ticket is issued in respect of the offence; and
- b) if the violation ticket specified the fine amount established by this Bylaw for the offence;

make a voluntary payment equal to the specified fine by delivering the violation ticket and the specified fine to the Provincial Courthouse specified on the violation ticket.

7. SEVERABILITY

7.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

8. GENERAL

8.1 Any Person who contravenes any provision of this Bylaw by:

- a) doing any act or thing which the person is prohibited from doing; or
- b) failing to do any act or thing the person is required to do;

is guilty of an offence and any offence created pursuant to this Bylaw is a strict liability offence for the purposes of prosecution under this Bylaw.

- 8.2 Nothing in this Bylaw relieves a Person from complying with any provision of any federal or provincial law or regulation, other Bylaw, or any requirement of any lawful permit, order or license.
- 8.3 Words in the singular include the plural and words in the plural include the singular.
- 8.4 This bylaw is gender-neutral and, accordingly, any reference to one gender includes the other.
- 8.5 Schedule "A", "B" and "C" shall form a part of this Bylaw and may, from time to time, be amended by Council.
- 8.6 No provision of this Bylaw or any action taken pursuant to any provision of this Bylaw shall restrict, limit, prevent or preclude the Town from pursuing any other remedy in relation to a premises as provided by the *Municipal Government Act*, or any other law of the Province of Alberta.

9 EFFECTIVE DATE

9.1 This bylaw shall take effect on the date of final passage.

Read a first time in Council this **9th** day of **October** 2018 A.D.

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

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

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

Schedule "A"

SECTION	OFFENCE	PENALTY 1st offence minimum	PENALTY 2nd /subsequent offences minimum
3.1	Smoke in designated public place	\$250.00	\$500.00
3.2	Person smoke within 10 metres of any child not under their direct custody, care or control	\$250.00	\$500.00
3.3	Permit smoking in designated public place	\$500.00	\$1000.00
4.2	Fail to post proper signage prohibiting smoking in a designated public place	\$500.00	\$1000.00
4.4	Remove, alter, conceal, deface or destroy smoking sign in a designated public place	\$500.00	\$1000.00

Schedule "B"
Examples of Smoking Not Permitted Signs



Schedule "C"
Examples of Smoking Permitted Signs





**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1656**

BEING A BYLAW OF THE TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING NEIGHBOURHOOD NUISANCE, SAFETY AND QUALITY OF LIFE MATTERS.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto, Council may pass a bylaw for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto, authorizes a Council to pass bylaws for municipal purposes respecting nuisances; and

WHEREAS the intent of this Bylaw is that all noises shall be reduced as much as possible compatible with the normal activities of urban life and that unnecessary noise be eliminated; and

WHEREAS Council believes the regulation of nuisances through a Community Standards Bylaw would benefit the community as a whole;

NOW THEREFORE the Council of the Town of Claresholm enacts as follows:

1. SHORT TITLE

This Bylaw shall be known as the “Community Standards Bylaw”.

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- 2.1 “**Act**” means the *Municipal Government Act*, R.S.A. 2000, c. M-26 as amended, and any amendment or substitutions thereof.
- 2.2 “**Bullying**” means verbal or physical abuse, threats, taunts, teasing, name calling, and put downs, written or electronically transmitted, or repeated abusive communication, directly or indirectly through any medium whatsoever.
- 2.3 “**Chief Administrative Officer**” means the person appointed to the position of the Chief Administrative Officer (CAO) for the Town of Claresholm, within the meaning of the *Municipal Government Act*.
- 2.4 “**Council**” means the Municipal Council of the Town of Claresholm.
- 2.5 “**Drinking establishment**” means any business, organization, or individual that holds a liquor license issued by the Alberta Gaming and Liquor Commission.
- 2.6 “**Graffiti**” means the defacement or disfigurement of any property or object, through the performance of any of the following acts:
- a) the application of any substance, including paint, ink, stain or whitewash to any surface; or
 - b) the affixing of any substance, including paper, fabric or plastic, by any form of adhesion that does not remove cleanly when pulled away from the applied surface; or

- c) the marking, scratching, etching or other alteration or disfigurement of any surface.

2.7 **“Holiday”** includes:

- a) a statutory holiday that consists of a variety of cultural, nationalistic, and religious holidays that are legislated in Canada at the federal or provincial and territorial levels.
- b) every Sunday.

2.8 **“Panhandling”** means to communicate, in person, using the spoken, written or printed word, a gesture or another means, for the purpose of receiving money or another thing of value, regardless of whether consideration is offered or provided in return but does not include a solicitation allowed or authorized pursuant to the Charitable Fundraising Act, or any other legislation permitting the solicitation of charitable donations.

2.9 **“Peace Officer”** means:

- a) a member of the Royal Canadian Mounted Police;
- b) a Community Peace Officer as appointed by the Solicitor General of Alberta; or
- c) a Bylaw Enforcement Officer as appointed by the Town of Claresholm to enforce bylaws of the Town.

2.10 **“Premises”** means the external surfaces of all buildings and the whole or part of any parcel of real property, including the land immediately adjacent to any building or buildings.

2.11 **“Public place”** means any place, including privately owned or leased property, to which the public reasonably has or is permitted to have access.

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

2.13 **“Violation tag”** means a notice or tag in a form as approved by the Municipal Manager, issued by the Town of Claresholm allowing a voluntary payment option of a fine established under this Bylaw.

2.14 **“Violation ticket”** means a notice or tag in a form as approved by the CAO, issued by the Town allowing voluntary payment of a fine established under this bylaw.

2.15 **“Youth”** means any persons under the age of sixteen (16) years of age.

3. NOISE

3.1 No person shall cause or permit noise that annoys or disturbs the peace of any other person.

3.2 No person shall permit property that they own, occupy or control to be used so that noise from the property annoys or disturbs the peace of any other person.

3.3 In determining what constitutes noise likely to annoy or disturb the peace of any other person, considerations may be given, but are not limited to:

- a) type, volume, and duration of the sound;
- b) time of day, and day of the week;
- c) nature and use of the surrounding area.

3.4 No person shall yell, scream, or swear in any public place thereby creating a disturbance.

- 3.5 No person shall advertise events or merchandise by ringing bells or by use of mechanical, electrical or sound amplification devices in a residential district between the hours of 9 p.m. and 9 a.m.
- 3.6 No drinking establishment shall permit any noise to emanate from the premises of such drinking establishment such that it annoys or disturbs any other person outside the boundary of the drinking establishment. Section 3.3 of this Bylaw applies to this provision.
- 3.7 Violation tickets will be issued based on the signed statement of the complainant. The Complainant shall be required to provide evidence in any court proceedings.

4. INDUSTRIAL AND CONSTRUCTION NOISE

- 4.1 Nothing in this bylaw shall prevent the continual operation or carrying on of an industrial activity where the activity is one which:
- a) is a permitted use; or
 - b) is an approved discretionary use; or
 - c) is a non-conforming use as defined in the *Municipal Government Act*, but not illegal.
- 4.2 In the operation or carrying on of an industrial or construction activity, the person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.

5. PERMITTABLE HOURS FOR NOISE

- 5.1 With the exception of the activities referred to in section 4.1, no person shall use, operate, or allow to be used or operated, any tools, machinery or equipment so as to create a noise or disturbance which may be heard in a residential building between the hours of 10:00 p.m. and 7:00 a.m. on Monday to Saturday and from 10:00 p.m. to 9:00 a.m. on Sunday and holidays.

6. EXCEPTIONS FOR NOISE

- 6.1 These provisions do not apply to:
- a) work carried on by the Town, or by a contractor carrying out instructions of the Town, providing it is work of an emergent nature or circumstance;
 - b) Town sanctioned events, and
 - c) special events which the CAO has approved or issued a special events permit, with conditions that the CAO deems appropriate for such special events.
- 6.2 Snow removal from school, commercial or industrial sites located adjacent to or within residential districts may be allowed if it is in the best interest of the public and their safety and at a time when there will be minimal vehicular and/or pedestrian traffic that may obstruct such snow removal operations
- 6.3 In the case of snow removal from commercial or industrial sites located adjacent to residential districts, the Town may require noise abatement practices including the following conditions:
- a) a requirement that snow not be removed between the hours of 12:00 a.m. and 6:00 a.m.; or
 - b) a requirement that snow be removed from sites in a sequence which is least disruptive to the peace and quiet of residents.

7. GRAFFITI

- 7.1 No person shall place any graffiti or cause it to be placed on any property.
- 7.2 Every property owner shall ensure that graffiti placed on their premises is removed, painted over, or otherwise permanently blocked from public view within seven days.
- 7.3 A property owner, who breaches the provisions of Section 7.2, where, following the issuance of and failure to comply with an Order under section 545 of the *Municipal Government Act*, shall be liable to payment of a penalty as prescribed in Schedule "A".
- 7.4 In prosecution for an offence under this Section, the consent of the property owner of any premises to place graffiti shall not be a defence under this bylaw.

8. CONSTRUCTION WASTE

- 8.1 Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site.
- 8.2 A waste container on a construction site must be designed and/or have the capacity to contain all waste construction material within the container to ensure that the waste construction material is not capable of blowing off the construction site.
- 8.3 No construction material is to be stored or accumulated on a construction site unless it is not capable of being blown away from the construction site.

9. REPAIR OF MOTOR VEHICLES

- 9.1 For the purposes of this section "motor vehicles" means:
- a) a vehicle propelled by any power other than muscular power, or
 - b) a moped, or
 - c) off highway vehicles as defined by the Traffic Safety Act RSA 2000 Chapter T-6 Section 117, and
 - d) includes, but is not limited to, the repair of any internal combustion engine.
- 9.2 No person may conduct any repair work on motor vehicles, including mechanical repairs, auto body work, frame repair, collision repair, auto painting or modifications to the body or rebuilding of a motor vehicle, on any premises in a residential district unless:
- a) the activity does not create a nuisance or noise complaints from the neighbourhood;
 - b) there is no escape of offensive, annoying or noxious odours, fumes or smoke from the premises;
 - c) vehicle fluids, oil, gasoline products or other hazardous material are properly disposed of and not swept or washed into lanes, streets, or down storm or sanitary sewers;
 - d) all discarded vehicle parts and materials are properly stored and disposed of from the premises; and
 - e) no power washing of motor or power train is performed on the premises.
- 9.3 This prohibition shall not apply to routine maintenance work done on any vehicles owned, operated and registered in the name of the owner or occupant of the premises, provided that all building and fire code regulations are met.

10. LITTERING

- 10.1 No person shall place, deposit or throw or cause to be placed, deposited or thrown upon any Town property, including any street, lane, sidewalk, parking lot, park or other public place or water course:
- a) a cardboard or wooden box, carton, container, or receptacle of any kind;
 - b) a paper, wrapper, envelope, or covering of any kind, whether paper or not, from food or confectionary;
 - c) paper of any kind, whether or not containing written or printed matter thereon;
 - d) any human, animal or vegetable matter or waste;
 - e) any glass, crockery, nails, tacks, barbed-wire or other breakable or sharp objects;
 - f) scrap metal, scrap lumber, tires, dismantled wrecked or dilapidated motor vehicles or parts there from;
 - g) any motor vehicle or any part of any motor vehicle which may, in whole or in part, obstruct any highway, street, lane, alley, bi-way or other public place, or
 - h) dirt, filth or rubbish of any kind whether similar or dissimilar to the foregoing.
- 10.2 A person who has placed, deposited or thrown or caused to be placed, deposited or thrown anything or any matter mentioned in subsection 11.1 shall forthwith remove it.

11. SPITTING/HUMAN WASTE

- 11.1 No person shall urinate or deposit human waste in any public place or in view of a public place, other than in a public washroom.
- 11.2 No person shall spit at or on any person in or near a public place.

12. FLYERS ON VEHICLES

- 12.1 No person shall place, deposit or throw or cause to be placed, deposited or thrown onto or into any motor vehicle, which is parked on any street, lane, parking lot or other public place, any leaflet, pamphlet, poster, handbill, flyer or any other paper containing printed or written matter, whether advertising or not, with the exception of any violation ticket or violation tag issued pursuant to lawful authority.

13. FIGHTING/LOITERING

- 13.1 No person shall engage in a fight or any physical confrontation in any public place or any place to which the public is allowed access.
- 13.2 No person shall be a member of an assembly of three or more persons in any public place or any place to which the public is allowed access where a Peace Officer has reasonable grounds to believe the assembly will disturb the peace of the neighbourhood, and any such person shall disperse as requested by a Peace Officer.
- 13.3 No person shall loiter and thereby obstruct any person in any public place.

14. BULLYING

- 14.1 No person shall bully any person in any public place.
- 14.2 No person shall participate in, or encourage by verbal or other means, the bullying of any person in any public place.

15. PANHANDLING

- 15.1 No person shall engage in panhandling, either individually or as a group of two or more persons.

16. CURFEW

- 16.1 No youth may be in a public place after 12:01 am and before 6:00 am without proper adult guardianship.
- 16.2 Where a youth is found in contravention of this bylaw, the guardian will be held responsible for the offence.

17. PENALTIES

- 17.1 Any person who contravenes any section of this Bylaw is guilty of an offence and liable to:
- a) payment of the penalty specified in Schedule "A" hereto; or
 - b) for any offence for which there is no penalty specified, to a penalty of not less than \$200.00 and not more than \$10,000.00.

18. VIOLATION TAGS AND VIOLATION TICKETS

- 18.1 Any Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw, may issue and serve:
- a) a violation tag allowing a payment of the specified penalty to the Town; or
 - b) a violation ticket allowing payment according to the provisions of the *Provincial Offences Procedures Act*.
- 18.2 Service of a violation tag will be sufficient if it is:
- a) personally served; or
 - b) served by regular mail to the person's last known mailing address.
- 18.3 If a violation ticket is issued in respect to an offence, the violation ticket may:
- a) specify the fine amount established by this Bylaw for the offence; or
 - b) require a person to appear in Court without the alternative of making a voluntary payment.
- 18.4 A person who commits an offence may:
- a) if a violation ticket is issued in respect of the offence; and
 - b) if the violation ticket specifies the fine amount established by this Bylaw for the offence, make a voluntary payment equal to the specified fine by delivering the violation ticket and the specified fine to the Provincial Courthouse specified on the violation ticket.

19. ORDER

- 19.1 An officer designated by the CAO may, by written order, require a person responsible for the contravention to remedy the contravention.
- 19.2 The written order shall:
- a) state a time within which the owner must comply with the order, and
 - b) state that if the owner does not comply with the order within a specified time, the Town will take the action or measure at the expense of the owner.

19.3 The Town may, in respect of an order, register a caveat under the Land Titles Act against the certificate of title for the land that is the subject of the order.

20 AUTHORITY TO REMOVE

21.1 The CAO may authorize any Town employee, or other person, to remove and put in storage or destroy anything placed upon Town property in contravention of this Bylaw.

21 SEVERABILITY

21.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

22 EFFECTIVE DATE

22.1 This bylaw shall take effect on the date of final passage.

22.2 Bylaw #1546 and Bylaw #1134 are hereby repealed.

Read a first time in Council this **9th** day of **October** 2018 A.D.

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

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

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

Schedule "A"

Section	Description	Offence	Minimum Fine
3.1	Make Noise	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$250.00 \$500.00 \$1,000.00
3.2	Permit Noise	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$250.00 \$500.00 \$1,000.00
3.4	Yelling, Swearing, or Screaming	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$150.00 \$250.00 \$500.00
3.5	Advertise with Bells, etc.	1 st offence 2 nd offence within 1 year 3 rd and subsequent offences within 1 year	\$100.00 \$200.00 \$400.00
3.6	Drinking Establishment Noise	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$500.00 \$1,000.00 \$1,500.00
4.2 or 5.1	Industrial or Construction Noise	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$500.00 \$1,000.00 \$1,500.00
7.1	Placing Graffiti on Property by an adult*	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within a year	\$2,500.00 \$5,000.00 \$7,500.00
7.1	Placing Graffiti on Property by a youth*	1 st and subsequent offences within 1 year.	\$1,000.00

Section	Description	Offence	Minimum Fine
7.2	Failure to Remove Graffiti	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$250.00 \$500.00 \$1,000.00
7.3	Failure to comply with Graffiti Order	Offence per day, each day after the breach	\$250.00
8.1, 8.2, 8.3	Failure to contain Construction Waste/Material	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$500.00 \$750.00 \$1,000.00
9.2	Repair of Motor Vehicles in Residential District	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$500.00 \$750.00 \$1,000.00
10.1	Littering	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$250.00 \$500.00 \$1,000.00
10.2	Fail to remove Litter	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences	\$250.00 \$500.00 \$1,000.00
11.1	Depositing Human Waste in a Public Place	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$250.00 \$500.00 \$1,000.00
11.2	Spitting	1 st Offence 2 nd and subsequent offences	\$250.00 \$500.00
12.1	Placing Flyers on Motor Vehicles	1 st and subsequent offences within 1 year.	\$150.00

Section	Description	Offence	Minimum Fine
13.1	Fighting in a Public Place	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$500.00 \$750.00 \$1,000.00
13.2	Being a Member of an Assembly failing to disperse as directed by a Peace Officer	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$250.00 \$500.00 \$750.00
13.3	Loitering	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$250.00 \$500.00 \$750.00
14.1, 14.2	Bullying	1 st Offence by an adult* 2 nd and subsequent offences	\$500.00 \$1,000.00
14.1, 14.2	Bullying	1 st Offence by a youth* 2 nd and subsequent offences	\$125.00 \$250.00
15.1	Panhandling	1 st Offence 2 nd Offence 3 rd and subsequent offences	\$75.00 \$150.00 \$300.00
17.1, 17.2	Curfew	1 st and subsequent offences within a year by a youth* Offence charged to the legal guardian.	\$200.00

Karine Wilhauk

From: Tony Hamlyn [REDACTED]
Sent: Saturday, September 22, 2018 5:34 PM
To: Karine Wilhauk
Cc: Brad Schlossberger; Brandon Levesque; Jackson Hamlyn; Jennifer O'Connor; John Wenlock; Karolyn Frank-Jensen; Sherry Levesque
Subject: Delegation at the Oct 9th meeting

Good afternoon,

I am writing on behalf of the Claresholm Skatepark Association asking if we may be considered for delegation at the Oct 9th, 2018 town council meeting.

