



Claresholm

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
APRIL 23, 2019
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 – APRIL 8, 2019

DELEGATION:

1. YOUTH JUSTICE COMMITTEE OF ALBERTA SOUTHWEST
RE: Introduction
2. CLARESHOLM MINOR BASEBALL
RE: Upgrades to Baseball Facilities

ACTION ITEMS:

1. BYLAW #1665 – Land Use Bylaw Amendment
RE: 1st Reading
2. BYLAW #1666 – Land Use Bylaw Amendment
RE: 1st Reading
3. CORRES: Barry Morishita, President, AUMA
RE: Provincial Election & Resource Communities of Canada Coalition (RCCC)
4. CORRES: SouthGrow Regional Initiative
RE: Invitation to SouthGrow May 15th Event
5. CORRES: Claresholm & District Chamber of Commerce
RE: Mexican Fiesta – June 21, 2019
6. CORRES: Claresholm Kraken Swim Club
RE: Donation Request
7. CORRES: Barbara Rolfe
RE: Request for New Bylaw
8. REQUEST FOR DECISION: SouthGrow Representation
9. REQUEST FOR DECISION: Youth Council Representatives Policy
10. REQUEST FOR DECISION: EV Charging Station Site
11. REQUEST FOR DECISION: Amundsen Park Design Proposal
12. FINANCIAL REPORT: Statement of Operations – March 31, 2019
13. INFORMATION BRIEF: Practicum Student
14. INFORMATION BRIEF: CAO Report
15. INFORMATION BRIEF: Council Resolution Status
16. ADOPTION OF INFORMATION ITEMS
17. IN CAMERA
 - a. PERSONNEL – FOIP Section 17.2 (c)
 - b. Intergovernmental Relations – FOIP Section 21

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – March 15, 2019
2. Claresholm Community Centre Association Meeting Minutes – February 26, 2019
3. Claresholm & District Chamber of Commerce Executive Meeting Minutes – March 1, 2019
4. Alberta SouthWest Regional Alliance Board Meeting Minutes – March 6, 2019
5. Alberta SouthWest Bulletin – April 2019
6. Oldman River Regional Services Commission Executive Committee Minutes – February 14, 2019
7. Maverick Midget Team – Thank you!
8. Lobby Government Effectively – Advocacy Training for a Competitive Edge
9. Economic Development Committee Minutes – March 18, 2019
10. Willow Creek Regional Waste Management Services Commission Meeting Minutes – February 21, 2019
11. Ball Diamond Users Meeting Minutes – April 24, 2018
12. Cheryl Gallant, M.P. – Bill C-68

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
APRIL 8, 2019

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

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

ABSENT: Mayor Doug MacPherson

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

NOTICE OF RECORDING: Deputy Mayor Schulze 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 Deputy Mayor Lise Schulze.

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

CARRIED

MINUTES: REGULAR MEETING – MARCH 25, 2019

Moved by Councillor Zimmer that the Regular Meeting Minutes of March 25, 2019 be accepted as presented.

CARRIED

DELEGATIONS:

1. CLARESHOLM RCMP DETACHMENT – Greg Stannard, Sergeant
RE: Update

Sergeant Greg Stannard from the Claresholm RCMP Detachment was present to speak to Council with an update and to discuss any possible concerns Council may have in regards to the RCMP's annual performance plan. They are looking to the next year and what their focus will be.

2. CLARESHOLM SENIOR'S DROP-IN
RE: Seniors' Centre Open House & Senior's Week

Shelley Ford was present to speak to Council on behalf of the Claresholm Senior's Drop-in Board about Senior's Week June 2-8, 2019 and their Open House to be held on June 5, 2019. They are asking the Town for support of their Open House. The Drop-in is planning a membership drive and looking at different fundraising opportunities. Their kitchen is also certified and they are willing to rent it out.

ACTION ITEMS:

1. CORRES: Municipal District of Willow Creek No.26
RE: Letter to the Deputy Minister of Health

Received for information.

2. CORRES: Workers' Compensation Board – Alberta
RE: April 28 – National Day of Mourning

Referred to Administration to acknowledge the National Day of Mourning on April 28, 2019.

3. CORRES: APWA Alberta Chapter
RE: National Public Works Week, May 19-25, 2019 – "It All Starts Here"

Referred to Administration to acknowledge National Public Works Week May 19-25, 2019.

4. CORRES: Crime Watch Canada
RE: Wounded Warriors Canada E-Magazine

Received for information.

5. CORRES: Willow Creek Ministerial
RE: Gospel Music Concert – August 10, 2019

MOTION #19-046 Moved by Councillor Schlossberger to allow the Willow Creek Ministerial to hold a Gospel music concert in Amundsen Park on August 10, 2019 from 7:00 to 9:00 p.m.

CARRIED

**6. CORRES: Event Coordinator, Lauren Billey
RE: Venues for Upcoming Events**

MOTION #19-047 Moved by Councillor Schlossberger to approve the use of Centennial Park for Canada Day celebrations on July 1, 2019 and for the Claresholm Skatepark Association to host a beer garden in that location subject to all the required approvals.

CARRIED

MOTION #19-048 Moved by Councillor Cutler to approve closure of 49th Avenue from the 2nd Street West intersection to the north-south alley that runs adjacent ATB and Pharmasave for a period of up to 12 hours as required to facilitate the Claresholm Fair Days Street Festival on August 10, 2019.

CARRIED

7. REQUEST FOR DECISION: Letter of Support CFEP Grant – Kin Clubs

MOTION #19-049 Moved by Councillor Zimmer to support the Kin Clubs of Claresholm's application to the Community Facility Enhancement Program for the purpose of pathway construction along 8th Street West and provide the matching funds for the project as per the 2019 capital budget.

CARRIED

8. REQUEST FOR DECISION: Free Public Swim Initiative

MOTION #19-050 Moved by Councillor Cutler to donate twenty-six (26) hours of pool rental time for the Claresholm Healthy Community Coalition's free public swim initiative for the 2019 year.

CARRIED

9. INFORMATION BRIEF: 2022 Alberta Summer or Winter Games

Received for information.

10. INFORMATION BRIEF: Strategic Plan Report

Received for information.

11. INFORMATION BRIEF: Council Resolution Status

Received for information.

12. ADOPTION OF INFORMATION ITEMS

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

13. IN CAMERA:

- a. Confidential Evaluations – FOIP Section 19.1
- b. PERSONNEL – FOIP Section 17.2(c)
- c. PERSONNEL – FOIP Section 17.2(c)
- d. LAND – FOIP Section 16.1
- e. LAND – FOIP Section 16.1
- f. Local Public Body Confidences – FOIP Section 23
- g. Intergovernmental Relations – FOIP Section 21

Moved by Councillor Cutler to go In Camera at 7:45 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Deputy Mayor Schulze stated that the live stream has ended at 7:45 p.m.

Moved by Councillor Cutler to come out of In Camera at 9:05 p.m.

CARRIED

NOTICE OF RECORDING: Deputy Mayor Schulze provided notice that live streaming and recording of the Council meeting would begin again at 9:05 p.m.

b. Personnel – FOIP Section 17.2(c)

MOTION #19-051 Moved by Councillor Schlossberger to allow administration to hire Spencer VanDellen for a seasonal position with the Town.

CARRIED

MOTION #19-052 Moved by Councillor Cutler to allow administration to hire Ali Hemmaway for a seasonal position with the Town.

CARRIED

e. LAND – FOIP Section 16.1

MOTION #19-053 Moved by Councillor Zimmer to enter into a lease agreement with the Rocky Mountain Drift Club for the existing and additional portion of the airport lands located at Block A, Plan 4117JK for a one-year term with the option to renew for another year subject to any requirements/approvals by the MD of Willow Creek.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:07 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Deputy Mayor Schulze noted that recording ceased at 9:07 p.m.

Deputy Mayor – Lise Schulze

Chief Administrative Officer – Marian Carlson

DRAFT

DELEGATIONS

Karine Keys

From: Brad Toone <youthjusticeasw@gmail.com>
Sent: Tuesday, April 9, 2019 4:35 PM
To: Karine Keys
Subject: Delegation

Good afternoon,

I am writing on behalf of the Youth Justice Committee of Alberta Southwest to request the opportunity to present to Town Council as a delegation. We would like to share the focus of our group, what we do in our community and also share details regarding an exciting new partnership with the CDCC. At the end of the brief presentation we would be asking for to Council support this new initiative of Positive Ticketing in Claresholm. Please let me know what other information you need.

Thanks,
Brad
Chair
Youth Justice ASW

Karine Keys

From: dalanie johnson <dalaniejohnson@live.ca>
Sent: Monday, April 1, 2019 9:12 AM
To: Karine Keys
Subject: CMB April 23rd meeting

Claresholm minor baseball would like to propose some changes and necessary upgrades to our baseball facilities. We will bring our requests to the April 23rd meeting.

At this time we would ask that council hold off on any changes to moffat field . We have a proposal (if possible) that would be a huge benefit to the town and user groups .

There is a group of people that are interested in running a fundraising committee for these projects . With fundraising, grant applications and help from the town we are confident we can accomplish these upgrades .

We look forward to seeing you soon .

Thank you ,
Claresholm Minor Baseball

Sent from my iPhone

ACTION ITEMS



REQUEST FOR DECISION

Meeting: April 23, 2019
Agenda Item: 1

Claresholm

Bylaw No. 1665 – Land use Bylaw Amendment (Land Use District)

DESCRIPTION / BACKGROUND:

In keeping with the Municipal Development Plan and upon review of the Town of Claresholm's Land Use Bylaw districts, it was found that the Service Industrial - I2 district is underutilized. With the adoption of the Starline Business Park Area Structure Plan, a review of current industrial areas of Town, and the potential for heavier uses, it was discussed with MPC that the north industrial area would be a good place to utilize the service industrial land use district. With its close proximity to commercial areas, proximity to residential/recreational uses, and smaller lot size, it was agreed that the Industrial – I1 district may not be ideal in this location. Staff reviewed all the current uses within this area to ensure the I2 district would continue to accommodate the existing businesses. A separate bylaw (proposed bylaw 1666) is also being presented to clarify and refine the uses for both industrial districts.

In accordance with the Municipal Government Act (MGA) Section 692, the land use bylaw amendment requires a public hearing and advertisement prior to giving second reading and notice given in accordance with MGA Section 606. The notice of public hearing will be mailed to each landowner within the district as well.

The amendment was presented to the Municipal Planning Commission on April 18, 2019 and the MPC carried a motion to recommend the attached bylaw for 1st reading to Council.

RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1665, a bylaw to amend Land Use Bylaw No.1525 first reading.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1665

APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 18, 2019



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1665**

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

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

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

AND WHEREAS THE PURPOSE of amending Bylaw No. 1665 is to undertake a series of Land Use District map amendments as identified in the attached “Schedule A”.

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

1. The Town of Claresholm Land Use Bylaw #1525 LAND USE DISTRICT MAP shall be amended for the land use designation of lands legally described as:

Plan 0012393 Block 3 Lot 9
Plan 0310918 Block 2 Lot 7
Plan 0313204 Block 3 Lots 11-14
Plan 0514376 Block 3 Lots 15-17
Plan 0514376 Block 4 Lot 6
Plan 0514376 Block 5 Lots 1-3
Plan 1412307 Block 3 Lot 17
Plan 1612558 Units 1-4 and Common Property
Plan 731663 Block 2
Plan 8210390 Block 7 Lot 1
Plan 8510082 Block 2 Lots 1-6
Plan 8510082 Block 3 Lots 3, 4, 6, 8
Plan 8510082 Block 4 Lots 4 and 5

And as shown on “Schedule A” attached hereto, from “Industrial – I1” to “Service Industrial – I2”.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1665 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this day of 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time in Council and finally passed in Council this day of 2019 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



REQUEST FOR DECISION

Meeting: April 23, 2019
Agenda Item: 2

Claresholm

Bylaw No. 1666 – Land use Bylaw Amendment (Updates)

DESCRIPTION / BACKGROUND:

As required, Gavin Scott, the Town's planner from ORRSC, and the Development Department reviews the Land Use Bylaw for any potential updates (generally this takes place annually). The Land Use Bylaw is an active document that requires adjusting when planning and uses change (as seen in the past with the introduction of solar, business support services, aquaponics, or cannabis uses).

The purpose of the attached Bylaw No. 1666 amending the Land Use Bylaw No. 1525 includes corrections and changes as identified in the attached "Schedule A" with the additions shown in red and the deletions shown in strikethrough version attached. Additionally, the bylaw will update the land use district for the Town owned parcels that were consolidated in 2018 in the attached "Schedule B". These parcels were originally zoned public and residential. The proposed zoning of public includes the current compost area and off-lease dog park and brings the land use in line with the actual use.

Among the amendments shown are the changing of some uses from discretionary to permitted, adding uses that are becoming prevalent in development such as breweries, distilleries and wineries, and correcting definitions (ex: clarifying café/patio uses and deleting uses listed only in the parking schedule and not in any district or definition). These amendments help to streamline the development processes and add clarity for applicants, which continues to be a priority with the Council strategic plan. It also is in keeping with other urban municipalities for permitted/discretionary uses.

In accordance with the Municipal Government Act (MGA) Section 692, the land use bylaw amendment requires a public hearing and advertisement prior to giving second reading and notice given in accordance with MGA Section 606.

The amendment was presented to the Municipal Planning Commission on April 18, 2019 and MPC carried a motion to recommend Bylaw No. 1666 to Council for first reading.

RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1666, a bylaw to amend Land Use Bylaw No. 1525 first reading.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1666

APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 18, 2019



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1666**

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

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

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

AND WHEREAS THE PURPOSE of amending Bylaw No. 1666 is to undertake a series of text amendments as identified in the attached “Schedule A” with the additions shown in red and the deletions shown in strikethrough. And to undertake a series of Land Use District map amendments as identified in the attached “Schedule B”.

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

1. Textual amendments to Land Use Bylaw # 1525 as per “Schedule A” attached.
2. The Town of Claresholm Land Use Bylaw #1525 LAND USE DISTRICT MAP shall be amended as follows:

Plan 1811272 Block 128 Lot 1 including all former roads

And as shown on “Schedule B” attached hereto, from “Single Detached Residential – R1” to “Public – P” and all former roads to “Public – P”

3. This Bylaw shall take effect on the date of final passage.
4. That Bylaw #1666 be consolidated with Bylaw #1525.
5. Bylaw #1525 is hereby amended.

Read a first time in Council this day of 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time in Council and finally passed in Council this day of 2019 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

1. Add to Interpretation Section 6 Definitions the following:

Breweries, distilleries and wineries means a development that manufactures beer, wine, spirits or other alcoholic beverages. This Use may include the sale of alcoholic beverages to the public for consumption within the premises. Retail sales of alcoholic beverages for consumption off site shall only be manufactured within the premises. Accessory activities may include the preparation and sale of food, and storage, packaging, bottling, canning and shipping of products manufactured within the premises. This use may have a private non-sale hospitality area where products manufactured within the premises are provided to private individuals or groups for tasting and sampling.

Café/Coffee shop means a development where an informal restaurant offers coffee, tea, and other beverages, and where baked goods and limited menu meals may also be sold.

Contractor, general means development used for industrial service support and construction. Typical uses include cleaning and maintenance contractors, building construction, landscaping, concrete, excavation, drilling, paving, road construction, sewer, seismic, or similar services of a construction nature which require on-site storage space for materials, construction equipment or vehicles normally associated with the contractor service. Any sales, display, office or technical support service areas shall be accessory to the principal general contractor use. This use does not include Oilfield servicing operation, Natural resource extractive uses or Contractor, limited.

Light fabrication shops means a development where the assembly of parts, including blacksmith and welding shops, sheet metal shops, machine shops, and boiler shops, that produce duct work, tanks, towers, cabinets and enclosures, metal doors and gates, and similar products.

Light industrial means a development used for processing, assembly, production or packaging of goods or products, as well as administrative offices and warehousing and wholesale distribution uses which are accessory uses to the above, provided that the use does not generate any detrimental impact, potential health or safety hazard or any nuisance beyond the boundaries of the developed portion of the site or lot upon which it is situated.

Manufacturing and fabrication means a development for medium industrial operation where the land and buildings are used for the manufacture or fabrication of products or parts, and may include the retail sale of such products or parts to the general public. Such a facility may include an administrative office, ancillary structures, outdoor work areas, parking, and outdoor storage areas. Any nuisance associated with such uses should not generally extend beyond the boundaries of the site.

2. Revise Interpretation Section 6 Definitions as follows:

Contactar, limited ~~Building and trade contractors~~ means a development for the provision of electrical, plumbing, heating, painting and similar contractor services primarily to individual households and the accessory sale of goods normally associated with such contractor services where all materials are kept within an enclosed building, and where there are no associated manufacturing activities.

Cultural facility means development for display, storage, restoration or events related to art, literature, music, history or science, and may incorporate **café/coffee shop**, restaurants and retail facilities as accessory uses. This term refers to uses such as art galleries, libraries, auditoriums, museums, archives and interpretive/tourist centres.

Fitness centre means a development for physical health or fitness including, but not limited to, health centres, gymnasiums, ball courts, spas and personal trailers. The use may incorporate a **café/coffee shop**, restaurant or retail store as accessory uses. Amusement facility is a separate use.

Hotel means a development used primarily for sleeping accommodation and ancillary services provided in rooms or suites of rooms which may contain bar/kitchen facilities. The building may also contain commercial or other uses and may offer such additional services as parking facilities, **café/coffee shop**, restaurant or dining room, room service or public convention facilities.

~~Manufacturing means a development for the manufacturing, fabricating, processing, production, assembly or packing of goods, products, materials or equipment, which may, in the opinion of the Development Authority:~~

- ~~(a) result in a significant impact on adjacent land uses due to appearance, noise, odour, emission of wastes, other nuisance or potential health or safety hazards; or~~
- ~~(b) require extensive space for storage.~~

Outdoor ~~cafe~~ **patio** means a development where food or beverages are served or offered for sale for consumption ~~on or within a portion or portions of such facility~~ that are not contained within a fully-enclosed

building and are accessory to an approved use such as restaurant, drive-in restaurant, lounge/beverage room, café/coffee shop, or Breweries, distilleries and wineries.

Restaurant means a development where food and beverages are prepared and served and includes supplementary alcoholic beverage service and supplementary on- or off-premises catering services. This term includes ~~restaurants, cafes, lunch and tea rooms,~~ ice cream parlours, banquet facilities, and take-out restaurants. **Café/coffee shop, outdoor patio, and drive-in restaurant are separate uses.**

~~Temporary structure means a structure without any foundation or footings and which is removed when the designated time period, activity or use for which the temporary structure was erected and ceased.~~

3. Add Schedule 16 Breweries, distilleries and wineries as follows:

Schedule 16 BREWERIES, DISTILLERIES AND WINERIES

APPLICABILITY

The requirements of this section, with the exception of the general standards found in Schedule 3 which apply to all breweries, distilleries and wineries and where applicable Schedule 5 Overlays, are provided to guide and regulate development.

GENERAL REQUIREMENTS

1. That the developer or applicant provide copies of all approved Alberta Gaming and Liquor Commission licenses as a condition of the development permit.
2. Breweries, distilleries and wineries shall not generate odour, dust, waste, or delivery traffic in excess of that which is characteristic of the District in which it is located.
3. There shall be no outdoor manufacturing activities, or unenclosed outdoor storage of material or equipment associated with the business.
4. Any public entrances, outdoor public spaces and outdoor private non-safe hospitality areas shall not be located next to an abutting residential use, existing at the time of approval. An Outdoor patio shall be processed as a separate use.
5. That when the use is located in an industrial district, the maximum floor area of a display and sales area located in a building is the greater of:
 - (a) 38.0 m²; or
 - (b) 20.0 percent of the gross floor area of the use to a maximum of 465.0 m².

4. Revise Schedule 1 as follows:

PUBLIC – P

INTENT: This district is intended to provide for institutional, public and semi-public uses which are compatible with each other and with adjoining uses.

1. PERMITTED USES

Accessory buildings
Accessory structure
Accessory use
Alternative energy, solar (wall and roof mounted)
Cultural facility
Place of worship
Public and Institutional
Public open space
Public park or recreation
Public recreation area or building
Shipping container, temporary

DISCRETIONARY USES

Alternative energy, solar (ground mounted)
Assisted living
Campground, private or public
Cemetery
Exhibition Centre
Golf course
Hospital
Outdoor recreation facility
Private recreation facility
~~Public recreation area or building~~
Shipping container, permanent

RETAIL COMMERCIAL – C1

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

1. PERMITTED USES

Accessory building
Accessory structure
Accessory use
Alternative energy, solar (wall and roof mounted)
Bakery
Club
Café/Coffee shop
Cultural facility
Financial institution
Health care services
Hotel
Lounge/beverage room
Office
Medical and dental office
Parking facility
Personal service
Public and institutional
Restaurant
Retail store
Shipping container, temporary
Theatre

DISCRETIONARY USES

Alternative energy, solar (ground mounted)
Amusement facility
Animal care service, minor
~~Bakery~~
Breweries, distilleries and wineries
Business support services
Caretaker's suite
Convenience store
Dry cleaning shops
Fitness centre
Funeral home
Grocery store
~~Health care services~~
Liquor store
Mixed-use residential
Outdoor **patio café**
Post office
Printing establishment, commercial
Retail cannabis store
Retail store, large scale
Vehicle sales and service
Workshop

HIGHWAY COMMERCIAL – C2

INTENT: This district is intended to ensure the sites adjacent to the highway are reserved for appropriate commercial uses.

