



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MAY 26, 2014
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES MAY 12, 2014

FINANCES: APRIL 2014 BANK STATEMENT

DELEGATIONS:

1. CLARESHOLM CHILD CARE SOCIETY
RE: Funding Increase
2. CLARESHOLM ANIMAL RESCUE SOCIETY (CAREs)
RE: Introduction

ACTION ITEMS:

1. CORRES: Tony Walker, Community Futures Alberta Southwest
RE: Prairie Canada Futures Game
2. CORRES: Porcupine Hills Classic Cruisers
RE: 22nd Annual Show 'N' Shine August 10, 2014
3. CORRES: Claresholm & District FCSS
RE: Seniors Garden Party June 4, 2014
4. CORRES: Marilyn Gripping
RE: Use of Amundsen Park June 7, 2014
5. CORRES: Bryan Ancelet
RE: Snowbirds & Utility Rates
6. REQUEST FOR DECISION: Utility Charges on Short-term Vacant Properties
7. REQUEST FOR DECISION: Multi-use Community Building & Town Hall Project
8. REQUEST FOR DECISION: Formation of a Protective Services & Emergency Management Committee
9. REQUEST FOR DECISION: Real Estate Listing Proposals – Tax Recovery Sale
10. REQUEST FOR DECISION: Claresholm Economic Development Association
11. REQUEST FOR DECISION: AUMA Convention 2014
12. POLICY #GA 05-14: Credit Card & Expense Review Policy
13. ADOPTION OF INFORMATION ITEMS
14. IN CAMERA: Legal

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – May 2, 2014
2. Oldman Watershed Council E-Newsletter – May 2014

ADJOURNMENT



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MAY 12, 2014**

CALL TO ORDER: The meeting was called to order at 7:00pm by Mayor Rob Steel.

PRESENT: Mayor Rob Steel; Councillors: Jamie Cutler, Betty Fieguth, Shelley Ford, Mike McAlonan and Lyal O'Neill; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk; Manager of Regulatory and Property Services: Jeffery Gibeau

ABSENT: Councillor Chris Dixon

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

CARRIED

MINUTES: **REGULAR MEETING – APRIL 28, 2014**

Moved by Councillor Cutler that the Regular Meeting Minutes of April 28, 2014 be accepted as presented.

CARRIED

DELEGATIONS:

1. **JOHN BARLOW, Progressive Conservative Candidate for Macleod (MP)**

RE: Introduction

John Barlow was present to introduce himself to Council as the Progressive Conservative Candidate for Member of Parliament in Macleod in the upcoming federal by-election, that has been set for Monday, June 30th. The election was made necessary by Ted Menzies' stepping down in November of 2013. John has been in the newspaper business for about 25 years and knows the area very well.

2. **CHINOOK ARCH REGIONAL LIBRARY SYSTEM**

RE: Overview 2014

Appearing on behalf of Chinook Arch Regional Library System was Maggie McDonald. They try to get out to new Councils once the municipal election is over. They have several Councils to meet in their area. Claresholm Public Library has been a member of Chinook Arch since its inception in 1991. Being a member of the Chinook Arch Regional Library is a great benefit to the library and the community as a whole. Their budget gets approved by the board but also must get approval from 2/3 of the population represented by their member libraries.

ACTION ITEMS:

1. **DELEGATION RESPONSE: Stuart Derochie**

RE: Frontier Western Shop

Referred to administration.

2. **CORRES: Alberta Municipal Affairs**

RE: Bill 27, the Flood Recovery and Reconstruction Act

Received for information.

3. **CORRES: Government of Alberta**

RE: Seniors Week 2014

Received for information.

4. **CORRES: Lethbridge Sport Council & Alberta SouthWest**

RE: Request for Letter of Support re: 2019 Canada Winter Games

Moved by Councillor Ford to write a letter of support for the Lethbridge Sport Council's bid for the 2019 Canada Winter Games.

CARRIED

5. **CORRES: Municipal District of Willow Creek**

RE: Lease re: Claresholm Airport Terminal Land

Moved by Councillor McAlonan to approve the ten year lease agreement with the MD of Willow Creek for the airport terminal land at \$1 per year as presented.

CARRIED

6. **MEMO: Multiuse Community Building and Town Hall Project Steering Committee**

RE: Awarding of Architectural Design Services

Moved by Councillor Fieguth to enter into a negotiation for a professional services contract with BRZ Partnership Architecture Inc. with a value of up to \$50,000 plus GST, to be funded out of operating reserves for the Multiuse Community Building and Town Hall Project.

CARRIED

7. POLICY #GA 05-14: Credit Card & Expense Review Policy

Referred to administration.

8. CAO UPDATE – as at May 8, 2014

Received for information.

9. YEAR-TO-DATE Revenue & Expenditure Report (as at May 7, 2014)

Received for information.

10. ADOPTION OF INFORMATION ITEMS

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

CARRIED

11. IN CAMERA: Legal / Development

Moved by Councillor McAlonan that this meeting go In Camera.

CARRIED

Moved by Councillor Ford that this meeting come out of In Camera.

CARRIED

ADJOURNMENT: Moved by Councillor Fieguth that this meeting adjourn at 10:40pm.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Kris Holbeck

**TOWN OF CLARESHOLM
APRIL 2014 BANK STATEMENT**

RECONCILED BALANCE MARCH 31, 2014			\$769,115.14
DEPOSITS TO BANK	DEBITS	CREDITS	BALANCE
RECEIPTS FOR MONTH	\$412,110.21		
REVOLVING LOAN RECEIVED	0.00		
CURRENT ACCOUNT INTEREST	238.94		
GIC REDEEMED	0.00		
INTEREST ON GICS	0.00		
TRANSFERS FROM T-BILLS	40,639.34		
SUBTOTAL	\$452,988.49		
CHARGES TO ACCOUNT			
ACCOUNTS PAYABLE		\$236,486.57	
PAYROLL CHARGES		103,747.74	
INTEREST ON REVOLVING LOAN		0.00	
REVOLVING LOAN PAID		0.00	
LOAN PAYMENTS		0.00	
MASTERCARD PAYMENT		2,416.26	
TRANSFERS TO T-BILLS / GIC PURCHASE		524,577.30	
NSF CHEQUES		0.00	
SERVICE CHARGES		347.89	
SCHOOL FOUNDATION PAYMENT		0.00	
SUBTOTAL		\$867,575.76	
NET BALANCE AT END OF MONTH			\$354,527.87
BANK RECONCILIATION			
BALANCE PER BANK	364,747.47		
PLUS OUTSTANDING DEPOSITS	4,142.23		
LESS OUTSTANDING CHEQUES		-14,361.83	
RECONCILED BALANCE APRIL 30, 2014			\$354,527.87
OTHER BALANCES:			
EXTERNALLY RESTRICTED T-BILLS	\$521,748.73		
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$10,000.00		
NON-RESTRICTED GIC'S	\$1,750,000.00		
PARKING RESERVE	\$3,624.91		
WALKING PATHS RESERVE	\$1,971.04		
OFFSITE LEVY RESERVE	\$62,401.10		
SUBDIVISION RESERVE	\$36,084.09		
REVOLVING LOAN BALANCE		\$0.00	

SUBMITTED TO TOWN COUNCIL THIS 26th DAY OF MAY 2014

K Wilhauk

Submitted: Karine Wilhauk
Secretary Treasurer

K Holbeck 5/22/2014

Reviewed: Kris Holbeck, CA
Chief Administrative Officer

DELEGATIONS



May 22nd, 2014

Town of Claresholm
BOX 1000
Claresholm, AB TOL OTO

Clareholm Child Care Society
Box 271 ~ 221-45 Ave. W
Clareholm, Alberta
TOL OTO

RE: Funding Increase Request

The Clareholm Child Care Society is requesting that:

- 1. The Town consider a \$12,000 increase in funding for the 2015 budget year, and**
- 2. The Town try and find some additional funding for the 2014 year to offset all or a portion of the required 11% user fee increase.**

Fast Facts:

1. The CCCS is an accredited child care service provider for all ages. Over the course of a year, service is provided for **50 to 75 children**. That is **40 to 50 families** per year.
2. The CCCS operates **2 facilities**; Day Care and Kidz Zone.
3. The Society is an almost **\$400,000 entity** that **employs 9 people**.
4. **65%** of the children registered qualify for provincial child care subsidy.
5. The CCCS currently receives **\$26,202 per year** of direct monetary support from the Town.
6. The Town also supports the CCCS by charging nominal rent and no utility costs for the DayCare.
7. April 2012 the Government of Alberta blind-sided Child Care Facilities by cutting all accreditation dollars for programing, supplies and equipment. This resulted in almost **\$11,000 in lost funding**.

Over the last 2 years (since the Town made the original loan) the Society has cut almost \$25,000 out of their annual budget to ensure that the facilities were kept open. In late 2011 / early 2012 the Town loaned the CCCS \$21,064.47. Unfortunately, in the two year period since, the CCCS has only been able to repay \$6,000. The loan currently stands at \$15,064.47. While the CCCS is committed to repaying this debt, all efforts are currently focused on keeping the doors open. The CCCS will not be able to repay any amount toward the loan this year.

Late in the third quarter of 2013 the CCCS experienced a drop in enrollment, resulting in further operating cuts. The CCCS has begun a campaign to increase enrollment numbers and doubled our fundraising efforts from this time last year, but this will not be enough. **The Society must raise user fees by 11% to cover short falls. This will affect the all families, however of particular concern is the 65% of users that qualify for provincial child care subsidy.** Any additional funding that the Town can provide will go directly to lessening the impact on the families.

Thank you,

Jen Martin
President – Clareholm Child Care Society

CC: Day Care Program Director / Kidz Zone Program Director

CCCS 2014 Budget

Without Additional funding or User Fee Increases and No repayment to Town Loan

<u>INCOME DETAILS</u>		<u>2014</u>
Fees		\$ 299,127.24
Other Revenue		\$ 38,798.56
Total		\$ 337,925.80

<u>EXPENSE DETAILS</u>		<u>2014</u>
Total Payroll		\$ 272,581.18
Program Expenses		\$ 73,502.00
Total		\$ 346,083.18

Net loss \$ (8,157.38)

***11% User Fee increase will result in additional \$10,100 to cover anticipated loss**

April 21, 2014

Town of Claresholm
Town Council

Dear Council Members:

Re: Delegation request

On behalf of the Claresholm Animal Rescue Board and volunteers, I am writing to request the opportunity for CARES to attend as a delegation at your council meeting on May 26, 2014.

It has been approximately five and half years since the inception of CARES in September 2008, and much has been accomplished for animal rescue in our community since that time. Representatives from the CARES board would like to update the Town Council on our progress, operations and contributions to the community. We also hope to speak to any queries council members may have.

Thank you for considering our request for invitation and look forward to your reply.

Kind regards,

Kimberley Alexander, Chairperson/Volunteer
Claresholm Animal Rescue Society (CAREs)

ACTION ITEMS

Karine Wilhauk

From: Kris Holbeck
Sent: May-21-14 3:50 PM
To: Karine Wilhauk
Subject: FW: Prairie Canada Futures Game
Attachments: Prairie Canada Futures Game Introduction Flyer.docx

Please add to Council's agenda for determination who will be attending so it is an approved event to pay them for.

KRIS

From: Tony Walker [<mailto:Tony@cfabsw.com>]
Sent: May-21-14 2:40 PM
To: Laurie Wilgosh; David Connauton; Marian Carlson; Kris Holbeck; Murray; Cindy Vizzutti; Wendy Kay; Scott Barton; Kurtis Pratt
Subject: Prairie Canada Futures Game

Hello CAO's of Southwest Alberta,

During my Spring visits to Councils in the region, I mentioned that CF Alberta Southwest would like to sponsor the Prairie Canada Futures game in our region. We have now come up with some tentative dates for the session. The session will be held in Fort Macleod (central) and will be either a Friday or a Saturday. It is **free** to all elected officials.

The possible dates are: Friday, June 6th 12:00 – 4:00
Friday, June 13th 12:00 – 4:00
Saturday, June 14th 12:00 – 4:00

The session would start at noon with a lunch and networking opportunity. The session will be led by Alberta Innovation and Advanced Education.

Could you please contact them (or forward this email to all of your elected officials) and ask them to respond to me by Wednesday, May 28th with their preferred date of attendance. We will only be offering one session, so majority rules. We will require at least 20 members to go ahead with this session.

If anyone has any questions, please do not hesitate to contact me.

I have attached the one pager that outlines and explains the "game".

Regards,

Tony Walker, B. Comm.
General Manager



Box 1568 Pincher Creek, Alberta T0K 1W0

Ph. 403 627-3020 Ext. 222

Fax 403 627-3035

Cell 403 627-9129

Website southwest.albertacf.com

Growing communities one idea at a time.

