



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
AUGUST 19, 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 JULY 20, 2015

ACTION ITEMS:

1. **BYLAW #1607 – Repeal of Bylaw #1524**
RE: All Readings
2. **DELEGATION RESPONSE: Harvey Dippel**
RE: Driveway
3. **CORRES: Hon. Deron Bilous, Minister of Municipal Affairs**
RE: 2015-16 Municipal Sustainability Initiative (MSI) Funding
4. **CORRES: Hon. Sarah Hoffman, Minister of Seniors**
RE: Grants in Place of Taxes on Social Housing
5. **CORRES: Hon. David Eggen, Minister of Culture and Tourism**
RE: 2018 Alberta Summer Games and 2018 Alberta Winter Games
6. **CORRES: Town of Fort Macleod**
RE: Alberta Summer Games 2018
7. **CORRES: Victory Church Claresholm**
RE: Request to Close 1A Street West on September 12, 2015
8. **CORRES: Claresholm Community Centre Association**
RE: Letter of Support
9. **CORRES: Claresholm Arts Society**
RE: Support for Grant Application to the Lethbridge Community Foundation
10. **REQUEST FOR DECISION: Pillar Homes Tax Penalty**
11. **REQUEST FOR DECISION: Letter of Support – Willow Creek Ag Society**
12. **REQUEST FOR DECISION: West Water Plant Power Line / Land**
13. **REQUEST FOR DECISION: Municipal Reserve Land**
14. **POLICY #GA 08-15(a) – Employee Benefits**
15. **POLICY #GA 08-15(b) – Payroll Administration**
16. **INFORMATION BRIEF: CAO Report**
17. **INFORMATION BRIEF: Council Resolution Status**
18. **ADOPTION OF INFORMATION ITEMS**
19. **IN CAMERA: Contract; Personnel; Land Sale; Land Purchase**

INFORMATION ITEMS:

1. **Municipal Planning Commission Minutes – June 26, 2015**
2. **Alberta SouthWest Regional Alliance Board of Directors Meeting Minutes – May 6, 2015**
3. **Alberta SouthWest Bulletin – August 2015**
4. **Oldman Watershed Council – Thank You for Your Support**
5. **ORRSC – Draft Intermunicipal Development Plan: MD of Willow Creek & MD of Foothills**
6. **Alberta Municipal Affairs – Small Communities Fund Application Denial: Storm Water Drainage Improvements**
7. **Alberta Municipal Affairs – Small Communities Fund Application Not Eligible: Multi-use Community Complex**
8. **AUMA 2015 Convention – Bylaws and 2015 Resolutions**
9. **Claresholm & District Transportation Society – Thank You**
10. **Canadian Wireless Telecommunications Association – Recycle My Cell in Alberta**
11. **Municipal Climate Change Action Centre – Climate Resilience Express Project**

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JULY 20, 2015

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

COUNCIL PRESENT: Mayor Rob Steel; Councillors: Jamie Cutler, Chris Dixon, Shelley Ford, Mike McAlonan and Lyal O’Neill.

REGRETS: Councillor Betty Fieguth

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 Rob Steel.

AGENDA: Moved by Councillor O’Neill for unanimous consent to add the following to the Agenda:

5. REQUEST FOR DECISION: Memorandum of Understanding
RE: SAEWA

CARRIED

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

CARRIED

MINUTES: REGULAR MEETING – JUNE 22, 2015

The Minutes of June 22, 2015 incorrectly stated that Mayor Rob Steel chaired the meeting, however Deputy Mayor Mike McAlonan chaired the meeting in Mayor Steel’s absence.

Moved by Councillor McAlonan that the Regular Meeting Minutes of June 22, 2015 be accepted as amended.

CARRIED

DELEGATION: HARVEY DIPPEL
RE: Driveway

Harvey Dippel owns a home in the Town of Claresholm. In 2014, the Town completed repairs to his street and now his driveway has a hump in the Town’s right-of-way. He would like to see his driveway returned to the same condition it was before construction took place.

ACTION ITEMS:

1. DELEGATION RESPONSE: Meadow Creek Sausage
RE: Tax Assessment

Received for information.

2. REQUEST FOR DECISION: Request to Close Municipal Reserve Land

MOTION #15-061

Moved by Councillor Cutler to refuse the request to close the Town-owned parcel of municipal reserve land between Skyline Crescent and Skyline Mews, and direct Administration to bring forward options to set up a post and chain or similar barrier to prevent shortcutting by vehicles while maintaining pedestrian and cyclist access, possibly with the addition of a connecting sidewalk.

CARRIED

3. REQUEST FOR DECISION: Tax Recovery Sale – Real Estate Listing

MOTION #15-062

Moved by Councillor Cutler to research Commercial Real Estate Agencies regarding the tax recovery sale of 4 Skyline Crescent.

CARRIED

4. REQUEST FOR DECISION: AUMA Convention

MOTION #15-063

Moved by Councillor Cutler for administration to schedule meetings at the AUMA Convention in Calgary September 23 – 25, 2015 with the Minister of Municipal Affairs and RCMP K Division, as available.

CARRIED

5. REQUEST FOR DECISION: Memorandum of Understanding - SAEWA

MOTION #15-064 Moved by Councillor O'Neill to not proceed with signing of the Memorandum of Understanding and Interim Agreement with the Southern Alberta Energy from Waste Association as presented at this time.

CARRIED

6. FINANCIAL REPORTS: Balance Sheet and Income Statement

Moved by Councillor Ford to accept the Financial Reports as presented.

CARRIED

7. INFORMATION BRIEF: CAO Report

Received for information.

8. INFORMATION BRIEF: Council Resolution Status

Received for information.

9. ADOPTION OF INFORMATION ITEMS

Moved by Councillor O'Neill to adopt information items as presented.

CARRIED

10. IN CAMERA: Board Appointment; Personnel; Land (2); Legal

Moved by Councillor McAlonan that this meeting go In Camera at 8:16 p.m.

CARRIED

Moved by Councillor Dixon that this meeting come out of In Camera at 10:12 p.m.

CARRIED

MOTION #15-065 Moved by Councillor Ford to appoint Jeffery Kerr to the Municipal Planning Commission.

CARRIED

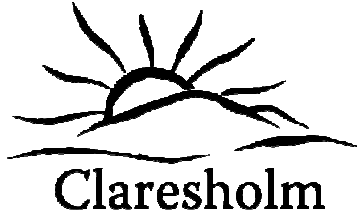
ADJOURNMENT: Moved by Councillor McAlonan that this meeting adjourn at 10:13 p.m.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1607**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to repeal Bylaw #1524 being a Bylaw to establish the Town of Claresholm policies relating to employees' benefits.

The Council of the Town of Claresholm, in the Province of Alberta, enacts as follows:

REPEAL

Bylaw #1524 adopted March 9, 2009 is hereby repealed.

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

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

ALLOW for reading a third 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**



REQUEST FOR DECISION

Meeting: August 19, 2015
Agenda Item: 1

BYLAW #1607 – REPEAL OF BYLAW #1524

DESCRIPTION:

Current Bylaw #1524 does not fit within the guidelines of the *Municipal Government Act* and therefore needs to be repealed.

BACKGROUND:

As Administration continues to perform an audit of internal processes and procedures, it has come to our attention that a previous bylaw passed pertaining to employee benefits is improper. The *Municipal Government Act* states clearly in Section 7 that council may pass bylaws for municipal purposes respecting certain matters and employee benefits does not fit the criteria. Employee benefits may be addressed in a policy, but should not be the focus of a bylaw. As such, administration is requesting Council pass Bylaw #1607 which repeals Bylaw #1524. Policy #GA 08-15(a) pertaining to employee benefits appears as Action Item #14 on this Agenda to correct this error and to ensure that employee benefits are addressed in the proper manner.

COSTS/ SOURCE OF FUNDING:

1. None.

RECOMMENDED ACTION:

1. Council pass 3 Readings to adopt Bylaw #1607 to repeal Bylaw #1524.
2. Council pass a motion to adopt Policy #GA 08-15(a) regarding Employee Benefits under Action Item #14.

ATTACHMENTS:

- 1.) Bylaw #1524 regarding Employee Benefits passed March 9, 2009.
- 2.) Section 7 of the Municipal Government Act, RSA 2000, Chapter M-26.

APPLICABLE LEGISLATION:

- 1.) *Municipal Government Act*, RSA 2000, Chapter M-26.

PREPARED BY: Karine Wilhauk

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: August 14, 2015

11

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1524**

A Bylaw of the Town of Claresholm to rescind Bylaw #1503 and being a Bylaw to establish the Town of Claresholm policies relating to Employees' Benefits;

WHEREAS it is deemed expedient and proper to pass a Bylaw to establish policy related to Employees' Benefits;

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act the Council of the Town of Claresholm enacts as follows:

Union Employees

1. Employee conditions and benefits shall relate to the Collective Agreement signed between the Town of Claresholm and the Canadian Union of Public Employees (CUPE) Local 3023.

Non-Union Employees – Full Time

1. An annual review of wages and salaries shall be made each year in December with increases to be effective January 1st of each year.
2. A long service bonus shall be given as per CUPE Local 3023 Collective Agreement.
3. The Town shall contribute an amount of one hundred percent (100%) per month for each employee towards the premiums for medical, group insurance and long term disability, the same as CUPE Local 3023 Collective Agreement.
4. It shall be a basis of employment of all full-time employees to participate in all medical and group insurance plans after 6 months and successful completion of probation, as well as pension plans after one year.
5. All office employees shall be employed on a 35 hours per week basis and the Superintendent of Public Works shall be employed on a 40 hours per week basis unless otherwise negotiated.
6. The Chief Administrative Officer, Superintendent of Public Works, Secretary-Treasurer and Tax / Payroll Administrator will not receive compensation for overtime. No salaried employee will be allowed to bank time unless negotiated and approved by the CAO.
7. Annual Vacations
 - a) All employees shall receive vacation the same as CUPE Local 3023 Collective Agreement.
 - b) Holidays may be taken when mutually agreed upon by the CAO and employee or by Council and the CAO.
8. Sick Leave will be administered the same as CUPE Local 3023 Collective Agreement.
9. Compassionate Leave
 - a) Compassionate leave of five (5) days shall be granted to employees for reasons of illness or death within their family.
 - b) Family shall be considered to mean the following:
 - Spouse
 - Parent, parent-in-law, grandparents, grandparents-in-law or legal guardian
 - Child, grandchild, sister, brother, sister-in-law, brother-in-law, daughter-in-law or son-in-law.
10. All employees shall be entitled to Federal, Provincial or Municipal government holidays with pay as per the CUPE Local 3023 Collective Agreement. Where any of the above mentioned holidays fall on Saturday or Sunday, the following Monday or Tuesday shall be deemed the holiday.

R.

- 11. Mileage shall be paid to Town employees using their own vehicle for conducting Town business as per Policy #66 Staff Education & Training.
- 12. Maternity Leave – as per Alberta Labour Standards.
- 13. Paternity Leave is the same as C.U.P.E. Local 3023 Collective Agreement.

Non-Union Employees – Part Time and Seasonal

- 1. Non-union part-time and seasonal employees are not eligible for the following benefits:
 - Long service pay
 - Medical, group insurance and long-term disability
 - Annual vacation
 - Pension
 - Sick leave
 - Compassionate leave
 - Paternity leave
- 2. Stat pay will be determined as per Alberta Labour Standards.
- 3. Vacation pay will be paid each period.
- 4. Overtime pay will be determined as per Alberta Labour Standards and must be approved by the CAO.
- 8. Bylaw #1503 is hereby rescinded.
- 9. This Bylaw shall come into effect on the date of the third reading.

Read a first time in Council this **9th** day of **March** 2009 A.D.

Read a second time in Council this **9th** day of **March** 2009 A.D.

Read a third time in Council and finally passed in Council this **9th** day of **March**
2009 A.D.



Rob Steel, Mayor



Kris Holbeck, CAO

Part 2 Bylaws

Division 1 General Jurisdiction

General jurisdiction to pass bylaws

7 A council may pass bylaws for municipal purposes respecting the following matters:

- (a) the safety, health and welfare of people and the protection of people and property;
- (b) people, activities and things in, on or near a public place or place that is open to the public;
- (c) nuisances, including unsightly property;
- (d) transport and transportation systems;
- (e) businesses, business activities and persons engaged in business;
- (f) services provided by or on behalf of the municipality;
- (g) public utilities;
- (h) wild and domestic animals and activities in relation to them;
- (i) the enforcement of bylaws made under this or any other enactment, including any or all of the following:
 - (i) the creation of offences;
 - (ii) for each offence, imposing a fine not exceeding \$10 000 or imprisonment for not more than one year, or both;
 - (iii) providing for the imposition of a penalty for an offence that is in addition to a fine or imprisonment so long as the penalty relates to a fee, cost, rate, toll or charge that is associated with the conduct that gives rise to the offence;
 - (iv) providing that a specified penalty prescribed under section 44 of the *Provincial Offences Procedure Act* is reduced by a specified amount if the penalty is paid within a specified time;

- (v) providing for imprisonment for not more than one year for non-payment of a fine or penalty;
- (vi) providing that a person who contravenes a bylaw may pay an amount established by bylaw and if the amount is paid, the person will not be prosecuted for the contravention;
- (vii) providing for inspections to determine if bylaws are being complied with;
- (viii) remedying contraventions of bylaws.