Please let me know and we will plan accordingly.

Thank you very much,

Tony Hamlyn
[REDACTED]

This e-mail and any attachments may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately by return e-mail, delete this e-mail and destroy any copies. Any dissemination or use of this information by a person other than the intended recipient is unauthorized and may be illegal.

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



Date of Application: Oct 9, 2018

Date of Event: Oct 9, 2018

1. Applicant Information

Name of Applicant: Claresholm Statepark Association
Address: Box 2793, Claresholm AB T0L 0T0
Contact Person: Sherry Levesque
Phone, Fax, Email: 403-625-0629

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 & #

Applied for

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):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: \$ 2000.00

6. Details of how the funds will be expended:

We require \$6,000 for the plans to be done up by Newline. Once the plans are completed we will have something concrete to take to service groups to ask for donations. We have raised \$4,000.

2% of total project \$300,000 estimated cost of phase 1 concept for engineered plan is \$6,000.

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
n/a		

8. Organizational Information

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

We are working to build a facility for skateboarding and scootering and biking. Eventually providing a nice spot to sit and watch your children as they use the park

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

To build a skatepark for the community. Newline Skateparks helps communities from concept to completion. Once we have the design we can move forward with our aggressive fund raising plans. We aspire to have phase 1 complete for the 2021 Summer games

How will your organization acknowledge the Town's donation?

Interviews with the paper. Always include thank yous to donators. We see this as a joint project with the town; we will show our commitment to you with our fund raising efforts and will be ready with an official proposal in the spring 2019.

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
BBQ	\$1435	
Bank of Montreal BBQ	\$ 700	
BBQ	\$ 666	
Bearing Jar/Donations	\$ 300	
Feast of Claresholm	TBD	
Classic Cruisers	\$800	

\$ 3901.

Executive:

Chair - Sherry Levesque

Vice Chair - John Wenlock

Secretary - Tony Hamlyn

Treasurer - Karolyn Frank-Jensen

skater/member at large V18 - Jackson Hamlyn

skater/member at large D18 - Brandon Levesque

Town Council mbr - Brad Schlossberger

Community Member at large - Jennifer O'Conner

Dear Mayor MacPherson and members of council,

As you may know, November is Family Violence Prevention Month in Alberta.

At Rowan House Emergency Shelter, we provide awareness, education and support throughout the entire year as we work toward building violence free communities; however we do like to take this opportunity to put a spotlight on this work and get more people actively involved.

Once again, we are asking you to proclaim November as Family Violence Prevention Month in your community and have attached to this letter, a formal proclamation that we hope you will consider signing and returning a copy to us.

Another way you can take action is to #LaceUpforRowanHouse - where we're encouraging people to pick up a free pair of purple shoe laces and wear them November 1st – 30th to stand in solidarity with those affected by family violence. We are looking to move from a visual statement on the street to something that creates conversations in homes, businesses and schools. It is our hope that if people notice someone wearing these bright coloured laces, they might get asked about them and be able to start a dialogue on why they chose to take a stand against gender-based violence.

You can join the conversation on social media using the hashtag #LaceUpforRowanHouse or learn more by following us on Social Media.

Thank you for your support in helping to raise awareness to the harm done by family violence.

In gratitude;

Sherrie



Sherrie Botten,
Executive Director

Rowan House Society – Rowan House Emergency Shelter

Phone: 403-652-3316 / **Direct:** 403-603-5992

Fax: 403-652-3377

Email: director@rowanhouse.ca

November is Family Violence Prevention Month

*Whereas there are many people in Alberta who experience the impact of family violence;
and*

*whereas the impact may be carried on from generation to generation; and
whereas all Albertans have a role to play in preventing family violence.*

Therefore, I _____ do hereby proclaim the

Month of November 2018 to be Family Violence Prevention Month

*in _____.
(town)*

*I call upon citizens to speak out against family violence. I call upon you to make a
difference by creating a culture of support for those impacted by family violence. And I
call upon you to encourage all Albertans to help make our province violence free in 2017
and beyond.*

***In witness whereof,
I have here unto set my hand this***

___ Day of _____, 2018.

Signature



Oldman Watershed Council
319 – 6 Street South
Lethbridge, AB T1J 2C7

RECEIVED
OCT 18 2018

October 15, 2018

Town of Claresholm
Attn: Mayor MacPherson and Councillors
Box 1000
Claresholm, AB T0L 0T0

Dear Mayor MacPherson and Councillors:

Water is Life! In 2016, you provided \$1,323 to protect the Oldman watershed. Today, we are writing to ask for your continued support. Your contribution provides critical funding to inspire people across Southern Alberta to do more and to become engaged in the natural watershed systems in your area. OWC works hard to maximize our annual budget of \$740,000 but in order for us to reach our financial goals, we need your help!

Investments over the past 10 years have yielded enormous results for watershed health. Your dollars donated supported 61 projects including 49 km of riparian fencing and 25 off-stream watering systems which resulted in 7,175 head of livestock removed from water bodies and streambanks. Also, 26 weed pulls and 11 garbage clean ups utilizing 1,000 volunteers who filled 3,700 bags of invasive weeds and 1,977 pounds of garbage removal. We also hosted 8 biocontrol releases, 304 plans/assessments/surveys, 6 bioengineering projects, engaged 380 people in educational events, planted 1300 willows and installed 2 cattle crossings. As you can see, your donation goes a long way to reduce the damage to the watershed in your county.

This year has also seen some intense natural disasters in our area. The wildfires destroyed significant areas of land and forest. Drought followed by an early winter ravaged the farming community. Each of these events created significant challenges for the watershed and our community. It is time that every citizen steps up to do what they can to improve the health of the Oldman watershed so it can continue to provide the water we need to survive and thrive in the most water-limited region in Canada.

Towns help with just \$0.45 of unrestricted funds per resident.

For 3,780 residents based on the Municipal Affairs Population List, that is an investment of
\$1,701.00
and is *critical* for OWC to fund the work being completed.

As our way of thanking you for your support, we would like to invite you to our first annual

Sponsor Appreciation Luncheon

December 7, 11am-12:30pm

New Dynasty Restaurant: 103 - 7 St S in Lethbridge

Please RSVP to diane@oldmanwatershed.ca before December 4

If you would like a presentation, or have any questions, please contact Shannon Frank, OWC's Executive Director, by phone at: (403) 330-1759 or email: shannon@oldmanwatershed.ca.

Sincerely,

Douglas Kaupp, OWC Chairman

Claresholm Town Council has supported the Oldman Watershed Council in the past.
2010 to 2014 - \$1,110 per year
2015 - \$1,295
2016 - no donation
2017 - \$1,323
2018 - no donation

Willow Creek Continuing Care Centre

P.O. Box 700 · 4221 – 8 Street West · Claresholm, AB · T0L 0T0

Ph: 403-625-8600

October 19, 2018

Dear Mayor MacPherson & Council;

Please accept this invitation to join us on Thursday, November 22 at 2:00 pm for a celebration recognizing Willow Creek's Continuing Care Centre's 30 years of operation.

Our building was officially opened on November 4, 1988 with residents moving in on November 15, 1988 from the previous facility (built in 1957). Our 61,500 square foot facility on the west side of Claresholm is home to 100 long term care residents, a true gem for a community of our size! We employ 150 staff and have trained many of those to provide a high level of care to our residents. Our facility also offers out-patient physiotherapy services to the community. Family members are also prominent in our building, with many coming to visit daily or weekly.

Our residents and staff look forward to having you join us for coffee and cake, along with some entertainment. We would also invite the mayor to bring greetings on behalf of the Town of Claresholm. Please RSVP to Diane Webster at and 403-625-8616.

Thank you for your consideration, and we hope to see you on November 22!

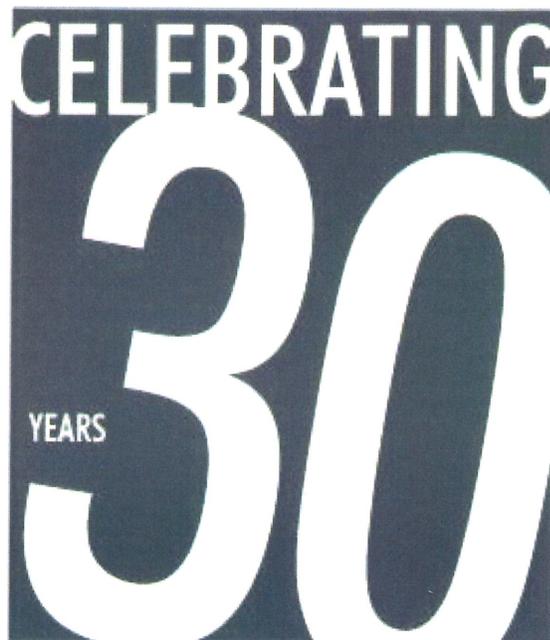
Sincerely,



Gerry Laing
Site Manager



You are cordially invited to join us at the
Willow Creek Continuing Care Centre



Since our doors opened on
November 4, 1988,
our staff have been proud to offer great
long term care to many residents and
their families.

Please join us to celebrate this
wonderful milestone!



November 22, 2018
2 - 4 pm
4221 - 8 Street West, Claresholm

Everyone Welcome!

Please RSVP to Diane at 403-625-8616



Claresholm & District

Health Foundation

Box 2630 Claresholm, Alberta T0L 0T0

October 9, 2018

Town of Claresholm
Box 1000
Claresholm, Alberta T0L 0T0

Dear Mayor & Council;

The Claresholm & District Health Foundation is very excited to host our **12th Annual GALA** on **Saturday, November 24, 2018** at the **Claresholm Community Centre**. GALA has become a successful fundraiser and offers our communities "**An Evening Out on the Town, In Town**". Our LIVE Entertainment will be a mixture this year of two bands: Adequate and Hurtin' alternating "rock" and "country" for all to enjoy! The evening will also include a fantastic meal as patrons come together for this FUN event.

THANK YOU for helping The Foundation purchase over \$1.8 Million Dollars' worth of equipment helping to make Local Health Care State-of-the-Art. **YOUR support truly makes a real and recognizable difference.** THANK YOU!!!

The Foundation's Mission is to meet evolving local health care needs. **We value YOUR ongoing partnership!** Money Raised Here, Stays Here. Thanks so much for choosing to be part of our team.

Kindly consider becoming a sponsor again this year. Enclosed please find the sponsorship information for your review. **Perhaps this is a fit for your company as a Christmas Party.**

Please join us to enjoy this wonderful evening out in support of the Claresholm & District Health Foundation. I look forward to speaking with you soon to learn if GALA is a fit for you.

Sincerely,

Tara Bishoff
Foundation Coordinator
(403) 682-3739
tara.bishoff@ahs.ca

www.cdhealth.ca

It would be wonderful
to see y'all at Gala
again this year "IF"
that might be a
fit. Thanks for
considering it!
Tara



Claresholm & District

Health Foundation

12th ANNUAL GALA

Saturday, November 24, 2018

SPONSORSHIP OPPORTUNITIES

Double Platinum Sponsor \$3000.

16 Tickets – Reserved Priority Seating
Verbal Recognition at the Event
Signage with Logo at the Event
Logo Recognition in the Claresholm Local Press

Platinum Sponsor \$2000.

8 Tickets
Verbal Recognition at the Event
Signage with Logo at the Event
Logo Recognition in the Claresholm Local Press

Gold Sponsor \$1000.

4 Tickets
Signage with Logo at the Event
Recognition in the Claresholm Local Press

Silver Sponsor \$500.

2 Tickets
Signage Recognition at the Event
Recognition in the Claresholm Local Press

Bronze Sponsor \$300.

Signage Recognition at the Event
Recognition in the Claresholm Local Press

Sponsorship History:

The Town of Claresholm has supported the Health Foundation Gala since 2007 with \$500 per year except 2013 when the sponsorship was \$800.



REQUEST FOR DECISION

Meeting: October 22, 2018
Agenda Item: 9

GOLF COURSE FROG CREEK DRAIN UPGRADE TENDER RECOMMENDATIONS

BACKGROUND / DESCRIPTION:

The Town of Claresholm had a stormwater study completed in 2014 which led to an ACRP grant application being submitted to complete the construction of our Storm Water Management Facility to the South of the Water Treatment Plant, along with the upgrade to the ditches along 8th Street West for conveyance of stormwater. In 2017, the Town applied for a second ACRP grant to complete phase 2 of the stormwater upgrade recommendations from the 2014 study to complete upgrades to the main outfall through Centennial Park, across Highway 520, and through the golf course ponds, however we were unsuccessful in obtaining a second ACRP grant at that time. As phase 1 was coming to a close, we were significantly underbudget and recognized an opportunity to get a scope change on our first ACRP grant to include a portion of phase 2 into phase 1 in order to utilize the funds already received in the first grant and be able to continue moving forward on upgrading our stormwater infrastructure.

In the Spring of 2018, we were successfully able to get approval on a scope change to move the upgrades to the golf course ponds into the first ACRP grant. Our engineers, Associated Engineering, were able to complete the preliminary engineering on this project and put out a limited tender to the two recent contractors that have already been working on Phase 1 of our stormwater project, Bos Scapes Inc. and Whissell Contracting Ltd. This limited tender was completed due to tight timelines to get the tender out, so the contractor could begin this winter on the project.

Both contractors put in a bid. There was only a \$432.55 difference between the two contractors with the low bid at \$401,611.98 and the high bid at \$402,044.53.

Our dealings with both companies on the prior contracts have been positive with little issues.

FUNDING:

As all the deficiencies and work for Whissell and Bos Scapes are not yet completely finished on the prior contracts in Phase 1 we don't yet have a firm number on remaining funding left in Phase 1 for this project, but there is an estimated \$500,000 as per the attached recommendation letter from Associated Engineering. Both Tenders are within budget as including in the 2018 capital budget for Phase 1 and would be covered by the ACRP funding and the municipal matching funding from MSI.

PROPOSED RESOLUTIONS:

Administration recommends that council make a motion to accept the low bid from Bos Scapes Inc. in the amount of \$401,611.98 as per Associated Engineering's recommendation.

RECOMMENDED ACTION:

Moved by Councillor _____ to accept the tender from Bos Scapes Inc. in the amount of \$401,611.98 for the Golf Course Frog Creek Drain Upgrades project.

ATTACHMENTS:

- 1.) Associated Engineering recommendation letter

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: October 19, 2018

October 17, 2018
File: 2015-3456.04.C.01.00

Marian Carlson
Chief Administrative Officer
Town of Claresholm
221 - 45th Avenue West
Claresholm, AB T0L 0T0

**Re: TOWN OF CLARESHOLM
GOLF COURSE FROG CREEK DRAIN UPGRADES
CONSTRUCTION TENDER RECOMMENDATION**

Dear Marian:

Bids were received on the above project and opened at Associated Engineering at 2:00pm on October 16, 2018. Two bids were received for the Construction Services and are summarized below. All bids were checked for mathematical errors and none were found in the two submissions. The total bid price (including 10% Contingency and 5% GST) for each submitted bid is shown in the table below:

Contractors:

BIDDERS	TOTAL BID PRICE	CORRECTED BID PRICE
1. Bos Scapes Inc.	\$401,611.98	No Change
2. Whissell Contracting Ltd.	\$402,044.53	No Change

We have also enclosed a copy of the detailed Tender Evaluation Report for your review and consideration.

Based on the estimated project funding (\$500,000), including contingency and engineering, the remaining funds are sufficient to cover the proposed scope of work.

It is Associated Engineering's recommendation that the Town of Claresholm award this Contract to Bos Scapes Inc.

Yours Truly,

Darryl Schalk, R.E.T., P.L. (Eng.)
Manager, Transportation

Enclosure



REQUEST FOR DECISION

Meeting: October 22, 2018
Agenda Item: 10

COMMUNITY ADVERTISING PROGRAM POLICY

DESCRIPTION:

The Community Advertising Program Policy was approved by Council at the July 16, 2018 regular Council meeting.

Eligibility for the program requires that three conditions be met, one of which is holding a current and valid Claresholm business license.

Because the intent of the program is to allow businesses operating within 10 km of Claresholm town limits to participate, it has been identified that the business license requirements should also include MD of Willow Creek business licenses and Alberta Southwest regional business licenses.