1. PERMITTED USES

Accessory building
Accessory structure
Accessory use
Alternative energy, solar (wall and roof mounted)
Amusement facility
Animal care service, minor
Business support services
Café/Coffee shop
Convenience store
Cultural facility
Drive-in restaurant
Equipment sales, rental and service
Fitness centre
Gas bar
Hotel
Motel
Office
Vehicle sales and rental
Vehicle sales and service
Restaurant
Service station
Shipping container, temporary

DISCRETIONARY USES

Alternative energy, solar (ground mounted)
Auctioneering facility
Breweries, distilleries and wineries
Bulk fuel storage and sales
Caretaker's suite
Car wash
Farm/industrial machinery sales, rental and service
Food processing facility, minor
Liquor store
Outdoor patio
Public utility
Retail cannabis store
Retail store, large scale
Shipping container, permanent
Theatre, drive in movie
Tire business
Truck stop
Truck transportation depot

NEIGHBORHOOD COMMERCIAL – C3

INTENT: This district is intended to provide an area suited for commercial uses which will compliment neighbourhood liveability.

1. PERMITTED USES

Accessory building
Accessory structure
Accessory use
Alternative energy, solar (wall and roof mounted)
Café/Coffee shop
Convenience store
Restaurant
Shipping container, temporary

DISCRETIONARY USES

Alternative energy, solar (ground mounted)
Animal care service, minor
Day/child care facility
Financial institution
Fitness centre
Gas bar
Lounge/beverage room
Office
Outdoor patio
Personal service
Retail store
Service station

INDUSTRIAL – I1

INTENT: This district is intended to provide for a broad range of industrial and storage uses. The location of individual uses will have regard to both the effect on adjacent uses and the ability to provide adequate services to the site.

1. PERMITTED USES

Accessory buildings
Accessory structure
Accessory use
Alternative energy, solar (wall and roof mounted)
Amusement facility
Animal care service, major
Auctioneering facility
Breweries, distilleries and wineries
~~Building and trade contractors~~
Building supplies
Bulk fuel storage and sales
Business support services
Contractor, general
Contractor, limited
Equipment sales, rental and service
Farm supplies and service
Farm/industrial machinery sales, rental and service
Fitness centre
Food processing facility, minor
Garden centre
Greenhouse
Light fabrication shops
Light industrial
Manufactured home sales and service
Offices
Public utility
Recycling facility
Retail store
Retail store, large scale
Shipping container, permanent
Shipping container, temporary
Truck transportation depot
Vehicle sales and service

DISCRETIONARY USES

Abattoir
Alternative energy, solar (ground mounted)
Alternative energy, wind
~~Amusement facility~~
Aquaculture
Aquaponics
Auto body and paint shop
~~Building supplies~~
Cannabis production facility
Caretaker suite
Food processing facility, major
Grain elevator
Intensive horticulture operations or facilities
~~Manufacturing~~
Manufacturing and fabrication
Market garden
Mini-storage and self storage
Municipal works storage shops
Natural resource extractive uses
Oilfield servicing operation
Retail cannabis store
Salvage or waste disposal facility
~~Seismic operations~~
Storage yard
Theatre, drive-in movie
Tire business
Truck stop
Warehousing

SERVICE INDUSTRIAL – I2

INTENT: This district is intended to provide for uses that are light industrial in nature and may allow for transition between more intensive industrial and other uses.

1. PERMITTED USES

Accessory buildings
Accessory structure
Accessory use
Alternative energy, solar (wall and roof mounted)
Amusement facility
Animal care service, minor
Auctioneering facility
~~Building and trade contractors~~
Breweries, distilleries and wineries
Business support services
Contractor, limited
Equipment sales, rental and service
Farm/industrial machinery sales, rental and service
Fitness centre
Garden centre
Office
Retail store
Shipping container, permanent
Shipping container, temporary
Vehicle sales and service
Warehousing

DISCRETIONARY USES

Alternative energy, solar (ground mounted)
Alternative energy, wind
~~Amusement facility~~
Animal care service, major
Aquaculture
Aquaponics
Auto body and paint shop
Car wash
Caretaker Suite
Contractor, general
Food processing facility, minor
Greenhouse
Light fabrication shops
Light industrial
Market garden
Mini-storage and self storage
Public utility
Retail cannabis store
Retail store, large scale
Service station
Storage yard
Theatre, drive-in movie
Tire business
Truck stop
Truck transportation depot
Vehicle sales and rental

AGRICULTURAL / TRANSITIONAL – A/T

INTENT: This district is intended to ensure lots typically on the periphery of existing developments are allowed limited uses and maintain parcels of larger sizes to give maximum flexibility for use and development when the land is required for urban development.

1. PERMITTED USES

Additions, maintenance, and replacement of existing dwellings*
Alternative energy, solar (wall and roof mounted)
Extensive agriculture
Home occupation 1
Market garden
Shipping container, temporary

DISCRETIONARY USES

Alternative energy, solar (ground mounted)
Campground
Farm buildings
Home occupation 2
Public park or recreation
Intensive horticultural operations or facilities

* Existing dwellings that were legally in existence at the time of annexation.

2. MINIMUM SETBACK DIMENSIONS

As required by the Development Authority.

3. MAXIMUM PERCENTAGE OF LOT COVERAGE

As required by the Development Authority.

4. MAXIMUM HEIGHT OF BUILDINGS

As required by the Development Authority.

5. SIGNS – See Schedule 2.

6. GARBAGE RECEPTACLES – See Schedule 4.

7. FENCING REQUIREMENTS – See Schedule 7.

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

9. LANDSCAPING STANDARDS – See Schedule 9.

10. HOME OCCUPATIONS – See Schedule 10.

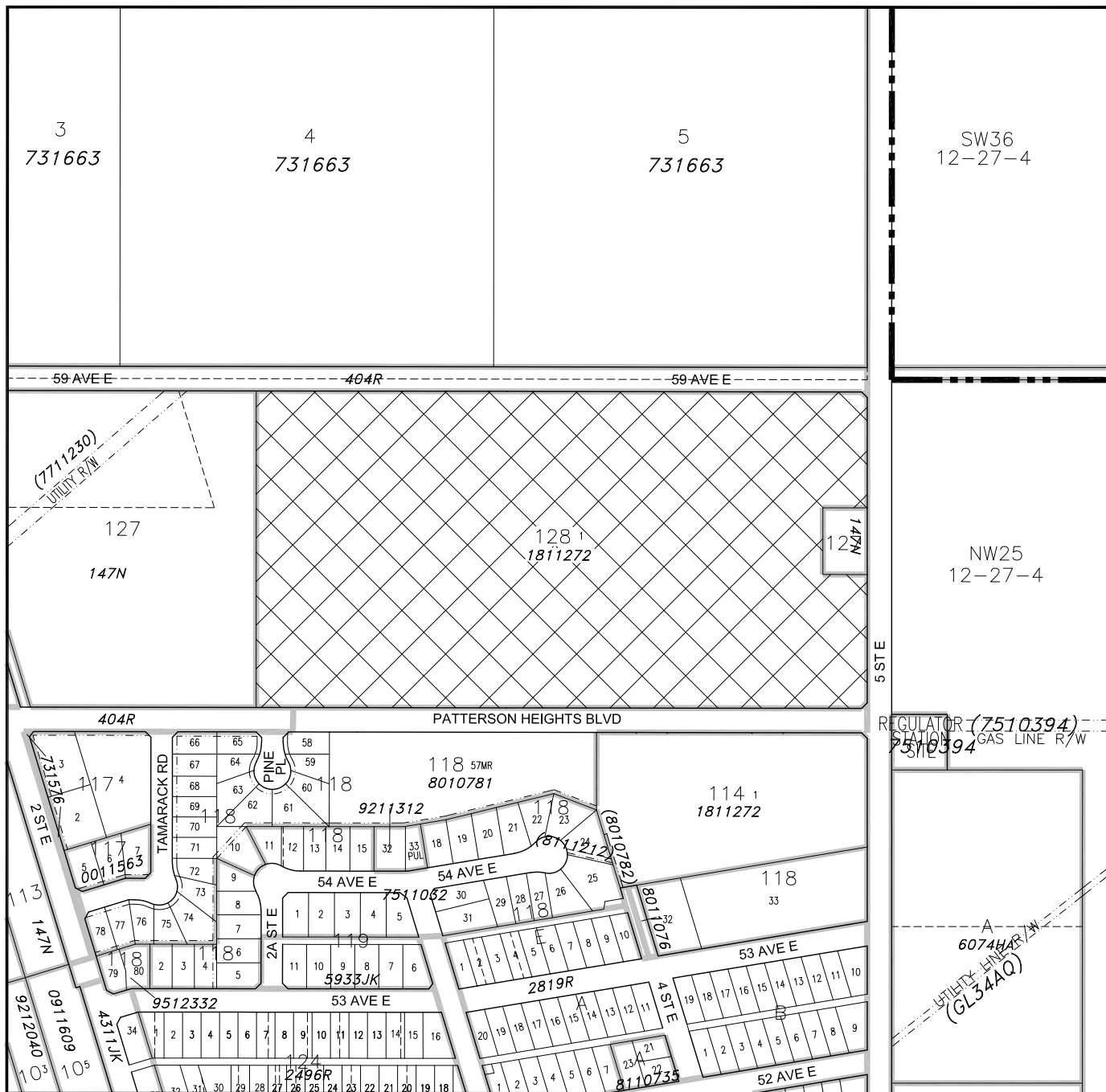
11. TELECOMMUNICATION ANTENNA STRUCTURES – See Schedule 12.

5. Revise Schedule 8 Parking and Loading as follows:

TYPE OF DEVELOPMENT	NUMBER OF SPACES REQUIRED
ALL USES NOT SPECIFIED BELOW	As required by the Development Authority
EDUCATIONAL INSTITUTIONS	As required by the Development Authority
HIGHWAY COMMERCIAL	
Drive-In Establishments	15 spaces minimum, or as required by the Development Authority
Motels and Motor Hotels	1 space per guest room or unit
Motels and Motor Hotels, with Bars, Cocktail Lounges, Beer Parlours, Restaurant spaces and Convention Rooms or Ballrooms	1 space per guest room or unit, PLUS 1 space per 9.3 m ² (100 sq. ft.) of such other spaces
Other	As required by the Development Authority
HOSPITALS	1 space per every 3 hospital beds
MEDICAL CLINICS	1 space per 18.6 m ² (200 sq. ft.)
NURSINGHOME / EXTENDED CARE FACILITIES	1 space per every 5 patient beds PLUS 1 space per every 2 workers
HOTELS AND LICENSED PREMISES	
Hotels	1 space per 1 guest room
Hotels with Bars, Cocktail Lounges, Beer Parlours, Restaurant spaces, and Convention Rooms or Ballrooms	1 space per 1 guest room PLUS 1 space per 9.3 m ² (100 sq. ft.) of such other spaces
INDUSTRIAL	1 space per 55.7 m ² (600 sq. ft.) of gross floor area
BREWERIES, DISTILLERIES AND WINERIES	1 space per 92.9 m ² (1000 sq. ft.) of gross floor area
OFFICES	
Banks, Trust Companies, and Post Office	1 space per 27.9 m ² (300 sq. ft.) of gross floor area
Others	As required by the Development Authority
PERSONAL SERVICES	
Barber Shop, Beauty Salon, Laundromat, Diet Centers	1 space per 27.9 m ² (300 sq. ft.) of gross floor area
Fitness Centre	1 space per employee; plus 1 space per 25.0 m ² (269.1 sq. ft.) of gross floor area
News Stand, Tailors, Shoemakers, Photography studios, Upholstery and rug cleaners	1 space per 37.2 m ² (400 sq. ft.) of gross floor area

TYPE OF DEVELOPMENT	NUMBER OF SPACES REQUIRED
PUBLIC ASSEMBLY	
Community Centre	1 space per 27.9 m ² (300 sq. ft.) of gross floor area
Cultural Facility	Areas with fixed seating 1 space per 20 seats; All other areas 1 space per 45.0 m ² (484.4 sq. ft.)
Places of Worship	1 space per each 6 seating spaces
Sunday School (ancillary to place of worship)	As required by the Development Authority
Social or Recreational Hall	1 space per 27.9 m ² (300 sq. ft.) of gross floor area
Theatres	1 space per 2 seating places
Theatre, Drive-in Movie	As required by the Development Authority
RECREATION BUILDINGS OR AREAS	As required by the Development Authority
RESIDENTIAL	
Single-Detached Dwelling	2 spaces per dwelling unit
Duplex or Semi-detached Dwelling	2 spaces per dwelling unit
Multi-Unit Dwelling	2 spaces per dwelling unit plus 0.2 spaces per dwelling unit for guest parking
Apartments	As required by the Development Authority
Manufactured Homes	2 spaces per manufactured home
Manufactured Home Park	2 spaces per manufactured home PLUS 0.2 spaces per dwelling unit for guest parking
Lodging or Boarding Houses	As required by the Development Authority
Row Dwelling or Townhouse	2 spaces per dwelling unit
Residential combined with a Commercial Use	2 spaces per residential dwelling unit plus the number of spaces required for a commercial use listed in this schedule
Residential Bed and Breakfast Senior Citizen Housing	As required by the Development Authority 1 space per 2 dwelling units PLUS 1 space per every 2 workers PLUS 0.2 spaces per dwelling unit for guest parking
Secondary Suites	1 space per bedroom

TYPE OF DEVELOPMENT	NUMBER OF SPACES REQUIRED
RETAIL	
Food Take-Out Service (no seating)	As required by the Development Authority
Liquor Store	1 space per 18.6 m ² (200 sq. ft.) of gross floor area
Restaurants and Cafes (including Lounge) (exclusive of Take-Out Service)	1 space per 9.3 m ² (100 sq. ft.) of gross floor area
Grocery Store	1 space per 18.6 m ² (200 sq. ft.) gross floor area plus 1 space per employee
Café/coffee shop	1 space per 27.9 m² (300 sq. ft.) of gross floor area
Others	1 space per 55.7 m ² (600 sq. ft.) of gross ground floor area, AND 1 space per 46.5 m ² (500 sq. ft.) of gross floor area on all other floors
SERVICE STATIONS / GAS BARS	
Automotive Dealerships	1 space per 46.5 m ² (500 sq. ft.) of gross floor area
Muffler Shops, Tire Repair Shops, Transmission Repair Shops, etc.	1 space per 37.2 m ² (400 sq. ft.) of gross floor area
UTILITIES	As required by the Development Authority
WAREHOUSING STORAGE, BULK STORAGE	2 spaces minimum, or as required by the Development Authority



LAND USE DISTRICT REDESIGNATION SCHEDULE 'B'



FROM: Single Detached Residential R1
TO: Public P

LOT 1, BLOCK 128, PLAN 1811272 INCLUDING ALL FORMER ROADS
WITHIN NE 1/4 SEC 26, TWP 12, RGE 27, W 4 M
MUNICIPALITY: TOWN OF CLARESHOLM
DATE: APRIL 4, 2019

Bylaw #: 1666
Date: _____



0 Metres 100 200 300 400



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

From: President <President@auma.ca>

Sent: April 17, 2019 3:17 PM

Subject: Provincial Election and Resource Communities of Canada Coalition (RCCC)

Hello, municipal colleagues,

Thank you to everyone for being engaged in the Strong Communities Build Alberta provincial election campaign. We are pleased with the exposure we received on issues impacting municipalities leading up to the election. We look forward to engaging with the new government to ensure awareness and understanding of the important role of municipalities and the need for appropriate and adequate resources.

In his [victory speech on Tuesday night](#), Premier-elect Jason Kenney referenced the importance of working with Quebec to gain their support for getting Alberta resources to market for the benefit of all Canadians. We are pleased to hear this as it aligns with one of our federal advocacy priorities, the **Resource Communities of Canada Coalition (RCCC)**.

RCCC is gaining momentum, with 46 communities having passed resolutions in support of the RCCC. By bringing together municipal associations and municipalities from across Canada, we can coordinate advocacy for responsible resource development and ensure our perspectives are heard on issues impacting municipal government and operations.

RCCC differs from other municipally-focused groups being formed:

- Our focus extends beyond Bill C-69 advocacy;
- We are taking a strategic approach by partnering with municipal associations and municipalities across Canada; and
- We are asking for support, not money.

Here is an update on RCCC's first three activities.

1. **Support Canadian Energy campaign at FCM Conference in Quebec**

Attached is our draft campaign plan for educating elected officials at the FCM Conference. The plan has been created with the input and advice of many stakeholder groups and experts. Work is being done to hone the activities and messaging to ensure it resonates across cultural and geographic boundaries and starts respectful conversations about the benefits the energy sector brings to municipalities. The items highlighted are still to be determined. The finalized plan will be sent out in the coming weeks.

We welcome all municipalities and municipal groups to get involved in this campaign at the FCM Conference. There is greater power when there is a structured and co-ordinated approach rather than multiple campaigns saying different messages.

2. **Bill C-69 Advocacy**

I presented to the Senate Standing Committee on Energy, the Environment and Natural Resources in Ft. McMurray last week and addressed the potential impacts the bill will have on municipalities:

- Directly impacting municipal land-use planning, construction and maintenance of infrastructure
- More municipal infrastructure projects falling under federal review
- Additional financial and administrative costs being added to municipal operations

Attached is our submission document to the Senate Standing Committee. We intend to do more advocacy work around Bill C-69. Stay tuned for more information.

3. **Formally establish the Resource Communities of Canada Coalition**

We will be developing the Terms of Reference for RCCC after the educational campaign at the FCM Conference. We will also be focusing on our approach for the upcoming federal election.

Thank you to the communities who have already shown their support for RCCC. If you haven't already, please consider passing a motion at your next Council meeting to support the Resource Communities of Canada Coalition and share a copy of the resolution with us. If you would like more information or questions regarding the role and purpose of RCCC, please feel free to contact me at president@auma.ca.

Best regards,

Barry Morishita | President
Mayor, City of Brooks



Support Canadian Energy Campaign

Target Audience(s):

- Primary audience are municipal elected officials, CAOs, and senior municipal leaders (specifically from Quebec) attending the FCM conference.
- Secondary audience is the public through media exposure.

Objectives:

- Enhance Pan-Canadian municipal collaboration to support responsible resource development by educating elected officials, CAOs and senior municipal leaders attending the FCM conference.

Principles:

The Support Canadian Energy Campaign has the following underlying principles to guide the education campaign activities and the resulting dialogue because of the activities.

