



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
JANUARY 14, 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 – DECEMBER 10, 2018**

**ACTION ITEMS:**

1. **BYLAW #1660 – ATB Operational Borrowing Bylaw**  
RE: 1<sup>st</sup> Reading
2. **BYLAW #1661 – AMSC Operational Borrowing Bylaw**  
RE: 1<sup>st</sup> Reading
3. **CORRES: Hon. Lori Sigurdson, Minister of Seniors and Housing**  
RE: 2019 Minister's Seniors Service Awards
4. **CORRES: Community Foundation of Lethbridge & Southwestern Alberta**  
RE: 2019 Friends of the Foundation Dinner
5. **CORRES: Sparta House**  
RE: Sparta Stomp 5K – May 11, 2019
6. **CORRES: Claresholm & District Fair Days Bench Show**  
RE: Application for Donation
7. **REQUEST FOR DECISION: Policy #GA 01-19 – TCA Capitalization & Amortization**
8. **INFORMATION BRIEF: Diabetes Clothing Donation Bin**
9. **INFORMATION BRIEF: Alberta Transportation Bypass Update**
10. **INFORMATION BRIEF: Amundsen Park Redesign**
11. **INFORMATION BRIEF: Strategic Plan Report**
12. **INFORMATION BRIEF: Council Resolution Status**
13. **ADOPTION OF INFORMATION ITEMS**
14. **IN CAMERA:**
  - a. **LEGAL – FOIP Section 27**
  - b. **CONFIDENTIAL EVALUATIONS – FOIP Section 19.1**
  - c. **PERSONNEL – FOIP Section 17.2**
  - d. **INTERGOVERNMENTAL RELATIONS – FOIP Section 21**

**INFORMATION ITEMS:**

1. Municipal Planning Commission Meeting Minutes – November 30, 2018
2. Municipal Planning Commission Meeting Minutes – December 21, 2018
3. Oldman River Regional Services Commission General Meeting Minutes – September 6, 2018
4. Alberta SouthWest Regional Alliance Meeting Minutes – November 7, 2018
5. Age-Friendly Alberta E-News – Call for Concepts
6. Facility & Infrastructure Planning Committee Meeting Minutes – December 3, 2018

**ADJOURNMENT**



**Claresholm**

**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**DECEMBER 10, 2018**

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

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

**ABSENT:** Councillors Mike Cutler and Lise Schulze

**STAFF PRESENT:** Chief Administrative Officer: Marian Carlson, 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 for unanimous consent to add the following to the Agenda:

**17. IN CAMERA:**  
**e. PERSONNEL – FOIP Section 24(1)(b)(i)**

**CARRIED**

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – NOVEMBER 26, 2018**

Moved by Councillor Zimmer that the Regular Meeting Minutes of November 26, 2018 be accepted as presented.

**CARRIED**

**PUBLIC HEARINGS:**

**1. BYLAW #1652 – Land Use Bylaw Amendment**

Moved by Councillor Carlson to adjourn the regular meeting to hold the Public Hearing at 7:01 p.m.

**CARRIED**

Moved by Councillor Zimmer to open the Public Hearing regarding Bylaw #1652 and Bylaw #1657 at 7:01 p.m.

**CARRIED**

Gavin Scott, Planner from the Oldman River Regional Services Commission, spoke about how revisions made to Alberta's *Municipal Government Act* have made changes to the Land Use Bylaw necessary. Gavin went over these changes. There were also some clean-up items that needed to be addressed at this time.

Mayor MacPherson opened the floor for Council to ask questions. A few minor points were made.

No requests were received from the public regarding Bylaw #1652.

**2. BYLAW #1657 – Starline Business Park Area Structure Plan**

WSP made a PowerPoint presentation regarding the proposed Area Structure Plan. They explained the stages of how the plan was created and the final result was presented to Council for approval.

Mayor MacPherson opened the floor to individuals for comment.

Some questions were posed by Councillor Glen Alm from the MD of Willow Creek regarding development and how it will affect the landowners in the area and adjacent to the annexed area.

No further requests were received from the public regarding Bylaw #1657.

Moved by Councillor Schlossberger to close the Public Hearings at 7:26 p.m.

Moved by Councillor Zimmer to reconvene to the regular meeting at 7:26 p.m.

**ACTION ITEMS:**

**1. BYLAW #1652 – Land Use Bylaw Amendment**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Carlson to give Bylaw #1652, a Land Use Bylaw Amendment, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Zimmer to give Bylaw #1652, a Land Use Bylaw Amendment, 3<sup>rd</sup> and Final Reading.

**CARRIED**

**2. BYLAW #1657 – Starline Business Park Area Structure Plan  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Schlossberger to give Bylaw #1657, regarding the Starline Business Park Area Structure Plan, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Carlson to give Bylaw #1657, regarding the Starline Business Park Area Structure Plan, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**3. CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs  
RE: *City Charters Fiscal Framework Act***

Received for information.

**4. CORRES: Alberta Urban Municipalities Association (AUMA)  
RE: Message from the President on Bill 32**

Received for information.

**5. CORRES: Alberta Municipal Affairs  
RE: Municipal Accountability Program (MAP) Review in 2019**

Received for information.

**6. CORRES: Alberta Emergency Management Agency  
RE: Approval of the Local Authority Emergency Management Regulation**

Received for information.

**7. CORRES: 2019 Reynolds Mirth Richards & Farmer LLP Municipal Law Seminars  
RE: Registration now open**

Received for information.

**8. CORRES: Alberta Recreation & Parks Association  
RE: Communities ChooseWell Healthy Community Award**

Received for information.

**9. CORRES: Alberta Health Services  
RE: A decade of healthcare information in Alberta**

Received for information.

**10. REQUEST FOR DECISION: Budget 2019**

MOTION #18-180 Moved by Councillor Carlson to approve the 2019 Operational and Capital Budgets as presented.

**CARRIED**

**11. REQUEST FOR DECISION: CUPE Agreement**

MOTION #18-181 Moved by Councillor Schlossberger to ratify the 2019 to 2022 Collective Agreement between CUPE Local 3023 and the Town of Claresholm.

**CARRIED**

**12. FINANCIAL REPORT: Statement of Operations – November 30, 2018**

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended November 30, 2018 as presented.

**CARRIED**

**13. INFORMATION BRIEF: Fort Macleod Bus Service Pilot Project**

Received for information.

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

Received for information.

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

Received for information.

**16. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

17. **IN CAMERA:**  
a. **LAND – FOIP Section 16.1**  
b. **Intergovernmental Relations – FOIP Section 21**  
c. **Confidential Evaluations – FOIP Section 19.1**  
d. **LEGAL – FOIP Section 27**  
e. **LEGAL – FOIP Section 27**  
f. **PERSONNEL – FOIP Section 24(1)(b)(i)**

Moved by Councillor Moore to go In Camera at 7:46 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson stated that the live stream has ended at 7:46 p.m.

Moved by Councillor Zimmer to come out of In Camera at 9:24 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:24 p.m.

- a. **LAND – FOIP Section 16.1**

MOTION #18-182 Moved by Councillor Schlossberger to extend the Option to Purchase Agreement with Faith Community Baptist Church for a period of 24 months for Lot N300”Z Block Z Plan 147N.

**CARRIED**

- e. **LEGAL – FOIP Section 27**

MOTION #18-183 Moved by Councillor Carlson to contract MPE Engineering to conduct a condition review and code compliance cost estimate on the properties located at 232, 234 and 236 – 50 Avenue West for \$8,800 plus GST.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 9:27 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson noted that recording ceased at 9:27 p.m.

\_\_\_\_\_  
Mayor – Doug MacPherson

\_\_\_\_\_  
Chief Administrative Officer – Marian Carlson



# **ACTION ITEMS**



# REQUEST FOR DECISION

Meeting: January 14, 2019  
Agenda Items: 1 & 2

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## OPERATIONAL BORROWING BYLAWS – BYLAW 1660 & 1661

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### **DESCRIPTION/BACKGROUND:**

As per MGA Section 251(1) a municipality may only borrow if such borrowing is authorized by a borrowing bylaw.

The Town has maintained a revolving line of credit with the Alberta Treasury Branch (ATB) for many years with a principle sum of \$450,000 and there is currently no funds drawn on this credit facility. It has been a long time since we have had to use the revolving line of credit, but maintain it to ensure there are funds available in an emergency or where there is a short term cash flow concern.

The Town of Claresholm in early 2018 began using AMSC's Procurement Card credit card program, which is a MasterCard issued by BMO. The Town has a total authorized credit limit on this account of \$50,000, however total credit limit currently authorized on the issued cards is only \$30,300. This allows additional credit room should additional cards be issued for operational purposes. The MasterCard account includes eight card holders with individual card limits as per Policy #GA 04-16 "Corporate Credit Card Policy"; \$10,000 for the CAO and \$5,000 or less for the other 7 card holders.

As the attached bylaws are for operational borrowing not to exceed 3 years (as bylaws are reissued annually) we are not required to advertise the bylaw. Limits authorized cannot exceed expected tax revenue for 2018, approximately \$3M, which we are well below.

Borrowing bylaws for revolving credit facilities should be renewed annually

### **RECOMMENDATION:**

Administration recommends that the ATB revolving line of credit in the amount of \$450,000 be maintained and that a 2019 ATB Operational Borrowing Bylaw be passed to that effect.

Administration also recommends that the AMSC Procurement Card account in the amount of \$50,000 be maintained and that a 2019 AMSC Borrowing Bylaw be passed to that effect.

Both these bylaws are the same as the 2018 bylaws with only updates to bylaw number and dates.

Administration recommends first reading of both these Bylaws.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to give Bylaw #1660 – 2019 ATB Operational Borrowing Bylaw – regarding the Town revolving line of credit in the amount of \$450,000 1<sup>st</sup> Reading.

Moved by Councillor \_\_\_\_\_ to give Bylaw #1661 – 2019 AMSC Operational Borrowing Bylaw – regarding the Town MasterCard account in the amount of \$50,000 1<sup>st</sup> Reading.

ATTACHMENTS:

- 1.) Bylaw #1633 – ATB Operational Borrowing Bylaw
- 2.) Bylaw #1634 – AMSC Operational Borrowing Bylaw

APPLICABLE LEGISLATION:

- Municipal Government Act, RSA 2000, Chapter M-26 Section 251 - 258

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

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: December 21, 2018

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**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1660**

**WHEREAS** the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

**NOW THEREFORE** pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Treasury Branches (“ATB”) up to the principal sum of \$450,000.00 repayable upon demand at a rate of interest per annum from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month. The principal sum of \$450,000.00 consists of the following:
  - a. \$450,000.00 revolving line of credit;
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:
  - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
  - b. As security for any money borrowed from ATB:
    - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - ii. To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:

Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.
5. In the event that the *Municipal Government Act* permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw comes into force on the final passing thereof.
7. Bylaw #1623 is hereby rescinded.

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.

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Doug MacPherson, Mayor

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Marian Carlson, Chief Administrative Officer



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1661**

**WHEREAS** the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

**NOW THEREFORE** pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Municipal Services Corporation (“AMSC”) up to the principal sum of \$50,000.00, repayable monthly on the 4<sup>th</sup> day of each and every month. Past Due Amounts will be subject to a rate of interest per annum from time to time established by AMSC, and such interest will be calculated daily and due and payable monthly on the 4<sup>th</sup> day of each and every month. The principal sum of \$50,000.00 consists of MasterCard accounts administered by AMSC and issued by the Bank of Montreal (BMO).
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:  
    To apply to AMSC for the aforesaid credit to the Corporation and to arrange with AMSC the amount, terms and conditions of the MasterCard Accounts;
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:  
    Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the credit will not exceed any restrictions set forth in the *Municipal Government Act*.
5. This Bylaw comes into force on the final passing thereof.