1994 cM-26.1 s7

Powers under bylaws

8 Without restricting section 7, a council may in a bylaw passed under this Division

- (a) regulate or prohibit;
- (b) deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways;
- (c) provide for a system of licences, permits or approvals, including any or all of the following:
 - (i) establishing fees for licences, permits and approvals, including fees for licences, permits and approvals that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue;
 - (ii) establishing fees for licences, permits and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality;
 - (iii) prohibiting any development, activity, industry, business or thing until a licence, permit or approval has been granted;
 - (iv) providing that terms and conditions may be imposed on any licence, permit or approval, the nature of the terms and conditions and who may impose them;
 - (v) setting out the conditions that must be met before a licence, permit or approval is granted or renewed, the nature of the conditions and who may impose them;

Delegation Request: Mr. Harvey Dippel

July 2, 2015

As told to Karine Wilhauk, Secretary-Treasurer

Mr. Dippel lives on 53rd Avenue East. In 2014, the Town completed a project on his street where the street was repaved. There is a hump in his driveway in the Town's right-of-way that was done as part of the repaving project. Mr. Dippel spoke to Mike Schuweiler, Town Superintendent about the hump and was told by Mike that yes, it should be fixed. Mike subsequently went on holidays.

Mr. Dippel phoned the Mayor about some standing water on his street, and about a separate issue that he wished to speak about without involving the community peace officer. When Mr. Dippel contacted the Mayor, it was not to discuss his driveway, however the Mayor said he knew about the driveway at the onset of the conversation. Mr. Dippel was not satisfied with the conclusion reached by the Mayor regarding his driveway.

At this point, Mr. Dippel is unable to pull his trailer in and out of his driveway and does not wish to park on the street. He has never complained about his property taxes.

Mr. Dippel's request is to have his driveway put back the way it was before the repaving was done. A solution may be to go into his property to even out the driveway. The curb should not have to be altered.



INFORMATION BRIEF

Meeting: August 19, 2015
Agenda Item: 2

216 – 53 AVE EAST - DRIVEWAY

BACKGROUND / DESCRIPTION:

In the fall of 2014, the Town completed the street rehabilitation of the 200 block of 53rd Ave, after the water main replacement on this block. All curbs and sidewalks were replaced, and the entire block was repaved.

Due to many past complaints about the aggressive rolled curb profile the Town previously installed, the standard was changed when we updated the Town standards in Sept. 2007. The new curb profile has a gentler rise and the back has been lowered by 2" inches (see attached). We use this new profile with all development of new curb and mono sidewalk installations. We have had no new complaints on this design, and will continue to implement it in all installations.

With the replacement of curbs on 53rd Ave East, driveways were cut back 2 to 3 feet behind the curb and re-cemented or re-paved to the new height of back of curb, causing a sloped portion of the last few feet of driveway up to the back of the curb. As all lots are at different elevations, and the curb and gutter elevations have to be set to maintain drainage this causes different grades of slope onto property.

The driveway of Mr. Dippel at 216, 53 Ave East was one of the driveways affected, and was repaired by our contractor the same way as the rest of the block. Mr. Dippel complained that his trailer jack now rubs the pavement when exiting his property.





Infrastructure Services replaced his truck hitch receiver (\$25.00 cost) from a drop receiver to a straight one, and this has raised the trailer jack by 2 inches, hoping to resolve the slope issue. Mr. Dippel called again, so I attended the site to watch the removal of his trailer. The jack still touched when he pulled out, but only when he was square to the curb. No damage to the trailer or his driveway resulted as it barely touches the pavement on his jack skid. If he pulled out at an angle the trailer cleared, or if a 2x4 was placed in the gutter the trailer cleared as well. The Town of Claresholm's contracted Engineer has looked at the issue, and feels that there is nothing more that can be done other than re-cutting the driveway out and re-paving. If this was to be done

then all driveways on this block may be required to be re-done as well. This property does not have the highest slope. (Also note no other complaints on this block have been received.)

Infrastructure Services informed Mr. Dippel of the engineer's assessment, and that there was no more that could be done at this time. I explained this is the way we can do this type of work; adding new infrastructure replacement to old existing areas. There will always be a transition portion from old to new. He was not satisfied with these recommendations and wanted to speak with Town Council.

ATTACHMENTS:

- 1.) Town of Claresholm Servicing Standards – Low profile rolled curb & gutter specs

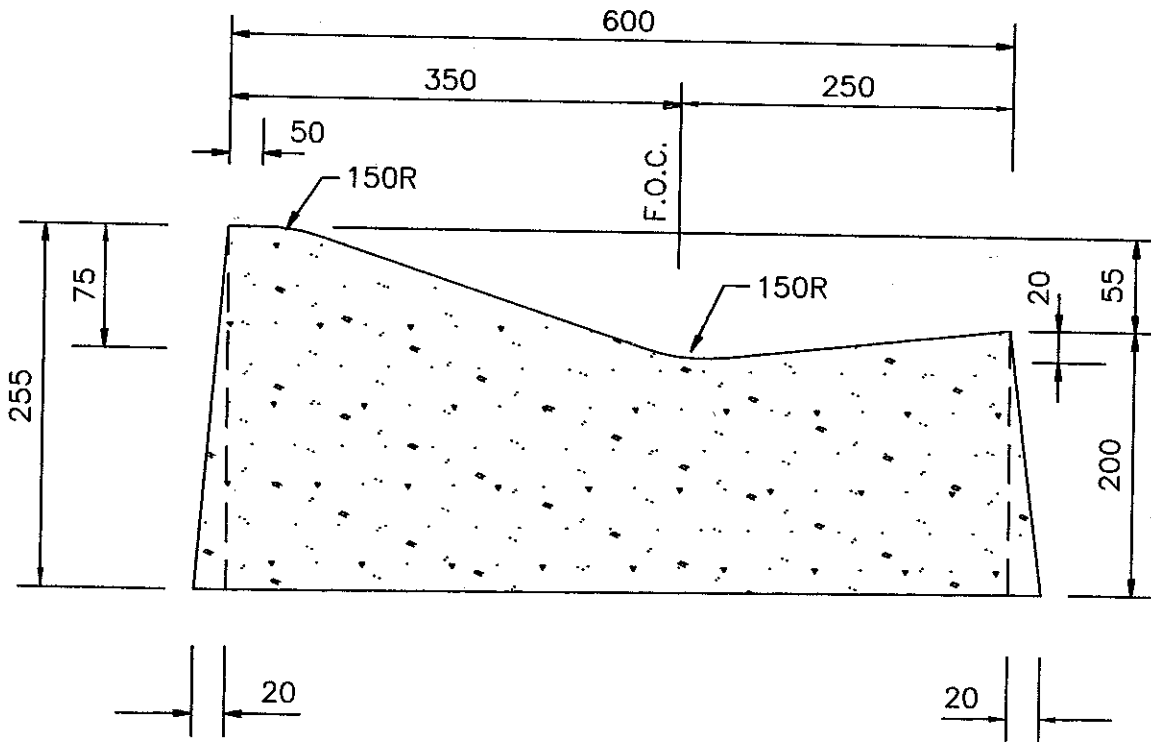
APPLICABLE LEGISLATION:

- 1.) None

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 11, 2015



REVISIONS			Town of Claresholm LOW PROFILE ROLLED CURB AND GUTTER	
Date	Details	Approved		
			APPROVED: I.D.C.	STD. DWG. No.
			SCALE: N.T.S.	T6
			DATE: September, 2007	



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

RECEIVED

JUL 30 2015

AR80105

July 27, 2015

His Worship Rob Steel
Mayor
Town of Claresholm
PO Box 1000
Claresholm AB T0L 0T0

Dear Mayor Steel,

As promised, our government is committed to providing municipalities with stable and predictable funding, ensuring you have the resources to meet your infrastructure priorities. In keeping with that commitment, I am pleased to confirm the Municipal Sustainability Initiative (MSI) funding will reach almost \$880 million in 2015-16. This includes \$497 million in MSI capital funding, \$350 million in capital funding previously provided under the Basic Municipal Transportation Grant (BMTG), and \$30 million in MSI operating funding. This funding, when combined with the \$399 million in additional MSI capital funding announced March 6, 2015, will provide close to \$1.3 billion in the 2015 calendar year to help Alberta's municipalities address local infrastructure priorities.

Based on the 2015-16 MSI program budget of \$880 million, your total MSI allocation is \$775,242, which includes \$654,966 in capital funding and \$120,276 in operating funding.

Please note that for program delivery and reporting purposes, the capital funding allocated to you in March 2015 will be added to your current capital allocation. A more detailed breakdown between MSI funding components is provided in Appendix A (attached). MSI funding amounts for all municipalities are also posted on the Municipal Affairs MSI website at municipalaffairs.alberta.ca/msi.

We are committed to making life better for Albertans and I look forward to partnering with you to achieve this goal.

Sincerely,

Deron Bilous
Minister

Attachment

cc: Marian Carlson, Chief Administrative Officer, Town of Claresholm

Appendix A

Town of Claresholm

Municipal Sustainability Initiative (MSI) Funding Break-Down

2015 Capital Funding			2015 Operating Funding			2015 Total MSI Funding
MSI Capital Component	BMTG Component	Sub-Total	Non-SI Component	SI Component	Sub-Total	
\$429,486	\$225,480	\$654,966	\$40,029	\$80,247	\$120,276	\$775,242

Notes:

- The allocations for the MSI capital component and operating funding are based primarily on 2014 official population, 2014 education tax requisitions, and 2013 kilometres of local road.
- The allocations for the BMTG component are based on municipal status, with Calgary and Edmonton receiving funding based on litres of road-use gas and diesel fuel sold; the remaining cities and urban service areas receiving funding based on a combination of population and length of primary highways; towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receiving funding based on population; and rural municipalities and Metis Settlements receiving funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.
- Sustainable Investment (SI) funding is provided to municipalities with a population under 10,000 and a limited local assessment base. This funding is over and above the MSI funding provided under the general allocation formula set out in the program guidelines. Individual municipalities' sustainable investment funding for future years is subject to annual fluctuations resulting from changes in their equalized assessment per capita for urban municipalities, or per kilometre of local road for rural municipalities, in relation to the provincial average.
- 2015 Capital Funding is in addition to \$398.9 million in MSI capital funding allocated to Alberta municipalities in March 2015 through a third quarter 2014-15 supplementary estimate.
 - Your March 6, 2015 allocation was \$292,067. Because it was allocated late in the 2014-15 fiscal year, it will be added to your 2015 MSI capital allocation of \$654,966, for a total of \$947,033, for program delivery and reporting purposes.



ALBERTA

RECEIVED

JUL 23 2015

*Office of the Minister of Health
Office of the Minister of Seniors
MLA, Edmonton-Glenora*

July 20, 2015

Marian Carlson
Chief Administrative Officer
Town of Claresholm
PO Box 1000
Claresholm, Alberta T0L 0T0

Dear Marian:

I have received several letters from municipalities and municipal organizations regarding the proposed elimination of grants in place of taxes on social housing properties owned and supported by government through the Alberta Social Housing Corporation. I understand your concerns and I thank you for your patience as we work toward a solution. Because this is a financial decision, we need to consider it within the broader Budget 2015 discussions.

I understand that notices of assessment have been issued; I ask for your continued patience over the summer while we work towards Budget 2015. In the meantime, if you have questions, I encourage you to discuss with Mike Leathwood, Assistant Deputy Minister for Housing. He can be reached by email at mike.leathwood@gov.ab.ca or by phone at 780-643-1020.

Sincerely,

Sarah Hoffman
Minister of Seniors
MLA, Edmonton-Glenora

March 31, 2015

April 13, 2015 Agenda

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

Dear Mr. Carlson:

As part of proposed changes under Budget 2015, Alberta seniors will be eliminating municipal grants for property taxes paid to Housing Management Bodies to cover property tax assessments within municipalities for government owned and supported social housing.

Social housing provides rent based on income to low-income households pursuant to the *Alberta Housing Act*. Rental revenue does not cover operating costs including utilities, maintenance, program administration, property management and grants in place of taxes, resulting in operating deficits funded by the three levels of government.

Government has decided to eliminate these voluntary grants, consistent with treatment of taxation on seniors' lodges and nursing homes, rather than reduce spending in areas such as maintenance or reduced supports for low-income tenants.

Provincially owned assets, including social housing owned by the Alberta Social Housing Corporation, are not subject to municipal taxation per the *Municipal Government Act*.

Under the *Alberta Housing Act*, the Alberta Social Housing Corporation may pay to any municipality an annual grant in place of property taxes for the tax year. Grant amounts can be equivalent to, but not exceeding, the assessed property tax amount.

The attached document provides a summary of the properties in your municipality where the Alberta Social Housing Corporation will no longer be providing grants. The grant amount paid in 2014 was \$43,365.

Mr. Marian Carlson
Page 2

As Budget 2015 has not yet been approved by the Legislative Assembly, this letter serves simply as information for your municipality.

If you have any questions or concerns regarding this letter, feel free to contact Christopher Zalasky, Director, Housing Financial Planning and Program Funding at 780.422.8133 or by email at christopher.zalasky@gov.ab.ca.

Sincerely,

A handwritten signature in black ink that reads "Mike Leathwood". The signature is written in a cursive style with a large initial "M" and a long, sweeping underline.

