



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MAY 13, 2019
AGENDA**

**Time: 7:00 P.M.
Place: Council Chambers
Town of Claresholm Administration Office
221 – 45 Avenue West**

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – APRIL 23, 2019

PUBLIC HEARINGS:

1. BYLAW #1665 – Land Use Bylaw Amendment
2. BYLAW #1666 – Land Use Bylaw Amendment

**DELEGATION: CLARESHOLM & DISTRICT TRANSPORTATION SOCIETY
RE: Future of the Transportation Society**

ACTION ITEMS:

1. BYLAW #1665 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
2. BYLAW #1666 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
3. REQUEST FOR DECISION: 2019 Budget Update – Final
4. BYLAW #1668 – 2019 Mill Rate Bylaw
RE: All Readings
5. DELEGATION RESPONSE: Youth Justice Committee of Alberta Southwest
RE: Introduction
6. DELEGATION RESPONSE: Claresholm Minor Baseball
RE: Upgrades to Baseball Facilities
7. CORRES: Alberta Urban Municipalities Association
RE: Summer 2019 Municipal Leaders' Caucus
8. CORRES: Alberta SouthWest Regional Economic Development
RE: Invitation to AGM – June 5, 2019
9. CORRES: Southern Alberta Recreation Association
RE: 2021 Southern Alberta Summer Games
10. CORRES: Claresholm & District Museum
RE: 50th Anniversary Celebration – May 17, 2019
11. CORRES: Indoor Walking Group
RE: Funding for 2018-2019
12. CORRES: Family and Friends of Garry Mover
RE: Requesting Space for a Memorial Bench
13. REQUEST FOR DECISION: Policy Manual Review & Update – Conduct
14. REQUEST FOR DECISION: Policy Manual Review & Update – CPO
15. REQUEST FOR DECISION: Policy Manual Review & Update – Recreation Fees
16. REQUEST FOR DECISION: Sponsorship Plaque / Memorial Policy
17. REQUEST FOR DECISION: Organizational Structure
18. INFORMATION BRIEF: Strategic Plan Report
19. INFORMATION BRIEF: Council Resolution Status
20. ADOPTION OF INFORMATION ITEMS
21. IN CAMERA
 - a. LAND – FOIP Section 16.1
 - b. LAND – FOIP Section 16.1
 - c. LAND – FOIP Section 16.1
 - d. Intergovernmental Relations
 - e. LEGAL – FOIP Section 27
 - f. LEGAL – FOIP Section 27

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – April 5, 2019
2. Willow Creek Regional Waste Management Services Commission Meeting Minutes – March 28, 2019
3. Claresholm & District Museum Board Meeting Minutes – March 20, 2019
4. Claresholm Food Bank Meeting Minutes – March 28, 2019
5. Alberta SouthWest Regional Alliance Board Meeting Minutes – April 10, 2019
6. Alberta SouthWest Bulletin – May 2019
7. Claresholm & District Chamber of Commerce Meeting Minutes – March 20, 2019
8. Claresholm & District Chamber of Commerce Executive Meeting Minutes – April 5, 2019
9. Town of Fort Macleod – Letter to Alberta Health & Wellness RE: Rural Ambulance System – April 9, 2019

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
APRIL 23, 2019

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

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

ABSENT: Mayor Doug MacPherson and Councillor Mike Cutler

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Deputy Mayor Lise Schulze.

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

CARRIED

MINUTES: **REGULAR MEETING – APRIL 8, 2019**

Moved by Councillor Zimmer that the Regular Meeting Minutes of April 8, 2019 be accepted as presented.

CARRIED

DELEGATIONS:

1. YOUTH JUSTICE COMMITTEE OF ALBERTA SOUTHWEST
RE: Introduction

Brad Toone and Sherry Levesque, members of the Youth Justice Committee of Alberta Southwest, were present to speak to Council to share the focus of their group, what they do in our community and also share details regarding an exciting new partnership with the Claresholm & District Chamber of Commerce. They asked for Council's support of their new initiative of Positive Ticketing in Claresholm. Amanda Zimmer, President of the Chamber, was also present to support the program. They are requesting the Town Office be a redemption site to redeem tickets for gift cards.

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

On behalf of Claresholm Minor Baseball, Chris Dixon, Dalanie Scott and Kristyn Robertson proposed some changes and necessary upgrades to the Town's baseball facilities. They discussed possible changes to Moffat Park, as this has been recently suggested as a possible location for a new skatepark. They see Moffat Park as a huge benefit to the town and user groups, and there is a group of people who are interested in running a fundraising committee for these projects. With fundraising, grant applications and help from the Town, they are confident they can accomplish these upgrades.

ACTION ITEMS:

1. BYLAW #1665 – Land Use Bylaw Amendment
RE: 1st Reading

Moved by Councillor Schlossberger to give Bylaw #1665, a land use bylaw amendment, 1st Reading.

CARRIED

2. BYLAW #1666 – Land Use Bylaw Amendment
RE: 1st Reading

Moved by Councillor Carlson to give Bylaw #1666, a land use bylaw amendment, 1st Reading.

CARRIED

3. CORRES: Barry Morishita, President, AUMA
RE: Provincial Election & Resource Communities of Canada Coalition (RCCC)

Received for information.

4. CORRES: SouthGrow Regional Initiative
RE: Invitation to SouthGrow May 15th Event

Received for information.

**5. CORRES: Claresholm & District Chamber of Commerce
RE: Mexican Fiesta – June 21, 2019**

MOTION #19-054 Moved by Councillor Schlossberger to allow the Claresholm & District Chamber of Commerce to host their annual Mexican Fiesta in Amundsen Park on June 21, 2019 from 5:00 to 9:00 p.m. which will include a beer garden, conditional on the Chamber securing all the required approvals.

CARRIED

**6. CORRES: Claresholm Kraken Swim Club
RE: Donation Request**

MOTION #19-055 Moved by Councillor Moore to support the Claresholm Kraken Swim Club's Annual Swim Meet June 7 & 8, 2019 and waive the cost of the pool rental fees to a maximum of \$700.

CARRIED

**7. CORRES: Barbara Rolfe
RE: Request for New Bylaw**

Council advised Administration to take no further action at this time.

8. REQUEST FOR DECISION: SouthGrow Representation

MOTION #19-056 Moved by Councillor Zimmer to appoint Councillor Brad Schlossberger to be the Town of Claresholm's representative with the SouthGrow Regional Initiative.

CARRIED

9. REQUEST FOR DECISION: Youth Council Representatives Policy

MOTION #19-057 Moved by Councillor Schlossberger to adopt Policy 2.1.15 – the Youth Council Representatives Policy, effective April 23, 2019.

CARRIED

10. REQUEST FOR DECISION: EV Charging Station Site

Councillor Carlson declared a conflict of interest in this matter and excused himself from discussions at 7:58 p.m.

MOTION #19-058 Moved by Councillor Moore to approve the use of Site-1 as indicated on the proposed locations for the placement of two (2) electric vehicle charging stations with the Peaks to Prairies project.

CARRIED

Councillor Carlson rejoined the meeting at 8:01 p.m.

11. REQUEST FOR DECISION: Amundsen Park Design Proposal

MOTION #19-059 Moved by Councillor Carlson to approve the out-of-budget expenditure for the design and survey plans for Amundsen Park to a maximum of \$14,000 to be funded from General Reserves.

CARRIED

12. FINANCIAL REPORT: Statement of Operations – March 31, 2019

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended March 31, 2019 as presented.

CARRIED

13. INFORMATION BRIEF: Practicum Student

Received for information.

14. INFORMATION BRIEF: CAO Report

Received for information.

15. INFORMATION BRIEF: Council Resolution Status

Received for information.

16. ADOPTION OF INFORMATION ITEMS

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

CARRIED

17. IN CAMERA:

a. PERSONNEL – FOIP Section 17.2(c)

b. Intergovernmental Relations – FOIP Section 21

Moved by Councillor Schlossberger to go In Camera at 8:06 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Deputy Mayor Schulze stated that the live stream has ended at 8:06 p.m.

Moved by Councillor Moore to come out of In Camera at 8:35 p.m.

CARRIED

NOTICE OF RECORDING: Deputy Mayor Schulze provided notice that live streaming and recording of the Council meeting would begin again at 8:35 p.m.

a. Personnel – FOIP Section 17.2(c)

MOTION #19-060 Moved by Councillor Zimmer to approve the CAO contract with Marian Carlson as presented effective July 1, 2019.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:37 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Deputy Mayor Schulze noted that recording ceased at 8:37 p.m.

Deputy Mayor – Lise Schulze

Chief Administrative Officer – Marian Carlson

DRAFT

DELEGATIONS



*Affordable and Accessible
Transportation
for Seniors and
those with Disabilities.*



The Claesholm & District Transportation Society would like to request the opportunity to present to Town Council as a delegation at the next Town Council meeting on May 13, 2019.

We would like to discuss the future of the Transportation Society in the community.

Thanks

Howard Paulson, Chair
Claesholm & District Transportation Society.



**Claresholm & District
Transportation Society**

P.O. Box 2076 • 119 49 Ave. W.,
Claresholm, AB T0L 0T0

The Claresholm & District Transportation Society

has been providing assisted transportation for seniors and persons with disabilities, from Claresholm, Vulcan and surrounding rural communities, who need to travel for medical and other important appointments, *since 2002*.

- **In compliance** with Alberta Transportation Operating Authority we are able to provide safe transportation, using wheelchair accessible vehicles, trained and qualified drivers, and medically trained attendants when necessary. Centralization of medical treatment facilities and specialized services to the larger centres, as well as an aging client demographic, has resulted in an increased demand for longer and more frequent trips. **Our clients benefit** from increased independence, personal safety, peace of mind about reaching appointments on time, ability to travel longer distances, and managing bad weather conditions. **Funding** has traditionally been provided through our Society members, Municipalities, Service clubs, private donations, fund raising activities and some occasional grant funding. However, increasing and uncontrollable vehicle operational expenses and wage costs are putting the service out of reach of persons with disabilities and low income seniors.

➔ We are therefore seeking donors, partners or sponsors

in our effort to continue to provide this essential service to an expanding client base. Ideally to provide fare subsidies for those unable to afford the service, and to keep fare costs at a stable and reasonable level. With your generous support our clients will continue to receive this valuable service for their benefit of greater independence to reach their destination with no worries of traffic, parking, navigation or long distances in unfavorable weather. Our Board of Directors would be pleased to discuss proposals for support of our services to provide stability for our program in the coming years.

We have included additional background information on our Society, Operations, and Financial status. A short youtube Video is available at: https://www.youtube.com/watch?v=OeZT3_1wPrs

Thank you for allowing us to submit this information, and we look forward to further discussion.

Sincerely, On behalf of Claresholm & District
Transportation Society.





Our Mission

To provide an affordable
and accessible service
for seniors and persons
with disabilities.

How it all began...

Community Transportation
was the dream and vision of
Judy Paulsen, our friend
and colleague.

It is in her memory that the Society
has been inspired to make
this dream a reality.

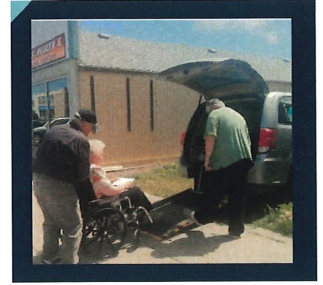


Howard Paulson – Chairman	Community Member (Stavelly)
Brydon Saunders – Vice Chairman	Community Member (Stavelly)
Brian Comstock	Community Member (MD of Willow Creek)
Lise Schultz	Town of Claresholm
Councillor	
Arlette Heck	Town of Granum Councillor
Ian Sundquist	MD of Willow Creek
Councillor	
Jason Schneider	Vulcan County Reeve
Josee Meston	Wandering Willows Society

Shirley Isaacson	Office Staff
Sandra Hillis	Office Staff

Office Contact Information	Phone: 403 625-4455
	Fax: 403 625-4510

**Claresholm
& District
Transportation
Society**



**1153
Trips**

In the past year of operations we completed over 1153 trips

\$165K

Collect revenues of \$165K from fares

**Municipal
Grants**

Received MUNICIPAL grants \$37,000 (about 20% of our budget)

**\$
Donations**

Received donations \$18,540

**Growing
Fleet**

Purchased 1 new van in 2017 for \$44,000

- We currently employ 2 Partime and 10 casual drivers to keep our 5 vans and 1 bus running.
- We are a registered charity and issue official receipts for all donations.



Financial Statements

For the Year Ended
March 31, 2018

**Claresholm & District
Transportation Society**

P.O. Box 2076 • 119 49 Ave. W.,
Claresholm, AB T0L 0T0

**WARREN F. BALL INC.
P.O. BOX 44
CLARESHOLM, ALBERTA
T0L0T0**

NOTICE TO READER

We have compiled the balance sheet and the statement of income and retained earnings of Claresholm & District Transportation Society for the year ended March 31, 2018.

The records have not been audited nor reviewed by an independent public accountant and readers are cautioned that these statements may not be appropriate for their purposes.

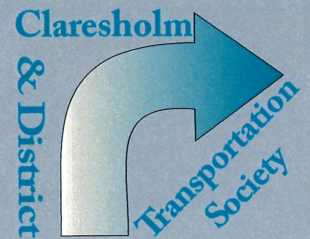
WARREN F. BALL INC.



Warren Ball-President



Balance Sheet



**BALANCE SHEET
AS AT MARCH 31, 2018**


UNAUDITED-SEE NOTICE TO READER

	2018	2017
ASSETS		
CURRENT		
Chinook Credit Union	7,212	24,252
Accounts Receivable	19,476	20,073
GST Receivable	-	486
Prepaid Expenses (NOTE 3)	5,928	6,652
Term Deposit	8,255	16,414
	40,871	67,877
FIXED (NOTE 1)	76,971	100,736
TOTAL ASSETS	117,842	168,613
LIABILITIES		
CURRENT		
Accounts Payable	11,373	13,093
GST Payable	1,673	-
	13,046	13,093
LONG TERM DEBT		
Chinook Credit Union (NOTE 2)	21,862	34,278
	21,862	34,278
SOCIETY'S EQUITY		
RETAINED EARNINGS	82,934	121,242
TOTAL LIABILITIES AND EQUITY	117,842	168,613

APPROVED BY THE BOARD:

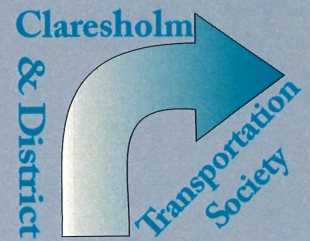
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DIRECTOR

X 

DIRECTOR

Statement of Income and Retained Earnings

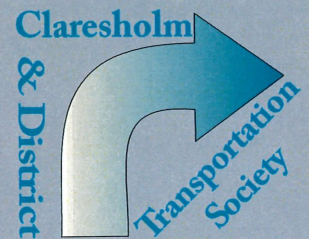


**CLARESHOLM & DISTRICT TRANSPORTATION SOCIETY
STATEMENT OF INCOME AND RETAINED EARNINGS
FOR THE YEAR ENDED MARCH 31, 2018**

UNAUDITED-SEE NOTICE TO READER

	2018	2017
REVENUE		
Fares	167,473	165,258
Fund Raising	-	30,455
Donations	17,830	15,040
Grants	- 4,336	3,500
Municipal Funding	35,452	36,815
Dividend/Interest	137	234
Other	345	458
	216,901	251,760
EXPENDITURES		
Accounting/Legal	580	520
Advertising/Promotions	1,566	1,494
Amortization	31,360	35,608
Bad Debts	1,242	1,465
Bank Charges/Interest	1,320	1,751
Donations	-	-
Office Supplies	3,049	4,559
Rent-Garage	1,200	1,440
Rent-Office	5,297	6,260
Telephone	3,350	3,515
Travel	3,537	3,201
Vehicle:		
Fuel	20,658	20,882
Insurance	12,686	12,909
Maintenance/Repairs	12,287	15,009
Registration	749	985
Wages	156,328	159,757
	255,209	269,355
NET INCOME (-LOSS)	- 38,308 -	17,595
RETAINED EARNINGS BEGINNING OF YEAR	121,242	138,837
RETAINED EARNINGS END OF YEAR	82,934	121,242

Notes to the Financial Statements



**CLARESHOLM & DISTRICT TRANSPORTATION SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2018
UNAUDITED-SEE NOTICE TO READER**

NOTE 1 FIXED

The fixed assets are comprised of the following:

	COST	AMORT.	NET
Vehicles	333,763	256,792	76,971

NOTE 2 CHINOOK CREDIT UNION

The loan in the amount of \$ 21,862.00 was incurred to assist with the purchase of 2 new vans. This is a fixed rate term loan with 19 payments of \$ 1,133.11 remaining. Payments consist of interest \$ 123.62 & principal \$ 1,009.49

NOTE 3 PREPAID

The prepaid amount of \$ 5,928.00 is the remaining balance of vehicle insurance paid in January, 2017.

NOTE 4

Attachment Statement of Income and Retained Earnings Vulcan Operations.
Please note that these numbers are included in the financial statements of Claresholm & District Transportation Society.

Notes to the Financial Statements



NOTE 4

CLARESHOLM & DISTRICT TRANSPORTATION SOCIETY (VULCAN) STATEMENT OF INCOME AND RETAINED EARNINGS FOR THE YEAR ENDED MARCH 31, 2018

	2018	2017
REVENUE		
Fares	32,354	25,440
Donations	1,200	-
Municipal Funding	19,089	19,089
	52,643	44,529
EXPENDITURES		
Administration (Intercounty)	14,256	14,774
Amortization	7,194	10,276
Meals	1,421	607
Wages	22,473	17,522
SUB TOTAL	45,344	43,179
Vehicle:		
Fuel	4,881	4,756
Insurance	2,275	2,532
Maintenance/Repairs	2,002	2,008
SUB TOTAL	9,158	9,296
TOTAL EXPENDITURES	54,502	52,475
NET INCOME (-LOSS)	- 1,859 -	7,946
RETAINED EARNINGS BEGINNING OF YEAR	2,905	10,851
RETAINED EARNINGS END OF YEAR	1,046	2,905

ACTION ITEMS



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

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

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

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

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

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

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

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

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

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

Read a first time in Council this **23** day of **April** 2019 A.D.

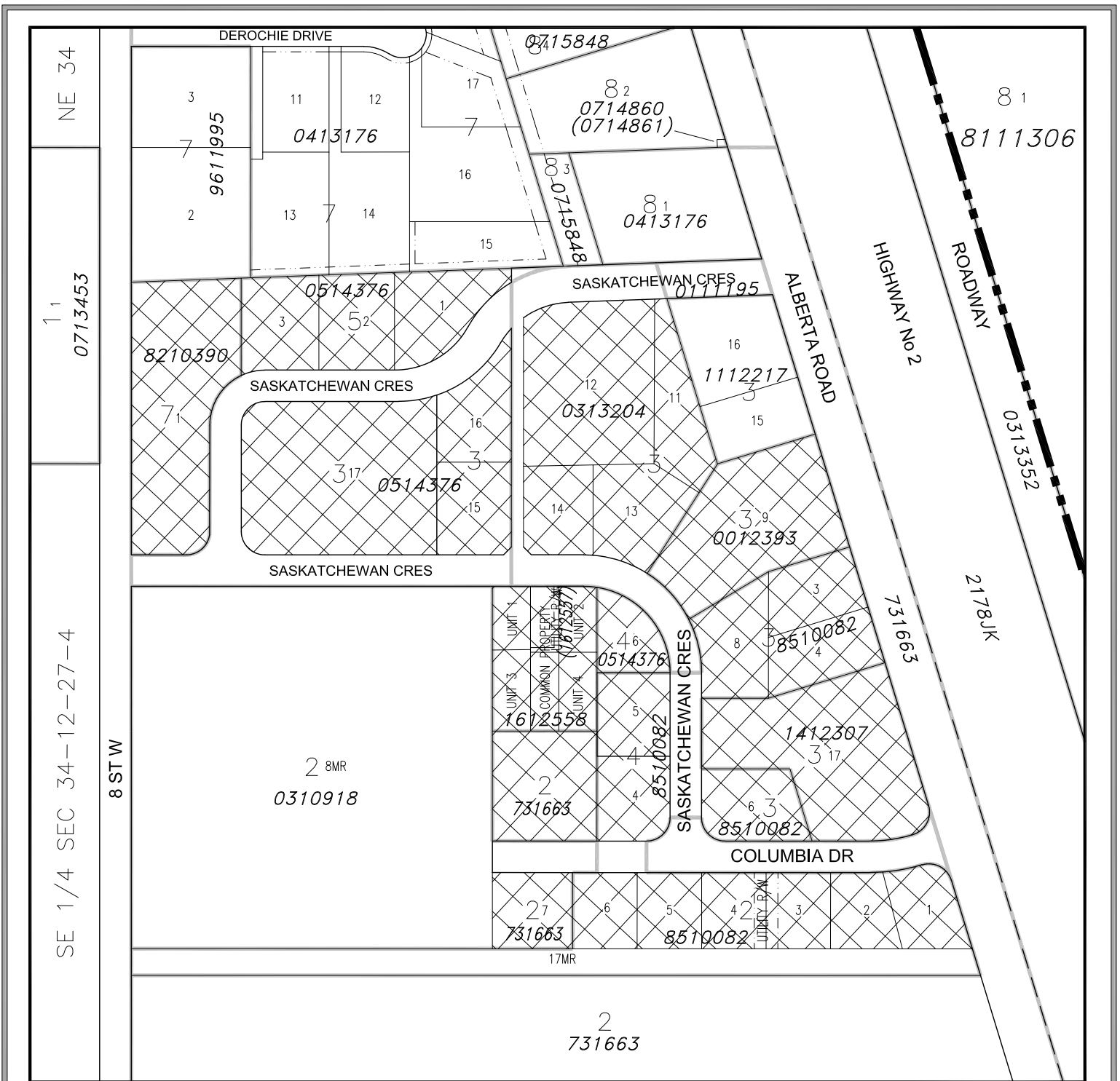
Read a second time in Council this day of 2019 A.D.

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

Bylaw #1665 – Land Use Bylaw Amendment

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'A'**

Bylaw #: 1665

Date: _____



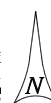
FROM: Industrial I1

TO: Service Industrial I2

LOTS 1-6 BLOCK 2, LOTS 4-5 BLOCK 4, LOTS 3,4,6 & 8 BLOCK 3 PLAN 8510082; LOT 7 BLOCK 2 PLAN 0310918; BLOCK 2 PLAN 731663; LOT 17 BLOCK 3 PLAN 1412307; LOT 6 BLOCK 4 PLAN 0514376; UNITS 1-4 AND COMMON PROPERTY PLAN 1612558; LOT 9 BLOCK 3 PLAN 0012393; LOTS 11-14 BLOCK 3 PLAN 0313204; LOTS 15-17 BLOCK 3, LOTS 1-3 BLOCK 5 PLAN 0514376; AND LOT 1 BLOCK 7 PLAN 8210390 ALL WITHIN SW 1/4 SEC 35, TWP 12, RGE 27, W 4 M

MUNICIPALITY: TOWN OF CLAESHOLM

DATE: APRIL 4, 2019



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



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

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

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

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

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

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

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

Plan 1811272 Block 128 Lot 1 including all former roads

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

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

Read a first time in Council this **23** day of **April** 2019 A.D.

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

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

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

1. Add to Interpretation Section 6 Definitions the following:

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

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

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

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

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

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

2. Revise Interpretation Section 6 Definitions as follows:

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

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

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

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

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

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

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

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

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

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

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

Schedule 16 BREWERIES, DISTILLERIES AND WINERIES

APPLICABILITY

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

GENERAL REQUIREMENTS

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

4. Revise Schedule 1 as follows:

PUBLIC – P

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

1. PERMITTED USES

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

DISCRETIONARY USES

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

RETAIL COMMERCIAL – C1

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

1. PERMITTED USES

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

DISCRETIONARY USES

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

HIGHWAY COMMERCIAL – C2

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

1. PERMITTED USES

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

DISCRETIONARY USES

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

NEIGHBORHOOD COMMERCIAL – C3

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

1. PERMITTED USES

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

DISCRETIONARY USES

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

INDUSTRIAL – I1

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

1. PERMITTED USES

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

DISCRETIONARY USES

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

SERVICE INDUSTRIAL – I2

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

1. PERMITTED USES

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

DISCRETIONARY USES

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

AGRICULTURAL / TRANSITIONAL – A/T

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

1. PERMITTED USES

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

DISCRETIONARY USES

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

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

2. MINIMUM SETBACK DIMENSIONS

As required by the Development Authority.

3. MAXIMUM PERCENTAGE OF LOT COVERAGE

As required by the Development Authority.

4. MAXIMUM HEIGHT OF BUILDINGS

As required by the Development Authority.

5. SIGNS – See Schedule 2.

6. GARBAGE RECEPTACLES – See Schedule 4.

7. FENCING REQUIREMENTS – See Schedule 7.

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

9. LANDSCAPING STANDARDS – See Schedule 9.

10. HOME OCCUPATIONS – See Schedule 10.

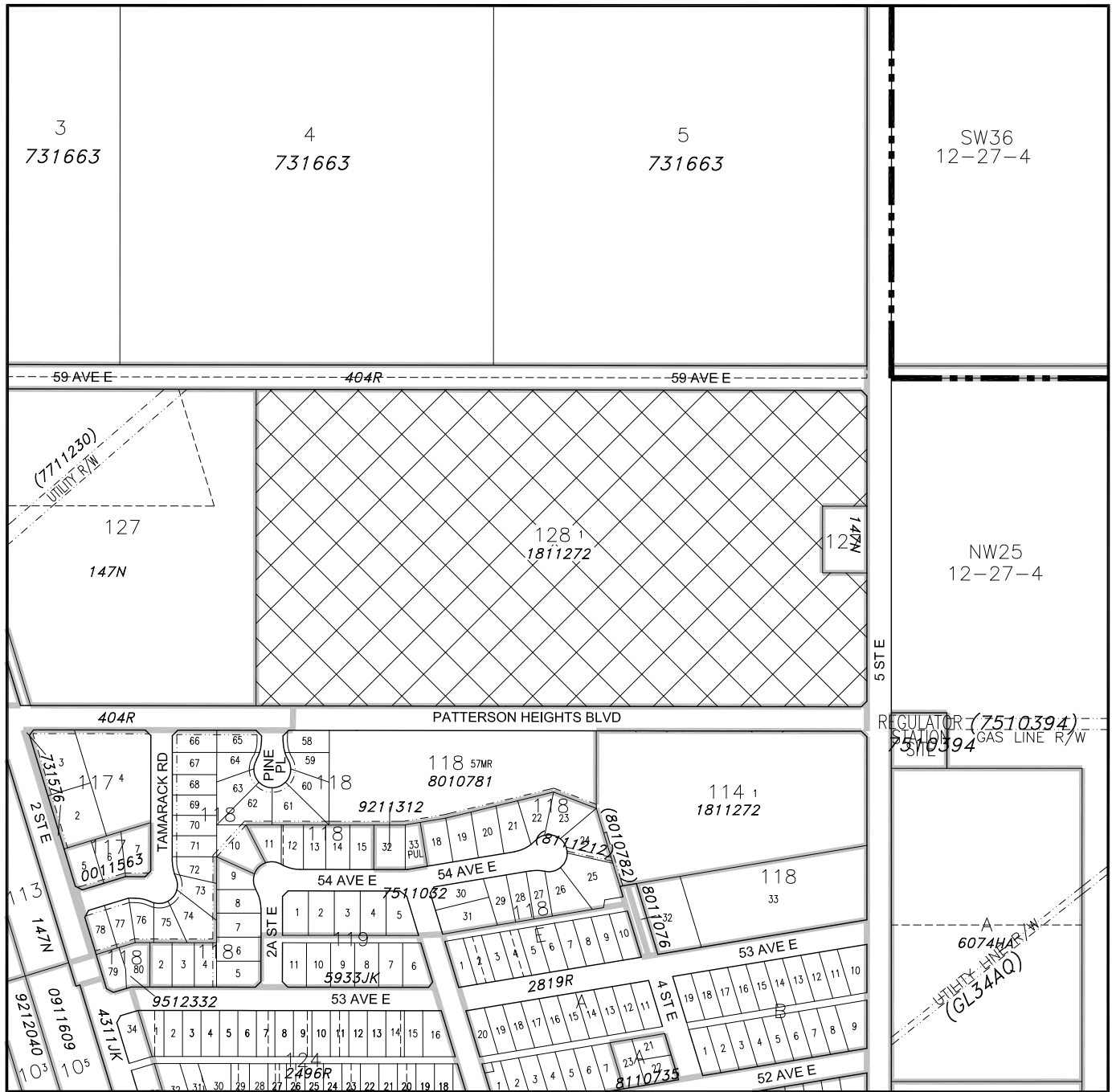
11. TELECOMMUNICATION ANTENNA STRUCTURES – See Schedule 12.

5. Revise Schedule 8 Parking and Loading as follows:

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

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

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



LAND USE DISTRICT REDESIGNATION SCHEDULE 'B'



FROM: Single Detached Residential R1
TO: Public P

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

Bylaw #: 1666

Date: _____



0 Metres 100 200 300 400



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



REQUEST FOR DECISION

Meeting: May 13, 2019
Agenda Item: 3

2019 BUDGET UPDATE - FINAL

DESCRIPTION / BACKGROUND:

On December 10, 2018 Council adopted the 2019 interim operating and capital budgets. Every year prior to the passing of the Mill Rate Bylaw we update the budget and pass as the Final Budget. Updates generally include items such as requisitions and grants from the Province and from the Lodge that aren't received until sometime between March and April generally. As well, the yearend audit is completed for the prior year so we have better prior year actual figures to arrive at a more accurate budget for the upcoming year.

Attached is a draft copy of the updated budget for Council to approve. A significant item to note is that due to the recent Provincial election the Provincial budget has not yet been passed and we therefore do not have updated or actual amounts for Provincial grants, such as MSI Operating, nor do we have the 2019 Education Requisition yet. Indications from the Province are that the budget will not be passed until fall, therefore as such we must collect based on an estimate of the education tax requisition. Any variance from our estimate to the actuals will be adjusted in the 2020 education requisition to make up the difference.

BUDGET CHANGES

There were a number of adjustments from the interim budget adopted in December to the proposed final budget attached here. The significant adjustments were as follows:

- Addition of a new position for a full time Fire Chief (62K in Fire Wages and Benefits) – this was already approved by motion of Council with funding to be referred to final budget discussions.
- Transfer from reserve to complete the Road Plan (Alley Way) project that was incomplete at the end of 2018 along with offsetting additional operating costs to complete the project. Net zero budget adjustment. Funds were transferred into reserves at the end of 2018 to cover this.
- Street Light Project – as Fortis is funding this project we were able to eliminate the 30K from the budget to fund the addition of new street lights as well as reduced the transfer from reserves by 30K that was to fund this project. This was a net zero adjustment. The new lights however will have a fairly significant increase to operating costs for utility costs for street lights, primarily in increased transmission and distribution charges from Fortis. Increase in expenses of \$37,500.
- Due to delays in the Multi-use Building Project the debenture has not yet been disbursed and therefore there will be no debenture payments required in 2019. This is a reduction of \$74K in cash disbursements.
- Two additional capital projects added; 30K for Columbarium and 10,500 for CPO vehicle upgrades. These are both funded by capital reserves.
- Additional student grant funding for successful student grants for public works and Museum – approximately \$10K additional revenue.
- An additional \$18K in utility and fuel charges due to estimating 2019 budget amounts low. 2018 actuals after audit was completed were higher than expected therefore 2019 budget needed to be adjusted to be more realistic. This was across all departments.

- Addition of 70K of FCSS grant funding for managing Granum's FCSS funding, along with additional 70K in expenses, primarily community grant funding, to administer these funds.
- Reduction in insurance by 9K due to actual premiums coming in lower than originally estimated.
- Various other slight changes such as an increase (\$552) in the Home for the Aged Tax Requisition from original estimate to actual as well as slight increase (\$1K) in Bylaw training costs due to CPO1 training program total expenses coming in slightly over expectation.
- An increase from a 2% to a 2.13% total property tax increase for municipal purposes to balance the budget due to the significant increases of new Fire Chief and new Town Street Lights. This is an additional 4.1K increase over the original 63K increase budgeted.