ABOUT THE GAME



The Prairie Canada Futures game is a simulation tool for community leaders and groups to think through how they make decisions when planning for the future.

The Prairie Canada Futures Game is a highly interactive game that allows participants to tackle the challenges of economic and community development in a fun and engaging manner. The Game is played in a small team format, and the teams make a series of critical decisions that shape the future of a region over a 25-year period.

Citizens of Alberta, through a process of scenario planning and regional engagement, helped develop this Alberta version. It is focused on Canadian situations and provides a realistic tool to plan for the future. It is used in a range of ways as it:

- Engages communities and groups in discussions about the future
- Adds extra depth and strength to regional planning efforts
- Helps hone leadership and decision-making skills
- Works as a team building and change-management tool
- Is used as a powerful tool to stimulate debate and discussion about the future

WHAT IS UNIQUE ABOUT THIS GAME?

Communities and organizations can use the game's "future simulation" approach to achieve several powerful outcomes. People experience the opportunity to discuss growth and development in a hypothetical region, making it easier to explore alternatives than is often the case in real world settings. They learn how decisions that seem sensible in the short-term may play out in unexpected and unintended ways over time and they learn to make critical shifts in decision making to reflect new priorities and values.

Many communities use the game as a precursor before assessing where they are today relative to where they'd like to be 20 years in the future. It can be a powerful way for community members to consider their own vision and desires for the future of their community and region, and begin to explore the action steps required to get to their preferred future.

On an individual and organizational level, The Prairie Canada Futures Game can be an excellent tool for leaders to explore decision making, and to better understand their own leadership and decision making styles.

Town of Claresholm
P.O. Box 1000
Claresholm, AB
T0L 0T0

May 9, 2014

Honourable Mayor & Councillor Members:

The members of the Porcupine Hills Classic Cruisers car club will be hosting their 22nd Annual Car Show 'N' Shine on Sunday, August 10, 2014.

With your permission and approval, we would like to host our event during the "Fair Days" weekend at the Centennial Ball Diamonds. We trust our club has left everything in order from past shows and we appreciate the opportunity to host our event there. The area is ideal because of the enclosed fencing which provides control of the number of cars for our show.

Thank you for considering our request and we look forward to your reply. Our club appreciates the town employees and councillors that have supported and assisted us in our past Show 'N' Shine events.

Yours truly,



for Dave Wasylyshen
President
Porcupine Hills Classic Cruisers
P.O. Box 915
Claresholm, AB
T0L 0T0
Porcupinehillscruisers.com



107 - 50 Ave. West
P.O. Box 1297
Claresholm, AB
T0L 0T0

Tel: 403-625-4417
Fax: 403-625-4851
claresholmfcss@shaw.ca
www.claresholmfcss.ca

May 20th, 2014

Dear Mayor Steel and Council,

As part of National Seniors Week, FCSS is hosting a **Seniors Garden Party** on **Wednesday, June 4th**. We will be celebrating seniors' week with a luncheon and tea social, and have scheduled a guest speaker from Seniors and Community Supports (Government of Alberta).

Location: The Claresholm Museum grounds
Time: 11:30am to 1pm

We would like to request your attendance and participation, either in helping to serve tea and sandwiches to the seniors, or perhaps just sitting and chatting. Your support for our local seniors is greatly appreciated.

Please RSVP by May 30th to let us know who will be attending.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Bell".

Barbara Bell, Director

Claresholm & District FCSS

Karine Wilhauk

From: M Gripping <m_gripping@hotmail.com>
Sent: May-15-14 3:00 PM
To: Kris Holbeck; Karine Wilhauk
Subject: Uganda Water Walk

A while ago, I sent a message asking if we could have a barbeque in Amundsen Park following our walk from Stavely to Claresholm on June 7. I haven't received an answer yet, so I thought I'd better write again.

I (Marilyn Gripping) and several community members are going to walk along the highway, pushing wheelbarrows with jerrycans full of water in them all the way from Stavely to Claresholm to signify the difficulties and distances that many people in Uganda, East Africa go through daily to get water. We will be raising awareness and raising money to finish a water filtration system in a small village in northern Uganda. When we arrive in Claresholm at about noon, we would like to have a barbeque (prepared by Curt Hanselman) in Amundsen Park.

Thank-you for your consideration of this request.

Marilyn Gripping
403-687-2595

What actually sustains us, what is fundamentally beautiful is compassion for yourself and for those around you. That kind of beauty enflames the heart and enchants the soul. – Lupita Nyong'o

Karine Wilhauk

From: M Gripping <m_gripping@hotmail.com>
Sent: May-16-14 8:17 AM
To: Karine Wilhauk
Cc: Kris Holbeck
Subject: RE: Use of Amundsen Park

Thank-you so much for your reply - both this one and the previous one. I didn't see the first one until after I had sent mine (you know, as soon as I hit the "send" button and the next email shows up on the screen...). At any rate, I decided that since I had sent a message in writing, I would wait until I heard back from you instead of sending multiple messages. Sorry about all that.

I am glad that what I sent will be sufficient to show to council and I thank you for bringing it to them on our behalf. All of us who are participating in the "Uganda Water Walk" are very excited about it and looking forward to June 7.

Please include an invitation to all of the councillors and everyone associated with the town governance to come and join us for the community barbeque after the walk, or to come and walk with us (sponsorship forms and details can be requested by email from me if anyone wants them), or financially sponsor the "walkers".

We would love to have a representative from the council present at 9:00am at the Stavely golf course when we leave on the walk or at the barbeque in Claresholm at the end of the walk (around noon) - or at both - to greet the participants on behalf of the town. If you could also bring this request to the town council, I would really appreciate it.

Thank-you so much!

Marilyn Gripping

What actually sustains us, what is fundamentally beautiful is compassion for yourself and for those around you. That kind of beauty enflames the heart and enchants the soul. – Lupita Nyong'o

From: karine@townofclaresholm.com
To: m_gripping@hotmail.com
CC: kris.holbeck@townofclaresholm.com
Date: Thu, 15 May 2014 15:10:56 -0600
Subject: RE: Use of Amundsen Park

Hi Marilyn,

I just received your email with your request, and that will be sufficient to pass on to Council. I just wanted you to know that I sent this email earlier today. I apologize if you did not receive it.

Thanks

Karine

From: Karine Wilhauk
Sent: May-15-14 10:09 AM
To: 'm_gripping@hotmail.com'
Cc: Kris Holbeck; 'Curt Hanselmann'
Subject: Use of Amundsen Park

Hi Marilyn,

We have received word from Curt Hanselmann that you would like to use Amundsen Park (downtown) on June 7th for the "Uganda Water Walk." The park is available that day. If you could please write a letter to Town Council formally requesting use of the park, that would be great. The next meeting is Monday, May 26th, so if you could please have your request in by May 22nd, we can include it on the Agenda. If you have any questions, please let me know.

Thanks

Karine Wilhauk

Secretary-Treasurer

Town of Claresholm

(403) 625-3381

(403) 625-3869 (fax)

www.townofclaresholm.com



Claresholm News

Re Snowbirds utility rates

Dear Sirs:

As snowbirds, on a fixed income, who have worked our whole lives to allow us to enjoy our winters away. Why on earth would we pay for something we do not use. (water, sewer, recycling, garbage). The town already charges a fee to turn a valve off (\$25.00) and on (\$25.00). Snowbirds are also paying someone to take care of their home, and clean their sidewalks, thus promoting employment.

We already pay substantial taxes in this town. The new council format was to limit expenses, not increase them. Is this just another way to increase the tax burden? Perhaps, people who do not golf, should have to pay a membership fee to the town, because the town has a golf course.

In a town that is trying to promote new business and increase population, do you really feel that paying for something we do not use is a way of achieving our goals.

Once again, will this be shoved down our throats? Looks like a dictatorship inside a democracy.


Bryan Ancelet

CC: town of Claresholm



REQUEST FOR DECISION

Meeting: May 26, 2014
Agenda Item: 6

UTILITY CHARGES ON SHORT-TERM VACANT PROPERTIES

DESCRIPTION:

Administration is requesting clarification on Council expectations on this issue.

BACKGROUND:

Concerns raised by the public prompted Councillor O'Neill to add this issue to the April 28, 2014 agenda. Administration developed a report which was presented as background factual information on the issue. Administrative staff's report addressed the procedure for why short-term vacant properties are not charged utility rates per the current Town bylaws. After Council's discussion the item was referred to Administration "to make changes to the appropriate bylaws, to charge everyone the base rate for all utilities and bring that back to Council". (see attached Local Press article)

Since that meeting and those instructions, Administration has been involved with Council members and ratepayers during discussions on this issue and Council members have publicly amended their instructions to Administration from the above to "gather information" and bring that back to Council.

The direction for Administration is now unclear and Administration is requesting a clear motion of Council with their expectation on this issue, so that Administration can follow Council directions without miscommunication which results in an inefficient and costly (staff time) process and does not give Town Council members effective information for decision making purposes.

Due to the complexity of the issue and the multitude of options that are feasible recommendations, (change the on/off charges, charge base rate, determine fixed versus variable costs, define short term vacant properties and vacant properties and determine which are charged and which are not etc.), Administration recommends this issue be broken down into small finite tasks with staff/FIPC being directed to work on one and then to report back to Council with their findings and recommendation, and then for Council to determine the next step and give Administration/FIPC their next set of instructions.

DISCUSSION/OPTIONS:

1. That Council refer the matter to the Facility and Infrastructure Planning Committee (FIPC) for research and to report findings back to Council on how comparable municipalities charge short-term vacant properties under their bylaws, OR
2. That Council refer the matter to Administration for research and to report findings back to Council on how comparable municipalities charge short-term vacant properties under their bylaws.

COSTS/ SOURCE OF FUNDING (if applicable):

Staff time (operational budget cost). Council time on FIPC.

UTILITY CHARGES ON SHORT-TERM VACANT PROPERTIES

RECOMMENDED ACTION:

1. Council pass a resolution to have the information researched and reported back to Council to make further decisions and set further actions on this item.

PROPOSED RESOLUTIONS:

1. Moved by Councillor _____ for the Facility and Infrastructure Planning Committee (FIPC) to research and report findings back to Council on how comparable municipalities charge short-term vacant properties under their bylaws, OR
2. Moved by Councillor _____ for Administration to research and report findings back to Council on how comparable municipalities charge short-term vacant properties under their bylaws.

Attachments: Local Press article, "Snowbirds' utility rates to administration", May 14, 2014 edition, Rob Vogt - writer

Applicable Legislation: Not applicable.

Prepared By: Kris Holbeck, CA CAO

APPROVED BY: Kris Holbeck, CA CAO **DATE:** May 22, 2014

said.
"We're certainly not out

province.
The total residential

education.

Snowbirds' utility rates to administration

By Rob Vogt
Local Press Writer

Currently, when snowbirds leave town for a few months, their properties are deemed vacant and they are not charged for utilities.

Claresholm town council is looking for more information on this practice, and may change it, charging the base monthly rate whether the residents are there or not.

The item was raised by Coun. Lyal O'Neill at council's April 28 meeting.

He said the issue is treating snowbirds' properties

as vacant when they are not there, and he believes these properties should not be treated as vacant.

On vacant properties, where the water is turned off, the town does not charge for any utilities, be it water, sewer, garbage, and recycling.

However, O'Neill said the town has fixed costs on properties that are not vacant, but are treated as such.

"My point is these are not vacant properties," he said.

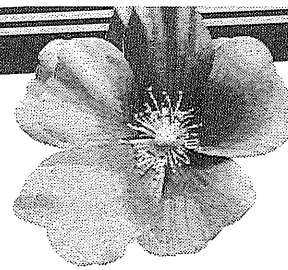
Coun. Jamie Cutler agreed, saying the town

should be charging the base monthly rate whether the residents are there or not.

Mayor Rob Steel wanted to see what other towns are doing.

Kris Holbeck, the town's chief administrative officer, said they have to distinguish between snowbirds and vacant properties.

Council then agreed to refer the matter to administration to make changes to the appropriate bylaws, to charge everyone the base rate for all utilities and bring that back to council.



A very tasteful Mother's Day

MOTHER'S DAY BRUNCH BUFFET 10:00am to 2:00pm

Adults.....\$18.00
Children 4-10 years.....\$ 9.95
Children 3 and under.....FREE

EVENING SPECIALS TBA

*Small town service is what we strive for.
Fresh food is what we're known for.*

*Home made soups & sauces, fresh salads,
Certified AAA Angus beef, and fresh baked pies.*

*It's the feel you just won't get at a chain restaurant,
and our staff works hard to maintain that!*



403.625.3397

www.roysplace.ca



HOW WILL YOU AND YOUR GOODS BE GETTING AROUND ALBERTA IN 2065?