Mike Leathwood
Assistant Deputy Minister
Housing Division

Attachment 1: Listing of Alberta Social Housing Corporation Properties

Attachment 1: Listing of Alberta Social Housing Corporation Properties

Municipality	Site Name	Management Body
Town of Claresholm	Claresholm 2	Claresholm Housing Authority
Town of Claresholm	Parkside Manor	Claresholm Housing Authority
Town of Claresholm	Claresholm 1	Claresholm Housing Authority
Town of Claresholm	Claresholm 4 (FCLS)	Claresholm Housing Authority
Town of Claresholm	Claresholm 3	Claresholm Housing Authority
Town of Claresholm	Heritage Manor	Claresholm Housing Authority



ALBERTA
CULTURE AND TOURISM

Office of the Minister

RECEIVED

JUL 30 2015

His Worship Rob Steel
Mayor
Town of Claresholm
PO Box 1000
CLARESHOLM, AB T0L 0T0

Dear His Worship Steel:

As Minister of Culture and Tourism, responsible for sport in Alberta, I am pleased to invite you to consider submitting a bid for the right to host the 2018 Alberta Summer Games and/or the 2018 Alberta Winter Games in your community. Enclosed for your information, is a brochure with details on how to apply.

I encourage you and your community to consider this invitation and the benefits that can result from hosting one of these events. The legacy of experienced volunteers and upgraded facilities associated with hosting Alberta Games, along with the economic benefits, has proven to be tremendous. Each successful host municipality will be given the opportunity to showcase its talents to approximately 2,800 participants from all regions of the province, as well as to attract numerous spectators and special guests. Communities with populations of less than 10,000 are encouraged to join together with neighbouring communities to submit a joint bid.

The communities awarded the 2018 Alberta Summer Games and the 2018 Alberta Winter Games will receive base financial support to cover operational, cultural, and legacy aspects of the Games.

The *Guidelines for Communities Bidding to Host the 2018 Alberta Games* is available from the Alberta Sport Connection upon request to assist you in preparing your bid. In addition, Alberta Sport Connection staff are available to provide consultative assistance if required. For additional information, please contact Mr. Dennis Allen, at 403-297-2729, toll-free by first dialing 310-0000, or at dennis.allen@albertasport.ca.

Thank you for your consideration.

Best Regards,

A handwritten signature in blue ink that reads "D. Eggen".

David Eggen
Minister

Enclosure

cc: John Short, Chair, Alberta Sport Connection

228 Legislature Building, Edmonton, Alberta T5K 2B6 Canada Telephone 780-422-3559 Fax 780-427-5018

FOR MORE INFORMATION

To request a copy of the "Guidelines for Communities Bidding to Host the 2018 Alberta Winter Games and/or the 2018 Alberta Summer Games", or assistance in preparing your bid, please contact:

Alberta Sport Connection
620 – 615 Macleod Trail SE
Calgary, AB T2G 4T8
T 403.297.2729 F 403.297.6669
E dennis.allen@albertasport.ca

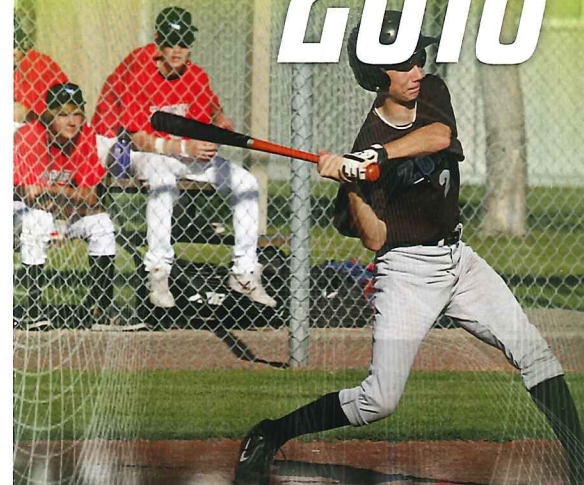
www.albertasport.ca
www.albertagames.com



Alberta  Government

Alberta Sport Connection supports the delivery of sport programs and services on behalf of the Government of Alberta

2018



ALBERTA WINTER & SUMMER GAMES

The Honourable

DAVID EGGEN

Minister of Culture & Tourism

extends an invitation to all
municipalities in Alberta
to bid to host the

**2018 ALBERTA
WINTER GAMES
FEBRUARY, 2018**

and/or

**2018 ALBERTA
SUMMER GAMES
JULY, 2018**

2018 ALBERTA WINTER & SUMMER GAMES

The Alberta Games are a significant amateur sport and cultural event in our province, providing many benefits to both the host community and to the thousands of Albertans who participate at the local, zone and provincial level.

The Alberta Games have been awarded to communities of all sizes, located throughout the province. Interested communities must be capable of feeding and accommodating approximately 3,000 athletes, coaches and technical officials. Municipalities with populations less than 10,000 are encouraged to join together with neighbouring communities to submit a joint bid.

The 2018 Alberta Winter Games are planned for **February, 2018** and the 2018 Alberta Summer Games are planned for **July, 2018**.

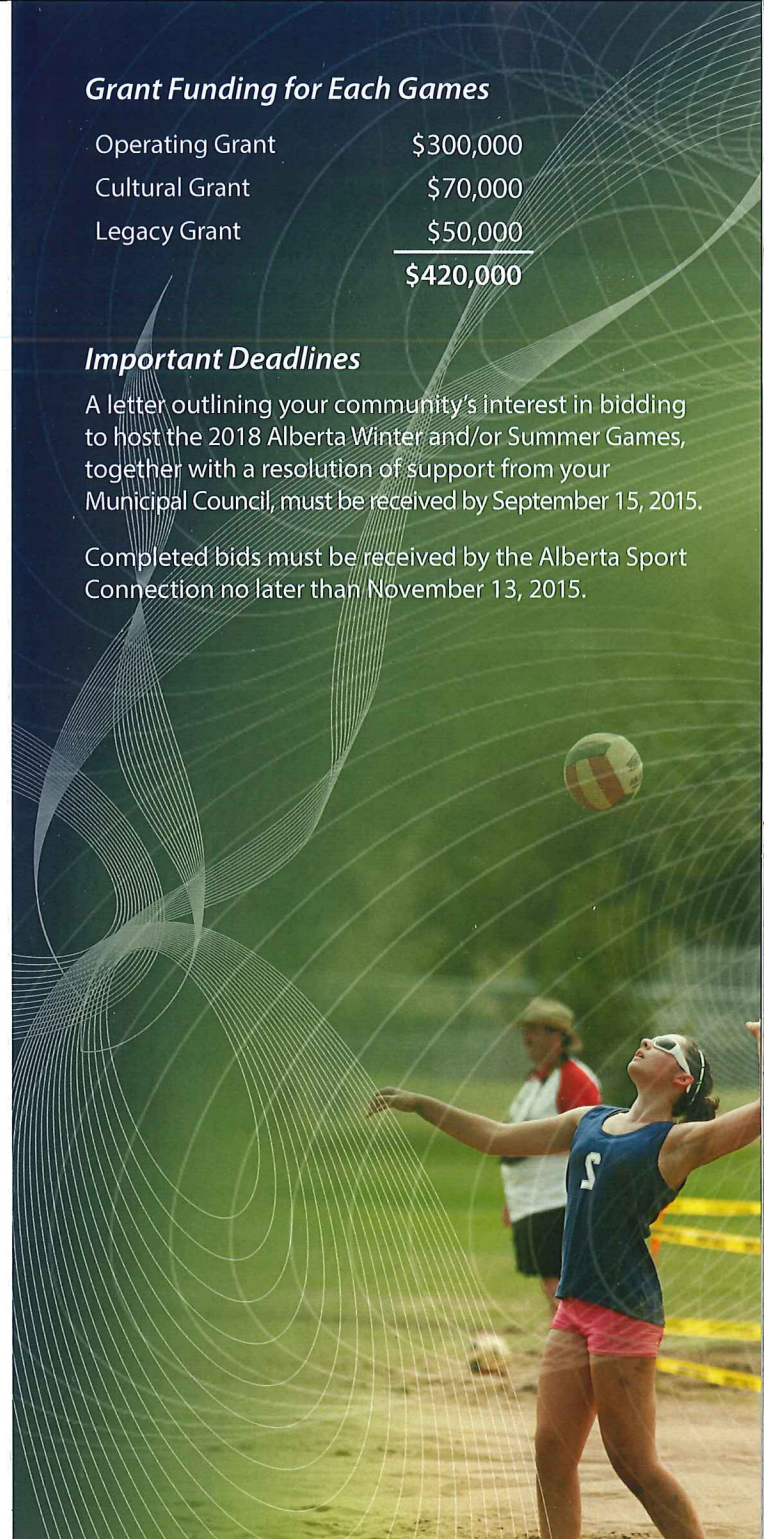
Grant Funding for Each Games

Operating Grant	\$300,000
Cultural Grant	\$70,000
Legacy Grant	\$50,000
	<hr/>
	\$420,000

Important Deadlines

A letter outlining your community's interest in bidding to host the 2018 Alberta Winter and/or Summer Games, together with a resolution of support from your Municipal Council, must be received by September 15, 2015.

Completed bids must be received by the Alberta Sport Connection no later than November 13, 2015.



TOWN OF FORT MACLEOD



BOX 1420, FORT MACLEOD ALBERTA, CANADA T0L 0Z0

TEL: (403) 553-4425 FAX: (403) 553-2426

WWW.FORTMACLEOD.COM

August 11, 2015

Mayor and Council
Town of Claresholm
Box 1000
Claresholm AB
T0L 0T0

RECEIVED

AUG 13 2015

Dear Mayor and Council,

RE: Alberta Summer Games 2018

Mayor and Council of the Town of Fort Macleod would like to take this opportunity to inquire about the Town of Claresholm's interest in co-hosting the 2018 Alberta Summer Games. It was suggested in the letter of invitation for bids that *"Communities with a population less than 10,000 are encouraged to join together with neighboring communities to submit a joint bid."*

Our thought was that Claresholm along with Pincher Creek and Fort Macleod could connect and submit a joint bid, if the desire to co-host the games with the other communities was present. If you feel this is something your community would be interested in please let us know and we can move forward from there.

Thank you for your consideration on this matter.

Kind regards,

Brent Feyter
Deputy Mayor
Town of Fort Macleod

lg

cc: Town of Pincher Creek

*Victory
Church
Claresholm*

P.O.Box 1779
Claresholm, AB T0L 0T0

RECEIVED

JUL 27 2015

Church Office: 403-625-2448
E-mail: victorycc@shaw.ca

July 27, 2015

Town of Claresholm
225 41 Ave W
Mayor and Council

This is a request from the Victory Church to close 1a St. W. on Saturday Sept. 12, 2015 from 12 pm-8pm in order to have our annual community block party. We will be having games, prizes, food and entertainment for the whole family. We are considering hosting the Claresholm Has Talent contest again and would be honored if Mayor Steel and/or Council Members would consider being judges for the event. Your consideration in this matter would be greatly appreciated.

Sincerely,



Don Whalen
Pastor

Claresholm Community Centre Association

August 10, 2015

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

Dear Town Councilors:

The Community Hall Board wishes to apply for the Community facility Enhancement Grant to help us purchase chairs, tables and to make improvements to lighting, sound and the stage. Since we currently lease the building from the Town we are required to have a letter of support from you in order for us to apply for funding. Please discuss and forward the letter of support, if approved, to me by August 31, 2015 so I can meet the grant deadline of September 15, 2015.

If you have any questions or concerns please contact me.

Sincerely,



Marni Lane
Secretary

CLARESHOLM SOCIETY FOR THE ARTS
PO Box 1377, Claresholm, Alberta, T0L 0T0

August 13, 2015

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

Dear Sir or Madam:

Re: Grant application to Community Foundation Lethbridge & Southern Alberta

We write to request the support of the Town of Claresholm in our application for grant funding to enable renovations to the Claresholm Community Centre Hall (stage and hall). The Claresholm Society for the Arts has a project plan to improve the use and performance ability of the hall, which requires a great deal of funding. The project includes installation of permanent rigging for curtains and stage lighting, an upgrade of the entire sound system, acoustic modifications, installation of a projector and a more functional method in which to control the lighting and sound for the stage and the hall in general. We believe all of these improvements will increase and improve the use of the hall, for everything from weddings and funerals to musical theatre and fundraisers.

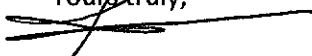
We require your assistance in making the application for this grant on our behalf, and ask that we have your approval to go ahead with the grant application.

We have previously obtained the general approval of the hall board to apply for grant funding for improvements to the community centre hall, but we will be meeting with them to go over the details of our plan shortly so that they can more specifically review this project plan.

As the deadline for grant applications to the Community Foundation is October 15, 2015, and we are still in the process of obtaining some of the quotes for the renovations and installations, we wanted to bring this to your attention to insure we have your approval prior to submitting our application to the Community Foundation.

If you have any questions please do not hesitate to contact me. I thank you for your attention and look forward to your reply.

Yours truly,



Karen M. Linderman
Vice-Chairperson
Claresholm Society for the Arts



REQUEST FOR DECISION

Meeting: August 19, 2015
Agenda Item:10

Pillar Homes Tax Penalty

BACKGROUND / DESCRIPTION:

The taxes on the properties listed as Pillar Homes were not paid prior to the penalty date of July 1st. Mr. Samaska's letter states he did not receive the notices and was not aware they had been due until he received the past due notice sent out on July 9th. The Town has copies of the notices as we photocopy every notice before it is mailed and thus we have no reason to believe they were not mailed, but they may have been lost in the mail.