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

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

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

\_\_\_\_\_  
Doug MacPherson, Mayor

\_\_\_\_\_  
Marian Carlson, Chief Administrative Officer



ALBERTA  
SENIORS AND HOUSING

*Office of the Minister  
MLA, Edmonton-Riverview*

RECEIVED

JAN 09 2019

AR 46366

January 3, 2019

Dear Stakeholder:

The Minister's Seniors Service Awards recognize the important volunteer work that individuals and organizations provide to assist seniors and our communities in Alberta each year. To date, the awards program has honoured 145 recipients.

Enclosed is a poster and nomination booklet for the 2019 Minister's Seniors Service Awards. Please consider nominating volunteers in your community and help promote the awards by displaying the poster and spreading the word. The deadline for nominations is February 28, 2019.

Nominees will be recognized at community celebrations taking place across Alberta in the summer, and award recipients will be recognized at a ceremony in the fall. Additional information will be provided closer to the event date.

Please visit my ministry's website at [www.alberta.ca/ministry-seniors-housing.aspx](http://www.alberta.ca/ministry-seniors-housing.aspx) or email [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca) for more information.

Thank you for supporting seniors in Alberta.

Sincerely,

Lori Sigurdson  
Minister of Seniors and Housing

Enclosure

# 2019 Friends of the Foundation Dinner



COMMUNITY  
FOUNDATION  
LETHBRIDGE + SOUTHWESTERN ALBERTA

Featuring Special Guest Speaker  
**Paul Nazareth**  
Canadian Association of Gift Planners

## Join us for dinner on March 28!

This year's Friends of the Foundation Dinner takes place on **Thursday, March 28** at the Coast Hotel & Conference Centre. Our special guest speaker is Paul Nazareth, Vice President, Education & Development, from the Canadian Association of Gift Planners. A dynamic and experienced speaker, Paul will share his unique perspective on Canada's philanthropic landscape.

Tickets are \$50 and are available from [CFLSAdinner19.eventbrite.ca](https://cflsAdinner19.eventbrite.ca), or by contacting the Community Foundation office at 403-328-5297 or [communications@cflsa.ca](mailto:communications@cflsa.ca).



## About Guest Speaker Paul Nazareth

With almost two decades of experience, Paul Nazareth is a leader in Canada's philanthropic sector. Currently Vice President, Education & Development at the Canadian Association of Gift Planners (CAGP), he recently served as Vice President for the charitable giving platform CanadaHelps.

Previously, Paul was a philanthropic advisor with Scotia Wealth, and has also spent over a decade working with several Toronto-based charities. He sits on the Boards of several non-profit organizations, and as Chair of the Advisory Board of the Humber College postgraduate fundraising program.

Paul is a sought-after speaker, having made appearances in every province with the Association of Fundraising Professionals. He speaks often to many advisor groups, including Advocis and CPA. In 2016, he was named a lifetime "friend" of CAGP. As a result of Paul's charitable giving expertise, he appears often on national television and contributes articles about philanthropy to a variety of publications.



# WE CHALLENGE YOU!



Sparta House challenges your business to join the Sparta Stomp, a 5KM walk in support of those living with mental illness. May 11th 2019 @ 10:00am, during Canadian Mental Health Associations National Mental Health Week we will tie up our shoe laces and show our support.

We are challenging your business to build a team, donate to the walk, or even come up with your own fundraising ideas to support the Stomp. Lets rally the town of Claresholm together to show those Mental Health Warriors that we are here, we are strong, and we recognize their strength and we support them. Help us STOMP OUT THE STIGMA 2019!

We have enclosed registration forms if you choose to use them. Registration is also available online @ [www.spartastomp.com](http://www.spartastomp.com). We also have an event page set up on Facebook for you to follow, just search Sparta Stomp.

Thank you for your time, consideration and being such a great asset to the community

403-625-4975

*Leah Prawdzik*  
Leah Prawdzik

Sparta House Program Coordinator



**REGISTER NOW**

**WWW.SPARTASTOMP.COM**

**SPARTA  
STOMP 5K**

**SPARTA HOUSE - CLARESHOLM, AB**

**MAY 11, 2019 - 10:00AM**

**5KM WALK - RUN - STOMP**

**Join us to Stomp out Stigma**



# 2019 Sparta STOMP – May 11<sup>th</sup> 2019 Registration Form

NAME: \_\_\_\_\_ BIRTHDAY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

Package Selection	Total
ELITE WARRIOR @ \$100.00 = \$ _____ -Includes walk entry t-shirt, hoody & sweats	
EARLY BIRD @ \$35.00 = \$ _____ -Includes t-shirt	
GENERAL @ \$25.00 = \$ _____	

## CHECKS PAYABLE TO SPARTA HOUSE

Mail registration form and fee to: Sparta House Box 1354 Claesholm, AB T0L 0T0

If your selected registration package includes clothing items please indicate desired size, available sizes are S, M, L, XL, 2XL

T-shirt size \_\_\_\_\_ Hoody size \_\_\_\_\_ Pant size \_\_\_\_\_

Package pick up will begin at 9:00am walk to start at 10:00am

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



Date of Application: Sept 27, 2018

Date of Event: Bench Show August 2019  
August 2020

1. Applicant Information

Name of Applicant: Claresholm & District Fair Days Bench Show

Address: BOX 213

Contact Person: Syd Gray 403-625-2132

Phone, Fax, Email: Torja Dreßold bjboys@shaw.ca

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

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

YES provide registration date & #

NO

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

YES provide registration date & #

NO

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

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

Sand for money pile dig for kids.

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

\$600.00 Cash awards - section I Yard & Garden Competition.

Other (explain):

\$390.00 Advertising in the Bench Show Catalog - 2 1/2 pages.

Amount (value) Requested: 990.00

**6. Details of how the funds will be expended:**

Cash awards contributes for Section 1 Yard & Garden Competition -  
- 6 cash awards for \$50.00 each = \$300 x 2 yrs = \$600.00

Advertising 2 1/4 pages = \$390.00

- advertising goes into printing the new 2 yr catalog

**7. Previous Donations**

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

Date	Amount	Use of Funds
2013-2014	\$600.00	Awards
Feb 2013	\$390.00	Advertising
2015-2016	\$600.00	Awards
Feb 2015	390.00	Advertising
2017-2018	\$600.00	Awards
Feb 2017	\$390.00	Advertising

**8. Organizational Information**

What services or activities does your organization provide to the Town of Claresholm residents?

(Please attach a list of membership/executive)

Two day fun filled event in conjunction with Claresholm fair days. Encourage people to showcase their talents & heritage.

Our Catalog reaches other communities; Granum, Nanton, Barons, Stavely.

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

The Bench Show is a town event bringing the community together to showcase their, crafts, artwork, gardening, baking, etc.

How will your organization acknowledge the Town's donation?

The Town's Sponsorship is listed in catalog, signage on tables naming sponsors.

After the Bench Show the local press prints an article stating who won & who the sponsor is.



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

YES

NO

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

Funding Source	Amount	Recommended Use of Funds
UFA Grant	\$700.00	Covers cost of petting zoo
2017 Ag Society Grant	2068.81	
Connect First BBA	1000.00	Operating costs
Business Sponsorship	3150.00	Goes directly to winners.
Advertising - Business's	3370.00	Covers the cost of printing catalogs, posters, etc.

Operating costs: entertainment, printing ribbons, office supplies, arena rent & storage, food for volunteers, postage, money for sand pile, Judge mileage & honorarium. Printing catalog every 2 yrs.

Executives

Syd Gray  
 Delma Austin  
 Torja Diebold  
 Faye Knudson

403-625-2132  
 403-625-2664  
 403-625-2586  
 403-646-9699

President  
 Vice President  
 Treasurer  
 Secretary

NO

YES

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

Funding Source	Amount	Recommended Use of Funds

B & W

### Message from the Town of Claresholm

Welcome to Fair Days!

Claresholm is a strong and vibrant southern Alberta community built on a solid foundation of hard work, family and community service. Never are those values more evident than every August when we welcome friends, family and visitors to help celebrate our annual Fair Days.

We are proud of both our farming and ranching heritage, and our progressive and dynamic outlook for the future. Fair Days is that special time of the year when we turn up the hospitality, extend a warm welcome and showcase our wonderful community.

From the Saturday parade, Legion events, family activities in Amundsen Park and Lions Club Beef-on-a-Bun, to Sunday's Classic Car show, Claresholm is alive with activities for all. The Bench Show is truly a historic town event; where community members have come together for over 100 years to showcase their crafts, artwork, garden successes, baking, and special talents. So catch a ballgame, head over to the museum or take a stroll downtown and enjoy our many local shops and services. The welcome mat is always out, and we thank everyone for participating. Enjoy your visit!

Rob Steel, Mayor

FYI  
 This is what your advertising is.  
 Jonju





# Claresholm

*Now you're living...  
Now you're home*

**Welcome to the  
Town of  
Claresholm!**

**We hope you will enjoy all of the activities  
that will take place during Claresholm Fair Days.**

**Congratulations to all of the volunteers,  
service clubs & organizations who  
have made these events possible.**

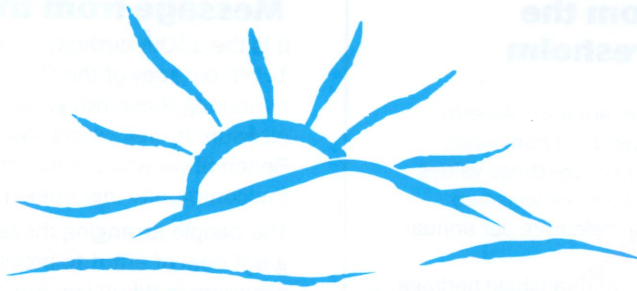
**Whether you are sipping  
tea on the Museum lawn, watching the parade,  
or enjoying the day at the spray park,  
we hope each & everyone of you  
enjoy your time in our wonderful community!**

**TOWN OF CLARESHOLM**

**P.O. Box 1000 • Claresholm, AB T0L 0T0**

**403-625-3381**

**[www.townofclaresholm.com](http://www.townofclaresholm.com)**



# Claresholm

## now you're living...

Claresholm is a wonderful town in which to live, work, raise a family & retire. We have all of the amenities your family could need & have excellent medical services for our young or mature citizens.

With the famous Rocky Mountains & beautiful foothills rising in the west, & abundant crops to the east, Claresholm is truly located "where the wheatlands meet the range."

The winter climate is highly variable, due to the famous Chinook, a warm southwestern wind sweeping down the eastern slopes of the Rockies which can raise temperatures by as much as 34 degrees celsius in one day!

Want to go swimming? Or try your hand (& your clubs) at our 18-hole golf course? How about ice skating? Curling rink? Our arena is also home to our summer Farmer's Market.

Check out the public library, or the downtown business community. Enjoy a stop at the Royal Canadian Legion, or a visit with any of our dedicated service clubs.

Stop in one of our parks (how about our spray park?) for a nice summer picnic or just hang around as the kids play in the playground. The list is endless...

From Claresholm Town Council, we welcome you & your family to our community & hope you decide to stay.

...now you're home!





# REQUEST FOR DECISION

Meeting: January 14, 2019  
Agenda Item: 7

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## POLICY #GA 01-19 – TCA CAPITALIZATION & AMORTIZATION

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### DESCRIPTION/BACKGROUND:

The Town of Claresholm as a public government entity is subject to the Public Section Accounting Board (PSAB) accounting standards. Included in these standards is Section PS 3150 which dictates that tangible capital assets must be capitalized, and those with a limited useful life must be amortized over its estimated useful life.