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt Policy #CEDC 10-18, the Community Advertising Policy, effective October 22, 2018.

ATTACHMENTS:

- Policy #CEDC 10-18, Community Advertising Policy, with amendments highlighted

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: October 19, 2018



Policy # CEDC [1007-18](#)

Community Advertising Program Policy

BACKGROUND

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

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

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

PURPOSE:

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

DEFINITIONS:

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

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

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

“Town” is the Town of Claresholm.

AUTHORITY & ADMINISTRATION

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

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

LEASE OF ADVERTISING SPACE

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

- current market demand
- cost and term associated with the Towns lease-opportunity
- cost and term associated with Participant sublease agreements
- design concept and materials to be used
- design of Town-branded portion of the advertising-space
- Appearance and condition of the billboard or associated structures.

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

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

SUB-LEASE

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

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

ELIGIBILITY

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

- Located in the town of Claresholm, or within ten (10) kilometers of the Claresholm town limits;
- hold a current and valid Claresholm business license; MD of Willow Creek business license, or an Alberta Southwest regional business license;

- have a physical building, that is not a home residence, for customer point of sale and/or service.

FINANCING

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

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

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

ADVERTISING SPACE APPEARANCE

Any advertising-space that is leased by the Town of Claresholm must be in sound structural condition and present an appearance that is consistent with the Town of Claresholm brand and marketing strategy.

MARKETING MATERIALS

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

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

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

- (3) The term of this lease shall be for the duration of time from [START DATE] to [END DATE]. During that time the following will be in place:
 - (a) The Lessee shall make monthly payments to the lessor in the amount of [AMOUNT] per month, and for a period of no less than [TERM]; monies payable on the 1st of each month without set off or deduction of any kind for the full term of this agreement;
 - (b) at the onset of this agreement the Lessee shall pay three (3) months deposit, in addition to the first monthly payment; this deposit to be reimbursed by the Lessor during the final three (3) months of the term, or upon the termination of this sublease agreement, whichever comes first; less any overdue accounts owing to the Lessor;
 - (c) overdue accounts relating to this agreement that are not settled within sixty (60) days will be issued a thirty (30) day termination notice;
 - (d) overdue accounts relating to this agreement that are not settled within ninety (90) days will be terminated, and their marketing material removed from the advertising space;
 - (e) because the Lessor operates on a cost recovery model, Lessee's that are responsible for the early termination of this agreement will be required to reimburse the Lessor for expenses relating to marketing material purchases, production, installation, and removal.
- (3) The Lessor will provide full administrative support in regards to the design, manufacturing, installation, and removal of the marketing material on the advertising space.
- (4) The Lessee acknowledges that they are aware of the condition, size, and location of the advertising-space, and understand that a portion of that space [DEMENSIONS] is being sublet to the Lessee.
- (5) The Lessee covenants and agrees with the Lessor as follows:
 - (a) to provide the required marketing images and text to the Lessor in a timely fashion, and in a format that is deemed appropriate by the manufacturers requirements;
 - (c) the concept and design of the advertising-space is at the discretion of the Economic Development Officer, and must be consistent with the Town of Claresholm marketing strategy and Community Advertising Program Policy;
 - (d) to sign-off on the concept -design, in agreement of the design, materials, and installation method, prior to manufacturing taking place, and without unreasonable delay.

- (6) The Lessee covenants with the Lessor that once the concept-design document is signed, there is no change permitted to the design of the advertising space, without agreement by both parties, for the duration of this sublease agreement.
- (7) The Lessee shall not assign, transfer or otherwise dispose of this sublease, or further sublet or part with possession of the advertising-space either in whole or in part without the prior written consent of the Lessor.
- (8) In the event that the marketing material on the advertising space is damaged due to extreme weather, or unforeseeable circumstance, the cost of repair or replacement will be the obligation of the Lessee.
- (9) The Town is not responsible or liable for the condition of the advertising-space, or the quality of the marketing material used.
- (10) If during the term of this lease a breach or default be made in any of the Lessee's covenants or agreements herein contained then the Lessor may remove any marketing material from the advertising-space at the expense of the lessee.

The effective date of this lease shall be [START DATE]

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

TOWN OF CLARESHOLM

MAYOR

CHIEFADMINISTRATIVE OFFICER

LESSEE

[PARTICIPANT]

WITNESS

Schedule 'B'

Lease Opportunity Information Sheet



Local demand for space:

Terms of lease:

Terms of sublease(s) to be sold:

Concept Design:

Town branded portion details:



INFORMATION BRIEF

Meeting: October 22, 2018
Agenda Item: 11

HANDICAP ACCESSIBILITY TO ARENA

Background

Our arena is not equipped with handicap accessible doors. After a request to price out the installation of automatic door openers, Mike Schuweiler contacted Claresholm Glass 88 for a quote, they referred him to another company from Lethbridge who has supplied us a quote for the supply and installation of 2 Stanley Magic Force door operators. They will come with a wall radio-controlled push button on the exterior and interior of the south entrance doors at the arena.

Discussion

We have obtained a quote from Stanley Access Technologies for \$5318.20 (plus GST) to provide better accessibility to our handicap residents for better accessibility for arena events.

ATTACHMENTS:

- 1.) None

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Darlene Newson – Infrastructure Admin Assistant

APPROVED BY: Marian Carlson, CGLM - CAO

DATE: October 18, 2018



Claresholm

INFORMATION BRIEF

Meeting: October 22, 2018
Agenda Item: 12

PLANNING FOR GROWTH PROJECT

DESCRIPTION / BACKGROUND:

WSP is nearing completion of the Area Structure Plan, and we anticipate a first draft for Council's consideration at the November 13, 2018 regular meeting.

Based on the open-house and land-owner discussions, alterations to the location of one storm pond and portions of allocated green space have been made to the ASP plan. A map is attached for your information.

At the August 13th meeting Council was made aware that an increase in scope of the project had been agreed upon by WSP and Town administration. This increase in scope for detailed-design work can be completed within the approved grant budget, and an application for approval was submitted by the EDO to CARES program administration.

Recently, program administrators requested more information in regards to the Towns request, and the EDO has responded. Attached is a document received from WSP identifying in more detail the costs associated with our desired detailed-design work.

Although we have not yet received formal response for the grant changes, CARES administration has assured that the application has been accepted, and with this further detail from WSP, appears to be well within the intent of the approved project.

DISCUSSION / OPTIONS:

In late September WSP Engineers and planners met with Mike Schuweiler and Brad Burns; it was identified that significant water and sewer upgrades would be needed to service the future plan area.

It will be important to phase-in these infrastructure investments over time, and these discussions have led to the resulting detailed design document "Scope Change #2" from WSP. Preliminary design work for 5th street upgrades, and budget for detailed design for phase-1 of development is outlined within.

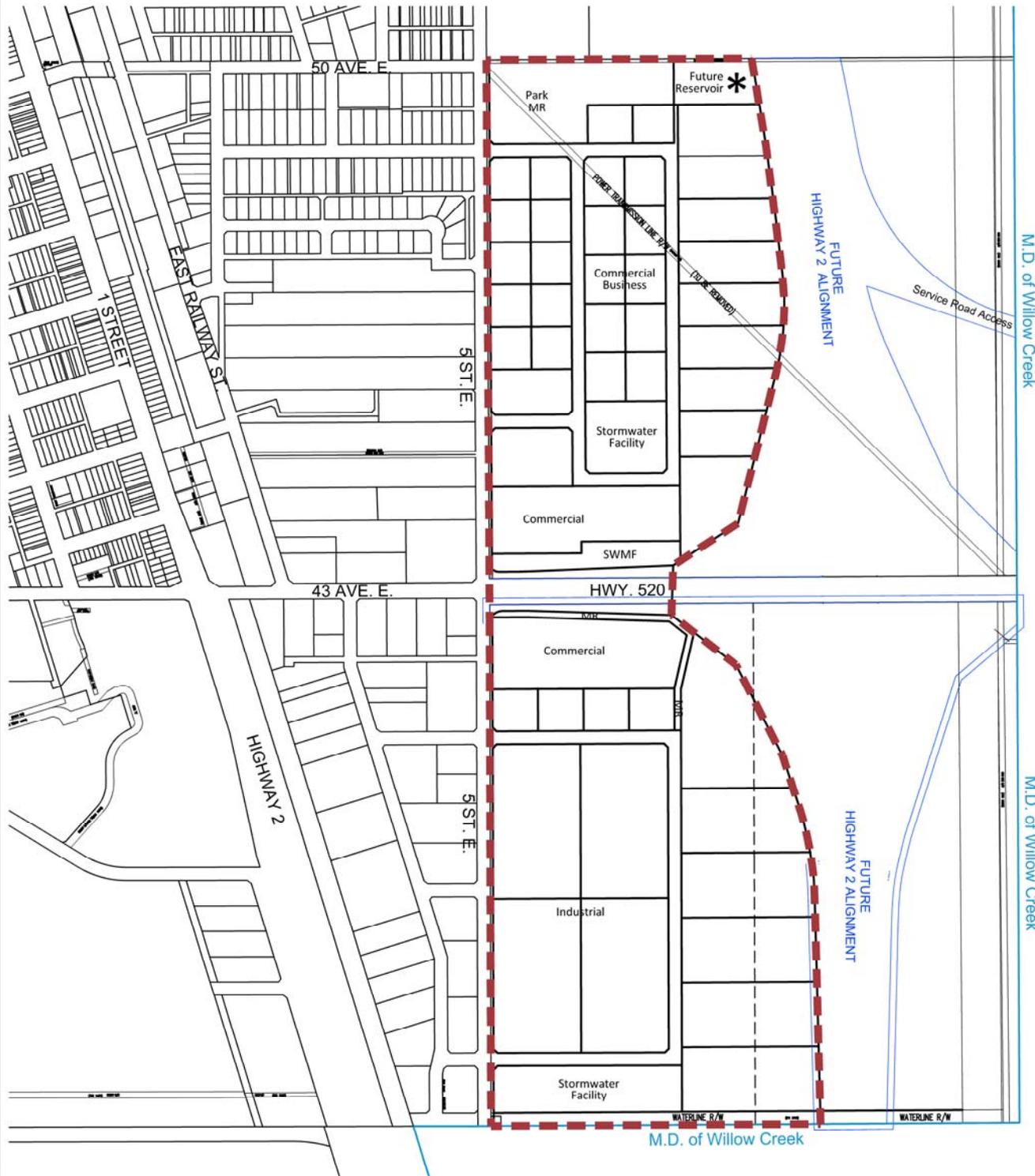
ATTACHMENTS:

- 1.) WSP New ASP plan map, October 17, 2018
- 2.) WSP Scope Change #2 Document, October 17, 2018
- 3.) EDO Project budget request to CARES, October 18, 2018

PREPARED BY: Brady Schnell

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 19, 2018



Legend

-  ASP Boundary
-  Business Industrial
-  Park - MR
-  Highway Commercial
-  Industrial
-  Stormwater Facility

Note: ADD NOTE HERE IF NECESSARY



October 17, 2018

Brady Schnell, Economic Development Officer
Town of Claresholm
Claresholm, AB
Delivered via e-mail: edo@claresholm.ca

Dear Sir:

We provide this letter to document agreed upon adjustments to the Scope of Services on the Planning for Growth Project.

BACKGROUND

WSP Canada Inc. was awarded the Planning for Growth Project based on WSP proposal dated May 3, 2018. The consulting agreement was entered into by the Town of Claresholm and WSP in May 2018.

- WSP submitted a revised scope letter dated August 7, 2018 and the Town of Claresholm approved additional scope totalling \$7,070 in additional fees. (Scope Change #1)
- This letter will summarize additional services to be provided since the approval of Scope change #1 and further work to help advance this project beyond the Area Structure Plan. This will include completing design work to facilitate the development of the early stages of the project in a cost effective, phased manner.

SCOPE CHANGE #2

ALBERTA TRANSPORTATION APPLICATION AND DISCUSSIONS

Following the Stakeholder Meeting with landowners, WSP initiated discussions with Alberta Transportation and completed an application for a new permanent access to Highway 520.

- Access management application and meeting
- Ultimately Alberta Transportation advised that the new access would not be approved. These detailed discussion and the application were not included in the original scope of work for this project.

Cost related to this additional work is \$4,200.

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

Tel.: +1 403 327-7746

T: +1 403 380-2825
wsp.com

BUDGET FOR PRELIMINARY DESIGN OF 5TH STREET UPGRADES

Knowing that the early phases of this project will be focussed on building off the 5th Street infrastructure, which requires upgrade, we recommend that the Town complete a preliminary design of the full 1800m length of the 5th Street Upgrades. This will include development of a reasonable and suitable staging plan for these upgrades, establishment of proposed utility alignments and preliminary drawings. We recommend the following scope be completed to prepare for the first stages of development.

- 1 This will include determining the most suitable road cross-section, alignment of water, sewer and storm trunks with consideration to gas, communications and power infrastructure upgrades in order to efficiently service the development.
- 2 Communication with shallow utility companies to confirm line assignment for all utilities in 5th Street.
- 3 Work with town public works and staff to finalize the road right-of way cross-section.

Deliverables;

- Preliminary utility profile alignment drawings
- Cost estimates based on phasing of the overall project.

Cost for the preliminary design scope for 5th Street is \$30,000.

BUDGET FOR DETAILED DESIGN OF PHASE 1 OF 5TH STREET UPGRADES

This scope will include detailed design of Phase 1 of the 5th Street Upgrades in order to start the development from the south and moving to the north. These drawings will be prepared to a tender ready status. This will allow the Town to act quickly when budgeting and financing of the project is finalized.

- 1 Tender Ready drawings for the southerly 400m of utility upgrades.
- 2 This will include determining the functional limit of development that can connect to this first phase of upgrades.

Deliverables;

- Stamped Tender Ready engineering drawings
- Pre-tender Cost Estimate

Cost for the detailed design scope for the first 400m phase of 5th Street is \$23,800.



SCHEDULE AND CLOSING

WSP is prepared to start immediately on this additional scope to allow for budgeting as soon as design is complete, and to allow for development of this land as lot purchasers come forward.

The proposed preliminary and detailed design will advance this economic development project to further stages, utilizing budget saved on the initial scope.

We wish to thank you again for the opportunity to work with the Town of Claresholm on this project. Please contact the undersigned if you have any questions about the contents of this letter.

Yours Truly,

A handwritten signature in blue ink, appearing to read 'Trent Purvis', written over a light blue rectangular background.

Trent Purvis
Southern Region Manager

/tp

Town of Claresholm, CARES Grant 03-07-TOC

Budget considerations

October, 2018

ITEM	APPROVED CARES BUDGET	PROPOSED BUDGET
Area Structure Plan	\$50,000	\$23,000
Concept Plan	\$25,000	\$23,000
Finalization and Adoption	\$15,000	\$2,000
Financial Feasibility	\$15,000	\$19,000
Market Study	\$20,000	\$21,000
Project Management	\$15,000	\$5,000
Supporting Technical Studies	\$35,000	\$24,000
Detailed Design Work	\$0	\$58,000
AB-Transportation Application & Discussion (\$4,200)		
Full 5th Street upgrade design (\$30,000)		
Phase 1 - Detailed Design (\$23,800)		
Total	\$175,000	\$175,000



CAO REPORT

October 22, 2018

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.

