



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
SEPTEMBER 10, 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 – AUGUST 13, 2018

DELEGATIONS:

CLARESHOLM & DISTRICT FCSS

RE: Community Needs Assessment

ACTION ITEMS:

1. **BYLAW #1653 – Tax Penalty Bylaw**
RE: 1st Reading
2. **DELEGATION RESPONSE: Claresholm Citizens on Patrol**
RE: Information & Request for Financial Support
3. **CORRES: Hon. Shannon Phillips, Minister of Environment and Parks**
RE: Alberta Community Resilience Program (ACRP) Update
4. **CORRES: Hon. Shave Anderson, Minister of Municipal Affairs**
RE: 2018 Fall AUMA Convention
5. **CORRES: Alberta Transportation, Southern Region**
RE: AUMA Convention
6. **CORRES : Livingstone Range School Division**
RE: Electoral Ward Boundary Review
7. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE : AUMA’s 2018 Resolutions Book
8. **CORRES: Alberta Recreation & Parks Association**
RE: Communities ChooseWell Award Winner
9. **CORRES: Chinook Arch Regional Library System**
RE: Chinook Arch Library Board 2019-2022 Budget and Member Levy
10. **CORRES: Terry Fox Run**
RE: Sunday, September 16, 2018
11. **CORRES: Claresholm & District Chamber of Commerce**
RE: Invitation to 2018 Claresholm Business Conference
12. **CORRES: Claresholm Recreation**
RE: Invitation to Claresholm Arena Grand Opening
13. **CORRES: Don Campbell**
RE: Request for Referendum
14. **CORRES: Dave Wicks**
RE: 2nd Appeal of Property Tax Penalty
15. **REQUEST FOR DECISION: Tax Sale Property**
16. **REQUEST FOR DECISION: Playschool CFEP Project Support & Funding Request**

17. **REQUEST FOR DECISION: Day Care CFEP Project Support & Funding Request**
18. **REQUEST FOR DECISION: Library 2019 CFEP Project**
19. **REQUEST FOR DECISION: Policy #GA 09-18 – Cell Phone for Business Use**
20. **REQUEST FOR DECISION: Land Inquiry – Skating Rink on Municipal Property**
21. **REQUEST FOR DECISION: ATCO Gas Franchise**
22. **REQUEST FOR DECISION: Committee Structure**
23. **REQUEST FOR DECISION: Draft Strategic Plan**
24. **INFORMATION BRIEF: Red Light Camera Investigation**
25. **INFORMATION BRIEF: Service Alberta – Biz Pal Program Participation**
26. **INFORMATION BRIEF: Council Resolution Status**
27. **ADOPTION OF INFORMATION ITEMS**
28. **IN CAMERA:**
 - a. **LAND – FOIP Section 16.1**
 - b. **LEGAL – FOIP Section 27**
 - c. **CONFIDENTIAL EVALUATIONS – FOIP Section 19.1**

INFORMATION ITEMS:

1. **Municipal Planning Commission Minutes – July 27, 2018**
2. **Municipal Planning Commission Minutes – August 17, 2018**
3. **The Bridges at Claresholm Golf Club Board Meeting Minutes – July 19, 2018**
4. **Willow Creek Agricultural Society Meeting Minutes – June 20, 2018**
5. **Claresholm Skate Park Association Meeting Minutes – July 26, 2018**
6. **Oldman River Regional Services Commission Meeting Minutes – June 14, 2018**
7. **Claresholm & District Museum Board Meeting Minutes – July 18, 2018**
8. **Alberta SouthWest Bulletin – September 2018**
9. **Alberta SouthWest Regional Alliance Board Meeting Minutes – May 2, 2018**
10. **2018 Grey Matters Conference – September 24-26, 2018**
11. **Community Foundation of Lethbridge and Southwestern Alberta – 2018 Edition of Vital Signs**
12. **Alberta Recreation & Parks Association (ARPA) – 2nd Annual Greener Facilities Conference and Expo, Nov 14-15, 2018**

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
AUGUST 13, 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: Councillor Donna Courage

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 for unanimous consent to add the following to the Agenda:

COUNCIL RESIGNATION

21. REQUEST FOR DECISION: By-Election

CARRIED

Moved by Councillor Schulze that the Agenda be accepted as amended.

CARRIED

COUNCIL RESIGNATION

Mayor Doug MacPherson announced that effective today, August 13, 2018, Councillor Donna Courage has resigned from Town Council.

MINUTES: REGULAR MEETING – JULY 16, 2018

Moved by Councillor Zimmer that the Regular Meeting Minutes of July 16, 2018 be accepted as presented.

CARRIED

DELEGATIONS:

1. JOHN BARLOW, Member of Parliament for Foothills
RE: Update

John Barlow was present to speak to Council. He has been travelling around and speaking with constituents and the biggest issue he is hearing about is rural crime. He has heard many comments and suggestions through Town Halls and hopes to submit them to the House of Commons. Carbon tax and legalization of cannabis are also big issues. John wanted to know if Council had any concerns. Some discussion took place regarding mental health funding and infrastructure funding.

2. CLARESHOLM RCMP DETACHMENT – Sergeant Greg Stannard
RE: Introduction to Council

Sergeant Greg Stannard from the Claresholm RCMP Detachment is the new Sergeant in Claresholm and came to visit with Council and introduce himself. He spoke about rural crime as well, and is working on splitting out information between rural and urban. Discussion took place about highway traffic and increasing enforcement.

3. CLARESHOLM & DISTRICT CITIZENS ON PATROL SOCIETY
RE: Information & Request for Financial Support

Pamela Gilchrist appeared on behalf of Claresholm & District Citizens on Patrol Society. Extended eyes and ears of the local police agencies. They do meet regularly with the RCMP to find out where the hot spots are, and they keep in touch each time they are on patrol. They are asking for financial support to help to pay for fuel for their vehicles as they cover Claresholm, the industrial airport and the Town of Stavely. They would also like to produce some more promotional materials. Stavely has supported them as well as the Claresholm Lions and Agrium. They are actively searching for volunteers.

ACTION ITEMS:

1. BYLAW #1651 – Cannabis Retail Stores
RE: 1st Reading

Moved by Councillor More to give Bylaw #1651 regarding a Land Use Bylaw amendment 1st Reading.

CARRIED

2. **CORRES: Hon. Rachel Notley, Premier of Alberta**
RE: Thank you for your support of the Trans Mountain Pipeline Project

Received for information.

3. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**
/RE: Ministerial Order No. MSL:047/18

Received for information.

4. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**
RE: Gas Tax Fund (GTF)

Received for information.

5. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**
RE: 2018/19 Fire Services Training Program Grant

Received for information.

6. **CORRES: Government of Alberta**
RE: Update to Stakeholders on the Legalization of Cannabis

Received for information.

7. **CORRES: Alberta Justice and Solicitor General**
RE: Changes to the Peace Officer Program

Received for information.

8. **CORRES: Fortis Alberta**
RE: Save Energy Grant

Received for information.

9. **CORRES: ATCO Gas Distribution**
RE: 2018 Franchise Fee Forecast Update

Received for information.

10. **CORRES: The Bridges at Claresholm Golf Club**
RE: CFEP Grant – Letter of Support

MOTION #18-117

Moved by Councillor Zimmer to write a letter of support for the Bridges at Claresholm Golf Club's application for a Community Facility Enhancement Program (CFEP) Grant for the purpose of making upgrades to the Clubhouse.

CARRIED

11. **REQUEST FOR DECISION: 2018 Sanitary Sewer Replacement**

Brian Kindt, Project Manager for WSP Canada Inc., engineers for the sanitary sewer project, was present to speak to the type of pipe they are proposing for this project. This product will significantly reduce the cost of the project.

MOTION #18-118

Moved by Councillor Schlossberger to award the contract to Elite Site Services for the 2018 Sanitary Sewer Replacement Project for the tender amount of \$1,523,300 plus GST along with the change order to reduce the contract by \$400,000 and approve the over budget costs to a maximum of \$140,000 to be funded out of MSI Capital Grant Funding.

CARRIED

12. **REQUEST FOR DECISION: Lease Agreements – Multi-use Community Building**

MOTION #18-119

Moved by Councillor Moore to sign the letter of understanding with Learn-A-Lot Playschool for the purpose of the location change from 221 – 45 Avenue West to 5318 – 2 Street West for the terms of the existing lease agreement upon completion/occupancy of the Multi-Use Community Building.

CARRIED

MOTION #18-120

Moved by Schulze to sign the letter of understanding with the Claresholm Child Care Society for the purpose of the location change from 221 – 45 Avenue West to 5318 – 2 Street West for the terms of the existing lease agreement upon completion/occupancy of the Multi-Use Community Building.

CARRIED

13. **REQUEST FOR DECISION: Library 2019 CFEP Project Funding Request**

MOTION #18-121

Moved by Councillor Carlson to table discussion on the request from the Claresholm Library Board for a letter of support for their CFEP grant application to the next regular Council meeting on September 10, 2018.

- CARRIED**
- 14. REQUEST FOR DECISION: Arena Advertising Policy Update**
- MOTION #18-122 Moved by Councillor Schulze to adopt Policy #REC 08-18, the Arena Advertising Policy, effective August 13, 2018.
- CARRIED**
- 15. REQUEST FOR DECISION: Property Tax Penalty Appeal – Wicks**
- MOTION #18-123 Moved by Councillor Carlson to deny forgiveness of penalties on property taxes as requested on the property located at 5231 – 4th Street West.
- CARRIED**
- 16. REQUEST FOR DECISION: Property Tax Penalty Appeal – Trans Source Drilling**
- MOTION #18-124 Moved by Councillor Carlson to deny forgiveness of penalties on property taxes as requested on the property located at 21 Saskatchewan Crescent.
- CARRIED**
- 17. REQUEST FOR DECISION: Lands for Walking Paths**
- MOTION #18-125 Moved by Councillor Zimmer to donate \$5,000 to the Willow Creek Agricultural Society in compensation for the removal of approximately 13,050 square feet from their leased lands for the purpose of constructing a new pathway from 59th (Division) Avenue to Derochie Drive along 8th Street West.
- CARRIED**
- 18. REQUEST FOR DECISION: Old Water Treatment Plant Lands**
- MOTION #18-126 Moved by Councillor Moore to accept the bid by Jeff Richards for the old water treatment plant property located at 4;28;12;23;NE (16.58 acres) in the amount of \$200,001.00.
- CARRIED**
- 19. REQUEST FOR DECISION: Multi-use Community Building Project**
- MOTION #18-127 Moved by Councillor Schlossberger to enter into a contract with Mike Mahaffy Consulting for Project Management for the Multi-Use Community Building project on a per diem basis.
- CARRIED**
- MOTION #18-128 Moved by Councillor Zimmer to accept the scope change proposal from BRZ Partnership Architecture Inc. for the continuation of the Multi-use Community Building renovation project in the amount of \$287,000.00.
- CARRIED**
- 20. REQUEST FOR DECISION: Draft Strategic Plan**
- MOTION #18-129 Moved by Councillor Schulze to table discussion on the draft Strategic Plan 2017/2018 to 2021/2022 to the next regular Council meeting of September 10, 2018.
- CARRIED**
- 21. REQUEST FOR DECISION: By-Election**
- MOTION #18-130 Moved by Councillor Schlossberger to hold a by-election for the position of one (1) Councillor on Monday, October 15, 2018 from 10:00 a.m. to 8:00 p.m. with the polling station being at the Claresholm Community Centre located at 5920 – 8th Street West.
- CARRIED**
- MOTION #18-131 Moved by Councillor Zimmer to hold the advance vote for the By-Election on Thursday, October 11, 2018 from 2:00 p.m. to 8:00 p.m. at the Claresholm Community Centre located at 5920 – 8th Street West.
- CARRIED**
- MOTION #18-132 Moved by Councillor Carlson to hold an institutional vote for the By-Election on Monday, October 15, 2018 at the Claresholm General Hospital, Willow Creek Continuing Care Centre, Porcupine Hills Lodge, Cottonwood Village, Heritage Manor and Parkside Manor.
- CARRIED**
- MOTION #18-133 Moved by Councillor Zimmer to appoint Karine Wilhauk as Chief Returning Officer and Marian Carlson and Blair Bullock as Deputy Chief Returning Officers for the By-Election.
- CARRIED**
- 22. FINANCIAL REPORT: Statement of Operations – July 31, 2018**
- Moved by Councillor Schlossberger to accept the Consolidated Statement of Operations for the month ended July 31, 2018 as presented.
- CARRIED**

23. INFORMATION BRIEF: Enabling Accessibility Fund

Received for information.

24. INFORMATION BRIEF: Planning for Growth Project

Received for information.

25. INFORMATION BRIEF: CAO Report

Received for information.

26. INFORMATION BRIEF: Council Resolution Status

Received for information.

27. ADOPTION OF INFORMATION ITEMS

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

CARRIED

28. IN CAMERA:

a. LEGAL – FOIP Section 27

b. LEGAL – FOIP Section 27

c. LEGAL – FOIP Section 27

d. LAND – FOIP Section 16.1

e. PERSONNEL – FOIP Section 17

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

Moved by Councillor Moore to go In Camera at 9:00 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 9:00 p.m.

Moved by Councillor Moore to come out of In Camera at 10:20 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 10:20 p.m.

c. LEGAL – FOIP Section 27

MOTION #18-134 Moved by Councillor Schlossberger to rescind motion #18-104 made June 25, 2018 regarding the demolition of the tax recovery property located at 4712 – 2nd Street West and to offer the property for sale at the appraised value.

CARRIED

e. PERSONNEL – FOIP Section 17

MOTION #18-135 Moved by Councillor Zimmer that as per the Fair Hiring Policy, Council supports the hiring of Payton Watt, who is a relative of a current employee of the Town, for a junior lifeguard position.

CARRIED

ADJOURNMENT: Moved by Councillor Moore that the meeting adjourn at 10:22 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 10:22 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DELEGATIONS

Claresholm Community Needs Assessment 2018

Creating Your Claresholm

The purpose of doing a Needs Assessment in our community is help our organization and its partners to create a Plan of Service and to deliver to you, those services that you want in your community.

Thank you in advance for taking our survey. The results will be published in the Local Press and online, so watch for it!

1. What is your Gender?

- Male
- Female
- Prefer not to say

2. Where do you live?

- Town of Claresholm
- Town of Granum
- Town of Stavely
- M.D of Willow Creek

3. How long have you lived in Claresholm, Granum, Stavely or the M. D of Willow Creek?

4. What is your age group?

- 18-24 years old
- 25-34 years old

- 35-44 years old
- 45-54 years old
- 55-64 years old
- 65-74 years old
- Over 74 years old

5. We value all people! Select all that apply to you.

- Inuit
- Metis
- Indigenous
- Temporary resident
- Permanent resident
- Refugee
- Canadian Citizen
- Other

6. What is the highest level of education you have received?

- Elementary school
- Some high school
- High School
- Some College/ Technical School/Trade School
- Graduated College/ Technical School/Trade School
- Some University courses
- Completed University. What degree do you hold? _____

7. What is your employment status?

- Full Time
- Part Time/Casual
- Retired
- Seasonal
- Unemployed

8. If unemployed, are you currently looking for work?

- Yes
- No
- If no, why not? _____

9. How much longer do you plan on living here in Claresholm, Granum, Stavely, M.D of Willow Creek?

10. What is your housing status?

- Own
- Rent
- Staying with friends or family
- Homeless
- Hotel/motel
- Nursing long term
- Nursing short term
- Assisted living
- Other

11. Of all of the purchases your household makes, how many of them do you make in Claresholm?

- All of them
- Most of them
- About half of them
- A few of them
- None of them

12. Do you have access to affordable, healthy food?

- Yes
- No

13. Do you know about the Good Food Box Program?

- Yes
- No

If no and you would like more information, please call FCSS 403-625-4417

14. If you have children, who is your child/children's primary caregiver?

- Self
- Daycare
- Afterschool Care
- Private Day Care
- Family Member
- No one

15. Do you own a vehicle?

- Yes

- No

16. If not, do you have access to transportation in Claresholm?

- Yes
- No

17. Do you know your neighbors?

- Yes
- No

18. Do you have strong social connections in Claresholm?

- Yes
- No
- If not, why not? _____

19. Do you access programming offered by FCSS?

- Yes
- No
- If not, why not? _____

20. What FCSS affiliated and/or funded programs have you accessed in the last year?
Check all that apply

- Grief Share
- Soft Play
- Youth of Tomorrow/ Teen Centre
- MOPS
- Volunteer Income Tax

- Back Pack Program
- Angel Tree
- Adopt a Family
- Parent Link
- Financial Resolutions
- Volunteer Appreciation
- McBride
- Dad's Central
- Books for Babies
- Junior Achievement
- Family Day Skate
- Zombie Walk
- Longest Day of Play

21. Which of the following partnering agencies are you aware of that provide service in Claresholm?

- Foothills SNAPS
- Foothills Fetal Alcohol Society
- Family Ties
- Wild Rose Community Connections
- McMan
- Parent Link
- PHECC
- Ranchland Victims Services

22. What is the best platform for you to learn about programs/events?

- Social Media
- Print Newspaper
- Posters

- Word of Mouth

23. Are you in need of help with any of the following? Check all that apply

- Alcohol and drug abuse
- Anger control
- Caregiver support
- Couples communication
- Disability counseling
- Elder abuse
- Family conflicts
- Making decisions and problem solving
- Parenting classes
- Planning for the future/goal setting
- Post-Traumatic Stress Disorder (PTSD)
- Self esteem
- Thoughts of suicide
- Domestic Abuse
- Trauma
- Victimization
- Mental Health (stress, anxiety, depression)
- Financial counseling
- Other: Please specify: _____

24. Do you volunteer in your community?

- Yes, if yes, where? _____
- No
- If no, why not? _____

25. Would you like to help with any of these volunteer opportunities?

- Snow shoveling
- Cutting grass
- Odd jobs

- Volunteer Income Tax Program

For the following questions please circle your response.

1-completely unimportant, 2- unimportant, 3-important, 4- very important

1-completely unsatisfied, 2-unsatisfied, 3- satisfied, 4- very satisfied

26. How important are employment opportunities for adults in your community? Please circle

1 2 3 4

How satisfied are you with the employment opportunities for adults in your community?

1 2 3 4

27. How important are employment opportunities for youth in your community? Please circle

1 2 3 4

How satisfied are you with the employment opportunities for youth?

1 2 3 4

28. How important is access to affordable housing to you?

1 2 3 4

How satisfied are you with affordable housing options in your community?

1 2 3 4

29. How important is access to grocery options in your community?

1 2 3 4

How satisfied are you with access to grocery options in your community?

1 2 3 4

30. How important is access to quality child care in your community?

1 2 3 4

How satisfied are you with the quality of child care in your community?

1 2 3 4

31. How important is access to affordable child care in your community?

1 2 3 4

How satisfied are you with affordable child care in your community?

1 2 3 4

32. How important is after school care in your community?

1 2 3 4

How satisfied are you with after school care in your community?

1 2 3 4

33. How important are supervised youth activities in your community?

1 2 3 4

How satisfied are you with supervised youth activities in your community?

1 2 3 4

34. How important is adequate transportation in your community?

1 2 3 4

How satisfied are you with adequate transportation in your community?

1 2 3 4

35. How important is affordable transportation in your community?

1 2 3 4

How satisfied are you with affordable transportation in your community?

1 2 3 4

36. How important is access to town or MD information and resources in your community?

1 2 3 4

How satisfied with access to town or MD information and resources are you?

1 2 3 4

37. How important are the availability of Town and MD resources and services in your community?

1 2 3 4

How satisfied are you with the availability of Town and MD resources and services?

1 2 3 4

38. How important are available parks and recreation facilities in your community?

1 2 3 4

How satisfied are you with the available parks and recreation facilities?

1 2 3 4

39. How important are services offered for adults in your community? Please circle

1 2 3 4

How satisfied are you with services offered for adults?

1 2 3 4

40. How important are services offered for youth in your community?

1 2 3 4

How satisfied are you with services offered for youth?

1 2 3 4

Thank you for taking the time to fill out our survey.

On the following page, please find space for any solutions and/or suggestions

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1653**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to impose penalties for non-payment of taxes as provided by the *Municipal Government Act R.S.A. 2000 Chapter M-26.*

WHEREAS in accordance with the *Municipal Government Act R.S.A. 2000 Chapter M-26*, as amended, the Town imposes taxes annually in respect of property in the Municipality to raise revenue;

AND WHEREAS in accordance with Sections 344, 345 and 346 of the *Municipal Government Act* Council may pass a bylaw to impose penalties on non-payment of taxes;

NOW THEREFORE the Council of the Town of Claresholm in the Province of Alberta duly assembled enacts as follows:

SECTION 1 NAME OF BYLAW

1.1 This Bylaw may be cited as the **“Tax Penalty Bylaw.”**

SECTION 2 DEFINITIONS

- 2.1 In this bylaw:
- a) “CAO” means the Chief Administrative Officer of the Town of Claresholm.
 - b) “Council” means the Town Council of the Town of Claresholm.
 - c) “Municipality” means the Town of Claresholm and includes any board, committee, commission, panel, agency or corporation that is created or owned by the Town of Claresholm and all the members or officers of which are appointed or chosen by the Town of Claresholm.
 - d) “Tax Notice” is the notice sent by the Town with all information regarding the tax roll as per Section 334 of the *Municipal Government Act*.

SECTION 3 METHOD OF PAYMENT

- 3.1 The following are acceptable forms of payment for taxes:
- a) Tax Installment Payment Plan (TIPPs);
 - b) In person at the Town of Claresholm Administration Office by cash, cheque or Interac by 4:00pm;
 - c) By cheque in the mail slot located at the Town of Claresholm Administration Office by 4:00pm;
 - d) In person at an accepted financial institution with a date stamp as proof of payment if payment is being made on the due date;
 - e) Online Banking with proof being the financial institution's notification from the electronic payment office stating the amount paid and the corresponding tax roll;
 - f) Any other financial institution method with proof being a copy of the bank statement where the payment originated from showing name, payment date and amount; or
 - g) Canada Post with valid proof being the post-mark.
- 3.2 Payments for current taxes must be received by June 30th or the last business day in June in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.
- 3.3 Payments on all outstanding balances must be received by December 31st or the last business day in December in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.

SECTION 4 APPLICATION OF PENALTIES

- 4.1 Penalties will be applied to any tax roll where the current taxes remain unpaid after the date shown on the tax notice as per Schedule “A” (1).
- 4.2 Additional penalties will also be applied to any tax roll with an outstanding balance in any year if the taxes remain unpaid after December 31st as per Schedule “A” (2).
- 4.3 Any penalty imposed under the provisions of this bylaw shall be added to and form part of the unpaid taxes.

