



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
OCTOBER 15, 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 – SEPTEMBER 23, 2019**

**ACTION ITEMS:**

1. **BYLAW #1658 – Emergency Management**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
2. **RETURNING OFFICER'S REPORT**  
RE: Vote of the Electors – Bylaw #1674
3. **BYLAW #1674 – Borrowing Bylaw**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
4. **BYLAW #1676 – Recycling**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
5. **BYLAW #1679 – Administrative Services Committee**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
6. **BYLAW #1680 – Audit & Finance Committee**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
7. **BYLAW #1681 – Emergency Services Committee**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
8. **BYLAW #1682 – Facility & Infrastructure Planning Committee**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
9. **BYLAW #1683 – Grievance Committee**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
10. **BYLAW #1684 – Multi-Use Community Building Committee**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
11. **BYLAW #1685 – Recreation Facility Users Committee**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
12. **BYLAW #1686 – Wage Negotiating Committee**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
13. **DELEGATION RESPONSE: The Station**  
RE: Available Space
14. **NEWS RELEASE: Government of Alberta – September 25, 2019**  
RE: Minister's Awards for Municipal Excellence
15. **CORRES: Alberta Municipal Affairs**  
RE: Municipal Indicators for Town of Claresholm
16. **CORRES: Municipal District of Willow Creek**  
RE: 28<sup>th</sup> Annual Legacy of Our Land Banquet
17. **CORRES: Claresholm Coordinated Community Response to Elder Abuse**  
RE: National Domestic Violence Awareness Month
18. **CORRES: SouthGrow Regional Economic Development**  
RE: Invitation to Water Security Forum – November 7, 2019

19. CORRES: Oldman Watershed Council  
RE: Request for Support
20. CORRES: Southern Alberta Recreation Association (SARA)  
RE: 2021 Southern Alberta Summer Games – Letter of Agreement
21. CORRES: Willow Creek Ministerial Association  
RE: Prayer Breakfast for Elected Officials
22. CORRES: Royal Canadian Legion Branch #41  
RE: Presentation of First Poppy – October 25, 2019
23. CORRES: Royal Canadian Legion Branch #41  
RE: Veteran’s Banquet – November 3, 2019
24. CORRES: Royal Canadian Legion Branch #41  
RE: Remembrance Day Service – November 11, 2019
25. CORRES: Claresholm Indoor Walking Group  
RE: Request for Donation
26. CORRES: Claresholm & District FCSS  
RE: Invitation to Poverty Simulator – October 24, 2019
27. REQUEST FOR DECISION: Tax Exemption Applications Under COPTER
28. REQUEST FOR DECISION: Policy #5.8.15 – Liquor & Town Facilities (v.1)
29. REQUEST FOR DECISION: Policy #5.4.10 – Recyclable Materials (v.1)
30. REQUEST FOR DECISION: Walkway Closure
31. REQUEST FOR DIRECTION: Multi-use Community Building Update
32. INFORMATION BRIEF: Council Resolution Status
33. ADOPTION OF INFORMATION ITEMS
34. IN CAMERA
  - a. LAND – FOIP Section 16.1
  - b. Intergovernmental Relations – FOIP Section 21

**INFORMATION ITEMS:**

1. Municipal Planning Commission Minutes – September 5, 2019
2. Alberta SouthWest Bulletin – October 2019
3. Alberta SouthWest Regional Alliance Board Meeting Minutes – September 4, 2019
4. Claresholm Community Centre Association Meeting Minutes – June 25, 2019
5. Claresholm & District Transportation Society Meeting Minutes – June 21, 2019

**ADJOURNMENT**



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

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

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

**ABSENT:** None

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

**MEDIA PRESENT:** Rob Vogt, Claresholm Local Press

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

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

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

**CARRIED**

**MINUTES:** REGULAR MEETING – SEPTEMBER 9, 2019

Moved by Councillor Zimmer that the Regular Meeting Minutes of September 9, 2019 be accepted as presented.

**CARRIED**

**DELEGATION:** THE STATION – Kale Hayes  
RE: Available Space

Present on behalf of the Station was Kale Hayes, who is the President. The Station would like to ensure that their programming continues within Claresholm, and would like to be allowed to use Mackin Hall for their programming.

**ACTION ITEMS:**

1. BYLAW #1658 – Emergency Management  
RE: 1<sup>st</sup> Reading

Moved by Councillor Schulze to give Bylaw #1658, the Emergency Management Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

2. BYLAW #1675 – Records Management & Retention Bylaw  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings

Moved by Councillor Cutler to give Bylaw #1675, the Records Management & Retention Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Zimmer to give Bylaw #1675, the Records Management & Retention Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

3. BYLAW #1676 – Recycling

Moved by Councillor Schlossberger to give Bylaw #1676, the Recycling Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

4. BYLAW #1677 – COPTER Bylaw Amendment  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings

Moved by Councillor Cutler to give Bylaw #1677, the COPTER Bylaw Amendment, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Schulze to give Bylaw #1677, the COPTER Bylaw Amendment, 3<sup>rd</sup> & Final Reading.

**CARRIED**

5. BYLAW #1678 – Cemetery Bylaw Amendment  
RE: 1<sup>st</sup> Reading

Referred to Administration for more information.

6. BYLAW #1679 – Administrative Services Committee  
RE: 1<sup>st</sup> Reading

Moved by Councillor Carlson to give Bylaw #1679, the Administrative Services Committee Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

**7. BYLAW #1680 – Audit & Finance Committee**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Zimmer to give Bylaw #1680, the Audit & Finance Committee Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

**8. BYLAW #1681 – Emergency Services Committee**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Cutler to give Bylaw #1681, the Emergency Services Committee Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

**9. BYLAW #1682 – Facility & Infrastructure Planning Committee**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Schulze to give Bylaw #1682, the Facility & Infrastructure Planning Committee Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

**10. BYLAW #1683 – Grievance Committee**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Schlossberger to give Bylaw #1683, the Grievance Committee Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

**11. BYLAW #1684 – Multi-use Community Building Committee**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Moore to give Bylaw #1684, the Multi-use Community Building Committee Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

**12. BYLAW #1685 – Recreation Facility Users Committee**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Carlson to give Bylaw #1685, the Recreation Facility Users Committee Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

**13. BYLAW #1686 – Wage Negotiating Committee**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Cutler to give Bylaw #1686, the Wage Negotiating Committee Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

**14. CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs**  
**RE: 2019 Minister's Awards for Municipal Excellence**

Received for information

**15. CORRES: Alberta Rural Development Network**  
**RE: Introduction to ARCH2**

Referred to the Claresholm & District FCSS Board.

**16. CORRES: Town of Coaldale**  
**RE: Municipal Law Seminar – October 23, 2019**

Each member of Council is to decide if they would like to attend and to let Administration know to register them.

**17. CORRES: Rural Municipalities of Alberta (RMA)**  
**RE: MacKinnon Report – RMA Analysis**

Received for information.

**18. CORRES: Alberta Urban Municipalities Association (AUMA)**  
**RE: Key Messages on the MacKinnon Report**

Received for information.

**19. CORRES: FortisAlberta**  
**RE: 2020 FortisAlberta Proposed Rate Changes**

Received for information.

**20. CORRES: Claresholm Indoor Walking Group**  
**RE: Request for Donation**

Council has requested that the Claresholm Indoor Walking Group fill out the necessary paperwork and for their donation request to be on a future Council agenda for consideration. Future years funding is to be referred to budget discussions.

**21. REQUEST FOR DECISION: FortisAlberta Franchise Fee**

MOTION #19-138 Moved by Councillor Zimmer to maintain the franchise fee percentage at 4% for 2020 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with FortisAlberta Inc. This decision is to emphasize the Town's commitment to economic development and to attract businesses by keeping franchise fees low.

**CARRIED**

**22. REQUEST FOR DECISION: Local Improvement Tax – Acreages**

MOTION #19-139 Moved by Councillor Schlossberger to defer the Acreages Road Building Project and refer it back to future budget discussions.

**CARRIED**

**23. REQUEST FOR DECISION: Banking Services Requests for Proposals**

MOTION #19-140 Moved by Councillor Schlossberger to accept BMO's proposal for the Banking Services and direct Administration to work with them on finalizing the details of the contract.

**CARRIED**

**24. REQUEST FOR DECISION: Letter of Support – Claresholm Skating Club CFEP Grant**

MOTION #19-141 Moved by Councillor Schulze to provide a letter of support and commitment for municipal funding in the amount of \$84,653.82 for the Claresholm Skating Club's CFEP Grant Application for the Arena roof & floor repairs.

**CARRIED**

**25. REQUEST FOR DECISION: Letter of Support – Learn-a-lot Playschool – Community Foundation Grant**

MOTION #19-142 Moved by Councillor Cutler to partner with the Claresholm Learn-A-Lot Playschool in support of their application to the Community Foundation of Lethbridge & Southwestern Alberta for the purpose of the new playschool facility.

**CARRIED**

**26. REQUEST FOR DECISION: Policy Manual Review & Updates - Finance**

MOTION #19-143 Moved by Councillor Schulze to adopt the updated Town Policies as follows, effective September 23, 2019:

- 5.1.01 – Community Donation Policy (Version 1.0) (Previously CEDC 12-15)
- 5.1.05 – Community Organizations Insurance Reimbursement (Version 1.0) (Previously GA 03-16)
- 5.1.10 – Charitable Donation Receipt Policy (Version 1.0) (Previously GA 11-17)
- 5.1.15 – Forgiveness of Taxes Policy (Version 1.0) (NEW)
- 5.1.20 – Tax Penalty Forgiveness Policy (Version 1.0) (Previously TAX 09-15)

**CARRIED**

MOTION #19-144 Moved by Councillor Zimmer to repeal the following policies:

- 5.1.06 – Assistance to Community Groups (Previously CEDC 01-02)
- 5.1.30 – Offers to Purchase Land (Previously PLDE 10-10(a))
- 5.1.40 – Requests for Financial Assistance – Sports Groups (Previously CEDC 12-95)
- 5.1.50 – Municipal Sustainability Initiative (MSI) Operating Grant (Previously CEDC 08-11)

**CARRIED**

**27. REQUEST FOR DECISION: Liquor & Town Facilities – Drop-in Centre Event**

MOTION #19-145 Moved by Councillor Schlossberger to approve the use of the Claresholm Senior's Drop-in Centre for the service of liquor by Neil & Lynda Schuler on November 15, 2019, provided that they adhere to all provincial/municipal regulations as required by Policy #5.8.15.

**CARRIED**

MOTION #19-146 Moved by Councillor Cutler for administration to review Policy #5.8.15 and bring back a revised policy for consideration by Council.

**CARRIED**

**28. REQUEST FOR DIRECTION: Police Costing Model Engagement**

Received for information.

**29. FINANCIAL REPORT: Statement of Operations – August 31, 2019**

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

**CARRIED**

**30. INFORMATION BRIEF: Emergency Advisory Committee**

Received for information.

**31. INFORMATION BRIEF: Immigration Town Hall – November 9, 2019**

Received for information.

**32. INFORMATION BRIEF: CAO Report**

Received for information.

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

Received for information.

**34. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**35. IN CAMERA:**

**a. LAND – FOIP Section 16.1**

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

**c. PERSONNEL – FOIP Section 17.2**

Moved by Councillor Moore to go In Camera at 8:38 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson stated that the live stream has ended at 8:38 p.m.

Moved by Councillor Schulze to come out of In Camera at 9:38 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:38 p.m.

**CARRIED**

**a. LAND – FOIP Section 16.1**

**MOTION #19-147** Moved by Councillor Cutler to accept the offer of \$126,000 from Structural Precast in principal for Lots 2, 3 & 4, Block 10, Plan 7910032 with negotiations regarding conditions to be discussed as part of the purchase agreement.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 9:39 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson noted that recording ceased at 9:39 p.m.

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Mayor – Doug MacPherson

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Chief Administrative Officer – Marian Carlson

# ACTION ITEMS



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1658**

**WHEREAS**, under the authority of the Municipal Government of Alberta, being Chapter M-26 of the Revised Statutes of Alberta, R.S.A. 2000 and amendments thereto, the Council of a municipality may pass bylaws for the direction and control of its emergency response;

**AND WHEREAS** the Council is required, under the Emergency Management Act, R.S.A. 2000, Chapter E-6.8 to appoint an Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency; and

**AND WHEREAS** it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

**AND WHEREAS** the Council deems it necessary and appropriate to repeal and replace the existing Municipal Emergency Management Agency Bylaw No. 1566;

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

**SECTION 1 TITLE OF BYLAW**

1.1 This Bylaw may be cited as the “**Municipal Emergency Management Bylaw.**”

**SECTION 2 DEFINITIONS**

2.1 In this Bylaw, unless the context otherwise requires:

- a) “**Act**” means the Emergency Management Act, R.S.A. 2000, Chapter E-6.8;
- b) “**Council**” means the Council of the Town of Claresholm;
- c) “**Director**” means the Director of Emergency Management;
- d) “**Disaster**” means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
- e) “**Emergency**” means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
- f) “**Emergency Advisory Committee**” means a committee of Council appointed by resolution;
- g) “**Minister**” means the Minister charged with administration of the Act;
- h) “**Municipal Emergency Management Agency**” means the agency established under this Bylaw;
- i) “**Municipal Emergency Plan**” means the emergency plan prepared by the Director of Emergency Management to coordinate response to any emergency or disaster; and
- j) “**Town**” means the municipal corporation of the Town of Claresholm in the Province of Alberta, or the area located within the Town of Claresholm's corporate limits, as the context so requires.

**SECTION 3 ESTABLISHMENT OF COMMITTEE AND AGENCY**

- 3.1 There is hereby established an Emergency Advisory Committee to advise Council on the development of emergency plans and programs.
- 3.2 There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 4.2 of this Bylaw.
- 3.3 Council shall:
  - a) by resolution, appoint two (2) of its members to serve on the Emergency Advisory Committee;
  - b) provide for the payment of expenses of the members of the Emergency Advisory Committee;
  - c) by resolution, on the recommendation of the Emergency Advisory Committee, appoint a Director of Emergency Management;



- d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town;
  - e) approve the Town's emergency plans and programs; and
  - f) review the status of the Municipal Emergency Plan and related plans and programs at least once each year.
- 3.4 Council may:
- a) by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency;
  - b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid agreements and/or regional plans and programs .
  - c) on the recommendation of the Emergency Advisory Committee, appoint one or more Deputy Director(s) of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence.
- 3.5 The Emergency Advisory Committee shall:
- a) review the Municipal Emergency Management Plan and related plans and programs on a regular basis;
  - b) advise Council, duly assembled, on the status of the Municipal Emergency Program and related plans and programs at least once a year;
  - c) provide guidance and direction to the Municipal Emergency Management Agency; and
  - d) appoint a Chair from the members for the duration of the Council term.
- 3.6 The Municipal Emergency Management Agency shall:
- a) be comprised of those people or positions as outlined in Schedule "A" hereto or their designates;
  - b) be responsible for the administration of the Town's emergency management program;
  - c) review the Town's emergency plan and update the Emergency Advisory Committee on any recommended changes as well as the Agency's activities at least once per year; and
  - d) use a command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency.
- 3.7 The Director of Emergency Management shall:
- a) prepare and coordinate the Municipal Emergency Management Program and related plans and programs for the Town;
  - b) act as director of emergency operations, or ensure that someone is designated under the Municipal Emergency Plan to so act on behalf of the Municipal Emergency Management Agency;
  - c) authorize and coordinate all emergency services and other resources used in an emergency;
  - d) delegate duties and tasks as necessary to ensure conformance with paragraphs 3.7(a)(b) and (c).

#### **SECTION 4 STATE OF LOCAL EMERGENCY**

- 4.1 The power to declare or renew a state of local emergency under the Act, the powers specified in Section 4.2 of this Bylaw, and the requirement specified in Section 4.5 of this Bylaw are hereby delegated to the Mayor or Deputy Mayor, and in their absence, any two Councillors acting jointly.
- 4.2 When a state of local emergency is declared, the person or persons making the declaration shall:
- a) ensure that the declaration identifies the nature of the emergency and the area of town in which it exists;
  - b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected ; and
  - c) forward a copy of the declaration to the Minister forthwith.
- 4.3 Subject to Section 4.5, when a state of local emergency is declared, the local authority making the declaration may do all acts and take all necessary proceedings including the following:
- a) cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
  - b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
  - c) authorize or require any qualified person to render aid of a type he or she is qualified to

- provide;
- d) control or prohibit travel to or from any area of Town;
- e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the town;
- f) cause the evacuation of persons and the removal of personal property from any area of the Town that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons and personal property;
- g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
- h) Cause the demolition or removal of any trees or structures if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the Town for the duration of the state of emergency;
- j) authorize the conscription of person needed to meet an emergency; and
- k) authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in paragraphs (b) through (j) in relation to any part of the Town affected by a declaration of a state of local emergency.

- 4.4 When a state of local emergency is declared:
  - a) neither council nor any member of Council, and
  - b) no person appointed by Council to carry out measures relating to emergencies or disasters;
 are liable for anything done or omitted to be done in good faith while carrying out a power or duty under this Bylaw, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.
- 4.5 When, in the opinion of the local authority declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
- 4.6 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
  - a) a resolution is passed under Section 4.5;
  - b) a period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution;
  - c) the Lieutenant Governor in Council makes an order makes an order for a state of emergency under the Act, relating to the same area; or
  - d) the Minister cancels the state of local emergency.
- 4.7 When a declaration of a state of local emergency has been terminated, the local authority who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

**SECTION 5 REPEAL OF PREVIOUS BYLAW**

- 5.1 Bylaw No. 1566, the “Municipal Emergency Management Agency Bylaw” and any amendments thereto, are hereby repealed.

**SECTION 6 PASSAGE OF BYLAW**

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

Read a first time in Council this **23<sup>rd</sup>** day of **September** 2019 A.D.

