



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
APRIL 8, 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 – MARCH 25, 2019**

DELEGATION:

1. **CLARESHOLM RCMP DETACHMENT – Greg Stannard, Sergeant**
RE: Update
2. **CLARESHOLM SENIOR'S DROP-IN**
RE: Seniors' Centre Open House & Senior's Week

ACTION ITEMS:

1. **CORRES: Municipal District of Willow Creek No.26**
RE: Letter to the Deputy Minister of Health
2. **CORRES: Workers' Compensation Board – Alberta**
RE: April 28 – National Day of Mourning
3. **CORRES: APWA Alberta Chapter**
RE: National Public Works Week, May 19-25, 2019 – “It All Starts Here”
4. **CORRES: Crime Watch Canada**
RE: Wounded Warriors Canada E-Magazine
5. **CORRES: Willow Creek Ministerial**
RE: Gospel Music Concert – August 10, 2019
6. **CORRES: Event Coordinator, Lauren Billey**
RE: Venues for Upcoming Events
7. **REQUEST FOR DECISION: Letter of Support CFEP Grant – Kin Clubs**
8. **REQUEST FOR DECISION: Free Public Swim Initiative**
9. **INFORMATION BRIEF: 2022 Alberta Summer or Winter Games**
10. **INFORMATION BRIEF: Strategic Plan Report**
11. **INFORMATION BRIEF: Council Resolution Status**
12. **ADOPTION OF INFORMATION ITEMS**
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**

INFORMATION ITEMS:

1. Change Bylaws – Stop the Exotic Pet Trade
2. Audit & Finance Committee Meeting Minutes – March 14, 2019
3. Claresholm & District Museum Board Minutes – February 20, 2019

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MARCH 25, 2019

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

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

ABSENT: Councillor Craig Zimmer

STAFF PRESENT: Director of Corporate Services: Blair Bullock, Finance Assistant: Karine Keys

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

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

CARRIED

MINUTES: **REGULAR MEETING – MARCH 11, 2019**

Moved by Councillor Cutler that the Regular Meeting Minutes of March 11, 2019 be accepted as presented.

CARRIED

OATH OF OFFICE: **RYAN RASMUSSEN, Peace Officer – by Karen M. Linderman LL.B.**

Ryan Rasmussen took the Oath of Office for Peace Officers from the Public Security Peace Officer Program as prescribed by the Alberta Solicitor General's Office, and administered by Karen M. Linderman LL.B.

DELEGATION:

1. AVAIL LLP – Darren Adamson, CPA, CA
RE: 2018 Financial Statements

Darren Adamson, CPA, CA from Avail LLP presented the 2018 Audited Financial Statements to Council.

ACTION ITEMS:

1. REQUEST FOR DECISION: 2018 Reserve Transfers

MOTION #19-034 Moved by Councillor Cutler to transfer unrestricted funds of \$285,085 to Reserves for the year ended December 31, 2018 as follows:

Transfers to Operating Reserves

- Planning and Development – \$10,000
- Economic Development – \$29,000
- General – \$4,103
- Debt reduction – \$2,930
- Trust accounts – \$782
- Office – \$438
- Fill dirt – \$174
- Museum – \$152
- Cemetery – \$11

Transfers to Capital Reserves

- Land & Development – \$201,235
- Arena – \$13,990
- General – \$5,346
- Multi-use Community Building – \$3,030
- Fire Truck - \$2,418
- Parks and pathways - \$2,155
- Water and sewer – \$6,116
- Garbage & recycling equipment – \$992
- Acreage assessment - \$620
- Tamarack Subdivision - \$383
- Playground rehabilitation – \$761
- Enforcement vehicle - \$251
- Tax recovery land - \$181
- Museum - \$18

CARRIED

- 2. REQUEST FOR DECISION: 2018 Audited Financial Statements**
- MOTION #19-035 Moved by Councillor Schlossberger to accept the Audited Financial Statements for the year ended December 31, 2018 as presented.
CARRIED
- DELEGATION:**
- 2. BENCHMARK ASSESSMENTS – Logan Wehlage**
RE: 2018 Assessments
- Logan Wehlage from Benchmark Assessments Inc. was present to speak to Council regarding the 2018 assessment roll.
- ACTION ITEMS:**
- 3. BYLAW #1650 – Cemetery**
RE: 2nd & 3rd Readings
- Moved by Councillor Moore to give Bylaw #1650, the Cemetery Bylaw, 2nd Reading.
CARRIED
- Moved by Councillor Carlson to give Bylaw #1650, the Cemetery Bylaw, 3rd & Final Reading.
CARRIED
- 4. BYLAW #1664 – Intermunicipal Subdivision & Development Appeal Board**
- Moved by Councillor Schlossberger to give Bylaw #1664, the Intermunicipal Subdivision & Development Appeal Board Bylaw, 2nd Reading.
CARRIED
- Moved by Councillor Schulze to give Bylaw #1664, the Intermunicipal Subdivision & Development Appeal Board Bylaw, 3rd & Final Reading.
CARRIED
- 5. CORRES: Alberta Environment & Parks**
RE: New Lead & Manganese MACs in *Guidelines for Canadian Drinking Water Quality*
- Received for information.
- 6. CORRES: Canadian Fallen Heroes Foundation**
RE: Request for Sponsorship
- MOTION #19-036 Moved by Councillor Moore to support the Canadian Fallen Heroes Foundation's Metal Art Memorials project for the 2019 year in the amount of \$500.
CARRIED
- 7. CORRES: The Friends of the Claresholm & District Museum**
RE: Letter of Support
- MOTION #19-037 Moved by Councillor Schulze to write a letter of support for The Friends of the Claresholm & District Museum's application for an Alberta Culture Days grant for activities to be held on September 29, 2019 at the Claresholm Community Centre.
CARRIED
- 8. CORRES: Claresholm Skatepark Association**
RE: Possible Locations for Skatepark
- MOTION #19-038 Moved by Councillor Moore to support the location of Moffat Park for the new Claresholm Skatepark from the options presented by the Claresholm Skatepark Association.
CARRIED
- 9. REQUEST FOR DECISION: Sponsorship Plaque / Memorial Policy**
- Referred to Administration for amendment prior to adoption.
- 10. REQUEST FOR DECISION: Name for Stormwater Management Facility**
- MOTION #19-039 Moved by Councillor Schulze to adopt "Frog Creek Wetlands" as the name for the Town of Claresholm Stormwater Management Facility.
CARRIED
- 11. REQUEST FOR DECISION: SouthGrow Membership**
- MOTION #19-040 Moved by Councillor Schlossberger to become a member municipality of South Grow Regional Initiative.
CARRIED
- 12. REQUEST FOR DECISION: Policy Manual Review**
- MOTION #19-041 Moved by Councillor Cutler to adopt the updated new Town Policies as follows, effective March 25, 2019:

- Policy 1.0.01 – Hiring Policy (Version 1.1)
- Policy 1.1.01 – Benefits Policy (Version 1.0)
- Policy 1.1.03 – Benefit Continuance While On Leave (Version 1.0)
- Policy 1.1.09 – Retiring Employee’s Life Insurance (Version 1.0)
- Policy 1.1.10 – Pension Policy (Version 1.0)
- Policy 1.1.20 – Town Owned Vehicles (Version 1.0)
- Policy 1.1.22 – Personal Vehicle Usage & Compensation (Version 1.0)
- Policy 1.1.25 – Cell Phone for Business Use (Version 1.0)
- Policy 1.1.30 – Employee Christmas Bonus (Version 1.0)
- Policy 1.1.50 – Staff Training and Development (Version 1.0)
- Policy 1.1.52 – Aquatic Centre Training (Version 1.0)

CARRIED

MOTION #19-042 Moved by Councillor Carlson to rescind the following Town policies effective March 25, 2019:

- Policy 1.1.51 – Conference Attendance (Previously GA 09-08(a))
- Policy 1.1.60 – Purchasing Town Property (Previously GA 09-08(a))

CARRIED

MOTION #19-043 Moved by Councillor Schlossberger to adopt the updated Policy 5.2.15 – Electronic Community Sign Usage (Version 1.0) and to rescind the related policy, Policy 5.6.21 – Welcome to Claresholm Signs policy (Previously CEDC 02-94) effective March 25, 2019 as presented.

CARRIED

13. REQUEST FOR DECISION: Chinook Intermunicipal SDAB Appointments

Moved by Councillor Moore to go In Camera as per Section 19.1, FOIP to discuss this issue of Confidential Evaluations at 8:19 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:19 p.m.

Moved by Councillor Schulze to come out of In Camera at 8:25 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:25 p.m.

MOTION #19-044 Moved by Councillor Schulze to appoint Darcy Erickson as a member at large, and Councillor Gaven Moore as a Council member to the Chinook Intermunicipal Subdivision and Development Appeal Board.

CARRIED

14. REQUEST FOR DIRECTION: MD of Willow Creek Land Use Bylaw Amendment

Moved by Councillor Schlossberger to go In Camera as per Section 21, FOIP to discuss this issue of Intergovernmental Relations at 8:30 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:30 p.m.