SECTION 5 PASSAGE OF BYLAW

5.1 Bylaw #1563 and #1595 are hereby repealed.

5.2 This Bylaw shall come into effect upon passage of 3rd Reading.

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

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

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

Doug MacPherson, Mayor

Marian Carlson, CAO

**TOWN OF CLARESHOLM
BYLAW NO.
SCHEDULE "A"
TAX PENALTIES**

1.A penalty of fourteen percent (14%) shall be applied to unpaid current taxes.

2.A penalty of fourteen percent (14%) shall be applied to all outstanding balances.



REQUEST FOR DECISION

Meeting: September 10, 2018
Agenda Item: 1

BYLAW No. 1653 – TAX PENALTY BYLAW

DESCRIPTION:

To update the Town's Tax Penalty Bylaw which governs the Town's policies, procedures, and penalty rates in relation to unpaid taxes. A new bylaw is being put forward to correct an administrative error noted on Bylaw #1595, which amended the tax deadline from August 31 to June 30 back in 2014. Rather than pass an amendment to Bylaw #1595 administration thought it easier and less confusing to just issue a new bylaw and rescind the original Bylaw #1563 and the Amendment Bylaw #1595.

BACKGROUND:

The Tax Penalty Bylaw was originally passed in 2011. As noted above in 2014 an amendment was passed to adjust the tax deadline from August to June. There is no change to the new bylaw from its amended predecessor with the exception of correcting the administrative error and simplifying the wording of Section 3.2. The prior wording with changes is noted below. It has just been updated to follow the same format as Section 3.3 and remove repetitive wording.

3.2 Payments for current taxes must be received by June 30th ~~by the end of the business day,~~ or the last business day in June ~~by the end of the business day,~~ in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.

"end of business day" wording is not necessary as the methods of payment already indicate time for payments being received at the Town Office.

The proposed Bylaw was reviewed at the Administrative Services Committee meeting on September 4, 2018 and a motion was passed to recommend the Bylaw be presented to Council for adoption.

RECOMMENDED ACTION:

Council give Bylaw #1653 first reading.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1653, Tax Penalty Bylaw, 1st Reading.

ATTACHMENTS:

1. Bylaw No. 1653 Tax Penalty Bylaw

APPLICABLE LEGISLATION:

1. MGA Section 344

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 6, 2018

RECEIVED

JUN 14 2018

CLARESHOLM & DISTRICT CITIZENS ON PATROL SOCIETY
General Delivery, Claresholm, AB T0L 0T0

May 9, 2018

To the Town of Claresholm,

We respectfully request to present our group to the town council of Claresholm for information purposes and to ask for financial support. We are a small group of volunteers who patrol Claresholm as the extra eyes and ears and we work closely with our local RCMP.

Our email is claresholmcp1@gmail.com

Kindest regards,



Pamela Gilchrist

President

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



Date of Application: June 15, 2018

Date of Event: Ongoing

1. Applicant Information

Name of Applicant: Claresholm & District Citizens On Patrol

Address: General Delivery, Claresholm, AB T0L 0T0

Contact Person: Pamela Gilchrist, President

Phone, Fax, Email: 403-629-9420 claresholmcop1@gmail.com

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

Crime Prevention

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

YES provide registration date & #

NO

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

YES provide registration date & #

NO

5014954621

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):

to offset fuel expenses for patrollers.

Other (explain):

Amount (value) Requested: \$2500.00 per year

6. Details of how the funds will be expended:

At 2 patrols a week with \$20 of gas each patrol times 52 weeks a year is \$2080.00 \$500.00 is needed for expenses such as photocopying, business supplies, advertising.

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. NO, NOT TO MY KNOWLEDGE

Date	Amount	Use of Funds

8. Organizational Information

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

Two trained patrollers go out to cover the town of Claresholm and the airport for 3-4 hours as the extra eyes and ears of our local RCMP. We also check random businesses to do door checks to make sure things are good and doors are locked.

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

To deter crime by driving a vehicle marked as Citizens On Patrol. To keep in contact with the RCMP officer on duty. We are the extra eyes and ears. We do not engage in any crime or crime scene we come across.

How will your organization acknowledge the Town's donation?

Our ABM is in November where we will invite all of our sponsors. And a write up including a photo in the local press.

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

YES
Our bank balance is \$1800

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

Funding Source	Amount	Recommended Use of Funds
Lions Club	\$500	T-shirts for members Flashlights, ID Cards.
Agrivum	\$300	Fuel cards.



RECEIVED

AUG 16 2018

92708

ALBERTA
ENVIRONMENT AND PARKS

*Office of the Minister
Minister Responsible for the Climate Change Office
MLA, Lethbridge-West*

AUG 10 2018

His Worship Doug MacPherson, Mayor
Town of Claresholm
PO Box 1000
Claresholm AB T0L 0T0
info@claresholm.ca

Dear Mayor Doug MacPherson:

I would like to provide an update on the status of the Alberta Community Resilience Program (ACRP).

The Government of Alberta is pleased to continue to support our local government partners with more than \$33 million in Alberta Community Resilience Program (ACRP) grants. This funding enables communities to move forward with their highest priority, municipal-level flood resiliency projects.

I understand work on dozens of high priority projects has already begun and a program officer has been in contact with you to review and finalize details of your grant agreement.

Thank you for your ongoing leadership in mitigation planning and projects in your community. Your dedication is appreciated as we enhance or enable the protection of critical infrastructure from flooding and drought events. These projects will ensure our communities and the people that love them are safe for years to come.

Sincerely,

Shannon Phillips
Minister



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR94656

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

Dear Mayor MacPherson,

Thank you for your request for a meeting during the 2018 Fall Alberta Urban Municipalities Association Convention and Alberta Municipal Services Corporation Trade Show.

Unfortunately, due to the large number of meeting requests received, I am unable to accommodate a meeting with your council during the convention. I encourage you to contact my Scheduling Coordinator, Ms. Lisa Gentles, at 780-427-3744 or lisa.gentles@gov.ab.ca to enquire about an alternate opportunity to meet during the year.

Sincerely,

A handwritten signature in cursive script that reads "Shaye Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Marian Carlson, Chief Administrative Officer

From: Rita Patterson <Rita.Patterson@gov.ab.ca>

Sent: August 29, 2018 10:15 AM

To: Marian Carlson <Marian@claresholm.ca>

Cc: Cindy Helm <Cindy.Helm@gov.ab.ca>

Subject: RE: AUMA Convention - Alberta Transportation Southern Region Meetings

Thanks Marian:

I have booked Claresholm as follows:

Wednesday, September 26, 4:30 pm (25 minutes)
Cascades West Meeting Room - Radisson Hotel Red Deer

Topics of Discussion are:

Extend speed zones on north & south ends of Claresholm on Hwy. 2

Regional Attendees:

Darren Davidson, Regional Director
Jerry Lau, Infrastructure Manager

Town Attendees:

?

Thanks

Rita Patterson (for Cindy Helm)

Construction/Property Administrative Assistant
Southern Region
Alberta Transportation
Government of Alberta



Tel 403-381-5466



Fax 403-381-5253



Rita.Patterson@gov.ab.ca

511 Alberta - Alberta's Official Road Reports

Go to 511.alberta.ca and follow [@511Alberta](https://twitter.com/511Alberta)



From: Cindy Helm <Cindy.Helm@gov.ab.ca>
Sent: August 22, 2018 10:10 AM
Cc: Cindy Helm <Cindy.Helm@gov.ab.ca>
Subject: AUMA Convention - Alberta Transportation Southern Region Meetings

Good Morning:

Darren Davidson, Regional Director, and Jerry Lau, Infrastructure Manager, will be attending the upcoming 2018 AUMA Convention in Red Deer.

If you want to arrange a meeting time to discuss any transportation related matters that may be of importance to you and your council, please email me with your topics of discussion to Cindy.Helm@gov.ab.ca or call 403-381-5533.

Our regional meetings will be held offsite at the Radisson Hotel Red Deer this year on September 26 and 27th.

If a suitable meeting time for your municipality is not available, I can make arrangements for a meeting with Darren and staff on an alternative date outside of the convention.

Thank You,
Cindy Helm | Admin Assistant
Regional Director's Office – Southern Region
Delivery Services Division
Tel 403-381-5533


www.transportation.alberta.ca

511 Alberta - Alberta's Official Road Reports
Go to 511.alberta.ca and follow [@511Alberta](https://twitter.com/511Alberta)

Up-to-date road information, including traffic delays, is a click or a call away. Call 5-1-1 toll-free, visit 511.alberta.ca or follow us on Twitter [@511Alberta](https://twitter.com/511Alberta) to get on the road to safer travel.

<http://511.alberta.ca/ab/en.html>
<https://twitter.com/511Alberta>

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Livingstone Range
SCHOOL DIVISION NO. 68

Mayor Doug MacPherson
PO Box 1000, Claresholm, AB T0L 0T0

Wednesday, August 29, 2018

Dear Mayor Doug MacPherson;

I am writing to you on behalf of Livingstone Range School Division No. 68 to inform you of a recent decision of the Board to conduct an electoral ward boundary review.

The history of our division is that on August 25, 1994, then Education Minister Halvar Jonson signed an Establishment Order creating Livingstone Range Regional Division No. 68, which came into effect on January 1, 1995.

The number of trustees was established as seven members. Based on the 2017 provincial census, the population of the region was approximately 27,551 residents, thus each trustee represents about 3,936 citizens.

Since formation in 1995 when the population within LRSD ward boundaries was 27,694 there has been development throughout the region and population redistribution as some municipalities grow and others decline.

On June 22, 2018 the Board of Trustees passed the following motion:

“Trustee Yagos moved that the Board of Trustees approve the ward boundary review proposal prepared by Alberta School Board Association of what would be involved in a ward review facilitated by them”.
(carried unanimously)

Following the adoption of the above motion, the Alberta School Boards Association was contacted for the purposes of assisting the Board of Trustees and the administration in reviewing the current ward configuration and the relevant data regarding population in order to make recommendations to the Board. Mr. Jim Gibbons has been retained as the Board’s consultant to conduct this review. We respectfully request that you and your administration receive his inquiries

The Board will be hosting a series of public meetings in the fall to present information and receive input from electors.


Respectfully yours,

Brad Toone,
Board Chair

cc: Livingstone Range School Division No. 68 Principals
Livingstone Range School Division No. 68 School Council Chairs



2018 Resolutions now available


August 1, 2018





<https://auma.ca/news/2018-resolutions-now-available>

AUMA's [2018 Resolutions Book](#) has been published on the [Resolution section of the AUMA website](#).

The resolutions will be debated and voted on during the 2018 AUMA Convention taking place in Red Deer from September 26 to 28. The resolutions will be included in hardcopy form in the convention book, which will be distributed to attendees when checking in at registration.

We recommend councils review these resolutions in advance of convention so you are prepared for the debate and voting.

If you want to know more about AUMA's annual convention, be sure to take a look at the [convention webpage](#).

[Back to news](#)

AUMA / AMSC 300-8616 51 Ave, Edmonton, AB, T6E 6E6

Main line: 780-433-4431

Toll-free within Alberta: 310-AUMA (2862)

From: Patrick MacQuarrie [<mailto:pmacquarrie@arpaonline.ca>]
Sent: Wednesday, August 29, 2018 2:16 PM
To: Denise Spencer <Denise.Spencer@claresholm.ca>
Subject: Communities ChooseWell Award Winner

Dear Denise,

I am excited to inform you that Claresholm has been selected as a winner of a ChooseWell Healthy Community Award for 2018! You will be receiving a Creating Supportive Environments award, and are invited to receive the award at a reception on October 25, 2018, at the Fairmont Jasper Park Lodge at 5:00pm, in conjunction with the ARPA Conference.

We are able to offer the following as support:

- Tickets for you and a guest to attend the opening banquet at the ARPA Conference, which starts immediately after the ChooseWell awards reception
- 1 night accommodation at the Fairmont Jasper Park Lodge (or a nearby hotel if the hotel is at capacity)
- A \$180 subsidy for your full or partial registration for the ARPA Conference if you choose to attend
- Free access to the 'ChooseWell: Partnering for Healthy Communities' pre-Conference session (1-4pm on Thursday)

As soon as you are able, please let me know:

- If someone will be attending the awards reception, and, if so, who
- Which of the supports you wish to access
- Which night you would like the hotel room booked for, if applicable

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

Congratulations again,
Patrick

--



Patrick MacQuarrie
Program Officer
Communities ChooseWell
(780) 644-6977
pmacquarrie@arpaonline.ca
choosewell.arpaonline.ca

Register Your Community Today!

RECEIVED
AUG 14 2018



Chinook Arch
Regional Library
System

Memo

August 8, 2018

To: Mayors and Reeves of Member Municipalities of the Chinook Arch Regional Library System

From: DeVar Dahl, Chair of the Chinook Arch Library Board

Re: Chinook Arch Library Board 2019-2022 Budget and Member Levy

Thriving Libraries, Thriving Communities! is the theme of the Chinook Arch 2019-2022 Plan of Service. In development for over a year, this exciting plan is the result of a collaborative and consultative process involving stakeholders from across the Region. It sees Chinook Arch embarking on exciting new initiatives designed to support local libraries' efforts to become their communities' go-to destination for information, entertainment, and community connection.

At its August 2nd meeting, the Chinook Arch Library Board approved the 2019-2022 Plan of Service and a new 4-year budget (both enclosed). The budget includes modest increases to the per capita Municipal Levy for each of the four years (see chart below). Proposed increases of \$0.16 per capita in 2019 and 2020 and \$0.12 per capita in 2021 and 2022 are drastically reduced over the 2015-2018 budget's \$0.22 per capita average annual increase. Note that the Library Board Levy remains static at \$3.57 per capita.

	2019	2020	2021	2022
Municipal Levy	\$8.01	\$8.40	\$8.29	\$8.41
(% increase)	2.04%	2%	1.47%	1.45%
Library Board Levy	\$3.57	\$3.57	\$3.57	\$3.57
Total Member Levy	\$11.58	\$11.74	\$11.86	\$11.98
(% increase to total levy)	1.4%	1.38%	1.02%	1.01%

According to the Chinook Arch System Agreement, any change to the membership levy must be approved by 2/3 of member councils representing 2/3 of the total member population (that is 27 councils representing 136,020 residents). **We respectfully request that your council pass a motion on the proposed municipal levy schedule, and send a copy of the council resolution to the Chinook Arch office by November 9, 2018.**

Proposed resolution: *The (Name of Municipality) approves the Chinook Arch Library Board 2019-2022 Municipal Levy Schedule.*

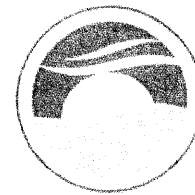
Library System Revenues

The Chinook Arch Regional Library System is funded primarily by member municipalities and library boards. An annual provincial operating grant is another an important source of funds. Chinook Arch also seeks out other funding sources to enhance service and add value to System membership.

Chinook Arch CEO Robin Hepher would be pleased to attend a council meeting to answer questions about the plan of service, budget, and member levy. To arrange a presentation, please phone 403-380-1500 or email arch@chinookarch.ca

(encl.)

Thriving Libraries, Thriving Communities!
2019 – 2022 Chinook Arch Plan of Service



Chinook Arch
Regional Library
System

Theme 1: Marketing and Advocacy

Identified Need: Raise awareness of the library's role and services.

Value Proposition: Provide marketing/advocacy expertise and support

Key Activities:

- Recruit Communications expert
- Develop Communication strategies to assist libraries in promoting services
- Partner with other library systems to develop/deliver advocacy training and support
- Develop Mobile Service Unit that will attend community events

Output Measures: Number of library visits, attendance at library events, awareness of library services among residents, number of library card holders

Impact: Thriving libraries are acknowledged by community members as the go-to place for information, entertainment, and community connection.

Theme 2: Collection Development

Identified Need: Assistance with collection planning, management, and acquisition

Value Proposition: Reduced wait times for customers; reduced workload on library staff; provision of data and expertise to assist with library collections

Key Activities:

- Explore centralized purchasing of high-demand items
- Develop collection support initiatives, eg. automated release plans, weeding support
- Identify regional collection development specialist/consultant/team
- Deliver reports and data that are relevant and easy for library staff to act on

Output Measures: Wait times for popular items, circulation statistics, regional resource sharing figures, customer feedback

Impact: The library is the community's number one source for a diverse selection of reading and viewing materials that are popular, current, and available in a timely fashion.

Theme 3: Programming Support

Identified Need: It is time-consuming to develop and offer library programs

Value Proposition: Programming materials and expertise; demographic information and assistance with assessing community needs

Key Activities:

- Develop programming kits/materials for library use
- Explore the provision of programming staff (contract and/or partner organization staff)
- Cultivate partnerships with third-party organizations for in-library program delivery
- Identify regional programming consultant/expert/team to assist libraries with program planning
- Explore a mobile service to deliver programs at events and in non-traditional library venues and under-served communities

Output Measures: Number of library programs offered; number of program attendees; programming partnerships created; customer feedback

Impact: By offering a range of high-quality programming, the library contributes in a significant way to the vitality and vibrancy of the community, and supports life-long learning and leisure opportunities for community members from a diversity of backgrounds

Theme 4: Technology

Identified Need: Developments in technology place pressure on library internet access and on library staff, who are often called to troubleshoot and provide training and support on the use of a variety of devices and platforms

Value Proposition: Improved internet and technology support at libraries

Key Activities:

- Explore the purchase of additional Supernet bandwidth for libraries
- Explore assisting libraries with the purchase of public access computers and devices
- Explore the creation of a Digital Literary Librarian position (funded by DLE Program)
- Develop/co-develop workshops and training opportunities for delivery in-library and elsewhere

Output Measures: Bandwidth available at libraries; upload and download speeds on public computers and wifi; number of patrons receiving training or assistance; customer feedback; currency of computers and other devices attached to the network

Impact: Residents are literate in technology, enabling their full participation in the digital economy.

Theme 5: Library Administration Support

Identified Need: Support and training in the areas of human resources and board governance

Value Proposition: Human resources and board development expertise

Key Activities:

- Identify human resources and board governance expertise at Chinook Arch or in the community
- Host at least one Board Basics workshop every year
- Create templates for documents such as reports, budgets, financial statements, and so on

- Create templates for job postings, human resources policies, and so on
- Explore “Library in a Box” model of local service delivery

Output Measures: Number of training/support sessions provided; number of board orientations; number of templates created; customer feedback

Impact: Member library staff and boards are empowered to make use of best practices in board governance and in library operations, to efficiently and effectively deliver services to residents

Theme 6: Extend Services to All Residents in the Chinook Arch Region

Identified Need: Not all eligible municipalities are members of Chinook Arch

Value Proposition: Chinook Arch offers access to high quality library services to residents of southwestern Alberta

Key Activities:

- Explore opportunities to welcome non-member municipalities into the System

Output Measures: Number of municipal members joining the System

Impact: All residents within the Chinook Arch region enjoy full access to System services

Chinook Arch Library Board
Budget 2019-2022 (Summary)

	2019	2020	2021	2022
<u>REVENUE</u>				
Municipal and Board Levies	\$ 2,293,100	\$ 2,355,300	\$ 2,410,700	\$ 2,467,500
Municipal Rural Services Fee	67,800	68,700	69,500	70,400
Grants	1,163,240	1,163,240	1,163,240	1,163,240
Contract Services	298,220	263,271	264,353	265,467
Other Income	353,000	373,000	353,000	343,000
TOTAL REVENUE	\$ 4,175,360	\$ 4,223,511	\$ 4,260,793	\$ 4,309,607
<u>EXPENSES</u>				
Materials and Collections	\$ 895,600	\$ 940,100	\$ 927,600	\$ 942,200
Shipping and Delivery	51,500	51,845	52,700	53,510
Network Services	257,000	257,900	261,800	262,700
Bibliographic Services	97,500	100,000	103,000	108,500
Programs	356,900	358,685	362,979	366,681
Training and Development	97,000	97,000	98,500	99,700
Salaries and Benefits	2,025,000	2,061,000	2,085,000	2,103,000
Administration	46,150	46,150	49,000	49,000
Building and Maintenance	42,500	43,660	45,800	47,500
Board Expenses	31,700	31,700	32,200	32,700
Contract and Other Services	177,333	143,387	145,500	146,600
Amortization Expense	\$ 96,000	\$ 96,000	\$ 96,000	\$ 96,000
TOTAL OPERATING EXPENSES	\$ 4,174,183	\$ 4,227,427	\$ 4,260,079	\$ 4,308,091
Operating Surplus/Deficit	\$ 1,177	\$ (3,917)	\$ 714	\$ 1,516



**THE TERRY FOX
FOUNDATION**

September 4, 2018

Mayor Doug MacPherson and Councillors
Town of Claresholm

Dear Doug:

Claresholm's annual Terry Fox Run will again be celebrated this year. The Town of Claresholm continues to shine in supporting Terry's legacy. This year's Run For Cancer Research takes place on **Sunday, September 16th at 2 p.m. at the Claresholm Fire Hall.**

We hope to see you and other members of the Council on Sunday, September 16th. It would be great if a representative from the Town Council could say a few words as we prepare to send everyone off on the Run. Please contact me should you require any further information.

Thank you for your continued support.

Sincerely,

A handwritten signature in cursive script that reads "Debbie Lozeman". The ink is dark and the signature is fluid.

Debbie Lozeman, Terry Fox Run Organizer
Ph. 403 625-4084

THE TERRY FOX RUN Sunday, September 16, 2018

BN/Registration Number: 10809 9979 RR0001



Claresholm & District Chamber of Commerce

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

August 31, 2018

To Council and affiliates,

The Claresholm Chamber of Commerce, in partnership with the Town Economic Development Committee, will be hosting the 2018 Claresholm Business Conference September 21 and 22. Council, staff, and partners are all invited to attend our two-day event.

This year's conference theme, Invest in Your Success, captures the mission and vision of the Claresholm Business Conference. Delivered in two-parts, the Claresholm Chamber is excited to be offering 15 unique speaker sessions from experts across Alberta. Our invitation extends throughout the south-west region, but with your participation the impact can extend much further.

The conference opens Friday night at the Claresholm Community Centre with key-note speaker and best-selling author Doug Griffiths. Griffiths is founder of 13 Ways Inc., a consulting firm of community therapists. Doug and his team use custom-designed tools to aid communities Explore strategies to make communities more successful and identify the pitfalls causing failure.

The bulk of the conference will be delivered Saturday, at Willow Creek Composite High School. Delivered in a variety of methods, topics will include: social media & branding skills, fraud prevention, web maintenance & web tools for business, how to engage your employees, succession planning, plus more.