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

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

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**Doug MacPherson, Mayor**

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**Marian Carlson, CAO**

**SCHEDULE "A"**

Municipal Emergency Management Agency	<ol style="list-style-type: none"><li>1. Director of Emergency Management</li><li>2. Deputy Directors of Emergency Management</li><li>3. Claresholm Fire Chief or designate</li><li>4. Claresholm RCMP</li><li>5. Municipal District of Willow Creek Emergency Services Fire Chief or designate</li><li>6. Emergency Reception Centre (designated as Claresholm &amp; District FCSS Director or designate)</li><li>7. Town Office Administrative Staff<ul style="list-style-type: none"><li>• Information Officer</li><li>• Safety Officer</li><li>• Liaison Officer</li><li>• Operations Command</li><li>• Planning Command</li><li>• Logistics Command</li><li>• Finance/Administration Command</li></ul></li><li>8. Livingstone Range School Division representative (Schools)</li><li>9. Alberta Health Services representative (Multiple Facilities)</li><li>10. Volker Stevin representative (Highways)</li></ol>
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# **Claresholm**

**Town of Claresholm**

**Vote of the Electors**

**Bylaw #1674**

**Monday, September 30, 2019**

**Official Results**

**(Results became official on Friday, October 4, 2019 at Noon)**

**YES – 810**

**NO – 205**

**Voter Turnout – 35%**

**Karine Keys  
Chief Returning Officer**



## **BYLAW #1674 TOWN OF CLARESHOLM PROVINCE OF ALBERTA**

**This by-law authorizes the Council of the Town of Claresholm (hereinafter referred to as “the Municipality”) to incur indebtedness by the issuance of debenture(s) in the amount of \$2,800,000 for the purpose of constructing Town owned buildings to create facilities for administration, day-care, preschool, and other users and community space referred to as Multi-use Community Buildings.**

**WHEREAS:**

The Council of the Municipality has decided to issue a by-law pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the Multi-use Community Buildings Project.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$3,800,000 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves	\$ 112,500
Provincial Grants	\$ 887,500
Debenture(s)	<u>\$2,800,000</u>
Total Cost	<u>\$3,800,000</u>

In order to complete the project, it will be necessary for the Municipality to borrow the sum of \$2,800,000, for a period not to exceed thirty (30) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this by-law is equal to, or in excess of thirty (30) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2018 is \$4,254,702 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

**NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:**

1. That for the purpose of constructing Town owned buildings to create Multi-use Community Buildings the sum of Two Million and Eight Hundred Thousand DOLLARS (\$2,800,000) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of Two Million and Eight Hundred Thousand DOLLARS (\$2,800,000) is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this by-law, namely the Multi-use Community Buildings Borrowing Bylaw.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed thirty (30) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed four (4) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

Read a first time in Council this **15<sup>th</sup>** day of **July** 2019 A.D.

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

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

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Doug MacPherson, Mayor

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Marian Carlson, Chief Administrative Officer



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1676**

**A Bylaw of the Town of Claresholm to outline the provision of Recyclable Materials Management.**

**WHEREAS** pursuant to the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, a Council may pass bylaws for municipal purposes respecting the safety, health and welfare of the people, and the protection of people and Premises, nuisances, services provided by or on behalf of the municipality;

**AND WHEREAS** the *Municipal Government Act*, also provides that a council may pass bylaws to establish a system for the collection, removal and disposal of Recyclable Materials;

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

**SECTION 1 TITLE**

- 1.1 This Bylaw may be cited as the **“RECYCLABLE MATERIALS MANAGEMENT BYLAW.”**

**SECTION 2 DEFINITIONS**

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **“Account”** means an agreement between the applicant and the Town of Claresholm for the provision of Utilities.
  - b) **“CAO”** means the Chief Administrative Officer of the Town of Claresholm.
  - c) **“Collection Day”** means the day which is scheduled by the Director for municipal collection of recyclable materials.
  - d) **“Collector”** means a person or persons who collect recyclable materials within the Town for and on behalf of the Town.
  - e) **“Curb”** means the actual curb, if there be one, and if there is no curb in existence, shall mean the division of roadway between that part intended for the use of vehicles and that part intended for use by pedestrians.
  - f) **“Customer”** means any person, corporation or organization that has entered into a contract with the Town for utility provision at a particular premise, or who is the owner or occupant of any premises connected to or provided with a utility.
  - g) **“Enforcement Officer”** means a Community Peace Officer, a Bylaw Enforcement Officer, a Municipal Enforcement Officer or a member of the Royal Canadian Mounted Police (RCMP). For the purposes of this Bylaw, the Director of Infrastructure is also considered an Enforcement Officer.
  - h) **“Occupant”** means a person or corporation in actual possession of any premises either as an owner or tenant. For billing purposes further defined as a person contracting with the Town for the domestic supply of utilities to any premises.
  - i) **“Premises”** means any land, building, supplied with utilities by the Town.
  - j) **“Recyclable Materials”** means those items deemed to be recyclable as per Town Policy.
  - k) **“Recyclable Materials Receptacle”** means 95 gallon blue collection totes or 6 yard bins provided by the Town for the collection of recyclable materials.
  - l) **“Shared Receptacle Service”** means recyclable collection services provided to a specific multi-premise site in Town in which several premises share a bin for recyclable materials collection.
  - m) **“Street”** means a public thoroughfare within the Town and includes, where the context so allows, the sidewalk and borders of the street and all parts appearing in the Land Titles Office as set aside for a public thoroughfare; when used in distinction, it means the public thoroughfare on which the premises in question front.
  - n) **“Director”** means the Director of Infrastructure, appointed to oversee the sanitation department and/or their duly authorized delegated, agent or representative.
  - o) **“Town”** means the corporation of the Town of Claresholm, or the area contained within the boundaries thereof, as the context requires.

**SECTION 3 GENERAL**

- 3.1 Authority of the Town  
Except as otherwise provided in this bylaw, the Town shall provide for the public collection and removal of recyclable materials within the limits of the Town and shall supervise the

facilities and equipment necessary or desirable for the management of recyclable materials collected or disposed of by the Town.

3.2 Authority of the Director

The Director shall:

- a) Supervise the contractor hired to collect, remove and dispose of recyclable materials;
- b) Supervise the days and times that collection shall be undertaken in different portions of the Town;
- c) Outline the quantities and classes of recyclable materials to be removed from any premises or accepted by the Town for disposal;
- d) May specify availability of recyclable materials collection for commercial pick-up;
- e) Carry out any inspections required to determine compliance with this bylaw;
- f) Take any steps or carry out any actions required to enforce this bylaw;
- g) Take any steps to carry out any actions required to remedy a contravention of this bylaw.

3.3 Recyclable Materials Receptacles

Every customer within the Town of Claresholm shall receive or shall have use of a recyclable materials receptacle in accordance with the following:

- a) Every residential customer with the exception of those in apartment buildings will receive a 95 gallon blue collection tote.
- b) Each apartment building will receive a 6 yard bin for shared receptacle service for the apartment building.
- c) Each non-residential customer will receive either a 95 gallon blue tote or will have access to a 6 yard bin within close proximity for shared receptacle service depending on customer preference and/or the Director of Infrastructures discretion based on space and convenience for placing a shared bin or curbside tote collection.
- d) High use non-residential customers will have the choice, or on the discretion of the Director of Infrastructure based on use and volumes of recyclable materials the requirement, to have their own, or multiple, 6 yard bin recyclable material receptacles.
- e) Each 95 gallon blue tote will have a serial number and be assigned to a specific customer to track which bin belongs to whom. The loss or damage of a tote due to neglect, misuse, or other cause not of the fault of the Town or its contractors will be replaced and billed to the customer as per prices on Schedule "A". If at the fault of the Town or the Town's contractor the replacement cost will not be billed to the Customer.

3.4 Preparation of Recyclable Materials for Collection

No person shall set out recyclable materials for collection without ensuring that the recyclable materials have been prepared for collection in accordance with the following:

- a) Any recyclable material that is to be collected must be:
  - i. acceptable by the Town as per Section 2.1(j);
  - ii. contained within the recyclable materials receptacle
- b) No person shall place recyclable materials elsewhere than in the recyclable materials receptacle.
- c) No person shall place recyclable materials for pickup without the permission of the owner or occupant of the premise.
- d) The Director or their designate reserves the right to withhold collection of recyclable materials where the recyclable materials do not meet the necessary requirements.

3.5 Location of Recyclable Materials

- a) No person who receives recyclable materials collection shall set out recyclable materials at locations that are: unsafe, obstructed, blocked by snow or ice, poorly maintained and uneven, or that prevent recyclable materials collectors from collecting in a safe and efficient manner in the opinion of the Director or their designate.
- b) The occupant of residential premises shall place recyclable materials for collection in such a way that collectors shall have access without entering into private property.
- c) Recyclable materials receptacles will be set out for automated collection next to the curb on the front street, or where there is no curb at the transition from street to boulevard or yard.
- d) Except where in the opinion of the Director, it is impractical to store waste recyclable materials outside of a building, no collector shall make a collection of recyclable materials from inside any building.
- e) The Town shall collect recyclable materials from only one pick-up point from each premise, except where the Director has designated any other pick-up point they consider necessary.

3.6 Collection Schedules

- a) The Collector shall collect recyclable materials from each residential and commercial premises once a week, or when it is deemed necessary to collect;



- b) Recyclable materials shall not be set out for collection prior to 7:00 PM the evening of the day prior to the collection day, and must be placed at collection points no later than 7:00 AM on the scheduled collection day.

3.7 Other Provisions

- a) It shall be unlawful for any person to dump recyclable materials anywhere within the limits of the Town of Claresholm.
- b) No person, other than the occupant of the premise, shall pick over, remove, disturb, or otherwise interfere with any recyclable materials that have been set out for municipal purposes.
- c) No person shall place residential or commercial recyclable materials in a public litter container.
- d) The Town reserves the right to withhold collection of improperly prepared recyclable materials, prohibited recyclable materials, excessive quantities of recyclable materials, or recyclable materials located at unsafe or non-compliant set-out locations.

3.8 Charges for Collection of Recyclable Materials

Charges for recyclable materials removal by the Town and recycling infrastructure costs are stipulated in Schedule "A". Each customer will be charged for recyclable materials removal service even if unutilized, regardless of whether the recyclable materials receptacle is refused, returned, or unused.

3.9 Contravention

Any person who contravenes a provision of this bylaw is guilty of an offense and is liable of a fine not exceeding one thousand dollars (\$1,000.00) and not less than one-hundred dollars (\$100.00).

3.10 Violation Tickets and Penalties

- a) Where a Bylaw Enforcement Officer and/or the Director believes on reasonable and probable grounds that a person has contravened any provision of this bylaw, he may serve upon such person a violation tag provided by this section:
  - i. Either personally on the premises or by leaving it for the occupant at their residence with a person on the premises who appears to be at least eighteen (18) years of age or by registered mail, and such service shall be adequate for the purpose of this bylaw.
  - ii. A violation tag shall be in such form as determined by the Town of Claresholm and shall state the section of the bylaw which was contravened and the amount which is provided, that will be accepted by the Town in lieu of prosecution.
  - iii. Upon production of violation tag issued pursuant to this section within fourteen (14) days from the issue thereof together with the payment to the Town of Claresholm of the fee as provided, the person to whom the tag was issued shall not be liable for prosecution for the contravention in respect of which the tag was issued.
  - iv. Notwithstanding the provision of this section, a person to whom a tag has been issued pursuant to this section may exercise his right to defend any charge committing a contravention of the provisions of this bylaw.
- b) The specified penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule "B" in respect of that provision.
- c) The minimum penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule "B" in respect of that provision.
- d) Notwithstanding Section 3.10:
  - i. where any person contravenes the same provision of this bylaw twice within one eighteen (18) month period, the specified penalty payable in respect of the second contravention is double the amount shown in respect of that provision; and
  - ii. where any person contravenes the same provision of this bylaw three or more times within one eighteen (18) month period, the specified penalty payable in respect of the third or subsequent contravention is triple the amount shown in Schedule "B" in respect of that provision.

3.11 Compliance with Other Legislation

No section of this bylaw relieves a person from complying with any federal or provincial law or regulation other bylaw or any requirements of any lawful permit, order, consent or other direction.

3.12 Validity of Bylaw

Every provision of this bylaw is independent of all other provisions, if any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

**SECTION 4 REPEALED**

4.1 Bylaw #1575, the “Recycling Materials Management Bylaw” and any amendments, are hereby repealed.

**SECTION 5 PASSAGE OF BYLAW**

5.1 This Bylaw shall come into effect November 1, 2019.

Read a first time in Council this **23<sup>rd</sup>** day of **September** 2019 A.D.

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

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

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**Doug MacPherson, Mayor**

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**Marian Carlson, CAO**

## SCHEDULE "A"

### Fees

<b>NON RESIDENTIAL SERVICES (Bi-Weekly Collection)</b>	<b>Nov 1, 2019</b>	<b>Nov 1, 2020</b>	<b>Nov 1, 2021</b>	<b>Nov 1, 2022</b>	<b>Nov 1, 2023</b>
Per 95 Gallon Tote	10.30/month	10.56/month	10.82/month	11.09/month	11.37/month
Shared Receptacle Service (per user)	10.30/month	10.56/month	10.82/month	11.09/month	11.37/month
Per 6 Yard Bin	50.00/month	51.25/month	52.53/month	53.84/month	55.19/month
Additional Collection (beyond regular bi-weekly collection)	45.00/dump	46.13/dump	47.28/dump	48.46/dump	49.67/dump
<b>RESIDENTIAL SERVICES (Bi-Weekly Collection)</b>					
Residential Dwellings	10.30/month	10.56/month	10.82/month	11.09/month	11.37/month
<b>95 GALLON BLUE TOTE REPLACEMENT</b>					
Additional charge for replacement of tote	110.00	112.75	115.50	118.50	121.40

## **SCHEDULE “B”**

### **Penalties**

<b>Section</b>	<b>Description</b>	<b>Fine</b>
<b>3.4</b>	<b>Improper preparation of recyclable materials</b>	<b>\$150</b>
	<b>All other sections</b>	<b>\$100</b>



# REQUEST FOR DECISION

Meeting: October 15, 2019  
Agenda Item: 4

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## BYLAW 1676 – RECYCLING MATERIALS MANAGEMENT

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### **DESCRIPTION / BACKGROUND:**

Bylaw 1676 – Recycling Materials Management Bylaw received 1<sup>st</sup> reading on September 23, 2019. Since that date it was noted that there was a typo in the bylaw. Schedule “A” – Fees has annual increases in the fee schedule however the last two columns both had the date of Nov 1, 2022. The last column should read Nov 1, 2023.

The attached bylaw has the corrected date in RED

### **RECOMMENDED ACTION:**

A motion be made by council prior to 2<sup>nd</sup> and 3<sup>rd</sup> reading to correct the date in the last column of Schedule “A” from Nov 1, 2022 to Nov 1, 2023.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to correct the date in the last column of the table in Schedule “A” of Bylaw 1676 – Recycling Materials Management Bylaw to read “Nov 1, 2023”.

Moved by Councillor \_\_\_\_\_ to give second reading to Bylaw #1676, Recycling Materials Management Bylaw.

Moved by Councillor \_\_\_\_\_ to give third and final reading to Bylaw #1676, Recycling Materials Management Bylaw.

### **ATTACHMENTS:**

- 1.) Draft Bylaw 1676 – Recyclable Materials Management Bylaw

### **APPLICABLE LEGISLATION:**

- 1.) MGA Part 3 Division 3 – Public Utilities

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

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APPROVED BY: Marian Carlson, CLGM – CAO

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DATE: October 10, 2019



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1679**

**A Bylaw of the Town of Claresholm to establish an Administrative Services Committee and to define its powers, duties and responsibilities.**

**WHEREAS** under the provisions of the *Municipal Government Act*, a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

**AND WHEREAS** the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Administrative Services Committee as hereinafter set forth;

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

**SECTION 1 TITLE**

- 1.1 This Bylaw may be cited as the “**ADMINISTRATIVE SERVICES COMMITTEE BYLAW.**”

**SECTION 2 DEFINITIONS**

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) “**Committee**” means the Administrative Services Committee, which is an advisory Committee to Council.
  - b) “**Council**” means the duly elected Town Council for the Town of Claresholm.

**SECTION 3 ESTABLISHMENT**

- 3.1 There is hereby established an Administrative Services Committee.

**SECTION 4 COMMITTEE MEMBERSHIP**

- 4.1 The Committee shall be appointed by Council and consist of the following:
- a) Two (2) members of Council;
- 4.2 Appointments shall be for one (1) year.
- 4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

**SECTION 5 CONDUCT OF BUSINESS**

- 5.1 The Committee shall select from among themselves a Chairperson.
- 5.2 The Committee will meet as needed.
- 5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.
- 5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.
- 5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

**SECTION 6 DUTIES OF THE COMMITTEE**

- 6.1 In general terms, the Committee is charged with responsibility to review matters related to the administration of the Town of Claresholm and make recommendations to Council. More specifically, the Committee will:
- a) Formulate policies for programs as required;
  - b) Assess and review policies and bylaws related to administration.

**SECTION 7 SEVERABILITY PROVISION**

- 7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if





**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1680**

**A Bylaw of the Town of Claresholm to establish an Audit & Finance Committee and to define its powers, duties and responsibilities.**

**WHEREAS** under the provisions of the *Municipal Government Act*, a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

**AND WHEREAS** the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Audit & Finance Committee as hereinafter set forth;

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

**SECTION 1 TITLE**

- 1.1 This Bylaw may be cited as the “**AUDIT & FINANCE COMMITTEE BYLAW.**”

**SECTION 2 DEFINITIONS**

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) “**Committee**” means the Audit & Finance Committee, which is an advisory Committee to Council.
  - b) “**Council**” means the duly elected Town Council for the Town of Claresholm.

**SECTION 3 ESTABLISHMENT**

- 3.1 There is hereby established an Audit & Finance Committee.

**SECTION 4 COMMITTEE MEMBERSHIP**

- 4.1 The Committee shall be appointed by Council and consist of the following:
- a) Minimum of three (3) members of Council
- 4.2 Appointments shall be for one (1) year.
- 4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

**SECTION 5 CONDUCT OF BUSINESS**

- 5.1 The Committee shall select from among themselves a Chairperson.
- 5.2 The Committee will meet as needed.
- 5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.
- 5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.
- 5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

**SECTION 6 DUTIES OF THE COMMITTEE**

- 6.1 In general terms, the Committee is charged with responsibility to review matters related to the finances of the Town of Claresholm and make recommendations to Council. More specifically, the Committee will:
- a) Formulate policies related to the financial affairs of the municipality as required;
  - b) Assess and review policies and bylaws related to finances and the annual audit;
  - c) Recommend appointment of the Auditor for the Town of Claresholm;
  - d) Review and recommend to Council for approval, the annual audit report and annual financial statements;
  - e) Analyse and prepare for recommendation the annual Operational budget.
  - f) Analyse and prepare for recommendation the 3 year Operational plan.



**SECTION 7 SEVERABILITY PROVISION**

7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**SECTION 8 PASSAGE OF BYLAW**

8.1 This Bylaw shall come into effect upon passage of Third and Final Reading.

Read a first time in Council this **23<sup>rd</sup>** day of **September** 2019 A.D.

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

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

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

\_\_\_\_\_  
Marian Carlson, CAO



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1681**

A Bylaw of the Town of Claresholm to establish an Emergency Services Committee and to define its powers, duties and responsibilities.

**WHEREAS** under the provisions of the *Municipal Government Act*, a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

**AND WHEREAS** the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Emergency Services Committee as hereinafter set forth;

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

**SECTION 1 TITLE**

- 1.1 This Bylaw may be cited as the “**EMERGENCY SERVICES COMMITTEE BYLAW.**”

**SECTION 2 DEFINITIONS**

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) “**Committee**” means the Emergency Services Committee, which is an advisory Committee to Council.
  - b) “**CAO**” means the Chief Administrative Officer for the Town of Claresholm.
  - c) “**Council**” means the duly elected Town Council for the Town of Claresholm.
  - d) “**RCMP**” means the Royal Canadian Mounted Police.

**SECTION 3 ESTABLISHMENT**

- 3.1 There is hereby established an Emergency Services Committee.