Past complaints of this nature have led Council to refer to the tax penalty bylaw #1563 and the amended bylaw #1595 (see attached). This bylaw was created to clearly state the methods of payment, due dates for taxes and penalties imposed for non-payment, so staff and Council would have clear direction when forgiveness of penalty requests were made. Tax administration would suggest that the bylaw also be used in this case.

COSTS/ SOURCE OF FUNDING (if applicable):

The penalties imposed totaled \$1,852.61 on 25 parcels of vacant land.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ that;

WHEREAS the Town of Claresholm Bylaw #1595 states that payments for current taxes must be received by June 30th or the owner must provide proof to avoid tax penalties being imposed;

THEREFORE Council hereby moves to **deny** the request from Pillar Homes (1991) Ltd. to waive the July 1, 2015 penalty of \$1,852.61 on the properties described as Lot 2, Blk 7, PI 7911185; Lots 33 to 36, Blk 2, PI 9910869; Lots 5 to 14, Blk 7, Plan 9910869; Lots 3 to 8, Blk 10, PI 9910869; Lots 41 to 42, Blk 2, PI 0010555; and Lots 9 to 10, Blk 10, PI 0010555.

Or

Moved by Councillor _____ that;

WHEREAS Pillar Homes asserts they did not receive the original 2015 tax notice package and contacted the Town Office immediately upon receipt of the outstanding tax account statements;

THEREFORE Council hereby moves to **approve** the request from Pillar Homes (1991) Ltd. to waive the July 1, 2015 penalty of \$1,852.61 on the properties described as Lot 2, Blk 7, PI 7911185; Lots 33 to 36, Blk 2, PI 9910869; Lots 5 to 14, Blk 7, Plan 9910869; Lots 3 to 8, Blk 10, PI 9910869; Lots 41 to 42, Blk 2, PI 0010555; and Lots 9 to 10, Blk 10, PI 0010555.

ATTACHMENTS:

1. Letter from Pillar Homes (1991) Ltd
2. Tax Payment / Penalty Information
3. Bylaw #1563
4. Bylaw #1595

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Lisa Chilton

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: August 11, 2015

Pillar Homes (1991) Ltd

#3 Windsor Crescent SW, Calgary, Alberta Tel 403 255 8664 Fax 403 255 8941

FAX

July 27, 2015

Claresholm Town Council

Box 1000 221 -45 Ave West

Claresholm, AB T0L 0T0

ATTENTION: Council Members

SUBJECT: Tax Account re our properties on Sundance St, Ave and Willow Road

Our office received the outstanding tax account statements dated July 9, 2015 on Thursday July 16, 2015 which was a complete surprise to us. On Friday following, a call was made to Lisa Chilton, Tax Administrator, however, she was not available and it was recommended to call back the following week. On Tuesday, July 21st, I called Lisa and explained the issue to her, whereupon, she recommended I write to Town Council.

The issue we have is that we did not receive the original 2015 Tax Notices Package at our office! Our staff have literally turned our office inside out in attempt to find the tax package but to no avail.

We respectfully request that Council wave the overdue penalty as we can submit immediately the taxes due (less penalty). Should Council not wave the overdue penalty, then we will consider delaying payment of outstanding taxes to December 30th, 2015 thus resulting in the town not having use of the tax money until some 5 months later.

We await, hopefully, your favourable reply.

John Samaska, Peng

President

Pillar Homes Properties

Lot	Block	Plan
2	7	7911185
33 to 36	2	9910869
5 to 14	7	9910869
3 to 8	10	9910869
41 to 42	2	0010555
9 to 10	10	0010555



Tax Payment / Penalty Information

PAYMENT INQUIRIES: Phone (403) 625-3381 Fax (403) 625-3869
Email: clares@telusplanet.net Website: <http://www.townofclaresholm.com>

Methods of Payment:

- **Telephone or internet banking** through your financial institution (your **roll number** is your account number). Please check to see if the Town of Claresholm is listed as a valid payee with your financial institution.
- **In person at the Town Office** by cash, cheque or Interac. Please check with your financial institution to ensure your single transaction limit is sufficient.
- **Mail** – Please make your cheque payable to the Town of Claresholm and enclose the bottom portion of the notice or record your roll number on your cheque.
- **Installment Plan** – The Town of Claresholm has a tax installment payment plan (TIPPs) to help taxpayers budget their property taxes over a twelve (12) month period. To be eligible for the plan, all tax arrears must be paid in full. New applications must be received by December 19th of the current year to be eligible for next year. Please contact the Town Office to inquire about this option.
- Credit Card payments are **not accepted**.

DUE DATE for tax payment is June 30th (end of business day), or the last business day in June (end of business day) of the current year.

- A tax payment that is sent by mail is deemed to have been received according to the **Canada Post date** stamped on the envelope. Please enclose the remittance portion of the notice with your payment.
- A tax payment that is made through a financial institution is deemed to have been received on the date stamped by the institution. If you are making your payment on the due date, please check with your financial institution to ensure you meet the deadline for same day payment.

NOTE:

- Penalties are imposed under the authority of the Town of Claresholm **Bylaw #1563, the Tax Penalty Bylaw**, passed pursuant to the *Municipal Government Act*. This Bylaw is available to view on the Town's website. **Bylaw #1595, the Tax Penalty Bylaw Amendment**, applies the change in penalty date (from the prior August 31st to June 30th) and is also on the website.
- Receipts issued in acknowledgment of a cheque or other negotiable instrument shall be valid only when the amount of the cheque or instrument has been collected by the Town of Claresholm (ie. taxes paid on time by cheque that are returned due to insufficient funds are not deemed to be received on time and will receive a penalty).
- Any property on which the taxes are in arrears is liable to the tax recovery proceedings specified in the *Municipal Government Act*.
- Where taxes are paid by a mortgage company, the owner is responsible to ensure that the taxes are paid on time.
- An assessment complaint does not exempt you from paying taxes on time or from late payment penalties. If a complaint is successful, the adjustment will be applied to the tax roll. Refund requests must be made in writing.

Assessment/Complaint Information

ASSESSMENT INQUIRIES: Phone (403) 625-3381 Fax (403) 625-3869 Email: clares@telusplanet.net

What if you do not understand or disagree with your assessment?

Upon request and limited to the assessment for the current year, you may receive sufficient detail about your property assessment and/or summary information about comparable properties, in accordance with provincial legislation. To review your assessment details or compare to other properties, please contact the Town of Claresholm or our Assessor.

COMPLAINT INQUIRIES: The Assessor for the Town of Claresholm is Benchmark Assessment Consultants Inc. If after obtaining information from the Town you still have questions, it is possible to meet with the Assessor. Appointments will be arranged through the Town by calling (403) 625-3381.

If, after having discussed your assessment details with an assessor, you are still of the opinion that your assessment is incorrect, you may file a written complaint to the Assessment Review Board (ARB). Your complaint must set out in detail the reasons you feel the assessment is incorrect, and must be on the form specified below. The Clerk of the Assessment Review Board will schedule a hearing at which you will have the opportunity to present evidence.

What are the steps to file an assessment complaint to the Assessment Review Board (ARB)?

1. Each complaint must be set out on a form(s) specified by the Province of Alberta. Assessment complaint and agent authorization forms are available at <http://www.townofclaresholm.com> or by contacting the Town of Claresholm.
2. The form(s) must be filled out completely, including the reasons for a complaint (be prepared to present evidence at the hearing.)
3. The appropriate fee(s) must accompany the complaint form.
4. The form(s) must be returned by the deadline specified on the front of the tax notice to:

Town of Claresholm
Clerk of the Assessment Review Board (ARB)
PO Box 1000, Claresholm, AB T0L 0T0
Email: clares@telusplanet.net
Fax: (403) 625-3869

Complaints with an incomplete complaint form, submitted after the filing deadline or without the required fee, are invalid.

Complaint fee (per roll number) payable to the Town of Claresholm is \$50.00.

If the Assessment Review Board makes a decision in your favour, the complaint fee will be refunded. If the complainant withdraws the complaint before the hearing, the complaint fee will be refunded.

Amended by
Bylaw # 1563
Dm YW



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1563**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to impose penalties for non-payment of taxes as provided by the *Municipal Government Act R.S.A. 2000 Chapter M-26.*

WHEREAS in accordance with the *Municipal Government Act R.S.A. 2000 Chapter M-26*, as amended, the Town imposes taxes annually in respect of property in the Municipality to raise revenue;

AND WHEREAS in accordance with Sections 344, 345 and 346 of the *Municipal Government Act* Council may pass a bylaw to impose penalties on non-payment of taxes;

NOW THEREFORE the Council of the Town of Claresholm in the Province of Alberta duly assembled enacts as follows:

SECTION 1 NAME OF BYLAW

1.1 This Bylaw may be cited as the "Tax Penalty Bylaw."

SECTION 2 DEFINITIONS

- 2.1 In this bylaw:
 - a) "CAO" means the Chief Administrative Officer of the Town of Claresholm.
 - b) "Council" means the Town Council of the Town of Claresholm.
 - c) "Municipality" means the Town of Claresholm and includes any board, committee, commission, panel, agency or corporation that is created or owned by the Town of Claresholm and all the members or officers of which are appointed or chosen by the Town of Claresholm.
 - d) "Tax Notice" is the notice sent by the Town with all information regarding the tax roll as per Section 334 of the *Municipal Government Act*.

SECTION 3 METHOD OF PAYMENT

- 3.1 The following are acceptable forms of payment for taxes:
 - a) Tax Installment Payment Plan (TIPPs);
 - b) In person at the Town of Claresholm Administration Office by cash, cheque or Interac by 4:00pm;
 - c) By cheque in the mail slot located at the Town of Claresholm Administration Office by 4:00pm;
 - d) In person at an accepted financial institution with a date stamp as proof of payment if payment is being made on the due date;
 - e) Online Banking with proof being the financial institution's notification from the electronic payment office stating the amount paid and the corresponding tax roll;
 - f) Any other financial institution method with proof being a copy of the bank statement where the payment originated from showing name, payment date and amount; or
 - g) Canada Post with valid proof being the post-mark.
- 3.2 Payments for current taxes must be received by August 31st by the end of the business day, or the last business day in August by the end of the business day, in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.
- 3.3 Payments on all outstanding balances must be received by December 31st or the last business day in December in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.

SECTION 4 APPLICATION OF PENALTIES

- 4.1 Penalties will be applied to any tax roll where the current taxes remain unpaid after the date shown on the tax notice as per Schedule "A" (1).
- 4.2 Additional penalties will also be applied to any tax roll with an outstanding balance in any year if the taxes remain unpaid after December 31st as per Schedule "A" (2).
- 4.3 Any penalty imposed under the provisions of this bylaw shall be added to and form part of the unpaid taxes.

SECTION 5

PASSAGE OF BYLAW

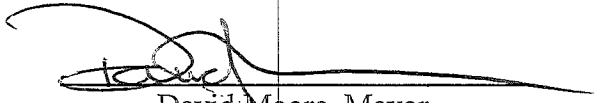
5.1 Bylaw #1322 is hereby repealed.

5.2 This Bylaw shall come into effect upon passage of 3rd Reading.

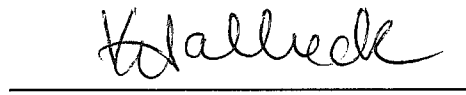
READ a first time in Council this 9th day of May 2011 A.D.

READ a second time in Council this 24th day of May 2011 A.D.

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



David Moore, Mayor



Kris Holbeck, CAO



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1595**

A Bylaw of the Town of Claresholm to amend Bylaw #1563, the Tax Penalty Bylaw.

WHEREAS pursuant to the provisions of the *Municipal Government Act R.S.A. 2000 Chapter M-26*, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Tax Penalty Bylaw #1563; and

WHEREAS Council deems it necessary to amend the existing Bylaw #1563;

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act R.S.A. 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. The Town of Claresholm Tax Penalty Bylaw #1563 shall be amended as follows:

SECTION 3 METHOD OF PAYMENT

3.2 Payments for current taxes must be received by **June 30th** by the end of the business day, or the last business day in June by the end of the business day, in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.

2. This bylaw comes into full force and effect upon third and final reading.

3. Bylaw #1563 is hereby rescinded.

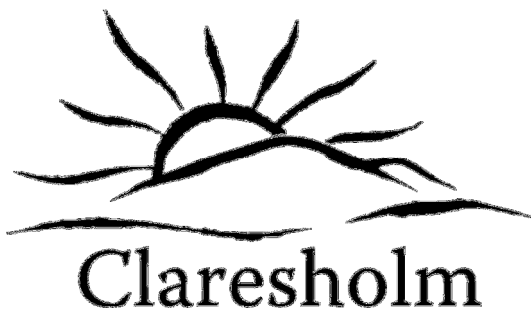
Read a first time in Council this **10th** day of **March** 2014 A.D.

Read a second time in Council this **24th** day of **March** 2014 A.D.

Read a third time in Council and finally passed in Council this **24th** day of **March**
2014 A.D.

Rob Steel, Mayor

Kris Holbeck, CAO



REQUEST FOR DECISION

Meeting: August 19, 2015

Agenda Item: 11

LETTER OF SUPPORT – WILLOW CREEK AG SOCIETY

DESCRIPTION:

The Willow Creek Agricultural Society is applying once again for the Community Facility Enhancement Grant and requires a letter of support from Council.