Our goal is to bring business owners, government representatives, and service providers together for a night of networking and stimulating conversation. Recognizing that working together is in the best interest of creating a flourishing community and we are all colleagues, neighbours, and friends.

For more information and to purchase tickets to any portion of our event, please visit <https://claresholmchamber.ca/claresholm-business-conference-2018/>

Regards,

Amanda Zimmer
President
president@claresholmchamber.ca

www.claresholmchamber.ca



CLARESHOLM BUSINESS CONFERENCE 2018

invest in your success

The 2018 Claresholm Business Conference, is proud to host an evening with Doug Griffiths, at the Claresholm Community Centre Friday, September 21, 2018.

Griffiths is best-selling author of, “13 Ways to Kill Your Community” and president of 13 ways Inc., a consulting firm of community therapists. Griffiths and his team use custom-designed tools to aid communities to identify what’s holding them back. They work with everyday people to change destructive community attitudes and to convert their aspirations into actionable strategies for success.

Claresholm invites Southern-Albertans for a night of thoughtful discussion, and meaningful debate relating to your community, your industry, and your region. This licenced networking experience is offered in partnership between the Claresholm Chamber of Commerce, and the Economic Development Department of the Town of Claresholm.

Griffiths will kick off the Claresholm Business Conference 2018 on Friday, then invest in your success with fresh inspiration and ideas by taking part in the entire event with sessions continuing on Saturday, September 22 at Willow Creek Composite High School.

We’re offering hand-picked presentations, relevant information sessions, and useful interaction with more than a dozen professional speakers and industry leaders. Our dynamic schedule brings everyone together for two plenary speaks with a common purpose, while allowing participants to choose breakout sessions most valuable to them.

Claresholm is committed to increasing the capacity of our business community and recognizes when one of us does well, we all benefit.

Mark these dates on your calendar and join us!

Tickets at www.claresholmchamber.ca

the Claresholm Local Press and EDC Office



SEPTEMBER 21/22

Claresholm Community Centre
Willow Creek Composite High School

CLARESHOLM BUSINESS CONFERENCE 2018

invest in your success

SEPTEMBER 21/22

Claresholm Community Centre
Willow Creek Composite High School

Friday, Sept. 21

Cocktails 6 p.m. • Speaker 7 p.m.

Claresholm Community Centre

keynote speaker:

Doug Griffiths

Author: 13 Ways to Kill Your Community

Explore strategies to make communities more successful and identify the pitfalls causing failure.

Saturday, Sept. 22

Welcome 8:30 a.m. • Sessions 9 a.m. - 5:30 p.m.

Willow Creek Composite High School



Alex Carnio

Simplified Social
Social Media and Branding



Herky Cutler

Training & Coaching
Inspiring Employee Engagement

Plus sessions on Planning for Growth, Fraud and Prevention, Website Maintenance, Succession Planning, Mental Health and more!

TICKETS ON SALE NOW
at claresholmchamber.ca
Claresholm Local Press and at the
Economic Development Office

- Whole Conference \$75
- Doug Griffiths only \$25
- Saturday only \$65

CDCC Members Get a \$5 Discount!

For more information contact us at president@claresholmchamber.ca or edo@claresholm.ca

Sponsored by the Claresholm Chamber of Commerce and Economic Development Committee

CLARESHOLM BUSINESS CONFERENCE 2018

invest in your success

FRIDAY, SEPTEMBER 21

- Cocktails 6 p.m. • Doug Griffiths 7 p.m.
- Claresholm Community Centre

SATURDAY, SEPTEMBER 22

- Willow Creek Composite High School



8:30	Welcome	Coffee, Muffins	Visit the Booths
9:00-11:00	Alex Carnio <i>Simplified Social</i> Social Media and Branding in the Gym		
11:05 - 12:05 Choose Your Session	Business Development Centre Succession Planning Classroom 1	Women Entrepreneurs <i>Speaker: Bev Latter</i> Planning for Growth Classroom 2	Avail <i>Speaker: Nadine Granson</i> Fraud and Prevention Classroom 3
12:05:12:50 LUNCH	Lunch <i>Catered by</i> in the Common Area		
12:55-1:55 Choose Your Session	Mental Health <i>Speaker: Mike Cutler</i> How Identify Stress in the Workplace Classroom 1	Simplified Social <i>Speaker: Alex Carnio</i> Website Maintenance Classroom 2	Sabey & Co <i>Speaker: Dahlin Sabey</i> Small Business Taxes Classroom 3
2:00-2:30 Choose Your Session	Economic Development <i>Speakers: Brady Schnell</i> What's New with the EDC Classroom 1	Product Photography <i>Speaker: Lauren Billey</i> How to best photograph your products. Classroom 2	Community Futures <i>Speaker: Tony Walker</i> Funding and Resources for Small Businesses Classroom 3
2:35-3:05 Choose Your Session	Development/Bylaws <i>Speakers: Tara VanDellen/Jason Hemmaway</i> Available Tools & Common Misconceptions Classroom 1	Medical Marajuana <i>Speaker: Jeff Nielsen</i> What you need to know as an employer Classroom 2	Print Media <i>Speaker: Amanda Zimmer</i> Newspapers aren't dying! Classroom 3
10 min	Stretch	Coffee/Water	Visit the Booths
3:15-5:00	Herky Cutler <i>How to Engage Employees: Solving Your Organization's Biggest Problem</i> • Find out why employees disengage in the Gym		



You are invited to the

**Claresholm
ARENA
GRAND OPENING**

**Monday September 24, 2018
11:00am-1:00pm**

**Barbecue
Tour of the facility
Bring your skates!**



Claresholm
Where Community Takes Root

Don Campbell
Box 3041
Claresholm, AB
August 21, 2018

Clareholm Town Council
Claresholm, AB

Dear Members of Council:

Over the past months the credibility and day to day operation of the council has been brought into question on several fronts. This has created, rightly or wrongly, a serious problem with how council is perceived by the public. Public confidence in how our town is being governed is threatened. One of the most contentious issues to come before council is the refurbishment of the old elementary school. The issue of a referendum on the subject has divided the populace.

I would like to see the public's faith in their government restored and am writing to make a suggestion that may do exactly that. We are going to be going to the polls to elect a new councilor due to a resignation. Adding a question as to whether the voters are in favor of completing the school renovation would at that point cost nothing and allow the issue to be put to rest by the electorate. Having the question on the ballot also has the benefit of separating the issue from the election so the candidates can concentrate on addressing other concerns of the citizens. This would also provide absolute direction to council without the public bickering as to who is right and hopefully restore harmony amongst the residents.

Please consider this simple, zero cost solution. I look forward to your reply with the rationale as to why you do or do not want to implement this solution.

Sincerely,
Don Campbell

Cc: Editor of the Claresholm Local Press

From: Dave Wicks <wicksie@shaw.ca>
Sent: August 29, 2018 12:31 PM
To: Marian Carlson <Marian@claresholm.ca>
Cc: Karine Wilhauk <Karine@claresholm.ca>
Subject: Re: 2nd appeal of property tax penalty - attn Marian Carlson and the town council

Thank you for your response-however I will say it again-I did not provide my address during that call on July 20 so the town of Claresholm must have had it prior to that in order to send me the letter they did. I know this is a he said, she said, but the fact that someone at the office says I did provide it on that date is simply not true. This means that the town of Claresholm did have my address and should have sent the invoice to my house as opposed to the old address. My point being is twofold:

I do take some responsibility for this but the town of Claresholm has to take some accountability as well. And in order to charge 14% you have to show hardship, and this percentage is not even in line with the MD of Willow Creek. I am willing to pay some sort of penalty but the town of Claresholm has to do so as well as this is partially their fault. I, in good faith, have sent in \$1900 to cover taxes and some interest for the time value of money-I hope Claresholm takes that into consideration and negotiated a fair settlement in this matter.

Dave Wicks
403-796-2223

On Aug 29, 2018, at 10:26 AM, Marian Carlson <Marian@claresholm.ca> wrote:

Mr. Wicks,
Please find attached a response to the email below. The next Council meeting is scheduled for September 10, 2018 and I will provide your appeal and my response to Council as part of the agenda on that date.

Marian Carlson, CLGM, CAO

From: Dave Wicks <wicksie@shaw.ca>
Sent: Sunday, August 26, 2018 10:52 AM
To: Karine Wilhauk <Karine@claresholm.ca>
Subject: Re: 2nd appeal of property tax penalty - attn Marian Carlson and the town council

Good morning:

I have received your letter rejecting my more than reasonable offer on the property tax penalty – I have spoken with my lawyer and your rejection and willingness to negotiate is unacceptable.

A couple of things that lead us to this conclusion:

- you ignored the precedent of previous payment on time and well before the deadline
- you ignored legal precedent that shows you have to prove hardship in order to charge what you charge – 14% is well outside other established areas – MD of Foothills is 6%,

even you own MD is 10% – unless you can prove that I am costing you 14% by not having paid on time that rate will be unacceptable

- you didn't give me any reasoning as to why my appeal was denied considering a number of strong points were made
- new proof has come to light that the Town of Claresholm actually DID have my new address – I was sent a letter to my home on July 27 – when I called the town office earlier this week I had planned on giving my new address but the lack of compassion and the huge penalty for something that was not completely my fault derailed that plan and lead me down a different conversation. Now the person I chatted with says I must have given it to her but I most certainly did not. You make it very clear on what will not be forgiven but when I do not even get the bill in the first place when the town does have my address, there should be some consideration. Yes, I could leave post-dated cheques and yes, I should have realized earlier that I did not get the invoice and I take accountability for that. However the town of Claresholm has established that they MAIL out these invoices and I, as a policy, do not pay invoices until I actually receive one – certainly a very common general policy. The town of Claresholm has to take some accountability on the fact they did not get me the invoice in the first place even when they had my address. Simply put, someone did not do their job and I will not take all the burden of this penalty because of this – Claresholm has to accept the fact that someone messed up on their end.

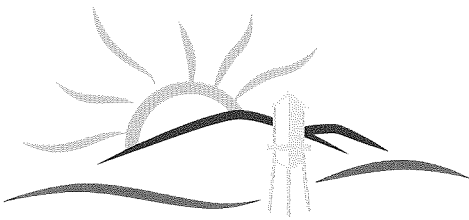
As well, there is a charge for a visit from the fire dept from back in October, yet I have never received a report as to why they were there, who called them, who they spoke to at the house and what they did when they were there. I will be more than happy to pay it but until I see proof that my mother-in-law specifically called for their help, this will not be paid either. You cannot simply send charges forward without a back-up report. It doesn't work when I send invoices to my clients and does not work in this situation either.

At this time I have sent \$1900 to the town of Claresholm, which is more than fair based on the circumstances. I will give you until end of business Friday Aug 31 to contact me to either accept this or negotiate – and contact will need to be by email to wicksie@shaw.ca. Should I not hear from either Marian or someone on the town council by that date, I will let my lawyer know that terms have been accepted and this has been closed.

We am trying our best to take care of a senior with dementia but it seems the town of Claresholm is taking advantage of a situation that they could have prevented and actually got me the invoice on time – I would prefer that this get settled sooner than later rather than take further steps to ensure Claresholm stops this nonsense.

Thank you and I expect to hear from someone on the town council by the end of the week.

Dave Wicks



Claresholm

Where **Community** Takes Root

August 29, 2018

Mr. Dave Wicks
48 Heritage Lake Mews
Heritage Point, AB
T1S 4J7

Email: wicksie@shaw.ca

Dear Mr. Wicks:

This is in response to your e-mail of August 27, 2018 regarding Council's decision not to forgive the penalty on the late payment of 2018 taxes of tax roll # 11686000 in the Town of Claresholm. Council made the decision after reviewing the information provided and the relevant legislation. The applicable legislation is the Municipal Government Act RSA 2000 Chapter M-26, as amended. The applicable sections of that act are:

305 (3) *A person who purchases property or in any other manner becomes liable to be shown on the assessment roll as an assessed person*

(b) must provide to the municipality, in the case of property other than designated industrial property,

Written notice of a mailing address to which notices under this Part and Part 10 may be sent.

334 (1) *A tax notice must show the following:*

(f) the dates on which penalties may be imposed if the taxes are not paid.

344 (1) *A council may by bylaw impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice.*

(2) A penalty under this section is imposed at the rate set out in the bylaw.

(3) A penalty must not be imposed sooner than the 30 days after the tax notice was sent out.

346 *A penalty imposed under section 344 or 345 is part of the tax in respect of which it is imposed.*

347 (1) *If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:*

(a) cancel or reduce tax arrears;

(b) cancel or refund all or part of a tax;



348 Taxes due to a municipality

(b) are recoverable as a debt due to the municipality,

As can be seen by section 305 (3) it is the land owners responsibility to provide written notice of mailing address, of which we have no record of being provided your new address prior to July 20, 2018.

The Town of Claresholm Tax Penalty Bylaw #1563 and Bylaw #1595, which amended the due date of the taxes from August 31st to June 30th, allow for the imposition of the penalty of 14% as per Section 344 of the Act. Attached you will find documentation of the date notices were sent out, providing evidence that we are not in contravention of section 344(3).

All of the above legislation and Bylaws support the imposition of a penalty on taxes not paid by the due date.

The forgiveness of the tax penalty is based on this legislation and the Town of Claresholm Tax Penalty Forgiveness Policy #Tax 09-15 (see attached) which guides Council when requests are received for the forgiveness on the penalty assessed. Though Council does have the right to cancel, reduce, or refund taxes (which includes penalties) as per section 347(1), they have not chosen to do so.

If you would like to view the Council meeting and Council discussion of their decision, Town Council meetings are recorded and available on our website at:

<http://www.claresholm.ca/government/agendas-meetings/council-meeting-minutes#sub>

The meeting the decision was made was August 13, 2018.

In reference to the fire department charges that were placed on your tax account, the Town of Claresholm receives billing information from the Fire Department in order to invoice for call outs. There is limited information on the invoice. I will attempt to get more information regarding the circumstances of the call. You had alluded to the fact that your mother in law had detected a gas smell. I will contact the Fire Chief to see if there is more detail to pass on to you.

The Town of Claresholm now has your new address that was provided to us at the time of your initial call on July 20th, 2018, the day you called to see when the taxes were due. We will provide any further information via mail or e-mail whichever you prefer.

Yours Truly



Mariah Carlson CLGM
Chief Administrative Officer
Town of Claresholm

Encl:





Claresholm

Where **Community** Takes Root

I, Blair Bullock a designated officer of the Town of Claresholm, certify that the 2018 combined Assessment and Taxation notices were mailed, in Claresholm, on May 16, 2018. All tax payers are deemed assessed seven (7) days after this date, on May 24, 2018. Certified in Claresholm in the Province of Alberta.

Designated Officer

Witness

May 16, 2018

Date signed

May 16, 2018

Date signed





TAX PENALTY FORGIVENESS Policy #TAX 09-15

Effective Date: January 1, 2015

PURPOSE: To establish a consistent policy to guide administration when requests are received from citizens for forgiveness on the penalty assessed on late paid property taxes.

POLICY: The onus of having the current property taxes paid on the due date (June 30th or the last business day in June) is clearly laid on the property owner.

GUIDELINES:

1. This policy is to be used as formal documentation that supports administration's response to citizens that there is no forgiveness of penalties on late paid property taxes.
2. This policy is to be used as Council's direction to administration when taxpayers request the forgiveness of penalties on late paid taxes either verbally or in a letter to administration.
3. Letters addressed to Mayor and/or Council will be presented on the Council Agenda but this policy will give direction regarding the resolution of the issue.
4. If paying in person, the taxpayer must pay at the Town of Claresholm Administration Office by 4:00pm on the due date (June 30th or the last business day in June). **No payment after business hours will be accepted at the Town Office.**
5. Reasons such as family illness, bank errors, not knowing the due date for property taxes, etc are not valid reasons for the late payment of property taxes and the penalty will not be reversed.
6. If paying at a financial institution (during regular business hours) or via Internet banking, it is the onus of the taxpayer to ensure payment is made by 11:59pm on the due date (June 30th or the last business day in June).
 - If the taxpayer believes their payment was made by the due date, they need to provide one or more of the following pieces of documentation as proof of the payment date:
 - **In person at the bank:** the receipt showing the bank date stamp;
 - **Via Internet:** notification from the bank's electronic payment office, stating amount paid and tax account number paid;
 - **Via financial institution, all methods:** copy of a bank statement, showing name, payment date and amount. Note: please cross off any unnecessary items.
7. Payments via mail will be accepted as valid provided they are post-marked as June 30th or the last business day in June.
8. This policy also applies to all outstanding balances that are due on or before December 31st or the last business day in December and that are subject to a penalty.

Date approved by Council: September 28, 2015
Resolution #: 15-086



Claresholm

REQUEST FOR DECISION

Meeting: Sept 10th, 2018
Agenda Item: 15

Tax Sale Property - 232, 234, 236 – 50 Ave West (Triplex)

DESCRIPTION:

The triplex properties at 232, 234, 236 – 50 Ave West were auctioned on August 21st, 2018. There were no bidders present. The Council now needs to decide if the Town should take over ownership of the property to dispose of according to the Municipal Government Regulations on Tax Recovery.

BACKGROUND:

These properties are a condo complex with three (3) units in one (1) building that has three (3) separate titles on it. The property was purchased by a numbered company in 2015, from another party that had purchased it and was unable to complete or occupy it due to building code violations. After several attempts at communication via Canada Post and Alberta Registries, the Town has been unable to locate the parties registered under the numbered company. The process for Tax Recovery has been complete as required and now the Council has to decide on the future of the properties. The property taxes have not been paid on this property since the ownership changed in 2015 causing it to be on the 2017 Tax Arrears List. The taxes were to be paid by March 31st, 2018 in order to avoid the auction of this property. The taxes, totaling \$22,401.62, were not paid and the property was set to auction August 21st, 2018. The auction was held and as there were no bidders the Council now has to decide if the Town should purchase this property. The property still remains in an unfinished state.

DISCUSSION

- Should the Town take title to the property for tax forfeiture?
If the Town takes title, the municipality can sell the property, at any time, and according to any conditions it chooses. Possible options include direct sale, by tender, through a real estate agreement, or by any other means that support selling the property at market value. The Town is also obligated to keep the property maintained.
- Should the Town consider amalgamating the properties so they are not individual titles and only one (1) title? Further evaluation would be required if the choice was to amalgamate the titles.
- Should the Town seek a legal opinion before making any choices?
- Should the Town refrain from taking title to the property at this time.

APPLICABLE LEGISLATION:

- 1.) Division 8 – Recovery of Taxes Related to Land

PREPARED BY: Lisa Chilton

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 6, 2018



Claresholm

REQUEST FOR DECISION

Meeting: September 10, 2018
Agenda Item: 16

PLAYSCHOOL CFEP PROJECT SUPPORT & FUNDING REQUEST

DESCRIPTION / BACKGROUND:

The Learn A Lot Playschool Library Board is applying for a CFEP grant for their portion of the Multi-use Community Building. They also require a letter stating the Town has committed matching funding to the project (this portion was included in the overall budget of the project).

DISCUSSION:

This grant is the small stream grant with project requests up to \$250,000. This project totals \$244,215 with the CFEP Grant Funds matching 50/50 as follows:

Grant funding to be requested	– 122,107.50
Requested Town Funds	– 122,107.50
Total	\$244,215.00

RESOLUTIONS:

Moved by Councillor _____ to provide a letter of support and commitment for municipal funding in the amount of \$122,107.50 for the Claresholm Learn A Lot Playschool CFEP Grant Application for the Multi-Use Community Building.

ATTACHMENTS:

- 1.) Letter of request from Claresholm Learn A Lot Playschool

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 5, 2018

August 19, 2018

Claresholm Town Council,

The Claresholm Learn-A-Lot Playschool is applying for the CFEP grant to help with renovation costs for the new multipurpose building, the playschools portion of the renovation is estimated at just under \$250 000. With \$125 000 from CFED and \$125 000 to funded by the town.

We are requesting a letter of support from the Claresholm Town council to attach to the application. The deadline to apply is September 15, 2018.

 Laurin Bellamy - Vice President

Thank you

Claresholm Learn-A-Lot Playschool Society



Claresholm

REQUEST FOR DECISION

Meeting: September 10, 2018
Agenda Item: 17

DAYCARE CFEP PROJECT SUPPORT & FUNDING REQUEST

DESCRIPTION / BACKGROUND:

The Claresholm Child Care Society is applying for a CFEP grant (large stream) for their portion of the Multi-use Community Building. They require a letter stating the Town has committed matching funding to the project (this portion was included in the overall budget of the project). The CFEP Large Funding stream is for projects requesting over \$125,001 and up to \$1 million. The grant deadline is October 1, 2018 for the large stream applications.

DISCUSSION:

This project estimate from the architect as \$460,027.00 (for the daycare portion of the building) with the CFEP Grant Funds matching 50/50 as follows:

Grant funding to be requested	– 230,013.50
<u>Requested Town Funds</u>	<u>– 230,013.50</u>
Total	\$460,027.00

RESOLUTIONS:

Moved by Councillor _____ to provide a letter of support and commitment for municipal funding in the amount of \$230,013.50 for the Claresholm Child Care Society CFEP Grant Application for the Multi-Use Community Building.

ATTACHMENTS:

- 1.) Letter of request from Claresholm Child Care Society

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 6, 2018



Claresholm Child Care Society

Box 271 ~ 221 - 45 Ave. W.

Claresholm, AB

TOL OTO

September 4, 2018

Dear Claresholm Town Council

The Claresholm Child Care Society is applying for the CFEP Grant to help cover the costs of the renovation of the new Multi-Use Building.

The Daycare's portion of the renovation is estimated at around \$460, 000.00; with \$230,000.00 to be funded through grants and \$230,000.00 to be funded by the Town of Claresholm.

We are requesting a letter of support and a letter of commitment from the Claresholm Town Council to attach to our application form. The application deadline for this grant is September 15, 2018.

Thank you very much for your support and dedication to the project.

Sincerely,
Claresholm Child Care Society



REQUEST FOR DECISION

Meeting: Sept. 10, 2018
Agenda Item: 18

LIBRARY 2019 CFEP PROJECT

BACKGROUND:

The Infrastructure Department met with Alex, at the library, Tuesday, August 14, 2018 and discussed the upcoming priorities for the library. The library was built in 2004 and opened in 2005.