REQUEST FOR DECISION

Meeting: May 26, 2014
Agenda Item: 7

MULTIUSE COMMUNITY BUILDING AND TOWN HALL PROJECT

DESCRIPTION:

Administration is asking for a letter to be sent to the Livingstone Range School Division Board of Directors requesting additional time and setting a deadline for Council to determine if it wishes to take over the old Claresholm Elementary School property.

BACKGROUND:

At the May 12, 2014 Council Meeting, the Steering Committee on the multiuse community building and town hall project recommended that Council enter into a professional services contract with BRZ Partnership Architecture Inc. on the multiuse community building and town hall project.

Administration has notified Jeff Perry, Associate Superintendent, Livingstone Range School Division (LRSD) of Council's direction.

Mr. Perry requested a formal letter of Council with a timeline of when a final decision will be made on the issue. He stated that LRSD is anticipating discussion on timelines and maintenance costs on the property at an upcoming meeting.

DISCUSSION/OPTIONS:

1. That Council authorize Administration to write a letter to the LRSD Board of Directors setting out the timeline for when Town Council will finalize a decision on whether the Town of Claresholm will be taking over the old Claresholm Elementary School for a multiuse community building and town hall.

COSTS/ SOURCE OF FUNDING (if applicable):

Operating Reserves is funding the professional services contract with BRZ Partnership Architecture Inc. up to \$50,000, plus GST.

RECOMMENDED ACTION:

1. Council pass a resolution with the proposed timeline to respond to the LRSD Board of Directors. Administration has discussed the timeline with BRZ Partnership Architecture in order to ensure the timeline can be met and based on Council summer meetings this timeline is feasible.

PROPOSED RESOLUTION:

1. Moved by Councillor _____ for Administration to write a letter to the LRSD Board of Directors stating the Town of Claresholm intends to have a final decision on the Town taking over the old Claresholm Elementary School property for them by September 30, 2014.

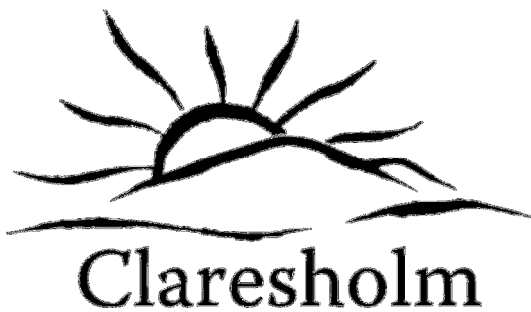
MULTIUSE COMMUNITY BUILDING AND TOWN HALL PROJECT

Attachments: None

Applicable Legislation: Not applicable.

Prepared By: Kris Holbeck, CA CAO

APPROVED BY: Kris Holbeck, CA CAO **DATE:** May 22, 2014



REQUEST FOR DECISION

Meeting: May 26, 2014

Agenda Item: 8

FORMATION OF A PROTECTIVE SERVICES AND EMERGENCY MANAGEMENT COMMITTEE

DESCRIPTION:

Administration is requesting the formation of a Protective Services and Emergency Management Committee to consider and discuss municipal issues and policies regarding bylaw enforcement and fire and emergency services.

BACKGROUND:

Previously, the Town had a Community Standards Committee which dealt with enforcement issues and assisted staff with prioritizing enforcement initiatives. This committee was not formed after the 2013 elections. The Town has historically had no committee to deal with fire and emergency services issues.

Many of the bylaw enforcement actions initiated by the Town have Freedom of Information and Personal Privacy (FOIPP) ramifications and cannot be discussed at a public Council meeting. The majority of fire and emergency services incidents and issues (including the response unit pilot project) have the same FOIPP and Alberta Health Act legislation governing their processes, requiring personal privacy so they cannot be discussed at a public Council meeting.

Given the length of Council meetings, using an In Camera format to discuss these items is lengthy and inefficient. A better use of time is to make use of the committee format.

This committee would also give Administration guidance on bylaw revisions and amendments they want to investigate and assist staff in spearheading bylaw revisions (after Council approval of the change) or in making bylaw or policy changes based on Council referring items to the committee for more work.

Were practical, members-at-large can add transparency, engage the community, and legitimize the work of a committee. The successful operation of a Council committee depends greatly on its volunteers. In many cases, citizens have an opportunity to apply to sit on Council committees. Council appoints members to the various committees as required. A volunteers desire to serve their community can help shape municipal policy and contribute to Council's decision making processes.

DISCUSSION/OPTIONS:

1. That Council form a Protective Services and Emergency Management Committee, which would meet monthly, comprised of one Councillor, Manager Regulatory and Property Services, Jeff Gibeau; Fire Chief, Kelly Starling and two members at large (to be determined by application to Town Council).

COSTS/ SOURCE OF FUNDING (if applicable):

Council and staff time at the committee level (operating budget).

FORMATION OF A PROTECTIVE SERVICES AND EMERGENCY MANAGEMENT COMMITTEE

RECOMMENDED ACTION:

1. That Council pass a resolution to form the committee and have staff begin advertising for the two members at large.

PROPOSED RESOLUTION:

1. Moved by Councillor _____ to form a Protective Services and Emergency Management Committee comprised of Councillor _____, the Manager of Regulatory and Property Services, the Fire Chief and two members at large.

Attachments: None

Applicable Legislation: Freedom of Information and Personal Privacy Act, Alberta Health Act

Prepared By: Kris Holbeck, CA CAO

APPROVED BY: Kris Holbeck, CA CAO **DATE:** May 22, 2014



REQUEST FOR DECISION

Meeting: May 26, 2014
Agenda Item: 9

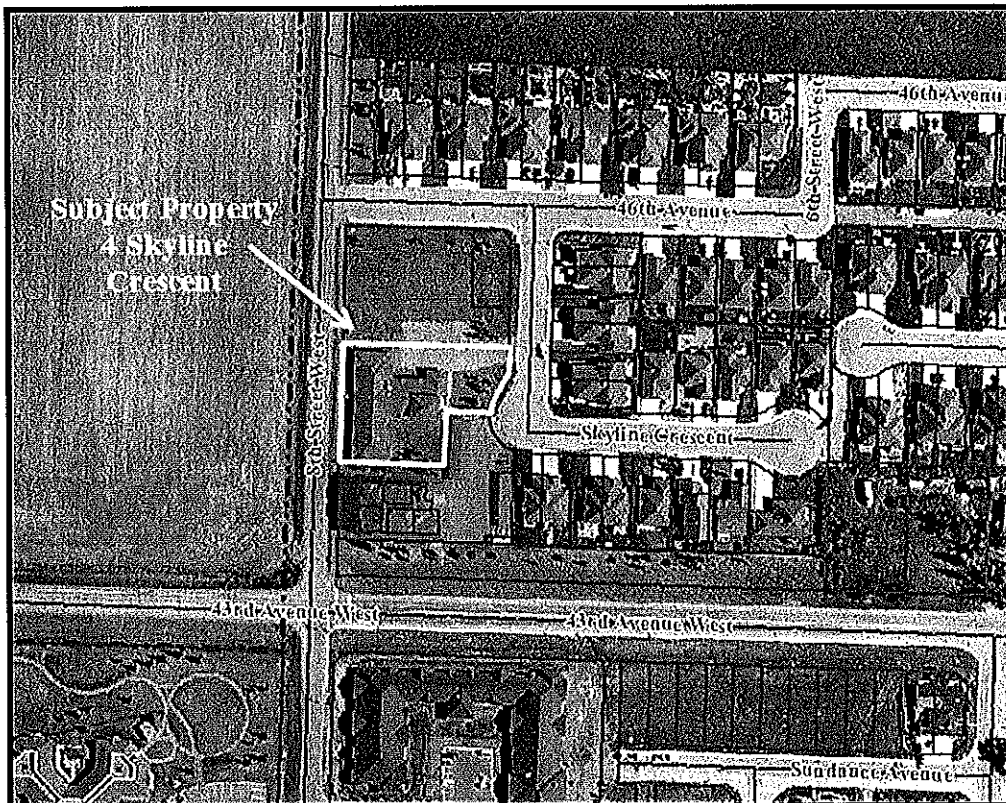
REAL ESTATE LISTING PROPOSALS - TAX RECOVERY SALE

DESCRIPTION:

Administration is requesting:

1. Council to accept one real estate listing proposal

SUBJECT LANDS: Civic address: 4 Skyline Crescent, Legal: Lot 16, Block 63, Plan 0110064



BACKGROUND

This abovementioned property was registered to the Tax Recovery Arrears list April 19, 2012. A tax recovery notification was endorsed by Alberta Land Titles and sent to all registered owners on May 15, 2013. The Town Council set the public auction date and reserve bid on July 22, 2013. The public auction was held on September 30, 2013 with a reserve bid set at \$1,129,020.00 (which was the 2012 assessed value). In conjunction with an independent property inspection and appraisal, the market value of property was projected to be \$800,000. At the Council meeting held on December 17, 2013, Council carried a motion to set (lower) the reserve bid to \$964,510.00.

DISCUSSION/OPTIONS:

Four real-estate companies were canvassed to provide listing proposals; two located in-town and two located out-of-town. Three companies submitted proposals, all are attached for Council's review. Administration believes all proposals to be valuable, however due to the nature of the multi-unit residential building a successful listing would cast a regional net in an effort to attract a buyer.

COSTS / SOURCE OF FUNDING (if applicable):

All costs associated with the tax recovery process are recoverable upon the sale of the subject property, as per the regulations set out in the Municipal Government Act.

ADMINISTRATION RECOMMENDATION:

Upon Administration's review of the proposals, it's recommended that Council accept the proposal presented by RE/MAX Commercial because the proposal demonstrates the best understanding of the challenges that face a multiunit residential listing and provides the most comprehensive action plan to list the property. In short, the RE/MAX proposal is the best opportunity presented to sell the property.

PROPOSED RESOLUTIONS:

1. Moved by Councillor _____ that as part of the tax recovery process, Council enter into a real-estate contract for the listing of the property located at 4 Skyline Crescent (Lot 16, Block 63, Plan 0110064) with *RE/MAX Commercial*, subject to the terms and conditions laid out in the *RE/MAX Commercial* proposal (see attached listing proposal) and the Town of Claresholm Terms of Sale (see attached information brief).

ATTACHMENTS:

- 1.) Information Brief – Town of Claresholm Terms of Sale – Tax Recovery Sale
- 2.) RE/MAX Commercial Real Estate Listing Proposal
- 3.) Willow Creek Realty Ltd. Real Estate Listing Proposal
- 4.) Century 21 - Foothills Real Estate Listing Proposal

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act (RSA 2000; ChM-26) Division 8; Section 410 thru 436

PREPARED BY: Jeff Gibeau – Manager of the Regulatory & Property Services Department

APPROVED BY: Kris Holbeck – CAO

DATE: May 22nd, 2014



INFORMATION BRIEF

Meeting: May 26, 2014
Agenda Item: 9

TOWN OF CLARESHOLM TERMS OF SALE - TAX RECOVERY SALE

DESCRIPTION / BACKGROUND:

Regarding the Tax Recovery Sale of the property located at 4 Skyline Crescent (Lot 16, Block 63, Plan 0110064), at the Council meeting held on December 17th, 2013, Administration suggested the following terms and conditions for a sale.

1. The above mentioned property (parcel) will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.
2. The above mentioned property (parcel) are being offered for sale on an "as is, where is" basis, and the Town of Claresholm makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence of presence of environmental contamination, vacant possession, or the developability of the lands for any intended use by the successful bidder. No bid will be accepted where the bidder attempts to attach any additional terms or conditions to the sale; no terms or conditions of sale will be considered other than those specified by the Town of Claresholm.
3. Cash or Certified Cheque is the only method of payment that will be accepted by the Town of Claresholm. Goods and Services Taxes (GST) applicable per Federal statutes. A deposit of 10% of the bid (with GST) is due when the Offer to Purchase / Letter of Intent is submitted. The balance of the bid (with GST) is due at closing. Closing will take place within 45 days of acceptance / approval of a valid Offer to Purchase / Letter of Intent, and be at the complete discretion of the Town of Claresholm.
4. In accordance with Section 415(1) of the Municipal Government Act, the previous owner may make payment of all arrears of taxes and costs at any time prior to the closing of the sale, causing the sale to be nullified.



Real Estate Listing Proposal for 4 Skyline Crescent

Claresholm Alberta

RE/MAX COMPLETE COMMERCIAL

Doug Bowman

RE/MAX COMPLETE REALTY | 205 525-28 ST, SE CALGARY AB T2A 6W9 403-930-8555



Why RE/MAX Complete Commercial?