BACKGROUND:

The Willow Creek Agricultural Society operates the Claresholm Agriplex, which is a Town of Claresholm facility. The Agriplex is a very busy venue year-round, and the Society has determined that in order to continue to grow, they require a second indoor riding arena. The Society applies for grants as much as possible, but so far has been unsuccessful. They are once again applying for a Community Facility Enhancement Grant in the hopes of finally attaining the goal of construction. As this is a Town-owned facility, the Society requires a letter of support from the Town of Claresholm. The Agriplex is very active and brings a lot of people into our community.

COSTS/ SOURCE OF FUNDING:

1. None.

RECOMMENDED ACTION:

1. Council pass a motion to write a letter of support for the Willow Creek Agricultural Society's application to the Community Facility Enhancement Program for the purpose of constructing a new indoor arena.

PROPOSED RESOLUTION:

1. Moved by Councillor _____ that administration write a letter of support towards the Willow Creek Agricultural Society's application to the Community Facility Enhancement Program for the purpose of constructing a new indoor arena.

Applicable Legislation: Not applicable.

ATTACHMENTS:

- 1.) Faxed letter from David Hansma of the Willow Creek Ag Society.
- 2.) Copy of letter of support for their project from the Town of Claresholm dated February 11, 2013.

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Karine Wilhauk

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: August 13, 2015

625-3869

ATTN: Karine

From: Willow Creek Ag Society

David Hansma

The WCAS has applied for a CFEG for the second indoor riding arena. They are needing another letter of support, like this one attached, from a previous application that we did not get. Any questions please call me on my cell @ 403-625-9286

Thanks
David



February 11, 2013

Community Facility Enhancement Program
50 Coriveau Avenue
St. Albert, Alberta T8N 3T5

RE: MUNICIPAL LETTER OF SUPPORT - Willow Creek Ag Society

Please consider this letter of support from the Town of Claresholm regarding the grant application being submitted by the Willow Creek Agricultural Society for the purpose of constructing a new indoor arena.

Based on the information supplied to us, we wish to notify you that the Town of Claresholm has no objection to the project as outlined. It should be noted that in the opinion of the Town of Claresholm, the Willow Creek Ag Society, and acting within the Claresholm Agriplex, provides a great service both to our residents, and the residents of the surrounding areas. The facilities are amongst the most highly utilized in our community. The Town wishes the Society great success in their efforts.

If you have any questions or concerns regarding this matter, please contact the undersigned at your convenience.

Yours truly,

Kris Hulbeck, CA
Chief Administrative Officer
Town of Claresholm

KHH/lw

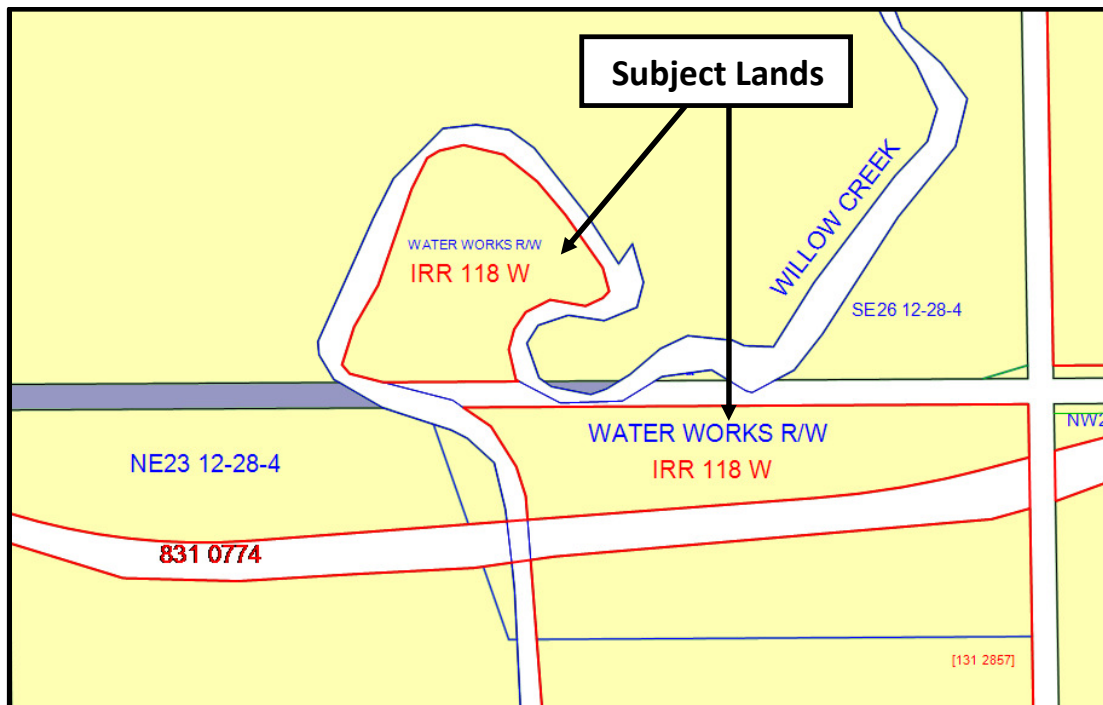


REQUEST FOR DECISION

Meeting: August 19, 2015
Agenda Item: 12

WEST WATER PLANT POWER LINE / LAND

BACKGROUND / DESCRIPTION:



January 23, 2012 Council passed a motion to lower the insured value of the Water Treatment plant (located at: SE 26 12 18 W4) to \$100,000 for the building with no value for any contents. At that time, Council's intention was also to keep power available at that location for future potential development.

At the old West Water Plant location there remains a power line and transformer (see photos below) that are no longer in use. The property is now abandoned, and will no longer require the 3 phase 480 volt service. This service is also not compatible for a residence. The Town pays a monthly bill of approximately \$72/month. There was a fire on the property last month, and it was determined that the cause was from the power line that is no longer in use. Utility Services is requesting Council pass a resolution to now have the line and transformer removed.



DISCUSSION / OPTIONS

Infrastructure Services will also require direction from Council in the future in regards to budgeting for this building, or the possible demolition of this building. Another option is to research the potential opportunity to sell the property.

The MD of Willow Creek is currently working on flood mapping within the area, however there is no flood mapping done on the location noted above at this time. The MD is continuing to map all creek areas and plan to complete this mapping within the 2015/2016 year.

COSTS/ SOURCE OF FUNDING (if applicable):

There are no associated costs with the removal of the line and transformer. This is a free service provided by Fortis (ref# 630006194).

RECOMMENDED ACTION:

Moved by Councillor _____ that;

WHEREAS the power line and transformer located at the old west water plant location is no longer in service; and

WHEREAS future development of the property is not likely to require a 3 phase 480 volt service; and

WHEREAS there are no associated costs with the removal of the line and transformer;

NOW THEREFORE, Council moves to have the power line and transformer removed from the old west water plant location.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Brad Burns, Utility Services Manager & Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: August 11, 2015



REQUEST FOR DECISION

Meeting: August 19, 2015
Agenda Item: 13

MUNICIPAL RESERVE LAND

BACKGROUND:

On June 23, 2015 a letter was received with a request to close the Town-owned parcel of municipal reserve land between Skyline Crescent and Skyline Mews. Reasons given for the request include the perception that the land in question creates conditions for unlawful acts in the neighborhood because it allows vehicle and pedestrian access between Skyline Crescent and Skyline Mews. Council passed a motion July 20, 2015 to refuse the closure of the above mentioned property and referred to Administration to seek potential options for this location.

DESCRIPTION:

The subject parcel of land, being Lot 1MR, Block 67, Plan 0413772, is designated as municipal reserve in accordance with the Municipal Government Act (Section 665). The designation of municipal reserve in this case supports, among other things, the transportation objective of the Municipal Development Plan, which is "to make pedestrian and cyclist movement attractive and safe, reducing reliance upon private cars for local trips." (Municipal Development Plan, Bylaw 1490, Section 7.3.7).

RECOMMENDED ACTION:

Infrastructure Services feel the trees (shown below) will provide an instant, attractive barrier to prevent shortcutting by vehicles while maintaining pedestrian access. The trees may be more visibly attractive, while maintaining privacy for nearby residence, than a post & chain fence. A sidewalk can be added to the sidewalk budget in the upcoming years if so desired (see resolution below).





COSTS/ SOURCE OF FUNDING:

The six proposed trees can be purchased within the 2015 parks & recreation budget. The cost of the proposed sidewalk will be required to be added to the 2 - 5 year sidewalk budget plan.

PROPOSED RESOLUTION:

Moved by Councillor _____ to add the six trees as presented to the Municipal Reserve lands described as Lot 1MR, Block 67, Plan 0413772; to be included within the 2015 parks & recreation budget, and to budget for the sidewalk project within the Infrastructure Services 2-5 year sidewalk budget.

Or

Moved by Councillor _____ to add the six trees as presented to the Municipal Reserve lands described as Lot 1MR, Block 67, Plan 0413772; to be included within the 2015 parks & recreation budget.

ATTACHMENTS:

- 1.) None

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, Section 665 – Designation of Municipal Land

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: August 11, 2015



Policy #GA 08-15(a)

Employee Benefits

Effective Date: January 1, 2015

PURPOSE: To establish the parameters under which the Chief Administrative Officer (CAO) will administer matters relating to the Town's Human Resources in relation to Non Union Employees.

DEFINITIONS:

- **Full-time Employee** - is an employee who works a minimum of 35 hours per week.
- **Permanent Part-time Employee** - is an employee who usually works less than 35 hours per week but is employed year-round.
- **Part-time Employee** – is an employee who usually works less than 35 hours per week and does not work year-round.
- **Seasonal Employee** – is an employee whose employment does not continue year-round but usually recurs. Many positions are only necessary during certain times of year so workers will only be employed during that time.

GUIDELINES:

General Administration

- An annual review of wages and salaries shall be made each year in December. Any warranted increases will be effective January 1st of the following year.
- Part-time and seasonal employees are not eligible for benefits.

Hours of Work

- The regular hours of work for all full-time Administrative employees (inside workers) shall be 35 hours per week.
- The regular hours of work for all full-time Infrastructure employees (outside workers) shall be 40 hours per week.
- Evening and weekend work may be required.
- The employees work schedule is flexible and may be amended at any time by the CAO or designate.
- Employees are entitled to two (2) fifteen (15) minute breaks per full shift, and one (1) hour unpaid lunch break near the midway point of each shift.

Overtime

- The Director of Infrastructure and the Director of Corporate Services will not receive compensation for overtime.
- No salaried employee will be allowed to bank time unless previously approved by the CAO or designate.
- Permanent part-time, part-time and seasonal employee's overtime pay will be determined as per the Alberta Employment Standards Code and must be approved by the CAO or designate.

Benefits

- It shall be a basis of employment of all full-time employees to participate in all medical and group insurance plans after successful completion of a 6 month probationary period. All full-time employees shall also participate in the Local Authorities Pension Plan after one year of service.
- The Town shall contribute an amount for each employee towards the premiums for medical, group insurance and long term disability as per the CUPE Local 3023 Collective Agreement.
- A long service bonus shall be given as per the CUPE Local 3023 Collective Agreement.
- A clothing allowance shall be given to the Director of Infrastructure and the Utility Services Manager as per the CUPE Local 3023 Collective Agreement.

Sick Leave

- Sick leave will be administered as per the CUPE Local 3023 Collective Agreement.

Compassionate Leave

- Compassionate leave of five (5) days shall be granted to employees for reasons of illness or death within their immediate family. Immediate family shall be considered to mean the following:
 - Spouse
 - Parent, parent-in-law, grandparents, grandparents-in-law or legal guardian
 - Child, grandchild, sister, brother, sister-in-law, brother-in-law, daughter-in-law or son-in-law.

Statutory Holidays

- All employees shall be entitled to Federal, Provincial or Municipal government holidays with pay as per the CUPE Local 3023 Collective Agreement.
- Where any of the above mentioned holidays fall on Saturday or Sunday, the next regularly scheduled work day shall be deemed the holiday.

- All part-time and seasonal employees shall be entitled to Statutory Holiday pay as per the Alberta Employment Standards Code.

Annual Vacation

- All full-time employees shall receive annual vacation as per the CUPE Local 3023 Collective Agreement.
- Vacation may be taken when mutually agreed upon by the CAO and the employee.
- Permanent part-time, part-time and seasonal employees shall be paid vacation each pay period as per the Alberta Employment Standards Code.

Maternity Leave

- Maternity leave shall be administered as per the Alberta Employment Standards Code.

Paternity Leave

- Paternity leave shall be as per the CUPE Local 3023 Collective Agreement.

Education & Training

- Full-time and permanent part-time employees shall be entitled to training and development as per the current Staff Training and Development Policy.

Mileage

- Mileage shall be paid to employees using their own vehicle for conducting Town business as per the current Staff Training and Development Policy.

Date approved by Council:

Resolution #:



Policy #GA 08-15(b)

Payroll Administration Policy

Effective Date:

PURPOSE: To communicate the Town of Claresholm's payroll processes and procedures.

GUIDELINES:

The Town of Claresholm utilizes consistent and comprehensive payroll processes and procedures in order to ensure that its employees are paid appropriately and on time. The Town of Claresholm employees will be paid on a bi-weekly basis with remuneration to be directly deposited into the employee's bank account every second Friday. If the scheduled pay day is a statutory holiday it will be deposited on the first regular business day before the statutory holiday.

Legal Compliance

The Town of Claresholm shall ensure its payroll processes and procedures comply with all relevant legislation and adhere to all reporting and tax withholding requirements. Furthermore, the Town of Claresholm shall ensure all payroll and compensation information obtained is stored and maintained in a secure area. Such information shall only be shared for payroll, administrative and legal purposes.