**SECTION 4 COMMITTEE MEMBERSHIP**

- 4.1 The Committee shall be appointed by Council and consist of the following:
- a) Two (2) members of Council;
  - b) CAO;
  - c) Town of Claresholm Fire Chief;
  - d) One (1) member from the Claresholm Fire Department;
  - e) One (1) member from the Claresholm RCMP detachment;
  - f) Town of Claresholm Peace Officer;
  - g) Town of Claresholm Director of Infrastructure.
- 4.2 Appointments shall be for one (1) year.
- 4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

**SECTION 5 CONDUCT OF BUSINESS**

- 5.1 The Committee shall select from among themselves a Chairperson.
- 5.2 The Committee will meet quarterly.
- 5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.
- 5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.
- 5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

**SECTION 6 DUTIES OF THE COMMITTEE**

- 6.1 In general terms, the Committee is charged with responsibility to review matters related to emergency services within the Town of Claresholm and make recommendations to Council. More specifically, the Committee will:
- a) Formulate policies related to emergency services as required;

- b) Assess and review policies and bylaws related to emergency services.

**SECTION 7 SEVERABILITY PROVISION**

- 7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**SECTION 8 PASSAGE OF BYLAW**

- 8.1 This Bylaw shall come into effect upon passage of Third and Final Reading.

Read a first time in Council this **23<sup>rd</sup>** day of **September** 2019 A.D.

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

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

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

\_\_\_\_\_  
Marian Carlson, CAO



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1682**

**A Bylaw of the Town of Claresholm to establish a Facility and Infrastructure Planning Committee and to define its powers, duties and responsibilities.**

**WHEREAS** under the provisions of the *Municipal Government Act*, a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

**AND WHEREAS** the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Facility and Infrastructure Planning Committee as hereinafter set forth;

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

**SECTION 1 TITLE**

- 1.1 This Bylaw may be cited as the “**FACILITY AND INFRASTRUCTURE PLANNING COMMITTEE BYLAW.**”

**SECTION 2 DEFINITIONS**

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) “**Committee**” means the Facility and Infrastructure Planning Committee, which is an advisory Committee to Council.
  - b) “**Council**” means the duly elected Town Council for the Town of Claresholm.

**SECTION 3 ESTABLISHMENT**

- 3.1 There is hereby established a Facility and Infrastructure Planning Committee.

**SECTION 4 COMMITTEE MEMBERSHIP**

- 4.1 The Committee shall be appointed by Council and consist of the following:
- a) Minimum of three (3) members of Council;
  - b) One (1) member to represent the community at large.
- 4.2 Appointments shall be for one (1) year.
- 4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

**SECTION 5 CONDUCT OF BUSINESS**

- 5.1 The Committee shall select from among themselves a Chairperson.
- 5.2 The Committee will meet as needed.
- 5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.
- 5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.
- 5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

**SECTION 6 DUTIES OF THE COMMITTEE**

- 6.1 In general terms, the Committee is charged with responsibility to review matters related to the capital infrastructure of the Town of Claresholm and make recommendations to Council. More specifically, the Committee will:
- a) Formulate policies related to the capital infrastructure of the municipality as required;
  - b) Assess and review policies and bylaws related to capital infrastructure;
  - c) Analyse and prepare for recommendation the annual Capital budget.
  - d) Analyse and prepare for recommendation the 5 year Capital plan.

**SECTION 7 SEVERABILITY PROVISION**

7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**SECTION 8 PASSAGE OF BYLAW**

8.1 This Bylaw shall come into effect upon passage of Third and Final Reading.

Read a first time in Council this **23<sup>rd</sup>** day of **September** 2019 A.D.

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

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

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

\_\_\_\_\_  
Marian Carlson, CAO



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1683**

**A Bylaw of the Town of Claresholm to establish a Grievance Committee and to define its powers, duties and responsibilities.**

**WHEREAS** under the provisions of the *Municipal Government Act*, a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

**AND WHEREAS** the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Grievance Committee as hereinafter set forth;

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

**SECTION 1 TITLE**

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

**SECTION 2 DEFINITIONS**

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) “**Committee**” means the Grievance Committee, which is an advisory Committee to Council.
  - b) “**Council**” means the duly elected Town Council for the Town of Claresholm.
  - c) “**CUPE Local 3023**” means the Canadian Union of Public Employees Local 3023.

**SECTION 3 ESTABLISHMENT**

- 3.1 There is hereby established a Grievance Committee.

**SECTION 4 COMMITTEE MEMBERSHIP**

- 4.1 The Committee shall be appointed by Council and consist of the following:
- a) Three (3) members of Council.
- 4.2 Appointments shall be for one (1) year.
- 4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

**SECTION 5 CONDUCT OF BUSINESS**

- 5.1 The Committee shall select from among themselves a Chairperson.
- 5.2 The Committee will meet as needed.
- 5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.
- 5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.
- 5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

**SECTION 6 DUTIES OF THE COMMITTEE**

- 6.1 In general terms, the Committee is charged with responsibility to review matters related to a grievance filed by a member of CUPE Local 3023 and make recommendations to Council.

**SECTION 7 SEVERABILITY PROVISION**

- 7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**SECTION 8 PASSAGE OF BYLAW**

8.1 This Bylaw shall come into effect upon passage of Third and Final Reading.

Read a first time in Council this **23<sup>rd</sup>** day of **September** 2019 A.D.

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

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

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

\_\_\_\_\_  
Marian Carlson, CAO



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1684**

**A Bylaw of the Town of Claresholm to establish a Multi Use Community Building Committee and to define its powers, duties and responsibilities.**

**WHEREAS** under the provisions of the *Municipal Government Act*, a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

**AND WHEREAS** the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Multi Use Community Building Committee as hereinafter set forth;

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

**SECTION 1 TITLE**

- 1.1 This Bylaw may be cited as the “**MULTI USE COMMUNITY BUILDING COMMITTEE BYLAW.**”

**SECTION 2 DEFINITIONS**

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) “**Committee**” means the Multi Use Community Building Committee, which is an advisory Committee to Council.
  - b) “**Council**” means the duly elected Town Council for the Town of Claresholm.

**SECTION 3 ESTABLISHMENT**

- 3.1 There is hereby established a Multi Use Community Building Committee.

**SECTION 4 COMMITTEE MEMBERSHIP**

- 4.1 The Committee shall be appointed by Council and consist of the following:
- a) Three (3) members of Council.
- 4.2 Appointments shall be for one (1) year.
- 4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

**SECTION 5 CONDUCT OF BUSINESS**

- 5.1 The Committee shall select from among themselves a Chairperson.
- 5.2 The Committee will meet as needed.
- 5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.
- 5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.
- 5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

**SECTION 6 DUTIES OF THE COMMITTEE**

- 6.1 In general terms, the Committee is charged with responsibility to review matters related to the Multi Use Community Building and make recommendations to Council. More specifically, the Committee will:
- a) Analyse and prepare for recommendation the Multi Use Community Building design and budget.

**SECTION 7 SEVERABILITY PROVISION**

- 7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if



any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**SECTION 8 PASSAGE OF BYLAW**

8.1 This Bylaw shall come into effect upon passage of Third and Final Reading.

Read a first time in Council this **23<sup>rd</sup>** day of **September** 2019 A.D.

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

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

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

\_\_\_\_\_  
Marian Carlson, CAO



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1685**

**A Bylaw of the Town of Claresholm to establish a Recreation Facility Users Committee and to define its powers, duties and responsibilities.**

**WHEREAS** under the provisions of the *Municipal Government Act*, a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

**AND WHEREAS** the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Recreation Facility Users Committee as hereinafter set forth;

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

**SECTION 1 TITLE**

- 1.1 This Bylaw may be cited as the “**RECREATION FACILITY USERS COMMITTEE BYLAW.**”

**SECTION 2 DEFINITIONS**

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) “**Committee**” means the Recreation Facility Users Committee, which is an advisory Committee to Council.
  - b) “**Council**” means the duly elected Town Council for the Town of Claresholm.

**SECTION 3 ESTABLISHMENT**

- 3.1 There is hereby established a Recreation Facility Users Committee.

**SECTION 4 COMMITTEE MEMBERSHIP**

- 4.1 The Committee shall be appointed by Council and consist of the following:
- a) One (1) member of Council;
  - b) Town of Claresholm Director of Infrastructure;
  - c) Town of Claresholm Recreation Manager;
  - d) Town of Claresholm Recreation/Parks Staff member;
  - e) One (1) member from Claresholm Minor Hockey;
  - f) One (1) member from Claresholm Figure Skating;
  - g) One (1) member from Claresholm Minor Baseball.
- 4.2 Appointments shall be for one (1) year.
- 4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

**SECTION 5 CONDUCT OF BUSINESS**

- 5.1 The Committee shall select from among themselves a Chairperson.
- 5.2 The Committee will meet semi-annually.
- 5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.
- 5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.
- 5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

**SECTION 6 DUTIES OF THE COMMITTEE**

- 6.1 In general terms, the Committee is charged with responsibility to review matters related to recreational facility use within the Town of Claresholm and make recommendations to Council.

**SECTION 7 SEVERABILITY PROVISION**

7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**SECTION 8 PASSAGE OF BYLAW**

8.1 This Bylaw shall come into effect upon passage of Third and Final Reading.

Read a first time in Council this **23<sup>rd</sup>** day of **September** 2019 A.D.

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

Read a third time and final time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2019 A.D.

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

\_\_\_\_\_  
Marian Carlson, CAO



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1686**

**A Bylaw of the Town of Claresholm to establish a Wage Negotiating Committee and to define its powers, duties and responsibilities.**

**WHEREAS** under the provisions of the *Municipal Government Act*, a Council may pass bylaws to establish Council committees and the functions and procedures to be followed by Council committees;

**AND WHEREAS** the Council of the Town of Claresholm, in accordance with Section 145 of the *Municipal Government Act*, deems it expedient to establish a committee to be known as the Wage Negotiating Committee as hereinafter set forth;

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

**SECTION 1 TITLE**

- 1.1 This Bylaw may be cited as the “**WAGE NEGOTIATING COMMITTEE BYLAW.**”

**SECTION 2 DEFINITIONS**

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) “**Committee**” means the Wage Negotiating Committee, which is an advisory Committee to Council.
  - b) “**Council**” means the duly elected Town Council for the Town of Claresholm.

**SECTION 3 ESTABLISHMENT**

- 3.1 There is hereby established a Wage Negotiating Committee.

**SECTION 4 COMMITTEE MEMBERSHIP**

- 4.1 The Committee shall be appointed by Council and consist of the following:
- a) Four (4) members of Council.
- 4.2 Appointments shall be for one (1) year.
- 4.3 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

**SECTION 5 CONDUCT OF BUSINESS**

- 5.1 The Committee shall select from among themselves a Chairperson.
- 5.2 The Committee will meet as needed.
- 5.3 A quorum for meetings of the Committee shall be a simple majority of the appointed Committee Members.
- 5.4 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.
- 5.5 Neither the Committee nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.

**SECTION 6 DUTIES OF THE COMMITTEE**

- 6.1 In general terms, the Committee is charged with responsibility to review matters related to the collective agreement with CUPE Local 3023 and make recommendations to Council.

**SECTION 7 SEVERABILITY PROVISION**

- 7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**SECTION 8 PASSAGE OF BYLAW**

8.1 This Bylaw shall come into effect upon passage of Third and Final Reading.

Read a first time in Council this **23<sup>rd</sup>** day of **September** 2019 A.D.

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

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

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

\_\_\_\_\_  
Marian Carlson, CAO



## **The Station Brief**

(April 1, 2015 through March 31, 2016)

**Our Mission:** To support and encourage collaborating organizations to provide programs and social support services in the Town of Claresholm and surrounding area.

**Our Vision:** Creating Caring Community Connections

### **The Community Need**

There were inadequate programs and services for families, infants, children and youth in Claresholm and area. With a population of about 3,600, Claresholm is located at the extreme limits of service providers' geographic boundaries –equidistant from Lethbridge and Calgary. As a result, many specialized support services were unavailable in Claresholm and the barriers of transportation, family finances, disruption of work schedule etc. meant that citizens often did not have access to preventative services that they needed.

### **The Reasons for This Need**

Organizations that are not based in Claresholm face several challenges as they consider providing services to our residents. These challenges include the cost of travel, the cost of establishing a local office, the confusing and ever changing boundaries of services providers, and the difficulty in trying to network with each other and with other community resources.

### **The Innovative Solution**

The Station was developed to overcome these needs and challenges. Its purpose is to facilitate and provide more and accessible, coordinated and non-duplicated services. With numerous services being provided under one roof, community members have a stigma free, single point of entry, for a variety of preventative services, information, support, learning, advocacy and referrals.

### **The Outcomes**

In a common space, communication between agencies is facilitated, resources are pooled and partnerships are fostered –leading to speedy, vibrant and dynamic service providers that encourage, strengthen, stabilize and enrich family life and community connections. It is easier to attract other organizations to this community. Community members are more likely to find and access the services that they need. The social well-being of individuals, families, and communities is being enhanced.

### **The Early Successes in Addressing Community Need**

- Residents now have access to the existing services through a single point of entry facility.

- Porcupine Hills Early Childhood Coalition (PHECC) now offers Soft Play, which is a weekly program for young children to help develop gross motor skills. (average attendance -17) Music For Babies is another program that is being developed.
- Parent Link (Stay and Play) For several years, this weekly program was held at the Community Centre with an average attendance of 5. Since relocating to The Station, the average attendance has increased to 23.
- Preschool Speech/Language Walk-In Clinic is now being offered in Claresholm. PHECC, Parent Link, The Station and FCSS partnered in their request to provide this service in a location where young families were already gathering.
- Event to Remove Stigma The “Santa’s Gone Looney” event resulted in families and children lining up, waiting to get in.
- Taking Action Against Elder Abuse Coordinated Community Response Grant Program The Station brought 17 community members together to successfully apply for funds to address the issue of elder abuse.
- FCSS Teen Drop-In The space has allowed for the creation of a drop-in centre for teens which is held twice a week. (average attendance -11)
- Music Jam Sessions Seniors come together to play acoustical instruments and sing. (average attendance -14)
- Sessions offered by FCSS Meditation, Suicide Awareness Courses, Infant CPR, Babysitting Course, Caring for the Caregiver courses
- Attracting For Profit Groups The Station space has been rented for Baby Massage Classes, Crafting Classes for Kids, Mandela Course, Summer Games head office, and an out of town accountant.
- Funding Claresholm FCSS is acting as the anchor agency, keeping the doors open during business hours and managing the facility’s schedule. A coordinator was hired @ 0.25 FTE. Two year funding was awarded from the Community Initiatives Program Project-Based Grant which was applied for through the Friends of Claresholm. Other funds are received through donations and fund raising.
- Total participation during the first year: **1635**  
Quarterly participation: (74 - 105 - 595 – 861)
- THE STATION HAS BECOME A HOUSEHOLD NAME

### Collaborating Partners





# INFORMATION BRIEF

Meeting: September 23, 2019  
Agenda Item: Delegation

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## DELEGATION BACKGROUND – THE STATION

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Representatives from The Station met with Administration in regards to their current location (downtown within the same building as FCSS) and options moving forward to ensure the programming continues within Claresholm. Administration requested the Station come as a delegation to speak further to Council in regards to their programming and needs moving forward.

The Station has indicated a desire to allow their individual organization utilization within the new Multi-use facility (office/meeting space) when/if that project moves forward, however there is a bit of a timing delay as the organizations had expected the building to be under construction in 2019.

With their concern regarding space and the cost for each of the organizations, Mackin Hall came up in discussion. As per policy 5.7.20 Mackin Hall is to be used for not-for-profit organizations with a focus towards youth activities, mainly the Scouts, or other groups at the discretion of the Scouts and the CAO.

We continue to have communication with the Scouts. Their activities have not begun this fall yet, and their needs currently would be Monday and Wednesday evenings, allowing for daytime opportunities to utilize the space for organizations within the Station among others.

The total participation in programming in the Station's first year (2016-2017) was **1635**.

Participation from April 1 2017 to March 31, 2018 was **2229**.

Total participation in their three years since opening in 2015 is **6445** visits.

#### ATTACHMENTS:

- 1.) The Station Brief

#### APPLICABLE LEGISLATION:

- 1.) Policy 5.7.20 Mackin Hall Use

PREPARED BY: Tara VanDellen, Planner/Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 18, 2019

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Sep 25, 2019

[Media inquiries](#)

# Municipalities honoured for reaching new heights

Municipal Affairs Minister Kaycee Madu is recognizing six Alberta municipalities with this year's Minister's Awards for Municipal Excellence.



*Minister Madu with winners of the MAME awards at AUMA 2019.*

The annual awards celebrate successful and innovative municipal initiatives to improve the lives of residents.

The 2019 winners are:

- Innovation Award – Regional Municipality of Wood Buffalo
- Safe Communities Award – Town of Claresholm
- Partnership Award – County of Warner

- Larger Municipalities Award – City of Calgary
- Smaller Municipalities Award – Town of Bruderheim
- Outstanding Achievement Award – County of Barrhead

“The recipients of this year’s awards have set an example for what inspiration, hard work and collaboration can achieve. I am proud to recognize the successful efforts of these Alberta municipalities, which have found innovative solutions to the challenges facing their communities.”

*Kaycee Madu, Minister of Municipal Affairs*

## Quick facts

- The Minister’s Awards for Municipal Excellence have been presented for the past 18 years.
- This year, 33 applications were received.
- An awards committee consisting of representatives from municipal associations determined the winners.

## Recipients

### **Regional Municipality of Wood Buffalo (Innovation Award)**

The Ideas Committee was developed in August 2017 to grow a culture of innovation and change in the Regional Municipality of Wood Buffalo. It gives municipal staff an opportunity to come together to discuss new ideas, efficiencies, cost savings and revenue opportunities to deal with the complexities facing the community. By connecting “boots on the ground” to senior leadership, employees have been empowered to create positive change and use creative thinking to grow a culture of innovation.

### **Town of Claresholm (Safe Communities Award)**

The Risk Reduction Community Coalition connects police, Alberta Health Service providers and first responders with students and families towards preventative education. Together, they educate community members about smart choices and practising safety in everyday life. The goal of this initiative is to change behaviour, thoughts and feelings associated with the risks young people face, and to eliminate destructive choices.

### **County of Warner (Partnership Award)**

The Milk River Ridge Reservoir Water Quality Stewardship Initiative is a collaborative effort that involves provincial and municipal governments, private and public organizations, and local volunteers. Its aim is to explore, assess and implement strategies to improve management of the provincial land corridor and nearby private lands. Where possible, restoration can also be done. All of this is meant to maintain or improve water quality in Ridge Reservoir and the conveyances and storage facilities connected to it.

### **City of Calgary (Larger Municipalities Award)**

Calgary launched its 311 Live Maps in September 2018, allowing people to view 311 service requests as they are reported in real time. Citizens can now serve themselves online and view specific details about requests without having to call 311 for updates. Users can view online maps, calculate distances, get directions to reported concerns and download information, including pictures of work completed by city crews. The service has helped reduce costs and improve service levels while increasing transparency and accountability.

### **Town of Bruderheim (Smaller Municipalities Award)**

The Business Incubator and Women Rising networking group was started with a goal of improving quality of life and supporting new and existing businesses. Created by the Bruderheim Infinity Business Centre, the volunteer-led programs are the first of their kind in the area, serving the rural region east of Fort Saskatchewan. They provide training, resources and opportunities for a stronger economic development presence in Bruderheim and surrounding areas.