We are Western Canada's leading RE/MAX Commercial Real Estate provider with the experience and knowledge to professionally manage your Commercial listings and transactions.

RE/MAX Complete Commercial is Calgary's exclusive Commercial only RE/MAX Brokerage. Our Brokerage Practice areas include Acquisition, Disposition, Consulting, Leasing, Commercial REO, and Business Brokerage. RE/MAX Complete Commercial is individually owned and operated by Roger Ledene, a seasoned industry member and Clark Coyston, Commercial Broker.

RE/MAX Complete Commercial is one of only 43 Commercial Only Brokerages employing over 3000 practitioners world-wide. In 2012 alone RE/MAX Commercial closed over 16,000 transactions representing over 7 billion dollars in volume. RE/MAX Commercial is one of the most visited franchise websites in the world. No one sells more real estate in Canada or the World. No one.

At RE/MAX Complete Commercial you get Local Expertise.....with Global connections.

How Our RE/MAX Complete Team Will Market 4 Skyline Crescent :

Our Goal is to get you the best price, in the shortest time, with the fewest problems. When offers come in, we will negotiate aggressively on your behalf and at your direction to arrive at an acceptable price and conditions.

An accepted offer means a price has been agreed upon and we now have a conditional deal. We ensure the details of the contract contain no surprises and that performance deadlines are met over the 30 to 90 days it typically takes to close a sale.

The Seller will be kept informed and directly make all relevant decisions through the process. The Team working for you consists of inspectors, appraisers, finance professionals, lawyers and other specialists.

This marketing plan is in addition to the **signage, site visits** and fielding calls and scheduling showings that your property will receive. Your property is personally promoted to our **qualified buyer list**, to the **48 other Realtors** in our office, and the more than **5200 Realtors** that operate in Calgary and area. And of course the other RE/MAX Associates worldwide.

RE/MAX Complete Commercial Realty enjoys professional working relationships with the major

commercial real estate companies of the world. CBRE, Colliers, Cushman Wakefield and others are all brokerages with which RE/MAX Commercial does business and brokerages to which the property will be marketed in search of a suitable buyer and operator.

The **RE/MAX Commercial Investor Report** published quarterly highlights commercial activity in Canada. (Calgary pages from most recent edition included.)

Listings benefit from **professional photography and measurement, skilled description writing and accurate database entry**. Your Realtor provides **security and peace of mind**, while your property is listed, through the use of **electronic key control** that monitors and privately reports who shows your property and when.

When the offer does come in, we will negotiate aggressively but fairly on your behalf to get you the best price, in the shortest time, with the fewest problems.

HOW WE MARKET YOUR PROPERTY TO THE WORLD

- Your listing is professionally placed on the **Commercial Multiple Listing Service (CLS)**,

(Public Side:) www.cls.ca icx.ca Canada's Premiere Commercial Multiple Listing Service, no-cost public access Commercial Real Estate listing web site. Gets in excess of 260,000 visitors per month. Provided as a service by Realtors across Canada.

- **Remax.com**

With over 4 million visit/month, nearly 28 percent more than the nearest competitor, your property is marketed to the World 24 hours/day seven days a week. With RE/MAX brand recognition you enjoy maximum exposure to qualified purchasers. RE/MAX Realtors cooperate to find qualified buyers.

- **Remaxcompletecommercial.ca**

Studies show more than 90% of real estate shoppers start their search on the Internet. Expose your property on the world's most visited real estate web site! RE/MAX offers the most competitive marketing solutions in the world. See what the power of the brand can do for you.

We Also

- **Publish in the Calgary Real Estate News (CREN).** *Published every Friday. Presenting your property 24/7 to 80,000 Alberta readers. Free at 1200 Pick-up points; 92% pick up rate.*

- **Advertise in Western Investor**
Readership highlights:

- 64% of readers are owners/presidents/CFOs or controllers of their firms
- \$104,500 Average household income
- 65% of readers currently own investment property, 53% are planning to buy
- 41% of readers currently own commercial/industrial property, 32% are planning to buy
- 62% of readers are responsible for the purchase authorization or recommendation

- Promote your listing on **YouTube, Linked-in, and facebook and Twitter**. Our social media presence is managed by **CityBlast**.

- Posted and updated on **Craigslist** and **Kijiji** with photos.

- Our own **YouTube Internet Real Estate Channel** is in development.

Your listing is also online at the following sites: (all with www in front of course)

DougSellsCalgary.com, dougbowman.Point2Agent.com, dbowman@remax.net and more...

AND: Up to 100 photos and a Virtual Tour, plus Professional Measuring.

- **Professionally produced informational print materials.**
- **A custom web site** created for your listing alone with a **Seller's Back Office section** where you can check interest in your property.
- **DougSellsCalgary.com** *DougSellsCalgary.com* links to *dougbowman.point2agent.com* where your listing is syndicated to more than 165 other realtors in Calgary and Southern Alberta and also syndicated to these other web sites through the Point2Homes.com reciprocal syndication program.

In addition to syndicating your listing to more than **165 Local Realtors**, this listing will automatically be submitted for publication on **Loopnet** North America's most widely accessed commercial real estate web site and **eBlast** which goes to **500 local brokers, our monthly mail out which will feature a breakdown of the property and a feature brochure.** We also participate in regular breakfast meetings where brokers share inventory details with each other.

In the particular case of this type of building with applications in healthcare and addictions we will reach out to professionals who specialize in this type of property or who are operators of facilities that are similar to what 4 Skyline could become in Government and in private practice.

Remember, we supply **signage**, conduct **open houses**, and **site visits** and field **phone enquiries**, and **schedule showings**. Your property is promoted to our qualified **buyer list** and to the **Realtors** in our office. **All buyers are vetted and pre-qualified** before showings and **before any offers are accepted.**

Listings benefit from **professional photography and measurement, skilled description writing and accurate database entry.** Your Realtor provides **security and peace of mind** through the use of **electronic key control.**

It is anticipated that over the life of a 180 day listing, promotion and advertising will cost upwards of \$3000. These are upfront costs expended on your behalf by your Realtor. This amount does not include web advertising or travel expenses to show the property. Nor does it include any hourly rates for personnel or telephone or internet expenses.

Pricing the property. We understand the need to cover costs and recoup the outstanding taxes. We would market the property for no less than \$985,000. However in a market like Claresholm's price adjustments may be required to attract a qualified buyer. We also will require a level one environmental assessment and an independent appraisal to be done at the seller's expense unless these already exist. We must be able to justify the price at a most basic level to help the buyer secure financing.

RE/MAX Complete Commercial charges a flat 5% commission rate. This commission is shared 50/50 with the selling brokerage. All expenses incurred by the listing brokerage are reimbursed from the commission. There are no upfront fees or expenses, and we only get paid when the property is sold.

Giving Back

RE/MAX believes in giving back to the community. The company supports Children's Miracle Network Hospitals including Calgary Children's Hospital, Susan G. Komen for the Cure® Home for the Cure Breast Cancer Research Initiative and The RE/MAX Relief Fund for emergency disaster relief.



Children's
Miracle Network
Hospitals

A portion of the commissions paid to your real estate professional will go to the Children's Miracle Network, a charity that has raised nearly \$100 million for kids across North America.

In short, the best choice is the one that gets results and RE/MAX Commercial works and will work for you. We believe RE/MAX Commercial is the best choice for marketing and successfully selling 4 Skyline Crescent. Your RE/MAX Commercial Team would be happy to meet with you at your convenience to discuss further details on the property and visit the site. Please call Doug Bowman at 403-930-8555 and let's get started.

QUICK FACTS

RE/MAX COMMERCIAL

JANUARY 2013



- **Commercial Presence**
 - Over 400 Commercial Offices and Divisions
 - 3,000 Commercial Practitioners in over 45 countries
- The RE/MAX network closes \$8.3 billion in total Commercial volume from more than 20,000 transactions annually¹
 - Over \$75 billion in total Commercial volume since 2003
- RE/MAX Commercial Practitioners are supported by the most recognized name in the industry and are part of the world's most productive referral network



RE/MAX Commercial has been recognized by two prestigious real estate industry surveys, based on outstanding performance. RE/MAX was named to the National Real Estate Investor Magazine's list of the "Top 25 Commercial Brokerage Networks" and the Lipsey Company's "Top 25 Commercial Real Estate Brands" survey.^{2,3}

- remaxcommercial.com displays over a quarter-million commercial properties
- Top 10 Commercial Brands on LoopNet by number of listings⁴
- RE/MAX agents have helped thousands of commercial clients such as Coca-Cola, Starbucks, Texaco and more

BROKERAGE PRACTICE AREAS

ACQUISITION
DISPOSITION
LEASING SERVICES
DISTRESSED PROPERTIES
BUSINESS BROKERAGE
PROPERTY MANAGEMENT
CONSULTING

PRODUCT CATEGORIES

MULTI-FAMILY
OFFICE
RETAIL
INDUSTRIAL & WAREHOUSE
LOTS & LAND
COMMERCIAL DEVELOPMENT

A BETTER WAY in Commercial Real Estate

remaxcommercial.com

1. Average yearly volume in commercial transactions for the RE/MAX network, from 2003-2011.

2. Ranking is based on responses to NREI's Top Brokerage Survey conducted in February and March 2012.

3. Ranking is based on responses to the Lipsey Company's 2012 Commercial Real Estate Brands Survey conducted in February and March 2012.

4. Data provided by LoopNet on June 2012.

Calgary



Contact

Clark Coyston
RE/MAX
Complete Commercial
(403) 204-9300
clark@clarkcoyston.ca

Cautious optimism continues to characterize Calgary's commercial marketplace, where more than 200 transactions occurred over the million-dollar price point in the first six months of the year.

According to recent statistics from RealNet Canada, close to \$1.7 billion in dollar volume was reported between January and June 2013. Retail space continues to present a real challenge, with American retailers entering the marketplace at a serious clip. The retail vacancy rate now hovers at 2.9 per cent, although in some areas of the city that figure is decidedly less. Expansion is underway in Calgary's malls, with the Chinook Centre alone expected to add more than a million sq. ft. over the next couple of years, sending retail sales over the \$1 billion mark by year-end 2015. Retail storefront is virtually non-existent within the city, with any product that comes on-stream snapped up quickly. Cap rates on retail now hover at 5.75 to 6.25 per cent in the suburbs, 5.5 to six per cent in strip plazas, and five to 5.5 per cent in power centres. Institutional investors and Real Estate Investment Trusts (REITs) remain the primary drivers of big box retail and power centres, with smaller investor groups pooling

funds to accumulate both land and properties. The northeast quadrant of the city has seen significant change, as demonstrated by the transformation of the enclosed Deerfoot Mall to an open power centre. While the retail sector has seen strong activity year-over-year, the market for industrial warehousing has also undergone tremendous growth. The industrial sector experienced a significant upswing in activity in recent months as purchasers impacted by flooding looked for temporary warehousing solutions. The city, already faced with a limited supply of product, experienced further downward pressure on vacancy rates as a result. Multi-unit residential

"Institutional investors and REITs remain the primary drivers of big box retail and power centres, with smaller investor groups pooling funds to accumulate both land and properties."

continues to hold its own, despite cap rates of four to 4.5 per cent. Large deals—involving 15 units and more—are few and far between. Investors have shifted their focus to smaller apartments offering up to 15 units, but inventory is severely depleted. On the development side, there has been a surge

in activity, with many investors looking to assemble tracts of land for future use. Most smaller investors are looking for commercial product valued at between \$10 to \$15 million. Beyond that price point, the affordability factor kicks in, with much of that activity attributed to REITs, pension funds, and institutional investors. Only one area appears to be of concern—office leasing. Just seven months ago, vacancy rates hovered at under one per cent in the core. Today, that rate is close to 5.2 per cent and is expected to climb to 12.4 per cent by 2017. The Bow, Calgary's tallest office tower, with 1.7 million sq. ft. of office space, was completed in 2012. Four additional projects have been introduced since, representing more than four million sq. ft. of space, all scheduled for completion in 2016 and 2017. Absorption remains

an issue, especially given the volatility surrounding the energy sector. Yet, many of the developments include a residential/retail component, in keeping with the city's mandate to increase density. National investment continues to be a mainstay, with a fair amount of interaction between Calgary and the Greater Toronto Area. Foreign investors have also been active, including German, Swiss, and Chinese consortiums, fueling demand for everything from retail to industrial manufacturing. A continuation of the current trending is expected for the remainder of the year in Calgary's commercial market, with the market gaining momentum in tandem with economic recovery.





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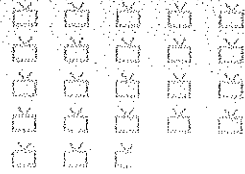
Source: MMR Schwartz Group study of unaided awareness

*WHAT'S AN IMPRESSION? The primary measurement of advertising reach, an impression is generated every time a person sees or hears an ad. In 2013, the RE/MAX media mix is projected to reach over 4 billion impressions in the U.S. alone. This means that every person in the country, on average, will encounter a RE/MAX promotion at least once a month.

TELEVISION = 100 million

4.45 BILLION IMPRESSIONS

Major broadcast and cable networks, and Spanish language networks
Source: Projected 2013 National TV impressions based on National TV buy



Century 21
10%

NATIONAL TV EXPOSURE

Percentage of television advertising impressions among major local and national real estate brands, based on ads purchased through nationwide buys. Source: Nielsen Monitor-Plus, full-year 2012

Coldwell Banker
42%



PRINT

3.79 MILLION IN CIRCULATION

Industry magazines: DS News, Personal Real Estate Investor, RISMedia, and REALTOR
Source: Projected circulation in 2013 provided by the individual publication media kits



MEDIA EXPOSURE

RISMedia magazine cover, Margaret Kelly on Bloomberg, National Housing Report and Press Release

RE/MAX Ranked #1 in National Report
Power Broker Report Shows RE/MAX Leads Most Producers



MORE THAN \$130 MILLION DONATED

RE/MAX has supported Children's Miracle Network Hospitals since 1992 and Susan G. Komen since 2002.



ONLINE SEARCH

194 MILLION IMPRESSIONS

The RE/MAX SEM program optimizes exposure of remax.com in online search results.
Source: Google/Bing 3/1/2013-8/31/2013

RE/MAX SOCIAL

RE/MAX can be found on Facebook, Twitter, YouTube, LinkedIn, Google+, Pinterest and Instagram
Source: Monthly social data analytics available via Mainstreet 8/1/2012-7/31/2013

50,600 FANS

39,079 FOLLOWERS

1.1 MILLION VIEWS

1,780 FOLLOWERS

REMAX.COM

42.69 MILLION VIEWS

Source: Adobe Omniture 1/1/2013-7/31/2013



RE/MAX COMMERCIAL

Not included in impressions



THE RE/MAX COLLECTION

Not included in impressions



Willow Creek Realty Ltd.

108-49th Ave West, Claresholm, AB
Box 2367, T0L 0T0
PH: 403-625-4141 Fax: 403-625-3082
Email: wcr@shaw.ca
www.willowcreekrealty.ca

March 19, 2014

Attn: Town of Claresholm
Re: Request for Real Estate Proposal

In response the letter sent out March 19, 2014, regarding the listing proposal for #4 Skyline Crescent, Claresholm, AB T0L 0T0. We have discussed the property, with the new assessed value, noting that GST is applicable and have determined a list price of \$895,500.00. Our asking remuneration structure would be 3% of sale price plus GST. We would offer 50% of that to other brokerages and realtor to sell the property.

The property is a unique property and may take some time to sell. We are willing to take the property for a listing period of no less than 12 months, as the marketing expenses will be higher than what we normally do, and we would need time to get maximum exposure. Our marketing plan would include internet, public and private investors (package form), sphere of influence, and advertising in one of the largest Commercial Real Estate advertising papers, the Western Investor.

Thank you for the opportunity to place a proposal on this property. If you have any further comments, questions or concerns please feel free to contact us at any time.



Judy Nelson/Gerry McGuire
Broker/Associate
Willow Creek Realty
403-625-4141

TOWN OF CLARESHOLM
Box 1000
Claresholm, Alberta
T0L 0T0

Attention: Jeff Gibeau

March 19, 2013

Re: Real Estate Listing Proposal
File#: RPS00297
Civic: 4 Skyline Crescent, Claresholm, Ab,
Legal: Lot 16, Block 63, Plan 0011064
Land Use: (R4) – Multiple Residential

I appreciate being asked to re-submit a Listing Proposal for this Property.
This Property is situated in a Vibrant Community with many Local Amenities and Attractions on our doorstep.

Century 21 is Nation Wide, Respected – Established, Dedicated and Committed to our Community. Century 21 Foothills has actively been serving this Community for 9 years with support by our National Partnership.
Having 23 years in the Real Estate Business here in Claresholm helps me share and provide service with knowledge of our Wonderful Community!

The 2014 Real Estate Market has started out strong.

I would request the Listing of this Property for a 12 month period, Pricing it right and keeping it tight!

My opinion is Pricing this Property below \$1,000,000.00 would create New Interest, with potential Buyer's. Selling Commissions at 7% on the First \$100,000.00 and 3% on Balance...This encourages other Brokerages to work with the Listing.

The MLS System gives an amazing connection to Market this Property Locally and Nationally through Century 21

True Value is determined by a Seller & Buyer meeting an agreement.

All pertinent information will be presented to all interested parties.

Look forward to your response and working with the Town of Claresholm.

Respectfully,



Marilyn Curry

Associate

Century 21 Foothills Real Estate



REQUEST FOR DECISION

Meeting: May 26, 2014
Agenda Item: 10

CLARESHOLM ECONOMIC DEVELOPMENT ASSOCIATION

DESCRIPTION:

Administration is requesting:

1. The appointment of two (2) Council representatives to the Claresholm Economic Development Association.
2. The appointment two (2) Staff representatives to the Claresholm Economic Development Association.
3. The allocation of funded budgeted for economic development to the Claresholm Economic Development Association.

BACKGROUND:

At the Organization / Council Meetings on October 28th, 2014, Council choose not to appoint any members to the Economic Development Commission (Bylaw 1541), citing that the Town of Claresholm needs some time to explore a more comprehensive approach to Economic Development.

At March 10th, 2014 Council Meeting, a motion was carried to allow Councillor Ford to attend the Economic Developers Alberta 2014 Annual Professional Conference from April 9-11, 2014 to come from the economic development budget for 2014.

At the Council Meeting on April 15th, 2014, Councillor Ford provided information and made a presentation to Council regarding the next steps to the economic development discussion for Claresholm. This culminated in proposing the Claresholm Economic Development Association – a community lead group that will shape the economic development conversation and vision for the community.

DISCUSSION/OPTIONS:

1. That Council support this initiative by appointing two (2) Council representatives & two (2) Staff representatives to act in an advisory capacity and as Council / Town liaisons to the Claresholm Economic Development Association.
2. That Council support this initiative by allocating \$ 30,000 of the economic development budget to the Claresholm Economic Development Association. Upon the following conditions:
 - a. That the Claresholm Economic Development Association, is registered with Alberta Registries,
 - b. That the funding is not used for operational expenses, and
 - c. That a year-end report (year ending December 31st, 2014) is submitted to Council, detailing the expenditures associated with the funding from the Town of Claresholm.

COSTS/ SOURCE OF FUNDING (if applicable):

The 2014 operating budget allocates a total of \$ 50,000 to Economic Development; approximately \$ 20,000 is used for existing projects, such as promotional materials and association fees. Leaving \$ 30,000 potentially to be allocated to the Claresholm Economic Development Association.

In addition, Council time and Staff time will be used, which is covered under the operating budget.

RECOMMENDED ACTION:

1. To show support for the Claresholm Economic Development Association initiative, Administration recommends that Council pass the two resolutions outlined below.

PROPOSED RESOLUTIONS:

1. Moved by Councillor _____ to appoint Councillor _____, Councillor _____, the Chief Administrative Officer, and the Manager of Regulatory & Property Services to the Claresholm Economic Development Association.
2. Moved by Councillor _____ to allocate \$ 30,000 to the Claresholm Economic Development Association on the conditions that the Claresholm Economic Development Association is registered with Alberta Registries, the funding is not used for operational expenses, and that a year-end report (year ending December 31st, 2014) detailing the expenditures associated with the funding from the Town of Claresholm is submitted to Council.

ATTACHMENTS:

- 1.) none

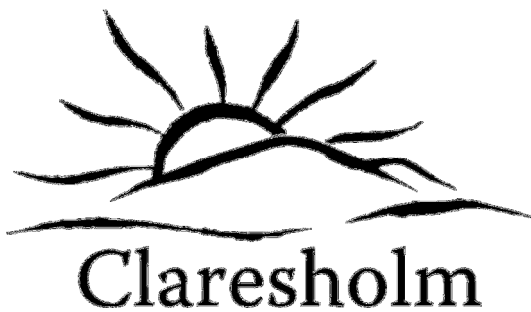
APPLICABLE LEGISLATION:

- 1.) Bylaw 1451; Economic Development Commission Bylaw

PREPARED BY: Jeff Gibeau – Manager of the Regulatory & Property Services Department

APPROVED BY: Kris Holbeck – CAO

DATE: May 22nd, 2014



REQUEST FOR DECISION

Meeting: May 26, 2014

Agenda Item: 11

ALBERTA URBAN MUNICIPALITIES ASSOCIATION (AUMA) CONVENTION 2014

DESCRIPTION:

Administration is requiring Council's decision regarding the 2014 AUMA Convention being held in Edmonton from September 24 – 26, 2014.

BACKGROUND:

Each year, the AUMA holds a convention where all member Councils are invited to attend. As per Policy #GA 09-08a, typically Council members attend only one conference per year. The Mayor and five Councillors attended the 2013 AUMA Convention which was held in Calgary.

DISCUSSION/OPTIONS:

1. Delegate rooms require booking ahead of time. There are six hotels offering rooms for the convention with one that is already completely booked (see attached listing).
2. ** A deposit equal to the first night's stay and the last night's stay is required to hold each guest's reservation. Such deposit is non-refundable and is required at the time of booking in order to secure the reservation for the dates the guest is booking. Upon check-in, that deposit will be applied to the first and last night of the reserved stay. These deposits are paid by the individuals and are told upon making the reservation that it is a non refundable deposit. The AUMA, at no time, will be responsible for paying out any of the individually booked guest deposits.*

COSTS/ SOURCE OF FUNDING:

There is an operating budget line item for Delegate Convention Expenses for \$10,000 for 2014. Convention registration cost, hotel rooms, meals and mileage averaged \$1,575 per delegate in 2013. Council time for the convention is budgeted separately.

RECOMMENDED ACTION:

1. Council advise Administration which members of Council will be attending the 2014 AUMA Convention so that rooms can be booked ahead of time.

PROPOSED RESOLUTION:

1. Moved by Councillor _____ to have Administration book _____ rooms for the 2014 Alberta Urban Municipalities Association convention at the _____ hotel.

Attachments:

1. Upcoming AUMA Convention dates
2. 2014 AUMA Convention hotels listing
3. Policy #GA 09-08a: Conference Attendance

Applicable Legislation: Not applicable.

Prepared By: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Kris Holbeck, CA CAO

DATE: May 22, 2014

Future Convention Dates

The following is a list of scheduled future dates for the upcoming AUMA Conventions:

Year	Date	Location
2014	September 24 - 26	Edmonton
2015	September 23 - 25	Calgary
2016	October 5 - 7	Edmonton

2014 Convention Hotels

2014 AUMA Convention Hotels*

Hotel	Address	Reservations
The Fairmont Hotel MacDonald	10065-100 Street Edmonton T5J 0N6	Web site 780-424-5181 or mac.reservations@fairmont.com
The Westin Edmonton	10135-100 Street Edmonton T5J 0N7	Web site Toll Free: 1-800-Westin1 (937-8461)
Crowne Plaza Hotel Edmonton	10111 Bellamy Hill Edmonton T5J 1N7	Web site Toll Free: 1-800-661-8801
The Sutton Place Hotel	10235 - 101 Street Edmonton T5J 3E9	Web site Toll Free: 1.8663.SUTTON (1.866.378.8866)
Delta Edmonton Centre Suite	10222 102 Street Edmonton T5J 4C5	Web site Toll Free: 1-800-661-6655 or decsh@deltahotels.com
Courtyard by Marriott SOLD OUT	One Thornton Court, 99 Street & Jasper Avenue Edmonton T5J 2E	Web site Toll-free: 1 866 441 7591

* A deposit equal to the first night's stay and the last night's stay is required to hold each guest's reservation. Such deposit is non-refundable and is required at the time of booking in order to secure the reservation for the dates the guest is booking. Upon check-in, that deposit will be applied to the first and last night of the reserved stay. These deposits are paid by the individuals and are told upon making the reservation that it is a **non refundable** deposit. The AUMA, at no time, will be responsible for paying out any of the individually booked guest deposits.



Conference Attendance Policy #GA 09-08(a)

PURPOSE: To establish a consistent policy regarding Town Council members and designated staff of the Town of Claresholm attending conferences each year.

POLICY:

Members of Town Council and designated staff members can attend one conference per year that will be paid for by the Town.

GENERAL:

The Town of Claresholm recognizes the importance of Town Council and designated staff attending conferences each year. To show fiscal responsibility while continuing to encourage the pursuit of information, parameters must be placed and enforced on attendance of said conferences. This policy does not cover training/education (one day or half day workshops and seminars).

PARAMETERS:

Town Council

Members of Town Council are permitted one conference per year, which means they can choose to attend the annual AUMA Convention or another comparable convention per year of which the expenses will be paid for/reimbursed by the Town. If a Council member chooses to attend additional conferences, it will be at their own expense, could be funded by another organization or the Councillor can submit their request to the Administrative Committee to approve the additional conference attendance. If the Committee approves the request, the additional conference will be paid for by the Town.

Designated staff members

Designated staff are permitted one professional conference per year of which the expenses will be paid for/reimbursed by the Town. If the designated staff member wishes to attend another conference they can submit their request to the Administrative Committee to approve the additional conference attendance. If the Committee approves the request, the additional conference will be paid for by the Town. Expenses for conferences attended by designated staff will not exceed \$2,000 per year. These expenses are inclusive of mileage, meals, lodging, parking, etc and exclusive of wages.

NOTE:

Policy #66 - Staff Education and Training and Policy #70 - Convention Delegates Expenses should be reviewed for details on allowable expenses and other restrictions.

EFFECTIVE DATE: SEPTEMBER 8, 2008



Policy #GA 05-14

Credit Card & Expense Review Policy

PURPOSE: To provide a consistent policy for administration to follow regarding the review of Town credit cards and expenses paid to Council and the Chief Administrative Officer (CAO).

POLICY:

1. Town credit cards are held by the Mayor, the CAO and the Secretary-Treasurer.
2. Credit card statement charges are entered into the accounting system by the Secretary-Treasurer on a monthly basis during the bank reconciliation.
3. Credit card charges will be reviewed monthly after the bank is reconciled.
4. The Mayor's credit card charges will be reviewed and authorized by two other members of Council.
5. The CAO's credit card charges will be reviewed and authorized by two members of Council.
6. The Secretary-Treasurer's credit card charges will be reviewed and authorized by the CAO and one member of Council.
7. The CAO's expense claims will be reviewed and authorized by two members of Council.

EFFECTIVE DATE:

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

May 2nd, 2014

Town of Claresholm – Council Chambers

- Attendees:**
1. Rob Steel - Council Member (Chairperson)
 2. Lyal O'Neill - Council Member (Vice-Chairperson)
 3. Shelley Ford – Council Member
 4. Grant Jordan - Member-at-Large
 5. Sharon Duncan - Member-at-Large

Staff: Jeff Gibeau - Manager of Regulatory & Property Services (Secretary to the Municipal Planning Commission)
Jeff Doherty - Development Officer
Tara VanDellen – RPS Assistant

8:00 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt
the Agenda by
Grant Jordan**

CARRIED

Adoption of Minutes

- April 17th, 2014

**Motion to adopt
the Meeting Minutes
by Councillor O'Neill**

**Seconded by
Grant Jordan**

CARRIED

8:20am

Administrative/Procedural

Councillor Shelley Ford entered the Municipal Planning Commission Meeting

Item 1: Action

DEVELOPMENT PERMIT

File: D2014.033

Applicant: Dino & Cynthia Vizzutti

Address: 216 47 Ave West

Legal: All of Lot 28 & Ptn Lot 29, Block 11, Plan 147N

Regarding: Large Accessory Building (Detached Garage)
with Variances

- 1.) Variance to Side Yard Setback (east property line)
- 2.) Variance to Side Yard Setback (west property line)
- 3.) Variance to Lot Coverage for Detached Garage
- 4.) Variance to Maximum height for Detached Garage

**Motion to Approve
with Variances and
with Conditions
by Grant Jordan**

**Seconded by
Councillor Ford**

CARRIED

Dino Vizzutti was at the meeting. He explained the need for the 34 foot building width was to accommodate the 3 overhead doors for vehicles and other equipment. Dino clarified that the building exterior will be non-combustible material, probably stucco, or hardie board. Future plans possibly include the demolition of the existing residence and re-building a single story bungalow.



MUNICIPAL PLANNING COMMISSION MINUTES

May 2nd, 2014
Town of Claresholm – Council Chambers

Item 1: Action

Continued (D2014.033)

CONDITION(S) – Variance(s):

1. Variance to the Minimum Setback Dimension Provision **East Side Yard** [Bylaw 1525 – Land Use Bylaw, Schedule 1 – (R1) – Single Detached Residential, Section 3 – Side Yard Setback Dimension for Accessory Building]

Standard:	1.50 metres (5 Feet)
Proposed:	0.91 metres (3 Feet)
Approved:	1.35 metres (4 Feet, 6 inches)
Percent Variance:	10.0%

2. Variance to the Minimum Setback Dimension Provision **West Side Yard** [Bylaw 1525 – Land Use Bylaw, Schedule 1 – (R1) – Single Detached Residential, Section 3 – Side Yard Setback Dimension for Accessory Building]

Standard:	1.50 metres (5 Feet)
Proposed:	0.91 metres (3 Feet)
Approved:	1.35 metres (4 Feet, 6 inches)
Percent Variance:	10.0%

3. Variance to the Maximum Percentage of Lot Coverage [Bylaw 1525 – Land Use Bylaw, Schedule 1 – (R1) – Single Detached Residential, Section 4 – Maximum percentage of Lot Coverage for Accessory Building]

Standard:	840 square feet
Proposed:	1360 square feet
Approved:	1240 square feet
Percent Variance:	47.7%

4. Variance to the Maximum Height of Buildings [Bylaw 1525 – Land Use Bylaw, Schedule 1 – (R1) – Single Detached Residential, Section 6 – Maximum Height of Buildings for Accessory Building]

Standard:	4.60m (15 ft.)
Proposed:	5.19m (17 ft.)
Approved:	5.19m (17 ft.)
Percent Variance:	12.9%



MUNICIPAL PLANNING COMMISSION MINUTES

May 2nd, 2014
Town of Claresholm – Council Chambers

Item 1: Action

Continued (D2014.033)

CONDITION(S) – To be fulfilled prior to commencement:

1. *The applicant shall provide payment of the fee for an Application for a Development Permit based on the value of the development (\$20.00 plus \$1.00 for each \$1000.00 of construction value, including materials and labour), plus \$125.00 for each proposed variance.*
2. *The applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. Please call 403-320-0734 for further information.*
3. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE 04-09 Planning and Development Fee Schedule the applicant shall provide either:
 - a. An irrevocable letter of credit, or
 - b. A deposit,*

In the amount of \$500.00 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as security to ensure that the applicant adheres to the conditions of the permit.

CONDITION(S) – Applicable during duration of the construction process:

4. *The applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.*
 5. *As per the Town of Claresholm Land Use Bylaw No.1525 [Schedule 4, Section 8(b)] the Applicant shall finish the exterior of the large accessory building (detached garage) with siding or stucco. Any other material that the applicant proposes to use for the exterior finish of the large accessory building (detached garage) shall be approved by the Development Officer.*
 6. *As per the Town of Claresholm Land Use Bylaw No.1525 [Schedule 4, Section 8(b)] the Applicant shall finish the roof of the detached garage with shingles. Any other material that the applicant proposes to use for the roof finish of the large accessory building (detached garage) shall be approved by the Development Officer.*
-



MUNICIPAL PLANNING COMMISSION MINUTES

May 2nd, 2014

Town of Claresholm – Council Chambers

Item 1: Action

Continued (D2014.033)

NOTE(S):

1. *The applicant shall ensure that underground utilities are marked prior to commencing with development. Please call Albert One Call at 1-800-242-3447.*
2. *Section 65 of the Town of Claresholm Land Use Bylaw No.1525 states that the Municipal Planning Commission is authorized to decide upon an application for a development permit despite that the proposed development does not comply with the Land Use Bylaw if, in the opinion of the Development Authority:*
 - i. *the proposed development would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use or enjoyment or value of neighbouring properties; and*
 - ii. *the proposed development conforms with the use prescribed for the land or building in Schedule 1.*
3. *Schedule 4 – Standards of Development states that the purpose of this schedule is to ensure that the proposed developments do not unduly interfere with the visual aesthetics, neighbourhood amenities or affect the use, enjoyment or value of neighbouring properties.*
4. *Given the existing character of the neighbourhood and the municipality in general, the Town of Claresholm Municipal Planning Commission is of the opinion that the proposed development, as originally presented, would not integrate with the existing pattern of development and visual aesthetic present in the neighbourhood.*
5. *The Land Use Bylaw No.1525 allows the Development Authority to impose reasonable conditions on a proposed development if doing so will improve and ensure the quality, suitability and compatibility of the proposed development with other existing development in the area. [Section 44 – Discretionary Use Applications & Schedule 4 – Standards of Development, Section 1 – Quality of Development; Land Use Bylaw No.1525] The Municipal Planning Commission is of the opinion that while the large accessory building (detached garage) use is suitable for the (R1) – Residential land use district, the lot width of 40 feet is a limiting factor when determining the sizing of the proposed building. Further, Municipal Planning Commission approved the proposed development with a reduction of the east and west side yard setback dimension variances and the maximum percentage lot coverage variance because the reduction would improve and ensure the quality, suitability and compatibility of the proposed development with other existing development in the area.*



MUNICIPAL PLANNING COMMISSION MINUTES

May 2nd, 2014
Town of Claresholm – Council Chambers

Item 2: Action

DEVELOPMENT PERMIT

File: D2014.018
Applicant: Thomas & Patricia O'Dell
Address: 318 54 Ave East
Legal: Lot 22, Block 118, Plan 7511032
Regarding: Stop Order – Unapproved Development

Tom O'Dell was present at the meeting. Tom indicated that he was aware that permits were required; however he waited until the project was closer to completion before applying for the required permits because he anticipated that the project would take a long time to build. When staff asked if he was aware of the Development Authority's ability to extend the typical 12 month development permit time frame by 18 additional months (total 30 months) he said that he was not aware. Tom clarified that the soft shell hot-tub has a capacity of approximately 300 gallons.

Upon review, the Municipal Planning Commission determined, by a motion, that development of any kind at the above-referenced property shall not commence until such time that all of the requirements of one of the following two (2) options are fulfilled:

- 1. Demolish/remove the unauthorized development in its entirety so that the dwelling and attached garage are returned to the state that existed prior to the commencement of the unauthorized development.** This will require, in the exact following order:
 - a. that an Application for a Development Permit is obtained for the demolition of the unauthorized development along with the Supporting Documentation for Demolition/Removal (the application fee therein is \$50.00 and this amount must be doubled to \$100.00 as a penalty for commencing without an approved Development Permit), and
 - b. that an application for a Building Permit is obtained for the demolition of the unauthorized development (the application fee therein is \$94.50 and this amount must be doubled to \$187.20 as a penalty for commencing without an approved Development Permit), and
 - c. that the demolition/removal of the unauthorized development is undertaken when a valid Development Permit and a valid Building Permit has been issued, and that any instructions or conditions contained within those permits are fully addressed.

Motion that the applicant / property owner shall not commence development of any kind, until all of the requirements are fulfilled for one of two options; demolish/remove the unauthorized development in its entirety or obtain professional as-built construction drawings, a field review by a professional engineer that includes a statement outlining the general and specific integrity of the structure itself and of the upper floor hot tub installation, and submit an application for a development permit. Requirements must be fulfilled by November 18, 2014. by Grant Jordan

**Seconded by
Councillor Ford**

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

May 2nd, 2014

Town of Claresholm – Council Chambers

Item 2: Action

Continued (D2014.018)

2. ***Obtain, at the applicant / property owners expense, professional as-built construction drawings and a field review by a professional engineer that includes a statement outlining the general and specific integrity of the structure itself and of the upper floor hot tub installation. When the construction drawings are stamped and endorsed by the professional engineer, submit an Application for a Development Permit and applications for all relevant Safety Codes approvals, including, but not necessarily limited to, a Building Permit, Electrical Permit, Plumbing Permit, and Gas Permit. This will require, in the exact following order:***
 - a. *that the applicant / property owner obtain, at their own expense, three sets of as-built drawings, stamped and endorsed by an appropriate professional engineer, that include floor plans, elevations and sections for the unauthorized development and any portion of the existing structure that supports or abuts the unauthorized development. These will need to be accompanied by a field report by the same professional engineer that outlines the general and specific integrity of the structure itself and of the upper floor hot tub installation, and*
 - b. *that the applicant / property owner obtain a Development Permit for a Land Use Bylaw variance to accept the current non-conforming positioning of the attached garage upon which the unauthorized development has commenced (the application fee therein is \$125.00 and this amount must be doubled to \$250.00 as a penalty for commencing without an approved Development Permit), and*
 - c. *that the applicant / property owner obtain a Development Permit for the upper floor development that includes the three sets of as-built drawings, stamped and endorsed by the appropriate professional engineer, that include floor plans, elevations and sections for the unauthorized development as well as any existing supporting structure. These must be accompanied by a field report by the same professional engineer that outlines the general and specific integrity of the structure itself and of the upper floor hot tub installation (the application fee therein is \$57.44 and this amount must be doubled to \$114.88 as a penalty for commencing without an approved Development Permit), and*
 - d. *that the applicant / property owner obtain a Building Permit (the application fee therein is \$187.20 and this amount must be doubled to \$374.84 as a penalty for commencing without an approved Development Permit), and*
 - e. *that the applicant / property owner obtain an Electrical Permit (the application fee therein is \$79.50 and this amount must be doubled to \$159.00) as a penalty for commencing without an approved Development Permit), and*



MUNICIPAL PLANNING COMMISSION MINUTES

May 2nd, 2014
Town of Claresholm – Council Chambers

Item 2: Action
Continued (D2014.018)

- f. *that the applicant / property owner obtain any other Safety Codes approvals that may be required, depending on the scope of the development, with the applicable fees being doubled as a penalty for commencing without an approved Development Permit, and*
- g. *that the applicant / property owner only commences with further development when a valid Development Permit and a valid Building Permit and any other required Safety Codes approvals including, but not necessarily limited to, an Electrical Permit, a Plumbing Permit, and a Gas Permit has been obtained, and that any instructions or conditions contained within those permits are fully addressed.*

To avoid further enforcement action the Municipal Planning Commission requires that all of the requirements of at least one (1) of the above two (2) options must be fulfilled by November 18, 2014.

Item 3: Action

DEVELOPMENT PERMIT

File: D2014.026
Applicant: Starling Auction Services Ltd.
Owners: 789580 Alberta Ltd.
Address: 5521 2 Street East
Legal: Block 2, Plan 7810527
Regarding: Development Permit for Temporary Use (Auction)

**Motion to Approve
with Conditions
by Councillor Ford**

**Seconded by
Sharon Duncan**

CONDITIONS:

- 1.) *The temporary use permit is approved for a period commencing on May 9, 2014 and expiring on June 6, 2014.*
- 2.) *The applicant or developer is liable for any costs involved in the cessation or removal of any development at the expiration of the permitted period.*
- 3.) *The Development Authority requires the applicant to submit a deposit or an irrevocable letter of credit, prior to commencing with the temporary use, in the amount of \$5000.00, to guarantee the cessation or removal of the temporary use.*
- 4.) *All machinery, equipment and materials must be contained within the boundaries of the property and the applicant is required to fully remove the same from the property by the expiration of the permitted period.*

CARRIED

9:50am
Administrative/Procedural

Councillor Shelley Ford left the Municipal Planning Commission Meeting



MUNICIPAL PLANNING COMMISSION MINUTES

May 2nd, 2014

Town of Claresholm – Council Chambers

Item 4: Action

DEVELOPMENT PERMIT

File: D2014.023
Applicant: Tracey Strong
Owners: Scott & Tracey Strong
Address: 4 Saddle Mt Road
Legal: Lot 19, Block 4, Plan 7810389
Regarding: Home Occupation – The Finished Quilt

**Motion to Approve
with Conditions
by Grant Jordan**

**Seconded by
Sharon Duncan**

CARRIED

CONDITIONS:

1.) *The applicant shall adhere to the stipulations set out in Schedule 10 of the Town of Claresholm Land Use Bylaw No. 1525.*

Item 5: Action

DEVELOPMENT PERMIT

File: D2014.028
Applicant: Martina McGarry
Owners: Michael & Martina McGarry
Address: 5041 4 Street West
Legal: Lot 34, Block 1, Plan 731014
Regarding: Home Occupation – House Cleaning

**Motion to Approve
with Conditions
by Grant Jordan**

**Seconded by
Sharon Duncan**

CARRIED

CONDITIONS:

1.) *The applicant shall adhere to the stipulations set out in Schedule 10 of the Town of Claresholm Land Use Bylaw No. 1525.*

Item 6: Action

DEVELOPMENT PERMIT

File: D2014.030
Applicant: Sonja Poot
Owners: Alex Zwijnenburg & Johanna Vorstenbosch
Address: 416 57 Ave West
Legal: Lot 4, Block 3, Plan 5968JK
Regarding: Home Occupation;
House & Business Cleaning / Sewing Alterations & Repairs

**Motion to Approve
with Conditions
by Grant Jordan**

**Seconded by
Councillor O'Neill**

CARRIED

CONDITIONS:

1.) *The applicant shall adhere to the stipulations set out in Schedule 10 of the Town of Claresholm Land Use Bylaw No. 1525.*

10:10am

Administrative/Procedural

Councillor Lyal O'Neill left the Municipal Planning Commission Meeting



MUNICIPAL PLANNING COMMISSION MINUTES

May 2nd, 2014
Town of Claresholm – Council Chambers

Item 7: Action

DEVELOPMENT PERMIT:

File: D2014.038
Applicant: Craig Befus
Owners: Pedersen Storage & Cartage Ltd.
Address: 304 43 Ave East
Legal: Lot W Pt 3, Block 8, Plan 5807JK
Regarding: Change in Use:
From: Truck Transportation Depot
To: Manufacturing (of Wood Cabinets)

**Motion to Approve
with Conditions
by Sharon Duncan**

**Seconded by
Grant Jordan**

CARRIED

CHANGE IN USE:

From:

Truck Transportation Depot

To:

Manufacturing (of Wood Cabinets)

CONDITIONS:

1. The final inspection for the Building Permit for the construction of the building (TCH B 0040 12LT) shall be closed prior to operating.
2. The applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. Specifically, the applicant is required to obtain a Building & Electrical Permit for a Change-in-Use from Vacant to Wood Cabinet Manufacturing. For further information please contact Jeff Doherty, Development Officer, at 403-625-3381.

In Camera

**Motion to go IN CAMERA by Grant Jordan
Seconded by Sharon Duncan**

**Motion to COME OUT OF IN CAMERA by Sharon Duncan
Seconded by Grant Jordan**

10:40am

Adjourn

**Motion to Adjourn By
Grant Jordan**

CARRIED

Having trouble viewing this email?[Click here](#)

OLDMAN WATERSHED COUNCIL

May 2014 E-Newsletter



Photo by Leta Pezderic - "Scarlet Mallow"

[What's Happening at the OWC](#)

[OWC Upcoming Events and Recent Activities](#)

[The Long Weekend is a Fishy Subject!](#)

[Moving to Action with the Headwaters Action Plan](#)

[On the Fundraising Front](#)

[Wrapping Up Another Successful Year](#)

[Events and Activities in and around the Basin](#)

[2014 Conferences & Courses](#)

[Job Postings](#)

OWC Quick Links to newsletter articles on:

May Long Weekend - random camping

Prairie Urban Garden Tour registration is open

What's Happening at the OWC AGM

Grants awarded to the OWC!



What's Happening at the OWC

- Shannon Frank, OWC Executive Director

Check out my latest blog post--**Calling all Role Models - YOU!**

This May long weekend let's start a new tradition. Instead of focusing on all the challenges we face in the headwaters, let's focus on what we can do, personally, right now, to make a difference. [Read more...](#)

Join the OWC Board of Directors!

We have four member-at-large positions on our board and one of these positions is up for renewal this year. This is a two-year term position and will be voted on at the AGM on Wednesday, June 25. A member-at-large is someone who serves on the board as a representative of all of the membership.

To put your name forward for this position, you must be a member in good standing (renew your individual membership by April 30). Please send an email to [Bev](#) to let us know if you are considering to run as a member-at-large or if you have any questions.

The deadline to declare your intention and submit a brief biography telling us about yourself and why you would like to be a member-at-large is Thursday, June 5. For more details see the [Member at Large Job Description](#).



OWC Booth at the Lethbridge Exhibition Farmer's Market

Saturday, May 24 8:30am-12:30pm

Drop by to say hello to me and learn more about the Oldman Watershed Council and our projects. We'll be promoting the Prairie Urban Garden Tour, AGM and asking people to complete a 10 question survey about water! We'd love to see you!



OWC Upcoming Events & Recent Activities
- Leta Pezderic, OWC Program Coordinator



FREE Self-Guided Tour of Local Xeriscaped Gardens in Lethbridge

Date: Saturday, June 21, 2014

Time: 10am to 4pm

Location: Starts at Helen Schuler Nature Centre

Presentation by: Local



Saturday, June 21st, 2014

Brought to you by:



Xeriscape expert Steve MacRae

Details and Registration at:
www.oldmanbasin.org

Contact: Leta Pezderic
OWC Program Coordinator
403-381-5801 or
leta@oldmanbasin.org

** Notes: Must provide your own mode of transportation.*

Native plants will be available for purchase - cash & cheque only.

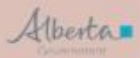
Funding provided in part by:



TD Friends of the Environment Foundation



City of Lethbridge



[Register here!](#)



There were a few funny animals at the Oldman's booth at the Children's Festival on April 12.

The Oldman Watershed Council teamed up with the Helen Schuler Nature Centre and spoke to about 1,000 visitors! The children were entertained by the staff in animal costumes and learned about beaver, birds, porcupines and other critters, while their parents were engaged in conversation about the watershed.

We are currently conducting a survey to find out what people know about their watershed. It consists of 10 short questions and is a great conversation starter. Anyone who participated in the survey had a chance to win a rain barrel and Chase Thomson is our winner! We look forward to seeing Chase at the Oldman's offices this week so we can snap a photo of him and his snazzy new rain barrel.

If you would like to get involved and have great conversations with real people about important watershed issues, please get in touch with Anna, our Communications Coordinator at: anna@oldmanbasin.org.

We would be thrilled to provide you with a copy of the survey and some simple instructions. The weather is warming up and there is plenty of opportunity for using the survey as a way to increase watershed awareness.

Caring for Our Watersheds

Kelsey Armstrong (15) is all smiles as she hoists a giant cheque for \$900 awarded to her for winning 2nd place in the Caring for Our Watersheds competition. This program asks students to submit a proposal that answers the question, "What can you do to improve your watershed?" Students must research their local watershed, identify an environmental concern and come up with a realistic solution. Community judges select the top entries to compete at a final competition.

The Grade 9 student from Lethbridge Collegiate Institute was the only candidate from Lethbridge at the final competition held at Ralph Klein Park in Calgary April 26, 2014 where she competed against the 9 other finalists chosen from 80 applicants from Southern Alberta.

OWC Program Coordinator, Leta Pezderic, acted as Kelsey's mentor through the process and OWC further supported her project by donating \$1600 to go towards building her kits. The City of Lethbridge also funded this project for \$1020.

Kelsey's idea was to put together a . . . [read more](#)



You have to know I am not a "water person". Not only am I not an expert in the subject matter, I don't even like swimming! So when my colleagues ask me for help in communicating some of their high-falutin' scientific concepts, they need to start right from the beginning.

Take "linear features" for example.

Now, if you're like me, you likely have no idea that this is probably THE BIGGEST THREAT to water quality in the headwaters out of the whole long list of things like pollutants, pesticides and people in general.

In fact, 77% of the total headwaters area (where the water first comes bubbling out of the ground or melting off the glaciers in the mountains and foothills) is at risk.

So what are they? Every road, seismic line, telephone line, pipeline, power line, railroad and ATV trail on the landscape. They can allow dirt to run-off directly into streams and rivers, which degrades water quality.

Fish need clean, clear water to thrive. So do many wildlife species. Some wildlife avoid linear features, so their movements and ability to forage for food, reproduce and find safe refuge are compromised.



The good news is that linear features can be reclaimed. The OWC is doing a classification of linear features project to see which are the most problematic. We are developing a plan with key stakeholders and the public that is based on solid science, as well as social and economic needs, to identify and then reclaim linear features that are negatively impacting watershed health.

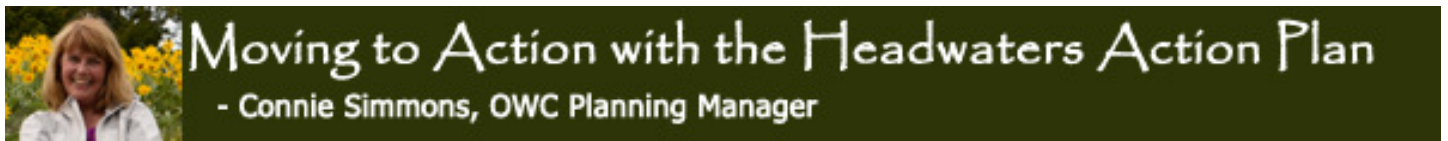
The long weekend is upon us. When you go out to enjoy your recreation, have a new awareness of linear features. Note them above ground, across the forests and meadows and think about the ones underground. Think about which fish, plants and animals are impacted by them



You can help. Random camping now requires a permit in important source water areas in the Oldman watershed. OHV users can help not "squish the baby fish" by avoiding crossing key habitat and spawning streams and using bridges and designated trail crossings. Animals can die from consuming human garbage: carry an extra plastic bag and if you see garbage - be a watershed protector and pick it up.