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

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

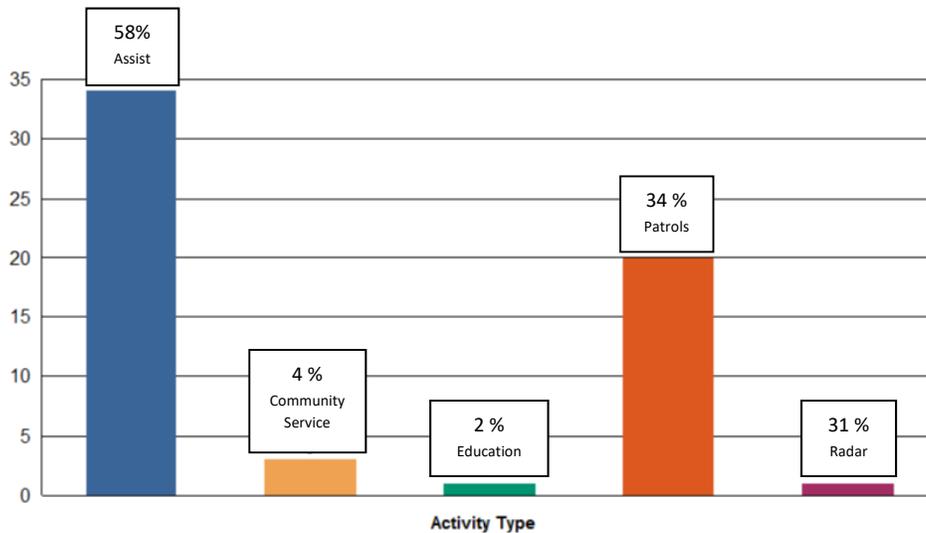


INFORMATION BRIEF

Meeting: October 22, 2018
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT September 2018

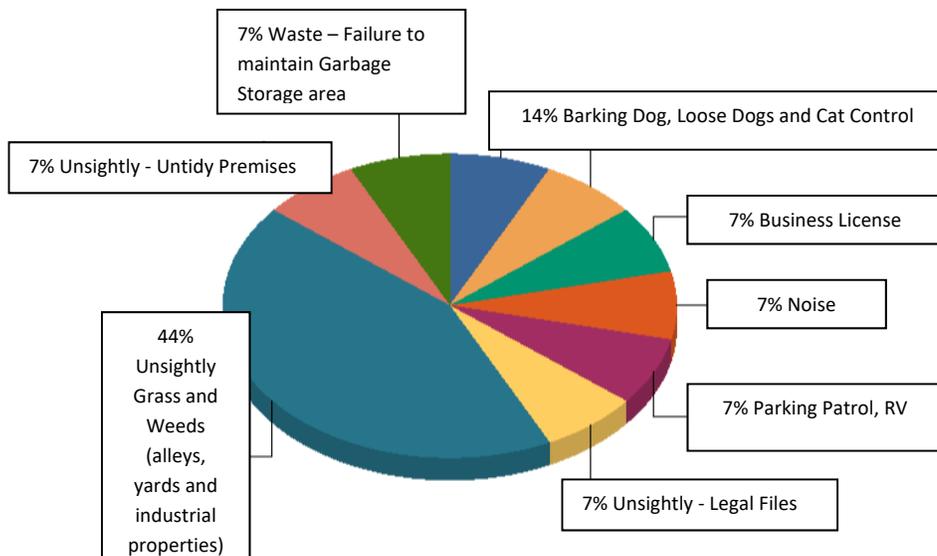
Community Engagement in September



September Enforcement Highlights:

1. "Back 2 School" campaign initiated with informational articles in the paper and school patrols.
2. No unsightly property orders issued, or work orders created for enforcement work in relation to grass and weeds.
3. Conversations ongoing with residents and business owners in relation to grass and weed control.
4. Legal case against a property owner for non-conforming building and unsightly properties finalized.
5. Work on a more in-depth "resident evacuation plan" initiated as a component to the Claresholm Municipal Emergency Plan.
6. Some Parking complaints received in relation to RV's on the streets parked for extensive periods of time, remedied without tow notices.
7. More animal control concerns forwarded by residents that consisted of wild animals becoming pests such as skunks, deer and bats.
 - Property owners are responsible from dissuading such animals.
8. Cannabis Consumption, Smoking and Community Standards bylaws written and prepared for first reading in October.
9. Town wide civic address review initiated to see if residents and business owners have their address posted, if the address is correct and if the address matches the municipal records.

Bylaw Infractions/Complaints/Actions in September



DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 9/24/2018 - 10/19/2018

Financial

- Management has started planning and drafting 2019 budget, as well as 3 year operational financial plans and 5 year capital financial plans. These drafts are ready for presentation to council committees starting the end of this month.
- Campground Attendant Proposals are coming in for the 2019 season, with closing date on the Request for Proposals being October 31st.
- Completed August and September month end reports for council and departments.

Museum

- Museum 2018 Season has come to a close.
- Culture Days event that the Museum Board helped organize and run went well with the exception of the bad weather that they had to contend with.
- Museum Board has scheduled a Strategic Planning Session for Dec 1, 2018 and will be sending out surveys to stakeholders and community groups and other individuals for feedback and ideas prior to that session.
- The AMA Recognized Museum Program application that has to be completed every 5 years to maintain recognized status with the AMA and be eligible for AMA grants was completed by the Museum Board and Director of Corporate Services and has recently been sent in. This was a fairly significant undertaking without a current Museum Executive Director on staff, so we truly appreciate the help the Board provided.

FCSS

- FCSS Needs Assessment survey has been prepared and will be going out shortly on Survey Monkey and will also be going out with residential utility bills at the end of October.

General

- Recently traveled to Granum to provide some accounting/financial controller support as per recent contract signed with them. They are using Muniware, the same as we are, which makes helping them simpler. Things went well and it appears this will be a positive arrangement for intermunicipal relations.
- Reviewing and researching possible use of Provincial Solar Grants that could be used for solar projects at municipal facilities, such as the new Multi-use Building or Water Treatment Plant. We have reached out to a few solar companies to look at the possibilities. The Solar companies would handle all the grant application and reporting process if the project was viable for us.

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

DEVELOPMENT OFFICER REPORT



For: 9/19/2018 - 10/18/2018

Development Permits

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

Compliance Requests

- ❖ 5 compliance requests received.

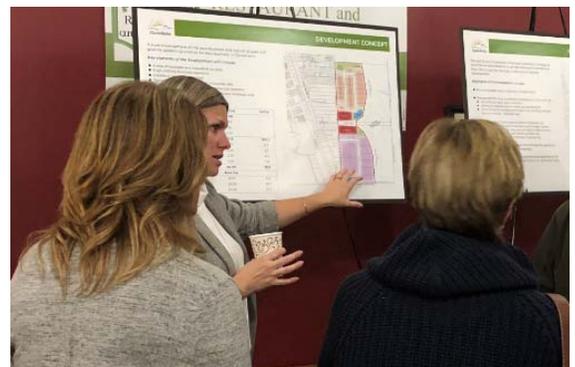
Miscellaneous

- ❖ October 12, 2018 – MPC meeting / LUB review.
- ❖ October 12, 2018 – Office Emergency plan and preparation review meeting.
- ❖ Local Press Ads: MPC approved developments ad, property for sale listings, MPC member needed, and Land Use Bylaw Amendment.
- ❖ Compiled and submitted the CFEP large stream grant on behalf of the Child Care Society.
- ❖ Provided Alberta Government office for Seniors and Housing with annual information for their apartment vacancy and rental cost survey. The previous years results can be found at the link below. <https://open.alberta.ca/publications/2369-8780>
- ❖ Jason and I participated in the Chamber business conference for a session regarding Bylaw/Development misconceptions. This was well received and there is potential to continue doing these information sessions to allow for questions and to provide information to the public. The Chamber investigating these sessions continuing.
- ❖ Tamarack Institute webinar – Creating Abundant Communities in neighborhoods. To deepen neighborhoods, we need to review neighborhoods economies, social capitals and individuals' gifts. Challenge: If each person was asked what three gifts/talents/jobs they would like to share with their communities and then were able to have a platform to share those gifts, communities would look different. When people are able to share what they are good at something gets produced in their communities. When people are asked what they need something has the potential to be given.
<http://www.tamarackcommunity.ca/latest/using-collective-impact-to-bring-community-change>

On-going projects

- ❖ Planning for Growth Project – continued work with the planners and engineers, landowner feedback submitted and plans for minor alterations to the plans have been submitted (photo from open house below).
- ❖ Multi-use building is underway with site survey conducted, architect and engineers are working on drawings.
- ❖ Road plan clean-up project– Landowner agreements are coming in, meeting with a few landowners to clarify any remaining questions.
- ❖ Tax recovery sale property – contract signed.
- ❖ Old West Water Treatment Plant sale completed.

*Submitted by
Tara VanDellen
Development Officer*



Economic Development Officer's Report

Town of Claresholm



October 18, 2018

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

Since the submission of the September 21st 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 the committee operations, as well as highlights for significant projects, when appropriate.

Economic Development Department

Over the last 6-months I have completed the Economic Developers of Alberta 3-part series offered through the University of Calgary. I have downloaded all of the content as it will be a valuable resource for the department on an ongoing basis. The courses are estimated at 15-hours each and included:

- Economic Development; Establishing the Foundation
- Business Retention and Expansion
- Business Investment and Attraction

Economic Development Committee:

The EDC met for a 3-year strategic planning session with Shilpa Stocker, on Wednesday October 10th in the Town Office Council Chambers. It was attended by 9 of the 10 members as well as past chairperson of the EDC, Ali Shivji, CAO Marian Carlson, and myself. The evening ran just under 4-hours and I thought it to be time very well spent.

Shilpa has provided me with her organized notes from the evening, and now it will be my responsibility to shape that information into a 3-year operational, and 5-year capital plan for the EDC and the department.

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

Industrial Land Study – Planning for Growth

I continue to work closely with WSP Project Manager Trent Purvis, and Planner Chuck McNutt as the project ASP nears its completion. I also continue to maintain a positive and productive relationship with the land owners, having spoke with them on a number of occasions over the past months. An information brief has been prepared for Council and outlines the recent activities in further detail.

Community Advertising Project

On September 17th I was on-site to supervise and install the second billboard for the program. There was also an opportunity to put the Town banner “Claresholm Where Business Takes Root” under an existing billboard and so I took that opportunity, and made the investment of \$600 with department funds. We now have 3 billboards installed with Town branding and local businesses being advertised.

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

I anticipate a 4th billboard to be up by the end of October. Photographs attached.

Claresholm Business Conference

I met with the conference committee and the Chamber Executive to debrief on September's event; both groups believe that hosting another conference in 2019, in partnership with the EDC is a good idea.

Building off of this event, we plan to host 4 information/training evenings over the next 9 months, using the same partnership structure, Business Conference branding, and advertising strategies. There is an abundance of government sponsored educators in our province and we plan to tap into the low-cost resources that are most relevant to our region. Project outcomes:

1. Foster an ongoing working relationship between the Town and the Chamber of Commerce
2. Business retention and expansion; providing opportunities for our business owners to learn, adapt, and network
3. Workforce development and talent attraction; retain, attract, and train labour inside our community
4. Market Claresholm as a regional centre for training, education, and business leadership programs

The first information evening has been scheduled for Tuesday November 27, 2018 at the Legion. The evening will be focused on Cannabis in Claresholm with presenters Jason Hemmaway, Jeff Nielsen, and more to come.

Event Planning

I met with contracted event planner Lauren Billy regarding the several items including: the New Years Eve Skate, the level of involvement that can be expected from the EDO for future events, and the needs and goals of those events for 2019.

Claresholm Welcome Signs

Claresholm has received a permit from Alberta Transportation allowing for the installation of an LED sign onto existing welcome signs. The LED's have been ordered through National Neon (Direct LED) in Calgary and will arrive in 4-6 weeks via air-transport.

The LED signs will be 17-feet wide and 25-inches tall, (existing welcome signs are 20 feet wide)

Installation is included; however, an electrician will be required to connect to the utility. Once completed the Town will be able to update high resolution LED images with a smart-phone application. Several rules apply and it will be important to follow LED-Highway guidelines.

Home Based Business Luncheon

Claresholm has issued almost 70 home occupation business licenses in 2018, and at least 12 of them are new businesses. Using email and telephone all licenced HBB's were invited to a luncheon, focused on home occupations and held at Putters restaurant on October 2, 2018. The agenda included an introduction to Claresholm Economic Development, the Chamber of Commerce, Community Futures, and a representative from Chinook Financial. Guests were impressed with the networks and resources that are available, and the feedback we received was very valuable, Business Visitation Surveys were completed by everyone. 16 people were in attendance representing 9 different businesses, plus chairperson of the EDC Paul Zemlak, and EDC member Darla Slovak.

Local Press, Celebrating Small Business Week

For at least the second year in a row the Town ran a thank you advertisement in the Local Press for Small Business Week. This year we used the same format for the ad, however I collected new photographs so that our most recent start-ups could be celebrated.

Additionally, I gave an interview to Local Press Editor Rob Vogt for two separate articles, those being focused on the services offered by Claresholm Economic Development, and the economic success that we've seen over the past year. I will continue to identify and create opportunities to have the economic development of Claresholm featured in the media locally and regionally.

Submitted

Brady Schnell, Economic Development Officer



Director's Report September – October

- Sat in on interviews for a Navigator position for The Station. They have hired Trish Hoskin from Fort Macleod to work part time as a Navigator and to assist with fundraising. She will begin on November 1, 2018
- Attended the first class (two grade 2 classes combined) for Roots of Empathy at West Meadow. This is the fifth year we have been running the program at the school. I will attend the second class (one grade 2 class) which will begin in October.
- Contacted local agencies involved (Lodge, Housing Authority, and Care Centre outreach) about Senior Secret Santa program (this program comes out of Calgary) and have updated our list of participants for this year. We have 36 seniors in need that will be receiving some Christmas gifts this year.
- Signed a new contract with AHS Mental Health for Oct. 1/18 to Sept. 30/18.
- Attended a photo opportunity at Soft Play. They were recognizing and thanking their funders for the year.
- Attended Culture Days- organized games for older kids. It was too cold to be outside so we wrapped it up early. Got a chance to chat with John Barlow about some of our programming and lack of continued funding.
- Held a free webinar for seniors about benefits and CRA tax information. Two senior men attended.
- Looking into keynote speakers for Women's Conference.
- Looking into hosting a Bridges out of Poverty workshop. After attending a mini-workshop to get a taste of what it was about, I feel this would be a great workshop for anyone involved with the

citizens of the town and with the vulnerable sectors. Our hope is to hold this workshop for free for a variety of shareholders.

- Allison and Sherry held a meeting with some key stakeholders around hoarding issues. They are looking into starting a coalition to deal with residents affected by hoarding issues.
- Youth of Tomorrow helped out at Culture Days, helped set up at Senior Centre for a scrapbooking workshop and went on a fieldtrip to Aldersyde to the Comic Con.
- Helped out at by-election for lunch relief and counting ballots.
- Met with people from My Victory Church about our collaborative plans for Christmas giving. We are trying to get all the areas of giving covered and work with all agencies involved so there will be no overlap and no one will go without. Set up next meeting for Oct. 29th
- Dad's Central (funded program offering fun things for dads/grandpas/uncles etc. to do with their children) will be at the Station Oct. 24 for pumpkin carving fun with dads and kids (any age)!
- Friday Oct. 26 we are partnering with Local Press to put on the Zombie Walk. Join us for a walk around town, some fun, treats and scariness at Amundsen Park!
- Received a call from Sandy (Granum CAO) about helping to get FCSS program organized. Had discussion with Blair and will visit Granum to see what needs to be done and how much time will be needed. Will be contacting FCSS head office for more direction as well.

October 2018 H/R Taxation Report



Prepared by Lisa Chilton

Human Resources

The Museum has now closed for the season. The two remaining staff, that were there from September until Thanksgiving weekend, have now finished. The gardener finished as well. Her last day was October 5th.

Assessment and Taxation

Logan Wehlage, of Benchmark Assessments, has completed his assessments of the non-residential properties in town and is assessing the machinery and equipment. Even though we don't have a mill rate for machinery and equipment it is necessary to keep the values up to date.

The Town now holds title to the triplex at 232, 234, and 236 – 50th Ave West. Further decisions for the next step will be brought forward through Marian and the development department.

Below are the current outstanding taxes, except for the Tax Installment Payment Plan participants, at October 16th, 2018.

- Taxes outstanding are **\$238,116.85** summarized as follows:

\$ 158,545.44	Late taxes for 2018 (current year not paid)
\$ 18,920.07	Tax recovery property not sold at auction 2017 (town-owned now) (sold for \$6000.00. Taxes will be cleared off)
\$ 23,588.18	Tax recovery property not sold at auction 2018 (town-owned now)
\$ 25,418.07	Properties under tax agreement (3)
\$ 1,842.19	Tax arrears properties on list for 2018 (subject to sale in 2019)
\$ 9,893.90	Other arrears and penalties

There were eight (8) properties on the 2018 Tax Arrears List. Five (5) have been paid in full and two (2) are under a tax agreement. One (1) has made a significant payment but not paid in full. This final one (1) tax payer has until March 31st, 2019 to pay in full.

One (1) of the properties that were on a 2017 tax agreement has sold and the taxes are paid in full.

Infrastructure Services



October 2018

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Airport

Inspections done weekly. No new issues to report. Runway condition is fair. Runway lighting is working and terminal building is open for flight registrations. No further bookings have been confirmed for this year.

Arena

The Arena is open and primetime bookings are 80% full. Still waiting on the roof leak repair to be completed (Charlton Hill hired). With the fire alarm issues in this building, we are still required to provide fire watch until repairs are completed. The curling rink “Chiller replacement project” has been completed and the plant is in operation. This project went well and the improvements to the rink were badly needed. The curling club is making ice for the season

Town Buildings

The new Multi-use building Asbestos abatement has started. This work is expected to take 2 to 3 weeks to complete. The museum exhibit hall’s fire alarm system has malfunctioned and we are waiting for the new system to be installed. The museum station has also had alarm issues, and we have replaced some motion and heat detector devices as they were 10+ years old.

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. Currently our permit system allows us the opportunity to mark the exact location of every plot, before they arrive, but the companies are not following the permits.

Equipment

The large air compressor is broken down, and the diesel engine has been sent out to John Deere. Now that the summer parade schedule is over we will start repairing the float and have it ready for the Santa Parade in November.

Garbage

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

Sidewalks

The 2018 sidewalk repair program is underway, but has been slowed up due to the cold weather. There is approximately 500 lineal meters of sidewalk/curb to be replaced and 13 new wheel chair ramps to be installed this year in various locations

Pathway construction proposed for 2018 has been completed, signs and garbage's and benches to follow.

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 53rd Ave. East. Once repaired we will inspect the complete line as we could only inspect a small portion of the line.

Work on the 2018 Sewer trunk main replacement project from the Airport to the lagoons has been completed. This 2.5km, 30" pipeline will handle all the Town's sanitary sewer, and should last for the next 100 years. The tie in is finished and the new line is in operation. Waiting on the Engineers report of the video inspection, and the landowner's signoff. There may be some grass seeding to carryover to the spring if we do not get a catch this year.