### **County of Barrhead (Outstanding Achievement Award)**

The Barrhead and Area Regional Crime Coalition was established in 2017 as a partnership between the town and County of Barrhead, along with Woodlands County, Barrhead RCMP and Barrhead and District Rural Crime Watch Association, in response to increased crime rates throughout the region. By modifying technology usually used by a single municipality, the coalition was able to bring more law enforcement resources to bear in areas with limited services. This approach was a first not only for Alberta, but for Canada. By combining fiscal and administrative resources, the coalition made costs more feasible and workloads more manageable for all of the partners.

## Related information

- [Minister's Awards for Municipal Excellence](#)

## Media inquiries

- [Tim Gerwing](#)  
[587-598-1593](tel:587-598-1593)

*Press Secretary, Municipal Affairs*

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OCT - 8 2019

Office of the Assistant Deputy Minister  
Municipal Services and Legislation  
17th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta T5J 4L4  
Canada  
Telephone 780-427-2225  
Fax 780-420-1016

AR98655

September 30, 2019

Ms. Marian Carlson  
Chief Administrative Officer, Town of Claresholm  
PO Box 1000  
Claresholm AB T0L 0T0

Municipal Indicators for Town of Claresholm

Dear Ms. Carlson:

In March 2018, the Deputy Minister indicated that Municipal Affairs would be implementing a new performance measure for the ministry. Beginning with the 2019-22 business plan, the ministry will report the percentage of municipalities deemed to be "not at risk" based on 13 defined financial, governance, and community indicators. Each indicator has a defined benchmark, and a municipality is deemed to be "not at risk" as long as it does not trigger on a defined number of indicators. As part of the same correspondence, then Deputy Minister Pickering indicated that the ministry was committed to supporting accountable, responsible, and transparent local governments.

The ministry has now compiled and verified the data collected from Alberta's municipalities for the 2018 financial year. According to our records, the following indicator(s) were triggered for your municipality:

#### I12-INFRASTRUCTURE AGE

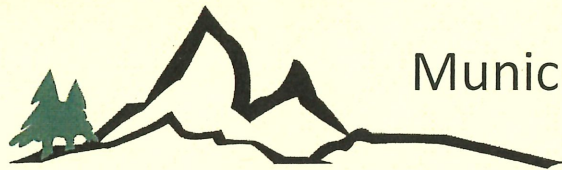
We are pleased to inform you that while Town of Claresholm triggered 1 of the 13 indicators, this is below the established benchmark, and as such your municipality will not appear in the 2018 Municipal Indicator Report (<https://open.alberta.ca/publications/municipal-indicator-results>) expected to be released in January 2020.

If you would like to discuss your results, or the possible future release of these results, please contact the Municipal Services and Legislation Division at toll-free 310-0000, then 780-427-2225, or via email at [lgsmail@gov.ab.ca](mailto:lgsmail@gov.ab.ca).

Yours truly,



Gary Sandberg  
Assistant Deputy Minister



# Municipal District of Willow Creek

www.mdwillowcreek.com  
273129 SEC HWY 520  
Claresholm Industrial Area  
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351  
Fax: (403) 625-3886  
Shop: (403) 625-3030  
Toll Free: 888-337-3351

Fall 2019

The Municipal District of Willow Creek No. 26 Agricultural Service Board will be hosting the  
*28<sup>th</sup> Annual Legacy of Our Land Banquet*  
November 29, 2019 at the Stavely Community Center

Each year, the M.D. of Willow Creek Agricultural Service Board (ASB) hosts this event to celebrate our agricultural producers. This evening recognizes their dedication to agriculture and thanks them for being a vital part of our community.

Our guest speaker this year is Crystal Mackay, from the Canadian Centre for Food Integrity. Crystal is the CEO for Farm & Food Care Canada with a vision for building public trust in food and farming in Canada. She is a dynamic presenter who has delivered hundreds of presentations to a broad range of audiences from farmers to university students to CEOs across North America. Crystal was raised on a farm in the Ottawa Valley, where her family still farms today.

*We appreciate your support in the past and would like to ask to contribute a door prize item (a few select items may be used for a live Auction with funds raised going to the Stavely Benevolent Fund.)* In 2017 we were fortunate enough to raise \$2555.00 through a live and silent auction during the event for the Nanton Emergency Fund. The continued support from our sponsors help make this an exceptional evening.

In return for your gift contribution, we will announce your support during the event and your contribution as a sponsor will be recognized in the event program as well as in the local newspaper after the event. **Please provide a business card** with your donation so your company name can be properly acknowledged.

If you have any questions do not hesitate to contact me.

Yours Truly,

Gary Murray  
Assistant Agricultural Fieldman  
403-625-3351 ext. 229  
Municipal District of Willow Creek No. 26  
[gary.murray@mdwillowcreek.com](mailto:gary.murray@mdwillowcreek.com)



**28th Annual Legacy of Our Land Banquet**  
**Friday November 29, 2019**  
**Stavely Community Hall**  
**Stavely, AB**

The 28th Annual Legacy of Our Land Banquet will be held on Friday November 29, 2019 at the Stavely Community Hall. The Stavely Elks will prepare a delicious Prime Rib Dinner at 6:30 p.m. A presentation on Farming and Food by guest speaker Crystal Mackay, door prizes, and a Silent and Live Auction with the proceeds going to the Stavely Benevolent Fund will provide an evening of great entertainment. Tickets for the event are \$25 and will go on sale in November. Check the website [www.mdwillowcreek.com](http://www.mdwillowcreek.com), Facebook and Twitter for updates.



Town of Claresholm  
c/o Marian Carlson CAO  
221 – 45 Avenue West  
Claresholm, AB T0L 0T0

October 10, 2019

Dear Mrs. Carlson,

I am Gabrielle Kirk, the coordinator of the Coordinated Community Response to Elder Abuse Committee (CCREAC). The month of November is National Domestic Violence Awareness Month. I am requesting permission from the town to tie purple ribbons and our elder abuse brochures on light posts along 50<sup>th</sup> Ave W and 49<sup>th</sup> Ave W between 1<sup>st</sup> St W and 2 St W to help raise awareness on an important issue for the month of November.

Thank you for considering our request.

Sincerely,

Gabrielle Kirk  
Coordinated Community Response to Elder Abuse  
4925 1 St West  
Claresholm AB, T0L 0T0  
(403) 359-0712  
Gabriellekirk5@gmail.com



RECEIVED

OCT - 3 2019

September 29, 2019

**Attn Council: Invitation to Water Security Forum – November 7<sup>th</sup>, 2019**

Dear Town of Claresholm Council,

On behalf of the Board of Directors of SouthGrow Regional Economic Development, I would like to invite you to appoint a representative from your organization to attend the Southern Alberta Water Security Forum on **November 7<sup>th</sup>, 2019 in Lethbridge, Alberta.** (See attached invitation)

The intent of this forum is to convene the key stakeholders in the Milk River and Oldman River basins to form a united group that can advance water security projects in the region. We are doing this for several reasons.

1. Water is the most important ingredient in the economic success of our region and planning to secure a sustainable water supply is a necessity.
2. The long-term sustainable development of the larger region requires foresight. Work begun now will take many years to come to fruition and we need to begin if we are to act responsibly on behalf of future generations.
3. Finally, while expertise and information is not lacking, political will is. We feel that the stakeholders invited to this forum can provide that political will.

Please review the attached supporting documents and draft Memorandum of Understanding. We ask that you critique the points listed in this document and discuss if they are points that your organization could formally support or if there are amendments you would like to see made. For more information on this initiative, please contact the SouthGrow office at the contact information on this page.

SouthGrow Regional Economic Development is an alliance of 26 communities in south-central Alberta that represents the interests of over 170,000 people. It is our mission to provide new opportunities and improve the quality of life for our member communities by engaging in regional economic development work.

Sincerely,



Peter Casurella  
Executive Director  
SouthGrow Regional Initiative  
peter.casurella@southgrow.com  
403-394-0615

Village of Arrowwood  
Blood Tribe  
Town of Cardston  
Cardston County  
Village of Carmangay  
Village of Champion  
Town of Claresholm  
Town of Coaldale  
Town of Coalhurst  
Village of Coutts  
City of Lethbridge  
Lethbridge County  
Village of Lomond  
Town of Magrath  
MD of Taber  
Town of Milk River  
Village of Milo  
Town of Nobleford  
Town of Picture Butte  
Town of Raymond  
Village of Stirling  
Town of Taber  
Town of Vauxhall  
Town of Vulcan  
Vulcan County  
Village of Warner

CC: Bev Thornton, Alberta SouthWest Regional Alliance

September 29, 2019

## Backgrounder: Water Security for Southern Alberta

Dear Stakeholder,

The SouthGrow Regional Economic Development Alliance has a mission to accelerate and enhance the quality of life, development, and sustainability of the communities in our region. While this mission pushes us to undertake a wide variety of economic and social programs and projects, we are aware that everything our communities have built and are trying to achieve depends on the secure and sustainable supply of water for our municipalities, industries, and ecosystems. We also know that this supply is under threat as our glaciers rapidly disappear and climate change data demonstrates a consistent environmental drying trend across the region<sup>1</sup>.

We believe that southern Alberta needs to strategically plan today for the future sustainment of our communities by securing our water future. This will mean continuing to improve the efficiency of our water use and protections to preserve the health of our watersheds, but it will also – importantly – involve the construction of new storage facilities to capture spring runoff and overland drainage, hold back our excess inter-provincial allotments, and subsequently guard and preserve our region against multi-year drought events and flooding.

The greatest barrier to pushing forward with such ambitious and costly projects is political will. We believe that the over forty communities of south-central and south-western Alberta who collectively represent over 200,000 people can supply that political will and secure support from key ministries to start our region down the road towards increased water security.

We are therefore proposing to bring together municipal, provincial, and industry stakeholders for a one-day Water Security Forum in Lethbridge, Alberta on November 7<sup>th</sup>, 2019. At this forum we will be presented with the realities of our water future by qualified experts through a series of speakers and panels. We also propose that the delegates will review, revise, and subsequently ratify a joint Memorandum of Understanding which commits the stakeholders to pull together towards a set of broad goals. For simplicity sake (and since one has to start somewhere) SouthGrow intends to draft this MOU and present it to the identified stakeholders for review and discussion. We ask that your representatives come to the forum prepared to debate, propose revisions, and be empowered to commit the organization that they represent to the adoption of the MOU.

### Hoped for Outcomes

The final outcome of the Water Security Forum may vary based on decisions made by the stakeholders as these ideas are further explored. The following might be the appropriate next steps that come out of the meeting:

1. Each stakeholder organization produces a letter to be held in trust by an appropriate governing organization (one of the REDAs, a non-profit etc..) that **formalizes their commitment to the MOU**.
2. The stakeholders agree to jointly hold an annual Water Security Forum to maintain the **big-tent coalition** and discuss and address issues of importance on the topic.
3. The stakeholders agree to form a working group similar in form to **The Bow Valley Working Group** to engage with the appropriate provincial and federal ministries to communicate our collective resolution and be the vehicle through which our united political will is expressed, and to begin the work of assessing project priorities in the region with the intent of proposing a ranked list of projects to secure our water security. This may involve seeking grants and funding to engage contractors to conduct the appropriate studies to justify project ranking etc.

**Final Comments and Our Ask for you today.**

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<sup>1</sup> <https://abrecords.cfapps.io/>

Securing our water security is nothing if not a long-term project that will involve sustained work for many years. It will necessarily be a marathon that we must pace ourselves for. However no journey is ever finished if it isn't begun. We want this to be that beginning.

Our from you today is to:

1. Agree that this is a worthwhile project and that we all collectively have a vested interest in seeing it advanced.
2. Empower your representatives to attend this event and speak on behalf of your organization.
3. Agree to operate in good faith for the joint benefit of all of the communities of southern Alberta in the spirit of regional community and individual compromise.

Please let me know if you require any additional information to help you evaluate this opportunity.

Sincerely,



Peter Casurella  
Executive Director  
SouthGrow Regional Initiative  
peter.casurella@southgrow.com  
403-394-0615

# A Memorandum of Understanding to Advocate for Water Security in Southern Alberta

2019

## Memorandum of Understanding

Between

(List of Partners )

This Memorandum of Understanding (MOU) sets for the terms and understanding between the listed partners as they work together to pursue long-term Water Security for Southern Alberta.

### Background

The agri-food economic backbone upon which the majority of Southern Alberta relies to create and sustain a high quality of life for its residents is dependent upon continued water security in plentiful and continued supply to not only maintain the level of development we enjoy, but to expand our industries as global markets demand an increased supply of high-quality crop and food production. While Southern Alberta has vastly expanded its capacity to supply water to its communities and agricultural regions over the years, no new large-scale storage project has been undertaken since the 1990's. Meanwhile, increasing demand for water allotments due to growing populations and industrial activity, coupled with a general drying of the region due to climate change, and the recession of the glaciers, has raised fears about the long-term sustainability of the region's water resources. The time to act is now if southern Alberta wishes to secure its water future for the generations ahead, sustaining our industry, culture and environment, while being well-placed to participate in the growing food-market of the future.

### Purpose

This MOU will specify high-level points of mutual agreement on essential issues involved in securing Water Security for southern Alberta which will serve as a starting point for continuous collaboration amongst the stakeholders, and as the starting point for the formation of a block of stakeholders that can provide political support for the advancement of big (and sometimes controversial) projects within the region.

## Articles of Mutual Understanding

The undersigned partners to this Memorandum of Understanding endorse the following statements:

### *The shared foundation of southern Alberta*

1. That the water resources of southern Alberta are the foundation upon which our shared economy is built, and that without that foundation, the high quality of life of our communities would decline.
2. That the development of water infrastructure in southern Alberta has contributed importantly to the growth of our regional economy, the sustainability of our communities, and the high quality of life that we enjoy.

### *The work that needs to be done*

3. That the development of additional water infrastructure is needed to secure and enhance the water security of our region and to be able to take full advantage of the global economic opportunities that lie ahead.
4. That the partners support in principle the development of new water infrastructure in the region to achieve water security for the decades ahead. This may include, but is not limited to, projects that enhance the efficient use of water, the expansion of irrigation districts, overland capture and storage, and the development of new water storage capacity.

### *How we will support the work that needs to be done*

5. That the partners agree to seek consensus on a prioritized list of projects, as advised by appropriate experts, and to support the projects on that list with the authority entrusted to them.
6. That the partners recognize the often-controversial nature of individual water security projects and intend to work together in good faith with the higher goal in mind to overcome obstacles on the path to security.
7. That the partners agree to meet together at least once per year to renew their shared commitment to these goals and to make such decisions as are necessary to advance the goal of water security.

## Reporting

Following the adoption of this MOU by the partners, they will hold each other accountable to the agreed upon statements. Each partner will retain a copy of this MOU, and in the event of disagreements all parties can go back to its articles and proceed forward again from there to seek an understanding. The MOU can be revisited each year at an annual meeting.

## Funding

This MOU does not commit any of the partners to commit funding to any projects at this time.

## Duration

This MOU is at-will and may be modified by consensus of the partners. This MOU shall become effective upon signature by the authorized representatives of the partners and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials representing the partners this MOU shall cease to be in force.

This MOU is not legally binding, but it should be considered morally binding upon those partners that formally agree to support it.

## Contact Information

Partner name  
Partner representative  
Position  
Address  
Telephone  
Fax  
E-mail

Partner name  
Partner representative  
Position  
Address  
Telephone  
Fax  
E-mail

\_\_\_\_\_ Date:  
(Partner signature)  
(Partner name, organization, position)

\_\_\_\_\_ Date:  
(Partner signature)  
(Partner name, organization, position)

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YOU ARE INVITED TO THE

# **WATER SECURITY FORUM 2019**

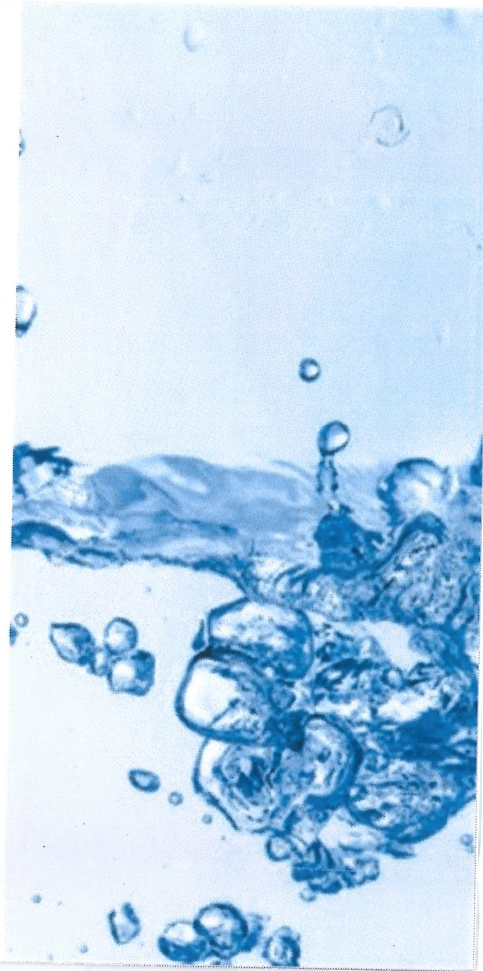
NOVEMBER 7, 2019  
10:00 AM - 3:00 PM

LETHBRIDGE, ALBERTA  
COAST HOTEL AND CONFERENCE CENTRE

**LUNCH PROVIDED**

---

**SOUTHGROW**   
REGIONAL ECONOMIC DEVELOPMENT  
GROWTH • INNOVATION • PROSPERITY





Oldman Watershed Council  
319 – 6 Street South  
Lethbridge, AB T1J 2C7  
oldmanwatershed.ca

Doug MacPherson  
Town of Claresholm  
PO Box 1000  
Claresholm Alberta T0L 0T0

RECEIVED  
OCT - 1 2019

Dear Mayor Doug MacPherson and Council,

Thank you for your on-going support of the Oldman Water Council and our mission to keep our water and land healthy and safe. You have been an essential part of the fabric of our organization and we can't thank you enough for your support as a donor. Your contribution provides critical funding which allows us to educate citizens of Southern Alberta, restore critical habitat, and be an unbiased forum for all voices in the watershed. We hope that, this year, you will continue your support.

As a non-profit, charitable organization, we work vigilantly to efficiently and effectively maximize our resources to benefit the land, water, and quality of life for every person in the watershed. Investments over the past ten years have yielded enormous results for watershed health, but as our population and reliance on our natural resources increase, there is still so much to be done.

Your donation, and donations from community-building people like you, have supported over sixty restoration projects directly benefitting the health of the land and water. Some of these projects included building forty-nine kilometres of riparian fencing, twenty-five off-stream watering systems (which resulted in over seven-thousand head of livestock removed from water bodies and streambanks), as well as hosting twenty-six weed pulls and eleven garbage clean ups. Other projects include eight biocontrol releases, over three-hundred assessments and surveys, and six bioengineering projects, not to mention providing education to thousands of people in the urban, rural, and backcountry areas of Southern Alberta. All of this work is tied directly to improving and maintaining the health of our land and water, and would not have been possible without your generous support.