1. Respectful
2. Collaborative
3. Simple
4. Future focused
5. Municipal peer-to-peer perspectives

Key Messages:

- Our municipal voice is more powerful when we come together.
- Perspectives on the energy industry have created a divide in Canadians and as municipal leaders, **we need to understand our differences, so we can come together to support a responsible energy industry.**
- The energy industry is key to the future of Canadian municipalities.
- The energy industry provides municipalities: (Messages still in draft form)
 - a. Economic Growth
 - i. Canadian energy directly or indirectly employs close to 1M people in throughout Canada.
 - ii. **We need to support energy projects that grow our economy.**
 - b. Money
 - i. Many provinces have programs with municipalities that share tax revenue from the energy industry.
 - ii. Last year close to \$700 million was provided to Alberta municipalities through these programs.
 - iii. **We need to ensure all municipalities receive a share of provincial revenues from the energy industry.**
 - c. A Greener future
 - i. The energy industry invested xxx in renewable initiatives last year.
 - ii. **We need to ensure investment in renewable initiatives continue.**



Promotional Items:

- Shirts with “Support Canadian Energy” on front and website on the back
- “Let’s Chat” buttons to engage conversation
- Tent fold business cards with key messages

Activities at FCM:

Activities are still in draft form

Thursday, May 30	
1.	FCM Big City Mayors’ Caucus Meeting <ul style="list-style-type: none">a. Supportive Mayor (TBD) mention campaign activities during meeting and encourage other Mayors to get involved on Friday
2.	Support Canadian Energy Hospitality Suite <ul style="list-style-type: none">a. Engage with industry partners, Regional Municipality of Wood Buffalo & Coalition of Canadian Municipalities for Energy Action to coordinate a suiteb. Invite key stakeholders. Determine key stakeholder list (for example, key Quebec elected officials) with industry partners, RCCC members, Regional Municipality of Wood Buffalo & Coalition of Canadian Municipalities for Energy Action
3.	Hold campaign meeting to: <ul style="list-style-type: none">a. Run through campaign activities for the next dayb. Run through stakeholder meeting schedules to determine opportunities to collaborate
Friday, May 31	
4.	FCM Conference MC Announces Campaign & Key Messages in Opening Remarks (Confirm with FCM)
5.	Support Canadian Energy Tradeshow Booth <ul style="list-style-type: none">a. Use AUMA’s booth for the day.<ul style="list-style-type: none">i. Ask City of Calgary and Calgary Chamber if there is an opportunity to coordinate with their boothb. Hand out collateral and shirts at booth
6.	Social Media Campaign Launch <ul style="list-style-type: none">a. Encourage members to retweet messagesb. Share tweets with pictures of attendees in t-shirtsc. Photo backdrop for social media photos with “Support Canadian Energy” logos located outside main plenary (Confirm with FCM)
7.	FCM Rural Town Hall: Driving Tomorrow’s Growth <ul style="list-style-type: none">a. Supportive attendees wear campaign shirtb. Spokesperson(s) talks about key messages

**SUPPORT
CANADIAN
ENERGY**

8. Spokesperson(s) host media session with local journalists (TBD French and English spokesperson)

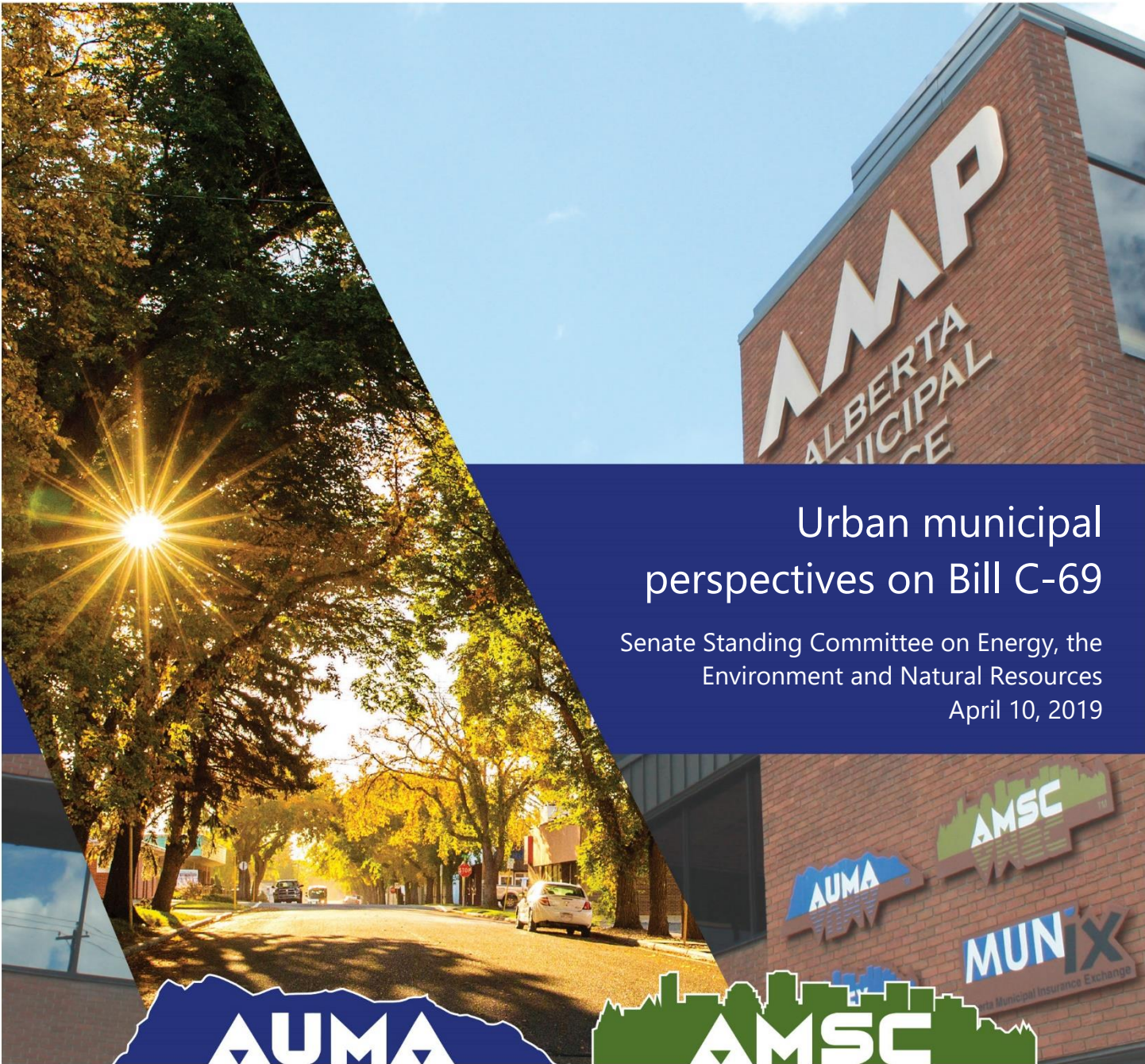
Sunday, June 2

9. FCM Breakfast Session- Powering Canada through energy development (Confirm with FCM)
- a. Supportive attendees wear campaign shirt
 - b. Program allows spokesperson(s) to join panel to talk about key messages (TBD spokesperson)
 - i. Mayor of Fort St. John and Calgary Chamber on panel

After FCM

10. Send out information to supportive municipalities on first formal meeting
11. Send out thank you letters to journalists and key stakeholders

DRAFT



Urban municipal perspectives on Bill C-69

Senate Standing Committee on Energy, the Environment and Natural Resources
April 10, 2019



TM



TM

WE ARE
economies
OF SCALE

WE ARE THE
support
YOU NEED

WE ARE THE
experts
IN MUNICIPALITIES

WE ARE YOUR
advocate

Introduction

The Alberta Urban Municipalities Association (AUMA) was founded in 1905 and today represents over 260 of Alberta's cities, towns, villages, summer villages, and specialized municipalities. As the voice for Alberta's urban municipalities, AUMA appreciates the opportunity to bring forward municipal perspectives on Bill C-69, an Act to enact the *Impact Assessment Act* and the *Canadian Energy Regulator Act*, to amend the *Navigation Protection Act*.

Navigation Protection Act

Primary area of impact to municipalities: Bridges that cross water bodies in Alberta

Municipalities are responsible for the construction, maintenance, and upgrades to the majority of bridges that cross water bodies in Alberta. As part of the transportation network, bridges connect communities, provide access to community services, support tourism, and are key infrastructure for various industries important to Alberta's economy.

The following outlines how proposed changes to the *Navigation Protection Act* would adversely impact municipalities.

- 1. Federal review of small-scale projects:** Proposed amendments to the *Navigation Protection Act* may reverse improvements made to the legislation in 2009 and 2012. The previous amendments helped address municipal concerns regarding federal review of small-scale projects, which were causing significant delays and incurring unnecessary costs.

Impact: Returning to the requirement for federal review of small-scale projects will cause unnecessary delays, which will be of particular concern for projects with federal and/or provincial grant funding with timeline requirements. The review requirement may also impact the ability for municipalities to access infrastructure grant funding.

Recommendation:

- That the Government of Canada explore amendments to the Act to limit federal review of small-scale projects. If the Government of Canada is committed to overseeing all projects on navigable waters, then it is recommended the approval agency explore measures to limit delays and costs to municipalities.
 - That the Government of Canada amend the *Canadian Navigable Waters Act* to explicitly state that the prohibition in section 3 and the obligations in sections 5 and 10 do not apply if there would be no interference with navigation.
- 2. Lack of definitions for work categories:** Bill 69 does not include definitions for key aspects including defining what constitutes major work versus minor work and includes a newly-proposed category that is not considered major or minor.

Impact: Lack of clarity is concerning as the regulations will ultimately determine the scope of administrative responsibilities being added to municipal governments.

Recommendation: That the Government of Canada release draft versions of the proposed regulations so municipalities can fully understand the expected impact of Bill C-69 before the Senate makes its decision on the Bill or the Senate propose amendments to define key terms such as minor and major works in the Act.

- 3. Lack of definition for the term “interference:”** Section 64(4) of the proposed amendments designates that any works that slightly interfere with navigation will be considered minor works and any works that substantially interfere with navigation will be considered major works.

Impact: Municipalities need guidance on whether interference relates to the navigability of the vessel or is measured by changes to water level or water flow.

Recommendations: That the Government of Canada amend the *Canadian Navigable Water Act* to include the definition of “interference.”

- 4. Expanded scope of regulation for scheduled and non-scheduled water bodies:** The *Navigation Protection Act* currently uses a schedule to define each water body subject to federal oversight. Bill C-69 creates a complex system of requirements for approval depending on the scope of work and whether the water body is scheduled or non-scheduled; however, there is lack of clarity on these requirements.

Impact: Without additional clarity, municipal governments will be challenged to self-determine whether a bridge project requires federal approval. In its current form, Bill C-69 creates an environment where municipalities may seek federal approval for all projects - even when not necessary - to avoid potential violation of the *Canadian Navigable Waters Act*. This type of regulatory environment should be avoided to limit costs on taxpayers.

Expanding federal regulation to include unscheduled water bodies will quite possibly increase the administrative burden on municipalities when planning bridge maintenance projects. This will result in increased administrative/engineering costs as well as a longer pre-planning period for projects that will have no impact or limited impact on navigation.

Recommendation: That the Government of Canada release draft versions of the proposed regulations so that municipalities can fully understand the expected impact of Bill C-69 before the Senate makes its decision on the Bill or the Senate propose amendments to define key terms such as minor and major works in the Act.

- 5. Lack of prescribed timelines for approval:** The proposed amendments create a new process and timeline for project proponents to conduct public consultation, but it does not set out timelines for when the Government of Canada must make a decision on an application.

Impact: Alberta’s municipalities operate in a winter climate where there is a limited number of months when construction can take place. The lack of timelines imposed on the approval agency can cause delays and may risk the success of a project as well as the municipality’s ability to meet funding timeline requirements.

Recommendation: That the Government of Canada amend the *Canadian Navigable Waters Act* to define the time period within which the Minister must make a decision on an application.

- 6. Responding to emergencies:** Section 10.4 of the proposed amendments allows the Minister to authorize work in various circumstances even if the obligations in sections 5 and 10 are not met.

AUMA supports the Federation of Canadian Municipalities in calling for section 10.4 to be expanded to address the unique needs of communities in the event of an emergency.

Recommendation: That the list of criteria in section 10.4 of the *Canadian Navigable Waters Act* is broadened to include social disruption or a breakdown in the flow of essential goods, services, or resources in order to adequately acknowledge the hardship and complexity created by damaged infrastructure in an emergency.

Impact Assessment Act

Primary area of impact to municipalities: Large-scale projects and municipal consultation

As the government closest to the people, municipalities have a unique understanding of the potential impact of large-scale projects on the local environment, economy, and health of citizens. It is essential there is an open and transparent process where municipal governments are consulted on projects that fall under the *Impact Assessment Act*.

AUMA supports the “one-project, one review” objective that Bill C-69 strives to achieve and the broadening of scope assessment to include economic, social and health impacts, both positive and negative, on local communities.

AUMA is concerned that the current reading of the Act doesn’t consistently reflect this objective. For example, the term “jurisdiction” as defined in the Act doesn’t include municipalities. AUMA is also concerned with the potential opportunity for political interference in the impact assessment process. In spite of the rigorous, arms-length assessment process and structure, sections of the Act still allow for expanded Ministerial discretion into the process.

The *Impact Assessment Act* and processes must be balanced to ensure projects of merit proceed in a timely manner so municipal projects and job-creating efforts are not thwarted; investments and use of grant funds made available to municipalities must be utilized.

The following outlines how proposed changes to the *Impact Assessment Act* would adversely impact municipalities.

- 1. Lack of definition of a “designated project” and the scope of federal oversight:** Although the focus of the *Impact Assessment Act* is for large-scale projects, the Act does not clearly define what is considered a “designated project.”

Impact: The lack of definition makes it unclear what types of municipal projects could be subject to federal oversight. Until that information is available, it is difficult for AUMA to understand and provide feedback on the *Impact Assessment Act*.

Recommendation: That the Government of Canada release a draft definition of a “designated project” so municipalities can fully understand the expected impact of Bill C-69 before the Senate makes its decision on the Bill or the Senate propose an amendment to define a “designated project” in the Act.

- 2. Lack of consultation with municipal governments:** The proposed *Impact Assessment Act* does not recognize the value of local knowledge that municipal governments have with respect to projects that may be proposed in local regions.

Impact: It is essential the Agency has all relevant information regarding local context and impacts before rendering a decision on a project application. Municipal governments are local stewards of the land and have unique knowledge that can assist a review panel. As such, there needs to be a clear and transparent process for the Agency to consult municipal governments that may be affected by a proposed project.

Recommendations:

- That the Government of Canada amend relevant sections of the *Impact Assessment Act* to expressly require consultation with impacted municipal governments.
- That the Government of Canada amend section 22(1) to include “comments from a municipal government impacted by the designated project” as one of the factors that must be considered by the review panel.
- That the Government of Canada amend the definition of jurisdiction to include municipalities.

Canadian Energy Regulator Act

AUMA’s observations and recommendations are focused on municipal government perspectives, which are less affected in the *Canadian Energy Regulator Act*. AUMA is pleased the Act does not include in its scope water or wastewater pipelines used solely for municipal purposes.

AUMA’s general concern with the Act is that it not become a conduit to delay or deter energy infrastructure projects of merit. Alberta and Canada have resource-based economies and the sustainability of our communities relies on a healthy resource sector.

Of particular concern is the removal of the “standing test” from the *National Energy Board Act*, which is used to determine interested parties that can participate in public hearings. Removal of the standing test has the potential to create project delays, ineffective consultation, and investor unease, all with no value being added to the process.

AUMA also strongly disagrees with the position of the Federation of Canadian Municipalities that suggests the Commission consider the input of all municipalities, regardless of whether they are located directly along the route of a proposed pipeline or transmission line. As noted before, allowing this will only create project delays, with no value added to the consultation and evaluation process.

Issue: While it is important the Regulator collect input from a diverse range of stakeholders, public input should be limited to persons or organizations that live or operate within reasonable proximity to the proposed project area or offer technical expertise that is relevant to the project.

Recommendation: That the *Canadian Energy Regulator Act* be amended to maintain the “standing test” to ensure that public hearings only involve input from municipalities or communities located directly along the route of a proposed pipeline or those that could be directly impacted in an adjacent municipality.

Contact

Thank you for your consideration of AUMA’s perspectives and recommendations on Bill C-69. If you have any questions regarding our recommendations, please contact Dan Rude, Chief Executive Officer, at drude@auma.ca or 780-433-4431.

Summary of Recommendations

Navigation Protection Act

- That the Government of Canada explore amendments to the Act to limit federal review of small-scale projects. If the Government of Canada is committed to overseeing all projects on navigable waters, then it is recommended the approval agency explore measures to limit delays and costs to municipalities.
- That the Government of Canada amend the *Canadian Navigable Waters Act* to explicitly state that the prohibition in section 3 and the obligations in sections 5 and 10 do not apply if there would be no interference with navigation.
- That the Government of Canada release draft versions of the proposed regulations so municipalities can fully understand the expected impact of Bill C-69 before the Senate makes its decision on the Bill or the Senate propose amendments to define key terms such as minor and major works in the Act.
- That the Government of Canada amend the Canadian Navigable Water Act to include the definition of “interference.”
- That the Government of Canada amend the *Canadian Navigable Waters Act* to define the time period within which the Minister must make a decision on an application.
- That the list of criteria in section 10.4 of the *Canadian Navigable Waters Act* is broadened to include social disruption or a breakdown in the flow of essential goods, services, or resources in order to adequately acknowledge the hardship and complexity created by damaged infrastructure in an emergency.

Impact Assessment Act

- That the Government of Canada release a draft definition of a “designated project” so municipalities can fully understand the expected impact of Bill C-69 before the Senate makes its decision on the Bill or the Senate propose an amendment to define a “designated project” in the Act.
- That the Government of Canada amend relevant sections of the *Impact Assessment Act* to expressly require consultation with impacted municipal governments.
- That the Government of Canada amend section 22(1) to include “comments from a municipal government impacted by the designated project” as one of the factors that must be considered by the review panel.
- That the Government of Canada amend the definition of jurisdiction to include municipalities.

Canadian Energy Regulator Act

- That the *Canadian Energy Regulator Act* be amended to maintain the “standing test” to ensure that public hearings only involve input from municipalities or communities located directly along the route of a proposed pipeline or those that could be directly impacted in an adjacent municipality.

From: Peter Casurella <peter.casurella@southgrow.com>

Sent: April 12, 2019 9:54 AM

To: Marian Carlson <Marian@claresholm.ca>

Subject: Invitation to SouthGrow May 15 event

Dear SouthGrow Ec Devs, CAOs, and RINSA friends,

I'd like to invite you to the **Southern Alberta Energy Forum** on May 15 in Fort MacLeod, organized by the Pembina Institute and the Southern Alberta Alternative Energy Partnership (an initiative of SouthGrow). The forum will explore the opportunities available to municipalities and small businesses in renewable energy (utility-scale and small-scale), energy efficiency, energy storage, and electric vehicle infrastructure. There has been widespread interest across the province in these areas, but we also understand that there are questions to be answered, including financing options, resources and so much more. This forum will bring together experts from industry, financial institutions, and leading municipalities and businesses to share their experience and useful resources. The forum will consist of presentations, expert panels, table discussions, and networking.

Where: Fort MacLeod, Town Office - 410 20 St

When: Wednesday, May 15th 12-5pm

Who should attend: industry and businesses; economic development officers, CAOs, mayors and other municipal leaders; community organizations

Register [here](#) **(includes lunch and its free)**

We hope you can join us at the forum. Please feel free to forward this invitation to those who may also be interested.

Sincerely,

Peter Casurella

SOUTHERN ALBERTA ENERGY FORUM 2019

Wednesday, May 15

12pm – 5pm

Fort Macleod Town Office

410 20 St, Fort MacLeod

The day's agenda will feature Alberta expertise on renewable energy, energy storage, electric vehicle infrastructure, business and financing, micro-generation, and community generation opportunities and challenges in Alberta.

A rare opportunity for you to find out more about alternative energy opportunities and accessing financing on projects for your business and municipality.

A cross-sectional representation from industry, economic development officers, government, municipal officials, and from science and innovation.

REGISTER NOW: southern-alberta-energy-forum.eventbrite.ca

Hosted in partnership with:



PEMBINA
institute

Sponsored by:





Claresholm & District
Chamber of Commerce

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

April 4, 2019

Town of Claresholm

Re: Mexican Fiesta

The Claresholm & District Chamber of Commerce is requesting the use of Amundsen Park, approx. 15 tables, and 100 chairs for our annual Mexican Fiesta on Friday, June 21.

This is our 15th Annual event, and we look forward to celebrating the summer solstice with a Mexican theme. We plan to once again have the Atco sound stage with entertainment, plus Mexican themed food for sale with a beer garden. We plan to host this event from 5 - 9 p.m.

The Claresholm & District Chamber of Commerce values the collaborative approach of organizations and stakeholders to create success in Claresholm.

We thank the town for their continued support of this event and look forward to this year!

Sincerely,

Amanda Zimmer
President

president@claresholmchamber.ca

www.claresholmchamber.ca



Claresholm Kraken Swim Club

P.O. Box 1933
Claresholm, AB
T0L 0T0

<https://claresholmkrakens.wixsite.com/kraken>

Phone: (403)625-8841

RECEIVED

APR 17 2019

April 15, 2019

Mayor & Council
P.O. Box 1000
Claresholm, AB T0L 0T0

To Mayor & Council:

RE: In-Kind Contribution: Claresholm Aquatic Centre

The Claresholm Kraken Swim Club is requesting your financial support for the 2019 summer swim season. We are requesting an In-Kind Donation to waive the rental fees of the Claresholm Aquatic Centre for our Home Swim Meet scheduled for June 7 & 8, 2019.

Typically, our Home Swim Meet brings over 270 swimmers to the town of Claresholm. In addition to these swimmers, they often have parents/guardians, grandparents, aunts, uncles, and siblings who attend with them. This is a big event in the Town, and the financial rewards to our local businesses are immense!

The Claresholm Kraken Swim Club boasts over 70 members, from 5 to 50+ years of age. Our Swimmers train locally and have the opportunity to attend swim meets all over southern Alberta. Many of our Swimmers have done very well, bringing home ribbons, medals, team achievement trophies, and even regional and provincial medals/records over the past few seasons. Last season the Claresholm Kraken Swim Club the Regional Banner for large club!

Having a local, structured Swim Club offers our local youth, an incredible opportunity to engage in a fun, safe, and supportive environment while reaping the benefits of physical activity. The Claresholm Kraken Swim Club also serves as an outlet for community pride!

Similar to any organized sport, the cost of swimming has risen due to increased pool rental fees, and Coaches' salaries. Although parents/guardians pay registration fees and participate in fundraising activities to help with the expenses of the Claresholm Kraken Swim Club, the cost to run a successful swim season is still very high. In 2018, the Club paid approximately \$7,500.00 to rent the pool for the 4 months that comprise the Alberta Summer Swim Club season. An additional \$23,500.00 was paid in Coaching and Instructional Fees. We anticipate that our 2019 Swim Season costs will be slightly higher, averaging approximately \$7200 per month.

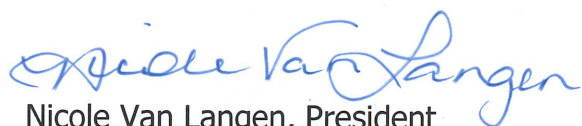
To help alleviate the cost, our Swim Club has the following fundraising activities planned for the current season:

- two raffles (summer raffle)
- a raffle table at our home Swim Meet
- 50/50 draw at our home Swim Meet
- sold products from Centennial Meats

As we see a greater number of younger children looking to join our Swim Club, our hope is to be able to offer them more Coaching instruction, so they can grow and develop alongside their older peers. It is incredibly exciting to watch children, as young as five, learning new swimming strokes and getting to practice them under the watchful eye of our dedicated Coaches. While we are a competitive Swim Club, we are also aware of just how important learning to swim and water safety is to developing youth. The mandate of the 2019 Claresholm Kraken Swim Club Executive is to provide excellent instruction to give these children a greater opportunity for personal success and skill development, which will ensure the sustainability of the Claresholm Kraken Swim Club.