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 PW.

Storm Water Drainage

The storm pond grass seeding work and tree planting is completed. Approximately 100,000 plugs of grasses were planted, 45,000 live willows, 10,000+ shrubs and around 100 Coniferous & Deciduous trees 50mm cal. and larger. Work on designing the next phase of the storm sewer system upgrade has been completed, and the project is out to tender. This is the work through the golf course channels and pond level control for minimizing the backup of the storm piping upstream as recommended by our engineers in our master storm management plan.

Parks

Parks staff are now working full time at the Arena, and work in the parks has been mostly concluded. Irrigation is still to be blown out in some parks and the museum. This will be done as soon as the compressor is repaired and staff is available.

Recycling

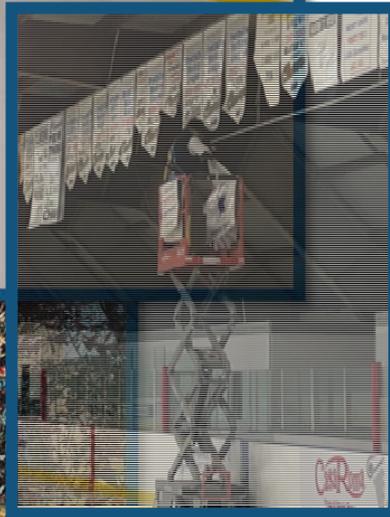
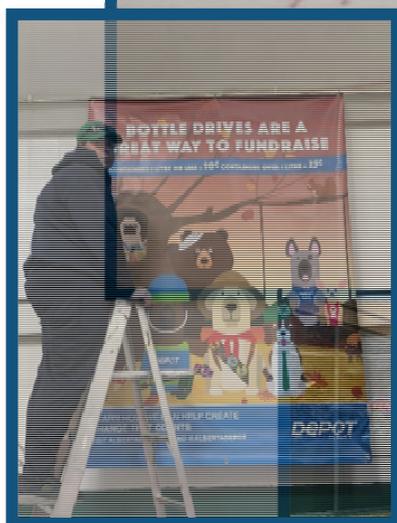
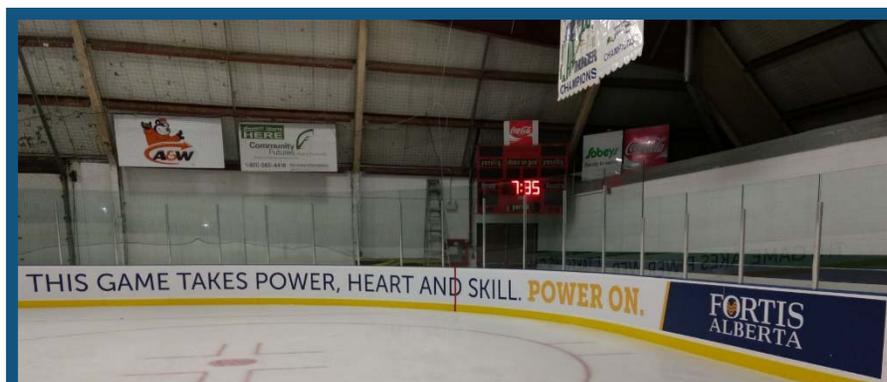
No issues to report.

Staff

No problems to report.

CLARESHOLM RECREATION

September-October 2018



Authored by: Denise Spencer

Arena

1. Advertising:
 - a. 22 spaces are available on the Rink Boards on ice as the original number of 25 did not take into consideration the gates & center, goal, and neutral lines.
 - b. 16 spaces on the ice have advertising on them currently, 9 are from Fortis, 5 are from the Minor Hockey advertising promotion, 8 will be from community businesses who decided to support the Arena through advertising. The installations were by Denise, Kris, Arnold & Barry
 - c. There are 5 businesses who have confirmed they will be advertising on the ice boards, 2 of these are choosing to do a smaller width decal due to the size of space available.
 - d. 2 off Ice board advertising have been installed, we are waiting on confirmation of another business for the space
 - e. 2 Opaque (transparent) ads are installed, these are on the plexiglass and look great!
 - f. The North Wall advertising is being followed up on as the signage has been updated this year from plywood to lightweight white board.



Arena Advertising 2018-19

LEVEL	ARENA AREA	STANDARD	FEES 2018-19	LEVEL	ARENA AREA	STANDARD	FEES 2018-19
LEVEL 1	RINK BOARD (On ice, visible to)	30" x 96" Decals	\$480 (First year) \$315 (Year after)	LEVEL 2&4 AREA	RINK GLASS (Visible to public, west & south)	4" x 48" Opaque Decal (Transparent)	\$300 (First year) \$200 (Year after)
LEVEL 2	RINK BOARD (By walkway, visible)	30" x 96" Decals	\$460 (First year) \$300 (Year after)	LOBBY	43" MONITOR (Banner style text)	Bottom of Screen	\$60 with Rink Advertisement
LEVEL 3	NORTH WALL	4' x 8' WHITEBOARD	\$440 (First year) \$285 (Year after)	LOBBY	43" MONITOR (15-20 Second Video Clip)	1/8-1/2 Screen FB	\$90 with Rink Advertisement
LEVEL 4	RINK BOARD (South end, off)	30" x 96" Decals	\$420 (First year) \$275 (Year after)	NEW IN 2018			

403-645-3381
 marianma.org@claresholm.ca
 403-645-3173
 denise.apencer@claresholm.ca

2. Lomond Lakers Junior B Team is booked for 2 practices per week, plus home games. Admission is \$10 per game.
 - a. We have requested a Lomond Lakers Banner from the team to hang in the Arena
3. A Google Calendar for the Arena 2018-19 season is now available. There will be 2 administrators, Denise, Arena Personnel which will keep the schedule current.
4. Tournaments:
 - a. 11 Tournaments are confirmed, there are 2 tournament spaces still available during the Christmas holidays.
 - b. 1 group backed out of a tournament, and is booked to play exhibition games instead. During the Christmas Holidays we had booked a 2 day, 2 tournaments spot which the organizer cancelled October 18 due to lack of interest
 - i. Calgary now had a "Hockey Super League, HSL" which has affected Calgary Minor Hockey and their tournament slots. The HSL has a longer season and cannot cross over to Minor Hockey.
 - ii. We have had one group change to exhibition games, and another is not certain at this time if they will be able to run their tournament in November.
 - iii. Calgary Minor Hockey as of the 2018-19 season has changed the available team games from 45 to 40, which has impacted the amount of tournaments they can play
5. Monitor: Time constraints and the inability of the Adobe Flash Plug (an add-on to the Arena computer to access web resources) have caused delays.
6. The arena staff have washed and rehung the Minor Hockey Club banners from past seasons, as well as added another cord to have the banners all on the east side of the ice, they look excellent
7. The Grand Opening BBQ on September 24 had over 200 people stop by to eat, hamburgers that were left over were donated to Minor Hockey. The cakes and cupcakes were given to the user groups.



CAC- Clareholm Aquatic Centre

1. Fall programs have filled up very well, lesson spots were switched around to provide more private lessons for our patrons
2. The January-April Program guide will be available the last week of November. There have been many inquiries regarding upcoming lessons
3. Shutdown is scheduled to begin November 11, 2018. This year we have quite a list, which AHS maintenance feels we can have accomplished within a 3 week time span. The facility users meeting was held October 11 in the CCMHA library, items included the following;
 - a. Chlorine pipes under the pool basin will be repaired as soon as the pool is drained. After that repair a team of 4 staff members will start the basin, grates, and deck clean. Estimated time is 24 hours (3 8 hour shifts).
 - b. 1 staff member will be coming in to ensure our chemicals are labelled and WHMIS book are 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
 - c. AHS Maintenance and Mike Schuweiller are coordinating a day that they can look at the lockers at the Old Elementary school. If these lockers are deemed acceptable by AHS they will be a cost effective way to replace the lockers that are rusted in the men's change room
4. We had a Safety Meeting October 13 in which we discussed procedures for dealing with incidents, hazard assessments, and fire safety. This meeting was paramount as we have had 3 separate incidences towards youth, within a short period of time. Due to the potential risks involved it was important for the staff to be aware of the importance of following protocol which includes documentation. Other items included that everyone plays a role in a facility as different people have different responsibilities that ensure the smooth running. Emphasis on systems and team work because everyone is valuable to the whole.
5. Kayaks: these will arrive the 2nd week of December, and be at our facility until the 3rd week in January. Schools have been notified, with 2 bookings. There will be Kayak programs running through the Christmas Holidays. We have 1 trained instructor, with another who feels she needs more experience before instructing a class. This will be the 3rd year we will participate in Alberta White Water Rafting Association Kayak program, a non-profit organization that educates the youth on the benefits of kayaking as a recreational activity
6. Schools: Bookings have been made for the 2018-19 school year. These are done as early as possible to coordinate other community programs during the day. Typically the first set of emails goes out to community schools at the end of August, when teachers are back at the school. Denelle took on this responsibility for 2018-19.
7. We had a Recert Weekend scheduled for October 13 & 14, with reduced fees for combining First Aid, National Lifeguard and Lifesaving swim instructor Recertification's. LSI was the only recert that ran due to lack of interest, it was well attended with 6 participants.
8. High River pool is experiencing an extended shutdown which may be unresolved until early 2019
 - a. It's positively affecting our Aquafit attendance
 - b. High River Dolphins Water Polo has requested time slots
 - c. High River Tigers Winter Swim Club has requested time slots as well

Pickleball

Indoor Pickleball started October 4, 2018. It will run Thursdays from 7-9pm. The new contact for this Town Sponsored recreation activity is Irene Leeds.

Claresholm Skate Park Association

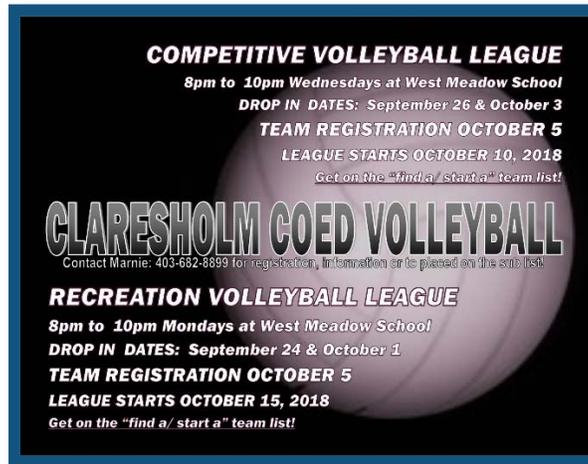
The meeting October 18, 2018 detailed the delegations to service groups and the planning for the fundraisers in 2019. These include Winterfest, Mexican Fiesta and the Fair Days, details to be announced, stay tuned!

SARA Board

There was a retreat October 2 & 3 specific to strategic planning and rebranding of the organization. Unfortunately circumstances, then snow cut this event short for myself.

Co Ed Recreation Volleyball

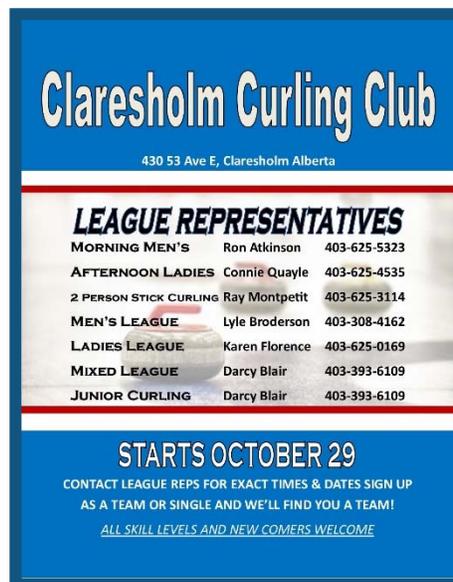
Created the poster for this community recreation opportunity



Curling

The Claresholm Curling club requested that we post their information on the Claresholm Rec Site, to make it easier I did up a quick poster.

Lyle is starting the ice preparation at the Curling Club this week





Claresholm

UTILITY SERVICES REPORT

October 2018

3700 8th Street West

Work# 1-403-625-3100 brad.burns@claresholm.ca

Box 1000 T0L-0T0

Cell # 1-403-625-1687 www.claresholm.ca

Claresholm, Alberta

Fax # 1-403-625-3869

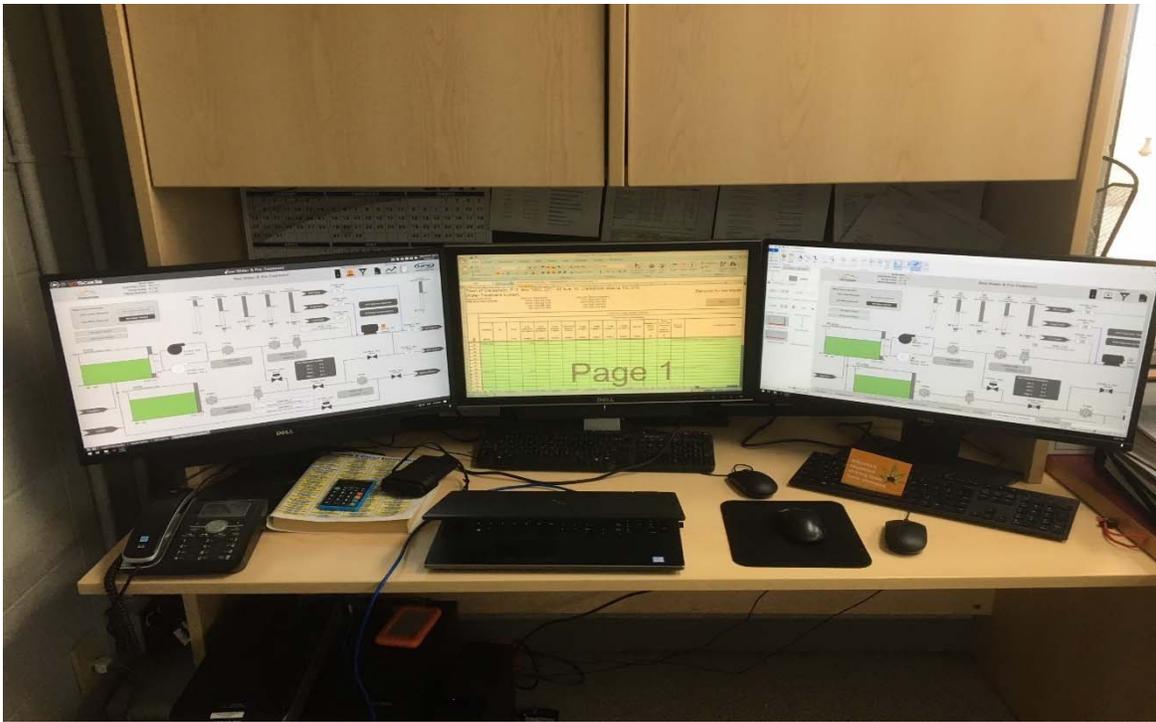
Utility Services Manager, Brad Burns

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 inspect roof.
- Clear Water Controls onsite to service chlorine room equipment.
- Clear Water Controls onsite to inspect and service backflow protection.
- MPE investigation MCC 24volt power supply issue.
- MPE VT SCADA upgrade close to completion and should be in service by the end of October.

NEW VT SCADA MONITORS



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.
- Regional Water Treatment Plant inspection (pass).

MEETINGS

- Bi-weekly management meetings.
- Emergency Preparedness meeting.
- MD water/wastewater transfer.
- Lagoon outfall project.
- Budget meetings.
- Golf course/storm water upgrade meetings.

SAFTEY

- 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.

CHEMICAL

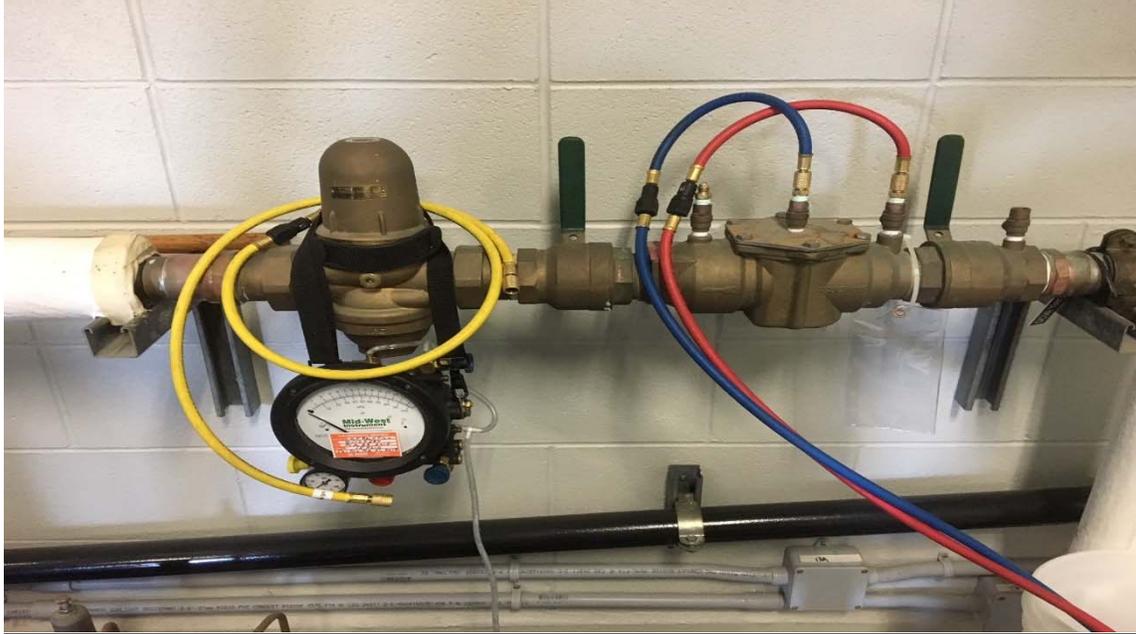
- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.

