



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
APRIL 27, 2015
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 APRIL 13, 2015

DELEGATIONS: HIGH RIVER ROTARY CLUB – Gus Forbes
RE: High River Cancer Clinic

ACTION ITEMS:

1. REQUEST FOR DECISION: Budget 2015
2. BYLAW #1604: Mill Rate Bylaw
RE: 1st Reading
3. BYLAW #1605: Special Tax Levy Bylaw
RE: 1st Reading
4. BYLAW #1606: Special Tax Levy Bylaw
RE: 1st Reading
5. ITEM RETURNING TO AGENDA: Southern Alberta Energy from Waste Association
RE: 2015 Membership Fees
6. CORRES: J. Scott
RE: Off-Leash Dog Parks
7. REQUEST FOR DECISION: Claresholm Rockmen Lacrosse
8. REQUEST FOR DECISION: Refund of Appeal Fee – Development Permit D2015.013
9. REQUEST FOR DECISION: MD Fire Truck Agreement
10. INFORMATION BRIEF: Strategic Planning Session Date
11. INFORMATION BRIEF: CAO Report
12. INFORMATION BRIEF: Council Resolution Status
13. ADOPTION OF INFORMATION ITEMS

INFORMATION ITEMS:

1. Facility & Infrastructure Planning Committee (FIPC) Meeting Minutes – February 24, 2015
2. Mayors & Reeves of Southwest Alberta Meeting Minutes – April 10, 2015
3. Oldman River Regional Services Commission Executive Committee Meeting Minutes – February 12, 2015
4. Porcupine Hills Lodge Regular Meeting Minutes – March 3, 2015
5. WCCHS Parent / Council Meeting Minutes – March 19, 2015
6. WCCHS Sport Society Meeting Minutes – March 19, 2015
7. Willow Creek Agricultural Society Meeting Minutes – March 18, 2015
8. Claresholm & District Transportation Society Board Meeting Minutes – March 27, 2015
9. Municipal Planning Commission Minutes – March 6, 2015

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
APRIL 13, 2015

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

COUNCIL PRESENT: Mayor Rob Steel; Councillors: Jamie Cutler, Chris Dixon, Betty Fieguth, Mike McAlonan and Lyal O'Neill.

REGRETS: Councillor Shelley Ford

STAFF PRESENT: Chief Administrative Officer: Marian Carlson, Secretary-Treasurer: Karine Wilhauk.

MEDIA PRESENT: Rob Vogt, Claresholm Local Press.

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

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

CARRIED

MINUTES: **REGULAR MEETING – MARCH 23, 2015**

Moved by Councillor Cutler that the Regular Meeting Minutes of March 23, 2015 be accepted as presented.

CARRIED

DELEGATIONS:

1. **ALBERTA HEALTH SERVICES - Donald Allan, Director Suburban/Rural Clinical Operations; Nicholas Thain, Executive Director, Clinical Operations, Calgary Zone**
RE: EMS Update

Representatives from Alberta Health Services were present to give Council an update regarding EMS services in our community.

2. **YOUNG PARKYN McNAB LLP – Darren Adamson, CA**
RE: 2014 Financial Statements

Darren Adamson, CA was present to speak to Council regarding the recently completed 2014 Audit. The 2014 Financial Statements were presented and discussed.

ACTION ITEMS:

1. **REQUEST FOR DECISION: Transfers to Reserves**

MOTION #15-018 Moved by Councillor Fieguth to transfer current year operating surpluses of \$298,691.10 to general and capital reserves for the year ended December 31, 2014 as follows:

General reserves

Landfill Closure - \$38,597.87

Airport General – \$8,000.00

Physician Recruitment - \$17,093.23

Capital reserves

General \$225,000

Parks replacement \$10,000.

CARRIED

MOTION #15-019 Moved by Councillor Cutler to reallocate capital reserve funds in the amount of \$1,664.93 from the general capital reserve to cover off reserve deficits in other capital reserve accounts.

CARRIED

2. **REQUEST FOR DECISION: 2014 Financial Statements**

MOTION #15-020 Moved by Councillor McAlonan to accept the Audited Financial Statements for the year ended December 31, 2014 as presented.

CARRIED

3. **DELEGATION RESPONSE: Mr. Jack Pour**
RE: Claresholm Food Bank

Referred to Council's representatives on the Claresholm Food Bank Board.

4. **DELEGATION RESPONSE: Claresholm Child Care Society**
RE: Request to Increase Monthly Contribution

Referred to budget.

5. **CORRES: Hon. Diana McQueen, Minister of Municipal Affairs**
RE: Municipal Sustainability Initiative (MSI) Capital Funding

Received for information.

6. **CORRES: Hon. Diana McQueen, Minister of Municipal Affairs**
RE: Request for Submissions – 14th Annual Minister’s Awards for Municipal Excellence

Received for information.

7. **CORRES: Alberta Seniors**
RE: Property Taxes for Social Housing

Received for information.

8. **CORRES: Workers’ Compensation Board Alberta**
RE: April 28 – National Day of Mourning

Received for information.

9. **CORRES: Partners FOR the Saskatchewan River Basin**
RE: Membership Request & Financial Support

Received for information.

10. **CORRES: Alberta Fire Chiefs Association**
RE: “Volunteer Firefighters Awareness Week” May 3 – 9, 2015

Received for information.

11. **CORRES: Canadian Senior Pro Rodeo Association**
RE: Canadian Senior Pro Rodeo Finals Sponsorship Opportunity

MOTION #15-021 Moved by Councillor Dixon to support the Canadian Senior Pro Rodeo Association’s Senior Pro Rodeo Finals October 15-18, 2015 with sponsorship of \$500.

CARRIED

12. **CORRES: Willow Creek Regional Waste Management Service Commission**
RE: Wednesday Opening

MOTION #15-022 Moved by Councillor McAlonan to pay the outstanding amount of \$1,000 on invoice #1503 from the Willow Creek Regional Waste Management Service Commission, not including interest.

CARRIED

13. **CORRES: Claresholm & District FCSS**
RE: Volunteer Appreciation Event – April 14, 2015

Received for information.

14. **CORRES: Claresholm & District Transportation Society**
RE: Request to Pay Interest on Loan for Van

Councillor O’Neill declared a pecuniary interest and left the meeting at 8:22 p.m.

MOTION #15-023 Moved by Councillor Dixon to send a letter to the Claresholm & District Transportation Society denying their request for the Town to pay the interest on the loan for their van.

CARRIED

Councillor O’Neill rejoined the meeting at 8:33 p.m.

15. **REQUEST FOR DECISION: Budget Meetings**

MOTION #15-024 Moved by Councillor Dixon to hold the Facility and Infrastructure Planning Committee (FIPC) meeting regarding capital budget on April 21, 2015 at 8:30 a.m.

CARRIED

MOTION #15-025 Moved by Councillor Dixon to hold the operational budget planning meeting on April 21, 2015 at 5:00 p.m.

CARRIED

16. **REQUEST FOR DECISION: POLICY #REC 04-15: Recreational Facility & Miscellaneous User Charges**

MOTION #15-026 Moved by Councillor O’Neill to approve Policy #REC 04-15: Recreational Facility & Miscellaneous User Charges effective April 14, 2015.

CARRIED

17. INFORMATION BRIEF: Spring Clean-up 2015

Received for information.

18. INFORMATION BRIEF: Council Resolution Status

Received for information.

19. ADOPTION OF INFORMATION ITEMS

Moved by Councillor Cutler to adopt information items as presented.

CARRIED

20. IN CAMERA: Organizational Structure; Insurance; Land; Board Appointments

Moved by Councillor McAlonan that this meeting go In Camera.

CARRIED

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

CARRIED

MOTION #15-027 Moved by Councillor Cutler to appoint Lauren Billey and Brad Schlossberger to the Claresholm & District FCSS Board.

CARRIED

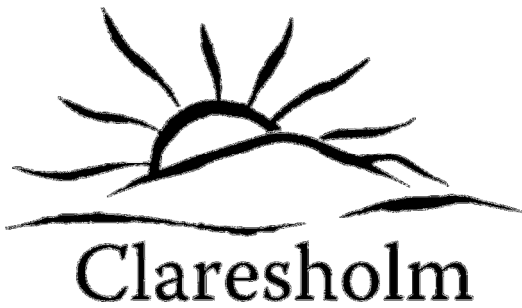
ADJOURNMENT: Moved by Councillor Dixon that this meeting adjourn at 11:02 p.m.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

ACTION ITEMS



REQUEST FOR DECISION

Meeting: April 27, 2015
Agenda Item: 1

BUDGET 2015

DESCRIPTION:

Following an accelerated budgeting process, Administration is presenting the 2015 Budget for Council's approval – both capital and operational.

BACKGROUND

At the last regular meeting of Council held Monday, April 13, 2015, Council passed two motions:

Moved by Councillor Dixon to hold the Facility and Infrastructure Planning Committee (FIPC) meeting regarding capital budget on April 21, 2015 at 8:30 a.m.

Moved by Councillor Dixon to hold the operational budget planning meeting on April 21, 2015 at 5:00 p.m.

Both of these meetings have taken place. FIPC moved to recommend approval of the capital budget as presented. Council met as a whole regarding the operational budget and the result is being presented as recommended.

RECOMMENDED ACTION:

Council pass a motion to approve the 2015 Budget as presented.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the 2015 Operational & Capital Budgets as presented.

ATTACHMENTS:

- 1.) Town of Claresholm Budget Document 2015.

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 24, 2015



Claresholm

Now you're living...

Now you're home

Town of Claresholm

Budget Document

2015

Presented to Council April 27, 2015

Assessment & Taxation

What is Property Assessment?

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

What is Property Tax?

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

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

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

What is School Tax?

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

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

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

Town of Claresholm Mill Rates

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

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

The table below outlines the mill rate trends since 2010.

	2010	2011	2012	2013	2014	2015
Municipal Residential	5.199	5.4334	5.71	6.15	6.5215	6.3300
Municipal Non Residential	10.2104	10.6856	11.22	11.9	12.1000	11.8708
Municipal Vacant Residential & Farmland	11.349	11.9215	12.52	9.0	10.5000	10.5000
Municipal Seniors Self Contained Housing	5.7041	5.4334	5.71	6.15	6.5215	0
Porcupine Hills Lodge – Residential	0.1859	0.2362	0.2557	0.266	0.2715	0.2637
Porcupine Hills Lodge – Non Residential	0.1859	0.2362	0.2557	0.266	0.2715	0.2637
Porcupine Hills Lodge – Vacant Residential & Farmland	0.1859	0.2362	0.2557	0.266	0.2715	0.2637
Porcupine Hills Lodge – Senior Self Contained Housing	0.1859	0.2362	0.2557	0.266	0.2715	0
Education ASFF - Residential	2.2151	2.3483	2.6552	2.6831	2.6463	2.4572
Education ASFF - Non Residential	3.1037	3.3202	3.5036	3.8217	3.6290	3.6269
Education ASFF - Vacant Residential & Farmland	2.2151	2.3483	2.6552	2.6831	2.6463	2.4572

4 Year Summary By Function

Excluding Amortization

OPERATING BUDGET	2012 Actual	2013 Actual	2014 YTD Budget	2014 YTD Actual	2015 Budget
NET REVENUE/(EXPENSE) TAX & REQUISITIONS	3,277,377	3,356,735	3,462,191	3,502,185	3,563,516
NET REVENUE/(EXPENSE) COUNCIL	(60,522)	(66,204)	(108,000)	(97,877)	(111,500)
NET REVENUE/(EXPENSE) GENERAL ADMINISTRATION	(943,704)	(874,351)	(967,495)	(854,969)	(1,292,816)
NET REVENUE/(EXPENSE) FIRE FIGHTING	(38,604)	(59,063)	(162,600)	(154,001)	(162,601)
NET REVENUE/(EXPENSE) BYLAW ENFORCEMENT	(37,117)	29,494	(88,950)	(44,625)	(87,759)
NET REVENUE/(EXPENSE) EQUIPMENT POOL	(525,105)	(459,558)	(496,950)	(412,976)	(466,802)
NET REVENUE/(EXPENSE) ROADS & STREETS	(326,454)	(360,226)	(409,950)	(398,285)	(395,471)
NET REVENUE/(EXPENSE) AIRPORT	(3,079)	(1,886)	(8,400)	4,626	(7,859)
NET REVENUE/(EXPENSE) STORM SEWER	(172,930)	(86,905)	(110,000)	(158,599)	(107,739)
NET REVENUE/(EXPENSE) WATER SERVICE	(120,951)	(36,916)	27,925	133,568	75,604
NET REVENUE/(EXPENSE) SEWER SERVICE	171,739	32,200	59,625	145,582	75,081
NET REVENUE/(EXPENSE) GARBAGE COLLECTION	118,796	(110,050)	12,475	80,384	10,446
NET REVENUE/(EXPENSE) RECYCLING	0	0	14,050	23,490	9,376
NET REVENUE/(EXPENSE) FCSS	1,060	17,872	0	10,951	0
NET REVENUE/(EXPENSE) DAYCARE SERVICES	(58,126)	(48,126)	(58,126)	(69,126)	(69,777)
NET REVENUE/(EXPENSE) CEMETERY	1,552	(5,211)	(22,300)	(1,035)	(22,599)
NET REVENUE/(EXPENSE) PHYSICIAN RECRUITMENT	18,886	(12,736)	(0)	(12,907)	0
NET REVENUE/(EXPENSE) AG SERVICES	(10,098)	(10,724)	(12,300)	(5,237)	(12,545)
NET REVENUE/(EXPENSE) PLANNING & DEVELOPMENT	(110,528)	(96,142)	(196,415)	(220,336)	(115,146)
NET REVENUE/(EXPENSE) RECREATION GENERAL	0	0	(17,800)	(17,771)	(40,651)
NET REVENUE/(EXPENSE) ARENA	(121,536)	(131,576)	(132,500)	(95,357)	(108,050)
NET REVENUE/(EXPENSE) SWIMMING POOL	(231,004)	(219,570)	(203,100)	(190,057)	(158,537)
NET REVENUE/(EXPENSE) PARKS	(99,658)	(73,444)	(81,300)	(36,163)	(121,641)
NET REVENUE/(EXPENSE) MUSEUM	(65,619)	(66,153)	(69,610)	(65,617)	(53,921)
NET REVENUE/(EXPENSE) LIBRARY	(177,039)	(182,907)	(186,170)	(186,168)	(191,755)
ANNUAL SURPLUS/DEFICIT OPERATING	487,337	534,555	244,300	879,680	206,855
CAPITAL BUDGET					
CAPITAL REVENUE					2015 Budget
FEDERAL CAPITAL GRANTS (FGTG)					222,402
PROV CAPITAL GRANTS (BMTF)					225,480
PROV CAPITAL GRANTS (MSI)					423,727
FEDERAL BUILDING CANADA FUND (SMALL COMMUNITIES) - MULTI-USE COMMUNITY COMPLEX					811,066
HISTORIC RESOURCES CONSERVATION GRANT					13,450

TRANSFER FROM SUNDRY TRUST					27,052
TRANSFER FROM RESERVES					25,739
TRANSFER FROM RESERVES					235,588
TRUST ACCOUNT TRANSFER - ALBERTA ROAD					106,541
ALBERTA DISASTER RECOVERY PROGRAM					155,000
TOTAL REVENUE CAPITAL					2,246,045
	-	-	-	-	
CAPITAL EXPENSE					
DRP Frog Creek Drainage Corridor Repairs					155,000
49 AVENUE WEST - 2ND TO 3RD STREET ASPHALT					117,000
CAMPGROUND OFFICE					30,000
MULTI-USE COMM BLDG & TOWN HALL					1,216,600
SKYLINE STORM WATER LIFT STATION					58,000
HARVEST SQUARE SANITARY SEWER LIFT STATION					514,400
MUSEUM STORM WINDOWS					14,500
MUSEUM FURNACES					12,400
GARBAGE TRUCK REPLACEMENT					225,000
ALBERTA ROAD REPAIR					110,000
TOTAL EXPENSES CAPITAL					2,452,900
	-	-	-	-	
NET COSTS CAPITAL					(206,855)
	-	-	-	-	
ANNUAL SURPLUS/(DEFICIT)					- 0

DEPARTMENT
OPERATING
BUDGETS

COUNCIL

The Council budget deals with all costs associated and incurred by Municipal Council including per diems, fees for meetings and conferences, travel reimbursements and professional development. Members of Council sit on various internal and external boards and committees and are compensated according to Bylaw #1589. The following table outlines the Council remuneration fees for 2015.

	2015 Remuneration Fees
Mayor – Annual	\$8,000/year
Councillors– Annual	\$5,600/year
Council Meetings	\$140/meeting attended
Per Diem Half Day or Evening (4 - 6 hours)	\$115/meeting
Per Diem Full Day (6 hours or more)	\$230/meeting
Per Diem Less Than 4 Hours	\$23/hour
Mileage	As per CRA rates
Meals and accommodation at cost	Upon submission of valid receipts

Council/Legislative Summary Operating Budget

COUNCIL	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
MEETINGS AND PER DIEMS	59,408	64,933	89,500	89,002	91,500
TRAVEL & CONVENTIONS	1,114	1,271	11,500	8,875	13,000
EDUCATION	0	0	7,000	0	7,000
TOTAL COUNCIL	60,522	66,204	108,000	97,877	111,500
NET REVENUE/(EXPENSE) COUNCIL	(60,522)	(66,204)	(108,000)	(97,877)	(111,500)

Variance Highlights

- Increased Council fees per diem meetings by \$2,000 based on actuals
- Increased travel expenses by \$1,500 based on actuals

MUNICIPAL GENERAL REVENUE AND REQUISITIONS

General Revenue is generated from Municipal Property Taxes and Grants In Lieu. Grants In Lieu are paid for property which is owned by the Provincial and Federal Governments. The **grant** is equal to the taxes that would have been paid if the property was not exempt from taxation. The *Municipal Government Act* defines "requisition" as any part of the amount required to be paid into the Alberta School Foundation Fund that is raised by imposing a tax rate, and any amount to be paid to a management body referred to in the *Alberta Housing Act*. The Town of Claresholm pays requisitions to the Alberta School Foundation Fund and the Porcupine Hills Lodge Foundation. This budget also includes the ATCO Gas Franchise Agreement in the amount of \$98,705 and the Fortis Franchise Agreement in the amount of \$44,000.

Gen Revenue and Requisition Summary Operating Budget

REVENUE TAXES AND GRANTS IN LIEU	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
TAXES	4,116,268	4,227,670	4,195,918	4,272,863	3,067,580
EDUCATION TAXES	0	0	0	0	1,086,912
FEDERAL GRANTS IN LIEU	6,990	6,774	6,840	0	6,840
PROVINCIAL GRANTS IN LIEU	85,830	83,633	79,946	0	36,581
TOTAL REVENUE TAXES AND GRANTS IN LIEU	4,209,088	4,318,077	4,282,704	4,272,863	4,197,913
REVENUE GENERAL MUNICIPAL					
REVENUE GENERAL MUNICIPAL	372,868	356,090	417,175	467,010	560,341
TOTAL REVENUE GENERAL MUNICIPAL	372,868	356,090	417,175	467,010	560,341
EXPENSE REQUISITIONS					
HOME FOR AGED-POR. HILLS LODGE	109,830	112,070	109,350	109,350	107,826
SCHOOL FOUNDATION PROGRAM - RES & FARMLAND	1,194,748	1,205,361	1,128,338	1,128,338	832,287
SCHOOL FOUNDATION PROGRAM - NON RES	0	0	0	0	254,625
TOTALEXPENSE REQUISITIONS	1,304,578	1,317,431	1,237,688	1,237,688	1,194,738
NET REVENUE/(EXPENSE) TAX & REQUISITIONS	3,277,377	3,356,735	3,462,191	3,502,185	3,563,516

Variance Highlights

- Distributed tax revenue and expenses between municipal and education to clearly outline the tax sources
- Reduced the Provincial Grants In Lieu by \$43,365 due to the provincial budget announcement of removal of Grants In Lieu for Seniors Housing Units.
- Increase in MSI Operating grant of \$80,836 for 2015 and an additional \$31,387 MSI Operating to be transferred from previous years (currently held in Sundry Trust)
- Reduced penalties on taxes by \$32,000 due to tax waiver on Harvest Square property
- Added \$22,500 for Porcupine Hills Early Childhood Coalition Grant the Town is managing on their behalf
- Included \$38,598 from landfill closure reserve to cover cost of north landfill testing
- Included \$8,000 from airport reserve to cover cost of airport clean up

ADMINISTRATION

The Administration budget includes finance, taxation, reception, utilities, communication, human resources and general administrative costs.

Administration Summary Operating Budget

EXPENSES GENERAL ADMINISTRATION	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
WAGES & BENEFITS	381,313	400,639	396,800	349,851	508,380
CONSULTANT FEES	20,789	11,327	15,000	45,056	30,000
OFFICE SUPPLIES, UTILITIES, INSURANCE ETC.	274,922	272,880	294,845	255,978	286,100
ASSESSOR	44,842	47,068	49,450	49,552	51,500
AUDITOR	19,950	17,225	17,500	20,100	27,000
LEGAL	6,899	6,791	8,000	15,744	15,000
MUNICIPAL GRANTS	78,989	32,509	70,000	39,098	82,000
CELEBRATIONS	16,450	14,371	17,000	17,652	20,000
ECONOMIC DEVELOPMENT	46,742	22,772	50,000	23,663	50,000
PORCUPINE HILLS EARLY CHILDHOOD	0	0	0	0	22,500
TAX LEVY CANCELLATIONS & DISCOUNTS	32,858	33,921	16,000	6,793	11,000
PUBLIC RELATIONS	6,802	3,112	3,000	3,248	5,000
STAFF DEVELOPMENT & TRAINING	6,460	5,639	6,000	4,569	6,000
IT CONTRACTED SERVICE	0	0	17,700	17,700	18,710
TAXI SUBSIDY	6,688	6,098	6,200	5,964	6,200
TRANSFER TO RESERVES					153,426
TOTAL EXPENSES GENERAL ADMINISTRATION	943,704	874,351	967,495	854,969	1,292,816
NET REVENUE/(EXPENSE) GENERAL ADMINISTRATION	(943,704)	(874,351)	(967,495)	(854,969)	(1,292,816)

Variance Highlights

- Wages & Benefits increased due to reallocation in new Organizational Structure
- Increased management consulting fees by \$10,000 for HR consulting and software
- Reduced association fees by \$3,100 based on 3 year average
- Assessor fee increased by \$1.00 per property effective August 1st
- Increased auditor fee by \$9,500 to include a 4% adjustment plus extra work for 2014 audit completed in 2015
- Increased legal expenses by \$7,000
- Insurance reduced by \$15,000 due to actuals but leaving room for elementary school when acquired
- Added new account for elementary school utilities in the amount of \$15,900
- Increased office supplies by \$3,000 for accounts payable module for software system upgrade
- Utility costs reduced by \$7,000 due to new contract with AMSC
- Grants increased by \$12,000 for insurance reimbursements for non-profit organizations
- Celebrations increased by \$2,000 for additional activities for July 1st
- Tax cancellations reduced by \$5,000 as per tax agreement list
- Added Porcupine Hills Early Childhood Coalition grant expense of \$22,500
- Transfer \$153,426 to reserves

FIRE

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

Fire Summary Operating Budget

REVENUE FIRE FIGHTING	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
MD CONTRIBUTION	28,886	12,744	10,000	0	10,000
NON GOV'T CONTRIBUTION	9,694	6,200	6,000	20,800	6,000
TRAINING GRANTS	0	0	8,000	0	0
TOTAL REVENUE FIRE FIGHTING	38,580	18,944	24,000	20,800	16,000
EXPENSES FIRE FIGHTING					
WAGES & BENEFITS	29,438	36,666	128,100	138,770	117,681
EQUIPMENT, FUEL, ETC	17,140	5,494	19,500	9,224	22,150
TRAINING	9,287	17,409	18,500	7,988	18,770
OFFICE EXPENSES, UTILITIES, MISCELLANEOUS, ETC	21,320	18,437	20,500	18,819	20,000
TOTAL EXPENSES FIRE FIGHTING	77,184	78,006	186,600	174,801	178,601
NET REVENUE/(EXPENSE) FIRE FIGHTING	(38,604)	(59,063)	(162,600)	(154,001)	(162,601)

Variance Highlights

- Reduced training grant revenue by \$8,000 as the grant was not received in 2014 and is no longer available
- Reduced PPE by \$2,000 based on needs
- Increased fire equipment by \$5,000 for SCBA bottles, rescue ropes and chainsaw
- Increase of 1.5% for volunteer fire fighters

BYLAW ENFORCEMENT

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

Bylaw Enforcement Summary Operating Budget

REVENUE BYLAW ENFORCEMENT	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
PROVINCIAL FINES COLLECTED	9,216	18,761	12,000	25,595	15,000
LICENSES & FEES	5,360	5,148	15,250	58,143	15,250
MUNICIPAL FINES	26,893	85,187	17,500	34,094	17,500
TOTAL REVENUE BYLAW ENFORCEMENT	41,469	109,095	44,750	117,831	47,750
EXPENSES BYLAW ENFORCEMENT					
WAGES & BENEFITS	42,962	41,523	74,100	65,559	75,909
ANIMAL SERVICES	30,292	30,278	31,000	30,693	31,000
LEGAL	343	1,738	2,000	2,000	2,000
SUPPLIES, ETC	4,059	5,317	25,400	64,204	25,400
TRAINING	929	745	1,200	0	1,200
TOTAL EXPENSES BYLAW ENFORCEMENT	78,586	79,601	133,700	162,456	135,509
NET REVENUE/(EXPENSE) BYLAW ENFORCEMENT	(37,117)	29,494	(88,950)	(44,625)	(87,759)

Variance Highlights

- No variance highlights

ROADS, STREETS, WALKS & LIGHTS

The Roads, Streets, Walks and Lights budget is focused mainly on Public Works activities. This department is responsible for road maintenance including plowing, sanding, street sweeping, curb repairs, infrastructure maintenance, etc. This budget also includes the cost for street lighting.

Roads, Streets, Walks & Lights Summary Operating Budget

REVENUE EQUIPMENT POOL	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
TRANSFERS BETWEEN DEPARTMENTS & RENTALS	71,935	75,590	72,000	70,300	72,000
TOTAL REVENUE EQUIPMENT POOL	71,935	75,590	72,000	70,300	72,000
EXPENSES EQUIPMENT POOL					
WAGES & BENEFITS	204,451	169,367	188,450	157,410	171,802
GENERAL EQUIPMENT EXPENSE	392,589	365,781	380,500	325,866	367,000
TOTAL EXPENSES EQUIPMENT POOL	597,040	535,148	568,950	483,276	538,802
NET REVENUE/(EXPENSE) EQUIPMENT POOL	(525,105)	(459,558)	(496,950)	(412,976)	(466,802)

REVENUE ROADS & STREETS	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
LOCAL IMPROVEMENT CHARGES	64,698	61,168	61,000	60,431	53,986
OTHER	0	0	0	660	0
DEVELOPER CONTRIBUTIONS	0	0	0	0	0
TOTAL REVENUE ROADS & STREETS	64,698	61,168	61,000	61,091	53,986
EXPENSES ROADS & STREETS					
WAGES & BENEFITS	100,125	139,411	158,950	147,318	157,457
ENGINEERING	1,296	1,008	2,000	930	2,000
STREET LIGHTS	157,194	179,533	180,000	162,387	170,000
MATERIALS, ETC.	132,537	101,442	130,000	148,743	120,000
TOTAL EXPENSES ROADS & STREETS	391,151	421,394	470,950	459,377	449,457
NET REVENUE/(EXPENSE) ROADS & STREETS	(326,454)	(360,226)	(409,950)	(398,285)	(395,471)

Variance Highlights

- Reduced yard & building maintenance by \$10,000 based on 3 year average
- Reduced yard & building contracted services by \$5,000 based on 3 year average
- Increased shop utilities by \$2,000 based on actuals
- Reduced street lighting by \$10,000 due to savings from new contract with AMSC
- Reduced traffic control by \$10,000 as major sign replacement is now complete

AIRPORT

The Town of Claresholm owns the municipal airport. The Public Works Superintendent oversees the operation of the airport and submits the annual budget for Council consideration.

Airport Summary Operating Budget

REVENUE AIRPORT SERVICES	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
FACILITY RENTAL	10,000	9,000	5,000	13,000	10,000
LOCAL GOVERNMENT GRANTS	800	1,000	1,000	4,000	1,000
TOTAL REVENUE AIRPORT SERVICES	10,800	10,000	6,000	17,000	11,000
EXPENSES AIRPORT SERVICES					
WAGES & BENEFITS	3,735	1,844	3,900	2,701	3,809
MATERIALS, UTILITIES, INSURANCE, ETC.	10,144	10,043	10,500	9,673	15,050
TOTAL EXPENSES AIRPORT SERVICES	13,879	11,886	14,400	12,374	18,859
NET REVENUE/(EXPENSE) AIRPORT	(3,079)	(1,886)	(8,400)	4,626	(7,859)

Variance Highlights

- Increased airport rental by \$5,000 based on actuals
- Increased materials by \$4,350 for clean up at the airport

WATER SUPPLY & DISTRIBUTION

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

Water Supply & Distribution Summary Operating Budget

REVENUE WATER SERVICES	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
LOCAL IMPROVEMENT CHARGES	0	0	0	0	0
WATER SALES	906,387	988,034	982,500	1,030,464	1,009,500
PROVINCIAL GRANTS	0	0	0	0	0
DEVELOPER CONTRIBUTIONS	0	0	0	0	0
TOTAL REVENUE WATER SERVICES	906,387	988,034	982,500	1,030,464	1,009,500
EXPENSES WATER SERVICE					
WAGES & BENEFITS	337,296	327,068	269,100	233,379	269,183
TRAINING	1,193	2,604	3,000	872	3,000
OFFICE EXPENSE, UTILITIES, ETC.	19,843	12,560	15,500	10,956	13,600
ENGINEERING & LEGAL	10,678	32,691	5,000	7,200	5,000
CHEMICAL	110,020	99,617	110,000	92,052	100,000
MAINTENANCE & MATERIALS	285,567	292,661	299,200	299,703	295,900
DEBENTURE INTEREST	194,866	189,875	184,900	184,859	179,338
INTERDEPARTMENTAL CHARGES	67,875	67,875	67,875	67,875	67,875
TOTAL EXPENSES WATER SERVICE	1,027,339	1,024,950	954,575	896,896	933,896
NET REVENUE/(EXPENSE) WATER SERVICE	(120,951)	(36,916)	27,925	133,568	75,604

Variance Highlights

- Increased revenue by \$30,000 based on actuals
- Increased rural owned land by \$3,000 for maintenance of land where water line runs through the MD
- Reduced chemicals by \$10,000 due to average costs
- Increased highway pump station materials by \$2,000 due to additional maintenance on back up motor
- Increased airport system maintenance by \$1,000 based on 3 year average
- Increased maintenance by \$16,000 based on 3 year average
- Utilities decreased \$25,300 due to new contract with AMSC

WASTEWATER TREATMENT & DISPOSAL

The Wastewater Treatment & Disposal budget deals with all functions related to the collection, treatment and disposal of wastewater. This system functions in accordance with the standards set out by Alberta Environment. This budget also includes those costs related to Stormwater Collection.