Thank you in advance for considering our request. Should you have any further questions, please contact Nicole Van Langen at (403)625-8841.

Kind Regards,



Nicole Van Langen, President
Jennie McMasters, Vice-President
Carina Hoffman, Treasurer
Kelli DeMaere, Secretary

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



Date of Application: April 15/19

Date of Event: June 7+8/19

1. Applicant Information

Name of Applicant: Claresholm Kraken Swim Club

Address: P.O. Box 1933, Claresholm, AB T0L 1R0

Contact Person: Nicole Van Kungen

Phone, Fax, Email: Krakens.Claresholm@gmail.com

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

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

YES provide registration date & #

NO

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

YES provide registration date & #

NO

Access # 505286039 Reg date: 1992/05/11

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

Pool rental fees for Home Swim meet

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: \$700 (approximately 14 hrs x \$50/hr)

6. Details of how the funds will be expended:

We are looking for an "in kind" donation to waive pool rental fees for our Home Swim meet on June 7+8/19.

7. Previous Donations

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

Date	Amount	Use of Funds
June 2018	\$700 in kind donation for pool rental fees	Covered the cost of pool rental for our home swim meet.

8. Organizational Information

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

We have approximately 70 swimmers with varying ability registered. Swimmers train locally and compete throughout Southern Alberta. Not all swimmers compete, some swim for technical improvement, to stay in shape and receive instruction from highly skilled coaches.

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

Our hope is to be able to offer more dedicated instruction to our local youth so they can grow and develop as strong and safe swimmers. To continue to be a strong team within the community and for the kids to remain coachable in a competitive atmosphere.

How will your organization acknowledge the Town's donation?

- Publish on Facebook
- Advertise at our Home Swim meet
- Word of mouth by Club members

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

YES

NO

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

Funding Source	Amount	Recommended Use of Funds
Centennial meet Sales	6000.00*	Coaches wages, pool rental fees
Raffle Ticket Sales	7000.00*	Coaches wage, pool rental fees, swim meet expenses.

* The actual total is unknown for the 2019 season as meet sales and Raffle ticket sales are not completed. This amount is based on previous years sales.

To: Steamboat Town Council

From: Barbara Rolfe

5386 - 7 St. W

Ph. 625-3225

Re: Request for a New By-law to deal
with RV's, campers - trailers - motor homes -
parking inside the town.

- Since July 2018 I have been looking
at my neighbors trailer parked in
her front drive and overhanging
the street. It has been parked
permanently, not moved once.

I spoke with Jason Hammaway in
the Fall. He told me he could not
deal with the trailer as there is no
by-law dictating where the units can/
cannot be parked and for what length of time.
He suggested I request that council
consider drafting and passing such a
bylaw so... that is my request to
Council that a bylaw be passed to
deal fairly with the parking of RV's
taking into account everyone's concerns.

Many thanks for your consideration.

Barbara Rolfe



Claresholm

REQUEST FOR DIRECTION

Meeting: April 23, 2019
Agenda Item: 7

RV PARKING INQUIRY

BACKGROUND:

Administration received an inquiry regarding the parking of recreational vehicles/trailers etc. on front driveways or front yards. In past years Council has received similar requests/inquiries. No action thus far has been taken to amend any bylaws to restrict or prohibit the parking of recreational vehicles in front driveways or yards.

Initial investigation on various municipal bylaws from other communities show a variety of options for parking of recreational vehicles. Some limit the time frames for parking which may require an increased amount of enforcement/removal orders (ex: only summer months parking, no winter parking). Some bylaws restrict the parking of these vehicles over 48 hours, so they allow for loading or cleaning, but no permanent parking. Other's restrict parking to rear or side yards only so they do not block front driveways or sightlines, or are only permitted in properties with a rear lane access only. Administration will require direction moving forward as to investigation of bylaw amendments, or if no further action is required at this time.

OPTIONS:

- Review various municipalities bylaws for options and refer to a committee (MPC/Admin Services/Emergency Services) for review prior to any bylaw proposal.
- Conduct a review of the Community Standards Bylaw (see attached) for an amendment regarding the parking of recreational vehicles in front yards/driveways.
- Take no further action at this time.

ATTACHMENTS:

- 1.) Letter
- 2.) Community Standards Bylaw

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 16, 2019



REQUEST FOR DECISION

Meeting: April 23, 2019
Agenda Item: 8

SOUTHGROW REPRESENTATION

DESCRIPTION:

Administration requires a motion of Council to appoint a member of Council to be the Town of Claresholm's representative on the SouthGrow Regional Initiative.

BACKGROUND:

At the March 25, 2019 regular Council meeting, Council discussed a request from the Economic Development Officer to become a member municipality of the SouthGrow Regional Initiative. As a result, the following motion was made:

Moved by Councillor Schlossberger to become a member municipality of South Grow Regional Initiative.
CARRIED MOTION #19-040

Council must now decide who will be appointed as the Town's representative. Councillor Schlossberger is interested in this position.

PROPOSED RESOLUTION:

Moved by Councillor _____ to appoint Councillor Brad Schlossberger to be the Town of Claresholm's representative with The SouthGrow Regional Initiative.

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: April 16, 2019



REQUEST FOR DECISION

Meeting: April 23, 2019
Agenda Item: 9

YOUTH COUNCIL REPRESENTATIVES POLICY

DESCRIPTION / BACKGROUND:

At the February 11, 2019 Councillor Schlossberger had brought forward a proposal for a Council Youth Program, having heard about such a program in the District of Elkford as well as other municipalities. This is a program that involves Youth at the Council Table, getting them more involved in local politics, as well as, having the youth better informed of issues.

Council was all in favor of exploring this type of program further and referred it to Administration to look at options and to develop a draft policy to be brought back to Council for review and further discussion.

Elkford District was the only municipality that Administration was able to confirm was running a project like this. Their program requires or allows Youth Council Representatives to:

- Attend Council meetings
- Sit on community organization boards with Council
- Vote on Council decisions even though the vote would only be considered as a teaching vote.
- Attend parades
- Consult with HR on summer student job posting
- Attend Youth Action Commission Network meetings
- Attend BC Youth Parliament held in Victoria every year

In Elkford, students apply and the successful candidates are chosen following an interview with Council and HR. However, there is zero school involvement other than the advertising in the school for the positions.

WCCHS has agreed to offer credits to students that become junior or senior youth Council representatives for the Town of Claresholm. Should this project move forward, it would run like the current work experience program. The student will require a mentor (a member of Council) and a contract would need to be signed by the mentor to ensure student safety and list outcomes. 1 credit= 25 hours of work of any kind in this regard.

It was brought up by Councillor Schlossberger that there be the possibility of a student body vote should there be more than one student running for either position. We are still awaiting confirmation from WCCHS as to whether we could make this work.

OPTIONS / RECOMMENDATIONS:

Administrations recommendation is to pass a policy that is relatively general to allow flexibility within the program. The policy has currently been drafted to allow for one or two Youth Council Representatives and to specify either one Senior and one Junior, or have two Junior (and no Senior) or vice versa depending on applicants. Selection process can also be determined each year based on number of applicants as well as whether or not we have the support or collaboration with the current high school principal, etc.

We have also not specified grades or school in case there are home schoolers or private school youth that would like to apply. The applicants would however have to be reside within the Town of Claresholm municipal boundaries.

Council would have the option however of removing some of this flexibility if they want this to be strictly a collaborative program only with WCCHS or otherwise to provide further structure.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt Policy 2.1.15 – Youth Council Representatives Policy.


ATTACHMENTS:

- 1.) Policy 2.1.15 – Youth Council Representatives (draft)

PREPARED BY: Allison McKee – FCSS Outreach Worker & Blair Bullock, CPA, CA – Director of Corporate Services

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 17, 2019

		Council Youth Representatives		Policy #2.1.15	
Department Owner:	Council				
Policy Applies To:	Youth Council Representatives				
Date Created:	April 16, 2019	Date Approved By Council:			
Version #:	1.0	Resolution #:			
Last Review Date:	April 18, 2019	Policy(ies) Replaced/Rescinded:	N/A		

Intent:

To increase awareness of local government activities among Claresholm youth and to increase Council's awareness of youth issues in Claresholm.

Policy:

The Town of Claresholm recognizes the benefit of supporting communication channels between Council and Claresholm youth. The Town of Claresholm authorizes acknowledging Council Youth Representatives

Definitions:

- Appointment term – The appointment term will be a 10 month period from September 1st to June 30th
- Youth Council Representative:
 - A resident within the municipal boundaries of the Town of Claresholm.
 - High school age (14 through 17 as at December 31st of the appointment term year)
 - Appointed by Council to sit as a Youth Council Representative.
- Senior Council Representative:
 - A resident within the municipal boundaries of the Town of Claresholm.
 - Grade 11 or 12 (16 or 17 years old as of December 31st of the appointment term)
 - Appointed by Council to sit as a Youth Council Representative.
- Junior Council Representative:
 - A resident within the municipal boundaries of the Town of Claresholm.
 - Grade 9 or 10 (14 or 15 years of age as of at December 31st of the appointment term)
 - Appointed by Council to sit as a Youth Council Representative.

General Guidelines:

The Youth Council Representatives will be a volunteer position and will receive no remuneration. Council will agree to mentor the representatives and will engage in a contract with the youth's School or School Division where possible (i.e. Livingstone Range School Division) for a work experience or other program to facilitate Representatives earning high school credit for all time spent as Youth Council Representatives.

There will be a maximum of two (2) Youth Council Representatives during a single appointment term. Youth Council Representatives will attend Council meetings, as well as other committee or boards they may be assigned to, and will participate in discussions and decisions and will be allowed to vote on

any matters that come forward in the meetings. The vote of the Youth Council Representative will not however be counted or considered when determining whether a motion is carried or defeated, but will simply allow them to voice their opinion. Youth Council Representatives will be considered part of the public however for in-camera portions of any Council, Committee, or Board meetings and will be asked to leave.

Selection:

Council will determine the selection process each year based on number of applicants. The selection process will include:

1. Candidates will submit an application form (Appendix A) to Town Administration by the application deadline of May 15th (or the following business day when it lands on a weekend or holiday) each year prior the Appointment Term.
2. Candidates must be willing to attend Council meetings, board meetings and other appropriate Council appearances.
3. Administration will determine the eligibility of applicants based on address (must be resident of Claresholm) and age (between the age of 14 and 17 as at the following December 31)
4. Council will determine each year the number of Youth Council Representative positions to be filled (1 or 2) and whether they will be designated Senior and/or Junior Council Representative Positions based in part on number of applicants in each category
5. Council may organize a committee or direct Administration to organize a committee for direct selection of Candidates or may organize a Youth/Student Body Vote in the community or in the school(s) in collaboration with the School Division.
6. Appointments will be announced by June 15th.

Conduct:

Youth Council Representatives will be held to the same Bylaws, Policies, and Standards as Council within the realm of their position. This includes but is not limited to:

1. Council Code of Conduct Bylaw
2. Council Procedural Bylaw
3. Municipal Government Act

Youth Council Representatives may be dismissed at any time by motion of Council due to violation of any of the above legislation.

ELECTRIC VEHICLE CHARGING STATIONS; PEAKS TO PRAIRIES

BACKGROUND / DESCRIPTION:

The Community Energy Association and ATCO are building a network of electric vehicle (EV) charging stations throughout southern Alberta. The Town of Claresholm has been selected as an important strategic location. The goal is reduce range anxiety and increase the practicality of using electric vehicles.

On January 21, 2019 a site-visit with Town Council, ATCO, and Community Energy Association took place. The result of this meeting was four (4) possible locations that would be evaluated further by ATCO.

At the February 11, 2019 meeting, the Claresholm Town Council passed a motion to approve the license of occupation with ATCO Power, and to identify site-2 as the preferred location for the charging stations.

As of April 1, 2019 Senior Electrical Engineer with ATCO, Ryan Harrison, has indicated that their assessment of the four (4) possible locations is complete, and they found site-1 to be the most preferred given its proximity to available power (<25 metres).

Megan Lohmann with Community Energy Association secured significant funding for this program, however she has indicated that the preferred location in Claresholm does exceed the available budget.

The total installation cost for a similar site in Lethbridge has gone to tender, and is estimated to be \$20,000 - \$25,000. In Claresholm, the additional cable, trenching, and directional boring required to use the preferred location (site-2) is estimated at \$7,000 - \$8,000 more than site-1.

Ryan Harrison and Megan Lohmann have asked if Town Council would be willing to contribute the difference in construction costs to use the preferred site.

The Executive Directors of SouthGrow and Alberta Southwest indicated that there have not yet been any cases where a municipality has contributed additional funds to accommodate a charging station. Through negotiation and compromise each site has been covered in full. Peter Casurella noted that some municipalities have more bargaining power than others, given their location in the network.



PROPOSED RESOLUTIONS:

1. Moved by Councillor _____ to approve the use of Site-1 as indicated on the proposed locations for the placement of two (2) electric vehicle charging stations with the Peaks to Prairies project.

2. Moved by Councillor _____ to approve the additional expense associated with the use of Site-2, as indicated on the proposed locations for the placement of two (2) electric vehicle charging stations with the Peaks to Prairies project, to a maximum of \$8,000.

ATTACHMENTS:

- 1.) Peaks to Prairies, proposed locations map

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Economic Development Officer, Brady Schnell

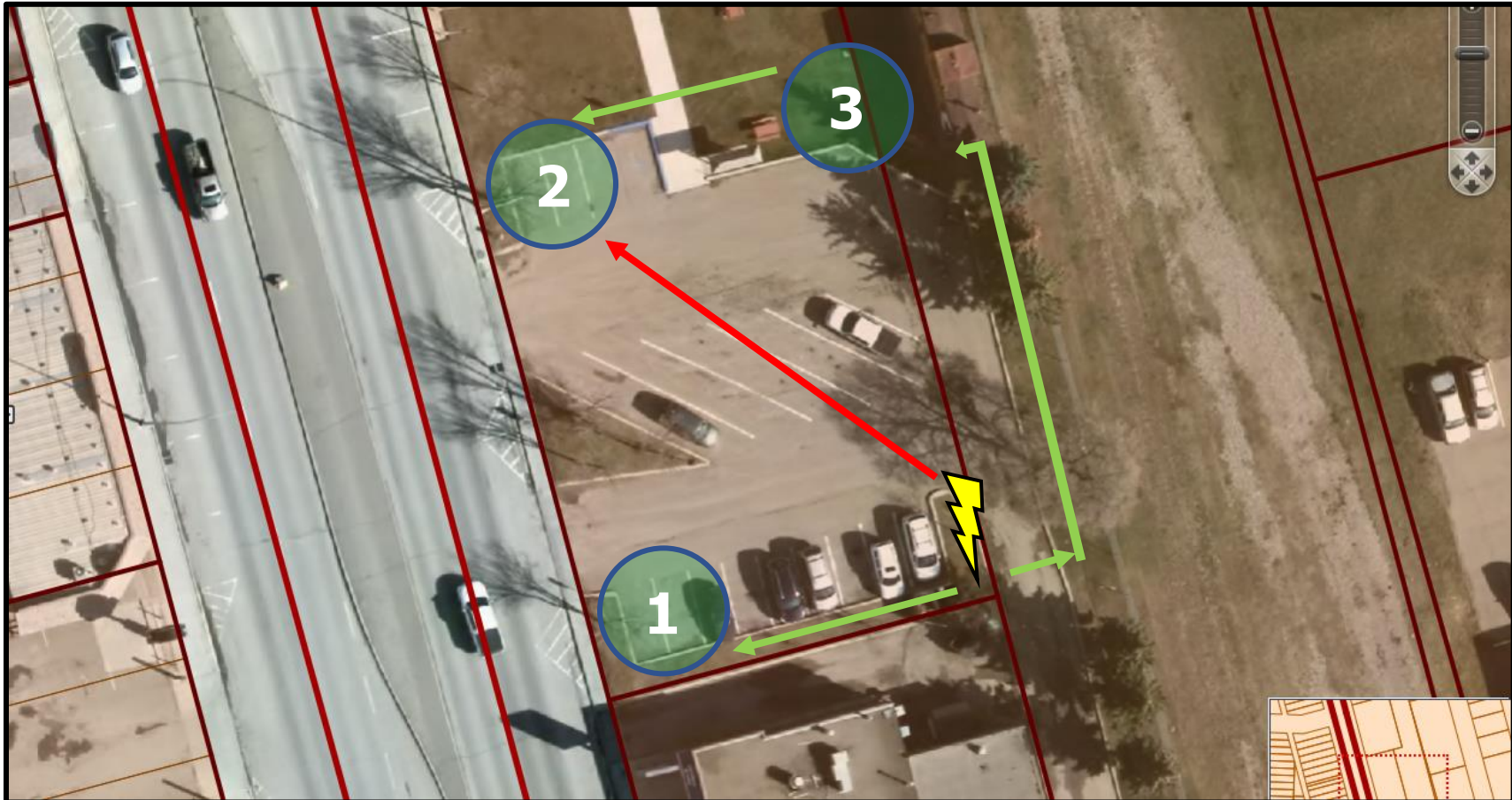
APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 17, 2019

Site-selection, for Electric Vehicle Charging Stations

April 17, 2019

Community Energy Association, ATCO, and Town of Claresholm

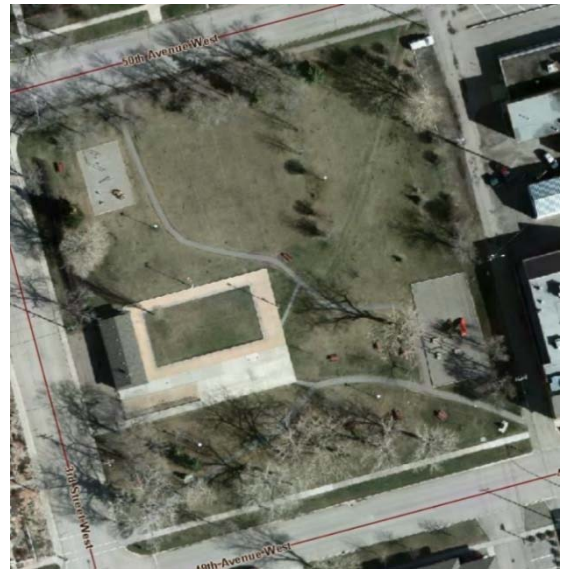


1. Site is most preferred by ATCO, run power down the grass boulevard, no paving required, fair visibility.
2. Site has most visibility, 2 stalls beside existing handicapped parking, longest distance from power, trenching around, directional-tool required under the existing sidewalk.
3. Site-3 requires paving and is not preferred.

AMUNDSEN PARK DESIGN PROPOSAL

DESCRIPTION / BACKGROUND:

The Adhoc Committee has been meeting to discuss plans/ upgrades / options for the re-design of Amundsen Park. The intention is to go to a public open house in June 2019. The committee has chosen all the intended components and are now at the point of concept/schematic design. In order to proceed it would be beneficial to obtain a site survey and a schematic design concept. Additionally, a survey plan of the park, it's infrastructure as well as geodetic elevations, property line locations, visible improvements, and tree location will be included.



OPTIONS/DISCUSSION:

The proposed \$300,000 for the park re-design is scheduled for 2020, being that the design plan is required prior to proceeding with public consultation or grant applications for components it has been recommended to proceed in 2019 with the schematic design. The proposal from WSP is for a landscape plan and recommendations on configuration/plantings etc. It is their recommendation that a survey plan be obtained first to ensure no conflicts with design and infrastructure. Then the concept schematic design will be created. This will then be utilized for public consultation at an upcoming open house.

RECOMMENDATION:

The Facility and Infrastructure Planning Committee has reviewed the above information and has recommended to Council that the proposal from WSP for a survey and concept design of Amundsen Park be approved as an out of budget expenditure to be funded from general reserves.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the out of budget expenditure for the design and survey plans for Amundsen Park to a maximum of \$14,000.00 to be funded out from General Reserves.