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.
- Telemetry SCADA link control module firmware upgrade.
- Clear Water Controls onsite to inspect and service backflow protection.

BACKFLOW TESTING



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.

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.
- Clear Water Controls onsite to inspect and service backflow protection.

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.

GOVERNMENT COMPLIANCE

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Microcystin (blue green algae) testing negative.

TOWN OF GRANUM AND SUPPLY LINE

- CICON Engineering upgrading reservoir building pumps, backup generation and other related components.

METER VAULTS

- Check acreage meter vault bi-weekly.
- Pump acreage meter vault and inspect for leakage.
- Check Granum meter vault bi-weekly.

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 discharge to Willow Creek set for October.

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.
- DEXON blower air flow sensor replaced.
- Red Lion display repaired and replaced.
- Lagoon outfall line installation is complete.
- Dirt works are to continue during the spring when the area has properly dried.

LAGOON OUTFALL LINE



LAGOON OUTFALL LINE CONTRL VAULT



LAGOON OUTFALL LINE COMPLTION



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 6134mm
- Check blowers to lake daily.

GOLF COURSE

- Backwash water from process continues through the neutralization system to the holding ponds.



INFORMATION BRIEF

Meeting: October 22, 2018

Agenda Item: 14

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 a later date.	In progress
22	RFD: Increase of 70 km/h zone - Moved by Councillor Schulze to apply for speed zone extensions from Alberta Transportation as follows: Move the 70 km/h zones from their current locations; 200 meters north and south, which effectively stretches the 50 km/h zones 200 meters north and south, on Highway #2 in Claresholm, on both north and south bound lanes. CARRIED MOTION #18-076 NOTE: Copy to be sent to MLA Pat Stier	Jason	Request for changes sent to Alberta Transportation by email 2X, conversation scheduled with Transportation Minister at AUMA Sep, 2018	In progress
Regular Scheduled Meeting - September 24, 2018				
19a	IN CAMERA - Moved by Councillor Zimmer to enter into an intermunicipal contract with the Town of Granum to provide Granum with Financial Management services and support on a contract basis. CARRIED MOTION #18-155	Blair	Contract executed	Complete
Regular Scheduled Meeting - October 9, 2018				
1	BYLAW #1654 - Moved by Councillor Moore to give Bylaw #1654, the Cannabis Consumption Bylaw, 1st Reading. CARRIED Moved by Councillor Moore to amend Bylaw #1654, the Cannabis Consumption Bylaw, to remove Sections 4.1 and 4.2 regarding nuisance consumption prior to 2nd Reading. CARRIED	Karine/Jason	Bylaws edited, saved in legal format, RFD prepared	Complete
2	BYLAW #1655 - Moved by Councillor Schulze to give Bylaw #1655, the Smoking Bylaw, 1st Reading. CARRIED	Karine	On October 22 Agenda for 2nd & 3rd Readings	Complete
3	BYLAW #1656 - Moved by Councillor Carlson to give Bylaw #1656, the Community Standards Bylaw, 1st Reading. CARRIED	Karine	On October 22 Agenda for 2nd & 3rd Readings	Complete
7	RFD: Temporary Parking Request - Moved by Councillor Carlson to approve the temporary location for the motorhome storage until April 1, 2019. CARRIED MOTION #18-158	Tara	Letter of Understanding signed.	Complete

8	RFD: Tax Exemption Applications under COPTER - Moved by Councillor Zimmer to accept the application and exempt the taxes for the Claresholm Curling Club for 1 year. CARRIED MOTION #18-159	Lisa	Letter sent	Complete
8	RFD: Tax Exemption Applications under COPTER - Moved by Councillor Schlossberger to accept the application and exempt the taxes for the Claresholm Golf Club for 1 year. CARRIED MOTION #18-160	Lisa	Letter sent	Complete
8	RFD: Tax Exemption Applications under COPTER - Moved by Councillor Schulze to accept the application and exempt the taxes for the Prairie Winds Clubhouse Society for 1 year. CARRIED MOTION #18-161	Lisa	Letter sent	Complete
9	RFD: "Planning for Growth" Project Name - Moved by Councillor Zimmer to adopt "Starline Business Park" as the name for the new Area Structure Plan, for the "Planning for Growth" project. CARRIED MOTION #18-162	Tara	Sent approved name to planners	Complete
17a	IN CAMERA: LAND - Moved by Councillor Zimmer to accept the offer to purchase from Jay Gustman for the property described as Lot N ptn. 20, Block 1, Plan 147N located at 4712 – 2nd Street West, in the amount of \$6,000.00 (no GST) with amendments as discussed. CARRIED MOTION #18-163	Tara	Notified Lawyer and Purchaser	In progress
17b	IN CAMERA: Confidential Evaluations - Moved by Councillor Moore to appoint Lindsay Watson to the Claresholm Public Library Board. CARRIED MOTION #18-164	Karine	Email sent	Complete
17b	IN CAMERA: Confidential Evaluations - Moved by Councillor Schlossberger to appoint Doug Priestley to the Municipal Planning Commission. CARRIED MOTION #18-165	Karine	Email sent	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 19, 2018

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

September 7, 2018
Town of Claresholm – Council Chambers

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

Staff: Tara VanDellen – Development Officer

Public Present: Rob Vogt/Claresholm Local Press, Cody Fletcher, Garry & MayAnne Johnson

8:28 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the agenda by Mayor MacPherson
		CARRIED

	Adoption of Minutes	Motion to adopt the Meeting Minutes By Jeff Kerr
	<ul style="list-style-type: none">• August 17, 2018	Seconded by Mayor MacPherson
		CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT	Motion to approve With conditions by Jeff Kerr
	File: D2018.079 Applicant: Garry & MayAnne Johnson Owners: Garry & MayAnne Johnson Address: 310 50 Ave W Legal: Lot 18, ptn 19, Block 15, Plan 147N Regarding: Discretionary Use: Moved on Garage	Seconded by Sharon Galbraith
		CARRIED

Mayor MacPherson left the room (pecuniary interest)

Item 2: ACTION	DEVELOPMENT PERMIT	Motion to approve With amended conditions by Jeff Kerr
	File: D2018.080 Applicant: Cody Fletcher Owners: Cody & Andrea Fletcher Address: 95 Mountainview Crescent Legal: Lot 9, Block 1, Plan 7810389 Regarding: Accessory Building addition with variance to rear yard setback	Seconded by Sharon Galbraith
		CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

September 7, 2018
Town of Claresholm – Council Chambers

8:50 a.m.

Motion to adjourn
By Sharon Galbraith

CARRIED

Next meeting: October 12, 2018 8:30 a.m.

Sharon L. Galbraith
P.O. Box 2601
Claresholm, AB T0L 0T0
403-625-3816

RECEIVED

OCT 12 2018

October 10, 2018

Town of Claresholm CAO
Ms. Marion Carlson
PO Box 1000
Claresholm, AB T0L 0T0

Dear Marion,

Please accept this letter as notice of my resignation from my position as a Member at Large on the Town's Municipal Planning Commission.

It has been my pleasure to work with you and your team over the past several years as I believe Claresholm is poised for continued growth and I wish you much success.

Regards,



Sharon Galbraith

The Bridges at Claresholm Golf Club
Regular Board Meeting
September 20, 2018

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

ABSENT: Ted Menzies

1 CALL TO ORDER:

Ray called the meeting to order

2 APPROVAL OF AGENDA:

Wes moved the approval of the agenda. Carried.

3 APPROVAL OF MINUTES OF THE AUGUST 16 MEETING:

Berny moved approval of the August 16 minutes. Carried.

4 OLD BUSINESS:

5 CORRESPONDENCE:

Lyle read a letter from a couple requesting a refund on fees for golf as they didn't use them due to health issues. Barry moved that we credit them back half their fees they paid early. Motion carried.

6 REPORTS:

Bridge Committee Report:

Dennis Simpson reported they have a rig mat they can purchase for \$1,000.00, moved onto site. There will be 32 inch sides but no roof as it would block off the sand trap. Bob handed out a proposed drawing of the plan. Lumber at a cost of \$500.00 and metal and bolts at a cost of \$200.00 would be needed. Bob moved we approve the project for a cost not exceeding \$3,000.00, pending donations to cover these costs. Motion carried.

6.1 GREENS COMMITTEE

Weeds have been sprayed on front nine holes and a plan is in place to spray foxtail next week. Watering of trees is taking place. Mowing the rough, and transferring of water from No. 1 pond to No. 10 pond will take place. The valve controlling water flow will be dug up and replaced and a compressor from the Town will be used to test it. Rod will contact the town regarding this, and also the use of a town mower to cut the rough starting Monday, if needed. Potholes need asphalt on the ends of the bridges. Root grinding will take place. Rod will talk to the Town regarding gravelling and levelling the road beside No. 8 fairway and around the service shed area. The fence along No. 5 fairway needs repairing and a sign put up regarding dogs on the course. Lyle reported on the killing of goldfish and Doug reported their would be further investigation regarding the project due to a complaint from a resident about the poisoning of the fish.

6.2 CLUB PRO AND MARKETING COMMITTEE:

Lyle is putting on Fall Specials for golfing, and proposed the idea of golfing the rest of the season free if an early membership is purchased for the upcoming season. Membership raffle and stag tickets are now available. Lyle discussed the possibility of reducing electrical costs with a company that will review our existing contract. In lieu of a charge to do this, they will take a percentage of what they can save us. Doug Fletcher moved we proceed with this plan. Motion carried. Lyle will be attending the upcoming buying show.

6.3 TOWN REP:

Doug reported the poisoning of fish may not take place this fall due to a complaint regarding the project. The pond on No. 11 will be pumped into the flood mitigation area after the trees around No. 11 have been watered. Rod will talk to Mike regarding this. The water license is still under review. As there is some money left from the flood mitigation project they proposed improving the ditching between the ponds. This must be approved first by Town Council.

6.4 CLUBHOUSE COMMITTEE:

The lease payments from the kitchen contractor are on track. The roof over the kitchen is scheduled to be done in October. Doug Fletcher proposed the idea of replacing the fluorescent fixtures throughout the clubhouse with LED fixtures. It was decided to look into the Alberta Gov't Program regarding this before proceeding.

6.5 FINANCE COMMITTEE:

Don will talk to Sabey about turning the books over now instead of at year end. Berny noted that it would be timely to make changes in the way the book keeping is done when we change accountants. She has a list of changes that had been suggested.

6.6 CASINO AND GRANTS COMMITTEE:

The grant application has been resubmitted with adjustments in costs as the contractors involved won't be able to proceed with the projects until the Spring of 2019 if the grant application is approved.

6.7 POLICY COMMITTEE:

Berny completed 7 and 8 appendices and No. 9 which is a drought emergency plan, should all the acre feet of water we have been allotted get used up. Barry moved they be accepted as presented. Motion carried.

7 NEW BUSINESS:

Lyle proposed a 5% increase in fees next year to cover inflation. Don moved we adopt the new rates as presented. Motion carried. Discussion took place regarding the loan payment schedule. Wes will talk to the Credit Union regarding the changing of amounts paid from one month to another so it better fits our cash flow. Rod will check into a mower purchase.

8 ADJOURNMENT:

Wes moved adjournment of the meeting. Next meeting will take place on Thursday noon, October 18 at the clubhouse.



Learn-A-Lot-Playschool Society Meeting Minutes

Tuesday, September 18th, 2018

7:00pm

Call to Order at 7:05pm.

Attendees: Chairperson-Sara Schuler, Vice-Chairperson-Lauren Billey, Treasurer-Chelsae Petrovic, Treasurer Liaison-Erin Thompson, Secretary-Leah Blake, Casino Representative-Lashae Holtz, and Teacher-Carol VanRootselaar

Regrets: Town Councillor Representative-Lise Schulze

Meeting Agenda

1. Sara motioned to accept the agenda as is. Chelsae seconded this motion.
2. Daycare/ Playschool Fundraising
Jordan Smiley attended on behalf of the Claresholm Daycare. Ideas were shared for fundraising and grant options. Chelsae volunteered to communicate between the Daycare and the Playschool in regards to fundraising, as she has positions on both boards. Lauren motioned for the Playschool to work with the Daycare towards a raffle fundraiser. Sara seconded this motion.

Old Business

3. Approval of Minutes
Review of last months meeting minutes. Lauren motioned to approve last months minutes. Sara seconded this motion.
4. Review of class numbers:
Monday/Wednesday-23- FULL
Tuesday/Thursday- 22- 1 spot available
Friday- 19
5. Treasurers Report
 - a. See attached financial report. Balance as of May 31st, 2018 was \$48, 364.23.
 - b. Reviewed last years budget and made some revisions. We will be adding a Building Update category.
Sara motioned to accept the budget revisions as discussed. Leah seconded this motion.

6. Parent Liaison Position

Eric Chatterton offered to fill the Parent Liaison Position - Executive Member and Bailey Streeter – Full Member also volunteered for the position. Sara motioned to accept them into the mentioned positions. Chelsae seconded this motion. All in favor. Motion carried.

7. Insurance

Insurance is in place and up to date.

New Business

8. Third Party Audit in Bylaws

We need to remove the word “audit” from the bylaws. Blair is currently our third party. Our bylaws should say “approved”. Renew bylaws and add all board members positions and duties.

9. Sign Bylaws

All bylaws were signed by required members.

10. CPR and Criminal Record Checks

Carol and Holly are up to date with all criminal record checks and CPR.

11. Mom’s Pantry

Lashae received the fundraising package from Mom’s Pantry. October 15 & 16 the packages will be available in the parent room. Due back October 29 & 30. Final date to hand-in November 5 & 6.

12. Class Pictures

Lauren Billey will take class pictures on October 1st, 2nd, & 5th.

13. License Renewal

Sara will contact Richard for a health inspection. The bathroom drywall needs to be fixed before our deadline. We do not need a new Fire Inspection before license renewal. October 30th is the deadline and a \$100 fee is required.

14. AGLC Paperwork

Lashae sent in paperwork for names and addresses of current board members. Chelsae reported the financial report for casino is ready and will be sent in as soon as possible.

15. Incident Reports

It was discussed that incident reports would be a good idea to have filed for documentation purposes and parent communication. Leah will make one up.

16. Mrs. V's Monthly Reflection

- Trish has moved on to a new position. The position is open for applicants.
- Carol met with Elaine from Porcupine Hills Early Childhood Coalition. She discussed possibly a presentation for the board in the future.
- Vanessa McKenzie and Kaitlyn Kons have been asked to sub in the future.
- New school layout working well
- Add Loose Part sheet to October newsletter

Next Meeting

Monday, October 22nd, 2018 at 7:00pm.

Meeting Adjournment- Meeting adjourned at 9:05pm.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 6 (2018)

EXECUTIVE COMMITTEE MEETING

Thursday, July 26, 2018 at 6:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - Chair
Jim Bester - Vice-Chair
Don Anderberg
Doug MacPherson

Ian Sundquist (absent)
Greg Robinson (absent)
Morris Zeinstra

STAFF:

Lenze Kuiper - Director

Jennifer Maxwell - Subdivision Technician

AGENDA:

- 1. Approval of Agenda - July 26, 2018
2. Approval of Minutes - June 14, 2018 (attachment)
3. Business Arising from the Minutes
4. New Business
(a) Executive Committee Resignation - Greg Robinson
(b) Intellectual Property / Copyright Policy (attachment)
(c) Subdivision and Development Appeal Board Training Update
(d) Assessment Review Board Update
(e) Subdivision Statistics 2018 (attachment)
(f) Fee For Service 2018 (attachment)
(g) In-Camera
5. Accounts
(a) Office Accounts - June 2018 (attachment)
(b) Financial Statements - January 1 - June 30, 2018 (attachment)
6. Director's Report
7. Executive Report
8. Adjournment

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Jim Bester

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Don Anderberg

THAT the Executive Committee approve the minutes of June 14, 2018, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Executive Committee Resignation – Greg Robinson

- Greg Robinson has accepted an Economic Development position with the Town of Raymond. Therefore, he has resigned from the Executive Committee as he no longer sits on Council. There was some discussion on whether the vacant position should be filled immediately or wait until the Organizational Meeting in December. There was a consensus to send a thank you to Greg Robinson for his service and wait to fill the position.

Moved by: Doug MacPherson

THAT the resignation of Greg Robinson be accepted and a thank you be sent for his service.

CARRIED

Moved by: Morris Zeinstra

THAT the Executive Committee wait until December 2018 to fill the vacant Executive Committee position and operates with six members in the meantime.