Workplace Responsibilities

Employees:

- Upon hire, must immediately complete and submit required federal and provincial income tax forms and all other associated payroll paperwork. Federal and provincial tax forms will be utilized by the organization in order to calculate statutory deductions as required by law such as CPP, IE and Income Tax.
- Upon hire, must submit to their manager their current banking information in order to facilitate the direct deposit process.
- Must promptly inform management of any changes to banking information during employment with the organization.
- Accurately document and report all hours worked.
- Immediately inform management of any identified discrepancies in payment.
- Comply with all departmental procedures for the collection of information pertaining to the company's payroll processes.

Management:

- Ensure all new hire payroll information is collected and submitted to the Payroll Administrator in a timely and accurate manner.
- Ensure all collected and retained employee information pertaining to remuneration remains confidential and is only disclosed to authorized personnel.
- Accurately maintain record of all sick, vacation, and personal days as all other time away from work taken by direct reports.
- Ensure bi-weekly payroll information is submitted to the Payroll Administrator in a timely and accurate manner.
- Provide assistance or forward inquires to the Payroll Administrator pertaining to remuneration concerns.

Payroll Department:

- Update and maintain the Town's payroll information system with new employee information, terminations, leaves, updated banking information etc.
- Process payroll information in a timely and accurate manner to ensure staff are paid accurately and according to schedule.
- Accurately calculate all required statutory deductions.
- Provide accurate and timely report to relevant departments and government agencies as required.
- Accurately process TD1s and all other relevant documentation.
- Respond to inquiries from employees, management, government agencies and all other relevant parties.
- Maintain confidentiality concerning employee payroll information and remuneration.
- Comply with all provincial, federal and legal payroll requirements, duties and responsibilities pertaining to taxation and reporting.
- Create, maintain and update as required consistent and comprehensive payroll processes and procedures.

Administration:

This document was created to be used as the Payroll Administration Policy for the Town of Claresholm.

Date approved by Council:

Resolution #:



CAO REPORT

August 19, 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

AUMA Meetings

I have been in contact with Municipal Affairs Minister Bilous' office requesting a meeting during the AUMA Convention. His scheduling assistant has confirmed that the Minister is willing to meet with Council and they will confirm the date and time near the end of August.

I spoke with Sgt. Wickett and he has put forward a request for Council to meet with "K" Division during the AUMA Convention as well. Sgt. Wickett is away until the first of September and will confirm the date at time upon his return.

Director of Corporate Services

As per my previous report, the search for a Director of Corporate Services is ongoing. The new deadline for applications was August 14th at which time we will short list the candidates and proceed with interviews.

Harvest Square Tenders

The Harvest Square Sanitary Sewer Lift Station tender has been awarded to Nitro Construction Ltd in the amount of \$178,421.25. With the cost of engineering and the Town purchasing many of the materials, we anticipate this project will come in at approximately \$447,400.00 which is under the budgeted amount of \$514,400. The project is scheduled to begin around August 24th and be completed by October 16th.

Alberta Community Resilience Grant Program

The engineers are at 75% completion of the modelling pre-design work for the sizing of the storm water management pond and approximately 40% of the pre-design drawings for the 8th Street and storm water pond have been prepared. Once the pre-design is complete they will prepare the cost estimates to prepare the cost/benefit component of the application. We are still on track to submit the application prior to the September 30th deadline.

ADMINISTRATION

[See enclosed report](#)

POOL

[See enclosed report](#)

BYLAW ENFORCEMENT

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

August 2015 Taxation/HR Report

From: Lisa Chilton




Human Resources

- New deadline for applications for Director of Corporate Services search is August 14th with interviews expected to begin the following week.
- A public works employee is still off sick. Amended return date of August 17th.
- A review of the Town of Claresholm H/R policies began in July and will be ongoing for the rest of the year.
- A public notice has been released advising that the contribution rates for Local Authorities Pension Plan will not change for 2016 and are not expected to change for 2017.
- Bruce Fitzgerald has been promoted to Utilities Operator II effective August 1, 2015, as a result of his recent completion of all the qualifications.



Taxation

- Final date for all assessment appeals was August 9th (including the appeal period for the 305-1 changes.)
 - We have received (1) one residential appeal and (7) non-residential appeals (6 of those are vacant lots owned by one ratepayer)
 - The applications for the Community Organization Property Tax Exemption Alberta Regulation (COPTER) have all expired. I have given the 3 previous applicants new forms to apply again for the next 3 years of exemptions. They are due to Town Administration by September 30th, 2015 to be considered for 2016, 2017 and 2018 exemptions. Town Administration will process the applications to be presented to council, with a recommendation.
- 

POOL REPORT JULY 2015

- 1. Summer Registrations Monday – Friday, Preschool 1-Swim Patrol**
 - a. 84 Registrations, July 2015
 - i. 72 Registrations, July 2014
 - ii. 98 Registrations, July 2013
 - b. 149 Registrations, April 1, 2015 –June 30, 2015
 - i. 93 Registrations, April 1, 2014 –June 30, 2014
 - ii. 105 Registrations, April 1, 2013- June 30, 2013

- 2. Private Lessons**
 - a. 3 Registrants

- 3. Schools**
 - a. Send out requests for 2015-2016 school year last week of August
 - b. Bookings start first week of September

- 4. Aquafit Registrations**
 - a. Mon/Wed/Fri 8-9am- 5 registrants, average of 4 participants
 - b. Mon/Wed/Fri 1-2pm- 5 registrants, average of 7 participants

- 5. Seniors Program Tues & Thurs 11-11:30 am**
 - a. 17 total participants for the month of July
 - b. Average of 17.5 per session

- 6. Free swim Numbers**
 - a. July 4, 63
 - b. July 18, 74
 - c. July 25, 84

- 7. 10 punch passes**
 - a. 23 Sold

- 8. Quarter Passes**
 - a. 12 Sold

- 9. Rentals**
 - a. 2, Private Rentals
 - b. Southern Alberta Summer Games Swim Event
 - i. 2 days, July 10 & 11
 - ii. 249+ swimmers, 1170 swims
 1. Care Center maintenance redirected those waiting at the gym door to another door due to the close proximity of the chlorine room to the swimmers
 - iii. signage, staff and volunteer checklists have been in place

- c. 18, Nanton Marlins Swim Club (full pool and lane rentals) July 1-23, Monday-Thursday

10. Staff

- a. Actively looking for Junior and Senior Lifeguards for the fall

July Attendance	
6-8 or 9 am Fitness	197
8-9 Aquafit	56
9-10 School Use/Lessons	0
10-11 School Use/Lessons	659
11-11:30 T&T Seniors/PT Lessons	94
11-11:30 M/W/F B&M, Str. Imp	13
11:30-1 Fitness & Parent&Tot	142
1-2 CCC	38
1-2 Aquafit	94
1-2 Family Swim	49
2-3 Schools/ Private lesson	0
3-4 Toonie Swim	0
2-4 Free Public/ public	934
4-6 Swim Lessons/Club	470
4-5 Private/JLC/Fitness	0
5-6 Deep Water Aquafit	0
6-8 Public/Toonie/Mini Aquafit	248
8-9 CCC	88
8-9 Fitness	101
Rental Times	222
	3405

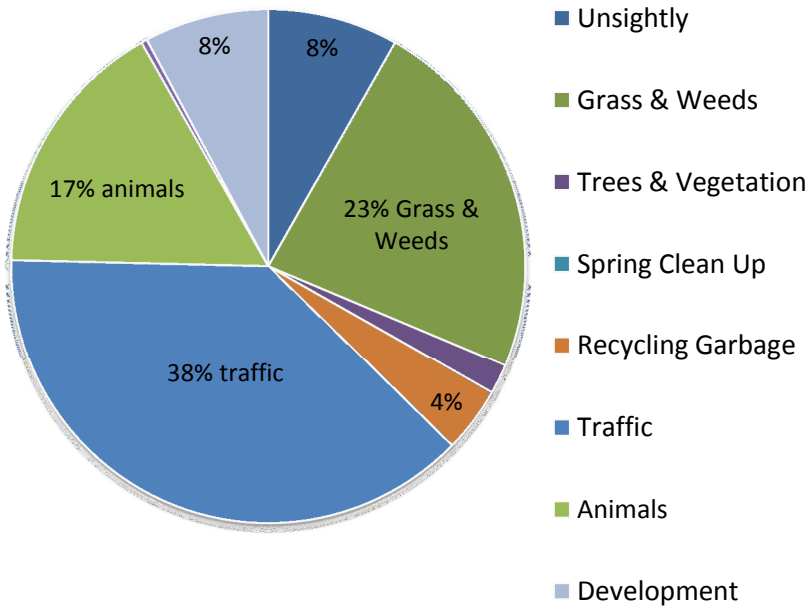


INFORMATION BRIEF

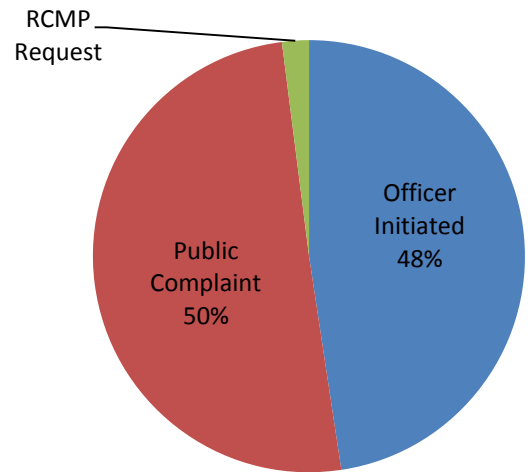
Meeting: August 19, 2015
 Agenda Item: CAO REPORT

JULY 2015 BYLAW ENFORCEMENT REPORT

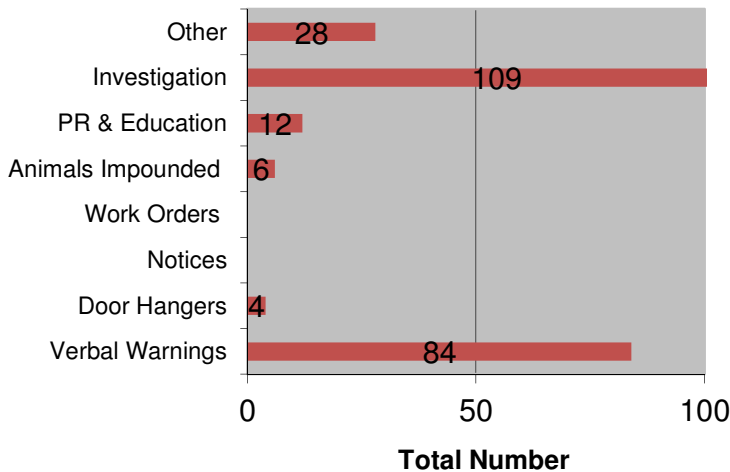
Bylaw Enforcement Breakdown



Bylaw Enforcement Breakdown



Enforcement Action



Additional Information

1. Summer Games preparations and execution of traffic/crowd control during the games.
2. The Town and RCMP Driver (Speed) Feedback sign were set-up at the south end of Clareholm and at the request of the RCMP at the Blue Bird Hotel to get an understanding of traffic patterns at this location.
3. The Local Press advertisements focused on information items such as waste containment, composting, and picking up after pets.
4. Animal enforcement focused on catching tame cats, and processing them through the pound and dealing with barking dog complaints.
5. New signage ordered for the Compost Area.



UTILITY SERVICES REPORT

JULY/AUG 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. 5
- Lagoons and Waste Water Collection....pg. 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:

- Manual washing on both feed strainers to prevent plugging from raw water prior to membrane racks.
- Aug 11th Blower to lake sent to Westron Pumps for repair (see photo pg. 7 & 8).
- Aug 4th replaced both batteries for backup generator.
- Replaced battery in UPS for lab PC.
- Check all eye wash stations.
- Check emergency lighting.
- All online meters have been cleaned and calibrated.
- July 20th Town of Bow Island operators down for water plant tour and pick up chemical no longer needed half drum of sodium bisulfite (save expense of disposing by hazmat).
- DAF #1 (dissolved air flotation) saturation tank issue with clamp holding lower area supply line (new clamp ordered and installed Aug 11th).
- Backup generator has been run and there are no issues.
- Chlorine bottles changed and REGAL gas detector alarm tested.
- Co2 Alarm has been tested.
- Aug 12th EFM (chlorine and sodium hydroxide) both racks.

TESTING/MONITORING REQUIRMENTS

- Daily lab testing of raw and treated water as per the approval in accordance with schedule 2 and 3.
- Distribution sample free chlorine residual throughout town.
- Bacteriological samples have been absent of total coliforms and E coli.

GOVERNMENT COMPLIANCE

- Aug 11th Bi Annual water test sent to EXOVA as per schedule 4 of Approval No 524-02-01.
- 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.

CHEMICAL

- 100 liters Sodium Bisulfite sent to Town of Bow Island (operators picked up July 20th).
- CLEARTECH looking into sodium hydroxide options to best meet our needs.
- Supply of sodium hydroxide onsite until bulk load is delivered.
- Price check between ISO PAC and CPAC 180 (both poly aluminum chloride for coagulation).
- Clear Water to send updated pricing for ISO PAC (coagulant).
- Aug 6th supply of gas chlorine onsite.

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- Installed new battery charger on backup generator.
- Aug 3rd Red Lion display repaired and installed in junction box.
- Grass cut and yard around building cleaned.
- Automatic drain on air supply acting up (order replacement).
- Clean and calibrate CL 17 free chlorine analyzer.