There's more you can do! The OWC is looking for sponsors for these and many other projects that ensure a healthy, lively, beautiful watershed. After all, humans depend on clean water, too. Becoming a sponsor or donor could be one of the most important things you do.

If you would like to know more about how you can [help with a donation of time, expertise and/ or money](#), please do get in touch. I'd love to hear from you! Email me at anna@oldmanbasin.org.



Update on the Headwaters Action Plan

The **Headwaters Action Plan 2013-14 (HAP)** took a step forward towards implementation of the four priority actions (classify linear features, keep aquatic invasive species out of Alberta, assess cumulative effects on native fish, explore recreational user fees) on May 2, with the first meeting of the HAP Steering Committee.

The HAP Steering Committee is a committed group of people from a broad range of sectors who have agreed to a two-year term to begin the process of putting actions on the ground to maintain and protect source waters and headwaters integrity.



The Headwaters Action Plan Steering Committee (left to right)

- | | |
|----------------|---|
| Wade Aebli | Spray Lakes Sawmills Ltd (industry) |
| Rosemary Jones | Tourism, Parks and Recreation (Government of Alberta) |
| William Kovach | Councillor, Municipal District of Crowsnest Pass (Municipal Government) |
| Ted Smith | Livingstone Landowners Group (agriculture/land-owners) |

- Carolyn Aspeslet Castle Crown Wilderness Coalition (non-government organization)
- Richard Burke Trout Unlimited (non-government organization)
- Terry Yagos Councillor, Municipal District of Pincher Creek No. 9 (Municipal Government)
- Shannon Frank Oldman Watershed Council
- Craig Johnson Fish and Wildlife, Alberta Environment and Sustainable Resource Development (Government of Alberta)
- Mike Wagner Forest Hydrology, Alberta Environment and Sustainable Resource Development (Government of Alberta)

Missing from the group photo:

- Lorne Fitch Cows and Fish (non-government organization)
- Daryl Ferguson Crowsnest Pass Quad Squad (motorized recreation)
- Tony Bruder Drywood Yarrow Conservation Partnership (agriculture/land-owners)
- Connie Simmons Oldman Watershed Council (was taking the picture!)

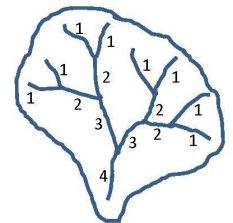
Currently, the Steering Committee is working on a Team Charter that will clarify how we will work together, make decisions, and achieve success as a multi-stakeholder collaborative. Next (asap!) will be developing a strategic plan for the four priority actions, and to get moving on what can be done now for headwaters health. Stay tuned for more updates!



The OWC is the proud recipient of two grants to improve the health of the headwaters! We just found out!

With the help of Alberta Conservation Association (ACA) we will be able to classify linear features (roads, seismic lines, telephone lines, pipelines, power lines, railroads and ATV trails) in a pilot (test), 4th order watershed in the headwaters in the eastern slopes of the Rocky Mountains.

What is a 4th order watershed you ask? I've made a drawing, at right, to explain. This shows the outline of a 4th order watershed. All of the streams labelled as "1"s are "1st order" streams, "2"s are "2nd order" streams and so on. When two "1st order" streams meet, they form a "2nd order" stream, when two "2nd order" streams meet, they form a "3rd order" stream and so on. The image at right shows a view as though we are flying over the larger Oldman watershed and have picked out a "4th order" watershed, or sub-watershed from the larger Oldman watershed. No matter where you are, you are in a watershed.



So... the grant from ACA will help us determine the condition of linear features and what impact they are having on the health of the headwaters. Not all linear features are created equal and some are needed for forest harvesting, recreation, oil and gas, etc. so we must determine which ones are critical to people and which ones are having the most negative impact. The we will know which ones to reclaim.



A grant from the Royal Bank of Canada will also help us with the classification of linear features project and to implement several other projects under the guidance of the Headwaters Action Plan Steering Committee. Thank you RBC for believing in the OWC and supporting our important projects that will protect and improve water for our urban and rural communities in the Oldman watershed and beyond!



Thank you TD Canada Trust and City of Lethbridge!

TD Canada Trust and the City of Lethbridge have both provided funding for the OWC Prairie Urban Garden Tour and we are grateful for their help in educating and raising awareness about using drought tolerant and native plants to conserve water and protect our stormwater. Drought tolerant and native plants are adapted to our dry prairie environment and naturally thrive here eliminating or decreasing the need for the use of water, pesticides and fertilizers to keep them looking lush and beautiful. Thank you TD Canada Trust and the City of Lethbridge for their support.



to keep them looking lush and beautiful. Thank you Parks Canada Trust and City of Lethbridge for helping us raise awareness and provide people with the tools and resources to protect stormwater in the Oldman watershed!



Lethbridge

AESRD continues to support the OWC

We also want to take the opportunity to thank Alberta Environment and Sustainable Resource Development (AESRD) for their ongoing support. AESRD funding pays for OWC general operations and administration costs - that is, OWC staff, insurance, accounting, computers etc. - which is critical because many funding organizations do not fund these costs that are integral to our existence. Their support along with project funding provided by funding organizations, municipalities, municipal

districts, towns, villages, irrigation districts and individuals who generously donate are what keep us alive. As a charity, we need all of these sources to come together to keep going. We are incredibly thankful to all of those who do! Thank you AESRD for your continued partnership. We look forward to many more years of working on the Water for Life goals!



Thank you to all those who contribute time and money to Oldman watershed health!

Would you like to get involved in one (or more) of our project teams or donate? We need your participation and contributions to continue doing the good work we do in the watershed. If you would like more information or to discuss donation or volunteer options, please contact me at 403-382-4708 or andrea@oldmanbasin.org.

Have a wonderful long weekend - play safe and smart!



Get ready to celebrate with us - we have completed another successful year at the OWC!

Our Annual General Meeting on Wednesday, June 25 will be held at the Enmax Western Canadian Bank Lounge from 9 am - 3 pm and will include:

- Guest speakers talking about the flood last year and the proposed solution of a dry dam on Little Bow River.
- Final reporting on the Team activities in a fun and interactive way.
- Options for improved recreation management in the headwaters.

Information and links to register will be emailed to you soon!

Members - it's important for you to attend so that you're up-to-date on what's been happening at the OWC.

Events and Activities in and around the Basin



**Build Your Own Small-Scale Aquaponic Systems Workshop
May 23-24, 2014**

Lethbridge College, Aquaculture Center of Excellence

Lethbridge College continues the tradition of providing practical Aquaponic training. This time we are responding to the overwhelming interest in small-scale, home-based aquaponic systems by offering a two day, hands-on, build-your-own system workshop. For more information, [click here](#).

Volunteer Opportunities in Waterton

New for 2014 - a get-together to kick-off Waterton's volunteer season on Saturday, May 24. Start the day with a burst of colour at the annual flowering count. Then join with everyone for lunch. Parks Canada will bring the refreshments, sweets and savoury snacks. There'll be an overview of the volunteer season and orientations, plus work in the Native Plant Gardens and Adopt-a-Patch after lunch.

For more information on all of the fun and rewarding opportunities just a click away at www.parksCanada.gc.ca/waterton-volunteer, or contact Dianne Pachal, dianne.pachal@pc.gc.ca, 403 859-5107.

Alberta Ecotrust invites you to their annual general meeting on May 28th, 4:00 - 6:30 pm, at the National Music Centre, Calgary.

Highlights of Alberta Ecotrust's 'Taking Stock' project will be presented, along with a glimpse of some exciting new offerings on the horizon. Stay for drinks, appetizers and a mingle with colleagues and friends at the reception afterward. [Click here](#) to register.



You're invited: please join us as we celebrate our transformation!

RE Dedication & Ribbon Cutting Ceremony

**HELEN SCHULER
NATURE CENTRE**

• lethbridge.ca/h SNC • (403) 320-3064 •

*We're open: it's
official!*

June 6th, 11:00 a.m.

- Food & drinks
- Building tours
- Live entertainment

An Environmental Awareness Team Event



Nature Hunt
Explore. Discover. Be Active.
Sunday, June 8th*
Helen Schuler Nature Centre
@ Indian Battle Park

Please bring your own water bottle and we'll fill it!
 Please bring a camera or phone for the Nature Hunt!**

* Weather dependant
 ** Limited Supply Available

Schedule of Events:

1:00 pm - Get Your Nature Hunt Information
 Wear something **GREEN** and BE ACTIVE on a nature hunt within the coulees. EXPLORE, DISCOVER, and find answers! Bring your information back to us for prizes!

2:00 - 3:00 pm - Ice Cream and Snacks!
 Free participant ice cream and snacks at the Helen Schuler Nature Centre. Enjoy the scenery, good company, and prizes!

REGISTER and get more information at:
lethbridge.ca/enviweek or 403-320-4996

 Look for us on Facebook!



Battle River Watershed is looking for a few more cyclists to cycle from a wetland in Battle River to Lake Winnipeg on July 7. The riders to date come from three watersheds in Alberta (Bow, Red Deer and the Battle). For more information, contact David Samm at david.samm@battleriverwatershed.ca



Young Einstein Camp (for 8-12 year olds)
August 5-8, 9 am - 4 pm

Lethbridge College with Be Fit for Life, International Wind Academy, School of Agriculture and Conservation
 \$160 for four days, more details to come.

In the News

A full report on the ambient water quality in the South Saskatchewan Region following the June 2013 flood is now available online on the Flood Recovery Water Quality Monitoring website (<http://esrd.alberta.ca/focus/esrd-2013-flood-recovery-programs/water-quality-monitoring.aspx>). The report is named "Flood Recovery - Ambient Water Quality Final Report March 2014" under "Enhanced ambient water". Raw data and additional preliminary reports are also available on the same webpage.

Goldenkey Oil Inc. Makes Decision on the Penny Project and related Facilities, Lethbridge, Alberta

Goldenkey Oil Inc. has decided to withdraw from its Penny Project and will not be making application to access its minerals in the Lethbridge area . . . [read more](#)



Looking for current news on water in Alberta? Visit the [WaterPortal website](#) to sign up for their newsletter at the bottom of their homepage.

2014 Conferences, Courses & Workshops

CSBE Spring Lecture Luncheon

Alberta's Water for Life Strategy and the Role of Bioscience Engineering

Alberta's water for life strategy and the role of bioresource engineering

June 4, 2014

Time: 11:30 am - 2:30 pm (Registration: 11:30 - 12:00 noon; Buffet Lunch: 12:00 - 12:45 pm; Invited Speakers: 12:45 - 2:15 pm)

Venue: Room 626, University of Calgary Downtown Campus

Speakers:

- Government (policy) perspective: Edith Vanderpuye, Alberta Environment and Sustainable Resource Development
- Industry (agriculture, chemical and petrochemical, forestry, power generation, etc.) perspective: Jon Sweetman, Alberta Innovates Energy and Environmental Solutions
- Non-Government Organization (e.g., research, education, legal, special interest, public opinion, etc.) perspective: To Be Determined (TBD)

Registration Fee (subsidized by CSBE):

- Invited Speakers: complimentary
- CSBE professional member: \$20.00
- Non-CSBE professional member: \$25.00
- CSBE student member: \$5.00
- Non-CSBE student member: \$10.00

For more information contact ike.edeogu@gov.ab.ca or phone 780-415-2359 .

June 24 - 25 2014

Alberta Water Council

presents a symposium, "Re-fresh: The Confluence of Ideas and Opportunities on Water Reuse," at Hotel Arts, Calgary. For details, please visit

<http://www.awcreusesymposium.ca/>.



Job Postings

The **Alberta Energy Regulator** is seeking a Fisheries Biologist to participate and support the application review and authorization conditioning phases of Public Lands Act, Water Act and Environmental Protection and Enhancement Act approvals for oil and gas activities. Applications are being accepted until **May 25**. [Click here](#) for details.

Alberta WaterSMART is seeking a Hydrogeologist who will be responsible for developing, managing and conducting projects and parts of projects related to hydrogeology. The position is full time and based in Calgary. Closing date is **May 30**. Please see the [attached job posting](#) for details.

OWC funding provided in part by:



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