Moved by Councillor Cutler to come out of In Camera at 8:55 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:55 p.m.

MOTION #19-045 Moved by Councillor Schulze to request that Gavin Scott, Planner speak on the Town’s behalf on March 26, 2019 at the public hearing being held by the MD of Willow Creek, to request that the MD defer passage of their proposed land use bylaw changes until the superseding document of the Intermunicipal Development Plan between the MD of Willow Creek and the Town of Claresholm has been adopted.

CARRIED

15. INFORMATION BRIEF: AUMA Resource Communities of Canada Coalition

Referred to Administration to draft a letter to AUMA outlining the Town’s position.

16. INFORMATION BRIEF: Rain Barrel Program

Council directed Administration to consult with local businesses on the proposed Rain Barrel Program.

17. INFORMATION BRIEF: CAO Report

Council directed Administration to look into the possibility of installing a new columbarium at the cemetery in 2019.

18. INFORMATION BRIEF: Council Resolution Status

Received for information.

19. ADOPTION OF INFORMATION ITEMS

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

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:21 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:21 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DRAFT

DELEGATIONS



Claresholm Seniors' Drop-In Centre

Box 1518, 5009 – 2nd Street E., Claresholm, AB T0L 0T0
PH: 403.625.2877 • Email: cholmseniors@gmail.com

Tuesday, April 2, 2019

Town of Claresholm
Box 1000, 221 – 45 Ave. W.
Claresholm, AB T0L 0T0

ATTN: Mayor MacPherson & Council Members

Dear Mayor & Council,

Re: Seniors' Centre Open House & Senior's Week

You're likely all well aware that the "Baby Boomers" generation is now turning into a "Seniors Boom". As a result, many communities are beginning to see a population increase in this demographic, and our community is no exception. I personally have met a number of new retirees who have recently settled in our community, and they all seem very happy with their choice and are excited to be here.

As you know, there have been a number of government & social programs being developed to assist the growing senior community, and we too are preparing to be part of that support system. In fact, we are thrilled by the prospect of increasing our numbers. As a senior centre, we have a unique struggle in that we will always have diminishing members, due to health, immobility, and sadly, as they pass. I can assure you, we welcome all new members with arms wide open!

To better serve the community, and the growth in our senior population, we feel it necessary to make the residents of Claresholm more aware of our facility. We'd like educate people on what programs and activities we offer, not just to seniors but the community as whole, and also how participating in the development of our centre can be a very enriching and rewarding experience. We welcome new ideas, new volunteers, and appreciate any feedback being offered in an effort to make improvements to our centre.

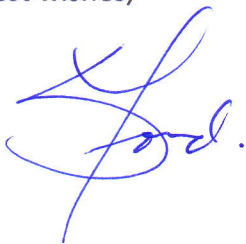
We'd like to get the ball rolling by planning a **big open house event during Senior's Week, on Wed. June 5, starting at 6:30 pm**. We're planning to have fun activities, door prizes / draws, entertainment and refreshments. We encourage people from all walks of life to come out and show support to our seniors and let them know that we value and appreciate their knowledge, experience, and continued contributions to our community.

As one of only a few self-sustained facilities owned by the Town of Claresholm, we were hoping to reach out to you for a little assistance with our event. We'd like to formally request the following support for the open house:

- A welcome speech presented by the Mayor (or deputy mayor if Mayor MacPherson is unavailable), and possibly say a few words about the value of seniors in Claresholm
- Attendance by as many members of council as possible, even if you can only be there for a little while. We believe that having our municipal leaders would be a wonderful display of senior support, especially during their official week
- We'd like to request a donation of one of Tilly's amazing gift baskets, to be used as a draw prize during our event (value of approximately \$100 - \$150 if possible, but any donation of goods would be very much appreciated)
- Some promotion on both the town electric sign boards, and if possible, include us in your Town News advertising to help us more effectively promote the event to the community at large

We have requested attendance as a delegation at an upcoming council meeting, so that we may discuss this with you in a public setting and start getting the word out about our event. Our board sincerely thanks you for any consideration given our requests and look forward to working with you all in sustaining a welcoming environment for senior activity.

Very best wishes,



Shelley Ford
Vice President - Board of Directors
Claresholm Senior's Drop-In Centre

ACTION ITEMS



Municipal District of Willow Creek No. 26

Office of the Reeve

www.mdwillowcreek.com

273129 Secondary Hwy 520
Claresholm Industrial Airport
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351

Fax: (403) 625-3886

Shop: (403) 625-3030

Toll Free: 888-337-3351

Alberta Health and Wellness

22nd Floor, ATB Place

10025 Jasper Avenue

Edmonton, Alberta

T5J 1S6

Attention: Mr. Milton Sussman – Deputy Minister of Health

April 1, 2019

Dear Mr. Sussman:

On behalf of the Municipal District of Willow Creek No. 26, I am writing to you regarding the 3 year battle we have had with Alberta Health Services' (AHS) rural ambulance system. Borderless ambulance service as a segregated service does not work in the rural areas of the province. Segregated services are not used in most national and international jurisdictions because integrated services, consisting of fire, ambulance and/or police are all used to respond depending on the emergency.

AHS' borderless rural ambulance system has caused significant increases in wait times and a ten-fold increase in the number of calls for assistance from municipal fire departments. AHS units are logged as "On Duty" on weekends and evenings but there is not always staff available to man those units, leaving the fire department as the response team to provide patient care and wait on scene for an ambulance to come from another jurisdiction or hall.

The failure of AHS rural ambulance services, to adequately address the needs of rural residents, has become a topic of conversation among rural fire departments, rural municipal councils and rural residents. Patient care and safety has been called into question, by the public and first responders.

Willow Creek Emergency Services (hereinafter referred to as WCES) provides patient care assessment, and medical intervention, to the scope of practice held by the EMR, EMT or Paramedic attending as a firefighter. This is a proud tradition going back many years. The training and professionalism of WCES is without question.

The MD of Willow Creek (the MD) purchased three new "Medical First Response Units" (MFR), (two in March 2014 and one in December 2015) to address the growing problem of long wait times by AHS and to provide a safe efficient environment in which to deliver patient care. The MD of Willow Creek entered into an agreement with the previous government in 2014 setting out the parameters whereby WCES could transport critically injured or ill patients. During an 18 month period, six (6) patients were transported by WCES.

On November 20, 2015 AHS refused to renew the agreement and removed WCES' ability to transport critically injured patients. AHS gave no reason for the decision except to say in their opinion, because only six patients were transported, the agreement was not needed.

Deputy Minister Sussman
April 1, 2019

After AHS cancelled the agreement, the Fort Macleod Fire Department's Incident Commander made a decision, on September 19, 2016, to move a badly injured accident victim three blocks to the Fort Macleod Hospital. The patient was already in the MFR Unit and receiving medical care from an EMT. The patient would have had to wait an additional 30 minutes for an ambulance to travel from Claresholm, transfer him from our MFR unit to the AHS unit, and drive three blocks to the hospital.

Alberta Health and AHS came down hard on the MD and the Town, threatening to fine and charge the municipalities with violation of the Alberta Health Act for moving the patient, under medical care, to the hospital. The cost to the MD and Town was in excess of \$20,000.00 for legal fees.

WCES intention is to respond to Delta and Echo calls but the lack of ambulance service in the area has become so acute WCES finds themselves constantly toned out to Alpha, Bravo and Charlie calls. The strain on our departments is showing. WCES responded to 400 lift assists in the last year, with all costs covered by the municipalities. The loss of the ability to transport injured or ill patients leaves WCES members sitting on scene for excessive periods of time waiting for AHS to show up. Trained WCES first responders provide patient care but they cannot put the unit in "drive".

AHS' lack of respect for WCES' contribution is apparent. AHS' borderless ambulance system has left rural ambulance service in shambles. AHS units are used as taxis to facilitate inter-hospital transfers leaving the rural communities without coverage. Never has rural ambulance service been so unresponsive to the needs of the people.

AHS claims their call volume has not increased but WCES calls have gone through the roof. The lack of timely responses from AHS has become so chronic, in some cases, rural residents have transported injured and sick patients in private vehicles. They have done this rather than wait for AHS to attend, knowing WCES cannot transport if they arrive on scene. This is a dangerous situation the municipalities do not want to happen. Patient care is being disregarded while AHS mounts a turf war with rural fire departments.

AHS statistics do not indicate the inherent problems and failures in their system. To counter the problem of delayed response times, AHS implemented a roving ambulance program. These roving units drive all over the region, burning thousands of liters of fuel per month, putting 500-700 kilometers on the unit per each shift, waiting for a call.

On April 20, 2017, then Reeve Neil Wilson, Councillor Ian Sundquist and Emergency Services Manager Travis Coleman met with Minister Sarah Hoffman in Edmonton to discuss the situation. Minister Hoffman indicated the proposal provided by the MD of Willow Creek was a workable one. She stated she could not see why the original agreement would not work. As Minister, Ms. Hoffman had the power to issue a new agreement. All indications were she would do just that. Two weeks later the MD was told there would be no agreement.