AIRPORT PUMP STATION

- Replaced battery in back up UPS for call out system.
- REDCAP Ventures to replace airport pump station motor natural gas feed valve and high level temperature switch.
- Backup motor for the domestic water supply including fire hydrants has been run.
- Jockey pump on fire suppression line is still in operation to keep the underground fire system pressured to 120 psi.
- Reservoir fill line inside the building is operating well, but needs upgraded to avoid future problems.
- CHAMCO final quote cost to replace fire suppression drive and pump (ordered Aug 5th).

UFA RESERVOIR

- Grass cut and trimmed.
- Sump pump working to control leak around reservoir.
- Outfall overflow ditch is clean of debris and open to the storm sewer system in case of overflow.
- All manholes and valves are dry and accessible.

WEST WATER PLANT (decommissioned)

- Fortis onsite pulling fuses on main pole. Service charge on the line will remain unless the line and transformer are salvaged.
- No signs of trespassing
- All fences are secure.

WATER DISTRIBUTION

UNIVERSAL METERING

- Meter issue @ 226-48th Ave West (measuring chamber replaced).
- Daily and monthly meter readings for the office as requested.
- Office meter reading ITRON system sent away for service.

GOVERNMENT COMPLIANCE

- In July 8 Bacteriological samples were taken within the town's distribution system showing no Total Coliforms or E coli. August samples are ongoing and to date have had no issues.
- Free chlorine checked at numerous locations around outer town limits all acceptable.

TOWN OF GRANUM SUPPLY LINE

- Granum's reservoir is back online.

METER VAULTS

- Aug 5th Gammel's plumbing inspection of overhead furnace at South Booster Station (gas leak at pilot in regulator).
- Meter vault in water plant yard to the acreages dry and secure. Pressure regulator set at 80 psi on down side of line.
- Granum meter vault (in Claresholm) dry and secure.
- West Water Co-op meter vault inspected and water pressure checked.

DISTRIBUTION LINES

- July 30th helped Jeff Doherty with West Water Co-op lay out and supply.
- Aug 10th water complaint 332-50 Ave West. Water tested fine (chlorine @ 0.87 mg/l and turbidity @ 0.089 NTU). Home owner satisfied with results.

LAGOONS AND WASTE WATER COLLECTION

NORTH LIFT STATION

- North Lift Station is running well with the current flows.
- Some vandalism with spray paint on concrete and power supply box tampered with, but nothing touched in side as the lock was still in place. .
- Waste Go Enzymes are being added weekly to prevent a buildup of grease in the wet well and downstream outfall lines.

LAGOONS

- July 29th Sean O'Neil (CHAMCO) out with information on water and waste water solutions.
- Requested as built drawings from MPE Engineering from the lagoon project (three paper copies and one electronic copy).
- Backup generator has been run.
- Aug 5th ATCO Gas hooking up temporary gas supply back through the line at the lagoons to service customs while a high pressure line is repaired (see photo pg. 9).
- Sprayed weeds in and around yard and control vaults.
- Aug 11th MPE lagoon drawings (drawings will be signed and couriered out).
- EXOVA to send sample containment for prerelease lagoon water Ionized Ammonia testing.
- Aug 10th request for decision on power line salvage at old West Water Plant location.

RAW WATER SUPPLY

PINE COULEE

- July 20th Started filling raw water storage reservoir from Pine Coulee.
- Trim weeds around air relief and manual valves on supply line.
- Check for leaks on the Pine Coulee supply line to town.
- Check for algae blooms at Pine Coulee reservoir.
- Pine Coulee Reservoir at full supply level.

RESERVOIR AERATION SYSTEM

The blower to the lake supplies air to diffusers in the raw water reservoir beside the Regional Water Plant. Adding air in the process helps prevent algae (microscopic free-floating plants) growing in the reservoir during the hot summer months. Algae in large numbers can cause water treatment filters to clog, resulting in shorter filter runs and the need for more



Blower to Reservoir

backwashes. Excessive algae in bloom conditions may also cause taste and odor problems in finished treated water.

RAW WATER RESERVOIR

As well as using air, Copper Sulphate is used to control algae in the raw water treatment process. NSF approved CuSO_4 is mixed in the Regional Plant and pumped into the raw water vault from Pine Coulee Reservoir entering the raw water lake.



LAGOONS

ATCO's temporary natural gas supply vessel hooked to the gas line feeding back to customers during a high pressure gas line main repair.



TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES



8/19/2015

Report for July / August 2015

REPORT FOR JULY / AUGUST 2015

Buildings Regular weekly inspections and minor maintenance completed as required. Painting of the old school house at the museum was completed by staff before Fair days. Painting on the shop building is under way.



Sidewalks Sidewalk repairs and replacement work to start in August, in all areas of Town.

Streets Work on pavement patching of potholes continues as manpower allows. Road oiling of 5th street East will get underway in next couple of weeks.

Sanitary Sewers Everything is functioning well, with no problems reported. The entire airport system was flushed in August.

Water Distribution Hydrant inspections are now completed and a list of repairs has been made and will be completed as soon as possible.

Storm Sewer Drainage No news to report on upcoming projects. Town is doing maintenance work with the backhoe on the CO-OP drainage easement and the East industrial park drainage system.

Parks Grass cutting, weed spraying and irrigation repairs are ongoing. Trimming suckers off all our trees is also underway. Stump grinding of approximately 30+ stumps is in progress.

Recycling No issues to report, program is running well. Technical Maintenance was required on our new compactor to resolve issues we were experiencing.

Garbage The new garbage truck was scheduled to be built starting second week in August with mid- October delivery expected.

Submitted by:

Mike Schuweiler
Director of Infrastructure Services



INFORMATION BRIEF

Meeting: August 19, 2015
 Agenda Item: 17

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - March 9, 2015				
17	<p>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.</p>	Marian/Mike	<p>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. Met with Dean and grant Program Coordinator on April 17th and the Coordinator gave us valuable information regarding how to formulate the application. Request for preliminary engineering funding on the agenda for May 25th.</p> <p>Aug 11/15 - Preliminary Engineering for the application is in progress. Will complete application before the September 30th deadline.</p>	In progress

Regular Scheduled Meeting - March 23, 2015			
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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. Sent email to Cindy Aug 13 th asking for a response	In progress
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Regular Scheduled Meeting - May 25, 2015				
6	RFD: Harvest Square Tenders - Moved by Councillor Cutler to accept the recommended action to remove the portions of the Harvest Square Sanitary Sewer Lift Station project that can be done in-house (Town of Claresholm Infrastructure Services to complete), pre-order all materials to eliminate mark-up on products, and re-tender the remaining portion of the work (according to Policy #GA 02-15). CARRIED Motion #15-047	Mike/Brad	Tender is being redrafted to reduce the scope of the project. Marian sent email to Ivan June 25th requesting update on tender and he stated they would have it to us by July 3rd. Contacted Ivan again on July 7th as we had not received the document. New tender document posted July 16/15 Tender awarded August 7/15	Complete
13	INFO BRIEF: Golf Course Bridge - Direction to proceed with temporary repairs and to identify the project in the infrastructure master list for future discussion.	Mike	Repairs to be started by Public Works after the completion of Summer Games.	
15	Contact Emercor	Marian	Letter sent. Insurance claim proceeding	In progress

Regular Scheduled Meeting - June 8, 2015				
1	CORRES: Alberta Recreation and Physical Activity Division RE: 2015 Energize Workshop	Karine	Taken for information.	Complete
2	CORRES: Lifesaving Society - Alberta and Northwest Territories Branch RE: Claresholm Aquatic Centre Awards. Discussion to send staff from the aquatic centre to receive the awards if within the confines of budget.	Karine	Aquatic Centre Supervisor Denise Spencer will be attending the presentation.	Complete
3	CORRES: The Royal Canadian Legion Alberta - Northwest Territories Branch RE: Certificate of Appreciation	Karine	Taken for information.	Complete

4	CORRES: The Bridges at Claresholm Golf Club. Moved by Councillor Dixon to forgive the municipal portion of the 2015 property taxes of the Claresholm Golf Club, in the amount of \$2632.54. CARRIED. Motion #15-054 NOTE: Request from Council to create a policy regarding municipal portion of property taxes similar to the policy for payment of commercial general liability insurance.	Karine/Marian	Letter sent. The Community Organization Property Tax Exemption Regulations outlines the guidelines for exemption of property tax for Non-profit organizations. The applications have been sent to the organizations who qualify.	Complete
5	CORRES: Claresholm Curling Club. Moved by Councillor Ford to forgive the municipal portion of the 2015 property taxes of the Claresholm Curling Club, in the amount of \$877.20. CARRIED. Motion #15-055.	Karine	Letter sent.	Complete

Regular Scheduled Meeting - July 20, 2015				
1	Delegation Response: Meadow Creek Sausuage RE: Tax Assessment - Received for information.	Tara	Response letter sent July 21, 2015	Complete
2	Harvey Dippel delegation response to next Council meeting August 19th	Karine	Added to August 19, 2015 Council meeting.	Complete
3	RFD: Request to close Municipal Reserve Land - Moved by Councillor Cutler to refuse the request to close the Town-owned parcel of municipal reserve land between Skyline Crescent and Skyline Mews, and direct Administration to bring forward options to set up a post and chain or similar barrier to prevent shortcutting by vehicles while maintaining pedestrian and cyclist access, possibly with the addition of a connecting sidewalk. CARRIED MOTION #15-061	Mike/Tara	Added to the August 19, 2015 Council meeting agenda.	In progress
4	RFD: Tax Recovery Sale - Real Estate Listing - Moved by Councillor Cutler to research Commercial Real Estate Agencies regarding the tax recovery sale of 4 Skyline Crescent. CARRIED MOTION #15-062	Tara	Requests for Proposals sent July 29, 2015 with a submission deadline of Aug 14th, 2015.	In progress
5	RFD: AUMA Convention - Moved by Councillor Cutler for administration to schedule meetings at the AUMA Convention in Calgary September 23 – 25, 2015 with the Minister of Municipal Affairs and RCMP K Division, as available. CARRIED MOTION #15-063	Marian	Spoke with Municipal Affairs July 21 - they will have the scheduler contact our office. Spoke with Sgt. Wickett and he will schedule a meeting with K Division	In progress
6	RFD: Memorandum of Understanding - SAEWA - Moved by Councillor O'Neill to not proceed with signing of the Memorandum of Understanding and Interim Agreement with the Southern Alberta Energy from Waste Association as presented at this time. CARRIED MOTION #15-064	Tara	Response letter sent July 23, 2015	Complete

7	IN CAMERA: Board Appointment - Moved by Councillor Ford to appoint Jeffery Kerr to the Municipal Planning Commission. CARRIED MOTION #15-065	Jeff	Letter sent July 21, 2015	Complete
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PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 13, 2015

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

June 26th, 2015

Town of Claresholm – Council Chambers

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

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

Public Present: Rob Vogt, Claresholm Local Press
Keith Oslie, Stokers & More

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

Adoption of Minutes	Motion to adopt the Meeting Minutes By Grant Jordan
<ul style="list-style-type: none">• May 29, 2015	Seconded by Councillor Ford
	CARRIED

Item 1: Action	DEVELOPMENT PERMIT	Motion to accept Auto Service as similar use to Auto Body & Paint Shop in the Industrial Land Use District by Grant Jordan
	File: D2015.059 Applicant: Keith Oslie (Stokers & More) Owners: Arthur & Lis Carlson Address: 4209 3 Street East Legal: Lot 5, Block 1, Plan 658LK Regarding: Change in Use – Add Auto Service	Seconded by Sharon Duncan
		CARRIED
		Motion to approve change in use with suggested conditions and notes as presented by Councillor Ford
		Seconded by Council O'Neill
		CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

June 26th, 2015
Town of Claresholm – Council Chambers

Item 2: Action

DEVELOPMENT PERMIT

File: D2015.057
Applicant: (Rosaline Petek) Outside City Limited Property Management
Owners: Steven & Rosaline Petek
Address: 52 Willow Road
Legal: Lot 21, Block 2, Plan 7410893
Regarding: Home Occupation – Home Office for Property Management

Motion to approve with conditions by Grant Jordan

Seconded by Councillor Ford

CARRIED

Item 3: Information

REQUEST TO CLOSE WALKWAY

File: RPS00494
Applicant: N/A
Owners: Town of Claresholm
Address: N/A
Legal: Lot 1MR, Block 67, Plan 0413772
Regarding: Request to Close Walkway (Municipal Reserve)

Received for Information

8:55 am

Adjourn

**Motion to Adjourn
By Grant Jordan**

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday May 6, 2015 – Café Orange, Fort Macleod



Board Representatives

Lloyd Kearl, Cardston County
Barney Reeves, Waterton
Tammy Rubbelke, Pincher Creek
Shelley Ford, Claresholm
Trish Hoskin, Fort Macleod
Garry Marchuk, MD Pincher Creek
Beryl West, Nanton
Dennis Gillespie, Stavely
Bill Peavoy, Cardston
Dennis Gillespie, Stavely
Jordan Koch, Glenwood
Gerry Brown, Granum (alternate)

Fort Macleod Council

Rene Gendre
Keith Trowbridge
Gordon Wolstenholme
Brent Feyrer

Organizational Partners

James Tessier, CF Alberta Southwest
Leah Wack, Lethbridge College
Cliff Elle, Southern Alberta Community Foundation