Each year, we experience natural events like floods, fires, and drought, and experience new demands on our water system from increased population and industry. Wildfires have destroyed significant areas of land and forest; drought, followed by storms ravaged the farming community; low snowpack limits the amount of predictable water entering the water system. While we may not be able to prevent some of these challenges, we can work together to be better prepared and informed, and be more resilient to future challenges.

It is time for every citizen to step up and do what they can to improve the health of our watershed. We live in one of the most water-limited regions in Canada; **with your continued support**, we can prepare for a prosperous, healthy, and sustainable future for every citizen, agricultural producer, industry member, and business in the watershed.

**Your municipality is asked to help with a standardized rate of 47¢ per resident.**

For 3,780 residents based on 2018 Municipal Affairs Population List, that is a donation of **\$1,776.60**.

Your donation is *critical* for OWC to continue and maintain watershed health work that directly impacts every resident in our watershed.

If you have any questions, or would like a presentation about the important work of the OWC, please contact OWC's Executive Director, Shannon Frank, at (403) 330-1759 or shannon@oldmanwatershed.ca.

Sincerely,

Doug Kaupp, Chair

Support in the past:  
2010 - 2014: \$1,110 per year  
2015 - \$1,295  
2016 - no donation  
2017 - \$1,323  
2018 - no donation  
2019 - \$1,701





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

September 25, 2019

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

Dear Mayor MacPherson,

**RE: 2021 Southern Alberta Summer Games – Letter of Agreement**

On behalf of the Southern Alberta Recreation Association (SARA), I would like to thank your community for bidding to host the 2021 Southern Alberta Summer Games (Games). I am pleased to inform you that your bid has been accepted.

This letter will serve as an agreement between the Town of Claresholm and the Southern Alberta Recreation Association for hosting the Games. The following outlines the commitments and expectations from the required parties:

1. The Southern Alberta Recreation Association will serve as the recognized authority for overseeing the host community and to offer assistance when required.
2. The Town of Claresholm will establish a Host Organizing Committee.
3. The Town of Claresholm will receive a Host Community Grant of \$12,000 from the Southern Alberta Recreation Association towards the execution of the event.
4. The \$12,000 installment will be paid by June 1, 2021.
5. The Town of Raymond will receive an additional \$2.00 per participant at the SARA retreat hosted in or around October 2021 after presenting the final report.
6. The host community must provide SARA with a list of proposed sports by January 1, 2021.
7. The Town of Claresholm will receive a \$5,000 Cultural Grant from Alberta Sports Connection.

(over...)


(continued...)

8. The Host Organizing Committee, at its own expense, maintains General Liability Insurance during the duration of the Games:
    - a. \$5,000,000 inclusive per occurrence with respect to Third Party Bodily Injury and Property Damage
    - b. Participant Liability
    - c. The Town of Claresholm and the Southern Alberta Recreation Association will be added as additional insured under the Policy
  9. The Town of Claresholm will indemnify and hold harmless the Southern Alberta Recreation Association from third party claims which are due to the acts of the Town of Claresholm or its employees in association with the Games.
  10. The Southern Alberta Recreation Association will not be responsible for any deficit which may occur as a result of the Games.
- 

If these conditions, as listed above, are to your acceptance, please indicated by signing below:

Town of Claresholm:

Per:

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

Date:

\_\_\_\_\_

Southern Alberta Recreation Association:

Per:

\_\_\_\_\_  
Terra Petryshyn, Chair

Date:

\_\_\_\_\_

Willow Creek Ministerial Association  
Box 1059  
Claresholm, AB T0L0T0

Town of Claresholm

October 8, 2019

Dear Mayor Doug MacPherson and Council,

The Willow Creek Ministerial invites you to a special event, our **Prayer Breakfast For Elected Officials**, to be held **October 26<sup>th</sup>, 2019** at 8:30am in Claresholm at Peace Lutheran Church (4304 – 2<sup>nd</sup> St. W). The Scriptures command us in the writings of the Apostle Paul, “I urge, then, first of all, that requests, prayers, intercession and thanksgiving be made for everyone-- for kings and all those in authority, that we may live peaceful and quiet lives in all godliness and holiness” (1 Timothy 2:1-2, NIV). We do pray for you regularly, but we would like to host all of our elected officials for this special time of prayer.

The format of the breakfast will be as follows: First we will welcome everyone. Second we will give thanksgiving for breakfast (grace). Then we eat breakfast. Following breakfast we will introduce the elected officials and honored guests. There will then be a speech by our MLA for Livingstone-Macleod, Roger Reid, we will have prayers made for elected officials, followed by a closing prayer.

This event of the Willow Creek Ministerial has been organized to emphasize prayer for our elected officials in the important service they perform for their electorate. Therefore, this will not be an event for presenting particular partisan political platforms. Elected officials are simply to come, eat breakfast, and allow themselves to be introduced. You are welcome however, to speak individually before and after the event to an important portion of your electorate.

If you have questions or concerns, please feel free to contact myself or other members of the Willow Creek Ministerial. The Willow Creek Ministerial consists of the following churches in the Claresholm area: Anglican, Baptist, Christian Reformed, Nazarene, Lutheran, Pentecostal, Roman Catholic, United, and Victory. The statement of union between our churches is the Apostle’s Creed.

I will act as the coordinator of this event, so please R.S.V.P. your intentions as soon as possible, so we can let the cooks know our numbers. Contact me at Peace Lutheran, c/o Rev. Donna Alm, P.O. 1059, Claresholm, AB., T0L 0T0. You can also phone me @ 403-625-3833 or email me at [peacelutheranclaresholm@gmail.com](mailto:peacelutheranclaresholm@gmail.com).

Thank you for serving our local communities, our province, and our country!

Sincerely,

Rev. Donna Alm, Peace Lutheran Church



Royal Canadian Legion Branch #41  
414 - 53rd Ave East  
Claresholm, AB T0L 0T0  
Phone: 403-625-3755  
email: RCLegion41@shaw.ca

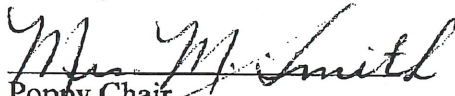
Wednesday, October 2, 2019

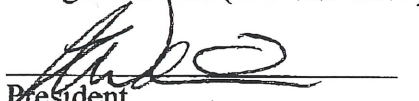
Poppy Fund 2019 Request: The Town of Claresholm

From the Claresholm Legion Branch # 41:

The Claresholm Legion requests the presence of the town mayor, Doug McPherson, or his representative, to receive the first Poppy, Friday, October 25<sup>th</sup>, 2019 @ 11:00 a.m. @ the Claresholm Legion 414 53 Ave. E. to kick off the 2019 Poppy Campaign. Please advise the Poppy Chair, Margaret Smith, 403-625-5278 or President Leonard Weiss, 403-625-3515 or the Claresholm Legion Branch # 41 @ 403-625- 3755, fax 403-625-3533 or Email RCLegion41@shaw.ca as to who the representative will be. Coffee and do-nuts will be available from 10:45 a.m. The 2019 Poppy Campaign commemorates the 75<sup>th</sup> Anniversary of the Second World War's Italian Campaign, 1943 - 1945..

Thank you on behalf of the Claresholm Legion Branch # 41.

  
Poppy Chair  
Margaret Smith (403-625-5278)

  
President  
Leonard Weiss (403-625-3515)

---

Honouring all who served



Royal Canadian Legion Branch #41  
414 - 53rd Ave East  
Claresholm, AB T0L 0T0  
Phone: 403-625-3755  
email: RCLegion41@shaw.ca

Thursday, October 3, 2019

Veterans Banquet Request: The Town of Claresholm  
Sunday, November 3, 2019

From the Claresholm Legion Branch # 41:

The Claresholm Legion requests the presence of the town mayor, Doug Mc Pherson or his representative and their spouse, to attend the Legion's Veterans Banquet and give a speech, on behalf of the town of Claresholm, on Sunday, November 3, 2019.

Legion doors will be open at 3:30 p.m. Cocktails and socializing will begin at 4:00 p.m., This year Canada is remembering the 75<sup>th</sup> Anniversary of the Italian Campaign 1943 - 1945..

The formal presentation of the Head Table Guests will be at 5:00 p.m. followed by dinner (menu: Baked Ham).

Please advice the Poppy Chair, Margaret Smith (403-625-5278), or President Leonard Weiss, (403-625-3515) or the Legion Branch by phoning 403-625-3755, faxing 403-625-3533 or Emailing RCLegion41@shaw.ca as to who the representative will be attending the Veteran's Banquet on Sunday, November 3, 2019.

Please advice if the attendees have any allergies or food restrictions (i.e. vegetarian, gluten free etc.).

Thank you on behalf of the Claresholm Legion Branch # 41.

Poppy Chair

Margaret Smith (403-625-5278)

President

Leonard Weiss (403-625-3515)



Royal Canadian Legion Branch #41  
 414 - 53rd Ave East  
 Claresholm, AB T0L 0T0  
 Phone: 403-625-3755  
 email: RCLegion41@shaw.ca

Wednesday, October 2, 2019

**Poppy Fund 2019**  
**Attendance Request: The Town of Claresholm**  
**Monday, November 11<sup>th</sup>, 2019 -**  
**The 75<sup>th</sup> Anniversary of the Italian Campaign**  
**1943 - 1945**

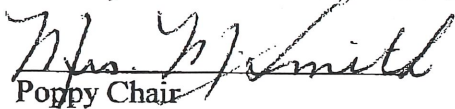
From the Claresholm Legion Branch #41:

The Claresholm Legion requests the presence of the town Mayor, Doug MacPherson, or his representative, to lay a wreath, on behalf of the Town of Claresholm, at the Remembrance Day Service, Monday, November 11<sup>th</sup>, 2019, 10:30 - 11:30 a.m. @ the Claresholm Community Centre 59<sup>th</sup> Ave. & 8<sup>th</sup> St. W. The Mayor or his Representative should arrive at the Community Centre by 10:15 a.m. Designated seating for all Wreath Presenters is at the "Back of the Hall."

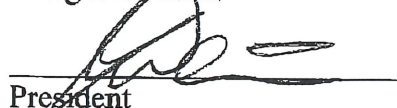
Please advise the Poppy Chair, Margaret Smith @ 403-625-5278 or President, Leonard Weiss @ 403-625-3515 or by contacting the Legion, 403-625-3755, fax 403-625-3533, email RCLegion41@shaw.ca as to who the representative will be. The information is needed prior to the Kick Off to the Poppy Campaign Friday, October 25, 2019 in order to print the programs for the Remembrance Day Service.

Following the Ceremony everyone is invited back to the Legion Branch for coffee and do-nuts and general socializing. A light lunch is served at approximately 1:00 p.m. and again everyone is welcome. The Claresholm Legion Branch # 41 would be delighted to have the Mayor, Doug MacPherson or his representative participate in these events following the Remembrance Day Ceremony.

Thank you on behalf of the Claresholm Legion Branch # 41.

  
 Poppy Chair

Margaret Smith.

  
 President

Leonard Weiss

Honouring all who served

September 9, 2019

Town of Claresholm,  
Box 1000,  
Claresholm, Alberta  
T0L 0T0

Attention: Council Members.

Re: Indoor Walking Group – 2019-2020

Gentlemen:

On behalf of the Indoor Walking Group we are requesting funding amounting to \$1,000.00 for the rental of the Claresholm Community Centre for the 2019-2020 season.

The hall will be used on Tuesday, Wednesday and Thursday each week for one hour from 9:00 AM to 10:00 AM, starting October 8, 2019 until March 31, 2020, weather permitting.

The Indoor Walking Group has been a very well accepted venue especially for the seniors and for those in rehabilitation after surgeries for the past 20 plus years. Many find it difficult to walk outdoors, especially during the winter months, and is a social event as well.

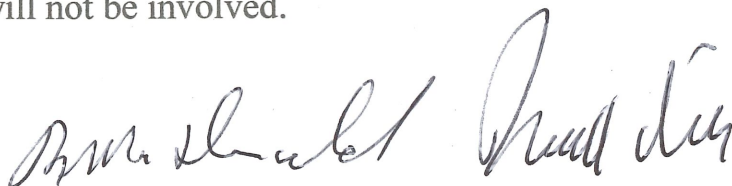
We are requesting the Town of Claresholm consider funding the Indoor Walking Group for the coming season. The program will be handled by volunteers once again, and the following will be the contacts:

Robert MacDonald -1-587-892-2746 email: [rmacdonald@nucleus.com](mailto:rmacdonald@nucleus.com)

Ron Dick – 403-625-2756 email: [rsdick@shaw.ca](mailto:rsdick@shaw.ca)

Hazel Perrier, who has volunteered for the past 16 years, will no longer be living in Claresholm, and will not be involved.

Yours truly,



Robert MacDonald and Ron Dick

cc: Secretary - Claresholm Community Centre Association

Indoor Walking Group  
2019 /2020 - Claresholm

When: October 8, 2019- March 31, 2020

Where: Claresholm Community Centre

Tuesday/Wednesday/Thursday

9:00 AM - 10:00 AM

**EVERYONE WELCOME - BRING A FRIEND**

**CONTACTS: Robert MacDonald - 1-587-892-2746**

**Ron Dick - 403-625-2756**



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



Date of Application: SEPT 27 / 2019

Date of Event: OCT - MARCH

**1. Applicant Information**

Name of Applicant: WALKING GROUP (SENIOR'S)

Address: CLARESHOLM COMMUNITY CENTRE 5920 8 ST. W.

Contact Person: RON AND ROBERT

Phone, Fax, Email: 403-625-2756 OR ~~403~~-587-892-2746

**2. Type of Organization:** (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

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

YES provide registration date & #

NO

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

YES provide registration date & #

NO

**5. Type of Donation:** (check and explain)

DONATION - Financial Assistance (explain):

NONE

IN-KIND CONTRIBUTION - Fee Waiver (explain):

WALKING GROUP

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

NONE OF THE ABOVE

COMMUNITY PROJECT FUNDING - (explain):

DONATION BY F.S.C.S.

SPECIAL EVENT - (explain):

FITNESS GROUP

COMMUNITY EVENT - (explain):

N/A

Other (explain):

N/A

Amount (value) Requested: \$1000<sup>00</sup>/<sub>100</sub>

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

WALKING GROUP HAS NO CONTROL OVER FUNDS

**7. Previous Donations**

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

Date	Amount	Use of Funds
SEPT, 2003	800 <sup>00</sup> / <sub>TX</sub>	RENT FOR HALL

**8. Organizational Information**

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

WALKING FOR SENIORS HEALTH  
RECOMMENDED BY OUR DOCTORS

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

SAME AS ABOVE - WALKING FOR SENIORS  
HEALTH

How will your organization acknowledge the Town's donation?

SAME AS THE LAST 16 YEARS

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

YES

NO

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

Funding Source	Amount	Recommended Use of Funds
NONE		



4925 1<sup>st</sup> St West  
P.O. Box 1297  
Claesholm, AB  
T0L 0T0

[Tel: \(403\) 625-4417](tel:4036254417)  
Fax: (403) 625-4851  
[claesholmfcss@shaw.ca](mailto:claesholmfcss@shaw.ca)  
[www.claesholmfcss.ca](http://www.claesholmfcss.ca)

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Tuesday October 1, 2019

Town of Claesholm, Mayor and Council  
Claesholm, Ab

To Whom It May Concern,

Claesholm and District FCSS would like to formally invite you to attend our Poverty Simulator on Thursday October 24<sup>th</sup> from 5:30pm to 9:00pm.

Together with the United Way of Lethbridge and Southwestern Alberta we will walk you through a day in the life of what someone living in poverty could experience. This is an interactive learning session that we feel is a great opportunity for the council to be a part of.

We hope you will join us.

Sincerely,

A handwritten signature in black ink that reads 'Barbara Bell'. The signature is written in a cursive, flowing style.

Barbara Bell  
Director  
Claesholm and District FCSS



# REQUEST FOR DECISION

Meeting: October 15th, 2019

Agenda Item: 27

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## Tax Exemption Applications under C.O.P.T.E.R.

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### **BACKGROUND / DESCRIPTION:**

The Town has, in previous years, accepted applications from community organizations for tax exemption under the Municipal Government Act – Community Organization Property Tax Exemption Regulation (C.O.P.T.E.R) and in accordance with the Town of Claresholm Bylaw # 1526. This allows qualified non-profit or community organizations to be granted tax relief. There are 3 applications for review. All 3 are simply re-applying after their previous one (1) year exemption and have provided all the necessary information that allows them to qualify again. The legislation has changed in 2019 and the changes do not affect any of the current applicants thus allowing the applications to again be approved for three (3) years, 2020-2022.

1. The Claresholm Curling Club – Requesting exemption for the area that does not have a liquor permit (see attached assessment)
2. The Claresholm Golf Club – Requesting exemption for the area that does not have a liquor permit (see attached assessment)
3. The Prairie Winds Clubhouse Society- Requesting exemption for the entire assessable area (see attached assessment)

### **PROPOSED RESOLUTIONS:**

Accept all three applications for exemption as their status as non-profit or community organizations has not changed.

### **ACTION:**

Moved by Councillor \_\_\_\_\_ to accept the application and exempt the taxes for The Claresholm Curling Club for 3 years, 2020-2022

Moved by Councillor \_\_\_\_\_ to accept the application and exempt the taxes for The Claresholm Golf Club for 3 years, 2020-2022

Moved by Councillor \_\_\_\_\_ to accept the application and exempt the taxes for the PrairieWinds Clubhouse Society for 3 years, 2020-2022

OR

Moved by Councillor \_\_\_\_\_ to deny the application and for exemption of the taxes for The Claesholm Curling Club for 3 years, 2020-2022

Moved by Councillor \_\_\_\_\_ to deny the application for exemption of the taxes for The Claesholm Golf Club for 3 years, 2020-2022

Moved by Councillor \_\_\_\_\_ to deny the application for exemption of the taxes for the Prairie Winds Clubhouse Society for 3 years, 2020-2022

**ATTACHMENTS:**

- Applications from The Claesholm Curling Club, The Claesholm Golf Club and the Prairie Winds Clubhouse Society.
- 2018 Assessment Report for Taxroll # 11917000 – Curling Rink
- 2018 Assessment Report for Taxroll # 11630000 – Claesholm Golf Club
- 2018 Assessment Report for Taxroll # 10157000 – The Prairie Winds Clubhouse Society

**APPLICABLE LEGISLATION:**

- 1.) MGA – Community Organization Property Tax Exemption Regulation

PREPARED BY: Lisa Chilton – H/R & Tax Administrator

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: October 8, 2019

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# Application for Property Tax Exemption Non Profit Organization

**Application deadline September 30<sup>th</sup> of  
the year preceding the taxation year**

FOR OFFICE USE ONLY									
Property Roll Identifier						Taxation Year		Date	
Legal Description	Lot	Block	Plan	Part	Sec.	Township	Range	Mer.	
Municipal Property Address									
Total Assessment			Land Assessment			Building Assessment			

PART 1 – PROPERTY INFORMATION (Required by November 30 <sup>th</sup> of the year preceding the taxation year)			
Name of property owner <b>Town of Claresholm</b>		Telephone Number (Bus) <b>403-625-3381</b>	Telephone Number (Res) <b>N/A</b>
Address of property owner <b>Po Box 1000 Claresholm AB TDL 0T0</b>		Postal Code	Fax Number <b>403-625-3869</b>
Address of property for which exemption is requested <b>430 - 53 Avenue East, Claresholm AB.</b>			
Portion/Area of the property held by the organization <input checked="" type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:			
Is there an agreement in place that confirms the portion of the property held by the organization?		<input checked="" type="checkbox"/> Yes If yes, provide expiry date _____ (mm / dd / yyyy)	Date organization took occupancy (mm / dd / yyyy) <b>1970's</b>
		<input type="checkbox"/> No	

PART 2 – ORGANIZATION INFORMATION	
Name of organization operating the facility <b>Claresholm Curling Club</b>	Telephone Number (Bus) <b>403-625-3933</b>
	Fax Number <b>403-625-4791</b>
Act under which organization is registered as a non-profit organization <b>Not for profit</b>	Registration Number <b>500077870</b>
Organization's objectives/purposes	
<ol style="list-style-type: none"> <li>1. <b>To provide the Town of Claresholm and surrounding areas access to the sport of curling.</b></li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>	
a) Are the resources of this organization devoted to the above objectives/purposes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No
c) Does your organization expect to move from this property during the following year(s)?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No
e) Are the organization's services similar to any other organization and /or business?	<input type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input checked="" type="checkbox"/> No

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to \_\_\_\_\_ (Municipality Contact Information)

**PART 3 – RETAIL COMMERCIAL OR LICENSED AREA**Does the organization have a retail commercial area at this location?  Yes  NoIf yes, do you operate this area?  Yes  No on a volunteer basis

What goods or services are sold at the retail commercial area?