Included in the budget is also the estimate for the education tax requisition which is based on the same mill rate as last year with the new equalized assessment which results in a change in the total tax requisition from 2018 of \$18,788 increase or a 0.22% decrease for residential and a 8.38% increase for non-residential.

RECOMMENDATION:

The Audit & Finance committee has reviewed the proposed budget and recommends approval.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the updated 2019 operating and capital budget as presented.

ATTACHMENTS:

- 1.) 2019 Final Operating and Capital Budget (Draft)

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 7, 2019



Claresholm

Where **Community** Takes Root

Budget Document - FINAL

2019

May 13, 2019

Marian Carlson, CLGM
CAO

Doug MacPherson
Mayor

Assessment & Taxation

What is Property Assessment?

“Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta property is taxed based on the *ad valorem* principle. *Ad valorem* means “according to value.” This means that the amount of tax paid is based on the value of the property.” Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment

What is Property Tax?

“Property taxes are a primary source of revenue for municipalities. Property taxes are used to finance local programs and services, such as:

- Garbage collection
- Water and sewer services
- Road construction and maintenance
- Parks and leisure facilities
- Police and fire protection
- Seniors’ lodges
- Education

Each municipality is responsible for ensuring that each property owner pays his or her share of taxes. Property assessment is the method used to distribute the tax burden among property owners in a municipality.” Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment

What is School Tax?

“In 1994, the Government of Alberta established the Alberta School Foundation Fund (ASFF). This fund makes certain that the education property tax is accounted for separately from general revenues.

Every year the province calculates, based on assessment value, the amount each municipality must contribute towards the public education system. Municipalities collect the education property tax and then forward it to the province for deposit into the ASFF.”

Source: <http://education.alberta.ca/admin/funding/tax/facts.aspx>

Town of Claresholm Mill Rates

Each year, Council, during its budgetary process, approves the amount of revenue required to operate the municipality. From this amount they subtract the known revenues, such as grants, licenses, permits and so on. The remainder represents the amount of money to be raised by property taxes. The amount to be raised is divided by the total assessed value of all the property in the municipality and multiplied by 1,000 to decide the tax rate also known as the “mill rate.”

Town Council continues to remain fiscally responsible and has made a concerted effort to curb spending when reasonable to do so.

The table below outlines the mill rate trends since 2014.

	2014	2015	2016	2017	2018	2019
Municipal Residential	6.5215	6.3300	6.5130	6.7050	6.7997	TBD
Municipal Non Residential	12.1000	11.8958	12.0279	12.5841	11.5303	TBD
Municipal Vacant Residential & Farmland	10.5000	10.5000	11.3956	14.0650	6.7997	TBD
Municipal Seniors Self Contained Housing	6.5215	0	0	0	0	0
Annexed Residential	0	0	0	3.4000	3.4000	TBD
Annexed Farmland	0	0	0	6.8890	6.8890	TBD
Annexed Non-Residential	0	0	0	7.4890	7.7930	TBD
Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. & Farmland	0.2715	0.2639	0.2767	0.2767	0.2672	TBD
Porcupine Hills Lodge – Senior Self Contained Housing	0.2715	0	0	0	0	0
Annexed Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. & Farmland	0	0	0	0.3120	0.3030	TBD
Education ASFF – Residential, Vacant Res. & Farmland	2.6463	2.4592	2.5485	2.5318	2.5334	TBD
Education ASFF - Non Residential	3.6290	3.6269	3.5621	3.7897	3.4159	TBD
Annexed Education ASFF – Res., Vac. Rec., & F.L.	0	0	0	2.4960	2.5010	TBD
Annexed Education ASFF – Non-Residential	0	0	0	4.1220	3.7180	TBD

Town of Claresholm Budget Comparative Statement of Operations

	2019 Budget	2018 Budget
Revenue		
Net municipal taxes (Sch 1)	3,226,288	3,162,061
User fees and sales of goods	2,595,840	2,609,665
Government transfers for operating	322,188	505,487
Investment income	70,000	60,000
Penalties and costs of taxes	126,000	161,500
Licenses and permits	99,300	51,800
Franchise and concession contracts	206,609	204,563
Rental	113,250	105,700
Other	75,650	204,600
Donations	-	144,300
Family and community support services	292,001	233,446
Total Revenue	7,127,127	7,443,122
Expenses (includes amortization)		
Legislative	113,500	108,750
Administration	1,321,232	1,303,084
Fire	275,145	326,979
Bylaw enforcement	112,475	157,847
Common and equipment pool	582,687	545,112
Roads, streets, walks and lighting	808,845	813,029
Airport	16,077	18,174
Storm sewers and drainage	280,265	252,705
Water supply and distribution	1,316,200	1,639,567
Wastewater treatment and disposal	534,437	523,995
Solid waste management	565,171	556,498
Family and community support services	314,110	254,665
Day care	38,202	38,202
Cemeteries and crematoriums	20,661	30,302
Other public health and welfare	3,000	10,000
Weed and pest control	50,145	48,501
Economic development	276,863	345,110
Subdivision land and development	208,042	182,764
Parks and recreation	1,033,039	991,753
Culture - libraries, museums and halls	379,930	388,417
Total Expenses	8,250,027	8,535,456
Deficiency of revenue over expenses before other	(1,122,901)	(1,092,333)

Other		
Government transfers for capital	3,380,331	6,429,023
Surplus (deficiency)	2,257,430	5,336,690
Adjustment for Non-Cash items		
Amortization expenses	1,861,047	2,122,723
Adjustment for cash items that are not revenues and expenses (but are sources or uses of funds)		
Capital expenditures	(6,800,331)	(7,687,308)
Debt proceeds	2,800,000	400,000
Debt principal repayment	(336,925)	(289,366)
8th Ave NW Promissory Note	(100,000)	(100,000)
Transfers to reserves from operations	(394,600)	(425,974)
Transfers to operations from reserves	144,878	134,750
Transfer from reserves for capital	568,500	508,485
Budget balance	-	-

Schedule 1	2019 Budget	2018 Budget
Taxation		
Property taxes: Vacant residential and farmland	50,681	46,885
Property taxes: Non-residential	1,024,790	972,321
Property taxes: Linear property	108,084	104,595
Property taxes: Residential	3,224,735	3,194,653
Federal grants in lieu of taxes	6,346	5,962
Provincial grants in lieu of taxes	33,270	34,263
Local improvement taxes	12,934	15,827
	4,460,840	4,374,506
Less: Requisitions		
Alberta school foundation fund	1,121,579	1,102,791
Porcupine Hills Lodge	112,972	109,654
	3,226,288	3,162,061

DEPARTMENT
OPERATING
BUDGETS

4 Year Operating Budgetary Deficit (Surplus) Summary By Function

Excludes Amortization and Capital

OPERATING BUDGET DEFICIT (SURPLUS)	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Council	113,500	113,342	108,750	120,295	85,936
Municipal general revenue and requisitions	(3,547,764)	(3,529,560)	(3,520,297)	(3,415,555)	(3,317,658)
General administration	1,022,602	1,152,233	990,495	1,161,715	1,254,100
Fire department	191,410	120,579	135,127	88,744	74,415
Bylaw enforcement	26,308	32,875	36,991	33,513	81,378
Equipment pool	452,898	519,961	451,298	400,130	401,886
Roads and streets	539,494	563,375	499,156	592,338	391,053
Airport	7,067	5,790	9,014	1,822	4,093
Storm sewer utility	15,129	17,673	12,986	387,101	37,296
Water utility	(134,708)	(136,036)	(127,917)	(228,308)	(226,353)
Sanitary sewer utility	(214,845)	(165,663)	(174,258)	(143,956)	(120,363)
Garbage collection	0	-	299	17,076	(13,510)
Recycling	0	(0)	(5,730)	(38,051)	(23,396)
Childcare contribution	38,202	38,202	38,202	38,202	38,202
Family & Community Support Services (FCSS)	0	3,632	0	12,039	(7,880)
Cemetery	8,837	7,885	20,502	3,025	4,058
Other public health and welfare	-	-	-	-	(2,366)
Weed and pest control	22,762	13,286	21,168	14,677	19,743
Economic development	168,657	163,545	208,860	102,624	115,824
Planning and development	141,442	126,296	162,264	105,782	112,511
General recreation	31,426	32,643	56,367	95,303	65,907
Parks	101,472	111,612	98,032	89,046	97,200
Arena	130,755	186,799	143,531	125,473	161,202
Aquatic Centre	141,265	146,044	136,818	130,416	152,149
Museum	68,047	62,115	72,305	66,708	59,422
Library	227,618	216,162	215,173	203,376	197,459
OPERATIONAL NET DEFICIT (SURPLUS)	(448,425)	(197,212)	(410,866)	(36,466)	(357,690)

COUNCIL

The Council budget deals with all costs associated and incurred by Municipal Council including per diems, fees for meetings and conferences, travel reimbursements and professional development.

COUNCIL	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Wages, meetings and per diems	95,000	103,125	88,500	96,378	76,336
Travel and conventions	11,250	8,641	12,750	16,464	8,632
Education	7,000	1,577	7,000	2,557	968
Materials, supplies and operating costs	250	-	500	4,896	-
NET DEFICIT (SURPLUS) COUNCIL	113,500	113,342	108,750	120,295	85,936

Members of Council sit on various internal and external boards and committees and are compensated according to Bylaw #1589. The following table outlines the Council remuneration fees for 2018.

	2018 Remuneration Fees
Mayor – Annual	\$8,000/year
Councillors– Annual	\$5,600/year
Council Meetings	\$140/meeting attended
Per Diem Half Day or Evening (4 - 6 hours)	\$115/half day
Per Diem Full Day (6 hours or more)	\$230/full day
Per Diem Less Than 4 Hours	\$23/hour
Mileage	\$0.55/km
Meals and accommodation at cost	Upon submission of valid receipts

Variance Highlights

- Due to higher attendance of current council at meetings “Wages, meetings and per diems” budget was increased with slight decrease to “Travel and conventions”

MUNICIPAL GENERAL REVENUE AND REQUISITIONS

General Revenue is generated from Municipal Property Taxes and Grants In Lieu. Grants In Lieu are paid for property which is owned by the Provincial and Federal Governments. The grant is equal to the taxes that would have been paid if the property was not exempt from taxation. The *Municipal Government Act* defines "requisition" as any part of the amount required to be paid into the Alberta School Foundation Fund that is raised by imposing a tax rate, and any amount to be paid to a management body referred to in the *Alberta Housing Act*. The Town of Claresholm pays requisitions to the Alberta School Foundation Fund and the Porcupine Hills Lodge Foundation. This budget also includes (in "General municipal revenue") the ATCO Gas Franchise Agreement at a rate of 10% (approx. \$100K) and the Fortis Franchise Agreement at a rate of 4% (approx.. \$100K).

MUNICIPAL GENERAL REVENUE & REQUISITIONS	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Taxes	(4,408,290)	(4,323,078)	(4,318,454)	(3,165,823)	(3,110,861)
Education taxes	-	-	-	(1,087,744)	(1,092,088)
Grants in lieu	(39,616)	(40,228)	(40,225)	(43,052)	(41,558)
Taxes and grants in lieu	(4,447,906)	(4,363,306)	(4,358,679)	(4,296,619)	(4,244,507)
General municipal revenue	(334,409)	(378,698)	(374,063)	(313,330)	(276,756)
General municipal revenue	(334,409)	(378,698)	(374,063)	(313,330)	(276,756)
Home for aged - Porcupine Hills Lodge	112,972	109,653	109,654	106,651	111,517
School Foundation Program - res. & farmland	854,746	856,597	856,597	833,474	847,182
School Foundation Program - non-residential	266,833	246,194	246,194	254,270	244,907
NET DEFICIT (SURPLUS) GENERAL	(3,547,764)	(3,529,560)	(3,520,297)	(3,415,555)	(3,317,658)

Variance Highlights

- Tax revenue increase for municipal purposes is 2.35% to balance the budget.
- Drop in general municipal revenue due to no expectation of additional operational grants in 2019. 2018 budget included a \$50,000 ACP grant for Council Mediation. There was also an increased budget for interest income to offset this drop in grant revenue slightly based on increasing interest rates.

ADMINISTRATION

The Administration budget includes business licenses, general operating grants (such as Municipal Sustainability Initiative (MSI) operating grant – 2018 estimated at \$120K), rentals, internal transfers, and other miscellaneous income. Expenditures include finance, reception, utilities, communication, human resources and other general administrative costs.

ADMINISTRATION	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Business licenses	(29,300)	(29,980)	(28,800)	(26,975)	(31,200)
General administrative revenue	(163,000)	(228,780)	(158,697)	(195,636)	(165,382)
Administrative general revenue	(192,300)	(258,760)	(187,497)	(222,611)	(196,582)
Wages and benefits	651,391	595,591	587,951	551,834	498,020
Consultant fees	44,625	63,066	104,728	59,012	61,695
Materials, supplies and operating costs	323,552	334,563	319,769	344,571	271,072
Assessor	52,000	53,631	53,000	56,234	53,961
Auditor	20,400	19,500	19,500	20,150	19,350
Legal	20,000	34,501	12,000	15,864	6,232
Municipal grants	80,000	86,976	81,000	69,703	71,170
Celebrations	20,500	22,982	23,500	14,001	20,109
Tax levy cancellations and discounts	13,200	13,041	6,200	5,355	5,769
Public relations and taxi subsidy	14,500	16,349	11,500	16,384	11,683
Staff development and training	10,000	7,856	12,000	11,582	17,280
Debt interest	-	-	-	-	-
Amortization	71,064	73,022	71,937	69,610	35,828
Administrative general expenses	1,321,232	1,321,079	1,303,084	1,234,298	1,072,170
	1,128,932	1,062,319	1,115,587	1,011,687	875,588
Operational budget adjustments					
Addback amortization	(71,064)	(73,022)	(71,937)	(69,610)	(35,828)
Transfer from reserve - operating	(10,000)	-	-	265,403	403,530
Internal charges to other departments	(78,575)	(79,465)	(79,465)	(78,075)	(77,860)
Internal transfers (expenses)	53,309	42,400	26,309	26,309	26,309
Transfer to reserve - operating	-	-	-	6,000	36,701
Transfer to reserve - capital	-	200,001	-	-	25,659
NET DEFICIT (SURPLUS) ADMINISTRATION	1,022,602	1,152,233	990,495	1,161,715	1,254,100

Variance Highlights

- Slight increase to general revenue due to expected income from the Town of Granum for providing them with accounting services.
- Budgeted slight increases in wages and benefits across the board. This is reflected in each department's budget. Wages and benefits have also been increased slightly for administration based on a budgeted short-term part-time position to aide with electronic archival of records.
- \$60,000 drop in consultant fees due to the \$50,000 budgeted in 2018 for Council Mediation that is not budgeted in 2019 and a \$10,000 drop in consulting fees for facilitation and support in creating our Intermunicipal Collaboration Framework (ICF) with the MD of Willow Creek as required by the MGA due to the processes already being partially completed.
- Materials, supplies and operating costs have increased \$8,000 due to a \$7,000 increase in computer software for electronic archival of records, a \$6,000 increase in utilities, which is partially offset by a reduction in office supplies due to more paperless processes, and a drop in telephone expenses due to updated contracts with improved pricing.
- Professional fees were increased by \$8,000 for legal expenses based on the 2018 actuals.
- Tax levy cancellations and discounts was increased \$7,000 based on expectation that council will continue to cancel or forgive taxes for the Claresholm Medical Clinic owned by the MD.
- Public relations and taxi subsidy line item has increased by \$4,000 based on historical actuals due to historical overruns in public relations.
- Staff development and training was dropped \$2,000 based on expectation of reduced training especially for the CAO. Expenses were up in 2016 and 2017 as a result of a training program the CAO was taking that has now been completed.
- Debenture interest of \$46,000 is new this year for the first payment on the \$2.8M debenture for the Multi-use Community Complex.
- Increases in internal transfer expenses are related to charging for Town utilities to get more accurate costing and recovery data for utility services. Administrative internal utility charges include Town utilities (water, sewer, garbage and recycling) for the Town administration building, the future Multi-use Community Complex, as well as all the Town owned facilities that are leased and operated by others that we do not charge Town utilities to (Community Hall, Seniors Drop-in Centre, Golf Course, Day Care, Playschool, etc.)

FIRE

The Fire budget deals with expenses related to operating the Volunteer Fire Department. The Town of Claresholm fire services are provided through the Claresholm Volunteer Fire Department in partnership with the M.D. of Willow Creek.

FIRE DEPARTMENT	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Provincial Grants	(65,069)	(78,506)	(143,575)	(6,425)	-
MD contributions	(7,000)	(6,111)	(8,000)	(12,251)	(6,883)
Non-government contribution	(5,000)	(2,682)	(7,000)	(8,218)	(10,500)
Fire department revenue	(77,069)	(87,299)	(158,575)	(26,894)	(17,383)
Wages and benefits	115,183	44,908	53,500	47,495	47,044
Equipment, fuel, etc	34,900	68,620	75,400	15,434	7,073
Training	7,500	3,948	7,500	7,304	6,520
Materials, supplies and operating expenses	32,027	29,495	33,727	38,980	31,161
Regional fire study costs	65,069	78,506	143,575	6,425	-
Amortization	20,466	24,845	13,277	13,077	14,707
Fire department expenses	275,145	250,322	326,979	128,714	106,505
	198,076	163,022	168,404	101,820	89,122
Operational budget adjustments					
Addback amortization	(20,466)	(24,845)	(13,277)	(13,077)	(14,707)
Internal Charges	3,800	2,401	-	-	-
Transfer from reserve - operating	-	(30,000)	(30,000)	-	-
Transfer to reserve - capital	10,000	10,000	10,000	-	-
NET DEFICIT (SURPLUS) FIRE DEPARTMENT	191,410	120,579	135,127	88,744	74,415

Variance Highlights

- Provincial Grants is offset by the Regional fire study costs and is the unspent grant amount remaining that is unutilized of the original grant received in 2017.
- Slight increase to MD contribution based on year over year increases.
- Significant increase in wages and benefits due to the addition of a full time fire chief.
- Significant decrease in equipment due to \$45,000 budgeted in 2018 for new breathing apparatuses that isn't budgeted for in 2019. \$11,500 budgeted in 2019 for AFFRAC radios.
- New internal charges related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs to operate the Fire Hall.

BYLAW ENFORCEMENT

The Bylaw Enforcement budget includes both bylaw and animal control activities. The Community Peace Officer program continues to focus on animal control and unsightly premises, with safety and security of residents taking a high priority. The activities will include an education component along with enforcement.

BYLAW ENFORCEMENT	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Provincial fines collected	(33,000)	(34,482)	(33,000)	(35,372)	(24,126)
Licenses and fees	(9,000)	(11,812)	(9,000)	(9,459)	(10,085)
Municipal fines	(35,500)	(22,892)	(70,500)	(37,928)	(8,817)
Workshop revenue	(5,900)	(11,389)	(4,900)	(6,000)	(800)
Bylaw enforcement revenue	(83,400)	(80,574)	(117,400)	(88,758)	(43,828)
Wages and benefits	81,208	80,883	80,891	82,083	77,447
Animal services	1,000	531	1,000	-	30,425
Legal	-	-	-	-	-
Materials, supplies and operating expenses	18,500	28,838	68,500	35,157	15,608
Professional development	7,000	1,196	2,000	3,031	1,726
Amortization	4,767	5,456	5,456	6,440	7,846
Bylaw enforcement expenses	112,475	116,905	157,847	126,712	133,052
	29,075	36,331	40,447	37,954	89,224
Operational budget adjustments					
Addback amortization	(4,767)	(5,456)	(5,456)	(6,440)	(7,846)
Transfer to reserve - capital	2,000	2,000	2,000	2,000	-
NET DEFICIT (SURPLUS) BYLAW ENFORCEMENT	26,308	32,875	36,991	33,513	81,378

Variance Highlights

- Municipal fines dropped back down to prior levels due to increased traffic violation ticket income not being realized in 2018 due to increased CPO1 presence not realized as planned. Similarly materials, supplies and operating costs were reduced for CPO1 contract fees being removed.
- Professional development budget increased from 2018 for CPO1 training required due to changes in the CPO program.

COMMON EQUIPMENT POOL

This department is responsible for general building and equipment maintenance and other general infrastructure. Equipment is then “rented” out to other departments to attempt to show a more accurate department cost.

EQUIPMENT POOL	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Rental revenue and insurance proceeds	-	-	(1,000)	(3,986)	(850)
Equipment pool revenue	-	-	(1,000)	(3,986)	(850)
Wages and benefits	191,098	216,807	189,798	188,230	174,140
Materials, supplies and operating expenses	325,800	369,253	332,500	285,885	298,596
Amortization	64,289	41,388	21,314	18,153	8,944
Equipment pool expenses	581,187	627,448	543,612	492,268	481,680
	581,187	627,448	542,612	488,283	480,830
Operational budget adjustments					
Addback amortization	(64,289)	(41,388)	(21,314)	(18,153)	(8,944)
Internal charges to other departments	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)
Internal charges from other departments	6,000	3,901	-	-	-
NET DEFICIT (SURPLUS) EQUIPMENT POOL	452,898	519,961	451,298	400,130	401,886

Variance Highlights

- New internal charges from other departments is related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs to operate the Town shop.
- No other significant variances to note.

ROADS, STREETS, WALKS & LIGHTS

This department is responsible for road maintenance including plowing, sanding, street sweeping, and curb repairs. Utility costs for street lighting is also included here.

ROADS, STREETS, WALKS, AND LIGHTS	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Local improvement charges	-	(3,770)	(915)	-	(43,327)
Roads and streets revenue	-	(3,770)	(915)	-	(43,327)
Wages and benefits	184,994	209,229	183,071	244,684	142,472
Contracted services	75,000	96,096	75,000	71,541	66,099
Engineering	2,000	1,164	2,000	1,221	1,038
Street lights	187,500	173,063	150,000	164,152	149,507
Materials, supplies and operating expenses	90,000	87,593	90,000	110,740	59,629
Amortization	269,351	271,709	312,959	327,488	326,552
Roads and streets expenses	808,845	838,854	813,029	919,826	745,297
	808,845	835,084	812,114	919,826	701,969
Operational budget adjustments					
Addback amortization	(269,351)	(271,709)	(312,959)	(327,488)	(326,552)
Transfer to reserve - capital	-	-	-	-	15,636
NET DEFICIT (SURPLUS) ROADS AND STREETS	539,494	563,375	499,156	592,338	391,053

Variance Highlights

- Local improvement charges for streets are completed.
- Increase in Street Lights is due to installation of new street lights around Town to address some priority dark areas.

AIRPORT

The Town of Claresholm owns the municipal airport. The Director of Infrastructure Services oversees the operation of the airport and submits the annual budget for Council consideration.

AIRPORT	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Facility rental	(5,000)	(2,500)	(5,000)	(9,500)	(9,010)
Airport services revenue	(5,000)	(2,500)	(5,000)	(9,500)	(9,010)
Wages and benefits	4,167	1,587	4,114	2,410	4,333
Materials, supplies and operating expenses	7,700	6,365	9,900	8,912	8,770
Amortization	4,210	4,210	4,160	4,160	4,160
Airport services expenses	16,077	12,163	18,174	15,482	17,263
	11,077	9,663	13,174	5,982	8,253
Operational budget adjustments					
Addback amortization	(4,210)	(4,210)	(4,160)	(4,160)	(4,160)
Internal charges from other departments	200	338	-	-	-
NET DEFICIT (SURPLUS) AIRPORT	7,067	5,790	9,014	1,822	4,093

Variance Highlights

- New internal charges from other departments is related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs to operate the Airport.
- No other significant variances to note.

STORM SEWER UTILITY

The storm sewer utility includes all costs related to the collection and transmission of surface water runoff and potential overland flooding and deals with the safe storage and controlled release of this water to Frog Creek to prevent flooding damage downstream.

STORM SEWER UTILITY	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Local improvement charges	(9,112)	-	(11,090)	9,667	-
Other revenue	-	(42,247)	(47,000)	-	-
Storm sewer utility revenue	(9,112)	(42,247)	(58,090)	9,667	-
Wages and benefits	16,741	15,569	16,576	11,796	22,757
Contracted services	3,000	1,211	3,000	2,775	9,329
Materials, supplies and operating expenses	4,500	893	4,500	1,266	4,664
Overland flooding	-	42,247	47,000	361,598	546
Amortization	256,024	186,193	181,629	111,261	30,544
Storm sewer utility expenses	280,265	246,112	252,705	488,695	67,840
	271,153	203,866	194,615	498,362	67,840
Operational budget adjustments					
Addback amortization	(256,024)	(186,193)	(181,629)	(111,261)	(30,544)
NET DEFICIT (SURPLUS) STORM SEWER UTILITY	15,129	17,673	12,986	387,101	37,296

Variance Highlights

- Decrease in local improvement charges from prior year as one local improvement bylaws terms have expired/completed in 2018.
- Other revenue of \$47,000 in prior year was grant revenue to cover the remaining estimated costs for the Overland Flooding \$47,000 to complete repairs to Frog Creek Drainage Ditches south of Town that were damaged in the 2014 flood. This was completed in 2018. There is no expectation of similar revenue or expenses in 2019.

WATER SUPPLY & DISTRIBUTION

The Water Supply & Distribution department is responsible for producing potable water and maintaining a water storage and distribution system capable of providing suitable water to the residents. The production and distribution adheres to the Canadian Drinking Water Standards and the standards set out in the license issued to the town by Alberta Environment.

WATER SUPPLY AND DISTRIBUTION	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Water sales	(1,435,500)	(1,142,258)	(1,391,100)	(1,115,334)	(1,087,882)
Other revenue	-	-	-	-	(1,022)
Water services revenue	(1,435,500)	(1,142,258)	(1,391,100)	(1,115,334)	(1,088,904)
Wages and benefits	390,393	277,671	312,622	291,793	307,802
Training	5,000	1,573	2,500	4,235	-
Materials, supplies and operating expenses	198,800	254,883	194,900	177,367	137,362
Engineering and legal	-	-	-	-	-
Chemical	100,000	129,900	85,000	95,482	80,170
Maintenance	83,500	70,345	85,000	83,154	96,083
Debt interest	154,161	160,230	160,951	167,121	173,258
Amortization	385,846	393,838	800,094	920,453	1,046,502
Water services expenses	1,317,700	1,288,442	1,641,067	1,739,604	1,841,179
	(117,800)	146,184	249,967	624,270	752,275
Operational budget adjustments					
Addback amortization	(385,846)	(393,838)	(800,094)	(920,453)	(1,046,502)
Services to other departments	(39,000)	(25,869)	-	-	-
Services from other departments	67,875	67,875	67,875	67,875	67,875
Transfer to reserve - capital	340,063	69,611	354,335	-	-
NET DEFICIT (SURPLUS) WATER SERVICES	(134,708)	(136,036)	(127,917)	(228,308)	(226,353)

Variance Highlights

- Revenue up \$21,000 for new contract with the MD to provide them with treated water.
- Wages and benefits increased approximately \$75,000, \$57,000 of which is for an additional .6 Full Time Equivalent (FTE) wages and benefits for a proposed 3rd utilities operator.
- Materials, supplies and operating expenses were reduced due to historical costs.
- Increased chemical budget based on increased pricing seen in 2018.
- Services to other departments is new internal charges to other departments related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs.
- Net zero budget in water utility after debt principle payment accounted for.

SANITARY SEWER TREATMENT & DISPOSAL

The Wastewater Treatment & Disposal budget deals with all functions related to the collection, treatment and disposal of sanitary sewer water. This system functions in accordance with the standards set out by Alberta Environment.

SANITARY SEWER TREATMENT AND DISPOSAL	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Local improvement charges	(3,822)	189	(3,822)	(78)	-
Service fees	(386,340)	(320,252)	(377,000)	(305,549)	(303,588)
Sanitary sewer services revenue	(390,162)	(320,063)	(380,822)	(305,627)	(303,588)
Wages and benefits	84,890	76,343	84,070	72,091	80,049
Contracted services	8,800	6,543	7,800	10,185	24,985
Materials, supplies and operating expenses	27,750	26,083	26,750	23,687	19,216
Debenture interest	33,199	24,469	25,030	27,433	30,700
Amortization	379,798	320,326	380,345	382,192	381,171
Sanitary sewer services expenses	534,437	453,765	523,995	515,588	536,121
	144,275	133,702	143,173	209,961	232,533
Operational budget adjustments					
Addback amortization	(379,798)	(320,326)	(380,345)	(382,192)	(381,171)
Services to other departments	(10,000)	(7,314)	-	-	-
Services from other departments	28,275	28,275	28,275	28,275	28,275
Transfer to reserve - capital	2,403	-	34,639	-	-
NET DEFICIT (SURPLUS) SANITARY SEWER SERVICES	(214,845)	(165,663)	(174,258)	(143,956)	(120,363)

Variance Highlights

- \$9,000 increase in revenue for new contract with MD to provide sanitary sewer services to some of their residents, as well as provide sewer flushing services to their infrastructure.
- Increase contingency for contracted services related to the sewage lagoons.
- Increase in debenture interest due to new \$400K debenture for sewer main built in 2018.
- Services to other departments is new internal charges to other departments related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs.
- Net zero budget in sewer utilities after debt principle payments accounted for.

SOLID WASTE MANAGEMENT

The Solid Waste Management function provides weekly curbside waste collection services through the Infrastructure Services department. Claresholm is one of five member municipalities who belong to the Willow Creek Regional Waste Management Services Commission, which is the body that manages the regional landfill.

SOLID WASTE MANAGEMENT	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Garbage collection fees	(413,500)	(429,275)	(413,500)	(422,053)	(414,603)
Solid waste revenue	(413,500)	(429,275)	(413,500)	(422,053)	(414,603)
Wages and benefits	148,068	177,410	159,994	179,603	162,386
Landfill fees	125,000	121,262	125,000	122,027	120,321
Landfill contract	41,580	41,580	41,580	39,835	39,835
Landfill closure	4,000	3,941	4,000	25,627	12,302
Materials, supplies and operating expenses	36,000	30,426	27,500	26,313	20,524
Amortization	37,086	52,980	29,579	35,535	42,692
Solid waste expenses	391,734	427,600	387,653	428,940	398,060
	(21,766)	(1,675)	(25,847)	6,887	(16,543)
Operational budget adjustments					
Addback amortization	(37,086)	(52,980)	(29,579)	(35,535)	(42,692)
Services to other departments	(14,000)	(10,284)	-	-	-
Services from other departments	45,725	45,725	45,725	45,725	45,725
Transfer to reserve - capital	27,127	19,215	10,000	-	-
NET DEFICIT (SURPLUS) SOLID WASTE MANAGEMENT	0	-	299	17,076	(13,510)

Variance Highlights

- Materials, supplies and operating costs increase due to rising fuel rates as well as an additional \$5,000 budgeted for garbage receptacles along Town pathways.
- Landfill fees and contract have currently been estimated as a 0% increase based on rates normally only increasing every few years historically, and rates increased in 2018.
- Services to other departments is new internal charges to other departments related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs.

RECYCLING

The Recycling department provides weekly curbside recycling pickup for residential properties and recycling drop off services for non-residential properties through the Infrastructure Services department. Claresholm also has a contract with the Town of Stavely to accept and recycle their cardboard.

RECYCLING	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Recycling service fees	(158,500)	(158,244)	(158,500)	(159,211)	(153,903)
Commodity revenue	(5,000)	(5,232)	(15,000)	(30,856)	(14,181)
Recycling revenue	(163,500)	(163,476)	(173,500)	(190,066)	(168,084)
Wages and benefits	142,493	136,792	141,270	136,671	129,890
Shipping costs	4,500	4,560	5,000	4,140	4,140
Materials, supplies and operating expenses	16,000	21,678	11,500	11,204	10,658
Amortization	10,444	13,102	11,076	13,500	16,521
Recycling expenses	173,437	176,132	168,845	165,515	161,209
	9,937	12,656	(4,655)	(24,551)	(6,875)
Operational budget adjustments					
Addback amortization	(10,444)	(13,102)	(11,076)	(13,500)	(16,521)
Services to other departments	(1,500)	(1,115)	-	-	-
Transfer to reserve - capital	2,007	1,562	10,000	-	-
NET DEFICIT (SURPLUS) RECYCLING	0	(0)	(5,730)	(38,051)	(23,396)

Variance Highlights

- \$10,000 drop in commodity revenue due to significant decreases seen in price for cardboard.
- Slight decrease in shipping costs due to shipping paper compacted rather than loose in cages. This results in fewer shipments.
- Operating expenses have been increased \$4,000 for rental of compactor.
- Services to other departments is new internal charges to other departments related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

FCSS is an 80/20 funding partnership between the Government of Alberta and the Municipality. The Town of Claresholm operates a regional program in partnership with the M.D. of Willow Creek. FCSS designs and delivers social programs that are preventative in nature to promote and enhance well-being among individuals, families and communities. The FCSS program receives its mandate from the FCSS Act and Regulations, however, the FCSS Board determines the priority programs to be offered within the community.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Provincial funding	(105,235)	(105,235)	(105,235)	(105,235)	(105,235)
MD of Willow Creek	(47,124)	(47,124)	(47,124)	(47,124)	(46,338)
Alberta Health Services (AHS)	(28,290)	(28,151)	(27,735)	(27,619)	(27,781)
Child & Family Services Alberta (CFSA)	(35,352)	(35,352)	(35,352)	(35,352)	(35,352)
Other income	(76,000)	(4,763)	(18,000)	(9,042)	(14,330)
FCSS Revenue	(292,001)	(220,624)	(233,446)	(224,372)	(229,036)
Wages and benefits	170,287	159,990	162,991	141,799	158,071
Professional development	3,500	2,394	3,500	4,737	3,317
Materials, supplies and operating expenses	46,848	50,090	58,474	72,834	52,792
Community grants	89,875	29,500	26,200	35,950	26,200
Accounting and legal	3,600	3,500	3,500	3,700	3,600
General FCSS expenses	314,110	245,475	254,665	259,019	243,981
	22,109	24,851	21,219	34,648	14,944
Operational budget adjustments					
Town of Claresholm Contribution	(26,309)	(26,309)	(26,309)	(26,309)	(26,309)
Admin Allocation	4,200	5,090	5,090	3,700	3,485
NET DEFICIT (SURPLUS) FCSS	0	3,632	0	12,039	(7,880)

Variance Highlights

- Significant increase in other income with offsetting increase in community grants due to a new agreement for Claresholm to administer Granum's FCSS funds.
- Decreases to materials, supplies and operating expenses as well as community grants and admin allocation is due to program cuts to balance the budget.

DAY CARE CONTRIBUTION

The Day Care program is run by a non-profit board who receives a portion of their funding from the Town of Claresholm.

DAYCARE CONTRIBUTION	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Municipal contribution to daycare	38,202	38,202	38,202	38,202	38,202
NET DEFICIT (SURPLUS) DAYCARE CONTRIBUTION	38,202	38,202	38,202	38,202	38,202

Variance Highlights

- No changes to highlight.

CEMETERY

The Cemetery is owned and operated by the Town of Claresholm. The maintenance is provided through the Infrastructure Services department and the Office staff oversees the administrative function.

CEMETERY	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Cemetery Fees	(14,500)	(15,086)	(14,300)	(13,604)	(14,450)
Local government grants	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Cemetery revenue	(17,500)	(18,086)	(17,300)	(16,604)	(17,450)
Wages and benefits	17,837	18,327	29,302	16,032	18,434
Materials, supplies and operating expenses	1,000	144	1,000	1,097	575
Cemetery expenses	18,837	18,471	30,302	17,129	19,008
	1,337	385	13,002	525	1,558
Operational budget adjustments					
Services from other departments	2,500	2,500	2,500	2,500	2,500
Transfer to reserve - capital	5,000	5,000	5,000	-	-
NET DEFICIT (SURPLUS) CEMETERY	8,837	7,885	20,502	3,025	4,058

Variance Highlights

- Reduced allocation of seasonal staff to cemetery wages based on historical actuals.

PHYSICIAN RECRUITMENT

The Physician Recruitment program is designed to provide incentives to recruit and retain Physicians in the community. This is a program carried out in partnership with Granum, Stavely, and the MD of Willow Creek. This program was used to attract five of the six Doctors we currently have operating in Claresholm.

PHYSICIAN RECRUITMENT	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Local government contributions	-	-	-	-	(4,500)
Physician recruitment revenue	-	-	-	-	(4,500)
Physician recruitment	3,000	9,969	10,000	28,400	32,134
Physician recruitment expenses	3,000	9,969	10,000	28,400	32,134
	3,000	9,969	10,000	28,400	27,634
Operational budget adjustments					
Town of Claresholm Contribution	-	-	-	-	(30,000)
Transfer from reserve - operations	(3,000)	(9,969)	(10,000)	(28,400)	-
NET DEFICIT (SURPLUS) PHYSICIAN RECRUITMENT	-	-	-	-	(2,366)

Variance Highlights

- There are no doctors still receiving incentives in the 2019 year. \$1,000 has been kept in the budget to cover other incidental incentive or gift baskets as well as \$2,000 was added to help compensate for housing of locum doctors during this time of doctor shortage while they search for a new doctor.
- The program still has approximately \$15,000 in reserves which will be used to fund the 2019 expenditures.

WEEDS & PESTS

The majority of the allocation within the Weeds & Pests budget deals with weed and pest control in parks throughout the Town. The Parks department has trained staff members who provide weed control within the parks.

WEED AND PEST CONTROL	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Wages and benefits	7,262	5,043	7,168	6,760	7,634
Chemical and materials	15,500	8,243	14,000	7,917	12,108
Amortization	27,383	27,383	27,333	27,333	27,333
	50,145	40,669	48,501	42,010	47,076
Operational budget adjustments					
Addback amortization	(27,383)	(27,383)	(27,333)	(27,333)	(27,333)
NET DEFICIT (SURPLUS) WEED AND PEST CONTROL	22,762	13,286	21,168	14,677	19,743

Variance Highlights

- Increase to chemical and materials due to increased costs for chemical application seen in 2018.
- No other significant changes to highlight.

ECONOMIC DEVELOPMENT

The Economic Development department is responsible for maintaining the Business Growth & Development Centre, business retention, investment attraction and municipal marketing efforts. This department is guided by the Municipal Strategic Plan and the Economic Development Committee and primarily implemented by the Economic Development Officer.

ECONOMIC DEVELOPMENT	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Grants and contributions	(46,328)	(63,458)	(91,500)	(28,072)	(50)
Economic development revenue	(46,328)	(63,458)	(91,500)	(28,072)	(50)
Wages and benefits	94,865	80,346	80,710	76,121	59,841
Materials, supplies and operating expenses	181,999	158,528	264,400	96,575	44,033
Economic development expenses	276,863	238,874	345,110	172,696	103,874
	230,535	175,416	253,610	144,624	103,824
Operational budget adjustments					
Transfer from reserve - operations	(61,878)	(11,872)	(44,750)	(42,000)	-
Transfer to reserve - operations	-	-	-	-	12,000
NET DEFICIT (SURPLUS) ECONOMIC DEVELOPMENT	168,657	163,545	208,860	102,624	115,824

Variance Highlights

- 2018 budgeted revenue includes 87,500 CARES grant which is not expected again in 2019. 2019 revenue includes \$7,000 in grants, and \$10,000 in Business Conference Sponsorships and Partnership with the Claresholm Chamber of Commerce.
- Increase in wages for a summer student position.
- Materials, supplies and operating expenses have dropped due to the industrial land development project on the annexed land that was completed in 2018. No similar project is expected in 2019.

LAND PLANNING & DEVELOPMENT

The Development Officer provides development services to the municipality and works with the Municipal Subdivision and Development Authority. The planning advice and services are contracted through membership in the Oldman River Regional Services Commission. Building code, gas and plumbing and electrical inspections are currently being provided through a contract with Superior Safety Codes.

LAND PLANNING AND DEVELOPMENT	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Permits	(64,000)	(69,333)	(17,000)	(20,136)	(24,942)
Planning and development fees	(2,600)	(6,010)	(3,500)	(9,389)	(2,945)
Planning and development revenue	(66,600)	(75,343)	(20,500)	(29,524)	(27,887)
Wages and benefits	83,917	71,440	71,139	72,803	82,919
ORRSC membership	53,000	51,938	57,500	51,069	55,663
Legal and professional services	65,125	61,082	25,625	11,435	1,116
Materials, supplies and operating expenses	6,000	17,179	28,500	-	700
Planning and development expenses	208,042	201,638	182,764	135,306	140,398
NET DEFICIT (SURPLUS) PLANNING & DEVELOPMENT	141,442	126,296	162,264	105,782	112,511

Variance Highlights

- Significant increase to permits revenue as well as legal and professional fees due to correcting the accounting treatment of building permits. Previously only the net income from building permits processed by Superior Safety Codes was recorded in permit revenue. This has been corrected to record the gross revenue collected for such permits and record the operational cost to contract this work out to Superior Safety Codes.
- There was also an offsetting decrease to legal and professional services due to the MDP update that was completed in 2018 that has no similar budgeted expense in 2019, resulting in 10K reduction.
- Materials, supplies and operating expenses decreased approximately \$22,500 due to road plan project that was budgeted for and completed in 2018 with no similar project budgeted in 2019.

GENERAL RECREATION

The general recreation budget deals with general recreational programming, such as the Southern Alberta Summer Games as well as overarching expenditures such as wages and benefits for the recreation manager. It also includes costs related to the Golf Course include interest expenses on debt related to the Golf Course and the Golf Course Management Fee the Town pays.

GENERAL RECREATION	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Local government grants	(50,000)	(50,000)	(25,000)	(25,000)	(25,000)
Summer Games	(9,000)	(9,475)	(4,600)	(4,850)	-
General recreation revenue	(59,000)	(59,475)	(29,600)	(29,850)	(25,000)
Golf course management	55,000	55,000	55,000	50,000	50,000
Debenture interest	6,670	8,871	8,993	11,164	13,386
Wages and benefits	69,256	69,078	66,974	62,018	27,521
Programming expenses	9,500	9,168	5,000	1,971	-
General recreation expenses	140,426	142,118	135,967	125,153	90,907
	81,426	82,643	106,367	95,303	65,907
Operational budget adjustments					
Transfer from reserve - operations	(50,000)	(50,000)	(50,000)	-	-
NET DEFICIT (SURPLUS) GENERAL RECREATION	31,426	32,643	56,367	95,303	65,907

Variance Highlights

- Increase in MD grant as per 2018 actual.
- Debenture interest decreases year over year as debt is repaid.
- Increase in programming expense and Summer Games revenue to correct accounting treatment of transactions to record total revenue brought in, including registrations, and full expenses, instead of netting the registration revenue against expenses. Apparent \$2,500 net income on Summer Games is to cover wage and benefit expenses for Town employee time spent on this program.

PARKS

The parks budget includes maintenance of the Town's parks as well as the fees and costs related to the Town's campground.

PARKS	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Campground fees	(65,000)	(56,343)	(64,000)	(62,939)	(47,779)
Parks grants and other funding	(7,350)	(825)	-	(275)	(2,850)
Parks revenue	(72,350)	(57,168)	(64,000)	(63,214)	(50,629)
Wages and benefits	103,222	104,086	110,032	99,419	95,286
Materials, supplies and operating expenses	55,600	49,828	52,000	52,841	27,543
Amortization	206,124	195,246	160,117	158,170	147,644
Parks expenses	364,946	349,160	322,149	310,430	270,472
	292,596	291,992	258,149	247,216	219,843
Operational budget adjustments					
Adblack amortization	(206,124)	(195,246)	(160,117)	(158,170)	(147,644)
Services to other departments	15,000	14,866	-	-	-
Transfer to reserve - capital	-	-	-	-	25,000
NET DEFICIT (SURPLUS) PARKS	101,472	111,612	98,032	89,046	97,200

Variance Highlights

- \$4,000 decrease to campground fees based on decreased revenue realized in 2018 from prior years.
- New internal charges from other departments is related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs to operate the campground and parks.

ARENA

The Arena operates an ice area during the winter and is also used for lacrosse and other rentals during the summer. The main users of the Arena are the Claresholm Minor Hockey Association and the Figure Skating Club.

ARENA	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Minor hockey	(30,000)	(30,336)	(30,000)	(32,416)	(34,168)
Figure skating	(9,000)	(7,400)	(9,000)	(8,261)	(10,076)
Other rentals	(24,750)	(23,453)	(19,000)	(23,138)	(19,381)
Advertising	(6,000)	(11,550)	(4,000)	(5,193)	(3,825)
Arena revenue	(69,750)	(72,740)	(62,000)	(69,008)	(67,450)
Wages and benefits	112,755	138,194	111,331	120,912	102,442
Materials, supplies and operating expenses	75,750	117,883	94,200	73,569	86,973
Amortization	55,635	48,767	37,457	36,059	34,695
Arena expenses	244,140	304,843	242,988	230,540	224,109
	174,390	232,103	180,988	161,532	156,659
Operational budget adjustments					
Addback amortization	(55,635)	(48,767)	(37,457)	(36,059)	(34,695)
Services to other departments	6,000	3,462	-	-	-
Transfer to reserve - capital	6,000	-	-	-	39,238
NET DEFICIT (SURPLUS) ARENA	130,755	186,799	143,531	125,473	161,202

Variance Highlights

- Other rentals were increased due to additional out of Town ice rentals expected.
- Advertising revenue increased based on 2018 actuals.
- Materials, supplies and operating expenses were decreased \$15,000 as there is no compressor rebuild in 2019. Also decreased Arena utilities slightly.
- New internal charges from other departments is related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs to operate the arena.

AQUATIC CENTRE

The Aquatic Centre is owned by Alberta Health Services and shares the facility with the Town for the Town residents use and benefit. The Town operates the facility covering some of the maintenance costs, lifeguards, and programming expenses.

AQUATIC CENTRE	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Lessons	(55,000)	(56,300)	(60,375)	(66,012)	(66,092)
Gate admission	(42,000)	(36,929)	(46,440)	(42,485)	(50,048)
Rentals	(18,000)	(20,810)	(18,000)	(18,801)	(19,953)
Other funding	(10,000)	(9,620)	(12,000)	(25,349)	(4,000)
Aquatic Centre revenue	(125,000)	(123,659)	(136,815)	(152,647)	(140,093)
Wages and benefits	227,865	233,709	228,333	239,639	261,091
Materials, supplies and operating expenses	38,400	35,993	45,300	43,425	31,152
Amortization	17,262	18,574	17,016	17,745	18,656
Aquatic Centre expenses	283,527	288,277	290,649	300,808	310,899
	158,527	164,617	153,834	148,161	170,806
Operational budget adjustments					
Addback amortization	(17,262)	(18,574)	(17,016)	(17,745)	(18,656)
NET DEFICIT (SURPLUS) AQUATIC CENTRE	141,265	146,044	136,818	130,416	152,149

Variance Highlights

- Decreases in revenue across the board is due to decreased usage seen in 2018.
- Decrease in materials, supplies and operating expenses is primarily a result in a decrease in the expected purchases for resale materials based on 2018 actuals, as well as a decrease in telephone expenses due to new contract with improved pricing.

MUSEUM

The Museum Board oversees the operation of the Museum in cooperation with the Museum Executive Director and administrative staff and provides recommendations to Council on the budget. The Museum budget includes the operations of two buildings, the Historic CPR Train Station and Museum Exhibit Hall. The Visitor Information Centre operates out of the Historic CPR Train Station. Both are open to the public from May to early October, plus some off season special events.

MUSEUM	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Sales	(1,500)	(1,532)	(550)	(475)	(1,899)
Donations	(4,000)	(5,463)	(3,500)	(6,947)	(13,162)
Grants	(15,791)	(37,379)	(47,915)	(48,208)	(39,093)
Museum revenue	(21,291)	(44,374)	(51,965)	(55,630)	(54,154)
Wages and benefits	73,998	62,052	79,250	81,563	72,224
Materials, supplies and operating expenses	30,340	42,141	43,020	38,986	38,264
Professional development	2,000	226	2,000	1,789	3,088
Amortization	23,781	23,781	23,381	22,972	23,683
Museum expenses	130,119	128,201	147,651	145,310	137,259
	108,828	83,827	95,686	89,681	83,104
Operational budget adjustments					
Addback amortization	(23,781)	(23,781)	(23,381)	(22,972)	(23,683)
Services to other departments	3,000	2,069	-	-	-
Transfer from reserve - operations	(20,000)	-	-	-	-
NET DEFICIT (SURPLUS) MUSEUM	68,047	62,115	72,305	66,708	59,422

Variance Highlights

- Increases in sales and donations due to actuals seen in 2018. This is related in large part to the significant increase in bus tours seen in 2018 due to providing coffee and treats to the bus tours.
- Decrease in museum grant revenue is due to no AMA Operational Staffing Grant, fewer summer student grants expected and less project grant revenue expected.
- Wages & benefits for the museum have dropped due to reducing summer staffing by one position.
- Materials, supplies and operating expense decreased due primarily to few projects planned as well as reduction in telephone expenses due to new contract with improved pricing
- New internal charges from other departments is related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs to operate the Museum.

LIBRARY

The local Library Board oversees the activities and budget requests. The Municipality is a member of the Chinook Arch Regional Library system which is a network of independent, cooperating libraries in the southwestern corner of Alberta. Chinook Arch provides training, consulting, IT support and centralized purchasing, cataloguing, processing, and delivery services.

LIBRARY	Budget 2019	Actual 2018 (Nov 30)	Budget 2018	Actual 2017	Actual 2016
Grant	193,840	185,035	185,500	174,740	169,650
Chinook Arch membership	30,278	29,673	29,673	28,636	27,809
Amortization	25,693	25,693	25,593	25,593	25,593
	249,811	240,402	240,766	228,969	223,052
Operational budget adjustments					
Addback amortization	(25,693)	(25,693)	(25,593)	(25,593)	(25,593)
Services to other departments	3,500	1,454	-	-	-
NET DEFICIT (SURPLUS) LIBRARY	227,618	216,162	215,173	203,376	197,459

Variance Highlights

- Local library operational requisition includes a 2.8% increase in operational grant funding plus \$8,840 capital grant funding to help fund a CFEP grant project for flooring replacement and for hot water tank replacements.
- New internal charges from other departments is related to charging for Town utilities (water, sewer, garbage and recycling) to get more accurate data for costs to operate the Library.

DEPARTMENT
CAPITAL
BUDGETS

Funding Sources for Capital Projects

Provincial and Federal grants are available each year to assist the municipality to fund major infrastructure projects. The Council has additional options to consider such as reserves, tax or utility funding. The following is a brief explanation of capital project funding source options.

Federal Gas Tax Fund (FGT)

Each year, the federal FGT assists municipalities by providing funding for local infrastructure projects. Funding is provided to the Province, who in turn flows this funding to the municipality. This program has been legislated as a permanent source of Federal infrastructure funding for municipalities. The program is broad-based and allows municipalities to use the funding toward a wide range of projects to meet local priorities.

Municipal Sustainability Initiative (MSI)

Municipalities in Alberta are eligible for funding under the MSI program based on the terms set out in long-term funding agreements with the Province. Municipalities determine projects and activities to be funded based on local priorities within the general criteria set out in the program guidelines and are encouraged to take a long-term approach to planning for capital projects.

Alberta Municipal Water/Wastewater Partnership (AMWWP)

The AMWWP is a competitive grant program that provides cost-shared funding to eligible municipalities to assist in the construction of municipal water supply and treatment and wastewater treatment and disposal facilities. Funding is provided for the construction of high-priority water supply and treatment and wastewater treatment and disposal facilities. Water distribution and/or sewage collection systems are not eligible for assistance.

Alberta Historic Resources Conservation Grant

Historic Resource Conservation grants provide project funding for conservation of Alberta's historic places and can include restoration, architectural and/or engineering services, studies reports or plans associated with the conservation of the historic place. Matching grants are awarded up to 50% of eligible costs. Conservation includes actions or processes that safeguard character-defining elements of a historic place to retain the heritage value and extend physical life. This may involve one or more conservation treatments—preservation, rehabilitation or restoration. The maximum matching grants per application per year are as follows: Provincial Historic Resources – \$100,000; Municipal Historic Resources – \$50,000; Local (non-designated) Historic Resources – one-time grant of \$5,000.

Alberta Community Resilience Program (ACRP)

The ACRP is a multi-year provincial grant program supporting the development of long-term resilience to flood and drought events, while supporting integrated planning and healthy,

functioning watersheds. These grants will support the design and construction of projects that enhance or enable the protection of critical infrastructure from flooding and drought events, and help ensure public safety is protected.

Community Facility Enhancement Program (CFEP)

The **CFEP** is a competitive grant program that assists with foster the unique characteristics of Alberta's many communities. The aim of the program is to reinvest revenues generated from provincial lotteries into communities, empower local citizens and community organizations to work together and to respond to local needs. The maximum amount per application (one facility) is \$125,000 per fiscal year.

Municipalities are not eligible for this funding and therefore must partner with a local organization to access these grants.

Alberta Recycling – Municipal Demonstration Grant Program

The grant program offers up to \$30,000 per applicant to purchase recycled tire products for public projects such as parks, arenas, walking trails, and recreational facilities etc.

Reserves/Restricted Surplus

As a means of solid financial planning, Council has created a number of special reserve funds to address both future operational and especially, capital resource needs. These funds address new acquisition and replacement, but have general restrictions on use. Through the budget process, the Town will designate funds that have been internally restricted to finance those projects for which the funds have been ear-marked.

Utility Funded

Revenue generated through utility rates is intended to fully fund operational costs including amortization. As the utilities become closer to full-cost recovery, amounts generated to fund amortization can be used to fund capital projects. If there is no required capital replacement for a utility in any given year, the amortization amount may be reserved for future capital projects.

The following table summarizes the anticipated funding sources for the capital projects for the upcoming year.

FUNDING SOURCES FOR THE YEAR	
Alberta Community Resilience Program Grant (ACRP)	(1,754,898.00)
Municipal Sustainability Grant (MSI)	(981,813.00)
Community Facility Enhancement Program (CFEP)	(427,120.00)
Federal Gas Tax Fund (FGTF)	(132,000.00)
Enabling Accessibility Fund Canada	(84,500.00)
Total Government Transfers for Capital	(3,380,331.00)
Transfers from reserves	(568,500.00)
Proceeds from long-term debt	(2,800,000.00)
Community contributions and donations	-
Local government contributions	-
Proceeds on sale or trade-in of vehicles and equipment	(40,000.00)
Tax funded	(11,500.00)
TOTAL FUNDING	(6,800,331.00)

Capital Summary Budget

ENGINEERING STRUCTURES PROJECTS	Funding	Expenditure
Municipal Stormwater System Upgrade - Phase 1 (carryforward from 2017/18 budgets)		560,000
<i>Funding: ACRP Grant</i>	(392,000)	
<i>Funding: MSI Grant</i>	(168,000)	
Municipal Stormwater System Upgrade - Phase 2		1,514,331
<i>Funding: ACRP Grant</i>	(1,362,898)	
<i>Funding: MSI Grant</i>	(151,433)	
Pavement Overlay - 100 block of 55th Ave W, 400 & 500 blocks of 49th Ave W (including sewer replacement), 5300 block of 2A Street E		470,000
<i>Funding: MSI Grant</i>	(320,000)	
<i>Funding: Water & sewer capital reserve</i>	(150,000)	
Walking Paths		150,000
<i>Funding: CFEP Grant</i>	(75,000)	
<i>Funding: FGTF Grant</i>	(75,000)	
ENGINEERING STRUCTURES TOTAL		2,694,331
VEHICLE PURCHASES & PROJECTS		
Fleet Repacements - Gravel Truck		100,000
<i>Funding: MSI Grant</i>	(100,000)	
Fleet Replacement - 4X4 Pickup		40,000
<i>Funding: MSI Grant</i>	(40,000)	
Peace Officer Vehicle Upgrades		10,500
<i>Funding: Bylaw Vehicle Capital Reserve</i>	(10,500)	
VEHICLE TOTAL		150,500
BUILDINGS PROJECTS		
Multi-use Community Complex		3,789,000
<i>Funding: Debenture</i>	(2,800,000)	
<i>Funding: Multi-use Community Building Reserve</i>	(170,000)	
<i>Funding: General Capital Reserve</i>	(180,000)	
<i>Funding: Enabling Accessibility Fund Grant</i>	(84,500)	
<i>Funding: CFEP Grant</i>	(352,120)	
<i>Funding: MSI Grant</i>	(202,380)	
Columbarium (Cemetery)		30,000
<i>Funding: General Capital Reserve</i>	(30,000)	
BUILDINGS TOTAL		3,819,000

MACHINERY & EQUIPMENT PURCHASES		
ITRON Water Meter Mobile Data Collection Upgrade		28,000
<i>Funding: Capital Water and Sewer Reserve</i>	<i>(28,000)</i>	
Z335 Zero Turn Mower		4,000
<i>Funding: FGTF Grant</i>	<i>(4,000)</i>	
1445 Lawn Mower		53,000
<i>Funding: FGTF Grant</i>	<i>(53,000)</i>	
Bobcat Replacement		45,000
<i>Funding: Trade-in</i>	<i>(40,000)</i>	
<i>Funding: Tax funded</i>	<i>(5,000)</i>	
Snowblower Attachment for Bobcat		6,500
<i>Funding: Tax funded</i>	<i>(6,500)</i>	
MACHINERY & EQUIPMENT TOTAL		136,500

DRAFT

ENGINEERED STRUCTURES

Carryforward Capital Project from 2016/2017	
Project Name	Phase 1 – Storm Water Drainage Improvements
Anticipated Start	2016
Project Description	Continuation of Phase 1 of Storm Management Plan including Storm Water Management Facility, upgrade of 8 th Street Ditch and upgrades to Golf Course Ditch/Ponds
Remaining Cost	\$560,000
Funding Sources	ACRP and MSI Grants
Rationale for need	Try to prevent flooding reoccurrence to homes in Town.
Impact on future operating costs	More maintenance on new apparatuses will be required.
Implications of deferring this project	If nothing is done to address the problems outlined in the Storm water management Plan, we may see re-occurrences of flooding in Town.

2019 Capital Project	
Project Name	Phase 2 Storm water management plan
Anticipated Start	2019
Project Description	Centennial Park, main outfall upgrade
Project Cost	\$1,514,331
Funding Sources	ACRP and MSI Grants
Rationale for need	As recommended in Town`s Storm Water Management plan.
Impact on future operating costs	No more maintenance is anticipated than what currently is the Town`s practice.
Implications of deferring this project	Repeat of 2014 flood damages.

2019 Capital Project	
Project Name	Sewer Trunk Replacement & Pavement Overlay
Anticipated Start	2019
Project Description	Pavement overlay to damaged roads including 100 block of 55 th Ave West and 400 & 500 blocks of 49 th Ave. West. and 5400 block of 2A Street E, plus sewer trunk replacement on 49 th Ave West.
Project Cost	\$470,000.
Funding Sources	MSI Grant and Water & Sewer Capital Reserve
Rationale for need	Currently 16 blocks are in need of repaving. Repairs will be completed on a priority basis.
Impact on future operating costs	Less manpower required for maintenance over the next few years.
Implications of deferring this project	Increasing damage to road surfaces, resulting in more complaints to the Town and Council and gets more expensive to repair.

2019 Capital Project	
Project Name	Walking Paths
Anticipated Start	2019
Project Description	Expand walking paths throughout town – Westlyn Dr. to the Cemetery on 8 th Street W.
Project Cost	\$150,000.
Funding Sources	CFEP Grant and FGTF Grant
Rationale for need	Additional walking paths throughout and around Town was seen as a priority of the 2017 Parks and Recreation Master Plan.
Impact on future operating costs	Additional maintenance costs for clearing and repairing pathways.
Implications of deferring this project	May hinder future economic and population growth and increased risk of vehicle/pedestrian collision due to individuals walking on the roads due to lack of pathways.

VEHICLES

2019 Capital Purchase	
Project Name	Fleet Replacement
Anticipated Start	2019
Project Description	Replacement of gravel truck
Project Cost	\$100,000. Used price
Funding Sources	MSI Grant
Rationale for need	Reliable vehicles are needed in all departments. A replacement cycle based on a priority list has been implemented. Replace an old 1997 gravel truck that requires more frequent repairs.
Impact on future operating costs	Maintenance and replacement parts costs are constantly increasing.
Implications of deferring this project	May be down to only one gravel truck which slows down operations, especially snow removal from streets during the winter.

2019 Capital Purchase	
Project Name	Fleet Replacement
Anticipated Start	2019
Project Description	Replacement of ½ ton truck to fleet – 4x4
Project Cost	\$40,000
Funding Sources	MSI Grant
Rationale for need	Reliable vehicles are needed in all departments. To maintain the fleet of 15 vehicles (7 Depts.) one or two must be replaced yearly to optimize the repair costs and asset value. A replacement cycle based on a priority list has been implemented.
Impact on future operating costs	Maintenance and replacement parts costs are constantly increasing.
Implications of deferring this project	No implications expected. Repairs costs cannot be recovered at sale when these unit are sent to auction.

2019 Capital Purchase	
Project Name	CPO Vehicle Upgrades
Anticipated Start	2019
Project Description	Purchase and Installation of CPO Vehicle Equipment to allow for traffic control (i.e. radar, camera system, etc)
Project Cost	\$10,500
Funding Sources	Bylaw Vehicle Capital Reserve
Rationale for need	With new CPO1 on staff vehicle upgrades were required to allow the officer to participate in traffic control. This is to cease our CPO1 contract with Fort Macleod and better manage areas of need.
Impact on future operating costs	Increased revenue for traffic tickets
Implications of deferring this project	Increased safety risk to our officer and reduced income due to no traffic ticket revenue.

BUILDINGS

2018 Capital Project	
Project Name	Multi-Use Community Complex
Anticipated Start	2019
Project Description	Renovation.
Project Cost	\$3,789,000
Funding Sources	Debenture, Capital Reserves, CFEP Grants, MSI Grants, and Enabling Accessibility Fund Canada Grant
Rationale for need	Existing office is over 70 years old and has reached its useful life, without major renovations.
Impact on future operating costs	Significant reduction in utilities costs, rent costs, and other operational costs due to being able to bring Administration, FCSS, and Economic Development all under one roof.
Implications of deferring this project	Current Administration building does not meet fire code, asbestos contamination, and internal plumbing replacement needed.

2019 Capital Project	
Project Name	Cemetery Columbarium
Anticipated Start	2019
Project Description	New Columbarium
Project Cost	\$30,000
Funding Sources	General Capital Reserve
Rationale for need	The Town only has 3 niche's left available for sale in their existing columbarium, and this has reduced from 7 late in 2018. The Town needs to ensure there are niches available to meet the current needs of the Town.
Impact on future operating costs	None.
Implications of deferring this project	Residents looking to have the cremains of loved ones placed in the Claresholm Cemetery may not be able to due to lack of space.

MACHINERY & EQUIPMENT

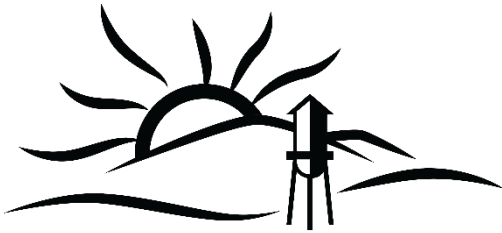
2018 Capital Purchase	
Project Name	ITRON MOBILE DATA COLLECTION UPGRADE
Anticipated Date	2019
Project Description	Replace/Upgrade Wireless Utility Meter Reader
Project Cost	\$28,000
Funding Sources	Capital reserve
Rationale for need	The current FC200 handheld is no longer compatible with newer technology and maintenance service is almost obsolete.
Impact on future operating costs	Future operating costs would include preventive maintenance on the system.
Implications of deferring this project	Deferring this project may result in complete failure of the collection system tools, requiring manual reading of meters.