Deputy Minister Sussman
April 1, 2019

The MD received a call in October 2017, from then Assistant Deputy Minister Andre Tremblay asking the CAO and Emergency Services Manager to attend a meeting in Edmonton. At that November, 2017 meeting, Assistant Deputy Ministers Andre Tremblay and Kathy Ness, stated the problem was going to be fixed, immediately. They admitted the problem was systemic and exists throughout rural Alberta. Andre Tremblay gave his personal assurances this matter would be resolved. He demanded that we **never** transport another patient, no matter what the circumstance, until he got it fixed. That was 17 months ago. The problem remains.

On March 19, 2019 at the RMA Spring Convention, in front of 400 delegates, Councillor Darry Markle questioned Minister Hoffman about ambulance service and our inability to transport. Minister Hoffman **denied** any knowledge of the issue knowing full well we had met with her.

Alberta Health created a working group in 2018, to address this matter, based on the promise of ADM Andre Tremblay. Assistant Deputy Minister John Cabral promised a solution would be found through this working group with a mediator who was funded by a grant in the amount of \$50,000 given to the MD by Municipal Affairs.

KPMG has been hired by Alberta Health to investigate the discrepancy between AHS statistics and WCES statistics, at an unknown cost, which is simply a delay tactic.

A report is to be completed for the Minister by June 2019. This is a completely unattainable date, in our opinion. There has been no discernable progress since November of 2017, when the Chief Administrative Officer and the Emergency Services Manager for the MD, were summoned to the office of ADM Andre Tremblay and promised things would change. Nothing has changed.

The time for discussion has passed. The MD of Willow Creek demands action. WCES must be given the ability to transport critically ill or injured patients to the High River, Claresholm or Fort Macleod hospital, in the event an AHS ambulance is not available for a period of time that would put the patient at further risk. This is all WCES and the Council for the Municipal District of Willow Creek No. 26 has ever asked for.

As the elected body responsible for the safety of its residents, we find this situation unacceptable in every way. We request the immediate reinstatement of the terms of the original agreement which will allow WCES to transport critically injured or ill patients, within our boundaries.

The Council for the Municipal District of Willow Creek No. 26 looks forward to hearing from you in the immediate future.

On behalf of Council



Maryanne Sandberg
Reeve



RECEIVED

APR 01 2019

March 25, 2019

Dear Mayors, Reeves and Councillors:

RE: April 28 – National Day of Mourning

On April 28, we take a moment to remember the workers who were killed, injured or disabled at work.

In 2018, we lost 162 men and women to workplace injury or illness in Alberta.

To remember them, we have developed a memorial poster (enclosed) in recognition of the day. This poster will appear at workplaces, public places and in ceremonies across the province as a remembrance and a tribute to the workers killed or injured on the job, and a reminder that we need to work together to make workplaces safer.

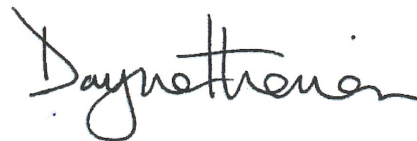
We have also included a small vinyl sticker to provide a tangible reminder of the significance of April 28. If you are interested in distributing them to visitors, we would be happy to provide you with a supply.

We ask that you display the poster and use it in any events marking Day of Mourning.

If you have any questions, need stickers or additional posters, please contact Dina DaSilva, WCB Communications & Legislative Relations at 780-498-8616 or dina.dasilva@wcb.ab.ca.

We will be lowering our flags to half-mast on April 28. We invite you to join us in marking this important day by doing the same.

Sincerely,



Dayna Therien
Director of Communications & Legislative Relations
WCB-Alberta

Encl.



RECEIVED

APR 03 2019

March 29, 2019

**Attention: Honourable Mayors,
Members of Council and
Chief Administrative Officers**

Re: National Public Works Week, May 19-25, 2019 – "It Starts Here"

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 19-25, 2019 as National Public Works Week in your community. This year's theme is "It Starts Here."

National Public Works Week is observed each year during the third full week of May and this is the 59th year. The theme for the 2019 National Public Works Week is "It Starts Here." This theme represents the many facets of modern civilization that grow out of the efforts put forth by the public works professionals across North America. What starts here? Infrastructure starts with public works... Growth and innovation starts with public works... Mobility starts with public works... Security starts with public works... Healthy communities start with public works... The bottom line is that citizens' quality of life starts with public works. Many Councils and Public Works departments make this an annual celebration in their communities.

The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to www.publicworks.ca for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. www.cpwa.net If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

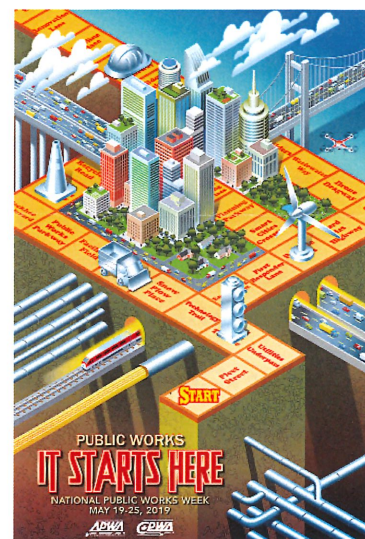
Please note that declarations should be forwarded to office@publicworks.ca or by mail to:

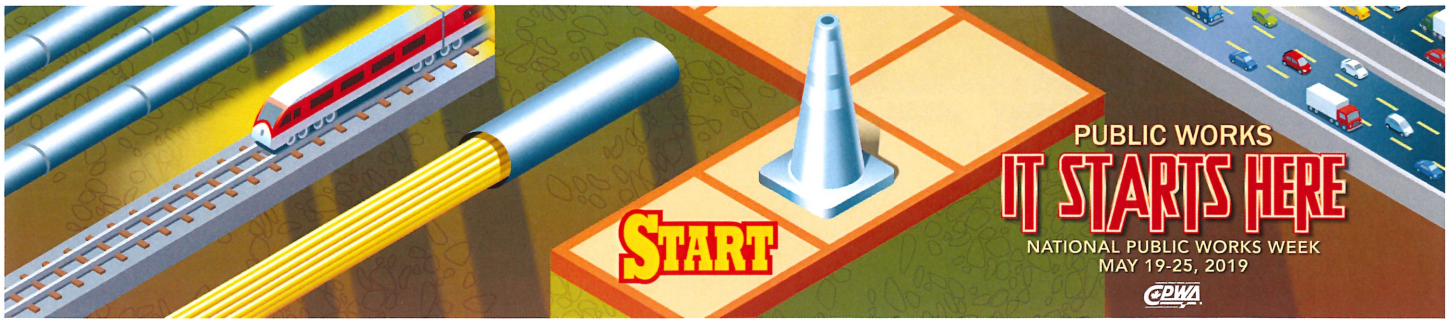
APWA Alberta Chapter
44095 Garside Postal Outlet
EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in black ink, appearing to read "Peter McDowell".

Peter McDowell, APWA President





National Public Works Week

May 19 – 25, 2019

“It Starts Here”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **[Insert Province/Territory]**; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in **[Insert Canada -or- Province/Territory]** to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2019 marks the 59th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, I, **[Insert Full Name of Premier]**, **[Insert Premier -or- other title]** of **[Insert Province/Territory]**, do hereby designate the week May 19 – 25, 2019 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the **[Province/Territory]** of **[Insert Province/Territory]** (to be affixed),

DONE at the **[City/Town/Rural Municipality]** of **[Insert City/Town/Rural Municipality]**, **[Insert Province/Territory]** this _____ day of _____ 2019.

[Insert Full Name of Premier]

[SEAL]



Open House or Tour

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

Thought starters:

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

Employee Appreciation Day

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

Thought starters:

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

Sporting Event

Healthy people are happy people. Promote healthful living by sponsoring a sporting event.

Thought starters:

- Plan the route of a race to end at a facility or project you believe deserves attention.
- Sponsor a golf tournament and arrange for the proceeds to be dedicated to a public works project, such as the purchase of playground equipment in a community park.
- Sponsor a public works night at an organized or professional sporting event. Arrange for a message about public works to be announced during the game.

For further information see our website: www.publicworks.ca

Or contact Jeannette Austin

Executive Director

admin@publicworks.ca

From: Tony Russo [<mailto:Tony@crimewatchcanada.com>]
Sent: March 21, 2019 3:24 PM
To: Tony Russo <Tony@crimewatchcanada.com>
Subject: re: Wounded Warriors Canada Sponsorship E-Magazine

Further to the call from Dave Mitchell:

Crime Watch Canada is proud to have partnered with Wounded Warriors Canada on this specific fundraising endeavor so to further assist in supporting the work this wonderful charity provides to our frontline personnel.

We are respectively asking for your assistance as a Sponsor and help to support the work, we strive to achieve so to honour and support Canada's ill and injured Canadian Armed Forces members, Veterans, First Responders and their families. We are hoping, we may advertise your Organization as a much valued sponsor for the programs and services provided by this worthwhile charity within the Wounded Warriors E-Magazine which, we distribute all across Canada on a quarterly basis. Most importantly the dollars raised (after costs) through this initiative go towards the many program and services they provide to our frontline personnel and their families.

Attached is some more information regarding Wounded Warriors Canada along with sponsorship pricing for the digital publication - Please click on this link to view/download a sample copy of the e-magazine: <https://www.yumpu.com/s/k6svdu5cJMoeKEq3>

Regards,

Tony Russo
National Accounts Manager
**780-995-2855 (Direct
line)**
1-877-443-4453 (Office line)
1-877-443-4467 (Facsimile)



www.crimewatchcanada.webs.com

To honour and support Canada's ill and injured Canadian Armed Forces members, Veterans, First Responders and their families.

CRA# 82808-2727-RR0001



Wounded Warriors Canada is a national mental health charity whose mission is to honour and support Canada's ill and injured Canadian Armed Forces members, Veterans, First Responders and their families.

Canadians are understandably shocked to know that since 2010 we have lost more Veterans to suicide than were killed in action in Afghanistan. For Wounded Warriors Canada, and for our nation, this is entirely unacceptable. Operational Stress Injuries have impacted the lives of thousands of Canadians who have served our country bravely. Unfortunately, far too many are falling through the systemic gaps that exist caring for them in their time of need.



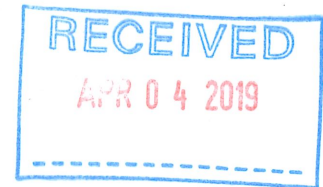
It is important that the individuals and their family members know that we, as a country and community, are *in this* together- working to ensure they receive the help they so rightly deserve.

Wounded Warriors Canada raises funds to develop and deliver a wide range of innovative mental health programs and services benefitting over 1,800 individuals and their families each year. In 2016 donations exceeded \$3 million with 82% of expenditures delivered to programming.

This is only made possible as a result of the compassionate trust and support of individual Canadians and Canadian businesses, enabling us to carry forward our guiding ethos: Honour the Fallen, Help the Living.

Crime Watch Canada – Proudly Supporting Wounded Warriors Canada

April 4, 2019



PO Box 313 Claresholm AB

TOL OT0

Town of Claresholm

ATT: Ms. Carlson

RE: Booking of Amundsen Park

Dear Sir/Madam

On behalf of the Willow Creek Ministerial, I write to make a booking for Amundsen Park for a live Gospel music concert scheduled to take place on August 10th 2019 from 7 – 9 pm.

The purpose of this concert is to provide free entertainment to the community of Claresholm through Gospel Music by an African band that is coming from Spirit of Truth Church in Surrey BC.

Refreshments will be served to the public in attendance free of charge. Along with this booking we kindly request your assistance with bathrooms.

Your positive consideration of this application will be highly appreciated.

Gratefully,

A handwritten signature in blue ink, appearing to read "Joachim Chisanga".

Joachim Chisanga
403 929 5592
(Willow Creek Ministerial Member)

A handwritten signature in blue ink, appearing to read "Stefan Ulrich".

Stefan Ulrich
403 625 9437
(Willow Creek Ministerial Treasurer)

Dear Mayor McPherson & Council

As the events coordinator for our community, I am writing this letter to request an approval for use of Centennial Park for Canada day and the closure of 49th Ave for the Claresholm Fair Days street festival on August 10th.

Canada day was moved to Centennial Park and we received a great response regarding the change. This year we have circus performers with amazing acts doing 3 shows throughout the day, cake cutting, a petting zoo, face painters, bouncy castles and much more. The Claresholm Skateboard committee is also hosting a beer garden during our Canada day celebration and need approval of land use for their license application

Fair day's street festival on August 10th, working together with the economic development officer was a huge success. This year we will have live music, performers, food trucks, bouncy castles and much more

Thank you for taking your time to review this and if you wish to get a hold of me for further information, please do not hesitate.

Lauren Billey

(403)332-0942

claresholmevents@gmail.com



REQUEST FOR DECISION

Meeting: April 8, 2019
Agenda Item: 7

LETTER OF SUPPORT CFEP GRANT – KIN CLUBS

DESCRIPTION:

The Kin Clubs of Claresholm continue to work on the pathways systems throughout Claresholm. They wish to collaborate with the Town to apply for Community Facility Enhancement Program (CFEP) small stream grant. The Kin clubs require a letter of support for the application. The Kin clubs are applying for the completion of the tie in from Westlynn Drive, to the Spur Line Trail and the Frog Creek Wetlands. The grant deadline is May 15, 2019. This grant program is a matching fund program, with the matching funds allocated in the 2019 Town of Claresholm budget. The approved budgeted amount for the project is \$150,000.00.

BACKGROUND:

For further information regarding this grant program please visit the website:
<https://www.alberta.ca/community-facility-enhancement-program.aspx>

PROPOSED RESOLUTION:

Moved by Councillor _____ to support the Kin Clubs of Claresholms 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.

ATTACHMENTS:

- 1.) Request Letter

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: April 5, 2019



To: Town of Claresholm Administration, Mayor and Council

Re: Kin Walking Path Project

The Kinsmen and Kinettes clubs are writing to request support and commitment between the Town and our clubs in relation to the Kin Path Projects.

The Kin clubs wish to collaborate with the Town to apply for CFEP small stream grant deadline May 15, 2019. In order to facilitate this collaboration, the Kin clubs require a letter of support for the application. The Kin clubs have prioritized this project, the completion of the tie in from Westlynn Drive, to the Spur Line Trail and the Storm Water Retention Ponds and are applying for grant funds in the amount of approximately \$75,000.00

Thank you for considering this request, for building community, by collaboratively working on projects.

Jason Hemmaway

Member of the Claresholm Kin Trail Project Committee



REQUEST FOR DECISION

Meeting: April 8, 2019
Agenda Item: 8

FREE PUBLIC SWIM INITIATIVE

DESCRIPTION:

The Town of Claresholm has been supporting the Free Public Swim Initiative, created by the Claresholm Healthy Community Coalition, since 2009. This initiative has become very successful and is the most highly attended swim at the Aquatic Centre during any given month. The continuation of this initiative is very important for the continued physical activity of our citizens.

BACKGROUND:

2009 – Claresholm Healthy Community Coalition partnered with Primary Care Network (PCN) and approached the Town of Claresholm for a reduced rate to offer a free Public Swim. The Coalition had secured some funding. Council donated ten (10) hours of pool time up to \$1500.

2010 – Alberta Health Services in partnership with the Coalition requested support for the free swim initiative, council passed a motion and donated sixteen (16) hours of pool time.

2011 & 2012 – A reduced number of free public swims were offered (1-2 per month) as funding wasn't secured, Council passed a motion to donate sixteen (16) hours of pool time for both these years.

2013 – There were twenty-three (23) free swim Saturdays in 2013. Claresholm Healthy Community Coalition requested the support of the town, and Council approved \$1,200 (8-2 hour swims).

2014 – In December of 2013, the Claresholm Healthy Community Coalition again requested support of the free swim initiative, and Council passed a motion to donate sixteen (16) hours of pool rental time. In 2014 the free public swim was offered every Saturday with support from community groups.

2015 – The Town of Claresholm covered 12 free Saturday swims, (24 hours) at \$75.00 per hour, with a cost of \$1,800. That year Alberta Health Services received a grant on behalf of the Healthy Community Coalition which covered the cost of the remaining 32 swims (\$4,800) for 2015.

2016 – In October of 2015, the Coalition was approached by the Claresholm Kinsmen Club, Claresholm Kinettes, and Count on Cowboys (Chad Besplug) who have expressed their continued support of the Free Swim Saturday, and stated they would like to fund this initiative for 2016 and beyond. The Town of Claresholm donated 26 hours for 2016.

2017 – There were 46 swims in total, the Town covered 13 (26 hours X \$75/hr = \$1,950) and Count on Cowboys, the Kinsmen Club, and Kinettes each covered 11 (33 in total), with a cost of \$1,650 for each organization.

2018 – There were 46 swims in total, the Town covered 13 (26 hours X \$75/hr = \$1,950) and Count on Cowboys, the Kinsmen Club, and Kinettes each covered 11 (33 in total), with a cost of \$1650 for each organization.

The free swim has continued from January 1st to the present and the Kinsmen, Kinettes and Count on Cowboys Service Clubs are asking what portion the Town is prepared to cover for 2019 as they are prepared to cover the remainder of the year.

COSTS/ SOURCE OF FUNDING (if applicable):

The charge for one hour of pool rental for the Free Swim Initiative is \$75.
The free swim runs from 2:00 to 4:00 pm for a total of \$150 per Saturday.
There are 47 swims in 2019.

PROPOSED RESOLUTION:

Moved by Councillor _____ 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.

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: April 4, 2019



INFORMATION BRIEF

Meeting: April 8, 2019
Agenda Item: 9

ALBERTA GAMES 2022 BID

DESCRIPTION / BACKGROUND:

The Alberta Games are a multi-sport Festival for developing athletes ages 11-17, held in communities (or regions) capable of accommodating 3,000 participant athletes plus officials, coaches, and chaperones. The financial cost of the games is the municipality's (host's) responsibility and the proposed budget would be needed with the bid.

Letter of interest to host either the Alberta Winter Games or Alberta Summer Games and a letter of support from Municipal Council must be received by April 12, 2019. Completed bids must be received by the Alberta Sport Connection no later than June 3, 2019 to host the 2022 Games.

The Alberta Winter Games are typically held the 3rd week in February, and the Alberta Summer Games the 3rd week in July.

Municipal support and possibly regional support would be required; Claresholm would need to partner with other communities within the region.

Claresholm currently has a bid in to host Southern Alberta Summer Games in 2021.

DISCUSSION / OPTIONS:

Alberta Summer Games: 15-20 Sporting Events

Alberta Winter Games: 22-25 Sporting Events

Responsibilities of the Games Organizing Committee

1. Forming a registered society to undertake the staging of the 2022 games
2. Obtaining Insurance that meets Alberta Sport Connection requirements
3. Planning and executing the games within the framework outlined by Alberta Sport Connections
4. Providing volunteers & other resources
5. Having a full time coordinator and team for a set period of time

Bid submissions would require the following:

1. Municipal support
2. Previous event experience
3. Dates (3rd week in July)
4. Budget
5. 4 day format (1 shift) or 7 day format (2 shifts), the 7 day format has the athletes divided into 2 groups for the ease of the community. Communities not capable of housing and feeding 3,000 participants in 1 shift should consider 2 shifts
6. Food Centre large enough to seat 1,000 participants at one time, and provide adequate space for 6-8 food service lines
7. Transportation: buses etc. to move athletes from venue to venue
8. Sporting facilities must meet the minimum requirements as listed in attachment; host communities are expected to provide all publicly owned facilities at no cost to the Games Society

9. Accommodations: Athletes and coaches are generally housed in school classrooms, calculations of classroom requirements should be based on 3,000 participants. With 1 shower for 30, and 1 toilet for 20. The approximately 200 Technical Officials would be accommodated in beds (college dorms, hotels/motels rooms).
10. Medical staff and facilities; first aid stations
11. Media: host community to list media outlets that support the games
12. Support letters showing commitment from organizations within the community
13. Bid committee: listed with their information and brief biography

Alberta Sport Connection responsibilities:

1. Game standards
2. Financial support: Operating Grant \$300,000, Culture Grant \$70,000, Legacy Grant \$50,000, \$420,000 in total
3. Transportation of participants to and from the host community
4. Registration fee collection

RECOMMENDATION:

As per the attached sample budgets the estimated total cost of the games is \$1.75M with only \$420K guaranteed, the rest coming primarily from donations, fund raising, and municipal support. Administration is concerned that trying to put in a bid for 2022 is too tight of a deadline with too many unknowns and financial burden, and therefore is not feasible for 2022, even if Claresholm could garner support from surrounding communities. This could possibly be considered for a later year with committees being set up and research completed long before the bid deadline.

Claresholm has already requested to host the 2021 Southern Alberta Summer Games, which is much more manageable at this time.

ATTACHMENTS:

- 1.) 2022 Alberta Summer Games – Sample Budget
- 2.) 2022 Alberta Winter Games – Sample Budget

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 5, 2019

APPENDIX V - SAMPLE GAMES BUDGET

STATEMENT OF REVENUE AND EXPENDITURES

I. REVENUE

Alberta Sport Connection	
- Operating Grant	\$ 300,000
- Cultural Grant	70,000
Donations - Cash/Sponsorships	300,000
- Gifts-in-kind	400,000
Fundraising Projects	250,000
Interest Revenue	10,000
Souvenirs	40,000
Admissions	80,000
Municipal Support/Other Revenue	300,000
TOTAL	<u>\$ 1,750,000</u>

II. EXPENDITURES

Administration	\$ 350,000
Sport	80,000
Facilities	250,000
Culture	60,000
Food	400,000
Accommodation	30,000
Registration & Results	40,000
Protocol	100,000
Safety & Telecommunications	50,000
Transportation	100,000
Promotion	120,000
Volunteers	110,000
Sustainability	10,000
Friends of the Games	50,000
TOTAL	<u>\$ 1,750,000</u>

NOTE: THE SAMPLE BUDGET IS AN ESTIMATE OF THE TOTAL GAMES COSTS AND REVENUES. EACH COMMUNITY'S NEEDS MAY VARY, AND COSTS AND REVENUES IN ANY PARTICULAR AREA OF THE GAMES OR OVERALL MAY VARY FROM THE ABOVE AMOUNTS.

HOST COMMUNITIES ARE ENCOURAGED TO REFER TO PAST ALBERTA GAMES AUDITED FINANCIAL STATEMENTS.

APPENDIX V - SAMPLE GAMES BUDGET

STATEMENT OF REVENUE AND EXPENDITURES

I. REVENUE

Alberta Sport Connection	
- Operating Grant	\$ 300,000
- Cultural Grant	70,000
Donations - Cash/Sponsorships	300,000
- Gifts-in-kind	400,000
Fundraising Projects (including Casinos)	250,000
Interest Revenue	10,000
Souvenirs	40,000
Admissions	80,000
Municipal Support	300,000
TOTAL	<u>\$ 1,750,000</u>

II. EXPENDITURES

Administration	\$ 350,000
Sport	90,000
Facilities & Warehousing	240,000
Culture	70,000
Food	400,000
Accommodation	40,000
Registration & Results	40,000
Protocol	100,000
Safety & Telecommunications	50,000
Transportation	75,000
Promotion	120,000
Volunteers	110,000
Sustainability	10,000
Friends of the Games	55,000
TOTAL	<u>\$ 1,750,000</u>

NOTE: THE SAMPLE BUDGET IS AN ESTIMATE OF THE TOTAL GAMES COSTS AND REVENUES. EACH COMMUNITY'S NEEDS MAY VARY , AND COSTS AND REVENUES IN ANY PARTICULAR AREA OF THE GAMES OR OVERALL MAY VARY FROM THE ABOVE AMOUNTS.

HOST COMMUNITIES ARE ENCOURAGED TO REFER TO PAST ALBERTA GAMES AUDITED FINANCIAL STATEMENTS.

RECEIVED

MAR 06 2019

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

Dear His Worship MacPherson:

As Minister of Culture and Tourism responsible for sport in Alberta, I am pleased to invite your community to submit a bid to host either the 2022 Alberta Winter Games or the 2022 Alberta Summer Games. A brochure with background information and details on how to apply is enclosed.

I encourage your community to strongly consider this invitation and the many benefits that can result from hosting this event. The economic benefits associated with hosting the Alberta Winter or Summer Games, along with the legacy of developing an experienced base of volunteers, has proven to be outstanding. The successful host municipality is offered the opportunity to showcase its community and talents to approximately 3,000 participants from all regions of the province, along with numerous spectators and special guests. Communities with populations of less than 10,000 are encouraged to collaborate with neighbouring communities to submit a joint bid.

The community awarded a 2022 Alberta Games will receive base financial support for operational, cultural, and legacy aspects of the Games. A Guidelines for Communities Bidding to host the 2022 Alberta Winter or Summer Games document is available from the Alberta Sport Connection upon request. In addition, Alberta Sport Connection staff are available to provide assistance in preparing your bid. For more information, please contact Ms. Suzanne Becker at 403-297-2709, toll-free by first dialing 310-0000 or email suzanne.becker@albertasport.ca.

Best regards,



Ricardo Miranda
Minister

Enclosure

Strategies

YEAR 2

Update on Progress

POLICY & PLANNING

3 Year Operations Plan and 5 Year Capital Plan

Complete first official 3 year operating and 5 year capital plan

Complete - Passed February 11, 2019

Update, modify and extend financial plans for 2020.

Work will start on this during budget process in the late summer/fall

Multi Use Community Facility

Award tenders and begin construction

Change of scope being investigated further.

Intermunicipal Development Plan (IDP)

Continue work with ORRSC to prepare draft plan to present to the public at an Open House

ORRSC contracted, project ongoing.

Hold Public Hearing and adopt Bylaw

Scheduled for June 12, 2019 at the MD Administration Building.

Intermunicipal Collaboration Framework (ICF)

Continue discussions with review of services that could be better served intermunicipally along with review of financial consideration

Final meeting scheduled for June 17, 2019 with CAO's and senior staff, with a sub-committee meeting rescheduled for April 30, 2019 with Financial staff from each municipality to review services/contract list and review financial analysis of services and TCA deficits. Significant progress and clarity has been achieved thusfar and has been a very positive process.

Industrial Study on Annexed Lands

Develop land use policy and regulations pertaining to future industrial and commercial development

ASP for Starline Business Park adopted December 10, 2018. Project complete.

Develop a concept plan for the 120 acre parcel

ASP for Starline Business Park adopted December 10, 2018. Project complete.

Develop an Area Structure Plan (ASP) for Phase I

ASP adopted for all phases December 10, 2018. Project complete.

Strategies

YEAR 2		Update on Progress
Stormwater Infrastructure		
	Complete Phase I	Current work to our Storm Water Infrastructure through the Golf Course is still underway with completion estimated being the end of April, provided that weather cooperates.
	Tender Phase 2 if ACRP grant application is successful	Government Funding has been applied for for Phase II of the Stormwater Infrastructure improvement project. Project is on hold until funding received. This project if funded, will be in Centennial Park and include new piping to the South, under the secondary highway 520, back to the golf course. These repairs/improvements were recommended in our 2016 Master Drainage Plan.
	File grant applications for Phase 3	Not started. Still waiting to hear on Phase 2 application.
Development Processes		
	Provide online service to streamline permit process	Bizpal initiated and added to the website. All permitting/ contact info/ bylaws on website. Email applications accepted with e-transfer payments also accepted. Project complete.
	Review development process to identify potential efficiencies	MPC and Gavin Scott from ORRSC to review for potential land use bylaw amendments in 2019. Development Policy review underway.
ECONOMIC & COMMUNITY DEVELOPMENT		
Support the Economic Development Committee		
	Develop a 3 year Business Plan	3 Year Business Plan adopted by Council January 28, 2019 Complete
Develop a Strategy for Challenging Land Owners		

Strategies

YEAR 2

Update on Progress

With the help of local realtors, building and landowners, Brady has begun drafting a living-working document that works to identify all building and land opportunities for rent, lease, or purchase, in and around Claresholm. This includes points of contact, history, pricing, and challenges existing. Systems are being created to assure that this document remains as up to date as possible, these include EDO notifications for any commercial change in utility billing or ownership, notifications for any new business licensing, and monthly contact calls with local realtors.

Develop Residential Land Resulting In Diverse Housing

Continue work with landowners to encourage development through potential partnerships

Brady continues to build relationships with landowners and gain a better understanding of price and availability.

Develop Light Industrial (Annexed Lands)

Develop land use strategy that takes into

Project complete.

Undertake an Opportunities and

Project complete.

Develop logical phasing plan to phase development

ASP adopted for all phases December 10, 2018. Project complete.

Develop a Financing and Cost Sharing

FIA and Cost Sharing Models complete.

Undertake a market analysis

Market analysis is complete.

Undertake recommended phasing plan to phase development

Phase 1 has been included in the draft 5 year capital plan. The Infrastructure Services Dept has been working with WSP to complete the development plan for servicing of the newly annexed industrial lands. Upcoming meeting with WSP scheduled for April 8th.

Implement Economic Development Business Plan**Continue with Revitalization of Downtown & Highway Corridor**

Strategies

YEAR 2		Update on Progress
	Gateway signs, mural maintenance	LED additions to the Gateway signs have been installed. Still addressing some programming issues and working on covering the backs of the LED panels.
GOVERNANCE & INTERNAL OPERATIONS		
Ensure Ongoing Public Participation		
	Quarterly Open Houses	Open House held February 28, 2019. Next open house
	Create opportunities for meaningful public participation as per the Public Participation Policy #COUN 05-18(a)	Continue with open houses and surveys.
Administration and Council Policies		
	Complete review and update of policies	Ongoing - Second set of updated policies was presented and passed on March 25. Admin Services Committee has a meeting scheduled for April 29, 2019 to review the third set of policies.
Address Legislative Changes in a Timely Fashion		
	Continue using tracking worksheet to identify changes required and progress	Monitoring of changes is ongoing.
	Continue to review and update Bylaws	Ongoing
	Ensure ongoing training for qualified operators/staff	Ongoing
PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS		
Build Government Relations at All Levels		
	MLA, MP and surrounding municipal Councils at least bi-annual social	Meeting held with the MD of Willow Creek on December 19, 2018
Strengthen Stakeholder Relationships		
	Encourage presentations to Council, visit organizations to build relationships and have a presence in the community	Sparta House invited to September 24, 2018 Council meeting to present on their services.

Strategies

YEAR 2		Update on Progress
Relationships with AHS and Other Service Providers		
	Continue to Enhance Relationships with AHS and Other Service Providers	
VIBRANT COMMUNITY, QUALITY OF LIFE		
Investigate Opportunities for Various Types of Housing		
	Work with landowners and developers to encourage housing development	Ongoing meetings with developers to discuss potential developments, and assist as required.
Traffic & Police Enforcement		
	Continue partnership for CPO services	Town now has a fully trained and appointed CPO 1 on staff that can address and enforce traffic concerns as well as Town Bylaw issues. CPO Aide Partnership has been created with the MD.
	Continue work with Alberta Transportation and RCMP on enforcement measures on highway #2	A request to extend the 50&70 km/h zones was denied by AB Transportation. An investigation into red light camera/photo radar was initiated and we do not qualify because our population is less than 5000 people and we do not have our own paid police force. RCMP have increased traffic light patrol and highway #2 patrols. No joint radar blitz in conjunction with the RCMP took place. Sherriff unit was in town and the DOT's at the scale several times. Traffic calming radar signs not in use during the winter, but will put out again come spring/summer.
Expansion of Pathways		
	Complete pathway on 8th Street West from 59 Ave West to Derochie Drive	Completed
	Complete pathway from Porcupine Hills Lodge to Patterson Park	Completed
	Complete pathways and access road system at Stormwater Management Facility	Completed

Strategies

YEAR 2

YEAR 2		Update on Progress
	Work with service clubs to continue pathway along 8th Street from Westlynn Drive to South access of Water Treatment Plant	Pathway Expansion was approved in budget 2019 and another section along 8th St. West is planned to connect the existing pathways in the SW to the sidewalk system. Kinsmen Club of Claresholm has agreed to take on this project and a grant application is currently being drafted. Bos Scares will be providing an updated quote soon.
Improvement of Parks		
	Continue improvement and upgrade of parks as identified in the Parks and Recreation Master Plan	Postponed development of Amundsen Park to 2020 to allow time for a committee to be struck and create redevelopment plans. Committee has met 2 times, engaging many user groups and services clubs in this process. Next meeting is scheduled for April 30th.
Support the Arts Community		
	Redevelopment of Amundsen Park to include amphitheatre for outdoor performances	Next meeting scheduled for April 30, 2019.
Safety Programs and Sidewalk Safety		
	Risk Reduction and Sidewalk Infrastructure	We are continuing our Risk Reduction program in 2019 for liability reduction (trip hazard removal) and the continued improvements to our sidewalk infrastructure responsibly. Sidewalk tender has been posted with the deadline for submissions being June 3, 2019.

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	Notification sent to the other municipalities. Will meet with CAO's & consultant to begin drafting the master agreement. Meetings scheduled for February 4 & 5, 2019. Next meeting scheduled for April 5th.	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 has been scheduled for the Vehicle	In Progress
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	Request for Decision to Council April 23, 2019	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	Policy is being drafted & information will be presented to Council at the April 23rd meeting for decision/discussion	In Progress
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	Looking into the implications	In Progress

Regular Scheduled Meeting - March 25, 2019				
1	RFD: 2018 Reserve Transfers - Moved by Councillor Cutler to transfer unrestricted funds of \$285,085 to Reserves for the year ended December 31, 2018 as follows. CARRIED MOTION #19-034	Blair	Year-end reserve transfers have been made.	Complete
2	RFD: 2018 Financial Statements - Moved by Councillor Schlossberger to accept the Audited Financial Statements for the year ended December 31, 2018 as presented. CARRIED MOTION #19-035	Blair	Audited financial have been posted on the website	Complete
3	BYLAW #1650 - Moved by Councillor Moore to give Bylaw #1650, the Cemetery Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1650, the Cemetery Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
4	BYLAW #1664 - Moved by Councillor Schlossberger to give Bylaw #1664, the Intermunicipal Subdivision & Development Appeal Board Bylaw, 2nd Reading. CARRIED Moved by Councillor Schulze to give Bylaw #1664, the Intermunicipal Subdivision & Development Appeal Board Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
6	CORRES: Canadian Fallen Heroes Foundation - Moved by Councillor Moore to support the Canadian Fallen Heroes Foundation's Metal Art Memorials project for the 2019 year in the amount of \$500. CARRIED MOTION #19-036	Karine	Payment sent	Complete
7	CORRES: Friends of the Claresholm & District Museum - Moved by Councillor Schulze to write a letter of support for The Friends of the Claresholm & District Museum's application for an Alberta Culture Days grant for activities to be held on September 29, 2019 at the Claresholm Community Centre. CARRIED MOTION #19-037	Karine	Letter sent	Complete
8	CORRES: Claresholm Skatepark Association - Moved by Councillor Moore to support the location of Moffat Park for the new Claresholm Skatepark as suggested by the Claresholm Skatepark Association. CARRIED MOTION #19-038	Tara/Denise	Skatepark Association has been notified. They are waiting to meet with the Ag Society to discuss further.	Complete
9	RFD: Sponsorship Plaque / Memorial Policy - Referred to Administration to make a minor addition prior to adoption.	Tara	Adjustment has been made and will be proposed to Admin Services Committee on April 29	Complete
10	RFD: Name for Stormwater Management Facility - Moved by Councillor Schulze to adopt "Frog Creek Wetlands" as the name for the Town of Claresholm Stormwater Management Facility. CARRIED MOTION #19-039	Tara/Denise	Notified the sign company in regards to the name.	Complete
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
12	RFD: Policy Manual Review - Moved by Councillor Cutler to adopt the updated new Town Policies as follows, effective March 25, 2019. CARRIED MOTION #19-041	Blair/Tilly	Policies finalized and printed and added to policy manuals	Complete
12	RFD: Policy Manual Review - Moved by Councillor Carlson to rescind the following Town policies effective March 25, 2019: CARRIED MOTION #19-042	Blair/Tilly	Policies removed from policy manuals	Complete
12	RFD: Policy Manual Review - Moved by Councillor Schlossberger to adopt the updated Policy 5.2.15 – Electronic Community Sign Usage and to rescind the related policy, Policy 5.6.21 – Welcome to Claresholm Signs policy effective March 25, 2019 as presented. CARRIED MOTION #19-043	Blair/Tilly	Policies finalized and printed and added to policy manuals	Complete

13	RFD: Chinook Intermunicipal SDAB Agreement - Moved by Councillor Schulze to appoint Darcy Erickson as a member at large, and Councillor Gaven Moore as a Council member to the Chinook Intermunicipal Subdivision and Development Appeal Board. CARRIED MOTION #19-044	Tara	Letters sent to appointee as well as to ORRSC	Complete
14	RFDirection: MD of Willow Creek Land Use Bylaw Amendment - Moved by Councillor Schulze to request that Gavin Scott, Planner speak on the Town's behalf on March 26, 2019 at the public hearing being held by the MD of Willow Creek, to request that the MD defer passage of their proposed land use bylaw changes until the superseding document of the Intermunicipal Development Plan between the MD of Willow Creek and the Town of Claresholm has been adopted. CARRIED MOTION #19-045	Tara	Gavin Scott to speak on behalf of Council in regards to the proposed bylaw and IDP.	Complete
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 being drafted	In Progress
16	INFO BRIEF: Rain Barrel Program - Council directed Administration to consult with local businesses on the proposed Rain Barrel Program.	Tara	Investigating options	In Progress
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

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 5, 2019

INFORMATION ITEMS

Karine Keys

From: Nad C <nctfc2016@gmail.com>
Sent: Wednesday, March 27, 2019 6:20 PM
To: Nad C.
Subject: Change Bylaws - Stop Exotic Pet Trade
Attachments: 2019 - CITES & WAPPRIITA summary.docx; 2019 - Letter to Governments - Malaysia FB.pdf; 2019 - March - Council Presentations Exotic Pet trade.pptx

March 27, 2019

Dear Council Members;

I am writing this letter in the hopes that you and the rest of the council/government will consider a law/bylaw to stop the pet trade for exotic species in Alberta. As animal protection laws/bylaws are municipality based, this letter is being sent to all the cities and towns in Alberta, and was sent to all the Alberta MLAs, in the hopes that we can work together to make a province wide change for a better life for wildlife/pets in our province.

Many of the birds, reptiles, fish, and primates are endangered in their natural environment and are listed on appendix I & II of the Convention for International Trade on Endangered Species (CITES). Did you know that Canada is a member of CITES?

"The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) is an international agreement to which governments voluntarily adhere and which seeks to ensure that the trade in specimens of wild animals and plants does not threaten their survival."

"The CITES appendices are lists of animals and plants afforded different levels or types of protection from over-exploitation.

Appendix I lists those species deemed most endangered. They are threatened with extinction and CITES prohibits international trade in specimens of these species except when the purpose of the import is not commercial, such as for scientific research, when trade may be allowed if authorised by both an import permit and an export permit (or re-export certificate).

Appendix II lists species not necessarily threatened with extinction at present but which may become so unless trade is closely controlled. International trade in specimens of species listed in Appendix II may be authorised by the granting of an export permit or re-export certificate. No import permit is necessary under CITES. Permits or certificates should only be granted if the relevant authorities are satisfied that certain conditions are met, above all that trade will not be detrimental to the survival of the species in the wild.

Appendix III lists species included at the request of a Party that already regulates trade in the species and needs the cooperation of other countries to prevent unsustainable or illegal exploitation. International trade in specimens of Appendix III species is allowed only on presentation of the appropriate permits or certificates."

A prime example of exotics in the pet trade are the parrots (Psittaciformes). All but 4 parrot species worldwide are listed on either Appendix I or II of CITES. Many of the species are illegal to own as a pet in their native country. Yet we allow the captive breeding, selling and buying of these species in Canada. Some are even imported/smuggled in from other countries.

According to WAPPRIITA any species that is illegal to possess in their native country is illegal in Canada.

Parrots are not a domestic species. They have not been domesticated over thousands of years like the dog or cat. A parrot has the mental capacity of a small child and in the wild many species live up to 50, 80 even 100 years (not so in captivity, average lifespan is about 15 – 20 years because of poor diet, husbandry and stress). Most pet owners tire of a pet bird after about 3 years (once they reach sexual maturity) as they are loud, destructive, need to be challenged/entertained all the time, bond with only one or 2 people, and often don't adjust well to change (new house, new spouse, kids, etc). As most bird species are long lived the need for alternate care is rarely considered by the pet owner. Sanctuaries and rescues are full of birds where the owner has died and no other family member can go near the bird nor do they want the bird. A parrot is not a single generation pet.

Currently worldwide there are thousands of animal/bird rescues for unwanted/abandoned pets. This is a recent problem, within the last 25-30 years.

It's time to step-up and change some laws and attitudes about what species should be in the pet trade. Even domesticated species such as cats, dogs, rabbits and guinea pigs (to name a few) are abandoned by the thousands nowadays. Shelters all over the country are bursting with unwanted pets. Even worse, some pets are abandoned outside to fend for themselves. This has disastrous effects on our eco-system and native wildlife, not to mention the pets that are abandoned.

One solution to the problem is to make it illegal to breed, sell or buy birds and other exotics.

Many States in the US and countries worldwide have now put laws in place where pet stores can no longer sell breeder cats, dogs and rabbits. Pet stores can only sell/adopt rescue animals and all animals must be spayed/neutered. There are hefty fines and in some places jail time, for those that don't abide by the laws. This is something that should be done in Canada and take it one step further to include birds and other exotics. Did you know in Alberta it is illegal to keep a migratory bird as a pet, even a wildlife rehabber cannot keep a migratory bird that has a non-releasable injury. That bird must be euthanized. So why do we allow exotic species that are not native to our environment or even our climate, in the pet trade?

I urge you to please consider changing laws/bylaws both at the municipal level and the provincial level, so we can stop future generations of unwanted exotic pets from suffering a life of pain, social isolation, neglect and abandonment. Let's make Alberta a leader in Canada in animal protection and conservation.

If changing laws/bylaws are not an option, would your council/government consider funding a rescue/sanctuary in Alberta for the thousands of unwanted exotics pets, parrots and others species.

So to sum up I am asking you to consider 4 things:

- 1) Put a bylaw in place that states what species can be kept as pet. Many European countries have enforced this type of approved pet list, so only those listed are legal pets. In AB we do have the Province of AB Wildlife Act that is more comprehensive than most of Canada, but it by no means covers the approx. 32,000 species world wide (not including fish). Which means if it's not listed as a controlled species on the Wildlife Act it can be a pet.
- 2) Have a bylaw that limits the number of pet species a household can own. Example 3 dogs, 3 cats, etc. By reducing the number of species owned we can hopefully stop the back yard breeders.

3) Revise current bylaws regarding, mammals, birds, reptiles and amphibians sold in pet stores, at animal exhibitions and trade shows, and privately, so that all species that are being sold are rescues. The rescues should come from a registered animal care and control facility, registered Humane society, or registered shelter and rescue. All species being sold should have proper documentation and all mammals should be spayed or neutered.

4) Please work with the provincial government to put in place AB standard legislations for above 3 points. Let's make AB consistent in that all municipalities follow the same legislations. The only way we are going to stop the exotic pet trade and the over population of any type of pet is to be consistent throughout the province. If we can't do this, then we need to think about setting up and funding facilities that can house these unwanted, non-native, non-domesticated species. We need to take responsibility for our actions.

I have enclosed some websites of rescues and nature specialists that have more detail about the problem society has created with the pet trade. Also attached is an article from Malaysia that is very relevant to us here in Canada, and a summary of CITES and WAPPRIITA.

If you require further information please do not hesitate to contact me. I am more than willing to help with whatever is needed to bring about change to protect the planet's wildlife.

Thank you for taking the time to read my request and I'm hoping you will have the courage to stand up for those that cannot speak for themselves.

Just because something is available for sale doesn't make it legal or ethically right.

Just because a species is captive bred, doesn't make it domesticated.

"For me, the sight of a parrot living alone, living in a cage, deprived of flight, miserably bored, breaks my heart. And the parrot's too, perhaps." Jane Goodall

Most captive parrots have never even seen the sky.

The following are a few organizations that support a legislation that stops the breeding, selling & buying of parrots and other exotics in the pet trade.

The Oasis Sanctuary: <https://the-oasis.org/>

Feather Angels: <https://featheredangels.wordpress.com/>

The Avian Welfare Coalition: <http://www.avianwelfare.org/>

Parrots Forever Sanctuary and Rescue Foundation: <http://parrotsforever.com/>

Animal Welfare Foundation of Canada: <http://awfc.ca>

Three Birds and a Cloud: <https://threebirdsandacloud.wordpress.com>

Animal Matters: www.animalmatters.org

Belize Bird Rescue: www.belizebirdrescue.com

A.P.R – All Parrot Rescue: <http://www.allparrotrescue.com/>

Monkeyland and Birds of Eden: <https://www.monkeyland.co.za/> and <https://birdsofeden.co.za/>

John "Griff" Griffith: https://www.youtube.com/channel/UCZAwVEpsoMhkQgoAnsLQkZA?fbclid=IwAR2n7-MgLqNx31KnkO42ND-MrPEWuMwIFWnr_1wn3YiUo3L31R1cvAvS4Zk

Meika's Bird House: www.meikasbirdhouse.com

Nadine Cardon - Email: nctfc2016@gmail.com

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In a world full of people who could care less, be someone who cares more.

Convention on International Trade in Endangered Flora and Fauna



CITES is an international agreement intended to ensure that international trade in endangered species of animals and plants and their parts and derivatives does not threaten the survival of these species. CITES in Canada is a program of Environment Canada, and its regulations are enforced by The Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act (WAPPRITA). One hundred and seventy five governments are signatories to CITES, meaning that the import and export of animals and plants involving each of these countries must be according to CITES. Animals and plants, are categorized in one of three CITES appendices depending on their risk level. For CITES appendix I species, a CITES import permit is required from the importing country and a CITES export permit is required from the exporting country. For CITES appendix II species only an export permit is required from the exporting country. CITES appendix III regulations vary according to the species and the animal or plant involved. The species lists for the three appendices can be found [online](#), as well as a summary list of the [required permits](#).



The only parrots (psittacine birds) that are not listed in CITES appendices, and thus do not require CITES permits, are the:

- peach-faced lovebird (*Agapornis roseicollis*),
- budgerigar (*Melopsittacus undulatus*)
- cockatiel (*Nymphicus hollandicus*)
- ring-necked parakeet (*Psittacula krameri*)

Obtaining CITES permits can be complicated and should be undertaken well in advance of any animal import or export. A list of types of permits is available at [online](#). It is important to consult with staff at CITES to ensure that all paperwork is in order. If a CITES permit is required from a foreign country you must contact that country's CITES office directly to apply for permits. For animals traveling to and from the United States, contact the [US Fish & Wildlife Service](#).

About WAPPRITA: wild species protection and trade

WAPPRITA is the Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act.

The act applies to the following animal and plant species:

- species on the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) control list
- foreign species whose capture, possession, and export are prohibited or regulated by laws in their country of origin
- Canadian species whose capture, possession, and transportation are regulated by provincial or territorial laws
- species whose introduction into Canadian ecosystems could endanger Canadian species

The act forbids the import, export and interprovincial transportation of these species, unless the specimens are accompanied by the appropriate documents (licences, permits). In all cases, the act applies to the plant or animal, alive or dead, as well as to its parts and any derived products.

More than 30,000 species are listed in the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).

International exchange of these species is controlled, either because they are threatened or because they could become threatened if there were no monitoring of their trade. CITES-listed plants and animals, as well as their parts and derived products, must be accompanied by permits in order to cross borders. You can find information regarding CITES and its requirements by consulting the following sites:

- [CITES Canada](#)
- [importing and exporting under CITES](#)
- [CITES Secretariat](#)

The Wild Animal and Plant Trade Regulations identifies the animal and plant species that are subject to the restrictions set out in the act. It sets out a few [personal exemptions](#) applicable to the import and export of CITES-listed species.

Remember

- As a traveller crossing international borders, it is **your responsibility** to be aware of and adhere to CITES and any other wildlife trade regulations that apply in the country you are entering or leaving. Check the requirements of both countries before you attempt to bring wildlife species or products across their borders.
- You must obtain all necessary permits **before** your wildlife species or item made with wildlife parts or derivatives crosses international borders, and your permits must be presented and validated at the border.

- In most cases, **commercial trade of CITES Appendix I Wild species is prohibited**. Limited commercial trade of captive-bred CITES Appendix I animal species is allowed only from CITES-registered facilities.
- Commercial trade in cultivated CITES Appendix I plants and CITES Appendix II or III species or products containing their parts or derivatives is allowed, but only if the necessary CITES permits were obtained before the importation or exportation occurs.
- **Exercise Caution** - Just because something is for sale does not mean that it is legal to trade.

Town of Claresholm
Audit & Finance Committee
Meeting Minutes for March 14, 2019
5:00pm Council Chambers, Administration Office



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

Absent: None

Staff: Marian Carlson, Chief Administrative Officer
Blair Bullock, Director of Corporate Services

1. Call to Order

5:13 p.m.: Meeting was called to order by Chairperson, Mayor Doug MacPherson

2. Adoption of Agenda:

Moved by Councillor Schlossberger to adopt the Agenda as presented. CARRIED

3. Minutes:

1. The Minutes of the January 10, 2019 meeting were not presented for approval.

4. Business:

1. Town of Claresholm 2018 Financials

Blair Bullock presented the draft 2018 Financial Statements.

2. Reserve Transfers

Moved by Councillor Cutler to recommend to Council to transfer to reserves for 2018 the allocations as recommended. CARRIED

5. Next Meeting: to be determined

6. Adjournment:

Moved by Councillor Carlson that the meeting be adjourned at 6:45 p.m. CARRIED

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Exhibit Hall Claresholm Museum

February 20th, 2019

Present: Barry Gibbs, Betty Hoare, Don Glimsdale, Carl Hopf, Verne Lunan, Tom Pollon, Bill Kells and Blair Bullock

Absent: Bert Franssens and Gavin Moore

Prior to the meeting the board members and the new Executive Director, Bill Kells, met at the museum and toured both facilities.

1. Call to order by Barry Gibbs at 3:06 PM.
2. Adoption of agenda as amended made by Verne Lunan, seconded by Carl Hopf. **CARRIED**
3. Approval of minutes from January 16, 2019 as is made by Carl Hopf, seconded by Don Glimsdale. **CARRIED** No correspondence to report on. Blair Bullock welcomed Bill Kells as the new Executive Director. Blair spoke briefly about some of the open items for this position. Barry Gibbs, on behalf of all board members, expressed our thanks to Blair for all the help in the months we were without an Executive Director. Blair Bullock left the meeting.
4. Chair Report – Barry reported that he has been in correspondence with the UFA regarding the “Women in Agriculture” display.
5. Update on planning committee – Verne Lunan updated the board about what the United Farmers Historical Society (UFHS) has done and will be doing on the Women in Agriculture display. The invitation to the Lt. Governor asking for her participation has not been confirmed. A bust of Louise McKinney will need to be enclosed in a glass case. It was suggested that someone checkout the condition of the McKinney Headstone. Bill Kells will follow up on this.

The kick-off for the 50th Anniversary of the Claresholm and District Museum will be Friday, May17, 2019 at 12:00 noon. The theme “Honouring Our Pioneers” and details of the kick-off to be developed with the new ED. For Culture Days it was recommended that we book the Claresholm Community Hall for Sunday September 29, 2019. The last three years have been plagued with bad weather and it was felt that in order to be completely successful an enclosed building was necessary. Saturday had

been previously booked by others. Carl Hopf made a motion to proceed with Culture Days for Sunday September 29, 2019, Don Glimsdale seconded the motion. **CARRIED**

Next year will be the 75th Anniversary of opening of the training school at the airport. Tom Pollon will approach the Town for information on the Harvard plane.

The next meeting of the event committee will be on Wednesday February 13, 2019 at the Exhibit Hall at 1:00 PM.

6. Strategic Plan Discussion – tabled for next meeting.
7. Executive Directors Report – Bill Kells reported to the board on how please he was to be appointed as the new ED. At the time he had only 5 days on the job but had been busy observing, organizing and evaluating both the facilities and the exhibits. There were some IT problems that needed to be addressed before he could access the internet and phones. He did bring forward some concerns he had from a museum public trust responsibility position. In the collections he felt a stricter adherence to collections management policy when accepting objects into the collection. On security issues he felt access to exhibits could lead to potential theft. These could be addressed with locked displays when possible. Create soft barriers between visitors and artifacts. Use of technology like laser beams with alarms to secure areas be implemented and all storage areas should be kept locked. He was very impressed with the work done on the exhibits. He felt that the existing exhibits could be enhanced with the addition of more sounds, sight, feel etc. The large collection of vehicles could be utilized in exhibits and integrated into the museum display.

Motion for adjournment at 5:08 PM made by Carl Hopf, seconded by Don Glimsdale. **CARRIED**

Next meeting March 20, 2019



Barry Gibbs

Board Chair