This accounting standard states: "A government must review the amortization method and the estimate of the useful life for the remaining unamortized portion of a tangible capital asset on a regular basis and revise it when it can clearly demonstrate the appropriateness of a change."

In connection with the audit of our 2017 financial statements our auditors, Avail LLP, made the following observation/recommendation regarding tangible capital assets:

The Town's tangible capital asset policy is set to amortize various asset categories using the declining balance method with a set number of years to be fully amortized. Normally the declining balance method will use a set percentage, rather than a set number of years. The result is that amortization expense on new assets appears to be higher than is necessary.

We recommend the Town review the tangible capital asset policy to ensure the rates being used are appropriate.

This issue arose in large part due to limitations with the software we were using. Administration has made some changes to address this limitation and subsequently reviewed the TCA policies currently in place as well as amortization rates currently being used.

### DISCUSSION:

Administration has drafted a new policy regarding TCA capitalization, categorization and amortization. The new policy is nearly identical to the current #GA 10-09 Asset Classification policy with some changes in order and layout of the policy with the following amendments:

- Provide specific guidelines on a rate of amortization to be used for declining balance amortization rates. Previously it stated that the asset would be amortized over its useful life, but due to the nature of declining balance amortization this isn't really possible in reality to fully amortize the asset, and no guidelines were given on rates to be used, which resulted in inconsistency in rates being used and inflated rates to attempt to fully amortize over the life of the asset.
- Adjusts the half-year rule to only apply in the year of acquisition, rather than in the year of acquisition and the year of disposal.
- Removes some excess information such as limits to be used for cities, villages, and rural municipalities and asset types of classifications that we wouldn't expect to ever use, such as light rail systems.

The prior policy #GA 01-05 is also being rescinded as it duplicates and contradicts capitalization policies already subsequently set in #GA 10-09 that is also moving into the new #GA 01-19. These prior policies are attached.

**RECOMMENDATION:**

Administration recommends that the attached draft policy, Policy #GA 01-19 – TCA Capitalization and Amortization, be passed with a backdated effective date to December 31, 2018 to allow Administration to adjust amortization rates as per the auditors’ recommendation for the 2018 yearend financial statements.

The passing of this policy will also rescind two prior policies: #GA 01-05 – Asset Capitalization and #GA 10-09 – Asset Classification.

**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to adopt Policy #GA 01-19, the Asset Capitalization and Amortization policy, effective December 31, 2018 as presented.

**ATTACHMENTS:**

- 1.) Draft Policy - #GA 01-19 – TCA Capitalization and Amortization
- 2.) Policy - #GA 01-05 Asset Capitalization
- 3.) Policy - #GA 10-09 Asset Classification

**APPLICABLE LEGISLATION:**

- PSAB Accounting Standards – PS3150

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

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: December 20, 2018

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# Policy #GA 01-19

## TCA Capitalization and Amortization

**Effective Date: December 31, 2018**

### **PURPOSE:**

To establish a policy for consistent asset capitalization, classification, and amortization.

### **POLICY:**

Purchases or receipt of tangible capital assets in excess of the limits stated herein that have a useful life of greater than one year will be capitalized and amortized as per this policy.

### **DEFINITIONS:**

**Buildings** – Permanent, temporary or portable building structures, such as offices, garages, warehouses, and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.

**Cultural and historical** – Works of art and historical treasures that have cultural, aesthetic or historical value that is worth preserving perpetually. These assets are not recognized as tangible capital assets in the financial statements, but the existence of such property should be disclosed.

**Engineered Structures** – Permanent structural works such as roads, bridges, canals, dams, water and sewer, utility distribution and transmission systems including plants and substations.

**Land** – includes land purchased or acquired for value for parks and recreation, building sites, infrastructure (highways, dams, bridges, tunnels, etc) and other program use but not land held for resale.

**Land Improvements** – All improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways and fences.

**Machinery and equipment** – Equipment that is heavy equipment for constructing infrastructure, smaller equipment in buildings and offices, furnishings, computer hardware and software. This class does not include stationary equipment used in the engineered structures class.

**Major Classification** – A group of TCAs that are significantly different in design and use

**Minor Classification** – A classification within a major class that has unique characteristics

**Roadway system** – Assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes roads, bridges, overpasses, ramps, parkades, lights, sidewalks and signage.

**Stormwater System** – Assets used for the collection, storage and transfer of water as a result of rain, flood or other external source to a natural water system. Includes mains, services, catch basins, pump and lift stations, outfalls and retention ponds.

**Sub-classes** – A further classification that may be used due to unique tangible capital asset criteria, applications, methodologies and asset lives.

**Tangible Capital Assets (TCA)** – Non-financial assets having a physical substance that have a useful economic life extending beyond one year, are to be used on a continuing basis, and are not for sale in the ordinary course of business. These assets are held for use in the production or supply of goods and services, for rental to others, for administrative purposes, or for the development, construction, maintenance or repair of other tangible capital assets.

**Vehicles** – Rolling stock that is used primarily for transportation purposes.

**Wastewater System** – Wastewater is defined as water after it has been used for household, business and other purposes which flows from private plumbing systems to public sanitary sewers and on to a treatment plant. This system is comprised of assets used for the collection and treatment of non-potable water intended for return to a natural water system or other originating water source. Includes mains, services, pump and lift stations, plants and equipment and lagoons.

**Water system** – A system for the provision of water for human consumption through pipes or other constructed convey. It is comprised of assets for the intake, distribution, storage and treatment of safe potable water. Includes mains, services, pump and lift stations, plants and equipment, reservoirs and fire hydrants.

## **PROCEDURES & GUIDELINES:**

### **1) Capitalization Thresholds:**

- A) Historical cost – Tangible capital assets will be recorded at their historical cost (which shall include all costs to get the asset in place and functional, ie freight).

- B) Expenditures that meet both the criteria of a tangible capital asset and exceed the following capitalization thresholds are to be recorded as a tangible capital asset

Land	-
Land improvements	\$5,000
Buildings	\$25,000
Engineered structures	\$25,000
Machinery and equipment	\$5,000
Vehicles	\$5,000

**2) Classifications:**

- A) Tangible capital assets will be recorded into one of the following Major classifications:

- Land
- Land improvements
- Buildings
- Engineered structures
- Machinery & equipment
- Vehicles
- Cultural & historical

- B) Engineered structures will be further categorized into the following minor classifications:

- Roadway systems
- Water systems
- Wastewater systems
- Stormwater systems

**3) Amortization methods and useful life**

- A) Tangible capital assets will be amortized by the following methods based on major classification:

- Land – not depreciable
- Land improvements – straight line
- Buildings – straight line
- Engineered structures – declining balance
- Machinery & equipment – declining balance
- Vehicles – declining balance
- Cultural & historical – not recognized as TCA

- B) Tangible capital assets will be amortized over their maximum useful lives as per Appendix “A”. For assets that are amortized using the declining balance method they will be amortized at rates based on their maximum useful lives as per the following formula:

$$(1/\text{useful life}) * 3$$

For example – asset with maximum useful life of 50 years will have a declining balance amortization rate of 6%  $(1/50 * 3)$ .

C) Residual Values – Tangible Capital Assets that are amortized using the straight line method will be allocated residual values based on the best information at the time of purchase and will be amortized based on the residual value being realized at the end of the maximum useful life.

D) Half Year Rule – All Tangible Capital Assets will use the half year rule of only taking 50% of the amortization in the year of acquisition.

**Repeals policies:**

- #GA 01-05 – Asset Capitalization
- #GA 10-09 – Asset Classification

**Date approved by Council:**

**Resolution**

DRAFT

**SCHEDULE "A"**  
**RECOMMENDED MAXIMUM USEFUL LIFE**

<b>ASSET CLASSES</b>					<b>Maximum Useful Life</b>
<b>MAJOR</b>	<b>Minor</b>	<b>Sub-class 1</b>	<b>Sub-class 2</b>	<b>Sub-class 3</b>	

**Land**

Right of way  
 Undeveloped right of way  
 Parks  
 General

**Cultural & Historical**

Public art  
 Historical  
 Heritage site

**Land Improvements**

Parking lot				15
	Gravel			15
	Asphalt			25
	Playground structures			10
	Landscaping			25
	Fences			20
	Sprinkler systems			25
	Golf courses			20
	Tennis courts			20
	Fountains			20
	Lakes/ponds			25
	Retaining walls			20
	Running tracks			15
	Outdoor lighting			20
	Airport runways			10
	Soccer pitch - outdoor			20
	Bike/jogging paths			
	Gravel			15
	Asphalt			20

<b>MAJOR</b>	<b>Minor</b>	<b>Sub-class 1</b>	<b>Sub-class 2</b>	<b>Sub-class 3</b>	<b>Maximum Useful Life</b>
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**Buildings**

Permanent structures					
Frame					50
Metal					50
Concrete					50
Portable structures					
Metal					25
Frame					25
Leasehold improvements					variable
Construction in progress					

**Engineered Structures**

Roadway system					
Bridges					variable
Overpass/interchange					60
Curb & gutter					30
Parkades					50
Roads & streets					
Lanes/alleys					
ACP - hot mix					20
Gravel					15
Non-conforming					20
Local/Collector/Arterial/Major Arterial					
Concrete					30
ACP - hot mix					20
ACP - cold mix					10
Chip seal					10
Oil					5
Gravel					15
Road signs					30
Lights (street, traffic, or decorative)					30
Guard rails					30
Ramps					20
Sidewalks & para ramps					20



MAJOR	Minor	Sub-class 1	Sub-class 2	Sub-class 3	Maximum Useful Life
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Water system

Distribution system

Mains 75

Services 75

Pump, lift and transfer stations 35

Plants & facilities

Structures 40

Treatment equipment

Mechanical 40

Electrical 40

General 40

Pumping equipment 40

Hydrants / fire protection 40

Reservoirs 40

Wastewater system

Collection system

Mains 75

Services 75

Pump, lift and transfer stations 35

Plants & facilities

Structures 40

Treatment equipment

Mechanical 40

Electrical 40

General 40

Pumping equipment 40

Lagoons 40

Storm system

Collection system

Mains 75

Services 75

Pump, lift and transfer stations 35

Catch basins 75

Outfalls 75

Wetlands 75

Retention ponds 75

Treatment facility 40

<b>MAJOR</b>	<b>Minor</b>	<b>Sub-class 1</b>	<b>Sub-class 2</b>	<b>Sub-class 3</b>	<b>Maximum Useful Life</b>
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**Machinery and Equipment**

Heavy construction equipment					variable
Food services					10
Fire equipment					12
Police special equipment					10
Fitness & wellness					10
Control systems					5
		Communication links			20
		SCADA system			10
Fueling stations					15
Communications					
		Radios			10
		Telephone systems			10
Tool, shop & garage equipment					15
Scales					15
Bins					15
Meters					20
		Electrical			20
			Cumulative Interval		20
					20
Meters					
		Water			40
		Parking meters & splitters			20
Turf equipment					10
Ice resurfacers					10
Office furniture & equipment					
		Furniture			20
		Office equipment			5
			Audio/visual		10
			Photocopiers		5
					5
Computer systems (hardware or software)					5

**Vehicles**

Light duty					10
Medium duty					10
Heavy duty					10
Transit buses					20
Fire trucks					25

TOWN OF CLARESHOLM

POLICY

POLICY # GA 01-05

EFFECTIVE DATE JANUARY 1, 2005

SUBJECT ASSET CAPITALIZATION

DEPARTMENT ADMINISTRATION

AUTHORITY COUNCIL RESOLUTION DATE PASSED November 28, 2005

POLICY: THAT CAPITAL ASSETS WITH A COST OF MORE THAN \$5,000 WILL BE CAPITALIZED.