Concession sells breakfast, lunch + snack food. Lounge sells alcohol + snacks

For what purpose is the net income from the retail commercial area used?

Operating expenses for the curling club. Utilities are our largest expense.Has an area within the facility been issued a gaming/liquor license?  Yes If yes, enclose copy  No

Class

C

Area (Sq.Ft)

**PART 4 – PROPERTY USE INFORMATION specific to a non profit organization**

What facilities are on the property?

1. 4 sheets of ice
2. 2 Kitchens (only 1 has a stove)
3. lounge/meeting room
4. Maintenance room + compressor room

What times are they accessible to the general public?

24-7

What are the membership requirements including fees?

\$210 membership fee per person

Describe the purpose for which the facility is used.

curlingDescribe the typical beneficiary and where they reside. (+surrounding)  
Adults/Juniors - Reside in ClareholmAre there any restrictions in place preventing anyone from using the facility?  Yes  No

If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members?  General Public  Members**PART 5 – CONTACT INFORMATION**

Contact Name <u>Tricia Burgess</u>	Position with Organization <u>Treasurer</u>	Telephone Number (Bus) <u>403-625-4427</u>	Telephone Number (Res) <u>403-682-7945</u>
Mailing Address for non profit organization <u>PO Box 1976 Clareholm AB</u>		Postal Code <u>T0L 0T0</u>	Fax Number <u>403-625-3229</u>
President of Organization <u>Keith Thompson</u>	Telephone Number (Bus) <u>N/A</u>	Telephone Number (Res) <u>403-625-8999</u>	Fax Number <u>N/A</u>
Treasurer of Organization <u>Tricia Burgess</u>	Telephone Number (Bus) <u>403-625-4427</u>	Telephone Number (Res) <u>403-682-7945</u>	Fax Number <u>403-625-3229</u>

**PART 6 – REQUIRED INFORMATION – please ensure the following are submitted as attachments**

- 1) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 2) Copies of:
  - The organizations most current financial statements,
  - Certificate of Title (if applicable),
  - The current lease agreement with the property owner (if applicable),
  - A plan showing the area leased.
- 3) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 4) Any available brochures, newsletters or other pertinent information relative to the organization.
- 5) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Tricia Burgess  
Name (Please Print)

2019 Sept 17  
Date

Treasurer  
Position

Tricia Burgess  
Signature





# Summary Report

Year of General Assessment: 2018

**Roll: 11917000      Alt. Key: 2330000**  
**Legal: 8010781 118 33**



Description: Driving Order: 2330000  
 Address: 430 53 AVE E  
 Zoning: Public  
 Actual Use: Primary: P10104 Secondary: C10101  
 Market Loc: 400 HIGHWAY COMMERCIAL      Assbl. Land Area: 2.20 Acres  
 Econ.Zone: Econ Zone 1 - Town of Claresholm  
 Assbl. Party: M Municipal  
 Owner: TOWN OF CLARESHOLM (CURLING RINK)

### Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt Code	Value
55701596	20 C-COMMERCIAL	2.20 Acres	0%	100%	64 100%	108,000

### Marshall & Swift

ImprID	MT- Qu- St Description	Area (Ft2)	Eff. Year	Asmt Code	Value
300081162	500-04-61 Warehouse	12,928 Ft	1971	64 92% 24 8%	936,560 81,440

### Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	24	Non Res Comm Imp/Permits	0	81,440	0	81,440
E	64	Comm Assoc Improved	108,000	936,560	0	1,044,560
<b>Grand Totals:</b>			<b>108,000</b>	<b>1,018,000</b>	<b>0</b>	<b>1,126,000</b>

### Narratives

10 11-18-2011 Exemption - COPTER Regulation

### Inspections

Historical Data	10-10-2018	WEHLAGE, LOGAN	Subdivision Plan/Parcel Change - Council has granted tax exemption for 2019 tax year.
Property	07-29-2011	DALRYMPLE, Stewart	Information received from the Town of Claresholm re: COPTER exemption.
Visual Exterior	03-25-2009	LAMB, Wayne	ADD LICENSED AREA.

### Revisions

PR	04-23-2009	YEAR END PROCESS	Assessment Change
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# Application for Property Tax Exemption Non Profit Organization

Application deadline September 30<sup>th</sup> of  
the year preceding the taxation year

FOR OFFICE USE ONLY									
Property Roll Identifier						Taxation Year		Date	
Legal Description	Lot	Block	Plan	Part	Sec.	Township	Range	Mer.	
Municipal Property Address									
Total Assessment			Land Assessment			Building Assessment			

PART 1 – PROPERTY INFORMATION (Required by November 30 <sup>th</sup> of the year preceding the taxation year)			
Name of property owner <i>Town of Clarendholm</i>		Telephone Number (Bus) <i>403-625-3381</i>	Telephone Number (Res) <i>N/A</i>
Address of property owner <i>Box 1000, Clarendholm AB</i>		Postal Code <i>T0L0T0</i>	Fax Number <i>403-625-3869</i>
Address of property for which exemption is requested <i>349 39 Ave W Clarendholm, AB</i>			
Portion/Area of the property held by the organization <input checked="" type="checkbox"/> All <input type="checkbox"/> Part    Area Occupied is:			
Is there an agreement in place that confirms the portion of the property held by the organization?		<input type="checkbox"/> Yes    If yes, provide expiry date _____ (mm / dd / yyyy)	Date organization took occupancy (mm / dd / yyyy)
<input type="checkbox"/> No <i>N/A</i>			<i>N/A</i>

PART 2 – ORGANIZATION INFORMATION		
Name of organization operating the facility <i>Clarendholm Golf Club</i>		Telephone Number (Bus) <i>403-625-3500</i>
		Fax Number <i>403-625-3560</i>
Act under which organization is registered as a non-profit organization <i>Society Act</i>		Registration Number <i>50007764</i>
Organization's objectives/purposes		
<ol style="list-style-type: none"> <li>1. <i>To Provide Golf at a reasonable rate for the general Public + Members</i></li> <li>2. <i>To operate + run golf course for the Town of Clarendholm</i></li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>		
a) Are the resources of this organization devoted to the above objectives/purposes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    If No, attach explanation	
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?	<input type="checkbox"/> Yes    If Yes, attach explanation <input checked="" type="checkbox"/> No	
c) Does your organization expect to move from this property during the following year(s)?	<input type="checkbox"/> Yes    If Yes, attach explanation <input checked="" type="checkbox"/> No	
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?	<input type="checkbox"/> Yes    If Yes, attach explanation <input checked="" type="checkbox"/> No	
e) Are the organization's services similar to any other organization and /or business?	<input type="checkbox"/> Yes    If Yes, attach a sheet providing the organization/business name(s)	
	<input checked="" type="checkbox"/> No	

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to \_\_\_\_\_ (Municipality Contact Information)

**PART 3 – RETAIL COMMERCIAL OR LICENSED AREA**

Does the organization have a retail commercial area at this location?  Yes  No

If yes, do you operate this area?  Yes  No

What goods or services are sold at the retail commercial area?

*Golf Products*

For what purpose is the net income from the retail commercial area used?

*To help pay expenses within organization*

Has an area within the facility been issued a gaming/liquor license?  Yes If yes, enclose copy  No Class  Area (Sq.Ft)

**PART 4 – PROPERTY USE INFORMATION specific to a non profit organization**

What facilities are on the property?

1. *Golf Course*
2. *Driving Range*
3. *Pro shop*
4. *Restaurant*

What times are they accessible to the general public?

*All Times*

What are the membership requirements including fees?

*Annual Dues - See Attached Sheet*

Describe the purpose for which the facility is used.

*Golfing*

Describe the typical beneficiary and where they reside.

*Clareholm and Southern Alberta Residents*

Are there any restrictions in place preventing anyone from using the facility?  Yes  No

If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members?  General Public  Members

**PART 5 – CONTACT INFORMATION**

Contact Name <i>Lyle Broderson</i>	Position with Organization <i>Club Manager</i>	Telephone Number (Bus) <i>403-625-3500</i>	Telephone Number (Res) <i>403-625-4877</i>
Mailing Address for non profit organization <i>Box 2080 Clareholm AB</i>		Postal Code <i>T0L0T0</i>	Fax Number <i>403-625-3560</i>
President of Organization <i>Wes Wiebe</i>	Telephone Number (Bus) <i>403-625-3500</i>	Telephone Number (Res) <i>403-625-9330</i>	Fax Number <i>N/A</i>
Treasurer of Organization <i>Don Leonard</i>	Telephone Number (Bus) <i>403-625-3188</i>	Telephone Number (Res) <i>403-625-3841</i>	Fax Number <i>N/A</i>

**PART 6 – REQUIRED INFORMATION – please ensure the following are submitted as attachments**

- 1) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 2) Copies of:
  - The organizations most current financial statements,
  - Certificate of Title (if applicable),
  - The current lease agreement with the property owner (if applicable),
  - A plan showing the area leased.
- 3) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 4) Any available brochures, newsletters or other pertinent information relative to the organization.
- 5) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

*Lyle Broderson*  
Name (Please Print)

*25-09-2019*  
Date

*Club Manager*  
Position

*Lyle Broderson*  
Signature



# Summary Report

Year of General Assessment: 2018

**Roll: 11630000**      **Alt. Key: 5780000**  
**Legal: 7810016 R1**

Description: Driving Order: 5780000

Address:

Zoning: Public

Actual Use: Primary: P10102 Secondary: C10101

Market Loc: 800 COUNTRY RESIDENTIAL

Assbl. Land Area: 69.99 Acres

Econ.Zone: Econ Zone 1 - Town of Claresholm

Assbl.Party: M Municipal

Owner: TOWN OF CLARESHOLM (GOLF CLUB)



## Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt Code	Value
55701376	10 R-RESIDENTIAL	69.99 Acres	100%	100%	64 100%	662,000

## Improvements

ImprID	MT- Qu- St Description	Area (Ft2)	Eff. Year	Asmt Code	Value
300081891	030-04-27 Garage(MAINTENENCE SHOP)	1,200	1991	64 100%	39,000
300081892	030-04-27 Garage(MAINTENENCE SHOP)	1,008	1985	64 100%	24,000
300081893	030-04-28 Garage	1,472	1979	64 100%	31,000
300081894	035-04-28 OPEN VERANDA - ABOVE ATTACHED GARAGE	1,472	1979	24 100%	15,000
300081895	035-04-28 VERANDA OVER FRONT ENTRY	420	1979	64 100%	5,000
300081896	030-03-27 Garage(PUMP HOUSE)	270	2003	64 100%	14,000

## Marshall & Swift

ImprID	MT- Qu- St Description	Area (Ft2)	Eff. Year	Asmt Code	Value
300081878	300-03-63 CLUBHOUSE	4,684 Ft	1979	24 50%	228,500
300081883	505-02-61 Warehouse (Metal Clad)(CART STORAGE&GOLF COURSE)	2,600 Ft	1992	64 100%	1,395,000
300081886	505-02-61 Warehouse (Metal Clad)(CART STORAGE)	2,600 Ft	1992	64 100%	35,000
300121808	876-04-60 Shed (12' x 12')	144 Ft	2015	64 100%	7,000

## Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	24	Non Res Comm Imp/Permits	0	243,500	0	243,500
E	64	Comm Assoc Improved	662,000	1,778,500	0	2,440,500
<b>Grand Totals:</b>			<b>662,000</b>	<b>2,022,000</b>	<b>0</b>	<b>2,684,000</b>

## Narratives

10 11-18-2011 Exemption - COPTER Regulation

66 09-10-2015 Historical Permit

Permit - D2015.010 / TCHB 0010 15LT / Accessory Building / \$8400 - 01/28/2015

## Inspections

Category	Date	Inspector	Notes
Historical Data	10-10-2018	WEHLAGE, LOGAN	Subdivision Plan/Parcel Change - Council has granted tax exemption for 2019 tax year.
Visual Exterior	12-08-2015	WEHLAGE, LOGAN	Annual Inspection - gates all locked up, appears small shed garage on site, estimated shed.
Property	07-29-2011	DALRYMPLE, stewart	Information received from the Town of Claresholm re: COPTER exemption.

# Application for Property Tax Exemption Non Profit Organization

**Application deadline September 30<sup>th</sup> of  
the year preceding the taxation year**

FOR OFFICE USE ONLY								
Property Roll Identifier						Taxation Year		Date
Legal Description	Lot	Block	Plan	Part	Sec.	Township	Range	Mer.
Municipal Property Address								
Total Assessment			Land Assessment			Building Assessment		

PART 1 – PROPERTY INFORMATION (Required by November 30 <sup>th</sup> of the year preceding the taxation year)		
Name of property owner <i>Prairie Winds Clubhouse Society</i>	Telephone Number (Bus) <i>4036254975</i>	Telephone Number (Res)
Address of property owner <i>4621 2nd Street West Claresholm TOLOVO</i>	Postal Code <i>403625</i>	Fax Number <i>3004</i>
Address of property for which exemption is requested <i>4621 2nd Street West Claresholm TOLOVO</i>		
Portion/Area of the property held by the organization <input checked="" type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:		
Is there an agreement in place that confirms the portion of the property held by the organization?	<input type="checkbox"/> Yes If yes, provide expiry date _____ (mm / dd / yyyy) <input type="checkbox"/> No	Date organization took occupancy (mm / dd / yyyy)

PART 2 – ORGANIZATION INFORMATION		
Name of organization operating the facility <i>Prairie Winds Clubhouse Society</i>	Telephone Number (Bus) <i>4036254975</i>	Fax Number <i>4036253004</i>
Act under which organization is registered as a non-profit organization <i>Registered Charities Society Act</i>	Registration Number <i>893684522 RR0001</i>	
Organization's objectives/purposes <i>1. Provide social support for individuals living with the effects of mental illness 2. To provide social programming and opportunities for members to rejoin the world of friendship, family, work, employment, education 3. Peer support, public awareness and advocacy 4. Integration into daily living with support 5. To combat the negative stigma surrounding mental health</i>		
a) Are the resources of this organization devoted to the above objectives/purposes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation	
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
c) Does your organization expect to move from this property during the following year(s)?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
e) Are the organization's services similar to any other organization and/or business?	<input type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input checked="" type="checkbox"/> No	

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to \_\_\_\_\_ (Municipality Contact Information)

**PART 3 – RETAIL COMMERCIAL OR LICENSED AREA**

Does the organization have a retail commercial area at this location?  Yes  No

If yes, do you operate this area?  Yes  No

What goods or services are sold at the retail commercial area?

For what purpose is the net income from the retail commercial area used?

Has an area within the facility been issued a gaming/liquor license?  Yes If yes, enclose copy  No Class  Area (Sq.Ft)

**PART 4 – PROPERTY USE INFORMATION specific to a non profit organization**

What facilities are on the property?

1. Clubhouse
- 2.
- 3.
- 4.

What times are they accessible to the general public?

8830-4800 Mon-Friday

What are the membership requirements including fees?

Mental Health Diagnosis NO Fee

Describe the purpose for which the facility is used.

As a social gathering space/office

Describe the typical beneficiary and where they reside.

Adults with Mental Illness residing in Claresholm

Are there any restrictions in place preventing anyone from using the facility?  Yes  No

If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members?  General Public  Members

**PART 5 – CONTACT INFORMATION**

Contact Name Carrie Dahl	Position with Organization Executive Director	Telephone Number (Bus) 4036254975	Telephone Number (Res)
Mailing Address for non profit organization Box 1354 Claresholm AB TOL OTO		Postal Code	Fax Number 4036253004
President of Organization Mel Lyster	Telephone Number (Bus) 4036253918	Telephone Number (Res)	Fax Number
Treasurer of Organization Dustin Reimer	Telephone Number (Bus) 4034895153	Telephone Number (Res)	Fax Number

**PART 6 – REQUIRED INFORMATION – please ensure the following are submitted as attachments**

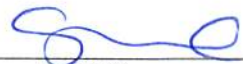
- 1) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 2) Copies of:
  - The organizations most current financial statements,
  - Certificate of Title (if applicable),
  - The current lease agreement with the property owner (if applicable),
  - A plan showing the area leased.
- 3) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 4) Any available brochures, newsletters or other pertinent information relative to the organization.
- 5) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Carrie Dahl  
Name (Please Print)

Sept 4/19  
Date

Executive Director  
Position

  
Signature



# Summary Report

Year of General Assessment: 2018

**Roll: 10157000**      **Alt. Key: 15680000**  
**Legal: 147N 10 9-10**

Description: Prairie Winds Clubhouse  
 Address: 4621 - 2ND STREET W  
 Zoning: Residential  
 Actual Use: Primary: C10304  
 Market Loc: 100 WEST      Assbl. Land Area: 7,800 Sq. Feet  
 Econ.Zone: Econ Zone 1 - Town of Claresholm  
 Assbl.Party: C Corporation  
 Owner: PRAIRIE WINDS CLUBHOUSE SOCIETY



## Income Valuation

IncomeID	Location	Property Type	Quality	Valuation	Year Built	Asmt Code	Value
300005525	Claresholm	Commercial	C	171,000	1925	64 100%	171,000
	Commercial	C+		2,869 Ft2			

## Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
E	64	Comm Assoc Improved	0	0	171,000	171,000
<b>Grand Totals:</b>			<b>0</b>	<b>0</b>	<b>171,000</b>	<b>171,000</b>

## Narratives

10 11-18-2011 Exemption - COPTER Regulation

## Inspections

Historical Data	10-10-2018	WEHLAGE, LOGAN	Subdivision Plan/Parcel Change - Council has granted tax exemption for 2019 tax year.
Info From Owner	06-21-2010	DALRYMPLE, stewart	Prairie Winds Clubhouse, having applied and received exemption under COPTER, is exempt.
Visual Exterior	04-02-2009	LAMB, Wayne	

## Revisions

MGA305(3)	01-01-2010	DALRYMPLE, stewart	Exempt as per COPTER (used revision date of January 1, as exempt from that date forward) - Assmt Code 24 to 64
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## Sales

Date	Asmt	Price	Adj. Price	Sale Code	Type	Ratio	CofT
09-09-2004	\$171,000	\$147,000	\$166,300	8000 Not Verified	Improved	103%	041339802
09-08-2004	\$171,000	\$58,000	\$58,000	8000 Not Verified	Improved	295%	041339001



# REQUEST FOR DECISION

Meeting: October 15, 2019  
Agenda Item: 28

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## LIQUOR & TOWN FACILITIES POLICY UPDATE

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### **DESCRIPTION / BACKGROUND:**

During the September 23, 2019 Council Meeting, Council directed Administration to amend Policy #5.8.15 – “Liquor & Town Facilities Policy” (Previously GA 09-10). This was brought up in relation to a request to have an event with Liquor at the Claresholm Senior’s Drop-in Centre.