The library's 3 main areas of concern are:

1. Carpet - upon inspection its condition is rated fair. It is the original carpet (2005) and it is worn in the high traffic areas, but will not require replacement in 2019. If no grant monies are realized, it could last another year or two with thorough annual cleanings and maybe mats or runners installed.
2. Lighting - replacement should be done once grant funding is secured, the lighting improvements for reading and for economy are needed and can be realized by switching to LED technology in the next few years.
3. HVAC units – we discussed the comments from the Town's service company (Airtech) regarding the condition of the roof top HVAC units and agreed the units have been looked after and will continue normally for the next 4 years as is, with annual maintenance. The air conditioner compressor was replaced in 2013, and after a lightning strike next door some electrical components for the heating system were also replaced a number of years ago. The units will be re-assessed in 4 years for replacement.

DISCUSSION / OPTIONS:

The Infrastructure Department would suggest the Library get the carpets cleaned as soon as feasible and work on the application to the Community Facility Enhancement Program for the May 15, 2019 intake date. This would allow for budget discussions as to the matching funding portion of the grants. The library board would need to budget accordingly for matching funds, or request of Town Council those matching funds to be discussed at the 2019 budget discussion time.

The lighting and carpet replacement could both be included in one grant application if quotes/costs were received for both projects. Combining these projects makes sense as the book shelves will need to be moved for both jobs to be completed.

ATTACHED:

- 1.) RFD Library 2019 CFEP Project Funding – August 13, 2018

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 17, 2018



Claresholm

REQUEST FOR DECISION

Meeting: August 13, 2018
Agenda Item: 13

LIBRARY 2019 CFEP PROJECT FUNDING REQUEST

DESCRIPTION / BACKGROUND:

The Town of Claresholm Public Library Board is applying for a CFEP grant to replace flooring and HVAC units at the Claresholm Library building. They are looking for the Town to commit matching funding to the project.

DISCUSSION:

As per the attached letter from the Claresholm Public Library the total estimated or quoted cost for the project is a cash cost of \$78,296 including GST and an in-kind cost of \$21,660, for a total project cost of \$99,956.

This qualifies the Library to request \$49,978 CFEP Grant Funds with matching 50/50 funding to come as follows:

Donated Labour and Equipment (Library Board)	– 21,660
<u>Requested Town Funds</u>	<u>– 28,318</u>
Total	\$49,978

The library is therefore asking for approximately 28.3% of the funding for this project.

However the above includes the replacement of HVAC units at the Library, that though they have reached their end of their expected life, from inspection by Airtech Heating and Air Conditioning Ltd. they are not needing to be replaced and could still have 5-10 years of life. Though it is the Library's preference to replace them now, Administration would recommend postponing the replacement of these HVAC units and ask the Library to amend their CFEP grant application to only include the flooring. From discussions with Alex Meic with the Library, they are amenable to this, however really desire to have the application go in for September 15, 2018, so they can receive word on the funding and complete the project in the summer of 2019.

The amendment to the application to exclude the HVAC units would adjust the total project cost down to \$56,000, still including the full \$21,660 in kind, resulting in \$28,000 CFEP grant funds and the matching funds to be as follows:

Donated Labour and Equipment (Library Board)	– 21,660
<u>Requested Town Funds</u>	<u>– 6,340</u>
Total	\$28,000

This is proposed to be a 2019 project and therefore this funding would come from 2019 budget, which has not yet been set. The Library Board, as noted above, is really wanting to apply for the September 15, 2018 application deadline which would require a funding commitment from the Town right away to meet that application deadline.

OPTIONS

Options include below are the same whether or not council is approving moving forward with the project with or without the HVAC units included. As Administrations recommendation is to not replace the HVAC units at this time as they still have life in them, the below is based on that recommendation. If however Council wanted to approve the full original proposal from the Library, the amounts would just be greater.

1. Council can commit this funding, contingent on the grant being successful, and defer where the funds are coming from to 2019 budget discussions (Library's Strong Preference)
2. Council can defer the project to 2019 budget discussions, not committing anything at this time, giving Council an opportunity to see all 2019 projects, total funding, and move forward by priority. This would also require us to request the Library Board to hold off on their CFEP Grant Application for next year, likely a Jan 15, 2019 filing deadline, which also means a later date for hearing back on the success of the grant.

RESOLUTIONS:

Option 1:

Moved by Councillor _____ to provide a letter of commitment for municipal funding up to \$6,340, for the Town Of Claresholm Public Library Board CFEP Grant Application matching funds for their flooring replacement project, and defer funding to 2019 budget discussions.

Option 2:

Moved by Councillor _____ to defer the Town Of Claresholm Public Library Board HVAC and flooring replacement project to 2019 capital budget discussions and ask the Library Board to postpone their CFEP Grant Application.

ATTACHMENTS:

- 1.) Letter of request from Claresholm Public Library

APPLICABLE LEGISLATION:

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

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 9, 2018

Town of Claresholm Council
Box 1000
Claresholm, AB.,
TOL 0T0

August 1, 2018

The Claresholm Library is seeking funding to replace our old, stained, faded and worn out carpet as well as for new heating/air conditioning units as the current units are nearing the end of their lifespans. We are applying for a Community Facilities Enhancement Program grant through the Government of Alberta for this funding.

CFEP funding is only approved if the applying organization has matching funds. These are our funding requirements:

Airtech Heating & Air Conditioning Ltd. in Lethbridge has given us a quote for new HVAC units that comes to a total of \$43,956.15 (including GST). Please see attached for a breakdown of costs.

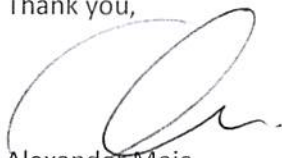
Floors First in Vulcan has given us a quote to replace carpeting throughout the Library with carpet tiles to make replacement easier and cheaper in the future. The quote is \$34,339.66. Please see attached for a breakdown of costs.

The Library also requires volunteers to help move all the books, shelving and furniture throughout the Library. Based on CFEP guidelines each volunteer hour is worth \$20.00. I have estimated that we would need 20 volunteers working 7.5 hours a day, for 7 days for a total of \$21,000. We would also need the use of a special machine that moves bookshelves, at 22 hours at a cost of \$30.00 (again, as per CFEP guidelines) per hour for a total of \$660.

This brings the total funding to \$99,955.81. As per the CFEP guidelines we would be able to request half of this in funding which is \$49,977.90. We would then have to be able to match this amount either through cash and/or volunteer hours and use of specialized equipment. The volunteer hours and use of the specialized machine would amount to \$21,600 so we would need the Town to contribute the rest which would be \$28,317.90.

The Library would also require a letter from the Town of Claresholm saying that this funding was approved and guaranteed to include with our grant application which needs to be sent to the CFEP office no later than September 15, 2018.

Thank you,

A handwritten signature in black ink, consisting of a large, stylized 'A' followed by a cursive 'M' and a small flourish.

Alexander Meic

Manager, Claresholm Public Library



REQUEST FOR DECISION

Meeting: September 10, 2018
Agenda Item: 19

BUSINESS CELL PHONE POLICY – POLICY #GA 09-18

BACKGROUND/DESCRIPTION:

The Town does not currently have any formal policy around the use, purchase, replacement, ownership, or authorization of Town Cell Phone or other communication devices or Wireless Contracts or Plans for these devices.

The lack of policy leads to confusion, inconsistency, and disparity in the value or benefit that each individual authorized employee receives with regards to type or value of phone and what the options are. The lack of policy also leads to the Town covering the cost of all phone expenses (accessories, repairs, replacement) generally at the request of the employee themselves without an assessment of or expectation of what is reasonable for the Town to pay for, or review of what the Town has already purchased for them.

DISCUSSION:

The Town is generous in allowing Town purchased cell phones and Town cell phone plans to be used for personal and business use as there is generally little to no extra cost to the Town for doing so and it is inconvenient for an employee to carry around two phones. Carrying around two phones also leads to higher risk of losing or damaging a phone, trying to keep tabs on two phones instead of just one. Some employees still choose to use two phones to keep business and personal separate, however this is a personal choice.

The possession and use of a cell phone or other communication device is important for a number of the municipal employees and it is therefore reasonable to provide these employees with a cell phone and cell phone plan. This however is accomplished equally with a cheaper budget phone (i.e. 32 GB iPhone SE - \$469 or 32GB iPhone 6S - \$599) and a top of the line new release (i.e. 256GB iPhone 8 - \$1,139 or 256GB iPhone X - \$1,529). It is therefore not reasonable to expect the Town to provide these top of the line phones to employees at the Tax Payers expense.

Some employees however would prefer these newer more expensive phones and would buy them personally if they were not provided a Town cell phone, therefore we still want to provide the option for employees to have these phones. To accomplish this the attached policy allows the employee to choose these phones with the difference between the cheaper phone (what the Town would provide) and the more expensive phone (the phone chosen by the employee) to be paid for by the employee. Similarly if an employee wants to upgrade their phone or other device sooner than 3 years, this again should be at the incremental cost of the employee. If the employee is putting in their own funds for an upgrade it is then reasonable to allow the employee to keep the phone at the end of the contract or the end of employment. It is of little value or use to the Town at the end of the contract.

Reference to refurbished phones in the policy is due to the Town having an agreement with Telus, as part of the Telus Cell Tower lease contract on Town property, to be provided with a number of phones every 5 years free of charge. These however must be refurbished or used phones. This option may provide an employee with a nicer phone than the low end model, but have diminished life due to age.

RECOMMENDATION:

The policy was reviewed at the Administrative Services committee meeting held on September 4, 2018 and a motion was carried to recommend that Council adopt the attached policy to promote clearer and more equitable use, purchase and replacement of communication devices and wireless communication plans for Town use.

PROPOSED RESOLUTION:

Moved by Councillor _____ to recommend to Council to adopt Policy #GA 05-18, the Business Cell Phone Policy, effective September 10, 2018 as presented.

ATTACHMENTS:

- Policy #GA 05-18, Business Cell Phone Policy

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 6, 2018



Policy #GA 09-18

Cell Phone for Business Use

Effective Date: September 10, 2018

PURPOSE:

To establish a policy related to the replacement, reimbursement, ownership, usage and general administration of employer paid communication devices and plans with Town of Claresholm employees.

POLICY:

Employer paid communication devices may be granted to employees for communications to help them better perform their duties while away from the office or away from a nearby land line.

DEFINITIONS:

“Communication device” includes but is not limited to handheld electronic device with the ability to receive and/or transmit voice, text, or data messages (including, but not limited to, cellular phones, walkie- talkies, telephone pagers, PDAs, smart phones, or wireless devices).

PROCEDURES & GUIDELINES:

a) Approval

- I. Employees are eligible for use of an employer paid communication device with a recommendation from their respective Supervisor and with the approval of the Chief Administrative Officer (CAO) or designate.
- II. The Communication Device Approval Form (see attached) must be filled out and signed by the respective supervisor and the CAO or other designated officer.

b) Usage

- I. The communication device may be used by the employee for both personal and business related calls as long as usage is reasonable. Cell phone bills will reviewed periodically for unreasonable use and the Town may ask for the employee to reimburse the Town for excessive extra fees incurred for personal use. Reasonableness will be at the discretion of the CAO or designate. The Town reserves the right, at the CAO or designates discretion, to revoke authorization for a Town paid wireless device plan based on abuse of this privilege.
- II. The communication device should be used in a responsible, professional manner and should not be a distraction or take away from the employees' performance.

c) Purchase, Replacement & Ownership

- I. The CAO or designate will determine what communication device is required or adequate for the position and purpose of the employee. This will generally be a budget or lower end device. The employee may request the type or operating system of the

- device (e.g. iPhone vs Android) which will be considered in the CAO or designates decision. The CAO or designate may also provide a used or refurbished phone rather than a new phone. If the employee accepts the device provided the device remains the property of the Town.
- II. At the employees option they may select a different or upgraded communication device of their choosing, but must personally pay for the difference in cost of the device selected from the communication device that would have otherwise been provided. In this case the device will remain the property of the employee.
 1. This can be done either by the employee purchasing personally and submitting an expense claim for reimbursement for Town's approved portion.
 2. Alternatively the Town can purchase and the employee must reimburse the Town for their portion. The device will not be given to the employee until money is received.
 - III. The Town will cover all reasonable costs related to the activation or setup of the device on the Town's wireless communication plan, as well as the cost of a warranty plan (i.e. AppleCare or equivalent). This does not include other local vendor customer care or similar service or warranty packages.
 - IV. The Town will provide reasonable accessories (e.g. case, car charger and/or screen protector) once per device for the life of the device.
 - V. New Communication Devices will be replaced only once every 3 years. If a refurbished or used device is provided the device may be replaced sooner at the CAO or designates discretion.
 - VI. If an employee desires to upgrade or replace a device sooner, the CAO or designate may allow for a prorated portion that the Town will cover based on the age of their current device. The difference will be the expense of the employee.
 - VII. If the communication device is lost, broken, or stolen, the employee will be responsible for all replacement or repair costs unless caused by extenuating circumstances which will be determined by the CAO.

d) Administration of Wireless Device Plans

- I. The CAO or designate will determine what rate plan is provided for an employee. This plan will remain under the name of the Town and will be administered by the Town.
- II. If an employee wishes to remain on their own personal rate plan the Town will allow for partial reimbursement of the employees monthly rate plan up to a maximum amount per month at the discretion of the CAO or designate. The maximum reimbursed will be determined based on the use and needs of the employee in their position and the current estimated cost to the Town if the employee was on the Town's rate plan contract.

Date approved by Council:

Resolution #



Town of Claresholm
Communication Device Approval Form

Employee Information

Employee Name: _____

Department: _____ Position: _____

CAO Approved Communication Device Information

New Device to be provided: _____ Cost: _____

Optional Refurbished Device to be provided under Telus Lease Contact _____

Employee's Accepted Device (Mark Choice)

- Town provided New Device
- Town provided Refurbished Device
- Employee Selected Upgrade: _____

Phone Cost: _____ Employee's Portion: _____

Date Purchased: _____ Date Eligible for Replacement _____

Approved Maximum Reimbursement for Employee Wireless Plan:

If employee remains on personal cell phone plan the Town will reimburse the employee for their cell phone plan to a maximum monthly amount of (expense claim must be submitted with invoices): _____

Employee Signature

I certify that I have read, understand and intend to comply with the Town of Claresholm's "Cell Phone For Business Use" Policy. I recognize that if I have upgraded and personally paid for a portion of my phone that it remains my property at the end of the contract, otherwise the phone is the property of the Town and must be returned.

Signature: _____ Date: _____

CAO/Designated Officer Signature

Signature: _____ Date: _____



Claresholm

REQUEST FOR DECISION

Meeting: September 10, 2018
Agenda Item: 20

LAND INQUIRY – SKATING RINK on MUNICIPAL PROPERTY

The Development Department received a request from a resident on Tamarack road, to use the municipal lot that is currently for sale for a private skating rink (20x40) for the winter months (see attached email). As this land is owned by the Town the request must come to Council for review.

Considerations:

1. Land is currently vacant and for sale.
2. Liability. (fencing/public use/etc)
3. Zoning is residential and skating ponds are not listed as an accessory use, however if there was a primary use on the property a homeowner would be able to have this use within their own backyards without any municipal approval requirements (but this use is not a primary use).

Options:

1. Approve the request (potentially via a lease agreement)
2. Deny the request.



ATTACHMENTS:

- 1.) Letter from resident

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 6, 2018

Hi Tara,

Thanks for the reply, if you wouldn't mind forwarding this for council review, it would be greatly appreciated. The rink itself, would only be 18" high, and would be around a 20' x 40' surface. It could be smaller if that is preferred. I would maintain the rink, so the town wouldn't have to. Thank you for submitting it to the council and I look forward to hearing a reply, whatever the outcome.

Cheers and have a great day.

Dave Perez

On Sep 4, 2018, at 8:48 AM, Tara VanDellen <Tara@claresholm.ca> wrote:

Hi Dave,

All land inquiries must go to Council for review. If you wish, I can forward your request onto Council for their upcoming meeting on September 10th, 2018. Since these lots are for sale I am unsure if this would be desirable, items such as liability, fencing, and others from the public using it, may be a concern for Council. If you have ideas on how to address these issues please let me know and we can forward this to Council if you wish to proceed.

Thanks,

Tara VanDellen
Development Officer

Phone: 403.625.3381 | Fax: 403.625.3869 PO Box 1000, 221 45 Ave W,
Clareholm, AB T0L 0T0 www.claresholm.ca

-----Original Message-----

From: Dave Perez [REDACTED] >
Sent: Monday, September 3, 2018 5:59 PM
To: Karine Wilhauk <Karine@claresholm.ca>
Subject: Small Ice Rink

Hi there,

I live at 18 Tamarack Road, and I was wondering if it was possible to build a small ice rink for this coming winter, on the town owned lot 69 (right beside us) on Tamarack Road? Please let me know if this is possible, as we have a few kids on the street, mine included that would love to have a rink. Thank you and have a great day.

Dave Perez



Claresholm

REQUEST FOR DECISION

Meeting: September 10, 2018
Agenda Item: 21

ATCO GAS AND PIPELINES LTD. FRANCHISE AGREEMENT

DESCRIPTION:

ATCO Gas has contacted the Town of Claresholm with their annual inquiry regarding the Town's option to modify the franchise fee that is billed to ATCO Gas cucumbers and paid to the Town of Claresholm for the 2019 year.

BACKGROUND:

ATCO Gas has a Natural Gas Distribution System Franchise Agreement with the Town of Claresholm that came into effect on April 28, 2005. This agreement gives ATCO Gas an exclusive franchise to provide gas distribution services within the Town of Claresholm. Clause 4(a) that is referenced in their letter reads as follows:

4) FRANCHISE FEE

a) *Calculation of Franchise Fee*

In consideration of the exclusive grant of franchise, the ability to use Municipal rights-of-way, and the mutual covenants herein, the Company agrees to pay to the Municipality a franchise fee. The parties agrees that s.360(4) of the Municipal Government Act RSA 2000 c.M-26, as amended, does not apply to the calculation of the franchise fee in this Agreement. For each calendar year the franchise fee will be calculated as a percentage of the Company's actual total revenue derived from the Delivery Tariff, including without the limitation the fixed charge, base energy charge, demand charge but excluding the cost of gas (being the calculated revenues from the gas cost recovery rate rider or the deemed cost of gas and revenues from gas related riders, for clarity Method A in the Company's Rider A as approved by the Board from time to time) in that year for Gas Distribution Service within the Municipal Area. For the first calendar year or portion thereof of the Terms of this Agreement, the franchise fee percentage shall be ten (10.00) percent.

By no later than September 1 of each year, the Company shall: (i) advise the Municipality in writing of the total revenues that were derived from the Delivery Tariff within the Municipal Area for the prior calendar year; and (ii) with the Municipality's assistance, provide in writing an estimate of total revenues to be derived from the Delivery Tariff within the Municipal Area for the next calendar year.

By no later than November 15 of each year, the Municipality shall advise the Company in writing of the franchise fee percentage to be charged for the following year. Failing which notification, the franchise fee percentage shall remain unchanged.

DISCUSSION/OPTIONS:

1. The franchise fee has remained unchanged at ten (10.00) percent since the agreement came into effect in 2005.
2. As per the Franchise Agreement, Clause 4(b) states: "The franchise fee percentage shall not at any time exceed thirty five (35%) percent, unless there has been prior Board approval."
3. Should Council choose to change the franchise fee, the Town would need to advertise the intent to change the fee at least 45 days prior to implementation as per Clause 4(c).
4. By increasing the percentage, residents within the Town of Claresholm would see an increase in their utility billing for natural gas, as the increase would be billed to each consumer as stated in Clause 4(d).
5. Per ATCO Gas' estimate, each one (1) percentage point increase would result in approximately ten thousand dollars (\$10,000) in increased revenue in 2019.

COSTS/ SOURCE OF FUNDING:

This is revenue to the Town of Claresholm. Extra costs would only be incurred should Council choose to lower the franchise fee percentage. Similarly, the Town would receive increased revenue if Council chooses to increase the franchise fee.

RECOMMENDED ACTION:

Council pass a resolution to keep the ATCO Gas Franchise Fee the same for 2019.

PROPOSED RESOLUTION:

1. Moved by Councillor _____ to keep the franchise fee percentage the same at 10% for 2019 as per Clause 4(a) of the Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd.

ATTACHMENTS:

1. Correspondence from ATCO Gas dated August 24, 2018.

APPLICABLE LEGISLATION:

1. Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd;(Executed April 28th, 2005)

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: September 7, 2018

August 24, 2018

RECEIVED

AUG 28 2018

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

Attention: Marian Carlson / Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 4(a)

Pursuant to Clause 4(a) of our franchise agreement, the municipality has the ability to change the franchise fee percentage in 2019; this request must be received by ATCO Gas in writing prior to November 1st. If you are considering changing the franchise fee in 2019, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Town of Claresholm a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Town of Claresholm, this percentage is 10.00%.

In 2017, our Delivery Tariff revenue in the Town of Claresholm was \$1,164,709. Our forecast Delivery Tariff revenue for 2019 is \$1,032,531. Therefore, based on the current franchise fee percentage, the forecast 2019 franchise fee revenue would be \$103,253.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to call me at (780) 380-5401.

Yours truly,



Shane Ellis
Manager, Lethbridge
ATCO Gas Distribution



REQUEST FOR DECISION

Meeting: September 10, 2018
Agenda Item: 22

COMMITTEE STRUCTURE

DESCRIPTION:

With the resignation of Councillor Donna Courage, there are some committees that do not have representation from Council. Council needs to decide if they would like to fill these positions or leave them vacant until after the By-Election on October 15, 2018.

The Organizational Meeting will be held on October 22, 2018, at which time all committee positions will be revisited for the next calendar year.

Current vacancies:

External Boards & Committees:

- Alberta SouthWest
- Joint Economic Development Initiative (JEDI)
- Physician Recruitment

Internal Committees:

- Municipal Planning Commission
- Wage Negotiating Committee

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to appoint Councillor / Mayor _____ to Alberta SouthWest.

Moved by Councillor _____ to appoint Councillor / Mayor _____ to the Joint Economic Development Initiative (JEDI).

Moved by Councillor _____ to appoint Councillor / Mayor _____ to the Physician Recruitment Committee.

Moved by Councillor _____ to appoint Councillor / Mayor _____ to the Municipal Planning Commission.

Moved by Councillor _____ to appoint Councillor / Mayor _____ to the Wage Negotiating Committee.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: September 7, 2018

STANDING BOARD & COMMITTEE APPOINTMENTS 2017-18

(updated August 27, 2018)

External Boards & Committees

Alberta SouthWest

One Councillor from Town of Claresholm (vacant)

1 Council member from each of the following partner municipalities: Cardston County; Village of Glenwood; Crowsnest Pass; MD of Pincher Creek; Town of Pincher Creek; Town of Cardston; MD of Willow Creek; Town of Stavely; Town of Granum; Village of Cowley; Town of Fort Macleod; Waterton; Town of Nanton; Village of Hillspring; MD of Ranchlands

Meetings the 1st Wednesday of every month at 6:00 p.m. and location rotates around the region.