- GUIDELINES:**
1. THE ABOVE ASSETS ARE INDIVIDUAL CAPITAL ASSETS.
  2. INDIVIDUAL CAPITAL ASSETS WITH A COST OF LESS THAN \$5,000 WILL BE EXPENSED IN THE TOWN'S ACCOUNTS.
  3. PROJECT COSTS WILL STILL BE PART OF THE CAPITAL PROJECT AND WILL STILL BE CAPITALIZED AT YEAR END, EVEN THOUGH SOME OF THE COSTS MAY BE LESS THAN \$5,000.

**TOWN OF CLARESHOLM**

**POLICY**

**POLICY # GA 10-09**

**REPLACING POLICY # 74**

**EFFECTIVE DATE: October 26, 2009**

**SUBJECT Asset Classification**

**DEPARTMENT Administration**

**AUTHORITY Council Resolution**

**DATE PASSED October 26, 2009**

**PURPOSE: To establish a consistent policy for Asset Classification.**

**GUIDELINES:**

1. Major, minor and sub-classes of tangible capital assets will be defined as:
  - a. Major  
A group of tangible capital assets that is significantly different in design and use.
  - b. Minor  
A classification within a major class that has unique characteristics.
  - c. Sub-class  
A further classification that may be required due to unique tangible capital asset criteria, applications, methodologies and asset lives. There is the option to further classify into sub-class one, sub-class two, sub-class three, etc.
2. Tangible capital assets recorded in the Major classification will be as follows:
  - Land
  - Land improvements
  - Buildings
  - Engineered structures
  - Machinery & equipment
  - Vehicles
  - Cultural & historical

3. Definitions of major asset classifications:

- a. Land  
Land includes land purchased or acquired for value for parks and recreation, building sites, infrastructure (highways, dams, bridges, tunnels, etc) and other program use but not land held for resale.
- b. Land improvements  
All improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways and fences.
- c. Buildings  
Permanent, temporary or portable building structures, such as offices, garages, warehouses, and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.
- d. Engineered structures  
Permanent structural works such as roads, bridges, canals, dams, water and sewer, utility distribution and transmission systems including plants and substations.
- e. Machinery and equipment  
Equipment that is heavy equipment for constructing infrastructure, smaller equipment in buildings and offices, furnishings, computer hardware and software. This class does not include stationary equipment used in the engineered structures class.
- f. Vehicles  
Rolling stock that is used primarily for transportation purposes.
- g. Cultural & historical  
Works of art and historical treasures that have cultural, aesthetic or historical value that is worth preserving perpetually. These assets are not recognized as tangible capital assets in the financial statements, but the existence of such property should be disclosed.

4. 'Engineered Structures' minor assets classifications:

Minor classifications in the 'Engineered Structures' major classification will be:

- Roadway system
- Light rail transit system
- Water system
- Wastewater system
- Storm system

Buildings and machinery & equipment will be grouped in a sub-class for the minor classes of water, wastewater, storm water, electric, gas and fibre optics. This treatment is an exception to the recommended approach to classifying tangible capital assets in order to better report the cost of distribution and transmission systems.

5. Definitions of Engineered Structures minor classes:

- a. Roadway system  
Assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes roads, bridges, overpasses, ramps, parkades, lights, sidewalks and signage.
- b. Water system  
A system for the provision of water for human consumption through pipes or other constructed convey. It is comprised of assets for the intake, distribution, storage and treatment of safe potable water. Includes mains, services, pump and lift stations, plants and equipment, reservoirs and fire hydrants.
- c. Wastewater system  
Wastewater is defined as water after it has been used for household, business and other purposes which flows from private plumbing systems to public sanitary sewers and on to a treatment plant. This system is comprised of assets used for the collection and treatment of non-potable water intended for return to a natural water system or other originating water source. Includes mains, services, pump and lift stations, plants and equipment and lagoons.
- d. Storm system  
Assets used for the collection, storage and transfer of water as a result of rain, flood or other external source to a natural water system. Includes mains, services, catch basins, pump and lift stations, outfalls and retention ponds.

6. Useful life and Amortization Methods of Tangible Capital Assets

- a. Useful Life  
Tangible Capital Assets will be amortized over their maximum useful lives per Appendix "A".
- b. Amortization Methods
  - i. Land – not depreciable
  - ii. Land improvements – straight line
  - iii. Buildings – straight line
  - iv. Engineered Structures – declining balance
  - v. Machinery & Equipment – declining balance
  - vi. Vehicles – declining balance
  - vii. Cultural & Historical – not recognized as Tangible Capital Assets
- c. Half Year Rule – All Tangible Capital Assets will use the half year rule of only taking 50% of the amortization in the year of acquisition and the year of disposal.
- d. Residual Values – All Tangible Capital Assets (except land) will be allocated residual values based on the best information at the time of purchase and will be amortized calculated based on the residual value being realized at the end of the maximum useful life.



7. Capitalization Thresholds

- a. Expenditures that meet both the criteria of a tangible capital asset and exceed the following suggested capitalization thresholds are to be recorded as a tangible capital asset:

Asset description	Cities	<b>Towns</b>	Villages	<b>Rural Municipalities</b>
Land	-	-	-	-
Land improvements	\$10,000	<b>\$5,000</b>	\$2,000	\$5,000
Buildings	100,000	<b>25,000</b>	10,000	50,000
Engineered structures	100,000	<b>25,000</b>	10,000	50,000
Machinery & equipment	10,000	<b>5,000</b>	2,000	5,000
Vehicles	10,000	<b>5,000</b>	2,000	5,000

8. Historical Cost

- a. Tangible capital assets will be recorded at their historical cost (which shall include all costs to get the asset in place and functional, ie freight).

## Appendix A: Recommended Maximum Useful Life

ASSET CLASSES					Maximum Useful Life
MAJOR	Minor	Sub-class 1	Sub-class 2	Sub-class 3	

### Land

Right of way  
 Undeveloped right of way  
 Parks  
 General

### Cultural & Historical

Public art  
 Historical  
 Heritage site

### Land Improvements

Parking lot		
	Gravel	15
	Asphalt	25
Playground structures		10
Landscaping		25
Fences		20
Sprinkler systems		25
Golf courses		20
Tennis courts		20
Fountains		20
Lakes/ponds		25
Retaining walls		20
Running tracks		15
Outdoor lighting		20
Airport runways		10
Soccer pitch - outdoor		20
Bike/jogging paths		
	Gravel	15
	Asphalt	20
Landfill		
	Pits	volume
	Pads	volume
	Transfer stations	25



MAJOR	Minor	Sub-class 1	Sub-class 2	Sub-class 3	Maximum Useful Life
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**Buildings**

Permanent structures					
Frame					50
Metal					50
Concrete					50
Portable structures					
Metal					25
Frame					25
Leasehold improvements					variable
Construction in progress					

**Engineered Structures**

Roadway system					
Bridges					variable
Overpass/interchange					60
Curb & gutter					30
Parkades					50
Roads & streets					
(*subject to weather conditions)					
Lanes/alleys					
ACP - hot mix					20*
Gravel					15*
Non-conforming					20*
Local/Collector/Arterial/Major Arterial					
Concrete					30*
ACP - hot mix					20*
ACP - cold mix					10*
Chip seal					10*
Oil					5*
Gravel					15*
Road signs					
Traffic control					30
Information					30
Lights					
Decorative					30
Streets					30
Traffic					30
Guard rails					30
Ramps					20
Sidewalks & para ramps					20

MAJOR	Minor	Sub-class 1	Sub-class 2	Sub-class 3	Maximum Useful Life
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Water system

Distribution system

Mains 75

Services 75

Pump, lift and transfer stations 35

Plants & facilities

Structures 40

Treatment equipment

Mechanical 40

Electrical 40

General 40

Pumping equipment 40

Hydrants / fire protection 40

Reservoirs 40

Wastewater system

Collection system

Mains 75

Services 75

Pump, lift and transfer stations 35

Plants & facilities

Structures 40

Treatment equipment

Mechanical 40

Electrical 40

General 40

Pumping equipment 40

Lagoons 40

Storm system

Collection system

Mains 75

Services 75

Pump, lift and transfer stations 35

Catch basins 75

Outfalls 75

Retention ponds 75

Treatment facility 40

MAJOR	Minor	Sub-class 1	Sub-class 2	Sub-class 3	Maximum Useful Life
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**Machinery and Equipment**

	Heavy construction equipment				variable
	Fire equipment				12
	Fitness & wellness				10
	Control systems				5
		Communication links			20
		SCADA system			10
	Fuelling stations				15
	Communications				
		Radios			10
		Telephone systems			10
	Tool, shop & garage equipment				15
	Scales				15
	Bins				15
	Meters				
		Water			40
		Parking meters & splitters			20
	Turf equipment				10
	Ice resurfacers				10
	Office furniture & equipment				
		Furniture			20
		Office equipment			5
			Audio/visual		10
			Photocopiers		5
	Computer systems				
		Hardware			5
		Software			10

**Vehicles**

	Light duty				10
	Medium duty				10
	Heavy duty				10
	Fire trucks				25

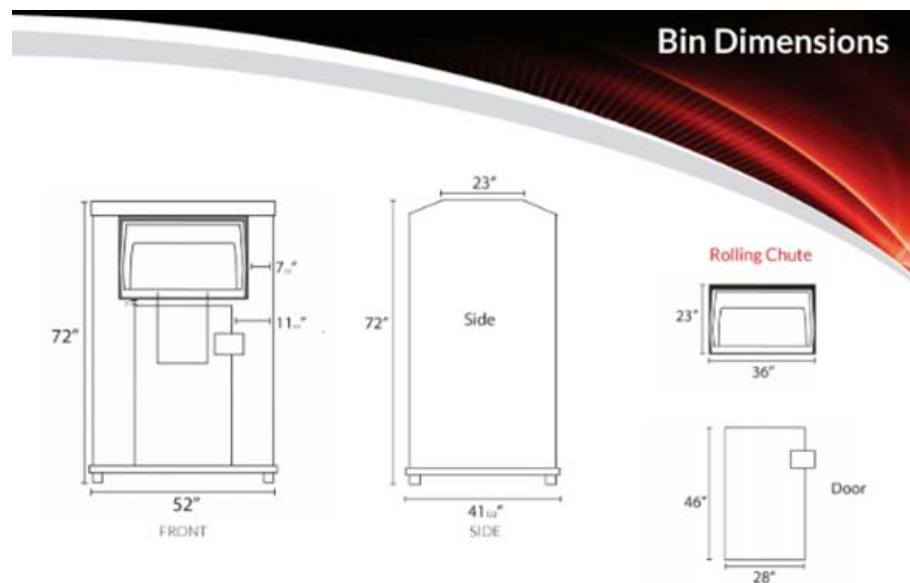
## CLOTHING DONATION BIN

### DESCRIPTION / BACKGROUND:

The Claresholm Childcare Society is interested in hosting a Diabetes Canada clothing donation bin. This bin would apply toward their provincial accreditation by providing a community outreach program. The idea for these bins is to promote the value of giving/reusing, and keep textiles out of the landfill. Being that they are a tenant and the Town is the landowner, permission to place the bin is required.

If Council deems another location more suitable Diabetes Canada is amiable to review other locations as well. Clothing donations support more than 11 million Canadians with diabetes or at risk of diabetes through research, education, advocacy and medically supervised camps. The Association is 100% responsible for placing, servicing, maintaining and insuring the bin. The newly designed bins (shown below) are highly secure and there is an attendant in the area for regular service.

One concern is that there is a potential if the bin is not placed in a well-lit, high traffic area that it becomes a spot to dump garbage or other materials. If this is the case an alternative location or removal could be sought. The association does respond quickly if there is a concern or mess created (as mentioned above, someone in the area). The weight of an empty drop box is approximately 540 lbs.



### OPTIONS:

1. Approve the bin to be located at 221 45 Ave West. (The location of the bin needs to be determined if approval is granted for the bin – see map below for a few options)
2. At this time do not approve the bin at 221 45 Ave West (could also present alternative locations).
3. Review the bin at such a time as the new Multi-use facility is operational for potential location on that property.





ATTACHMENTS:

1.) N/A

APPLICABLE LEGISLATION:

1.) N/A

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: December 21, 2018

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## ALBERTA TRANSPORTATION BYPASS UPDATE (ASP)

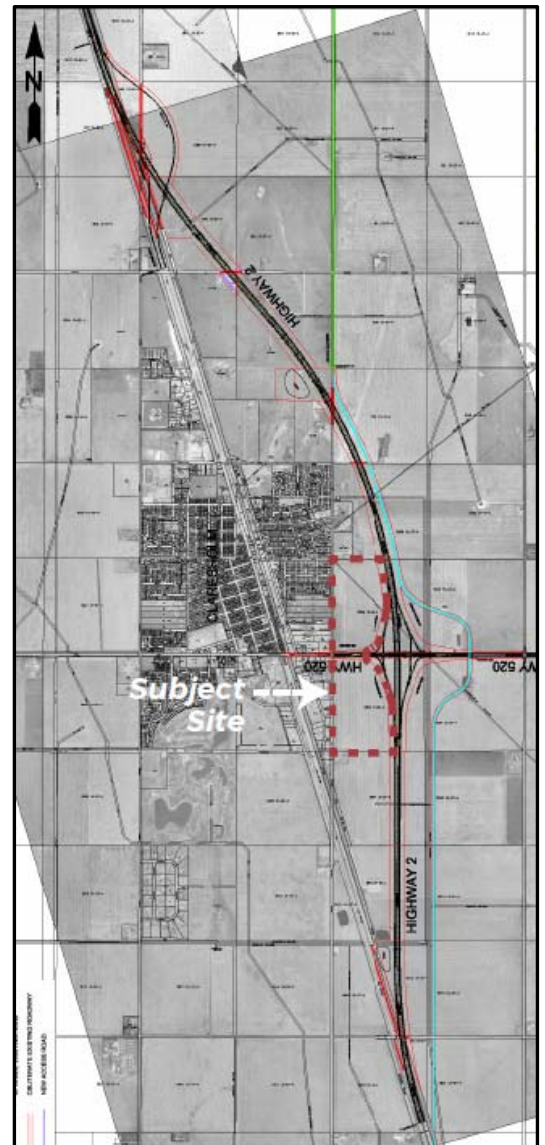
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**DESCRIPTION / BACKGROUND:** At the AUMA convention, held fall 2018, Council met in Red Deer with Alberta Transportation (AT) representatives. One of the discussion items was the highway bypass and implications on the area structure plan for the lands. Further to that discussion a representative met with Administration in December 2018 to follow up.

**DISCUSSION / OPTIONS:** Through that discussion it was reiterated that any additional access off of highway 520 directly into the lands within the ASP would be within the transportation right of way and would not be allowed. All access would remain from 5<sup>th</sup> St East. The plan that has been adopted by Bylaw reflects that access. Also discussed was the viability of an exit ramp from the southbound land into the lands. Again, Alberta Transportation does not approve that design, even temporarily.

Timeframes and planning items were discussed with 20+ years being a reasonable outlook based on provincial priorities and funding availability. When the Town mentioned the amount of land sitting basically in limbo, AT did mention that where possible temporary structures or uses may be permitted, but no permanent structure could be placed within the future bypass right of way. Our planners suggest that even though AT mentions this as an option they can still not approve such a development (which they have seen done in practice).

The current alignment has been endorsed by Alberta Transportation but was not designated as the Town of Claresholm has not given its endorsement. Designation gives the alignment more status so that if a landowner wished to sell their land, Alberta Transportation may be willing to purchase it (based on provincial priority and funding availability). Town Council in the past was hesitant to endorse the alignment unless a directional interchange was provided to the south and north designs. However, as discussed with Alberta Transportation, the Town can give its endorsement with conditions. The directional interchange would then be discussed at the time the bypass is advanced to a planning stage (generally at least 5 years prior to any construction). Designation would show the bypass as a thick line on map. It would currently not show interchange locations. Administration requires direction from Council if they wish to discuss designation of the bypass further. Alternatively, this can also be included as part of the IDP (Intermunicipal Development Plan) discussions with the MD of Willow Creek.



**APPLICABLE LEGISLATION:**

- 1.) 2007 Alberta Transportation Study – Claresholm Highway Bypass

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 10, 2019



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## AMUNDSEN PARK RE-DESIGN

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The committee met January 9<sup>th</sup> for a brainstorming session with many community groups represented. Administration began with discussion on Council's strategic plans and portions of the municipal development plan (MDP) that indicates Council's desire to look for opportunities to collaborate with stakeholders within the community and to renovate park facilities to reflect the changing needs and desires of residents. One goal within the Town of Claresholm MDP is to *"preserve and enhance the quality of life for the residents of Claresholm through the maintenance of existing park facilities and the acquisition and improvement of new parks, recreational facilities, trails, bikeways, and open spaces."*

Groups represented at the brainstorming session were:

- Council /Administration
- Kinsmen/Kinettes
- Lions
- FCSS
- EDC
- Claresholm & District Chamber of Commerce

(Other invitations to stakeholders were sent out and the above groups were able to attend and expressed an interest in the park re-development.)

The group then discussed potential ideas and upgrades to the park, and 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 committee would welcome any other park stakeholders as well. The next meeting will be held in February.



Strategies

<b>YEAR 1</b>	<b>Update on Progress</b>	
<b>POLICY &amp; PLANNING</b>		
<b>3 Year Operations Plan and 5 Year Capital Plan</b>		
Complete first official 3 year operating and 5 year capital plan		First 2019 Operational and Capital budget meetings completed with Council in late October which went well. This provides a great base to build financial plans off of. Drafts are completed, though not balanced, still requiring council input on priorities. Next meeting scheduled for December 17th and January 15th.
<b>Multi Use Community Facility</b>		
Tender project and begin asbestos remediation		Asbestos abatement has been completed in the new Multi-use building and engineering is underway for the new construction plans. Expect to have costing estimates December 17th.
<b>Intermunicipal Development Plan (IDP)</b>		
Engage ORRSC to begin public input and policy development		ORRSC contracted to begin project, template document being drafted. Meeting scheduled for Jan 31, 2019.
<b>Intermunicipal Collaboration Framework (ICF)</b>		
Complete review of current services provided by the Town internally, intermunicipally, or by a 3rd party		2nd ICF meeting with Management of all 6 municipalities within the MD was held on Oct 19th, providing more clarity and direction. Collection and identification of current agreements is undergoing second draft and matching duplications across municipalities. Next meeting scheduled for February 5, 2019. A meeting with superintendents and CAO's from all ICF members is being scheduled for discussions on collaboration and to build new relationships with the new people in these positions.
<b>Industrial Study on Annexed Lands</b>		
Develop land use policy and regulations pertaining to future industrial and commercial development		ASP for Starline Business Park adopted December 10, 2018



Strategies

YEAR 1		Update on Progress
	Develop a concept plan for the 120 acre parcel	ASP for Starline Business Park adopted December 10, 2018. Project complete.
	Develop an Area Structure Plan (ASP) for Phase I	ASP adopted for all phases December 10, 2018. Project complete.
<b>Stormwater Infrastructure</b>		
	Complete scope change to Phase I to include golf course corridor and connection to Centennial Park	Infrastructure services has finished the operational and Capital plans required and the focus is now on Storm water Infrastructure improvements. Funding has been applied for phase II, of the Storm Master Plan. Work is underway on the completion of the storm pond and channel improvements in the golf course during the closed season. The Town has also removed the goldfish that were in the Town's storm ponds on the golf course.
	Reapply for Alberta Community Resilience Program grant for Phase 2	Application was completed and submitted before the end of September - Awaiting response.

**Strategies**

<b>YEAR 1</b>	<b>Update on Progress</b>
<b>Development Processes</b>	
Provide online service to streamline permit process	Bizpal initiated and added to the website. All permitting/contact info/ bylaws on website. Email applications accepted with e-transfer payments also accepted. Project complete.
<b>ECONOMIC &amp; COMMUNITY DEVELOPMENT</b>	
<b>Support the Economic Development Committee</b>	
Develop a 3 year Business Plan	The EDC will be undergoing a strategic planning session on October 10th to develop and align the committee goals with the recently adopted Strategic Plan of Town Council. Draft business plan presented to EcD Committee in November. Further amendments being made from committee input
<b>Develop a Strategy for Challenging Land Owners</b>	
	With the help of local realtors, building and landowners, Brady has began drafting a living-working document that works to identify all building and land opportunities for rent, lease, or purchase, in and around Claresholm. This includes points of contact, history, pricing, and challenges existing. Systems are being created to assure that this document remains as up to date as possible, these include EDO notifications for any commercial change in utility billing or ownership, notifications for any new business licensing, and monthly contact calls with local realtors.
<b>Revitalize Downtown and Highway Corridor</b>	

Strategies

YEAR 1	Update on Progress	
Gateway signs, mural maintenance		Brady has submitted a new application for a sign modification permit from AB transportation. Previous applications from hired design team were not approved by EDC, and then a subsequent application was not approved by AT. Brady has found a new design guy who has assisted. There is a 4 week delivery time required for these custom fit high quality, await permit approval to place the order. This project will be completed before the end of the year.
<b>Develop Residential Land Resulting In Diverse Housing</b>		
Work with landowners to identify opportunities		Brady continues to build relationships with landowners and gain a better understanding of price and availability.
<b>Develop Light Industrial (Annexed Lands)</b>		
Develop land use strategy that takes into account highest and best use		This information has been included in the ASP that was adopted by Bylaw Dec 10, 2018 and also included within the Market Analysis from WSP and Watson Economists.
Undertake an Opportunities and Constraints analysis		WSP and Watson Economists are working to complete the supporting documents by the end of October 2018. Expect to receive draft documents in December
Develop logical phasing plan to phase development		ASP adopted for all phases December 10, 2018. Project complete.
Develop a Financing and Cost Sharing Model		WSP and Watson Economists are working to complete the supporting documents by the end of October 2018. Expect to receive draft documents in December
Undertake a market analysis		Market analysis is complete.