The Policy previously listed facilities that were Town owned, but operated by other arm’s length organizations, as not requiring Council approval for serving, storing, or consuming alcohol, but only stipulated that proper licensing and insurance was obtained, however this list neglected the Senior’s Drop-in Centre, listing it as the only 3<sup>rd</sup> party operated facility not on that list.

Also as this policy has not yet been reviewed and updated by the Admin Services Committee, it also required updating to the new format.

### **DISCUSSION:**

This updated policy includes the following changes:

- Updated format
- Removal of Senior’s Drop-in Centre from the list of Town controlled properties and addition to the list of Town Facilities operated by separate legal entities.
- To reduce confusion the paragraph regarding alcohol being allowed on Town controlled property for special events was moved to just below the list of Town controlled facilities rather than after the list of facilities operated by separate entities.
- There were a few other minor wording changes for clarification.

### **RECOMMENDATION:**

Administration recommends Council adopt the amended policy, 5.8.15 – “Liquor and Town Facilities Policy” by resolution.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to adopt the updated Town Policy 5.8.15 – “Liquor and Town Facilities Policy”, effective October 16, 2019:

#### ATTACHMENTS:

- 1.) 5.8.15 – Liquor & Town Facilities Policy (v1.0) - Updated

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 9, 2019

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		<b>Liquor &amp; Town Facilities Policy</b>		<b>Policy #5.8.15</b>	
Department Owner:		Public Works & Recreation			
Policy Applies To:		Town Facilities			
Date Created:		October 8, 2019	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		October 15, 2019	Policy(ies) Replaced/Rescinded:		GA 09-10

**Intent:**

To establish a consistent policy regarding alcohol and its use or exclusion from Town owned facilities.

**Policy:**

Liquor is not allowed in Town owned facilities or park areas except with the permission of the Town of Claresholm and a permit by the Alberta Gaming and Liquor Commission.

**Guidelines:**

No alcohol shall be served, stored or consumed on any property owned or controlled by the Town of Claresholm, including the following:

- All public areas;
- Millennium Ball Diamond Complex;
- Claresholm Arena;
- Claresholm Fire Hall;
- Claresholm Aquatic Centre;
- Claresholm Public Library;
- Claresholm & District Museum(s);
- Claresholm Town Office;
- Claresholm Public Works Shop; and
- Claresholm Regional Water Plant.

Alcohol may be served, stored or consumed on Town property for special events, *with prior approval received from Council from time to time*, provided that such serving, storage or consumption is in accordance with a valid liquor license. An authorization form will have to be signed (Schedule A) and a Host Liquor Liability Policy will have to be obtained with the minimum coverage required and naming the Town of Claresholm as an additional insured.

The Town owned facilities listed below are operated by separate legal entities and shall follow all appropriate liquor licensing laws that are required to allow alcohol for consumption in these facilities.

- Claresholm Golf Club;
- Claresholm Curling Club;
- Claresholm Community Centre;
- Claresholm Agriplex;
- Claresholm Senior's Drop-in Centre;

Schedule A  
Town of Claresholm  
**Authorization for the Serving of Liquor at Town Owned  
Facilities and Public Areas**

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Group or organization: \_\_\_\_\_

The group or organization serving liquor shall:

1. Provide proof of insurance prior to the event for Host Liquor Liability Policy (PAL) with a minimum \$2 million coverage that shows the Town of Claresholm as an additional insured.
2. Secure a liquor license from the Alberta Gaming and Liquor Control Board and adhere to the regulations. A copy of the license must be provided to the Town prior to the event.
3. Ensure the area to be used for the serving of liquor to be portioned off with fencing/dividers.
4. Signage should be posted in the fencing/dividers that:
  1. it is a private function for members and invited guests only;
  2. the name of the sponsor;
  3. the liquor license number;
  4. minors are not allowed (unless the liquor license allows minors).
5. Arrange for the availability of food service during the time of serving.
6. Provide a trained and responsible server of the liquor to monitor for intoxication.
7. Provide supervision to ensure that alcohol is served only in the designated area.
8. Provide alternate safe transportation for those attending the event.
9. Ensure that alcoholic beverages are removed from the facility immediately following the booking.

I have read and agree to the above Conduct and Responsibility and  
Regulations.

\_\_\_\_\_  
Group representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town of Claresholm

\_\_\_\_\_  
Date



# REQUEST FOR DECISION

Meeting: October 15, 2019  
Agenda Item: 29

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## RECYCLABLE MATERIALS POLICY UPDATE

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### **DESCRIPTION / BACKGROUND:**

The new recycling bylaw, Bylaw 1676 – “Recyclable Materials Management Bylaw”, references the recyclable materials policy to dictate what products will be accepted. With this new single stream recycling program the Town is able to accept additional recyclable products, therefore an update is required to the Recyclable Materials Policy, policy 5.4.10 (Previously UT 06-12).

### **DISCUSSION:**

This updated policy includes the following changes:

- Updated format
- Addition of new materials that are accepted including aluminum foil, beverage containers, and glass.
- More clarification on flexible plastics, including grocery bags, plastic wrap, bubble wrap, etc. (This was still in the old policy despite the Town no longer accepting this type of plastic for the last several years. We now do accept again though)
- Addition of more examples of materials that are not accepted.

### **RECOMMENDATION:**

Administration recommends Council adopt the amended policy, 5.4.10 – “Recyclable Materials Policy” by resolution.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to adopt the updated Town Policy 5.4.10 – “Recyclable Materials Policy”, effective October 16, 2019:

### **ATTACHMENTS:**

- 1.) 5.4.10 – Recyclable Materials Policy (v1.0) - Updated



## Recyclable Materials Policy

Policy #5.4.10

Department Owner:	Utility Services		
Policy Applies To:	Recycling Customers		
Date Created:	October 8, 2019	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	October 15, 2019	Policy(ies) Replaced/Rescinded:	UT 06-12

### Intent:

To provide a consistent policy for approved recyclable materials to be accepted by the Town of Claresholm or its contractors.

### Policy:

All recyclable materials must be contained within your recycling receptacle and should remain loose (unsorted) unless otherwise specified below.

#### Recyclable materials accepted by the Town of Claresholm include the following:

1. Paper including:
  - a. Clean, dry newspapers including packing paper, comics and newsprint type flyers;
  - b. Office paper including photocopy or tablet paper, colored bond paper or loose leaf;
  - c. File folders, cards, and other card stock;
  - d. Post-it notes, bills and receipts;
  - e. Construction paper (even with children's art);
  - f. Container labels;
  - g. Brown bags;
  - h. All envelopes;
  - i. Phone books,
  - j. Magazines, shiny flyers and catalogues,
  - k. Egg cartons and waxed lined paper coffee cups,
  - l. Toilet paper rolls and paper tower rolls;
2. Shredded Paper – **MUST BE BAGGED IN CLEAR PLASTIC BAG**
3. Corrugated cardboard including boxboard (cereal type boxes);
4. Metal including:
  - a. Food cans, cleaned with labels removed;
  - b. Jar lids and other small metal objects;
  - c. Aluminum foil
5. Plastics (numbered one through seven) including:
  - a. Clean clear and coloured plastic bottles,
  - b. Plastic cutlery,
  - c. Plastic caps and closures for bottles,
  - d. All other clean plastics as deemed reasonable.

6. Stretchy plastic – **MUST BE BAGGED TOGETHER** – including:
  - a. Plastic bread and grocery bags,
  - b. Plastic cling wrap and film,
  - c. Bubble wrap,
7. Glass jars and bottles, clear or coloured
8. Beverage containers including: *(these may also be returned to the bottle depot for deposit refunds. You will not receive your deposit through this program)*
  - a. Plastic bottles or jugs (milk, juice, water, etc.)
  - b. Tetrapack containers (Milk, apple juice, etc.)
  - c. Glass jars or aluminum cans (alcohol, soda pop, iced tea, etc.)

**Recyclable materials deemed to not be accepted by the Town of Claresholm include:**

1. Household hazardous waste or other toxic containers of any kind including motor oil or paint containers. If it has a hazard symbol on it, even if it is empty, it can't be accepted.
2. Scrap metal or other household metal goods such as metal hangers, metal shelving, screws, brackets, etc. These can be taken to scrap metal recycler.
3. Household goods such as toasters, lamps, pots and pans, garden hose, etc.
4. Styrofoam such as foam containers, cups, or foam packing materials.
5. Electronics – these should be taken to an e-cycle facility.
6. Batteries – these should be taken to a battery recycler.
7. Light bulbs including fluorescent, incandescent, CFL or LED light bulbs.
8. No needles or syringes
9. No shoes, clothing, toys, or sporting goods.



# REQUEST FOR DECISION

Meeting: October 15, 2019  
Agenda Item: 30

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## CLOSURE OF WALKWAY TO 6<sup>TH</sup> ST WEST

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### DESCRIPTION/BACKGROUND:

A request for the closure of a walkway from the alley to 6<sup>th</sup> St West (adjacent to the entrance to Westhills park) has been received.

This walkway was created with the original subdivision as a drainage corridor from the alley to the street. There are various drainage corridors that have been used as walkways throughout Town, most with full connectivity. This portion however does not connect this alley to the other street, and is a dead end into the alley. Currently pedestrians would use the alley for vehicular traffic to access this portion of the corridor or "walkway". Closing this portion would not affect any existing trail or sidewalk connectivity. Sidewalk existing on the east side of 6<sup>th</sup> street and the west side of 7<sup>th</sup> Street (shown on the map below).

If a land sale is pursued, the corridor would need to remain intact for drainage. The agreement or utility right of way would need to be surveyed and registered on title as part of the sale. This would allow the owners to fence the front and rear portion, but water would need to be able to travel through from the alley to 6<sup>th</sup> Street. Since this portion is within the Town of Claresholm's road plan a road closure bylaw will be required (and potentially the bylaw will require the survey plan). Once the road closure bylaw is complete, the surveyor can then consolidate the area with the adjacent parcel.

### OPTIONS:

- Close the drainage corridor/walkway, and pursue a land sale/agreement with the adjacent property owners for the portion of land; with all costs associated with the surveying and land titles fees to be borne by the purchaser.
- Look for other potential solutions and keep the corridor open to pedestrian traffic (lighting, etc.)
- Close the drainage corridor for pedestrian traffic (have it remain within the Town's roadplan system for maintenance). Fencing would be required to not permit pedestrian traffic.

### POSSIBLE RESOLUTIONS:

Moved by Councilor \_\_\_\_\_ to approve closure of the corridor from the alley to 6<sup>th</sup> Street West and pursue a purchase / utility right of way agreement with the adjacent landowner.

Moved by Councilor \_\_\_\_\_ to close the corridor as a walkway and have the portion of land remain within the Town of Claresholm's road plan.



ATTACHMENTS:

1. Correspondence

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: October 8, 2019

Box 344, 5345 6<sup>th</sup> St W  
Claresholm, AB  
TOL 0T0  
403-625-1074 (Tracy cell)  
403-625-9676 (Matt cell)

October 5<sup>th</sup>, 2019  
Town of Claresholm CAO

Dear Marian,

We are writing this letter to alert you to concerns regarding the walkway (between 6<sup>th</sup> St and a back alley) between our house (5345 6<sup>th</sup> St W) and [REDACTED] (5349 6<sup>th</sup> St W)

We have resided in our home for over 15 years and over this time have identified many concerns. First of which is safety. The walkway has no lighting and has drainage problems, accumulating water and ice, resulting in a significant risk for injury to pedestrians. The Town employees try their best to remove snow in a timely manner, however the constant accumulation of water, melting snow and ice makes it impossible for them to stay on top of. The back alley in which the walkway leads to has heavy vehicular traffic with many rear alley access parking pads/garages. I fear one day, a child using the walkway is going to be hit by a vehicle passing through the alley as many drivers speed is not anticipating the walkway where a child could be running out.

As discussed above, the walkway is dark and seems to attract unsavory pedestrian traffic in the night. Over the years, we've had a car broken into, our fence damaged, items stolen from our yard, and have experienced people throwing trash, bottles and even condoms in our back yard. Our dogs have been taunted by people that use the walkway and as a result bark and attack the fence line along the walkway when anyone walks through it.

There are sidewalks throughout our residential area, so am not sure what purpose this walkway serves other than cutting through two residences to/from a dark alley, instead of using street lit, clear, paved sidewalks in front of homes. We truly believe the risk of liability to the Town outweighs any benefits this walkway could serve and would like to negotiate to purchase the walkway from the town to close it off and incorporate it into our property, connecting our fence to Connie and Kevin Sillito's.

We appreciate your consideration of our concerns and offer to purchase. Please contact us to discuss further.

Sincerely,

Matt and Tracy Mitchell



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## MULTI-USE COMMUNITY BUILDING PROJECT

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Following the plebiscite, Administration has contracted the surveyor to begin the preliminary subdivision plan north of the West Meadow Elementary School. Once this plan is complete, it will be submitted to LRSD for review and submission to the Province for Ministerial approval. Once that has been secured, subdivision can be initiated. Administration continues to work with the user groups to source any other potential funding sources to reduce borrowing.

The tender document has been drafted and a legal review has been completed for the full project scope. The tender is ready to be posted to the Alberta Purchasing Connection website upon the completion of the borrowing bylaw. This will be for the completion of the multi-use project buildings at the two locations for the Multi-use facility, Daycare and Playschool buildings. The multi-use site (at the old elementary school) will have room for expansion and other groups in the future. At this time the plans for the grounds have not been decided upon and any requests will be forwarded to Council for review. Demolition of the old elementary school is scheduled for the end of October. There have been requests to save bricks from the building as souvenirs. **Administration will require direction as to the sale/donation of any salvage/bricks.**

Administration has also met with the Food Bank who have expressed a desire to move to the new location. They have set aside funds and are working on grant applications for a new 1000 sq. ft. facility. They can be included in the tender documents as a separate building, and depending on funding and tender costs the project can be completed at initial time of construction or as phase 2 when funding has been secured. They have expressed an interest in working with the Town on a lease agreement for any new facility and recognize the need for a more suitable, visible space. **Administration will require direction as to the inclusion of the Food Bank within the initial tender document (with a disclaimer that they could be phase 2 construction).**

Administration has suggested October 21, 2019 for the issue date on the tender, with the deadline for submission for December 3, 2019. This would allow the possibility for a successful tender to be awarded prior to the end of 2019 in anticipation of commencing with spring 2020 construction.



**ATTACHMENTS:**

- 1.) N/A

**APPLICABLE LEGISLATION:**

- 1.) N/A

PREPARED BY: Tara VanDellen – Planner/Development Officer

APPROVED BY: Marian Carlson, CGLM - CAO

DATE: October 3, 2019

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - September 9, 2019				
9	CORRES: Cheryl Friesen RE: Limit on Number of Dogs per Residence - Moved by Councillor Zimmer to direct Administration to amend Bylaw #1628 to limit the number of dogs per household to three, with the ability for exceptions for kenneling or fostering, and grandfathering of present households with more than three dogs. CARRIED MOTION #19-126	Ryan	In process of researching and drafting bylaw amendment	In Progress
Regular Scheduled Meeting - September 23, 2019				
1	BYLAW #1658 - Moved by Councillor Schulze to give Bylaw #1658, the Emergency Management Bylaw, 1st Reading. CARRIED	Karine	On the October 15th Agenda for 2nd & 3rd Readings	Complete
2	BYLAW #1675 - Moved by Councillor Cutler to give Bylaw #1675, the Records Management & Retention Bylaw, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1675, the Records Management & Retention Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
3	BYLAW #1676 - Moved by Councillor Schlossberger to give Bylaw #1676, the Recycling Bylaw, 1st Reading. CARRIED	Karine	On the October 15th Agenda for 2nd & 3rd Readings	Complete
4	BYLAW #1677 - Moved by Councillor Cutler to give Bylaw #1677, the COPTER Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Schulze to give Bylaw #1677, the COPTER Bylaw Amendment, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
5	BYLAW #1678 - Cemetery Bylaw Amendment - Referred to Administration for more information.	Mike/Blair	In process of investigating options with Nelson Granite and Willow Creek Funeral Home	In Progress
6	BYLAW #1679 - Moved by Councillor Carlson to give Bylaw #1679, the Administrative Services Committee Bylaw, 1st Reading. CARRIED	Karine	On the October 15th Agenda for 2nd & 3rd Readings	Complete
7	BYLAW #1680 - Moved by Councillor Zimmer to give Bylaw #1680, the Audit & Finance Committee Bylaw, 1st Reading. CARRIED	Karine	On the October 15th Agenda for 2nd & 3rd Readings	Complete
8	BYLAW #1681 - Moved by Councillor Cutler to give Bylaw #1681, the Emergency Services Committee Bylaw, 1st Reading. CARRIED	Karine	On the October 15th Agenda for 2nd & 3rd Readings	Complete
9	BYLAW #1682 - Moved by Councillor Schulze to give Bylaw #1682, the Facility & Infrastructure Planning Committee Bylaw, 1st Reading. CARRIED	Karine	On the October 15th Agenda for 2nd & 3rd Readings	Complete