Wastewater Treatment & Disposal Summary Operating Budget

REVENUE STORM SEWER & DRAINAGE	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
LOCAL IMPROVEMENT CHARGES	6,140	6,140	13,000	13,180	13,005
OTHER	0	0	0	0	0
TOTAL REVENUE STORM SEWER & DRAINAGE	6,140	6,140	13,000	13,180	13,005
EXPENSES STORM SEWER & DRAINAGE					
WAGES & BENEFITS	29,965	9,179	34,500	20,304	28,244
CONTRACTED SERVICES	119,867	83,866	80,000	72,013	80,000
MATERIALS & UTILITIES	15,300	0	3,500	1,528	3,500
ENGINEERING	13,939	0	5,000	4,243	5,000
OVERLAND FLOODING	0	0	0	73,690	4,000
TOTAL EXPENSES STORM SEWER & DRAINAGE	179,070	93,046	123,000	171,779	120,744
NET REVENUE/(EXPENSE) STORM SEWER	(172,930)	(86,905)	(110,000)	(158,599)	(107,739)

REVENUE SEWER SERVICES	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
LOCAL IMPROVEMENT CHARGES	0	4,110	4,100	4,111	3,822
SERVICE FEES	299,264	201,666	292,000	286,262	292,000
OTHER	0	0	0	0	0
DEVELOPER CONTRIBUTIONS	0	0	0	0	0
TOTAL REVENUE SEWER SERVICES	299,264	205,777	296,100	290,373	295,822
EXPENSES SEWER SERVICES					

WAGES & BENEFITS	27,897	63,672	87,500	55,803	91,191
CONTRACTED SERVICES	7,462	20,098	20,000	1,240	33,000
MATERIALS, UTILITIES, ETC	21,839	22,080	63,100	21,934	33,600
DEBENTURE INTEREST	42,052	39,452	37,600	37,539	34,675
INTERDEPARTMENTAL TRANSFERS	28,275	28,275	28,275	28,275	28,275
TOTAL EXPENSES SEWER SERVICES	127,525	173,577	236,475	144,791	220,741
NET REVENUE/(EXPENSE) SEWER SERVICE	171,739	32,200	59,625	145,582	75,081

Variance Highlights

- Increased by \$4,000 for Quik Response Sand-free Sandbags
- Sewer lagoon power reduced by \$12,000 due to new contract with AMSC
- Increased sewer maintenance contracted services by \$13,000 to inspect 10% of the system
- Increased sewer lagoon maintenance by \$4,000 for crane certification & backup generator load testing and annual maintenance

WASTE MANAGEMENT

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

Waste Management Summary Operating Budget

REVENUE GARBAGE COLLECTION	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
GARBAGE SERVICE FES	427,892	217,332	406,000	412,219	406,000
TOTAL REVENUE GARBAGE COLLECTION	427,892	217,332	406,000	412,219	406,000
EXPENSES GARBAGE COLLECTION					
WAGES & BENEFITS	134,320	133,573	139,800	129,502	150,403
LANDFILL FEES	98,945	116,085	127,800	117,644	115,000
LANDFILL CONTRACT	26,606	26,607	27,200	27,133	28,486
LANDFILL CLOSURE	3,500	2,859	43,000	4,402	45,940
MATERIALS, ETC	0	2,532	10,000	7,429	10,000
INTERDEPARTMENTAL TRANSFEERS	45,725	45,725	45,725	45,725	45,725
TOTAL EXPENSES GARBAGE COLLECTION	309,096	327,381	393,525	331,835	395,554
NET REVENUE/(EXPENSE) GARBAGE COLLECTION	118,796	(110,050)	12,475	80,384	10,446

REVENUE RECYCLING	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
RECYCLING SERVICE FEES	0	0	145,000	149,990	145,000
COMMODITY REVENUE	0	0	0	9,334	5,000
OTHER	0	0	5,000	0	5,000
TOTAL REVENUE RECYCLING	0	0	150,000	159,323	155,000
EXPENSES RECYLCING					
WAGES & BENEFITS	0	0	113,700	113,961	120,924
SHIPPING COSTS	0	0	8,300	6,120	8,300
SUPPLIES, UTILITIES, MATERIALS, ETC.	0	0	13,950	15,753	16,400
TOTAL EXPENSES RECYCLING	0	0	135,950	135,834	145,624
NET REVENUE/(EXPENSE) RECYCLING	0	0	14,050	23,490	9,376

Variance Highlights

- Landfill tipping fees reduced by \$12,800 due to Wednesday delivery cancelled and reduction in tonnage
- Included \$42,440 for cost of north landfill testing
- Recycling supplies increased by \$2,200

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

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

FCSS Summary Operating Budget

REVENUE FCSS	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
PROVINCIAL FUNDING	87,178	87,695	87,695	87,695	87,695
TOWN OF CLARESHOLM	31,924	21,924	31,924	31,924	31,575
MD OF WILLOW CREEK	39,269	39,269	39,270	39,269	39,270
COMMUNITY CHOOSE WELL	930	2,700	0	0	0
MISCELLANEOUS	7,781	1,151	800	202	100
ALBERTA HEALTH SERVICES	26,771	26,055	26,055	26,707	26,707
FEES FOR PROGRAMMING	12,569	217	0	229	0
GRANTS OTHER	0	0	0	1,080	0
CFSA FUNDING	32,431	33,855	35,284	34,247	35,352
NEW HORIZONS GRANT	0	0	0	12,350	0
TOTAL REVENUE FCSS	238,853	212,867	221,028	233,703	220,699
EXPENSES FCSS GENERAL					
WAGES & BENEFITS	71,202	48,158	58,850	59,976	59,724
PROFESSIONAL DEVELOPMENT	429	1,502	3,350	3,299	3,350
OFFICE EXPENSES, RENT, UTILITIES, ETC.	24,918	32,640	32,378	29,284	33,363
ACCOUNTING & LEGAL	3,500	3,500	3,500	2,500	3,000
INTERDEPARTMENTAL TRANSFER	6,183	6,948	7,000	7,000	3,485
TOTAL EXPENSES FCSS GENERAL	106,232	92,748	105,078	102,059	102,922
EXPENSES FCSS OUTREACH PROGRAM					
WAGES & BENEFITS	42,529	33,585	46,000	46,458	46,550
OFFICE, ADVERTISING, ETC.	1,464	885	1,800	1,872	1,650

PROGRAMMING	930	2,700	0	0	0
TOTAL EXPENSES FCSS OUTREACH PROGRAM	44,923	37,170	47,800	48,330	48,200
EXPENSES FCSS YOUTH PROGRAMS					
WAGES & BENEFITS	30,364	3,994	0	0	0
OFFICE, ADVERTISING, ETC.	3,179	48	0	0	0
PROGRAMMING	0	0	0	0	266
TOTAL EXPENSES FCSS YOUTH PROGRAMS	33,543	4,042	0	0	266
EXPENSES OTHER FCSS PROGRAMMING					
WAGES & BENEFITS	0	0	0	0	0
OFFICE, ADVERTISING, ETC.	1,418	619	700	270	700
PROGRAMMING	0	0	0	0	1,000
TOTAL EXPENSES OTHER FCSS PROGRAMMING	1,418	619	700	270	1,700
EXPENSES FCSS PROGRAM GRANTS					
COMMUNITY GRANTS EXPENSE	17,609	24,200	24,200	21,500	26,200
TOTAL EXPENSES FCSS PROGRAM GRANTS	17,609	24,200	24,200	21,500	26,200
EXPENSES FCSS NEW HORIZONS					
WAGES & BENEFITS	0	0	800	3,157	0
OFFICE, ADVERTISING, ETC.	0	0	0	4,381	0
TOTAL EXPENSES FCSS NEW HORIZONS	0	0	800	7,538	0
EXPENSES FCSS UNITED WAY					
WAGES & BENEFITS	0	0	0	0	0
OFFICE, ADVERTISING, ETC	0	0	700	6,738	0
TOTAL EXPENSES FCSS UNITED WAY	0	0	700	6,738	0
EXPENSES FCSS RESOURCE CENTER					
WAGES & BENEFITS	33,595	36,047	41,000	36,090	40,860
PROFESSIONAL DEVELOPMENT	0	0	150	150	150
OFFICE, ADVERTISING, ETC.	473	169	600	75	400
TOTAL EXPENSES FCSS RESOURCE CENTER	34,068	36,216	41,750	36,315	41,410
NET REVENUE/(EXPENSE) FCSS	1,060	17,872	0	10,951	(0)

Variance Highlights

- Increased janitorial by \$400 to include new janitorial services
- Decreased telephone and utilities by \$1,000 to reflect 2014 actuals
- Increased travel & meals to reflect use of Durango
 - Decreased administration general expense by \$3,515 to reflect Durango costs and reduction in administration for payroll and accounts payable

DAY CARE

The Day Care program is run by a non-profit board who receives a portion of their funding from the Town of Claresholm. This budget also includes the Town's contribution to the FCSS program.

Day Care Summary Operating Budget

EXPENSES DAYCARE SERVICES	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
CONTRIBUTION TO FCSS	31,924	21,924	31,924	31,924	31,575
CONTRIBUTION TO DAYCARE	26,202	26,202	26,202	37,202	38,202
TOTAL EXPENSES DAYCARE SERVICES	58,126	48,126	58,126	69,126	69,777
NET REVENUE/(EXPENSE) DAYCARE SERVICES	(58,126)	(48,126)	(58,126)	(69,126)	(69,777)

Variance Highlights

- Additional \$12,000 in Daycare grant as per request by delegation to Council March 23/15

CEMETERY

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

Cemetery Summary Operating Budget

REVENUE CEMETERY	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
FEES	15,025	16,210	15,000	20,870	15,000
LOCAL GOVERNMENT GRANTS	2,000	3,000	3,000	0	3,000
TOTAL REVENUE CEMETERY	17,025	19,210	18,000	20,870	18,000
EXPENSES CEMETERY					
WAGES & BENEFITS	15,314	24,409	36,800	19,265	37,099
MATERIALS	158	12	1,000	140	1,000
INTERDEPARTMENTAL TRANSFER	0	0	2,500	2,500	2,500
TOTAL EXPENSES CEMETERY	15,473	24,421	40,300	21,905	40,599
NET REVENUE/(EXPENSE) CEMETERY	1,552	(5,211)	(22,300)	(1,035)	(22,599)

Variance Highlights

- No major variances to report

PHYSICIAN RECRUITMENT

The Physician Recruitment program is designed to provide incentives to recruit and retain Physicians in the community.

Physician Recruitment Summary Operating Budget

REVENUE PHYSICIAN RECRUITMENT	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
TOWN OF CLARESHOLM	30,000	0	30,000	0	30,000
MD OF WILLOW CREEK	20,000	0	20,000	0	0
TOWN OF STAVELY	2,500	0	2,500	0	0
TOWN OF GRANUM	2,000	0	2,000	0	0
GRANTS	0	0	0	0	0
TOTAL REVENUE PHYSICIAN RECRUITMENT	54,500	0	54,500	0	30,000
EXPENSES PHYSICIAN RECRUITMENT					
HOUSING COSTS	22,500	0	0	0	0
CLINIC TAX RELIEF	12,175	12,276	13,000	12,449	0
DISCRETIONARY EXPENSES	940	460	41,500	458	30,000
TOTAL EXPENSES PHYSICIAN RECRUITMENT	35,614	12,736	54,500	12,907	30,000
NET REVENUE/(EXPENSE) PHYSICIAN RECRUITMENT	18,886	(12,736)	(0)	(12,907)	0

Variance Highlights

- Removed revenue from MD of Willow Creek, Town of Stavely & Town of Granum
- Removed Clinic Tax Relief as per committee recommendation and funding allocated to discretionary expenses

OTHER PUBLIC HEALTH & WELFARE

The majority of the allocation within the Other Public Health & Welfare budget deals with weed and pest control. The Parks department has trained staff members who provide weed control within the parks.

Other Public Health & Welfare Summary Operating Budget

EXPENSES AG SERVICES	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
WAGES & BENEFITS	3,303	4,796	3,800	2,485	4,045
CHEMICALS & MATERIALS	6,794	5,928	8,500	2,752	8,500
TOTAL EXPENSES AG SERVICES	10,098	10,724	12,300	5,237	12,545
NET REVENUE/(EXPENSE) AG SERVICES	(10,098)	(10,724)	(12,300)	(5,237)	(12,545)

Variance Highlights

- No major variances to report

LAND PLANNING & DEVELOPMENT

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

Land Planning & Development Summary Operating Budget

REVENUE PLANNING & DEVELOPMENT	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
LICENSES	0	0	31,500	29,695	31,500
PERMITS	27,490	17,481	27,000	10,873	13,000
PLANNING & DEVELOPMENT FEES	5,023	4,585	6,500	3,957	5,000
TOTAL REVENUE PLANNING & DEVELOPMENT	32,513	22,066	65,000	44,526	49,500
EXPENSES PLANNING & DEVELOPMENT					
ORRSC MEMBERSHIP	0	0	51,500	50,770	53,100
WAGES & BENEFITS	100,498	111,878	174,115	178,195	78,746
LEGAL, PROFESSIONAL SERVICES, ETC.	24,433	4,733	20,800	25,625	20,800
OFFICE, MISCELLANEOUS	18,110	1,598	15,000	10,272	12,000
TOTAL EXPENSES PLANNING & DEVELOPMENT	143,041	118,208	261,415	264,862	164,646
NET REVENUE/(EXPENSE) PLANNING & DEVELOPMENT	(110,528)	(96,142)	(196,415)	(220,336)	(115,146)

Variance Highlights

- Reduced Building Permits by \$10,000 due to actuals
- Reduced Development Permits by \$4,000 due to actuals
- Wages & Benefits decreased due to reallocation in new Organizational Structure
- Increased Planning Fund by \$1,600 to reflect increase cost from ORRSC

PARKS & RECREATION

The Parks & Recreation budget deals with all activities related to recreation within the community with oversight from the Town. This includes activities related to park use, ice center use, the swimming pool and other recreation programming. The Willow Creek Agricultural Society oversees the operations of the Agriplex and the Golf Course board operates the golf course.

Operating Budget

REVENUE RECREATION GENERAL	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
LOCAL GOVERNMENT GRANTS	50,000	50,000	50,000	50,000	25,000
TOTAL REVENUE RECREATION GENERAL	50,000	50,000	50,000	50,000	25,000
EXPENSES RECREATION GENERAL					
GOLF COURSE MANAGEMENT	50,000	50,000	50,000	50,000	50,000
DEBENTURE INTEREST	0	0	17,800	17,771	15,651
SUMMER GAMES	0	0	0	0	0
TOTAL EXPENSES RECREATION GENERAL	50,000	50,000	67,800	67,771	65,651
NET REVENUE/(EXPENSE) RECREATION GENERAL	0	0	(17,800)	(17,771)	(40,651)

REVENUE PARKS	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
RENTALS	0	0	0	0	0
CAMPGROUND FEES	37,334	38,557	38,000	55,189	38,000
OTHER	0	0	0	0	0
TOTAL REVENUE PARKS	37,334	38,557	38,000	55,189	38,000
EXPENSES PARKS					
WAGES & BENEFITS	99,147	84,132	86,300	65,066	124,641
MATERIALS & UTILITIES	37,845	27,869	33,000	26,285	35,000
TOTAL EXPENSES PARKS	136,992	112,001	119,300	91,351	159,641
NET REVENUE/(EXPENSE) PARKS	(99,658)	(73,444)	(81,300)	(36,163)	(121,641)

Variance Highlights

- Reduced MD of Willow Creek grant by \$25,000 as per notice from MD
- 2014 actuals higher than budget but there were a significant amount of crews staying for the summer
- Wages & Benefits increased due to reallocation in new Organizational Structure
- Added Summer Games account to track “in kind” costs – no budget associated

Ice Center Summary Operating Budget

REVENUE ARENA	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
MINOR HOCKEY	30,616	30,065	30,000	28,836	30,000
FIGURE SKATING	15,917	17,070	15,000	10,316	15,000
RENTALS	20,729	18,853	16,500	18,801	16,500
MISCELLANEOUS	2,950	3,250	2,500	4,715	2,500
TOTAL REVENUE ARENA	70,212	69,239	64,000	62,668	64,000
EXPENSES ARENA					
WAGES & BENEFITS	86,317	89,758	84,500	77,112	76,550
MATERIALS, UTILITIES, ETC.	105,431	111,057	112,000	80,912	95,500
TOTAL EXPENSES ARENA	191,748	200,814	196,500	158,024	172,050
NET REVENUE/(EXPENSE) ARENA	(121,536)	(131,576)	(132,500)	(95,357)	(108,050)

Variance Highlights

- Increased arena materials by \$2,500 for arena flooring
- Reduced arena utilities by \$24,000 due to new contract with AMSC

Pool Summary Operating Budget

REVENUE SWIMMING POOL	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
LESSONS	40,128	45,715	40,000	48,471	44,000
GATE ADMISSION	35,365	36,246	33,000	38,498	40,000
RENAL	15,272	14,980	15,000	16,484	17,000
OTHER FUNDING	0	6,200	0	0	0
TOTAL REVENUE SWIMMING POOL	90,764	103,140	88,000	103,453	101,000
EXPENSES SWIMMING POOL					
WAGES & BENEFITS	289,883	300,168	265,500	273,582	233,437
TRAINING	4,136	575	4,000	487	4,000
OFFICE EXPENSES, MATERIALS, ETC.	24,841	21,305	21,600	19,441	22,100
DEBENTURE INTEREST	2,909	661	0	0	0
TOTAL EXPENSES SWIMMING POOL	321,769	322,710	291,100	293,510	259,537
NET REVENUE/(EXPENSE) SWIMMING POOL	(231,004)	(219,570)	(203,100)	(190,057)	(158,537)

Variance Highlights

- Increased revenues by \$13,000 to reflect actuals along with rate increases
- Wages & Benefits decreased due to reallocation in new Organizational Structure

CULTURE

The Culture budget deals with Library and Museum activities. The local Library Board oversees the activities and budget requests. The Municipality is a member of the Chinook Arch Regional Library system which is a network of independent, cooperating libraries in the southwestern corner of Alberta. Chinook Arch provides training, consulting, IT support and centralized purchasing, cataloguing, processing, and delivery services. The Museum Board oversees the operation of the Museum in cooperation with the administrative staff and provides recommendations to Council on the budget.

Museum and Library Summary Operating Budget

REVENUE MUSEUM	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
SALES	0	0	3,900	2,166	3,900
DONATIONS	(1,298)	2,768	3,160	2,150	3,160
GRANTS	26,328	36,340	57,550	50,171	39,144
OTHER	8,050	20,005	(660)	0	0
TOTAL REVENUE MUSEUM	33,081	59,113	63,950	54,487	46,204
EXPENSES MUSEUM					
WAGES & BENEFITS	79,963	107,405	91,610	96,495	61,675
SUPPLIES & MATERIALS	2,542	5,047	14,085	4,209	14,085
MEMBERSHIPS	0	0	350	200	350
PROGRAMS	0	0	3,815	1,848	3,815
OFFICE EXPENSE & UTILITIES	16,194	12,814	21,200	15,961	17,700
PROFESSIONAL DEVELOPMENT	0	0	2,500	1,391	2,500
TOTAL EXPENSES MUSEUM	98,699	125,266	133,560	120,103	100,125
NET REVENUE/(EXPENSE) MUSEUM	(65,619)	(66,153)	(69,610)	(65,617)	(53,921)

EXPENSES LIBRARY	2012 Actuals	2013 Actuals	2014 Budget	2014 Actuals	2015 Budget
GRANT	152,952	157,540	159,900	159,900	164,697
CHINOOK ARCH	24,087	25,367	26,270	26,268	27,058
TOTAL EXPENSES LIBRARY	177,039	182,907	186,170	186,168	191,755
NET REVENUE/(EXPENSE) LIBRARY	(177,039)	(182,907)	(186,170)	(186,168)	(191,755)

Variance Highlights

- Museum staffing grants reduced by \$4,856 due to actuals
- Reduced Museum utilities by \$3,500 due to new contract with AMSC
- Museum wages & benefits decreased due to reallocation in new Organizational Structure
- Library requisition increased by \$4,797

DEPARTMENT
CAPITAL
BUDGETS

Funding Sources for Capital Projects

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

Basic Municipal Transportation Grant (BMTG)

The **BMTG** provides financial assistance from the provincial government for developing and maintaining transportation infrastructure. The program provides an annual allocation for capital construction and rehabilitation of local transportation infrastructure.

Building Canada Fund – Small Communities (BCF – Small Communities)

The BCF – Small Communities fund is a Provincial-Territorial Infrastructure competitive grant which provides support for projects of national, local or regional significance for projects in municipalities with fewer than 100,000 residents. Projects funded through the BCF – Small Communities must meet the program objectives of economic growth, a clean environment and stronger communities.

Federal Gas Tax Fund (FGT)

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

Municipal Sustainability Initiative (MSI)

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

Alberta Municipal Water/Wastewater Partnership (AMWWP)

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

Alberta Historic Resources Conservation Grant

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

Reserves/Restricted Surplus

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

Sundry Trust

Sundry trust is an account where funds that have been donated or provided to the Town to be held in trust for a specific purpose are retained.

Utility Funded

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

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

Funding Source	2015
Basic Municipal Transportation Grant	\$225,480
Federal Gas Tax Grant	\$222,402
Building Canada Fund – Small Communities	\$811,066
Municipal Sustainability Initiative Grant	\$1,112,250
Alberta Municipal Water/Wastewater Grant	
Alberta Historic Resources Conservation Grant	\$13,450
Sundry Trust	\$27,052
Reserves	\$261,327
Disaster Recovery Program	\$155,000
Tax Funded - Operating Budget Surplus	\$206,855
Other Sources	\$106,541
TOTAL	\$3,141,423

Capital Summary Budget

CAPITAL REVENUE		2015 Budget
FEDERAL CAPITAL GRANTS (FGTG)		222,402
PROV CAPITAL GRANTS (BMTF)		225,480
PROV CAPITAL GRANTS (MSI)		423,727
FEDERAL BUILDING CANADA FUND (SMALL COMMUNITIES) - MULTI-USE COMMUNITY COMPLEX		811,066
HISTORIC RESOURCES CONSERVATION GRANT		13,450
TRANSFER FROM SUNDRY TRUST		27,052
TRANSFER FROM RESERVES		25,739
TRANSFER FROM RESERVES		235,588
TRUST ACCOUNT TRANSFER - ALBERTA ROAD		106,541
ALBERTA DISASTER RECOVERY PROGRAM		155,000
TOTAL REVENUE CAPITAL		2,246,045
CAPITAL EXPENSE		
DRP Frog Creek Drainage Corridor Repairs		155,000
49 AVENUE WEST - 2ND TO 3RD STREET ASPHALT		117,000
CAMPGROUND OFFICE		30,000
MULTI-USE COMM BLDG & TOWN HALL		1,216,600
SKYLINE STORM WATER LIFT STATION		58,000
HARVEST SQUARE SANITARY SEWER LIFT STATION		514,400
MUSEUM STORM WINDOWS		14,500
MUSEUM FURNACES		12,400
GARBAGE TRUCK REPLACEMENT		225,000
ALBERTA ROAD REPAIR		110,000
TOTAL EXPENSES CAPITAL		2,452,900
NET COSTS CAPITAL		(206,855)

ADMINISTRATION 2015

Capital Project	
Project Name	Multi-Use Community Complex – Phase 1
Project Description	Acquire the surplus school building located at 5318 – 2 nd Street West and renovate to relocate the existing Town Administration, FCSS, Daycare, Playschool and Food Bank services into the facility.
Project Cost	\$1,216,600
Funding Sources	\$811,066 – Building Canada Fund – Small Communities \$235,588 – Transfer from Reserves \$169,946 – Tax Funded
Rationale for need	Safety and lack of accessibility at the current facilities are significant concerns. Engineering studies and testing of the existing facility have proven air quality concerns in relation to asbestos and the need for significant mechanical upgrades. The new facility will offer barrier free access, consolidate all services into one facility and be closer to the downtown core.
Impact on future operating costs	The utility costs for the vacant school building currently costs approximately \$28,800 annually. This would continue until such time as the project was undertaken and relocation completed. It is anticipated that due to the new electrical and mechanical services and by consolidating services into one building, there would a reduction from the current financial operational obligations due to efficiency.
Implications of deferring this project	Employees continue to work in a less than desirable environment. Citizen accessibility is limited. Services continue to be offered at a variety of locations throughout the community.

STORM WATER 2015

Capital Project	
Project Name	Skyline Storm Water Lift Station
Project Description	Replacement of the pump and controls in the lift station located at the corner of 46 th Avenue and Skyline Crescent West. This is a problem area that was identified in the Stormwater Management Plan adopted by Council in 2015 and has been on the planned projects for quite some time. As this was a deficiency from the original development there are funds from the development agreement security held in Sundry Trust in the amount of \$17,052 which can be used to cover a portion of the cost of the project.
Project Cost	\$58,000
Funding Sources	\$40,948 – Federal Gas Tax \$17,052 – Sundry Trust
Rationale for need	The existing system is poorly designed and constructed. There are failures each time the system is required and has been very unreliable.
Impact on future operating costs	The cost to operate the system will not increase but there is potential for savings due to less maintenance and staff time required to operate the upgraded and more reliable system.
Implications of deferring this project	Pump failure in this low spot will result in significant flooding in the area.

Capital Project	
Project Name	DRP Frog Creek Drainage Corridor Repairs
Project Description	Repairs to the Frog Creek Drainage Channel for the damage sustained during the 2014 flood event.
Project Cost	\$155,000
Funding Sources	\$155,000 – Disaster Recovery Program
Rationale for need	The ditch running south of town sustained significant damage during the 2014 flood event. The application for funding was submitted in 2014 to the Disaster Recovery Program. This may be able to enhance the application for funding to the Alberta Community Resiliency Grant for Phase 1 of the Storm Water Management study, but the engineering will need to take place in 2015.
Impact on future operating costs	Reduction in costs for maintenance and major repairs when the system is complete.
Implications of deferring this project	May lose funding through the Disaster Recovery Program if the project does not move forward.

SANITARY SEWER 2015

Capital Project	
Project Name	Harvest Square Sanitary Sewer Lift Station
Project Description	Replacing the existing lift station and connecting the new development to the new infrastructure.
Project Cost	\$514,400
Funding Sources	<p>\$181,454 – Federal Gas Tax</p> <p>\$225,480 – Basic Municipal Transportation Grant</p> <p>\$107,466 – MSI Capital</p>
Rationale for need	The existing 35 year old sewer lift station has surpassed its designed life and has deteriorated inside. The interior work platform was removed years ago for safety and all steel mounts have turned to rust. Concrete walls are crumbling inside and only one of two pumps is currently useable. The control panel is only manually controlled and no monitoring capability is possible to inform the staff when there is a problem. This lift station is required to service the new development.
Impact on future operating costs	No cost increase is expected for operation as the pump sizes have been reduced so should require less power.
Implications of deferring this project	The Harvest Square development could not move forward as the development needs to tie into the new lift station. The current capacity would only allow for a few new connections and could not manage the entire development. Also, failure of this lift station would cause sewer back up in this area.

MUSEUM 2015

Capital Project	
Project Name	Museum Storm Windows
Project Description	Replacement of missing storm windows for the Station House.
Project Cost	\$14,500
Funding Sources	\$7,250 – Alberta Historic Resources Conservation Grant \$7,250 – Tax Funded
Rationale for need	To return this historical building back to its original state.
Impact on future operating costs	The storm windows may save costs in heating during future winter months as heat is currently lost through the existing single pane windows.
Implications of deferring this project	It is becoming more difficult to find someone that can make this type of window. This project has been deferred previously due to lack of funding. In 2015, the Historical Society has applied for an Alberta Historic Resources Conservation Grant to assist with 50% of the cost.

Capital Project	
Project Name	Museum Furnaces
Project Description	Replacement of the existing furnaces in the Station House.
Project Cost	\$12,400
Funding Sources	\$6,200 – Alberta Historic Resources Conservation Grant \$6,200 – Tax Funded
Rationale for need	The existing furnaces are inefficient and are failing quite frequently. Inspectors have recommended replacement with a more energy efficient and reliable system. The current furnaces are approximately 25 – 30 years old.
Impact on future operating costs	A new system will be more efficient and therefore it is anticipated it will be more cost effective.
Implications of deferring this project	Damages to the building due to furnaces failing will result in significant cost for repairs. Due to the historic significance of the building and the artifacts it houses, some of the damage may be irreversible. It was recommended that the furnaces be replaced in 2012, but did not take place due to lack of funding. In 2015, the Historical Society has applied for an Alberta Historic Resources Conservation Grant to assist with 50% of the cost.

GARBAGE CAPITAL 2015

Capital Project	
Project Name	Garbage Truck Replacement
Project Description	Purchase new garbage truck for daily collection
Project Cost	\$225,000
Funding Sources	\$199,261 – MSI Capital \$25,739 – Transfer from Reserves
Rationale for need	The existing truck is wearing out faster than was estimated.
Impact on future operating costs	The current truck will be used as the backup unit for another 10 years. No change forecasted in operations other than lower maintenance costs. The new truck will come with warranty which will keep operating costs lower for the first 3 years.
Implications of deferring this project	The need for two trucks to complete the daily and weekly schedule is imperative to operations. Daily garbage collection cannot be deferred.

ROADS & STREETS 2015

Capital Project	
Project Name	Alberta Road Upgrades
Project Description	Widening and repaving of Alberta road and installation of a fire hydrant.
Project Cost	\$110,000
Funding Sources	\$106,541 – Development Security Trust \$3,459 – Tax Funded
Rationale for need	The original development agreement from 2012 required the developer to pay the cost of installation of the fire hydrant and upgrading of approximately 100 meters of the municipal access road known as Alberta Road. To date, this work has not been done. The increase in traffic has resulted in a fast deterioration of the road surface and due to constant parking problems upgrades are needed.
Impact on future operating costs	Reduction in PW man hours required for maintenance.
Implications of deferring this project	Patching will be required for daily use to continue as is. The further the road deteriorates the more it will cost to repair.

PAVEMENT 2015

Capital Project	
Project Name	49 Avenue West – 2nd Street to 3rd Street Asphalt Overlay
Project Description	Carry forward from 2014 from underground infrastructure project
Project Cost	\$117,000
Funding Sources	\$117,000 – MSI Capital
Rationale for need	Completing the sewer line replacement project with the repaving of this block.
Impact on future operating costs	No extra future costs are anticipated.
Implications of deferring this project	Work has been contracted out with the contract awarded for this project in 2014.

CAMPGROUND 2015

Capital Project	
Project Name	Campground Office
Project Description	To install an office in the current mobile home at Centennial Park.
Project Cost	\$30,000
Funding Sources	\$30,000 – Tax Funded
Rationale for need	Campers must now enter the residence of the campground attendant to register for camping or any other requests. There is no separation between the office and the residence.
Impact on future operating costs	Minimal change in expenses forecasted
Implications of deferring this project	Safety and privacy for the Campground Attendant.

MAJOR PROJECTS TO CONSIDER

These projects are not currently in the budget as the funding has not been identified but should be given consideration.

SIDEWALKS

Capital Project	
Project Name	New Sidewalk Construction
Anticipated Start	
Project Description	New sidewalk to connect fragmented portions along highway #2.
Project Cost	\$280,000
Funding Sources	
Rationale for need	Public safety. The number of people walking on roadways is increasing.
Impact on future operating costs	Maintenance and sweeping will be added to the operations. This extra sweeping will add another hour to the requirements but we do have the time available in our normal operations schedule.
Implications of deferring this project	This is a commonly requested improvement to our infrastructure by the public. With the town encouraging development to the north we must include access for all. Lots of employees walk or bike ride to work in this area.

PAVEMENT

Capital Project	
Project Name	Pavement Overlay
Anticipated Start	
Project Description	Street pavement overlay to damaged roads.
Project Cost	\$360,000
Funding Sources	
Rationale for need	Currently 21 blocks are in need of repaving. The worst blocks will be addressed first. The longer we wait to repair the more costly it will be. Complaints are increasing over conditions drivers face every day.
Impact on future operating costs	No extra costs are anticipated. Less manpower required for maintenance next few years.
Implications of deferring this project	Increasing damage to road surfaces.

STORM WATER

Capital Project	
Project Name	Phase 1 – Storm Water Drainage Improvements
Anticipated Start	2016
Project Description	In 2014, the Town engaged the services of Associated Engineering to complete a Storm Water Management Master Plan. The total projected cost exceeds \$16,000,000. The consultants recommended a Five Year Improvement Program and this is Project 1 of the five year plan. This project involves 3 components, the primary component is the construction of a new storm water wet pond facility at the south end of the town. The second component is the rehabilitation of a major drainage channel along the west boundary of the town, from the north end to the middle south portion of the town. The last component is the rehabilitation of the Frog Creek drainage channel located at the very south end of town.
Project Cost	\$5,310,000
Funding Sources	\$3,540,000 – Building Canada Fund – Small Communities (2016) \$1,593,000 – Alberta Community Resilience Grant (2017) \$ 177,000 – Tax Funded (2017)
Rationale for need	In the recent past, large storm water flows have entered the town causing major flooding of school sites, homes and businesses. The flooding water has caused significant damage to buildings causing health concerns related to storm water and sewage backups.
Impact on future operating costs	As a result of the construction, flooding in the town will be reduced, which in turn will reduce costs associated with dealing with flood issues such as damage to property, additional manpower and additional equipment. The new storm water pond will reduce flows in the downstream channel and will reduce the ongoing costs associated with repairs to damage in the channel. Anticipate a reduction of annual operational and maintenance costs for the drainage channels as the upgrades proposed will improve the operational efficiencies.
Implications of deferring this project	Flood damage will continue to occur during extreme events.

ADMINISTRATION

Capital Project	
Project Name	Multi-Use Community Complex – Phase 2
Anticipated Start	2016
Project Description	Phase 2 of the project to acquire the surplus school building located at 5318 – 2 nd Street West and renovate to relocate the existing Town Administration, FCSS, Daycare, Playschool and Food Bank services into the facility.
Project Cost	\$3,846,400
Funding Sources	\$2,564,266 – Building Canada Fund – Small Communities (2017) \$1,282,134 – Municipally Funded (2017)
Rationale for need	Safety and lack of accessibility at the current facilities are significant concerns. Engineering studies and testing of the existing facility have proven air quality concerns in relation to asbestos and the need for significant mechanical upgrades. The new facility will offer barrier free access, consolidate all services into one facility and be closer to the downtown core.
Impact on future operating costs	The utility costs for the vacant school building currently costs approximately \$28,800 annually. This would continue until such time as the project was undertaken and relocation completed. It is anticipated that due to the new electrical and mechanical services and by consolidating services into one building, there would a reduction from the current financial operational obligations due to efficiency.
Implications of deferring this project	Employees continue to work in a less than desirable environment. Citizen accessibility is limited. Services continue to be offered at a variety of locations throughout the community.

ADMINISTRATION

Capital Project	
Project Name	Town Office Demolition/Asbestos Removal
Anticipated Start	2018
Project Description	Removal of asbestos materials, as required by law. Demolition and cleanup of site.
Project Cost	\$150,000.00
Funding Sources	
Rationale for need	Once the Town Office is located to the new site, the current building will need to be dealt with. Due to the asbestos material and age of the facility, it is recommended the building be demolished.
Impact on future operating costs	Once the property is cleaned up there may be an opportunity to sell the vacant land.
Implications of deferring this project	Continued liability of this property.

MUSEUM

Capital Project	
Project Name	Museum Storage Building
Anticipated Start	2016
Project Description	Build a storage garage on the museum property.
Project Cost	\$60,000
Funding Sources	
Rationale for need	Artifacts and donations, are now stored in rented space at a rate of \$570 per month.
Impact on future operating costs	Would be more cost effective to have the facility on site rather than paying the additional storage lease costs.
Implications of deferring this project	Continue to pay the cost associated with the lease.

MUSEUM

Capital Project	
Project Name	Museum Sandstone Repair
Anticipated Start	2017
Project Description	Repair broken sandstone bricks on Museum exterior.
Project Cost	\$50,000.00
Funding Sources	
Rationale for need	Obligation for the Heritage buildings preservation. If the sandstone continues to deteriorate it will be more difficult to replace.
Impact on future operating costs	No anticipated increase forecasted.
Implications of deferring this project	Possible compounding damage by not repairing, as water damage may continue to erode further.

RECREATION

Capital Project	
Project Name	Arena Ice Surface Floor Replacement
Anticipated Start	2017
Project Description	Ice Arena floor and board replacement
Project Cost	\$860,000.00
Funding Sources	
Rationale for need	Life expectancy out lived by about 10 years. The boards are worn out and the in floor piping system will be 35 yrs. old in 2017. One major leak and the arena will be unusable for the season.
Impact on future operating costs	A newer system will operate more efficient, therefore optimizing energy requirements.
Implications of deferring this project	Failure to provide scheduled winter programs for affected season.

RECREATION

Capital Project	
Project Name	Curling Rink Roof Replacement
Anticipated Start	2017
Project Description	Roof replacement of main building. (ice surface portion)
Project Cost	\$120,000
Funding Sources	
Rationale for need	Roofing material has long out lived its reliable protection of this building.
Impact on future operating costs	No future operating cost increase is anticipated.
Implications of deferring this project	Roof failure and loss of use until repairs are made.

FLEET

Capital Project	
Project Name	Fleet Replacement
Anticipated Start	2016
Project Description	Addition of ½ ton truck to fleet. Unknown department use at this time.
Project Cost	\$25,000
Funding Sources	
Rationale for need	Reliable vehicles are needed in all departments. The department with the most need will be upgraded. To maintain the fleet of 15 vehicles (7 departments) one should be replaced yearly to optimize the repair costs.
Impact on future operating costs	Maintenance and replacement parts costs are forever increasing.
Implications of deferring this project	Fleet becomes older and less reliable and maintenance costs increase.

EQUIPMENT

Capital Project	
Project Name	Sander Replacement
Anticipated Start	2016
Project Description	A new sander to replace existing
Project Cost	\$32,000
Funding Sources	
Rationale for need	Our only existing street sander is rusted and worn out and requires annual repair. This unit was purchased used in 1998.
Impact on future operating costs	Less maintenance will hopefully be required.
Implications of deferring this project	Winter roads will not be sanded as quickly and efficiently.

EMERGENCY PREPAREDNESS

Capital Project	
Project Name	Emergency Generator
Anticipated Start	2016
Project Description	Purchase a portable generator capable of powering up one of our buildings in an emergency
Project Cost	\$44,000
Funding Sources	
Rationale for need	No Town buildings have power in the event of a sustained outage, other than the water plant. Our business will stop without power.
Impact on future operating costs	Unknown
Implications of deferring this project	Un-prepared in the event of a disaster.

WATER

Capital Project	
Project Name	West Water Plant Demolition/Asbestos Removal
Anticipated Start	
Project Description	Asbestos abatement and demolition of the old water plant. Property cleanup.
Project Cost	\$120,000.00
Funding Sources	
Rationale for need	Cleanup of environmental contamination on our property.
Impact on future operating costs	
Implications of deferring this project	Remains a liability.

CAMPGROUND

Capital Project	
Project Name	Campground Office/Trailer Exterior Residing
Anticipated Start	
Project Description	Residing of wooden exterior to maintenance free vinyl.
Project Cost	\$12,000
Funding Sources	
Rationale for need	Wooden exterior has deteriorated, and needs upgrade.
Impact on future operating costs	No future costs are anticipated.
Implications of deferring this project	Rotting wooden panels may need to be replaced and the look of the park environment is affected.

SANITARY SEWER

Capital Project	
Project Name	Sewer main replacement
Anticipated Start	2017
Project Description	Airport to Lagoon portion of Sewer main. Replacing 1900 meters of 525mm concrete sewer main to 900mm plastic.
Project Cost	\$1,140,000.00
Funding Sources	
Rationale for need	To eliminate a bottle neck in our current system. We have two 525mm main lines coming into one 525mm main to the lagoon. The concrete sewer main has been eroded by sewer and pipe wall thickness has been reduced.
Impact on future operating costs	No extra costs are expected after completion.
Implications of deferring this project	This section handles all sanitary sewer for the town. If this system failed it would have a significant negative impact for the entire Town.



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1604**

A bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2015 taxation year.

WHEREAS, the Town of Claresholm has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on April 27, 2015; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Claresholm for 2015 total \$9,676,765; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$5,478,851; and the balance of \$4,197,914 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential & Farmland	\$832,286.63
Non-Residential	\$254,624.57

Porcupine Hills Lodge Foundation (PHL)	
Residential & Non-Residential	\$107,826.01

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

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

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

Residential & Farmland	\$340,828,530
Non –Residential	\$70,205,200
Machinery & Equipment	\$687,700
Total	\$411,721,430

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

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

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$2,104,948	\$332,535,180	6.3300
Vacant Residential & Farmland (VR&F)	\$64,837	\$6,174,920	10.5000
Non-Residential	\$833,392	\$70,205,200	11.8708
Machinery & Equipment	\$0	\$687,700	0.000
	\$3,003,177	\$409,603,000	

ASFF	Tax Levy	Assessment	Mill Rate
Residential & VR & F	\$832,286.63	\$340,828,530	2.4420
Non-Residential	\$254,624.57	\$70,205,200	3.6269
Total Education Requisition	\$1,086,911.20	\$411,033,730	
PHL	Tax Levy	Assessment	Tax Rate
Residential, Non-Residential VR & F	\$107,826.01	\$408,915,300	0.2637

MILL RATES BY CLASSIFICATION

	RESIDENTIAL	NON-RESIDENTIAL	VACANT RESIDENTIAL & FARMLAND
EDUCATION - ASFF	2.4572%	3.6269%	2.4572%
PORCUPINE HILLS LODGE REQUISITION	0.2637%	0.2637%	0.2637%
MUNICIPAL	6.3300%	11.8708%	10.5000%
TOTAL MILL RATE	9.0509%	15.7614%	13.2209%

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

READ a first time in Council this day of 2015 A.D.

READ a second time in Council this day of 2015 A.D.

READ a third time in Council and finally passed this day of 2015 A.D.

Rob Steel
Mayor

Marian Carlson
Chief Administrative Officer



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1605**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to authorize the imposition and levy of a Special Street Maintenance Tax to cover the cost of repair and maintenance of roads and streets.

WHEREAS the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, and amendments thereto, authorizes Council to pass a Special Tax Bylaw to raise revenue to pay for a specific purpose ; and

WHEREAS it is essential that the paved surfaces hereinbefore mentioned are maintained in a good state of repair; and

WHEREAS the total estimated cost to maintain roads and streets reflected in the 2015 Municipal operating budget is \$449,457; and

WHEREAS it has been determined that an annual tax of one dollar (\$1.00) per assessable front foot on properties abutting and fronting on the said paved streets, to raise from benefiting properties, an equitable share of the maintenance costs;

NOW THEREFORE, under the authority and subject to the provision of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, and revisions thereto, the Council of the Town of Claresholm, in the Province of Alberta, duly assembled, does hereby enact:

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the **“Special Street Maintenance Tax Bylaw”**.

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- (a) **“Act”** is the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended, or any legislation in replacement or substitution thereof.
 - (b) **“Chief Administrative Officer or CAO”** means the person appointed to the position of Chief Administrative Officer by Council.
 - (c) **“Council”** is the municipal Council of the Town of Claresholm.

SECTION 3 SPECIAL TAX LEVY

- 3.1 The CAO or such other official as may from time to time be authorized, shall in the year 2015, levy against all properties identified in Schedule “A”, a uniform Special Street Maintenance Tax in the amount of one dollar (\$1.00) per assessable front foot.
- 3.2 No maintenance tax shall be levied on property presently assessed for local improvements for pavement or any property on which local improvements were prepaid until the original estimated lifetime has lapsed.
- 3.3 No maintenance tax shall be levied on properties that are exempt under section 351 of the *Municipal Government Act*.
- 3.4 The Special Tax referred to in 3.1 shall be in addition to all other taxes and shall be levied on properties as outlined in Schedule “A” attached hereto and forming part of this Bylaw.
- 3.5 Pursuant to the provisions of Section 404 of the *Municipal Government Act*, those parcels of land which are corner lots or are differently sized or shaped from other parcels, may be assigned the number of units of measurement the council considers appropriate to ensure that they will bear a fair portion of the maintenance tax.

SECTION 4 SEVERABILITY

4.1 If at any time any provision of this Bylaw is declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of the Bylaw shall continue in full force and effect and shall be constructed as if it had been enacted without the illegal, invalid or ultra vires provision.

SECTION 5 REPEAL

5.1 Bylaw #1477, Bylaw #1508 and Bylaw #1573 are hereby repealed.

SECTION 6 ENACTMENT

6.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

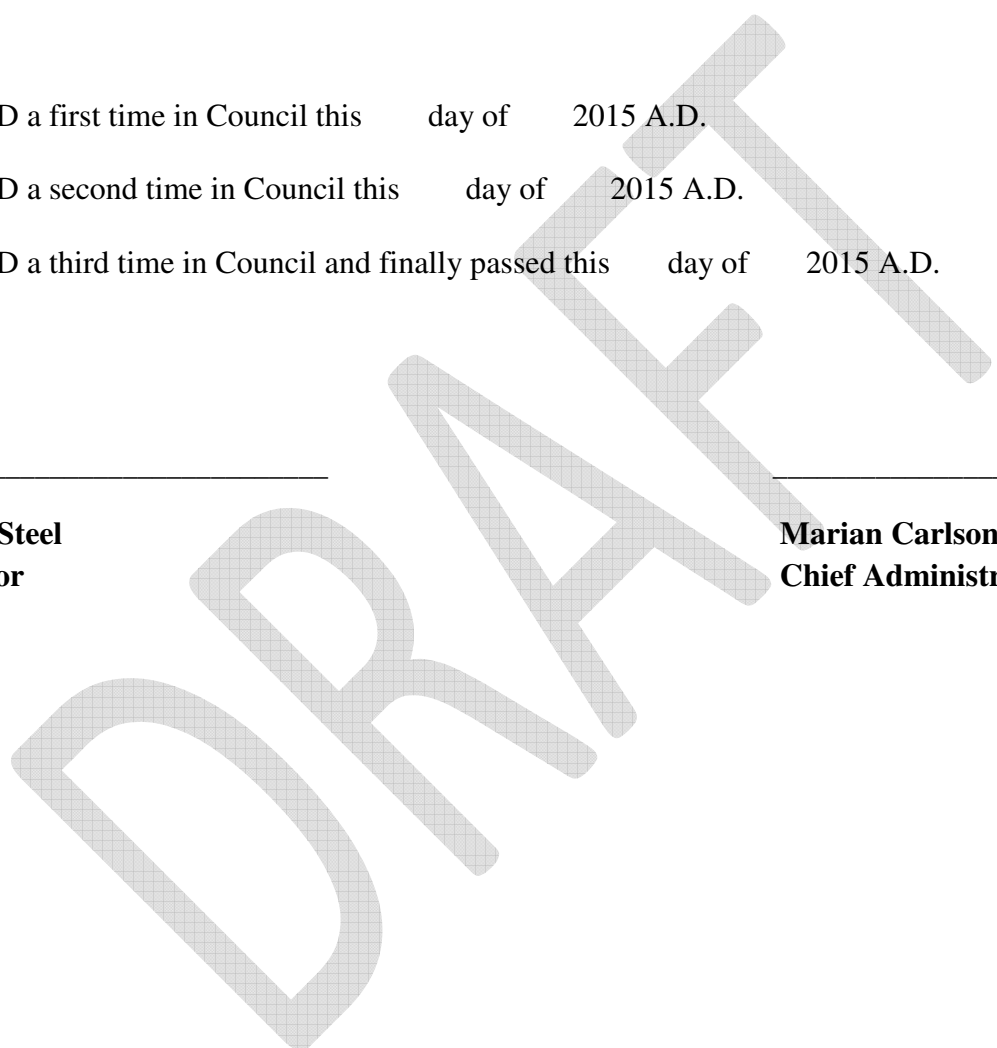
READ a first time in Council this day of 2015 A.D.

READ a second time in Council this day of 2015 A.D.

READ a third time in Council and finally passed this day of 2015 A.D.

Rob Steel
Mayor

Marian Carlson
Chief Administrative Officer



SCHEDULE "A"

8 Street Pavement Overlay	(2006 through 2020)		
ROLL #	LOT	BLOCK	PLAN
10396.000		66	147N
11182.000	1	3	731014
11183.000	2	3	731014
11184.000	3	3	731014
11185.000	4	3	731014
11186.000	5	3	731014
11187.000	6	3	731014
11188.000	7	3	731014
11189.000	8	3	731014
11190.000	9	3	731014
11200.000	1	4	731014
11201.000	2	4	731014
11202.000	3	4	731014
11203.000	4	4	731014
11204.000	5	4	731014
11205.000	6	4	731014
11206.000	7	4	731014
11207.000	8	4	731014
Pavement Overlay	(2008 through 2022)		
ROLL #	LOT	BLOCK	PLAN
10002.000	W 30' 1; 2	1	147N
10014.000	S 90' 20	1	147N
10016.000	21	1	147N
10017.000	22; W 7' 23	1	147N
10018.000	E 43' 23; W 10' 24	1	147N
10019.000	E 20' 24; 25	1	147N
10020.000	26; 27	1	147N
10021.000	28	1	147N
10027.000	Ptn 8 - 10	2	147N
10028.000	Ptn 11 - 13	2	147N
10029.000	Ptn 13	2	147N
10030.000	14 Excl W 3.6'	2	147N
10031.000	Ptn 14 - 15	2	147N
10032.000	W 10' 15; 16	2	147N
10033.000	NE 18' 17	12	147N
10034.000	Ptn 17	2	147N
10035.000	W 1' 17; E 35' 18	2	147N
10036.000	W 15' 18; 19	2	147N
10044.000	W 39' 1	3	147N
10063.000	20	3	147N
10064.000	W 34.5' 21	3	147N
10065.000	Ptn 21 - 22	3	147N
10066.000	E 32.5' 22	3	147N
10067.000	23	3	147N
10068.000	24	3	147N
10070.000	26	3	147N
10071.000	27	3	147N

Pavement Overlay	(2008 through 2022)		
10072.000	28	3	147N
10089.000	11; 12	5	147N
10090.000	13	5	147N
10091.000	14; E 20' 15	5	147N
10092.000	W 10' 15; 16	5	147N
10094.000	17; 18	5	147N
10095.000	19	5	147N
10489.000	17; 18	83	147N
10491.000	19; 20	83	147N
10492.000	21; 22	83	147N
10499.000	13; 14	84	147N
10500.000	15; 16	84	147N
10501.000	17; 18	84	147N
10502.000	19; 20	84	147N
10503.000	21; 22	84	147N
10504.000	23; 24	84	147N
10756.000	N Ptn 19	14	1989GE
10757.000	20	14	1989GE
10758.000	21	14	1989GE
10759.000	22	14	1989GE
10760.000	23	14	1989GE
11415.001		2 PTN	731663
12072.000	1	2	8510082
12074.000	3	2	8510082
12075.000	4	2	8510082
12077.000	6	2	8510082
12706.000	7	2	0310714
12708.000	7	2	0310918
50 Ave East Pavement Overlay	(2012 through 2049)		
ROLL #	LOT	BLOCK	PLAN
10328.000	1; W 1/2 2	36	147N
10329.000	E 1/2 2; 3	36	147N
10330.000	4	36	147N
10331.000	5	36	147N
10332.000	W 50' 6	36	147N
10333.000	E 14' of 6; 7	36	147N
10334.000	8	36	147N
10601.000	15; 16	122	2496R
10602.000	17; E 10' 18	122	2496R
10603.000	W 40' 18; 19	122	2496R
10604.000	20; E 1/2 21	122	2496R
10605.000	W 1/2 21; 22	122	2496R
10606.000	23	122	2496R
10607.000	24	122	2496R
10608.000	25	122	2496R
10608.001	26	122	2496R
10609.000	E 40' 27	122	2496R
10610.000	W 10' 27; 28	122	2496R
10749.000	S 90' 1	131	6535GA
11755.001		6	7810527

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1477**

Being a bylaw of the Town of Claresholm to authorize the imposition and levy of a special Street Maintenance Tax upon lands fronting or abutting on any of the streets, overlaid with asphaltic or bituminous material under the Federal Provincial Infrastructure Program and the Provincial Streets Assistance Program.

WHEREAS it is essential that the paved surfaces hereinbefore mentioned are maintained in a good state of repair; and

WHEREAS it has been determined that an annual tax of one dollar (\$1.00) per assessable front foot on properties abutting and fronting on the said paved streets, to raise from benefitting properties, an equitable share of the maintenance costs;

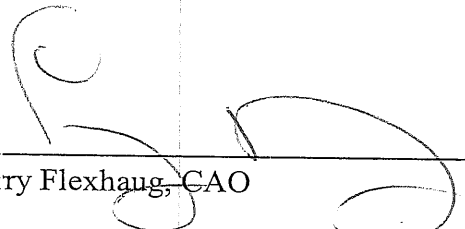
NOW THEREFORE, under authority of the Municipal Government Act, the Municipal Council of the Town of Claresholm, duly assembled does hereby enact:

1. That the Secretary-Treasurer or such other official as may from time to time be authorized, shall in the year 2006 through the year 2020 levy annually against all properties fronting or abutting on any street on which an asphaltic overlay has been placed under Federal Provincial Infrastructure Program and the Provincial Streets Assistance Program a uniform special paving maintenance tax in the amount of one dollar (\$1.00) per assessable front foot.
2. That the special tax referred to in (1) shall be in addition to all other taxes and shall be levied on properties noted in Schedule A.
3. Pursuant to the provisions of Section 404 of Municipal Government Act different size or odd shaped lots may be assigned the number of units of measurement the Council consider appropriate to ensure that they will bear a fair portion of the maintenance tax.
4. That this bylaw shall be effective as on and from the date of its final passage.

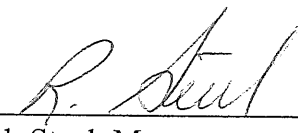
Read a first time in Council this 23rd day of May 2006 A.D.

Read a second time in Council this 23rd day of May 2006 A.D.

Read a third time in Council and finally passed in Council this 23rd day of May 2006 A.D.



Larry Flexhaug, CAO



Rob Steel, Mayor

DR

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1477
SCHEDULE "A"**

Properties to be assessed:

From:

1. East side of 8th Street W

South property line of Lot 8; Block 4; Plan 731014

To:

51st Ave W

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1508**

A Bylaw of the Town of Claresholm to authorize the imposition and levy of a special Street Maintenance Tax upon lands fronting or abutting on any of the streets, overlaid with asphaltic or bituminous material under the Federal Provincial Infrastructure Program and the Provincial Streets Improvement Program.

WHEREAS it is essential that the paved surfaces hereinbefore mentioned are maintained in a good state of repair; and

WHEREAS it has been determined that an annual tax of one dollar (\$1.00) per assessable front foot on properties abutting and fronting on the said paved streets, to raise from benefiting properties, an equitable share of the maintenance costs;

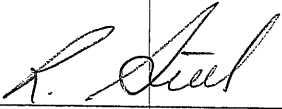
NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, the Council of the Town of Claresholm duly assembled does hereby enact:

1. That the Chief Administrative Officer (CAO), or such other official as may from time to time be authorized, shall in the year 2008 through the year 2022 levy annually, against all properties fronting or abutting on any street on which an asphaltic overlay has been placed under Federal Provincial Infrastructure Program and the Provincial Streets Improvement Program, a uniform special paving maintenance tax in the amount of one dollar (\$1.00) per assessable front foot.
2. That the special tax referred to in (1) shall be in addition to all other taxes and shall be levied on properties noted in Schedule A.
3. Pursuant to the provisions of Section 404 of the Municipal Government Act, different size or odd shaped lots may be assigned the number of units of measurement the Council consider appropriate to ensure that they will bear a fair portion of the maintenance tax.
4. That this Bylaw shall come into effect on the date of the third reading.

Read a first time in Council this 12th day of May 2008 A.D.

Read a second time in Council this 12th day of May 2008 A.D.

Read a third time in Council and finally passed in Council this 26th day of May 2008 A.D.



Rob Steel, Mayor



Kris Holbeck, CAO

D

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1508
SCHEDULE "A"**

Properties to be assessed:

1. **From:** East property line of Lot 7, Block 2, Plan 0310918
To: West property line of Lot 1, Block 2, Plan 8510082
2. **From:** East property line of Ptn of Block 2, Plan 731663 which lies north & west of Plan 8510082 excepting Subdivision Plan 0310918
To: West property line of Ptn of Block 2, Plan 731663 which lies north & west of Plan 8510082 excepting Subdivision Plan 0310918
3. **From:** East property line of Lot 14, Block 84, Plan 147N
To: West property line of Lot 24, Block 84, Plan 147N
4. **From:** East property line of Lot 18, Block 83, Plan 147N
To: West property line of Lot 24, Block 83, Plan 147N
5. **From:** East property line of Lot 23, Block 14, Plan 1989GE
To: West property line of Lot 23, Block 14, Plan 1989GE
6. **From:** East property line of Lot 22, Block 14, Plan 1989GE
To: West property line of Lot 19, Block 14, Plan 1989GE
7. **From:** East property line of Lot 1, Block 3, Plan 147N
To: West property line of Lot 1, Block 3, Plan 147N
8. **From:** East property line of Lot 28, Block 3, Plan 147N
To: West property line of Lot 26, Block 3, Plan 147N
9. **From:** East property line of Lot 24, Block 3, Plan 147N
To: West property line of Lot 20, Block 3, Plan 147N
10. **From:** East property line of Lot 10, Block 2, Plan 147N
To: West property line of Lot 10, Block 2, Plan 147N
11. **From:** East property line of Lot 11, Block 2, Plan 147N
To: West property line of Lot 19, Block 2, Plan 147N
12. **From:** East property line of Lot 28, Block 1, Plan 147N
To: West property line of Lot 20, Block 1, Plan 147N
13. **From:** East property line of Lot 11, Block 5, Plan 147N
To: West property line of Lot 19, Block 5, Plan 147N



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1573

Bylaw of the Town of Claresholm to authorize the imposition and levy of a special Street Maintenance Tax upon lands fronting or abutting on any of the streets, overlaid with asphaltic or tuminous material under the Provincial Basic Municipal Transportation Fund Program.

WHEREAS it is essential that the paved surfaces hereinbefore mentioned are maintained in a good state of pair; and

WHEREAS it has been determined that an annual tax of one dollar (\$1.00) per assessable front foot on properties abutting and fronting on the said paved streets, to raise from benefiting properties, an equitable amount of the maintenance costs;

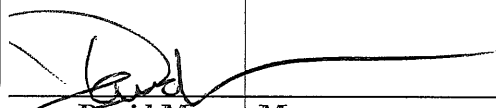
NOW THEREFORE, under the authority and subject to the provisions of the *Municipal Government Act*, SA 2000, Chapter M-26, the Council of the Town of Claresholm duly assembled does hereby enact:

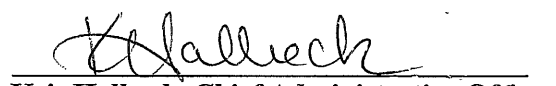
1. That the Chief Administrative Officer (CAO), or such other official as may from time to time be authorized, shall in the year 2012 through the year 2049 levy annually, against all properties fronting or abutting on any street on which an asphaltic overlay has been placed under the Provincial Basic Municipal Transportation Fund Program, a uniform special paving maintenance tax in the amount of one dollar (\$1.00) per assessable front foot.
2. That the special tax referred to in (1) shall be in addition to all other taxes and shall be levied on properties noted in Schedule A.
3. Pursuant to the provisions of Section 404 of the Municipal Government Act, different size or odd shaped lots may be assigned the number of units of measurement the Council consider appropriate to ensure that they will bear a fair portion of the maintenance tax.
4. That this Bylaw shall come into effect on the date of the third reading.

Read a first time in Council this 12th day of March 2012 A.D.

Read a second time in Council this 26th day of March 2012 A.D.

Read a third time in Council and finally passed in Council this 26th day of March
2012 A.D.


David Moore, Mayor


Kris Holbeck, Chief Administrative Officer

Schedule "A" to Bylaw #1573

Properties to be assessed:

1. From: East property line of Lot 1 Block 131 Plan 6535GA
To: West property line of Lot 1 Block 131 Plan 6535GA
2. From: East property line of Lot 15 Block 122 Plan 2496R
To: West property line of Block 16 Lot 122 Plan 2496R
3. From: East property line of Lot 17 Block 122 Plan 2496R
To: West property line of Lot 17 Block 122 Plan 2496R
4. From: East property line of Lot 18 Block 122 Plan 2496R
To: West property line of Lot 19 Block 122 Plan 2496R
5. From: East property line of Lot 20 Block 122 Plan 2496R
To: West property line of Lot 21 Block 122 Plan 2496R
6. From: East property line of Lot 21 Block 122 Plan 2496R
To: West property line of Lot 22 Block 122 Plan 2496R
7. From: East property line of Lot 23 Block 122 Plan 2496R
To: West property line of Lot 23 Block 122 Plan 2496R
8. From: East property line of Lot 24 Block 122 Plan 2496R
To: West property line of Lot 24 Block 122 Plan 2496R
9. From: East property line of Lot 25 Block 122 Plan 2496R
To: West property line of Lot 25 Block 122 Plan 2496R
10. From: East property line of Lot 26 Block 122 Plan 2496R
To: West property line of Lot 26 Block 122 Plan 2496R
11. From: East property line of Lot 27 Block 122 Plan 2496R
To: West property line of Lot 27 Block 122 Plan 2496R
12. From: East property line of Lot 28 Block 122 Plan 2496R
To: West property line of Lot 28 Block 122 Plan 2496R
13. From: East property line of Lot __ Block 6 Plan 7810527
To: West property line of Lot __ Block 6 Plan 7810527
14. From: East property line of Lot 2 Block 36 Plan 147N
To: West property line of Lot 1 Block 36 Plan 147N
15. From: East property line of Lot 3 Block 36 Plan 147N
To: West property line of Lot 2 Block 36 Plan 147N
16. From: East property line of Lot 4 Block 36 Plan 147N
To: West property line of Lot 4 Block 36 Plan 147N
17. From: East property line of Lot 5 Block 36 Plan 147N
To: West property line of Lot 5 Block 36 Plan 147N
18. From: East property line of Lot 6 Block 36 Plan 147N
To: West property line of Lot 6 Block 36 Plan 147N
19. From: East property line of Lot 7 Block 36 Plan 147N
To: West property line of Lot 7 Block 36 Plan 147N
20. From: East property line of Lot 8 Block 36 Plan 147N
To: West property line of Lot 8 Block 36 Plan 147N



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1606**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to authorize the imposition and levy of a Special Street Maintenance Tax upon all lands fronting or abutting on any of the streets, lanes, squares or other public places that are paved with asphaltic or bituminous material, to cover the cost of repair and maintenance of roads and streets.

WHEREAS the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, and amendments thereto, authorizes Council to pass a Special Tax Bylaw to raise revenue to pay for a specific purpose ; and

WHEREAS it is essential that the paved surfaces hereinbefore mentioned are maintained in a good state of repair; and

WHEREAS the total estimated cost to maintain roads and streets reflected in the 2015 Municipal operating budget is \$449,457; and

WHEREAS it has been determined that an annual tax of fifty cents (\$0.50) per assessable front foot on properties abutting and fronting on the said paved streets, to raise from benefiting properties, an equitable share of the maintenance costs;

NOW THEREFORE, under the authority and subject to the provision of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, and revisions thereto, the Council of the Town of Claresholm, in the Province of Alberta, duly assembled, does hereby enact:

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the **“Special Street Maintenance Tax Bylaw”**.

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- (a) **“Act”** is the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended, or any legislation in replacement or substitution thereof.
 - (b) **“Chief Administrative Officer or CAO”** means the person appointed to the position of Chief Administrative Officer by Council.
 - (c) **“Council”** is the municipal Council of the Town of Claresholm.

SECTION 3 SPECIAL TAX LEVY

- 3.1 The CAO or such other official as may from time to time be authorized, shall in the year 2015, levy against all properties fronting or abutting on any street on which an asphaltic overlay has been placed, a uniform Special Street Maintenance Tax in the amount of fifty cents (\$0.50) per assessable front foot.
- 3.2 No maintenance tax shall be levied on property presently assessed for local improvements for pavement or any property on which local improvements were prepaid until the original estimated lifetime has lapsed.
- 3.3 No maintenance tax shall be levied on properties identified in Bylaw #1605 Schedule “A”.
- 3.4 No maintenance tax shall be levied on properties that are exempt under section 351 of the *Municipal Government Act*.
- 3.5 The Special Tax referred to in 3.1 shall be in addition to all other taxes.
- 3.6 Pursuant to the provisions of Section 404 of the *Municipal Government Act*, those parcels of land which are corner lots or are differently sized or shaped from other parcels, may be assigned the number of units of measurement the council considers appropriate to ensure that they will bear a fair portion of the maintenance tax.

SECTION 4 SEVERABILITY

4.1 If at any time any provision of this Bylaw is declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of the Bylaw shall continue in full force and effect and shall be constructed as if it had been enacted without the illegal, invalid or ultra vires provision.

SECTION 5 REPEAL

5.1 Bylaw #1554 hereby repealed.

SECTION 6 ENACTMENT

6.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

READ a first time in Council this day of 2015 A.D.

READ a second time in Council this day of 2015 A.D.

READ a third time in Council and finally passed this day of 2015 A.D.

Rob Steel
Mayor

Marian Carlson
Chief Administrative Officer

DRAFT



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1554**

A Bylaw of the Town of Claresholm to authorize the imposition and levy of a special Street Maintenance Tax upon all lands fronting or abutting on any of the streets, lanes, squares or other public places that are paved with asphaltic or bituminous material.

WHEREAS per the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 Section 382(1), the Town of Claresholm in the Province of Alberta, may pass a bylaw pertaining to special taxes; and

WHEREAS there are many properties in the Town of Claresholm served by paved streets, roads, lanes or other public access; and

WHEREAS it is essential that the paved surfaces herein before mentioned are maintained in a good state of repair; and

WHEREAS it has been determined that an annual tax of fifty cents (\$0.50) per assessable front foot on properties abutting and fronting on the said paved streets, roads, land and public places is required to raise from benefiting properties, an equitable share of the maintenance costs.

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm, in the Province of Alberta, duly assembled does hereby enact the following:

1. That the Chief Administrative Officer (CAO) or such other official as may from time to time be authorized, shall in the year 2011 and in all subsequent years so long as this bylaw is in force, levy annually against all properties fronting or abutting on any street, lane, square or other public place that are paved with asphaltic or bituminous material, a uniform special paving maintenance tax in the amount of fifty cents (\$0.50) per assessable front foot. No maintenance tax shall be levied on property presently assessed for local improvements for pavement or any property on which local improvements were prepaid until the original estimated lifetime has lapsed.
2. That the special tax referred to in (1) above shall be in addition to all other taxes.
3. Pursuant to the provisions of Section 404 of the *Municipal Government Act*, different size or odd shaped lots may be assessed a smaller or larger number of frontage feet than they actually have.
4. This bylaw comes into full force and effect upon third and final reading.
5. Bylaw #1331 is hereby rescinded.

Read a first time in Council this 26th day of April 2011 A.D.

Read a second time in Council this 9th day of May 2011 A.D.

Read a third time in Council and finally passed in Council this 24th day of May 2011 A.D.


David Moore, Mayor


Kris Holbeck, CAO



March 5, 2015 – friendly reminder

2015 SAEWA MEMBERSHIP FEE

Town of Claresholm

PO Box 1000
Claresholm, AB T0L 0T0

Chief Administrative Officer
Marian Carlson

As your community is a member of the Southern Alberta Energy from Waste Association, the SAEWA Board has directed the Manager to issue invoices for the 2015 Membership Fees.

The Member Per Capita fee remains at \$0.40

The following indicates the breakout of the 2015 Membership Fee:

Town of Claresholm	3,758	*	\$ 0.40	\$ 1503.20
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Per Capita population is based on 2013 http://www.municipalaffairs.alberta.ca/mc_municipal_profiles.cfm

Please consider this notice your invoice for 2015.

Please make cheque payable to:

Southern Alberta Energy from Waste Association or SAEWA

If you have any questions please contact me,

Thank you

Sherry Poole
Administrative Manager
SAEWA
sherry@saewa.ca

*The Southern Alberta Energy-from-Waste Association (SAEWA) is a non-profit coalition of 66 municipal entities and waste management jurisdictions in southern Alberta. SAEWA is committed to the research and implementation of energy recovery from non-recyclable waste materials that will reduce long-term reliance on landfills. Established in 2009, SAEWA is seeking to foster sustainable waste management practices that contribute to our society's overall resource efficiency and environmental responsibility. SAEWA is in the planning stages to develop an **Energy-From-Waste Facility** that will handle the conversion of municipal and other sources of solid waste into electricity.*



FIRST QUARTER 2015

Report to shareholders for the period ended March, 2015

SAEWA Reports First Quarter Results

The Southern Alberta Energy from Waste Association (SAEWA) is a coalition of waste management jurisdictions with an interest in implementing technologies to recover energy from residual waste and reduce long-term reliance on landfill disposal. With membership of 62 municipalities, encompassing 12 waste authorities and waste commissions, SAEWA represents a significant portion of the population of Southern Alberta outside of the 3 large urban municipalities.

In overview of 2014, Southern Alberta Energy from Waste Association has had a record year in completion of major and intermediary milestones in both areas of critical business planning and project developments. Measurable outputs have included project roadmap engineering & stakeholder communication sessions, budgeting and optimized scheduling to help SAEWA achieve more aggressive timeline targets over the course, specifically the last quarter of 2014 involved a significant gain in result of Brownlee LLP commissioning the Governance Model Draft. The Draft was submitted to Municipal Affairs for review in November 2014 and we anxiously await the outcome.

The nature of the intrinsic timing has presented an opportunity for SAEWA to engage with P3Canada Program in discussion of development of a pre-screening funding application for Spring 2015 intake.
(please see additional reporting updates on page 2)

Milestones in Review 2015:

- AGM date set for April 24, 2015.
- 2014 audit process completed and 2014 Audited Statements presented & recommended by the Board for presentation at the AGM.
- Brownlee LLP Summary Report of Municipal Affairs Review of the Governance Model Draft.
- Phase III development planning completed on schedule, scope and budget as approved by the Directors.
- Delivery of Southern Alberta stakeholder presentations to MLA's and officials within regional membership.
- Stakeholder Membership Invoicing distributed.
- Member Representative Annual Reappointments.
- P3 Pre-screening Application engagement with HDR.

SAEWA Briefing notes on P3 Canada meetings.

Background:

In November, 2014 SAEWA was contacted by Rob McKay, P3 Canada inquiring about our project and the possibility of SAEWA submitting an application for the 2015 round of P3 funding for eligible Energy from Waste projects.

On December 12, 2014 SAEWA Executive and P3 Canada representatives participated in a teleconference meeting that resulted in P3 requesting more information from SAEWA to assist them in evaluating the state of readiness of the SAEWA project in relation to potential P3 funding.

On January 6th SAEWA was contacted by P3 and advised that they believed we were on the right path and offered their assistance in submitting an application to their program.

On Jan 23, Vice-Chair Ryan of SAEWA and 2 HDR executives met with P3 in Ottawa to discuss next steps in submitting an application for P3 funding.

Current Status:

- Jan 30, SAEWA Board approved moving forward with P3 Application.
- Vice-Chair Ryan appointed lead to work with HDR and P3.
- HDR preparing application.
- Meeting set for March 5 in Ottawa with P3 and HDR to review completeness of screening application. Deadline for applications is March 31.
- Present application to SAEWA Board on March 27 for approval and if successful submit to P3.

Summary:

Municipal Affairs was provided the confidential draft Governance document by Brownlee LLP in November 2014. The intention was to have agreement on basic wording and work out the fine details as the SAEWA project moves through the detailed Business Plan. The governance document is now critical to the P3 application and the lack of movement on it has become the focus of the SAEWA Executive Committee. Brownlee has been informed of the situation and has been seeking a meeting with Municipal Affairs to help the process along.

Given the magnitude of the project (12 Regional Waste Commissions representing the largest ever urban and rural collaboration in Alberta) the implications of any announcement related to the Alberta Governments position on the project will be of great interest to all of SAEWA membership and indeed the majority of small urban and rural municipalities in Alberta. The Province and SAEWA's partners have made a substantial investment in SAEWA and we anticipate being able to submit a Draft Governance Model with the 2015 P3 Canada screening application.

ADVISORIES AND FINANCIALS:

Financials 2014 / 2015 1st Quarter:

KPMG delivered presentation of the approved 2014 Audited Financial Statements, February 20, 2015 reporting on acceptable financial results for 2014 and a balanced budget for 2015.



Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Southern Alberta Energy from Waste Association as at December 31, 2014, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Other Matter

The financial statements of Southern Alberta Energy from Waste Association as at and for the year end December 31, 2013, were audited by another auditor who expressed an unmodified opinion on those statements on August 21, 2014.

Chartered Accountants

February 13, 2015
Lethbridge, Canada

SOUTHERN ALBERTA ENERGY FROM WASTE ASSOCIATION
Statement of Financial Position

December 31, 2014, with comparative information for 2013

	2014	2013
Assets		
Current assets:		
Cash	\$ 85,993	\$ 133,315
Accounts receivable (note 2)	\$ 64,272	-
Goods and services tax receivable	\$10,691	\$2,382
	<hr/>	<hr/>
	\$ 160,956	\$ 135,697
	<hr/>	<hr/>

	2014	2013
Liabilities and Net Assets		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 58,042	\$ 1,407
Net assets:		
Unrestricted net assets	\$102,914	\$134,290
Commitments (note 4)		
	<hr/> \$ 160,956	<hr/> \$ 135,697

See accompanying notes to financial statements.

On behalf of the Board:



Director - Chair, Kim Craig

MANAGEMENT'S DISCUSSION AND ANALYSIS:

February 23, 2015

The Management's Discussion and Analysis should be read in conjunction with the 2014 Audited Financial Statements, and the 2013 Audited Financial Statements. www.saewa.ca

Southern Alberta Energy from Waste Association is an organization registered under the Societies Act of Alberta; structured by an Executive Council (6) and Board of Directors (14) and Governance Committee (6).

Executive Council Members (6): Meetings held via tele-conference on the 2nd Friday Monthly

Chair – Kim Craig

Vice Chair – Paul Ryan

Treasurer – Don Johnson

Member – Val Warnock

Member – Ben Armstrong

Member – Tom White

Board of Directors (14): Meetings held within Membership Footprint on the 4th Friday Monthly

Chair – Kim Craig, Town of Coaldale

Vice Chair – Paul Ryan, MD of Bighorn

Director - Ben Armstrong, Wheatland County

Director – Don Johnson, Village of Barnwell

Director - Thomas Grant, Town of Vulcan

Director - Val Warnock, Town of Trochu

Director - Ben Goetz, Hillspring

Director - Greg Sheppard, Special Areas

Director - Tom White, Lethbridge County

Director - Earl Hemmaway, MD of Willow Creek

Director - Michel Jackson, Town of Black Diamond

Director - George Piper, Village of Foremost

Interim Director - Dennis Cassie, Town of Coalhurst

2015 Board of Directors Meetings:

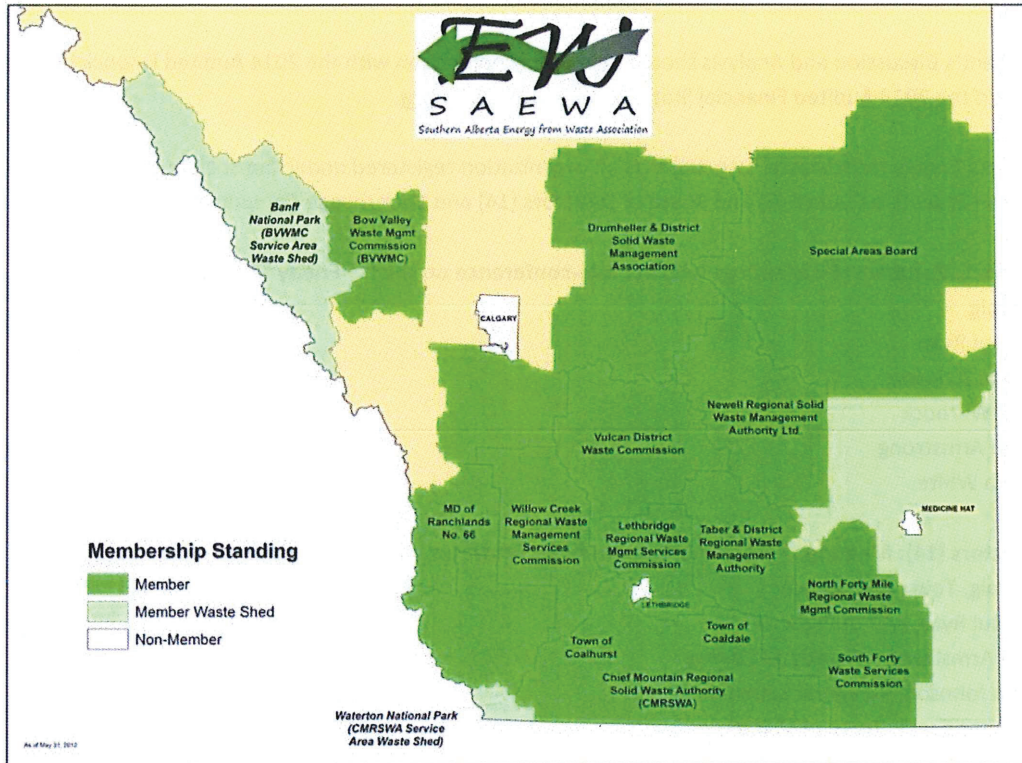
January 02, 2015 – Wheatland County, Strathmore, AB

February 20, 2015 – Town of Coaldale, Coaldale, AB

March 27, 2015 – Brooks, City Hall, Brooks, AB

April 24, 2015 – AGM, Location TBD

SAEWA MEMBERSHIP & FOOTPRINT MAP – REV. 2015



FORWARD LOOKING INFORMATION:

The Annual General Meeting has been set for April 24, 2015. Stakeholder notifications will be included in the reporting update.

SAEWA next steps: March 2015, Vice-Chair Ryan appointed as key representative of P3 engagement is approved to work with HDR Engineering services to assist in preparing a P3 pre-screening application to be submitted by March 2015 deadline. (Noting: HDR Engineering has been recognized as the firm of choice in recognition of their success scorecard in representation of prior energy from waste approved P3 funding engagements.)

Chair Craig and Vice Chair Ryan will be attending a meeting with Municipal Affairs, to be organized by Brownlee LLP, John McDonnell to finalize wording of Governance Model prior to the Annual General Meeting.

On behalf of the organization, HDR Engineering will be presenting P3 pre-screening application discussion at the AGM, as well Brownlee, LLP will be there to present on behalf of the Governance Model implementation process.

The new website www.saewa.ca will be fully commissioned.

2015 – 2016 Go Forward Statements: An investment ready Business Development Plan will be fully executable as an integral piece to going forward in Phase III – IV critical development undertakings that include technology identification, waste stream finalization, confirmation of funding streams, site identification - to shovel ready construction, and 25M plus economic attribution.

March 15, 2015

I am pleased to invite you to attend Southern Alberta Energy from Waste Association's (SAEWA) 2015 Annual General Meeting. This meeting will be held at **10:00 am MDT (Mountain Daylight Time), Friday, April 24th, 2015 at Champion Community Hall, 106 2nd Street, Champion, Alberta.**

Our upcoming Annual General Meeting is an excellent opportunity for you to hear about SAEWA's strategy and performance updates from HDR Engineering, the Governance Model developments from Brownlee LLP, along with the executive management team, there to respond to your questions.

At the AGM the following agenda items will be submitted:

- 9:00 – 9:45 am registration & ballot setting (coffee & networking)
- Presentations
- 12:00 – 12:30 Lunch buffet
- Audited Financial Statements, KPMG
- Election of Directors and Officers
- Closing Comments to be followed by wrap-up meeting of the Board

OUR CONTINUED FOCUS ON STAKEHOLDER COMMUNICATION AND ENGAGEMENT

In alignment with recent and ongoing progressive developments, we have increased our efforts and improved our focus to communicate more clearly with regular check-in points with our stakeholders. With this in mind, we enhanced our website, Annual Reports and Quarterly Briefings and stakeholder presentations to more effectively communicate progress developments and navigation of documents. As a result of the positive feedback, we will continue with these efforts to further stakeholder engagement. I also invite you to visit our new website— www.saewa.ca —where you will find centralized details and instructions regarding our upcoming Annual General Meeting.

OUR APPRECIATION AND OUR COMMITMENT

On behalf of the Board of Directors and management team, I offer my sincere thanks and humble appreciation to you, our members and stakeholders, past and present for your continued support and commitment to our strategy. We are confident of SAEWA's drive towards excellence in achievement of its' mission, combined with a disciplined and focused path, driving future achievements towards our goal and vision. I also want to express my gratitude to our Board of Directors for offering steadfast direction and guidance over the last year.

Respectfully,



Kim Craig,
Chair

*The Southern Alberta Energy-from-Waste Association (SAEWA), is a non-profit coalition of municipal entities and waste management jurisdictions in southern Alberta. SAEWA is committed to the research and implementation of energy recovery from **non-recyclable waste materials** that will reduce long-term reliance on landfills. Established in 2009, SAEWA is seeking to foster sustainable waste management practices that contribute to our society's overall resource efficiency and environmental responsibility. SAEWA is in the planning stages to develop an **Energy-From-Waste Facility** that will handle the conversion of municipal and other sources of waste into various form of energy.*

From: scottrickey@shaw.ca [<mailto:scottrickey@shaw.ca>]

Sent: Friday, April 10, 2015 11:17 AM

To: info@claresholmlocalpress.ca

Cc: Jason Hemmaway

Subject: Off Leash Dog Parks Laughable

Letter to the Editor:

I think it's laughable that the 'town' thinks they maintain 2 off leash dog parks. They have gone so far as to designate 2 areas where you may have your dogs off leash, but I think they miss the mark considerably at 'maintaining' them. I would love to get in the head of whoever it is that thinks a dog owner can truly have their dog under control when they are off leash. When a dog (and I don't care how well trained you think you have it) gets it in their heads to run after a ball they will do what occurs to them. If the town were truly interested in having a safe places for dogs and owners to enjoy off leash facilities then fences are required. The tiny little chain 'fence' at Willow Park is beyond ridiculous as even a tea cup dog could either step over or walk under this border. There are many towns that stand out as good examples for user friendly dog parks. Patterson is a very poor example of a 'maintained' off leash area for dogs. Since Patterson Park has no fence any fool with a pickup truck can use it for 'doughnut ' practice at their whim - as some one did just this past week-end turning a passable dog walk area into a torn-up mud bog. The garbage bin at Patterson looks like it has been hit by a vehicle years ago and never replaced. The door on that receptacle has never closed properly and I have yet to see extra dog bags available there with any consistency. The 'walking' path there is nothing more than tire ruts, there are no benches for owners to sit on while their dogs play and sniff. It is nothing more than a farmer's field that occasionally has gopher traps on it (a hazard to dogs). Maybe posts with extra bags could be placed at various points along the trail, a proper walking trail would be great and a fence to keep idiots with trucks off the 'park area' would be a wonderful addition as well. Until these things are done I think it is farcical to consider Patterson Dog Park as anything resembling an off-leash dog park. It is neither maintained or user friendly for both dog and human.

I think if both of these Off-Leash Dog Parks were more user friendly for dog's and their humans they would be an attraction and more dog owners would be willing to use them, but as the town feels the bare minimum is acceptable then dog owner's will continue to use what is more user friendly. I think the town should consider opening up the publicly funded golf course during the off season for this purpose. At least the tax payers would have a year round facility for golf in the spring, summer and fall months and as an off leash area during the off season, that would truly be utilizing tax payers money to the full. If home owner's along the golf course don't want dogs on their lawns they could put up fences and hedges to keep them off. (Again it doesn't matter how well trained you think your dog is they will go where the nose takes them.)

On the note of a better trail at Patterson and perhaps one at Willow Park this would allow the many senior dog owner's who use scooters as their method of mobility to use these parks as well. There are many owners who do not have the mobility to walk the so called 'parks' and a proper pathway system would be very advantageous for them as well. I think the town needs to put more effort into these and perhaps more off leash dog areas in and around town. There are many towns that have Dog Pathway Systems, walking and biking pathways to give their furry and human friends a larger more easily accessible area all over town to walk their dogs(off leash or not), enjoy a peaceful walk and bike ride. This would also keep more dogs away from yards and people only parks around town. Strategically placed Doggie-do bags and garbage receptacles would aid in the owner's clean-up responsibilities. There is a lot more that the town could provide in the way of dog-owner friendly facilities, rather than placing the onus on dog owner's alone. Is this town dog friendly or not? A nice walking path system around town, with more benches, doggie do bags and garbage receptacles would be a boon for this town especially during the tourist season. Being more people and dog friendly can't hurt a town's reputation. If it is an enjoyable destination then the town can't help but prosper.

J. Scott

Examples of lower cost options for Off-Leash Dog Parks: Neither Willow Park or Patterson need to be very fancy but a good minimum would be great. Here are some examples – by no means all the examples out there, but what this demonstrates is that with a bit of ingenuity good prices can be found to make the budget stretch farther.

I do not know the exact size of Patterson Park or Willow Park, but based on the estimate for chain link fencing at Patterson (Jason's estimation = 5' high chain-link at \$60.00/meter = \$58,000.00) I am estimating a size of 966.67 meters or 3171.49 feet and Willow Park at 450 meters or 1476.4 feet. So, take Patterson at a linear measurement of 3171.49ft., with a fence post every 4 feet it would take 793 posts. The estimate from wefence.ca is a bundle of 95 posts for \$5.75 per post which makes it \$546.25 per bundle. It would take 8.5 bundles to do Patterson at a cost of \$4,643.13 for the posts. You can get 48 inch wire mesh panels at UFA for \$4.39 per panel. It would take approximately 792 panels at \$3,476.88 for panels which is a combined cost of \$8,120.01 for posts and mesh panels. Staples would come in at about 6 staples per post at 793 posts would equal 4758 staples, they come in bulk at a cost of \$6.49/420g which would amount to a few hundred dollars at best. The total price of materials to do Patterson Park would be approximately \$8,370.01. Plus the \$50.00 / day for 1-2 days rental cost for a post pounder. Which is nowhere near the \$58,000.00 estimated for a 5' chain link fence as outlined in your last e-mail. And why a 5' fence when a 3-4 foot fence will do? Even with wages added to that for 2 workers. There is a huge savings here. (Is this why the town budget is stretched so tightly because you don't bother to look at other alternatives?) This would obviously leave plenty left over for benches and a few picnic tables. Not to mention grading a parking area to get users off the narrow dirt road.

T Posts come in at 6.99 each at UFA which would come to – 793 posts x \$6.99 = \$5543.07 +\$3476.88 for panels =\$9019.95.

That is almost a \$50,000.00 savings using wood posts and a \$48,980.05 savings using T posts. More even because you don't need staples or a post pounder.

The savings would be just as significant for Willow Park.

J. Scott

Please see following examples:



St. Thomas Dog park fence. Round wooden fence posts in ground with wire mesh stapled to each post.



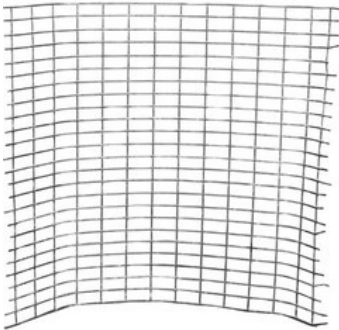
Kalamazoo County Dog Park Fence. T posts with link metal wire fencing.



Dog fence Great Falls off leash Dog Park. A wooden square fence post with wire medium to heavy gauge wire mesh stapled to posts



Farm style dog fence



UFA 1"x1"x48" 16 gauge wire mesh \$4.39



4½' x 6' pointed treated and dowelled 95 per bundle, \$5.75 each or a bundle for \$546.25. at wefence.ca in Alberta near Airdrie.

Rent a post hole pounder for \$50.00/day for 2 days.



Toad Hollow Dog park 3' chain link fence. You can do the option of wood posts with chain link stapled to posts. Rent a post-hole pounder for a day and the job is quicker.

I think a 3' -4' fence is sufficient.



Water fountain for dogs at Toad Hollow Dog Park



Barcoproducts.ca two tone bench \$323.92.



Park bench \$60.00 Kijiji



\$299.99 Canadian Tire



Kijiji \$100.00 park bench



Barco Steel framed bench with back \$338.08



Barco steel framed bench without back \$226.50



Barco outdoor bench \$355.12



City series players bench from Barco \$476.79



Dakota recycled plastic park bench \$378.51by Barco



\$100.00 Kijiji



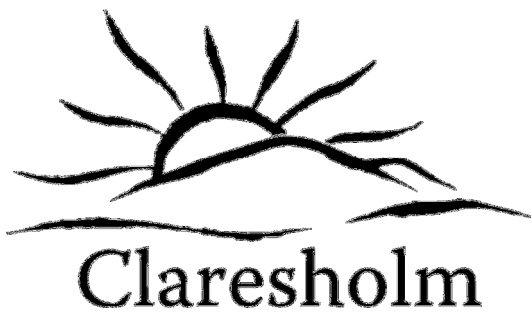
\$40.00 Kijiji. There are many ways to get the materials you need if you use some out of the box thinking.



\$399.00 Canadian tire.



\$296.00 Home Depot



REQUEST FOR DECISION

Meeting: April 27, 2015
Agenda Item: 7

ARENA USAGE – CLARESHOLM ROCKMEN LACROSSE

DESCRIPTION:

Claresholm Rockmen Lacrosse is requesting to be charged the same rates they were given in 2014 for the use of the arena in 2015.

BACKGROUND:

As per the attached letter, Claresholm Rockmen Lacrosse is starting their season and would like to receive a reduced rate as they did last year. When Lacrosse started their season in 2014, they still owed rental fees to the Town from 2013, and part of the stipulation was that these charges be paid off as soon as possible. Lacrosse is currently up-to-date in their account with the Town.

The regular rate for rental of the arena floor (without ice) for non-profit is \$55 per day. The following motion was passed in 2014:

Moved by Councillor Cutler to allow Claresholm Minor Lacrosse to use the Arena concrete surface for \$90 per week plus GST for practices for May to July 2014 and charge them \$57 per hour plus GST for Saturday games if needed, on the stipulation that they will pay off last year's bill by May 31st, 2014 and their bill in its entirety by June 30th, 2014.

The charge of \$90 per week plus GST was based on the information that Lacrosse would be using the Arena on Tuesdays and Thursdays from 4:15 to 7:00pm. In the current request, Lacrosse is requesting to use the arena from 4:30 to 9:00pm. This represents an increase from 2 ³/₄ hours to 4 ¹/₂ hours. The reduced rate was charged as an arena attendant was not required for practices. The \$57 per hour rate was to cover the cost of an arena attendant for Saturday games. This was the prior rate charged for prime ice time up to July 2011, at which time it was changed to \$63 per hour.

COSTS / SOURCE OF FUNDING:

Typically the rate charged would \$55 per day for practices. The current rate for prime ice time is \$63 per hour, which is what the rate should be for Saturday games. Attendants need to be scheduled in advance for Saturdays and need to be present for all games.

RECOMMENDED ACTION:

Lacrosse is still trying to establish themselves in Claresholm. They have been able to clear up all outstanding amounts owing from prior years, which shows that they are working hard to establish their place in our community. Administration is recommending that Council agree to charge Lacrosse the same rates in 2015 as was charged in 2014 in order to give them another year to continue the building process.

PROPOSED RESOLUTION:

Moved by Councillor _____ to allow Claresholm Minor Lacrosse to use the Arena concrete surface for \$90 per week plus GST for practices for May to July 2015 and charge them \$57 per hour plus GST for Saturday games as needed.

Attachments:

1. Email request from Claresholm Rockmen Lacrosse.
2. Fee Schedule from Policy #REC 04-15.
3. Letter from Lacrosse on March 25, 2014.

Applicable Legislation: Not applicable.

Prepared By: Karine Wilhauk, Secretary-Treasurer

Approved By: Marian Carlson, CAO

DATE: April 23, 2015

From: Rockmen vice [<mailto:rockmenvicepresident@gmail.com>]
Sent: Thursday, April 23, 2015 10:46 AM
To: Lisa Chilton
Cc: Mellissa Bremner
Subject: Arena Usage and Fees

Good morning Lisa,

Another lacrosse season is upon us and we have now started practices. We will be using the arena for practices on Tuesdays and Thursdays from 4:30 to 9:00. The Southern Alberta Lacrosse Association has slated home games for the Rockmen on May 2, 9, 30 and June 6. On those Saturdays, we are scheduled for two games. We will need the arena from approximately 9 to 5 on game days.

This is a rebuilding year for the Claresholm Rockmen Lacrosse Association, as we did not have the number of registrants to play in the league last year. We now have 38 players, which translates in to four teams, three of which will be competing.

We appreciated the rate we were given last year, and request the same for this year. We are grateful to the Town of Claresholm for their support of this community sport.

Thank you for your time and consideration on this matter. If you need any further information please contact me at (403) 682-7182.

Sincerely,

Dayna Challand
Vice President
Claresholm Rockmen Lacrosse Association

March 25, 2014

To: The Mayor and Council of the Town of Claresholm

From: Dean Smith, Lyle Franz of Claresholm Minor Lacrosse Association President and Vice president.

Re: Arena Rental Monies outstanding from the 2013 season

Honorable Mayor and Council Members:

I am writing this letter to you in regards to the monies still owed to the Town of Claresholm for the month of June of the 2013 season. As you know, the Claresholm Minor Lacrosse Association relies heavily on the generous donations from various local businesses and organizations in order to keep our registrations costs down. Last year, we began a program to buy equipment for a few kids who used Kidsport for their registration and could not afford their own equipment.

Unfortunately, the association experienced less than normal amounts of donations which has made it difficult to pay all of our bills. In the past, the Association has always paid the town prior to the following season and is currently looking into reasons why we ended the 2013 year so short of funds, this is why we are asking council for the following:

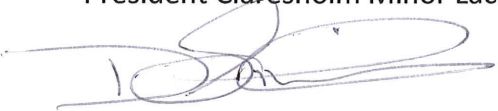
1. Reduction in hours billed for practices on June 2013, officially our season ended on June 15/2013 and our bantam and midget team had officially ended their season but our Mini tyke and novices did practice after the 15 of June – half hour for mini-tyke and one hour for novice. Total of hours is 1.5 hours x 4 = 6 hour reduction = \$180.00
2. We are also asking the council for an extension to the end of the 2014 season to allow us to collect the money still owing.
3. We are also asking the council for the use of the arena for April, May, June 2014 season for practices and games.

To date, due to the generous donations and hard work from our local businesses, we have paid one thousand dollars towards the bill. The association is working diligently to rectify this situation in order to maintain good standing with the town.

Last year, Claresholm Minor Lacrosse Association had 58 kids playing on four different teams with ages ranging from four to sixteen years old. We anticipate a similar amount of kids this year and the ability to rent the arena is crucial to our running a season this year.

Thank you for taking the time to consider this request and we look forward to hearing from you soon.

Regards,
Dean Smith
President Claresholm Minor Lacrosse Association

A handwritten signature in black ink, appearing to read 'Dean Smith', with a large, sweeping flourish extending to the left.

Lyle Franz
Vice-President Claresholm Minor Lacrosse Association

A handwritten signature in blue ink, appearing to read 'Lyle Franz', with a large, sweeping flourish extending to the right.

Karine Wilhauk

From: Lisa Chilton
Sent: April-24-14 2:44 PM
To: Karine Wilhauk
Cc: Kris Holbeck
Subject: FW: Arena Payment and Usage

The following e-mail is the proposed plan to pay off the past due charges for arena rental from last year that were incurred by the Lacrosse league. The money from High River they are referring to is money they are potentially receiving because High River lost some of Claresholm's equipment and they are reimbursing them. (not a sure thing). A telephone conversation with both Dean Smith and Mellisa Bremner of the Lacrosse League indicated that there will be no games only practices and skill training and fun games amongst themselves. If they require the arena on a Saturday for any reason they will give notice by the previous Monday. Still should not require staff as it would be fun games amongst themselves.

Lisa Chilton

TAX/HUMAN RESOURCES MANAGER
TOWN OF CLARESHOLM
(403)625-3381 Phone
(403)625-3869 Fax
lisa.chilton@townofclaresholm.com E-mail

From: Mellissa Bremner [<mailto:rockmenregistrar@gmail.com>]
Sent: Thursday, April 24, 2014 2:37 PM
To: Lisa Chilton
Subject: Arena Payment and Usage

Hello all,

We have agreed to use the money from High River to pay off our outstanding bill. We have not received the cheque yet. As soon as we do we will pay the town bill. We are also collecting money on the twenty ninth of this month from players. If the High River money has not come in by then we will use player fees. We would use the arena on Tuesdays and Thursdays, from four fifteen until seven pm. We will not be holding games. Practices, skills teaching, and scrimmages will be our use. I hope this is enough information for you. If not please feel free to call me @ 403-625-9377

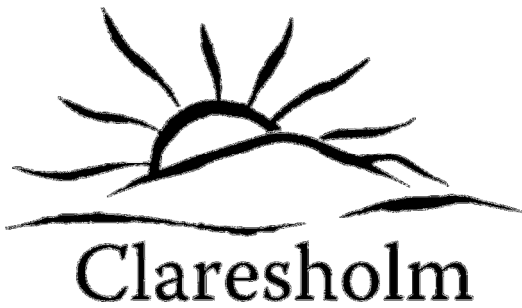
Thank you very much for your time on this matter.

--

Mellissa Bremner
Registrar

**TOWN OF CLARESHOLM
RECREATIONAL FACILITY & MISCELLANEOUS USER FEE/CHARGES**

<u>DESCRIPTION</u>	<u>FEE</u>
<u>CLARESHOLM ARENA</u>	
• PRIME TIME ICE RENTAL (youth only)	\$63.00 / HOUR
• NON PRIME TIME ICE RENTAL (youth)	41.00 / HOUR
• AA AND ADULT RENTAL	90.75 / HOUR
• OUT OF TOWN	110.00 / HOUR
• CONCESSION RENTAL	1,000 / YEAR
• SKATE SHARPENING BUSINESS	300 / YEAR
• STORAGE – MEZZANINE	300 / YEAR
• STORAGE – ICE LEVEL (SM)	300 / YEAR
• STORAGE – ICE LEVEL (LG)	600 / YEAR
• ARENA ADVERTISING (RINK)	400 / YEAR – 1 ST YEAR
• ARENA ADVERTISING (RINK)	275 EACH YEAR THEREAFTER
• ARENA ADVERTISING (LOBBY) SIGNS FOR FUNDRAISING	CMHA AND CSC BE ALLOWED ½ EACH
• ARENA MEZZANINE/LOBBY(non profit)	55 / DAY
• ARENA FLOOR (non profit)	55 / DAY
• ARENA MEZZANINE/LOBBY(for profit)	100 / DAY
• ARENA MEZZANINE/LOBBY(non profit)	30 / EVENING
• ARENA MEZZANINE/LOBBY(for profit)	50 / EVENING
• DAMAGE DEPOSIT	400 / GROUP
• PUBLIC SKATING	500 / SEASON FOR CORPORATE SPONSORS
• SCHOOL USE	NO CHARGE PER JOINT USE AGREEMENT
SUMMER RATES (RINK FLOOR)	
• RECREATIONAL USE	\$37.30 / HOUR, 250 / DAY
• COMMUNITY NON-PROFIT	150 / DAY
• COMMERCIAL USE	650 / DAY
<u>WATER/SEWER/GARBAGE</u>	
• PER BYLAW	
• DUMPSTER RENTAL	\$40 / MONTH
<u>CENTENNIAL CAMPGROUND FEES</u>	
• FULLY SERVICED LOT	\$30 / DAY
• WATER & POWER (NO SEWER) LOT	28 / DAY
• UNSERVICED SITE	18 / DAY
• TENT SITE	15 / DAY
<u>MISCELLANEOUS FACILITY/USER FEES</u>	
• AIRPORT TERMINAL BLDG ONLY	\$125 / DAY
• AIRPORT RUNWAY RENTAL	500 / DAY (includes terminal bldg usage)
• MAPS	COST + 50%
• DOG LICENSE (SPAY/NEUTER)	15 / YEAR
• DOG LICENSE (INTACT)	40 / YEAR
• DAYCARE RENT	100 / MONTH
• PLAYSCHOOL RENT	150 / SCHOOL YEAR
• FOOD BANK RENT	NO CHARGE
• ASSESSMENT APPEAL FEE	50 PER PARCEL REFUNDED IF SUCCESSFUL



REQUEST FOR DECISION

Meeting: April 27, 2015
Agenda Item: 8

REFUND OF APPEAL FEE, DEVELOPMENT PERMIT D2015.013

BACKGROUND / DESCRIPTION:

On March 6, 2015 the Municipal Planning Commission approved a rear yard variance to a new single family dwelling (D2015.013) for Sunset Holdings Inc. for 4418 2 Street West.

On March 26, 2015 an appeal to the Subdivision and Development Appeal Board (SDAB) was received from Mike Neily, an adjacent land owner, along with the required \$300.00 appeal fee which was paid to the Town of Claresholm.

An appeal was immediately scheduled by the Oldman River Regional Services Commission (ORRSC) for April 22, 2015 and an appeal package was prepared and distributed to the SDAB.

On April 7, 2015 Sunset Holdings Inc. formally withdrew Development Permit D2015.013. Accordingly, the appeal to the SDAB was cancelled (see attached).

On April 10, 2015 ORRSC submitted an invoice to the Town of Claresholm, in the amount of \$645.56, for the SDAB preparation services received by the Town of Claresholm (see attached).

REFUND REQUESTED:

On April 13, 2015 the appellant, Mike Neily, submitted a written request to the Town of Claresholm asking for a refund of the \$300.00 appeal fee (see attached).

LAND USE BYLAW NO. 1525:

Section 20 of Land Use Bylaw No. 1525 states: "Council may by resolution waive or refund part or all of any application fee pursuant to this bylaw."

POSSIBLE RESOLUTIONS:

Moved by Councillor _____ to approve the refund of the \$300.00 appeal fee.

Or

Moved by Councillor _____ to refuse the refund of the \$300.00 appeal fee.

APPLICABLE LEGISLATION:

- 1.) Land Use Bylaw No. 1525

ATTACHMENTS:

- 1.) Refund Request letter, Appeal Invoice, Appeal Cancellation Notice.

PREPARED BY: Jeff Doherty – Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 22, 2015

04/13/2015



Town of Charsholm

Re. refund for cancellation
of appeal re: 2015.013

Request return of \$300⁰⁰/_{xx}

Thanks
Cynthia Feily [Signature]

Memo

To: Jeff Doherty – Development Officer

From: Cameron Klassen – Appeal Board Secretary

Date: 4/10/2015

Re: Canceled SDAB Hearing D2015.013 - Documents for File

Jeff,

Please find enclosed the Appeal Exhibit documents, of the Subdivision and Development Appeal Board Hearing No. D2015.013 for your Town land files for the affected land.

Also attached is the invoice for Appeal Board Secretarial services, which are a fee for service, based upon an hourly rate, and any material, photocopying and postage costs.

I am pleased to be of assistance to you in this matter, please do not hesitate to contact me if you have any questions or require further assistance.

Cameron Klassen

Oldman River Regional Services Commission

3105 - 16 Avenue North
 Lethbridge, Alberta T1H 5E8
 Canada

INVOICE

Invoice No.: 6987
 Date: 04/10/2015
 Ship Date:
 Page: 1
 Re: Order No.

Sold to:

Town of Claresholm
 Box 1000
 Claresholm, AB
 T0L 0T0

Ship to:

Town of Claresholm
 Box 1000
 Claresholm, AB
 T0L 0T0

Business No.:

Quantity	Unit	Description	Tax	Base Price	Disc %	Unit Price	Amount
5	hrs	SDAB-D2015-13 Secretarial Time Photocoping, Postage & Envelopes		65.00		65.00	325.00 320.56
Shipped By: _____ Tracking Number: _____						Total Amount	645.56
Comment: _____							
Sold By: Cameron Klassen							

**TOWN OF CLARESHOLM
SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

NOTICE

**TO ALL AFFECTED PERSONS REGARDING THE
SUBDIVISION AND DEVELOPMENT APPEAL BOARD HEARING
OF APRIL 22, 2015, PERTAINING TO THE APPROVAL OF
DEVELOPMENT PERMIT NO. D2015.013**

**(Applicant: Sunset Holdings Inc.
Appellant: Michael Neily)**

REGARDING THE CANCELLATION

**of the Appeal Board Hearing of April 22, 2015
Pertaining to Development No. D2015.013
Located on Lot 29, Block 7, Plan 0813703**

that was Scheduled for April 22, 2015

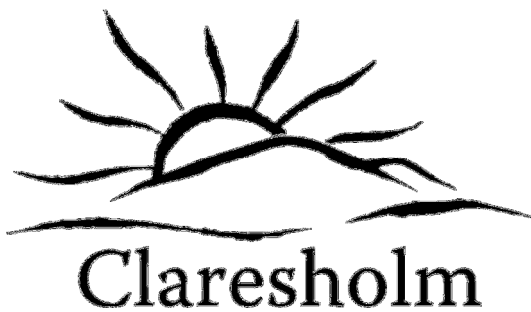
A recent Notice was circulated regarding the scheduling of an Appeal Board Hearing pertaining to the approval of Development Permit No. 2015.013 regarding a new single family dwelling with variance to rear yard setback for April 22, 2015 at 10:00 a.m.

As of April 8, 2015 Sunset Holdings Inc. has withdrawn Development Permit No. D2015.013. As a result of this event, there is **no need to proceed** with the Appeal Board Hearing as scheduled.

DATE: April 9, 2015.



**Cameron Klassen, Secretary
Subdivision & Development Appeal Board**



REQUEST FOR DECISION

Meeting: April 27, 2015

Agenda Item: 9

MD OF WILLOW CREEK – FIRE TRUCK AGREEMENT

DESCRIPTION:

The Town of Claresholm received the attached letter and agreement from the MD of Willow Creek on April 10, 2015, requesting approval from Council.

BACKGROUND:

The Town of Claresholm has agreements currently in place with the Municipal District of Willow Creek for emergency services. The agreement the MD is requesting the Town sign, focuses on the equipment that the MD owns that is located in the Claresholm Fire Hall. This equipment is available for the fire department to use within the Town of Claresholm limits. This is an update to a prior agreement the Town had with the MD to properly list all equipment.

The operation of the Claresholm Fire Department is split somewhat between the Town of Claresholm and the MD of Willow Creek. The structure of the fire department needs to be closely looked at to determine the best course of action going forward. It is the opinion of Administration that discussions need to be commenced with the MD in order to ensure the best model for emergency services is formulated in order to best serve the needs of the citizens of our municipalities.

COSTS / SOURCE OF FUNDING:

Currently, the Town of Claresholm and the MD of Willow Creek budget separately for the operation of the Claresholm Fire Department.

RECOMMENDED ACTION:

Administration is recommending Council sign the Fire Truck Agreement with the MD of Willow Creek as presented, and that a formal letter of request be sent to Council of the MD of Willow Creek to start discussions on the best model for emergency services going forward.

PROPOSED RESOLUTION:

Moved by Councillor _____ to sign the Fire Truck Agreement with the MD of Willow Creek as presented and to send a formal letter to the Council of the MD of Willow Creek requesting discussions be initiated on the best model for emergency services going forward.

Attachments:

1. Letter from the MD of Willow Creek dated April 9, 2015.
2. Town of Claresholm / MD of Willow Creek No. 26 Fire Truck Agreement.
3. Claresholm Fire Department Common Services Agreement – signed October 13, 2009.
4. Joint Fire / Emergency Service Agreement – May 7, 2012

Applicable Legislation: Not applicable.

Prepared By: Karine Wilhauk, Secretary-Treasurer

Approved By: Marian Carlson, CAO

DATE: April 23, 2015



Municipal District of Willow Creek No. 26

Office of the Administrator

www.mdwillowcreek.com

273129 Secondary Hwy 520

Claresholm Industrial Airport

Box 550, Claresholm Alberta T0L 0T0

RECEIVED

APR 10 2015

Office: (403) 625-3351

Fax: (403) 625-3886

Shop: (403) 625-3030

Toll Free: 888-337-3351

April 9, 2015

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

Attn: Marian Carlson
CAO

Dear Mrs. Carlson;

Re: Fire Truck Agreement

Enclosed please find two copies of the Town of Claresholm/MD of Willow Creek No. 26 Fire Truck Agreement for presentation to the Council for approval.

Please return one signed copy for our files.

Yours truly,

Cynthia Vizzutti, CLGM, CTAJ
CAO

CV/am

Encs.

TOWN OF CLARESHOLM/MD OF WILLOW CREEK NO. 26 FIRE TRUCK AGREEMENT

This Agreement made this ____ day of _____, 2015

The Town of Claresholm
(hereinafter called "the Town")
Of the First Part

-and-

The Municipal District of Willow Creek No. 26
(hereinafter called "the MD")
Of The Second Part

WHEREAS, "the Town" provides storage facilities in the Town Fire Hall, for the MD Fire Equipment belonging to the "MD"

THEREFORE, each of the parties agrees as follows:

1. The MD Fire Equipment as listed on Schedule "A"
2. "The Town" will keep sufficient space in the Town Fire Hall for parking and storing of the MD Fire Equipment at no cost to the MD.
3. "The MD" hereby grants "the Town" the right to use the MD Fire Equipment in the Town of Claresholm, provided, that, if at any time "the MD" requires the equipment, "the Town" agrees to immediately deliver said equipment to "the MD".
4. "The MD" is responsible for all normal maintenance and repairs and all insurance for the MD Fire Equipment.
5. In consideration for the terms of this agreement "the MD" shall have the storage rights in the Town Fire Hall for a period of five (5) years.
6. Any changes to the terms of this agreement shall be made by mutual agreement of both parties.

7. Each party to this agreement will indemnify and hold harmless the other parties to this agreement and its directors, officers, employees, agents and representatives from and against any direct damages, injuries, losses and other liabilities claimed against the parties, and all related costs and expenses suffered or incurred in relation to any claims, cause or causes of action, suits or proceedings by a third party which arises from damage to property or injury to or death of persons resulting from each parties failure to perform its obligations under this Agreement, except in the case of willful misconduct or gross negligence.

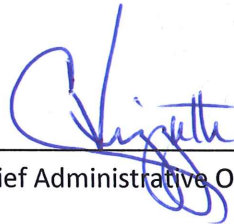
8. Any amendments to schedule "A" of this agreement shall not materially affect the foregoing of this agreement.

IN WITNESS WHEREOF the dually authorized officers of each of the parties has signed this agreement and affixed their corporate seals.

The Municipal District of Willow Creek No. 26



Reeve



Chief Administrative Officer

Town of Claresholm

Mayor

Chief Administrative Officer

SCHEDULE "A"

Equipment wholly owned by the "MD"

Bush 13	Bush Buggy	1999 Ford F350	1FTSX31F0XEB51460
Pump 13-1	Pumper	2010 Freightliner M2 4X4	1FVDCYBS2ADAM9143
Ranger 13	ATV	2006 Polaris R06RD6AB	4XARD68A364808332
Ranger 13A	Trailer	2006 United Cargo	48BTE14236A084968
Rescue 13	Rescue	2007 Ford F550	1FDAW57P67EA95885
Response 13	Response (Medical)	2014 Crestline (C-9409)	1GB3G3CL5E1155519
Tank 13	Tanker	2013 Freightliner M2106	1FVACYCY5EHFK6801
Tender 13	Tender	1986 Kenworth	2NKWLN9X1GM916194

CLARESHOLM FIRE DEPARTMENT COMMON SERVICES AGREEMENT

Agreement made in duplicate this 13th day of October, 2009.

Between:

The Municipal District of Willow Creek No.26
(hereinafter called "the MD")
Of the First Part

- and -

The Town of Claresholm
(hereinafter called "the Town")
Of the Second Part

That "the MD" and "the Town", hereby agree to cost share the expenses of Common Services for the Claresholm Fire Department.

That "the MD" and "the Town" agree to cost share common services on a 50 – 50 basis as per number one of this agreement, and after of the approval of the budgets of "the Town" and "the MD". Expenses to be documented with copies of all invoices:

1. The common services shall include the following:
 - a. Fire Department telephone system and internet.
 - b. Fire Department clothing including uniforms, bunker gear, and SCBA.
 - c. Maintenance of radio system.
 - d. Replacement of radios after consultation with and approval of the Town and the MD.
 - e. Firefighter supplies.
 - f. Fire Hall operational costs include, Natural Gas, electrical, minor repairs under \$1,000.00 per year and building insurance.
2. Upon approval of budgets and balancing of actual costs, an invoice of 50% of the total costs incurred shall be issued in December of each year by the jurisdiction incurring said costs.
3. The Firefighters Insurance coverage for the Claresholm Fire Department shall be provided by "the MD" at the MD's costs through its insurance underwriter. The coverage consists of the following:

Volunteer accident coverage
Off duty benefit package
Spouse and dependant benefit package

KCB

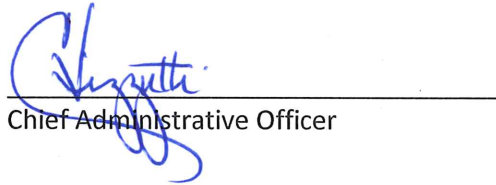
4. The Town of Claresholm shall at their costs, provide, Life Insurance through their underwriters for the Claresholm Fire Department in the amount set by "The Town".
5. All major building repairs over a \$1,000.00 shall be negotiated between the two parties prior to the repairs being undertaken, if costs are to be shared.
6. This agreement may be terminated by either party by giving six month written notice indicating an intention to withdraw from this agreement. Withdrawals will only become effective on January one (1) of the following year.

IN WITNESS WHEREOF the dually authorized officers of each of the parties has signed this agreement and affixed their corporate seals.

The Municipal District of Willow Creek No. 26

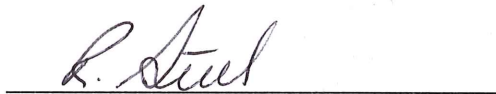


Reeve

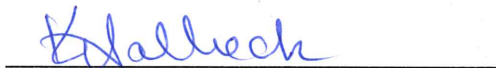


Chief Administrative Officer

Town of Claresholm



Mayor



Chief Administrative Officer

Joint Fire/Emergency Service Agreement

Between

**The Municipal District of Willow Creek No. 26
(hereinafter called "The MD")**

And

The Town of Nanton

And

The Town of Stavely

And

The Town of Claresholm

And

The Town of Granum

And

**The Town of Fort Macleod
(hereinafter called "The Towns")**

Dated this 7 Day of May, 2012

Whereas the Towns own, operate and manage Fire Halls within their jurisdictions and manage Fire Departments for the resident of their respective municipalities; and

Whereas The MD contributes to the operation and management of those Fire Departments through funding and the provision of professional support staff; and

Whereas The MD has a need for Emergency Fire Suppression and Rescue Services including but not limited to motor vehicle accidents, medical co-response, ice and water rescue, wild land fire suppression, structure fire suppression, search and rescue, animal rescue, overland flooding rescue, and windstorm rescue;

Now Therefore, in consideration of the mutual provisions and covenants contained under this Agreement, the parties agree as follows:

1. **In this Agreement**, the following definitions shall apply:
 - a) **“Emergency”** means a sudden unexpected happening or unexpected occasion for action in which events require trained Firefighters to use their skill and judgment in the application of firefighting equipment or rescue equipment and techniques to manage the emergency scene.
 - b) **“Fire Suppression”** includes the application of equipment and training to extinguish fires either on land or in structures.
 - c) **“Response Map”** means a map prepared pursuant to Article 7.
 - d) **“Priority of Response”** means that all emergency calls from within the designated areas will receive immediate response from the Town Fire Halls and Fire departments when it can be reasonable to do so without impairing the Town’s capacity to protect life or property within the Town limits.
 - e) **“Protective Services Committee”** means the Chief Administrative Officers of the 6 jurisdictions, The MD Emergency Services Manager and the Fire Chiefs, or their designated officers.

2. **Term of Agreement**

Notwithstanding the term of this agreement will be effective January 1, 2012 and will continue until the agreement is terminated in accordance with Section 10 of this Agreement.

The parties may jointly agree to review or amend this Agreement from time to time, provided that all parties agree to the review and amendments.

3. **Fire and Emergency Services**

The Towns agree to provide fire suppression and emergency services from the date of this Agreement to the residents of the MD and to all people, property and livestock that may be affected if they are located within the boundaries of the MD

The Towns agree to provide fire suppression and emergency services under all mutual aid agreements signed by the MD

The Towns agree that the Fire Departments shall:

- a) Make their best efforts to provide Priority of Response to emergency calls from within the MD;
- b) Ensure that all personal protective equipment, tools and rescue equipment be maintained at an operational level and in accordance with acceptable standards;
- c) Ensure that all trucks, fire engines, cargo trailers, ATV's and other mobile and licenced vehicles are regularly inspected and maintained by the owner of those vehicles;
- d) Ensure that all MD equipment be maintained through the MD Public Works Shop in accordance with provincial legislation and municipal policy;
- e) Ensure that proper insurance has been obtained for all town owned equipment, buildings and properties that house the fire/emergency service;
- f) Be responsible for the recruitment and management of all fire/emergency services personnel;
- g) Assign at the discretion of their officers, on a per incident basis, firefighting equipment and firefighters to address emergencies;
- h) Provide yearly budget estimates to the Towns and the MD by November of the preceding year in which the budget takes effect;
- i) Provide yearly inventories of equipment to the Towns and the MD for replacement and insurance purposed;
- j) Ensure that fire department members conduct themselves in a professional manner adhering to all bylaws, policies and standard operating procedures from the Towns and the MD;
- k) Ensure that fire department members adhere to all relevant federal and provincial legislation including but not limited to all highway traffic acts, Occupational Health and Safety Act and the Safety Codes Act;

The Towns and the MD mutually agree that they shall:

- a) Be responsible for the operation and management of the service to the MD and will cost share on a 50% basis the expenses of such services as they fall due, those expenses being replacement insurance on the building, utilities, and minor repairs.
- b) Be responsible for ongoing training of fire personnel on an 80%-20% cost recovery basis with the MD incurring 80% of approved training costs.
- c) Be responsible for the billing and collecting of any fire/emergency fees that may be applicable to each jurisdiction and retain all revenue collected.
- d) Meet on a quarterly basis with the Chief Administrative Officers and Fire Chiefs of all the departments, known as the Protective Services Committee regarding operations, equipment replacement, billing requirements, recruitment, policy and standard operating procedures and any other matter that may affect the delivery of fire/emergency services in the Towns and MD.

- e) The MD and the Towns agree that they shall bill the user directly for emergency services costs as per each jurisdictions bylaws or policies establishing rates for such services.

The MD agrees that it shall:

- a) Indemnify the Towns on its liability insurance when the Towns Fire Departments are performing fire and emergency services within the MD boundaries;
- b) Indemnify the Towns on its liability insurance when the Towns Fire Departments are performing training exercises, information programs, public service programs or any other MD sanctioned event that requires service from the Towns Fire Departments;
- c) Maintain a fleet of emergency vehicles that in its opinion, and in agreement with the Towns, is sufficient to provide the services requested of the Towns Fire Departments.
- d) Jointly fund the replacement of personal protective equipment, emergency equipment and other items deemed necessary to provide the service at a cost recovery basis mutually agreed upon by the MD and the Towns, but at no less than a 50-50 basis.
- e) Cover all active members of the fire departments and their families with Class C insurance as provided for by VFIS and pay for same.

4. Assets

It is agreed that the parties to this Agreement that the vehicles, buildings and equipment used by the Fire Departments are wholly owned as per Schedule A to this agreement.

5. Annual Operating Budget

- a) The Towns will prepare an annual operating budget that forecasts the cost of operations of the fire halls that include insurance, power, natural gas, telephone and minor repairs to the facility.
- b) The Towns will provide the estimated operating budget to the MD by January 31, of each year and the MD will forward funding established by budget to help offset operational costs of the fire halls as stated in 5(a).
- c) The MD and the Towns shall establish rates of pay for the Fire Chief, Deputy Fire Chief, Captains and fire fighters from time to time.
- d) The MD and the Towns shall fund the cost of fire meetings and practices as verified by supporting documentation from each fire department on a 50/50 basis.
- e) The MD and the Towns shall be responsible for the maintenance, insurance and fuel required to operate fire equipment owned by them.

6. Annual Capital Budget

- a) The MD and the Towns shall establish a 5 year capital replacement plan for jointly owned fire apparatus.

- b) The MD and the Towns shall establish a 5 year capital replacement plan for fire apparatus owned by each municipality.
- c) The MD agrees to supply its own fire apparatus which are housed and operated by the Towns in the designate area and within the Town limits unless joint equipment purchases are otherwise agreed upon.
- d) All capital budgets shall be based upon recommendations provided to the MD and the Towns by the Joint Protective Services Committee.
- e) The MD and the Towns may agree to contribute funding towards emergency services building renovations, expansions or new building construction by resolution of their respective Councils.
- f) All capital building replacement that may take place within Town limits where the MD has agreed to be a contributing partner shall be undertaken upon a ratified agreement between the applicable Town and the MD, clearly indicating ownership, operational funding, capital cost allocation, and appointment of a managing partner that being one of the two jurisdictions.

7. Automatic Vehicle Locator System

- a) The MD will provide an AVL and mapping system for its apparatus.

8. Liability

- a) Each party to this agreement will indemnify and hold harmless the other parties to this agreement and its directors, officers, employees, agents and representatives from and against any direct damages, injuries, losses and other liabilities claimed against the parties, and all related costs and expenses suffered or incurred in relation to any claims, cause or causes of action, suits or proceedings by a third party which arises from damage to property or injury to or death of persons resulting from each parties failure to perform its obligations under this Agreement, except in the case of willful misconduct or gross negligence.

9. Dispute Resolution

- a) In the event the parties are unable to resolve a dispute that may arise from the Agreement, any party may submit the dispute, in writing, for a resolution to a Dispute Resolution Board consisting of one appointed Council member from two towns that are not a party to the dispute and one appointed Council member from the MD if they are not a party to the dispute. The members of the board shall name a Chairman for the purpose of settling the dispute before them.
- b) If the MD is one of the parties to the dispute, a member of the community, agreed upon both parties to the dispute, shall be appointed as Chairman along with 2 Council members from the Towns who are not parties to the dispute.

- c) The Chairman shall have voting rights as does any other Councillor who has been appointed to the board to hear the dispute.

10. Termination of this Agreement

- a) Any of the parties to this agreement may terminate this agreement by providing twelve (12) months written notice to the other parties who are signatories.

11. Notifications

Any notices or correspondence in writing with regards to this Agreement will be delivered by domestic mail and addressed to the party at the following addresses:

The Municipal District of Willow Creek No. 26
P.O. Box 550
Claresholm, Alberta
T0L 0T0

The Town of Nanton
P.O. Box 609
Nanton, Alberta
T0L 1R0

The Town of Stavely
Box 249
Stavely, Alberta
T0L 1Z0

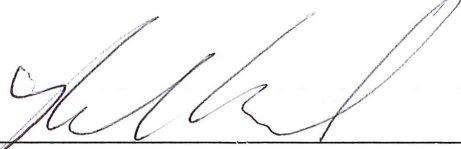
The Town of Claresholm
P.O. Box 1000
Claresholm, Alberta
T0L 0T0

The Town of Granum
P.O. Box 88
Granum, Alberta
T0L 1A0

The Town of Fort Macleod
Box 1420
Fort Macleod, Alberta
T0L 0Z0

In Witness Whereof the parties hereto have set their hands and seals this 7 day of MAY, 2012.

The Municipal District of Willow Creek No. 26

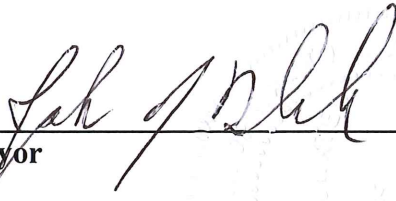


Reeve



Chief Administrative Officer

Town of Nanton

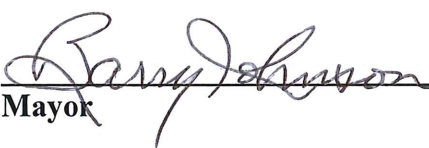


Mayor



Chief Administrative Officer

Town of Stavely



Mayor



Chief Administrative Officer

Town of Claresholm



Mayor

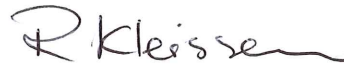


Chief Administrative Officer

Town of Granum

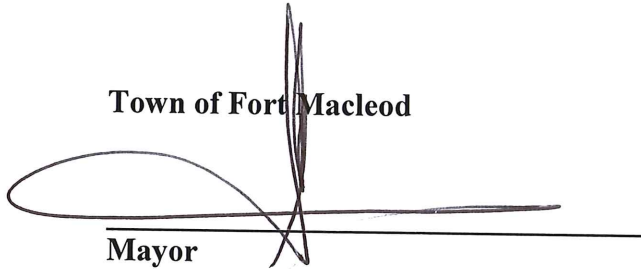


Mayor



Chief Administrative Officer

Town of Fort Macleod



Mayor



Chief Administrative Officer



INFORMATION BRIEF

Meeting: April 27, 2015

Agenda Item:10

STRATEGIC PLANNING DATE

DESCRIPTION:

The CAO would like to postpone the previously scheduled Strategic Planning Session date from Saturday, May 2nd to Saturday, May 9th.

BACKGROUND:

As part of the ongoing planning process, the CAO and Council had planned to meet again for a Strategic Planning Session on May 2nd. At this time, Administration is just getting through year-end, budgeting, and setting the mill rate. Extra time to prepare for the Strategic Planning Session would ensure that the session is a successful one for everyone. Administration suggests that the Strategic Planning Session date be postponed to Saturday, May 9th from 9:00 a.m. to 12:00 p.m.

COSTS/ SOURCE OF FUNDING (if applicable):

None

ATTACHMENTS:

None

APPLICABLE LEGISLATION:

None

PREPARED BY: Karine Wilhauk

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 24, 2015



CAO REPORT

April 27, 2015

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

CAO

Over the past month, I have mainly been focused on preparation of the 2015 Operational and Capital budgets. These budgets are now prepared for Council approval at the April 27th Council meeting.

We have tendered the Harvest Square Lift Station project with the closing date of April 30, 2015. We expect to be able to proceed with the project early in the season to meet our obligations in the development agreement.

The north landfill testing project contract has been signed and we met with TetraTech EBA on April 9th to begin work on the project.

The grant applications have been submitted to the Building Canada Fund – Small Communities Fund for the Multi-Use Community Complex and the Storm Water Master Plan projects. The cost for grant writing from Civic Solutions was lower than originally anticipated and came in at \$1,793.93.

I also met with Dean from Associated Engineering and the Southern Alberta Program Coordinator for the Alberta Community Resilience Program to further enhance our application to the Resilience Program for the Storm Water project. The deadline for applications under that program is September 30th but we will proceed with submission as soon as is reasonably possible.

BYLAW ENFORCEMENT

[See enclosed report](#)

FIRE

See enclosed report

POOL

See enclosed report

ADMINISTRATION

See enclosed report

PUBLIC WORKS

See enclosed report

UTILITY SERVICES

See enclosed report

FCSS

See enclosed report

Respectfully submitted by

Marian Carlson, CLGM
CAO

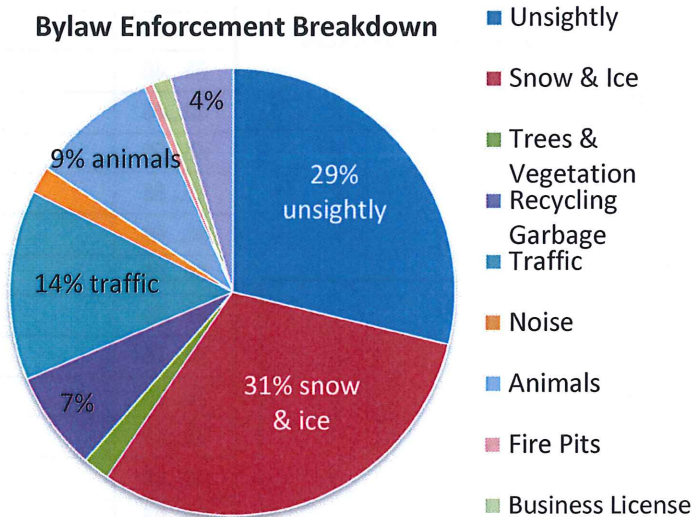


INFORMATION BRIEF

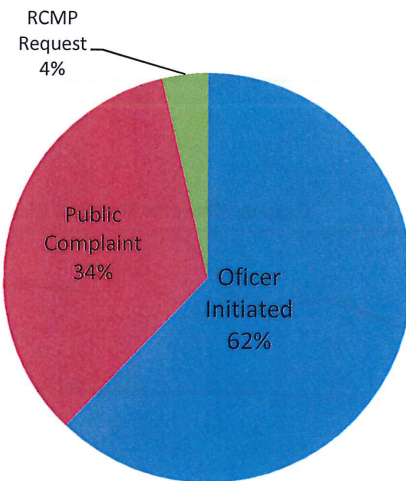
Meeting: April 27, 2015
 Agenda Item: CAO REPORT

MARCH 2015 BYLAW ENFORCEMENT REPORT

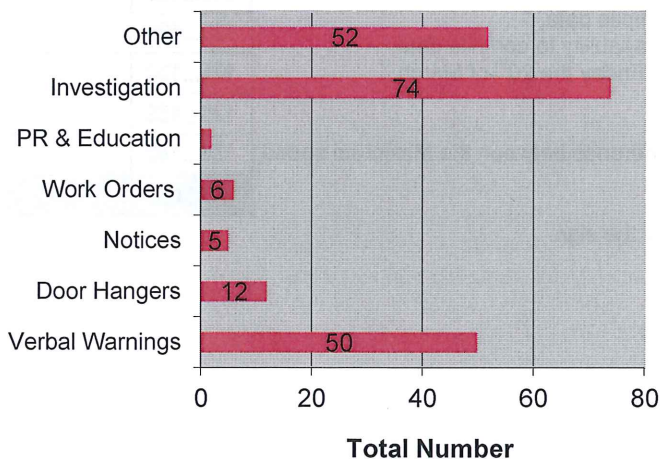
Bylaw Enforcement Breakdown



Bylaw Enforcement Breakdown

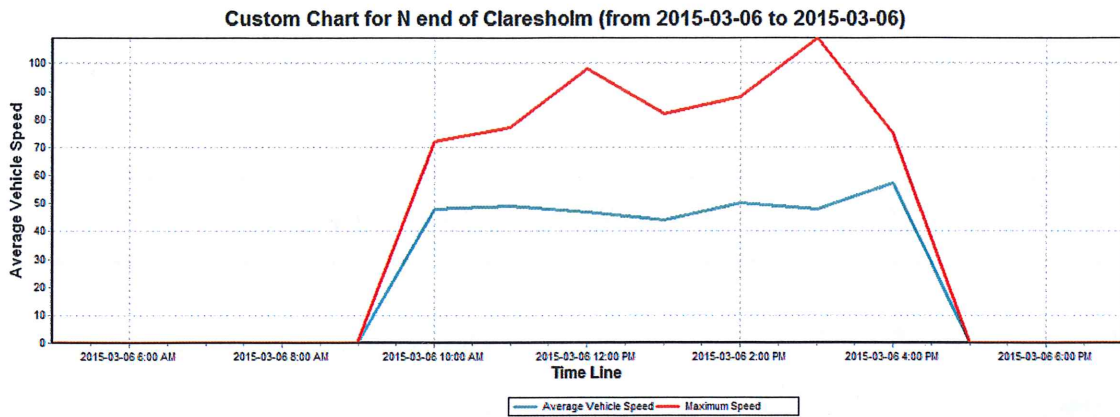


Enforcement Action



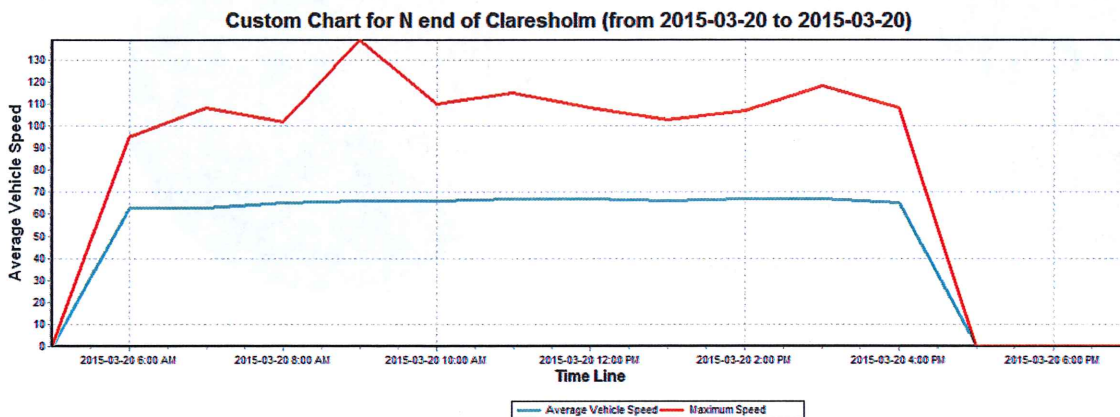
Additional Information

1. The Towns Driver (Speed) Feedback sign was set-up on north end of Claresholm on the #2 highway. (see stats below)
2. The RCMP Driver (Speed) Feedback sign was set up in the School zones, Hospital zones and South end of Claresholm on the #2 highway.
3. The Local Press advertisements focused on off dog leash areas, and snow & ice removal.
4. Majority of enforcement action was for Snow and Ice on sidewalks and follow ups with unsightly conditions.
5. Completed CPO 2 course March 20 – 24, averaged 94.25% on four tests. Waiting for the Police Check to finalize appointment process with the Solicitor General.



Count by Speed Bins

Speed	Count
0...5	0
5...10	122
10...15	250
15...20	190
20...25	115
25...30	55
30...35	29
35...40	77
40...45	325
45...50	1,263
50...55	1,402
55...60	1,475
60...65	1,363
65...70	918
70...75	751
75...80	417
80...85	162
85...90	114
90...95	51
95...100	22
100...105	13
105...110	9
110...115	3
115...120	1
120...125	1
125...130	0
130...135	0
135...140	1
Total:	9,129



The RCMP Driver (Speed) Feedback sign does not have the capability to compile data.
 The new Town of Claresholm Driver (Speed) Feedback sign does have the capability to compile data.
 To summarize, the sign was placed on the #2 Highway for Friday the 6th and Friday the 20th of March.
 The key points of this data represent the following:

1. The peak times are 8-10 am and 2-4 pm.
2. The radar sign *does cause traffic to ease*, represented by the difference between the Maximum speed (in red) and the Average speed (in green).
3. The Average speed is the speed of vehicle as it passes the sign.
4. The Maximum speed is the initial reading taken on the vehicle by the sign.

FIRE DEPARTMENT

APRIL 2015

EMERGENCY CALL OUTS:

TOWN:

- 3 Investigations
- 4 Assist EMS
- 1 CO alarms
- 2 Medical First Response's

MD:

- 1 Assist with structure fire
- 3 Wild land fires

SAFETY CODES INSPECTION:

- 119-49 ave west (file closed)
- 3 residential inspection (files closed)
- 4813-2 street west (file open)
- 4920- 1 street west (file open)
- 5312-5th street east (file Closed)
- Meeting with Care Center Engineers to discuss requirements and procedures during alarm upgrade.

CFD DAY TO DAY:

- attended regional training meeting with region 7 reps to discuss training and funding for 2015. Claresholm will be hosting Pump operation course and wild land operations course this summer.
- Fire Chiefs throughout MD had meeting to discuss and develop new software. MD proposed all firefighter pay go through their pay system. MD feels this will make paying firefighters simpler.
- 4 CFD members attended air brakes course in Lethbridge.
- Glen White brought on to department as a volunteer firefighter.
- CFD had 2 regular training nights. Members instructed on pumping operations and fire extinguisher operations.
- CFD members have decided to add two extra training nights a month. Members now attended training every Wednesday night.
- Members taking 1001 professional firefighter course are on month 4 of program. Course will be completed mid may.
- Attended meeting to assist in organizing bike safety day at school. Bike rodeo booked for end of June.
- After several call outs to assist AHS with transporting patients to Calgary, CFD has recommended that that portion of emergency services is not the responsibility of the fire dept. A letter will be drafted and presented to CAO
- Started prepping to provide first aid for the summer games in July.

TOWN REPORT March 2015

- 1. School Swimmer Lessons**
 - a. 81 in total
 - b. Fort Macleod, Stavely & Claresholm
- 2. Swim to Survive School Sessions**
 - a. 54 in total
- 3. After School swim lessons and Preschool Lessons, February 2-20**
 - a. 29 registrants
- 4. Preschool Lessons**
 - a. 7 registrants in Preschool 3/4 from 11-11:30am
 - b. Meadow Liversuch volunteers with Paige Pederson Instructing
- 5. Saturday Lesson Session, March 7-April 11**
 - a. 26 registrants
- 6. Private Lessons**
 - a. 4 Registrants
- 7. Baby and Me**
 - a. 6 Registrants, 12 participants
- 8. Aquafit Registrations**
 - a. Mon/Wed/Fri 8-9am- 12 registrants
 - b. Mon/Wed/Fri 1-2pm- 13 registrants
 - c. Tues & Thurs 5-6pm – 13 registrants
- 9. Seniors Program Tues & Thurs 11-11:30 am**
 - a. 18 total participants for the month of March
 - b. Average of 6 per session
- 10. Free swim Numbers**
 - a. March 7, 84
 - b. March 14, 75
 - c. March 21, 57
 - d. March 28, 76
- 11. 10 punch passes**
 - a. 17 Sold
- 12. Quarter Passes**
 - a. 20 sold
- 13. First Aid Class Prairie Winds Clubhouse**
 - a. 7 Participants
 - b. Denelle Instructed

14. Lifesaving Swim Instructor

- a. Pincher Creek
- b. Julie Ling Instructed
- c. 2 Staff took the course

15. Staffing/Inservices

- a. No changes to staff at this time
- b. May 3 (Lessons & Aquafit) May 7 (Firefighters Cooperative Training) May 24 (Self Defense Workshop, Street Sense Safety)

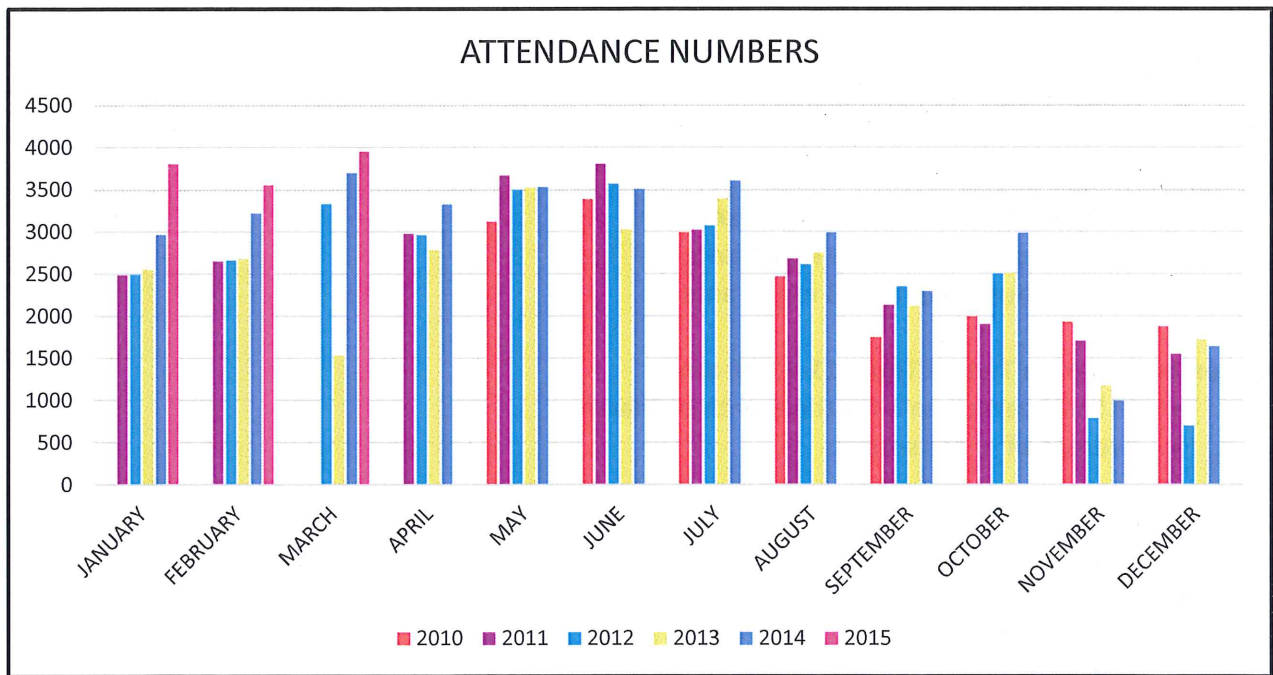
16. Special Promotions

- a. Daze End pass
 - i. Looking to market them for Students 8-17, and Adults
 - ii. 6-9pm Monday-Thursday
 - iii. 3 month passes, proposed 25% off

17. Rentals

- a. March, 8 in total compared to 6 in March 2014

18. The highest Attendance Month on record



May 2010-March 2015

- January-April 2010 No record
- March 2011 Pool was shut down for scheduled maintenance
- March 2013, pool heater was not working
- November 11-December 2012 maintenance shutdown was 5 weeks
- November 11-December-2014 2013 maintenance shutdown 4 weeks

March Attendance	
6-8 or 9 am Fitness	221
8-9 Aquafit	100
9-10 School Use/Lessons	340
10-11 School Use/Lessons	262
11-11:30 T&T Seniors/PT Lessons	104
11-11:30 M/W/F B&M, Str. Imp	33
11:30-1 Fitness & Parent&Tot	276
1-2 CCC	82
1-2 Aquafit	155
1-2 Family Swim	157
2-3 Schools/ Private lesson	202
3-4 Toonie Swim	235
2-4 Free Public/ public	498
4-6 Swim Lessons/Club	139
4-5 Private/JLC/Fitness	153
5-6 Deep Water Aquafit	132
6-8 Public/Toonie/Mini Aquafit	263
8-9 CCC	157
8-9 Fitness	150
8-9 Teen Jan 31	0
Rental Times	291
	3950

April 2015 Manager's Report

From: Lisa Chilton

Human Resources

- Hired a new part-time Janitor, Ann Bunch.
- The three tourist info/museum summer positions have been filled with local students. Chad Diebold is returning as Tourist Information/Museum Assistant Lead and will start May 4th and Chelsea O'Neill and Andrea Diebold will start on May 12th.
- The new Executive Director of the museum is Ken Favrholdt. He will start May 4th for 6 months. He has extensive experience in museums of varying sizes. The Museum and Tourist Information Centre Officially opens on Friday, May 15th for the season.
- We were approved for \$2,678.00 grant money towards the museum/tourist information staff wages from Canada Summer Jobs.
- Advertised internally and now externally for the replacement for Sanitation Equipment Operator I (vacancy created by the retirement of Rod Fedyk after Tracey Heitrich was promoted to Mechanic and Jace McLean took a lateral move from Sanitation Operator I to Equipment Operator I).
- Moved one of the Recycling Technicians to summer labourer for the season.
- Hired a second summer labourer.
- Waiting for word whether or not the budget will allow a gardener this season.

Taxation

- Preparation for tax notice release is ongoing. Waiting for final budget and mill rate bylaw to proceed.
- Tentative date for mailing of combined Tax and Assessment Notices is May 15th.
- Preparation time for mailing is approximately 2 days prior.
- The 2014 Tax Arrears List has been cleared up and all rate payers on the list have paid their taxes in full. There will be no tax sale this year!!!!!!!!!!!!
- There has been a noticeable improvement in the taxes outstanding since the beginning of 2015:
 - Outstanding taxes at January 1st, 2015 - 478,517.19
 - Harvest Square and # 4 Skyline adj - -364,162.34
 - January 1st Penalties applied - + 19,360.94
 - Payments after Tax arrears letters issued - 35,087.83

Total General Properties Arrears **\$ 98, 627.96**

Utilities

- A combination Spring Cleanup and Toxic Roundup/E-waste newsletter and Southern Alberta Summer Games newsletter with details will be included in the April 30th utility billings

Campground

- The Centennial Campground is scheduled to open May 1st, for the season.
- Already it is filling up with 2 Good Sam's Clubs for May long weekend and Labour Day weekend and is full for Summer Games and Fair Days. The water will be turned on when the Town Superintendent deems the ground safe from frost.

PUBLIC WORKS REPORT

for March 2015

Buildings No Major problems to report. Trim boards replaced by staff at Admunson park washrooms building.

Sidewalks All 35.4 km. of Town sidewalks will be inspected as soon as possible. We will do our best to resolve most complaints.

Streets Potholes are appearing everywhere as well as some major frost boils that will require coring and repaving. Those large repairs must wait until things dry up. Alley grading will not start until they are hard and dry. Street sweeping continues weekly in the downtown, and the whole town will be done again next month. Almost 50 signs have been vandalized and required cleaning to remove graffiti. Repairs/repaving to start on 49th Ave West, last week in April.

Sewers We have repaired a failed sewer service line in the street for the Victory church, on 100 block of 52nd Ave. West. Semi-annual flushing of the Town's complete sewer system has been started. Another manhole has failed and caused sewer backup from falling debris, (300 block of 47th Ave West) we were able to prevent any homeowner damage, as we responded quickly on the weekend. Repairs are now completed and no further issues are expected on this portion of sewer main.

Water No water main breaks so far this year. One leaking service line was replaced in March due to failure on public property, @ 322 52nd Ave. East.

Storm Drainage Catch basins are cleaned regularly and gutters are kept as clean as possible.

PARKS The Arena ice was removed on March 24, and the plant has been shut down for the season. The arena is ready for bookings and almost 20 bookings have been made. Crew is busy cleaning parks, raking leaves and garbage cleanup. The ball diamonds are now ready for another season, bases have been installed and temporary bathrooms have been arranged, as outside water is not yet available. Centennial Park campground set to open May 1st. cleanup and system repairs are underway, as well as sanding and painting of all picnic tables has started in all parks and at the museum rest stop. Cemetery cleanup will start as soon as parks are done.

RECYCLING No issues, everything operating well. This program is diverting 6 Tonne's weekly from the landfill. We load and ship one semi load, of cardboard bales to the recycling plant every month.

GARBAGE With 400 pick-ups daily, by the two garbage men, I feel our service is well operated and done as safely as possible. When time allows, these men do maintenance on the dumpsters, and other assigned tasks. Newer garbage truck is down, and we are waiting on parts to repair. Hoping to have this unit back on the road within a week.

This Report by

Mike Schuweiler

Superintendent

Town of Claresholm

PUBLIC WORKS REPORT



UTILITY SERVICES REPORT

March/April 2015

3700 8th Street West

Box 1000 T0L-0T0

Claresholm, Alberta

Work# 1-403-625-3100

Cell # 1-403-625-1687

Fax # 1-403-625-3869

brad.burns@townofclaresholm.com

www.townofclaresholm.com

Utility Services Manager Brad Burns

Summary

The following monthly report is a review of the operation in the Utility Services Department and all related areas.

- Regional Water Treatment Plant.....pg. 3
- Pumping Stations and Reservoirs.....pg.4
- Water Distribution.....pg. 4 & 5
- Lagoons and Waste Water Collection....pg. 5 & 6
- Raw Water Supply.....pg. 6
- Photos.....pg. 7,8 & 9

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

Along with regularly scheduled maintenance the following work has been completed:

- EFM (enhanced flux maintenance) April 7th to clean membrane filters.
- CIP (clean in place) April 15th to better clean membrane filters.
- Ed Veldman MPE Electrical Technologist out to work on communication issue
- All online meters have been cleaned and calibrated.
- K&B Heating working on possible warranty issue with both hydronic boilers in the plant (see photo pg. 9-10).
- K&B Heating onsite April 16th replacing both boiler cast aluminum heat exchangers.
- Electronic actuating valve to DAF control trough spray checked and wires repaired.
- Backup generator has been run and there are no issues.
- Chlorine bottles changed and REGAL gas detector alarm tested.
- Co2 Alarm has been tested.
- DAF 1 issue with saturation tanks (possible control valve issue).
- Building roof inspection (hatches, exhaust fan motor and belts).

TESTING/MONITORING REQUIRMENTS

- Daily lab testing of raw and treated water as per the approval in accordance with schedule 2 and 3.
- March 30th bacteriological sample could not be tested so a sample was sent in April 1st for compliance.
- Bacteriological samples have been absent of total coliforms and E coli.

GOVERNMENT COMPLIANCE

- There has been no noncompliance issues in regards to the daily monitoring, measuring and reporting frequency requirements as per schedule 2, and 3 of the approval.
- Bruce attended Level II Water Treatment preparation course in Calgary April 1st and 2nd and will challenge the Level II exam.

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- Backup generator has been run. Contacted WAJAX to check on slobber (oil and fuel) exiting through the turbo and what needs to be done to rectify the issue.
- Wet well controls and valves have no issues.
- Air compressor has been serviced.
- All pumps running good.
- Building drive way in need of work after construction was completed on the sewer line.
- Building roof inspection (hatches, exhaust fan motor and belts).

UFA RESERVOIR

- The East Side (UFA) Reservoir leak has remained the same.
- All manholes and valves are dry and accessible.
- Reservoir roof hatch and screen barrier are secure.

WEST WATER PLANT (decommissioned)

- The building is in need of demolition (see photos pg.7)
- The West Water Plant building and grounds are secure with no sign of vandalism or trespassing.

WATER DISTRIBUTION

UNIVERSAL METERING

- 204 50 Ave meter inspected March 25th (meter was sealed at time of inspection).
- Numerous meters and ERT's have been repaired or replaced.
- Daily and monthly meter readings for the office as requested.
- Purchased an assortment of water meters for transmission and distribution.
- Electronic radio transmitter (ERT) replaced.
- Replaced water meter at Pharmasave to reduce customer noise complaint.

GOVERNMENT COMPLIANCE

- In March 10 Bacteriological samples were taken within the town's distribution system showing no Total Coliforms or E coli. March 30th samples could not be processed so a sample was taken April 1st for compliance. April samples are ongoing and to date have had no issues.

Town of Granum Supply Line

- Granum's reservoir is being coated in the next few weeks and should be back online in a couple months.
- Granum is still using water directly off the Regional Water Supply line through their pressure reducing station.

AIRPORT METER VAULT/BOOSTER STATION #1

- West Water Co-op PRV has been checked and outgoing psi is satisfactory.
- Newly installed meter is working well and there are no issues with install.

LAGOONS AND WASTE WATER COLLECTION

NORTH LIFT STATION

- North Lift Station is running well with the current flows.
- Public Works flushing sewers with no issues on site at North Lift.
- Waste Go Enzymes are being added weekly to prevent a buildup of grease in the wet well and downstream outfall lines.
- CICON Engineering in communication about questions with possible upgrades.

LAGOONS

- Line between East and West cells has been flushed to ensure proper flow and reduce bypassing.
- Fan motor for the makeup air unit in the pump room service and filters cleaned.
- MPE Engineering to contact contractor to finish deficiency list at the new lagoon site.

RAW WATER SUPPLY

PINE COULEE

- Onsite raw water reservoir full April 7th.
- Both Pine Coulee fire hydrants secure. Fire department (Kelly) will be testing the hydrants in the spring during fire practice.
- Check for leaks on the Pine Coulee supply line to town.

OLD WATER TREATMENT PLANT

- Attached are photos showing the current condition of the old decommissioned West Water Treatment Plant.



HYDRONIC HEATING SYSTEM

- Both hydronic heating system boilers are serviced yearly by K & B Heating. Condensation dripping into the bottom of the boiler body accumulates from a hole in the bottom of the cast aluminum heat exchanger.

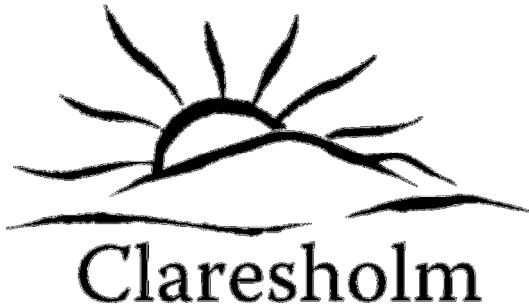


Hole above clamp at located at the bottom of the cast aluminum heat exchanger. Both boilers repaired April 16th.



FCSS Report for Month of March/April

1. Women's Conference was a great success!
2. Moved in to new location. Most of things are unpacked and in place.
3. Attended West Meadow Elementary Resource Fair for two nights
from 4-7pm
4. Barb sat on interview panel for PHECC to hire a coordinator. Hired Elaine Mahan.
5. Barb did interview with Falon Wagner from Shaw Cable to advertise the Women's Conference
6. At April board meeting we voted for 6 out of 8 programs to grant money to at a total of \$21,200.
7. Julia and Barb presented at Kinsmen meeting to tell about FCSS and what and how it functions.
8. Julia and Barb hosted Interagency. McBride career counselling is now in Claresholm
9. Summer Games is taking a spot at the new "Station" for the coordinator and space to host meetings during the games
10. FCSS hosted the Volunteer Appreciation Evening. It was a huge success. About 150 people participated.



INFORMATION BRIEF

Meeting: April 27, 2015
 Agenda Item: 12

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - February 23, 2015			
13	Land Sale: Moved by Councillor Cutler to accept the \$750,000 offer to purchase on Land Sale subject to the purchaser signing the offer date extension. Carried.	Marian	Email sent to Realtor - Feb 24/15 Realtor contacted Marian Feb 25th and client is still out of the country. Will contact our office upon his return. Further email sent March 23rd - still no contact with purchaser
18	Meet with M.D. regarding airport	Marian	Email sent to Cindy Feb 26th requesting a meeting. Met with Cindy March 2nd to discuss a number of items. No resolution at this time, but will continue discussions.
Regular Scheduled Meeting - March 9, 2015			
17	RFD- Stormwater Management Plan. Moved by Councillor Ford to accept the Stormwater Management plan by Associated Engineering as presented. Carried. Moved by Councillor Cutler to apply for funding through the Alberta Resilience Program for stormwater related projects. Carried. Motion #15-007.	Marian/Mike	Spoke with Dean at A.E. March 10th and they will move forward with preparing the grant application. A.E. will also prepare the final copies of the report for our records. Deadline for applications was extended to September 30, 2015.
Regular Scheduled Meeting - March 23, 2015			
4	Corres: SA Energy from Waste Assoc. Moved by Councillor O'Neill to table discussion on membership fees until April 27, 2015. Carried. Motion #15-010.	Karine	Returned to Agenda on April 27, 2015
6	Draft policy for Non-Profit Society Liability Insurance Reimbursement	Karine	In progress

10	RFD - Special Tax Bylaws. Moved by Councillor McAlonan to direct Admin to prepare the amended Special Tax Bylaw to be presented to Council along with the Mill Rate Bylaw. Carried. Motion #15-014.	Marian	Will be presented along with the mill-rate bylaw
13	Proceed with negotiating Airport Leases subject to MD approval for access	Marian	Requested confirmation from the MD regarding access across their land and have yet to receive a response
14	Organize follow up Strategic Planning date for Saturday, May 2nd from 9 - 11	Marian	In progress
15	Contact Rob Rothe	Marian	Left message April 8th. Letter prepared but awaiting phone call prior to sending
Regular Scheduled Meeting - April 13, 2015			
1	RFD - Transfers to Reserves - Moved by Councillor Fieguth to transfer current year operating surpluses of \$298,691.10 to general and capital reserves for the year ended December 31, 2014 as follows: General reserves: Landfill Closure - \$38,597.87, Airport General - \$8,000.00, Physician Recruitment - \$17,093.23, Capital reserves: General \$225,000 Parks replacement \$10,000. CARRIED. Motion #15-018. Moved by Councillor Cutler to reallocate capital reserve funds in the amount of \$1,664.93 from the general capital reserve to cover off reserve deficits in other capital reserve accounts. CARRIED. Motion #15-019.	Karine	Reserve transfers completed as part of year-end.
2	RFD - 2014 Financial Statements - Moved by Councillor McAlonan to accept the Audited Financial Statements for the year ended December 31, 2014 as presented. Motion #15-020.	Karine	All paperwork signed & returned to YPM.
3	Delegation Response: Mr. Jack Pour re: Claresholm Food Bank. Referred to Council's representatives on the Claresholm Food Bank Board.	Marian	No action required
4	Delegation Response: Claresholm Child Care Society re: Request to Increase Monthly Contribution. Referred to budget.	Marian	Presented during budget meeting April 21/15 - Complete
5	CORRES: Canadian Senior Pro Rodeo re: sponsorship. Moved by Councillor Dixon to support the Canadian Senior Pro Rodeo Association's Senior Pro Rodeo Finals October 15-18, 2015 with sponsorship of \$500. CARRIED. Motion #15-021.	Karine	Letter and cheque sent.
6	CORRES: Willow Creek Regional Waste Management Services Commission re: Wednesday Opening. Moved by Councillor McAlonan to pay the outstanding amount of \$1,000 on invoice #1503 from the Willow Creek Regional Waste Management Service Commission, not including interest. CARRIED. Motion #15-022.	Karine	Letter and cheque sent.
7	CORRES: Claresholm & District Transportation Society re: Request to Pay Interest on Loan for Van. Moved by Councillor Dixon to send a letter to the Claresholm & District Transportation Society denying their request for the Town to pay the interest on the loan for their van. CARRIED. Motion #15-023.	Karine	Letter sent

8	RFD - Budget Meetings. Moved by Councillor Dixon to hold the Facility and Infrastructure Planning Committee (FIPC) meeting regarding capital budget on April 21, 2015 at 8:30 a.m. CARRIED. Motion #15-024. Moved by Councillor Dixon to hold the operational budget planning meeting on April 21, 2015 at 5:00 p.m. CARRIED. Motion #15-025.	Marian	Complete
9	RFD - POLICY #REC 04-15: Recreational Facility & Miscellaneous User Charges. Moved by Councillor O'Neill to approve Policy #REC 04-15: Recreational Facility & Miscellaneous User Charges effective April 14, 2015. CARRIED. Motion #15-026.	Lisa/Karine	In progress
10	In Camera: Board Appointments - Moved by Councillor Cutler to appoint Lauren Billey and Brad Schlossberger to the Claresholm & District FCSS Board. CARRIED. Motion #15-027.	Tara	Letters sent to applicants. Complete.

ATTACHMENTS:

1.) none

APPLICABLE LEGISLATION:

1.) none

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 24, 2015

INFORMATION ITEMS

Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for February 24, 2015

9:00am Council Chambers, Administration Office



Present: Chairperson Rob Steel, Mayor
Mike McAlonan, Councillor
Shelley Ford, Councillor
Chris Dixon, Councillor
Peter Duerholt, Member at Large

Staff: Marian Carlson, CAO
Mike Schuweiler, Public Works Superintendent
Tara VanDellen, RPS assistant

Public Present: Joanne Peach, Einie LaMarche

1. Call to Order

9:01 am; Meeting was called to order by Chairperson Mayor Rob Steel

2. Minutes for Approval

- **April 2, 2014.** Motion to approve by Councillor McAlonan. Carried
- **May 7, 2014.** Motion to approve by Councillor Dixon. Carried.
- **September 2, 2014.** Motion to approve by Councillor McAlonan. Carried.

3. Old Business

3.1 Master Servicing Agreement (*tabled to next available meeting*)

3.2 Alberta Road Conditions (*tabled to next available meeting*)

4. New Business

4.1 Discussion: Storm Water Master Plan – Associated Engineering presented a Draft Stormwater Management Plan for the Town of Claresholm with findings in regards to the Town of Claresholm stormwater system. This report is a comprehensive document which outlines all storm water within Town boundaries. It has identified areas of concern, what it will take to improve (change or modify), options and risk assessment. Recommendations include but are not limited to:

- Policy development for new developments with stormwater plans addressing servicing and acceptable standards.
- Review of Agreements with neighboring jurisdictions in regards to stormwater (easements).
- Plans for upgrading ditches, stormwater ponds, pipes etc.

Action: Administration will continue to work with Associated Engineering on investigating options and will report findings to Council at the next regularly scheduled Council meeting.

Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for February 24, 2015

9:00am Council Chambers, Administration Office



Action: Administration was directed to contact the M.D. of Willow Creek to begin discussions regarding potential partnerships.

5. **Next Meeting;** As needed.
6. **Adjournment:** 10:50 am; Moved by Councillor McAlonan, Meeting Adjourned.



PRESENT:

Mayor George Bohne, Chair	Town of Raymond	Mayor Henk De Vlieger	Town of Taber
Mayor Gordon Reynolds	Town of Bow Island	Mayor Margaret Plumtree	Town of Vauxhall
Mayor Maggie Kronen	Town of Cardston	Mayor Thomas Grant	Town of Vulcan
Mayor Kim Craig	Town of Coaldale	Chair Brian (Barney) Steeves	ID 04 Waterton Lakes NP
Dep. Mayor Bill Chapman	Town of Coaldale	Mayor Tom Butler, Vice Chair	Village of Coutts
Mayor Dennis Cassie	Town of Coalhurst	Mayor Eric Jensen	Village of Barnwell
Coun. Marvin Slingerland	Town of Coalhurst	Mayor Don McDowell	Village of Nobleford
Mayor Blair Painter	Crowsnest Pass Mun.	Mayor Tyler Lindsay	Village of Warner
Mayor Rene Gendre	Town of Fort Macleod	Reeve Brian Hammond	MD of Pincher Creek
Coun. Gord Wolstenholme	Town of Fort Macleod	Dep. Reeve Harry Streeter	MD of Ranchland
Mayor David Hawco	Town of Milk River	Reeve Neil Wilson	MD of Willow Creek
Mayor Wendy Jones	Town of Picture Butte	Reeve Fred Lacey	Cardston County
Mayor Don Anderberg	Town of Pincher Creek	Dep. Reeve Phil Jensen	County of Warner
Mayor Gentry Hall	Town of Stavely	Bev Bellamy	Admin. Assistant

Guests:

John Barlow, MP, Macleod
Rachel Harder, PC candidate

Bob Jones, AAMD&C Rep

1.0 WELCOME AND INTRODUCTIONS

Chairman Bohne called the meeting to order at 1:00 pm and welcomed guest Rachel Harder, Progressive Conservative candidate.

2.0 ADOPTION OF THE AGENDA

Moved by Mayor Tom Butler to adopt the agenda with the following additions:

- 6.1a – Report from meeting with Minister Mandel on March 13 – Mayor George Bohne
- 6.1b – Report from teleconference meeting with Alberta Health Services – Mayor George Bohne
- 6.3 – Proposed new drinking water regulations – Mayor Gordon Reynolds.

Carried.

3.0 ADOPTION OF THE MARCH 6 MEETING MINUTES

Moved by Mayor David Hawco to adopt the March 6, 2015 minutes. **Carried.**

4.0 BUSINESS ITEMS ARISING FROM MINUTES

- The combined meeting of the Mayors & Reeves of Southwest and Southeast Alberta will be held on June 12, 1 pm at the Heritage Inn in Taber, Rooms C & D.

5.0 REPORTS

5.1 MP Reports

John Barlow, MP Macleod

- Agriculture Minister Gerry Ritz expanded the Advance Payments Program (APP) to help agricultural producers benefit from the best market conditions by improving their cash flow throughout the year. Starting April 1, 2015, producers can apply for cash advances for all their commodities with one application with a single administrator, reducing their paperwork.
- Last year 21,000 producers accessed almost \$1.9 billion in advances through APP.
- The new family prosperity plan has made changes to child care benefits, Tax-Free Savings Account and specific tax cuts for families, workers, seniors and job creators.

- Discussion on the Temporary Foreign Workers Program (TFWP) and the tough situations resulting with present layoffs. Some jobs are being filled temporarily because of the oil sands layoffs, but many in the oil sands are going on Employment Insurance and waiting to be rehired. Employers are not anxious to hire as they know they will leave when other opportunities become available.
- MP Barlow stated that the Express Entry system is faster and less paperwork than the TFWP and is the best avenue to keep good, skilled workers here. The April 1 deadline for TFWP was difficult for some and some will have to go home; need to realize that it was only a temporary program.
- Appreciation was expressed to MP Barlow for his extra initiative to make all aware of the federal programs that are available.

If you wish to receive updates and/or subscribe to MP Barlow's newsletters, visit

<http://johnbarlowmp.ca> or <http://johnbarlowmp.ca/news/read-the-newsletter/>

5.2 MLA Reports – no reports

5.3 Alberta Southwest Regional Alliance Report – Mayor Blair Painter

- Representatives from Alberta SW attended the Digital Futures Symposium at the University of Alberta to discuss high speed broadband and how it is a long-term investment that is vital to the future of our communities.
- Final results of the 13 WAYS Community Audits information will be presented on May 13 with Doug Griffiths.
- Representatives from AlbertaSW attended the Montana Governor's Conference on tourism in Helena, MT. The new Crown of the Continent website is up and running: www.crownofthecontinent.net
- Upcoming events are detailed on the report distributed with the April agenda.
- Bev Thornton is available to give a report on broadband initiatives to the M & R; it was decided to invite her to present in the fall and Mayor Bohne will organize it.

5.4 SouthGrow – Mayor Maggie Kronen

- Broadband mapping project is progressing well.
- Consultant is in place for the Investment Readiness Profile.
- Looking forward to see positive action to move forward to benefit communities from the Economic Summit.

5.5 AUMA – Mayor Kim Craig

- Webinar will be held on April 28 at 11 am on the topic of ambulance dispatch; go to the AUMA website to connect to it.
- Mayors' caucus will be held in Strathmore June 17, 18 & 19.
- Attended a conference call presentation by Alberta Capital Finance Authority board regarding what Capital Finance does and how they structure loans, etc. Mayor Craig could ask Troy if he could do a similar presentation to the Mayors & Reeves.

Southern Alberta Energy-from-Waste Association (SAEWA) – Mayor Kim Craig

- SAEWA AGM will be held in Champion on April 24, everyone is welcome to attend. If interested please let Mayor Craig know asap by email mayor@coaldale.ca or phone 403-315-3468.
- Received grant approval for the business plan for management waste.

5.6 AAMD&C – Councillor Bob Jones

- Spring convention was held March 17-20 with over 650 in attendance and 19 Ministers attended the sessions.
- Had good speakers from University of Calgary re consumer advocates and what is happening in southern Alberta.
- Discussed budget concerns, concerns in southern Alberta re no bridge funding and the bridges being closed.
- Spending time on MGA review meetings and working together with associations.
- AAMD&C Director, President and representative (Bob) go to each of the 13 counties south of Calgary to meet with them one on one every three years.
- Preparing for the upcoming election and the spring convention.
- The resolution re the Rural Home Warranty Program needed a 2/3 vote to pass, went 50/50. People seem to still think that they want to end this program, rather than making it optional.
- Discussion on Alberta First Responders emergency service systems and the communication challenges that will arise because of this radio system and not everyone being on the same system.

5.7 Associate Dean's Advisory Council - Mayor Tom Butler

- No report; next meeting will be held in September.

5.8 Oldman Watershed Council – Mayor Blair Painter

- Memberships need to be completed/renewed by April 30, 2015.

5.9 Highway #3 Association – Deputy Mayor Bill Chapman

- Made a request in February for funding to twin Highway #3. The Capital Plan has delegated \$6.7 billion in transportation through the province; hoping some work will commence on Highway #3.
- Some upgrades have been completed to Highway #3 in the Crowsnest Pass and accelerate/decelerate lanes were approved for Coalhurst. A roundabout has been approved for the intersection of Highway 23 and Highway 529.
- Starting advocacy plans for economic planning in relation to Highway #3. Want to engage several groups in this, such as the Canadian Badlands, Community Futures offices and Economic Development Lethbridge.
- Sent letters of invitation to the Chiefs of the Piikani and Kanai First Nations to join this group.
- Mayor Anderberg reported that at the Mayors' caucus the Deputy Minister of Transportation talked about various initiatives and the shift in transportation philosophy, that it's not only road counts that are important but the economic impact of these roads to municipalities. Economy of the area has a lot to do with the quality of road that you have.

6.0 BUSINESS

6.1 Alberta Health Services Report Update – Mayor George Bohne

6.1.a Report from meeting with Minister Mandel on March 13

- Dr. Gavin Parker spoke to the December Mayors & Reeves meeting about strategies to aid rural communities. From that, a meeting with Minister Mandel was set up and Mayors Anderberg and Spearman attended. The information discussed with Minister Mandel was circulated at today's meeting; copy attached to these minutes.

- A request was made to the Mayors & Reeves to participate in a pilot project. Discussion on putting the health regions back in place; Minister Mandel suggested that once regions are in place, the money will follow and the regional board with regional input can decide what's best for communities. The province would supply the dollars for equipment; the region would decide where it would go.

-

6.1.b Teleconference meeting report with AHS

- This morning, Mayor Bohne attended a teleconference meeting with Alberta Health Services which included Chinook and Palliser regions, district managers, Sean Chilton and a rep from SE Mayors & Reeves.
- There is a big discontent between AHS and the regions. The government is now saying they want to organize the province into 8-10 districts, with one board for each district and an advisory board of 10-15 members for each district.
- Mandated assignment now for each community is to determine three things:
 1. Determine the exact number of districts needed in the south (2 may be adequate) is there a need for 3?
 2. How would you select 10-15 people to serve on an advisory board?
 3. What are the roles and responsibilities for this advisory board?

Discussion followed:

- Using the term “advisory board” raises a red flag. Advisory boards in the past were a complete waste of time. Need government to define the word advisory and give the board some real responsibility in order to get good input and local involvement.

Mayor Bohne has committed on behalf of the M & R that each community will send their four best people to the meeting that will be called after the election.

- Each community will be able to send four representatives to this meeting; in the southwest zone, that would be approximately 100 people.
- It is suggested to have 2 or 3 elected officials plus one more person to represent your community; but the decision of who will represent your community at this meeting is up to each community.
- Need to take full advantage of this opportunity, take these three questions back to your councils, get feedback from your communities and be prepared to discuss this when the meeting is called.
- The Mayors & Reeves group can hold a special meeting after it is over, if necessary, to talk about the results of this meeting.

For further information, see below for electronic link/copies of Dr. Starke's report and media releases provided by Reeve Wilson.

Alberta Health Services Review – Dr. Richard Starke

<http://www.health.alberta.ca/documents/Rural-Health-Services-Review-2015.pdf>

Media Releases

- AHS Action to improve rural health care media release (copy attached)
- New investments will improve access to health care (copy attached)

6.2 Request to join M & R of Southwest Alberta

Mayor Bohne received a request from Mayor Sharlene Brown, Town of Black Diamond, to join the SW M & R.

Moved by Mayor David Hawco to welcome Mayor Sharlene Brown, Town of Black Diamond to the Mayors & Reeves of Southwest Alberta. **Carried.**

6.3 Proposed New Drinking Water Regulations – Mayor Gordon Reynolds

- Mayor Reynolds attended a conference in Banff where it was advised that changes are being made to the water regulations that will be implemented in May 2017.
- Mayor Bohne had further information and a summary on these proposed changes; this document will be included with the minutes.
- The questions on water regulation changes need to be posed at forums as questions for the candidates before the election.

6.4 June Joint Meeting Agenda – Mayor George Bohne

- Working on the possibility of the Premier attending this meeting; not sure if this is realistic.
- Health services presentation will probably be postponed because of election; there might be a possibility that Minister Mandel would come to discuss Dr. Starke’s report.
- Water issues – how the change in Alberta Environment rulings re water has impacted communities.
- Highway #3 Association – where they are going, focus on economics rather than just transportation
- Report on regional health – AHS might come to meeting to discuss with both M & R groups.

Need to decide who will chair this meeting in June.

7.0 Next Meeting Dates

Friday, May 1, 1 pm – Culver City Room, Lethbridge City Hall

Friday, June 12, 1 pm - Joint Meeting in Taber with Mayors and Reeves of Southeast Alberta
Taber Heritage Inn, 1pm, Rooms C & D. Please use rear entrance parking lot doors.

9.0 ADJOURNMENT: Moved by Mayor David Hawco to adjourn meeting. **Carried.**

ACTION ITEMS FROM APRIL 10, 2015 MEETING	PERSON RESPONSIBLE
Forward possible agenda items to Mayor Bohne for the June joint meeting	Mayors & Reeves
Contact Bev Thornton, AB Southwest to request a presentation to the M & R in the fall on broadband initiatives	Mayor George Bohne

Please send any community information for distribution to M & R to Bev at mayorsandreeves@shaw.ca

Strategies to Aid Rural Communities to Attract Physicians and Interns to Work in Rural Areas.

- 1. Encourage expansion of the scope of rural hospitals to provide a broad scope of practice.** Physicians love to work in rural areas because of the diversity. If you reduce hospital services offered, you undermine efforts to attract physicians. If services are increased, you add more value to rural hospitals.
- 2. Support Primary Care Networks (PCNs).** Patients and physicians build and sustain relationships.
- 3. Support infrastructure for primary care docs In the same way Alberta Health does for specialists:** An orthopaedic surgeon does not have to build him/herself an operating room, MRI suite, or buy all the tools he or she needs to do their job as AHS pays for all of this. AHS pays for very little of this infrastructure for primary care docs. Our clinics are largely self owned, which tends to not be a great investment. Rural clinics are collocated in the hospital and pay a reasonable, although not insignificant rent to AHS for use. The advantages to AHS are numerous to this collocation and AHS is trying to get other communities to do the same (Raymond and Taber for example). Bricks and mortar are one thing, but infrastructure in terms of staffing is another issue that needs more attention paid to it. Surgeons in urban centres do not have to hire the nurses and anaesthetists that work with them in the operating rooms, but rural physicians must pay all their own staff in the clinic. Some funding is received from the primary care network, but this only provides a 0.5-1.0 FTE person per doctor. The ideal mix is about a 3:1 staff:physician ration. To achieve that, rural physicians must pay out of their own pockets for the other 2 in the ratio.
- 4. Rural communities as the backbone of the provincial economy:** rural folk grow our food, extract our oil, and protect and care for the resources this province depends on. Companies that make their money off the people and land in the rural areas and should be shouldering a much larger portion of the costs of providing healthcare to those communities. How long would Fort McMurray last if they didn't have a working hospital and medical community to rely

on? Our provincial government should be doing a lot more to encourage partnerships with industry to fund services in rural areas.

5. **The Physician Assistant Model is a good one for rural municipalities.** Physicians can delegate to competent assistants. The earlier and longer you get students in rural areas, the higher the success rate. Alberta Health Services pays for nurses and nurse practitioners in urban centres. Consideration should be given to greater use of the physician assistant program in rural areas.

6. **Alberta Rural Physician Action Plan** - This is an effective rural residency program with 80% of the participants in this program becoming rural physicians. Strong support is needed for preceptors who provide the training. Strong alliances are needed with universities and colleges for this program.

7. **Is rural medical care expensive?** One of the criticisms of rural hospitals and care is that some of it tends to be expensive, but this is the nature of the beast when dealing with smaller purchasing power. The number of middle and upper management positions seems to dramatically increased since the one health region model took over (I don't even know what half of these people do). The investment up front to get these services set up in rural areas, will guarantee the long term success of both the health care and the economy of rural locations.

Milk River as a Pilot Project

- Milk River would like to be linked with Taber. Currently Taber is linked with Vauxhall and Barnwell.
- Taber uses a system of “capitation and negation” that encourages rural doctors to offer more services locally. It also encourages them to work more than they might if paid on a fixed salary.
- The Alternate Re-imbusement Plan (A.R.P.) should be considered and the funding in Milk River should be the same funding formula as is used in Taber. It is too awkward to try to use two different systems.
- Capitation and negation encourages more medical work to be done in rural centres and avoids line-ups and waiting lists associated with city based medical centres.
- The fixed salary system creates inefficiency.
- This proposal is supported and encouraged in the southwest by Alberta Health Services.
- We should be encouraging physicians to do more for their patients in their home communities.
- Past studies have shown that primary care providers with high continuity rates and a broad practice cost the system significantly less money and patients prefer dealing with their primary care provider.
- A comprehensive model that provides stable funding to provide care to a defined population, rewards the activities that we know decrease costs (i.e. screening interventions), and allows medical practitioners in rural areas to earn extra money on top for services above and beyond the usual realm (obstetrics, hospital care, surgery, etc.)
- **We believe that Milk River would be a great pilot project. If successful, the model could be duplicated to other communities.**

Action underway to improve rural health care

Following consultations with more than 100 communities, action is being taken to improve access to health-care services in rural Alberta.

The Rural Health Services Review Committee has delivered its final report and recommended actions – a number of which are underway, including:

- developing a provincial EMS service delivery model; and
- establishing eight to 10 Alberta Health Services (AHS) operational districts to give communities a stronger voice in local decision-making.

“We know accessing health care can be challenging in rural Alberta, and what works in urban areas may not translate to rural areas. I appreciate that rural Albertans took the time to share their very thoughtful and creative ideas. There’s a lot of energy in rural Alberta when it comes to improving health services in their communities.”

Stephen Mandel, Minister of Health

Government and AHS will continue to work to address other issues noted in the report, such as the importance of primary health care, team-based care, and supporting caregivers.

“I was honoured to have the opportunity to hear, first-hand, about the challenges of accessing or delivering health care in smaller communities. Rural Albertans are passionate about health care, and the committee’s recommendations reflect short- and long-term actions that will help keep their communities vital and their families, friends and neighbours healthy.”

Dr. Richard Starke, MLA Vermilion-Lloydminster
Chair, Rural Health Services Review Committee

The new AHS operational districts, to be implemented by July 1, will be responsible for delivering local health services and meeting performance objectives. They will receive advice from new 10-15 member Local Advisory Committees. Further information will be available from AHS.

Launched in September 2014, the Rural Health Services Review Committee focused on issues including timely access to appropriate health care; community engagement in planning and decision-making; and optimizing the use of existing rural health facilities, ensuring patient safety and quality services. The Committee met with both communities and province-wide health care organizations as part of their work.

Related information

- [Rural Health Services Review final report](#)
- [Government to create rural health care action plan](#) – Sept. 23 news release

Media inquiries

- [Steve Buick](#)
[780-977-6661](tel:780-977-6661)

Press Secretary, Alberta Health

Contact us

[310-0000](tel:310-0000)

8:15 am – 4:30 pm (Monday to Friday, closed statutory holidays)

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MINUTES - 1 (2015)
EXECUTIVE COMMITTEE MEETING
Thursday, February 12, 2015 at 7:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - <i>Chair</i>	Bill Chapman
Henry Van Hierden - <i>Vice-Chair</i>	David Hawco
Don Anderberg	Tom Rose
Jim Bester	

STAFF:

Lenze Kuiper – <i>Director</i>	Barb Johnson – <i>Executive Secretary</i>
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AGENDA:

1. **Approval of Agenda** – February 12, 2015.....
2. **Delegation** – Derek Taylor, KPMG – Financial Reports & Audits
3. **Approval of Minutes** – November 13, 2014(attachment)
4. **Business Arising from the Minutes**
5. **New Business**
 - (a) SSRP Workshop and SDAB Workshop
 - (b) Vehicle Sale and Purchase (handout)
 - (c) LARB, CARB, MGB Update (handout)
 - (d) Fee For Service Update (attachment)
 - (e) Municipal Borrowing Bylaw Form (Revolving Line of Credit) (attachment)
 - (f) CPAA Conference – April 13-15, 2015 in Red Deer (attachment)
6. **Accounts**
 - (a) Office Accounts –
 - (i) October 2014 (attachment)
 - (ii) November 2014 (attachment)
 - (iii) December 2014 (attachment)
 - (b) Financial Statements –
 - (i) January 1 - October 31, 2014 (attachment)
 - (ii) January 1 - November 30, 2014 (attachment)
 - (iii) January 1 - December 31, 2014 (attachment)

- 7. Director's Report
 - 8. Executive Report
 - 9. Adjournment
-

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: David Hawco

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. DELEGATION – Derek Taylor, KPMG – Financial Reports & Audits

- Derek Taylor of KPMG LLP was invited to attend the meeting to answer a number of questions regarding our financial reporting and the audit. Mr. Taylor briefly explained the audit process and purpose to assist management in preparing financial statements and provide an opinion on the organization's financial position. A financial information return is also prepared for the province to meet their requirements.
- The Executive questioned why some items on the monthly financial statements do not reflect current month figures and if this can be rectified. Mr. Taylor explained that some adjustments have traditionally been a year-end entry done by the auditor, but that these could be done on a monthly or quarterly basis by the bookkeeper. More accounts can also be created for internal purposes, if desired. Once the key items requiring adjustments have been identified (e.g. accrued vacation leave, cash flow, fee for service, etc.), his staff is available to walk through the adjusting entry process with the bookkeeper.
- In order to keep better track of grant project funding, one member suggested that grants could be set up as a reserve account with all revenue and expenses for that project being accounted for.

3. APPROVAL OF MINUTES

Moved by: Henry Van Hierden

THAT the Executive Committee approve the minutes of November 13, 2014, as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

- None.

5. NEW BUSINESS

(a) SSRP Workshop and SDAB Workshop

- Lenze Kuiper and Mike Burla met with Bev Yee of the Land Use Secretariat who has now moved on to another provincial government position and imparted our concerns with achieving and meeting compliance with the SSRP. In response, her department (through Eleanor Mohammed) has now put together an online course for municipal compliance in

conjunction with the Alberta Land Use Knowledge Network scheduled for the end of April. Her office will also be presenting at the CPAA Conference in Red Deer in April 2015. Pending budgeting restrictions, Eleanor has promised us a live workshop in May with ESRD and Municipal Affairs representation. We hope to host this event in conjunction with Mayors & Reeves and open it up to all southern Alberta municipalities – details to follow. Ian Donovan has been invited to discuss Regional Plans with our planning staff.

- ORRSC has had numerous requests to provide training to local SDABs and we are pleased to announce we are putting together a course outline (full day) and will announce a date for course delivery soon. We are aiming for late April or early May. Providing these opportunities for municipal education are just one of the many things our Commission is committed to providing members.

Moved by: Don Anderberg

THAT the Executive Committee accept the SSRP and SDAB Workshop discussion, as information. **CARRIED**

(b) Vehicle Sale and Purchase

- The 2009 Dodge Caliber SXT was sold privately for \$5,200 (approx. 160,000 km) and a spreadsheet containing eight quotes for various replacement vehicles was reviewed. The two lowest quotes were a Jeep Patriot North 4x4 (\$22,390.00) and a Chevrolet Equinox AWD (\$22,490.25), with the Equinox being preferred by ORRSC staff.

Moved by: Don Anderberg

THAT the Executive Committee approve the purchase of a Chevrolet Equinox from Murray Chev Olds for \$22,490.25 + GST as quoted. **CARRIED**

(c) LARB, CARB, MGB Update

- ORRSC currently offers optional Assessment Review Board services to 24 of its member municipalities for a \$200 annual participation fee. Director Lenze Kuiper is trained as a Clerk and handles the organization of the hearings. Assessors work with the applicants to resolve issues if possible, and some appeals are withdrawn prior to the hearing. The Clerk determines which board hears the appeal and hearing costs are billed to the municipality affected:

Local Assessment Review Board (LARB) – residential and agricultural: RARB

Commercial Assessment Review Board (CARB) – commercial: MGB

- Our Regional Assessment Review Board processed 12 assessment appeals in 2014 resulting in only 4 hearings [LARB – Fort Macleod (1), County of Warner (1); CARB – Milo (1), Fort Macleod (1)].

(d) Fee For Service Update

- We are in the process of developing new Project Management – Quote/Invoicing procedures and a revised Fee For Service Update. Members suggested a cash income forecast for the year (possibly reassessed every 6 months) as well as dates and % complete be added.

Moved by: Tom Rose

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

(e) Municipal Borrowing Bylaw Form (Revolving Line of Credit)

- In order to maintain a \$500,000 revolving line of credit for ORRSC, ATB Financial requires the Chair and Director to sign a municipal borrowing bylaw and record its approval by the Executive Committee in the minutes of the first meeting of each year. Therefore, a resolution is required authorizing the Chair and Director to sign the bylaw.

Moved by: Don Anderberg

THAT the Executive Committee authorize the Chair and Director to endorse the 2015 Municipal Borrowing Bylaw Form (Revolving Line of Credit) for ATB Financial. **CARRIED**

(f) CPAA Conference – April 13-15, 2015 in Red Deer

- ORRSC normally sponsors two or three Executive members to attend the annual CPAA Conference in Red Deer (including registration, accommodation, mileage, meals). Gordon Wolstenholme and Jim Bester will attend, and Bill Chapman will advise by the end of next week.

Moved by: Henry Van Hierden

THAT the Executive Committee authorize up to three of its members to attend the CPAA Conference on April 13-15, 2015 in Red Deer on behalf of ORRSC. **CARRIED**

6. ACCOUNTS

(a) Office Accounts –

(i) October 2014

5150	Staff Mileage	R. Dyck	\$ 79.00
5151	Vehicle Gas & Maintenance	Imperial Oil	181.67
5280	Janitorial Services	Madison Ave Business Serv. (Sept.) ..	475.00
5320	General Office Supplies	Madison Ave Business Serv. (Sept.)	11.69
5280	Janitorial Services	Madison Ave Business Services.....	475.00
5285	Building Maintenance	Spencer Dakin Kuiper	1,236.00
5285	Building Maintenance	Weing's Sprinkler	95.00
5310	Telephone	Telus Communication	97.89
5310	Telephone	Telus Communication	114.99
5310	Telephone	Bell Mobility	624.60
5320	General Office Supplies	Desjardin Card Services	175.77
5320	General Office Supplies	Desjardin Card Services	140.08
5320	General Office Supplies	Total Office Plus.....	12.58
5320	General Office Supplies	Toal Office Plus.....	16.94
5320	General Office Supplies	Desjardin Card Services	27.08
5380	Printing & Printing Supplies	Desjardin Card Services	42.25
5320	General Office Supplies	Petty Cash (Tylenol)	19.99
5520	Meetings	Petty Cash (Tim Horton's).....	16.49
5530	Coffee & Supplies	Petty Cash (coffee, tea, paper towels).....	126.61
5330	Dues & Subscriptions	Government of Alberta.....	50.00
5330	Dues & Subscriptions	AMDSP	1,765.00
5330	Dues & Subscriptions	Sunny South News	22.00

5330	Dues & Subscriptions	Temple City Star	52.00
5350	Postage & Petty Cash	Postage by Phone.....	1,500.00
5390	Graphic & Drafting Supplies	Total Office Plus.....	18.16
5390	Graphic & Drafting Supplies	CIP	1,037.45
5430	Aerial Photos & Maps	County of Warner.....	96.00
5430	Aerial Photos & Maps	Vulcan County.....	145.15
5440	Land Titles Office	Minister of Finance.....	289.00
5500	Subdivision Notification	Lethbridge Herald	156.00
5536	Rural IMDP Grant	Perry A. Stein Consulting.....	1,442.75
5536	Rural IMDP Grant	Perry A. Stein Consulting.....	1,730.00
5580	Equipment & Furniture Rental	Xerox Canada	960.00
5590	Equipment & Furniture Purchases	Reiter Computer Associates	1,476.20
1160	GST Receivable	GST Receivable.....	572.25
		TOTAL	<u>\$15,280.59</u>

(ii) November 2014

5160	Staff Field Expense	Jaime Thomas	\$ 330.99
5151	Vehicle Gas & Maintenance	Imperial Oil	494.04
5151	Vehicle Gas & Maintenance	Petty Cash (2 oil changes)	145.41
5320	General Office Supplies	Petty Cash (dishwand & refills)	10.42
5520	Meetings	Petty Cash (Klassy Bakery)	24.15
5280	Janitorial Services	Madison Ave Business Services	425.00
5285	Building Maintenance	Wild Rose Horticultural	300.00
5310	Telephone	Bell Mobility	626.00
5310	Telephone	Telus	392.13
5320	General Office Supplies	Desjardin Card Services	26.88
5380	Printing & Printing Supplies	Desjardin Card Services	209.80
5330	Dues & Subscriptions	ASET (M. Kristic)	305.00
5430	Aerial Photos & Maps	M.D. of Willow Creek	200.00
5440	Land Titles Office	Minister of Finance	130.00
5460	Public Relations	Sobeys	125.91
5460	Public Relations	Costco	217.99
5460	Public Relations	Mike Burla	350.00
5460	Public Relations	Costco	29.88
5530	Coffee & Supplies	Costco	78.73
5520	Meetings	Costco	256.43
5531	GIS Grant	Pacific Alliance Technologies	12,000.00
5532	Assessment Review Board	G. Robinson	136.00
5532	Assessment Review Board	D. Gillespie	200.00
5532	Assessment Review Board	J. Willms	120.00
5570	Equipment Repairs & Maintenance	Reiter Computer	50.00
5580	Equipment & Furniture Rental	Xerox Canada	2,389.58
5580	Equipment & Furniture Rental	Telus	153.60
1160	GST Receivable	GST Receivable	883.60
		TOTAL	<u>\$20,611.54</u>

(iii) December 2014

5150	Staff Mileage	Sherry Johnson (Aug - Dec)	\$ 107.00
5320	General Office Supplies	Sherry Johnson (Aug - Dec)	41.97
5530	Coffee & Supplies	Sherry Johnson (Aug - Dec)	6.87
5536	Rural IMDP Grant	C. Klassen	96.13
5151	Vehicle Gas & Maintenance	Imperial Oil	389.66
5151	Vehicle Gas & Maintenance	Imperial Oil	172.59
5170	Staff Conference & Area	Brownlee LLP	125.00
	Calgary - "Emerging Trends Seminar: - February 19/15		
5285	Building Maintenance	Wild Rose Horticultural	300.00
5285	Building Maintenance	Kost Fire	163.80
5310	Telephone	Bell Mobility	746.25
5310	Telephone	Telus	381.25
5580	Equipment & Furniture Rental	Telus	153.66
5310	Telephone	Telus	409.21
5310	Telephone	Telus	82.37
5320	General Office Supplies	Total Office Plus	51.42
5320	General Office Supplies	Pitney Bowes	60.82
5320	General Office Supplies	Desjardin Card Services	36.50
5380	Printing & Printing Supplies	Desjardin Card Services	158.94
5330	Dues & Subscriptions	APPI	1,549.20
	- Bonnie Brunner, Ryan Dyck, Spencer Croil		
5430	Aerial Photos & Maps	Vulcan County	142.90
5440	Land Titles Office	Minister of Finance	178.00
5500	Subdivision Notification	Lethbridge Herald	823.68
5500	Subdivision Notification	Lethbridge Herald	416.52
5531	GIS Grant	Blackbridge Networks	4,586.40
5532	Assessment Review Board	D. Gillespie	300.00
5532	Assessment Review Board	G. Robinson	236.00
5540	Other	LAPP	10.48
5570	Equipment Repairs & Maintenance	Reiter Computer	75.00
5570	Equipment Repairs & Maintenance	Xerox	789.77
5580	Equipment & Furniture Rental	Xerox	838.74
5580	Equipment & Furniture Rental	Pitney Bowes	297.13
1160	GST Receivable	GST Receivable	615.22
		TOTAL	<u>\$14,342.48</u>

Moved by: Henry Van Hierden

THAT the Executive Committee approve the Office Accounts of October (\$15,280.59), November (\$20,611.54) and December (\$14,342.48) 2014, as presented. **CARRIED**

(b) Financial Statements –

- (i) January 1 - October 31, 2014**
- (ii) January 1 - November 30, 2014**
- (iii) January 1 - December 31, 2014**

- The Director explained some of the discrepancies between budget and actual figures in the December 31, 2014 unaudited financial statement. A surplus of approximately \$10,000 was achieved in 2014.

Moved by: David Hawco

THAT the Executive Committee approve the following unaudited financial statements:

January 1 - October 31, 2014
January 1 - November 30, 2014
January 1 - December 31, 2014

CARRIED

7. DIRECTOR'S REPORT

- The Director attended a Municipal Government Board member workshop which reviewed quasi-judicial process, gravitas of the Board, case law, importance of reasons for decisions and relevant provisions for various decisions.

8. EXECUTIVE REPORT

- Committee members reported on various projects and activities in their respective municipalities.

9. ADJOURNMENT

Moved by: Jim Bester

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 9:05 p.m. until **Thursday, March 12, 2015 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: _____





PORCUPINE HILLS LODGE REGULAR MEETING

Tuesday, March 3 2015 - 3:00 p.m.

Members Present: Lisa Anderson (CAO), Janice Binmore (Town of Stavely Representative), Pam Crone (Town of Stavely Member at Large), Earl Hemmaway (MD Representative), Audrey Hoffman (MD Member at Large), Judy Van Amerongen (Town of Claresholm Member at Large/ secretary).

Regrets: Lyal O'Neill (Town of Claresholm Representative)

-
1. **Meeting Called to Order** by Earl Hemmaway at 4:07 p.m.
Introduction of Ms. Marian Carlson, Town of Claresholm CAO
 2. **Additions to Agenda** Removal of Financials and addition to in-camera made by Janice Binmore. Carried.
 3. **Acceptance of Agenda.** Pam Crone moved acceptance. Carried.
 4. **Acceptance of last month's minutes.** Janice Binmore moved acceptance of minutes. Carried.
 5. **Manager's Report** - Meeting with Staff regarding wage increase moved to in-camera.
Meeting with Suzanne Fjordbotten, bookkeeper regarding contract agreement - moved to in-camera

Lisa Anderson, CAO to be away April 9-16,2015

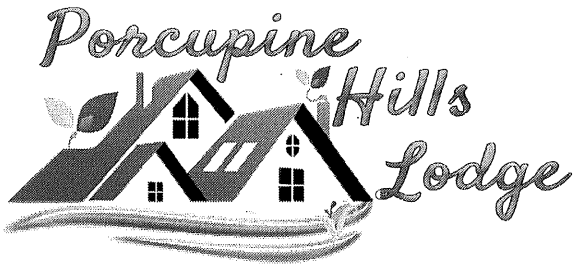
Lisa Anderson, CAO first anniversary date at the Lodge is April 7, 2015!

Washing Machines 2-3 machines available with 3 year warranty. Need replacing badly. \$1,500 each.
Dryer also needed for resident laundry. Janice Binmore motioned we purchase. Carried.

Flooring in laundry - Lisa Anderson suggested replacement of laundry room flooring be done with leftover laminate that is onsite utilizing maintenance. All in favour.

Motion by Pam Crown to obtain new password to change answering machine with Nortel at cost of \$125. All in favour. Carried.
 6. **Recreation Report:** Submitted in package. Audrey Hoffman moved acceptance. Carried.
 7. **Maintenance Report:** Submitted in package. Judy Van Amerongen moved acceptance. Carried.
 8. **Supportive Units** - 4 empty out back. Lodge is full. Waiting list contacted. Nobody ready to move.
 9. **Correspondence** - ASCHA sent letter regarding membership. Taken as information.
Earl Hemmaway informed board of meeting with minister regarding fire and safety of lodges and Southern Homes Association. Taken as information.

March 27 - Southern Homes Association meeting - Janice Binmore, Lisa Anderson, and possibly Earl Hemmaway to attend.
 10. **In Camera** - Audrey Hoffman moved meeting go in-camera to discuss personnel. Carried.



PORCUPINE HILLS LODGE
REGULAR MEETING

Tuesday, March 3, 2015 - 3:00 p.m.

~ Page 2 ~

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11. **Out of Camera** - Moved by Janice Binmore. Carried.

Audrey Hoffman moved staff wage increase to 4% retroactive for 2015 year.

Judy Van Amerongen moved Lisa Anderson to discuss a possible set rate of \$4,500 for 2015 year in lieu of bookkeeper hourly rate of \$32.50 per hour arrangement. Upon Suzanne's approval, Lisa will draw up appropriate corresponding contract. Lisa to inform the board as to her decision.

12. **Adjournment** Pam Crone moved adjournment 4:25 p.m. Carried.

Next regular board meeting Tuesday, April 7, 2015 3:00 p.m.

Chairman's Signature

CAO Signature

Willow Creek Composite High School

Parent/Council Meeting Minutes

Thursday, March 19, 2015 @ 6:30 p.m.

In Attendance: Carmelle Steel, Brad Toone, Debbie Lozeman, Connie Fancy, Ali Hemmaway, Myrna Newman, Chris Dixon, Bev McNutt

Carmelle Steel chaired this meeting. Meeting called to order at 6:32 p.m.

1. Approval of Agenda: (we didn't have one!) Chris approved, Deb seconded. AIF.
2. Approval of last meeting's Minutes: Chris approved, Myrna seconded. AIF.
3. School Council Business: Carmelle spoke about upcoming provincial Parent/Council conference in Edmonton. Looks like no one from WCCHS will attend, mainly due to the distance to Edmonton.
4. Student Reports: Ali H. spoke about the Student Council's involvement with the "We Are Silent Day" campaign. Student Council will also be involved with the "Birthday in a Bag" project and will be taking bags to FCSS for distribution. "Green Day" also went very well. Myrna N. feels that overall school spirit has really improved this year. Ali attended the Regional Student Council meeting in Fort Macleod recently and will also be making a presentation at WMES about the importance of Student Councils and how you can be involved.
5. Staff Report: Myrna mentioned there are 5 student teachers working in the school at present and they will be there until the Easter break.
6. Assistant Principal's Report: Bev commented on her recent attendance at a conference in Banff. She also spoke about the "Tell Them from Me" survey done at WCCHS. There was an 85% response from students. Communication and relationships are their most important goals. Paper copy of the results will be available at next meeting. The school is waiting to hear what the provincial budget, due out on March 26, will bring. Administration is predicting there will be approximately a 10 student decrease in enrollment for next year. Bev also commented on the recent government announcement of diploma exam weight being dropped to 30% from 50%. Musical performer, Rob Nash, will be coming to the school April 16 @ 2 p.m. Other schools will be attending this assembly as well.
7. LRSD Update (Brad):
 - a. The Board of Trustees Awards Committee and Central Office Administration has selected Ms. Candice Janzen as their candidate for the 2015 Edwin Parr Teacher Award (First Year Teacher). Ms Janzen is the music teacher at Canyon School and will now compete against other first year teachers in Zone 6 for this prestigious award.
 - b. The Facilities Restructuring Plan Priorities was approved by the Board of Trustees.

- c. There were 3 presentations at the Board Meeting today. Thank you to 1) Bob Dyrda, Communications Coordinator with Alberta South West Regional Alliance on his presentation on Broadband for Economic Development; 2) 17 students from Stavely Elementary School presented a movie showcasing their January and February Passion Projects; and 3) Carole Goodreau, Principal of Canyon School presented information on creating the daycare and before and after school program which commenced with the 2014-15 school year at Canyon School.
 - d. Regional School Councils Monday March 23 at 5:30 pm in Granum. All are welcome to attend.
 - e. Carmelle commented on huge pothole at the entrance of school drive through lane. Brad will take photo and send to Central Office to hopefully fix this.
8. Community Announcements: Prom speeches will be held on Thursday, March 26. Our Mixed Curling Team recently returned from provincials with a bronze medal. Congratulations to the team consisting of: John, Brynn, Austin, Raylene, Dyson, and Coach Bobbi Jo.
9. Next Meeting: April 16 @ 6:30 p.m. Adjourned at 7:15 p.m.

Minutes submitted by Deb Lozeman.

WCCHS Sports Society

"To promote, sponsor and support the Sports Teams of the Willow Creek Composite High School, which are members of this Society."

Minutes of March 19, 2015

Present:

Tim Bryson, President
Beverly McNutt, Secretary/Treasurer
Todd Lybbert, Athletic Director
Chris Dixon, Director
Carmelle Steel, Casino Coordinator

1. Call to order, welcome and review of the agenda.

Tim called to order at 7:26 pm

Add: Review and Approval of the Minutes.

MOTION: Todd moved to accept the agenda as amended.

SECONDED: Chris

CARRIED

2. Review and Approval of the Minutes

MOTION: Chris moved to accept the minutes as presented.

SECONDED: Todd

CARRIED

3. Financial report

Opening Balance Feb 1, 2015: \$71 485.00

Closing Balance Feb 28, 2015: \$74 531.00

Deposits for February: \$10 096.00 (orange and grapefruit deposit, JV Tournament fees, Curling Fees)

Expenses for February: \$7050.00

March deposit: \$9406.00 (SR Girls Tournament, 3J boys Tournament, Concession & Gate for all tournaments)

March expenses: \$8200.00

Junior High Jerseys arrived – 40 jerseys (20 girls, 20 boys), reversible and viable for volleyball and basketball at a cost of \$4800.00

No formal report presented, no motion presented. All information gained from the bank statement.

4. Sports report

- Curling – Coaches, supervisors, and gas expenses for parents was a total of \$2150 for expenses and Provincial fee. Won a bronze medal!!
- Basketball – 3J basketball zone results
 - a. Girls lost by 4 points against Gershaw in first match and then went on to win consolation
 - b. Boys won the tournament – well coached and great group of kids
 - 1. Gate and concession about \$1400 with some items remaining from the Senior girls tournament.

2. Shop easy donated all the beef and chicken for the tournament and then 10% off everything else

3. Officials were \$60 per game as they were local instead of \$145 per game for imported officials

- Sr Girls basketball went to zones and lost their first two games and were done
- JV Girls lost in the championship game of the JV post season
- JV Boys lost their first game of postseason tourney and were done
- Baseball schedule is out – first league game is April 14th vs Nanton so this will need to be rescheduled. Still looking for a head coach. 13ish signed up
- Badminton – hosting Senior and Junior district tournaments
- Slopitch starts next week – 20+ signed up
- Track is coming up soon. Meeting next week, start practices the week after.
- Upcoming Events: April 14th is Senior High District Tournament here at WCCHS
 - a. April 21st is Junior high District Tournament here at WCCHS
 - b. High school zones in Medicine Hat – 2 teams of doubles and 2 singles in each category go from zones to provincials.

5. New business

- Corporate Sponsorship – still in the works developing a policy
- Spring awards ceremony – feedback from junior high coaches on separate ceremony? Not doing a junior high awards ceremony this year, get
- Casino – ready to go.

6. Action Items

- Post bylaws on website
- Post criteria for athlete of the year on website
- A brochure that shows parents where their money goes and why fundraising is important.
- Update Casino Cheques to reflect legal Society name and new name of the bank.

7. Adjournment

MOTION: Chris moves to adjourn at 8:20 p.m.

Willow Creek Agricultural Society

P.O. Box 1401
Claresholm, Alberta, Canada T0L 0T0

Minutes of the Willow Creek Ag. Society held on Mar 18th, 2015.

- Call to Order:** Meeting called to order at 6:45 at Casa Roma.
- Present:** David Hansma, Syd Gray, Lorraine Norgard, Wally Mandel, Neil Watt, Judy Minor, Shawna Burton, Rod Jensen, Allan Minor, Dave Elliott, Gordon Weerstra, Sheldon Smeltzer, Gerry McGuire.
- Absent:** Chris Dixon and Glen Alm.
- Reading of Minutes:** Wally moves we accept the minutes from the Feb 18th meeting as presented. Dave seconds. Motion Carried.
- Business Arising from Minutes:** David brought the information about the solar panels for power production at the Agriplex. This was more for the future possibility of using solar power to reduce or eliminate the power and gas bills at the Agriplex and its second building. If there are any green alternative grants out there this project could look very attractive in the future.
David brought forward the quote from Glen White for a backup power supply and extra emergency lighting at the Agriplex. After some further discussion, Allan moves that we go ahead with the backup power connections and the purchase of a Miller Bobcat 250EFI. This welder will serve as both an emergency generator as well as a welder for the Agriplex. Shawna seconds. Motion Carried.
- Treasurers Report:** The treasurers' report was read by David. Gerry moved the adoption of the report as read. Gordon Seconds. Motion Carried.
- Managers Report:** David read the Managers report. David told the board about upcoming events at the Agriplex. David brought up the following items for discussion:
The welding of the roof over the outside return alley is almost complete. We are just finishing up the last of the welding and now have to strap the roof and put on the tin. This should be done shortly.
David informed the board that the inside bleachers have been repainted over the last month and the color was changed from green to white.
We brought in Stavely's raised bleachers for the CBI bull riding, along with those and the ones we brought in from the football field we were able to seat between 1100 and 1200 people. Is building more bleachers something we should look at in the future or do we just keep borrowing.
- New Business:** The building committee had a meeting before the Agriplex regular meeting. There were three recommendations that were brought forward from this meeting to the regular board.
1. That a project manager should be hired for the 1-2 months building process.
2. To build the new building partially over the outside arena and to move the outside arena.
3. To Order building for a projected July 1st delivery date.
After some discussion on these three recommendations and the clarification that the outside arena will be rebuild and not just torn down.
1. Lorraine moves we hire a project manager for the building project. The name John DeKok was suggested by Dave Elliott. Allan seconds. Motion Carried.

2. Gord moves that if we move the outside arena to accommodate the new building that we have it rebuilt with 1 year of the dismantle. Upon rebuild we have the boxes wider and maybe slightly shorter in length (300ish feet) boxes outside of this measurement. Shawna seconds. Carried

3. Sheldon moves that we order a building for delivery date of July 1, 2015. Lorraine seconds. 10 in Favor. 1 Opposed. Motion Carried.

Adjourn: Shawna moves the meeting to be adjourned at 8.30pm.

Willow Creek Agricultural Society

P.O. Box 1401

Claresholm, Alberta, Canada T0L 0T0

Managers' report for April 2015

Events for April

April 4-5	High School Rodeo	\$6000
April 7	Clhm 4-H Beef Mock Beef Show	N/C
April 8	Chinook Jr Beef Stock Show	\$1200
April 11	Simpson Team Roping Winter Series	\$600
April 12	Gambel Horse Sale	\$1500
April 18-19	Chinook Team Penning	\$8000
April 25-26	ARCHA Stock Horse Show	\$6000
April 1	Simpson Open Team Roping Practice	
April 2-9	Chase Simpson Private Rental	
April 13-15	New Sand In Arena	

Events for May

May 2-3	Chinook Team Penning	\$8000
May 7-10	Range Round Up ¼ horse Show	\$11000
May 16-17	Wrangler Team Roping Qualifier	\$4000
May 22-24	Cowtown Derby Stock Horse Show	\$9000

- The roof over outside return alley is now complete.
- We used Stavely's raised bleachers for the CBI bull riding. Do we need to look at either building more bleachers or building a raised platform so we don't have to move the ones from Stavely. We can just borrow the aluminum bleachers. We had room for 1100-1200ish spectators with these bleachers and the ones from the football field..
- The sand in the Arena has been changed this week. The M.D. has again supplied the equipment to haul the sand to the outside round pen, stockpiled in the field and hauled to the Stavely arena.
- The arena walls will be washed by Sammy Hamilton in the next few weeks.
- We will have to meet with the BMO Nesbit Burns advisor to sign some papers as he is retiring and a new advisor will be taking over.
- Arena washing monday
- Case ended up needing new front tractor tires. Had an impact sidewall leak that was not fixable

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, March 27, 2015

ATTENDEES: Howard Paulsen - Lay Representative
Mike McAlonan – Town of Claresholm
Brydon Saunders – Lay Representative
Darren Allen - Wandering Willows
Holly Gillespie – Lay Representative
Bob Thompson – Claresholm Seniors Center
Brian Comstock – Lay Representative
Jason Schneider – Vulcan County

REGRETS: Birthe Berger – Town of Granum

Howard Paulsen, Chair called the meeting to order at 10:05am.

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Mike McAlonan to accept the agenda. Carried.

2.0 Pat Stier was not able to attend due to the Budget delivery yesterday.

3.0 APPROVAL OF MINUTES

Moved by Darren Allen to accept the minutes of the meeting held
February 20, 2015. Carried

4.0 BUSINESS ARISING

1. Expanded Medical Services –
2. Offer the Stavely Elks to sponsor 1 van with decals.
3. Bob Thompson moved that we send a letter to Town of Claresholm requesting assistance to cover loan interest costs. Carried
4. Birthe Berger – resigned from council Town of Granum. Birthe Berger – could stay on as a Lay Representative from the Town of Granum. Lyal will send a letter to the Town stating our representative can be either councilor/ Lay Representative.

5.0 CORRESPONDENCE

1. Letter of support to the CIP grant – Pat Stier. MLA
2. Article – Vulcan Advocate, attached

6.0 REPORTS

1. Financial Report – Moved by Lyal O’Neill to accept the financial report. Carried.
2. CAO Report- Motion by Bob Thompson that we offer a special promotional discount in Vulcan county only of 50% on Wednesdays (departures before 10:00am), to accommodate mid day appointments to encourage volume, exposure and hopefully result in multi rider trips. Carried. Moved by Lyal O’Neill to accept the report. Carried.

3. Advertising & Fundraising – Funds raised YTD \$30,578
4. Chairman’s report. Things are going good..stop in for signing meetings.

7.0 NEW BUSINESS

1. Expanded Medical Services – Delegation to MD Willow Creek April 8.
2. Introductory promo Vulcan county. Attached letter to send out to service clubs. We should build up more ridership before we proceed with requesting donations. Motion by Jason Schneider that we table this discussion until the June meeting. Carried.
3. Revised proposals to new expansions. Administration recommends we revise our proposal to be fully funded for future expansion. Motion by Bob Thompson that we revise our proposal to be fully funded for future expansion. 7-1. Carried
4. Upgrades – Brydon Saunders moved that we upgrade to 2 phone lines, \$62/month, simply accounting with payroll \$850/year
5. CFL Presentation scheduling for next meeting, April 17?? George will attend.
6. We will request to attend with a delegation to Claresholm Health Foundation
7. CashFlow, just enough to meet payroll this month. Borrowing resolution \$16,000. Motion by Brian Comstock that we request an authorized overdraft of up to \$16,000 from the Chinook Credit Union to be reviewed annually. Carried
8. Write-offs. Darren Allen moved that we write off bad accounts listed for a total of \$507. Carried.
9. IN CAMERA - Personnel Mike McAlonan moved that we go IN CAMERA at 11;22. Carried Brydon Saunders moved that we come out of IN CAMERA at 11;45. Carried
10. Motion by Jason Schneider to direct Lyal to prepare a distracted driving policy for the next meeting. Carried

NEXT MEETING is on April 17, May 8, 2015 10:00 – WCCC

7.0 The meeting was adjourned at 11;50 by Darren Allen .

cc. Town of Claresholm

MD

WCCCC

CGH

Laurie Watt

Tracy Mitchell

SIGNED:

SIGNED:



MUNICIPAL PLANNING COMMISSION MINUTES

March 6th, 2015

Town of Claresholm – Council Chambers

Attendees: Rob Steel - Council Member (Chairperson)
Lyal O'Neill - Council Member (Vice-Chairperson)
Shelley Ford – Council Member
Sharon Duncan - Member-at-Large

Regrets: Grant Jordan - Member-at-Large

Staff: Jeff Doherty - Development Officer (Secretary to the Municipal Planning Commission)
Tara VanDellen – RPS Assistant

8:33 am	Call to Order /Adoption of Agenda	Motion to adopt the Agenda by Councillor O'Neill
		CARRIED

Adoption of Minutes	Motion to adopt the Meeting Minutes By Councillor Ford
<ul style="list-style-type: none">February 6, 2015	Seconded by Sharon Duncan
	CARRIED

Item 1: Information	DEVELOPMENT PERMIT APPLICATION INQUIRY	Taken for Information
	File: RPS00471 Regarding: Land Use Bylaw Amendment Application	

Item 2: Action	DEVELOPMENT PERMIT	Motion to approve with conditions by Sharon Duncan
	File: D2015.013 Applicant: Sunset Holdings Inc. Owner: Sunset Holdings Inc. Address: 4418 2 Street West Legal: Lot 29, Block 7, Plan 0813703 Regarding: New Single Family Dwelling with rear yard variance	Seconded by Councillor O'Neill
		CARRIED

Item 3: Action	DEVELOPMENT PERMIT	Motion to approve with conditions by Councillor Ford
	File: D2015.012 Applicant: Krueckl Construction Owners: Peter & Marian Krueckl Address: 71 Westlynn Drive Legal: Lot 30, Block 3, Plan 0210015 Regarding: Home Occupation – Construction Company	Seconded by Councillor O'Neill
		CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

March 6th, 2015
Town of Claresholm – Council Chambers

Item 4: Action	DEVELOPMENT PERMIT	Motion to approve with amended conditions by Councillor Ford
	File: D2015.015 Applicant: Jordan Wright Owners: Jean Wallace Address: 221 48 Avenue West Legal: Lot 14-15, ptn 16, Block 11, Plan 147N Regarding: Home Occupation Application; Exterior Finishing Contractor	Seconded by Sharon Duncan
		CARRIED

Item 5: Action	DEVELOPMENT PERMIT	Motion to approve with conditions by Sharon Duncan
	File: D2015.016 Applicant: Crown Development Owners: 1692810 Alberta Ltd. Address: 4264 3 Street East Legal: Lot 8, Block 2, Plan 0310714 Regarding: Change in Use - Vacant to Abattoir	Seconded by Councillor Ford
		CARRIED

11:10 am	Adjourn	Motion to Adjourn By Councillor Ford
		CARRIED