Strategies

<b>YEAR 1</b>		<b>Update on Progress</b>
<b>GOVERNANCE &amp; INTERNAL OPERATIONS</b>		
<b>Ensure Ongoing Public Participation</b>		
Quarterly Open Houses		ASP for Annexed Industrial/Commercial Land Open House held September 18, 2018. Open House will be planned for early in 2019 with topic to be determined. Discussion on agenda for January 10, 2019 Audit & Finance committee meeting.
Create opportunities for meaningful public participation as per the Public Participation Policy #COUN 05-18(a)		Economic Development partnered with the Chamber of Commerce to host a Cannabis Information evening in November. Open house planned for early 2019 as well as opportunities for public input on the Intermunicipal Development Plan as it is developed
<b>Administration and Council Policies</b>		
Redevelop the numbering and organization of policies for efficiency		Review of policies is in progress. General administration section being prepared to present to the Admin Services Committee. Was delayed due to priority on 2019 budget and CUPE Negotiations. Still need to present to Admin Services Committee in January
Begin review and updating of current policies		Review of policies is in progress. General administration section being prepared to present to the Admin Services Committee. Was delayed due to priority on 2019 budget and CUPE Negotiations. Still need to present to Admin Services Committee in January
<b>Address Legislative Changes in a Timely Fashion</b>		

**Strategies**

<b>YEAR 1</b>	<b>Update on Progress</b>
Develop tracking worksheet to identify changes required and progress	IDP and ICF are only remaining projects to complete to adhere to the amendments to the Municipal Government Act. Changes to the OH&S legislation have been reviewed with staff and Health and Safety committee has been established by Council. Review of changes to the Emergency Management Act are underway.
Review and update Bylaws	Ongoing
Ensure ongoing training for qualified operators/staff	Recommendations were prepared and reviewed during 2019 budget discussions.

Strategies

YEAR 1		Update on Progress
<b>PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS</b>		
<b>Build Government Relations at All Levels</b>		
MLA, MP and surrounding municipal Councils at least bi-annual social		Meeting held with the MD of Willow Creek on December 19, 2018
<b>Strengthen Stakeholder Relationships</b>		
Encourage presentations to Council, visit organizations to build relationships and have a presence in the community		Sparta House invited to September 24, 2018 Council meeting to present on their services.
<b>Relationships with AHS and Other Service Providers</b>		
Continue to Enhance Relationships with AHS and Other Service Providers		
<b>VIBRANT COMMUNITY, QUALITY OF LIFE</b>		
<b>Traffic &amp; Police Enforcement</b>		
Continue partnership for CPO services		Recommendations were reviewed during 2019 budget discussions. Changes being implemented
Continue work with Alberta Transportation and RCMP on enforcement measures on highway #2		A proposal to extend the 50&70 km/h zones was sent to AB Transportation on May 22, 2018 and again on August 27th, Council and CAO met with AB Transportation on September 26, at the AUMA Convention to discuss extension of 50 & 70 km/h zones. This request was denied. An investigation into red light camera/photo radar was initiated and we do not qualify because our population is less than 5000 people and we do not have our own paid police force. The CPO1 from Fort Macleod has only been able to come to Claresholm 18 days out of a possible 36 weeks. RCMP have increased traffic light patrol and highway #2 patrols. No joint radar blitz in conjunction with the RCMP took place. Sherriff unit was in town and the DOT's at the scale several times. Traffic calming radar still very effective.

## Strategies

### YEAR 1

YEAR 1		Update on Progress
<b>Expansion of Pathways</b>		
Complete pathway on 8th Street West from 59 Ave West to Derochie Drive	Completed	
Complete pathway from Porcupine Hills Lodge to Patterson Park	Completed	
Complete pathways and access road system at Stormwater Management Facility	Completed	

**Strategies**

<b>YEAR 1</b>		<b>Update on Progress</b>
<b>Improvement of Parks</b>		
	Continue improvement and upgrade of parks as identified in the Parks and Recreation Master Plan	Signage to install. Garbages budgeted for in 2019. Benches to be added in the future. Looking for service clubs to donate. Trees have been planted in 2018 to replace the dying trees.
<b>Support the Arts Community</b>		



## Strategies

### YEAR 2

YEAR 2		Update on Progress
<b>POLICY &amp; PLANNING</b>		
<b>3 Year Operations Plan and 5 Year Capital Plan</b>		
	Update, modify and extend financial plans	2019 Operational and Capital Budgets have been passed allowing us to now focus on our 3 year operational and 5 year capital plans. Meetings held on January 3 to discuss and moved forward on both.
<b>Multi Use Community Facility</b>		
	Award tenders and begin construction	Next facility infrastructure planning meeting is January 14, 1030 am
<b>Intermunicipal Development Plan (IDP)</b>		
	Continue work with ORRSC to prepare draft plan to present to the public at an Open House	Scheduled for the 2019 year.
	Hold Public Hearing and adopt Bylaw	To be scheduled fall/winter 2019.
<b>Intermunicipal Collaboration Framework (ICF)</b>		
	Continue discussions with review of services that could be better served intermunicipally along with review of financial consideration	Next meeting scheduled on February 5, 2019 with CAO's and senior staff. Mike: Staff working with the ?MD and 4 other area Towns to complete a list of services or facilities that can be utilized or shared to promote more partnerships and follow the new Provincial Collaboration framework.
<b>Stormwater Infrastructure</b>		
	Complete Phase I	Continued improvements are underway to our Storm Water Infrastructure through the Golf Course with culverts being replaced and re-digging the drainage channels between some of the storage ponds on the golf course.

Strategies

YEAR 2		Update on Progress
	Tender Phase 2 if ACRP grant application is successful	Government Funding has been applied for for Phase II. Stormwater Infrastructure improvement project. This project if funded, will be in Centennial Park and include new piping to the South, under the secondary highway 520, back to the golf course. These repairs/improvements were recommended in our 2016 Master Drainage Plan.
	File grant applications for Phase 3	Not started. Still waiting to hear on Phase 2 application.
<b>Development Processes</b>		
	Review development process to identify potential efficiencies	MPC and Gavin Scott from ORRSC to review for potential land use bylaw amendments in 2019.
<b>ECONOMIC &amp; COMMUNITY DEVELOPMENT</b>		
<b>Develop Residential Land Resulting In Diverse Housing</b>		
	Continue work with landowners to encourage development through potential partnerships	
<b>Develop Light Industrial (Annexed Lands)</b>		
	Undertake recommended phasing plan to phase development	Phase 1 has been included in the draft 5 year capital plan. The Infrastructure Services Dept has been working with WSP to complete the development plan for servicing of the newly annexed industrial lands.
<b>Implement Economic Development Business Plan</b>		
<b>Continue with Revitalization of Downtown &amp; Highway Corridor</b>		
<b>GOVERNANCE &amp; INTERNAL OPERATIONS</b>		
<b>Ensure Ongoing Public Participation</b>		
	Quarterly Open Houses	

Strategies

YEAR 2		Update on Progress
	Create opportunities for meaningful public participation as per the Public Participation Policy #COUN 05-18(a)	
<b>Administration and Council Policies</b>		
	Complete review and update of policies	Admin Services Committee meeting scheduled for the end of January to discuss moving this project forward and review first set of policies with this Committee.
<b>Address Legislative Changes in a Timely Fashion</b>		
	Continue using tracking worksheet to identify changes required and progress	
	Continue to review and update Bylaws	
	Ensure ongoing training for qualified operators/staff	
<b>PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS</b>		
<b>Build Government Relations at All Levels</b>		
	MLA, MP and surrounding municipal Councils at least bi-annual social	
<b>Strengthen Stakeholder Relationships</b>		
	Encourage presentations to Council, visit organizations to build relationships and have a presence in the community	
<b>Relationships with AHS and Other Service Providers</b>		
	Continue to Enhance Relationships with AHS and Other Service Providers	
<b>VIBRANT COMMUNITY, QUALITY OF LIFE</b>		
<b>Investigate Opportunities for Various Types of Housing</b>		
	Work with landowners and developers to encourage housing development	Ongoing meetings with developers to discuss potential developments, and assist as required.
<b>Traffic &amp; Police Enforcement</b>		

Strategies

YEAR 2		Update on Progress
	Continue partnership for CPO services	
	Continue work with Alberta Transportation and RCMP on enforcement measures on highway #2	
<b>Expansion of Pathways</b>		
	Work with service clubs to continue pathway along 8th Street from Westlynn Drive to South access of Water Treatment Plant	Pathway Expansion was approved in budget 2019 and another section along 8th St. West is planned to connect the existing pathways in the SW to the sidewalk system.
<b>Improvement of Parks</b>		
	Continue improvement and upgrade of parks as identified in the Parks and Recreation Master Plan	Postponed to 2020 to allow time for the redevelopment plan.
<b>Support the Arts Community</b>		
	Redevelopment of Amundsen Park to include amphitheatre for outdoor performances	First meeting January 9 and next meeting is February 12, 2019.
<b>Safety Programs and Sidewalk Safety</b>		
	Risk Reduction and Sidewalk Infrastructure	We are continuing our Risk reduction program in 2019 for liability reduction and the continued improvements to our sidewalk infrastructure responsibly. Town staff working to dispose of unwanted salvage from the Multi-use building. Donated lockers to the swimming pool and have a Desk and Gym Locker sale in January.



# INFORMATION BRIEF

Meeting: January 14, 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 tax tokens to Administration for further research and information and to report back to Council, and also have the Claresholm & District Transportation Society come and make a presentation to Council as a Delegation if possible. CARRIED MOTION #18-067	Blair/Karine	Transportation Society was to present to Council as a Delegation on September 10, 2018 but has asked to postpone to January 2019	In progress
Regular Scheduled Meeting - November 13, 2018				
3	CORRES: Community Energy Association - Referred to Administration to look into possible site options and to invite the Community Energy Association to be a delegation.	Brady/Tara	Awaiting public announcement by CEA	In progress
9	CORRES: Claresholm Public Library Board - Moved by Councillor Moore to provide additional funding of up to \$2,750 to the Claresholm Public Library to come from general operational reserves. CARRIED MOTION #18-172	Karine	First invoice received, may be others to come.	In progress
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	In progress
Regular Scheduled Meeting - November 26, 2018				
3	CORRES: Brownlee LLP RE: Emerging Trends in Municipal Law - Mayor MacPherson to attend. Other members of Council to let Administration know by the end of the week.	Karine	Registration of three members of Council completed	Complete
Regular Scheduled Meeting - December 10, 2018				

1	BYLAW #1652 - Moved by Councillor Carlson to give Bylaw #1652, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1652, a Land Use Bylaw Amendment, 3rd and Final Reading. CARRIED	Tara	Bylaw printed & signed. A copy sent to ORRSC.	Complete
2	BYLAW #1657 - Moved by Councillor Schlossberger to give Bylaw #1657, regarding the Starline Business Park Area Structure Plan, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1657, regarding the Starline Business Park Area Structure Plan, 3rd & Final Reading. CARRIED	Tara	Bylaw printed & signed. A copy sent to ORRSC and updated on our website.	Complete
7	CORRES: 2019 Reynolds Mirth Richards & Farmer LLP Municipal Law Seminars - CAO Carlson to attend, members of Council to advise of their attendance soon.	Karine	Only CAO is registered	Complete
10	RFD: Budget 2019 - Moved by Councillor Carlson to approve the 2019 Operational and Capital Budgets as presented. CARRIED MOTION #18-180	Blair	Budget printed and Signed. Copy uploaded to website	Complete
11	RFD: CUPE Agreement - Moved by Councillor Schlossberger to ratify the 2019 to 2022 Collective Agreement between CUPE Local 3023 and the Town of Claresholm. CARRIED MOTION #18-181	Marian	Waiting to review the draft agreement. Expected the week of January 14th.	In progress
17a	IN CAMERA: LAND - Moved by Councillor Schlossberger to extend the Option to Purchase Agreement with Faith Community Baptist Church for a period of 24 months for Lot N300"Z Block Z Plan 147N. CARRIED MOTION #18-182	Tara	Response letter sent	Complete
17e	IN CAMERA: Legal - Moved by Councillor Carlson to contract MPE Engineering to conduct a condition review and code compliance cost estimate on the properties located at 232, 234 and 236 – 50 Avenue West for \$8,800 plus GST. CARRIED MOTION #18-183	Tara	Proposal fee acceptance letter sent	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 11, 2019

# **INFORMATION ITEMS**



# MUNICIPAL PLANNING COMMISSION MINUTES

**November 30, 2018**  
**Town of Claresholm – Council Chambers**

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

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

**Regrets:** Doug MacPherson – Mayor

**Public Present:** Rob Vogt- CLP, Brady Schnell- EDO, Representatives from Canna Corporation

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<b>8:34 a.m.</b>	<b>Call to Order /Adoption of Agenda</b>	<b>Motion to adopt the agenda by Jeff Kerr</b>
		<b>Seconded by Doug Priestley</b>
		<b>CARRIED</b>

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<b>Adoption of Minutes</b>	<b>Motion to accept change in name (spelling error) and adopt the Meeting Minutes By Doug Priestley</b>
<ul style="list-style-type: none"><li>November 2, 2018</li></ul>	<b>Seconded by Councillor Carlson</b>
	<b>CARRIED</b>

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<b>Item 1: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to approve With amended conditions by Jeff Kerr</b>
	File: D2018.108 Applicant: Canna Corp. Owners: 1418425 Alberta Ltd. Address: 4725 1 St West Legal: Lot N20'9, All10; Block 1; Plan 147N Regarding: Change in use, Vacant to Retail Cannabis Store	<b>Seconded by Doug Priestley</b>
		<b>CARRIED</b>

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<b>Item 2: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to approve With amended conditions by Councillor Carlson</b>
	File: D2018.109 Applicant/Owner: Robert Peters Address: 134 47 Ave West Legal: Lot 21, Block 1, Plan 147N	<b>Seconded by Jeff Kerr</b>
		<b>CARRIED</b>





# MUNICIPAL PLANNING COMMISSION MINUTES

**November 30, 2018**  
**Town of Claresholm – Council Chambers**

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Item 3: IN CAMERA

**Home Occupation Evaluation – Advice from  
Officials – FOIP Section 24.1**

**Motion to go in camera  
by Doug Priestley**

**Seconded by  
Councillor Carlson**

**CARRIED**

**Motion to come out of in  
camera by Doug Priestley**

**Seconded by  
Councillor Carlson**

**CARRIED**

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**9:40 a.m.**

**Motion to adjourn  
By Doug Priestley**

**CARRIED**

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# MUNICIPAL PLANNING COMMISSION MINUTES

**December 21, 2018**  
**Town of Claresholm – Council Chambers**

**Attendees:** Doug MacPherson – Mayor  
Brad Schlossberger - Council Member (Chairperson)  
Doug Priestley - Member-at-Large

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

**Regrets:** Jeff Kerr – Member-At-Large  
Kieth Carlson – Council Member

**Public Present:** Rob Vogt- CLP, Brady Schnell- EDO

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<b>8:34 a.m.</b>	<b>Call to Order /Adoption of Agenda</b>	<b>Motion to adopt the agenda by Mayor MacPherson</b>
		<b>Seconded by Doug Priestley</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>• November 30, 2018</li><li>• November 2, 2018 – organizational meeting minutes</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 amended conditions by Doug Priestly</b>
	File: D2018.115 Applicant: Blanchett Neon Owner: Hardrock Properties (Claresholm) Corporation Address: 4818 1 St West Legal: Lot 3, Block 9, Plan 9011461 Regarding: Sign Permit with variances to allowable display surface & number of signs	<b>Seconded by Mayor MacPherson</b>
		<b>CARRIED</b>

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<b>Item 2: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to approve With amended conditions by Mayor MacPherson</b>
	File: D2018.116 Applicant: Lauren Emilee Hansma Owners: David & Cindee Hansma Address: 94 Mountainview Crescent	<b>Seconded by Doug Priestley</b>

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# MUNICIPAL PLANNING COMMISSION MINUTES

**December 21, 2018**  
**Town of Claresholm – Council Chambers**

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Legal: Lot 33, Block 3, Plan 7810389  
Regarding: Home Occupation – Hair Salon

**CARRIED**

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**9:32 a.m.**

**Motion to adjourn**  
**By Doug Priestley**

**CARRIED**

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Next meeting: January 11, 2019 8:30 a.m.



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

**MINUTES – 3 (2018)**  
**GENERAL BOARD OF DIRECTORS’ MEETING**  
**Thursday, September 6, 2018 – 7:00 p.m.**  
**ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)**

**BOARD OF DIRECTORS:**

Kevyn Stevenson..... Village of Arrowwood	Brad Koch (absent)..... Village of Lomond
Delbert Bodnarek..... Village of Barnwell	Richard Van Ee ..... Town of Magrath
Ed Weistra ..... Village of Barons	Peggy Losey..... Town of Milk River
Tom Rose ..... Town of Bassano	Louis Myers (absent) ..... Village of Milo
Norman Gerestein ..... City of Brooks	Dan McLelland..... Town of Nanton
Jim Bester..... Cardston County	Clarence Amulung ..... County of Newell
Richard Bengry ..... Town of Cardston	Marinus de Leeuw ..... Village of Nobleford
Peggy Hovde ..... Village of Carmangay	Henry de Kok..... Town of Picture Butte
Jamie Smith (absent) ..... Village of Champion	Bev Everts ..... M.D. of Pincher Creek
Doug MacPherson (absent) ..... Town of Claresholm	Don Anderberg ..... Town Pincher Creek
Butch Pauls..... Town of Coaldale	Ronald Davis (absent) ..... M.D. of Ranchland
Heather Caldwell ..... Town of Coalhurst	Bryce Coppieters ..... Town of Raymond
Tanya Smith..... Village of Coutts	Don Norby ..... Town of Stavely
Warren Mickels (absent) ..... Village of Cowley	Matthew Foss ..... Village of Stirling
Dave Filipuzzi ..... Mun. Crowsnest Pass	Jennifer Crowson..... M.D. of Taber
Dean Ward..... Mun. Crowsnest Pass	Margaret Plumtree (absent) ..... Town of Vauxhall
Gordon Wolstenholme (absent) Town of Fort Macleod	Jason Schneider (absent) ..... Vulcan County
Gerry Carter..... Village of Glenwood	Lyle Magnuson ..... Town of Vulcan
Barin Beresford (absent) ..... Town of Granum	David Cody..... County of Warner
Suzanne French ..... Village of Hill Spring	Eric Burns..... Village of Warner
Morris Zeinstra..... Lethbridge County	Ian Sundquist..... M.D. of Willow Creek

**STAFF:**

Lenze Kuiper..... Director	Hailey Winder ..... Assistant Planner
Diane Horvath..... Senior Planner	Jaime Thomas..... GIS Analyst
Gavin Scott..... Senior Planner	Jennifer Maxwell..... Subdivision Technician
Ian MacDougall..... Planner	Barb Johnson ..... Executive Secretary

**AGENDA:**

1. **Approval of Agenda** – September 6, 2018 .....
2. **Approval of Minutes** – June 7, 2018.....(attachment)

3. **Business Arising from the Minutes** .....
  4. **STAFF PRESENTATION –** *Jaime Thomas, GIS Analyst*  
*“ORRSC GIS PROJECT”*
  5. **Reports**  
(a) Executive Committee Report..... (attachment)
  6. **Business**  
(a) Intellectual Property / Copyright Policy..... (attachment)  
(b) Regional Subdivision and Development Appeal Board Update .....
  - (c) Assessment Review Board Update.....
  7. **Accounts**  
(a) Summary of Balance Sheet and Statement of Income for the 7-month period:  
January 1 - July 31, 2018 ..... (attachment)
  8. **Adjournment –** December 6, 2018 .....
- 

VICE-CHAIR JIM BESTER CALLED THE MEETING TO ORDER AT 7:00 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Richard Bengry**

THAT the Board of Directors approve the agenda of September 6, 2018, as presented. **CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Tom Rose**

THAT the Board of Directors approves the minutes of June 7, 2018, as presented. **CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

None.

**4. STAFF PRESENTATION –**

*Jaime Thomas, GIS Analyst*  
*“ORRSC GIS PROJECT”*

The ORRSC GIS Project started 13 years ago and has grown to its current membership consisting of 45 urban and 1 rural municipality. GIS Analyst Jaime Thomas gave an informative presentation on the history and overview of the project as follows:

History of the Project

- Municipal data was not organized and only accessible by a few employees
  - Tax Roll
  - Infrastructure
  - Cemetery
  - Land use
- Difficult for municipalities to plan expediently and successfully

Outcomes of GIS

- Centralized all relevant GIS data into a useable format
- Accessible and easy for all users
- Created an affordable option for small and medium sized municipalities

GIS Partnership

- Reduces overall costs of implementation and long-term success of GIS
  - Employees
  - Hardware
  - Software
  - Development
  - Projects – Orthophoto

Additional GIS Benefits

- Reduced reliance on institutional memory
- More efficient organizational transparency
- Makes complex information more accessible and easier to understand

What else does the GIS Department do?

- AMDSP addressing
- Major data supplier
- Custom mapping
- GPS collection
- Orthophoto projects

Future Direction of GIS

- Inclusion of development permits
- 3d planning and analysis
- Live tracking of assets
- Virtual reality/augmented reality

**5. REPORTS**

**(a) Executive Committee Report** .....(attachment)

- Vice-Chair Jim Bester encouraged members to review the Executive Committee Report for the meetings of June 14 and July 26, included in the agenda.



Moved by: Heather Caldwell

THAT the Board of Directors receive the Executive Committee Report for the meetings of June 14 and July 26, 2018, as presented. **CARRIED**

**6. BUSINESS**

**(a) Intellectual Property / Copyright Policy** .....(attachment)

- As a result of discussions at the June 7, Board of Directors' meeting and after receiving legal advice, a Draft Copyright and Intellectual Property Policy has been prepared and is attached to the agenda for review by the Board. An amendment has been made to Section II. Procedure (highlighted in yellow) and the revised policy is as follows:

**Oldman River Regional Services Commission (ORRSC)**  
Effective Date: XXXX, 2018

ORRSC Policy #: XXXX  
Revised: \_\_\_\_\_

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**Copyright & Intellectual Property – ORRSC & Member Municipalities**

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**Purpose:**

The purpose of this policy is to protect the intellectual property, integrity and reputation of ORRSC and the member municipalities while encouraging the ethical and legal use and sharing of certain information and materials.

**Additional Authority:**

*Copyright Act (Canada)*  
*Trademarks Act (Canada)*  
Executive/Board Order

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**POLICY**

**I. Policy Statement**

ORRSC is a corporation established by the Lieutenant Governor in Council, on the recommendation of the Minister of Municipal Affairs, at the request of those municipalities that wish to share in the ownership and operation of a specific service.

ORRSC and the member municipalities recognize and support that best municipal practices include the sharing of information and ideas. ORRSC and the member municipalities do not; however, support, condone or authorize the misuse of information or infringement of intellectual property rights. Our reputation and our commitment to our members and to third parties (AltaLIS, Alberta Land Titles, SPIN, Government of Alberta) is adversely affected when information is misused and/or intellectual property rights are infringed.

ORRSC authors and prepares Statutory Planning documents (Intermunicipal Development Plans, Municipal Development Plans, Area Structure Plans and Area Redevelopment Plans), Land use Bylaws, Maps and various reports (including but not limited to Annexations, Growth Studies, Hamlet Studies, Population Projections, Park/Trail Plans) for and with the member municipalities (collectively, the "Materials"). The Materials are protected under the

*Copyright Act* (Canada) and constitute the intellectual property of ORRSC and the member municipalities.