10	BYLAW #1683 - Moved by Councillor Schlossberger to give Bylaw #1683, the Grievance Committee Bylaw, 1st Reading. CARRIED	Karine	On the October 15th Agenda for 2nd & 3rd Readings	Complete
11	BYLAW #1684 - Moved by Councillor Moore to give Bylaw #1684, the Multi-use Community Building Committee Bylaw, 1st Reading. CARRIED	Karine	On the October 15th Agenda for 2nd & 3rd Readings	Complete
12	BYLAW #1685 - Moved by Councillor Carlson to give Bylaw #1685, the Recreation Facility Users Committee Bylaw, 1st Reading. CARRIED	Karine	On the October 15th Agenda for 2nd & 3rd Readings	Complete
13	BYLAW #1686 - Moved by Councillor Cutler to give Bylaw #1686, the Wage Negotiating Committee Bylaw, 1st Reading. CARRIED	Karine	On the October 15th Agenda for 2nd & 3rd Readings	Complete
16	CORRES: Town of Coaldale RE: Municipal Law Seminar - October 23, 2019 - Each member of Council to decide if they would like to attend or not & let Administraton know to register them.	Marian	No responses yet	In Progress
20	CORRES: Claresholm Indoor Walking Group RE: Request for Donation - Council has requested that the Walking Group fill out the necessary paperwork and for their donation request to be on a future Council agenda for consideration. Future years funding is to be referred to budget discussions.	Karine	Donation request paperwork completed, on next Agenda for approval	Complete
21	RFD: FortisAlberta Franchise Fee - Moved by Councillor Zimmer to maintain the franchise fee percentage at 4% for 2020 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with FortisAlberta Inc. This decision is to emphasize the Town's commitment to economic development and to attract businesses by keeping franchise fees low. CARRIED MOTION #19-138	Karine	Email sent	Complete
22	RFD: Local Improvement Tax - Acreages - Moved by Councillor Schlossberger to defer the Acreages Road Building Project and refer it back to future budget discussions. CARRIED MOTION #19-139	Mike/Blair	Letter sent to land owners to inform them and item refered to 2020 budget discussions.	Complete
23	RFD: Banking Services Requests for Proposals - Moved by Councillor Schlossberger to accept BMO's proposal for the Banking Services and direct Administration to work with them on finalizing the details of the contract. CARRIED MOTION #19-140	Blair	Have begun conversations regarding onboarding and next steps	In Progress
24	RFD: Letter of Support - Claresholm Skating Club CFEP Grant - Moved by Councillor Schulze to provide a letter of support and commitment for municipal funding in the amount of \$84,653.82 for the Claresholm Skating Club's CFEP Grant Application for the Arena roof & floor repairs. CARRIED MOTION #19-141	Tara	Letter sent	Complete
25	RFD: Letter of Support - Learn-a-lot Playschool - Moved by Councillor Cutler to partner with the Claresholm Learn-A-Lot Playschool in support of their application to the Community Foundation of Lethbridge & Southwestern Alberta for the purpose of the new playschool facility. CARRIED MOTION #19-142	Tara	Letter sent	Complete

26	RFD: Policy Manual Review & Updates - Finance - Moved by Councillor Schulze_ to adopt the updated Town Policies as follows, effective September 23, 2019: <ul style="list-style-type: none"> <li>• 5.1.01 – Community Donation Policy (Version 1.0) (Previously CEDC 12-15)</li> <li>• 5.1.05 – Community Organizations Insurance Reimbursement (Version 1.0) (Previously GA 03-16)</li> <li>• 5.1.10 – Charitable Donation Receipt Policy (Version 1.0) (Previously GA 11-17)</li> <li>• 5.1.15 – Forgiveness of Taxes Policy (Version 1.0) (NEW)</li> <li>• 5.1.20 – Tax Penalty Forgiveness Policy (Version 1.0) (Previously TAX 09-15) CARRIED MOTION #19-143</li> </ul>	Blair	Policy manuals have been updated	Complete
26	RFD: Policy Manual Review & Updates - Finance - Moved by Councillor Zimmer to repeal the following policies: <ul style="list-style-type: none"> <li>• 5.1.06 – Assistance to Community Groups (Previously CEDC 01-02)</li> <li>• 5.1.30 – Offers to Purchase Land (Previously PLDE 10-10(a))</li> <li>• 5.1.40 – Requests for Financial Assistance – Sports Groups (Previously CEDC 12-95)</li> <li>• 5.1.50 – Municipal Sustainability Initiative (MSI) Operating Grant (Previously CEDC 08-11)</li> </ul> CARRIED MOTION #19-144	Blair	Policy manuals have been updated	Complete
27	RFD: Liquor & Town Facilities - Drop-in Centre Event - Moved by Councillor Schlossberger to approve the use of the Claresholm Senior's Drop-in Centre for the service of liquor by Neil & Lynda Schuler on November 15, 2019, provided that they adhere to all provincial/municipal regulations as required by Policy #5.8.15. CARRIED MOTION #19-145	Karine	Email sent	Complete
27	RFD: Liquor & Town Facilities Moved by Councillor Cutler for administration to review Policy #5.8.15 and bring back a revised policy for consideration by Council. CARRIED MOTION #19-146	Blair	On the October 15th Agenda	Complete
35a	IN CAMERA: LAND - Moved by Councillor Cutler to accept the offer of \$126,000 from Structural Precast in principal for Lots 2, 3 & 4, Block 10, Plan 7910032 with negotiations regarding conditions to be discussed as part of the purchase agreement. CARRIED MOTION #19-147	Tara	Notified the purchaser. Offer to purchase being drafted.	In progress

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 10, 2019

# INFORMATION ITEMS



# MUNICIPAL PLANNING COMMISSION MINUTES

**September 5, 2019**  
**Town of Claresholm – Council Chambers**

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

**Staff:** Tara VanDellen – Planner/Development Officer

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**8:30 a.m.**

**Call to Order /Adoption of Agenda**

**Motion to amend the order of  
the agenda by Mayor  
MacPherson.**

**Seconded by Councillor  
Carlson.**

**Motion to adopt  
the amended agenda by  
Mayor MacPherson**

**Seconded by  
Councillor Carlson**

**CARRIED**

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**Adoption of Minutes**

- August 23, 2019

**Motion to adopt the  
Meeting Minutes  
By Mayor MacPherson**

**Seconded by  
Doug Priestley  
CARRIED**

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**Item 1: ACTION**

**DEVELOPMENT PERMIT**

File: D2019.076  
Applicant: Delaney Berg (Berg Custom Builds & Finishes)  
Owner: Fabian Berg  
Address: 5111 4 St West  
Legal: Block ptn 67; Plan 147N  
Regarding: Home Occupation – contracting services

Condition(s):

1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.

**Motion to approve with  
conditions by  
Jeff Kerr**

**Seconded by  
Doug Priestley**

**CARRIED**

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# MUNICIPAL PLANNING COMMISSION MINUTES

**September 5, 2019**  
**Town of Claresholm – Council Chambers**

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2. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.
3. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.
4. Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.

Note(s):

5. As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight of 4,500 kg, shall not be parked on a highway any time after 10:00 PM and before 7:00 AM, unless it is parked in a location completely adjoining the vehicle owner's residence. This does not apply if the vehicle is a recreation vehicle, a commercial vehicle with the hazard warning lamps alight and in the process of loading or unloading goods, or if it's parked on Provincial Highway #2 (1st Street West).
  6. As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight exceeding 9,500 kilograms, shall not be parked on a highway.
  7. As per Bylaw 1550 (Traffic Bylaw), a trailer shall not be parked on a highway unless the trailer is attached to a vehicle by which it may be drawn.
-



# MUNICIPAL PLANNING COMMISSION MINUTES

September 5, 2019  
Town of Claresholm – Council Chambers

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**Item 2: ACTION**

**DEVELOPMENT PERMIT**

File: D2018.069  
Permit holder: Starling Auctions Ltd.  
Address: 5521 2 St East  
Legal: Block 2, Plan 7810527  
Regarding: Review of permitted change in use, vacant to  
auctioneering facility.

**Motion to grant an extension  
to the permit conditions until  
Oct. 15<sup>th</sup>, 2019 with no  
further extensions to be  
granted by Mayor  
MacPherson.**

**Seconded by Jeff Kerr.**

**CARRIED**

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**Item 3: IN CAMERA**

**LAND – FOIP SECTION 16.1**

**Motion to go in camera  
by Mayor MacPherson.**

**Seconded by Jeff Kerr.**

**CARRIED**

**Motion to come out of in  
camera by Councillor Carlson**

**Seconded by Doug Priestley**

**CARRIED**

**Motion to Review the home  
occupation business license  
issued for Weatherhead  
Concrete Ltd. by Jeff Kerr.**

**Seconded by Councillor  
Carlson.**

**CARRIED**

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**9:15 a.m.**

**Motion to adjourn  
by Mayor MacPherson**

**CARRIED**

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Next meeting date proposed: October 4, 2019



# Alberta SouthWest Bulletin October 2019

## Regional Economic Development Alliance (REDA) Update

### “Energizing Agricultural Transformation” (EAT) Project Underway...

Subsequent to the Resource Roundtable held on September 4<sup>th</sup>, InnoVisions and Associates followed up with participants to further explore the ideas presented at the meeting. Project interviews are progressing quickly; Phase 1 (Inventory) and Phase 2 (Tactical Plan) are being developed in parallel. It is expected that initial milestones will be reached at end of October. A second Resource Roundtable will be convened in early 2020.



### Proposal for new “Multi-Technology” National Association...

Canadian Wind Energy Association (CanWEA) and Canadian Solar Industries association (CanSIA) are proposing to combine and form one multi-technology association that would include wind, solar, energy storage and other emerging innovations. The Southern Alberta Alternative Energy Partnership (SAAEP) is a member of both CanWEA and CanSIA; input is welcome from our communities.

Contact [bev@albertasouthwest.com](mailto:bev@albertasouthwest.com) for links to the information presented at the webinar.

### Economic Resiliency and Disaster Recovery for Municipal Leaders



Representatives from across the AlbertaSW region gathered to attend this Economic Developers Alberta (EDA) training in Pincher Creek on Wednesday October 2, 2019. The weekend snow event emphasized that we continue to be disrupted by the weather and the evolving dynamics of businesses and new technologies. We benefit from sharing ideas and looking ahead. By anticipating possible issues, we can help our communities and businesses be prepared to manage infrastructure, health and safety, and economic impacts. Great discussion and ideas!

### News to be revealed in Croatia on October 10th!!

The “Alberta SouthWest Crown of the Continent” region has applied to the 2019 Top 100 Global Sustainable Tourism Destination program. Using our Crown of the Continent designation aligns with, and builds upon, the recognition that the region has as a *National Geographic* Geotourism Destination.

We look forward to knowing if our region is named to this Global Top 100 for the second year in a row! The Top 100 are named during the three-day “Global Green Destinations Days Conference” in Croatia.

Details of the conference can be viewed at <https://greendestinations.org/events/ggdd19/>

This yearly international event brings together leading sustainability experts in government, business, and academia to participate in workshops, peer-to-peer learning, field trips, and panel discussions.



Alberta SouthWest Regional Economic Development Alliance  
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An International Economic Development Council (IEDC) Accredited Economic Development Organization (AEDO)

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## Alberta SouthWest Regional Alliance Minutes of the Board of Directors Meeting

Wednesday September 4, 2019 –MD Willow Creek Administrative Office

### Board Representatives

Barney Reeves, Waterton  
Brent Feyter, Fort Macleod  
Scott Korbett, Pincher Creek  
Jim Bester, Cardston County  
Brad Schlossberger, Claresholm  
John Van Driesten, MD Willow Creek  
Dennis Barnes, Cardston  
Dale Gugala, Stavely  
Beryl West, Nanton  
Terry Yagos, MD Pincher Creek (alt)

### Resource Staff and Guests

Bev Thornton, Executive Director, AlbertaSW  
Linda Erickson, AEDTT  
Shalane Friesen, AEP  
Clara Yagos, LRSD  
Kathy Wiebe, CAO, MD Ranchland  
Derrick Kriszan, CAO, MD Willow Creek  
Karla Pynch, Lethbridge College  
Alan Hall, PPAA  
Natalie Gibson, InnoVisions  
Carolyn Guichon, InnoVisions

1. Call to Order and welcome- Chair called the meeting to order.
2. Approval of Agenda Moved by Brad Schlossberger THAT the agenda be approved as amended.  
**Carried.** [2019-09-646]
3. Approval of Minutes Moved by Scott Korbett THAT the minutes of August 7, 2019 be approved as presented.  
**Carried.** [2019-09-647]
4. Approval of Cheque Register Moved by Brad Schlossberger THAT cheques #2674 to #2681 be approved as presented.  
**Carried.** [2019-09-648]
5. Request for Collaboration:  
Proposed MOU between AlbertaSW and SouthGrow Moved by John Van Driesten THAT AlbertaSW support the SouthGrow “Water Security” project by sending representation to the “Water Forum” event on November 7, 2019 with intent to draft a mutually agreeable MOU to address this issue.  
**Carried.** [2019-09-649]
6. Request for Letter of Support:  
Lethbridge College Integrated Agriculture Technology Centre Moved by Jim Bester THAT AlbertaSW provide a letter of support for this initiative, as it aligns with regional priorities.  
**Carried.** [2019-09-650]
7. Waterton Springs Campground - Moved by Brent Feyter THAT AlbertaSW re-send a letter of request to the Province to re-engagement with Nature Conservancy and other relevant parties to move forward with the process to enable Waterton ID #4 to take on operation of this important campground.  
**Carried.** [2019-09-651]

8. Print Advertising 2020  
 Consensus that AlbertaSW decline the back cover ad on the Waterton Guide this year. Bev will talk to publisher to see if there are other options.  
 Moved by Brent Feyter THAT AlbertaSW participate in the partnership ad for “Peaks to Prairies” in the 2020 Invest in Alberta magazine.  
**Carried.** [2019-09-652]
9. Training Requests  
 Consensus that AlbertaSW decline the proposal from Grant Ainsley and pursue other options in the new year.  
 Moved by Jim Bester THAT we schedule a session of the EDA training “Economic Resilience Training for Community and Regional Leaders” on October 2, 2019 in Pincher Creek.  
**Carried.** [2019-09-653]
10. Upcoming Events  
 a) SouthGrow Quarterly meeting–Stirling AB, September 12, 2019  
 Scott Korbett and John Van Driesten volunteered to attend.  
 b) EDA Ministry Dinner–Edmonton AB, October 24, 2019  
 Bev will attend  
 c) Claresholm Immigration Project Town Hall, November 9, 2019  
 Event open to all who are interested.
11. Executive Director Report  
 Accepted as information.
12. Round table updates  
 Accepted as information.
13. Board Meetings:  
 ➤ October 2, 2019 – MD Pincher Creek  
 ➤ November 6, 2019 – to be determined  
 ➤ December 4, 2019 –Pincher Creek Provincial Building-  
 NOTE: this is the annual Organizational Meeting,
14. Adjournment  
 Moved by Terry Yagos THAT the meeting be adjourned.  
**Carried.** [2019-09-654]

**Approved October 2, 2019**

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Chair

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Secretary/Treasurer

Claresholm Community Centre Association

June 25, 2019

6:30 p.m.

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

Guest - John Dedominicious

1. Meeting called to order at 6:33 pm
2. Minutes approved by Doug. Seconded by Walt.
3. Sound System Overview – John presented information obtained by DB Audio for high output speakers that will work well in the hall. They will be installed on either side of the stage and will provide adequate sound throughout the hall.  
John also provided the following information regarding other facility charges
  - John also confirmed that other facilities charge a fee to use the projector and the fee varies from \$50-\$75
  - At many facilities he has worked in it is a requirement to hire a technician to use the full sound/lighting options that are available
  - Some also charge a stage fee of \$50.00
4. Flags – Brad let us know that the Canada flag is to be on the left side of the stage instead of the right. Shayne will switch it.
5. Letters – The town has the doors from the old school available. Marni to let them know that we are interested in them for the hall
6. Caretaker Report:
  - Toilet was replaced in Lodge Room men's washroom
  - There was a driving rain that came in sideways and caused water to come through the vent. The Town checked it and it is ok, no further leaks have occurred
  - The hood fan has been cleaned
  - Will talk to Mike about the Air conditioners
7. Treasurer Report - So far this year's profit is at 6500.00, Shirley attended the GAIN training and the way casino funds are used has changed. It is now a requirement to use the general funds first instead of the casino proceeds. We received \$32346.40 from the Casino. Shirley moved the report be accepted. Doug seconded.
8. Old Business:
  - a) Rental Rates – discussion held regarding rates. Doug made a motion that the rates stay the same and continue to include the projector in the main hall. Don seconded. All in Favour.
9. New Business:
  - a) Arts Society letter – Request for use of hall for the upcoming year for an annual fee and to be considered as a user group the way the Lions, Masons, Kinettes, etc are. Glen moved we approve the request from the Arts Society and include them as a User Group. Marni seconded. All in favour.
  - b) Elections Canada – Has inquired to rent the hall for the election. They have requested a fee of 2175.00 which is 25.00 less than full rental. Darlene has requested approval.

Doug moved that we accept 2175.00 for the rental fee for the election. Don seconded. All in favour.

- c) Carpets – Have found a supplier to replace the carpet runners. Marni made a motion to purchase the medium grade carpet 6x30 ft for 1199.00 Walt seconded. All in favour.
- d) Fundraiser to be held in March to raise funds for the entryway renovation. Perhaps a dinner theatre to be held March 19, 2020. Don and Carmelle will work together to come up with options.

Meeting adjourned at 7:50 pm by Walt.

**CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY**  
**Board of Directors, June 21, 2019**

*accepted  
SEP 19 2019*

**ATTENDEES:** Howard Paulson – Lay Representative  
Brydon Saunders- Lay Representative  
Lise Schultz – Town of Claresholm  
Ian Sundquist – MD of Pincher Creek  
Cindee Schlossberger – Lay Representative  
Jason Schneider – Vulcan County  
Shirley Isaacson – Office Staff  
Tammy Smith – Office Staff  
Sandra Hillis – Office Staff

**REGRETS:** Brian Comstock – Lay Representative  
Arlette Heck – Town of Granum  
Gabrielle Kirk – Calgary Primary Rural Care Network  
Josee Meston – Wandering Willows

Howard Paulson-Chair called the meeting to order at 10:50 am.

**1.0 APPROVAL OF AGENDA**

Moved by Brydon Saunders to accept the agenda as presented.  
Carried.

*re-camera*  
**2.0 APPROVAL OF MINUTES**

Moved by Ian Sundquist that the minutes of the May 24, 2019 meeting be accepted as presented. Carried.

**3.0 BUSINESS ARISING**

**3.1** Lyal O'Neil has returned his office key and has his own email account. He will be back in the Tom Baker Centre on July 10<sup>th</sup> for his stem cell transplant.

**3.2** Mr. Prost's lawyer has indicated that she is no longer representing him. Not sure what his plan is.

**3.3** Received some Casino Volunteer Application forms.

**3.4** Gabielle is working on some grant applications.

**4.0 CORRESPONDENCE** – Letter from Town of Claresholm – will be working at a committee level with the MD of Willow Creek. Need updated financial information.

## 5.0 REPORTS

1. Financial Report –  
It was moved by Brydon Saunders that we appoint Sabey & Co to do our year end audit, as Warren Ball will not be continuing as our accountant. Motion Carried.
2. It was moved by Ian Sundquist that we continue paying \$100.00 per month for the parking of the vans at the Condo. Motion Carried.
3. Chairmans Report – Had a situation where a trip from Vulcan resulted in a Dementia patient being sent on a trip without a helper. This situation will be accessed and discussed with hospital.  
Do we need a policy in order to deny sevice if the driver cannot handle the situation?

## 6.0 OLD BUSINESS

1. None

## 7.0 NEW BUSINESS:

1. None

## 8.0 NEXT MEETING DATE on Friday, September 20, 2019.

The meeting was adjourned by Jason Schneider.

SIGNED:

SIGNED: