



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
FEBRUARY 25, 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 – FEBRUARY 11, 2019**

**ACTION ITEMS:**

1. **BYLAW #1650 – Cemetery**  
**RE: 1<sup>st</sup> Reading**
2. **CORRES: Porcupine Hills Classic Cruisers**  
**RE: 27<sup>th</sup> Annual Show ‘N’ Shine – August 11, 2019**
3. **REQUEST FOR DECISION: Compliance Policy**
4. **REQUEST FOR DECISION: Good Neighbour Fence Policy**
5. **REQUEST FOR DECISION: Appointment – Director of Emergency Management**
6. **REQUEST FOR DECISION: Rural & Northern Immigration Pilot Application**
7. **REQUEST FOR DECISION: 2019 Capital Infrastructure Project**
8. **REQUEST FOR DIRECTION: Name for Storm Water Management Facility**
9. **FINANCIAL REPORT: Statement of Operations – January 31, 2019**
10. **INFORMATION BRIEF: Amundsen Park Redesign**
11. **INFORMATION BRIEF: CAO Report**
12. **INFORMATION BRIEF: Council Resolution Status**
13. **ADOPTION OF INFORMATION ITEMS**
14. **IN CAMERA:**
  - a. **Intergovernmental Relations – FOIP Section 21**

**INFORMATION ITEMS:**

1. **Municipal Planning Commission Minutes – January 11, 2019**
2. **Learn-a-lot Playschool Society Meeting Minutes – November 26, 2018**
3. **Learn-a-lot Playschool Society Meeting Minutes – January 21, 2019**
4. **The Watershed Stream – February 2019**
5. **Claresholm & District Chamber of Commerce Executive Committee Meeting Minutes – January 4, 2019**
6. **Claresholm Seniors Drop-in Centre Annual General Meeting Minutes – January 29, 2019**
7. **Celebrate International Women’s Day with Rowan House – March 8, 2019**
8. **2019 Fundraiser for Hope & Healing: Rowan House – April 27, 2019**
9. **Willow Creek Regional Waste Management Services Commission Meeting Minutes – November 22, 2018**
10. **Claresholm & District Transportation Society Meeting Minutes – October 19, 2018**
11. **Oldman River Regional Services Commission Executive Committee Meeting Minutes – January 10, 2019**
12. **Invitation – Red Deer College Board of Governors Dinner – April 10, 2019**

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
FEBRUARY 11, 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, Lise Schulze and Craig Zimmer

**ABSENT:** None

**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 – JANUARY 28, 2019

Moved by Councillor Zimmer that the Regular Meeting Minutes of January 28, 2019 be accepted as presented.

**CARRIED**

**ACTION ITEMS:**

1. BYLAW #1659 – Water & Sewer Utility Bylaw  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings

Moved by Councillor Carlson to give Bylaw #1659, the Water & Sewer Utility Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

2. CORRES: Hon. Shave Anderson, Minister of Municipal Affairs  
RE: Alberta Community Partnership (ACP) Program

Received for information.

3. CORRES: Police Act Review Team  
RE: Municipality / Indigenous Community Survey

Received for information.

4. CORRES: Alberta Urban Municipalities Association (AUMA)  
RE: Coordinating Our Municipal Voice for Responsible Resource Development

Received for information.

5. CORRES: Alberta Urban Municipalities Association (AUMA)  
RE: Spring 2019 Municipal Leaders' Caucus

Received for information.

6. CORRES: Action on Smoking & Health  
RE: Smoke-Free Spaces Award

Council instructed Administration to send a letter to say thank you for the nomination however we are unable to send a representative.

7. CORRES: Farm Safety Centre  
RE: Request for Donation

MOTION #19-015 Moved by Councillor Cutler to support the Farm Safety Centre's delivery of the Safety Smarts program to children in Claresholm schools in the amount of \$300.

**CARRIED**

8. CORRES: Alberta SouthWest Regional Alliance  
RE: Economic Resiliency Training – April 11, 2019

Received for information.

9. REQUEST FOR DECISION: Peace Officer Vehicle Upgrades

MOTION #19-016 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**

**10. REQUEST FOR DECISION: EV Charging Station**

Councillor Carlson stated that he has a pecuniary interest in the matter before Council and left the meeting at 7:24 p.m.

MOTION #19-017 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**

Councillor Carlson rejoined the meeting at 7:36 p.m.

**11. REQUEST FOR DECISION: Financial Plans**

MOTION #19-018 Moved by Councillor Schulze to adopt the 2019 Three (3) Year Financial Plan as presented.

**CARRIED**

MOTION #19-019 Moved by Councillor Zimmer to adopt the 2019 Five (5) Year Capital Plan as presented.

**CARRIED**

**12. REQUEST FOR DIRECTION: Council Youth Program**

Council directed Administration to gather information and bring this matter back to Council for further discussion at a future meeting.

**13. INFORMATION BRIEF: Intermunicipal Development Plan**

Received for information.

**14. INFORMATION BRIEF: FORTIS Streetlight Investment**

Received for information.

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

Received for information.

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

Received for information.

**17. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**18. IN CAMERA:**

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

Moved by Councillor Schulze to go In Camera at 7:56 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson stated that the live stream has ended at 7:56 p.m.

Moved by Councillor Schulze to come out of In Camera at 8:17 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:17 p.m.

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 8:17 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson noted that recording ceased at 8:17 p.m.

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Mayor – Doug MacPherson

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Director of Corporate Services – Blair Bullock

# **ACTION ITEMS**



# REQUEST FOR DECISION

Meeting: February 25, 2019  
Agenda Item: 1

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## BYLAW No.1650 – CEMETERY BYLAW

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### **DESCRIPTION:**

To update the Town's Cemetery Bylaw which governs the Town's policies, procedures, fees in relation to the purchase and use of plots or niches for human remains and monuments for deceased individuals.

### **BACKGROUND:**

The Cemetery Bylaw has not been updated since Bylaw #1545 was passed on the 24<sup>th</sup> of October 2011. Bylaw #1650 updates some of the fees as well as updates and adds clarification on some of the clauses of the Bylaw.

### **Changes include:**

- Addition of some definitions (Cremains, Cremation, Old Cemetery) and replacing "Superintendent" with "Director of Infrastructure Services"
- Allows for the refund of perpetual care fees on cancellation or redemption of pre-need sales after 30 days, however adds a clause for administration fees to be levied on the cancellation or redemption of pre-need sales after 30 days due to the significant paperwork required to cancel the purchase, update forms and maps, to reclassify the lot as available for sale again. Administration fee would be \$50 per plot.
- Removed specifics regarding provincial certificates or permits, only referring to Alberta permit requirements as these regulations may change without notice.
- Allow for 2, instead of 1, cremains to be permitted in any full sized plot after a traditional casket burial is already in the plot.
- Only allow for more than 1 cremains in a single cremation plot if interment of multiple cremains is done in a single opening of the cremation plot.
- Additional monuments on a single plot may only be installed flush to the ground in the old section (to identify the interment of cremated remains).
- Designates additional "Special Sections" including Cremation Columbarium, Infant/Baby Section and Scattering Grounds.
- Separates Offences and Fines into two separate sections that used to just be section 13 Penalties.
- Several other minor adjustments such as dimensions of monuments.
- Fees
  - Burial Rights fees increased significantly (from \$300 to \$500 for burial plot and from \$100 to \$200 for cremation plots)
  - Addition of Vault Burial fees for cremation burials as well as winter fees for all cremation burials.
  - Significant increase to late funeral surcharge and weekend/holiday surcharges due to the cost of overtime to Town Staff for such services
  - 50% increase in perpetual care fees (from \$200 to \$300)
  - Other fees only change marginally or not at all, including Columbarium Niche and Open and Close for interment.

These changes address a few discrepancies between current practice and actual bylaw, help address maintenance issues (i.e. only allowing flush monuments for cremains on a previously used full burial site to avoid damage from mowers), and updates fees.

The following chart also provides some comparison of Claresholm's cemetery/burial rates to other municipalities in the area. As can be seen, even with the increases, Claresholm's rates are still very reasonable.

Charge for Plots:	Claresholm		High River	Fort Macleod	Nanton	Pincher Creek
	Current	Proposed				
1. Burial	\$ 300.00	\$ 500.00	\$ 970.00	\$ 820.00	\$ 500.00	\$ 275.00
2. Cremation Plot	\$ 100.00	\$ 200.00	\$ 320.00	\$ 225.00	\$ 250.00	\$ 250.00
3. Columbarium Niche	\$ 950.00	\$ 950.00		\$ 765.00	\$1000/\$1250	\$ 700.00
Charge for Open & Close:	Current	Proposed	High River	Fort Macleod	Nanton	Pincher Creek
1. Casket Burial	\$300	\$300	\$ 650.00	\$875	\$250	\$ 400.00
2. Cremation	O&C \$75	O&C \$125	\$ 250.00	Open \$84	\$120	\$150
				Close \$84		registration \$100
Extra Charges						
Perpetual Care	\$ 200	\$ 300	included	no	included	\$ 350
Late funeral surcharge	\$ 100	\$ 150	\$ 525	?	\$ 100	\$ 200
Non Working Day burial	\$ 100	\$ 200	\$ 525	\$875	\$ 200	\$ 200
Non Working Day cremains	\$ 100	\$ 200	\$ 525	open\$212 close\$212	\$ 200	\$ 100
Winter Xtra charge	\$ 125	\$ 150	\$ 160	no	\$ 200	

### Monuments

Significant cleanup and simplification was also completed with regards to Section 10 – Monuments, Memorials and Installations. There was significant repetition as well as confusion or lack of clarity in this section with regards to the requirement for foundations flush to the ground with minimum skirting around the monument for ease of grounds maintenance as well as monument types or height restrictions within the different sections of the cemetery. This was also simplified, basically just clarifying that monument requirements are the same in the old and new cemetery sections with the exception of a height restriction of eight (8) inches from the foundation in the new cemetery and there is no such restriction in the old cemetery.

The purpose of this height restriction is for equipment access to be able to open and close burial plots. Due to the type of equipment that we have the Town is unable to maintain access to open and close burial plots if monuments taller than eight (8) inches are allowed without removing the monuments prior to moving the equipment in. This adds additional costs as well as risk to damaging monuments.

### RECOMMENDED ACTION:

Administration recommends Council give Bylaw #1650 first reading.

### PROPOSED RESOLUTION:

Moved by Councillor \_\_\_\_\_ to give Bylaw #1650, Cemetery Bylaw, 1<sup>st</sup> Reading.

### ATTACHMENTS:

1. Bylaw No. 1650 Cemetery Bylaw

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 20, 2019



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1650**

**A Bylaw of the Town of Claresholm to provide for the control, care and regulating the use of the Claresholm Cemetery.**

**WHEREAS** the *Cemeteries Act*, being Chapter C-3 of the Revised Statutes of Alberta, 2000 and amendments thereto, provides that a municipality may authorize the purchase, maintenance and control of cemeteries; and

**WHEREAS** the Council of the Town of Claresholm, in the Province of Alberta, deem it wise, equitable and practical to rescind Bylaw #1545 and all amendments thereto;

**NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

**SECTION 1 TITLE**

- 1.1 This Bylaw may be cited as the “**CEMETERY BYLAW.**”

**SECTION 2 GENERAL**

- 2.1 No person will bury a human body within the limits of the Town except in the cemetery in accordance with the provisions of this Bylaw.
- 2.2 The Town cemetery is solely for the purpose of the burial of dead human remains and for the memorialization of dead humans.

**SECTION 3 DEFINITIONS**

- 3.1 In this Bylaw, unless the context otherwise requires:
- a) “**Act**” is the *Cemeteries Act*, being Chapter C-3 of the Revised Statutes of Alberta 2000, as amended from time to time, and any regulations enacted thereunder.
  - b) “**Adult**” is any person eighteen years of age or over.
  - c) “**Block**” is a group of lots or plots within a cemetery.
  - d) “**Burial**” is the interment of human remains in an earth plot or inurnment of cremated human remains in an earth plot or a columbarium niche or the act of burying a deceased person.
  - e) “**Burial Rights**” is the purchased rights of burial in plots or columbarium niches sold in accordance with the provisions set out in Schedule “A” of this bylaw, and the Contract as set out in Schedule “B” of this bylaw.
  - f) “**Bylaw**” is a bylaw of the Town of Claresholm.
  - g) “**CAO**” is the Chief Administrative Officer of the Town of Claresholm or their designates.
  - h) “**Cemetery**” is the land legally described as Block 1 Plan 9210486 within the Southwest quarter of Section 23, Township 12, Range 27, West of the fourth meridian, that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried, which is owned operated and under the control of the Town.
  - i) “**Cemetery Services**” is the supplying of any service to be rendered at the cemetery in respect to any plot or niche, burial rights, perpetual care, opening and closing of graves at time of need, and permit to erect a monument.
  - j) “**Child**” is any person two years of age and under eighteen years of age.
  - k) “**Columbarium**” is a permanent, freestanding structure containing a number of small enclosures, or niches, designed for the storing of cremated human remains.
  - l) “**Concrete Base**” is a rectangular piece of support concrete four (4) inches in thickness with the top surface installed flush with the surrounding ground and not less than 2,500 P.S.I. And the concrete base must project six (6) inches beyond the Monument.
  - m) “**Concrete Liner**” is a concrete box placed in the ground to enclose totally a casket (includes a protective casket) in a grave in the cemetery, designed and built to support the weight of the earth and standard cemetery maintenance equipment and to prevent the grave from collapsing.

- n) **“Concrete Vault”** is a lined and sealed burial receptacle which performs all the functions of the concrete liner, and in addition is designed and constructed using one or more lining and sealing materials to increase the overall tensile strength of the finished unit and to reduce the risk of the intrusion of exterior elements.
- o) **“Continuous Concrete Foundation”** is a strip of concrete used for the placement of monuments.
- p) **“Contract”** is the agreement made and signed between the purchaser of the burial rights in the cemetery or his/her representative for any services requested to be done within the cemetery.
- q) **“Coping”** refers to the stone “walls” that are used to enclose some cemetery lots
- r) **“Council”** is the elected Councillors and Chief Elected Official of the Town of Claresholm.
- s) **“Cremains”** are the cremated remains of a human corpse and also called “ashes.”
- t) **“Cremation”** is the reducing to ashes of a human corpse.
- u) **“Cremation Plot”** is a two-foot by two-foot space within the cemetery designated for cremated remains of a dead human body.
- v) **“Director of Infrastructure Services”** is the person with authority to supervise and have charge of the Cemetery, subject to the powers delegated to him/her by Council and the CAO.
- w) **“Disinter”** is to exhume or to remove human remains or cremated human remains from a grave or out of the earth or remove from the columbarium; dig out of the earth or ground.
- x) **“Enforcement Officer”** means a Community Peace Officer, or a Bylaw Enforcement Officer, or a Municipal Enforcement Officer, or a member of the Royal Canadian Mounted Police (RCMP), or a member of a municipal police service.
- y) **“Flat Monument”** is a monument of granite, marble or bronze the top of which must be aligned with the level of the ground in which it is set.
- z) **“Foundation”** is a permanent support providing a base for a monument.
- aa) **“Grave”** is a plot that has been opened or used as a place of burial or an opening dug in a burial plot for the purpose of the interment of human remains or cremated human remains.
- bb) **“Holiday”** is all general holidays proclaimed by the Town of Claresholm, the Province of Alberta, or the Government of Canada.
- cc) **“Infant”** is any person under two (2) years of age.
- dd) **“Interment”** is the burial of human remains in a grave or the act of burying a deceased person.
- ee) **“Inurnment”** is the placement of cremated human remains in a niche or burial plot.
- ff) **“Lot”** is a group of plots within the old section of the cemetery.
- gg) **“Memorial Tree Structure”** is a structure in the cemetery where individuals may purchase a tree and a memorial bronze plaque in memory of a loved one.
- hh) **“Monument”** is a structure in the cemetery, which projects above the level of the surrounding ground, for the purpose of memorialization.
- ii) **“New Cemetery”** refers to Blocks A to L and AA and BB in the Town of Claresholm Cemetery.
- jj) **“Niche”** is a single compartment of a columbarium for cremated human remains.
- kk) **“Old Cemetery”** refers to Block 1 to Block 18 of the north portion of the Town of Claresholm Cemetery.
- ll) **“Open and close”** is the digging and preparation of the grave, the repairing of any damage to the grave caused by cave-ins, etc., filling the grave, levelling and re-establishing the grass on the grave and does not include the removal or placement or re-placement of monuments and or foundations.
- mm) **“Perpetual Care”** is the ongoing care of lots, plots, graves, columbarium, and town-owned monuments.
- nn) **“Pillow Monument”** is a rectangular, flat, or sloped section of granite, marble, bronze or other material set so that the highest portion of the top of the pillow is not more than eight inches measured vertically from the concrete foundation.
- oo) **“Plot”** is a four foot by ten-foot space within the new section of the cemetery. Those plots located in the old cemetery may have varying lengths and widths.



pp) **“Pre-need Contract”** is a contract for the provision (purchase) of burial rights prior to the death of the person for whose benefit the contract is entered into.

qq) **“Scattering Grounds”** is the designated area within the Claresholm Cemetery for scattering cremains.

rr) **“Scattering Grounds Memorial Structure”** is a structure within the cemetery where scattered cremains are memorialized by placing a bronze plaque.

ss) **“Town”** is the Town of Claresholm, in the Province of Alberta, a municipal corporation.

tt) **“Upright Monument”** is a rectangular section of granite or marble set so that the highest portion of the top of the monument will not be more than thirty-six inches, measured vertically from the concrete foundation.

uu) **“Vehicle”** is the same meaning as it has in the Highway Traffic Act, R.S.A. 1980, Chapter 30.

vv) **“Veteran”** is a former member of Her Majesty’s Armed Forces as determined by the Department of Veteran’s Affairs Canada.

#### **SECTION 4 PERPETUAL CARE**

- 4.1 Perpetual Care to be supplied by the Town means and includes: seeding of lots, grave surfaces, re-seeding when necessary, cultivation as may be necessary in connection with such seeding and re-seeding, seasonal cutting of grass and weeds, keeping plots in neat condition and of good appearance, maintenance of columbarium and Town-owned memorialization structures, and such other work as may be authorized by the CAO.
- 4.2 Perpetual Care to be supplied by the Town will not include the care, maintenance, upkeep, repair of, handling of, removal of, or replacement of any monument, plaque, or similar object which has been placed, or may in the future be placed in the cemetery regardless whether such placing has Town approval or not.
- 4.3 Upon the payment by any person of the full price of the burial rights in any plot, columbarium niche, or the memorialization rights for Town-owned monuments, the Town will, so far as funds are available, do all that is necessary to keep the said plot, and the columbarium and Town-owned monument structures in a neat and tidy condition.
- 4.4 Grave, Infant and Cremation sites purchased prior to April 23, 1990 shall be charged the appropriate perpetual care fee at the time the grave site is utilized.

#### **SECTION 5 POWERS AND AUTHORITY OF THE CAO AND DIRECTOR OF INFRASTRUCTURE SERVICES**

- 5.1 All the powers granted to the CAO and Director of Infrastructure Services by this Bylaw will be subject to the supervision and control of Council.
- 5.2 The Director of Infrastructure Services is responsible for the operation of and maintaining order in the cemetery. This includes the general supervision, charge and control of the management and operation of the cemetery.
- 5.3 The CAO must keep a permanent record of all sales, location description, and the name(s) of any person(s) buried in any lot, plot or niche, together with the date of any purchase and burial, and all information as required in the Cemetery Contract, attached hereto as Schedule “B”.
- 5.4 The Director of Infrastructure Services will have charge of the cemetery and of all persons employed therein and of all works of whatsoever nature are carried out therein and will be charged with the duty of seeing that the said cemetery is kept in good order.
- 5.5 Only persons under the control and supervision of the Director of Infrastructure Services will open any grave for a burial of or the removal of, a dead body or the cremated remains.
- 5.6 The Enforcement Officer has the right to remove from the cemetery any person who disturbs the quiet or good order of the cemetery whether by noise or improper conduct or otherwise.

#### **SECTION 6 PRE-NEED SALES**

- 6.1 A contract for the reservation of burial rights in plots or niches, or the rights to memorialize on town-owned monuments or memorial wall must:
  - a) be in writing; and
  - b) be signed by the purchaser and the CAO or authorized designate; and
  - c) state the name of the salesperson and the name of any Funeral Home acting for the purchaser

- 6.2 The contract for reservation of burial rights will become valid and binding upon receipt of acceptable payment by the Town.
- 6.3 The contract for the purchase of burial rights in a plot or niche, or the contract for the purchase of the rights for memorialization on a town-owned monument will include perpetual care and permission to erect a monument. Plots and niches purchased prior to April 23,1990 will be charged for perpetual care and permission to erect a monument as set forth in Schedule "A" in this Bylaw at the time of use.
- 6.4 All persons who purchase burial rights in the cemetery will be responsible for the cost thereof and for all charges incurred now and, in the future, as set forth in Schedule "A" in this Bylaw.
- 6.5 The owner of the burial rights of a plot or niche, may authorize the use of such plot or niche for the interment of another person by submitting to the Town the name of the person to be interred and into which plot or niche. Such authorization must be in writing and signed by the owner of the burial rights or as per the Act.
- 6.6 All persons who purchase burial rights in plots or niches, or the rights for memorialization on Town-owned monuments in the cemetery will be responsible for compliance with the Regulations governing the erection of monuments as outlined in Section 10 of this bylaw.
- 6.7 No person will accept any fee or reward for a burial or the resale of burial rights in a plot or columbarium niche of which such a person is the owner of the contract for burial rights, or over which they exercise any power or control.
- 6.8 It will be the condition of each sale of burial space in the Cemetery that the purchaser expressly waives any claim arising by reason of any error or misdescriptions of any burial space. The Town undertakes that it will attempt, in so far as is reasonable or possible, to avoid such errors, but its liability will only extend to refund in case of error of any money paid to the Town for the burial rights in a plot or columbarium niche, or the rights for memorialization on a Town-owned monument, or the Town will undertake to make available equivalent quality of plots or niches, or space on a Town-owned monument, in lieu of those originally allocated.

## **SECTION 7 TERMINATION OR CANCELLATION OF BURIAL RIGHTS**

- 7.1 The purchaser may cancel the contract at any time for any reason. The purchaser may cancel without charge or penalty at any time during the period from the day the contract is entered into until 30 days after receipt of a copy of the contract. If cancelled after 30 days, payment will be required for burial rights and any cemetery supplies and cemetery services that have already been supplied, performed or delivered, as the case may be.
- 7.2 Upon receipt of an application and upon proof of ownership, the Town may redeem the burial rights in vacant graves in the cemetery and in columbarium niches, and the memorial rights to a town-owned monument in the cemetery on the basis of the original purchase price for the actual plot or niche, including perpetual care fees paid.
- 7.3 Cancellations or redemption after 30 days will be subject to an administration fee as per Schedule A.
- 7.4 Where G.S.T. was applicable to the original purchase price, it will be refunded based on the purchase price refunded.
- 7.5 "Proof of Inheritance" When the owner of the burial rights in a plot or niche, or memorialization rights on a Town-owned monument dies and burial rights pass to the new owners, before the new owners can obtain registration of their interest to it, the Town requires proof of their right to such interest.

## **SECTION 8 BURIALS, INTERMENTS, INURNMENTS, DISINTERMENTS**

- 8.1 No burial, placement of cremated remains or disinterment will take place in the cemetery unless and until there is produced and shown to the Town the following documents:
  - a) Burial, death and/or cremation certificate or permit or disinterment permit issued by the proper official of the Province of Alberta or such other written authority as may be required from time to time under the laws of the Province of Alberta.
  - b) A completed contract for burial or disinterment acknowledging receipt of payment in full, or approval of credit by the CAO for work to be done at the expense of the Town, and signed by the owner (or his/her personal representative), of the burial rights:
    - i) Name of the Deceased Person,
    - ii) Last known residence of the deceased,

- iii) Block, Lot (if applicable) and Plot Numbers,
- iv) Date of Death,
- v) Day and Date of Burial/Disinterment,
- vi) Arrival Time at Cemetery,
- vii) Type of Outer Box and Name of Vault,
- viii) Sex of Deceased,
- ix) Date of Birth of Deceased,
- x) Place of Birth of Deceased,
- xi) Name of Firm and Individual making arrangements,
- xii) Name and address of plot owner or personal representative,
- xiii) Owner of burial rights or his/her personal representative making arrangements, and signature,
- xiv) The service number of a Veteran/and if required the service number of a Veteran Spouse,
- xv) The acknowledgment of payment in full, of fees and charges or the approval of credit by the CAO as set forth in Schedule "A" of this Bylaw.

- 8.2 The owner of the burial rights of a plot or niche may authorize the use of such plot/niche for the interment of a person by submitting to the Town, the name of the person to be interred and into which plot/niche. Such authorization must be in writing and signed by the owner or his/her personal representative.
- 8.3 Columbarium niches must be used for the inurnment of cremated human remains and must not be used for memorialization purposes only.
- 8.4 The Town may request proof of purchase to identify the plot and/or prove the right to use the plot.
- 8.5 It will be the condition of each sale of burial space in the cemetery that the purchaser expressly waives any claim arising by reason of any error or misdescriptions of any burial space. The Town undertakes that it will attempt, in so far as is reasonably possible, to avoid such errors, but its liability will only extend to refund in case of error, of any money paid to the Town for the burial rights in a plot or columbarium niche, or the rights for memorialization on a Town-owned monument, or the Town will undertake to make available equivalent quality of lots or niches, or space on a Town-owned monument, in lieu of those originally allocated.
- 8.6 Any person signing a contract for interment or disinterment will be responsible for the prepayment of all charges in connection with such service as set forth in Schedule "A" of this bylaw.
- 8.7 Any child of a deceased interred in a plot is deemed to have the authority to give permission for interment in that plot. The order of disposition set forth by the Act will be followed.
- 8.8 The Town accepts no responsibility for a burial site not prepared due to the late arrival of a concrete liner or vault.
- 8.9 All interments in the New Section within Blocks J, K and L require the installation of a concrete vault.
- 8.10 Funeral Directors must close the casket/coffin and fasten it securely before it is lowered into the ground.
- 8.11 No burial or funeral service will be permitted in the cemetery on a Sunday or Holiday except:
  - a) with special permission in writing to the CAO, which may only be granted in cases of special emergency, such as danger of contagion or infection, or in case of an epidemic, or by order of the Provincial Board of Health; or
  - b) circumstances which, in the opinion of the CAO, justifies an exception. An application for special permission herein must be made to the CAO not less than sixteen (16) regular working hours prior to the date of interment.
- 8.12 If a child or adult grave is required to be opened, a minimum accumulation of sixteen (16) regular working hours prior to the time set for the interment must be given.

- 8.13 For a Monday burial excluding a statutory or declared holiday, notice must be supplied by 12:00 Noon the Friday prior.
- 8.14 If, under extreme or adverse weather conditions, more time is required to prepare burial sites, the Town will notify the parties involved of the extra time required, and this extra time will remain in effect until further notice.
- 8.15 The CAO and/or Designate reserve the right to limit the number of burials within a working day, or assessing fees accordingly.
- 8.16 All burials are to be made within the confines of designed plots. There must be a minimum of twelve (12) inches of earth between remains buried in adjoining plots and a minimum of two (2) feet of earth covering a concrete outer box. Grave depth will be 1.5 metres.
- 8.17 For disinterment, the Town's responsibility will end at the point where the soil is sufficiently excavated to permit access to the body for removal by the attending Funeral Home.
- 8.18 Any disinterment of a casket burial or ashes burial where no permanent outer box was used will be double the disinterment fee as set forth in Schedule "A" of this bylaw.
- 8.19 The Town will not be responsible for the condition of remains or the container of the remains.
- 8.20 The old cemetery is closed to the sale of any remaining unsold burial sites. Only sites with presold burial rights shall be allowed to be used for burials of caskets or cremated remains.
- 8.21 In the new section of the cemetery, Blocks J, K and L, concrete vault installation is mandatory for burial of human remains.

#### **SECTION 9 MULTIPLE BURIALS IN PLOTS**

- 9.1 No more than one body will be buried in a single grave except a parent and an infant when both are in the same casket/coffin.
- 9.2 No cremation inurnments will be permitted in any traditional casket burial plot prior to any traditional casket burial.
- 9.3 A maximum of two (2) cremains will be permitted in any full-sized plot after a traditional casket burial is already in that plot. Any additional placement of cremains will be at the discretion of Council.
- 9.4 The placement of cremains in a plot must be as required by the Director of Infrastructure Services.
- 9.5 More than one (1) cremains in a single cremation plot will be permitted only when inurnment of multiple cremains is done in a single opening of a cremation plot.
- 9.6 Columbarium niches allow for placement of two (2) cremains.

#### **SECTION 10 MONUMENTS, MEMORIALS AND INSTALLATIONS**

- 10.1 All monuments being placed in the cemetery require an Application for Permit (Schedule "C") to be completed and approved before any work is permitted to commence.
- 10.2 All monuments and their placement in the cemetery shall be pre-approved by the Director of Infrastructure Services.
- 10.3 All memorial tablets, monuments and markers shall be placed on a concrete, granite, or marble foundation that is flush with the surrounding ground and set on a four (4) inch gravel base and must be a minimum of four (4) inches thick and be of a material suitable for the support of a monument.
- 10.4 The foundation must extend a minimum of three (3) inches above and below and six (6) inches on the sides of the monument.
- 10.5 The maximum width, left to right, of monuments, monument foundations and bases will be determined by the number of plots the monument is intended to service. At no time may the monument, including its foundation, exceed the combined total width of the plot(s).
- 10.6 The maximum depth of a monument (not including foundation) is 18 inches.
- 10.7 All monuments must be constructed of granite, marble, or bronze.
- 10.8 Flat metal monuments must be set in or on a suitable concrete, granite or marble foundation.

- 10.9 If a tablet, monument or marker protrudes from the foundation it must be of a minimum height of 3 inches above the foundation on all sides, which is flush to the ground. In the New Cemetery Section no tablet, monument or marker shall extend more than eight (8) inches in height on any side. The old Cemetery Section shall have no such height restriction.
- 10.10 Upright monuments must be on a granite, marble, or concrete base, on top of the foundation, and be of a thickness not greater than eight (8) inches and not less than four (4) inches.
- 10.11 Additional memorial markers may be installed on plots to identify the interment of cremated remains, provided the additional monuments are flush to the ground.
- 10.12 A bronze plaque must be purchased from the Town for installation on the Memorial Tree display structure. Upon completion of the Memorial Tree Application Form and, after payment of the appropriate fee is received, the plaque will be ordered and placed. The choice of tree and its placement will be dependent on availability, season and weather. The deceased person memorialized on a bronze plaque need not be interred in the Claresholm Cemetery. A record of the deceased will be kept if the purchasers wish to provide such information.
- 10.13 A bronze plaque purchased for placement on the Scattering Grounds Memorial Structure will be reported to the Town. When cremains have been scattered in the Scattering Grounds a copy of the death or cremation certificate are required and the burial/placement will be recorded in the cemetery record.
- 10.14 All costs of construction, erection and installation of any foundation, base, or monument must be borne by the person requiring the same, and any work in the Cemetery in connection therewith must be done by workmen approved by the Town. Before any such work is undertaken, an Application for Permit (Schedule "C") must be completed and approved by the Town.
- 10.15 All persons who purchase burial rights in lots or columbarium niches, or the rights for memorialization on a Town-owned monument in the cemetery will be responsible for compliance with this bylaw.
- 10.16 Inscription on the Columbarium will be permitted only on the granite slab provided for the niche. Inscription of the name, and date of birth and date of death will be for the maximum of two (2) deceased persons. All fees relating to the Columbarium will be in accordance with Schedule "A" of this bylaw.
- 10.17 No monument may be placed, altered or removed from any plot until the Application for Permit (Schedule "C") is submitted to and approved by the Town, along with any fee as set out in Schedule "A" of this bylaw.
- 10.18 An Application for Permit (Schedule "C") must be completed and approved by the Town to erect a monument and any fees as set forth in Schedule "A" to this Bylaw must be paid to the Town before the monument can be placed.
- 10.19 No monument may be placed over any plot except such as will meet the requirements of this bylaw and such placements may be made only after permission has been granted by the Town.
- 10.20 All earth, debris, litter, and rubbish arising or resulting from work done on any plot by or on behalf of the owner of the burial rights must be back filled, carefully cleaned up and removed from the cemetery by the said owner or his/her contractor or workmen.
- 10.21 All monument work is subject to review, inspection and approval of the Town.
- 10.22 All monuments must be installed facing onto the plot regardless of previous installations.
- 10.23 All foundations and monuments must be confined within the boundaries of the respective lots, and all monuments must be placed in a manner as to maintain a proper alignment consistent with monuments on adjacent lots.
- 10.24 Only one monument may be placed upon a single standard plot.
- 10.25 Only flat monuments may be placed upon cremation or urn plots.
- 10.26 Only one monument may be placed for each space of the rights for memorialization on Town-owned monuments and be made of materials described in this bylaw.
- 10.27 The purchaser or his/her designate of the burial rights is liable and responsible for damages resulting from theft, vandalism or damage howsoever caused to monuments erected upon a plot.
- 10.28 The Town accepts no responsibility for the maintenance of monuments due to normal wear or deterioration. Minor scraping of the base portion of upright monuments due to the turf mowing operation is considered normal wear.

- 10.29 No vases or solar lights will be allowed to be placed on the grass.
- 10.30 Restoration of the immediate work area and access points used by monument workers is the responsibility of the permit holder for the monument. Restoration must be completed to the satisfaction of the Town.
- 10.31 No tablet, monument, plaque, fence, coping, enclosure or structure will, except as provided, be removed by any person from any plot in the Cemetery without completion and approval by the Town as per Schedule "C".

## **SECTION 11 OPERATION AND MAINTENANCE**

### 11.1 Clearing of Debris:

All earth, debris, litter and rubbish arising or resulting from work done on any plot by or on behalf of the owner of the burial rights therein must forthwith be carefully cleaned up and removed from the Cemetery by the said owner or his/her contractor or workmen.

### 11.2 Dilapidated Graves:

The CAO or Designate will endeavor to contact Next-of-Kin of the deceased. The CAO or Designate will have the right to remove fences, coping and other encumbrances and structure, including flat monuments heretofore or hereafter erected which by reason of neglect or age have in his/her opinion become objectionable.

### 11.3 Flowers, Trees, Shrubs and Plant Material:

a) No trees, plants, shrubs, flowers or any other thing intended for growth will be planted, seeded, grown or maintained on any plot in the Cemetery unless permission for the same is first obtained from the Town, and the Town may remove or prevent the placing of any stand, holder, vase, or other receptacle for flowers or plants which is deemed to be unsuitable for such purpose or unsightly in appearance.

b) If any trees, shrubs or plants growing or situated on any plot become, in any way, detrimental to adjacent lots, walks or driveways, or prejudicial to the general appearance of the Cemetery or dangerous or inconvenient to the public, the Town will have the right to enter upon the said plot and remove said trees, shrubs or plants or such parts thereof as may be considered detrimental, dangerous, inconvenient or objectionable.

c) No person will injure any tree, shrub or plant growing in the Cemetery, or pick or destroy any flower growing therein, or write upon, mark, scratch or deface any amenity, monument, plaque, cross, fence, gate, building or structure within or around the Cemetery.

d) The Town will not accept responsibility for lost or damaged floral arrangements under any circumstances.

e) No person will place artificial flowers or potted plants on any plot in the Cemetery unless the flowers or plant are totally contained in a vase that is part of a permanent monument, and no part of the floral arrangement or potted plant is in contact with the grass. Arrangements or potted plants that are not totally contained in a permanent vase attached to a monument will be removed.

f) Flowers, funeral designs or floral pieces will be permitted on the grave the day of the burial for a period of five calendar days. The Town will have the authority to remove any funeral designs or floral pieces, which may become wilted, or any other article or thing after the expiration of five (5) days from date of service.

g) The CAO or Designate will have full authority for and will be responsible for maintaining order in the cemetery, and for removing from any plot, flowers, wreaths or funeral pieces or anything else that in his/her opinion makes the said plot untidy or unsightly, or interferes with maintenance.

h) Flowers, funeral designs or floral pieces may be placed only at the base of the Columbarium, unless placed in a vase on the Columbarium monument. Placements on the top of the Columbarium are prohibited.

i) No person will place or deposit a glass encased wreath or any stand, holder, vase, receptacle, jar, bottle or pot made of glass or other breakable material on any plot.

j) The Town reserves the right to plant all perennial flowers, shrubs and trees and to landscape or to carry out any improvements to the grounds.

k) No flowerbeds will be permitted on individual graves in the Cemetery.

l) Donations of plant material will be gratefully accepted. Placement is at the discretion of the Town.

m) The Cemetery has been designated as the location for a Memorial Tree Program. Individuals may purchase a memorial tree and have a plaque dedicated in honour or memory of a friend or loved one.

- 11.4 General:
- a) No fence, railing coping or any other enclosure structure of any kind other than a monument or plaque, which is in accordance with the provisions of this bylaw, will be erected or installed on any plot of the Cemetery.
  - b) No vault or similar structure may be erected, constructed or be placed in the Cemetery except such vaults as are totally buried and the highest point are at least 2 feet below the soil surface, and where the size is such as to fit grave excavations of a normal size in the Cemetery.
  - c) The Town will remove from the cemetery or from any plot therein any tablet, monument, plaque, cross, fence, railing, coping, other enclosure, structure, thing, tree, shrub, plant, growing thing, or any inanimate object, which is within the Cemetery or in, upon or around any plot, that may have been placed without proper authority or permission as prescribed or required by any of the provisions of this bylaw, without notice to any interested person.
  - d) No plot or grave will be raised above the level of the surrounding ground.
- 11.5 Special Sections:
- a) Council may designate special sections in the cemetery. The following areas are hereby designated by Council:
    - i) Old Cemetery
    - ii) New Cemetery
    - iii) Field of Honor
    - iv) Cremation Section
    - v) Cremation Columbarium
    - vi) Infant/Baby Section
    - vii) Scattering grounds.
  - b) Notwithstanding the above, interment of any remains to which the above categories apply will not be limited to the above designated sections.
- 11.6 Indigent and Unclaimed Bodies:  
 Indigent burials shall be subject to the rules governing such burials at the time of interment as established by Provincial Regulations.

## **SECTION 12 PUBLIC ACCESS**

- 12.1 Cemetery Hours:
- a) No persons other than an employee of the Town will enter or remain in the Cemetery between sunset of one day, and sunrise of the next day unless authorized by the Town of Claresholm.
  - b) The Cemetery will be open to the Public between the hours of sunrise or 8:00 am and sunset or 9:00 pm, whichever occurs first, every day of each year.
- 12.2 Animals:  
 No domestic animals will be brought into or permitted to be within the Cemetery except that pets may be carried in vehicles provided that they are not allowed out of the vehicle.
- 12.3 Firearms/Salutes:  
 Salutes involving the discharge of firearms will be permitted only for military funerals and provided that the Town is notified in advance. The Royal Canadian Mounted Police must approve the use of any ammunition.
- 12.4 Injury:  
 The Town will not be responsible for any injury resulting to any person who enters the cemetery.
- 12.5 Paths and Walkways:  
 All persons walking in the Cemetery will keep to the paths and walkways, and will not walk upon or across any plot except for maintenance operations.
- 12.6 Picnics and Parties:  
 No picnic or other parties or gatherings, except for funerals or some ceremony or observance permitted by the Town will be held or be allowed within the Cemetery and no person, without the permission of the Town will be or remain within the Cemetery during the hours of darkness in any day.

- 12.7 Vehicles:
- a) No vehicle, carriage or conveyance will travel within the said Cemetery at a greater speed than 15 kilometers per hour. Travel must be on driveways wide enough and intended for vehicular travel.
  - b) The owner of any moving vehicle will be responsible for any damage done by such vehicle within the boundaries of the Cemetery.
  - c) The Town may prohibit the driving of vehicles in any part of the cemetery.
  - d) The Town may prohibit the driving of any vehicle in the cemetery when the roads are in an unfit condition.
  - e) The Town may specify times and conditions under which motor vehicles may be in the Cemetery.

### **SECTION 13 OFFENCES**

- 13.1 A person who:
- a) Willfully destroys, mutilates, defaces, injures or removes any monument, gravestone or other structure placed in the Cemetery, or any fence, railing or other work for protection or ornament of the Cemetery, or plot within the Cemetery, or
  - b) Willfully destroys, cuts, breaks or injures any tree, shrub or plant in the Cemetery, or
  - c) Plays at any game of sport in the Cemetery, or,
  - d) Discharges firearms in the Cemetery, except at a military funeral, or,
  - e) Willfully and unlawfully disturbs persons assembled for the purpose of burying a body in the Cemetery, or,
  - f) Commits a nuisance in the Cemetery, is guilty of an offense as set forth in the Cemeteries Act.

### **SECTION 14 FINES**

- 14.1 Any person violating any of the provisions of this bylaw or any other person responsible for such violation shall be liable to a penalty of:
- a) \$500.00 per offence,
  - b) Where remediation is required to repair any damages caused by the offender, those charges will be added to the fine.
- 14.2 Where any Enforcement Officer believes that any person has committed a breach of this bylaw he/she may serve upon such person a notice.
- 14.3 Service of any such notice shall be sufficient if it is:
- a) personally served,
  - b) served by mail, and is deemed to have been received on the fifth (5<sup>th</sup>) day following the date of its mailing,
  - c) attached to the vehicle in respect of which the offense is alleged to have been committed.

### **SECTION 15 PASSAGE OF BYLAW**

15.1 Bylaw #1545 and all amendments thereto are hereby repealed.

15.2 This Bylaw shall come into effect upon passage of Third Reading.

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

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Marian Carlson, CLGM - CAO



**BYLAW# 1650**

**SCHEDULE "A"**

<b>Burial Rights:</b>	
Burial plot & permit fee	500.00 + GST
Cremation plot & permit fee (one open & close)	200.00 + GST
<b>Columbarium:</b>	
Columbarium Niche	950.00 + GST
<b>Services:</b>	
Open & close for interment – April 1 to October 31	300.00 + GST
Open & Close for Interment – November 1 to March 31	450.00 + GST
Open & close for cremation (18" x 18" x 24" deep) Apr 1 to Oct 31	125.00 + GST
Open & close for cremation (18" x 18" x 24" deep) Nov 1 to Mar 31	275.00 + GST
Cremation Vault Burial	
Open & close for cremation (24"x 24" x 30" deep) Apr 1 to Oct 31	200.00 + GST
Cremation Vault Burial	
Open & close for cremation (24"x 24" x 30" deep) Nov 1 to Mar 31	350.00 + GST
Late funeral surcharge (after 3:00 p.m. arrival)	150.00 + GST
Weekend/holiday surcharge	200.00 + GST
Disinterment with permanent concrete vault	Double the Open & Close fees
Disinterment without permanent outer box surcharge	Double the disinterment fee
Perpetual Care per burial site	300.00 + GST
<ul style="list-style-type: none"> <li>Grave, Infant and Cremation sites that were purchased prior to April 23, 1990 shall be charged the appropriate perpetual care rate at the time the grave site is utilized.</li> </ul>	
Administration fee on cancellation	50.00

Schedule B - Cemetery Contract for services: attached

Schedule C - Application for Permit: Monument Installation or change of existing Monument

**Bylaw #1650 - Schedule B  
Town of Claresholm  
Cemetery Contract for Services and/or Pre-Need Purchase**

**Section A - Cemetery Location and Burial Information**

Funeral Home: \_\_\_\_\_ Date of Order \_\_\_\_\_  
 Date Order Received \_\_\_\_\_  
 Ordered By: \_\_\_\_\_ Date Order Confirmed: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Grave(s) Block Lot Plot Where

Type of Service: \_\_\_\_\_ Ashes Burial \_\_\_\_\_ Body Burial \_\_\_\_\_ Pre-Need \_\_\_\_\_ Transfer \_\_\_\_\_  
 \_\_\_\_\_ Veteran Burial \_\_\_\_\_ Service # \_\_\_\_\_ Spouse Y/N \_\_\_\_\_ Service # \_\_\_\_\_

Type of Plot: \_\_\_\_\_ New Purchase \_\_\_\_\_ Existing Site: \_\_\_\_\_  
 \_\_\_\_\_ Cremation \_\_\_\_\_ Columbarium \_\_\_\_\_ Memorial Wall \_\_\_\_\_  
 \_\_\_\_\_ Scattering Garden \_\_\_\_\_

Date of Burial: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Type of Outer Liner: \_\_\_\_\_ Supplier: \_\_\_\_\_

Previous Burials: \_\_\_\_\_

Remarks/Special Instructions: \_\_\_\_\_

**Section B - Deceased Information**

Mr., Mrs., Ms., Miss \_\_\_\_\_  
 \_\_\_\_\_ Surname \_\_\_\_\_ Given Name(s)

Last Address of Deceased: \_\_\_\_\_  
 \_\_\_\_\_ Box/Street \_\_\_\_\_ City/Town \_\_\_\_\_ Province/Country

Date of Birth: \_\_\_\_\_ Date of Death \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Remarks: \_\_\_\_\_

**Section C - Purchaser Details**

Mr., Mrs., Ms., Miss \_\_\_\_\_  
 \_\_\_\_\_ Surname \_\_\_\_\_ Given Name(s)

Address: \_\_\_\_\_  
 \_\_\_\_\_ Box/Street \_\_\_\_\_ Phone #(s)

The undersigned, as evidenced by his/her signature, hereby contracts with the Town of Claresholm for the provision of the above cemetery and agrees to pay all amounts specific in the contract and any further amounts payable pursuant to the Cemetery Bylaw, to the Town of Claresholm, service and is subject to all other provisions of the Cemetery Bylaw, as amended from time to time. The undersigned acknowledges and agrees to comply with the regulations governing the erection of monuments applicable to this location within the cemetery as set forth in the Cemetery Bylaw and agrees to assume all responsibility to maintain the monument or gives the Town the right to remove the same.

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**Bylaw 1650 - Schedule B (cont.)  
Town of Claresholm  
Cemetery Contract for Services and/or Pre-Need Purchase**

**Contact Person/Personal Representative of Titleholder:**

Relationship to Purchaser: \_\_\_\_\_

Relationship to Deceased: \_\_\_\_\_

Mr., Mrs., Ms., Miss

Surname

Given Name(s)

Address:

Box #/ Street

Phone #

City/Town

Province/Country

Postal Code

Name of Person Arranging Interment:

Address:

This is to certify that the undersigned, has the authority to inter the above named deceased in the above described cemetery plot and, further that the deceased has beneficial interest in the said plot, in addition the undersigned, as evidenced by his/her signature, hereby contracts with the Town of Claresholm for the provision of the above cemetery services and agrees to pay all amounts specified in this contract and any further amounts payable pursuant to the Cemetery Bylaw of the Town of Claresholm.

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Summary of Charges**

New Purchase	_____
Perpetual Care	_____
Open & Close for Interment	_____
Vault/Liner	_____
Change of Burial Rights	_____
Winter Surcharge	_____
Weekend/Holiday Surcharge	_____
After Hours Surcharge	_____
Disinterment Charges	_____
Transfer/Exchange Fee	_____
Sub-Total	_____
GST	_____
TOTAL	_____

**Method of Payment:**

Cash \_\_\_\_\_ Cheque \_\_\_\_\_ Debit \_\_\_\_\_

Bill To: \_\_\_\_\_

**For Office Use Only:**

Dig Sheet	_____
Plot Book	_____
Alphabetic	_____
Burial Cert	_____
Register	_____

\_\_\_\_\_  
**Date Payment Received**

\_\_\_\_\_  
**Signed - Town Representative**

# APPLICATION FOR PERMIT

## MONUMENT INSTALLATION OR CHANGE OF EXISTING MONUMENT

Ph: 403-625-3381

Fax: 403-625-3869

TOWN OF CLARESHOLM

221 - 45 Avenue W

P.O. Box 1000

CLARESHOLM, AB T0L 0T0

<b>DATE:</b>	
--------------	--

LOCATION		TYPE OF SERVICE	
<i>Block:</i>		<i>New Installation (specify: Single / Double)</i>	
<i>Lot:</i>		<i>New Installation on Columbarium</i>	
<i>Plot:</i>		<i>Permanent Removal</i>	
<b>Number of Graves:</b>		<i>Removal for Alteration / Repair</i>	
		<i>On Site Alteration / Repair</i>	

Name of Deceased: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Name of Interment Rights Holders: \_\_\_\_\_

MONUMENT TYPE	SIZE (inches)	LENGTH	WIDTH	HEIGHT
<i>Flat</i>		Monument		
<i>Pillow</i>		Concrete Foundation		
<i>Upright</i>				
<i>(old section only)</i>				

*The Cemetery Bylaw requires the owner of this monument to provide a signed statement showing the owner assumes responsibility to maintain the monument, or gives the Town of Claresholm the right to remove the monument should it fall into a state of disrepair. I am aware of my responsibility as the owner of the above monument.*

\_\_\_\_\_

### MONUMENT PURCHASER

<b>Purchaser Name:</b>	<b>Home Phone:</b>
<b>Address:</b>	<b>Business Phone:</b>
	<b>Date:</b>
<b>Signature of Purchaser: (or Monument Mason)</b>	<b>Date Work Done:</b>
<b>Monument Company Name:</b>	
<b>Monument Company Address:</b>	
_____	
_____	

**Mike Schuweiler, Town Superintendent**

Grave will be marked within 5 working days from receipt of this completed application permit.

(Return to this office by fax, mail or during office hours in person.)

<b>Date Returned:</b>	
-----------------------	--



Town of Claresholm  
P.O. Box 1000  
Claresholm, AB  
TOL 0T0

February 19, 2019

Honorable Mayor & Councillor Members:

The members of the Porcupine Hills Classic Cruisers car club will be hosting their 27<sup>th</sup> Annual Show 'N' Shine on Sunday, August 11, 2019.

With your permission and approval, we would like to host our event during the "Fair Days" weekend at the Centennial Park Ball Diamonds. We trust our club has left everything in order from past shows and we appreciate the opportunity to host our event there. The area is ideal because of the enclosed fencing which provides control of the number of cars for our show. Thank you for considering our request and we look forward to your reply. Our club appreciates the town employees and councillors that have supported and assisted us in our past Show 'N' Shine events.

Yours truly,

*for* Kelly St. Jean  
President  
Porcupine Hills Classic Cruisers  
P.O. Box 2014  
Claresholm, AB TOL 0T0



# REQUEST FOR DECISION

Meeting: February 25, 2019  
Agenda Item: 3

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## COMPLIANCE POLICY

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### **BACKGROUND / DESCRIPTION:**

The Development Department is reviewing the planning and development policies. Administration has some recommendations in regards to the Compliance Policy #PLDE 01-12. With electronic requests becoming more prevalent it may be a way to service the public by accepting scanned copies or email requests. With a surveyor's signature present within the request as well as the date of the survey being completed the Town could use that information to complete the request. As per the existing policy the Town utilizes the information given to us to provide the letter and in no way verify or claim the information is true, whether it was in print or digital copies. In discussion with ORRSC and Brown Okamura (surveyors) accepting digital copies is currently being used in some municipalities already.

Attached is the draft policy for Council review. Minor changes were made to the policy to make it clear that compliance requests are for letters that indicate the state the land and uses are in, not all letters will comply, some may be non-conforming, non-compliant or a combination. The addition of email submission, copies and also resubmission point was altered.

Another addition to note (other than above changes) is a new point:

- The compliance review shall pertain to the compliance of the use and setback requirements of principal and accessory buildings as referenced in the current land use bylaw and noted on the survey submitted. Fences which are indicated on the real property report will not form part of the compliance letter unless they encroach onto municipal property. Any encroachments of fences onto neighboring properties is a civil matter between those property owners.

*(As these are moveable developments, fences can be referenced within letters (as to the matter being a civil concern), but adding this to the policy clarifies for firms and people who submit requests).*

On February 15, 2019, the MPC carried a motion to refer this policy to Council for approval. For further information, below are the fees for the compliance request letters of other municipalities. If there is a desire to change any fees relating to planning, development or compliance requests a resolution of Council is required to change the fees listed in policy #PLDE 04-09 (this fee schedule was last updated May 2018), no policy change is required for the fee change, only a resolution of Council. In May 2018 the only change made to the fee structure was to add the deposit for temporary shipping containers all other fees remained the same.

Claresholm: Residential \$50.00, Commercial/Industrial \$100.00

Cardston: \$25.00

Nanton: \$55.00

Fort Macleod: \$75.00 (10 working days) or double if required within 3 working days.

Taber: \$150.00 (\$75 if previously completed within 6 months).

Coaldale: \$100.00

Coalhurst: \$75.00

Stavelly: \$50.00

**PROPOSED RESOLUTIONS:**

1. Options:

Make a motion to amend the fee structure from Policy PLDE 04-09 – Development Fees, for compliance request letters at the fee of \$\_\_\_\_\_.

or

If the desire is to keep the fee structure the same, no action is required.

2. Adopt Policy #5.6.02 Compliance Policy as presented.

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to adopt policy #5.6.02 "Compliance Policy" effective February 25, 2019 as presented.

ATTACHMENTS:

- 1.) Draft Policy #5.6.02
- 2.) Current Compliance Policy #PLDE 01-12
- 3.) Policy #PLDE 04-09 - fees

APPLICABLE LEGISLATION:

- 1.) Policy #PLDE 04-09 - fees


PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 19, 2019

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	<b>Compliance Policy</b>		<b>Policy #5.6.02</b>
Department Owner:	Planning & Development		
Policy Applies To:	Compliance Requests		
Date Created:		Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:		Policy(ies) Replaced/Rescinded:	PLDE 01-12

### Intent:

A Compliance Certificate is confirmation from the Town of Claresholm that development (the positioning and use of buildings) on a property meets the regulations of the Land Use Bylaw. Lawyers and lending institutions often request compliance to protect their clients' investments in real estate transactions.

The purpose of the compliance policy is to layout a set of guidelines for the submission and processing of compliance request letters.

### Definitions:

**Real Property Report (RPR)** is a legal document prepared by a registered Alberta Land Surveyor determining the location, form or boundaries of a tract of land and buildings by measuring the lines and angles in accordance with the principles of the Land Surveyors Act.

**Compliance request letter:** A letter returned for the compliance request indicating the positioning of the buildings and use of the land. This may or may not accompany a stamp of compliance on the RPR.

### Guidelines:

- The compliance request must be submitted in written form (email requests are permitted). The request is to include the following information:
  - Applicant's name, address, phone, fax, email
  - Municipal address of the property
  - Mode of delivery of the compliance request letter (mail, email, courier or pick-up)
- The compliance request fee is to be paid prior to the compliance review process unless other arrangements have been authorized in advance by the Town of Claresholm. The corresponding fees have been laid out in the **Planning & Development Fees Policy**.
- A Real Property Report (RPR) or a Surveyor's Certificate with the signature of the Alberta Land Surveyor clearly shown must be submitted with the request. Email requests or copies may be accepted granted the stamp (signature) of the Surveyor is clear and present.
- If the Real Property Report (RPR) or Surveyor's Certificate is older than one (1) year from the date submitted for compliance review it must be accompanied by an affidavit. The affidavit must be executed within 30 days of submission for compliance and be signed by the vendor to verify that no additions of structures or changes to existing structures have occurred since the date of the survey.



- If the Real Property Report (RPR) or Surveyor's Certificate submitted is not legible or is missing a measurement needed to determine compliance, a letter stating that the compliance could not be conducted due to the applicable reason will be sent to the person that submitted the compliance request. It will be the applicant's responsibility to deal with the surveyor; the Town of Claresholm will not correspond directly with the surveyor.
- If a property is determined to be non-compliant, the applicant has forty (40) days to correct the discrepancy and resubmit their request for an updated compliance request letter without being charged a resubmission fee. If the applicant allows forty (40) days to elapse without correcting the discrepancy and resubmitting their request, they will be charged the full fee for a new compliance request letter, unless other arrangements have been authorized in advance by the Town of Claresholm.
- The compliance review shall pertain to the compliance of the use and setback requirements of principal and accessory buildings as referenced in the current land use bylaw and noted on the survey submitted. Fences which are indicated on the real property report will not form part of the compliance letter unless they encroach onto municipal property. Any encroachments of fences onto neighboring properties is a civil matter between those property owners.
- All measurements shown on a Real Property Report (RPR) or Surveyor's Certificate are deemed to be accurate within a tolerance of 0.1 m. (10 cm or 3.94 inches)
- In the event of a conflict between the provisions of this policy and the provisions of the Town of Claresholm Land Use Bylaw or any other Bylaw, the provisions of those Bylaws shall prevail over the provisions of this policy to the extent of any conflict.
- The position of the Town shall be based solely on the information contained in the survey document supplied and referred to in the compliance request letter. The Town advises that it has not in any way verified or reviewed any document, plan, affidavit, statutory declaration or letter provided and exclusively and strictly relies upon the author or signatory for accuracy and veracity of all statements and details provided (in original, copy, or digital copy).



## Policy # PLDE 01-12

### Compliance Policy

**PURPOSE:** A Compliance Certificate is confirmation from the Town of Claresholm that development (the positioning and use of buildings) on a property meets the regulations of the Land Use Bylaw. Lawyers and lending institutions often request compliance to protect their clients' investments in real estate transactions.

The purpose of the compliance policy is to layout a set of guidelines for the submission and processing of compliance requests.

#### **POLICY:**

- (1) The compliance request must be submitted in written form. The request is to include the following information:
  - Applicant's name, address, phone, fax, email
  - Municipal address of the property
  - Legal land description of the property
  - Mode of delivery (mail, email, courier or pick-up)
- (2) The compliance request fee is to be paid prior to the compliance review process unless other arrangements have been authorized in advance by the Town of Claresholm. The corresponding fees have been laid out in the **Planning & Development Fees Policy**.
- (3) A Real Property Report (RPR) or a Surveyor's Certificate with the signature of the Alberta Land Surveyor (ie: original copy) clearly shown must be submitted with the request letter. A **Real Property Report (RPR)** is a legal document prepared by a registered Alberta Land Surveyor determining the location, form or boundaries of a tract of land and buildings by measuring the lines and angles in accordance with the principles of the Land Surveyors Act. To find a surveyor please contact the Alberta Land Surveyors' Association [[www.alsa.ab.ca](http://www.alsa.ab.ca) or 1-800-665-2572].
- (4) If the Real Property Report (RPR) or Surveyor's Certificate is older than one (1) year from the date submitted for compliance review it must be accompanied by an affidavit. The affidavit must be executed within 30 days of submission for compliance and be signed by the vendor to verify that no additions of structures or changes to existing structures have occurred since the date of the survey.
- (5) If the Real Property Report (RPR) or Surveyor's Certificate submitted is not legible or is missing a measurement needed to determine compliance, a letter stating that the compliance could not be conducted due to the applicable reason will be sent to the person that submitted the compliance request. It will be the applicant's responsibility to deal with the surveyor; the Town of Claresholm will not correspond directly with the surveyor.

- (6) If a property is determined to be non-compliant, the applicant has forty (40) days to correct the discrepancy and resubmit their application for a compliance certificate without being charged a resubmission fee. If the applicant allows forty (40) days to elapse without correcting the discrepancy and resubmitting their application, they will be charged a resubmission fee equal to half the cost of the relevant compliance request fee.
- (7) All measurements shown on a Real Property Report (RPR) or Surveyor's Certificate are deemed to be accurate within a tolerance of 0.1 m. (10 cm or 3.94 inches)
- (8) In the event of a conflict between the provisions of this policy and the provisions of the Town of Claresholm Land Use Bylaw or any other Bylaw, the provisions of those Bylaws shall prevail over the provisions of this policy to the extent of any conflict.
- (9) The position of the Town shall be based solely on the information contained in the survey document supplied and referred to in the compliance request letter. The Town advises that it has not in any way verified, checked or reviewed any document, plan, affidavit, statutory declaration or letter provided and exclusively and strictly relies upon the author or signatory for accuracy and veracity of all statements and details provided.

**EFFECTIVE DATE: JANUARY 23, 2012**



## **Policy #PLDE 04-09**

### **Bylaw #1525 – Land Use Bylaw Planning & Development Fees**

**PURPOSE:** To establish a document showing the Planning and Development Fees as required by Bylaw #1525, the Land Use Bylaw.

**POLICY:** Planning and Development Fees as required by Bylaw #1525, the Land Use Bylaw, shall be charged based on the attached fee listing.

**PARAMETERS:** The attached listing shows the fees to be charged for planning and development projects within the Town of Claresholm as administered by the Development Department.

**NOTE:** Fees on this policy may be changed by Council resolution and updated to the policy at such time as deemed necessary by Administration and/or Council.

**EFFECTIVE DATE:** April 15, 2009

<b>Planning &amp; Development Fees</b>		(May 2018)
<b>Residential:</b>		
New Residential Dwellings: \$50 per new dwelling unit created + \$1 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
Other Residential Development: \$20 per development + \$1 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
<b>Commercial / Industrial / Institutional:</b>		
\$2 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
<b>Sign Permit &amp; Temporary Sign Permit: (One sign per application)</b>		
\$50 + \$2 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
<b>Miscellaneous Development Fees:</b>		
Variance to the Land Use Bylaw & Discretionary Uses		\$125.00
Home Occupation 1 Application		\$50.00
Home Occupation 2 Application		\$125.00
Change in Use (permitted use)		\$20.00
Change in Use (discretionary use)		\$125.00
Parking (cash-in-lieu (per stall))		\$4,000.00
Demolition Permit		\$50.00
Zoning or Property Inquiry Letter		\$20.00
Environmental Search Request Letter		\$20.00
Residential Certificate of Compliance		\$50.00
All Other Certificate of Compliance		\$100.00
Condominium Conversions (per unit)		\$40.00
<b>Performance Security Deposits / Building Damage Deposits:</b>		
<b>Single Family Dwellings &amp; Duplex Dwellings (new construction)</b>		
Adherence to Proposed Site Plan		\$ 750.00
Final Grades Achieved		\$ 750.00
Completion of Landscaping & Building Exterior		\$ 500.00
<b>TOTAL</b>		<b>\$2000.00</b>
Residential exterior renovations and additions (when structural alterations are proposed) and accessory buildings over 250 sq. ft. and *balconies, *decks, *porches & *verandas. (*that require building permits)		
		<b>\$500.00</b>
<b>Multi-family, Industrial and Commercial (new construction)</b>		
Adherence to Proposed Site Plan		\$1000.00
Final Grades Achieved		\$1500.00
Completion of Landscaping & Building Exterior		\$1000.00
<b>TOTAL</b>		<b>\$3500.00</b>
Industrial and Commercial intensification of use (including exterior renovations, landscaping, parking, screening, etc)		
		<b>\$1,500.00</b>
Moved in (Moved out) Buildings or Building Demolition using cartage & heavy equipment (to cover any damage to street, sidewalks, curbs)		
		<b>\$5,000.00</b>
Temporary Shipping Containers		
		<b>\$500.00</b>
<b>Penalty Fees:</b>		
Commencing Without Approved Development Permit		Permit Fees Double
Post Construction Waiver Applications		Permit Fees Double
Sign Impoundment Fee		\$250.00
<b>Planning Fees:</b>		
Statutory Plan Amendment (MDP, ASP, ARP, LUB) Not Redesignation		\$400.00
Statutory Plan Amendment (MDP, ASP, ARP, LUB) Redesignation		\$400.00
Municipal Reserve Disposal Application		\$250.00
Road Closure Application		\$250.00
New Area Structure Plan		\$1,000.00
Subdivision and Development Appeal Board Fees		\$300.00
Agreement Preparations Small Scale		\$125.00
Agreement Preparations Large Scale		\$500.00 + legal expenses
<b>Document / Products Fees:</b>		
Land Use Bylaw		*cost + 50%
Municipal Development Plan		*cost + 50%
Inter-Municipal Development Plan		*cost + 50%
Other Statutory Plans		*cost + 50%
Land Use Map		*cost + 50%
Legal Base Map		*cost + 50%
Civic Address Map		*cost + 50%
Servicing Standards for Municipal Improvements		*cost + 50%
* Hardcopy only (fees may be subject to additional postage costs)		



# REQUEST FOR DECISION

Meeting: February 25, 2019  
Agenda Item: 4

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## GOOD NEIGHBOR FENCE POLICY

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**DESCRIPTION / BACKGROUND:** The Development Department is reviewing the planning and development policies. Policy PLDE #05-95 (Fencing on Common Driveways) has been found to be outdated (see attached).

One of the amendments to the Land Use Bylaw No. 1525 in 2016 was to include fencing in Schedule 3 – developments not requiring a permit. While new fences that comply with the height and various restrictions do not require a permit, anything outside the standards listed in the LUB No. 1525 would require a permit (variance reviewed by the MPC). This change has had positive feedback from residents, and since that time much work (including a brochure) has been created to inform residents of the regulations for setbacks and height. The Development Department still however receives many calls regarding neighbor fencing (conflicts and uncertainty of property lines). Many residents still call to ensure they have the height and property boundaries correct before commencing their project. The proposed policy (see attached) can add some clarity and guidelines for residents. The Development Department additionally continues to provide guidelines and property reports if available to assist with location, but directs landowners to registered land surveyors if questions regarding property lines exist. This policy would provide consistency to that practice, and being that these are guidelines and tools to be used by residents and the development department that do not fit within the regulatory nature of the Land Use Bylaw.

**DISCUSSION/OPTIONS:** The Development Department suggests replacing the Fencing on Common Driveway policy (PLDE #05-95) with a Good Neighbor Fence Policy which includes the portion on fencing common driveways, but also includes guidelines for residents to follow when they are considering the installation of a new fence or repair of an existing one (see attached draft policy). The addition of this policy will give Administration another tool to educate residents and rescind policy PLDE #05-95. This policy has also been reviewed by the Bylaw Officer who agrees this tool can be utilized upon residents' complaints. The bylaw department deals with numerous inquiries/complaints regarding fencing. On February 15, 2019 the Municipal Planning Commission carried a motion to refer the attached policy to Council for approval.

The Development Department has contacted surrounding municipalities and has found no policies outside the Land Use Bylaws; however, in our contact with surrounding municipalities they do see the value in such a policy, and also receive many calls regarding the same issues. The policies found in our research are in cities such as Airdrie, Edmonton and Calgary. The City of Calgary also has a package regarding fences (among other information) at the following link; [http://calgaryarea.com/content/communities/good\\_neighbour.pdf](http://calgaryarea.com/content/communities/good_neighbour.pdf)

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to adopt policy # 5.6.11 "Good Neighbor Fence Policy" effective February 25, 2019 as presented.

#### ATTACHMENTS:

- 1.) Policy PLDE #05-95
- 2.) DRAFT Policy #5.6.11

#### APPLICABLE LEGISLATION:

- 1.) LUB No. 1525

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 19, 2019

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TOWN OF CLARESHOLM

POLICY

POLICY # PLDE 05-95

REPLACING POLICY # \_\_\_\_\_

EFFECTIVE DATE MAY 29, 1995

SUBJECT FENCING ON COMMON DRIVEWAYS

DEPARTMENT PLANNING

AUTHORITY COUNCIL RESOLUTION DATE PASSED MAY 29, 1995

PURPOSE: To establish a policy for fencing of common use driveways.

POLICY: 1. No fencing of any type shall be allowed on a common use driveway (a driveway intended for use by two adjoining neighbours) where a division of such driveway by a fence would create a hazard or hardship to either neighbour unless both parties agree in writing to such a fence.

GUIDELINES:

1. No building permit shall be given for the fencing of a joint use driveway unless both adjoining neighbours agree to the divisional fence.
2. Agreements shall be required from both parties with evidence that the agreements have been registered against the title to both properties.



## Good Neighbor Fence Policy

## Policy #5.6.11

Department Owner:	Planning & Development		
Policy Applies To:	Fencing		
Date Created:		Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:		Policy(ies) Replaced/Rescinded:	PLDE 05-95

### Intent:

1. To provide a consistent policy for residents to follow when they are considering the installation of a new fence or repair of an existing fence; further to the regulations set forth in the Town of Claresholm Land Use Bylaw No. 1525.
2. To establish guidelines for fencing common use driveways.

### Guidelines:

- Before doing any work, discuss your plan with adjacent property owners. Fences are the responsibility of the property owner(s). Any costs for construction and/or maintenance of the fence are between neighbors. Disputes outside the parameters of the Land Use Bylaw or this policy must be settled as a civil matter.
- The Town of Claresholm will not mark property lines. If there are doubts as to the accuracy of the property line, a registered land surveyor can verify and stake the site.
- The property owner is responsible for all maintenance of their fence and/or required hedges contained on the homeowner's property.
- The property owner will maintain the fence such that it is aesthetically pleasing. This includes the maintenance of the exterior color. The color/materials of the fence must match the residential character of the neighborhood.
- All fences must be kept in proper working order. This includes addressing leaning, missing boards, rot, and/or holes underneath the fence. In the event that a property owner or group of property owners neglect to repair or maintain damaged or deteriorating fencing, the Town may require the owner(s) of the subject properties to repair, rehabilitate, or replace their portion of the fence through enforcement of the Unsightly Premises Bylaw.
- A fence must not pose a danger to passersby. Posts must be installed to provide stability and resistance to gusting wind loads. There should be no nail/screw points penetrating through the wood surface and no diagonal braces blocking a walkway.
- Fences may not obscure sight lines for safe roadway/pedestrian travel.
- In accordance with the Town of Claresholm Land Use Bylaw, any display of text on fences, other than a residential identification signs, is considered a sign and not permitted within residential land use districts; all other land use districts require sign permits for the display of text on fences.
- No fencing of any type shall be allowed on a common use driveway (a driveway intended for use by two adjoining property owners) where a division of such driveway by a fence would create a hazard or hardship to either property owner unless both parties agree in writing to such a fence.
- Agreements for common driveway fencing shall be required from both property owners with evidence that the agreements have been registered against the title of both properties.





# REQUEST FOR DECISION

Meeting: February 25, 2019  
Agenda Item: 5

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## APPOINTMENT DIRECTOR OF EMERGENCY MANAGEMENT

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### **DESCRIPTION:**

Since starting with the Town in 2015, CAO Marian Carlson has been the Director of Emergency Management (DEM). With the change in scope of the employment of Jason Hemmaway, it was decided in Council's budget discussions that once his training was complete, Jason would become the Director of Emergency Management. On February 7, 2019, Jason completed DEM training facilitated by the Alberta Emergency Management Agency.

As per the *Emergency Management Act*, Council must appoint a person as the Director of Emergency Management. As Jason has progressed in his training, he is ready to be appointed to this position as was previously decided.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to appoint Jason Hemmaway as the Director of Emergency Management for the Town of Claresholm effective February 25, 2019.

### **APPLICABLE LEGISLATION:**

- 1.) *Emergency Management Act*, Local Authority Emergency Management Regulation

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: February 21, 2019

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# REQUEST FOR DECISION

Meeting: February 25, 2019  
Agenda Item: 6

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## RURAL & NORTHERN IMMIGRATION PILOT APPLICATION

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### **BACKGROUND:**

The EDO was contacted by a business owner in Claresholm that is interested in participating in a Government of Canada Pilot Project: Rural and Northern Immigration Pilot. This program is designed to:

- use immigration to help meet local labour market needs and support regional economic development
- test a new pathway to permanent residence in rural Canada for skilled foreign nationals at various skill levels
- create welcoming environments that encourage and help new immigrants to stay in their new communities

During the Business Visitation Program in 2018, there were other businesses who expressed a need-for, and/or an interest-in, hiring foreign workers. Several other businesses who did not mention foreign workers also expressed a concern for lack of available work-force in both skilled and unskilled labour.

### **DESCRIPTION:**

The Rural and Northern Immigration Pilot was developed to help spread the benefits of economic immigration to smaller communities throughout Canada. The Government of Canada is looking for communities that are interested in participating in this pilot, and communities have until March 1 to apply.

Applications **must** be completed by the local economic development organization and must have the support of the municipal leader(s) **and** a local or regional immigrant-serving organization.

Criteria for being successful in the program:

- Have a population less than 50,000 people
- Have job opportunities
- Have an economic development plan
- Have a local economic development organization that can manage the pilot for your community
- Be able to settle new immigrants in the community by having or developing:
  - relationships with local or regional immigrant-serving organizations,
  - opportunities to connect newcomers with established members of the community, such as through mentoring or networking,
  - access to key services like
    - education
    - housing
    - transportation
    - healthcare

The community-based economic development organization that submits the application is expected to manage the pilot for your community. This involves working with community stakeholders, including employers, to attract and integrate newcomers.

The Government of Canada will help selected communities establish ways to attract and integrate newcomers to their community.

**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to approve the Town of Claresholm Economic Development Application for the Government of Canada’s Rural and Northern Immigration Pilot, provided that another local or regional immigrant-servicing organization provides its written support, and given that all other requirements of the application are met prior to the March 1, 2019 application deadline.

**ATTACHMENTS:**

For more information: <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/rural-northern-immigration-pilot-about.html>

PREPARED BY: Brady Schnell, Economic Development Officer

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: February 21, 2019

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**Claresholm**

# REQUEST FOR DECISION

Meeting: February 25, 2019  
Agenda Item: 7

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## 2019 CAPITAL INFRASTRUCTURE PROJECT

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### **DESCRIPTION / BACKGROUND:**

Included in the 2019 budget was three road sections in Town to be paved with a total budget of \$470,000. These included the 400 to 600 block of 49<sup>th</sup> St W, 100 block of 55<sup>th</sup> Ave W, and the 5300 block of 2A St E. This is a project that was tendered in 2018 and was not completed due to tenders coming in over budget. Budget amounts were increased for 2019 and the project was retendered.

The main reason the project came in over budget in 2018 was due to engineering review and inspection of underground infrastructure on 49<sup>th</sup> Ave determining there were significant sewer repairs that needed to be done on 49<sup>th</sup> prior to repaving. A sewer line replacement was therefore included in the budget for the 2019 project.

The project went out to Tender as such and the Tender closed on February 11, 2019.

### **DISCUSSION:**

A total of 8 submissions were received ranging in price from \$481,116.50 to \$637,431.10. These submissions were all reviewed by our engineers for the project, ISL Engineering and Land Services, and ISL recommends the contract be awarded to the lowest bidder, McNally Contractors. Administration has experience with McNally Contractors and is comfortable with awarding the Contract to McNally as well.

The low bid is still over budget slightly by \$11,116.50, which includes a 10% or \$43.7K contingency. It is however significantly below the engineer's most recent estimate.

### **COSTS/ SOURCE OF FUNDING (if applicable):**

The 2019 budget for the project was a total of \$470,000 with funding being split between Water and Sewer Capital Reserve of \$150,000 for the Sewer Line and 320,000 from MSI Capital Grant.

Based on the breakdown of the quote the budgeted \$150K for the sewer line appears in-line with the overage being on the roads portion of the project, and due to the tight planning for our MSI Capital Funds over our 5 year capital plan it is recommended that the overbudgeted amount be funded from general capital reserves.

### **RECOMMENDED ACTION**

As a result of good response and significant savings being realized from the engineers estimate Administration recommends Council award the contract to the low bidder as per ISL's recommendation letter with the overbudgeted difference being funded from general capital reserve in the amount of \$11,500 (rounded).

**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to award the 2019 capital infrastructure project to McNally Contractors in the amount of \$481,116.50 plus GST and that an additional overbudget funding of \$11,500 be approved out of the General Capital Reserve.

**ATTACHMENTS:**

- 1.) ISL Recommendation Letter

**APPLICABLE LEGISLATION:**

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

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

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 19, 2019

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416B Stafford Drive South, Lethbridge, AB T1J 2L2 T: 403.327.3755 F: 403.327.3454

February 15, 2019

Our Reference: 27189

**Town of Claresholm**  
221, 45<sup>th</sup> Avenue West  
Claresholm, AB  
T0L 0T0

Attention: Mike Schuweiler, Director of Infrastructure

Dear Sir:

**Reference: Recommendation for Award – RFQ-INFRA19-020 – Claresholm 2019 Infrastructure Improvements Project**

ISL Engineering and Land Services Ltd. (ISL) is pleased to provide this recommendation to award letter in regards to the Town of Claresholm (Town) – 2019 Infrastructure Improvements project.

Eight (8) quote submittals were received on February 11, 2019 for this project and evaluations of each submittal was completed by ISL.

The highest evaluated quote of \$481,116.50 (excluding GST) was submitted by McNally Contractors (2011) Ltd. (McNally). The quote is 22.2% lower than the Engineer's Estimate of \$587,983.00, which was based on recent industry tender pricing.

A comparison of bids is summarized in the following table.

Contractor	Quoted Price (10% Contingency Included) (GST exclusive)	% Difference from Eng. Est.	Evaluation Ranking (Out of 100)
McNally Contractors	\$481,116.50	-22.2%	85.0
Bowmark Paving	\$549,925.18	-6.9%	76.3
LBCO Contracting	\$553,184.50	-6.3%	76.0
Tollestrup Construction	\$602,977.82	+2.5%	75.0
Elite Site Services	\$567,724.85	-3.6%	72.5
UG Excavating	\$628,788.89	+6.9%	68.5
Metro Paving	\$656,150.83	+11.6%	67.5
Impact Earthworx	\$637,431.10	+8.4%	66.5

Our review of the individual unit prices and totals identified differences in the McNally bid versus the Engineer's Estimate.

McNally's bid for Safeguarding Work Areas, Traffic Accommodation and Environmental Requirements is significantly lower than the engineers estimate. The low lump sum bid amount for these items may not cover the costs to complete these items satisfactory to the Town.

Items where McNally's unit prices are significantly different the Engineer's Estimate include:

General Requirements

- Safeguard Work Area
- Traffic Accommodation
- Environmental Requirements

Sanitary Sewer

- Sanitary Sewer Main Installation (250mm dia. PVC)
- Sanitary Sewer Service Tee
- Sanitary Sewer Service Tie Into Existing

McNally's bidder's information and mandatory information sheets were completed satisfactorily.

We recommend that the Town award this contract to McNally under the following condition:

- McNally to acknowledge and agree that the unit for Bid Item 1.2 Safeguard Work Areas shall include all labor, materials and equipment necessary to protect pedestrian and vehicular traffic from entering construction areas. The Contractor shall submit a Safeguard Work Areas plan to the Engineer for review and approval prior to construction.
- McNally to acknowledge and agree that the unit for Bid Item 1.3 Traffic Accommodation shall include all costs associated with the preparation of an approved Traffic Accommodation Strategy plan and providing traffic accommodation for the work site. The Contractor shall submit a Traffic Accommodation Strategy for the Engineer to review and approve prior to construction within existing roadways or within Alberta Transportations right of way.
- McNally to acknowledge and agree that the unit for Bid Item 1.5 Environmental Requirements shall include all costs associated with environmental requirements related to the project.

If you have any questions or require further information, please do not hesitate to contact us at your convenience.



Evan Abramenko, P. Tech. (Eng.)  
ISL Engineering and Land Services Ltd.



# REQUEST FOR DIRECTION

Meeting: February 25, 2019  
Agenda Item: 8

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## NAME FOR STORMWATER MANAGEMENT FACILITY

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### **BACKGROUND / DESCRIPTION:**

The Town is currently working towards signage (directional/informational) for the Storm water management facility (storm ponds). This includes a large 4' x 8' entry sign and 5 smaller wayfaring signs 12" x 18" for around the ponds. At this time there is no name for the pond system, and the signage design is almost completed. This is not considered a park, but a storm water facility or "wetland". Claresholm has a rich history that includes Frog Creek (Aquifer) which starts through the north of Claresholm and runs south through Centennial Park into the storm water ponds.

### **OPTIONS:**

The following are some ideas for a proposed name of the storm water ponds;

- Frog Creek Storm Water Ponds
- Frog Creek Wetlands
- Frog Creek Ponds
- Claresholm Storm Water Ponds

Ultimately the naming of this area is Council's decision.

Administration requires feedback from Council as to the naming of the Storm Water ponds to finish the sign design, and for installation spring 2019.

### ATTACHMENTS:

- 1.) Claresholm Storm Water Pond signage/information ideas

### APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Denise Spencer, Recreation Manager and Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 21, 2019

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## Claresholm Storm Water Pond System – Signage Ideas



**Name of park:** Frog Creek Storm Water pond; To be determined by Town Council  
**Date for installation:** Early Spring 2019

**Wetland & Ecological Benefits:** <http://aep.alberta.ca/water/programs-and-services/wetlands/default.aspx>

Wetlands are low-lying areas of land covered by water that support aquatic plants and wildlife for part of all of their life cycle. Alberta's Wetland Policy defines wetlands as:

*"Land saturated with water long enough to promote wetland or aquatic processes as indicated by poorly drained soils, hydro-phytic (water loving) vegetation, and various kinds of biological activity that are adapted to a wet environment."*

Wetlands are highly diverse, productive ecosystems that provide a host of ecological services and form an integral component of Alberta's diverse landscapes. They play an important role in sustaining healthy watersheds by: Protecting water quality, providing water storage and infiltration, (wetlands help remove pollutants and sediment from water) providing habitat for wildlife, fish and plants, and sustaining biodiversity

Wetlands in Alberta are estimated to host some 400 species of plants, some of which are listed as rare, threatened or endangered in the province.

Wetlands are also important to agriculture and forest industries and play a significant role in wildlife conservation program. Peatlands in the province also support peat harvesting (i.e. making peat moss) for the horticultural market.

It is estimated that Alberta has lost between 60 to 70 per cent of the wetlands in the settled areas. Wetlands are now being seen as something we need to retain and even enhance as they are recognized as a key component to maintaining healthy farms, acreages and communities.

### **Wetland Facts**

[http://ftp.public.abmi.ca/home/publications/documents/375\\_Williams\\_2015\\_AlbertaWetlandDiscoveriesFieldGuide\\_ABMI.pdf](http://ftp.public.abmi.ca/home/publications/documents/375_Williams_2015_AlbertaWetlandDiscoveriesFieldGuide_ABMI.pdf)

- About 10% of Canada's wetlands are in Alberta.
- Wetlands cover about 21% of Alberta!
- About 93% of wetlands in Alberta are peat lands (bogs and fens).
- Wetlands and surrounding riparian areas help filter sediments, pesticides, pollutants and extra nutrients out of water. This helps reduce the cost of cleaning our water before we drink it.
- Valuable source of water for livestock, especially during times of drought.
- Help to reduce the effects of flooding by storing runoff water and releasing it slowly
- They are a biodiversity supermarket! They support birds, plants, mammals, fish, amphibians and lots of insects.
- Extremely important for resting migratory birds, and provide important habitat for waterfowl that migrate to Alberta to breed.
- Important to our culture and communities.

**Why this was built:** June 18, 2014 the Town of Claresholm experienced overland flooding after 3 days of significant rainfall.

In February 2016 the Alberta government announced funding \$5.3 million grant for flood resiliency projects through the Alberta Community Resilience Program, "The Alberta Community Resilience Program was established to help communities build their long-term resilience to flood and drought events". The storm water ponds will protect critical municipal water management infrastructure and improve storm water drainage and retention

Construction of the tiered pond system started in 2016, with improvements made to the existing 8th Street drainage ditch on 8th street. It will provide 175,000 cubic meters of storage and controls the outflow of floodwater to the Frog and Willow Creek basins.

### **Animals you may see;**

Red Fox  
Mule Deer  
White-tailed Deer  
Snow Shoe Hare

### **Birds:**

Red-winged Blackbird  
Mallard Ducks  
Pelican  
Blue Heron

Red Tailed Hawks  
Canadian Geese

**How many plants planted, and types**

The Frog Creek Storm water Management Facility features wetland and dryland components. Planting in the area began in June 2018

**Species of plant life; please refer to Nancy Green Email Pond 1 (northern)**

SHALLOW WATER - AQUATIC PLANTS

4839 Creeping Spikerush  
1568 White Water Crowfoot  
1433 Arum-leaved Arrowhead  
5377 Soft-stem Bulrush

MARSH BENCH - AQUATIC PLANTS

19617 Water Sedge  
19617 Small Bottle Sedge Plugs  
19617 Creeping Spikerush  
19617 Water smartweed  
19617 Small fruited bulrush

SHORELINE FRINGE - WILLOW STAKES

39680 Willow Species  
    Bebb's Willow  
    Pussy Willow  
    Sandbar Willow  
    Shining Willow  
    Yellow willow

Upland planting

DECIDUOUS TREES-

42 BALSAM POPLAR  
23 TREMBLING ASPEN

CONIFEROUS TREES

18 TAMARACK  
12 WHITE SPRUCE

**Small Claresholm fact bite: established, brief history:** Originally a watering stop for steam engines on the Canadian Pacific Railway line along the Macleod Trail when the trains first arrived in the area in 1891. The first settlers arrived in 1902, and the village was established in 1903. Claresholm was incorporated as a town in 1905, the year Alberta became a province. The community was named after Clare, a pioneer citizen.

**Map of park (Large):** *Would like this updated in greens and blues*

**Size of Entryway Sign: 4' X 8'**

Where to mount it at park: East side of parking lot and on various areas of the pond system  
Smaller sign Design: 5 signs 12" x 18"

Fact bits from above

\*You are here

Wayfinding on path



**Materials:** Laminated on Metal  
Mounted on repurposed materials from within the extended community



**Town of Claresholm**  
**Income Statement by Object**  
**January 31, 2019**

Revenue	JANUARY	2019 YTD	2019 BUDGET
Net municipal taxes	(0.01)	(0.01)	(3,209,158.88)
Special assessments	-	-	(12,934.00)
User fees and sales of goods	(35,396.62)	(35,396.62)	(2,595,640.00)
Government transfers for operating	(2,033.33)	(2,033.33)	(205,991.00)
Investment income	(8,817.26)	(8,817.26)	(70,000.00)
Penalties and costs of taxes	(21,269.25)	(21,269.25)	(126,000.00)
Licenses and permits	(32,817.06)	(32,817.06)	(87,300.00)
Other local government transfers	6,111.23	6,111.23	(72,000.00)
Proceeds from disposal of capital assets	-	-	(40,000.00)
Franchise and concession contracts	(16,507.40)	(16,507.40)	(206,609.02)
Rental	(2,051.52)	(2,051.52)	(113,250.00)
Other	(1,683.50)	(1,683.50)	(28,300.00)
Government transfers for capital	-	-	(3,220,331.00)
FCSS	(51,666.32)	(51,666.32)	(222,000.68)
	<u>(166,131.04)</u>	<u>(166,131.04)</u>	<u>(10,209,514.58)</u>
<b>Expenses</b>			
Salaries, wages and benefits	121,767.74	121,767.74	3,018,810.78
Contracted and general services	138,519.08	138,519.08	1,296,458.80
Materials, goods, supplies, and utilities	38,823.02	38,823.02	1,252,803.00
Bank charges and short-term interest	30.78	30.78	-
Interest on long-term debt	-	-	240,989.00
Other expenditures	1,881.35	1,881.35	31,440.00
Transfers to organizations and others	84,171.44	84,171.44	337,042.00
Purchases from other governments	-	-	-
Amortization	-	-	2,122,723.29
	<u>385,193.41</u>	<u>385,193.41</u>	<u>8,300,266.87</u>
<b>Net Income</b>	<u><b>219,062.37</b></u>	<u><b>219,062.37</b></u>	<u><b>(1,909,247.71)</b></u>
<b>Other</b>			
Transfers to/from reserves	-	-	(232,197.00)
Capital expenditures	5,800.00	5,800.00	6,699,831.00
Debt Proceeds	-	-	(2,800,000.00)
Debt Principal Repayment	-	-	364,337.00
Amortization addback	-	-	(2,122,723.29)
	<u><b>224,862.37</b></u>	<u><b>224,862.37</b></u>	<u><b>0.00</b></u>

Notes



Town of Claresholm  
Income Statement by Function  
January 31, 2019

Revenue	JANUARY	2019 YTD	2019 BUDGET
Tax and requisition revenue	(44,828.92)	(44,828.92)	(3,551,767.90)
General administration revenue	(17,958.10)	(17,958.10)	(274,800.00)
Police	(2,075.40)	(2,075.40)	(33,000.00)
Fire	6,111.23	6,111.23	(67,000.00)
Bylaw enforcement	(5,509.60)	(5,509.60)	(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	(19,135.63)	(19,135.63)	(1,560,500.00)
Wastewater treatment and disposal	(15.26)	(15.26)	(390,162.00)
Garbage Collection	(86.00)	(86.00)	(413,500.00)
Recycling	(1,436.18)	(1,436.18)	(163,500.00)
FCSS	(51,666.32)	(51,666.32)	(222,000.68)
Cemetery	(600.00)	(600.00)	(17,300.00)
Physician recruitment	-	-	-
Economic development	(2,033.33)	(2,033.33)	(17,000.00)
Land use planning, zoning and development	(13,737.06)	(13,737.06)	(54,600.00)
Parks and recreation	(13,160.47)	(13,160.47)	(745,870.00)
Culture - libraries and museum	-	-	(17,291.00)
	<u>(166,131.04)</u>	<u>(166,131.04)</u>	<u>(10,209,514.58)</u>
<b>Expenses</b>			
Legislative	-	-	113,500.00
Administration	92,985.50	92,985.50	1,370,606.90
Fire	12,323.17	12,323.17	186,904.39
Bylaw enforcement	6,889.90	6,889.90	109,724.56
Common and equipment pool	15,835.37	15,835.37	541,055.56
Roads, streets, walks and lighting	5,236.80	5,236.80	845,063.45
Airport	-	-	16,029.78
Storm sewers and drainage	-	-	205,880.59
Water supply and distribution	16,305.56	16,305.56	1,717,499.55
Wastewater treatment and disposal	5,061.03	5,061.03	534,121.18
Garbage Collection	12,335.77	12,335.77	396,354.52
Recycling	7,480.18	7,480.18	174,126.32
FCSS	12,132.49	12,132.49	244,609.80
Daycare	3,183.50	3,183.50	38,202.00
Cemetery	323.70	323.70	18,839.78
Physician recruitment	-	-	3,000.00
Economic development	30,535.57	30,535.57	192,658.27
Agriculture - weed and pest control	140.50	140.50	50,099.87
Land use planning, zoning and development	43,607.33	43,607.33	197,845.01
Parks and recreation	50,254.72	50,254.72	964,715.24
Culture - libraries and museum	70,562.32	70,562.32	379,430.10
	<u>385,193.41</u>	<u>385,193.41</u>	<u>8,300,266.87</u>
<b>Net Income</b>	<u><b>219,062.37</b></u>	<u><b>219,062.37</b></u>	<u><b>(1,909,247.71)</b></u>

Notes:



# INFORMATION BRIEF

Meeting: February 25, 2019  
Agenda Item: 10

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## AMUNDSEN PARK RE-DESIGN

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The committee met February 12, 2019 for further discussion into a theme and desired components within Amundsen Park. The historical significance was briefly discussed as well as the intended activities/functions/ of this public space. The group has made suggestions on potential “must haves” within the park. Administration will investigate initial costs as well as any development constraints to any suggested components. Some items discussed include creating a welcoming space for the downtown, to be a hub (plaza) or extension from downtown, with new playground equipment, more permanent stage area, improved washrooms, additional parking for events, etc.

Within planning for community spaces there are some principles to be considered within Placemaking (creating a place, not just a space).

1. The community is the expert, so involving public groups is vital to ensure all desired outcomes are met. This can create a strong sense of community (create a vision/theme).
2. Develop new activities (all age groups - accessibility). Provide lots of things to do.
3. Bring new people/users downtown.
4. Promote new opportunities for social interaction and community pride (well planned places are comfortable and attractive).
5. Make kids healthier (create safe and secure spaces)
6. Foster new types of business ideas (get creative with how the space may be used)
7. Champion your “third space”. (First space- home, Second space- work, Third space- where you like to spend time).
8. Provide clean public restrooms.

The representatives can bring back ideas to their respective groups to decide on ways for each group’s involvement moving forward. Any plans/designs or re-development would require Council approval and Council will be updated in the future in regards to ideas, discussions, phases or funding proposals. The next meeting will be held in March. The committee also recommends a public open house would be a great way to engage residents and increase feedback.

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PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: February 19, 2019

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# CAO REPORT

February 25, 2019

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

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## **BYLAW ENFORCEMENT**

[See enclosed report](#)

## **CORPORATE SERVICES**

[See enclosed report](#)

## **DEVELOPMENT**

[See enclosed report](#)

## **ECONOMIC DEVELOPMENT**

[See enclosed report](#)

## **FCSS**

[See enclosed report](#)

## **FIRE**

[See enclosed report](#)

## **HR & TAXATION**

[See enclosed report](#)



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# INFRASTRUCTURE SERVICES

[See enclosed report](#)

# RECREATION

[See enclosed report](#)

# UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM  
CAO

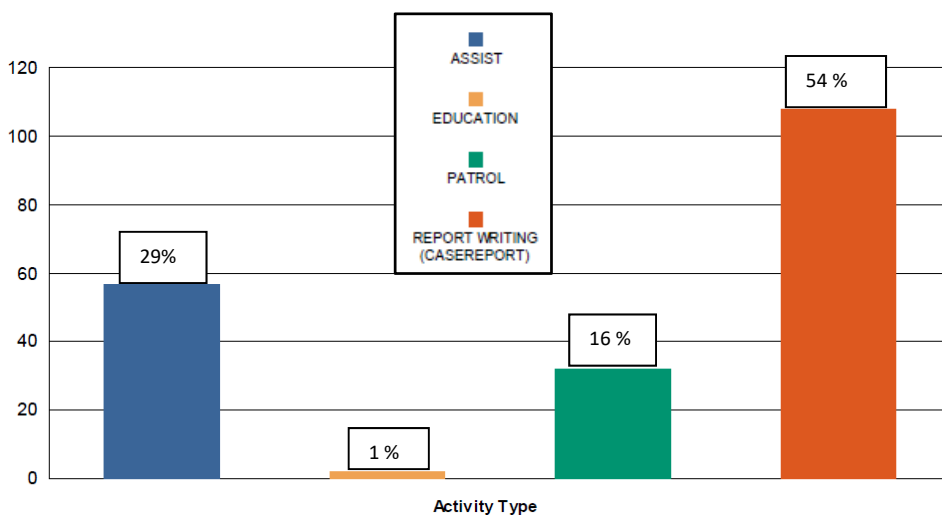


# INFORMATION BRIEF

Meeting: February 25, 2019  
 Agenda Item: CAO REPORT

## BYLAW ENFORCEMENT REPORT January 2019

### Community Engagement in January



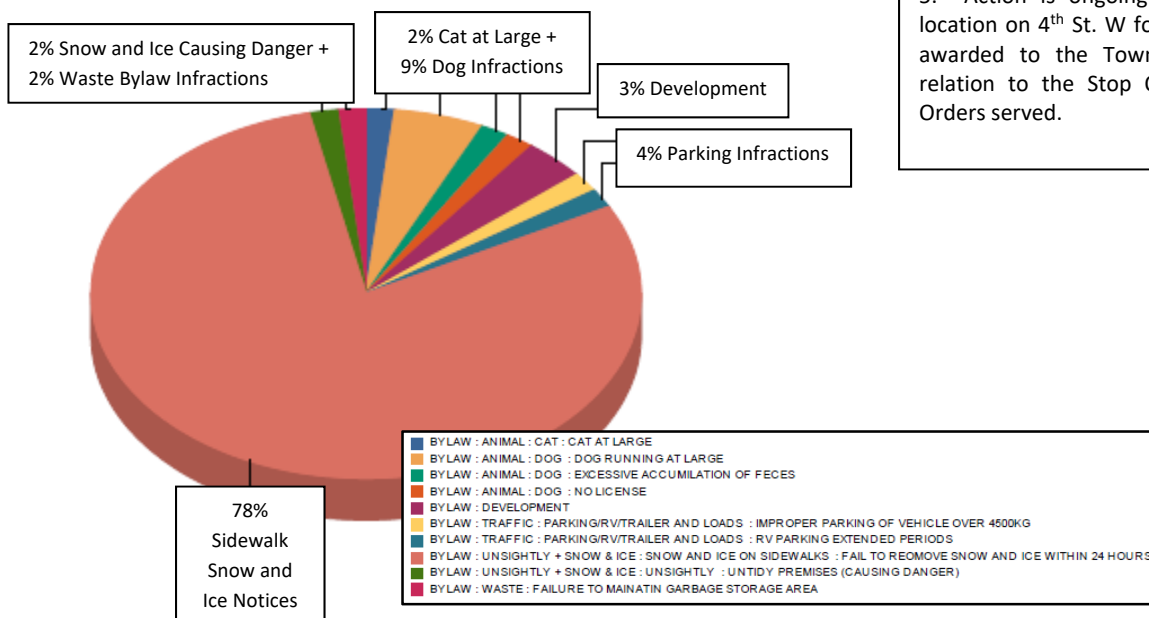
#### January Newspaper Focus:

1. Reminder that Dog License and Business License renewal is required.
2. Drone Information = Claresholm is a no-fly zone due to proximity to the airport and the hospital (STARS landing pad).
3. Off leash park locations and rules.

#### January Enforcement Highlights:

1. Extensive time invested in connecting with residents and having the conversation focused on the need for snow and ice to be removed from the sidewalks.
2. Fifty-Four (54), 24-hour Sidewalk Notices issued.
  - The contractor was hired to clear the sidewalk at 5 locations on a regular basis.
3. Finalized hiring a new CPO1 and the registration for training at the Solicitor General's training facility (training started on February 4<sup>th</sup>).
4. Continued working on the Grade 9 and Grade 12 Risk Reduction programs. Facilitated two grade 12 works shops which focused on recognizing test anxiety and developing healthy coping skills that steer away from substance abuse.
5. Action is ongoing at the greenhouse location on 4<sup>th</sup> St. W for the Consent Order awarded to the Town by the Courts in relation to the Stop Order and Unsightly Orders served.

### Bylaw Infractions/Complaints/Actions in January



## DIRECTOR OF CORPORATE SERVICES - UPDATE



*For: 1/28/2019 - 2/22/2019*

### Financial

- 3 year operational plan (2020-2022) and 5 year Capital plan (2020-2024) have been completed and passed by Council on Feb 11, 2019. These plans have been signed and uploaded to the Town's website. This completes another significant project arising from the new MGA requirements.
- Auditors were on-site on February 13-14, 2019 and everything appeared to go smoothly with the auditors in and out in just over 1.5 days. This is compared to the 3 days they used to be here in years prior to the 2017 Audit. This is thanks to all the hard work of all the staff to be prepared prior to the auditors arrival as well as due to having a CA, CPA on staff with prior audit experience that can complete a lot of work and working papers the auditors used to do themselves.
- Along with the Town's Audit, there is also FCSS's review that must be completed each year. Barb did an excellent job this year of completing the FCSS final report early to provide this in time for the Auditors being onsite. Report was much cleaner this year than last with no adjusting entries being required after the audit fieldwork was completed which is big help for keeping our audit clean as well. Thanks Barb.
- January 2019 month end reports have been completed including report to Council and budget to actual reports to all department heads.

### Museum

- Bill Kells has been hired as the Museum's new Executive Director. He started on February 11<sup>th</sup> and is a great addition to the Town and relieves a significant burden that was put on to Town Administration with the long-time vacancy in the position. Bill brings with him significant experience.

### General

- Brian Baum joins us in the Town Office as our new Archival Clerk. He is another welcome addition in this part-time temporary position, helping us to convert and archive current files to electronic files.
- 2018 Annual Evaluations continue – approximately half done the evaluations with my direct reports.
- Now that Claresholm Audit is essentially completed, or work required from Administration for it, my attention is now turning more to Granum assisting them with preparation for their Audit as per our contract for services to Granum.

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

# DEVELOPMENT OFFICER REPORT



## Claresholm

*For: 1/17/2019 - 2/20/2019*

### **Development Permits**

- ❖ 8 permit applications received.
- ❖ 14 development permits closed.

### **Compliance Requests**

- ❖ 2 compliance requests received.

## **On-going projects**

- ❖ Planning for Growth Project – Final studies and analysis coming in and under review (conference call with Watson's Economics Feb 21, 2019).
- ❖ Multi-use building project – Meeting with major user groups held February 19, 2019.
- ❖ Road plan clean-up project– Surveying complete, road plan submitted to land titles. Waiting on real property reports to be completed.
- ❖ Adhoc committee Amundsen Park re-design – Feb 12, 2019 meeting. Design idea boards presented. The ideas of potential themes and activities desired within the park was discussed.
- ❖ Tax recovery sale property – engineering review still underway, site visit with engineer completed.

## **Miscellaneous**

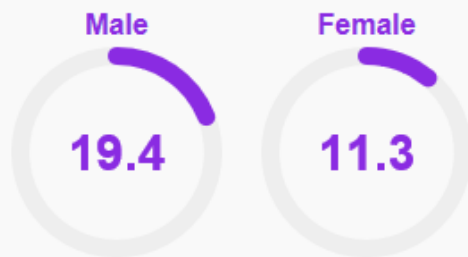
- ❖ January 24, 2019 - Webinar from [https://issuu.com/scitynetwork/docs/1901\\_scn\\_001\\_dig](https://issuu.com/scitynetwork/docs/1901_scn_001_dig) discussing sustainable communities and developments. Sustainability in the Wild West. Discussed community initiatives and sustainability. In order to achieve this particular attention to promoting sustainable development is key, energy efficient upgrades, focusing on recycling, and resilience within communities. Creating a master plan and regional sustainable partnerships, creating vibrant walkable neighborhoods, reducing sprawl and auto dependency is important, and municipalities need to lead by example. Create equity in jobs, strengthen health and safety programs, achieve livability in the built environment, protect and restore the natural resources (local food, water conservation, climate resilience, green buildings, and lively neighborhoods)
- ❖ FIPC meeting – February 7, 2019 & February 19, 2019.
- ❖ MPC meeting – February 15, 2019. Gavin Scott from ORRSC present to discuss potential LUB amendments and updates for 2019. Development Policy updates reviewed.
- ❖ Local Press Ads: License renewals advertised, Tamarack lots for sale advertised (no inquiries on this property in the last few months).
- ❖ February 14, 2019 – Cannabis Webinar by Statistics Canada; Information session on cannabis statistics. Lynn Barr-Telford, Director General of the Health, Justice and Special Surveys Branch focused on how Statistics Canada has readied the statistical system for the legalization of cannabis. This presentation provided a comprehensive overview of the ways in which Statistics Canada had worked to ensure that both the social and economic statistical systems were ready for the legalization. Highlights of some of the innovative and experimental approaches Statistics Canada has been taking in the area of cannabis statistics and showcased recent data. <https://www150.statcan.gc.ca/n1/pub/13-610-x/13-610-x2018001-eng.htm>

Information below retrieved from Stats Can website – 4<sup>th</sup> quarter refers to months post-legislation, numbers are similar in previous quarters (pre-legislation).

## Cannabis use in the past three months by gender, Canada

Fourth quarter 2018

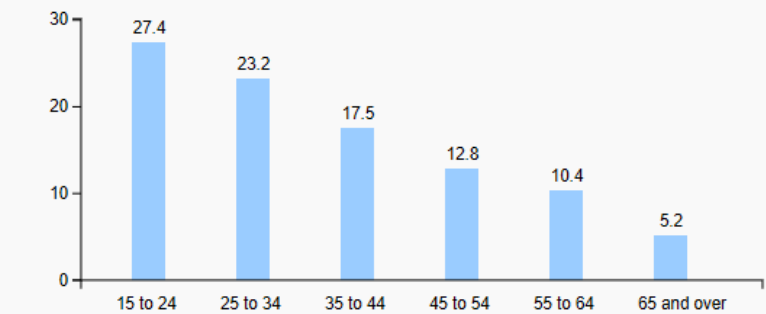
(%)



## Cannabis use in the past three months by age, Canada

Fourth quarter 2018

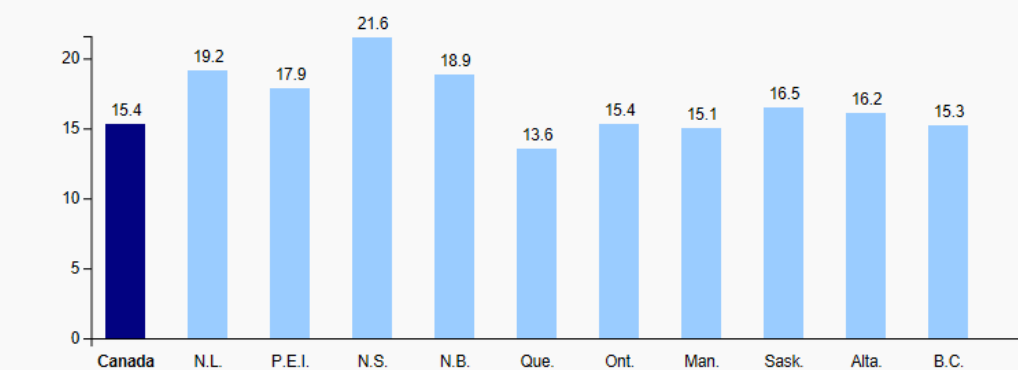
(%)



## Cannabis use in the past three months by province

Fourth quarter 2018

(%)



Statistics Canada is conducting the National Cannabis Survey (NCS) every three months (quarterly) throughout 2018 and into 2019. The NCS measures cannabis use in the past 3 months among Canadians who are 15 years old or older.

*Submitted by  
Tara VanDellen  
Planner/Development Officer*

# Economic Development Officer's Report

Town of Claresholm

February 21, 2019



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

Since the submission of the January 24, 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**

On Friday February 1<sup>st</sup> and Saturday February 2<sup>nd</sup> I was in attendance for the Claresholm & District Chamber of Commerce Trade Expo and Consumer Fair. Assisting with the set-up and take down of the Town booth, I appreciate the time Councillors put in. Look forward to delivering key messages from economic development at next year's event.

On Thursday February 7<sup>th</sup> I was in attendance at the Emerging Trends in Municipal Law 1-day conference along with a few Councillors. Key topics included: Planning and Development Strategies, Sustainable Tax Revenues, Maximizing Procurement Value, and others.

I was in attendance at Winter Festival on February 9<sup>th</sup>, and despite the blistering cold the event was a success. The Curling rink looked amazing, the Grads sold a lot of soup, the Skate Park Ass. sold 60-slices of pizza before movie night, and the fireworks crackled in the cold like nothing else!

I was out of office on holiday from February 11-19, 2019.

## **Economic Development Committee (EDC):**

The EDC has not met since my last report, the next meeting is scheduled for Tuesday February 26, 2019 to accommodate my recent holiday. Sam Schofield, owner-operator of Mountain Drift Marketing & Media will be attending to discuss the recent success they have had in Pincher Creek and the Crowsnest Pass. Sam has partnered with these municipalities in offering a series of training sessions offered at a reduced rate, and the sessions are often sold-out.

Bev Thorton, Executive Director of Alberta Southwest will be coming to talk at the March EDC.

## **Planning for Growth is the Starline-Business Park**

The Development Officer and I will be meeting with Watson Economists on Thursday February 21<sup>st</sup> to discuss the final aspects of their work. WSP has been pushing to meet the project deadlines, and having received nearly all of the deliverables, the project is all but complete. I am working with Watson, WSP, and Town Administration to assure that billing and reporting are done correctly and with consideration to the CARES project deadlines.

## **Claresholm Business Conference**

The working group had its first meeting on the evening of February 20<sup>th</sup>, and the following has been determined:

- 2019 Claresholm Business Conference will be held September 13 and 14<sup>th</sup>
- Friday evening at the Community Centre
- Saturday all day at WCCHS (to be confirmed)
- Still looking for 1 keynote and 2 plenary speakers
- Looking for up to 8 supporting speakers and/or workshops
- Focused on entrepreneur and business skill development, including mental health
- Not including motivational or inspirational

We are currently recruiting volunteers for this event and anyone interested in being on the working group can contact myself or Chamber President Amanda Zimmer.

## **Business Licensing and Home-Occupations**

The second Home-occupation Luncheon is scheduled for Tuesday March 5, from 11:30am - 1:30pm at Putters Restaurant. In response to feedback received at the last luncheon, I reached out to the Claresholm Local Press, and they have agreed to develop a sales package specifically designed for Home-occupations, and to co-sponsor the luncheon to release the new package.

Other outcomes of the luncheons include:

- collection of BVP surveys in person,
- provide information on other services,
- talk about EDC projects
- questions, feedback, and networking with peers

Linda Erickson, Manager of Regional Economic Development Services, and the Economic Development Officer for Vulcan County have shown great interest and are planning to attend.

## **Claresholm Signage and the Community Advertising Program**

Electrical work was completed by Fortis and I was on-site with Direct LED Installer on Friday February 8, 2019. The signs were momentarily activated, and displayed advertisements I had made for Winter Festival, Chad Besplug, and Drive Safe, using the new programing. Unfortunately, I am told due to manufacturer's error, there are some panels on each display that are not working correctly. Direct LED was on-site again on Monday February 18<sup>th</sup>, however the displays are still not working. I am told it is their top priority and will be corrected as soon as they receive the correct programing for the malfunctioning panels.

On the positive, for a few moments the signs were lit and did look quite amazing.

### **Claresholm & District Chamber of Commerce**

The next Opportunity for Growth will be the Future of Agriculture, held on Tuesday March 26<sup>th</sup> at the Claresholm Legion. The keynote speaker for this event will be the Hon. Ted Menzies, as he plans to talk about the 30,000 foot view of the future of agriculture in our country and in the world. Mr. Menzies has notable experience on the topic, and will also reflect on the numerous national and international conferences he has attended over the past 18 months. Potential supporting speakers include the new regional Plant Protein Alliance of Alberta, and South Grow.

I completed a special report for the Chamber's Annual General Meeting, which took place in my absence.

### **Winter Festival**

At the January meeting of the Economic Development Committee, it was decided after some discussion that \$1,500 would be contributed to the event for 2019, similarly to 2018.

As a member of the Winter Festival Committee my responsibilities included:

- Assisted with advertising and printing from the Claresholm Local Press
- Booking the Fireworks, and coordinate with the new Fire Chief
- Booking the ATCO stage and coordinate storage at Town Shop
- Volunteered with Skate Park Association and donated the pizza they sold before the movie
- Sold 50:50 tickets, and attended 4-5 committee meetings
- Attended day-of the event

### **EV Charging Stations and Shaw Go Wi-Fi**

I was on-site with ATCO and Community Energy to assist in selection of EV Charging Stations and provided a map to reflect what was discussed.

We have identified several potential locations for the Shaw Go Wi-Fi project and I with the assistance of the Town's Infrastructure Manager I have provided them with drawings of the Arena Lay-out and where Wi-Fi would be best utilized.

### **Grant Funding**

Since the New Year I have investigated 3 grants relating to Economic Development, including an application for the STEP grant.

I will be submitting a request for decision to Town Council, relating to the new Rural and Northern Immigration Pilot Project, through the Government of Canada.

Submitted,

Brady Schnell, Economic Development Officer



## FCSS Report to Council for January/February 2019

- We are gearing up for Volunteer Tax Program which will begin March 4. We have 7 volunteers in place to input data. Files will be saved to thumb drives and will be looked over by clients and then submitted in our office. We will also be preparing clients to use the MyAccount application on CRA website as this is the way the government is heading with making information available for tax payers.
- The annual report for the government has been prepared and submitted to Blair for auditing purposes along with all information on other grants FCSS receives and signed minutes for the past year. These are all required for auditing purposes.
- Sent the annual report to the provincial office to be looked over and with a couple of changes it will be ready to submit once the audit is finished.
- Have been meeting with agencies looking into our outreach funding. Many are past applicants but there are a few new ones that are having trouble with filling out the application.
- Last year's applications are coming in with the outcome reports on them so I have been going over them to make sure they have fulfilled the outcomes in order to possibly receive money for this year.
- The Children's Services grant was up for renewal so a Schedule A and B (budget and program services application) had to be sent in along with updated police check and vulnerable sector check for myself.
- Allison hosted Psychological First Aid training with McBride agencies in Okotoks. This was arranged at our Interagency.
- Allison was at the high school for Risk Reduction talking on stress and anxiety during exams with grade 12 students.
- As I will be off for surgery on Mar. 22 we have been preparing events that will occur while I am away. We have the Women's Conference (April 6) completely organized and ready to go. For Women: Health and Wellness event. Tickets are \$50 for a day of learning, connections and fun.  
We also have the Volunteer Appreciation (April 10) completely prepared and ready to go. We have applied for the Volunteer Funding but have not heard back as yet. We are having a light snack and entertainment this year. We will be presenting Citizen and Junior Citizen of the Year too. Tickets will be available soon to distribute to your volunteers. This is a free event.

- We hosted Bridges out of Poverty for 20 participants. Ruth Mueller was the facilitator and taught us much about the mental models of poverty, middle class and wealth. Books are available for sale for \$28 at FCSS office.
- Winter Festival went well even with the cold temperatures. FCSS hosted the digital scavenger hunt. We had 5 teams participate this year and each team said they had the best time. Prizes were given for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places.
- Family Day Skate was very successful. We saw a total of 220 adults and children. The biggest attendance yet. We served hotdogs, salsa and chips, coffee, hot chocolate, water and juice boxes for a light lunch. All the food was donated from local establishments! A face painter was on hand to decorate kids' faces for free. We sharpened some donated skates to have on hand to eliminate barriers so all people can skate. The Youth of Tomorrow volunteered their time to help set up and take down. Barry was a great help as always! This is one question from our survey in which 24 people responded.

	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
My family enjoyed spending time together today.					5	19

- Beginning to work on Outcome Measures reporting for the government. It is due April 30<sup>th</sup>.
- Allison and Jason had a phone interview with AHS about a grant we submitted to help us build Roots of Possibility (greenhouse). The grant is called Alberta Healthy Communities Initiative. We should hear back about this the middle to end of February.
- Kaz's Service is doing a promotional fundraiser for Claresholm community through FCSS called LC squared." Love your car, Love your community". They have a list of select services that they will donate \$5, \$10 or \$15 to us.

- Brake Fluid Flush Service.....\$10
- MotorVac Fuel & Air Induction System Cleaning Service.....\$10
- GDI Fuel & Air Induction System Cleaning Service.....\$10
- Diesel Fuel & Exhaust System Cleaning Service.....\$10
- Transmission Fluid Exchange Service.....\$10
- Transmission Fluid Drain & Fill Service.....\$5
- Manual Transmission Drain & Fill Service .....\$5
- Cooling System Fluid Flush Service.....\$10
- Power Steering System Fluid Exchange Service .....\$10
- Front or Rear Differential Service - Cover Off.....\$10
- Front or Rear Differential Cover On Drain & Fill Service.....\$5
- Transfer Case Fluid Service.....\$5
- 3 in 1 Driveline Fluid Service.....\$15

- Rowan House is looking into a grant to cover the cost of a “safe at home” project in Claresholm. Instead of the family leaving the family home after a domestic violence event, they would remain and the perpetrator would be removed to a home run by Rowan House live there temporarily and receive supports. So far it is just an advisory committee for this project to put information together for a grant application.
- Allison is working with Victim’s Services on a grant called Family Violence Initiative Fund. Their proposal will be to work with grade 6, 7 and 8 girls to discuss healthy relationships, self-esteem, and manipulative media, with a focus on reducing generational domestic violence.



## Claresholm Fire report February 2019

### Miscellaneous:

- The Claresholm Fire department has had change at not only the Chief position but due to 2 retirements we have promoted a new Deputy Chief as well as a new Captain and Lieutenant.
- We have welcomed three new firefighters to our ranks. Two whom are presently enrolled in EMT school.
- Claresholm Fire has also been involved with Willow Creek Composite High School, The M.D. of Willow Creek and the RCMP in presentations for students concerning CPR, Drug and alcohol in our community and the Risk Reduction program.
- Claresholm fire has updated their Radio and communications by going live with the Alberta First Responder Communications System (AFFRCS).
- We also have the 3 members currently involved in the 10-01 professional Firefighter course being hosted out of our hall in conjunction with the M.D. of Willow Creek.

### February Calls:

- To date for the month of February we have responded to 12 Emergency calls.
  - 4 Alarm Bells
  - 1 Motor vehicle Collision
  - 1 Structure fire (assist Nanton Fire Department)
  - 2 Medical co-responses

- 4 Medical First responses
- 2 mutual aid calls to neighboring communities.
- 3 calls into the M.D. of willow Creek

### **Calls to Date**

- Emergency calls Year to date 68

Sean Kelly  
Fire chief  
Claresholm Fire Deptment

# FEBRUARY 2019 H/R TAXATION REPORT

Prepared by Lisa Chilton

## Human Resources

The Town has hired Bill Kells as the Permanent Part time Museum Executive Director. His first day was February 11<sup>th</sup>. He is a welcome addition to the Town and comes with a great deal of experience.

The Town also welcomes Brian Baum who will be with us on a part time, temporary basis, in the role of Archival Clerk. He started on February 4<sup>th</sup>. He has started the monumental task of putting all of the Town's documentation into an electronic format.

With the successful promotion of Ryan Rasmussen to Enforcement/Bylaw Officer, we have hired a temporary employee, Ryley Jodoin, for the position of Equipment Operator I.

## Assessment and Taxation

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Benchmark Assessments have completed their year-end assessments of the permitted properties from 2018.

2018 Assessments for the 2019 taxes will be ready for the town no later than February 28<sup>th</sup>, 2019.

Below are the current outstanding taxes, except for the Tax Installment Payment Plan participants, at January 10th, 2019.

- Taxes outstanding are **\$168,982.83** summarized as follows:

\$ 125,567.95	Arrears including penalties
\$ 23,796.38	Tax recovery property not sold at auction 2018 (town-owned now)
\$ 5,640.44	Property under tax agreement
\$ 13,978.06	Tax arrears properties (2) on list for 2018 ( 1 subject for sale in 2019)

There were eight (8) properties on the 2018 Tax Arrears List. Six (6) have been paid in full, one (1) has made significant payments and is within less than 1 year in arrears. The final one (1) tax payer has until March 31<sup>st</sup>, 2019 to pay in full. If not paid, the property will be offered for auction.

# Infrastructure Services



**Feburary 2019**

**TOWN OF CLARESHOLM**

**Mike Schuweiler**

**Director of Infrastructure**

### **Airport**

Runway inspections done weekly and after every snowfall. No new issues to report. Plowing when required.

### **Arena**

A 5 HP motor for one of the condenser fans has failed. We are running on one fan. A motor has been ordered. Only 4 more weeks in this season.

### **Town Buildings**

Regular weekly inspections of buildings. A burst/frozen pipe caused some flooding in the Multi use building. No major damage occurred. Cold temperatures have caused some house freeze ups and kept the crew busy with water shut offs.

### **Cemetery**

No problems to report.

### **Equipment**

Cold weather has been extremely hard on the hydraulic machines. No major problems to report at this time. All equipment operational.

### **Garbage**

Our collection program is working well, and no complaints to report. A new person has been hired to temporarily work on the garbage truck.

### **Sidewalks**

The Town's sidewalks are cleared within 24 hours after a snowfall, as best we can with available manpower.

### **Streets**

The PW's crew have swept, plowed and sanded streets as needed daily. Parking lots cleared as needed.



### Sanitary Sewers

Extra maintenance is done monthly to prevent backups. Monthly flushing of problem areas is done on the last Friday of every month in various areas around town.

### Water Distribution

A new service request to be completed as soon as the cold weather ends.

Two water main breaks have been realized in the last 4 weeks. One is in the Care center property, and has been isolated. They are getting budget money for repairs in the spring. The second main break was in the intersection of 42<sup>nd</sup> Ave East and 3<sup>rd</sup> St. East. This was repaired by the PW crew. A new hydrant and valve were also replaced with the new portion of piping. Water was off for three days in the area.

### Storm Water Drainage

The storm water drainage work on the golf course will not resume until the ground has thawed and topsoil placement and seeding can be done. Ditching is completed and culverts have been replaced along with placement of the armor rock.

### Parks

**No issues to report.**

### Recycling

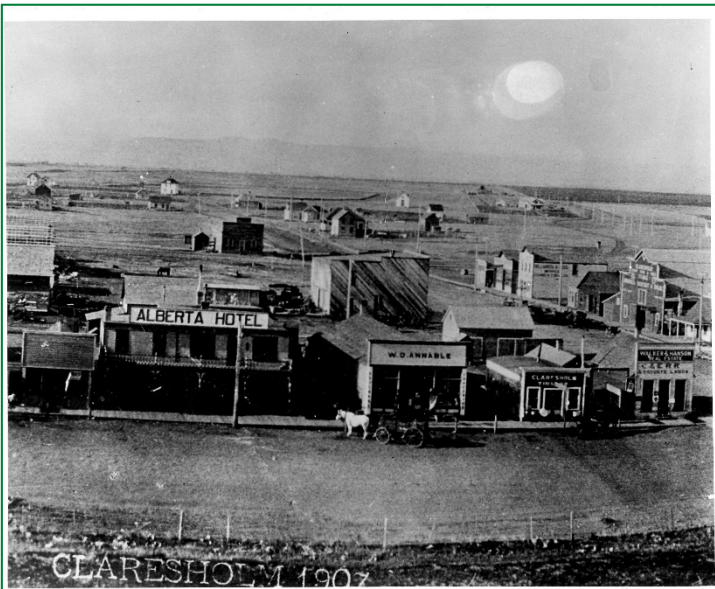
No issues to report. It has been cold in the recycling center.

### Staff

No problems at the time of this report.

# CLARESHOLM RECREATION

January & February 2019



*Amundsen Park is located approximately 1 block behind the Alberta Hotel in this photo from 1907*

*The photo below was taken in the late 70's, early 80's. Amundsen Park still had the pool and Tennis courts*

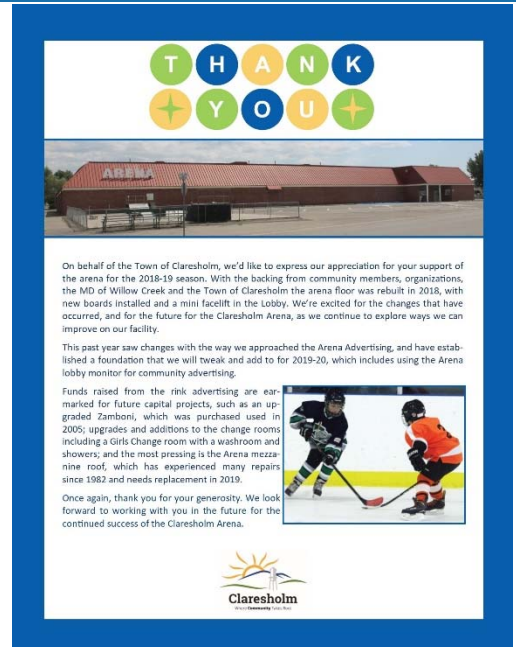


Authored by: Denise Spencer

# CLARESHOLM RECREATION

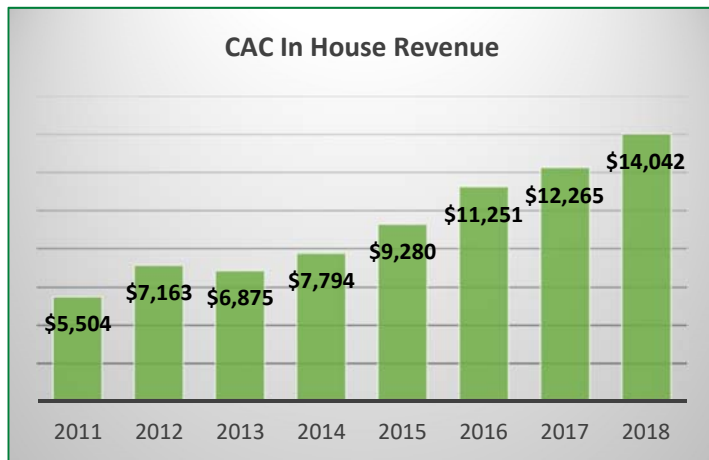
## ARENA

- The Lobby monitor is now operational. We ditched the program that was causing so much grief as it was archaic, and not user friendly. Now we have the use of the same program that the schools use. It's called Rise Vision, and is very user friendly. It gives us the ability to utilize Google Documents, download files, and set up advertising in an easy way.
- Thank you letters to sponsors were mailed out. Detailed on the letter were the upcoming projects/repairs that the arena will be needing
- Rentals continue to trickle in. There is a Team from Calgary's Hockey Super League that is interested in running 4 tournaments in the next season.
- Lomond Lakers had their last game the second week of February. The Lomond Arena is scheduled to begin repairs to the roof shortly. Claresholm will need to find another group to fill in the times that Lomond used for 2018-19
- Fort Macleod Midgets Hockey is hosting provincials



## CAC

- The Junior Lifeguard Club had our 3<sup>rd</sup> annual Swim A Thon fundraiser on January 31<sup>st</sup>. Funds raised from this go into a separate account that is used to pay or subsidize competitions, and maintain our facility's goal of keeping the program an affordable opportunity for youth.



- The May-August program guide is ready for March 4<sup>th</sup>. This program guide is out 3 times per year, and is a huge factor in keeping our facility's programs well attended.
- Family Week: Bronze Medallion & Cross well attended with 5 candidates, National Lifeguard has 6; and lessons were down 5 from 22-17
- January's sales continue to grow, while our attendance numbers did go down from 3784 in 2018, to 3182 in 2019

## PICKLEBALL

- Attendance for this town sponsored activity are between 8-14 weekly

## WILLOW CREEK SOCCER

- In November of 2018 Willow Creek Soccer let the community of Claresholm know that we were not going to have soccer for 2019 unless parents and community members stepped up. The soccer association has lost

numerous board members due to moves, and changes in their family situations. They again put a call out to help in January of this year.

- On February 13, 2019 there was a meeting at the Library that I attended on behalf of the Town of Claresholm. With 127 registrants for 2018, soccer is a sport that has grown considerably in our community.
- I signed up to assist with posters, and the registration forms. There were 10 people in attendance, mainly parents of youth who have been involved in past years.
- Willow Creek Soccer will need at least 5 more people to actively support the program to ensure it runs smoothly for 2019 season.

### **S.A.R.A. & S.A.S.G.**

#### **Southern Alberta Recreation Association & Southern Alberta Summer Games**

- January 23, 2019 I signed up to write a letter for S.A.R.A. that will go out to communities and individuals in the hope that we can increase our membership as well as change the way this organization impacts communities.
- S.A.R.A. voted on its first increase in fees since ~2005 which will take effect this year, raising the \$10 per athlete to \$12 per athlete
- Our next meeting is May 6, 2019 in Pincher Creek. This meeting will be with different sport chairs to determine how they are progressing for the 50<sup>th</sup> Southern Alberta Games that Pincher Creek is hosting July 3-6 this year
- Registrations for Summer Games will start May 8, 2019 in Claresholm
- Evaluations for the 2020 and 2021 will start this spring

### **AMUNDSEN PARK**

- Tara and myself have been chosen to head up an Ad Hoc Committee for the revitalization of Amundson Park. The first meeting was January 9. The committee consists of different community groups, and the goal is for these groups to find something in the park to contribute to. Making it a true community park, that is space that will be usable in many ways. The green space has been identified as highly important, as well as providing spaces for different demographics.

*Interesting components of Amundsen Park, Centennial Park, and the Storm Water Pond system is the ties to history which include Frog Creek running from the North to the South of the community, on the east of Amundsen Park, the path it takes to get to Centennial Park, then through to the new Storm Water Ponds. The history is significant and something that tourists and other visitors to our community will find interesting. I spent a few hours one day going through Museum Archives, looking for park history that may help through the park revitalization process.*

### **STORM WATER POND**

#### **STORM WATER POND-Frog Creek Signage & wayfaring on the roads**

- Working with the Claresholm Local Press to create a Map that will be used for the signage that Fox Signs has designed for this area.

### **SKATEPARK ASSOCIATION**

- On February 13, 2019 the Skatepark Association received word that they are now a registered society
- Fundraising events coming up include Bartending at the Chad Besplug Invitational PBR February 23, 2019. In preparation for this event and others, 5 members of the group (including myself) took the course Pro-Serve which is an online course from AGLC which ensures those serving alcohol have an understanding of laws, liabilities, and due care (among other things)



# Claresholm

## Utility Services Report

February 2019

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

Work# 1-403-625-3100

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

Box 1000 T0L-0T0

Cell # 1-403-625-1687

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

Claresholm, Alberta

Fax # 1-403-625-3869

Utility Services Manager, Brad Burns

# Regional Water Treatment Plant

## Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Yard Maintenance at all Utility Services locations.
- Clean in Place (CIP) PALL membrane clean both Pall Racks. MPE onsite to make changes to PALL recipe.
- Clean PALL acid and caustic tanks.
- New VT SCADA running beside old SCADA until old SCADA is decommissioned.
- BMS unit heater #6 fan blade and shroud repair.
- BMS compressor room exhaust fan #4 damper issue repaired.
- Christian Electric onsite to add bumpers to PAC room crane to comply with OHS.
- Septic holding tank emptied.
- Sharpe Mixer inspected.

## Process Flash Mixer Pretreatment Prior To DAF Units



### 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.
- AEP Compliance 365 certification renewal (Brad) process initiated.
- Working on 2018 year end annual reporting.

### Meetings

- Bi-weekly management meetings.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Employee evaluations complete.

### 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.
- Update MSDS sheets for AEP operation program.

### 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 load of 68 kg gas chlorine cylinders.
- Klear Water onsite to discuss coagulant and algaecide cost and supply.

# 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.
- Unit heater repaired and venting system replaced.

### Unit Heater Exhaust Venting Replaced





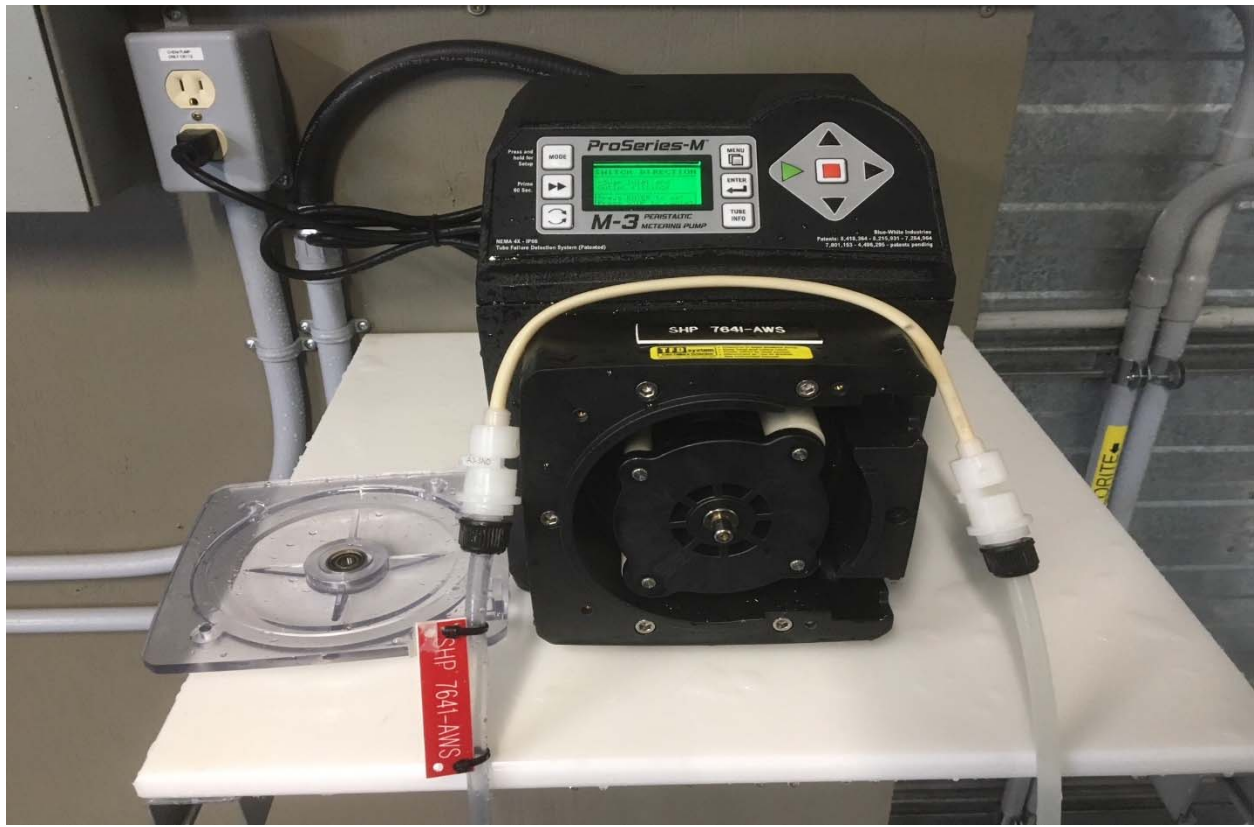
### East Side Reservoir (UFA)

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

### Airport / M.D Willow Creek Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Replace broken chlorine pump tube.
- Bacteriological and TTHM sample as per code of practice.
- Capital Controls onsite for chlorine injection system inspection.
- MPE onsite meeting, domestic water disconnection points.

### Chlorine Injection Pump And Chemical Tube



### West Water CO-OP

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

# Water Distribution

## Universal Metering

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

## Government Compliance

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

## Town of Granum and Supply Line

- Granum commissioning newly updated reservoir and pump station.
- Discussion with town foreman about water usage and reservoir holding capacity.

## Meter Vaults

- Check acreage meter vault bi-weekly.
- Pump acreage meter vault and inspect for leakage.
- Check Granum meter vault (in Claresholm) bi-weekly.

## Distribution Lines

- Two Bacteriological samples sent to Provincial Health Lab for testing once per week.
- Distribution free chlorine test taken once per week.
- Water line break on 3<sup>rd</sup> street east (control pumping and watch reservoir levels).

# 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.

# Raw Water Supply

## Pine Coulee Reservoir

- Test Pine Coulee Reservoir water.
- Control fill line to onsite reservoir.
- Pine Coulee Reservoir level 1046 geodetic meters.
- Pine Coulee Reservoir outfall line to Willow Creek shut off for the season.
- Provided Old Man River Dam technician raw water use from Pine Coulee since Oct 2018.

## Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir LT1026 6154mm
- Check blowers to lake daily.

## Golf Course

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



# INFORMATION BRIEF

Meeting: February 25, 2019

Agenda Item: 12

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 14, 2018				
14	CORRES: Claresholm & District Transportation Society - Moved by Councillor Schulze to refer discussion on taxi tokens to Administration for further research and information and to report back to Council, and also have the Claresholm & District Transportation Society come and make a presentation to Council as a Delegation if possible. CARRIED MOTION #18-067	Blair/Karine	Transportation Society was to present to Council as a Delegation on September 10, 2018 but has asked to postpone to January 2019	In progress
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 - January 28, 2019				
3	CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs RE: 18th Annual Minister's Awards for Municipal Excellence - Council directed Administration to submit a nomination for the Town of Claresholm in the Safe Communities category for the work done by the Community Peace Officer with the Risk Reduction Workshops.	Jason/Karine	Nomination submitted on February 14, 2019	Complete
8	RFD: Policy Manual Review - Moved by Councillor Cutler to adopt the renumbering of all Town Policies effective January 28, 2019 as presented. CARRIED MOTION #19-010	Blair/Darlene	Policy manuals in processes of being updated	In Progress
Regular Scheduled Meeting - February 11, 2019				
1	BYLAW #1659 - Moved by Councillor Carlson to give Bylaw #1659, the Water & Sewer Utility Bylaw, 1st Reading. CARRIED	Blair	To be presented to the public at the next open house on Feb 28th and presented for 2nd and 3rd readings on March 11	Complete

6	CORRES: Action on Smoking & Health RE: Smoke-Free Spaces Award - Council instructed Administration to send a letter to say thank you for the nomination however they are unable to send a representative.	Karine	Letter sent by email	Complete
7	CORRES: Farm Safety Centre - Moved by Councillor Cutler to support the Farm Safety Centre's delivery of the Safety Smarts program to children in Claresholm schools in the amount of \$300. CARRIED MOTION #19-015	Karine	Cheque sent	Complete
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	Contract awaiting signatures	In Progress
11	RFD: Financial Plans - Moved by Councillor Schulze to adopt the 2019 Three (3) Year Financial Plan as presented. CARRIED MOTION #19-018	Blair/Karine	Financial Plan Signed and uploaded to the website and attached to the minutes	Complete
11	RFD: Financial Plans - Moved by Councillor Zimmer to adopt the 2019 Five (5) Year Capital Plan as presented. CARRIED MOTION #19-019	Blair/Karine	Capital Plan Signed and uploaded to the website and attached to the minutes	Complete
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	Completing further research and discussions with the School Division and other Communities with similar programs in place	In Progress

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 22, 2019

# **INFORMATION ITEMS**



# MUNICIPAL PLANNING COMMISSION MINUTES

**January 11, 2019**  
**Town of Claresholm – Council Chambers**

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

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

**Public Present:** Rob Vogt- CLP, Brady Schnell- EDO, Anthony Burton, Ursula Wiese

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<b>8:29 a.m.</b>	<b>Call to Order /Adoption of Agenda</b>	<b>Motion to adopt the agenda by Mayor MacPherson</b>
		<b>Seconded by Jeff Kerr</b>
		<b>CARRIED</b>

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	<b>Adoption of Minutes</b>	<b>Motion to adopt the Meeting Minutes By Doug Priestley</b>
	<ul style="list-style-type: none"><li>December 21, 2018</li></ul>	<b>Seconded by Mayor MacPherson</b>
		<b>CARRIED</b>

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<b>Item 1: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to approve With conditions by Mayor MacPherson</b>
	File: D2018.118 Applicant/ Owners: Anthony Burton & Ursula Wiese Address: 335 50 Ave West Legal: Lot 9, Block 16, Plan 147N Regarding: Discretionary Use – Add Secondary suite to existing accessory building (cabin).	<b>Seconded by Councilor Carlson</b>
		<b>CARRIED</b>

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<b>Item 2: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to approve With conditions by Jeff Kerr</b>
	File: D2018.119 Applicant: Alex Zwijnenburg Owners: Alex & Johanna Zwijnenburg Address: 416 57 Ave West Legal: Lot 4, Block 3, Plan 5968JK Regarding: Demolition permit with variances to front & rear setback dimensions	<b>Seconded by Doug Priestley</b>
		<b>CARRIED</b>



# MUNICIPAL PLANNING COMMISSION MINUTES

**January 11, 2019**  
**Town of Claresholm – Council Chambers**

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**8:43 a.m.**

**Motion to adjourn**  
**By Mayor MacPherson**

**CARRIED**

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Next meeting: February 15, 2019 8:30 a.m.





## Learn-A-Lot-Playschool Society Meeting Minutes

Monday, November 26<sup>th</sup>, 2018

7:30pm

### Call to Order at 7:30pm.

**Attendees:** Chairperson-Sara Schuler, Vice-Chairperson-Lauren Billey, Treasurer-Chelsae Petrovic, Treasurer Liaison-Erin Thompson, Secretary-Leah Blake, Casino Representative-Lashae Holtz, Parent Liaison- Eric Chatterton, Teacher-Carol VanRootselaar, Parent- Leni Patterson.

**Regrets:** Town Councillor Representative-Lise Schulze

### Meeting Agenda

1. Chelsae added Investing Options as an agenda item. Sara motioned to accept the new agenda item. Lauren seconded this motion.

### Old Business

2. Approval of Minutes  
Review of last months meeting minutes. Chelsae motions to accept last months minutes as is. Lauren seconded this motion.
3. Review of class numbers:  
Monday/Wednesday-23- FULL  
Tuesday/Thursday- 23- FULL  
Friday- 21  
  
2- Mon/Wed students moving away in January.  
1- Starting Fridays in January  
-Send out email asking if a family would switch from Tues/Thurs to Mon/Wed.
4. Treasurers Report
  - a. See attached financial report. Current balance of \$85, 071.48.
  - b. Investing Options  
Chelsae talked with Blair about our investing options.  
Eric motioned for Chelsae to go ahead and invest up to \$30,000.00 as per Blair's advice for 1 year in an Elite Savings account. All in favor. Motion carried.

5. Mom's Pantry

Lashae reported that our sales surpassed previous years with more orders online. Approximately \$3,300 sold online and \$4,000.00 through catalogue. We will meet Wednesday, November 28<sup>th</sup>, 2018 to sort the order by student's name. Lashae will report profit when available. Email to notify parents for pickup will be sent out.

**New Business**

6. Christmas Concert

It will be Monday and Tuesday, December 10<sup>th</sup> & 11<sup>th</sup> at 10:45am at the Baptist Church. No snack this year, as it makes clean up a lot easier.

7. New Year Registration

We will advertise the new spots available for January.

8. Contract with The Daycare

Chelsae spoke with Daycare. They jointly created a contract between the two groups for the raffle fundraiser and joint bank account. Sara signed the contract on behalf of the Playschool.

9. Gastro Outbreak and AHS reporting

Daycare is on outbreak, as two are currently symptomatic. If 10 percent or more are affected, it needs to be reported to AHS. We will update our sick kid policy.

10. Parent Liaison

- a. Individual photos will be available for retakes. Lauren will coordinate with parents. An email will be drafted and sent to parents to notify of retakes being offered.
- b. Our Sick Kid Policy will be updated with AHS standards to inform parents to ensure their kids stay home if they are sick.

11. Mrs. V's Monthly Reflection

Licensing-the lady from licensing visited all was well, and in three years we will have to renew again.

New Space- nothing more to report at this time. If anyone has any thoughts or input, let Carol know.

**Next Meeting:**

**Thursday, January 24<sup>th</sup>, 2019 at 7:00pm**

**Meeting Adjournment-** Meeting adjourned at 8:50pm.



## Learn-A-Lot-Playschool Society Meeting Minutes

Monday, January 21<sup>st</sup>, 2019

7:00pm

### Call to Order at 7:05pm.

**Attendees:** Chairperson-Sara Schuler, Vice-Chairperson-Lauren Billey, Treasurer-Chelsae Petrovic, Secretary-Leah Blake, Casino Representative-Lashae Holtz, Parent Liaison- Eric Chatterton, Teacher-Carol VanRootselaar, Parent- Leni Patterson, Town Councillor Representative-Lise Schulze, Ali Shivji. Parents: Leni Patterson, and Cody and Lilibeth Herman

**Regrets:** Treasurer Liaison-Erin Thompson

### Meeting Agenda

1. Lauren motioned to accept the agenda as is. Lashae seconded this motion.
2. Cottonwood Village  
Introduction of Ali Shivji, an owner from Cottonwood Village, Optimal Living. He discussed he would like to engage with our community and create intergenerational programs for his seniors with the Playschool. We will start with a joint Valentine's Party at Cottonwood Village and Mrs. V & Mrs. S will collaborate from there going forward. They have transportation services and food options available for us to utilize with them. We need to ensure our insurance and their insurance covers both parties.

### Old Business

3. Approval of Minutes  
Review of last months meeting minutes. Lashae motions to accept last months minutes as is. Lauren seconded this motion.
4. Review of class numbers:  
Monday/Wednesday-22  
Tuesday/Thursday- 23- FULL  
Friday- 22

## 5. Financials

### a. Treasurers report

See attached financial report. Current balance of \$86, 147.64. We are over in Program Materials for budget but are good otherwise.

### b. Investing Money

Chelsae had last months minutes signed to open investing account. Also, receipt was submitted for \$585.90 for the raffle that is split with the Daycare for joint fundraiser for playground.

## **New Business**

## 6. Fundraising Ideas

There will be a TV up for raffle. Lashae will give Leni a letter for John Deere with the possibility of them donating a kids Gator for our joint raffle. Lashae talked about the possibility of doing a Playschool cookbook for a fundraiser. She presented info from two different companies. Most information could be submitted online. Maybe to have completed before Mother's Day. Lauren motioned to move forward with the cookbook fundraiser idea. All in favor.

We will do a Facebook poll to see if there is interest and what price point. Also, Lashae will look into turnaround time and shipping costs.

## 7. Next Years Board Members

There will be three open board positions (Chair, Treasurer and Secretary) for the following year.

## 8. Custom Cannabis Letter

Lauren delivered the letter to the owner.

## 9. Mrs. V's Monthly Reflection

Sensory table – Lashae purchased a sensory table. It is working great. The kids are enjoying it and they tried water beads. Eric will polyurethane it before water is used.

## **Next Meeting:**

**Tuesday, February 12<sup>th</sup>, 2019 at 7:00pm**

**Meeting Adjournment-** Meeting adjourned at 8:30pm.

## Karine Keys

---

**From:** General Town <clares@telusplanet.net>  
**Sent:** Saturday, February 9, 2019 9:57 AM  
**To:** Karine Keys  
**Subject:** Fwd: The Watershed Stream! \*February 2019\*

Sent from my iPhone

Begin forwarded message:

**From:** Oldman Watershed Council <[news@oldmanwatershed.ca](mailto:news@oldmanwatershed.ca)>  
**Date:** February 8, 2019 at 11:49:24 AM MST  
**To:** Town Of Claresholm <[clares@telusplanet.net](mailto:clares@telusplanet.net)>  
**Subject:** The Watershed Stream! \*February 2019\*



Oldman Watershed Council

February 2019

### FEBRUARY EDITION

#### Supporter Survey

**We need your input!**

We are always looking for ways to connect with our community and membership – help us get to know you better! Please consider filling out our quick 10-question survey and be entered to win an OWC swag pack!

[OWC Supporters Survey 2019](#)

#### Table of Contents

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[Board Positions Available](#)

[Offices for Rent](#)

[Other News from the Watershed](#)

#### Quick Links

[Our Website](#)

[Donate Now](#)

Email Us

---

## We Won!

### Phillips Benefit Brew

As you may know, the OWC was involved in Phillips Brewing Company's Benefit Brew competition. Five environmental non-profit charities competed head-to-head to win their very own signature brew, as well as the proceeds from the sale of the product (est. \$10,000). We are very happy to announce that the OWC came out on top in the competition!

Thanks to everyone who supported us with their votes and post sharing throughout the competition – we could not have done it without you! We will share more information about this partnership as the project develops.

[You can read more about it here.](#)



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## Board Positions Available

### Join the OWC board

The Oldman Watershed Council has several positions available for 2019-2021 terms, which will begin at the AGM on May 30, 2019. The following sectors will elect members to bring their perspective to the board:

Member at Large - 4 positions available (elected at the

AGM)

Health - 1 position + 1 alternate position available

Industry - 1 position + 1 alternate position available

Wildlife Conservation Organizations - 1 position + 1 alternate position available

Please fill out the nomination form below to put your name forward today!

[Download the Board Job Description](#)

[Download the 2019 Nomination Form](#)

Also, please remember to [renew your membership](#) if you haven't done so already.

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## Offices for Rent

### Share space with the OWC

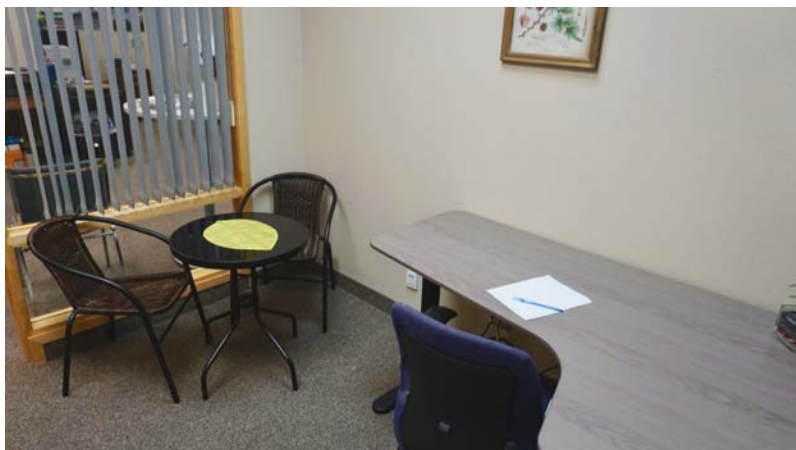
We now have two rooms available for rent within the OWC office. [Have a look around at our navigatable, 360 degree video!](#)

Each office is approximately 90 square feet and includes use of a shared kitchen, bathroom, and board room, as well as weekly cleaning service, internet, and utilities. The property is monitored by an up-to-date security system. Near several great restaurants, local businesses, and amenities. Zone 10 City of Lethbridge parking within close proximity.

\$350/month, with first and last month's rent due at time of signing lease.

Discounts available for annual and multi-office rentals.

Contact Kallie Desruisseaux at 403-849-1346, or, email [info@oldmanwatershed.ca](mailto:info@oldmanwatershed.ca) for more information and to schedule a property viewing.



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## Other News from the Watershed

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### **Trout Unlimited Canada AGM Oldman River Chapter**

Please join the Oldman River Chapter for their upcoming AGM on March 14th, 2019 from 6:00 - 9:00 p.m. at 418 13th St N Lethbridge.

Tickets are \$10.00 at the door (cash only) and all proceeds will be donated to the Yellowstone-to-Yukon Conservation Initiative in Murray Dueck's memory.

### **8th Annual Westslope Cutthroat Trout Stakeholder Workshop**

Please join Cows and Fish, Oldman Watershed Council, Alberta Environment and Parks, and many other partners at the 8th Annual Westslope Cutthroat Trout Stakeholder Workshop on March 15, 2019. Register by March 8th and get more details online [here](#).

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To view our previous blog articles & for other watershed information, please visit [www.oldmanwatershed.ca](http://www.oldmanwatershed.ca). To contact us, please email [info@oldmanwatershed.ca](mailto:info@oldmanwatershed.ca).

Follow us on Social Media!



[Remove my name from all future mass email communications.](#)

Address postal inquiries to:  
Oldman Watershed Council  
319 - 6 St South  
Lethbridge, AB T1J 2C7

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# Executive Meeting - Minutes

## Friday, January 4 - 5:15 p.m. Roy's Place - Back Room

Amanda Zimmer  
Lorraine Norgard - regrets  
Shauna Anderson  
Lori Beazer - regrets

John Corlett  
Lauren Billey  
Todd Buhmiller - regrets

Tony Walker  
Keith Armstrong  
Brad Schlossberger

David Richardson  
Brad Toone  
Brady Schnell

- 1 • Call Meeting to Order at 5:21 by Tony Walker
- 2 • Acceptance/Additions to Agenda - approved by Tony and Lauren.
- 3 • Approval of Minutes – not available
- 4 • Treasurer's Report - not available

### **5 Old Business**

- 5.1 Memberships are due. Lorraine  
Lorraine will send out as soon as she is feeling up to it. Directory listings on website are set to expire on January 1 of each year, so the listing shows only currently paid members. Email notifications are sent out from the website to let members know the listing is due for renewal.  
Added PayPal payment option to online membership form for a one-stop process.  
Any changes to the membership fees need to be brought up at the AGM, they have not been changed for years.
- 5.2 Roles & Responsibilities, Policy Handbook - Tony/Keith/Lorraine  
Working on it, will have ready to present at the AGM
- 5.4 Learning Sessions - Agriculture - Farming Smart - Date? Brady  
Looking at a March Date. Please send any topic ideas for future events to Amanda or Brady.
- 5.5 Trade Fair Committee  
Sold out on booths! Will charge \$2 admission for 14 & over, or a donation to the Food Bank.  
Silent Auction Items requested, members can donate even if not having a booth.
- 5.6 Window Decal – Ordered vinyl decals from KFJ - can distribute with new member certificate stickers
- 5.7 Website contact Amanda  
Contract was renewed at a negotiated price of \$800/year with 12 hours of support broken into 3 groups throughout the year.

### **6 •New Business**

- 6.1 AGM - Date is February 13, Guest Speaker Nick White of Burgundy Oak, at Casa Roma.  
Charging a reduced rate, \$20/member and \$25/non-member. Have 27 people RVSPd to date.  
Nominations are open for all positions. Have your business friends join us.  
Please recruit members and executive members.
- 6.2 Winter Festival request for financial support.  
Motion made by Shauna Anderson to sponsor the Winter Festival with \$500 for 2019.  
Seconded by Brad Toone. Carried.
- 7 •Economic Development update Lauren/Brady  
Planning to incorporate Way Finding Signage downtown, contact Brady to participate.  
Planning Opportunities for Growth sessions with the Chamber. Topic suggestions can be sent in.
- 8 • Town of Claresholm update - brad.schlossberger@claresholm.ca Brad  
Digital signs at north & south welcome signs are installed, hoping to have them up and running soon.  
Need to work out a few technicalities for power first.

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

Follow us on Facebook: Claresholm & District Chamber of Commerce

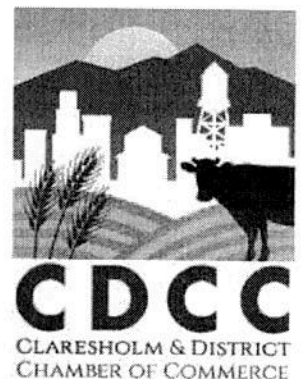
**•Next Meetings**

- Next General Meeting – January 16 at Douros - 12 p.m.
- Next Executive Meeting – February 8 at 5:15 pm. at Roy's Place
- Adjourned at 6:28 p.m. by Shauna Anderson.

Don't forget we have postage stamps and post cards available for purchase!

**WANT MORE EXPOSURE FOR YOUR BUSINESS?**

Participate in our Chamber Display Board which goes up at events around town.  
Contact Amanda for more info.



Claresholm Seniors Drop In Center  
ANNUAL GENERAL MEETING MEETING

January 29, 2019

1. President Laurie Butler called the meeting to order at 2:02 PM.
2. Laurie asked for approval of the agenda as presented. Kathy Davies so moved. Motion carried.
3. Laurie asked for approval of the minutes of the January 2018 AGM. Bev Ramm moved to approve. Carried.

Laurie thanked everyone for their support over the past year and all the volunteer work done at the Center. He introduced the New Manager, Sheila Robbins, who gave a brief report on the continuation of the Bingo and Crib during Sonja Caswell's absence. She thanked Sonja for all the work she has done on both these programs. Sheila indicated that more volunteers are needed for these functions, so anyone wishing to volunteer should come and talk to her.

4. Laurie gave his President's report as follows:

- Membership is at 147, with 112 women, and 35 men
- Laurie introduced Nicole Egger as our contract cleaner and thanked her for her great work

Some accomplishments from the past year are:

- developed a mission statement
  - revised the by-laws
  - looked into possibly changing the proposed building addition to the north of the present building instead of the west, as initially proposed, due to lack of space
  - He asked for suggestions from members for anything they wanted to see in the future
  - rental agreement was revised and shortened extensively
  - one discipline issue was dealt with last year and one membership revoked
  - Bingo was restarted
  - new lock system was installed and new keys issued
  - discussed implementation of new manager position in place of previous hostess positions
5. Jackie Clark gave an overview of the balance sheet, income statement, and statement of funds accrued to the Community Foundations funds. She noted that all GICs had been redeemed and forwarded to the Community Foundation Managed funds for better interest, and ease of access.
  6. Directors Reports:
    - a. Karen Arnold reported on the status of the library. Culling of books has been completed and they are able to take donations again, preferably paperbacks instead of hardbound copies. She asked for member input on what else people would like to see in the library.
    - b. Darleen Friesen outlined her duties as the one in charge of the kitchen. She does the ordering of food and cleaning supplies, she cooks the meals/snacks for luncheons and tournaments. She is also the Activity Leader for shuffleboard and Thursday night crib. Darleen reminded everyone of the upcoming Valentine luncheon on Feb. 8th, and thanked Edwin and all the volunteers who help her in the kitchen.
-

- c. Edwin Friesen reported on maintenance that had been done throughout last year, with the main ones being the new keys and new hand sanitizers. Usual repairs were done and a new ladder and fridge purchased.
  - d. Eileen Jones was not present so Laurie read her report of 4 luncheons with entertainment held last year
  - e. Norma Waddell presented a spreadsheet summarizing the number of activities and participants to all functions last year
7. New Business
- 7.1 REVIEW & APPROVAL OF AMENDED BY-LAWS:  
Kathy went through all the changes to the Drop In By-laws and discussed the reasoning behind the changes. She asked for a motion to approve the changes and submit them to the government for approval. So moved by Eileen Jones. Carried.
- 7.2 QUESTIONS FROM THE FLOOR:  
Laurie asked if members were willing for the Board to continue working on getting approval and funding for the building addition and possibly change the location. Moved and Carried.
8. DISSOLUTION OF THE 2018 BOARD OF DIRECTORS BY 2018 PRESIDENT:  
As there were no more discussion or business, Laurie moved that the current Board of Directions be dissolved at 3:45 p.m. Motion carried.

#### ELECTION

Connie Quayle directed the election of executive and directors, with the final vote showing as declared Board members:

- President: Laurie Butler
- Vice-President: Shelley Ford
- Secretary-Treasurer: Jackie Clark
- Directors:
  - Karen Arnold
  - Beth Borthwick
  - Darleen Friesen
  - Edwin Friesen
  - Ed Hood
  - Helen Johnson
  - Eileen Jones
  - Evelyn Savell

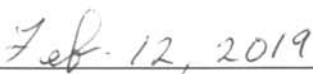
After the election was declared over, Laurie called for a motion to adjourn the meeting at 4:23 PM. Faye Knudson made the motion. Carried.



President



Secretary



Date

# Celebrate International Women's Day with Rowan House Society and the Okotoks United Church!

## Friday, March 8th, 2019



### RISE!

5th Annual 1 Billion Rising March  
to end violence against women

Meet at George Lane Park Gazebo  
in **High River** at **12pm** to take part

Call 403-603-5999  
for more information



### UNITE!

International Women's Day  
Potluck Celebration  
**5:30-8:30pm**

at Okotoks United Church  
43 Riverside Drive, **Okotoks**

Bring a potluck contribution and join us for  
**Keynote Speaker: Sinela Jurkova, PhD (c)**  
Multiple identities in Culturally Diverse Society

Contact [carol.a.price@shaw.ca](mailto:carol.a.price@shaw.ca)  
by March 4th to register

proudly presented by  **accenture**

2019 Fundraiser for

# Hope & Healing



**ROWAN  
HOUSE**  
SOCIETY

BUILDING VIOLENCE FREE COMMUNITIES

**Rowan House Emergency Shelter**

Box 5121, High River, AB T1V 1M3  
403.652.3316

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

Saturday, April 27, 2019  
Lynnwood Ranch, Aldersyde

## Our Mission

*Rowan House provides crisis intervention, long-term support and education for those affected by family violence in rural communities.*

## Sponsorship Opportunities

Dear Friend of Rowan House,

As we look back on a decade of Hope & Healing Galas, we just wanted to take a moment to share with you, the impact this event has made over the years...

By supporting this fundraiser, you have helped:

- 🎸 Build and open a new Emergency Shelter to keep more women and children safe from abuse,
- 🎸 feed, clothe, and support those women and children – helping them heal from trauma and begin a new life,
- 🎸 create a new Transitional Housing program for women and children struggling to find longer-term affordable housing options,
- 🎸 and continue to provide hundreds of school presentations to educate thousands of youth on bullying, dating violence and healthy relationships – to break the intergenerational cycle of violence.

Thank you again for making a difference for vulnerable families in our communities.



Family Violence remains a significant problem in Alberta and the Foothills, and there's still a long road ahead to achieving our vision: *that every person is safe and secure and lives without abuse*. Will you help us continue growing hope for the next 10 years?

**Planning has begun for our new-look 2019, Hope & Healing Fundraiser: Saturday, April 27th at Lynnwood Ranch.**

Can we count on you to commit to joining us for one night of fun as we launch our Annual Giving Campaign? Every dollar raised at this event will go toward our goal of raising the \$800,000 needed above our government operating grant to continue to protect women and children in crisis today and create violence-free communities into the future.

*Sponsor / Attend / Donate*

For more information please call Peta at 403-603-5985 or email [gala@rowanhouse.ca](mailto:gala@rowanhouse.ca).

# Sponsorship Levels

	Trunk Sponsor \$10,000	Branch Sponsor \$5,000	Leaf Sponsor \$2,500
Tickets to the event	8	8	4
Logo and company link on Rowan House website	✓	✓	✓
Pre-gala recognition on social media and monthly newsletter	✓	✓	✓
Recognition in post-gala Thank You ad in local newspapers, social media and newsletter	✓	✓	✓
Option to include promotional items or coupons in event swag bags	✓	✓	✓
Logo on event poster and program	✓	✓	
Feature article/ad about your company in our e-newsletter (if provided)	✓	✓	
Opportunity to record short promotional video about your company and your support	✓		

Please note, these are just our standard inclusions. We are grateful for the ongoing support of this community and we look forward to exploring with you, other ways we can give back to you through this sponsorship opportunity.

Please fill out the form included to indicate your level of support.

If you're unable to sponsor the event at these levels but would still like to be recognized for contributing to the final total of this year's fundraiser, you can select that option as well, or just purchase single tickets.

Thank you for your consideration. We look forward to seeing you on April 27th!

*Tickets:* \$100 each or \$800 for a table

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  
November 22, 2018 at 3:00 P.M.

In attendance: Chair Gord Wolstenholme, Don Norby Helen Kehoe and CAO Cheryl Friesen.  
Missing: Brad Schlossberger and John Kroetsch.

1. CAO Cheryl Friesen called the meeting to order at 3:03 P.M.
2. Designation of Officers

CAO Friesen explained the first order of business was to elect a board chair and vice chair for the ensuing year. Friesen called for nominations for chair. Member Kehoe nominated Gord Wolstenholme as chair.

18.101 **Moved by Don Norby** that Gord Wolstenholme be appointed as board chair for the ensuing year.

**CARRIED**

CAO Friesen explained that Brad Schlossberger would let his name stand as board vice chair if nominated.

18.102 **Moved by Gord Wolstenholme** that Brad Schlossberger be nominated and appointed as board vice chair.

**CARRIED**

18.103 **Moved by Helen Kehoe** to close the organizational portion of the meeting at 3:07 p.m.

**CARRIED**

3. Approval of Agenda

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

**CARRIED**

4. Delegations

No delegations.

5. Approval of Minutes

a) Regular Meeting October 4, 2018

18.105 **Moved by Don Norby** to approve the minutes of the October 4, 2018 regular meeting as presented.

**CARRIED**



Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility  
November 22, 2018 at 3:00 P.M.

6. Financial Information

a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$34 045.25.

18.106 **Moved by Helen Kehoe** to approve for payment, the accounts payable in the amount of \$34 045.25.

**CARRIED**

b) Check Detail October 5 – November 16, 2018

CAO Friesen presented the members with the check detail from October 5–November 16, 2018.

18.107 **Moved by Don Norby** to accept the check detail of October 5 – November 16, 2018 as presented.

**CARRIED**

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

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

18.108 **Moved by Don Norby** to accept the October 2018 bank reconciliation reports for the ATB Financial checking & 90 day notice accounts as presented.

**CARRIED**

d) Transfer of Funds

CAO Friesen recommended to transfer some funds from the checking account into the 90 day notice account.

18.109 **Moved by Don Norby** to authorize CAO Friesen to transfer seventy five thousand dollars (\$75 000.00) from the ATB Financial checking account to the 90 day notice account.

**CARRIED**

7. New Business

a) Christmas Hours

The members discussed the 2018 Christmas business hours. CAO Friesen explained that the landfill will be closed on the recognized general holidays of December 25 and 26 as well as January 1, and asked the members to consider closing the landfill early on Christmas Eve.

18.110 **Moved by Helen Kehoe** that the landfill close at 2:00 P.M. on December 24, 2018.

**CARRIED**

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility  
November 22, 2018 at 3:00 P.M.

7. New Business cont.

b) Christmas Bonuses

CAO Friesen explained that the Commission, in the past, has given Christmas bonuses to all staff members. Friesen further explained what the bonuses were in 2017.

18.111 **Moved by Don Norby** that the WCRWMS employees receive the same Christmas bonus as in 2017.

**CARRIED**

c) Waste Volumes to October 31, 2018 vs. 2017 – For Information

CAO Friesen provided the members with the waste volume report ending October 31, 2017 and 2018 for information. Waste volumes are up a small amount for the same period in 2017.

d) CAO Vacation

CAO Friesen requested that she be authorized to will be away from December 21, 2018 returning on January 2, 2019.

18.112 **Moved by Helen Kehoe** that CAO Friesen be on vacation from December 21 to 31, 2018.

**CARRIED**

e) 2018 Audit Date – For Information

CAO Friesen reported that she has scheduled the 2018 financial audit. Avail CPA will be on site to do their field work on February 4<sup>th</sup> and 5<sup>th</sup>, 2019. Friesen further reported that Avail should have the audit complete in time to present financial statements at the regular monthly meeting in February.

f) 2019 Interim Budget

CAO Friesen explained that the board must pass an interim operating budget for 2019.

18.113 **Moved by Don Norby** to pass the 2018 operating budget as the 2019 interim operating budget.

**CARRIED**

g) Appointment of 2019 Auditor

CAO Friesen that the board must appoint an auditor for the ensuing year.

18.114 **Moved by Helen Kehoe** to appoint Avail CPA as the 2019 auditor for the WCRWMS Commission.

**CARRIED**

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility  
November 22, 2018 at 3:00 P.M.

7. New Business cont.

h) Meeting Dates

CAO Friesen explained that the board does not typically schedule a regular meeting in December as there is often conflict with Christmas. The next regular Commission meeting will be January 24, 2019.

i) Concrete Tipping Fees

CAO Friesen explained that she had received a verbal request that the board consider a reduced tipping fee for concrete disposal for demolition of a Claresholm property.

18.115 **Moved by Don Norby** that the tipping fee for concrete disposal be \$25.00 per tonne and further that the concrete pieces be no larger than 2 ½ square/cubic feet.

**CARRIED**

j) Insurance Renewal – For Information

CAO Friesen provided the members with an overview of the 2018/2019 insurance renewal package.

k) Christmas Hamper Sponsorship

CAO Friesen asked the members to consider donating \$500.00 to the Christmas Hamper programs organized in the area.

18.116 **Moved by Don Norby** that the WCRWMS participate in the Christmas Hamper programs in Claresholm, Fort Macleod, Granum and area.

**CARRIED**

8. Old Business

a) Groundwater Monitoring Report – For Information

CAO Friesen gave an overview of the 2018 Groundwater Monitoring and report as prepared by Hasegawa Consulting.

9. Correspondence

No correspondence.

10. General Landfill Information

CAO Friesen gave a brief verbal report that all budgeted projects have been completed for 2018. The last item was the repairs to the wind fences which was completed by Erdman Welding.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility  
November 22, 2018 at 3:00 P.M.

11. In Camera

No In Camera items.

12. Adjournment

Chair Gord Wolstenholme declared the meeting adjourned at 4:05 P.M.

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Chairman Gord Wolstenholme

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CAO Cheryl Friesen

**CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY**  
**Board of Directors, October 19, 2018**

*Accepted  
Jan 18, 2019.*

**ATTENDEES:** Brydon Saunders – Lay Representative  
Howard Paulson – Lay Representative  
Brian Comstock- Lay Representative  
Josee Meston - Wandering Willows  
Ian Sundquist – M. D. of Willow Creek  
Arlette Heck – Town of Granum  
Lise Schultze – Town of Claresholm  
Lyal O’Neill - CAO

**REGRETS:** Mike McAlonan – Lay Representative  
Bob Thompson, Claresholm Senior Centre  
Jason Schneider – Vulcan County

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

**1.0 APPROVAL OF AGENDA**

Moved by Josee Meston to accept the agenda as presented.  
Carried.

**2.0 APPROVAL OF MINUTES**

Moved by Lise Schultze that the minutes of the **Sept 14, 2018** be accepted as presented. Carried.

**3.0 BUSINESS ARISING**

3.1 Our bus was ready to go October 3rd with insurance, registration, inspection and signage completed. We received the check from the axillary to cover the insurance and an additional \$2,000 to cover operating expenses.

**4.0 CORRESPONDENCE**

1. None

**5.0 REPORTS**

1. Financial Report – Ridership is down this month to 54 trips from 88 last year. Lyal Moved to accept the financial report as presented. Carried.
2. CAO/Resolution Status Report- Lyal Moved to accept the report as presented. Carried.
3. Finance Committee /Fundraising Report –. Prepare for Council presentations to the Town of Claresholm on the 26th and the MD of Willow Creek on the 28<sup>th</sup>.

4. Chairmans Report – Howard continues to be in communication with Ryan Reichel covering operating costs and is very aware of our situation. Moved to accept the report as presented by Howard Paulsen. Carried.

## **6.0 OLD BUSINESS**

1. None

## **7.0 NEW BUSINESS:**

1. Cheque Detail – Cheque Detail for September 2018 presented by Lyal For information.
2. Lyal has arranged with the credit union to add \$10,000 on to our Term Loan using the new van for security. Borrowing resolution to add on \$10,000 moved by Lise Schultze. Carried.
3. We could advertise in the paper for bus users for Christmas parties and community events. Lyal will meet with a FCSS to discuss more use of the bus.
4. Moved by Brydon Saunders to allow the Stavely Elks one free use of the bus for their pheasant hunt November 16 and 17 and to the Lions Club to attend CLERK in Calgary October 27 for their volunteer project for eyeglasses.

NEXT MEETING DATE at CGH/Multipurpose room at 10:30 a.m.  
November 30, 2018.

The meeting was adjourned by Brydon Saunders at 11:30 a.m.

SIGNED:

SIGNED:

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OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 1 (2019)

EXECUTIVE COMMITTEE MEETING

Thursday, January 10, 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 (absent)

Ian Sundquist
Jennifer Crowson
Margaret Plumtree

STAFF:

Lenze Kuiper - Director

Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - January 10, 2019
2. Approval of Minutes - November 8, 2018 (attachment)
3. Business Arising from the Minutes
4. New Business
(a) New Executive Orientation
(b) New Employee - Bonnie Andres
(c) Municipal Borrowing Bylaw - Subdivision Statistics
(d) Subdivision Statistics (handout)
(e) Fee For Service Update (handout)
5. Accounts
(a) Office Accounts -
(i) October 2018 (attachment)
(i) November 2018 (attachment)
(b) Financial Statements -
(i) January 1 - October 31, 2018 (attachment)
(i) January 1 - November 30, 2018 (attachment)
6. Director's Report
7. Executive Report
8. Adjournment

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CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 5:59 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Jennifer Crowson**

THAT the Executive Committee approve the agenda, as presented.

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Don Anderberg**

THAT the Executive Committee approve the minutes of November 8, 2018, as presented. **CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

- None.

**4. NEW BUSINESS**

**(a) New Executive Orientation**

- Director Lenze Kuiper welcomed Jennifer Crowson (Municipal District of Taber) and Margaret Plumtree (Town of Vauxhall) to the Executive Committee and presented them each a package containing information (ORRSC Regulation, Strategic Plan, Budget, etc.) to read at their leisure. He also generally explained the composition and role of the Executive Committee, frequency of meetings, remuneration, etc.

**(b) New Employee – Bonnie Andres**

- Bonnie Andres began working on January 2, 2019 as a Municipal Planning Clerk (replacing Stacy Olsen who resigned in August 2018). Bonnie was an Executive Assistant at the Town of Redcliff for the past 4 years and has 8 years legal experience as well as 7.5 years of other public sector experience. She is also trained as a Subdivision and Development Appeal Board (SDAB) Clerk and Assessment Review Board (ARB) Clerk and we are confident she will be an asset to our organization. Her main function initially will be digitizing all subdivision files so they may be attached to parcels in GIS. She will also receive training as backup to the Subdivision Technician as well as assist in processing SDAB and ARB Appeals.
- The Municipal Planner position we advertised last November closed in December and we are currently shortlisting. Due to a shortage of good candidates for the position, the competition may be opened up again.

**(c) Municipal Borrowing Bylaw – ATB Financial**

- ORRSC maintains a \$500,000 revolving line of credit for risk management purposes (which currently has a \$0 balance and was last used in 2013). In order to maintain the line of credit, ATB Financial requires the Chair and Director to sign a municipal borrowing bylaw and record its approval by the Executive Committee in the minutes of the first meeting of each year.



- Because of the title “Municipal Borrowing Bylaw”, there was a discussion on whether three readings are required in accordance with the Municipal Government Act, or if only a resolution passed by the Executive Committee and the form signed by the Chair and Director are needed, as has been done each year since 2012 when the line of credit was established. The Director will investigate further and this item will be referred to the next Executive Committee meeting.

**Moved by: Don Anderberg**

THAT this agenda item be referred to the next Executive Committee meeting. **CARRIED**

**(d) Subdivision Statistics**

- As of November 30, 182 subdivision applications have been processed and \$340,287.50 received in subdivision revenue during 2018. This is up slightly from the last several years.

**Moved by: Ian Sundquist**

THAT the Executive Committee accept the Subdivision Statistics, as information. **CARRIED**

**(e) Fee For Service Update**

- The Committee reviewed the Fee For Service – Current Projects attachment which is a snapshot showing the progress of current projects and what is outstanding. Payments are usually required in three installments (initial, draft, completion) which helps with cash flow. A one-year timeframe is generally expected, but there are exceptions, e.g. some pay ahead of schedule if they get grants for projects that need to be paid out by a certain date.

**Moved by: Jennifer Crowson**

THAT the Executive Committee accept the Fee For Service Update, as information. **CARRIED**

**5. ACCOUNTS**

**(a) Office Accounts –**

**(i) October 2018**

5150	Staff Mileage .....	M. Burla .....	\$ 142.50
5180	Staff Development .....	J. Maxwell .....	669.25
4140	Approval Fees .....	MD of Taber .....	200.00
5280	Janitorial Services .....	Madison Ave Business Services .....	475.00
5285	Building Maintenance .....	Weings Sprinkler Ltd. ....	100.00
5285	Building Maintenance .....	Lukas Tucek .....	500.00
5310	Telephone .....	Bell Mobility .....	605.36
5310	Telephone .....	Shaw Business .....	145.85
5320	General Office Supplies .....	Desjardin Card Services .....	299.81
5320	General Office Supplies .....	Desjardin Card Services .....	406.20
5330	Dues & Subscriptions .....	Sunny South News .....	26.00
5350	Postage & Petty Cash .....	Postage by Phone .....	3,500.00
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	23.00
5440	Land Titles Office .....	Minister of Finance .....	170.00
5460	Public Relations .....	B. Johnson .....	350.00
5460	Public Relations .....	K. Sailer .....	50.00

5480	Recruitment & Relocation .....	AUMA .....	300.00
5490	Consultants .....	MPE Engineering .....	4,596.00
5500	Subdivision Notification .....	Lethbridge Herald .....	807.38
5531	GIS Grant .....	Geodesygroup Inc. ....	5,850.00
5570	Equipment Repairs & Maintenance .....	Digitex .....	620.00
5570	Equipment Repairs & Maintenance .....	Xerox .....	916.87
1160	GST Receivable .....	GST Receivable .....	757.90
		<b>TOTAL</b>	<b><u>\$21,511.12</u></b>

**(ii) November 2018**

5150	Staff Mileage .....	M. Burla .....	\$ 154.00
5150	Staff Mileage .....	S. Johnson .....	141.00
5320	General Office Supplies .....	S. Johnson .....	222.63
5530	Coffee & Supplies .....	S. Johnson .....	133.45
5151	Vehicle Gas & Maintenance .....	Petty Cash .....	38.33
5320	General Office Supplies .....	Petty Cash .....	7.98
5350	Postage & Petty Cash .....	Petty Cash .....	16.41
5520	Meetings .....	Petty Cash .....	49.87
5280	Janitorial Services .....	Madison Ave Business Services .....	765.00
5285	Building Maintenance .....	Kost Fire Equipment .....	139.10
5310	Telephone .....	Bell Mobility .....	558.16
5310	Telephone .....	Shaw Business .....	145.85
5310	Telephone .....	Shaw Business .....	145.85
5320	General Office Supplies .....	Total Office Plus .....	35.38
5320	General Office Supplies .....	Desjardin Card Services .....	319.24
5380	Printing & Printing Supplies .....	Desjardin Card Services .....	466.79
5330	Dues & Subscriptions .....	Vulcan Advocate .....	68.00
5330	Dues & Subscriptions .....	Temple City Star .....	42.00
5330	Dues & Subscriptions .....	AMDSP .....	2,270.00
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	23.00
5380	Printing & Printing Supplies .....	Peak Vocational .....	114.00
5440	Land Titles Office .....	Minister of Finance .....	232.00
5480	Recruitment & Relocation .....	AUMA .....	450.00
5490	Consultants .....	Cameron Klassen .....	1,220.00
5490	Consultants .....	MPE Engineering .....	8,975.50
5500	Subdivision Notification .....	TAB .....	524.64
5500	Subdivision Notification .....	Lethbridge Herald .....	165.90
5570	Equipment Repairs & Maintenance .....	Digitex .....	620.00
5570	Equipment Repairs & Maintenance .....	Xerox .....	1,545.89
5590	Equipment & Furniture Purchases .....	Total Office Plus .....	3,419.96
1160	GST Receivable .....	GST Receivable .....	958.15
		<b>TOTAL</b>	<b><u>\$23,968.08</u></b>

**Moved by: Don Anderberg**

THAT the Executive Committee approve the Office Accounts of October (\$21,511.12) and November (\$23,968.08) 2018, as presented. **CARRIED**

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

**Moved by: Ian Sundquist**

THAT the Executive Committee approve the following unaudited Financial Statements, as presented:

January 1 - October 31, 2018

January 1 - November 30, 2018

**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 7:25 p.m. until **Thursday, February 14, 2019 at 6:00 p.m.** **CARRIED**

/bj

CHAIR:

  
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## Karine Keys

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**From:** Amanda Forbes <Amanda.Forbes1@rdc.ab.ca>  
**Sent:** Wednesday, February 20, 2019 3:47 PM  
**To:** Karine Keys  
**Subject:** Dinner with RDC Board of Governors and President & CEO Joel Ward - April 10

### ***SENT ON BEHALF OF MORRIS FLEWELLING, RDC BOARD OF GOVERNORS***

Dear Mayor MacPherson,

On behalf of the RDC Board of Governors and President & CEO, Joel Ward, I would like to invite you or your designate to meet for a discussion, dinner and tour with our Board on Wednesday, April 10, 2019 in Gary W. Harris Canada Games Centre at 5:30pm.

In meeting the Mission of Red Deer College, the Board looks for opportunities to connect and gather input from our communities in central Alberta. These discussions continue to build valuable relationships as well as provide input into the Board's work in creating the future direction of the institution.

In this context we would appreciate the opportunity to hear from you. The information gathered is considered by the Board as it continues to determine the future direction of the College. To help frame the discussion, here is a [brochure](#) that provides a bit more information and the three questions that we would like you to consider before meeting. If you have any questions please email Laurel Corbiere, Executive Director, Board & Executive Relations at [Laurel.Corbiere@rdc.ab.ca](mailto:Laurel.Corbiere@rdc.ab.ca).

Please RSVP to Amanda Forbes ([Amanda.Forbes1@rdc.ab.ca](mailto:Amanda.Forbes1@rdc.ab.ca)) by Monday, March 25, 2019.

Sincerely,

Morris Flewwelling  
Chair

### **Amanda Forbes**

Administrative Coordinator | President's Office

**Red Deer College** | 100 College Blvd. | Box 5005 | Red Deer | Alberta | T4N 5H5

work 403.314.2466 | fax 403.341.4899

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