The information contained in the Materials and the Materials themselves are created and authored by ORRSC planners in conjunction/collaboration with the member municipalities. The Materials are specific and unique to each municipality and are owned by the municipality and ORRSC. The use of such is for the benefit of all member municipalities.

ORRSC's and the member municipalities' names, logo, crests and/or other official logos or official marks constitute trademarks (collectively, "Trademarks") protected under the *Trademarks Act* (Canada) and constitute the intellectual property of ORRSC.

Misuse of information or infringement of intellectual property rights includes but is not limited to the unauthorized use, copying, display or publication of personal information, confidential information, the Materials and Trademarks, or substantial portions or variants thereof.

The following procedure is intended to protect ORRSC and the municipalities while allowing for the sharing of information.

## II. Procedure

All Materials will include the following copyright notice:

© [Date originally created or modified] Oldman River Regional Services Commission

Prepared for [Municipality(s) name].

(i.e. © 2018 Oldman River Regional Services Commission

Prepared for "Member Municipality")

This document is protected by Copyright and Trademark and may not be reproduced or modified in any manner, or for any purpose, except by written permission of the Oldman River Regional Services Commission. This document has been prepared for the sole use of the Municipality addressed and the Oldman River Regional Services Commission. This disclaimer is attached to and forms part of the document.

## III. Terms and Conditions

### Permitted Uses

Subject to the other Terms and Conditions (Prohibited Uses, Attribution and Non-Endorsement) you are permitted to copy, modify, publish, translate, adapt, distribute or otherwise use the Materials and/or information in any medium, mode or format for any lawful purpose with proper Attribution of Source. ORRSC is not responsible and assumes no risk for information or materials used and their interpretation or content.

### Prohibited Uses

It is not permitted in any way to use the following:

- I. Personal Information;
- II. Information or Records that are not accessible under applicable laws;

- III. Third party rights the Information Provider is not authorized to license;
- IV. Trademarks of the Information Provider; and
- V. Information subject to other intellectual property rights, including patents, trademarks and official marks.

#### **Attribution of Source**

Any use of the Materials and/or information creates an obligation that you expressly acknowledge the source of the information by including an attribution statement, reference or foot note.

#### **Non-endorsement**

The Terms and Conditions does not grant you any right to use the Materials and/or information in a way that suggests that ORRSC endorses you or your use of the Information.

- The above policy encourages sharing information as long as our name is protected and proper acknowledgement is given.

**Moved by: Delbert Bodnarek**

THAT the Board of Directors approve the Copyright & Intellectual Property Policy – ORRSC & Member Municipalities, as presented. **CARRIED**

#### **(b) Regional Subdivision and Development Appeal Board Update**

- Several ORRSC planners already have or will receive Subdivision and Development Appeal Board (SDAB) certification. Alberta Municipal Affairs has approved ORRSC to host a training session, but the date has not been confirmed. Additional sessions will also be held in southern Alberta so all municipal representatives will have the opportunity to receive the necessary training.
- Regional Subdivision and Development Appeal Board agreements and bylaws are currently being prepared and will be forwarded to our member municipalities in the next few weeks. ORRSC will also offer clerk services for those municipalities that already have a SDAB in place.

#### **(c) Assessment Review Board Update**

- ORRSC has received 10 LARB (Local) and 9 CARB (Commercial) appeals to date and more continue to come in. Some of these may be resolved through the assessors and withdrawn before going to a hearing.

### **7. ACCOUNTS**

#### **(a) Summary of Balance Sheet and Statement of Income for the 7-month period: January 1 - July 31, 2018**

**Moved by: Richard Van Ee**

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 7-month period: January 1 - July 31, 2018, as information. **CARRIED**

**8. ADJOURNMENT**

**Moved by: Eric Burns**

THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:25 p.m. until **Thursday, December 6, 2018 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: 

~~~~ATTACHMENT #2~~~~

**Alberta SouthWest Regional Alliance**  
**Minutes of the Board of Directors Meeting**  
Wednesday November 7, 2018 – Granum School



**Board Representatives**

Barney Reeves, Waterton  
Scott Korbett, Pincher Creek  
Jim Bester, Cardston County  
Warren Mickels, Cowley  
Albert Elias, Glenwood  
Duncan McLean, Granum  
Dale Gugala, Stavely  
Rick Lemire, MD Pincher Creek  
Blair Painter, Crowsnest Pass  
Beryl West, Nanton  
Brad Schlosser, Claresholm

**Resource Staff and Guests**

Brian Brewin, MD Taber  
Bev Thornton, Executive Director, AlbertaSW  
Lindsay Spadavecchia, AI-RINSA  
Tony Walker, CF Alberta Southwest  
John McKee, LRSD

Call to Order and introductions

Chair Barney Reeves called the meeting to order.

Approval of Agenda

Moved by Brad Schlosser THAT the agenda be approved as presented  
**Carried.** [2018-11-597]

Approval of Minutes

Moved by Blair Painter THAT the minutes of September 5October 10, 2018 be approved as presented.  
**Carried.** [2018-11-598]

Approval of Cheque Register

Moved by Warren Mickels THAT cheques #2505 to #2525 be approved as presented.  
**Carried.** [2018-11-599]

Plant Protein Alliance of Alberta (PPAA)

Councillor Brian Brewin, MD Taber presented an overview of the PPAA role related to the federal Supercluster program and how it could develop new opportunities as well as enhance other protein production industries in Alberta.

Summit: The Business of Outdoor Recreation

This inaugural event will be held in Whitefish MT, December 4-5, 2018. Consensus THAT AlbertaSW cover the registration and accommodation for up to 3 Board representatives to attend.

RINSA Letter of Support

Lindsay Spadavecchia, Technology Development Advisor, Alberta Innovates, provided an overview of Regional Innovation Network of Southern Alberta, and the process of planning and funding for 2019-2022.  
Moved by Blair Painter THAT AlbertaSW submit a letter of support for this initiative and maintain ongoing participation.  
**Carried.** [2018-11-600]



|                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mid-year Financial Summary                                                                                                                                                                                                                                            | <p>Bev presented an overview of grant funds expended and outcomes achieved for the first two quarters of fiscal year 2018-2019. Projects ad expenditures are on-track. There are still funds remaining to address</p> <p>Moved by Jim Bester THAT AlbertaSW purchase a membership in PPAA and utilize this initiative as a resource to support project ideas related to opportunities in value-added agriculture.</p> <p><b>Carried.</b> [2018-11-601]</p> |
| Regional Promotion 2019                                                                                                                                                                                                                                               | <p>The EDOs and tourism representatives in AlbertaSW met with Travel Alberta on November 6 to make plans for upcoming print and on-line promotional activities and ways to coordinate data collection and effectively serve visitor needs in the region.</p>                                                                                                                                                                                               |
| Destination Development Association                                                                                                                                                                                                                                   | <p>Tony Walker provided an update on this membership, which Community Futures Alberta Southwest has purchased for the whole region. For log-in information, contact Tony.</p>                                                                                                                                                                                                                                                                              |
| Peaks to Prairies EV Charging Stations                                                                                                                                                                                                                                | <p>Responses to RFPs and terms of contract still being finalized.</p>                                                                                                                                                                                                                                                                                                                                                                                      |
| REDA Chairs meeting with Minister                                                                                                                                                                                                                                     | <p>Barney Reeves will represent AlbertaSW at a meeting with Minister Bilous and the other REDA Chairs on November 19, 2018 in Edmonton. All Chairs will provide updates on their REDA operations and discuss renewal of the agreement between AEDT and the REDAS for 2020-2025.</p>                                                                                                                                                                        |
| Townfolio                                                                                                                                                                                                                                                             | <p>To access this service, call Bev for details.</p>                                                                                                                                                                                                                                                                                                                                                                                                       |
| Executive Director Report                                                                                                                                                                                                                                             | <p>Accepted as information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Round table updates                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Board Meetings:                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>➤ December 12, 2018-Claresholm</li> <li>➤ January 23, 2019-Pincher Creek</li> <li>➤ February 2019 NO MEETING</li> <li>➤ March 6, 2019</li> <li>➤ April 3, 2019</li> <li>➤ May 1, 2019</li> <li>➤ June 5, 2019 - AGM</li> </ul> | <p>Due to the Summit on the Business of Outdoor Recreation on December 4-5, the next Board meeting will be moved to Wednesday December 12, 2018.</p> <p>Tour of Custom Cannabis prior to the meeting.</p>                                                                                                                                                                                                                                                  |
| Adjournment                                                                                                                                                                                                                                                           | <p>Moved by Blair Painter THAT the meeting be adjourned.</p> <p><b>Carried.</b> [2018-11-602]</p>                                                                                                                                                                                                                                                                                                                                                          |

**UNAPPROVED**

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Chair

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Secretary/Treasurer



# Age-Friendly Alberta E-News

## Call for Concepts - Federal New Horizons for Seniors Program Pan-Canadian Projects

The Government of Canada is inviting organizations to apply for funding for projects that will help increase social inclusion among seniors through collaborative and innovative approaches. Organizations can apply under the Call for Concepts for the New Horizons for Seniors Program 2018-2019 for Pan-Canadian projects.

Pan-Canadian funding supports multi-year projects using collaborative and innovative approaches to address seniors issues.

Organizations will submit their concepts for proposed Collective Impact Plans. Following a review of concepts, organizations whose concepts are selected will be invited to submit a full proposal.

New this year, the funding period has been increased from three to five years, and the maximum funding amount has been increased from \$750,000 to \$5 million.

**The Call for Concepts closes January 21, 2019.**

For more information, visit [Funding: New Horizons for Seniors Program – Pan-Canadian projects](#).



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# Town of Claresholm

## Facility & Infrastructure Planning Committee (FIPC)

### Meeting Minutes for December 3, 2018

4:00 pm Town Council Chambers



**Present:** Brad Schlossberger, Deputy Mayor (Acting Chairperson)  
Kieth Carlson, Councillor  
Lise Schulze, Councillor  
Mike Cutler, Councillor  
Gaven Moore, Councillor  
Doug Priestley, Member-at-large  
Craig Zimmer, Councillor (arrived at 4:15 p.m.)

**Absent:** Mayor Doug MacPherson

**Staff:** Marian Carlson, CAO  
Blair Bullock, Director of Infrastructure Services  
Mike Schuweiler, Director of Infrastructure Services

1. **Call to Order** 4:03 pm; Meeting was called to order by Acting Chairperson Brad Schlossberger.

2. **Approval of Agenda**

- Motion to adopt the agenda as presented by Councillor Mike Cutler. CARRIED

3. **Minutes for Approval**

- **October 29, 2018** – Motion to approve by Councillor Kieth Carlson. CARRIED

4. **Business**

4.1 2019 Capital Budget – recommendations by the Committee

- *Fleet replacement every two years*
- *43 Avenue sewer – liner as an option*
- *Roads at the acreages - investigate a local improvement tax*
- *Summer Games – funds required to fix the tennis courts at WCCHS*
- *Museum – fundraising encouraged to complete projects*
- *Offsite Levy – may be charged for industrial lots for water and sewer upgrades required*
- *Priority going forward will be the Multi-use Community Building and industrial land development*

*Moved by Councillor Carlson to approve the 2019 Capital Budget as presented and to send it to the next regular Council meeting on December 10, 2018 for approval.*

4.2 2020-2022 Three Year Operational Financial Plan

- *Discussion regarding the 2020-2024 Capital Financial Plan was deferred to next meeting*

5. Next meeting: Tuesday, January 15, 2019 at 4:00 p.m.

6. Adjournment: 6:12 p.m. Motion by Councillor Cutler CARRIED