Contact: Bev Thornton, Executive Director – bev@albertasouthwest.com
403-627-3373

Chinook Arch Regional Library System

Appointed by the Claresholm Public Library Board – Kathy Davies

Claresholm & District Chamber of Commerce

Councillor Brad Schlossberger

Twelve (12) members elected at large

Meetings the 3rd Monday of every month at 5:00 p.m. (Executive Meetings) at the Economic Development Office; and 3rd Wednesday of every month at noon (General Board Meetings) locations alternate.

Contact: Amanda Zimmer

Claresholm & District Transportation Society Board

Councillor Lise Schulze

One (1) member from Town of Granum

One (1) member from Vulcan County

Two (2) Special Interest Groups

- Claresholm Seniors Drop-In Centre
- Wandering Willows Association

Four (4) Community Members

- Claresholm – Stavely – Granum – M.D. Of Willow Creek #26

Meetings the 3rd Friday of every month at 10:00 a.m. at Auxiliary Hospital

Contact: Lyal O'Neill, Manager – cltransp@gmail.com 403-625-4455

Claresholm Animal Rescue Society (CAREs)

Councillor Lise Schulze

Nine (9) members elected at large

Meetings the 3rd Thursday of every month at 7:15 p.m. at the Library

Contact: Lorraine Norgard, President – lrr123@shaw.ca 403-625-5370

Claresholm Child Care Society Board

Councillor Lise Schulze

Nine (9) members elected at large

Meetings at 6:30 p.m. every month at the Town Office Council Chambers (dates vary) – No meetings in July and August

Contact: Kim Gugala, Executive Director – cccs2@telusplanet.net
403-625-4543

Claresholm Food Bank

Councillor Gaven Moore

Meetings the 3rd Thursday of every month at 4:00 pm at the Library

Contact: Shirley Stange, 403-625-2092

Claresholm Golf Club Board

Mayor Doug MacPherson

Nine (9) members elected at large

Meetings the 3rd Wednesday of every month at noon at the Golf Course

Contact: Lyle Broderson, Head Professional – bridgpro@telus.net
403-625-3500

Claresholm Housing Authority Board

Councillor Lise Schulze

Four (4) members at large (by the Town of Claresholm)

Meetings the 3rd Wednesday of every month at 7:00 p.m. at Parkside Manor

Contact: Maxine Middleton – maxine.middleton984@gmail.com
403-625-4133

Community Hall Board

Councillor Brad Schlossberger

One (1) Councillor from MD of Willow Creek

Seven (7) members elected at large

Meetings once per month, no set date, at the Community Centre

Contact: Marni Lane – MLane@connectfirstcu.com

Claresholm Learn-a-lot Playschool Society Board

Councillor Lise Schulze

Meetings the last Wednesday of every month at 7:00 p.m. at the Playschool

Contact: Carol Van Rootselaar, Teacher – lotplay@telus.net
403-625-4551

Claresholm Library Board

Councillor Gaven Moore

Two (2) members from MD of Willow Creek (Councillor Darry Markle)

Three (3) to six (6) members at large (by the Town of Claresholm)

Meetings quarterly on the 3rd Tuesday: November, February, May, September at 6:30 p.m. at the Library

Contact: Alex Meic, Manager – ameic@claresholmlibrary.ca

Fort Macleod Subdivision and Development Appeal Board

Mayor Doug MacPherson

Meetings are as needed

Contact: Keli Sandford, Development Officer – 403-553-4425

communications@fortmacleod.com

Joint Economic Development Initiative

Councillor Kieth Carlson and Councillor (Vacant)

MD of Willow Creek: Deputy Reeve Glen Alm and Councillor Darry Markle

Meetings are as needed.

Lethbridge College Community Advisory Council

Councillor Lise Schulze

Meetings are a minimum of twice per year, spring & fall, with additional meetings as needed; location to be determined

Contact: Melissa Reed, Regional Operations Assistant 403-320-5318

melissa.reed@lethbridgecollege.ca

Oldman River Regional Services Commission

Mayor Doug MacPherson

Councillor Brad Schlossberger (alternate)

Meetings quarterly the 1st Thursday: March, June, September, December at 7:00 p.m. at the ORRSC office in Lethbridge

Contact: Barb Johnson, Executive Secretary – admin@orrsc.com

403-329-1344

Physician Recruitment & Retention Committee

Councillor (Vacant)

Meetings as necessary

Contact: Cindee Schlossberger 403-625-4484

Porcupine Hills Lodge Foundation Board

Councillor Kieth Carlson

One (1) member at large (by the Town of Claresholm)

Meetings the 1st Tuesday of every month at 4:00 pm at the Lodge

Contact: Lisa Anderson, CAO – landersonplodge@gmail.com

403-625-3988

Regional Landfill Commission

Councillor Brad Schlossberger

One (1) Councillor MD of Willow Creek

One (1) Councillor Town of Fort Macleod

One (1) Councillor Town of Stavely

One (1) Councillor Town of Granum

Meetings the 4th Thursday of every month at 3:00 p.m. at the Landfill

Contact: Cheryl Friesen, CAO willowcreekregionallandfill@cciwireless.ca

403-687-2603

Southern Alberta Summer Games Committee

Councillor Gaven Moore

Meetings as necessary

Contact: Karine Wilhauk, Treasurer – karine@claresholm.ca

Swimming Pool Joint Use Representative

Councillor Craig Zimmer

Meetings are as needed – usually twice per year

Willow Creek Agricultural Society Board

Councillor Brad Schlossberger

Twelve (12) members elected at large

Meetings the 3rd Wednesday of every month at 6:30 p.m. – Supper meeting at various restaurants

Contact: David Hansma, Manager – clhmagriplex@telus.net
403-625-2410

Internal Boards & Committees

Administrative Services Committee

Councillors: Kieth Carlson and Craig Zimmer, Chief Administrative Officer

Meetings are as needed in Council Chambers

Assessment Review Board

One (1) member of Town Council

One (1) member at large

Meetings are as needed

Audit & Finance Committee

Full Council

Meetings are as needed in Council Chambers

Economic Development Committee

Councillor Brad Schlossberger

Councillor Kieth Carlson

Ten (8) voting members appointed by Council

One (1) member from the MD of Willow Creek Council

One (1) member nominated by the Chamber of Commerce

One (1) member representing the agricultural community

Four (4) members representing the business/industrial community

One (1) member representing the community at large

Meetings the 3rd Monday of every month at 7:00 p.m. at Ec Dev Office

Emergency Management Advisory Committee

Councillor Brad Schlossberger

Councillor Craig Zimmer

CAO

Meetings are once per year

Emergency Services Committee

Councillor Craig Zimmer

Councillor Kieth Carlson

CAO

Claresholm Fire Chief

One (1) Member from the Claresholm Fire Department

One (1) Claresholm RCMP representative

Peace Officer

Director of Infrastructure

Meetings quarterly on the 1st Wednesday at 4:00 pm in Council Chambers

Facility & Infrastructure Planning Committee

Full Council

One (1) member at large

Meetings as needed

Family and Community Support Services Board

Councillor Lise Schulze

Councillor Kieth Carlson

One (1) Councillor MD of Willow Creek – Darry Markle

Three (3) to five (5) members at large

Meetings the 1st Monday of every month at 7:00 p.m. in Council Chambers

Grievance Committee

Councillor Kieth Carlson
Councillor Craig Zimmer
Councillor Gaven Moore
Meetings are as needed

Multi-Use Community Building Ad-hoc Committee

Mayor Doug MacPherson
Councillor Brad Schlossberger
Councillor Lise Schulze
Meetings are as needed

Municipal Planning Commission

Mayor Doug MacPherson
Councillor Vacant
Councillor Brad Schlossberger
Two (2) members at large
Meetings are Fridays at 8:00 a.m. once per month as needed in Council Chambers

Museum Board

Councillor Gaven Moore
Four (4) to eight (8) members at large
Meetings the 3rd Wednesday of every month at 3:00 pm in Council Chambers

Recreation Facility Users Committee (Arena & Ball Diamonds)

Councillor Craig Zimmer
Recreation Manager
Director of Infrastructure
Meetings are: Arena – twice yearly Ball Diamonds – once yearly

Subdivision and Development Appeal Board

Councillor Craig Zimmer
Councillor Kieth Carlson
Councillor Lise Schulze
Three (3) members at large
Meetings as needed

Wage Negotiating Committee

Mayor Doug MacPherson
Councillor Vacant
Councillor Brad Schlossberger
Councillor Craig Zimmer
Meetings are only required when CUPE agreement is expiring



Claresholm

REQUEST FOR DECISION

Meeting: September 10, 2018
Agenda Item: 23

DRAFT STRATEGIC PLAN 2017/2018 – 2020/2021

DESCRIPTION:

Administration requires a motion of Council in order to approve the Draft Strategic Plan for 2017/2018 – 2020/2021 as presented.

BACKGROUND:

After meeting with full Council and the Chief Administrative Officer, on June 22, 2018, a Draft Strategic Plan has been created with the assistance of a consultant. If Council is comfortable with the Draft Plan, then a motion would need to be made in order to adopt this Plan going forward.

The draft plan was presented at the August 13, 2018 Council meeting but was tabled to the September 10, 2018 meeting to allow Council additional time to review the document.

RECOMMENDED ACTION:

Council pass a motion to approve the Draft Strategic Plan 2017/2018 – 2020/2021 as presented.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the Town of Claresholm Strategic Plan 2017/2018 – 2020/2021 as presented.

Attachments:

Town of Claresholm Draft Strategic Plan 2017/2018 – 2020/2021.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 5, 2018

Town of Claresholm

DRAFT Strategic

Plan

2017/2018-2020/2021



Approved on XXXXX



Town of Claresholm Strategic Plan



Centennial Park

Vision

A thriving community offering quality family living that encourages economic prosperity through innovative and progressive thinking.





Bridges at Claresholm Golf Course

Core Values

The Town of Claresholm's core values:

- Community Pride
- Healthy, Active Living
- Diversity
- Stability
- Security

Claresholm Spray Park



Twenty Years In The Future

Through a discussion at the Planning Session, the Town of Claresholm identified what it wants to be known for in twenty years:

- Rooted and collaborative relationships with the farming and ranching community.
- A place to stop and visit – a beautiful destination
- A great place to live – a safe, secure place to live
- Agriculture service centre
- Affordable family housing
- Friendly town – welcoming
- Health care facilities
- Major service center between Calgary and Lethbridge
- Transportation hub/gateway to southern Alberta
- Gateway to recreation and tourism in the Porcupine Hills
- Organic and farm to table food
- A vibrant business and industrial community
- Accessible post-secondary education
- A safe, secure place to live

The same planning session identified that the Town of Claresholm will have the following in twenty years:

- Multi-use community facility
- Fiber optic networking
- Vibrant downtown
- Boutique spa
- Walking paths, hiking, biking trails
- A high-way by-pass
- A population of over 5,000
- Theatre/arts and culture centre
- Truck stop with services
- Agriculture support services, education, distribution
- Drive in theatre/community theatre
- A vibrant arts community





Strategic Assessment

The strategic assessment reviewed with the members of Council.

The Town of Claresholm has many **ASSETS**:

- **Major Medical/Seniors facilities:**
 - Claresholm Health Unit
 - Mental Health Clinic
 - General Hospital
 - Clinic
 - Claresholm Centre for Mental Health and Addictions
 - Willow Creek Continuing Care Centre
 - David Landers Centre (AADAC)
 - Porcupine Hills Lodge
 - Cottonwood Village
 - Auxiliary Hospital
 - Parkside Manor
 - Heritage House
 - Apartments at 4 Skyline
- **Recreation Facilities**
 - Bridges of Claresholm 18-hole championship golf course
 - Indoor swimming pool
(with a unique partnership with Alberta Health Services)
 - Claresholm Community Centre
 - Agriplex
 - Four-sheet curling rink
 - Ice Arena
 - Skateboard Park
 - Campground
 - Four-diamond ball complex
 - Playgrounds
 - Seniors' Drop-In Centre
 - Drifting Track
 - Outdoor Fitness Park
 - Indoor Gun Range
 - Trap Range
 - Spray Park
- **Education Facilities**
 - West Meadow Elementary School
 - Willow Creek Composite High School
 - Chinook Educational Consortium
 - Willow Creek Community Adult Learning Society
- **Historical/Cultural Facilities**
 - Churches
 - Public Library





- Claresholm Museum/Tourist Information Centre
- Claresholm Industrial Airport – Harvard Memorial
- **Service Clubs**
 - Kinsmen
 - Kinettes
 - Lions
 - Knights of Columbus
 - Sons of Norway
 - Claresholm Fine Arts Society
 - Claresholm Animal Rescue Society
 - Porcupine Hills Classic Cruisers Car Club
 - Claresholm & District Chamber of Commerce
 - Claresholm & District Fair Board
 - Claresholm Fish & Game Association
 - Royal Canadian Legion Branch #41
 - Sparta house
 - 4-H Clubs
 - Youth of Tomorrow
- **Business**
 - Claresholm District Chamber of Commerce
 - Diverse retail and service community
 - Varied industrial business community
- **Safety & Security**
 - Fire Protection – Volunteer Fire Department
 - Royal Canadian Mounted Police
 - Ambulance Services (Fire/EMS/Rescue Service)
 - 911 Service
- **Town Services**
 - Recycling
 - Garbage
 - Sewer
 - Regional Water Treatment Plant
 - Animal shelter
 - Maintenance (road, snow, landscaping)



Claresholm
Public Library





Key Task Items

Based on the strategic assessment, Council noted the following items that require action:

- Complete Planning (Operations, Capital, Intermunicipal Development, Intermunicipal Collaboration Framework, and Industrial Plans)
- Plan for the Bypass
- Enhance Community Centre
- Pursue Completion of the Multi-Use Facility
- Complete the Stormwater Infrastructure
- Continue to Focus on Development Processes
- Support the Economic Development Committee
- Develop a strategy to deal with landowners that may be a challenge to development and business attraction/retention.
- Revitalize Downtown and Highway Corridor
- Investigate Opportunities for Various Types of Housing and Develop Residential Land Resulting in Diverse Housing
- Develop Light Industrial (Annex)
- Explore opportunities for regional collaboration.
- Ensure ongoing Public Participation
- Continue to review and update Administration and Council Policies
- Address legislative changes in a timely fashion
- Build relationships with all levels of government and look for opportunities to collaborate
- Strengthen Relationships with Stakeholder Organizations such as the Chamber of Commerce
- Continue to Enhance Relationships with AHS and Other Service Providers
- Enforce traffic Bylaws and Improve traffic enforcement in town
- Continue to improve parks
- Support the Arts Community



Mural by downtown parking lot





Goals

The following are the Town of Claresholm's goals for the next three and a half years:





Council, in developing these goals, will facilitate and provide leadership for change to achieve the vision for the Town of Claresholm.

DRAFT





Short Term Strategies: Year One

1. Policy and Planning for Responsible, Sustainable Growth

- a. Complete a Three-Year Operations Plan and Five-Year Capital Plan.
 - Complete first official 3 year operating and 5 year capital plan
- b. Pursue Completion of the Multi-Use Facility
 - Tender project and begin asbestos remediation
- c. Complete the Intermunicipal Development Plan (IDP)
 - Engage ORRSC to begin public input and policy development
- d. Complete the Intermunicipal Collaboration Framework (ICF)
 - Complete review of current services provided by the Town internally, inter-municipally, or by a 3rd party
- e. Complete the Industrial Study on Annexed Lands
 - Develop land use policy and regulations pertaining to future industrial and commercial development
 - Develop a concept plan for the 120 acre parcel
 - Develop an Area Structure Plan for Phase I
- f. Continue with improvements to the Stormwater Infrastructure
 - Complete scope change to Phase 1 to include golf course corridor and connection to Centennial Park
 - Reapply for Alberta Community Resilience Program Grant for Phase 2
- g. Continue to Focus on Development Processes
 - Provide online service to streamline permit process

2. Economic and Community Development to Revitalize Claresholm

- a. Support the Economic Development Committee
 - Develop a 3 year Business Plan including the following:
 - Business attraction and retention plan that would outline what sectors, industries, businesses the town should focus on that would create jobs, provide services and grow the town.
 - Succession/transition planning awareness, support, assistance for existing business owners.
 - Develop a coordinated communication strategy regarding what there is to do in town, and how the town appeals to a variety of age groups and types of businesses.
 - Collaboration with the Chamber of Commerce
 - Investigate how Claresholm can be an Agriculture Service Centre
 - Identify how the relationship with the Farmers and Ranchers can be strengthened
 - Work with the College group to identify how they can be sustained and grow in Claresholm
 - Fibre Optic Network.
- b. Develop strategy for Challenging Land Owners
- c. Revitalize Downtown and Highway Corridor
 - Gateway signs, mural maintenance
- d. Develop Residential Land Resulting in Diverse Housing
 - Work with landowners to identify opportunities





- e. Develop Light Industrial (Annexed lands)
 - Develop land use strategy that takes into account highest and best use
 - Undertake an Opportunities and Constraints analysis
 - Develop a logical phasing plan to phase development
 - Develop a Financing and Cost Sharing model
 - Undertake a market analysis

3. Sound, Responsible Governance and Strengthen Internal Operations

- a. Ensure ongoing Public Participation
 - Quarterly open houses
 - Create opportunities for meaningful public participation as per the Public Participation Policy #COUN 05-18(a)
- b. Continue to review and update Administration and Council Policies
 - Redevelop the numbering and organization of policies for efficiency
 - Begin review and updating of current policies
- c. Address legislative changes in a timely fashion.
 - Develop tracking worksheet to identify changes required and progress
 - Review and update Bylaws
 - Ensure ongoing training for qualified operators/staff

4. Improve and Expand Partnerships, Collaborations, Relationships

- a. Build relationships with all levels of government and look for opportunities to collaborate
 - MLA, MP and surrounding municipal Council's, at least bi-annual social
- b. Strengthen Relationships with Stakeholder Organizations such as the Chamber of Commerce
 - Encourage presentations to Council, visit organizations to build relationships and have a presence in the community
- c. Continue to Enhance Relationships with AHS and Other Service Providers

5. Livable Community for a Vibrant, Healthy Quality of Life

- a. Enforcement of Traffic and Policing through Peace Officer Program
 - Continue partnership with Fort Macleod or other municipalities for CPO services
 - Continue work with Alberta Transportation and RCMP on enforcement measures on HWY 2
- b. Expansion of Pathways
 - Complete pathway on 8th Street West from 59 Avenue West to Derochie Drive
 - Complete pathway from Porcupine Hills Lodge to Patterson Park
 - Complete pathways and access road system at Stormwater Management facility
- c. Improvement of Parks
 - Continue improvement and upgrade of parks as identified in the Parks and Recreation Master Plan
- d. Support the Arts Community





Ringrose Park

DRAFT





Short Term Strategies: Year Two

1. Policy and Planning for Responsible, Sustainable Growth

- a. Complete a Three-Year Operations Plan and Five-Year Capital Plan.
 - Update, modify and extend financial plans
- b. Pursue Completion of the Multi-Use Facility
 - Award tenders and begin construction
- c. Complete the Intermunicipal Development Plan (IDP)
 - Continue work with ORRSC to prepare draft plan present to the public at an Open House
 - Hold Public Hearing and adopt Bylaw
- d. Complete the Intermunicipal Collaboration Framework (ICF)
 - Continue discussions with review of services that could be better served intermunicipally along with review of financial consideration
- e. Continue with improvements to the Stormwater Infrastructure
 - Complete Phase 1
 - Tender Phase 2 if ACRP grant application is successful
 - File grant applications for Phase 3
- f. Continue to Focus on Development Processes
 - Review development process to identify potential efficiencies

2. Economic and Community Development to Revitalize Claresholm

- a. Develop Light Industrial (Annexed lands)
 - Undertake recommended phasing plan to phase development
- b. Develop Residential Land Resulting in Diverse Housing
 - Continue work with landowners to encourage development through potential partnerships
- c. Implement Economic Development Business Plan
- d. Continue with revitalization of Downtown and Highway Corridor

3. Sound, Responsible Governance and Strengthen Internal Operations

- a. Ensure ongoing Public Participation
 - Continue with quarterly open houses
 - Continue to create opportunities for meaningful public participation as per the Public Participation Policy #COUN 05-18(a)
- b. Continue to review and update Administration and Council Policies
 - Complete review and update of policies
- c. Address legislative changes in a timely fashion.
 - Continue using tracking worksheet to identify changes required and progress
 - Continue to review and update Bylaws
 - Ensure ongoing training for qualified operators/staff





4. Improve and Expand Partnerships, Collaborations, Relationships

- a. Build relationships with all levels of government and look for opportunities to collaborate
 - MLA, MP and surrounding municipal Council's, at least bi-annual social
- b. Strengthen Relationships with Stakeholder Organizations such as the Chamber of Commerce
 - Encourage presentations to Council, Visit organizations to build relationships and have a presence in the community
- c. Continue to Enhance Relationships with AHS and Other Service Providers

5. Livable Community for a Vibrant, Healthy Quality of Life

- a. Investigate Opportunities for Various Types of Housing
 - Work with landowners and developers to encourage housing development
- b. Enforcement of Traffic and Policing through Peace Officer Program
 - Continue partnership with Fort Macleod or other municipalities for CPO services
 - Continue work with Alberta Transportation and RCMP on enforcement measures on HWY 2
- c. Expansion of Pathways
 - Work with service clubs to continue pathway along 8th Street from Westlynn Drive to south access of Water Treatment Plant
- d. Improvement of Parks
 - Continue improvement and upgrade of parks as identified in the Parks and Recreation Master Plan
 - Redevelop Amundsen Park
- e. Support the Arts Community
 - Redevelopment of Amundsen Park to include amphitheatre for outdoor performances





Canada Day Celebrations Amundsen Park

DRAFT





Strategies: Year Three and Four

1. Policy and Planning for Responsible, Sustainable Growth

- a. Complete a Three-Year Operations Plan and Five-Year Capital Plan
 - Update, modify and extend financial plans
- b. Pursue Completion of the Multi-Use Facility
 - Complete construction and begin move to new building
 - Complete cleanout and decommission of building at 221 45 Ave West
- c. Complete the Intermunicipal Collaboration Framework (ICF)
 - Prepare draft framework and present to the public at an Open House
 - Hold Public Hearing and adopt Bylaw
- d. Continue with improvements to the Stormwater Infrastructure
 - Complete Phase 2
 - Tender Phase 3 if ACRP grant application is successful
 - Begin construction on Phase 3
- e. Continue to Focus on Development Processes
 - Move Economic Development Office into Multi Use Community building with the Development Department to enhance collaboration between departments
- f. Plan for the Highway #2 Bypass
- g. Enhance Community Centre
 - Parking and signage improvements

2. Economic and Community Development to Revitalize Claresholm

- a. Develop Residential Land Resulting in Diverse Housing
 - Continue work with landowners to encourage development through potential partnerships
- b. Review and update 3 year Economic Development Business Plan
- c. Continue with revitalization of Downtown and Highway Corridor

3. Sound, Responsible Governance and Strengthen Internal Operations

- a. Ensure ongoing Public Participation
 - Continue with quarterly open houses
 - Continue to create opportunities for meaningful public participation as per the Public Participation Policy #COUN 05-18(a)
- b. Continue to review and update Administration and Council Policies
 - Complete ongoing annual review and update of policies
- c. Address legislative changes in a timely fashion.
 - Continue using tracking worksheet to identify changes required and progress
 - Continue to review and update Bylaws
 - Ensure ongoing training for qualified operators/staff

4. Improve and Expand Partnerships, Collaborations, Relationships

- a. Build relationships with all levels of government and look for opportunities to collaborate
 - MLA, MP and surrounding municipal Council's, at least bi-annual social
- b. Strengthen Relationships with Stakeholder Organizations such as the Chamber of Commerce
 - Encourage presentations to Council, visit organizations to build relationships and have a presence in the community
 - Provide space in new Multi-use Community building to allow for collaboration
- c. Continue to Enhance Relationships with AHS and Other Service Providers





5. **Livable Community for a Vibrant, Healthy Quality of Life**

- a. Investigate Opportunities for Various Types of Housing
 - Continue to work with landowners and developers to encourage housing development
- b. Enforcement of Traffic and Policing through Peace Officer Program
 - Continue partnership with Fort Macleod or other municipalities for CPO services
 - Continue work with Alberta Transportation and RCMP on enforcement measures on HWY 2
- c. Expansion of Pathways
 - Continue pathway expansion as outlined in the Recreation Master Plan
- d. Improvement of Parks
 - Continue improvement and upgrade of parks as identified in the Parks and Recreation Master Plan
- e. Continue to Support the Arts Community





Claresholm

INFORMATION BRIEF

Meeting: September 10, 2018
Agenda Item: 24

Red Light Camera Investigation

DESCRIPTION / BACKGROUND:

Mayor and Council in response to safety concerns brought forward by the community requested Administration investigate the possibilities of getting a red-light camera. Those systems used for traffic enforcement in Alberta are regulated under the Automated Traffic Enforcement Guidelines.

DISCUSSION:

To discover if it is possible to get an Automated Traffic Enforcement system an investigation process was started with Alberta Transportation, RCMP, Lethbridge City Police, Calgary City Police and the Solicitor General's Office.

The following was discovered:

- Claresholm does not have a direct contract with the RCMP and fall under the Provincial contract so we do not pay for policing. Municipalities with a population over 5000 enter into contracts with the RCMP and pay for their own policing costs.
- Communities that have their own Municipal Police Force are allowed to have automated traffic enforcement technology by way of an agreement with the Solicitor General office.
- Those agreements require a yearly audit and a plan that clearly outlines where and when automated enforcement will be used, and where the revenue stream will be directed.
- The revenue generated from automated enforcement is to primarily be used to offset policing costs and develop traffic safety programs for your community.

The Solicitor Generals office confirmed there are no exceptions to these guidelines within the province.

OPTIONS:

Until Claresholm is a larger community the following options are available to us:

1. Work more closely with the RCMP to possibly do radar operations on the highway or create different shift schedules for the level 2 officer to monitor the lights (level 2 officers cannot issue moving violation tickets, but can run the radar gun for the RCMP).
2. Increasing the days that the contracted Peace Officer Level 1 from Fort Macleod, attends to the highways in Claresholm is not an option, he can only currently commit to 1 day a week.
3. Hire and additional Peace Officer Level 1 to do traffic enforcement in Claresholm, either by way of a contract with another Municipality, like the Municipal District of Willow Creek, or train our own Level 1 Peace Officer (this will make us compliant with the 3 year plan the Solicitor General's office has presented for the Peace Officer program).
4. Lobby for an additional RCMP Officer for the Claresholm detachment, to increase the RCMP presence in our community.

ATTACHMENTS:

- 1.) Automated Traffic Enforcement Guidelines

PREPARED BY: Jason Hemmaway, Community Peace Officer Level 2

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 6, 2018

Automated Traffic Enforcement Technology Guidelines

Province of Alberta

(September 2014) Revised

Automated Traffic Enforcement Technology Guidelines **Province of Alberta**

A. PREAMBLE

Automated traffic enforcement technology is an important tool to enhance traffic safety. These guidelines are designed to ensure fairness and consistency in the use of automated traffic enforcement technology across Alberta. Devices falling under this program include speed and intersection safety technologies.

These guidelines apply to all municipalities who are currently using automated traffic enforcement technology or are planning to use this technology.

Albertans value the safety and security of their communities. They expect that drivers who endanger the lives and well-being of others will be detected and charged. They want to know their children will be safe when they cross the road to school. Road construction workers need safe working conditions, commuters want to drive to and from work in safety and police officers need protection when conducting traffic enforcement.

Automated traffic enforcement technology is one tool that can be used to enforce traffic laws and should only be operated with the support of the local police service. Police services in Alberta not only have the primary responsibility for traffic safety enforcement but also have the expertise to determine where automated traffic enforcement technology can best be deployed to compliment existing traffic safety initiatives. Automated traffic enforcement technology programs under the direction of police will ensure compliance with existing standards and consistent enforcement practices geared towards traffic safety.

Recognizing each community has different policing needs and concerns, Albertans expect automated traffic enforcement technology to be used fairly and with consistency throughout the province.

Automated traffic enforcement technology is predicated on a municipality-by-municipality basis and its use will be restricted within their respective municipal boundaries and not on provincial highways

Public advisories, standard and consistent use of signage and clear site selection criteria will promote the appropriate application of these tools. Presently, communities that are policed by the RCMP under a municipal policing contract or have their own police service can use automated traffic enforcement technology within their municipal boundaries. Automated traffic enforcement will not be in effect on provincial highways.

Automated traffic enforcement technology, combined with other speed enforcement methods, education and awareness can help reduce the number and severity of collisions on our roads.

These guidelines include a requirement for ongoing evaluation to measure the effectiveness of automated traffic enforcement technology on lowering speeds, reducing collisions and other relevant information related to traffic safety.

B. PRINCIPLES - USE OF AUTOMATED TRAFFIC ENFORCEMENT TECHNOLOGY

Traffic Safety criteria must be used to determine where automated traffic technology will be used. These criteria include, but are not restricted to, high-risk, high frequency, high-collision and high pedestrian volume locations.

- **High-risk locations** are those where the safety of citizens or police officers would be at risk through conventional enforcement methods.
- **High-frequency locations** are those where data indicates motorists are ignoring or breaking traffic laws on an ongoing basis.
- **High-collision locations** are those where data indicates a greater frequency of property damage, injury or fatal collisions.
- **High-pedestrian volume locations** are those where data indicates a high volume of pedestrian traffic.

It is also essential that automated traffic enforcement technology programs be used in conjunction with existing conventional enforcement and not used as a replacement for officer contact.

Unless approved by the Government of Alberta on a case-by-case basis, the use of automated enforcement is limited to intersection and speed related offences.

C. GUIDELINES

1. Organization

Presently, communities policed by the RCMP under a municipal policing contract or with their own police service have the ability to use automated traffic enforcement technology within their municipal boundaries. In those locations an Automated Traffic Enforcement Program can be established:

- Within a police service
- As a department or unit within a municipality
- As a contracted service to either of the above

Regardless of which option is selected or in place, responsibility for the operation of the Automated Traffic Enforcement Program shall rest with the police service of jurisdiction, which will provide direction in the following areas by:

- Ensuring enforcement is conducted in accordance with local Traffic Safety Plans
- Directing at which sites automated traffic enforcement technology is to be used, and
- Setting periods of operation and duration of enforcement

2. Site Selection Criteria

Automated traffic enforcement technology sites will not be selected randomly.

One or more of the following must exist before automated traffic enforcement technology is used at a specific site.

- Areas or intersections where conventional enforcement is unsafe or ineffective;
- Areas or intersections with an identifiable, documented history of collisions;
- Areas or intersections with an identifiable, documented history of speeding problems;
- Intersections with an identifiable, documented history of offences;
- Intersections near schools, post secondary institutions, other areas with high pedestrian volumes.
- High-speed or multi-lane roadways;
- School and play-ground zones or areas;
- Construction zones; or
- Areas where the public or a community has expressed concerns related to speeding.

The use of automated traffic technology in speed transition zones must be justified and reasonable, based on the site selection criteria. Automated traffic technology should not be used in transition zones, when a driver is approaching a higher/lower speed zone and is within sight of a higher/lower posted speed sign, unless there are well-documented safety concerns that would justify its use.

3. Operational Requirements for Automated Traffic Enforcement Technology

- A. Outside of intersections, Automated Traffic Enforcement Technology must have a human operator on site – unless approved by the Government of Alberta for areas of special safety needs or for other exceptional circumstances.

In cases where automated technology is not mounted on a vehicle and is set up away from the vehicle for safety or practical purposes, the human operator must still be positioned in close proximity to the equipment.

- B. Each automated enforcement location must have a corresponding 'Site Assessment' document issued by the police service of jurisdiction showing why the location was selected and how it relates to traffic safety.
- This document must be refreshed every three (3) years for speed locations and every five (5) years for intersection locations.
- C. The maximum time between when an offence is detected and a ticket is placed in the mail for service should not normally exceed 21 working days.

4. Operational Considerations for Intersection Safety Devices

Collisions involving pedestrians and vehicles in intersections are a leading cause of injury-related death and disability among Alberta road users. Intersections on urban streets, where the speed limit is 60 km/hr or less, are particularly dangerous. 47% of all people killed and 57% of those seriously injured in intersection crashes were injured or killed at an intersection on urban streets. (Road Safety Vision 2010)

Intersection Safety Devices will record evidence related to both speed and red light infractions in an effort to encourage safe driving habits through increased awareness and enforcement.

Intersection Safety Devices that record evidence relating to speed may only be used at intersections where there is automated technology capable of conducting red light enforcement.

It is anticipated that some offenders will proceed through a red light in excess of the posted speed limit. Drivers who proceed through a red light in excess of the posted speed limit create significant risk of death or serious injury to the public. In these situations, additional charges may be pursued. Additional charges should only occur after consultation with the Crown Prosecutor's Office on the specific offense(s) detected or alternately, at the Crown's direction on all situations of this nature.

Note: Red/yellow light timing at intersections monitored by an Intersection Safety Device must be established by a qualified engineer or other qualified professional according to accepted National and/or International technical and professional specifications.

5. Public Awareness

A key element to the success of any enforcement practice, including the use of automated traffic enforcement technology, is the implementation of a strong public awareness campaign. The following criteria shall be met before automated traffic enforcement technology is used.

A. Signage

- Permanent signs shall be posted on primary access roads entering municipalities that use automated traffic enforcement technology, alerting the public that automated traffic enforcement technology is used as a speed and red light enforcement tool in the municipality.
- Freeways, major thoroughfares or other roads that are monitored regularly by automated traffic enforcement technology shall have permanent signs along the route, in both directions, advising that speed is monitored by automated traffic enforcement technology.

- Intersections where automated traffic technology is used to monitor speed and red light infractions shall have signs posted in advance of the intersection, from all directions, to advise drivers that an intersection safety device may be in operation.
- Intersections where portable automated traffic technology is used instead of an Intersection Safety Device (ISD) to monitor speed and/or red light infractions shall have signs posted in advance of the intersection, from all directions, to advise drivers the equipment may be in operation.

B. New Automated Traffic Enforcement Program Requirements

Any new photo enforcement or ISD enforcement

- Shall advertise in the local media for a period of three months prior to enforcement taking place.
- Prior to full implementation, shall conduct a four-week familiarization period that would see the equipment in regular use but only issue 'warning notices' to motorists.

New Technology:

- All significantly new technology should be reviewed and accepted by Alberta Justice and Solicitor General before being implemented for use within a municipality.
- In today's evolving technology environment the term 'significantly' is difficult to define. Instead these guidelines will list accepted technology not requiring further review.
- A non-exhaustive list of currently accepted technology:
 - Radar
 - Laser
 - LIDAR
 - Time over distance speed measuring devices using imbedded road loops.

- Road loops triggered at time intervals to detect red light violations.
- Video camera equipment designed to record vehicles traveling through red lights at intersections.
- Additionally, technology related to camera/computer/software used to record offence information once it has been detected by the primary technology will not be reviewed.

C. Public Awareness

- Existing automated traffic enforcement technology sites must be advertised on a monthly basis by notifying the local media and posting on an established web site, where possible.

6. Testing For Intersection Safety Devices

Intersection Safety Devices shall be tested at minimum every 30 days by a tester appointed under the *Traffic Safety Act*. A tester of an intersection safety device will not be considered for appointment under the *Traffic Safety Act* until he/she provides to the appropriate Alberta Transportation employee suitable documentation from the device manufacturer demonstrating that the tester is competent in the inspection and testing of the intersection safety device.

7. Monitoring

Each enforcement agency shall collect data on the use of automated traffic enforcement technology. The data will be collected monthly on each site and reported quarterly to Alberta Justice and Solicitor General.

At a minimum, the data collection shall provide information as outlined in Appendix 'A'.

All traffic enforcement technology data generated by Automated Traffic Enforcement will be retained by the enforcement agency for a minimum of ten (10) years.

8. Peace Officers engaged in Automated Traffic Enforcement

- Peace Officer Appointments allowing the use of Automated Traffic Enforcement Technology may contain, as a condition of that appointment, a clause requiring compliance with Provincial Automated Traffic Enforcement Guidelines and Provincial Automated Traffic Enforcement Training Guidelines.
- The Public Security Division, at the direction of the Minister of Justice and Solicitor General, may conduct audits to ensure compliance with these guidelines.

These guidelines will come into effect and force on September 30, 2014.



INFORMATION BRIEF

Meeting: September 10, 2018
Agenda Item: 25

SERVICE ALBERTA - BIZ PAL PROGRAM PARTICIPATION

BizPaL is a partnership among all three levels of government to deliver a streamlined online source of information and reduce red tape for Canadian businesses.

- It started 14 years ago as a federal pilot with Yukon and Ontario to help businesses access information about federal permits, and over time it expanded to include permits and licences from all levels of government.
- BizPaL has been in Alberta for over 10 years. More than 100 municipalities participate, covering 90% of Alberta's the population (ex: Lethbridge, Coaldale, Taber, Coalhurst, Nanton)
- Alberta pays approximately \$80,000 to the federal government for BizPaL. **There is no cost for municipalities.**

Once a municipality is on BizPaL, Service Alberta and the National BizPaL Office (NBO) take care of all broken links update the site regularly to maintain data quality. When the Town website changes they will also change the content so there is no notification required. Service Alberta also conducts annual quality assurance activities to ensure information remains current. Municipalities only need to notify Service Alberta if there are changes in accreditation, or if the municipality changes from a town to a city.

Claresholm is now live on the website (link below). Any person gathering information on permitted processes from various communities, or just Claresholm (by way of looking up the Town) can utilize the website to gather information to include municipal requirements as well as provincial/federal permits. For example; this would assist with roadside development permits from Alberta Transportation, or food handling permits from Alberta Health Services. The link below takes you to the user-friendly site where people can enter in their business description and what type of project (signs, permits, etc.) they are looking to find for any participating municipality.

[https://services.bizpal-perle.ca/step1/?k=business+license&mode=all&b=48&j=Claresholm%2C+Alberta&sgc=4803022&a\[\]=&a\[\]=Specialty+retail+stores&naics=453999&p=&a%5B%5D=26565](https://services.bizpal-perle.ca/step1/?k=business+license&mode=all&b=48&j=Claresholm%2C+Alberta&sgc=4803022&a[]=&a[]=Specialty+retail+stores&naics=453999&p=&a%5B%5D=26565)

ATTACHMENTS:

- 1.) Presentation BizPal
- 2.) www.servicealberta.ca/bizpal.cfm

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 5, 2018



Business starts here

BizPaL: Benefits and Onboarding

Presentation to the Town of Claresholm
July 2018

**Being an
entrepreneur
is a rewarding
adventure**

**But there are some
little things that need
to be taken care of.**





BUSINESSES MAY NEED DOZENS OF PERMITS, LICENCES AND OTHER REQUIREMENTS

From the federal government...

...the provincial or territorial government....

...and the local government.

Finding out about all of these can be difficult and time consuming.

Business licence

LIQUOR PERMIT

Licences for specific business types

Special event permit

Zoning change

SIGN PERMIT

Building permit

SOCAN licence

Home-based business permit

IMPORT PERMIT

Export permit

GST/HST number

Patio permit

Environmental assessment

Licences for specific professions

Regulatory Burden

- The average Canadian business spends **842 hours** on paperwork and compliance each year, costing businesses over \$37 billion.
- The cost of regulation per employee is more than **4x as much for Canada's smallest businesses** (fewer than 5 employees) vs. large businesses.
- Small business owners are **stressed by regulations** and most of them spend time outside of regular business hours on regulatory issues.

Source: Canadian Federation of Independent Business.



Buried under
\$37 Billion worth of
paperwork burden

Plus consider the cost of non-compliance

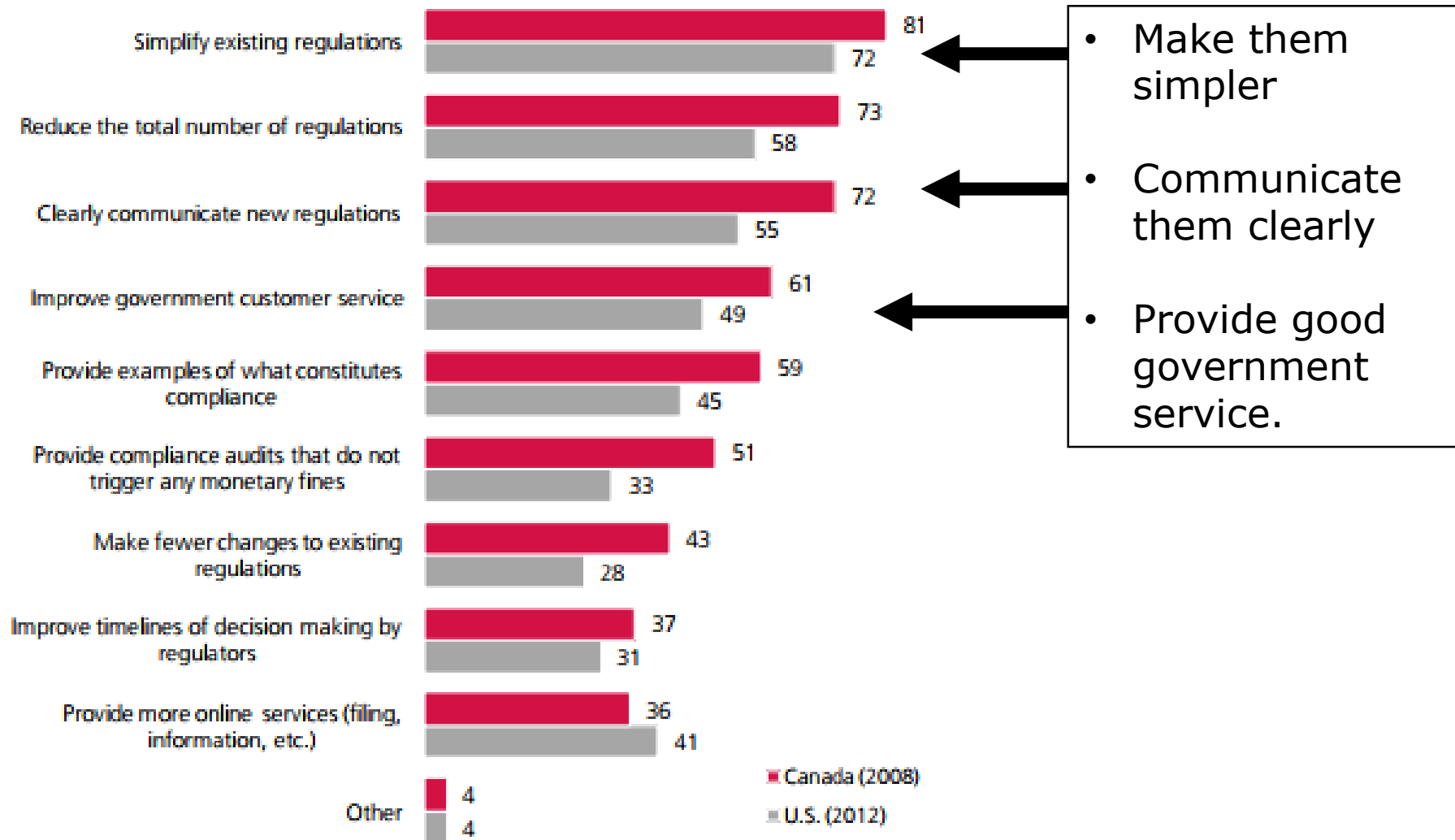
The MEO may issue a warning notice with directions to remedy the problem within a specified time frame or issue a bylaw ticket with a **fine ranging from \$400 to \$10,000**, depending on the type of business activity, the number of days operating without a licence, the other circumstances.

What happens if you contravene the Building Code Act, 1992?

For a corporation, a first offence could result in a **maximum fine of \$100,000 and \$200,000 for subsequent** infractions.

Penalties for contraventions of the *Export and Import Permits, Regulations* are set out in Section 19 of the Act. Penalties can be, for an offence punishable on summary conviction, a **fine of up to \$25,000 or imprisonment for up to 12 months**, or both; and for an indictable offence, a maximum fine set by the court or imprisonment for a maximum of 10 years, or both.

What would help your business better comply with regulations?



Source: CFIB, *Survey on Regulation and Paperburden*, 2008 (n=10,566) and Ipsos Reid, *Survey on Regulation and Paperburden in the United States*, 2012, n=1,535.

This is where BizPaL comes in

- Permits and licences from all 3 levels of government in one place
- Free of charge
- Easy to use
- Available 24/7



Business starts here

BizPaL can't change the regulations, but it can make it easier for businesses to find, understand and apply for the permits, licences and other requirements they need.

BizPaL is a partnership among almost 1000 partners at all three levels of government.



In Alberta, BizPaL works with over 100 local governments.

- ✓ **Location**
- ✓ **Industry sector**
- ✓ **Business activities**

In 3 simple steps, BizPaL gives businesses a list of permits and licences they may need.

BizPaL [About BizPaL](#) [FAQ](#) [Contact Us](#)

Business Permit and Licence Information

Step 1: Location > Step 2: Business Type > Step 3: Activities

Step-by-Step Search by Keyword

Step 1

Where is your business?
Ottawa, Ontario (change)

Step 2

What is your business?
Limited-service restaurant (fast food) (change)

Step 3

Find permits and licences for these topics.

Select any that may apply to you.



27 Results

You may need the following permits and licences. Add items to the briefcase to create a customized list for bookmarking, emailing or printing.

Municipal Permits (9)

1. Café Seating Permit

OTTAWA - SERVING OR SELLING FOOD OR ALCOHOL

The Cafe Seating program allows businesses to place limited outdoor seating on the road allowance. A Café Seating Permit allows businesses to have a maximum of four tables with two chairs each against the wall of their building. At no...

2. Food Premise Health Review Application

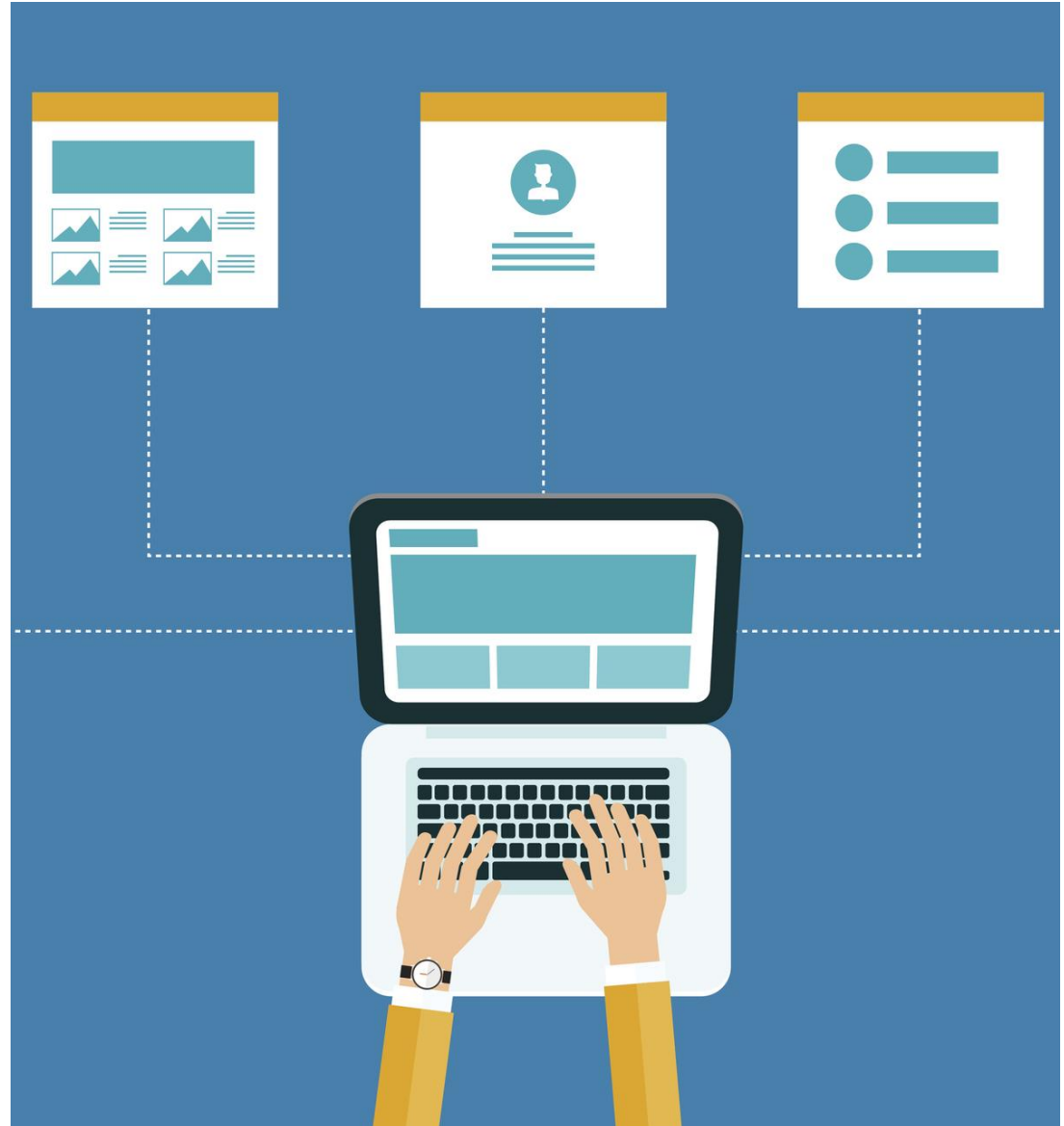
OTTAWA - SERVING OR SELLING FOOD OR ALCOHOL

Every person who intends to commence to operate a food premise shall give notice of the person's intention to the health unit in which the food premise will be located. A food premises is defined as a premises where food or milk is...

Standardized, easy to use format

Information from all governments is presented in a standardized, easy-to-use format.

Partners collaborate to keep content up to date, improve usability and implement improvements.





Businesses save time and money using BizPaL

BizPaL is around 5x faster than standard permit and licences search practices and produces a high level of confidence for users who know they found everything they need.

Reaching Canada's Entrepreneurs

BizPaL is used by hundreds of thousands of entrepreneurs each year.



Stephen Beckta - Ottawa Restaurateur



"Having opened two restaurants over the span of 6 years, once with the help of BizPaL and once on my own, I can honestly say what a difference it made to the red tape that one normally thinks of when it comes to regulation requirements during the start up phase of a new business.

I hope all new and seasoned entrepreneurs are turned onto the time, and headache-saving help you will find with BizPaL.

I wish all government services were so user focused and well put together."

Tim Kane - Chairman, Delta Media Inc.

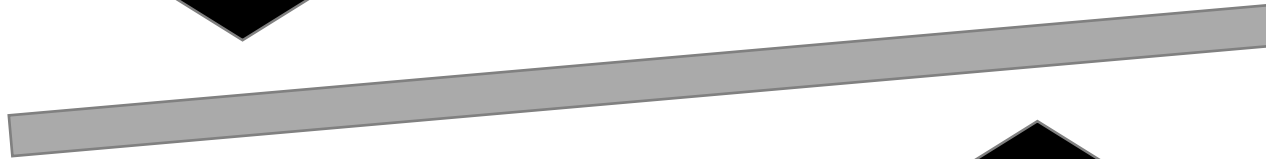


"With BizPaL, I can focus on the business of opening a new office in Victoria. Not only was the process quick, but I now have the confidence that there will be no surprises along the way. That clears me to concentrate on strategy, business development and building our team."

Let's work together



We can help
businesses find
you...



...and we need you
to help businesses
find other permits
and licences they
may need.



Some of our partners tell us that businesses come to see them first. That's great!

But does your staff also take the time to inform them of the other permits and licences they may need?

Take a burden off of your shoulders, while also helping businesses you serve to get all of the permits and licences they need.



It is easy!

Be a part of the BizPaL t

Becoming a BizPaL partner is easy

BizPaL...

- Provides a content management solution to collect information on all permits and licences.
- Provides a client-centric web application where businesses can easily understand their requirements.
- Provides support and assistance to partners.
- Markets BizPaL to the business community, increasing awareness of regulatory requirements.
- Researches information on your permits and licences.

You...

- Review and validate information on your permits and licences.
- Add a link to BizPaL from your website.

Together we...

- Help businesses to save time and money.
- Increase businesses confidence that they understand their regulatory requirements.
- Increase compliance rates.

Become a partner

- Join thousands of other partners in joining BizPaL.
- Start today and we can have your content up on BizPaL by February.



Let's work together to reach businesses and help them understand their regulatory requirements.

Thank You!

Aiden McEachern
Business Analyst
Service Alberta

aiden.mceachern@gov.ab.ca

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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 - June 25, 2018				
7	RFD: Parking Signage Request - Moved by Councillor Courage to create the structured parking zone at 4605 – 1 Street West as presented. CARRIED MOTION #18-103	Mike/Jason	Painting and moving of parking blocks is completed. Signage is complete.	Complete
8	RFD: Tax Recovery Property Demolition - Moved by Councillor Schulze to proceed with the demolition of the dwelling located at 4712 – 2nd Street West to a maximum amount of \$10,000.00 to come from general operational reserves. CARRIED MOTION #18-104	Mike	Work not progressing at this time. Motion to rescind August 13, 2018.	Complete
Regular Scheduled Meeting - August 13, 2018				
1	BYLAW #1651 - Moved by Councillor More to give Bylaw #1651 regarding a Land Use Bylaw amendment 1st Reading. CARRIED	Tara	Public Hearing date set for Sept 24, 2018.	Complete
10	CORRES: The Bridges at Claresholm Golf Club - Moved by Councillor Zimmer to write a letter of support for the Bridges at Claresholm Golf Club's application for a Community Facility Enhancement Program (CFEP) Grant for the purpose of making upgrades to the Clubhouse. CARRIED MOTION #18-117	Karine	Letter sent	Complete

11	RFD: 2018 Sanitary Sewer Replacement - Moved by Councillor Schlossberger to award the contract to Elite Site Services for the 2018 Sanitary Sewer Replacement Project for the tender amount of \$1,523,300 plus GST along with the change order to reduce the contract by \$400,000 and approve the over budget costs to a maximum of \$140,000 to be funded out of MSI Capital Grant Funding. CARRIED MOTION #18-118	Blair/Mike	Contract signed to move forward with updated pricing.	Complete
12	RFD: Lease Agreements, Multi-use Community Building - Moved by Councillor Moore to sign the letter of understanding with Learn-A-Lot Playschool for the purpose of the location change from 221 – 45 Avenue West to 5318 – 2 Street West for the terms of the existing lease agreement upon completion/occupancy of the Multi-Use Community Building. CARRIED MOTION #18-119	Tara	Document executed.	Complete
12	RFD: Lease Agreements, Multi-use Community Building - Moved by Councillor Moore to sign the letter of understanding with the Claresholm Child Care Society for the purpose of the location change from 221 – 45 Avenue West to 5318 – 2 Street West for the terms of the existing lease agreement upon completion/occupancy of the Multi-Use Community Building. CARRIED MOTION #18-120	Tara	Sent letter of understanding to group for signatures.	Complete
13	RFD: Library 2019 CFEP Project Funding Request - Moved by Councillor Carlson to table discussion on the request from the Claresholm Library Board for a letter of support for their CFEP grant application to the next regular Council meeting on September 10, 2018. CARRIED MOTION #18-121	Mike/Karine	On the September 10, 2018 Agenda	Complete
14	RFD: Arena Advertising Policy Update - Moved by Councillor Schulze to adopt Policy #REC 08-18, the Arena Advertising Policy, effective August 13, 2018. CARRIED MOTION #18-122	Karine	Policy distributed	Complete
15	RFD: Property Tax Penalty Appeal - Wicks - Moved by Councillor Carlson to deny forgiveness of penalties on property taxes as requested on the property located at 5231 – 4th Street West. CARRIED MOTION #18-123	Lisa/Karine	Letter sent	Complete
16	RFD: Property Tax Penalty Appeal - Trans Source Drilling - Moved by Councillor Carlson to deny forgiveness of penalties on property taxes as requested on the property located at 21 Saskatchewan Crescent. CARRIED MOTION #18-124	Lisa/Karine	Letter sent	Complete
17	RFD: Lands for Walking Paths - Moved by Councillor Zimmer to donate \$5,000 to the Willow Creek Agricultural Society in compensation for the removal of approximately 13,050 square feet from their leased lands for the purpose of constructing a new pathway from 59th (Division) Avenue to Derochie Drive along 8th Street West. CARRIED MOTION #18-125	Karine	Letter & payment sent	Complete
18	RFD: Old Water Treatment Plant Lands - Moved by Councillor Moore to accept the bid by Jeff Richards for the old water treatment plant property located at 4;28;12;23;NE (16.58 acres) in the amount of \$200,001.00. CARRIED MOTION #18-126	Tara	Notified bidders. Lawyer notified to proceed with land transfer.	Complete
19	RFD: Multi-use Community Building Project - Moved by Councillor Schlossberger to enter into a contract with Mike Mahaffy Consulting for Project Management for the Multi-Use Community Building project on a per diem basis. CARRIED MOTION #18-127	Tara/Blair	Notified Mike Mahaffy.	In progress
19	RFD: Multi-use Community Building Project - Moved by Councillor Zimmer to accept the scope change proposal from BRZ Partnership Architecture Inc. for the continuation of the Multi-use Community Building renovation project in the amount of \$287,000.00. CARRIED MOTION #18-128	Tara/Blair	Notified BRZ.	In progress

20	RFD: Draft Strategic Plan - Moved by Councillor Schulze to table discussion on the draft Strategic Plan 2017/2018 to 2021/2022 to the next regular Council meeting of September 10, 2018. CARRIED MOTION #18-129	Marian/Karine	On the September 10, 2018 Agenda	Complete
21	RFD: By-Election - Moved by Councillor Schlossberger to hold a by-election for the position of one (1) Councillor on Monday, October 15, 2018 from 10:00 a.m. to 8:00 p.m. with the polling station being at the Claresholm Community Centre located at 5920 – 8th Street West. CARRIED MOTION #18-130	Marian/Karine	Scheduled through Municipal Affairs, Community Centre booked	Complete
21	RFD: By-Election - Moved by Councillor Zimmer to hold the advance vote for the By-Election on Thursday, October 11, 2018 from 2:00 p.m. to 8:00 p.m. at the Claresholm Community Centre located at 5920 – 8th Street West. CARRIED MOTION #18-131	Marian/Karine	Community Centre booked	Complete
21	RFD: By-Election - Moved by Councillor Carlson to hold an institutional vote for the By-Election on Monday, October 15, 2018 at the Claresholm General Hospital, Willow Creek Continuing Care Centre, Porcupine Hills Lodge, Cottonwood Village, Heritage Manor and Parkside Manor. CARRIED MOTION #18-132	Marian/Karine	Facilities contacted, times to be the same as municipal election	Complete
21	RFD: By-Election - Moved by Councillor Zimmer to appoint Karine Wilhauk as Chief Returning Officer and Marian Carlson and Blair Bullock as Deputy Chief Returning Officers for the By-Election. CARRIED MOTION #18-133	Marian/Karine	Positions accepted	Complete
28c	IN CAMERA: Legal - Moved by Councillor Schlossberger to rescind motion #18-104 made June 25, 2018 regarding the demolition of the tax recovery property located at 4712 – 2nd Street West and to offer the property for sale at the appraised value. CARRIED MOTION #18-134	Tara/Mike	Notice sent to local press for Town news, posted on website information packages at the front desk.	Complete
28e	IN CAMERA: Personnel - Moved by Councillor Zimmer that as per the Fair Hiring Policy, Council supports the hiring of Payton Watt, who is a relative of a current employee of the Town, for a junior lifeguard position. CARRIED MOTION #18-135	Lisa/Denise	Informed Denise of Decision	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 6, 2018

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

July 27, 2018
Town of Claresholm – Council Chambers

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

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

Public Present: Gavin Scott - ORRSC, Dena Carlsen

8:30 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the agenda by Jeff Kerr
		CARRIED
	Adoption of Minutes	Motion to adopt the Meeting Minutes By Mayor MacPherson
	<ul style="list-style-type: none">June 1, 2018	Seconded by Sharon Galbraith
		CARRIED
Item 2: ACTION	DEVELOPMENT PERMIT	Motion to approve With amended conditions by Councillor Courage
	File: D2018.066 Applicant: Dena K Carlsen Owners: Karen Gould Address: 9A Westlynn Drive Legal: Lot 7, Block C, Plan 9311464 Regarding: Home Occupation – Art Studio & classroom	Seconded by Jeff Kerr
		CARRIED
Item 3: INFORMATION	Land Use Bylaw Amendment	Motion to recommend to council by Mayor MacPherson
		Seconded by Jeff Kerr
		CARRIED
8:40 a.m.		Motion to adjourn By Mayor MacPherson
		CARRIED

Next meeting: August 17, 2018 8:30 a.m.



MUNICIPAL PLANNING COMMISSION MINUTES

August 17, 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
Darlene Newson – Infrastructure Admin Assistant

Public Present: Ian and Dolores Hand, Jessie Starling, Ron Holowatuk, Rob Vogt/Claresholm Local Press

8:34 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the agenda by Sharon Galbraith
		CARRIED

Adoption of Minutes	Motion to adopt the Meeting Minutes By Jeff Kerr
<ul style="list-style-type: none">July 27, 2018	Seconded by Mayor MacPherson
	CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT	Motion to approve With amended conditions by Mayor MacPherson
	File: D2018.069 Applicant: Starling Auctions Ltd. Owners: 789580 Alberta Ltd. Address: 5521 2 St East Legal: Block 2, Plan 7810527 Regarding: Permitted change in use, vacant to auctioneering facility.	Seconded by Jeff Kerr
		CARRIED

Item 2: ACTION	DEVELOPMENT PERMIT	Motion to approve With amended conditions by Mayor MacPherson
	File: D2018.071 Applicant: Hardrock Properties Corporation Owners: 1186209 Alberta Ltd Address: 4818 1 St West Legal: Lot 3, Block 9, Plan 8811303 Regarding: Discretionary change in use, vacant to liquor store with variance to minimum required parking stalls.	Seconded by Sharon Galbraith
		CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

August 17, 2018

Town of Claresholm – Council Chambers

9:36 a.m. Mayor MacPherson left the room (pecuniary interest)
9:38 a.m. Tara VanDellen left the room (pecuniary interest)

Item 3: ACTION

DEVELOPMENT PERMIT

File: D2018.074
Applicant: Troy VanDellen
Owners: Troy & Tara VanDellen
Address: 5111 3 A St West
Legal: Lot 10-11, Block 75, Plan 147N
Regarding: Home Occupation 2 - Contractor

**Motion to approve
With amended conditions
by Jeff Kerr**

**Seconded by
Sharon Galbraith**

CARRIED

9:44 a.m. Tara VanDellen returned
9:45 a.m. Doug MacPherson returned

9:45 a.m.

**Motion to adjourn
By Sharon Galbraith**

CARRIED

Next meeting: September 14, 2018 8:30 a.m.

The Bridges at Claresholm Golf Club
Regular Board Meeting
July 19, 2018

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

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 JUNE 20 MEETING:

Ted moved approval of the June 20 minutes. Carried.

4 OLD BUSINESS:

Doug moved we contract Waterproof Roofing to redo the roof area above the kitchen as they came in with a lower quote.

5 CORRESPONDENCE:

Lyle received letters from three members who have developed health problems so wanted adjustments made on their membership dues. It was decided to give them a percentage of their membership dues back in the form of cheques as outlined in our policy bylaws.

6 REPORTS:

6.1 GREENS COMMITTEE

Rod reported the new tee box on No. 9 is finished and was cut today. He will top dress and fertilize it so it will be in play for the Club Championship tournament next weekend. The bridge area on No. 2 fairway has been groomed and seeded. Fertilizer will be applied next week to the fairways. An area on No. 18 will be roped off for the purpose of over seeding and fertilizing to revitalize the existing area. It was decided to clean the ball washers once a week.

6.2 CLUB PRO AND MARKETING COMMITTEE:

Lyle reported there has been more traffic on the course this past month. He has started a new Promo of 18 holes with carts. He reported that the Conservative (Livingstone Riding) want to have their tournament here on Sept. 7 and there will be a Pikani Tournament held on Aug. 11, as well as all the regularly scheduled tournaments. Lines have been painted designating where carts should park and it was stressed that additional parking should take place down by the pro shop area, as a handicap area has been marked off and there must be an open area for loading and fire lane access. The parking area for the Golf Pro and Kitchen manager still need to be marked as such. Discussion took place regarding the need for signage on No. 1 and No. 10 tee box stating that the golfers are liable for any personal and property damage incurred by them.

6.3 TOWN REP:

Doug reported no new information has been received regarding our water license. Lyle is to phone when more water is needed.

6.4 CLUBHOUSE COMMITTEE:

Jim Coupland wants us to renew his kitchen contract for another two years. Doug Fletcher moved we renew his contract for another two years keeping the rental agreement the same. Chuck Allen will be contacted regarding the breaker switch which is causing problems with the air conditioner. Claresholm Glass will be called to replace the mirror in the Ladies bathroom upstairs.

6.5 FINANCE COMMITTEE:

Don made a motion that we move our book keeping over to Sabey. Berny suggested we revamp how we break down costs. The Finance committee should analyze this and bring it back to the board.

6.6 CASINO AND GRANTS COMMITTEE:

6.7 POLICY COMMITTEE:

Berny reported the next three appendices will be worked on.

7 NEW BUSINESS:

The old chairs need to be disposed of either through an auction, or given away.

8 ADJOURNMENT:

Bob moved adjournment of the meeting. Next meeting will take place on Thursday noon, August 16 at the clubhouse.

Willow Creek Agricultural Society

P.O. Box 1401

Claresholm, Alberta, Canada T0L 0T0

Minutes of the Willow Creek Ag. Society held June 20, 2018.

Call to Order: Meeting called to order at 6:45pm at Douros.

Present: David Hansma, Syd Gray, Lorraine Norgard, Wally Mandel, Neil Watt, Rod Jensen, Gord Weerstra, Gerry McGuire and Brad Schlossberger.

Absent: Judy Minor, Arnold Koehler, Allan Minor, Dave Elliott, Sheldon Smeltzer.

Reading of Minutes: The minutes of the last regular meeting held June 20th, 2018 were adopted as presented by Gord Weerstra. Seconded by Lorraine Norgard. Motion carried.

Business Arising from Minutes: David told the board about work that has been completed in the new building, or is in the process of being completed. I contracted the rural contact for the CFEG and she has suggested that we apply yearly for the small steam funding of up to \$125000. She felt that as we were doing the construction in phases that we would be more successful in applying this way. The next application date for up to 125000 is Sept 15th..

The board asked about the cattle reader and if we have had to do anything in preparation for this new regulation regarding the movement of livestock in ag grounds. This has not been passed as of yet so all we have done so far is obtained the a quote from UFA and they quoted a cost of \$3600.00

Treasurers Report: Gerry moves we accept the financials as presented to the end of June 2018 as presented. Wally Seconds. Motion Carried.

Managers Report: David read the Managers report. David told the board about upcoming events at the Agriplex. David brought up the following items for discussion:

-David informed what progress has been made on the new building both inside and on the north end of the building. Attached was the spending on the building for 2018.

-David discussed the idea of applying yearly for the small steam CFEG for up to \$125000 as suggested by the rural contact for this program. The next deadline is Sept 15th.

-The town is asking for approx.. 15 feet of the west side of our property running parallel to 8th street. This is to put a sidewalk in for the residents on Derochie Drive. They need a decision by tonight.

-Gerry has approached the lions club and received a donation for \$5000. I also received a donation from Harold Seymour for \$1000 for the new building.

-Frontier western shop has asked on what they could do and how much it would cost for more exposure around the Agriplex. This in signage on announcers stand, around bulletin board or reserved pickup parking, etc.

New Business: The board discussed the idea of using a yearly application of the CFEG small stream funding to complete the existing portion of the new Agriplex. This will allow us to finish off the building in projects of amounts of a smaller dollar size. The board felt that this was a viable way of competing this structure. When the main riding arena is completed, and when the front end is ready to be added we can apply for funding under the large stream program.

+ On the release on land for the sidewalk on the west side of our property. Syd moves we take the 5000 offered and use it for the hydrant installation. Best case we ask the town to pay for and install the hydrant, worse case we pay for the material and the town installs. Whatever deal David can work out with the town. Gerry Seconds. Motion Carried

Adjourn: Lorraine moves the meeting be adjourned at 8:30pm.

Claresholm Skate Park Association Meeting

July 26, 2018

7:00 pm FCSS Station

MEETING MINUTES

1. Call to order @ 7:05 PM
2. Review of July 12, 2018 meeting minutes.
 - Moved by Merry Franz to accept the minutes as presented. Carried.
3. Old Business
 - a. Outstanding Treasurer position of the Association – Karolyn Frank-Jensen has agreed to fill this position, she is now officially named as Treasurer for the Claresholm Skate Park Association.
 - b. Skate Park Concept Design – we need \$6,000 to send to In Line for them to design the skate park we want. That is our first fundraising goal and what we are striving to get now.
Action: Denise will talk to Rob to see about doing an article in the paper.
 - c. Logo – John is working on a new logo. Hoping to have the new logo finalized soon. We need a jpeg version to Merry for the FaceBook page. John will work with Karolyn on the version she will need.
 - d. Banner – a banner will be done for fair days. The new logo will go on the banner once it is finalized.
 - e. BBQ July 27, 2018 at the Dollar Store – Darla from the Dollar Store donated all the food and supplies that we need. Be there at 10:00 to help get everything prepared. Burgers hot dogs smokies hot dogs pop. Float can be used from the last time. Darla will have a tent set up. Tables and chairs will come from FCSS – the youth will meet at FCSS at 9:45. Concept boards, guess the bearings. Merry will bring a crock pot and a cashbox. Sherry and Brad will bring their BBQ's in the morning.
 - f. Fair Days – Saturday - Refreshment Stand – Merry will talk to Tim Hortons about donating coffee at our Refreshment Stand. Feeezies, ice cream and water are here. Bearings guess jar and posters. Sunday – just have an information booth. Lauren is the one who will tell us where we will set up. Information will come forth by email closer to the date. We will need to get the FCSS tent from storage.
 - g. BBQ Farmers Market August – August 22 from 5 – 7. Get people there at 4:00 to help get set up. We can ask Meadow Creek if they would like to donate food, we can ask Tim Horton's if they will donate coffee. Sherry left a letter with IGA. Lisa will follow up with him to see if what he can do for the BBQ. Purchase plates etc from the Dollar Store – if we give Darla a heads up we should be able to purchase in bulk. Talk to Home Hardware to see if we can use their BBQ for this event. Plan for 150 – 200 Burgers and Hot dogs only. Draw for the bearings guess jar.
 - h. Location of Park – at Fair Days we could have a map and have people put a check mark as to their preference of location.

- i. Moffat Park; is in the Recreation Plan to be renovated or removed
- ii. Centennial Park, West of Firehall
- iii. Centennial Park, South West of ball diamond
- iv. It will be about the size of a baseball diamond when all phases are completed.

4. New Business

- a. We should plan to do a delegation to all the community groups. Lions, Kinsmen, Kinnette, Sons of Norway, Elks, Legion, Royal Purple, Rebecca's. We need to contact the groups to ask when their next meeting is and ask if we can come. Split up the list and send a couple people attend each one. We want to have one youth at each meeting. Let them know that we would be available to volunteer at the Casino's for a portion of the funds. Lisa will send out the emails, she will get a list from Sherry and a copy of the donation letter.
 - b. Feast of Claresholm is going to donate a portion of the funds to the Skatepark association.
 - c. Future fundraising ideas
 - i. contact the car dealerships in town in the winter/spring.
 - ii. Scrap metal donation
 - iii. Spare Change donation boxes – door to door or boxes at banks and other businesses in town.
 - iv. Winter festival – big event of some kind.
 - d. Merry was following a group in Saskatchewan who just started fundraising at the same time as we did. Winyard Skatepark Project is the Facebook page.
 - e. In the fall we should go to the schools and give them the same spiel, show the design etc to ramp up interest from the kids.
 - f. Denise will keep the community events in the paper updated. August is already done and in the paper.
5. Date of next meeting's – August 16, 2018 and then September 13, 2018.
6. Adjournment at 8:15 pm.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 5 (2018)

EXECUTIVE COMMITTEE MEETING

Thursday, June 14, 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
Greg Robinson (absent)
Morris Zeinstra

STAFF:

Lenze Kuiper - Director

Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - June 14, 2018
2. Approval of Minutes - May 10, 2018 (attachment)
3. Business Arising from the Minutes
4. New Business
(a) Intellectual Property / Copyright Policy
(b) Staff Resignation
(c) Municipal Development Plans and Intermunicipal Development Plans - Workplan
(d) Regional Subdivision and Development Appeal Board
(e) Summer Meeting Schedule
(f) Air Conditioning
5. Accounts
(a) Office Accounts - May 2018 (handout)
(b) Financial Statements - January 1 - May 31, 2018 (handout)
6. Director's Report
7. Executive Report
8. Adjournment

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 5:58 P.M.

1. APPROVAL OF AGENDA

Moved by: Don Anderberg

THAT the Executive Committee approve the agenda, as amended:

ADD: 4(f) Air Conditioning

CARRIED

2. APPROVAL OF MINUTES

Moved by: Ian Sundquist

THAT the Executive Committee approve the minutes of May 10, 2018, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Intellectual Property / Copyright Policy

- As a result of the recent plagiarism and copyright issue, ORRSC has received legal advice to create an Intellectual Property/Copyright Policy. The matter was brought up at the Board of Directors' meeting on June 7, 2018 to explain the situation and receive members' input. A draft policy is currently being developed for Executive Committee review prior to being presented to the Board at the September 6, 2018 meeting.

(b) Staff Resignation

- Planner Cameron Mills has accepted a position at the Town of Coaldale (Economic Development and Land Sales) and will be leaving ORRSC at the end of June. We will be looking to hire another planner to replace him shortly, but the Director explained It is sometimes difficult to retain planning staff because we are not able match the salaries elsewhere. A salary comparison and review will be conducted later this year to ensure ORRSC is in line with other places in the province.

(c) Municipal Development Plans and Intermunicipal Development Plans – Workplan

- ORRSC planners are keeping on top of all the MDPs and IDPs that require completion over the next two years. Our goal is to emphasize to member municipalities that compliance work to meet provincial deadlines takes precedence over other plans at this time. Whenever possible, other projects will be postponed until these are completed. The Director was asked to provide a spreadsheet of all the scheduled projects at the next meeting.

(d) Regional Subdivision and Development Appeal Board

- Regional Subdivision and Development Appeal Board agreements are currently being finalized and will be forwarded to all member municipalities shortly. Approximately 15 have expressed interest in participating initially, but the door will be open for others to join later as well. There is also the option for municipalities to have their own Board but utilize ORRSC secretarial services only. Brownlee has been contracted to conduct the training, but details have not been announced to date.

(e) Summer Meeting Schedule

- The Executive Committee normally meets only once during the summer, and various potential meeting dates were discussed before choosing Thursday, July 26. The Executive Secretary will require confirmation of attendance prior to this meeting to ensure a quorum will be present.

Moved by: Don Anderberg

THAT the next Executive Committee meeting will be held on Thursday, July 26 at 6:00 p.m.

CARRIED

(f) Air Conditioning

- One out of six air conditioning units affecting planners offices on the east side of the office isn't working and cannot be restarted. Whether to replace the compressor only at a cost of \$1,745 or the entire unit for \$3,385 was discussed. This expenditure has not been budgeted for, and therefore requires Executive Committee approval.

Moved by: Jim Bester

THAT the Executive Committee authorize the replacement of one air conditioning unit at a cost of \$3,385 + GST, as quoted.

CARRIED

5. ACCOUNTS

(a) Office Accounts – May 2018

5150	Staff Mileage	R. Dyck	\$ 40.00
5160	Staff Field Expense	B. Johnson	65.81
5280	Janitorial Services	Madison Ave Business Services	475.00
5285	Building Maintenance	Shield Pest & Wildlife Control	350.00
5285	Building Maintenance	Poulin's Pest Control	99.75
5310	Telephone	Bell Mobility	724.60
5320	General Office Supplies	Desjardin Card Services	197.49
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5380	Printing & Printing Supplies	Peak Vocational	103.64
5440	Land Titles Office	Minister of Finance	152.00
5490	Consultants	Aquality Environmental	525.00
5570	Equipment Repairs & Maintenance	Digitex	695.00
5570	Equipment Repairs & Maintenance	Xerox Canada	711.22
1160	GST Receivable	GST Receivable	199.36
		TOTAL	<u>\$4,361.87</u>

Moved by: Don Anderberg

THAT the Executive Committee approve the Office Accounts of May (\$4,361.87) 2018, as presented.

CARRIED

(b) Financial Statements – January 1 - May 31, 2018

Moved by: Ian Sundquist

THAT the Executive Committee approve the unaudited Financial Statements for January 1 - May 31, 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: Morris Zeinstra

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:22 p.m. until **Thursday, July 26, 2018 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: _____



CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Town of Claresholm Board Room

July 18, 2018

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

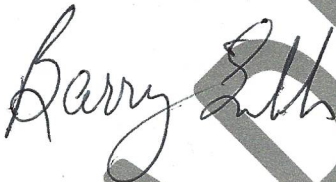
Call to order by Barry Gibbs at 2:58 PM.

1. Adoption of agenda with changes made by Don Glimsdale. **CARRIED**
2. Approval of minutes from June 20, 2018 meeting as is made by Bert Franssens. **CARRIED** Copy of approved minutes and action register to be forwarded to Blair Bullock.
3. Financials – quarterly financials dated July 10, 2018 were reviewed. Gaven Moore made motion to approve financials as presented. **CARRIED**
4. Chair Report – Barry Gibbs went over his written report. Ken Favrholt has resigned with last day worked July 12, 2018. Blair Bullock has assumed management responsibility for the Museum in the absence of an Executive Director. The Board Chair and board members felt that for the Museum to continue for the rest of the season, collaboration with Blair Bullock (and Museum staff) and volunteers, namely the Museum Board and the Friends of the Museum is needed. A list of projects that are ongoing were noted with persons assigned to that task. A donation towards the Walking Tours was made by Rod Dyrholm, owner of the Milnes Block. **ACTION** Betty to send out Thank You to Rod. One of the major projects is “Honouring Women in Agriculture”, working in conjunction with the UFA. **ACTION** Don Glimsdale to get his son, Duane to contact Darci-Jane McCauley from the UFA to find out the status of the grant.
5. Current and Future Staffing – Bert Franssens made a motion to go in camera. **CARRIED** Don Glimsdale made a motion to come out of camera. **CARRIED** It was decided that Blair Bullock would contact a previous museum employee to see if she was interested in working from the last week of August until end of the Thanksgiving weekend. **ACTION** Don Glimsdale to ask Myrna if the Friends of the Museum could help with staffing the last week of August, when the students are finished. Bert Franssens and Betty Hoare offered to help. It was decided that the museum

would change the operation hours on September 4 to 10:00 AM to 4:00 PM until after the Thanksgiving weekend, when it would close. A call list of the board members to be provided in case only 1 staff member was available for that day. The next museum event is the Tea on The Lawn. Anola Laing will work with Kathy from the museum staff along with Blair from the town.

6. Annual Plan – Board members were asked to review plan presented by the Board Chair and bring their own thoughts to the next meeting.
7. Exhibition Policy to be reviewed at the next meeting. **ACTION** Blair will review the document as is and make amendments.
8. Other Business
 - Carl Hopf made a motion that the 10 donated copies of the history book “Mosquito Creek Roundup – Vol. 2” be sold for \$50 each. **CARRIED**
 - Strategic Planning Session Discussed the possibility of having a survey available for the public to get their input before the planning session scheduled for October 20th.
9. Motion for adjournment made by Gaven Moore at 5:10. **CARRIED**

Next meeting August 15, 2018



Barry Gibbs, Board Chair

Alberta SouthWest Bulletin September 2018

Regional Economic Development Alliance (REDA) Update



2018 Summer Directory and Events Calendar was once again compiled, thanks to all our communities. 6,000 copies were printed and distributed in the region. This Directory is also available on-line at www.myalbertsouthwest.com

Alberta SouthWest and Castle Region have been selected in the early nomination for the *Top 100 Green Destinations*. The Green Destinations Standard is a set of international criteria established by the Global Sustainable Tourism Council (GSTC) to measure, monitor and improve the sustainability policy and management of destinations and regions.

Final review of nominations will be in October.

AlbertaSW Regional Data Collection Pilot Project

Five iPads have been bolted to secure stands and deployed in strategic locations in the region. These metaphorical "summer students", seen lined up on the picture, offer a cheerful invitation to tap into our Digital Guest Book; the off-line survey simply asks, "Where are you from?" Alberta Culture and Tourism can apply sophisticated analytics to postal codes and help us learn more about visitation in the region. Data tracked month over month, year over year, can offer insight toward marketing and experience development.



AlbertaSW plans to offer two Economic Developers Alberta (EDA) training courses

- **Economic Development for Elected Officials** provides specialized information on the role and function of community leaders to understand and support economic development; can be a full day or half-day session.
- **Economic Resilience Training for Community and Regional Leaders**

Resilient communities can withstand economic shocks, both natural or manmade. They can also recover faster, preserve jobs and minimize loss; can be offered **as a one day condensed, or two-day full version**.

*Please contact bev@albertasouthwest.com if you are would like to know more about these course offerings.

SAAEP has received an Energy Efficiency Alberta Community Energy Capacity Building Program (CECBP) Grant

These funds enable the partnership to continue the updating work begun in 2016-2017. Project activities include continued research and updating the www.saaep.ca website, making it an ongoing resource for our businesses and communities.

There is a continued focus on supporting community knowledge and investment readiness, understanding how to identify opportunities, strengths, competitive advantages.

Southern Alberta Alternative Energy Partnership

www.saaep.ca



UPCOMING:

- **2019 Edition of Invest in Alberta Magazine** is in development. This EDA publication welcomes advertising from businesses and communities who wish to showcase investment opportunities. Call Bev for more information.
- **9th Annual Crown RoundTable Conference is replaced by Indigenous Inclusion Workshop**
September 18, 2018, Fort Macleod
- **Claresholm Business Conference 2018 (\$75 for full conference)**
September 21, 2018: 7:00pm Doug Griffiths, Claresholm Community Centre (\$25 this event only)
September 22, 2018: 8:30am-5:00pm - Conference Willow Creek Composite High School (\$50 this day only)
- **Summit on the Business of Outdoor Recreation** Grouse Mountain Lodge, Whitefish MT
December 4-5, 2018: Agenda is under development; invitations have been extended to state and provincial dignitaries. We will also celebrate distribution of our *one millionth* Crown Geotourism mapguide!

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



Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday May 2, 2018 – Stuthorne’s on Main – Nanton



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
Donna Courage, Claresholm
Albert Elias, Glenwood
Dale Gugala, Stavely

John Van Driesten, MD Willow Creek
Kathy Wiebe, MD Ranchland

Resource Staff and Guests

Matthew Toohey, TransAlta
Bev Thornton, Executive Director, AlbertaSW
Bob Dyrda, Project Lead, AlbertaSW
Linda Erickson, AEDT
Brad Tucker, AEP
Leah Wack, Lethbridge College
Clara Yagos, LRSD
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.** [2018-05-581]
3. Approval of Minutes Moved by Scott Korbett THAT the minutes of April 4 2018 be approved as presented.
Carried. [2018-05-582]
4. Approval of Cheque Register Moved by Jim Bester THAT cheques #2393 to #2409 be approved as presented.
Carried. [2018-05-583]
5. TransAlta presentation Matthew Toohey, Senior Sustainability Advisor at TransAlta, joined the AlbertaSW board meeting to talk about issues, challenges and opportunities related to traditional and renewable energy development.
6. Netherlands Consulate Event SAAEP partners will host an event on May 30 featuring Mr. Maarten den Ouden, Trade Officer from the Consulate General of the Netherlands who will talk about the challenges facing agricultural regions in the Netherlands during the 1990s and outline the steps taken to drive improved sustainability and create a successful economic model.
7. Contract renewals Moved by Beryl West THAT the Executive be directed to discuss and renew Executive Director and Project Lead contracts on behalf of the Corporation.
Carried. [2018-05-584]

- | | |
|-----------------------------------|--|
| 8. Townfolio update | “Segment One” communities will include Pincher Creek, Stavely, Claresholm, Glenwood, Cardston County and Waterton. |
| 9. 2017-2018 Year-end Report | 2018-2018 operations report was reviewed and will be presented for approval at the Annual General Meeting. |
| 10. 2018-2019 Operations Plan | 2018-2019 operations plan was reviewed and will be presented for approval at the Annual General Meeting. |
| 11. Projects and Promotion update | AlbertaSW communities are embarking creative and innovative projects. Board will share those updates as they happen. |
| 12. Project Lead Report | Accepted as information |
| 13. Executive Director Report | Accepted as information. |
| 14. Round table updates | |
| 15. Board Meetings: | |
| June 6, 2018 - AGM Waterton | |
| July 4, 2018 - No meeting | |
| August, 1. 2018 - TBD | |
| 16. Adjournment | Moved by Beryl West THAT the meeting be adjourned.
Carried. [2018-05-585] |

Approved September 5, 2018

Chair

Secretary/Treasurer

Karine Wilhauk

From: Seniors and Housing Information <Seniorsinformation@gov.ab.ca>
Sent: Thursday, September 6, 2018 10:30 AM
To: Seniors and Housing Information
Subject: Grey Matters Conference – Registration Deadline September 10

Alberta Seniors and Housing and the Alberta Association of Seniors Centres are proud to co-host the 2018 Grey Matters Conference in Calgary, September 24-26, 2018. This unique conference provides seniors service providers with the opportunity to hear from dynamic speakers and learn about best practices, emerging issues and trends that enhance seniors health and wellbeing, and support their independence. This year's theme is *OUR COMMUNITY GATHERS Listening, Learning and Leading* and will focus on supporting seniors to age well.

Please visit <https://greymatters2018.com/> for information, sponsorship and advertising opportunities, and to register. **Registration closes September 10.**



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RECEIVED

SEP 06 2018

Mayor Douglas MacPherson
221 45th Ave W
PO Box 1000
Claresholm, AB T0L0T0

August 24, 2018

Dear Mayor MacPherson,

It is my pleasure to invite you to the launch of the 2018 edition of our *Vital Signs* publication. *Vital Signs* is an annual community check-up conducted by the Community Foundation of Lethbridge and Southwestern Alberta to assess quality of life in our region. The report is compiled using local data, sources, and research, and identifies advantages and challenges to life in Southwestern Alberta. *Vital Signs* looks at indicators in six areas: Community Connections, Cultural Life, Environment, Healthy Communities, Lifelong Learning, and Living Standards.

As an elected official, you may be interested in *Vital Signs* as an indicator of societal health and vitality. By employing sources and information specific to the communities, counties, and municipal districts of Southwestern Alberta, *Vital Signs* can help to shed light on specific challenges within your community, as well as acknowledge and encourage more growth in areas that are thriving. This year, Lethbridge and Southwestern Alberta's *Vital Signs* is also tracking quality of life indicators through the lens of the United Nations' 17 Sustainable Development Goals. These goals are part of a larger international vision for responsible, equitable growth.

In 2017, 39 community foundations across Canada and around the globe released *Vital Signs* reports. We will be launching our 2018 edition of *Vital Signs* at 10:30 a.m. on October 4th at the Community Foundation office (Unit 50, 1202 2nd Avenue S, Lethbridge). Please contact our office at 403-328-5297 if you are able to join us as we share *Vital Signs* 2018 with our community.

Best wishes,

Charleen Davidson
Executive Director

August 29, 2018

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



Dear Mayor MacPherson and all members of Council,

On behalf of the Alberta Recreation & Parks Association (ARPA) we wish to invite you and your colleagues to attend the 2nd Annual Greener Facilities Conference and Expo presented by the Alberta Recreation and Parks Association on November 14 -15, 2018 at the Edmonton Inn and Conference Centre.

In most municipalities the cost of operating facilities is a significant cost and has an impact on fees and taxes. The mandate of this event is to provide councils and their administrators with the following:

- ✓ Examples from speakers addressing specific opportunities and challenges associated with energy efficiency and a reduced ecological footprint;
- ✓ Innovative new technology products and services demonstrated by companies and consultants at the tradeshow expo, helping facilities deliver on their environmental and efficiency goals;
- ✓ Best practices sharing through sessions and networking with other like-minded sector decision makers and practitioners;
- ✓ Real-life solutions from municipalities and organizations who have already moved to energy efficient methods; and
- ✓ Information on grants, funding and cost-saving.

I want to highlight a few of our keynote speakers:

- ❖ *Property Assessed Clean Energy (PACE) Program - Justin Smith, Energy Efficiency Alberta -* This session will overview the legislation that allows municipalities to establish programs that will make it more affordable for Albertans to upgrade their properties (commercial, residential and agricultural) without having to put money down.
- ❖ *Les Quinton (Town of Black Diamond) -* This session will highlight key considerations in cost effective and greener decision making and planning.

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- ❖ *Blatchford* - This session will focus on the green infrastructure and renewable energy that is being incorporated into the subdivision. Living, working and learning in a sustainable community that uses 100% renewable energy, is carbon neutral, significantly reduces its ecological footprint, and empowers residents to pursue sustainable lifestyle choices.

Program sessions, registration and accommodation information can be found at <https://arpaonline.ca/events/greener-facilities-conference-expo/>

We look forward to see you there.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Susan Laurin', with a long horizontal flourish extending to the right.

Susan Laurin
President