CARRIED

(b) Intellectual Property / Copyright Policy

- Lenze Kuiper presented a draft Intellectual Property / Copyright Policy that was prepared on recommendation from the lawyer. The goal of this document is to receive proper acknowledgement when information is being sources. ORRSC is owned by the municipalities and the draft policy states that materials are owned by both the municipality and ORRSC. There was some discussion on whether both parties would be required to consent to the sharing of information. The intent of the policy is not to restrict usage but to receive proper acknowledgement. The committee discussed some amendments to be made before the policy is presented to the Board at the September 6, 2018 meeting.

Moved by: Don Anderberg

THAT the Intellectual Property / Copyright Policy is amended as discussed prior to presentation at the September 6, 2018 Board of Directors' meeting. **CARRIED**

(c) Subdivision and Development Appeal Board Training Update

- Lenze Kuiper provided an update to the committee on the Subdivision and Development Appeal Board (SDAB) training. Four staff recently attended a training session in Okotoks and there will be another training session offered in Lethbridge in October that four more planners will be attending. ORRSC has contacted Municipal Affairs and has been granted permission to offer SDAB training to members. ORRSC will continue to work with Municipal Affairs in order to make this training available.
- Member municipalities have expressed interest in establishing a Regional SDAB. An agreement and a bylaw will be required for each participating municipality.

(d) Assessment Review Board Update

- Lenze Kuiper provided an update on this year's Assessment Review Board hearings. ORRSC provides Assessment Review Board services for approximately 30 municipalities and appeals have started coming in. So far, 10 local appeals and 9 commercial appeals have been submitted. Of those, 3 have already been resolved.
- There are 13 Board members trained and 3 Board members sit for each local hearing. Local appeals require a 35-day notice for the hearing and ORRSC prepares the decision. Commercial appeals are heard by the Municipal Government Board (MGB) and require 2 Board Members. Commercial appeals require a 75-day notice for the hearing and the decision is prepared by the MGB.

(e) Subdivision Statistics 2018

- A total of 91 subdivision applications and \$169,687.50 in fees have been received as of June 30 this year.

Moved by: Doug MacPherson

THAT the Executive Committee accept the June 2018 Subdivision Statistics, as information.

CARRIED

(f) Fee For Service 2018

- The spreadsheets provided for the Fee for Service projects were reviewed.

Moved by: Don Anderberg

THAT the Executive Committee accept the Fee for Service 2018 report, as information.

CARRIED

(g) In-Camera

Moved by: Don Anderberg

THAT the Executive Committee go in-camera (6:38 p.m.).

CARRIED

Moved by: Doug MacPherson

THAT the Executive Committee come out of camera (7:21 p.m.).

CARRIED

5. ACCOUNTS

(a) Office Accounts – June 2018

5150	Staff Mileage	M. Burla	\$ 210.00
5150	Staff Mileage	S. Harty	181.00
5460	Public Relations	C. Mills	341.79
5150	Staff Mileage	S. Olsen	15.00
5160	Staff Field Expense	S. Olsen	32.67
5280	Janitorial Services	Madison Ave Business Services	475.00
5320	General Office Supplies	Madison Ave Business Services	43.67
5285	Building Maintenance	Infinity Maintenance	400.00
5285	Building Maintenance	Cam Air Refrigeration	277.00
5310	Telephone	Bell Mobility	644.68
5310	Telephone	Bell Mobility	681.22
5310	Telephone	Shaw Business	145.85
5310	Telephone	Shaw Business	145.85
5320	General Office Supplies	Desjardin Card Services	109.08
5390	Graphic & Drafting Supplies	Desjardin Card Services	291.47
5330	Dues & Subscriptions	APPI	450.00
5330	Dues & Subscriptions	Government of Alberta	50.00
5330	Dues & Subscriptions	Nanton News	68.00
5330	Dues & Subscriptions	Claresholm Local Press	38.10
5330	Dues & Subscriptions	Vauxhall Advance	24.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5390	Graphic & Drafting Supplies	Digitex	3,242.90
5430	Aerial Photos & Maps	M.D. of Taber	200.00
5440	Land Titles Office	Minister of Finance	250.00
5470	Computer Software	Worktech	8,440.94
5490	Consultants	Cam Klassen	2,600.00
5500	Subdivision Notification	Lethbridge Herald	376.04
5570	Equipment Repairs & Maintenance	Xerox Canada	989.77
1160	GST Receivable	GST Receivable	920.59
		TOTAL	<u>\$21,667.62</u>

Moved by: Morris Zeinstra

THAT the Executive Committee approve the Office Accounts of June 2018 (\$21,667.62), as presented. **CARRIED**

(b) Financial Statements – January 1 - June 30, 2018

- There was a question regarding the fee for “Go to Meetings”. Lenze confirmed that it is a subscription fee for a service used by the GIS Department for online meetings.

Moved by: Morris Zeinstra

THAT the Executive Committee approve the unaudited Financial Statements for January 1 - June 30, 2018, as presented. **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.

8. ADJOURNMENT

Moved by: Jim Bester

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:38 p.m. until **Thursday, September 13, 2018 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: 

Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday September 5, 2018 – Stockmans Grill, Fort Macleod



Board Representatives

Barney Reeves, Waterton
Brent Feyter, Fort Macleod
Scott Korbett, Pincher Creek
Jim Bester, Cardston County
Dennis Barnes, Cardston
Duncan McLean, Granum
Quentin Stevick, MD Pincher Creek
Blair Painter, Crowsnest Pass
Beryl West, Nanton
John Van Driesten, MD Willow Creek
Kathy Wiebe, MD Ranchland

Resource Staff and Guests

Michele Evans, ADM AEDT
Linda Erickson, AEDT
Marian Carlson, CAO, Claresholm
Tarolyn Aaserud, CAO Nanton
Lindsay Spadavecchia, RINSA
Bill Halley,
Bev Thornton, Executive Director, AlbertaSW
Tammy Morrison, CFABSW

1. Call to Order and introductions Chair Barney Reeves called the meeting to order.
2. Approval of Agenda Moved by Quentin Stevick THAT the agenda be approved as presented **Carried.** [2018-09-586]
3. Approval of Minutes Moved by John Van Driesten THAT the minutes of May 2, 2018 be approved as presented.
Carried. [2018-09-587]
4. Approval of Cheque Register Moved by Quentin Stevick THAT cheques #2410 to #2488 be approved as presented.
Carried. [2018-09-588]
5. Economic Development and Trade Michele Evans, Assistant Deputy Minister provided an update from the department, encouraged the work of AlbertaSW and commended the REDAs for the effective and proactive communication.
6. Contracts Moved by Brent Feyter THAT the Board regretfully accept end of Project Lead contract AND reinstate Executive Director Letter of Agreement for 2018-2019, with the same terms as 2017-2018.
Carried. [2018-09-589]
7. Executive Minutes of May 22, 2018 Executive Meeting accepted as information.
8. E-mail motions Moved by Jim Bester THAT the Board ratify the following motions previously approved by e-mail:
THAT AlbertaSW send a letter of support to Town of Cardston in response to the request to further research the issues and benefits of Carway border crossing and transportation corridors.
THAT AlbertaSW send a letter of support to City of Brooks in response to the request to further research the issues and benefits regarding broadband deployment in southern Alberta
Carried. [2018-09-590]

- | | |
|--|--|
| 9. Plant Protein Alliance of Alberta | PPAA has proposed an MOU with AlbertaSW. Board requested more information about this initiative, its goals, strategies and expected impacts. Representative from PPAA will be invited to make a presentation at a future Board meeting. |
| 10. IEDC-AEDO Site Visit Plan | AlbertaSW has completed the Document Review requirement toward accreditation. Board reviewed requirements for the Site Visit. |
| 11. REDA Chairs Meeting | REDA Chairs are preparing for a planning day on November 19 in Edmonton which will include a meeting with the Minister of Alberta Economic Development and Trade. Since May, REDA Managers have been sending a newsletter to the Premier and other departments to ensure awareness of this initiative. |
| 12. SAAEP update: | Grant funding of \$30K has been received from Energy Efficiency Alberta to continue the work of this partnership |
| 13. EV Charging Station Network | DRAFT <i>Letter to Communities</i> and <i>FAQ</i> are finalized. Contact Bev if you need these documents to share with council or colleagues. |
| 14. Community Projects | Accepted as information. |
| 15. Townfolio | First group of communities is completed. Please advise Bev if you need more information for your councils. |
| 16. Leadership Development | “Economic Development for Elected Officials: and “Community Preparedness and Economic Resiliency” will be scheduled before the end of the year. |
| 17. Executive Director Report | Accepted as information. |
| 18. Round table updates | |
| 19. Board Meetings: | |
| ➤ October 10, 2018 Crowsnest Pass
((Changed from October 3) | |
| ➤ November 7, 201--Pincher Creek | |
| ➤ December 5, 2018-TBD | |
| 20. Adjournment | Moved by Duncan McLean THAT the meeting be adjourned.
Carried. [2018-09-591] |

Approved October 10, 2018

Chair

Secretary/Treasurer

Alberta SouthWest Bulletin October 2018

Regional Economic Development Alliance (REDA) Update

New REDA banner design

The provincial map was re-designed to highlight the REDA regions of Alberta and is used at special events, conferences and trade shows such as RMA, AUMA and EDA.

The text on the banner is as follows:



AlbertaSW welcomes IEDC representatives

AlbertaSW hosted two representatives from the International Economic Development Council (IEDC) who were invited to complete a organizational accreditation review. We thank them for sharing their perspectives and experience with our board and regional stakeholders.

(L-R) Brett Doney, President & CEO, Great Falls Montana Development Authority and High Plains Financial
Fred Morley, Chief Economist, Nova Scotia's Tourism Agency and Nova Scotia's Office of Regulatory Affairs;

EV Network Charging Ahead

The Peaks to Prairies Electric Vehicle Charging Station Network project is reviewing responses to RFPs with goal of having all funding commitments and a contract in place by November 2018. The partners include AlbertaSW, SouthGrow and cities of Calgary, Lethbridge and Medicine Hat.



New SAAEP logo!

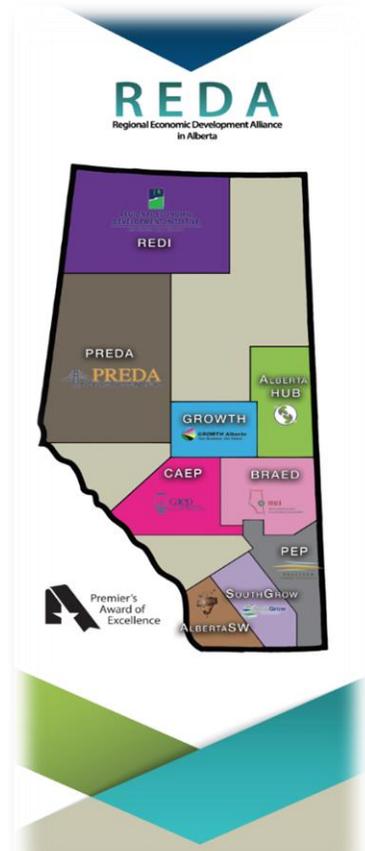
In preparation for participation at the CanWEA conference a new logo and display has been designed to represent the forward momentum of sun, wind, bio and green technology opportunities.

UPCOMING:

- **2019 Edition of Invest in Alberta Magazine**, an EDA publication, welcomes advertising from businesses and communities who wish to showcase investment opportunities. Bev has more information.
- **2018 Economic Developers Alberta Ministry Dinner**, October 25, 2018, Coast Edmonton Plaza Hotel
Register at <http://www.edaalberta.ca/event-2720768> Event is \$145 per person;
- **Economic Developers Alberta (EDA) training courses** dates TBA. Will be coordinated with SouthGrow to offer complementary dates and times to offer more options for both REDAs.
 - **Economic Development for Elected Officials**
 - **Economic Resilience Training for Community and Regional Leaders**
- **2018 Business of Outdoor Recreation Summit**, December 4-5th, 2018 Grouse Mountain Lodge, Whitefish MT
Register at <http://business.mt.gov/Office-of-Outdoor-Recreation> Two-day summit is \$125.00USD per person

When booking at Grouse Mountain Lodge, reference "The Business of Outdoor Recreation Summit" to receive special room rates starting at \$87.00 USD plus tax per night.

The region's first ever Business of Outdoor Recreation Summit will bring together industry and community to discuss ways to promote and strengthen outdoor recreation in Crown of the Continent, including Alberta and British Columbia and Montana. Registration is open until November 30th, 2018.



Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0
403-627-3373 (office) 403-627-0244 (cell)
bev@albertasouthwest.com



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
July 26, 2018 at 3:00 P.M.

In attendance: Chair Gord Wolstenholme, John Kroetsch, Duncan McLean and CAO Cheryl Friesen

Missing: Brad Schlossberger and Don Norby

1. Chair Gord Wolstenholme called the meeting to order at 3:01 P.M.

2. Approval of Agenda

18.79 **Moved by John Kroetsch** to approve the agenda as presented.

CARRIED

3. Delegations

No delegations.

4. Approval of Minutes

a) Regular Meeting June 28, 2018

18.80 **Moved by Duncan McLean** to approve the minutes of the June 28, 2018 regular meeting as presented.

CARRIED

5. Financial Information

a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$36 325.69.

18.81 **Moved by John Kroetsch** to approve for payment, the accounts payable in the amount of \$36 325.69.

CARRIED

b) Check Detail June 29, 2018 – July 20, 2018

CAO Friesen presented the members with the check detail from June 29 to July 20, 2018.

18.82 **Moved by Duncan McLean** to accept the check detail of June 29 – July 20, 2018 as presented.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
July 26, 2018 at 3:00 P.M.

5. Financial Information cont.

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

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

18.83 **Moved by John Kroetsch** to accept the June 2018 bank reconciliation reports for the ATB Financial checking & 90 day notice accounts as presented.

CARRIED

d) Bank Statement ending June 30, 2018

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

18.84 **Moved by Duncan McLean** to accept the ATB Financial bank statement ending June 30, 2018 as presented.

CARRIED

e) Approval to Pay Davis Automotive Group

18.85 **Moved by John Kroetsch** to ratify the email circulation authorizing CAO Friesen to release payment of thirty eight thousand eight hundred seven dollars and twenty one cents, \$38 807.21, to Davis Automotive Group for the purchase of the new truck.

CARRIED

6. New Business

a) Landfill Tour

CAO Friesen reported that she has made arrangements with the Crowsnest Pincher Creek and the Foothills Regional landfills to tour their facilities on August 1, 2018. Crowsnest Pincher Creek will be the first stop with an estimated arrival of 9:00 a.m. Landfill staff is then scheduled at Foothills Regional for 1 p.m. arrival.

Member Kroetsch will plan to join the tour(s).

7. Old Business

8. Correspondence

9. General Landfill Information

CAO Friesen gave a brief verbal report regarding highway sign project, HHW set-up, safety manual update and EI reduction program.

10. In Camera

18.86 **Moved by Duncan McLean** to go In Camera at 3:25 P.M.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
July 26, 2018 at 3:00 P.M.

10. In Camera cont.

18.87 **Moved by John Kroetsch** to come out of In Camera at 3:40 P.M.

CARRIED

18.88 **Moved by Duncan McLean** that CAO Friesen be authorized to make a decision
regarding e-transfer payments for the account in question.

CARRIED

11. Adjournment

18.89 **Moved by John Kroetsch** to adjourn at 3:42 P.M.

CARRIED

Chairman Gord Wolstenholme

CAO Cheryl Friesen

Claresholm Housing Authority
Regular Board Meeting
Minutes - June 18, 2018

accepted
JP 17.2018


Mon Oct 15
next meeting

Present: Shirley Isaacson (chairperson), Jill Flanagan, Ken McKee, Lise Schulze (Town rep), Maxine Middleton (CHA CAO/Manager)

Excused: Joan Ritzen

- 1) **Call to Order:** 5:00 pm by Shirley
- 2) **Tenant Meetings:** Tenants attended this section only
Seniors (20/41 attended see attendance sheet attached)
 - Updates on Capital Maintenance items - new windows & make up air units at Parkside and Heritage
 - Information on summer trips and activities
 - Questions/Suggestions
 - using the bbq on the east patio - for all residents to use
 - smoking and scooter area - being there at the same time both need to be courteous of each other
 - fire alarms - don't leave food cooking on the stove unattended, use a timer if you walk away from the stove.
 - Quiet time 10 pm to 8 am If you play music or watch tv after hours use headphones.
 - Verna thanked Maxine for going above and beyond for all the residents.**Family** (4/20 attended see attendance sheet attached)
 - updates: mowing lawns, new siding, new bathrooms (tubs/vanity/sink/toilet, fan), report maintenance issues ie. leaking taps, toilets.
 - Parkside garage sale
 - gave out LED bulbs
 - Questions/Suggestions
 - humidity in closet P2#15
 - A tree branch fell on a car P4#19 - trees are scheduled to be removed at Phase 1 #1 and 10 and at Phase 4#19 as soon as the tree cutter is available. We are on a waitlist.
- 3) **Agenda & Additions:** Moved by Jill to approve the agenda
- 4) **Minutes of May 23, 2018:** Moved by Lise to approve the minutes as presented.
- 5) **Financial Report:** Moved by Ken to accept the Financial Report as presented.
- 6) **Arrears:** Received for information.
- 7) **Vacancies:** Received for information.
- 8) **In Camera:** Lise made a motion to go in camera. Jill made a motion to come out of camera.
- 9) **Manager's Report:** Presented as information during In Camera.
- 10) **Old Business:**
 - a) Operational Review - Housing Advisor, Amber Gallant completed the Compliance Review on May 23/24. After the review, Amber met with Shirley and Maxine and said she was impressed, the files were well organized, excellent operations and has no major concerns. She will follow up with a report. She had some suggestions which are in the New Business below. Amber was a wealth of information and knowledge.
 - b) Parking - Tabled until September.