Capital Purchase	
Project Name	Z335 lawn Mower
Anticipated Date	2019
Project Description	Zero turn mower for the Cemetery
Project Cost	\$4,000
Funding Sources	Federal Gas Tax Fund Grant
Rationale for need	Both cemetery mowers have blown motors. The cost to repair is over half the cost of a new unit. They do not make the old model anymore. Not good to invest in the old model that parts may be discontinued.
Impact on future operating costs	No impact on operations.
Implications of deferring this project	The Cemetery maintenance is near the Top of the list of weekly duties and there is a lot of grass that needs cutting daily. No time for breakdowns. We are currently using the small mower from the museum to mow the entire cemetery.

Capital Purchase	
Project Name	1445 Lawn mower purchase
Anticipated Date	2019
Project Description	1445 Lawn mower purchase (Parks Dept.)
Project Cost	\$53,000
Funding Sources	Federal Gas Tax Fund Grant
Rationale for need	Existing 2010 mower is getting worn out. A replacement cycle based on priority list has been implemented.
Impact on future operating costs	No extra costs are anticipated.
Implications of deferring this project	Less efficiency. Break downs are costly and time maintaining equipment is lost. This is one of two mowers that do the whole Town.

2018 Capital Purchase	
Project Name	Bobcat replacement program
Anticipated Start	Yearly
Project Cost	\$45,000 (Net \$5,000 after trade-in of old unit).
Funding Sources	Trade in of old Bobcat, with Tax Funding for difference.
Rationale for need	The program involves rotating old machine for a new machine yearly. The equipment is only covered by one year warranty and with some service of the machine included, we are keeping our costs for operations at the lowest possible for the Town.
Impact on future operating costs	This purchase procedure eliminates the chance of major repairs as we always have new warranty coverage
Implications of deferring this project	The value of our Bobcat will drop yearly and the cost for maintenance will also increase as this machine is used for 250+ hours per year. No warranty coverage unless we purchase extended warranty at almost \$2500.00 dollars per year.

2019 Capital Purchase	
Project Name	Snow removal equipment
Anticipated Start	2019
Project Description	Purchase of snowblower for the bobcat.
Project Cost	\$6,500
Funding Sources	Tax Funded
Rationale for need	This unit will improve the amount of snow that we can move and stop the high ridges on the sides of the sidewalks that cause drainage issues. With more pathway to clear it will be helpful to move snow faster.
Impact on future operating costs	More efficiently moving snow should save time. Minimal impact on future operating costs.
Implications of deferring this project	No implications in deferring.



Claresholm

REQUEST FOR DECISION

Meeting: May 13, 2019
Agenda Item: 4

Bylaw #1668 – 2019 Mill Rate Bylaw

DESCRIPTION/BACKGROUND:

Property Tax

Property tax is a main source of revenue for financing municipal operations. Property tax rates can be established once council adopts the annual operational and capital budgets and the annual assessment roll is prepared.

The tax rates are set annually. A property tax rate is calculated by dividing the tax levy required by the corresponding property assessment class or subclass. 2019 Property taxes are based on the 2018 Property Assessments as at Dec 31, 2018.

In addition to the municipal tax rates, municipalities must set tax rates to raise the revenue for any requisitions they are required to pay (e.g. Alberta School Foundation Fund requisition, a housing management body requisition). Each tax rate must be identified separately on the tax notice.

Annexed Lands

In 2017 the Town annexed additional land into the Town of Claresholm from the MD of Willow Creek. Part of that annexation agreement was that those lands would be taxed at MD of Willow Creek Mill Rates for the next 25 years or until the land is developed. As such there is a section of the Bylaw which sets the Mill Rates for the Annexed Properties. The MD passed there 2019 Mill Rate Bylaw on May 8th, and those rates are included in our Mill Rate Bylaw for the Annexed properties

DISCUSSION/OPTIONS:

The Town of Claresholm saw an increase in the total assessed value of taxable properties in Claresholm from the 2017 to the 2018 assessment. We saw approximately a 5.4% growth in non-residential assessment (Commercial/Industrial). This is due to growth/new builds along with adjustment in the Assessor's method of calculating assessed value of such properties to be more consistent and fair across the board. Residential assessment saw an approximate 2.3% growth due primarily to growth (new builds/additions) and inflation.

Due to this assessment growth in Residential and Non-Residential properties Council is able to reduce the mill rate across the board and still achieve their budgeted 2.13% increase in property tax revenue for 2019.

	Mill Rate			Revenue		
	2018	2019	% Change	2018	2019	% Change
Residential	6.7997	6.7305	-1.02%	2,256,383	2,287,589	1.38%
Non-Residential & Linear/DIP	11.5303	11.4	-1.13%	849,290	882,129	3.87%
Vacant Residential and Farmland	6.7997	6.7305	-1.02%	32,604	35,444	8.71%
				3,138,276	3,205,163	2.13%

As the bylaws in relation to property tax must be completed annually, the appropriate bylaws must be completed for the Town of Claresholm. The draft Mill Rate Bylaw has been attached and is being presented for the 2019 year. Administration is recommending passing all three readings on May 13, 2019 so that the Tax Notices can be issued in time to avoid having to extend the tax deadline. This will require unanimous motion of council to pass all three readings in the same meeting.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ that Bylaw #1668, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2019 taxation year receive 1st Reading.

Moved by Councillor _____ that Bylaw #1668, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2019 taxation year receive 2nd Reading.

Moved by Councillor _____ to allow for third and final reading of Bylaw #1668

Moved by Councillor _____ that Bylaw #1668, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2019 taxation year receive 3rd and final reading.

ATTACHMENTS:

- 1.) Draft Bylaw #1668

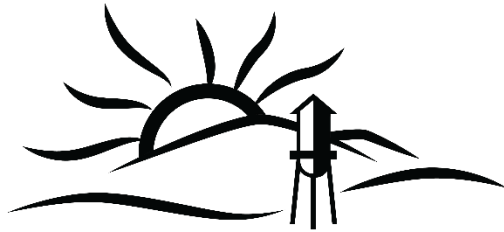
APPLICABLE LEGISLATION:

- 1.) Municipal Government Act

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 9, 2019



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1668**

Claresholm

A bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2019 taxation year.

WHEREAS, the Town of Claresholm has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on May 13, 2019; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Claresholm for 2019 total \$14,020,836; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$10,807,481 and the balance of \$3,213,354 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)

Residential & Farmland	\$854,766
Non-Residential	\$266,837

Porcupine Hills Lodge Foundation (PHL)

Residential & Non-Residential	\$112,402
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Designated Industrial Property Requisition(DIP)

Designated Industrial Properties	\$573
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WHEREAS, the Council of the Town of Claresholm is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Town of Claresholm as shown on the assessment roll is:

Residential	\$339,883,930
Vacant Residential & Farmland	\$5,266,240
Non –Residential	\$77,379,770
Machinery & Equipment	\$1,128,090
Annexed Residential	\$1,422,270
Annexed Farmland	\$87,900
Annexed Non –Residential	\$354,630
Annexed Machinery & Equipment	\$98,260
Total	\$425,621,090

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Town of Claresholm, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Claresholm:

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$2,286,807	\$339,883,930	6.7282
Vacant Residential & Farmland (VR&F)	\$35,432	\$5,266,240	6.7282
Non-Residential	\$882,129	\$77,379,770	11.4000
Machinery & Equipment	\$0	\$1,128,090	0.000
Annexed Residential	\$5,513	\$1,422,270	3.8760
Annexed Farmland	\$647	\$87,900	7.3650
Annexed Non –Residential	\$2,826	\$354,630	7.9690
Annexed Machinery & Equipment	\$0	\$98,260	0.000
	\$3,213,354	\$425,621,090	
ASFF	Tax Levy	Assessment	Mill Rate
Residential & VR & F	\$850,968	\$345,150,170	2.4655
Non-Residential	\$265,524	\$75,518,770	3.5160
Annexed - Residential & VR & F	\$3,798	\$1,510,170	2.5150
Annexed - Non-Residential	\$1,313	\$354,630	3.7020
	\$1,121,603	\$422,533,740	
PHL	Tax Levy	Assessment	Tax Rate
Residential, Non-Residential VR & F	\$111,856	\$420,668,940	0.2659
Annexed - Residential, Non-Residential VR & F	\$546	\$1,864,800	0.2930
	\$112,402	\$422,533,740	
Designated Industrial (DI) Property Requisition	Tax Levy	Assessment	Tax Rate
Designated Industrial	\$573	7,290,140	0.0786

MILL RATES BY CLASSIFICATION

	RES	NON-RES	VACANT RESIDENTIAL & FARMLAND	DESIGNATED INDUSTRIAL	PROVINCIAL COMMERCIAL
EDUCATION - ASFF	2.4655	3.5160	2.4655	3.5160	
PORCUPINE HILLS LODGE REQUISITION	0.2659	0.2659	0.2659	0.2659	
DI PROPERTY REQUISITION				0.0786	
MUNICIPAL	6.7282	11.4000	6.7282	11.4000	11.4000
TOTAL MILL RATE	9.4596	15.1819	9.4596	15.2605	11.4000

MILL RATES BY CLASSIFICATION – ANNEXED LANDS

	RESIDENTIAL	NON-RESIDENTIAL	VACANT RESIDENTIAL & FARMLAND	DESIGNATED INDUSTRIAL
EDUCATION - ASFF	2.5150	3.7020	2.5150	3.7020
PORCUPINE HILLS LODGE REQUISITION	0.2930	0.2930	0.2930	0.2930
DI PROPERTY REQUISITION				0.786
MUNICIPAL	3.7000	7.7930	7.1890	7.7930
SPECIAL LEVY CLARESHOLM RECREATION AREA	0.1760	0.1760	0.1760	0.1760
TOTAL MILL RATE	6.6840	11.9640	10.1730	12.0426

2. That this bylaw shall take effect on the date of third and final reading.

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

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

MOTION to allow for 3rd and final reading passed unanimously by Council this day of 2019 A.D.

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

Doug MacPherson
Mayor

Marian Carlson
Chief Administrative Officer

Karine Keys

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

Good afternoon,

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

Thanks,
Brad
Chair
Youth Justice ASW

Karine Keys

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

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

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

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

We look forward to seeing you soon .

Thank you ,
Claresholm Minor Baseball

Sent from my iPhone

From: President <President@auma.ca>
Sent: May 6, 2019 9:49 AM
Subject: Registration open for Summer 2019 Municipal Leaders' Caucus

Registration is now open for AUMA's Summer 2019 Municipal Leaders' Caucus! This year, we have changed the format of our summer Caucus to help reduce your travel time and allow us to visit more communities. Caucus will therefore consist of a one-day program, held as follows:

June 5	Valleyview	Paradise Inn and Suites
June 6	Fort Saskatchewan	Dow Centennial Centre
June 11	Claresholm	Claresholm Community Centre
June 12	Ponoka	Royal Canadian Legion

Caucus is open to all AUMA urban municipality members. Registration is \$100 for the day and includes a hot breakfast and lunch, as well as coffee breaks and snacks. The schedule for the day will be the same at all locations. For more information, and to register for Caucus, please click [here](#).

We hope to see you there!

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | www.auma.ca



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From: Bev Thornton <bev@albertasouthwest.com>
Sent: May 3, 2019 3:45 PM
To: Brad Schlossberger <brad.schlossberger@claresholm.ca>
Cc: Marian Carlson <Marian@claresholm.ca>
Subject: YOU ARE INVITED: AlbertaSW AGM 2019
Importance: High

Dear AlbertaSW Board representative Brad and CAO Marian,
You and your guests are invited to attend our AGM on June 5, 2019.
Please extend this invitation to your Mayor and council; they may also bring a guest.
We just ask that it be a firm commitment, please, so we do not plan for people who cannot be there.
Information below!



ENERGIZE ...
FUEL THE POWER OF CONNECTIONS

Please join us at the
Alberta SouthWest Regional Alliance
Annual General Meeting
Wednesday June 5, 2019
Bomber Command Museum of Canada
Nanton AB

- ❖ 4:00 Tour of BCMOC for those who can come earlier
- ❖ 5:00 Meet and Greet - no host beverage bar available
- ❖ 6:00pm Dinner
- ❖ 7:00pm Program and Meeting
- ❖ 8:30 Adjourn

Please RSVP to bev@albertasouthwest.com before May 23, 2019

Thank you for the following information:

- Names of guests
- Attend tour? yes/no
- Dietary considerations?

Hope to see you there!

Bev Thornton

Executive Director, Alberta SouthWest Regional Economic Development

Box 1041, Pincher Creek AB T0K 1W0

403-627-3373 (office) 403-627-0244 (cell)

bev@albertasouthwest.com

www.albertasouthwest.com

Past President, Economic Developers Alberta 2018-2019

www.edaalberta.ca



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

Dear Mayor MacPherson,

On behalf of the Southern Alberta Recreation Association (SARA), I would like to thank you for your interest in hosting the Southern Alberta Summer Games (SASG) in 2021. We are currently accepting bids for the 2021 and 2022 Games and wish to inform you that we are in the process of scheduling a site visit to evaluate your community. I have been in contact with Denise Spencer from Claresholm to find a time suitable for your representatives.

The Southern Alberta Summer Games are a celebration of grass roots sports and culture held annually in the first week of July. This year (2019), we commemorate the 50th anniversary of the SASG in Pincher Creek, AB and are proud to remain the longest, consecutively-running, multi-sport event in Western Canada.

The Host Community can anticipate executing 16-24 sporting events with a budget ranging between \$60,000 and \$90,000 – often based on the number of sports and special events the Host Community chooses to participate in. In addition, there is a volunteer commitment, and a requirement for administrative support. The SASG can also be an important catalyst for communities to upgrade or establish facilities and resources.

If you would like to discuss a site visit further, please call me at 403-525-8680 or at terpet@medicinehat.ca.

Sincerely,

Terra Petryshyn
Chair, Southern Alberta Recreation Association
City of Medicine Hat
c/o Family Leisure Centre
2000 Division Avenue N
Medicine Hat, AB T1C 1X9
terpet@medicinehat.ca 403-525-8680



Claresholm & District Museum

RECEIVED

MAY 01 2019

Town of Claresholm
PO Box 1000
Claresholm, AB.
T0L 0T0

Re: Claresholm and District Museum 50th Anniversary celebration.

Attn. Mayor Doug MacPherson

May 1st, 2019

Dear Mr. MacPherson

I am writing today, on behalf of our Board of Directors, to formally invite you and your fellow councillors to the museum's 2019 season official opening and 50th anniversary of the founding of the museum. It is a very special milestone for the Claresholm and District Museum and we are marking the occasion with this celebration and by inviting and honoring the many volunteers who have contributed to the success of the museum over the years.

We would be very pleased if you or a delegate could bring greetings on behalf of the Town of Claresholm prior to the ribbon cutting. The event is being held at the museum on May 17 from noon until 2 pm. where we will have the formal ribbon cutting ceremony followed by the cutting of the cake, refreshments and entertainment.

We would also appreciate if you could please confirm attendance so we can make appropriate arrangements and include you or a delegate in the program.

Sincerely

A handwritten signature in black ink, appearing to read 'Bill Kells', is written over a horizontal line.

Bill Kells
Executive Director

Box 2797,
Claresholm, Alberta
T0L 0T0

August 1, 2018.

Town of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0
Attention: Council Members

Re: Indoor Walking Group Funding – 2018-2019

Gentlemen:

On behalf of the Indoor Walking Group I am writing requesting funding amounting to \$800.00 for the rental of the Claresholm Community Centre for the 2018-2019 season.

We would like the use of the hall Tuesday, Wednesday and Thursday each week from 9 AM to 10 AM starting October 09, 2018 to approximately March 30, 2019, weather permitting.

This will be my 15th year of supporting the Walking Group and find that it is well received, and a program that many look forward to in the winter months. Peter Duerholt was kind enough to take over last winter, due to my health, and now he is leaving Claresholm, due to health concerns.

It is a program of special interest to the seniors, and those who are recovering from surgeries, etc. Many find it difficult to walk outdoors during the winter months, due to ice and snow, and breathing problems. It is also a Social Event that many look forward to.

I would request that the Town of Claresholm consider funding for the Indoor Walking Group for the coming season. Normally, they have paid the Town Hall Board the sum of \$1,000 but I am asking that it should be reduced to \$800, due to the fact we do not walk most of January. The Arts Society use the hall in January and for some reason, unknown to the walkers, we are unable to use the hall. We only walk around the outer perimeter of the floor and do not interfere with any of their equipment.

Yours truly,



Hazel Perrier
403-625-2253

cc: FCSS - Claresholm

Indoor Walking Group

2018/2019 - Claresholm

When: October 9, 2018

Time: 09:00 - 10:00

Tuesday/Wednesday/Thursday

EVERYONE WELCOME - BRING A FRIEND

Contacts: Hazel Perrier - 403-625-2253

Robert MacDonald: 1-587-892-2746

Ron Dick - 403-625-2756

Sponsored by: Town of Claresholm

RECEIVED

APR 24 2019

CLARESHOLM COMMUNITY HALL ASSOCIATION

April 24, 2019

INVOICE # 01

Bill To				
Customer		Town of Claresholm		
Address		Claresholm, Alberta T0L0T0		
Phone		403-625-3381		
Function Date	Description		Daily Rate	Total Charge
2018-2019	Annual fee for Claresholm Walking Group for the use of the Community Centre			\$1000.00
Total				\$1000.00

Thank you for your business!

Claresholm Community Hall Association

P.O. Box 183 Claresholm, Alberta T0L 0T0 | www.claresholmcommunitycentre.com

p. 403-625-3381



INFORMATION BRIEF

Meeting: May 13, 2019

Agenda Item: 11

INDOOR WALKING GROUP

DESCRIPTION:

Starting in 2008, the Town of Claresholm has supported the Indoor Walking Group's use of the Claresholm Community Centre by sponsoring the full fees they are charged to use the facility. In 2008 & 2009, the Town paid \$500, then has paid \$1,000 on their behalf each year since. The Walking Group writes a letter each year requesting that the Town pay on their behalf.

In August 2018, the Town received a letter from the Walking Group asking the Town to pay their fees but they only wanted to pay \$800 instead of \$1,000. They felt that their lack of use of the facility while the Claresholm Arts Society does their show in January warranted a reduction in fees. Hazel Perrier was contacted and it was explained that if they wanted a reduction in fees, the Walking Group needed to contact the Community Centre board as the Town does not make decisions such as this. At this point, nothing was done on the Town's part.

On April 24, 2019, the Claresholm Community Centre invoiced the Town of Claresholm the full \$1,000 and it was stated that the Walking Group did not approach the board for a reduction in fees.

ATTACHMENTS:

- August 1, 2018 letter from Hazel Perrier, Indoor Walking Group
- Indoor Walking Group information
- Invoice from the Claresholm Community Hall Association for \$1,000

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: May 7, 2019

From: Melissa Allen <[REDACTED]>
Sent: May 6, 2019 1:27 PM
To: Marian Carlson <Marian@claresholm.ca>
Subject: Tribute Bench for Garry Moyer

Good afternoon Mayor and Council,

My name is Melissa Wegleitner and I am writing on behalf of a large group of grieving individuals.

This past Saturday, we celebrated the life of one of our very close friends, Garry Moyer.

With your approval, we would all like to keep his memory alive by placing a tribute bench in the park located at 6th Street and 53rd Ave West (his mother Marilyn Moyer lives directly west of this park).

We do have a contact for building the bench itself, we are simply just requesting the space for the bench.

I can be contacted [REDACTED] to discuss further or if there are any questions/concerns.

Thank you so very much for your time and consideration of this request.

Thanks,

Family and Friends of Garry Moyer



INFORMATION BRIEF

Meeting: May 13, 2019

Agenda Item: 12

MEMORIAL BENCH REQUEST

DESCRIPTION / BACKGROUND:

Administration has received a request from a group of family and friends wishing to install a memorial bench adjacent to the family residence located by Westhills park.

As Policy #5.6.24 is also being discussed this request has been brought for Council review. The location they have requested does not have benches surrounding the playground area. A new bench could be utilized. The Infrastructure Department would suggest only a metal/granite bench be approved as wood benches do require additional maintenance.



Criteria for memorial benches:

- Plaques and memorials will only be considered where the following criteria are met:
 - Commemoration of an individual/organization that is/was strongly linked to the Town;
 - Commemoration of an individual/organization that has made a substantial contribution to the leadership, cultural and social aspects of the Town's development or shared community history;
 - Must not have been already commemorated elsewhere in Town (for naming of parks or infrastructure or memorials) unless deemed appropriate by the CAO or designate;
 - The contribution of the individual/organization must have been exceptional and extend beyond what might reasonably be expected through paid employment or voluntary contribution to the community; and
 - The subject of a requested plaque or memorial must have a clear association and strong significance to the location proposed for the plaque or memorial.
- Memorials including reserve seating with attached plaques will be considered where they meet the requirements of this policy, and are consistent with Council's strategic plans and any designs/plans for the proposed site.
- Formal requests for installation of any plaques or memorials must be presented to the CAO or designate in writing (email or letter). The request must include:
 - Demonstration of compliance with this policy.
 - Include all relevant details including proposed colors, materials, and text (limited use of logos or images should be used)
 - The preferred location for the plaque or memorial.
 - Information regarding the significance/organization or individual's contribution.

Currently there are only two benches at Centennial Park memorializing an individual and one rock near the plane at Centennial Park. All other plaques are for groups/organizations for sponsorship contributions to those locations. The cemetery has a location for memorial trees to be planted as well. Administration will require direction from Council as to how to proceed. The group can be contacted and made aware of the policy (upon adoption) and requirements for submission, or they can be made aware of the ability to place a memorial at the cemetery. Alternatively, the bench can be approved at that location (subject to the policy criteria).

Attachments:

- 1). Email request

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 7, 2019



REQUEST FOR DECISION

Meeting: May 13, 2019
Agenda Item: 13

POLICY MANUAL REVIEW & UPDATE

DESCRIPTION / BACKGROUND:

This is a continuation of the full Town Policies review looking at Section 1.2 – Conduct.

1.2.01 – Respectful Workplace Policy (Previously GA 03-17)

There is no change to this policy other than layout and numbering. It is a very recent policy.

1.2.05 – Conflict of Interest (Previously GA 10-03(a))

Policy GA 10-03(a) was previously titled “Code of Conduct and Ethics – Disclosure” but only dealt with Conflict of Interest, the policy title has therefore been amended. The policy was also updated to be clearer and to have a more consistent flow to the policy. There was no real change to the purpose or procedure of the policy, other than adding a specified form for documenting such disclosures.

1.2.10 – Confidentiality Agreement (Previously GA 04-07)

Updated to be more comprehensive and consistent with FOIP legislation. Updated to apply to union and non-union employees.

1.2.40 – Whistleblower Policy (Previously GA 09-12)

No significant changes, just update to titles and format.

1.2.90 – Progressive Discipline Policy (Previously GA 01-18)

Very recent policy. No updates other than format.

RECOMMENDATION:

The Admin Services Committee recommends Council pass a resolution to adopt the amended policies by resolution:

- Policy 1.2.01 – Respectful Workplace Policy (Version 1.0)
- Policy 1.2.05 – Conflict of Interest (Version 1.0)
- Policy 1.2.10 – Confidentiality Agreement (Version 1.0)
- Policy 1.2.40 – Whistleblower Policy (Version 1.0)
- Policy 1.2.90 – Progressive Discipline Policy (Version 1.0)

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the updated Town Policies as follows, effective May 13, 2019:

- Policy 1.2.01 – Respectful Workplace Policy (Version 1.0)
- Policy 1.2.05 – Conflict of Interest (Version 1.0)
- Policy 1.2.10 – Confidentiality Agreement (Version 1.0)
- Policy 1.2.40 – Whistleblower Policy (Version 1.0)
- Policy 1.2.90 – Progressive Discipline Policy (Version 1.0)


ATTACHMENTS:

- 1.) 1.2.01 – Respectful Workplace Policy (Previously GA 03-17) - Current and Proposed
- 2.) 1.2.05 – Conflict of Interest (Previously GA 10-03(a) Code of Conduct and Ethics - Disclosure) – Current and Proposed
- 3.) 1.2.10 – Confidentiality Agreement (Previously GA 04-07) – Current and Proposed
- 4.) 1.2.40 – Whistleblower Policy (Previously GA 09-12) – Current and Proposed
- 5.) 1.2.90 – Progressive Discipline Policy (Previously GA 01-18) – Current and Proposed

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 2, 2019

		Respectful Workplace Policy		Policy #1.2.01	
Department Owner:		Human Resources			
Policy Applies To:		Town of Claresholm Employees & Volunteers			
Date Created:		March 13, 2017	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		April 29, 2019	Policy(ies) Replaced/Rescinded:		GA 03-17

Intent

To build and maintain a respectful and positive workplace environment that is free of harassment, discrimination and violence. The Town of Claresholm is committed to creating a safe, healthy and productive workplace where all employees, citizens, customers, volunteers and contractors are treated with respect.

Policy

The Town of Claresholm values the dignity of all employees and is committed to providing a respectful, harassment free workplace in which all individuals are treated with respect. All employees are expected to contribute to a positive work environment.

The Town of Claresholm promotes a culture of a positive work environment, one where there is respect for others. A respectful workplace supports the physical, psychological and social well-being of all employees.

In a respectful workplace:

- Employees are valued
- Communication is polite and courteous
- People are treated fairly
- Conflict is addressed in a positive and respectful manner
- Disrespectful behavior, harassment, discrimination and/or violence are addressed

Definitions

Disrespectful behavior: is behavior that is inappropriate in the workplace such as conduct, comments, actions or gestures which are humiliating, offensive, hurtful or belittling.

Disruptive workplace conflict: is a dispute or communication breakdown between two or more individuals that impacts their ability to work productively and cooperatively in the workplace.

Discrimination: Includes all forms of harassment such as differential treatment of an individual or a group of individuals based on a prohibited ground; or systematic discrimination whereby a seemingly neutral policy or practice that in fact is discriminatory according to the Human Rights, Citizenship and Multiculturalism Act.

Harassment: is a form of discrimination which is prohibited under the Human Rights,

Citizenship and Multiculturalism Act. Harassment is any improper conduct by an individual that is directed at and offensive to another person or persons in the workplace that results in unwelcome verbal or physical conduct because of race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status, source of income, or sexual orientation. Alberta Human Rights laws prohibit harassment in the workplace on these grounds.

Sexual Harassment: is a form of discrimination on the grounds of gender, and is a violation of the Human Rights, Citizenship and Multiculturalism Act. Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a term of, or condition of, an individual's employment or
- 2) submission to, or rejection of, such conduct by an individual affects that individual's employment.

Workplace Violence: is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury.

Roles & Responsibilities

All employees are responsible for creating and maintaining a respectful workplace by modeling the appropriate behaviours that maintain a positive work environment and preventing disrespect, harassment or violence in the workplace.

All management employees are responsible for being effective role models of this policy and for dealing with any complaints in a prompt, impartial and confidential manner.

The Chief Administrative Officer (CAO), or designate, is responsible for the support, promotion, education and coordination of this policy. The CAO will coordinate investigations in a confidential manner that supports all parties involved and will ensure that no person suffers reprisal as a result of making a complaint, or for providing information.

Discrimination, Harassment and Violence

See definitions.

What harassment is not:

- Disciplining staff in accordance with the Town of Claresholm personnel policies;
- Legitimate and constructive feedback regarding work performance;
- Practices permitted by law or contract such as mandatory retirement based on age; and
- Expressing opinions that are different from others, unless those opinions fall within the prohibited grounds.

Conflict Management and Complaint Procedures

Informal approach – Many instances of inappropriate behavior can often be resolved directly between the parties involved. The goal is to have the behavior stop while maintaining a good working relationship. The Town encourages all employees to attempt to resolve conflicts in a timely and appropriate manner whenever possible. We encourage the informal approach for conflicts that are less serious and where the employee does not feel their safety is threatened.

Formal approach – There are times when employees need assistance working through a conflict. Requesting assistance from a third party such as the employee’s supervisor or manager can help employees explore their options to resolve the situation. The options could range from providing advice to facilitating a meeting with the parties. The objective is to reach a solution while keeping the process private. People using this process determine their own mutually agreeable solutions.

An employee who experiences or observes behavior that contravenes this policy can make a formal complaint at any time.

The employee shall first seek to settle the complaint with the employee’s supervisor. The complaint shall be submitted in writing to the supervisor. Failing satisfactory settlement of the complaint by the supervisor, the complaint shall then be submitted in writing to the Chief Administrative Officer (CAO). Failing satisfactory settlement of the complaint by the CAO, the complaint shall be submitted in writing to the Town’s Grievance Committee.

Confidentiality regarding a complaint, including the identities of the parties involved, shall not be given either directly or indirectly to any party external to the process outlined, unless given the written consent of the parties involved. Full disclosure will be provided to the parties directly involved so that a full investigation and resolution can be achieved. All formal investigations will be completed in a timely manner.

Any observed threats of bodily harm, sexual assault, or other forms of assault *must* be reported to a supervisor, manager or the CAO as soon as possible and/or the RCMP when of a more serious nature.

False or Frivolous Complaints

Complaints that are found to be false, frivolous or made in bad faith will not be tolerated and will be subject to appropriate disciplinary action.

Retaliation

Retaliation by any person against anyone involved in complaints processes will not be tolerated and will be subject to discipline.



Policy #GA 03-17

Respectful Workplace Policy

Effective Date: March 13, 2017

1.2.01

Purpose

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Policy #GA 03-17

Respectful Workplace Policy

Effective Date: March 13, 2017

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Complaints that are found to be false, frivolous or made in bad faith will not be tolerated and will be subject to appropriate disciplinary action.

Retaliation

Retaliation by any person against anyone involved in complaints processes will not be tolerated and will be subject to discipline.

**Date approved by Council:
Resolution # 17-021**

		Conflict of Interest		Policy #1.2.05	
Department Owner:		Human Resources			
Policy Applies To:		Town of Claresholm Employees & Volunteers			
Date Created:			Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:			Policy(ies) Replaced/Rescinded:		GA 10-03(a)

Intent

To establish a directive to employees concerning the need to disclose information to the CAO when a situation they are involved in is a conflict or an apparent conflict of interest.

The Town of Claresholm endeavors to ensure that there not be, nor seem to be, any conflict between private interests or employees and their responsibility to the public.

Policy

An employee (or volunteer) shall avoid all Conflicts of Interest. If an employee becomes aware of, or becomes involved in, a Conflict of Interest, they shall immediately disclose such to the CAO. An employee must also disclose what could be “perceived” by an outsider as a Conflict of Interest.

An employee (or volunteer) who is unsure whether something constitutes a Conflict of Interest shall immediately discuss the specific concern with the CAO in order to determine the Town’s position on the issue.

Guidelines

A conflict of interest exists when:

- employees have a private or personal interest sufficient to influence or to appear to influence the objective exercise of their official duties;
- the private interest of employees are “at variance” or “in conflict” with their official duties and responsibilities;
- employees gain or appear to gain an advantage (for self or others) by virtue of their position.

An apparent conflict of interest exists when:

- a situation seems to exist based on its appearance or where there is a reasonable apprehension or likelihood that a conflict exists.

Procedure

- Any employee who suspects or believes that they are involved in, or may become

involved in, a Conflict of Interest must immediately disclose such Conflict of Interest fully and accurately to the CAO.

- The CAO will investigate the disclosure and seek legal counsel if appropriate, regarding what steps should be taken as a result of the conflict of interest.
- Employees must disclose any situation where:
 - i. An employee's impartiality could be questioned, or
 - ii. A situation arises which is a conflict or an apparent conflict of interest.
- Employees must disclose in writing the following:
 - i. Outside employment where an actual or potential conflict exists;
 - ii. Voluntary activity where an actual or potential conflict exists;
 - iii. Business, financial, or other private interest that may benefit from employee's position;
 - iv. Intent to participate in teaching activity;
 - v. Intent to participate in political activity;
 - vi. Intent to make a public statement;
 - vii. Acceptance of gifts as an employee;
 - viii. Dealings with others (i.e. relatives) with whom the relationship may bring the employee's impartiality into question;
 - ix. Any charges against the employee for an offence under the Criminal Code of Canada arising from the employee's conduct while on or off duty;
 - x. Any other activity not listed that creates a conflict or an apparent conflict of interest.

Penalties and Consequences:

An employee who becomes aware of a Conflict of Interest or a potential Conflict of Interest and fails to immediately report that conflict is subject to discipline, up to and including dismissal.

Conflict of Interest – Confidential Disclosure Form

Description of Conflict:

Action taken to remove or mitigate Conflict (i.e. sold investment;
removing self from involvement in file/scenario)

Printed Name_____ Title_____

Signature _____ Date_____

CAO Acknowledgment (Signature) _____

Date_____

1.2.05

TOWN OF CLARESHOLM
POLICY

POLICY # GA 10-03(a)

REPLACING POLICY # _____

EFFECTIVE DATE October 27, 2003

SUBJECT: CODE OF CONDUCT AND ETHICS - DISCLOSURE

DEPARTMENT: Legislative

DATE PASSED October 27, 2003

AUTHORITY: * Public Service Act, Section 23, Code of Conduct and Ethics
* Code of Conduct and Ethics Regulation
* Freedom of Information and Protection of Privacy Act, Section 40

PURPOSE: To establish a directive to employees concerning the need to disclose information to the CAO when a situation they are involved in is a conflict or an apparent conflict of interest.

POLICY: All employees are required to disclose to ^{the} CAO or designate any situation they are involved in that is a conflict or an apparent conflict of interest.

INTENT: The Town of Claresholm endeavours to ensure that there not be, nor seem to be, any conflict between private interests of employees and their responsibility to the public.

DEFINITIONS: A conflict of interest exists when:

- * employees have a private or personal interest sufficient to influence or to appear to influence the objective exercise of their official duties;
- * the private interests of employees are "at variance" or "in conflict" with their official duties and responsibilities;
- * employees gain or appear to gain an advantage (for self or others) by virtue of their position.

An apparent conflict of interest exists when:

- * when a situation seems to exist based on its appearances or where there is a reasonable apprehension or likelihood that a conflict exists.

GUIDELINES:

CAO or Designate:

1. accountable for administering this policy and will issue instructions as necessary concerning implementation of the policy;
2. accountable for promotion of the policy and any supplements to ensure that employees are aware of and understand the regulations and their obligations;
3. accountable for reviewing and ruling on situations where there is an apparent conflict of interest.

All Employees:

1. accountable and expected in all regards to conduct their duties with impartiality;
2. accountable for reviewing the policy and to seek any means of clarification when necessary.;
3. accountable for disclosure of any situation involving them which is a conflict or an apparent conflict of interest.


Procedure for Disclosure:

1. Employees must disclose any situation where:
 - * an employee's impartiality could be questioned, o
 - * a situation arises which is a conflict or an apparent conflict of interest.
2. Employees must disclose to the CAO or Designate in writing the following:
 - a) outside employment where an actual or potential conflict exists;
 - b) voluntary activity where an actual or potential conflict exists;
 - c) business, financial or other private interests that may benefit from employee's position;
 - d) intent to participate in teaching activity;
 - e) intent to participate in political activity;

- f) intent to make a public statement;
- g) acceptance of gifts as an employee;
- h) dealings with others (i.e. relatives) with whom the relationship may bring the employee's impartiality into question;
- i) any charges (on or after October 27, 2003) against the employee for an offence under the Criminal Code of Canada arising from the employee's conduct while on or off duty;
- j) any other activity not listed that creates a conflict or an apparent conflict of interest.

Penalties and Consequences:

Employees who do not comply with any provisions of the policy may be subject to disciplinary action, up to and including dismissal.

		Confidentiality Agreement		Policy #1.2.10	
Department Owner:		Human Resources			
Policy Applies To:		Town of Claresholm Employees & Volunteers			
Date Created:		April 26, 2019	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		April 29, 2019	Policy(ies) Replaced/Rescinded:		GA 04-07

Intent

Town of Claresholm requires all employees to handle any and all private personal information and sensitive business information regarding confidential materials, financial matters, pending business transactions, and any other privileged or confidential information gained through the course of their regular job duties in a confidential and appropriate manner as per the Freedom of Information and Protection of Privacy Act.

Employees agree that if confidential information is not effectively protected, the operations and reputation of Town of Claresholm may be threatened, and may suffer irreparably.

Policy

Employees of the Town of Claresholm are required to keep all personal and confidential information and relevant knowledge regarding the public, clients, and Town confidential both during and after their term of employment. These practices have been adopted as they have been deemed essential to the protection of the Public and the Town of Claresholm.

The following Acknowledgement of Agreement/Statement of Confidentiality (Appendix A) must be signed and maintained on file for every employee of the Town, union or non-union, as well as volunteers that may have access to personal or confidential information.

Confidentiality Agreement

In working for the Town of Claresholm, employees shall not divulge, disclose, provide or disseminate Confidential Information to any third party not employed by Town of Claresholm at any time, unless the Town of Claresholm gives written authorization. Furthermore, Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of employment duties for the Town of Claresholm. Reasonable efforts will be made to limit access to confidential information to only those who need to know the information and those persons will be advised that the information is to be kept confidential until it has been publicly disclosed by a Town of Claresholm spokesperson.

**Acknowledgment and Agreement / Statement of Confidentiality
(Appendix A)**

I, _____, acknowledge that I have read and understand the Confidentiality Agreement of Town of Claresholm. I agree to adhere to this agreement in its entirety and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth in the Agreement, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

1.2.10



Confidentiality Agreements Policy #GA 04-07

POLICY: All non-union employees must read, understand and sign a confidentiality agreement each year on January 1st. A copy of the confidentiality agreement is attached and signed copies will be kept in employee's personal files.

GUIDELINES: As all information obtained as a Town of Claresholm employee is confidential, staff should understand the nature of the information and sign an agreement stating that they understand the confidentiality policy and will not disclose this information outside of work.

EFFECTIVE DATE: April 27, 2007

Town of Claresholm

As a condition of employment with the Town of Claresholm, I

_____ agree to maintain confidentiality of all
(print name)

information of a personal, financial, or technical nature disclosed to, or
ascertained by me in the course of my employment including any
information, policy, or knowledge generated therefrom.


I fully understand the importance of confidentiality associated with my
employment.

Signature

Date

Witness

Date

		Whistleblower Policy		Policy #1.2.40	
Department Owner:		Human Resources			
Policy Applies To:		Town of Claresholm Employees & Volunteers			
Date Created:		Sept 2012	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		April 29, 2019	Policy(ies) Replaced/Rescinded:		GA 9-12

Purpose:

The Town of Claresholm is committed to ethical behaviour in the workplace, and will foster and maintain an environment where employees can work safely and appropriately, without fear of retaliation. This policy is to ensure that all employees understand that they may report any wrongdoing that may adversely impact the Town, the Town's residents, ratepayers, employees, stakeholders or the public at large, without fear of retaliation or a negative impact on their employment status with the Town of Claresholm. Any employee has a right to representation anywhere in this process whether through the union or representation of their choice if they are a non-union employee.

Definitions:

Appropriate Authority – Any delegated employee who has the authority to make final decisions regarding employees, wrongdoing, harassment claims, and resulting actions. At the Town of Claresholm, the Appropriate Authority is the Chief Administrative Officer or delegate.

Complainant – Any person who submits a complaint or report of wrongdoing.

Respondent – Someone who's alleged conduct is the subject of a complaint.

Wrongdoing – Any illegal action or violation of company policy.

Retaliatory Acts – Retribution or reprisal against any Complainant as a result of their reporting an incident of wrongdoing, or against any employee that participates in an investigation relating to the allegation of wrongdoing.

Adverse Employment Action – Any demotion, suspension, termination, unfavourable transfer, denial of promotion, denial of benefits, threat, harassment or denial of compensation as a result of the reporting of wrongdoing, or any manner of discrimination against any employee in the terms and conditions of employment because of any other lawful act done by the employee pursuant to this policy, or any applicable Canadian legislation.

Guidelines:

Individuals who believe they have witnessed an act or acts of wrongdoing should report the incident(s) immediately to the Appropriate Authority. Reports may be made anonymously. Any delays in reporting acts of wrongdoing can make the case against the Respondent more difficult to establish, and may even result in retaliatory acts by the Respondent.

It is a violation of this Policy to knowingly make a false complaint of wrongdoing or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and/or corrective action, up to and including termination of employment.

1. Report Obligations – Employees

Employees who believe they have witnessed wrongdoing in their working environment are advised to report the incident(s) or retaliation to the Appropriate Authority, or to their supervisor/manager. Delays in reporting may be unavoidable in some circumstances (to be determined on a case-by-case basis).

2. Report Obligations – Supervisors and Managers

Supervisors and managers are directed to take all appropriate steps to prevent and stop wrongdoing in their areas of responsibility. Any supervisor or manager who is subjected to, witnesses, or is given written or oral complaints of wrongdoing or retaliation shall immediately report it to the Appropriate Authority. Delays in reporting may be unavoidable in some circumstances (to be determined on a case-by-case basis).

Supervisory personnel who are contacted by an individual seeking to file a complaint about wrongdoing in their unit shall assist the complainant in contacting the Appropriate Authority.

3. Investigation

The Town of Claresholm seeks to resolve claims of wrongdoing in the workplace as expediently as possible. Investigations shall be commenced within five (5) days of the complaint being filed and appropriate actions taken no longer than five (5) business days following the conclusion of the investigation.

The Appropriate Authority is responsible for determining and administering the methods and means for addressing complaints. The Appropriate Authority is also responsible for:

- Determining the veracity of allegations of wrongdoing or retaliation,
- Determining whether or not a reported act is indeed wrongdoing,
- Administering punitive or corrective actions if allegations are true,
- Administering punitive actions if allegations were knowingly falsely made.

Wherever and whenever investigations are conducted, this Policy asserts that Complainants and Respondents have certain rights. These rights include, but are not limited to:

- Receiving written notice of the allegations (where permitted by law),
- Presenting relevant information to the Appropriate Authority,
- Receiving a copy of the report at the conclusion of the investigation (where permitted by law).

At the conclusion of an investigation, the investigator must create a written report including a statement regarding any and all findings that have been proven, and a statement of decision on whether or not the Policy has been violated. The report shall be presented for review to any/all appropriate authorities and/or legal counsel, as appropriate.

4. Report Handling Procedures

The Appropriate Authority shall advise the Complainant and the Respondent of the resolution of any investigation conducted under this Policy. A copy of the investigative findings shall be provided in writing to the Complainant and Respondent. In all cases the Town of Claresholm's Human Resources Department shall retain the findings report for a minimum of seven (7) years or for as long as any administrative or legal action arising out of the complaint is pending.

5. Confidentiality

All records of workplace wrongdoing reports and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

The Town of Claresholm will do everything it can to protect the privacy of the individuals involved and to ensure that the Complainant and the Respondent are treated fairly and respectfully. The Town will protect this privacy so long as doing so remains consistent with the enforcement of this Policy and adherence to the law.

6. Assurance Against Retaliation

This Policy encourages employees to freely express – in a responsible and orderly fashion – their thoughts, opinions, and feelings regarding workplace wrongdoing complaints. Retaliation by the Respondent, or anyone acting on behalf of the Respondent, against the Complainant is strictly prohibited and will result in appropriate disciplinary action. Retaliation by the Respondent, or anyone acting on behalf of the Respondent, against any witness providing information about a workplace wrongdoing report, is also strictly prohibited. Acts of retaliation include (but are not limited to) interference, coercion, threats and restraint.

This Policy will not be used to bring fraudulent or malicious complaints against employees. Any complaint made in bad faith, if demonstrated as being such through convincing evidence, will result in disciplinary action being taken against the individual lodging the fraudulent or malicious complaint.

7. Procedures for Handling Complaints of Workplace Wrongdoing

Once the Complainant lodges a complaint with their supervisor or the Appropriate Authority, a discussion will take place that shall be kept confidential, to the extent allowed by the law. If desired by the Complainant, no written record will be kept of this initial discussion. During this discussion, the recipient of the complaint will explain all options available to the Complainant. If the Complainant wishes to proceed further with his or her complaint, the Complainant must then provide a written statement regarding the alleged workplace wrongdoing.

a) Informal Procedures

The Appropriate Authority may notify the Respondent of the complaint, keeping all such communication confidential. The Appropriate Authority may then implement whatever steps necessary to create an informal resolution that is acceptable to both the Complainant and Respondent.

If an informal resolution of the complaint is achieved, no record of the complaint will be entered in the Respondent's personnel records. However, the Appropriate Authority will record the occurrence of the complaint and the informal resolution achieved. Again, this record will remain confidential.

b) Formal Procedures

In the case of formal complaints, the Respondent will have ten (10) working days to respond, in writing, to the allegation. The Respondent's statement must answer – with specific responses – to each complaint, either admitting, denying, or explaining the allegations against them. The Respondent must sign his or her statement, which will then be attached to the original complaint.

If a formal hearing is warranted, the Appropriate Authority will conduct a hearing within ten (10) working days after receiving the request.

8. Disciplinary Actions

Upon concluding that an instance of workplace wrongdoing has indeed occurred, the Respondent will be subject to disciplinary action, which may result in suspension of duties, or outright termination of employment and possible legal action depending on the severity of the action. Disciplinary actions imposed by the Appropriate Authority will be determined on the basis of the facts of each case and the extent of harm to the Town of Claresholm's interests and business goals.

9. Timelines

Complainants are always encouraged to file a complaint immediately after an alleged incident of workplace wrongdoing. Nevertheless, the Town of Claresholm is aware that such a timely response may not always be possible, due to feelings of fear on the Complainant's part. Individuals who believe that they have witnessed workplace wrongdoing should lodge a complaint within three (3) months following an alleged incident. Under extreme circumstances, this timeline may be extended at the request of the Complainant; however it is the responsibility of the Complainant to show good reasons for this extension.

10. Records

Records of all formal and informal resolutions, hearings, and reviews will be kept by the appropriate department, except where otherwise stated in this Policy. The records will only be available to managerial members of the appropriate department, and only in the following circumstances:

- When determining an appropriate disciplinary action for subsequent workplace wrongdoing complaints,
- When a Respondent is a candidate for a promotion to a supervisory position,
- When a complaint against retaliatory action is made,
- When a decision or resolution is reviewed.

Any records concerning employees will be maintained in accordance with all applicable laws and regulations. Both the Complainant and the Respondent are eligible to obtain copies of hearings or of their own statements made throughout the course of the process.

11. Responsibilities of Audit Committee With Respect to Specified Complaints

The Audit Committee will take all complaints and concerns regarding accounting and auditing matters seriously, and investigate appropriately. Documentation regarding the investigation shall be created and retained.



Policy #GA 09-12

Whistleblower Policy

PURPOSE: The Town of Claresholm is committed to ethical behaviour in the workplace, and will foster and maintain an environment where employees can work safely and appropriately, without fear of retaliation. This policy is to ensure that all employees understand that they may report any wrongdoing that may adversely impact the Town, the Town's residents, ratepayers, employees, stakeholders or the public at large, without fear of retaliation or a negative impact on their employment status with the Town of Claresholm. Any employee has a right to representation anywhere in this process whether through the union or representation of their choice if they are a non-union employee.

DEFINITIONS:

1. Appropriate Authority – Any delegated employee who has the authority to make final decisions regarding employees, wrongdoing, harassment claims, and resulting actions. At the Town of Claresholm, the Appropriate Authority is the Chief Administrative Officer, Superintendent, or any other appropriate department manager.
2. Complainant – Any person who submits a complaint or report of wrongdoing.
3. Respondent – Someone who's alleged conduct is the subject of a complaint.
4. Wrongdoing – Any illegal action or violation of company policy.
5. Retaliatory Acts – Retribution or reprisal against any Complainant as a result of their reporting an incident of wrongdoing, or against any employee that participates in an investigation relating to the allegation of wrongdoing.
6. Adverse Employment Action – Any demotion, suspension, termination, unfavourable transfer, denial of promotion, denial of benefits, threat, harassment or denial of compensation as a result of the reporting of wrongdoing, or any manner of discrimination against any employee in the terms and conditions of employment because of any other lawful act done by the employee pursuant to this policy, or any applicable Canadian legislation.

POLICY:

Individuals who believe they have witnessed an act or acts of wrongdoing should report the incident(s) immediately to the Appropriate Authority. Reports may be made anonymously. Any delays in reporting acts of wrongdoing can make the case against the Respondent more difficult to establish, and may even result in retaliatory acts by the Respondent.

It is a violation of this Policy to knowingly make a false complaint of wrongdoing or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and/or corrective action, up to and including termination of employment.

1. Report Obligations – Employees

Employees who believe they have witnessed wrongdoing in their working environment are advised to report the incident(s) or retaliation to the Appropriate Authority, or to their supervisor/manager. Delays in reporting may be unavoidable in some circumstances (to be determined on a case-by-case basis).

2. Report Obligations – Supervisors and Managers

Supervisors and managers are directed to take all appropriate steps to prevent and stop wrongdoing in their areas of responsibility. Any supervisor or manager who is subjected to, witnesses, or is given written or oral complaints of wrongdoing or retaliation shall immediately report it to the Appropriate Authority. Delays in reporting may be unavoidable in some circumstances (to be determined on a case-by-case basis).

Supervisory personnel who are contacted by an individual seeking to file a complaint about wrongdoing in their unit shall assist the complainant in contacting the Appropriate Authority.

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The Appropriate Authority is responsible for determining and administering the methods and means for addressing complaints. The Appropriate Authority is also responsible for:

- Determining the veracity of allegations of wrongdoing or retaliation,
- Determining whether or not a reported act is indeed wrongdoing,
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Wherever and whenever investigations are conducted, this Policy asserts that Complainants and Respondents certain rights. These rights include, but are not limited to:

- Receiving written notice of the allegations (where permitted by law),
- Presenting relevant information to the Appropriate Authority,
- Receiving a copy of the report at the conclusion of the investigation (where permitted by law).

At the conclusion of an investigation, the investigator must create a written report including a statement regarding any and all findings that have been proven, and a statement of decision on whether or not the Policy has been violated. The report shall be presented for review to any/all appropriate authorities and/or legal counsel, as appropriate.

4. Report Handling Procedures

The Appropriate Authority shall advise the Complainant and the Respondent of the resolution of any investigation conducted under this Policy. A copy of the investigative findings shall be provided in writing to the Complainant and

Respondent. In all cases the Town of Claresholm's Human Resources Department shall retain the findings report for a minimum of seven (7) years or for as long as any administrative or legal action arising out of the complaint is pending.

5. Confidentiality

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The Town of Claresholm will do everything it can to protect the privacy of the individuals involved and to ensure that the Complainant and the Respondent are treated fairly and respectfully. The Town will protect this privacy so long as doing so remains consistent with the enforcement of this Policy and adherence to the law.

6. Assurance Against Retaliation

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a. Informal Procedures

The Appropriate Authority may notify the Respondent of the complaint, keeping all such communication confidential. The Appropriate Authority may then implement whatever steps necessary to create an informal resolution that is acceptable to both the Complainant and Respondent.

If an informal resolution of the complaint is achieved, no record of the complaint will be entered in the Respondent's personnel records. However, the Appropriate Authority will record the occurrence of the complaint and the informal resolution achieved. Again, this record will remain confidential.

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In the case of formal complaints, the Respondent will have ten (10) working days to respond, in writing, to the allegation. The Respondent's statement

must answer – with specific responses – to each complaint, either admitting, denying, or explaining the allegations against them. The Respondent must sign his or her statement, which will then be attached to the original complaint.

If a formal hearing is warranted, the Appropriate Authority will conduct a hearing within ten (10) working days after receiving the request.

8. Disciplinary Actions

Upon concluding that an instance of workplace wrongdoing has indeed occurred, the Respondent will be subject to disciplinary action, which may result in suspension of duties, or outright termination of employment and possible legal action depending on the severity of the action. Disciplinary actions imposed by the Appropriate Authority will be determined on the basis of the facts of each case and the extent of harm to the Town of Claresholm's interests and business goals.

9. Timelines

Complainants are always encouraged to file a complaint immediately after an alleged incident of workplace wrongdoing. Nevertheless, the Town of Claresholm is aware that such a timely response may not always be possible, due to feelings of fear on the Complainant's part. Individuals who believe that they have witnessed workplace wrongdoing should lodge a complaint within three (3) months following an alleged incident. Under extreme circumstances, this timeline may be extended at the request of the Complainant; however it is the responsibility of the Complainant to show good reasons for this extension.

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11. Responsibilities of Audit Committee With Respect to Specified Complaints

The Audit Committee will take all complaints and concerns regarding accounting and auditing matters seriously, and investigate appropriately. Documentation regarding the investigation shall be created and retained.

EFFECTIVE DATE: SEPTEMBER 10, 2012

	Progressive Discipline		Policy #1.2.90
Department Owner:	Human Resources		
Policy Applies To:	Town of Claresholm Employees		
Date Created:	January 2018	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	April 29, 2019	Policy(ies) Replaced/Rescinded:	GA 01-18

Purpose:

The Town of Claresholm has adopted a policy of Progressive Discipline to ensure that employees have the opportunity to correct any performance or behavioral problems that may arise during the course of employment. The Town of Claresholm has established a set of reasonable rules and guidelines for employees to follow. These have not been put in place to restrict the freedoms of our employees, but rather they are in consideration of their safety, and the overall protection of the Town of Claresholm employees, property, and our business practices.

This Policy applies to all employees of the Town of Claresholm.

Guidelines:

Progressive Discipline Process

The Town of Claresholm will apply a progressive discipline approach to address employees' performance and workplace issues. Poor performance or misconduct in the workplace, can impact employee attendance, conduct, health & safety and performance. Progressive discipline is a disciplinary process in which the disciplinary actions become more formal and severe as it progresses.

Examples of infractions deserving of progressive discipline include unsatisfactory work performance, health and safety violations, misrepresentation, insubordination, lateness, attendance, contravention of Town policy and theft.

Employees will be given four opportunities to correct the unwanted behavior prior to termination, unless the behaviour or concern is one of a serious nature, in which case, the progressive discipline process may be accelerated.

Typically, progressive discipline will progress through the following levels:

1. Coaching - informal
2. Verbal Warning - formal
3. Written Warning - formal
4. Final Written Warning with Possible Suspension - formal
5. Termination

With each incident of misconduct or performance problem, the employee will be provided with a written document to:

1. alert them to the problem and reiterate the correct Town policy;
2. advise them of the consequences associated with further infractions, and
3. provide a suggestion towards a method of improvement.

The appropriate level of discipline shall be proportionate to the misconduct or performance problem and the seriousness of the violation. Depending on the nature and severity of the offense, the Town of Claresholm reserves the right to advance discipline to a higher level and to proceed to termination where appropriate.

An employee who is disciplined and the discipline is a formal process and a matter of record, either party has the right to legal representation, union representation or a Town of Claresholm representative (whichever is appropriate).

Investigation and Documentation

All misconduct or alleged misconduct will be investigated and documented by a manager, and/or the Chief Administrative Officer (CAO). All formal measures that have been taken within the progressive discipline process will be documented and kept in the employee's personnel file.

Suspension and Review Period

Depending on the nature of the offence, an employee may be suspended and/or put on review. Suspension: Employees put on suspension will be excluded without pay from the workplace for a period of one to three (1-3) days depending on the violation.

Review: Employees may be put on a review period following the final written warning. The review period will last six (6) months. During the review period the employee will be excluded from wage increases and advancement and is discouraged from taking vacation.

Termination of Employment

The final level in the progressive discipline process is termination of employment. Termination of employment with the Town of Claresholm may occur following an employee committing multiple violations of company policy, after the four level disciplinary process have been followed or immediately following a severe violation.

The termination decision may be recommended by the immediate supervisor, in consultation with the Manager, and as approved by the CAO.

Appeals

In the event that an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with the CAO. Written appeals must contain the following information:

1. Details of the discipline;
2. Events surrounding the discipline;
3. Why the employee feels the discipline is not warranted or appropriate.

The CAO shall review and respond to all written appeals within ten (10) business days.

Suspension with Pay – Pending Investigation

In the event that a Town of Claresholm employee is placed on suspension pending the results of an investigation, the employee will be notified of the decision, a stated timeline for the investigation and the actions that predicated the decision.

This form of suspension is not intended to be disciplinary but is intended to allow the Town of Claresholm sufficient time to examine the issues thoroughly and determine appropriate action.

Should the investigation not be completed during the stated timeline, the Town of Claresholm reserves the right to extend the suspension, as necessary.

During the course of the investigation, the suspended employee will be provided with the details of the allegations made against him/her and given an opportunity to respond to them. The suspended employee must ensure that he/she is available for interviews during this period. If the suspended employee fails to make him/herself available, the Town of Claresholm will proceed with the investigation and make a determination based on the information available.

The suspended employee will have the right to legal representation, union representation, or a Town of Claresholm representative present at any such interview, and will be given 24 hour's notice prior to any interviews taking place.

Should the suspended employee need to leave town or be otherwise unavailable for interviews, he/she must submit a request and be granted approved leave.

Any Town of Claresholm employee who is placed on suspension with pay will be required to temporarily turn over his/her keys, access passes and Town of Claresholm identification and credit cards. Any and all Town of Claresholm property, business information, and confidential information are to remain at the worksite. In the event that any Town of Claresholm employee placed on suspension with pay maintains any files or equipment at his/her residence which are the property of Town of Claresholm, he/she will be required to turn these items over to a Town of Claresholm representative, until such time as the investigation is completed.

Town of Claresholm employees placed on suspension with pay should not have contact with anyone from the organization other than their designated point of contact.

1.2.90



Policy #GA 01-18

Progressive Discipline Policy

Effective Date: January 22, 2018

Purpose

The Town of Claresholm has adopted a policy of Progressive Discipline to ensure that employees have the opportunity to correct any performance or behavioral problems that may arise during the course of employment. The Town of Claresholm has established a set of reasonable rules and guidelines for employees to follow. These have not been put in place to restrict the freedoms of our employees, but rather they are in consideration of their safety, and the overall protection of the Town of Claresholm employees, property, and our business practices.

This Policy applies to all employees of the Town of Claresholm.

Guidelines

Progressive Discipline Process

The Town of Claresholm will apply a progressive discipline approach to address employees' performance and workplace issues. Poor performance or misconduct in the workplace, can impact employee attendance, conduct, health & safety and performance. Progressive discipline is a disciplinary process in which the disciplinary actions become more formal and severe as it progresses.

Examples of infractions deserving of progressive discipline include unsatisfactory work performance, health and safety violations, misrepresentation, insubordination, lateness, attendance, contravention of Town policy and theft.

Employees will be given four opportunities to correct the unwanted behavior prior to termination, unless the behaviour or concern is one of a serious nature, in which case, the progressive discipline process may be accelerated.

Typically, progressive discipline will progress through the following levels:

1. Coaching - informal
2. Verbal Warning - formal
3. Written Warning - formal
4. Final Written Warning with Possible Suspension - formal
5. Termination

With each incident of misconduct or performance problem, the employee will be provided with a written document to:

1. alert them to the problem and reiterate the correct Town policy;
2. advise them of the consequences associated with further infractions, and
3. provide a suggestion towards a method of improvement.

The appropriate level of discipline shall be proportionate to the misconduct or performance problem and the seriousness of the violation. Depending on the nature and severity of the offense, the Town of Claresholm reserves the right to advance discipline to a higher level and to proceed to termination where appropriate.

An employee who is disciplined and the discipline is a formal process and a matter of record, either party has the right to legal representation, union representation or a Town of Claresholm representative (whichever is appropriate).

Investigation and Documentation

All misconduct or alleged misconduct will be investigated and documented by a manager, and/or the Chief Administrative Officer (CAO). All formal measures that have been taken within the progressive discipline process will be documented and kept in the employee's personnel file.

Suspension and Review Period

Depending on the nature of the offence, an employee may be suspended and/or put on review.

- Suspension: Employees put on suspension will be excluded without pay from the workplace for a period of one to three (1-3) days depending on the violation.
- Review: Employees may be put on a review period following the final written warning. The review period will last six (6) months. During the review period the employee will be excluded from wage increases and advancement and is discouraged from taking vacation.

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The final level in the progressive discipline process is termination of employment. Termination of employment with the Town of Claresholm may occur following an employee committing multiple violations of company policy, after the four level disciplinary process have been followed or immediately following a severe violation.

The termination decision may be recommended by the immediate supervisor, in consultation with the Manager, and as approved by the CAO.

Appeals

In the event that an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with the CAO. Written appeals must contain the following information:

- Details of the discipline;
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The CAO shall review and respond to all written appeals within ten (10) business days.

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This form of suspension is not intended to be disciplinary but is intended to allow the Town of Claresholm sufficient time to examine the issues thoroughly and determine appropriate action. Should the investigation not be completed during the stated timeline, the Town of Claresholm reserves the right to extend the suspension, as necessary.

During the course of the investigation, the suspended employee will be provided with the details of the allegations made against him/her and given an opportunity to respond to them. The suspended employee must ensure that he/she is available for interviews during this period. If the

suspended employee fails to make him/herself available, the Town of Claresholm will proceed with the investigation and make a determination based on the information available.

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Should the suspended employee need to leave town or be otherwise unavailable for interviews, he/she must submit a request and be granted approved leave.

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Town of Claresholm employees placed on suspension with pay should not have contact with anyone from the organization other than their designated point of contact.

Date approved by Council: January 22, 2018

Resolution # 18-013



REQUEST FOR DECISION

Meeting: May 13, 2019
Agenda Item: 14

POLICY MANUAL REVIEW & UPDATE – CPO POLICIES

DESCRIPTION / BACKGROUND:

During the preparation for transition from one Peace Officer to another it was noted that there was a CPO policy manual in the office of the Peace Officer but no indication that this policy manual was ever officially reviewed or adopted by Council. This policy manual contained a lot of items that were more procedural than policy related, but a couple items were noted that were required policies as per the Solicitor General that the Town did not have officially passed by Council in the Town's Policy Manual. This addresses these. Other policies are being considered, but these are the only required ones that were noted.

5.3.03 – Peace Officer Code of Conduct Policy (New)

This policy is taken nearly verbatim from the "Public Security Peace Officer Program Policy and Procedure Manual" which outlines the minimum code of conduct policy requirements. This code of conduct is specific to Peace Officers and varies significantly from the general Town of Claresholm Employee Code of Conduct.

5.3.25 – CPO Use of Force Policy (New)

This policy is also taken primarily from the "public security peace officer program policy and procedure manual" which outlines the minimum policy requirements. We do not anticipate that use of force will be a common occurrence however a policy is still required with appropriate reporting of any incidents.

The most significant variance from the minimum requirements that we added into the policy is the detention and/or arrest section basically setting Town policy that our Peace Officers will not under any circumstances be involved in the transport, and will avoid where possible the detention of individuals. The Town's Peace Officer vehicle is not appropriately set up for the transport of detainees, nor do we want to put our Peace Officers in those situations for which the RCMP are better trained and equipped.

RECOMMENDATION:

The Admin Services Committee recommends the new policies noted above (policies attached) be adopted as outlined

- Policy 5.3.03 – CPO Code of Conduct Policy
- Policy 5.3.25 – CPO Use of Force Policy

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the new Town Policies as follows, effective May 13, 2019:

- Policy 5.3.03 – CPO Code of Conduct Policy (Version 1.0)
- Policy 5.3.25 – CPO Use of Force Policy (Version 1.0)


ATTACHMENTS:

- 1.) 5.3.03 – CPO Code of Conduct Policy
- 2.) 5.3.25 – CPO Use of Force Policy

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 2, 2019

		CPO Code of Conduct		Policy #5.3.03	
Department Owner:		Regulatory & Protective Services			
Policy Applies To:		Code of Conduct			
Date Created:		Mar 1, 2019	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		April 29, 2019	Policy(ies) Replaced/Rescinded:		N/A

Intent:

1. To comply with the Alberta Public Security Peace Officer Program Policy and Procedures Manual and the Peace Officer (Ministerial) Regulation.

Guidelines:

A peace officer must not:

1. Violate:
 - a) An Act of Parliament of Canada;
 - b) An Act of Legislature of Alberta;
 - c) Any Regulation made under an Act of either Parliament of Canada or the Legislature of Alberta;
 - d) Any provisions of the peace officer's appointment;
 - e) Any provisions of the Town of Claresholms authorizations;
 - f) Any provisions of the Town of Claresholm job descriptions for the peace officer.

2. Act in a manner:
 - a) That is disorderly, inappropriate or harmful to the discipline of peace officers, or that is likely to discredit the office of peace officers, or would be likely to discredit the reputation of law enforcement;
 - b) Being insubordinate to a supervisor and/or authorized employer by word or action;
 - c) Doing anything prejudicial to discipline or likely to bring discredit on the reputation of the authorized employer;
 - d) Using oppressive or tyrannical conduct towards a subordinate;
 - e) Using profane, abusive or insulting language to a co-worker or to any member of the general public;
 - f) Differentially applying the law or exercising authority on the basis of race, color, religion, sex, physical disability, mental disability, marital status, age, ancestry or place of origin;
 - g) Failing to exercise sound judgment and restraint in respect of the use of any restraining device and/or a use of force item such as a baton and/or O.C. spray and/or personal self-defense techniques;
 - h) Applying inappropriate force in circumstances in which force is used;
 - i) Failing to report the use of any restraining device and/or the use of use of force items such as a baton and/or O.C. spray and/or personal self-defense techniques as soon as practicable to their supervisor and/or their authorized employer;
 - j) Using the peace officer's authority as a peace officer when it is unnecessary to do so;
 - k) Omitting or neglecting, without adequate reason, to carry out a lawful order, directive, rule or policy of the employer;

- l) Neglecting, without a lawful excuse, to promptly and diligently perform duties as a peace officer;
- m) Failing to report a matter that is the peace officer's duty to report;
- n) To willfully or negligently make or sign false, misleading or inaccurate statements or complaints in any official document or record;
- o) To destroy, mutilate or conceal records or property, or alter or erase an entry in a record;
- p) That makes known any matter the peace officer has duty to keep in confidence;
- q) That is abetting in or knowingly being an accessory to suppressing information, complaints or reports about any other peace officer;
- r) Failing to report anything a peace officer knows concerning a criminal or other charge;
- s) Failing to work in accordance with orders or leaving an area, detail or other place of duty without due permission or sufficient cause;
- t) Permitting a prisoner to escape on account of the peace officer being careless or negligent.

3. In relation to conflict of interest or apprehension of lack of integrity:

- a) Put themselves in a situation in which a peace officer, who is in a position of trust, has a competing professional or personal interest. Such competing interests can make it difficult to fulfill his or her duties impartially. A conflict of interest exists even if no unethical or improper act results. A conflict of interest can create an appearance of impropriety that can undermine confidence in the peace officer, the peace officer activity, and the office of peace officer. A conflict of interest could impair an individual's ability to perform his or her duties and responsibilities objectively;
- b) Willfully or negligently uses the peace officer's position for the peace officer's own advantage or another person's personal advantage or disadvantage;
- c) Fail to account for or to make a prompt and true return of money or property that the peace officer receives in the capacity of a peace officer;
- d) Become involved in a financial, contractual or other obligation with a person concerning whom the peace officer could reasonably expect to report or give evidence;
- e) Directly or indirectly ask for or receive payment, gift, or favor without consent of the authorized employer.

3. In relation to controlled drugs, controlled substances and alcohol while on duty:

- a) Consume or possess either;
- b) Report for duty, be on duty or be on stand by for duty while unfit to do so by reason of the use of either;
- c) Demand, persuade or attempt to persuade another person to give, purchase or obtain either.



CPO Use of Force Policy

Policy #5.3.25

Department Owner:	Regulatory & Protective Services		
Policy Applies To:	Baton, OC spray and Arrest/Detention		
Date Created:	Mar 1, 2019	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	April 29, 2019	Policy(ies) Replaced/Rescinded:	

Intent:

1. To comply with the Alberta Public Security Peace Officer Program Policy and Procedures Manual in relation to a peace officers use of weapons:
 - a) The use, storage and maintenance of weapons as per the officer's appointment;
 - b) Training and recertification of the Peace Officer who is permitted to carry the weapon(s) as per their appointment;
 - c) Reporting the use of force and/or a weapon to the peace officer's supervisor, the Public Security Office and Director depending on the seriousness of the incident.
2. To establish policy for the detention and/or arrest of an individual that has broken regulations of an Act that the Peace Officer employed by the municipality is appointed to enforce.
3. In the event of a conflict between the provisions of this policy and the provisions of any Federal, Provincial or Municipal regulation, the provisions of those regulations shall prevail over the provisions of this policy to the extent of any conflict.

Guidelines:

1. Use of Force and/or Weapons:
 - a) Use, storage and maintenance:
 - Officers are required to wear the weapons authorized to them as per their appointment, in the appropriate carrying case, when outside the office and only when on duty;
 - The use of force and/or a weapon is done in accordance with the officers' training;
 - The use of force and/or a weapon is authorized when the officer has exhausted options to defuse the situation, when the officer has advised the offender that OC spray and/or a baton may be used if their behavior remains hostile and/or the safety of the officer or the public, is at stake;
 - After the use force and/or a weapon and the situation is diffused, ensure all targets effected by the force and/or the weapon are secured;
 - In the event OC spray was used, remove the target once secured, from the contamination area, and provide decontamination.
 - Medical attention is to be sought for the targets in an area that is safe and secure.
 - When off-duty, weapons are stored in a locked cabinet.
 - Weekly maintenance shall be performed and recorded by the officer issued weapons for the following things such as but not limited to:
 - a. Wear and tear on the foam grip of a baton or dispensing head of OC spray;
 - b. A bent shaft, stress fracture, tip abrasion or loose parts of a baton;
 - c. Ensure proper opening and closing capabilities of a baton;
 - d. Worn, lose or broken carrying cases.
 - Officers are required to report any defective weapons that require repair or replacement immediately to their supervisor.

b) Training and recertification

- The employer and the employee are equally responsible for record keeping and recertification of training;
- All peace officers are required to re-certify every thirty-six (36) months for the weapons they are authorized to use as per their appointment;
- All peace officers are required to re-certify or keep current every thirty-six (36) months their training in the categories of self-defense, personal protection, use of handcuffs or any other use of force tactics they have been trained in or deem necessary;
- All training and/or recertification has to be pre-authorized by the peace officer's supervisor.

c) Reporting

- All peace officers will report immediately, or no later than 2 hours after an incident where the use of force and/or the use of a weapon was used, to the supervisor and/or their authorized employer.
- Reporting shall be done on an incident report form (appendix A)
- In the event a weapon is used by a peace officer on duty the Public Security Division shall be notified within two business days.
- If the incident is serious or sensitive in nature the authorized employer shall report the incident to the Director of the Public Security Peace Officer Program as soon as the employer becomes aware of the incident, or no later than 24 hours after the incident.

2. Detention and/or arrest:

- If a situation arises where the use of force leads to a peace officer being required to deploy handcuffs to detain and/or arrest a target in accordance with an Act on the Peace Officers appointment the RCMP are to be called immediately for assistance in the detention and the transportation of the target to a holding cell at the RCMP detachment;
- In the event of a routine traffic stop a peace officer becomes aware that a target has an arrest warrant, is suspected of being impaired, or has committed an offence under an Act that the peace officer has on their appointment, the RCMP are to be called immediately for assistance in the detention and the transportation of the target to a holding cell at the RCMP detachment;
- The Peace Officer is not to transport a detainee or arrestee under any circumstance for the safety of the Officer. Where an RCMP officer is not readily available the Peace Officer shall maintain the detention of the individual on site. If the suspect drives away the Peace Officer is to report this to the RCMP, but shall not pursue.

TOWN OF CLARESHOLM USE OF FORCE REPORT (Appendix A)



Date:	Time:
File number:	
Officer That Applied Force Information	
Officers name	
Officers badge number	
Supervisor's Information	
Name	
Subject Information (one report per subject)	
Gender:	Height (cm/ft):
Weight (kg/lbs):	DOB or est. age:
Was the subject perceived to be emotionally disturbed?	Yes ____ No ____
Was the subject perceived to be under any influences? (describe type)	Yes ____ No ____ Type _____
Briefly describe the subjects behaviour before the incident:	
Briefly describe the subjects actions before the incident:	
Situational/Environmental Factors	
Briefly describe background and/or known history:	
Temperature (Celsius)	Visibility conditions (good/bad)
Environment (outdoor/indoor)	Lighting conditions (dark/light)
Ground conditions (dry/wet)	
Incident Information	
Did the subject exhibit a threat towards self, officer, public? (check all that apply)	Self ____
	Officer ____
	Public ____
Did you perceive or believe the subject was in possession of a weapon? (explain type)	Yes ____ No ____
	Type _____

Did the subject use a weapon? (explain type)	Yes ____ No ____ Type _____
Subjects behaviour	Cooperative ____
	Passive Resistant ____
	Active Resistant ____
Did subject's behavior change throughout the incident?	Yes ____ No ____
Briefly describe the subjects behaviour during the incident:	
Briefly describe the subjects actions during the incident:	
Incident Information Continued	
Was there a struggle that went to the ground?	Yes ____ No ____
What is the level of seriousness?	Rate: 1 for minor, 5 for major ____
Was the subject wearing handcuffs during this response?	Yes ____ No ____
What use of force item or technique was used during the incident? (check all that apply)	Handcuffs ____ O.C. Spray ____
	Baton ____
	Self Defense Techniques ____
Was the subject injured by the applying member?	Yes ____ No ____
Was the applying member injured by the subject?	Yes ____ No ____
Briefly describe your communication actions during the incident:	
Briefly describe your use of force actions during the incident:	
Officers signature:	



REQUEST FOR DECISION

Meeting: May 13, 2019
Agenda Item: 15

AMEND DEPOSITS FOR RENTALS AT ARENA

BACKGROUND / DESCRIPTION:

The Town of Claresholm currently has a rental deposit for arena rentals of \$400. This is a refundable deposit. Two issues have been noted with this.

1. Deposit amount is unrealistic for a minor rental. If only renting for 1 hour, the deposit is nearly 4 times the rental cost.
2. There are no provisions to deter or compensate the Town for last minute cancellations. During the 2018-19 Arena Ice season there were a number of tournament rentals that backed out of their rental last minute and had their deposit returned to them.

Administration would like to propose the following changes to deposits at the rink:

1. Amend the deposit amount to be a percentage of the booking fee rather than a flat fee so that depending on the user or length of time of the rental the deposit adjusts accordingly. Administration would recommend somewhere between 50 to 75 percent of the booking fee to a maximum of \$500 per booking.
2. Recreation requests that the deposit, or a portion of the deposit, be non-refundable, at least for prime time rentals, to deter last minute cancellations or late in the season cancellations. Teams are required through their organizations (eg. Calgary & CAHL Leagues) to have their tournaments booked before the end of September, the second week of October, the end of November, and second week in December. The Claresholm Arena is unable to fill these tournament spots after the middle of December with our usual organizations. Administration would recommend the full deposit be non-refundable within 2 to 4 weeks of the scheduled rental time.
3. Addition of an Arena Building Key Deposit. We have had issues in the past of renters who require a key to the building not returning keys in a timely manner (or at all). Adding a key deposit will aid the return of such keys, or offset the cost of new keys being cut or locks being rekeyed.

Recommended changes are noted in RED. You will also note that while the policy is being updated the unapplicable first column of historical rates has been removed as they no longer apply.

Administratively these deposits could be waived for regular long standing renters in good standing for practices or scheduled games (not tournaments), however this would be the exception not the norm. Last minute cancellations would still require payment from these user groups.

RECOMMENDATION:

The Admin Services Committee recommends that policy 5.7.10 Recreation Fees Policy be adopted as amended.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the amended Town Policies, Policy 5.7.10 – Recreation Fees Policy (Version 1.0), effective May 13, 2019:

ATTACHMENTS:

- 1.) Policy 5.7.10 – Recreation Fees Policy (Previously REC 03-18) – Current and Proposed.

PREPARED BY: Denise Spencer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 2, 2019



Policy #REC 03-18

Recreation Fees Policy

Effective Date: March 12, 2018

PURPOSE: To establish a policy setting recreation facility and user fees.

POLICY:

Recreation facility and user fees rent shall be charged based on the attached schedules:

- Schedule A: Claresholm Arena
- Schedule B: Claresholm Aquatic Centre
- Schedule C: Claresholm Campground
- Schedule D: Claresholm Ball Diamonds

PARAMETERS:

The schedules of fees is to be reviewed annually.

NOTE:

The schedule of fees on this policy may be changed by Council resolution and updated to the policy.

Date approved by Council: March 12, 2018

Repeals policy #REC 04-15 "Recreational Facility & Miscellaneous User Charges"

Resolution #18-048

SCHEDULE A: CLARESHOLM ARENA

	Current	2018 (Eff. Sept 1)	2019 (Eff. Sept 1)
ICE RENTALS			
Prime Time Ice Rental (/hr) <i>Youth, Minor Hockey</i>	\$63.00	\$66.15	\$69.50
Prime Time Ice Rental (/hr) <i>Adult</i>	\$90.75	\$95.30	\$100.00
Non Prime Time (/hr) <i>Youth</i>	\$41.00	\$43.05	\$45.20
AA & Adult (/hr)	\$90.75	\$95.30	\$100.00
Out Of Town (/hr) <i>Youth</i>	\$110.00	\$115.50	\$121.25
Out Of Town Adult (/hr)	\$110.00	\$121.00	\$127.00
Arena Floor (/hr) <i>Non Profit</i>	\$55.00	\$57.75	\$60.60
Stat Holiday Rental <i>25% on top of regular fees</i>		+25%	+25%
Out of Town Tournament Fee / Mezzanine Rental (/Day) <i>Inc. Lobby</i>	\$55.00	\$57.75	\$60.60
Damage / Security Deposit <i>Tournaments & Special Events</i>	\$400.00	\$400.00	\$400.00
LOBBY RENTAL			
Lobby Rental <i>Non Profit DAY</i> <i>Includes Mezzanine</i>	\$55.00	\$57.75	\$60.60
Lobby Rental <i>Non Profit Evening</i> <i>Includes Mezzanine</i>	\$30.00	\$31.50	\$33.00
Lobby Rental <i>Profit DAY</i> <i>Includes Mezzanine</i>	\$100.00	\$105.00	\$110.25
Lobby Rental <i>Profit Evening</i> <i>Includes Mezzanine</i>	\$50.00	\$52.50	\$55.20
ADMISSIONS & PASSES			
School Use <i>(Joint Use Agreement)</i>	NO CHARGE	NO CHARGE	NO CHARGE
Open/Public Skating	NO CHARGE	NO CHARGE	NO CHARGE
Public Skating <i>(Corporate Sponsors)</i>	\$500.00	<i>*Find Sponsor Open Skate</i>	<i>*Find Sponsor Open Skate</i>
SUMMER RATES			
Recreational Use/Hour <i>Pickleball, Ball hockey, Lacrosse</i>	\$37.30	\$39.00	\$41.00
Recreational Use (/DAY)	\$250.00	\$270.00	\$285.00
Community Non Profit (/DAY)	\$150.00	\$160.00	\$168.00
Commercial Use (/DAY)	\$650.00	\$683.00	\$695.00
STORAGE & MISC. RENTAL			
Concession Rental (/YR)	\$1,000.00	\$1,250.00	\$1,500.00
Storage (Mezzanine / Small) (/YR)	\$300.00	\$310.00	\$320.00
Storage (Large) (/YR)	\$600.00	\$620.00	\$640.00

SCHEDULE B: CLARESHOLM AQUATIC CENTRE

	Current	2018 (Eff. May 1)	2019 (Eff. May 1)
LESSONS			
Parent and Tot <i>4 lessons</i>	\$25.00	\$26.25	\$27.50
Preschool 1-6 <i>2.5 hours-3hours, 0.5 hour sessions</i>	\$35.00	\$36.00	\$37.25
Swimmer 1-4 <i>3.75hour-4.5hour 0.5-0.75 hour sessions</i>	\$40.00	\$42.00	\$44.00
Swimmer 4-5 <i>3.75hour-4.5 hour 0.5-0.75 hour sessions</i>	\$40.00	\$42.00	\$44.00
Swimmer 5-6 <i>5-6hrs 1 hour sessions</i>	\$50.00	\$50.00	\$50.00
Rook/Ranger/ Star <i>5-8.75 hours, 5-1 hour school sessions-6-1 hour sessions after school, 5-1.75 summer sessions,</i>	\$50.00	\$52.50	\$55.00
Private (0.5 hour)	\$16.50	\$17.50	\$18.00
Masters/Stroke Improvement <i>½ hour instruction, unless otherwise posted</i>	Reg. Admission	Reg. Admission	Reg. Admission
ADVANCED COURSES			
Junior Lifeguard Sport	\$6.00 / Session	\$6.00 / Session	\$6.00 / Session
Junior Lifeguard Competitive	\$6.00 / Sessions + Fundraising	\$6.00 / Sessions + Fundraising	\$6.00 / Sessions + Fundraising
Bronze Star	\$80.00	\$80.00	\$80.00
Standard 1st Aid	\$125.00	\$125.00	\$125.00
SFA Recertification	\$75.00	\$100.00	\$100.00
Bronze Medallion	\$130.00	\$130.00	\$130.00
Bronze Cross & Medallion	\$225.00	\$225.00	\$225.00
Bronze Cross	\$125.00	\$125.00	\$125.00
National Lifeguard (NL) (40 hrs)	\$300.00	\$300.00	\$300.00
National Lifeguard (NL) Recertification	\$100.00	\$100.00	\$100.00
Aquatic Emergency Care/ Standard First Aid (AEC)		\$125.00	\$125.00
Lifesaving Swim Instructor (LSI)(40hrs)	\$300.00	\$300.00	\$300.00
LSI Recertification	\$75.00	\$100.00	\$100.00
Shallow Water & Amenity Attendant	\$80.00	\$80.00	\$80.00
Preschool Proficiency	\$40.00	\$40.00	\$40.00
Kayaking Instruction		\$10/hr, \$25/3hrs	\$10/hr, \$25/3hrs
Surf Program <i>Price set by Lifesaving Society</i>			
ADMISSIONS & PASSES			
Shower Fees <i>Fee when using shower only – no swim</i>	\$2.00	\$3.00	\$3.00
Baby/ Toddler (0-2yrs)	FREE	FREE	FREE
Child (3-7)	\$1.75	\$2.00	\$2.00
Child 10 Punch Pass	\$12.00	\$14.00	\$14.00
Child 3 Month Pass	\$24.00	\$28.00	\$28.00
Youth (8-17)	\$3.00	\$3.25	\$3.25
Youth 10 punch pass	\$24.00	\$28.00	\$28.00
Youth 3 Month Pass	\$48.00	\$56.00	\$56.00
Adult (18-54)	\$5.00	\$5.50	\$5.50

Adult 10 Punch pass	\$42.00	\$48.00	\$48.00
Adult 3 month pass	\$84.00	\$96.00	\$96.00
Senior (55+)	\$3.75	\$4.00	\$4.00
Senior 10 Punch Pass	\$30.00	\$34.00	\$34.00
Senior 3 Month Pass	\$57.00	\$62.00	\$62.00
Family	\$12.00	\$13.00	\$13.00
Family 10 punch pass	\$96.00	\$104.00	\$104.00
Family 3 Month pass	\$192.00	\$200.00	\$200.00
3 MONTH PASS SPECIAL			
Child 3 Month Pass	<i>No Special</i>	<i>No Special</i>	<i>No Special</i>
Youth 3 Month Pass	\$36.00	\$42.00	\$42.00
Adult 3 Month Pass	\$65.50	\$72.00	\$72.00
Senior 3 Month Pass	<i>No Special</i>	<i>No Special</i>	<i>No Special</i>
Family 3 Month Pass	\$144.00	\$150.00	\$150.00
WATER EXERCISE RATES			
Aquafit/Bootcamp Drop in	\$5.00	\$5.50	\$5.50
Aquafit/Bootcamp 1 month session	\$3.00/class	\$3.50/class	\$3.50/class
Aquafit/Bootcamp 10 punch pass	\$45.00	\$50.00	\$50.00
Baby and Me (6 class session)	\$40.00	\$40.00	\$40.00
RENTALS			
Pool Rental (/hr) (Under 75 people)	\$85.00	\$90.00	\$90.00
Pool Rental (/hr) (75 - 124 people)	\$170.00	\$180.00	\$180.00
Key Lock Rentals <i>refund of \$4.50 when lock returned</i>	\$5.00	\$5.00	\$5.00
Locker rentals	\$5 Small Locker \$8 Large Locker	\$5 Small Locker \$8 Large Locker	\$5 Small Locker \$8 Large Locker
Lane Rental (/hr)	\$25.00	\$25.00	\$25.00
School Rental (/hr) (Under 75 people)	\$50.00	\$50.00	\$50.00
School Rental (/hr) (75 - 124 people)	\$100.00	\$100.00	\$100.00
School Program/Rental (/hr)	\$55.00	\$55.00	\$55.00
School Lesson (1 instructor) (/hr)	\$30.00	\$30.00	\$30.00
Swim Club Pool Rental (/hr)	\$50.00	\$50.00	\$50.00
ACTAR & Equipment RENTAL		\$25/Set/Day	\$25/Set/Day
Flipper Rental		\$15/Set/Week	\$15/Set/Week

SCHEDULE C: CLARESHOLM CAMPGROUND

	Current	2018 (Eff. May 1)	2019 (Eff. May 1)
30 Amp Full Service	\$30.00	\$33.00	\$35.00
Water & Power <i>No Sewer</i>	\$28.00	\$30.00	\$31.00
Un-serviced	\$18.00	\$20.00	\$21.00
Tent	\$15.00	\$18.00	\$19.00
Camp Kitchen <i>Must be reserved for use</i>	No Charge	No Charge	No Charge
Reservation Deposit <i>Long Weekends, special events</i>		\$35.00	\$35.00

SCHEDULE D: CLARESHOLM BALL DIAMONDS

	Current	2018 (Eff. May 1)	2019 (Eff. May 1)
COMMUNITY MEMBERS/ LOCAL USERS			
School Groups	No charge	No charge	No charge
Minor Ball & Co-ed Recreation Ball, regular season	No charge	No charge	No charge
TOURNAMENTS (Millennium Ball Complex, Weekend)			
Local Users	No charge	No charge	No charge
Out of Town user groups	\$1,000.00	\$1,000.00	\$1,000.00

	Recreation Fees		Policy #5.7.10	
Department Owner:	Parks & Recreation			
Policy Applies To:	Recreation Facility Rentals and Fees			
Date Created:	April 26, 2019	Date Approved By Council:		
Version #:	1.0	Resolution #:		
Last Review Date:	April 29, 2019	Policy(ies) Replaced/Rescinded:	REC 03-18	

Intent:

To establish a policy setting recreation facility and user fees.

Policy:

Recreation facility and user fees rent shall be charged based on the attached schedules and shall be reviewed annually:

- Schedule A: Claresholm Arena
- Schedule B: Claresholm Aquatic Centre
- Schedule C: Claresholm Campground
- Schedule D: Claresholm Ball Diamonds

Damage/Security Deposits are non-refundable if booking is cancelled within 2 weeks prior to scheduled rental time, otherwise the deposit is refundable less a \$50 administration fee. If cancelled within 2 business days of making the booking the administration fee will be waived.

SCHEDULE A: CLARESHOLM ARENA

	2018	2019 (Eff. Sept 1)
ICE RENTALS		
Prime Time Ice Rental (/hr) <i>Youth, Minor Hockey</i>	\$66.15	\$69.50
Prime Time Ice Rental (/hr) <i>Adult</i>	\$95.30	\$100.00
Non Prime Time (/hr) <i>Youth</i>	\$43.05	\$45.20
AA & Adult (/hr)	\$95.30	\$100.00
Out Of Town (/hr) <i>Youth</i>	\$115.50	\$121.25
Out Of Town Adult (/hr)	\$121.00	\$127.00
Arena Floor (/hr) <i>Non Profit</i>	\$57.75	\$60.60
Stat Holiday Rental <i>25% on top of regular fees</i>	+25%	+25%
Out of Town Tournament Fee / Mezzanine Rental (/Day) <i>Inc. Lobby</i>	\$57.75	\$60.60
Rental Damage / Security Deposit	50% of Rental Fee to maximum of \$500	50% of Rental Fee to maximum of \$500
LOBBY RENTAL		
Lobby Rental <i>Non Profit DAY</i> <i>Includes Mezzanine</i>	\$57.75	\$60.60
Lobby Rental <i>Non Profit Evening</i> <i>Includes Mezzanine</i>	\$31.50	\$33.00
Lobby Rental <i>Profit DAY</i> <i>Includes Mezzanine</i>	\$105.00	\$110.25
Lobby Rental <i>Profit Evening</i> <i>Includes Mezzanine</i>	\$52.50	\$55.20
ADMISSIONS & PASSES		
School Use <i>(Joint Use Agreement)</i>	NO CHARGE	NO CHARGE
Open/Public Skating	NO CHARGE	NO CHARGE
Public Skating <i>(Corporate Sponsors)</i>	<i>*Find Sponsor Open Skate</i>	<i>*Find Sponsor Open Skate</i>
SUMMER RATES		
Recreational Use/Hour <i>Pickleball, Ball hockey, Lacrosse</i>	\$39.00	\$41.00
Recreational Use (/DAY)	\$270.00	\$285.00
Community Non Profit (/DAY)	\$160.00	\$168.00
Commercial Use (/DAY)	\$683.00	\$695.00
STORAGE & MISC. RENTAL		
Arena Building Key Deposit	\$50.00	\$50.00
Concession Rental (/YR)	\$1,250.00	\$1,500.00
Storage (Mezzanine / Small) (/YR)	\$310.00	\$320.00
Storage (Large) (/YR)	\$620.00	\$640.00

SCHEDULE B: CLARESHOLM AQUATIC CENTRE

	2018	2019 (Eff. May 1)
LESSONS		
Parent and Tot <i>4 lessons</i>	\$26.25	\$27.50
Preschool 1-6 <i>2.5 hours-3hours, 0.5 hour sessions</i>	\$36.00	\$37.25
Swimmer 1-4 <i>3.75hour-4.5hour 0.5-0.75 hour sessions</i>	\$42.00	\$44.00
Swimmer 4-5 <i>3.75hour-4.5 hour 0.5-0.75 hour sessions</i>	\$42.00	\$44.00
Swimmer 5-6 <i>5-6hrs 1 hour sessions</i>	\$50.00	\$50.00
Rook/Ranger/ Star <i>5-8.75 hours, 5-1 hour school sessions-6-1 hour sessions after school, 5-1.75 summer sessions,</i>	\$52.50	\$55.00
Private (0.5 hour)	\$17.50	\$18.00
Masters/Stroke Improvement <i>½ hour instruction, unless otherwise posted</i>	Reg. Admission	Reg. Admission
ADVANCED COURSES		
Junior Lifeguard Sport	\$6.00 / Session	\$6.00 / Session
Junior Lifeguard Competitive	\$6.00 / Sessions + Fundraising	\$6.00 / Sessions + Fundraising
Bronze Star	\$80.00	\$80.00
Standard 1st Aid	\$125.00	\$125.00
SFA Recertification	\$100.00	\$100.00
Bronze Medallion	\$130.00	\$130.00
Bronze Cross & Medallion	\$225.00	\$225.00
Bronze Cross	\$125.00	\$125.00
National Lifeguard (NL) (40 hrs)	\$300.00	\$300.00
National Lifeguard (NL) Recertification	\$100.00	\$100.00
Aquatic Emergency Care/ Standard First Aid (AEC)	\$125.00	\$125.00
Lifesaving Swim Instructor (LSI)(40hrs)	\$300.00	\$300.00
LSI Recertification	\$100.00	\$100.00
Shallow Water & Amenity Attendant	\$80.00	\$80.00
Preschool Proficiency	\$40.00	\$40.00
Kayaking Instruction	\$10/hr, \$25/3hrs	\$10/hr, \$25/3hrs
Surf Program <i>Price set by Lifesaving Society</i>		
ADMISSIONS & PASSES		
Shower Fees <i>Fee when using shower only – no swim</i>	\$3.00	\$3.00
Baby/ Toddler (0-2yrs)	FREE	FREE
Child (3-7)	\$2.00	\$2.00

Child 10 Punch Pass	\$14.00	\$14.00
Child 3 Month Pass	\$28.00	\$28.00
Youth (8-17)	\$3.25	\$3.25
Youth 10 punch pass	\$28.00	\$28.00
Youth 3 Month Pass	\$56.00	\$56.00
Adult (18-54)	\$5.50	\$5.50
Adult 10 Punch pass	\$48.00	\$48.00
Adult 3 month pass	\$96.00	\$96.00
Senior (55+)	\$4.00	\$4.00
Senior 10 Punch Pass	\$34.00	\$34.00
Senior 3 Month Pass	\$62.00	\$62.00
Family	\$13.00	\$13.00
Family 10 punch pass	\$104.00	\$104.00
Family 3 Month pass	\$200.00	\$200.00
3 MONTH PASS SPECIAL		
Child 3 Month Pass	<i>No Special</i>	<i>No Special</i>
Youth 3 Month Pass	\$42.00	\$42.00
Adult 3 Month Pass	\$72.00	\$72.00
Senior 3 Month Pass	<i>No Special</i>	<i>No Special</i>
Family 3 Month Pass	\$150.00	\$150.00
WATER EXERCISE RATES		
Aquafit/Bootcamp Drop in	\$5.50	\$5.50
Aquafit/Bootcamp 1 month session	\$3.50/class	\$3.50/class
Aquafit/Bootcamp 10 punch pass	\$50.00	\$50.00
Baby and Me (6 class session)	\$40.00	\$40.00
RENTALS		
Pool Rental (/hr) (Under 75 people)	\$90.00	\$90.00
Pool Rental (/hr) (75 - 124 people)	\$180.00	\$180.00
Key Lock Rentals <i>refund of \$4.50 when lock returned</i>	\$5.00	\$5.00
Locker rentals	\$5 Small Locker \$8 Large Locker	\$5 Small Locker \$8 Large Locker
Lane Rental (/hr)	\$25.00	\$25.00
School Rental (/hr) (Under 75 people)	\$50.00	\$50.00
School Rental (/hr) (75 - 124 people)	\$100.00	\$100.00
School Program/Rental (/hr)	\$55.00	\$55.00
School Lesson (1 instructor) (/hr)	\$30.00	\$30.00
Swim Club Pool Rental (/hr)	\$50.00	\$50.00
ACTAR & Equipment RENTAL	\$25/Set/Day	\$25/Set/Day
Flipper Rental	\$15/Set/Week	\$15/Set/Week

SCHEDULE C: CLARESHOLM CAMPGROUND

	2018	2019 (Eff. May 1)
30 Amp Full Service	\$33.00	\$35.00
Water & Power <i>No Sewer</i>	\$30.00	\$31.00
Un-serviced	\$20.00	\$21.00
Tent	\$18.00	\$19.00
Camp Kitchen <i>Must be reserved for use</i>	No Charge	No Charge
Reservation Deposit <i>Long Weekends, special events</i>	\$35.00	\$35.00

SCHEDULE D: CLARESHOLM BALL DIAMONDS

	2018	2019 (Eff. May 1)
COMMUNITY MEMBERS/ LOCAL USERS		
School Groups	No charge	No charge
Minor Ball & Co-ed Recreation Ball, regular season	No charge	No charge
TOURNAMENTS (Millennium Ball Complex, Weekend)		
Local Users	No charge	No charge
Out of Town user groups	\$1,000.00	\$1,000.00



REQUEST FOR DECISION

Meeting: May 13, 2019
Agenda Item: 16

SPONSORSHIP PLAQUE/MEMORIAL POLICY

DESCRIPTION / BACKGROUND:

This policy was reviewed and presented by MPC to Council on March 15, 2019 and went before Council on March 25, 2019. Council at that time referred the policy back to Administration to ensure that service or user groups that manage or built on Town Property (i.e. Golf Club for the Golf Course or Kin groups for Kin Trail) would have input. The attached amended policy shows those additions in red.

RECOMMENDATION:

The Admin Services Committee recommends the attached policy be adopted as amended

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the Town Policies 5.6.24 – Sponsorship Plaque/Memorial Policy (Version 1.0), effective May 13, 2019:


ATTACHMENTS:

- 1.) 5.6.24 – Sponsorship Plaque/Memorial Policy

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 2, 2019

	Sponsorship Plaque/Memorial Policy		Policy #5.6.24
Department Owner:	Planning & Development		
Policy Applies To:	Recreational spaces signage/naming (donations/sponsors etc)		
Date Created:	March 26, 2019	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	April 29, 2019	Policy(ies) Replaced/Rescinded:	N/A

Intent:

The Town of Claresholm realizes it is an important and unique opportunity to recognize contributions of individuals, organizations, and/or businesses towards municipal buildings, significant infrastructure, parks or roadways, and the development of facilities and recreation within the Town of Claresholm.

The intent of this policy is to provide a consistent framework for the materials used and placement of naming or sponsorship plaques or memorials to municipally owned buildings, significant infrastructure, neighborhoods, roadways, and parks for the Town of Claresholm. All new plaques, signage, and memorials will be required to conform to this policy, with the exception of war memorials, which require approval by other authorities.

Whilst there are existing plaques, signage or memorials within the Town of Claresholm that predate this policy, an existing plaque, sign or memorial should not be taken as a precedent for future approvals.

Any decision regarding naming or sponsorship plaques and memorials needs to consider the balance between the desire to commemorate events or individuals/organizations, the ongoing enjoyment of uncluttered public space, and ensure placement hazards are adequately considered in relation to plaques and memorials on municipal land or buildings.

Definitions:

CAO means the Chief Administrative Officer as appointed by the Council of the Town of Claresholm.

Council means the municipal council of the Town of Claresholm.

Memorial: An object established to commemorate a person, group, association or event. A memorial may be a plaque or a 'living thing', such as a tree or garden.

Municipally Owned Building means any owned or wholly leased building by the Town of Claresholm that primarily serves the public or normally functions for the provision of offices, services, and operations; examples include, but are not limited to: Department offices, Public Works offices and shops, recreational facilities such as the swimming pool, museum, or ice arena, and other community service office buildings.

Public Space: All **Town of Claresholm** owned or managed land that is open or accessible to people. This includes:

- o Public open spaces, parks, and sports fields

- Land managed by the Town of Claresholm, but owned by another body
- The exterior or interior of Town of Claresholm buildings within public space
- Furniture/equipment within public space (such as benches, picnic tables, etc.)
- Any other infrastructure within public space (such as picnic shelters, playgrounds etc.)

Town means the Town of Claresholm.

Infrastructure means capital infrastructure owned by the Town that is of a magnitude that it warrants sponsorship/naming plaques; examples include, but are not limited to: paths, parks, recognition monuments, trails, subdivisions, and buildings.

Sponsorship/Naming Plaques or “plaques”: Flat tablet of metal, stone or other **approved material** which includes text that commemorates a person, organization’s efforts, event or historical information relevant to a particular location. The tablet may be fixed to an object, stone, building or hard ground surface located within public space. All sponsorship/organization signage will be in the form of a plaque.

Guidelines:

- Plaques and memorials will only be considered where they are consistent with Council’s strategic plan and any proposed designs/plans for the location **and in consultation with community groups or boards in charge of said lands/facilities**. The proposal must be consistent with relevant Council strategies, master plans and the land’s public purpose. The siting or appearance of a plaque or memorial must not negatively impact the aesthetic or environmental value of public space, nor on the use of the space by the community.
- Plaques and memorials are to meet all relevant planning and building requirements. They are to be designed and sited in a way that will not damage the supporting structure or natural environment or create a public risk. Plaques and memorials are to be constructed in a manner that will require little ongoing maintenance and will be resistant to vandalism. Plaques attached to an asset like a seat, building, etc. must be durable and must have a life equivalent to the asset to which they are attached.
- All costs associated with the design, construction, installation and maintenance of plaques or memorials are to be paid by the person/organization making the request for the plaque or memorial. Once approved, installation of any plaque or memorial must be undertaken by the Town. Installed plaques and memorials will become the property of the Town. Maintenance of plaques and memorials will be the responsibility of the Town. There are no permits or fees required for the installation of plaques/memorials on Town property.
- The Town does not guarantee to retain plaques and memorials in perpetuity. Generally, a plaque or memorial will be retained in place for as long as practicable, with the following exceptions:
 - the area in which the item is sited is to be redeveloped;
 - ongoing maintenance costs are prohibitive;
 - in the case of a plaque, the asset to which it is attached has reached the end of its useful life; or
 - the condition of the plaque or memorial is poor as determined by the CAO or designate.

If a plaque or memorial is removed due to any of the reasons above, the Town will not guarantee replacement of the plaque or memorial, however replacement plaques or memorials of similar or different style or form may be considered. All reasonable efforts will be made to identify, contact and advise relevant stakeholders (including family members).

- Existing plaques and memorials will generally be retained in place for as long as practicable, subject to exceptions as listed above.

- Plaques may be installed by the Town on owned or managed land, buildings or structures to commemorate an opening of a new or refurbished public building or facility, or a historically significant event. The Town may seek a financial contribution from funding partners if applicable.
- Where project funding has been provided by an external agency, such as Provincial or Federal Government, and acknowledgement of the funding agreement is required in the form of a plaque, the layout and wording of the plaque will be in accordance with the funding agreement.

Requests for new plaques and memorials on Council owned or managed land

- The CAO or designate will consider requests for new plaques or memorials, including those from private individuals and organizations/community groups.
- Significant donations for public space infrastructure (e.g. playgrounds, picnic shelters, etc.) may be acknowledged by mounting a plaque on or adjacent to the infrastructure.
- Plaques and memorials will only be considered where the following criteria are met:
 - Commemoration of an individual/organization that is/was strongly linked to the Town;
 - Commemoration of an individual/organization that has made a substantial contribution to the leadership, cultural and social aspects of the Town's development or shared community history;
 - Must not have been already commemorated elsewhere in Town (for naming of parks or infrastructure or memorials) unless deemed appropriate by the CAO or designate;
 - The contribution of the individual/organization must have been exceptional and extend beyond what might reasonably be expected through paid employment or voluntary contribution to the community; and
 - The subject of a requested plaque or memorial must have a clear association and strong significance to the location proposed for the plaque or memorial.
 - **The community groups or boards that are in charge of the facility or lands have been consulted.**
- Memorials including reserve seating with attached plaques will be considered where they meet the requirements of this policy, and are consistent with Council's strategic plans and any designs/plans for the proposed site.

Approval Process

- Placement of plaques or memorials requires prior written approval from the CAO or designate. Persons making initial inquiries regarding the installation of a plaque or memorial should be referred to this policy for direction regarding applicable criteria.
- Formal requests for installation of any plaques or memorials must be presented to the CAO or designate in writing (email or letter). The request must include:
 - Demonstration of compliance with this policy.
 - Include all relevant details including proposed colors, materials, and text (limited use of logos or images should be used)
 - The preferred location for the plaque or memorial.
 - Information regarding the significance/organization or individual's contribution.
- The wording/layout may vary as appropriate based on the needs of the organization, facility, or event. However, sponsorship plaques will generally include the following:
 - Identification of facility/event/organization
 - Date (day, month, year) of event, opening, or contribution
 - Funding partner recognition (list of sponsors)
- Final approval for the design, layout, wording and location of any proposed plaque or memorial rests with the CAO or designate, and must be in compliance with any other applicable Municipal

Bylaws (ex. Land Use Bylaw). Once approved, the design, manufacture and installation will be coordinated by the Town, and all costs will be borne by the applicant/organization. In some instances, and at its sole discretion, Council may approve and contribute toward the cost of the manufacture and/or installation.

- Approval from other responsible authorities may be required if a plaque or memorial is proposed on land controlled by legislation.
- Plaques or memorials placed in the Town's public spaces without CAO's approval will be removed. All reasonable efforts will be made to identify and contact the persons responsible for placing the item to advise them of this policy and to return any removed item to them.

Examples:





REQUEST FOR DECISION

Meeting: May 13, 2019
Agenda Item: 17

ORGANIZATIONAL STRUCTURE

DESCRIPTION:

Administration requires a motion of Council to approve the attached updated Organizational Structure.

BACKGROUND:

In the last few months, there have been some changes in the structure of employees with the Town of Claresholm. One employee was switched from the position of Community Peace Officer to half-time in water/wastewater services and half-time as Director of Emergency Management and Safety Officer. The Bylaw / Municipal Enforcement Officer vacancy was filled.

There is an addition of a temporary full-time position in the sanitation department to account for the fact that an employee moved from sanitation to the bylaw department.

A full-time Fire Chief was hired effective February 1, 2019.

All of the above changes are included in the presented updated Organizational Structure.

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt the Organizational Structure effective May 13, 2019 as presented.

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: May 7, 2019



Claresholm

Where **Community** Takes Root

Organizational Structure

Approved _____, 2019



Claresholm

Organizational Review

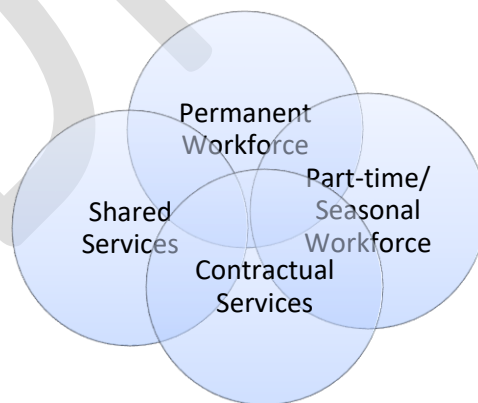
The organizational review was conducted taking into account the following:

- Understanding of the strategic objectives and direction of the organization, through review of the February 15, 2014 Strategic Plan developed with assistance from Positive Culture.
- This was developed further through the 2017 – 2021 Strategic Plan and subsequent discussions with Council;
- Review of the processes in place and determining if they are being applied consistently and effectively;
- Review of the resources in place and determining if they are being deployed effectively and efficiently;
- Establish if the whole is working effectively together to achieve the intended purpose of the organization.

All of these elements are essential in an organizational review to produce meaningful results.

Administrative/Operational Structure

The administrative/operational structure is responsible for implementing the services defined by Councils strategic priorities. The business model is divided into four areas: a permanent workforce, a part-time/seasonal workforce, contractual services and shared services. The Town of Claresholm services are accomplished through a combination of these vital resources.



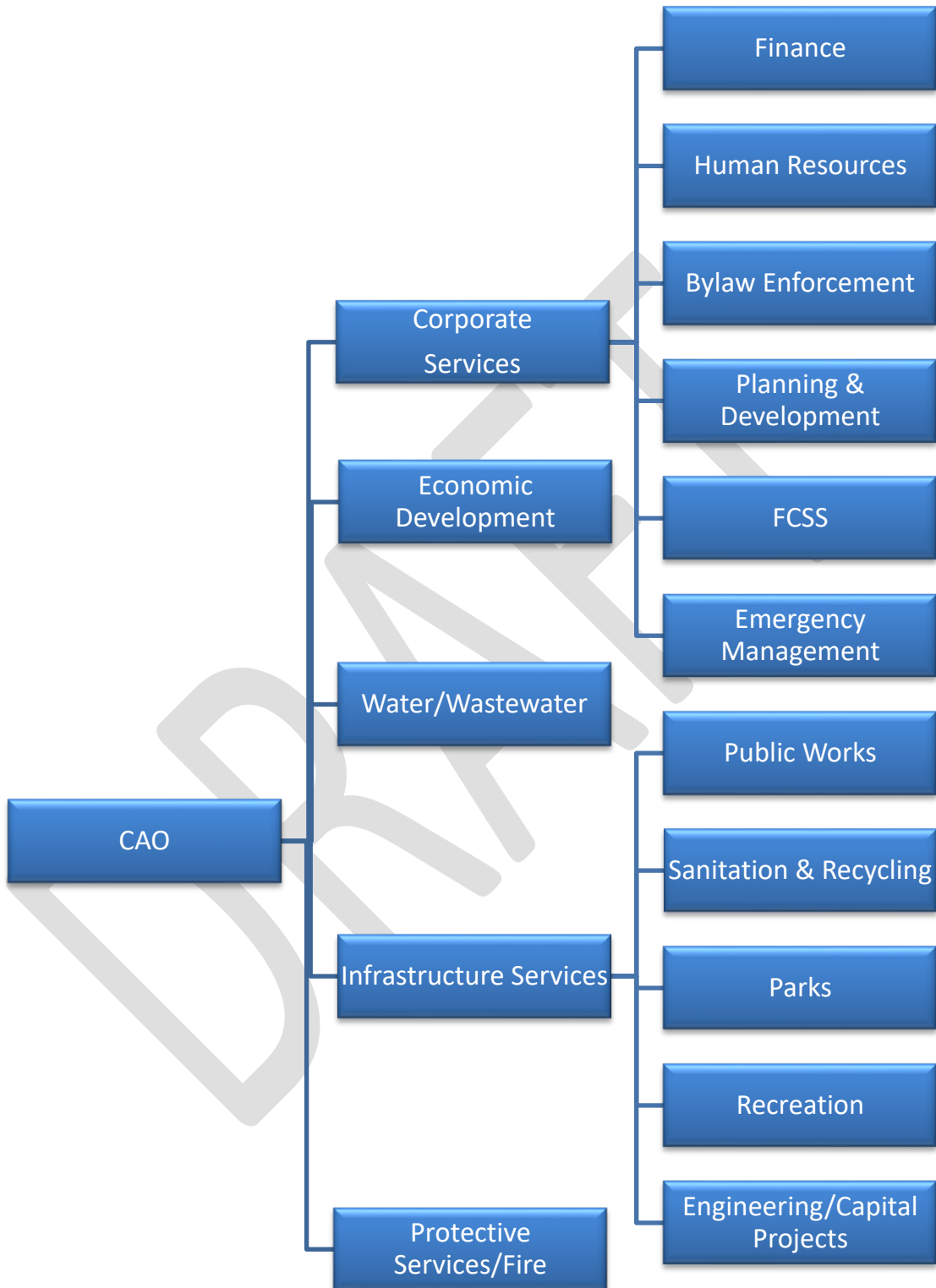


Claresholm

As the administrative/operational head of the municipality, the Chief Administrative Officer (CAO) has the primary responsibility for implementing Council's direction and policy; informing Council on the affairs of the municipality; managing the organization; and performing any other functions that Council or the Municipal Government Act delegates to him/her. The CAO utilizes a management team structure to provide administrative leadership for the organization.

Management Structure

Council and Management are committed to building a focused, responsive, resource-conscious and results-oriented organization that communicates effectively across all departments. Town management is divided into four strategic categories of municipal staff and responsibilities. The CAO is the common thread between these strategic service areas. The intent of this structure is to engage a number of technically skilled individuals enhancing the Town's ability to provide quality programs and services. The strategic service areas are outlined on the following page.

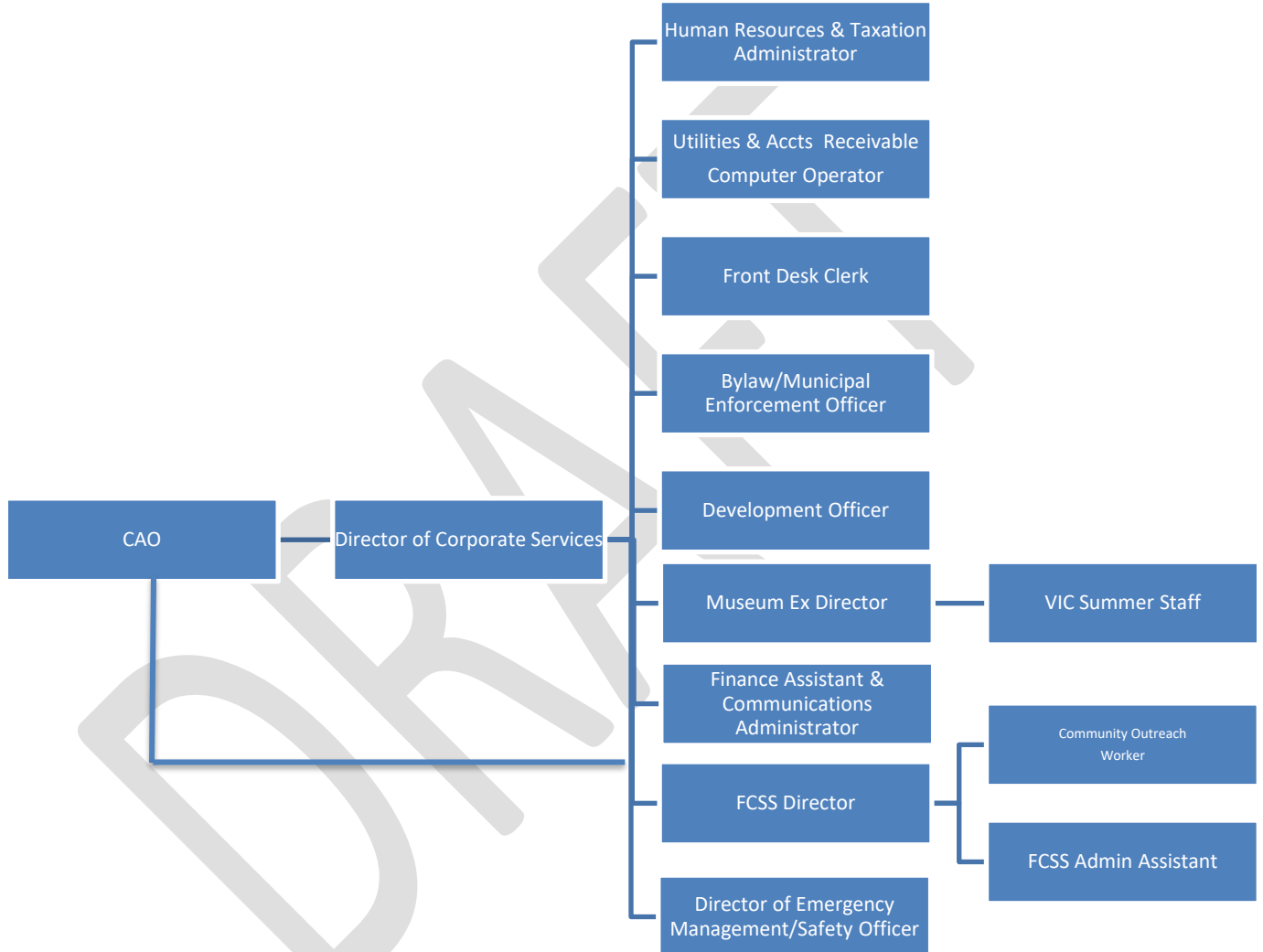




Corporate Services	Water/Wastewater Services	Infrastructure Services	Economic Development/Tourism
<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Financial management * Annual operating & capital budgets * Corporate business plans * Organizational administration * Utility billing & management * Information technology * Communication & social media * Human resource management * Inter-agency & community group liaison * Taxation & assessment * Bylaw Enforcement and/or Community Peace Officer programs * Employee Safety program * Police protection services liaison * Program development * Volunteer services * Joint use agreements * Library services * Museum operations * FCSS programming and administration * Development approval & appeal * Subdivision approval & appeal * Municipal Planning * Safety Codes * Emergency Management * Any other matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Water treatment & distribution * Wastewater collection & treatment * Engineering * Capital projects * Facility planning & development * Any other related matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Roadways, boulevards & sidewalks * Project management * Equipment & fleet pool * Infrastructure management * Local improvement projects * Signage * Underground utility services * Parks facility management * Recreation facility management * Pool programming and administration * Campground operations * Solid waste collection * Recycling * Street lighting * Storm water management * Engineering * Capital projects * Facility planning & development * Janitorial services * Airport * Cemetery * Any other related matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Special events & celebrations * Economic Development & Tourism initiatives * Any other related matters referred by Council



CORPORATE SERVICES





Claresholm

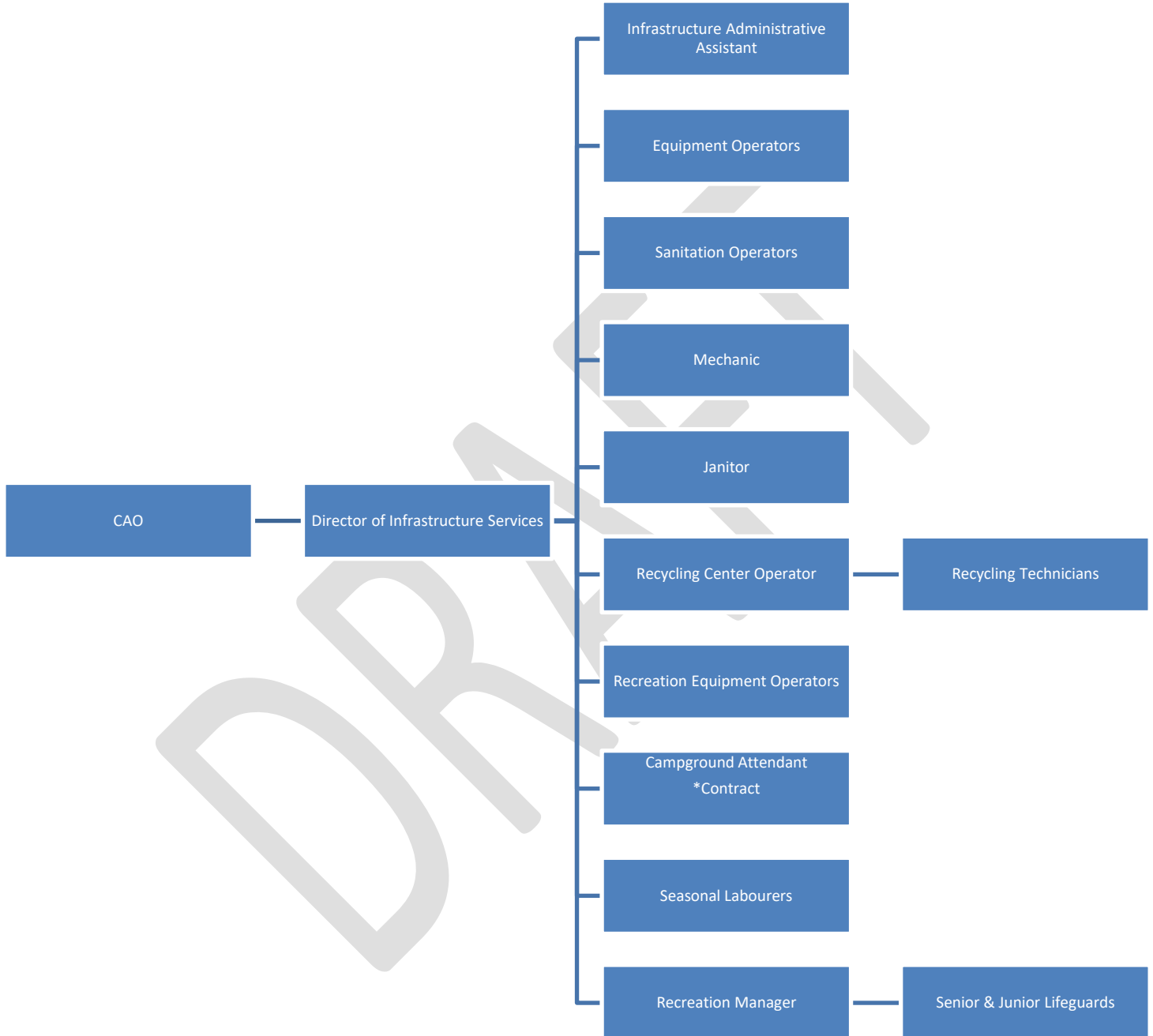
Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Assessment Review Board	Claresholm Food Bank
Audit & Finance Committee	Claresholm & District Transportation Society
Facility & Infrastructure Planning Committee	Claresholm Child Care Society
Grievance Committee	Claresholm Housing Authority
Wage Negotiating Committee	Claresholm Learn-a-lot Playschool Society
FCSS Board	Claresholm Public Library
Claresholm & District Museum Board	Porcupine Hills Lodge Foundation
Municipal Planning Commission	Oldman River Regional Services Commission
Subdivision & Development Appeal Board	Physician Recruitment & Retention Committee
Administrative Services Committee	Claresholm Animal Rescue Society
Multi Use Community Building Adhoc Committee	
Emergency Management Advisory Committee	
Emergency Services Committee	

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INFRASTRUCTURE SERVICES





Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Facility & Infrastructure Planning Committee	Regional Landfill Commission
Recreation Facility Users Committee	Claresholm Golf Club
Multi Use Community Building Adhoc Committee	Community Hall Board
	LRSD Town Joint Use Agreement
	Swimming Pool Joint Use
	Willow Creek Agricultural Society
	Southern Alberta Summer Games Committee

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WATER/WASTEWATER SERVICES



Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Facility & Infrastructure Planning Committee	



ECONOMIC DEVELOPMENT



Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Economic Development Committee	Alberta Southwest
	Claresholm & District Chamber of Commerce
	Joint Economic Development Initiative
	Lethbridge College Community Advisory Council
	SouthGrow



PROTECTIVE SERVICES/FIRE



Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Emergency Services Committee	



STAFFING REQUIREMENTS

*Not including CAO

DEPARTMENT	FULL TIME	PART TIME	SEASONAL	Totals
CORPORATE SERVICES	9.5	2	3	14.5
INFRASTRUCTURE SERVICES	14	18	3	35
WATER/WASTEWATER SERVICES	2.5			2.5
ECONOMIC DEVELOPMENT	1		1	2
PROTECTIVE SERVICES/FIRE	2			2
2019 TOTALS	29	20	7	56
2018 TOTALS	26	21	8	55
2017 TOTALS	26	21	8	55
2016 TOTALS	27	20	7	54

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Strategies

YEAR 2

		Update on Progress
POLICY & PLANNING		
3 Year Operations Plan and 5 Year Capital Plan		
	Complete first official 3 year operating and 5 year capital plan	Complete - Passed February 11, 2019
	Update, modify and extend financial plans for 2020.	Work will start on this during budget process in the late summer/fall
Multi Use Community Facility		
	Award tenders and begin construction	Change of scope being investigated further.
Intermunicipal Development Plan (IDP)		
	Continue work with ORRSC to prepare draft plan to present to the public at an Open House	ORRSC contracted, met with Council for feedback on policy drafts. Project ongoing.
	Hold Public Hearing and adopt Bylaw	Scheduled for June 12, 2019 at the MD Administration Building.
Intermunicipal Collaboration Framework (ICF)		
	Continue discussions with review of services that could be better served intermunicipally along with review of financial consideration	Further meeting scheduled for June 17, 2019 with CAO's and senior staff. Sub-committee meeting was held April 30, 2019 with Financial staff from each municipality to review services/contract list and review financial analysis of services and TCA deficits. Significant progress and clarity has been achieved thusfar and has been a very positive process.
Industrial Study on Annexed Lands		
	Develop land use policy and regulations pertaining to future industrial and commercial development	ASP for Starline Business Park adopted December 10, 2018. Project complete.
	Develop a concept plan for the 120 acre parcel	ASP for Starline Business Park adopted December 10, 2018. Project complete.
	Develop an Area Structure Plan (ASP) for Phase I	ASP adopted for all phases December 10, 2018. Project complete.

Strategies

YEAR 2		Update on Progress
Stormwater Infrastructure		
	Complete Phase I	Current work to our Storm Water Infrastructure through the Golf Course is still underway with completion estimated being the end of May, provided that weather cooperates.
	Tender Phase 2 if ACRP grant application is successful	Government Funding has been applied for for Phase II of the Stormwater Infrastructure improvement project. Project is on hold until funding received. This project if funded, will be in Centennial Park and include new piping to the South, under the secondary highway 520, back to the golf course. These repairs/improvements were recommended in our 2016 Master Drainage Plan.
	File grant applications for Phase 3	Not started. Still waiting to hear on Phase 2 application.
Development Processes		
	Provide online service to streamline permit process	Project complete.
	Review development process to identify potential efficiencies	2019 Amendments underway, with sign schedule amendment review in progress for later in 2019. Development Policies still being reviewed.
ECONOMIC & COMMUNITY DEVELOPMENT		
Support the Economic Development Committee		
	Develop a 3 year Business Plan	3 Year Business Plan adopted by Council January 28, 2019 Complete
Develop a Strategy for Challenging Land Owners		

Strategies

YEAR 2	Update on Progress	
		<p>With the help of local realtors, building and landowners, Brady has begun drafting a living-working document that works to identify all building and land opportunities for rent, lease, or purchase, in and around Claresholm. This includes points of contact, history, pricing, and challenges existing. Systems are being created to assure that this document remains as up to date as possible, these include EDO notifications for any commercial change in utility billing or ownership, notifications for any new business licensing, and monthly contact calls with local realtors.</p>
Develop Residential Land Resulting In Diverse Housing		
	<p>Continue work with landowners to encourage development through potential partnerships</p>	<p>Brady continues to build relationships with landowners and gain a better understanding of price and availability.</p>
Develop Light Industrial (Annexed Lands)		
	<p>Develop land use strategy that takes into</p>	<p>Project complete.</p>
	<p>Undertake an Opportunities and Constraints analysis</p>	<p>Project complete.</p>
	<p>Develop logical phasing plan to phase development</p>	<p>ASP adopted for all phases December 10, 2018. Project complete.</p>
	<p>Develop a Financing and Cost Sharing</p>	<p>FIA and Cost Sharing Models complete.</p>
	<p>Undertake a market analysis</p>	<p>Market analysis is complete.</p>
	<p>Undertake recommended phasing plan to phase development</p>	<p>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. Meeting with WSP was held April 8th & final plans for servicing have been developed. Phasing of costs to be presented in 2020 budget.</p>
Implement Economic Development Business Plan		

Strategies

YEAR 2	Update on Progress	
Continue with Revitalization of Downtown & Highway Corridor		
Gateway signs, mural maintenance	LED additions to the Gateway signs have been installed. Still addressing some programming issues and working on covering the backs of the LED panels.	
GOVERNANCE & INTERNAL OPERATIONS		
Ensure Ongoing Public Participation		
Quarterly Open Houses	Open House held February 28, 2019. Next open house scheduled for June 6, 2019	
Create opportunities for meaningful public participation as per the Public Participation Policy #COUN 05-18(a)	Continue with open houses and surveys.	
Administration and Council Policies		
Complete review and update of policies	Ongoing - Third set of updated policies are being presented to Council on May 13 after having been reviewed and recommend by the Admin Services Committee on April 29.	
Address Legislative Changes in a Timely Fashion		
Continue using tracking worksheet to identify changes required and progress	Monitoring of changes is ongoing.	
Continue to review and update Bylaws	Ongoing	
Ensure ongoing training for qualified operators/staff	Ongoing	
PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS		
Build Government Relations at All Levels		
MLA, MP and surrounding municipal Councils at least bi-annual social	Meeting held with the MD of Willow Creek on December 19, 2018	
Strengthen Stakeholder Relationships		

Strategies

YEAR 2	Update on Progress	
Encourage presentations to Council, visit organizations to build relationships and have a presence in the community	Relationships with AHS and Other Service Providers	Continue to have non-profits and other organizations in Town present to Council.
Continue to Enhance Relationships with AHS and Other Service Providers		
VIBRANT COMMUNITY, QUALITY OF LIFE		
Investigate Opportunities for Various Types of Housing		
Work with landowners and developers to encourage housing development		Ongoing meetings with developers to discuss potential developments, and assist as required.
Traffic & Police Enforcement		
Continue partnership for CPO services		Town now has a fully trained and appointed CPO 1 on staff that can address and enforce traffic concerns as well as Town Bylaw issues. CPO Aide Partnership has been created with the MD.
Continue work with Alberta Transportation and RCMP on enforcement measures on highway #2		CPO to assist RCMP with traffic on the highway and in town. RCMP have increased traffic light patrol and highway #2 patrols. A joint radar blitz in conjunction with the RCMP and CPO is in the works as well as checkstops in our area. Sherriff unit was in town and the DOT's at the scale several times. Traffic calming radar signs are now out and in use.
Expansion of Pathways		
Complete pathway on 8th Street West from 59 Ave West to Derochie Drive		Completed
Complete pathway from Porcupine Hills Lodge to Patterson Park		Completed
Complete pathways and access road system at Stormwater Management Facility		Completed

Strategies

YEAR 2	Update on Progress
Work with service clubs to continue pathway along 8th Street from Westlynn Drive to South access of Water Treatment Plant	Pathway Expansion was approved in budget 2019 and another section along 8th St. West is planned to connect the existing pathways in the SW to the sidewalk system. Kinsmen Club of Claresholm has agreed to take on this project and a grant application is currently being drafted. Waiting on quotes.
Improvement of Parks	
Continue improvement and upgrade of parks as identified in the Parks and Recreation Master Plan	Postponed development of Amundsen Park to 2020 to allow time for a committee to be struck and create redevelopment plans. Committee has met 3 times, engaging many user groups and services clubs in this process. Playground improvements are included as part of the redesign.
Support the Arts Community	
Redevelopment of Amundsen Park to include amphitheatre for outdoor performances	Landscape architect engaged (draft concept plan in progress) public open house scheduled for June 6, 2019.
Safety Programs and Sidewalk Safety	
Risk Reduction and Sidewalk Infrastructure	We are continuing our Risk Reduction program in 2019 for liability reduction (trip hazard removal) and the continued improvements to our sidewalk infrastructure responsibly. Sidewalk tender has been posted with the deadline for submissions being June 3, 2019.



INFORMATION BRIEF

Meeting: May 13, 2019

Agenda Item: 19

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - November 13, 2018				
18a	IN CAMERA: Moved by Councillor Schulze to support the concept and approach recommended by the Regional Fire Services Study Steering Committee, and further to support the approach and guiding principles for the remaining components of the Intermunicipal Collaboration Framework. CARRIED MOTION #18-176	Marian	Draft agreement being prepared and scheduled to be presented to all Councils for consideration on June 19, 2019	In progress
Regular Scheduled Meeting - February 11, 2019				
10	RFD: EV Charging Station - Moved by Councillor Schlossberger to approve the License Agreement with ATCO Power (2010) Ltd. as presented, and to approve option 2 from the proposed locations. CARRIED MOTION #19-017	Brady	Site has been chosen	Complete
Regular Scheduled Meeting - March 11, 2019				
16	RFD: Adjustment of Utility Bills - Moved by Councillor Zimmer to authorize administration to adjust the water billing for March 2019 as deemed appropriate as a result of the requirement for continuous water flow due to water service lines freezing. CARRIED MOTION #19-032	Marianna/Blair	Adjustments have been made	Complete
Regular Scheduled Meeting - March 25, 2019				
11	RFD: SouthGrow Membership - Moved by Councillor Schlossberger to become a member municipality of South Grow Regional Initiative. CARRIED MOTION #19-040	Brady	Membership accepted	Complete
17	INFO BRIEF: CAO Report - Council directed Administration to look into the possibility of installing a new columbarium at the cemetery in 2019.	Blair/Mike	Columbarium has been ordered	Complete
Regular Scheduled Meeting - April 8, 2019				
3	CORRES: APWA Alberta Chapter - Referred to Administration to acknowledge National Public Works Week May 19-25, 2019.	Marian/Karine	To be acknowledged	In Progress

Regular Scheduled Meeting - April 23, 2019				
1	BYLAW #1665 - Moved by Councillor Schlossberger to give Bylaw #1665, a land use bylaw amendment, 1st Reading. CARRIED	Tara	Public Hearing scheduled for May 13, 2019	Complete
2	BYLAW #1666 - Moved by Councillor Carlson to give Bylaw #1666, a land use bylaw amendment, 1st Reading. CARRIED	Tara	Public Hearing scheduled for May 13, 2019	Complete
5	CORRES: Claesholm & District Chamber of Commerce - Moved by Councillor Schlossberger to allow the Claesholm & District Chamber of Commerce to host their annual Mexican Fiesta in Amundsen Park on June 21, 2019 from 5:00 to 9:00 p.m. which will include a beer garden, conditional on the Chamber securing all the required approvals. CARRIED MOTION #19-054	Darlene	Letter sent	Complete
6	CORRES: Claesholm Kraken Swim Club - Moved by Councillor Moore to support the Claesholm Kraken Swim Club's Annual Swim Meet June 7 & 8, 2019 and waive the cost of the pool rental fees to a maximum of \$700. CARRIED MOTION #19-055	Karine	Letter sent	Complete
7	CORRES: Barbara Rolfe RE: Request for a New Bylaw - Council directed Administration to take no further action at this time.	Karine	Letter sent	Complete
8	RFD: SouthGrow Representation - Moved by Councillor Zimmer to appoint Councillor Brad Schlossberger to be the Town of Claesholm's representative with the SouthGrow Regional Initiative. CARRIED MOTION #19-056	Karine	Letter sent	Complete
9	RFD: Youth Council Representatives Policy - Moved by Councillor Schlossberger to adopt Policy 2.1.15 – the Youth Council Representatives Policy, effective April 23, 2019. CARRIED MOTION #19-057	Blair/Allison	Policy added to Policy Manual. Ad put in paper to start receiving applications	Complete
10	RFD: EV Charging Station Site - Moved by Councillor Moore to approve the use of Site-1 as indicated on the proposed locations for the placement of two (2) electric vehicle charging stations with the Peaks to Prairies project. CARRIED MOTION #19-058	Brady	Licence of Occupation Signed and filed. Await install schedule	In Progress
11	RFD: Amundsen Park Design Proposal - Moved by Councillor Carlson to approve the out-of-budget expenditure for the design and survey plans for Amundsen Park to a maximum of \$14,000 to be funded from General Reserves. CARRIED MOTION #19-059	Blair/Tara	Contract Signed	Complete
17a	IN CAMERA - Personnel - Moved by Councillor Zimmer to approve the CAO contract with Marian Carlson as presented effective July 1, 2019. CARRIED MOTION #19-060	Marian/Lisa	Contract signed	Complete

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 9, 2019

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

April 5, 2019
Town of Claresholm – Council Chambers

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

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

Regrets: Doug MacPherson – Mayor

Public Present: Rob Vogt - CLP

8:35 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the agenda by Doug Priestly
		Seconded by Jeff Kerr
		CARRIED

	Adoption of Minutes	Motion to adopt the Meeting Minutes By Councillor Carlson
	<ul style="list-style-type: none">• March 15, 2019	Seconded by Doug Priestly
		CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT	Motion to approve With conditions by Jeff Kerr
	File: D2019.017 Applicant: Tisha Glimsdale Owner: Steven Glimsdale Address: 5032 8 St West Legal: Lot 3, Block 3, Plan 731014 Regarding: Home Occupation Application – Day Home	Seconded by Councillor Carlson
		CARRIED

Item 2: ACTION	DEVELOPMENT PERMIT	Motion to approve with amended conditions By Councillor Carlson
	File: D2019.022 Applicant: Brian Chartrand Owners: Barbara & Aime Chartrand Address: 223 52 Ave West Legal: Lot 1-3, Block 83, Plan 147N	Seconded by Jeff Kerr
		CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

April 5, 2019

Town of Claresholm – Council Chambers

Regarding: Home Occupation Application – Landscaping
Services

8:47 a.m.

**Motion to Adjourn
By Doug Priestly**

CARRIED

Next meeting: April 18, 2019

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

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
March 28, 2019 at 3:00 P.M.

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

Absent: Brad Schlossberger

1. Chair Gord Wolstenholme called the meeting to order at 3:03 P.M.

2. Approval of Agenda

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

CARRIED

3. Delegations

No delegations.

4. Approval of Minutes

a) Regular Meeting February 21, 2019

19.37 **Moved by Nancy Cormier** to approve the minutes of the February 21, 2019 regular
meeting as presented.

CARRIED

5. Financial Information

a) Accounts Payable

CAO Friesen presented the accounts payable, including March 2019 payroll, in the amount of
\$30 235.63.

19.38 **Moved by John Kroetsch** to approve for payment, the accounts payable in the amount
of \$30 235.63.

CARRIED

b) Check Detail February 28 to March 21, 2019

CAO Friesen presented the members with the check detail from February 28 to March 21, 2019.

19.39 **Moved by Don Norby** to accept the check detail of February 28 to March 21, 2019 as
presented.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
March 28, 2019 at 3:00 P.M.

5. Financial Information cont.

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

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

19.40 **Moved by Nancy Cormier** to accept the February 2019 reconciliation reports for the ATB Financial checking account & 90 day notice account.

CARRIED

d) Balance Sheet ending February 28, 2019

CAO Friesen presented the members with the balance sheet ending February 28, 2019.

19.41 **Moved by John Kroetsch** to accept the balance sheet ending February 28, 2019 as presented.

CARRIED

e) ATB Financial Bank Statement

CAO Friesen presented the members with the ATB Financial bank statement ending February 28, 2019.

19.42 **Moved by Don Norby** to accept the ATB Financial bank statement ending February 28, 2019 as presented.

CARRIED

f) Transfer Funds

CAO Friesen provided the members with the current bank balance and made recommendation to transfer a portion of the funds into the 90 day notice investment account which is an interest bearing account that pays higher interest rate than the checking account.

19.43 **Moved by Don Norby** that CAO Friesen be authorized to transfer \$125 000.00 (one hundred twenty five thousand dollars) from the WCRWMSC ATB Financial checking account into the 90 day notice investment account.

CARRIED

7. New Business

a) Alberta Recycling – Changes to E-Waste and Paint Programs

CAO Friesen reported that there are changes to the e-waste and paint recycling programs effective April 1, 2019. Alberta Recycling will increase the incentive we currently receive for e-waste from \$130.00 per metric tonne to \$155.00 per metric tonne. Paint incentives will decrease for both the processors and the collection sites. This will affect the WCRWMSC as not only will we receive less per tote of paint, we will also pay more per tote to have it removed from our site. Friesen further reported that staff will work to maximize our paint totes.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
March 28, 2019 at 3:00 P.M.

7. New Business cont.

a) Alberta Recycling – Changes to E-Waste and Paint Programs cont.

Friesen stated that she hoped the increase in e-waste incentives will cover the higher paint processing fees as well as the lower paint incentives.

b) Fort Macleod Toxic Round-up Meeting with F.M. Environmental Committee

CAO Friesen reported that she was invited to attend the Fort Macleod Environmental Committee meeting on March 27. She further reported that she did meet with the group to discuss how the landfill can help to ensure the round-up is successful. Friesen will attend the event, tentatively set for June 1, to help with sorting of waste that will be brought to the landfill.

8. Correspondence

a) M.D. of Willow Creek

CAO Friesen presented the members with correspondence from the M.D. of Willow Creek. The members accepted the correspondence as information.

9. General Landfill Information

CAO Friesen gave a brief verbal report regarding oil recycling and the cost associated with setting up the HHW compound.

10. In Camera

a) Land Lease

b) Personnel

19.44 **Moved by Don Norby** to go In Camera at 3:42 P.M.

CARRIED

19.45 **Moved by Nancy Cormier** to come out of In Camera at 4:13 P.M.

CARRIED

19.46 **Moved by John Kroetsch** that CAO Friesen hire a seasonal full time employee and further that the wage be as discussed during the In Camera session.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
March 28, 2019 at 3:00 P.M.

11. Adjournment

19.47 **Moved by Don Norby** to adjourn at 4:14 P.M.
CARRIED

Chairman Gord Wolstenholme

CAO Cheryl Friesen

Approved

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Exhibit Hall Claresholm Museum

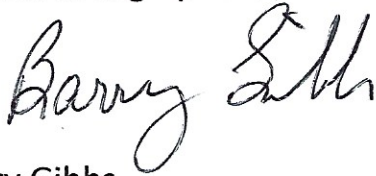
March 20th, 2019

Present: Barry Gibbs, Betty Hoare, Don Glimsdale, Carl Hopf, Verne Lunan, Tom Pollon, Bert Franssens, Gaven Moore and Bill Kells

1. Call to order by Barry Gibbs at 3:00 PM.
2. Adoption of agenda as amended made by Carl Hopf. **CARRIED**
3. Approval of minutes from February 20, 2019 as is made by Don Glimsdale. **CARRIED** No correspondence to report on.
4. Chair Report – Barry went over his monthly report that he had sent out. Highlight was status of the Women in Agriculture Display to be discussed in detail later in the meeting.
5. Strategic Planning 2019-2022 – Barry led the group discussion on finalizing the 2019 -2022 plan. Strong emphasis is placed on the goals in the plan. Bill Kells to see if there is a workshop by the Alberta museums that could meet one of our goals of an annual Board development event. It was decided that a 6th goal regarding the collection be added to the plan. Bert Franssens made a motion that the Strategic Plan 2019 -2022, as developed, be approved with the addition of the 6th goal. **CARRIED**
6. Planning Committee – Verne Lunan reported on the 3 events that are currently being planned.
 - Women in Agriculture display is scheduled for October 18, 2019. The United Farmers Historical Society is working on the displays and ordering the bust of Louise McKinney. The Lt. Governor has not been confirmed for this date. A budget will need to be prepared for the event.
 - 50th Anniversary of the Museum – the official opening of the museum on Friday May 17th will be used to honor the 50th Anniversary of the Claresholm and District Museum. The people who worked hard to get the museum to where it is today will be honored. Delegates to assist in the ribbon cutting, followed by cake, coffee and tea.
 - Claresholm Culture Days – The Claresholm Community Centre has been booked for Sunday, September 29, 2019. The Friends of the Museum are applying for a One Day Grant to help fund the event. A draft budget has been created along with a tentative list of events.

7. Executive Director's Operations Report – Bill Kells went over his report with the board. He discussed the list of museums priority projects leading up to the official opening of May 17, 2019. There is a lot of work to be done and volunteers and Board support will be needed to accomplish them all. Bill discussed the overall security of the museum in both buildings. Carl Hopf made a motion giving board approval to the Executive Director for the following items:
- Relocation of brochure racks and magazine shelving into the old Louise McKinney display room.
 - Remove curved modern counter addition in the CPR station building.
 - Move all furniture and Travel Information Centre office related items into the station's back room to create new staff room/storage area.
 - Relocating the existing photograph display and photo booth items into the old staff room and painting the room.
 - Reorganize vehicles currently on display in the Exhibit Hall to create a more meaningful display.
 - Look into a new grant for lighting upgrades.
 - Send a letter to Heritage Acres indicating interest in acquiring unused components of a display system that is currently not being used, as a possible donation to our museum.
 - Explore options to prevent unauthorized access to some parts of the museum in both buildings. **CARRIED ON ALL ITEMS**
- The visual museum project needs to have 8 stories submitted to this project. The offer of a donation of an Allis Chalmers 1939 tractor was discussed. It was felt that we currently do not have the room to accept this generous donation. Carl Hopf made a motion to decline the offer. **CARRIED**
8. Committee for 2020 project – moved to next meeting.
9. Bill Kells left the room and board went in-camera session. Board came out of in-camera session and Bill Kells returned to the meeting.
10. Motion for adjournment at 5:04 PM made by Carl Hopf. **CARRIED**

Next meeting April 17, 2019



Barry Gibbs
Board Chair

CLARESHOLM FOOD BANK

Meeting: March 28, 2019

Present: Wendy, Shirley, Brydon, Linda, Gaven, Melissa & Kathy

Regrets: Shelley

Absent:

Meeting Called to order: 4:15 p.m.

Additions to Agenda: None

Minutes of Previous Meeting: Accepted as read by Kathy Quinlan

Treasurer's Report –Accepted as Presented by Linda Brooks

OLD BUSINESS:

1. Computer Update- tabled
2. Volunteer Scheduling – Shirley feels scheduling is pointless. Melissa did a bit of a questionnaire with volunteers and they would like to stay doing it as it is now - completed
3. Expense forms – None – a reminder to everyone to fill in and hand in monthly
4. Thank you letter (Melissa and Linda) will develop letter and bring to next meeting
5. Thank you in paper (Kathy and Shirley) – Kathy will submit this week
6. Fundraising Committee – Linda still working on new ideas – tabled put on separate place on Agenda
7. Policies – Used policies from Lethbridge Food Bank This is a work in progress

Building Committee Update: Wendy will call Shelley and get her to phone Brydon, Gaven and Bernie to set up meeting next week. Must get started on this.

Food Bank Update: In Feb gave out 85 hampers – Food Truck came in but had more cleaning supplies than actual food. May need another shipment in 2 months. Melissa is proposing 6 hampers per year and talk to FCSS and give emergency hampers and small gift cards – Much discussion.

Went In Camera: 5p.m. Out 5:05

Need to take delivery off of pamphlets. Shelley has original. Need new pamphlets with proper phone # 625-2092. A suggestion to write a letter to FCSS with hrs of operation, etc. Wendy will write.

Linda moves to write a letter to FCSS with our hours of operation and no deliveries and no rides home. 2nd Melissa – carried.

CORRESPONDENCE: Canada Food Banks Survey Stats – Done by Melissa (Thank-you)

NEW BUSINESS:

1. Volunteer Appreciation Event: April 10 Need tickets for Linda, Brydon, Shirley, Melisa, Kathy and Wendy

NEXT MEETING: April 25, 2019 at the Library

Meeting Adjourned: 5:25 p.m.

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday April 10, 2019 –Town Hall, Hill Spring



Board Representatives

Brent Feyter, Fort Macleod
Scott Korbett, Pincher Creek
Jim Bester, Cardston County
Blair Painter, Crowsnest Pass
Dale Gugala, Stavely
Brad Schlossberger, Claresholm
Bev Everts, MD Pincher Creek
Dennis Barnes, Cardston
Gerald Carter, Glenwood (alternate)
Warren Mickels, Cowley
Monte Christensen, Hill Spring

Resource Staff and Guests

Bev Thornton, Executive Director, AlbertaSW
Tony Walker, CF Alberta Southwest
Shalane Friesen, AEP
David Anderson, Hill Spring
Jim Willett, Chair, SouthGrow

1. Call to Order and welcome- Chair called the meeting to order.
2. Approval of Agenda Moved by Dennis Barnes THAT the agenda be approved as presented.
Carried. [2019-04-622]
3. Approval of Minutes Moved by Scott Korbett THAT the minutes of March 6, 2019 be approved as presented.
Carried. [2019-04-623]
4. Approval of Cheque Register Moved by Blair Painter THAT cheques #2606 to #2615 be approved as presented.
Carried. [2019-04-624]
5. Notice of Motion: Financial Services Discussion and information. Avail LLP has provided good services to AlbertaSW; no objections to re-appointing them at the AGM.
6. Highway 3 AGM and update SouthGrow has taken on the responsibility to manage an administrative contract for the Highway 3 Twinning Development Association.
7. Peaks to Prairies Update ATCO, the owner/operator of the new system is collaborating with communities to identify locations and work out details of sites. Chain Lakes does not have 3 phase power, so may need to create alternative ideas for highway 22.
8. EDA Conference The EDA Conference is an outstanding success: 400 delegates, 27 sponsors, 8 plenary sessions, 2 pre-sessions, 22 breakout sessions and almost 100 speakers/moderators participated in the program.
9. Entrepreneur supports Board was advised of new and ongoing Entrepreneurial supports and training. Contact Bev for additional information

10. Budget an Operations Board reviewed draft of operations expenditures, to date, and discussed some key goals for 2019-2020. Year-end details to be presented at next meeting.
11. Executive Director Report Accepted as information.
12. Round table updates
13. Board Meetings:
- May 1, 2019 – Cardston
 - June 5, 2019 – AGM Bomber Command Museum - Nanton
 - July 3, 2019 – no meeting (summer break)
 - August 7, 2019 – MD Ranchland
14. Adjournment Moved by Dennis Barnes THAT the meeting be adjourned.
Carried. [2019-04-625]

Approved May 1, 2019

Chair

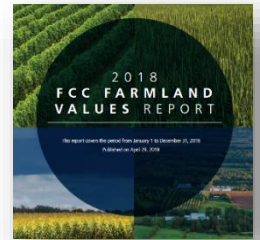
Secretary/Treasurer

Alberta SouthWest Bulletin May 2019

Regional Economic Development Alliance (REDA) Update

- **Agriculture updates from colleagues at Plant Protein Alliance of Alberta (PPAA)**

- **Farm Credit Corporation (FCC) Annual Report 2018** is a snapshot of what is happening across Canada in agricultural business. Page 9-10 contain specific Alberta information, showing that land values in southern Alberta are the most valuable in the province. Report can be downloaded at <https://www.fcc-fac.ca/en/about-fcc/fcc-annual-report.html> or, e-mail bev@albertasouthwest.com and I can send you the document!
- **Canada West Foundation** comments on trade with China. Blogs and news can be found at <https://cwf.ca/news/blog/china-brief-edition-021/>



- **Crown of the Continent transboundary partnership to be featured at South Dakota Conference**

- Sheena Pate, our Crown of the Continent Project Coordinator, will make a presentation at **the National Outdoor Recreation Conference, Rapid City, South Dakota, May 6-9, 2019**, talking about the success of our geotourism initiative, the focus on the business of outdoor recreation and how communities can build upon that industry <https://www.2019norc.org/>

Excerpt from the Conference Agenda:

The Crown of the Continent Geotourism Council was established in 2006 and is the oldest, continuously running group of its kind. The Crown of the Continent Geotourism Council ... is characterized by a high level of commitment, cooperation and collaboration between Alberta, British Columbia and Montana. The activities involve stakeholders at the level of business owners, tourism operators, non-profits and municipal, provincial/state and federal agencies. The strength of this very large transboundary partnership lies in the relationships, a shared pride in the region and the potential to develop the economies of the communities while stewarding, enhancing and celebrating our special character of place.



- **Economic Developers Alberta (EDA) Resources**

- The **Community Toolkit for Economic Recovery and Resiliency** (2017 Canadian Version) is on the Economic Developers Alberta website <http://www.edaalberta.ca/page-1861533>
- **EDA Conference presentations available on the website** <http://www.edaalberta.ca/2019-Conference-Presentations>



UPCOMING!

Southern Alberta Energy Forum - Wednesday, May 15, 2019 – 12:00pm-5:00pm lunch included
Fort Macleod Town Office, 410 20 St, Fort Macleod



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

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

** Learn about financing options and other information resources.

As of May 1, 2019, the event is oversubscribed,

but **you may register** to be on a wait list

and also be on a contact list for future events and information.

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

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

403-627-3373 (office) 403-627-0244 (cell)

bev@albertasouthwest.com

www.albertasouthwest.com





Claresholm & District Chamber of Commerce
Regular General Meeting

MINUTES

Wednesday, March 20, 2019
Douro's Restaurant, Claresholm, AB

Present: Amanda Zimmer, Keith Armstrong, Tony Walker, David Richardson, Todd Buhmiller, Brad Schlossberger, Karen Needham, Rob Vogt, Laurie Butler, Patricia Dawson, Iqbal Nurmohamed, Lauren Billey

Regrets: Andrea Fletcher, Brad Toone, Lorraine Norgard, Shauna Anderson and Brady Schnell

1. **Call Meeting to Order**
Amanda called the meeting to order at 12:00 p.m.
2. **Acceptance/Additions to Agenda**
The agenda was accepted with the following two changes:
7.4 tabled as documents have not yet arrived - Lorraine
7.6 Letter of support from the museum - Amanda
Tony made a motion to approve the agenda with additions, seconded by Karen, CARRIED.
3. **Approval of Minutes**
The minutes of January 16, 2019 were read by Amanda. Motion by Iqbal, seconded by Tony to accept the minutes. CARRIED.
4. **Treasurer's Report**
There was no Treasurer's report as Lorraine was ill and couldn't attend the meeting.
5. **Membership update**
There are 73 members signed up.
6. **Old Business**
 - 6.1. **Learning Sessions**
Agri-Food with Ted Menzies is set for Tuesday night (7p.m.) March 26 at the Legion. Plant Protein Alliance will be present as will the MD Ag Svcs board. Todd & Keith will have a Chamber table set up at this event to promote the Chamber, sell memberships, etc.

Suggestions for future topics? Mental Health (lots of interest), Agri-Food for full day (much interest from the surrounding area).
 2. **Chamber Activities for the upcoming year:**
 - Mexican Fiesta (21 Jun) committee: Amanda (Chair), Brady, Tony, Lorraine Joseph volunteered to participate
 - Business Awards (23 Oct) committee: Todd, Brad, Amanda, Lauren, Lorraine
 - Small Business Conference (Sep 20/21) committee: Amanda, Lauren, Brady, Lorraine, Darla Slovak
 - Old Fashioned Christmas (Nov 29) committee: Amanda, Brad, Keith
 - Trade Fair committee: Todd, Dave, Tony, Brad, Keith, Lorraine

6.3 Meeting dates, times, locations:

- April 17, 6 p.m., Cottonwood Village Retirement Residence
- May 15, noon, at Casa Roma
- June 19, 6 p.m., Putters Restaurant
- July 17, noon, Casa Roma
- Aug. 21, 6 p.m., Putters
- Sept. 18, noon, Casa Roma
- Business Awards in place of October meeting
- November, noon, Douros
- No December meeting
- Business Presentations always welcome at our General Meetings. Contact Keith Armstrong to schedule a date, secretary@claresholmchamber.ca

7. **New Business**

1. Provincial Election

Join up with Nanton to provide a joint forum. Motion to work with Nanton for an all candidates forum on Apr 3/2019 by Lauren, seconded by David CARRIED

2. Alberta Saskatchewan Canada Airstream request for materials

1) Amanda will check with the Town to see if they have also made a request to the Town. Motion to provide swag bags with a pen and note pad in them by Lauren seconded by Todd, CARRIED

3. Request to attend the ACC AGM by Keith Armstrong. Bursary application available from Chamber Group Insurance plans for \$1000, deadline to apply is April 5. Motion to send application in to support Keith attending by Todd seconded by Dave. CARRIED.

4. Regional Chamber Meeting at Community futures office at Ft MacLeod (436 – 24 St) attendance by Todd, Brad & Keith

5. Letter of Support requested for Alberta Cultural Days grant application from Friends of the Museum
Motion to provide a letter of support for the museum by Todd seconded by Iqbal. CARRIED

8. **Liaison Reports**

8.1 **ECONOMIC DEVELOPMENT**

Hosting Social Media workshops in May/June for \$120/attendee for full registration, or \$20/session. Discussion provided by Lauren

8.2 **Town update by Brad Schlossburger.**

Attending South Grow mtg at Coaldale on 28 Mar 2019.

8.3 **Presidents report:**

- Need support on events. Please consider stepping forward
- Youth Justice of Alberta South West is supported by the chamber with a Positive Ticketing Program and Amanda is very excited about our involvement

9. Next Meetings

1. Next General Meetings – April 17 at 6 p.m. at Cottonwood Village
2. Next Executive Meeting – Apr 5

10. Adjournment

David moved the meeting be adjourned at 12:35 p.m.



Claresholm & District Chamber of Commerce
Executive Meeting
Friday, April 5, 2019
MINUTES

Present: Amanda Zimmer, Lorraine Norgard , Keith Armstrong, Todd Buhmiller, Shauna Anderson, Brad Schlossberger, David Richardson, Lauren Billey, Brad Toone

Regrets:

1. Call Meeting to Order

Amanda called the meeting to order at 5:30 p.m.

2. Acceptance/Additions to Agenda

The agenda was accepted with the following addition:

6.7 Volunteer dinner - Amanda

Lorraine made a motion to approve the agenda with the addition, seconded by Brad CARRIED

3. Approval of Minutes

The minutes of March 1, 2019 were approved by motion by Shauna and seconded by David: CARRIED.

4. Treasurer's Report

Lorraine reported the credit card from global payments expires 30 Apr 2019 and she is looking for another one. Motion to accept the treasurers report by Lauren and seconded by Shauna: CARRIED

5. Old Business

5.1. Membership Update.

Lorraine said that the Museum joined which brings our total to 6 new memberships this year.

5.2. Executive Policies Handbook.

Lorraine said it was delayed as it was on the computer

5.3 Learning sessions:

Mental health. Lorraine said that initial discussions revealed that this is very expensive. Amanda said that she would talk with Mike and Doug. Lorraine said that we should have a sign in sheet at our next sessions with contact info so that we could end info to attendees.

5.4 Youth Justice Committee Positive Ticket Program:

Delegation to approach council to ask that the bylaw officer hand some of the chits out. \$5 gift amounts which might be adjusted depending on the business. Also, some businesses give out coupons which we will check if they will add some of those to our purchases to increase the "gift" being

given to our youth.

6. New Business

1. CGRA request:

A motion to provide \$250 was made by Lorraine and seconded by Lauren: CARRIED

2. Administrative Professional Day Advertising

A motion to pay for \$90 in advertising was put forward by Todd and seconded by David: CARRIED.

3. Visitor Guide Advertising

Vibrant Chamber of Commerce ad suggested in general discussion. \$239 put forward by Motion from Lorraine seconded by Todd: CARRIED

4. Chamber Name tags:

Motion to purchase magnetic name tags with Logo and first name for all executive be purchased by Lorraine and seconded by Lauren: CARRIED

5. Promotional Items

1,000 pens purchased, interest in buying water bottles similar to the Town, writing pads, 4 table cloths. A motion to purchase these items put forward by Lauren seconded by Lorraine: CARRIED

6. Tables for events:

Todd to check into the details on purchasing 20 tables by the Chamber from Home Hardware that we will have available to rent out to community groups. 30"x72", heavy duty style plastic top, folding legs. Will need to talk to town storage, and create a rental agreement and deposit.

about

7. Volunteer Night

Apr 10/2019 at the Community Hall at 6:30 – 8:30 pm.

Chamber reps attending: Shauna, Lauren & children, Todd, Brad S, Amanda & Keith

7.1 EDC report (given by Lauren)

- Wed May 1/8/15/22/29 & June 5 at the Cottonwood (12 – 2:30 pm) for only \$120. To sign up see Brady at the Town. Mr Scofielt of Pincher Creek will be facilitating

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

- Bev Thornton who is local has received a lifetime award
- Aerial photography video of the Town/area being considered
- New bylaw Officer has been hired
- attended South Grow mtg and numerous contacts made. An amazing 7 billion dollars in solar energy has been spent in area.

7.3 Amundsen Park (given by Brad Toone)

Brad gave a comprehensive update including the following features:

- angled parking to be installed to increase parking
- concrete to be removed
- year round washroom to be constructed

8.0 Next Meetings

1. Next General Meetings – April 17 at 6 p.m. at Cottonwood Village
 - May 15 at 12 p.m. at Casa Roma
 - Jun 19 at 6 p.m. at Putters Restaurant
 - Jul 17 at 12 p.m. Casa Roma
2. Next Executive Meeting – May 1 @ 5:30 p.m. at Casa Roma

9.0 Adjournment

The meeting was adjourned at 7:00 p.m. by Amanda



Town of Fort Macleod

BOX 1420, FORT MACLEOD, ALBERTA, CANADA TEL: (403)553-4425 FAX (403)553-2426 WWW.FORTMACLEOD.COM

April 9, 2019

Alberta Health and Wellness
22nd Floor, ATB Place
10025 Jasper Avenue
Edmonton, Alberta
T5J 1S6

Attention: Mr. Milton Sussman – Deputy Minister of Health

Dear Mr. Sussman;

On behalf of the Town of Fort Macleod I am writing to you in support of the recent correspondence sent to you by Reeve Sandberg from the MD of Willow Creek No. 26. The Town of Fort Macleod Council is also very concerned about the AHS' borderless rural ambulance system which has and continues to cause significant increases in wait times and an escalating increase in the number of calls for assistance from our municipal fire departments.

We unanimously concur that the failure of AHS rural ambulance services, to adequately address the needs of rural residents has become a critical topic of concern among our rural fire departments, municipal councils and all of our residents. Patient care and safety has definitely been called into question by our public and first responders.

We are therefore requesting that AHS take immediate steps to remedy the inadequacies that rural communities have been experiencing over the past 3 years. We concur with the MD, that the time for discussion has long since passed and that definitive action is now essential.

Our Town Council looks forward to hearing from you on this matter in the immediate future.

Sincerely;

Brent Feyter
Mayor

c.c. Alberta Southwest Reeves and Mayors
MD of Willow Creek – Reeve Sandberg