**Town of Claresholm
Income Statement by Function
March 31, 2019**

Revenue	MARCH	2019 YTD	2019 BUDGET
Tax and requisition revenue	240,508.35	168,665.00	(3,551,767.90) ¹
General administration revenue	(5,518.20)	(32,142.44)	(274,800.00)
Police	(2,426.18)	(6,494.38)	(33,000.00)
Fire	-	(9,200.00)	(67,000.00)
Bylaw enforcement	(2,083.32)	(9,188.07)	(50,400.00)
Roads, streets, walks, lighting	-	-	(40,000.00)
Airport	-	-	(5,000.00)
Storm sewers and drainage	-	-	(2,585,823.00)
Water supply and distribution	(38,056.77)	(187,992.77)	(1,560,500.00)
Wastewater treatment and disposal	(9,550.91)	(53,480.71)	(390,162.00)
Garbage Collection	(17,441.59)	(71,140.59)	(413,500.00)
Recycling	(3,844.14)	(29,467.46)	(163,500.00)
FCSS	(725.00)	(52,891.32)	(222,000.68)
Cemetery	875.00	(2,650.00)	(17,300.00) ²
Physician recruitment	-	-	-
Economic development	(1,800.00)	(5,633.33)	(17,000.00)
Land use planning, zoning and development	(3,192.40)	(18,734.66)	(54,600.00)
Parks and recreation	(13,489.83)	(58,037.15)	(745,870.00)
Culture - libraries and museum	-	-	(17,291.00)
	<u>143,255.01</u>	<u>(368,387.88)</u>	<u>(10,209,514.58)</u>
Expenses			
Legislative	16,853.95	25,684.76	113,500.00
Administration	97,745.69	409,184.32	1,370,606.90
Fire	9,732.56	45,771.00	186,904.39
Bylaw enforcement	26,283.85	47,247.73	109,724.56
Common and equipment pool	51,933.11	125,774.76	541,055.56
Roads, streets, walks and lighting	45,436.05	70,928.99	845,063.45
Airport	468.74	3,129.38	16,029.78
Storm sewers and drainage	1,501.89	1,566.35	205,880.59
Water supply and distribution	62,244.85	122,501.71	1,717,499.55
Wastewater treatment and disposal	8,669.04	19,220.60	534,121.18
Garbage Collection	66,826.16	102,280.87	396,354.52
Recycling	17,705.57	36,249.91	174,126.32
FCSS	49,493.93	78,973.60	244,609.80
Daycare	3,183.50	9,550.50	38,202.00
Cemetery	943.79	1,729.91	18,839.78
Physician recruitment	-	-	3,000.00
Economic development	75,180.81	113,643.98	192,658.27
Agriculture - weed and pest control	140.50	421.50	50,099.87
Land use planning, zoning and development	11,126.10	62,119.24	197,845.01
Parks and recreation	80,729.79	176,914.19	964,715.24
Culture - libraries and museum	6,045.67	79,422.18	379,430.10
	<u>632,245.55</u>	<u>1,532,315.48</u>	<u>8,300,266.87</u>
Net Income	<u>771,179.18</u>	<u>1,155,608.99</u>	<u>(1,909,247.71)</u>

Notes:

¹ Negative revenue amount due to tax requisition payments for Porcupine Hills Lodge and school with no tax revenue yet.

² Negative revenue due to refund on presales.



Town of Claresholm
Income Statement by Object
March 31, 2019

Revenue	MARCH	2019 YTD	2019 BUDGET
Net municipal taxes	275,697.66	275,697.67	(3,209,158.88) ¹
Special assessments	-	-	(12,934.00)
User fees and sales of goods	(84,091.14)	(386,849.72)	(2,595,640.00)
Government transfers for operating	(4,300.00)	(8,133.33)	(205,991.00)
Investment income	(8,120.75)	(24,576.05)	(70,000.00)
Penalties and costs of taxes	(3,205.09)	(28,282.08)	(126,000.00)
Licenses and permits	(5,317.40)	(45,259.66)	(87,300.00)
Other local government transfers	-	-	(72,000.00)
Proceeds from disposal of capital assets	-	-	(40,000.00)
Franchise and concession contracts	(21,797.97)	(56,056.99)	(206,609.02)
Rental	(4,047.10)	(27,713.45)	(113,250.00)
Other	(838.20)	(14,322.95)	(28,300.00)
Government transfers for capital	-	-	(3,220,331.00)
FCSS	(725.00)	(52,891.32)	(222,000.68)
	<u>143,255.01</u>	<u>(368,387.88)</u>	<u>(10,209,514.58)</u>
Expenses			
Salaries, wages and benefits	337,482.17	672,603.38	3,018,810.78
Contracted and general services	154,301.47	519,571.22	1,296,458.80
Materials, goods, supplies, and utilities	110,128.06	211,429.53	1,252,803.00
Bank charges and short-term interest	7.63	56.58	-
Interest on long-term debt	-	-	240,989.00
Other expenditures	434.84	4,833.45	31,440.00
Transfers to organizations and others	29,891.38	123,821.32	337,042.00
Purchases from other governments	-	-	-
Amortization	-	-	2,122,723.29
	<u>632,245.55</u>	<u>1,532,315.48</u>	<u>8,300,266.87</u>
Net Income	<u>771,179.18</u>	<u>1,155,608.99</u>	<u>(1,909,247.71)</u>
Other			
Transfers to/from reserves	-	-	(232,197.00)
Capital expenditures	186,154.77	327,369.77	6,699,831.00
Debt Proceeds	-	-	(2,800,000.00)
Debt Principal Repayment	-	-	364,337.00
Amortization addback	-	-	(2,122,723.29)
	<u>957,333.95</u>	<u>1,482,978.76</u>	<u>0.00</u>

Notes

¹ Negative revenue amount due to tax requisition payments for Porcupine Hills Lodge and school with no tax revenue yet.



INFORMATION BRIEF

Meeting: April 23, 2019
Agenda Item: 13

PRACTICUM STUDENT

DESCRIPTION / BACKGROUND:

The Town was approached by a student of Reeves College in their Accounting and Payroll Administration Program. She enquired about the possibility of the Town hosting her for a practicum placement. As part of the program she requires a 100 hour practicum placement. This would be a volunteer (unpaid) position.

As there is no financial cost to the Town for hosting her Administration felt it would be a good opportunity to provide a service to one of our youth, training and providing opportunities for the upcoming generation. It also may provide good connections for future employees. She is not from Claresholm, but is from the surrounding area (Vulcan).

As at this time no position has been finalized, however it would be intent of Administration to offer her the opportunity. The placement would start on June 3 and continue through to the 3 or 4th week of June until she received her 100 hours. She would work with a number of our administrative staff with accounting and payroll related duties. She would also be required to sign a confidentiality agreement prior to commencing the position.

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 17, 2019



CAO REPORT

April 23, 2019

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

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

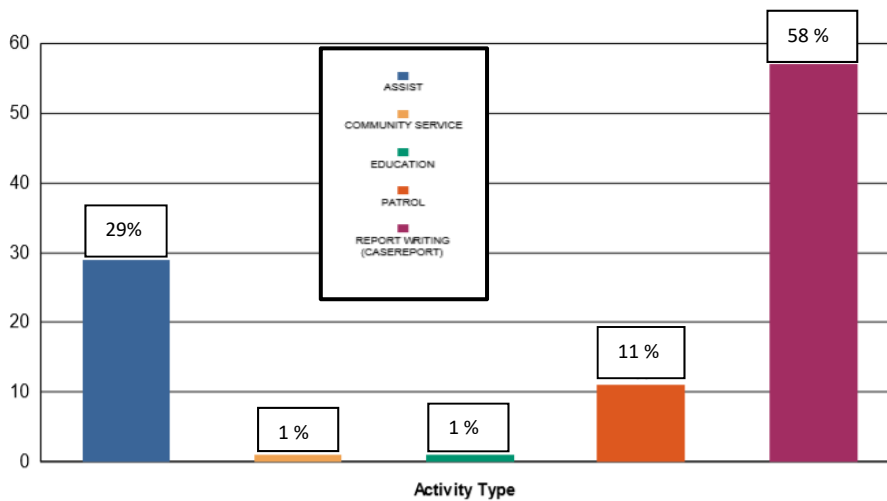


INFORMATION BRIEF

Meeting: April 23, 2019
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT March 2019

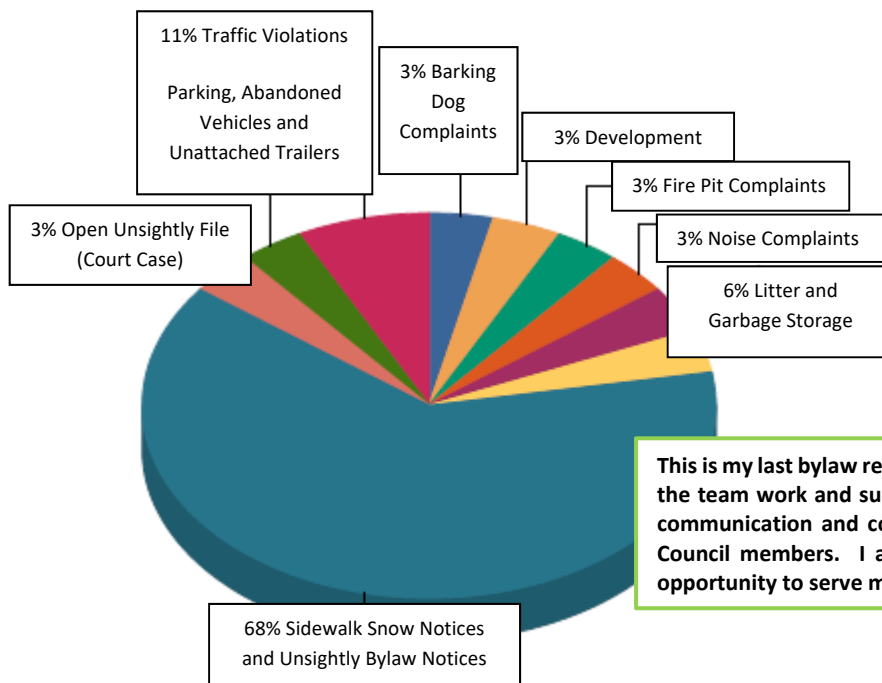
Community Engagement in March



March Enforcement Highlights:

- Worked through sidewalk concerns caused by the cold temperatures in February and large amounts of snow.
 - By March 20th all town sidewalks were clear of snow and ice.
- Twenty-eight (28), 24-hour Sidewalk Notices issued.
 - The contractor was hired for five (5) properties.
- The Grade 12 Risk Reduction programs were facilitated by FCSS and AHS and focused on recognizing and addressing stressors such as relationships, peer pressure and tests. Conversations and demonstrations about coping skills that don't include the short term and negative effects of alcohol and drugs were had with the students. Students learned how the long-term benefits for mental health solutions such as relationship tools, pre-planning, studying in advance and the benefits of yoga, nutrition and exercise are all key to positive coping skill development.
- Continued monitoring progress on outstanding unsightly orders.
- Served verbal notices for three more unsightly yard concerns.
- Complaints about a loose dog on the east side of town took several investigation occasions to track the origin of the dog down. Warnings issued to the renter and the landowner.
- Noise complaints and barking dog complaints all started with Bylaw having a conversation with the accused, and Bylaw still waiting for the accuser to supply evidence of the offence.

Bylaw Infractions/Complaints/Actions in March



This is my last bylaw report, so in closing, I'm grateful for the town staff and the team work and support they gave me. Many thanks for the support, communication and conversations with the past and current Mayor and Council members. I am grateful to the residents of Claresholm for the opportunity to serve my community in such a capacity. Jason Hemmaway

DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 3/25/2019 - 4/19/2019

Financial

- With 2018 property assessments completed and property tax notice deadline approaching we have been in the process of reviewing and updating the 2019 Operating and Capital budgets for review with FIPC and the Audit and Finance Committee. Final budget however is on hold until we receive the school tax requisition from the Province
- Muniware has been updated and tested for electronic/paperless transmission of tax notices and we are ready to go. We have had 528 individual properties already sign up for e-tax notices, plus duplicate notices that go to Mortgage companies, which is approximately one quarter of all notices. This saves the Town approximately \$500 in postage alone, not to mention the paper, envelopes, and most importantly staff time not having to stuff envelopes.
- End of April we will be reviewing utility bills and water consumption for Town residents that were instructed to turn water on to prevent lines from freezing. These bills will be amended prior to sending out.
- Early May the utilities department will be instituting the new water/sewer rates in Muniware to come into effect for the May commercial billings and the May/June residential billings.
- March Month End is complete with Council Financials included in the Agenda package, and budget to actual reports to be sent out early next week to individual departments

Museum

- Summer Museum/VIC staff have all been hired, with the Visitor Experience Lead position starting on May 1, and the other season positions beginning on May 13.

General

- Granum Audit has been completed, and seemed to go fairly smoothly.
- Policy review and updates continue with numerous policies being passed by Council on March 25, and more being presented to the Admin Services Committee on April 29, 2019.
- I will be off for a couple weeks in May with the pending birth of our 4th child.

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

DEVELOPMENT OFFICER REPORT

For: 3/20/2019 - 4/17/2019



Claresholm

Development Permits

- ❖ 13 permit applications received.
- ❖ 5 development permits closed.
- ❖ 2 environmental/information search requests

Compliance Requests

- ❖ 4 compliance requests received.

Miscellaneous

- ❖ Custom Cannabis plant tour – March 22, 2019.
- ❖ MPC meeting – April 5, 2019 & April 18, 2019.
- ❖ FIPC meeting – April 16, 2019.
- ❖ Local Press Ads: MPC approved developments ad, Reminders on land use bylaw and permit requirements.
- ❖ With the nice weather the office is getting busy with calls for fence requirements, construction projects, landscaping requests, and many Alberta One Calls – a reminder for Alberta One Calls will be put in the upcoming Town News.

On-going projects

- ❖ Planning for Growth Project – final reports reviewed and presented to FIPC committee. April 10th, 2019- meeting with WSP regarding detailed design drawings for phase 1 off-site construction.
- ❖ Stormwater Pond signage project ongoing.
- ❖ Land Use Bylaw amendments drafted by ORRSC for MPC and Council review.
- ❖ Multi-use building project – April 16, 2019- meeting to discuss options.
- ❖ Working with the MD on required easements for upgrades to servicing at the airport.
- ❖ Working with the Kin Clubs for pathway grant application information.
- ❖ Road plan clean-up project– final registration was completed, still awaiting RPR's for each property. (see attached plan – alley is now registered as a road with legal access)
- ❖ Many site inspections have been completed this month, and file reviews with permit extensions taking place when needed. Reminder letters for permit requirements/conditions and unauthorized development letters are sent out as required.
- ❖ Adhoc Committee Amundsen Park re-design – schematic concept & pricing for all components being investigated. April 8th met with playground designer to discuss location and size of structures. He will design a few options for committee to review.
- ❖ Tax recovery sale property – Engineering review completed and reviewed. Options presented to Council April 8, 2019. Investigation of options still ongoing.
- ❖ SAEWA expression of interest drafted and to be sent prior to the deadline of April 30th, 2019.

*Submitted by
Tara VanDellen
Planner/Development Officer*

Economic Development Officer's Report

Town of Claresholm

April 17, 2019



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

Since the submission of the March 21, 2019 report I continue to perform my duties and responsibilities as outlined in my employment contract, and as directed by the Chief Administrative Officer and Economic Development Committee. This report provides a summary of the committee operations as well as highlights for significant projects, when appropriate.

Economic Development Officer

April 9, 2019 marked 1-year on the job with the Town of Claresholm.

Over the past 3-weeks I have received a number of inquiries from the public relating to community economic development. I will highlight three (3):

- A young-adult entrepreneur looking to start their own business in Claresholm; originally contacted through my personal facebook, I met with, and connected them to business planning help through community futures. Subsequent to that I helped to arrange a coffee meeting between the young entrepreneur and a local business owner in the same industry. I will follow-up to see how both processes worked, and what can be done next.
- A young-adult who has recently (4-years) moved to Claresholm with his mother; interested in what the Town is doing to enhance the beauty and diversity of activities and businesses. I exchanged a number of emails, and a 1-hour meeting with this individual. They left with information about Communities in Bloom and it is my hope that this interaction will lead to a new champion for the Communities in Bloom, or another program.
- An Airstream club out of the United States will be staying in Granum for a weekend later this month. Upon their request, I have arranged for them to pick-up Claresholm swag for their group of almost 50 people. I was also able to highlight our downtown retail, food, and entertainment activities such as the Escape Room and Aquatic Centre. The owner-operator of Claresholm Escape was equally pleased with the information I relayed, and intends to follow-up to capture the potential business.

I was in attendance for the 2019 Economic Developers of Alberta Conference in Banff this month. The experience was extremely valuable, I considered the keynote speakers to be of the highest calibre, and the networking throughout the conference was likely the biggest benefit for me. Learning sessions were often peppered with sales pitches from related industry leaders, but informative none the less. I made contacts in the areas of industrial help, community signage, video production, and built relationships with a number of EDO's.

The Economic Development Office has been relocated to the Town Office by way of a shuffle. This is the third office for the EDO in 1-year, it has already proven to be highly beneficial.

Planning for Growth is the Starline-Business Park

A detailed review of the Market Analysis was completed for the FIPC committee. Next steps will be meeting with the land owners to discuss their expectations and intentions.

Claresholm Business Conference - No update at this time.

Business Licensing and Home-Occupations

There have been two (2) new business licenses issued in the last month, this does not include any renewals from existing businesses.

Claresholm Signage and the Community Advertising Program

The digital displays on the Welcome Signs are in complete working order for the first time since they were installed. The EDO is working with Public Works to manufacture covering for the backside of the digital signage, as well as required additions to the main part of the original welcome sign, surrounding the newly mounted LED's.

Another billboard has come available on the north entrance to Claresholm, along Highway-2. The Sandman Inn contract is now up for renewal and the lease has been offered to the Town for the Community Advertising Project. There is demand for this space, and so I have ordered another Town banner to be made locally and installed as soon as possible. Currently there are two businesses requesting space through the program.

The Town of Pincher Creek is nearing the completion of a wayfinding signage project; having spoken with their EDO at the conference in Banff, I have come to understand the great breadth of the project, it has taken them 3-years from planning to completion, with more than 100 signs. I have requested additional information from Pincher Creek to insure we proceed the best way possible.

Claresholm & District Chamber of Commerce

More than 70 people filled the room for the Future of Agriculture on Tuesday March 26th at the Claresholm Legion. Josh Fankhauser and Garry Murray of the MD of Willow Creek Ag-service Board, Chief Operating Officer of the Plant Protein Alliance of Alberta, Alan Hall, and Hon. Ted Menzies presented.

I will be Master of Ceremonies for the second time at this year's Mexican Fiesta! The event will take place at Amundsen Park, Friday June 21, 2019. Contact Amanda Zimmer if you would like to volunteer.

EV Charging Stations and Shaw Go Wi-Fi

I have been in communication with several party's regarding these projects. A request for decision has been submitted to Council in regard to the EV charging stations, and I expect to receive a final installation schedule for Go WiFi, from Shaw in the coming weeks.

Economic Development Assistant

Over the past month a job description, job posting, interviews, and hiring of a summer student for the Economic Development Assistant position has taken place. I am excited with the hire and have big expectations for the position.

Bridge2Food International Conference, Calgary June 3-5, 2019

I have had several correspondence with the Bridge2Food organization over the past month, as well as with many of my peers regarding the Town of Claresholm's attendance at the event. After much consultation I am confident that of the two North-American conferences, Calgary will be of most benefit for Claresholm. The President of the organization has been made aware of our attendance and I am excited to make the most out of this opportunity.

Preparations will be required and will be a significant focus for me over the next 1.5 months.

Other

- I attended the Vulcan Trade show this month. It was the first organized by the County of Vulcan. I made contacts interested in the emerging industrial help industry, had a long conversation with the folks from the Canadian Badlands Association, saw Ted Menzies, Peter Casurella, and of course Vulcan County EDO Sherry Poole.
- I circulated information regarding the Made in Alberta Awards. An individual from the MD has suggested that Meadow Creek Sausage be nominated and I am working with them to compete the nomination by April 30th.
- Be Social workshops will be taking place Wednesday nights from 7:00 – 9:00 pm, at Cotton Wood Village, beginning May 1, 2019. Registration is \$120.
- I attended the Health and Safety Committee Training in Calgary for 1-day along with three other town staff who sit on the committee.
- I was in attendance at the SouthGrow Economic Summit in March, where I was able to announce Claresholm's recent decision to join to the SouthGrow members in person.

Submitted,

Brady Schnell, Economic Development Officer

FCSS Report to Council for March/April 2019

- Taxes! At the time of writing we are at 313 taxes that FCSS and Volunteers have prepared and filed for low income members of our community.
- Women's Conference sold 89 tickets. We held the event at WCCHS and had break out speakers on topics covering Women's Health and Wellness. From hormones to finances, women were treated to topics that covered all aspects of health and wellness. We had 11 Vendors and 14 facilitators, from Lethbridge, Calgary and locally and feedback was fantastic.
- Volunteer Appreciation saw 180 tickets claimed. Our entertainment was outstanding. The event was well received as always.
- Sherry and Allison continue to be a part of a newly formed hoarding coalition in our community. We actually had our first crisis case with respect to hoarding. Partnering with bylaw, town, AHS, and mental health we have been able to help this client and those efforts continue.
- Our outdoor seniors walking group has expanded and the trails around our community are being utilized and relationships are growing.
- Allison continues to help to facilitate risk reduction at the high school.
- March and April have been incredibly busy in the office. As of today, April 16th, we've had 223 walk-in clients since April 1. This doesn't include the phone assistance. We are seeing more difficult questions being asked, more acute issues needing to be addressed and more folks needing help in general.



Claresholm Fire Report April 2019

Miscellaneous:

1. I recently attended a one-day Safety Codes course in Red Deer in conjunction with upgrading to a Level one Safety Codes Officer.
2. Met with the other Fire Chiefs from the M.D. for Quarterly Chiefs meeting, training opportunity 1021 level 1 Officers course starting in May and Search and Rescue information meeting coming.
3. Presently dealing with two Safety Codes complaints and recently closed the file on two others.
4. 10-01 Professional firefighter course continuing at the fire hall, the three Claresholm Fire participants are doing very well.
5. Claresholm Fire recently assisted at the Triathlon at the Claresholm Pool.
6. Claresholm Fire will be assisting with a mock fire drill at Cottonwood Village on April 23rd.

April Calls:

- Since last month Claresholm Fire has been dispatched to 10 Emergency calls
- 6 in the Town of Claresholm
- 4 in the M.D. of Willow Creek

	Town of Claresholm	M.D. of Willow Creek	Total
Alarm Bells	2		2
Outside Fire		2	2
Medical co-response	1		1
Motor vehicle collisions	1	1	2
Fire pit complaint	1		1
Structure fire		1	1
Fuel spill	1		1
Total	6	4	10

Calls to Date:

- Claresholm Fire has responded to 92 calls year to date.

Infrastructure Services



April 2019

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Airport

Work on the separation of the domestic water system and the old high-pressure water system has been completed. This work required the excavation of 3 different areas of the water system, at the Airport, the removal of 5 t's and replacement with straight connectors.

Arena

The arena shutdown went well. The ice was removed and the boards were put back in for the Lacrosse start up on April 2.

Town Buildings

The regular weekly inspections of buildings continue. Town buildings, operated by others, have received an inspection sheet package to fill out and return to the Town, listing their requested 2020 budget considerations for future needs.

Cemetery

No problems to report. Looking at options for a new columbarium. Cleanup of winter debris has been done. Gopher poison bait stations maintained.

Equipment

There are no problems to report at this time.

Garbage

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

Sidewalks

The frost has heaved sidewalks and roads causing damage in many areas around town. Our yearly sidewalk assessment is underway to determine the condition and repair/replacement list of sidewalks to be done in the 2019 sidewalk tender. As usual

the worst ones are moved to the top of the list and the amount replaced is determined by the lowest tendered price received.

Streets

Road conditions are poor in many areas due to frost boils. Cutting out the pavement, coring and replacing the base, and re-paving is our only option. This work will be ongoing for the next while. Repairs needed this year will be extensive. Street sweeping and pothole repair is done as time and manpower is available.

Sanitary Sewers

Our semi-annual sewer flushing of the entire Town is underway. This is needed to eliminate the buildup of stuff in the lines and reduce sewer backups into homes as much as possible. One sewer service was repaired in the street at the owners request and expense.

Water Distribution

One water main break, and two service line leaks have been repaired in the last 4 weeks by the PW crew in Town, as well as the Airport water system work for the MD.

Storm Water Drainage

The golf course storm water drainage work resumed last week as the ground has thawed. Topsoil placement and seeding can now be done, and the end of April is the estimated completion date.

Parks

All Parks have been cleaned and gone over to repair the winter damage. Gopher bait stations have been put out and refilled weekly as needed in various areas surrounding Town.

All play structures have been inspected and are ready for another year of use. The ball diamonds have all been aerated as well as some of the parks heavy traffic areas on the grass. Baseball bases have been set out and fields readied for High school use. Rest of

the diamonds are being worked on. Damage was done to the fencing at Millennium park, and temporary fencing has been installed. We're working on pricing estimates for upgrades to Amundsen park projects for 2020 budget.

Recycling

No issues to report. We're working on gathering proposals for a new program before the current June contract expires.

Staff

Holidays are to be approved by the end of April, and staffing levels are at the min. through the summer months. Two seasonal employees, and a gardener position have been advertised to start in May.

CLARESHOLM RECREATION

March-April 2019



Frog Creek Wetlands March 25, 2019



Authored by: Denise Spencer



CLARESHOLM RECREATION

ARENA

- Lacrosse: took a hit with numbers, 20 members with more coming from Nanton as the Peewees will be shared
 - Lacrosse has 5 games scheduled for Saturday June 15
 - Organization is working to schedule a day to paint the lines using latex water based paint
- Floor Hockey has 10 weeks scheduled July 2-September 3
 - Plan to use a quarter of rink floor, possibly half of rink
 - Other groups may partner with this time, details to be discussed
- Gymnastics Showcase will be held June 1st
- Claresholm Minor Ball has requested the use of the facility for inclement weather, user agreement has been sent. Will be tracked through the signing out of keys
- Please see user minutes for additional information

CAC

- Registration Fair was held March 27 & 28 at West Meadow School
 - Price increase to be rolled out in applicable programs May 1st
- Junior Lifesaving Club competed in Spruce Grove April 5-7th to participate in the AB/NWT Lifesaving Provincial Championship. The team of 11 spent the weekend swimming in numerous events all based on the ideals of saving lives. 5 golds (individual and team) 3 silvers, 1 bronze and Claresholm Vikings are ranked 9 out of 16 teams in Alberta.
- Last day of the season for Bootcamp April 30, 2019
- Annual Summer pass sale starts May 1st for 1 month
- Kraken Swim Club starts Wednesday May 1, and is hosting a camp May 11 & 12
 - Pool will be running Toonie swims 7-8pm Monday-Thursday with no 6-8pm public swims scheduled
- WCCHS and Claresholm Aquatic Centre partnered together for a Triathlon April 9, 2019
 - 16 participants
 - Swim, bike, (to Golf Course) run around the Claresholm Centre for Mental Health and Addictions
- Staff Inservice April 14:
 - customer service, perception, review of procedures, etransfer, staff schedule and their responsibilities, cash register review, pool rentals, pool hazard sheet and why important, swim records, record keeping, social media (do's and don'ts as an employee) and what the facility needs for seniors.
 - Additional training on lessons with emphasis on keeping a high and consistent standard of lessons

BALL DIAMONDS

- Practices began the last week of March
- Looking into getting Batter Box Foundations for next to bases
- Please see user minutes from April 4, 2019

WILLOW CREEK SOCCER

- 2 competitive teams for 2019
- Volunteered April 13 to stock ball bags for the organization
- Soccer is donating 8 bags of chalk to Millennium diamonds for WCCHS Girls slo-pitch and other groups as needed

ADMUNSEN PARK

- Onsite meeting March 19, 2019 where the committee discussed the vision, moved to the Town Office after. Goal of project is to offer the community an aesthetically pleasing park space for all ages

FROG CREEK WETLANDS

Frog Creek Signage & wayfaring on the roads

- Site tour March 21, 2019 with Map Designer
- Map has been sent to the sign design team, hoping to have the signs installed asap.
- Additional information for signage; small bit on the history of Frog Creek in Claresholm



CLARESHOLM CO ED SLO-PITCH

- Soccer is donating 8 bags of chalk to Millennium diamonds for WCCHS Girls slo-pitch and other groups as needed
- Posters were updated for this season, posted on social media and in hard copy throughout the community

SKATEPARK ASSOCIATION

- Fundraising efforts are in full swing, these will be rolled out in the next few months. Look for more partnerships and some really cool events! Details will be announced soon!

BADMINTON

- A community member approached me in March, requesting assistance in getting his Claresholm Community Badminton drop in program off the ground
- Created posters, and helped promote on social media

SOUTHERN ALBERTA SUMMER GAMES

- 50 years of Games

- Nominate a Community Champion for the chance to lead our M.D. of Willow Creek Athletes in the parade of athletes during the opening ceremonies in Pincher Creek July 3, 2019
- Date to start registrations, May 8, 2019
- Have spoken with shirt supplier regarding finding "vintage style" T-Shirts for the games

Do you know someone with a "Heart of a Champion"?
Nominate them today!

The Southern Alberta Games has been shaping lives for 50 years! Athletes of today become Good Sports for Life! As part of our celebrations we are asking you to nominate someone in your community who you feel emulates the heart of a true champion. This person may or may not be an athlete as such but possesses the traits of greatness!

**DREAMS BIG, WORKS HARD,
Resilient, Positive Thinker, COURAGEOUS,
Gives of Self, Demonstrates Gratitude,
& INSPIRES OTHERS!**

Forms are available at your Town Recreation Office. **Contest ends May 30th, 2019.** The winner will be invited to lead their municipality in the Parade of Athletes during opening ceremonies on July 3rd in Pincher Creek. Please submit nominations to the Recreation Office. Winners will be contacted by June 10th.

Pincher Creek Summer Games Committee
Box 159, Pincher Creek, AB
summergames@pinchercreek.ca | 403 627 4322



Claresholm

Utility Services Report

April 2019

3700 8th Street West

Work# 1-403-625-3100

brad.burns@claresholm.ca

Box 1000 T0L-0T0

Cell # 1-403-625-1687

www.claresholm.ca

Claresholm, Alberta

Fax # 1-403-625-3869

Utility Services Manager, Brad Burns

Regional Water Treatment Plant

Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Yard Maintenance at all Utility Services locations.
- EFM (enhance flux maintenance) PALL membrane clean both Pall Racks.
- Clean PALL caustic tank.
- Replace raw water pH probe 1222A in DAF area.
- MPE service technician working on SCADA alarm emails, texts and call outs.
- Security camera system upgrade.
- Clearwater Controls onsite to complete chlorine room feed system repair.
- Inline mixer replacement options on post DAF raw water line.
- Replace BMS compressor room exhaust fan.

Building Management System (BMS) Controls The Hydronic Heating System And Building Exhaust Fans



Alberta Parks and Environment Requirements

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

Meetings

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

Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Check Co2 detector monthly.
- Check emergency lighting monthly.
- Complete required hazard assessments.
- Training new employee onsite about chemicals and proper safety procedures.

Chemical

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

Pumping Stations and Reservoirs

Highway Pump Station

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Air-Tech onsite installing generator damper louver shroud.

East Side Reservoir (UFA)

- Check SCADA links, electrical components and telemetry equipment weekly.
- Replace sump and pump out onsite manholes.

M.D Willow Creek Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Bacteriological, THM and Lead samples as per AEP code of practice.
- Capital Controls onsite for training.
- Replace chlorine pump tube and clean injection quill.
- Water break on fire line.
- Disconnect domestic water line from high pressure fire line.
- Disconnect domestic water line into Airport Pump Station.

West Water CO-OP

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

Water Distribution

Universal Metering

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.

Government Compliance

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

Town of Granum and Supply Line

- Check supply line monthly.
- AEP onsite dealing with water and wastewater licensing requirement issues.

Meter Vaults

- Check acreage meter vault bi-weekly.
- Check Granum meter vault (in Claresholm) bi-weekly.
- Acreage vault line leak investigation.

Public Works Investigating Acreage Distribution Line Leak



Distribution Lines

- Two Bacteriological samples sent to Provincial Health Lab for testing once per week.
- Distribution free chlorine test taken once per week.
- Water line break on 3 A Street West (bacteriological test absent for coliforms).

Lagoon and Wastewater Collection

Government Compliance

- Code of practice for wastewater systems using a wastewater lagoon daily monitoring requirements.

Harvest Square Lift Station

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

Lagoons

- Check lift station online daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- MPE service technician onsite repairing communication issue with level transmitter.
- Sewage outfall line and vault cleaning.

Outfall Line/Anaerobic Cell Maintenance Keeps Sewage Flow Uninterrupted From Town



Raw Water Supply

Pine Coulee Reservoir

- Test Pine Coulee Reservoir water.
- Control fill line to onsite reservoir.
- Pine Coulee Reservoir level 1047 geodetic meters, 5.5 meters low from full supply level of 1052.5 geodetic meters.
- Pine Coulee Reservoir filling from run off on Willow Creek through headwaters canal.
- Chain Lakes Reservoir 65% capacity.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir LT1026 5710 mm (filling from Pine Coulee).
- Check blowers to lake daily.
- Filling onsite reservoir (currently at 90% capacity).

Golf Course

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



INFORMATION BRIEF

Meeting: April 23, 2019

Agenda Item: 15

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - November 13, 2018				
18a	IN CAMERA: Moved by Councillor Schulze to support the concept and approach recommended by the Regional Fire Services Study Steering Committee, and further to support the approach and guiding principles for the remaining components of the Intermunicipal Collaboration Framework. CARRIED MOTION #18-176	Marian	Draft agreement being prepared and scheduled to be presented to all Councils for consideration on June 19, 2019	In progress
Regular Scheduled Meeting - February 11, 2019				
9	RFD: Peace Officer Vehicle Upgrades - Moved by Councillor Schlossberger to approve the out of budget expenditure to upgrade the Bylaw Enforcement/Peace Officer vehicle to a maximum of \$10,500 to be funded out of the Bylaw Enforcement Vehicle Capital Reserve Fund. CARRIED MOTION #19-016	Blair	Work completed on vehicle	Complete
10	RFD: EV Charging Station - Moved by Councillor Schlossberger to approve the License Agreement with ATCO Power (2010) Ltd. as presented, and to approve option 2 from the proposed locations. CARRIED MOTION #19-017	Brady	Site-assessment has been completed. Consideration for additional costs required.	In Progress
12	RFDirection: Council Youth Program - Council directed Administration to gather information and bring this matter back to Council for further discussion at a future meeting.	Blair/Allison	Draft Policy/Program presented to Council on April 23	Complete
Regular Scheduled Meeting - March 11, 2019				
16	RFD: Adjustment of Utility Bills - Moved by Councillor Zimmer to authorize administration to adjust the water billing for March 2019 as deemed appropriate as a result of the requirement for continuous water flow due to water service lines freezing. CARRIED MOTION #19-032	Marianna/Blair	Will be reviewed when March/April billing is prepared	In Progress
21	INFORMATION ITEMS: Council directed administration to research the implications of holding the Alberta Games in Claresholm.	Denise/Mike	Report presented to Council April 8th	Complete

Regular Scheduled Meeting - March 25, 2019				
11	RFD: SouthGrow Membership - Moved by Councillor Schlossberger to become a member municipality of South Grow Regional Initiative. CARRIED MOTION #19-040	Brady	Await SouthGrow consideration & acceptance	In Progress
15	INFO BRIEF: AUMA Resource Communities of Canada Coalition - Referred to Administration to draft a letter to AUMA outlining the Town's position.	Karine	Letter sent	Complete
16	INFO BRIEF: Rain Barrel Program - Council directed Administration to consult with local businesses on the proposed Rain Barrel Program.	Tara	Water conservation brochure being created to send with water bills.	Complete
17	INFO BRIEF: CAO Report - Council directed Administration to look into the possibility of installing a new columbarium at the cemetery in 2019.	Blair/Mike	To be discussed with updated budget in late April	In Progress
Regular Scheduled Meeting - April 8, 2019				
2	CORRES: Workers' Compensation Board - Alberta - Referred to Administration to acknowledge the National Day of Mourning on April 28, 2019.	Mike	Flags will be at half mast from sunrise to sunrise the following morning.	Complete
3	CORRES: APWA Alberta Chapter - Referred to Administration to acknowledge National Public Works Week May 19-25, 2019.	Marian/Karine	To be acknowledged	In Progress
5	CORRES: Willow Creek Ministerial - Moved by Councillor Schlossberger to allow the Willow Creek Ministerial to hold a Gospel music concert in Amundsen Park on August 10, 2019 from 7:00 to 9:00 p.m. CARRIED MOTION #19-046	Darlene	Letter sent	Complete
6	CORRES: Event Coordinator, Lauren Billey - Moved by Councillor Schlossberger to approve the use of Centennial Park for Canada Day celebrations on July 1, 2019 and for the Claresholm Skatepark Association to host a beer garden in that location subject to all the required approvals. CARRIED MOTION #19-047	Karine/Darlene	Letter sent	Complete
6	CORRES: Event Coordinator, Lauren Billey - Moved by Councillor Cutler to approve closure of 49th Avenue from the 2nd Street West intersection to the north-south alley that runs adjacent ATB and Pharmasave for a period of up to 12 hours as required to facilitate the Claresholm Fair Days Street Festival on August 10, 2019. CARRIED MOTION #19-048	Mike/Karine	Public Works crews will assist with barricades as required. Letter sent	Complete
7	RFD: Letter of Support - Moved by Councillor Zimmer to support the Kin Clubs of Claresholm's application to the Community Facility Enhancement Program for the purpose of pathway construction along 8th Street West and provide the matching funds for the project as per the 2019 capital budget. CARRIED MOTION #19-049	Tara	Letters signed and to be submitted with the grant application.	Complete
8	RFD: Free Public Swim Initiative - Moved by Councillor Cutler to donate twenty-six (26) hours of pool rental time for the Claresholm Healthy Community Coalition's free public swim initiative for the 2019 year. CARRIED MOTION #19-050	Denise	Free swim to continue in 2019	Complete
13b	IN CAMERA - Moved by Councillor Schlossberger to allow administration to hire Spencer VanDellen for a seasonal position with the Town. CARRIED MOTION #19-051	Lisa	Offered and accepted	Complete

13b	IN CAMERA - Moved by Councillor Cutler to allow administration to hire Ali Hemmaway for a seasonal position with the Town. CARRIED MOTION #19-052	Lisa	Offered and accepted	Complete
13e	IN CAMERA - Moved by Councillor Zimmer to enter into a lease agreement with the Rocky Mountain Drift Club for the existing and additional portion of the airport lands located at Block A, Plan 4117JK for a one-year term with the option to renew for another year subject to any requirements/approvals by the MD of Willow Creek. CARRIED MOTION #19-053	Tara	Agreement signed.	Complete

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 18, 2019

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

March 15, 2019
Town of Claresholm – Council Chambers

Attendees: Brad Schlossberger - Council Member (Chairperson)
Doug MacPherson – Mayor
Doug Priestley - Member-at-Large
Jeff Kerr – Member-At-Large
Kieth Carlson – Council Member

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

Public Present: Rob Vogt - CLP

8:29 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the agenda by Mayor MacPherson
		Seconded by Doug Priestley
		CARRIED
	Adoption of Minutes	Motion to adopt the Meeting Minutes By Doug Priestley
	<ul style="list-style-type: none">February 15, 2019	Seconded by Mayor MacPherson
		CARRIED
8:30 a.m.	Mayor MacPherson left the room	Pecuniary interest
Item 1: ACTION	DEVELOPMENT PERMIT	Motion to approve With conditions by Jeff Kerr
	File: D2019.012 Applicant/Owner: Shaun MacPherson Address: 526 50 A Ave West Legal: Lot 13, Block 1, Plan 731014 Regarding: Home Occupation - Contractor	Seconded by Councillor Carlson
		CARRIED
Item 2: ACTION	DEVELOPMENT PERMIT	Motion to approve With conditions By Doug Priestley
	File: D2019.015 Applicant/Owner: Zachary Menzies Address: 5026 6 St West Legal: Lot 21, Block 2, Plan 731014 Regarding: Home Occupation - Contractor	Seconded by Councillor Carlson
		CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

March 15, 2019
Town of Claresholm – Council Chambers

8:43 a.m. **Mayor MacPherson returned**

Item 3: ACTION	DEVELOPMENT PERMIT	Motion to approve With conditions by Jeff Kerr
	File: D2018.020 Applicant/Owner: Ad & Sheila Karsten Address: 236 50 Ave East Legal: Lot 20-21, Block 122, Plan 2496R Regarding: Time Extension Application (moved on dwelling)	Seconded by Doug Priestley
		CARRIED

Item 4: DISCUSSION	Sponsorship Signage/Memorial Plaque Policy	Motion to Refer to Council By Mayor MacPherson
		Seconded by Jeff Kerr
		CARRIED

9:04 a.m.		Motion to Adjourn By Councillor Carlson
		CARRIED

Next meeting: As required.

Claresholm Community Centre Association

February 26, 2019

7:30 p.m.

Members present: Butch Glimsdale, Glen Alm, Doug Fletcher Marni Lane, Carmelle Steel, Shayne Petersen, Don Leonard, Walt Lane, Shirley Isaacson

Members absent: Brad Schlossberger

1. Meeting called to order at 7:30 p.m.
2. Minutes of Last Meeting/Approval of Agenda – Carmelle accepted the minutes as presented. Doug seconded. All in favour.
3. Caretaker Report:
 - a) Furnace – the cause of the furnace in the meeting room not working was the fan system had dirt in it which caused the limit switch to stick. It was washed out and the furnace is working. The Main hall furnace quit working and it has 3 limit switches that were stuck due to dirt. This was cleaned and it now works.
 - b) Gas Smell – There was a significant gas smell in the chair room one morning the walkers came in. Shayne shut the Lodge Room furnace off and aired out both rooms. Atco brought a tester and was unable to locate any leaks. There was gas being pushed through the line in the furnace but it didn't ignite. When Shayne called in the address that Atco has is different than what is marked on the building. Jason Hemmaway will look into getting the correct address.
 - c) Prom – Has marked on their contract to clean up the next day.
 - d) Meeting/Shower prices – It has been noted that the Main Hall is not used for Meetings or Showers and the 2 different prices confuses renters when they complete the contract. Marni made a motion to remove the rental rate for meetings and showers and have the one fee of 660.00 per day for the main hall. Glen seconded. All in favour. Motion carried.
4. Treasurer Report – Year end financial statement presented for review. Net Income for the year was \$5957.00. Shirley moved treasurer report be accepted as presented. Doug seconded. All in Favor. Carried.
5. Old Business:
 - a) Casino Dates – Volunteer forms are coming in. Board members provided the times they are available to help. Don has some forms from the Lions members and will drop them off to Marni.
 - b) School meeting – still to be scheduled. Administration is all leaving so there is not much point in meeting as there will be different people next year.

- c) Walking Group – has refused to sign the contract as they feel the Town should be signing it. Shirley will check to see if payment has been received. An email was received stating the door was broken. Shayne has shown the group what the issue is as it is warped and was not a result of misuse by any renters.
- d) Floors – Dates were reviewed and the floors could be done anytime after April 10th. Doug will contact to finalize a date.

New Business –

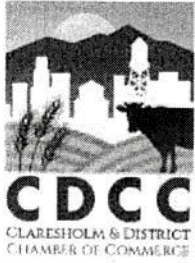
- a) Ice Machine – Quotes have been received. Doug made a motion to purchase a new ice machine from Southern Air in the amount of \$3979.00 Walt seconded. All in Favour. Carried
- b) A request has been submitted by Such Drama for a weekly rate to use the hall for their production in May. They want it from the 12th to the 26th inclusive. Board members are concerned that we are taking business from the Stavely Hall as when the same group asked for a special rate last year we understood it was a one time thing and they would return to Stavely. Butch will contact a Stavely Hall board member to ensure we are working together and Marni will send a request to Jill to find out why they want to host it here instead of Stavely. Once the information is received it will be sent to the board members via email with a motion to approve a weekly rental fee.
 - i. Motion by Marni to set a weekly rate of \$3500.00 for the use of the Main Hall and Meeting Room. The total for the 2 weeks requested will be \$7000.00. Butch seconded. All in Favour. Motion carried.
- c) Fair Board – A letter has been received by the Claresholm Fair Board as they have reached an agreement with the Lions to share the hall so the Bench Show can be held at the hall again this year. Since they are sharing they want to know what their share of the cost will be. The regular fee would be \$1045.00 if they had it themselves for the 3 days. Glen moved that the fee of \$700.00 be charged to the Fair Board for their portion of use. Marni seconded. All in Favour. Motion carried.
- d) Facebook Page – Carmelle requested permission to monitor and maintain the FaceBook page for the hall. Permission granted as all members were in favour.
- e) Lights – Suggested that when rental rates are reviewed, there should be a fee implemented to use the stage lighting as bulbs are expensive to replace.
- f) Grants – The Arts Society is looking for grant opportunities to improve the sound equipment in the hall.
- g) Entry way – Carmelle will ask Troy to provide a quote for this since Complete won't be continuing business. Since the project is comprehensive it may take a while to get funding. It would be nice to be

able to close in the area under the canopy to allow for 2 sets of doors and replace the doors to be accessible. Glen suggested there may be grants under Energy Efficiency available.

- h) Track Lighting – above stage is now working, there are 8 dimmable lights that can be used with the existing switches.
- i) Wifi – Is there an update on the new wifi that is to be installed? The IT tech from the MD installed some stuff quite awhile ago. Suggested the contract be updated to include the Wifi Password. Marni will update the contract.
- j) Rental rates – To be reviewed at June meeting to determine if any further changes or updates are required so they can be in effect for 2020.

Don moved the meeting be adjourned at 9:26 pm. Marni seconded.

Next meeting is March 26th.



Claresholm & District Chamber of Commerce
Executive Meeting
Friday, March 1, 2019
MINUTES

Present: Amanda Zimmer, Keith Armstrong, Tony Walker, David Richardson, Lorraine Norgard, Todd Buhmiller, Shauna Anderson, Brad Schlossberger, Brady Schnell

Regrets: Lauren Billey, Andrea Fletcher and Brad Toone

1. Call Meeting to Order

Amanda called the meeting to order at 5:15 p.m.

2. Acceptance/Additions to Agenda

The agenda was accepted with the following two additions:

6.5 Request from Youth Justice - Amanda

6.6 Email to use for Secretary & Treasurer now that separate people - Lorraine

Shauna made a motion to approve the agenda with additions, seconded by Tony, carried.

3. Approval of Minutes

The minutes of February 8, 2019 were approved with amendment to the EDC report on a motion by Todd, seconded by Lorraine; carried.

4. Treasurer's Report

Lorraine reported the bank balance of \$36,874.62 in general account. She is finding it hard to split money that came in January by credit card as to how much is trade fair and how much was membership dues.

5. Old Business

5.1. 2019 Memberships are due.

To date we have 64 paid members of which 5 are new members. Everyone to continue to look for opportunities to invite new members. Second notice has gone out by mail to last year's members reminding them to renew. Third notice may be followed up with a phone call or visit to their business, perhaps. Held a discussion on new businesses to invite.

5.2. Roles & Responsibilities -committee appointments, EDC appointment, etc.

Roles & responsibilities for each position is included in the Executive Handbook, so if you have any questions please refer to your handbook.

Discussed keeping Lauren on as the EDC board rep. She is happy with the position and they are happy with the position. Will review again each year.

5.3. Executive Policies Handbook

The book has been reviewed and needs finished typing. Tony said that the document should be ready for review by next mtg. Lorraine will send it out to the Executive before the meeting so they can review.

5.4. Learning Sessions

Agri-Food with Ted Menzies is set for March 26 at the Legion. Suggestions reviewed or future topics? Mental Health (lots of interest), Agri-Food for full day much interest from the surrounding area. Todd & Keith will have a Chamber table set up at this event to promote the Chamber, sell memberships, etc.

5.5. Window Decals

Ordered vinyl decals from KFJ and Lorraine will distribute with annual stickers & receipts. Received 30, but awaiting more.

6. **New Business**

1. Budget

The proposed budget was presented at the AGM and attached again tonight. One financial concern is that 5 people RSVP'd they were coming and we used those numbers for the caterers, so ended up costing the Chamber for those 5. Discussion if next year we make them buy tickets (pre-pay) so we don't get hung on with the costs. Should we send a bill for the ones who didn't come?

2. Annual Events/Dates

- 1) Mexican Fiesta (21 Jun) committee: Amanda (Chair), Brady, Tony, Lorraine
- 2) Business Awards (Oct) committee: Todd, Brad, Amanda, Lauren, Lorraine
- 3) Small Business Conference (Sep 20/21) committee: Amanda, Lauren, Brady, Lorraine, Darla Slovak
- 4) Old Fashion Christmas (Nov 29) committee: Amanda, Brad, Keith
- 5) Trade Fair Committee: Date to be set. Tony (Chair), Dave, Todd, Brad, Keith and, Lorraine

3. ByLaw updates & suggestions, adding terms to each position, clarifying membership

We will need to call a Special Meeting to amend/add to our ByLaws. Have your suggestions made in preparation of the meeting.

4. ACC Chamber Member Survey

5. Request from Youth Justice Committee

Amanda read letter she received from the Youth Justice Committee.

Motion made by Lauren to join forces with Youth Justice Committee to create a Youth "Good Deeds" Action reward program as a sponsor for \$400. Seconded by David. Carried.

6. Email for Secretary & Treasurer now that separate people in each position

Will have Carrie set up emails for the Secretary, Treasurer, Vice President as well as the President through the website. Agreed that the Directors do not need to have these.

7. **Economic Development Officer's Update**

- Tue March 26 @ 7 pm Ted Menzie will speak at the Legion; also talk from the Plant Protein Alliance of Alberta. Free admission. Costs to be shared by EDC and Chamber. Todd & Keith will set up a Chamber Table.
- Tue March 5 @ 11:30 – 1:30 pm EDC is hosting a Home Business Luncheon at Putters Todd will attend to talk about the benefits of joining the Chamber.

8. Town of Claresholm Update - brad.schlossberger@claresholm.ca

Foreign Worker application by the Town. Similar to the experience of Tim Hortons. Several businesses in Town have expressed interest in participating. Rural & northern Immigrant Pilot.

9. Next Meetings

1. Next General Meetings – March 20 at 12 p.m. at Douros
April 17 at 6 p.m. at Cottonwood Village
2. Next Executive Meeting – Apr 5 at 5:30 pm at Roys.

10. Adjournment

Tony moved the meeting be adjourned at 7:00 p.m.

Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday March 6, 2019 – Stockmans Grill, Fort Macleod



Board Representatives

Brent Feyter, Fort Macleod
Scott Korbett, Pincher Creek
Jim Bester, Cardston County
Blair Painter, Crowsnest Pass
Dale Gugala, Stavely
Arlette Heck, Granum (alternate)
Brad Schlossberger, Claresholm
Bev Everts, MD Pincher Creek
Dennis Barnes, Cardston
Beryl West, Nanton

Resource Staff and Guests

Bev Thornton, Executive Director, AlbertaSW
Tony Walker, CF Alberta Southwest
Clara Yagos, LRSD
Shalane Friesen, AEP
Linda Erickson, AEDT
Dr. Michael Duggan, EarthCheck

1. Call to Order and welcome- Vice-Chair called the meeting to order.
2. Approval of Agenda Moved by Dennis Barnes THAT the agenda be approved as presented.
Carried. [2019-03-617]
3. Approval of Minutes Moved by Blair Painter THAT the minutes of January 23, 2019 be approved with adjournment motion corrected.
Carried. [2019-03-618]
4. Approval of Cheque Register Moved by Scott Korbett THAT cheques #2585 to #2605 be approved as presented.
Carried. [2019-03-619]
5. Highway 3 Request Moved by Scott Korbett THAT AlbertaSW set aside up to \$3,000 of member funds (i.e. not provincial dollars, or matching dollars) that can be used, as needed, with board approval, to contribute to any Highway 3 Twinning Development Association projects or initiatives that address transportation corridor issues.
Carried. [2019-03-620]
6. Sustainable Agri-food Futures Moved by Bev Everts THAT AlbertaSW provide a letter of support, as requested by SouthGrow, offering AlbertaSW as an in-kind partner for "Sustainable Agri-food Futures" initiative. SouthGrow is applying to leverage the Varley Fund to work on projects that impact both our regions. The educational component may also be of relevance to Livingstone Range School Division. Bev Thornton will draft letter on behalf of the Board.
7. Castle Region Destination Assessment Dr. Michael Duggan, General Manager, Business Operations, EarthCheck, Brisbane, Queensland Australia discussed a process of identifying sustainability measures in the region. The Destination Assessment will provide a report to help identify current sustainability performance compared to the Global Sustainable Tourism Council's (GSTC) Destination criteria and indicators.

8. Updates:
- a) EV Project Launch
"Peaks to Prairies" EV Charging Station Network project officially launched February 4, 2019. Brent Feyter, John Van Driesten and Scott Korbett attended.
 - b) Waste to Energy
John Van Driesten attended a Coordinated Action for Recycling Enterprises (CARE) event in High River and gained some interesting new information about waste to energy. Bev, Brent and John will follow-up and find ways to share this information with the region.
 - c) Great Trail
Barney has had correspondence on this subject regarding upgrades announced in the Kootenays. Further updates will be provided.
9. Upcoming Events
- April 10, 2019: Destination Development Association (Roger Brooks) free webinar on morning of April 10, 2019.
April 11, 2019 – Fort Macleod Town Office - Economic Resiliency Training for Community Leaders.
10. Executive Director Report
Accepted as information.
11. Round table updates
12. Board Meetings:
- April 3 rescheduled to April 10, 2019 – location TBD
 - May 1, 2019 – Cardston
 - June 5, 2019 – AGM Bomber Command Museum - Nanton
13. Adjournment
Moved by Dennis Barnes THAT the meeting be adjourned.
Carried. [2019-03-621]

Chair

Approved April 10, 2019

Secretary/Treasurer

Alberta SouthWest Bulletin April 2019

Regional Economic Development Alliance (REDA) Update

• EV Project moving forward

Formally launched on February 4, the Peaks to Prairies Electric Vehicle Charging Station Network is moving forward; ATCO and Community Energy Association are conducting community visits for input and planning.



This \$2M project is jointly funded by the Federation of Canadian Municipalities (FCM), the province of Alberta and the partners: Alberta SouthWest, SouthGrow, The City of Calgary, Lethbridge and Medicine Hat.

• EDA Conference presentations available on the website

The 2019 EDA Conference marked the 45th Anniversary for Economic Developers Alberta. Trevor Lewington, CEO of EDL was named Economic Developer of the Year.

Bev Thornton received the President's Award for contribution to EDA and the profession.

Many of the great conference presentations are now on-line; more are being added, so this link is a great resource!

<http://www.edaalberta.ca/2019-Conference-Presentations>



• Castle Parks and Alberta SouthWest named as a "2018 Top 100 Global Sustainable Tourism Destination".

This award was acknowledged at a world conference in Berlin on March 6, 2019.

Green Destinations Canada submitted the award on behalf of the region. Meeting the award criteria gives the region a great start on identifying performance measures for ongoing sustainable business and community development.



• Economic Resilience Training for Community and Regional Leaders

April 11 marked an excellent day of learning and sharing ideas, with a cross-section of input from emergency management, CAO, EDO, elected official, community futures, chamber and business perspectives. The participants recommended that we offer the course again in the fall.



- The **Community Toolkit for Economic Recovery and Resiliency** (2017 Canadian Version) is on the Economic Developers Alberta website <http://www.edaalberta.ca/page-1861533>
 - EDA is pioneering this work in Canada, building upon material developed by our partner organization, the International Economic Development Council (IEDC)
 - This approach is a way to combine all our knowledge, share best practices and protocols to ensure that our businesses, the foundation of our communities, are prepared for a disaster, can manage the incident and then bounce back as quickly as possible. A fascinating topic that requires vision, creativity and planning!

UPCOMING!

Southern Alberta Energy Forum - Wednesday, May 15, 2019 – 12:00pm-5:00pm lunch included

Fort Macleod Town Office, 410 20 St, Fort Macleod



The Southern Alberta Alternative Energy Partnership (SAAEP) and the Pembina Institute will bring together experts from industry, financial institutions, municipalities and business.

Join us for an afternoon of presentations, expert panels, table discussions, and networking!

** Explore the opportunities available to municipalities and small businesses in renewable energy, energy efficiency, energy storage.

** Learn about financing options and other information resources.

Free of charge; lunch included. SPACE IS LIMITED so please REGISTER asap at

<https://www.eventbrite.ca/e/southern-alberta-energy-forum-tickets-60163611983>

** Details of the event and links will be sent as a separate poster to share with your networks.

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

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OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 2 (2019)

EXECUTIVE COMMITTEE MEETING

Thursday, February 14, 2019 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
Jennifer Crowson
Margaret Plumtree

STAFF:

Lenze Kuiper - Director

Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - February 14, 2019
2. Approval of Minutes - January 10, 2018 (attachment)
3. Business Arising from the Minutes
4. New Business
(a) Borrowing Bylaw - ATB Financial
(b) Regional SDAB Agreement, Bylaw and Procedural Guidelines (attachment)
(c) Town of Taber GIS
(d) Board of Directors' Meeting March 7, 2019 - Guest Speaker
(e) Subdivision Activity 2018 and January 2019 (attachment)
(f) Fee For Service (handout)
(g) CPAA Conference in Red Deer - April 29 - May 1, 2019 (handout)
(h) Directors' Insurance Coverage
5. Accounts
(a) Office Accounts -
(i) December 2018 (attachment)
(ii) January 2019 (handout)
(b) Financial Statements - January 1 - December 31, 2018 (attachment)
6. Director's Report
7. Executive Report
8. Adjournment

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 5:45 P.M.

1. APPROVAL OF AGENDA

Moved by: Jennifer Crowson

THAT the Executive Committee approve the agenda, as amended:

- ADD: 4(g) CPAA Conference in Red Deer – April 29 - May 1, 2019
- 4(h) Directors' Insurance Coverage

CARRIED

2. APPROVAL OF MINUTES

Moved by: Ian Sundquist

THAT the Executive Committee approve the minutes of January 10, 2019, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Borrowing Bylaw – ATB Financial

- This item was referred from the January 10 Executive Committee meeting so the Director could investigate whether or not three readings of this bylaw are required due to recent Municipal Government Act amendments.

Part 15.1 Regional Services Commissions (2) and (5) of the MGA states,

15.1(2) A reference to a bylaw or resolution in this Act outside this Part does not include a bylaw or resolution passed by a commission.

(5) The Regulations Act does not apply to the bylaws of a commission.

Regulations Act (2)(ii) states,

(2) The following are not regulations within the meaning of subsection (1)(f):

(ii) a corporation incorporated under a public Act

- Therefore, it was determined that three readings of the Borrowing Bylaw are not required and the Chair and Director received authorization to sign the 2019 bylaw.

Moved by: Doug MacPherson

THAT the Executive Committee authorize the Chair and Director to endorse the 2019 Municipal Borrowing Bylaw Form (Revolving Line of Credit) for ATB Financial. **CARRIED**

(b) Regional SDAB Agreement, Bylaw and Procedural Guidelines

- Approximately 30 municipalities were represented at an information meeting hosted by ORRSC on Friday, February 1, 2019 to introduce the draft Agreement, Bylaw and Procedural Guidelines for the proposed Regional Subdivision and Development Appeal Board. ORRSC will charge an annual fee to cover administration costs and the municipality where the appeal originates will bear the cost of the appeal. A small advisory committee of interested CAOs was established to determine administration fees, remuneration, etc. and finalize the documents before the April 1, 2019 deadline. Clerks and Board Members must certify every three years and Municipal Affairs will allow ORRSC to provide this training.

Moved by: Don Anderberg

THAT the Executive Committee authorize administration to proceed with the establishment of agreements to provide Regional Subdivision and Development Appeal Board services to interested member municipalities. **CARRIED**

(c) Town of Taber GIS

- ORRSC received a letter from the Town of Taber which gave 12-month formal written notice of termination of GIS services. Their intent is to maintain services for the 2019 calendar year and terminate services as of February 1, 2020.

Moved by: Jim Bester

THAT the Executive Committee accept the discussion regarding Town of Taber GIS, as information. **CARRIED**

(d) Board of Directors' Meeting March 7, 2019 – Guest Speaker

- Larry Randle, Director of Corporate Services for Lethbridge County, will be the guest speaker at the March 7, 2019 Board of Directors' meeting regarding parliamentary procedure.
- The Director plans to put out a quick survey to all Board members asking for ideas on possible bus tour destinations for the June Board meeting.

Moved by: Jennifer Crowson

THAT the Executive Committee accept the discussion on the Board of Directors' meetings, as information. **CARRIED**

(e) Subdivision Activity 2018 and January 2019

- Subdivision revenue totalled \$352,687.50 in 2018, and \$25,950.00 was received in January 2019.

Moved by: Margaret Plumtree

THAT the Executive Committee accept the report on Subdivision Activity 2018 and January 2019, as information. **CARRIED**

(f) Fee For Service

- The list of fee for service projects, current and quoted, were attached to the agenda. These are the projects we are currently focusing on with our limited resources.

Moved by: Doug MacPherson

THAT the Executive Committee accept the Fee For Service attachments, as information.

CARRIED

(g) CPAA Conference in Red Deer – April 29 - May 1, 2019

- Four Executive Committee members expressed interest in attending the 2019 CPAA Conference in Red Deer on April 29 - May 1, 2019 on behalf of ORRSC: Gordon Wolstenholme, Jim Bester, Ian Sundquist and Margaret Plumtree. The theme of this year's conference is "Intersection of Planning and Politics".

Moved by: Doug MacPherson

THAT Executive Committee members Gordon Wolstenholme, Jim Bester, Ian Sundquist and Margaret Plumtree attend the CPAA Conference in Red Deer on April 29 - May 1, 2019, with registration fee, mileage and accommodations at the expense of ORRSC.

CARRIED

(h) Directors' Insurance Coverage

- AMSC has included Directors & Officers (D&O) Liability Coverage to our insurance package (\$650/year) which protects our directors and officers from claims against their personal property arising from their leadership role in our organization. Benefits of this coverage include \$1 million of protection per claim with a small deductible of \$1,000 per participant in the event of a claim and no administration fees. ORRSC has until February 22, 2019 to opt out of this coverage.

Moved by: Doug MacPherson

THAT the Executive Committee approve the inclusion of Directors & Officers Liability Coverage to the ORRSC insurance package.

CARRIED

5. ACCOUNTS

(a) Office Accounts –

(i) December 2018

5150	Staff Mileage	B. Brunner	\$	36.50
5150	Staff Mileage	S. Harty		84.50
5151	Vehicle Gas & Maintenance	S. Harty		3.00
5160	Staff Field Expense	S. Harty		6.70
5150	Staff Mileage	S. Johnson		73.50
5320	General Office Supplies	S. Johnson		49.98
5530	Coffee & Supplies	S. Johnson		87.91
5280	Janitorial Services	Madison Ave Business Services		586.69
5310	Telephone	Bell Mobility		543.96
5320	General Office Supplies	Desjardin Card Services		351.92
5380	Printing & Printing Supplies	Desjardin Card Services		839.42
5530	Coffee & Supplies	Desjardin Card Services		42.80
5330	Dues & Subscriptions	APPI		566.93
5330	Dues & Subscriptions	APPI		1,133.86
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding		223.00
5380	Printing & Printing Supplies	Total Office Plus		236.97

5440	Land Titles Office	Minister of Finance	148.00
5460	Public Relations	S. Harty	200.00
5460	Public Relations	Walmart	71.91
5490	Consultants	MPE Engineering	2,528.00
5500	Subdivision Notification	Lethbridge Herald	328.64
5570	Equipment Repairs & Maintenance	Digitex	620.00
5570	Equipment Repairs & Maintenance	Xerox	1,171.50
5580	Equipment & Furniture Rental	Pitney Bowes	297.12
1160	GST Receivable	GST Receivable	423.96
		TOTAL	<u>\$10,656.77</u>

(ii) January 2019

4140	Approval Fees	Jim Aleman	\$ 25.00
5180	Staff Development	Ian MacDougall	595.00
5280	Janitorial Services	Madison Ave Business Services	475.00
5285	Building Maintenance	Wild Rose Horticultural	600.00
5310	Telephone	Bell Mobility	1,249.56
5310	Telephone	Shaw Business	145.85
5310	Telephone	Shaw Business	145.85
5320	General Office Supplies	Desjardin Card Services	162.76
5380	Printing & Printing Supplies	Desjardin Card Services	95.94
5320	General Office Supplies	Desjardin Card Services	294.25
5380	Printing & Printing Supplies	Desjardin Card Services	161.96
5330	Dues & Subscriptions	ADOA	125.00
5330	Dues & Subscriptions	CPAA	250.00
5330	Dues & Subscriptions	AUMA	55.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5390	Graphic & Drafting Supplies	Digitex	2,350.28
5430	Aerial Photos & Maps	Lethbridge County	250.00
5440	Land Titles Office	Minister of Finance	276.00
5470	Computer Software	Safe Software	1,720.00
5470	Computer Software	ESRI Canada	3,565.00
5500	Subdivision Notification	Lethbridge Herald	674.66
5510	Insurance	AMSC	292.17
5570	Equipment Repairs & Maintenance	Digitex	816.50
5570	Equipment Repairs & Maintenance	Xerox	971.63
1160	GST Receivable	GST Receivable	415.82
		TOTAL	<u>\$15,736.23</u>

Moved by: Jim Bester

THAT the Executive Committee approve the Office Accounts of December 2018 (\$10,656.77) and January 2019 (\$15,736.23), as presented. **CARRIED**

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

Moved by: Don Anderberg

THAT the Executive Committee approve the unaudited Financial Statements for January 1 - December 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: Jim Bester

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:30 p.m. until **Thursday, March 14, 2019 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: 



Thank You

The Fort Macleod Mavericks thank you for supporting our Midget D Provincials
your generous donation was greatly appreciated!

Town of Claresholm

Thank you for the donation of the ice for our
Provincial Tournament. We Won Gold!

Thank you

The Maverick Midget Team



Phone 587-523-9467
Email lobby@sando.ca
Twitter @MauriceFritze

APR 10 2019
RECEIVED

March 31st, 2018

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

Dear Mayor MacPherson:

When I encounter former students of my lobbying seminar, it is usually at a political event such as a budget speech, a political fund raiser or at a town hall meeting hosted by MLAs. Typically, they comment on how much improved their presentation is because of what they learned. I am also told they feel more confident because they have a better idea of how to conduct their government relations. In either case, it is a mutual benefit; I listen to their experience and it helps keep my seminar relevant.

Learning how government actually works is one of the goals of the seminar. Some "asks" are simply more difficult and understanding the politics of the day certainly helps. The seminar digs deep.

Albertans are facing an **important election** with high expectations. If you are interested in positioning your municipality, your cause or your business with the next government, you might consider refreshing your skills and your understanding of how this government sets priorities and makes decisions.

"Lobby Government Effectively" is a **one-day seminar** which offers a boot camp for beginners, improves skills for those who need renewal and offers participants an update on industry leading best practices. I will bring the seminar to you.

More than 500 Mayors, Reeves, Councilors, business leaders, school trustees and advocates for arts, sport and health have taken "Lobby Government Effectively." I have taught this seminar at MacEwan University every semester for ten years. I have been a guest lecturer at Local Government Administration Association [Zone 2], AAMDC [now RMA], and AUMA. I recently completed consulting to the Edmonton Metropolitan Region Board. I am confident you will find value in this one-day training session.

I am available to answer your questions. Call me to book your seminar. I look forward to meeting you.

Sincerely,

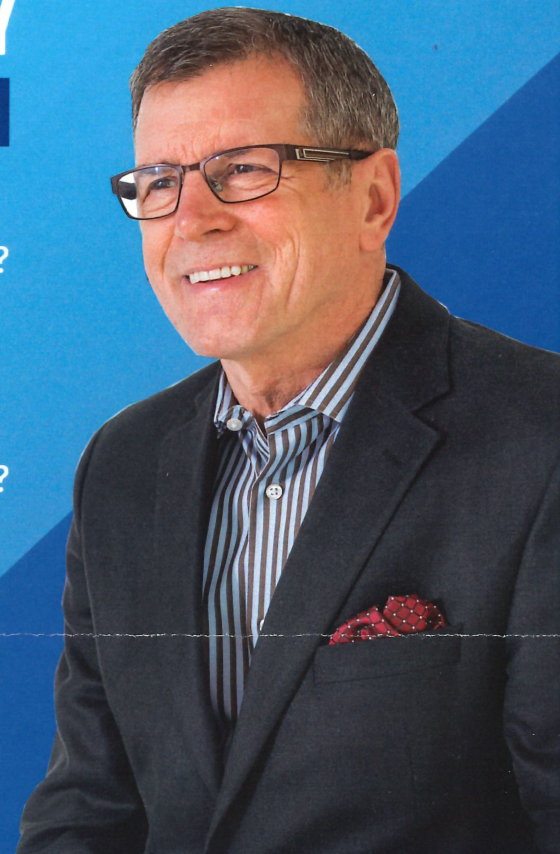
Maurice Fritze
Seminar Leader and Registered Lobbyist

LOBBY GOVERNMENT EFFECTIVELY

Advocacy Training for a Competitive Edge

What will you learn?

- ✓ What is a Lobby Campaign? What are its characteristics?
- ✓ Who to Lobby? Who has the authority?
- ✓ Four Pillars – the essence of advocacy
- ✓ Getting the Message Out
- ✓ Stakeholder Matrix – who are you targeting?
- ✓ The Q Factor – what are the merits of your connections?
- ✓ Selecting your Lobbyist [Your chief spokesperson]
- ✓ Elevator Pitch/30 second commercial
- ✓ Factors that influence a politician
- ✓ The Lobbying Ladder of Effectiveness
- ✓ How to run the lobby meeting
- ✓ Joining Forces: The Importance of Building Alliances and Networks
- ✓ Monitoring, Evaluation and Feedback



WHAT DO OTHERS SAY?

- A lot of professionals are good at what they do but can't relate it to others.
- You have a way of making it look easy.
- I am grateful for your insight of how to lobby and start those important conversations.
- Maurice is an excellent educator. Perfect level of knowledge and textbook theory vs participation.
- Opened my eyes to lobbying – how it can be done and its effects
- Thanks @mauriceFritze for the excellent info. Here's hoping the lobbying attempts are as successful as the seminar.
- Thoroughly enjoyed material and Maurice was/is an excellent instructor
- Willingness to address individual questions and discussion

MacEwan University Evaluation

	VERY SATISFIED	SATISFIED	NEUTRAL	UNSATISFIED	VERY UNSATISFIED	COMMENTS
Overall rating of course	75%	25%				Great material and presentation. Excellent!
Overall rating of the instructor	87%	13%				Very engaging & knowledgeable
Instructor's preparedness	100%					Excellent

Participants get a free step-by-step strategic plan to lobby government.

Maurice Fritze | 587-523-9467 | Email: lobby@sando.ca

Town of Claresholm

Economic Development Committee

Meeting Minutes for March 18, 2019

7:00 pm Town of Claresholm Council Chambers



Present: Darla Slovak (Chairperson)
Councillor Brad Schlossberger
Councillor Kieth Carlson
Paul Zemlak
MD Councillor Glen Alm
Jeff Nielsen
Santanna Thom
Alec Harrison

Regrets: Lauren Billey
Doug Leeds

Guest: Bev Thorton, Executive Director for Alberta SouthWest

Staff: Brady Schnell, EDO
Darlene Newson, Assistant

1. **Call to Order** 7:06 pm; Meeting was called to order by Chairperson Darla Slovak.

2. **Adoption of Agenda**

Motion to adopt the agenda by Santanna Thom
Seconded by Councillor Carlson

CARRIED

3. **Adoption of Minutes**

Motion to approve the February 26, 2019 minutes by Councillor Schlossberger.
Seconded by Councillor Carlson

CARRIED

4. **Delegation** – Bev Thorton, Executive Director for Alberta Southwest

Bev focused on history of Alberta Southwest and Tourism. Also clarified Regional licenses. There are 50 businesses in Claresholm who have a Regional License and over 3000 in the region. We talked about a community survey, maybe a report card? Strategic Planning to book, Community Generation Grant. Also EDC Region and community – raise awareness of region to a focused group. Ie – looking for bakery, etc. Currently Alberta Southwest is looking at electric vehicle charging, the Castle Parks Development and Cluster Protein Manufacturing. Check on Invest Southwest for investment queries. There will be a silent auction of which a donation can be received for Banff, June 5, for the AGM.
Bev left at 7:50 p.m.

5. **Updates**

5.1 M. D. of Willow Creek

- Councillor Glen Alm – Road bans are on – all roads are 75%.

5.2 Chamber of Commerce - Lauren Billey - regrets

5.3 Town of Claresholm - Councillor Schlossberger

- Nothing to report

5.4 Economic Development Officer

- 9 new businesses since January 2019

Town of Claresholm

Economic Development Committee

Meeting Minutes for March 18, 2019

7:00 pm Town of Claresholm Council Chambers



6. Continuing Business

6.1 Planning for Growth has ended – Starline Business Park portfolio is being used to apply for grants
Motion to accept the achievement award by Councillor Carlson

Seconded by Councillor Schlossberger

CARRIED

6.2 Claresholm Welcome sign digital display.

- There are still some issues to resolve but mostly good.

6.3 EDC Budget 2019

- Proposed adjustment approved.
- Discussion around movie and hiring a drone contractor to promote Claresholm through a video and use on social media.

Motion to accept change to proposed budget and forward to council by Alec Harrison

Seconded by Paul Zemlak

CARRIED

6.4 Wayfinding Signage Project

- EDO presents pricing on signage - 12 for \$20,000.
- Brady to check with local shops for signage pricing.

6.5 Regional Economic Development Alliances (REDA)

- Membership discussion and recommendation to Council to add South Grow

Motion to forward to council to join South Grow by Councillor Schlossberger

Seconded by Santanna Thom

CARRIED

6.6 Rural & Northern Immigration Pilot

- Application submitted March 1 – work experience can lead to long lasting careers

6.7 Claresholm Business Conference

- List of speakers for consideration – this will be completed shortly, still working on the Agenda.
- Looking for ideas for the conference. Alec has some contacts

6.8 EDC, 3-year Marketing Strategy

Some discussion took place regarding the Ask the Expert Column. The result was the column will not be renewed.

7. New Business

7.1 Mountain Drift Marketing & Media

Town of Claresholm

Economic Development Committee

Meeting Minutes for March 18, 2019

7:00 pm Town of Claresholm Council Chambers



- Discussion was started to offer a 6 part programming session at \$350.00 a session for classes on social media coverage for the final class to be held prior to June 2019. Ideas are \$25.00 for 25 people per class to be held at the Hole Shot room at Roy's Restaurant.

Motion to engage with Mountain Drift Marketing on the social media classes by Santanna Thom.

Seconded by Alec Harrison

CARRIED

7.2 EDO office is moving to the Town office

7.3 Adoption of Information items

Motion to adopt the information items by Paul Zemplak.

Seconded by Councillor Alm.

CARRIED

8. Next meeting – April 15, 2019. 7:00 p.m. Council Chambers

9. Adjournment:

Motion by Brad Schlossberger to adjourn at 9:18 p.m.

Attachments:

- i. EDC meeting minutes, February 26, 2019
- ii. Economic Development Officers report, March 18, 2019
- iii. CARES Final Achievement Report, cover-letter only
- iv. Electronic Community Signage Policy FINAL
- v. 2019 EDC Operating Budget
- vi. 2019 PROPOSED EDC Operating Budget
- vii. REDA Map of Alberta
- viii. Rural & Northern Immigration Pilot, letter of support

Information Items

- 1) Competition is Healthy, Ask the Expert Column, March 14, 2019
- 2) Future of Agriculture Poster

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

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
February 21, 2019 at 3:00 P.M.

In attendance: Chair Gord Wolstenholme, Brad Schlossberger, Don Norby, Nancy Cormier,
John Kroetsch and CAO Cheryl Friesen

1. Chair Gord Wolstenholme called the meeting to order at 2:58 P.M.
2. Approval of Agenda

19.17 **Moved by Don Norby** to approve the agenda as presented.

CARRIED

3. Delegations

James Nakashima Avail CPA

James Nakashima presented the members with the audited Financial Statements for the year
ending December 31, 2018

19.18 **Moved by Brad Schlossberger** to transfer the accumulated surplus of \$288 633.00 to
internally restricted reserves as follows:

GL 4430900 Engineered Structures	\$15 000.00
GL 4430905 Machinery & Equipment	\$140 000.00
GL 4430910 Waste Cells	\$50 000.00
GL 4430920 Closure/Post Closure	\$83 633.00

CARRIED

19.19 **Moved by John Kroetsch** to accept the audited financial statements for the fiscal year
ending December 31, 2018 as presented by James Nakashima Avail CPA.

CARRIED

4. Approval of Minutes
 - a) Regular Meeting January 24, 2019

19.20 **Moved by Don Norby** to approve the minutes of the January 24, 2019 regular meeting
as presented.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
February 21, 2019 at 3:00 P.M.

5. Financial Information

a) Accounts Payable

CAO Friesen presented the accounts payable, including February 2019 payroll, in the amount of \$22 965.35.

19.21 **Moved by John Kroetsch** to approve for payment, the accounts payable in the amount of \$22 965.35.

CARRIED

b) Check Detail January 25 to February 15, 2019

CAO Friesen presented the members with the check detail from January 25 to February 15, 2019.

19.22 **Moved by Nancy Cormier** to accept the check detail of January 25 to February 15, 2019 as presented.

CARRIED

c) Bank Reconciliations January 2019 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation reports for January 2019 for the ATB Financial checking account & 90 day notice account.

19.23 **Moved by Don Norby** to accept the January 2019 reconciliation reports for the ATB Financial checking account & 90 day notice account.

CARRIED

6. In Camera

a) Budget

19.24 **Moved by Brad Schlossberger** to go In Camera at 3:28 P.M.

CARRIED

Chair Wolstenholme asked CAO Friesen to leave the In Camera session at 4:02 P.M.

CAO Friesen was asked to return to the In Camera session at 4:08 P.M.

19.25 **Moved by John Kroetsch** to come out of In Camera at 4:12 P.M.

CARRIED

19.26 **Moved by John Kroetsch** that employee wages be as discussed during In Camera session.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
February 21, 2019 at 3:00 P.M.

6. In Camera cont.

a) Budget cont.

19.27 **Moved by Don Norby** to accept and adopt the draft 2019 Operating and Capital budget as presented.

CARRIED

7. New Business

a) Bylaw 1-2019

CAO presented the draft Bylaw 1-2019, a bylaw to amend Fees Bylaw 1-2018

19.28 **Moved by Brad Schlossberger** to give first reading to Bylaw 1-2019.

CARRIED.

19.29 **Moved by Don Norby** to give second reading to Bylaw 1-2019.

CARRIED

19.30 **Moved by John Kroetsch** to proceed to third and final reading of Bylaw 1-2019.

CARRIED UNANIMOUSLY

19.31 **Moved by Nancy Cormier** to give Bylaw 1-2019 third and final reading.

CARRIED

b) Genesis Reciprocal Insurance Exchange Proxy

CAO Friesen presented the members with the correspondence from Genesis Insurance giving official notice of the annual general meeting on March 18, 2019. Friesen further explained that the members would have to appoint a proxy if no one was planning to attend the meeting.

19.32 **Moved by John Kroetsch** to appoint Duane Gladden to act as proxy for the WCRWMS at the Annual General Meeting of Genesis on Monday, March 18, 2019.

CARRIED

c) Alcohol and Substance Abuse Policy

CAO Friesen presented the members with the draft Alcohol and Substance Abuse Policy.

19.33 **Moved by Don Norby** to adopt the Alcohol and Substance Abuse Policy as presented.

CARRIED

d) SAEWA – For Information

CAO Friesen presented the members with information regarding the Southern Alberta Energy from Waste Association. Member Kroetsch stated that SAEWA will be making a presentation at the Alberta CARE spring seminar in High River as well.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
February 21, 2019 at 3:00 P.M.

8. Old Business

a) Employee Policy Amendment

CAO Friesen presented the members with the final draft amendment of the WCRWMSC Employee Policy. Friesen explained that the policy was on side with the Alberta Employment Standards Act.

19.34 **Moved by Brad Schlossberger** to adopt the WCRWMSC Employee Policy as amended.
CARRIED

9. Correspondence

No correspondence items.

10. General Landfill Information

CAO Friesen had nothing further to report.

11. Adjournment

19.35 **Moved by John Kroetsch** to adjourn at 4:45 P.M.
CARRIED

Chairman Gord Wolstenholme

CAO Cheryl Friesen

BALL DIAMOND USER MEETING

April 24, 2018
Meeting Minutes

Attendees:

Chris Dixon
Kris Cope
Jennifer Martin
Craig Zimmer
Denise Spencer

1. Call to Order 7:03pm
2. Old Business
 - a. Shale that was received 2017, very fine, powdery and dusty

New Business

3. No Alcohol Bylaw signs; After Winterfest it was brought up that there was visible alcohol at the event, will ensure signs are posted regarding the bylaw and that user groups are aware that there is a town bylaw regarding open alcohol in town parks without a liquor license.
4. Code of conduct sign; is this something that is needed at the Ball Diamonds? Chris Dixon stated that he posts banners regarding respectful behaviour at the diamonds during the season. Kris and Denise are open to the idea of having a positive message regarding respect (similar to the Arena) posted at the diamonds
5. Batting Cage; Chris Dixon (Minor Ball) has a fold up, batting cage that can be anchored by ceiling cables, it is netted and foldable. He would like to be able to install it after the ice is removed for the season, until Lacrosse starts its practices.

There is a Cable and pulley system that Skate Club uses that has the potential to be used for this would need to be looked at closer.
6. Start of season; started in Moffat Park April 23, Boys Highschool Baseball. The game was won 12-1 against Kainai.
7. Millennium; Hoping to begin play May 7, 2018
8. Porta Potties; recommend 1 at Moffat & 1 at Millennium
9. Install Home Plate Centennial East; is located in the Millennium Equipment Shed
10. Little League; using Centennial West and Moffat Park Monday, Wednesday and occasional Saturday
11. Numbers; High school Boys 17; High School Girls ; Little League 74;
12. Snow Fence; Co ed Slo Pitch will provide a sno fence to be used for little league, which will be used instead of moving the fence smaller. Concerns; sprinklers, posts
13. Date of Next Meeting; August 21, 2018 at the Town Council Chambers
14. Adjournment 7:21pm



Cheryl Gallant

Member of Parliament
Renfrew-Nipissing-Pembroke
Member of Standing Committee on National Defence
Member of Standing Committee on Industry, Science and Technology

RECEIVED

APR 16 2019



HOUSE OF COMMONS
OTTAWA, CANADA

April 5th, 2019

Claresholm Township
Po Box 1000 221 - 45 Ave. West
Claresholm, Alberta
TOL 0T0

Dear Claresholm Township,

This letter is to alert you to Bill C-68, another piece of interventionist federal legislation that will have a negative impact on your municipality, and on the property rights of your ratepayers.

Bill C-68, which is currently before the Senate, reverses changes to the Fisheries Act – changes which municipalities similar to yours requested our previous Conservative government to make.

Specifically, we amended the "HADD" provisions of the Act, (Harmful Alteration Disruption or Destruction of fish habitat).

One of the most significant problems identified by municipalities about the HADD provision was its broad application and restrictive nature, which ended up costing property taxpayers thousands of dollars, with no real or apparent benefit to the environment.

Municipalities which needed to install culverts or other flood mitigation work were in too many cases faced with negative enforcement after work was completed, with inconsistent guidance when they sought direction for compliance.

In addition to repealing our amendments, the current Federal Government has expanded the definition of "habitat," and added a new concept to the Act, "water flow."

By explicitly adding in the concept of water flow, which was not in the old legislation, the scope of offences municipalities can be charged with, have been greatly expanded.

Worst of all, rather than specifically listing what is and is not an offence under this legislation, including fines or jail, this power has been handed over to the unelected technocrats, to determine by regulation, what the penalties for non-compliance will be, after they have determined what is non-compliance.

As the longest consecutive serving Conservative MP in Ontario, representing a predominantly rural riding, I am very aware of the challenges rural and small-town municipalities have faced dealing with the Federal government.

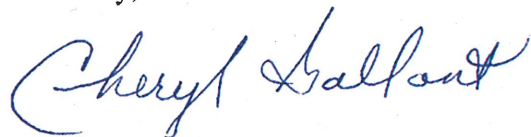
PARLIAMENTARY OFFICE
Room 604, Justice Building
House of Commons
Ottawa, ON K1A 0A6
Tel.: (613) 992-7712
Fax: (613) 995-2561

CONSTITUENCY OFFICE
2nd Floor, 84 Isabella St.
Pembroke, ON K8A 5S5
Tel.: (613) 732-4404
Fax: (613) 732-4697
Toll Free: 1-866-295-7165
Website: www.cherylgallant.com

All municipalities should be demanding the Federal Government provide regulatory certainty before this legislation is passed into law.

Clear regulatory certainty is necessary to prevent the return of conflicted interpretations, and inconsistencies in enforcement of the Fisheries Act which happened in the past.

Sincerely,

A handwritten signature in blue ink that reads "Cheryl Gallant". The signature is written in a cursive style with a large initial 'C'.

Cheryl Gallant, M.P.
Renfrew—Nipissing—Pembroke
CG:mm