- c) Tenant Meetings - The tenant meetings were held prior to the board meeting. Great turn out of seniors with only a few for the families. No major issues.
- d) Maintenance Checks - They were held on June 5 and 6. The units are looking good. Some minor maintenance issues such as dripping taps, caulking, etc. needs to be done along with our Capital Maintenance projects. There were about 4 that require some cleaning/decluttering.
- e) Calvin - WCB - Calvin returned to work on May 18th. He is doing physio and waiting to see the surgeon.
- f) 2018 Capital Maintenance Projects - CHA has been approved for \$648,000 worth of work. Some of the work has already been completed so we should be able to reallocate some of the extra money to complete the family unit bathrooms. The projects that we are working on right away are: Parkside and Heritage - windows and 3 make up air units, Family unit - siding.
- g) Chain Link Fences - has been completed.

11) New Business:

- a) Budget - Ken made a motion to accept the 2018 budget that was submitted. carried
- b) Business Plan - The business plan was reviewed and will be submitted. Jill made a motion to approve the business plan. carried
- c) APHAA Conference - Lise made a motion for Maxine to attend the annual fall Alberta Public Housing Administrators' Association conference in Banff October 1-4 for approximately \$1500 for the conference, hotels, meals and mileage. carried
- d) Auditor - Two audit proposals were reviewed by the board, KPMG \$7,250 and Avail \$7,750. No other firms submitted a bid. Ken made a motion to accept KPMG as the auditor for CHA for the next three years. carried
- e) Year-to-Date Compared to Budget - Amber suggested that the board be given a year-to-date compared budget at every meeting rather than quarterly. Amber will forward a template that we can use.
- f) Bank Reconciliation - Amber suggested the board be given a shorter version of the bank reconciliation report as it can be overwhelming with too much information. Maxine will provide just the QuickBooks report rather than including the bank statements. The bank statements will be available if anyone wants to view them.
- g) Maximum Basic Rent - Maxine reviews the Claresholm market rent every January/February. CHA has chosen to not to add 20% to the market rent. The board needs to review the market rent information and make a motion with clear wording ie. CHA will add 0% to the market rent. This will be the maximum basic rent. Minimum basic rent is set by the government.
- h) Board Action Plan to Operational Review:
 - Verified Auditors - The Auditor contract went to tender the beginning of June.
 - Year-to-date Compared to Budget - Amber will forward a template that we will start using at the September board meeting.
 - Bank Reconciliation - Maxine will provide just the QuickBooks report rather than including the bank statements.
 - Maximum Basic Rent - This is currently being reviewed every Jan/Feb at a board meeting. The board needs to make a motion with clear wording ie. CHA will add 0% to the market rent.
- i) Point Scoring - Amber suggested we use a brick and mortar approach rather than including their emotional stress when doing the point scoring. Make lots of notes when doing the point scoring to explain the person's situation.
- j) Carbon Tax - The carbon tax that was to be added to the income reviews was supposed to be from September 1, 2017 (\$50) rather than January 1, 2017 (\$200). Maxine has made the adjustment on all the tenant's income reviews.
- k) Reserve Bank Account - Amber said it was okay to have our reserve emergency funding in a regular bank account. Originally, she thought we had to have the money in a GIC. She checked on the wording in the management body handbook which states "may" not "must". The GIC is paying .55% and the account we have the money in is at 1.55% so it will stay in the regular account.

- l) Elevator Contractor - We were using CanWest Elevators. They were supposed to have started a mandatory Maintenance Control Program in September 2017 which they did not. Ken made a motion to change companies to service the elevator. We will now be using ThyssenKrupp Elevators from Calgary for \$300/month. carried
- m) Thank you Claresholm Gymnastic Donation - The Claresholm Gymnastic Club has folded. They have donated \$1750 towards the Claresholm Housing Authority Social Club to be used for outings, activities, meals and Christmas events for the residents.
- n) Insurance - Tree Branch Fell on a Car P4#19 - A branch fell on a tenant's car that was parked under the tree . It appears to have some surface scratches. It was reported to our insurance company just in case. Hopefully, the tree will be cut down soon.

12) **Correspondence:** none

13) **Next regular board meeting will be on:**
Monday, September 17, 2018 @ 7:00 pm

14) **Adjournment:** Moved by Jill that this meeting adjourn at 6:50 pm

This would be an accurate presentation of the board minutes.

chairperson

date

Claresholm Housing Authority
Regular Board Meeting
Minutes - September 17, 2018

*accepted
09/18, 2018*

Present: Shirley Isaacson (chairperson), Jill Flanagan, Ken McKee, Joan Ritzen, Lise Schulze (Town rep), Maxine Middleton (CHA CAO/Manager)

- 1) **Call to Order:** 7:02 pm by Shirley
- 2) **Agenda & Additions:** Moved by Lise to approve the agenda
- 3) **Minutes of June 18, 2018:** Moved by Jill to approve the minutes as presented.
- 4) **Financial Report:** Moved by Ken to accept the Financial Report as presented.
- 5) **Arrears:** Received for information.
- 6) **Vacancies:** Received for information.
- 7) **In Camera:** Joan made a motion to go in camera. Lise made a motion to come out of camera.
- 8) **Manager's Report:** Presented as information during In Camera.
- 9) **Old Business:**
 - a) **Elevator Contract** - We were going to use ThyssenKrupp Elevators but after waiting three months for them to look at the elevator we decided to go with another company. Lise made a motion to sign a contract with Otis Elevators. carried. Otis has been out twice in the past month to set everything up. Their regular maintenance schedule will be four times a year.
 - b) **Parking at Parkside** - At the moment the electrical parking is \$25 per month and non-electrical is free. All parking is assigned. We now have timers on the electrical parking and the rate needs to be lowered. The non-electrical parking needs to be charged something as we look after the snow removal. We will review the rates in January when we set all the rates for the new year.
 - c) **Calvin - WCB** - He does not require surgery. He is still going to physio 2 times a week in Lethbridge and takes the afternoon off. WCB does not pay for the time off to attend physio or doctor's appointments.
 - d) **2018 Capital Maintenance Projects:**
 - windows for Parkside and Heritage should be installed the end of October.
 - make-up air units for Parkside and Heritage should be installed the end of September.
 - siding for the family units should be installed mid-October.
 - e) **Insurance - Tree Fell on a Car P4#19** - I have not heard anything regarding the claim.
 - f) **Tenant Meeting Program Policy** - The government has sent out information about tenant meetings. See attached.
 - g) **Compliance Review Action Plan** - The government compliance review has been completed. We have received our certificate. Originally, there were four suggestions but after Amber reviewed it she changed it to two: tender the auditor every 3 years and have a year-to-date comparison financial at the board meetings rather than quarterly.
 - h) **Changes to Schedule A - Addresses** - The government ministerial order has corrected the addresses to match the address that CHA and the Town of Claresholm uses.
- 10) **New Business:**
 - a) **Maintenance Checks** - Maxine and Calvin will go into each unit on Sept 18 families and Sept 19 for Parkside and Heritage.
 - b) **GST Report** has been submitted.
 - c) **Q2 Report** has been submitted.

- d) Parkside Volunteers - Maxine sent thank you cards to the many volunteers who go the extra mile for the Parkside community. See attached list.
- e) New Housing Advisor - The housing department has reshuffled again and Brenda Mathews will be our new housing advisor.
- f) Marijuana Smell at Parkside - The person responsible for smoking marijuana in their unit has been evicted through the court system and will be out at noon on September 30th.
- g) Strengthening Volunteer Board Workshop November 17 - Sparta House and the AB Government will be hosting a board development workshop. Shirley and Maxine will be attending.
- h) Snow Contract - Jill made a motion to have Dan's We Care Lawn Care (John/Jackie Wright) from Granum continue to do the sidewalk snow removal at Parkside and Heritage from Oct-March for a flat fee of \$1100/month. Colt Trotter will continue to do the parking lot snow removal at Parkside and Heritage. carried.
- i) Christmas Projects - The efforts to help those in need at Christmas time will be coordinated this year. Last year there were so many different projects and overlapping.
 - FCSS/CHA will no longer be doing the adopt-a-family.
 - FCSS will be the hub. They will collect toys for the hampers/Christmas in a Box, pick up/drop off Christmas in a Box forms (instead of the Local Press).
 - Seniors gifts will be through the Santa's Secret Service from Calgary and dropped off at FCSS.
 - Maxine will continue to have the Kid's Christmas Party for her low income families.
 - The Grade 7 classes will do a toy drive at the high school. These toys will be used for the Claresholm Housing Christmas party. Extra toys will go to the Christmas Boxes.
 - Megan McClung will organize the Santa's Gone Loonie where any child can purchase a gift for their parent for a loonie at the LDS church. The money made from this will go towards purchasing adult gifts for the Christmas in a Box.
 - Roxanne/Local Press/Christmas Hamper Fund will collect donations, food, gift cards and will make all the purchases for the for the Christmas in a Box. The Christmas Boxes will all be newly purchased food items. The Claresholm Food Bank will not be using any of their items.
 - Victory Church/Sparta House - will have their Shop of Wonders for those parents who qualify can pick up toys. If they receive a toy from this program they will not be given one through the Christmas Boxes.
 - When someone applies for a Christmas Box they must qualify ie. show line 150 or proof of low income.
 - The options available are:
 - food box only
 - food and toy box
 - food, toy, gift box
 - food, adult gift box
 - food, senior gift box
 - The committee and volunteers will be assembling the Christmas in a Box and delivered on December 20th.

11) Correspondence:

- a) Irfan Sabir Acting Minister of Seniors and Housing - June 20/18 Indigenous People in Need Funding - this does not affect Claresholm Housing Authority.
- b) Lori Sigurdson, Minister of Seniors and Housing - August 21/18 Capital Maintenance Funding - Not sure why we are receiving this letter now as a funding letter was sent back in June about the 2018 budget for capital maintenance funding.
- c) Joy Michael - sent a note to Maxine, "I really appreciate how you manage this place. It is a real home for all of us. Thanks".

12) Next regular board meeting will be on:

Monday, October 15, 2018 @ 7:00 pm

13) Adjournment: Moved by Joan that this meeting adjourn at 8:25 pm

This would be an accurate presentation of the board minutes.

chairperson

date

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, August 30, 2018

*Accepted
Sep 14, 2018*

ATTENDEES: Brydon Saunders – Lay Representative
Howard Paulson – Lay Representative
Brian Comstock- Lay Representative
Josee Meston - Wandering Willows
Ian Sundquist – M. D. of Willow Creek
Lise Schultze, Town of Claresholm
Jason Schneider – Vulcan County
Lyal O'Neill - CAO

REGRETS:

Bob Thompson, Claresholm Senior Centre
Arlette Heck – Town of Granum
Mike McAlonan – Lay Representative

Howard Paulson-Chair called the meeting to order at 10:30 am.

BACKGROUND: Wandering Willows wants the Claresholm Transportation Society to take over ownership of the bus. We are here to make a decision before the meeting.

ANNUAL COST - \$16,064.00

REVENUES – AVERAGE \$12,000.00 approximately

The bus lift needs work, rest of the bus is in good working order.

Perhaps the Government – Notley's office to give support? Gather details.

Community Transportation – hold a meeting?

Do we need to put in more wheelchair spots. If you own it, you can do what you like.

Ownership could be done in approximately a week – safety inspection and registration.

Currently had to cancel 3 bus outings.

Business Insurance - \$4,500.00

Could we possibly get a grant to fix the lift?

Who can it be rented to? -Operating Authority – same as other buses.

September 27th is Ladies Auxiliary meeting – will need receipts for all monies donated.

Moved by Brydon Saunders to meet with the Wandering Willows Society to explore the opportunity to add their bus to our fleet. Motion Carried.

Lyal to postpone visit to the town until this is settled.

Josee to invite the board of the Wandering Willows Society to a meeting on September 14, 2018.

Josee to ask Iris Fletcher for more information and firm decision from the Ladies Auxiliary. Lyal to get the insurance quote.

NEXT MEETING DATE at WCCC rec room at 10:30 a.m.
Sept 14, 2018.

The meeting was adjourned by Brydon Saunders at 11:25 a.m.

SIGNED:

SIGNED:

Claresholm Skate Park Association Meeting

Sept 20, 2018

7:00 pm FCSS Station

Minutes

Attendees: John Wenlock, Brandon Levesque, Tony Hamlyn, Doug Hamlyn, Denise Spencer, Sherry Levesque, Jennifer O'Connor, Carson Darch, Jeff Darch, Brad Schlossberger

1. **Call to order: 7:03 pm**
2. **Review of Aug 16, 2018 meeting minutes:** Amended to say Minutes instead of Agenda. Motioned by Jennifer O'Connor to accept amended minutes. Carried.
3. **Treasurer Report:**
 - a. \$ 3,545.65 in Bank
 - b. \$150 Float (this will be a standing float for fundraising events)
 - c. The Feast of Claresholm is donating a portion of their proceeds, has not been received yet.
 - d. Online banking was set up, Chairman, Vice Chair, and Treasurer will have accessMotioned by Denise Spencer to accept the Treasurer's report as presented. Carried.
4. **Old Business**
 - a. **Down Town Market BBQ August 22:**
 - i. \$666.00 was raised.
 - ii. Reminder for next time to ask IGA to lay the burgers flat so they thaw.
 - iii. Bearing Guess Jar winner was Ethan Scott.
 - b. **Delegations to the community groups:**
 - i. Tabled for now: Lisa will contact Service groups regarding meeting dates, delegations to be determined.
 - ii. We will send a letter to them now asking to be considered for a donation. We will tell them that we would like to come and give a presentation when we receive the design from Newline, but we understand that budgets are being planned now. Denise and Sherry will do the letters up and get them out next week.
 - Include a statement in the letter that we would like to partner up with any Casino volunteering – we can supply people to volunteer for a portion of the profits.
 - Also, ask if anyone would be interested in partnering with a liquor basket raffle before Christmas.
 - iii. We need to have a presentation plan when we go to the service groups. We should have the plans from Newline in hand when we go so they can see what our plan is and what we are working for.

- iv. We should go to the town and ask if they can make up the difference so we can get the \$6,000 to Newline to do up the plan. Send a letter to Karine asking to be a delegation at the meeting. When we go to the town, we need to bring info: Who is building it, financials, future fundraising ideas (4 or 5 ideas), why we feel it is important to get the plans from Inline before we go to service groups. Email to ask if we can attend the meeting on Oct 9th. Oct 22 we would have an answer from the town. If we got the funds to Newline by Oct 25, we will find out when we could have the plans in hand.
Tony will send the email to Karine. As many people as can attend the meeting would be great.

c. Future Fundraising ideas:

- Liquor basket raffle (need Society status first - have to apply to ALCB). If we could partner with someone we could do with it and share the profits. Would be nice to do it before Christmas.
- Will ask Chad Besplug if we could be one of the participants of the funds from his event in February 23, 2019. We could invite him to a meeting to show him our plans.
- Winterfest Ball tournament Feb 9th 2019 – provide the chili and bun, chili dogs, hot chocolate, coffee. No water onsite but there is electrical. Need to have someone with Food Safety, make sure we have thermometers.
- Fair Days 2019 – Rock Fest - music concert, Iron Rock is fenced in, cement pads for the bands. Need a society to provide the liquor license.
- Mexican Fiesta – June 21, 2019 ask the Chamber of Commerce if we can take over the Mexican Fiesta. Good money maker but likely need \$4,000 to purchase the supplies.

d. School delegations:

- i. John will talk to the schools about when it would work.

e. Tax Receipts: Need society status first. All the information is gathered and Sherry can now submit.

f. Concept from Newline. Follow up to find out when they can give us the design. It would be great to have the plans before Christmas. Denise will email them.

g. Goals: (standing Agenda Item)

- i. Society Status
- ii. Fundraising
- iii. Grants: Jen will email to find out if a grant writer she knows would take it on pro bono.
- iv. Concept from Newline
- v. Garner more community support, and letters of support
- vi. Proposal for Town Council ready for Spring 2019

- vii. Spring 2020 construction goal
- h. John did an interview with the paper. We will ask to put thank you's to: BMO, KFJ Signs, IGA, Dollar Store with More, Youth of Tomorrow, Home Hardware, The Greasers Grub truck, Tim Hortons, Avail, Concrete Dreams, FCSS, Putters Golf course.

Action Items:

- Sherry and Denise: Draft letters and mail to service groups
- Tony will email the town asking to be a delegation at next meeting
- Sherry, Brandon and John will get Food Safety certified
- Lisa and Denise will get certified for Pro Serve
- Denise will call Rob about the thankyou's in the paper
- Denise will email Newline for an update and ask about turn around time on plans once they get the \$
- John will talk to the school about when to attend assembly's
- Sherry will submit Society papers

Date of next meeting: October 18, 2018

Adjournment: 8:06 pm