Resource Staff

Linda Erickson, AIAE
David Connauton, CAO, Fort Macleod
Virginia Wishart, EDM, Fort Macleod
Kathy Wiebe, Executive Assistant, MD Ranchland
Bev Thornton, Executive Director, AlbertaSW
Bob Dyrda, Project Lead, AlbertaSW
Jessi Chrapko, U of L Co-op Student

1. Welcome and introductions
2. Approval of Agenda
Moved by Tammy Rubbelke THAT the agenda be approved with additions.
Carried. [2015-05-435]
3. Approval of Minutes
Moved by Bill Peavoy THAT the minutes of April 1, 2015 be approved as presented.
Carried. [2015-05-436]
4. Approval of Cheque register
Moved by Barney Reeves THAT cheques #1721-#1745 be approved as presented.
Carried. [2015-05-437]
5. Broadband Standing Committee: Policy and Procedures Amendment
Moved by Shelley Ford THAT Alberta SouthWest Policy and Procedures "Item 4. Standing Committees" be revised by deleting the three specifically named committees and inserting: "A Standing Committee may be formed and dissolved by motion of the Board."
Carried. [2015-05-438]
6. REDA Grant Agreement-5 year term
Moved by Garry Marchuk THAT the Chair be authorized on behalf of the Board to sign the forthcoming 5 year agreement between AlbertaSW and the department pf Innovation and Advanced Education.
Carried. [2015-05-439]

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|---|---|
| 7. Invitation to RINSA | Moved by Gerry Brown THAT Alberta SouthWest accept the invitation to become a partner in the Management Advisory group, Regional Innovation Network of Southern Alberta (RINSA) designating Executive Director to be the representative.
Carried. [2015-05-440] |
| 8. Year-end Operations report | Moved by Barney Reeves THAT the AlbertaSW Yearend Report be accepted as presented and submitted to the department. Carried. [2015-05-441] |
| 9. Operations Plan 2015-2016 | Moved by Beryl West THAT the AlbertaSW Operations Plan and priorities be accepted and submitted to the Department.
Carried. [2015-05-442] |
| 10. Contract renewals | Moved by Trish Hoskin THAT the contracts for both Executive Director and Project Lead be renewed for July 1, 2015 to June 30 2016 under the same terms and conditions as currently in place.
Carried. [2015-05-443] |
| 11. <i>Invest in Alberta</i> magazine | Bev will explore the possibilities of partnering to share cost. |
| 12. Cross-border Golf and Networking | Consensus to support this event and build on the possibilities. |
| 13. Crown of the Continent Expedition | Accepted as information. |
| 14. Travel Alberta Export Readiness Training | Co-op Student will work with Travel Alberta staff to begin planning and implementation of this pilot project. |
| 15. Waste to Energy information session | AlbertaSW and SouthGrow will advise communities of the event and also engage relevant provincial government staff. |
| 16. Southern Alberta Community Foundation | Cliff Elle outlined the intent of the new funding program available and welcomed ideas and input for project ideas. |
| 17. Project Lead report
Broadband standing Committee | Accepted as information. |
| 18. Executive Director report
Co-op Student introduction | Accepted as information. |
| 19. Board Meetings
June 3, 2015-AGM, Castle Mountain
July 1, 2015-no meeting
August 5, 2015-Cardston | |
| 20. Adjourn | Moved by Garry Marchuk THAT the meeting be adjourned.
Carried. [2015-05-444] |

Chair

Secretary/Treasurer

Approved August 5, 2015

Alberta SouthWest Bulletin August 2015

Regional Economic Development Alliance (REDA) Update



Natalie Gibson accepts partner BREI award

Southern Alberta partnership receives international award recognition

“Bringing Investment Home” a partnership project between Community Futures Alberta Southwest, Alberta SouthWest Regional Alliance, and Community Futures Crowsnest Pass, received one of only 2 awards presented at the Business Retention and Expansion International (BREI) conference held in Bridgewater Nova Scotia on June 24-26, 2015.

The BREI award went to the Alberta Southwest partnership in the category of population under 50,000. The city of Wellington Ontario won in the over 50,000 population category. Natalie Gibson, President of InnoVisions and Associates, who worked with the southwest Alberta communities, travelled to Nova Scotia to make a presentation at the BREI conference about the Alberta project and to also accept the award on behalf of the partnership.

AlbertaSW co-sponsors cross border event

The Wilderness Club in Eureka Montana was the location of the second annual cross border networking event to be organized by the Eureka Rural Development Partners (ERDP). Alberta SouthWest was the Canadian co-sponsor of the event, designed to support cross border economic co-operation; US-Canada economic ties are important for both countries. Dignitaries in attendance included ...

- Mike Cuffe, House Representative District 2
- John Rogers, Montana Chief Business Development Officer
- Andy Shirliff, Small Business Ombudsman, Governor's Office of Economic Development
- LeeAnn Schermerhorn, Mayor, Town of Eureka
- Randy Wilson, Board President, ERDP
- Norm Leach, Executive Director, American Chamber of Commerce in Canada (AmCham)
- Kellie Danielson, President, Montana West Economic Development
- Bev Thornton, Executive Director, Alberta SouthWest Regional Economic Development
- Clint Dunford, southern Alberta ambassador and former Alberta Minister of Economic Development



Clint Dunford, Alberta and John Rogers, Montana Governor's Office

Canada China Business Council (CCBC)

- AlbertaSW, SouthGrow, Economic Development Lethbridge and Lethbridge County have all contributed toward a one year membership in CCBC.
- Goal is to help Canadian companies to export to the China market and also provide information to China investors looking at Canada through their Shanghai and Beijing Offices.
- As a group, the partners, are preparing regional community and industry profiles that will communicate the opportunities in southern Alberta to this large foreign market.

Upcoming Events

❖ **Crown Roundtable Conference, Missoula MT**

Wednesday September 16 - Friday September 18, 2015

❖ **Economic Development for Elected Officials, Fort Macleod AB**

Wednesday, September 30, 2015, 10:00am - 4:00pm

A one day course specifically designed for elected officials RSVP bev@albertasouthwest.com

❖ **Digital Futures Symposium, Olds AB**

Thursday October 15 - Friday October 16, 2015

❖ **Travel Alberta Industry Conference, Banff AB**

Sunday, October 25 -Tuesday October 27, 2015

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

www.albertasouthwest.com

403-627-3373 or 1-888-627-3373

bev@albertasouthwest.com

bob@albertasouthwest.com





Dear Mayor Steel and Council,

Thank you very much for your continuing support in 2015-16! It means a lot to us to have municipal partners on side.

THE OLDMAN WATERSHED COUNCIL

truly appreciates your support

We continue to focus on key watershed challenges including public land management, water quality and public education and awareness. With your help we can grow our impact by leveraging your donation and reaching more people.

Thanks again!

Shannon



watershed management - watershed health

100, 5401 - 1st Avenue South
Lethbridge, AB T1J 4V6
Phone: 403-382-4239 Fax: 403-381-5765

RECEIPT # 121

August 6, 2015

Received from:

Town of Claresholm
Box 1000
221 - 45 Avenue West
Claresholm, AB T0L 0T0

Donation Amount: \$1,295.00
Received June 5, 2015

Attention: Mayor Rob Steel

Dear Mayor Steel and the Council of the Town of Claresholm,

The Oldman Watershed Council kindly thanks you for your ongoing financial support and membership renewal. Because of your generosity, the Council may continue to accomplish its five main goals, which are to:

1. Understand our watershed
2. Keep basin residents well informed and actively engaged
3. Encourage basin stakeholders to define the desired outcomes for the Oldman Watershed that will form the basis of an Integrated Watershed Management Plan.
4. Encourage the Oldman Watershed Council and stakeholders to put into action the capacity and commitment to achieve defined outcomes.
5. Adopt practices that are beneficial to the health and function for the watershed.

Thanks again for your donation. We appreciate your support and will endeavour to use donated funds to maintain and improve the water resources that we enjoy in southern Alberta.

A handwritten signature in blue ink that reads "Shannon Frank".

Shannon Frank, Executive Director
Oldman Watershed Council

August 10, 2015

File: 50F-12

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

**RE: Municipal District of Willow Creek No. 26 and the Municipal District of Foothills No. 31
Intermunicipal Development Plan (Draft)**

The Council of Municipal District of Willow Creek No. 26 and the Council of the Municipal District of Foothills No. 31 in the Province of Alberta hereby give notice of their intention to consider adopting an Intermunicipal Development Plan (IDP). The IDP is intended to foster ongoing cooperation and coordination between the two municipalities and establish a framework for subdivision and development application referral requirements within the agreed-to planning area. It also provides a means to address conflict resolution between the two municipalities, and provide a forum for discussing planning matters of joint planning interest within the planning area. **The complete draft IDP document can be downloaded for viewing at www.orrsc.com listed under Current Projects on the main page.**

As per the Municipal Government Act, Municipal District of Foothills No. 31 and the Municipal District of Willow Creek No. 26 are required to hold public hearings prior to consideration of second readings of the proposed bylaws. The public hearings are scheduled to be held:

<p>Municipal District of Willow Creek No. 26 11:00 a.m. – September 9, 2015 MD of Willow Creek No. 26 Council Chambers 273129 Highway 520 West Box 550, Claresholm, AB T0L 0T0</p>	<p>Municipal District of Foothills No. 31 2:00 p.m. – September 16, 2015 Municipal District of Foothills No. 31 Council Chambers 309 Macleod Trail, High River, AB Box 5605, High River, AB T1V 1M7</p>
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Any written comments that you may wish to make with respect to the draft Intermunicipal Development Plan may be forwarded to Municipal District of Willow Creek No. 26 prior to September 3, 2015 and to the Municipal District of Foothills No. 31 prior to September 11, 2015 and those comments will be presented at the public hearings.

If you have any concerns or questions regarding the draft Intermunicipal Development Plan, please contact Cam Klassen or Diane Horvath at 403-329-1344 or by e-mail at camklassen@orrsc.com or dianehorvath@orrsc.com.



Diane Horvath
Planner

cc Cynthia Vizzutti, Municipal District of Willow Creek No. 26
Julie McLean, Municipal District of Foothills No. 31

AUG 07 2015

Deputy Minister
18th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
Fax 780-422-9561

AR80754

July 31, 2015

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

Dear Ms. Carlson:

Thank you for your interest in the Small Communities Fund (SCF). The program received a significant number of applications for grant funding, which could not all be accommodated within the program funding levels established by the federal government and matched by the province.

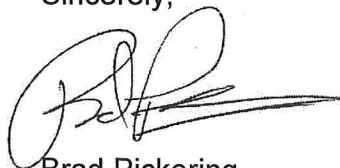
On behalf of the Minister, I regret to advise that the following project application submitted to the SCF has been declined:

- Project 1 - 2015 Storm Water Drainage Improvements - \$3,540,000.

The Ministry recognizes the important work being undertaken throughout the province to strengthen communities, and I look forward to working in partnership to strengthen Alberta's communities through all of our various grant programs.

If you have any additional questions regarding this project, please contact Andy Cathcart, Director, Federal Programs, toll-free at 310-0000, then 780-422-1152.

Sincerely,



Brad Pickering
Deputy Minister

cc: Honourable Deron Bilous, Minister of Municipal Affairs
Mayor Rob Steel, Town of Claresholm

RECEIVED

AUG 07 2015

Deputy Minister
18th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
Fax 780-422-9561

AR79473

July 31, 2015

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

Dear Ms. Carlson,

Thank you for your project application under the Canada-Alberta Building Canada Fund, Small Communities Fund (SCF) Application.

Over three hundred application submissions were received and each application was screened for eligibility in accordance with the federal/provincial guidelines.

The following project has been assessed as not eligible:

- Multi-Use Community Complex

Your project was not eligible under the Brownfield Remediation and Redevelopment Infrastructure component. Replacement of an existing building is not eligible as it is not remediation or redevelopment of a brownfield site, and does not include redevelopment of eligible SCF infrastructure or municipal parks or affordable housing.

If you have any questions, please contact Andrew Cathcart of the Grants and Education Property Tax office at 780-427-2225, toll-free in Alberta by first dialing 310-0000 or email ma.scfgrants@gov.ab.ca

Sincerely,



Brad Pickering
Deputy Minister

cc: Mayor Bob Steel
Town of Claresholm

SMALL COMMUNITIES FUND (SCF)

The maximum grant available from each of the federal and provincial governments is \$3 million. Funding is 1/3 federal, 1/3 provincial and 1/3 municipal, but municipalities may opt to fund a larger share.

Municipality	Project Name	Total Eligible Project Cost (Federal+Provincial+ Municipal)	Maximum SCF Contribution (Federal+Provincial)	2015/16 Federal + Provincial SCF Allocation
Total		413,974,539	\$186,322,814	\$5,811,619
Cities				
AIRDRIE	40 Avenue Phase 1 and 2	14,200,000	\$6,000,000	\$187,147
CHESTERMERE	Reconstruction and Upgrade of Township Road 240	13,777,200	\$6,000,000	\$187,147
LLOYDMINSTER	Mechanical Wastewater Treatment Facility	72,544,000	\$6,000,000	\$187,147
MEDICINE HAT	Industrial Avenue Overland Flow Protection Strategy	6,000,000	\$3,000,000	\$93,573
Towns				
BEAVERLODGE	Water Treatment Plant Upgrades	5,535,000	\$3,690,000	\$115,095
BLACKFALDS	East Area Stormwater Management Plan - Linear Wetland Trunk and Outlet	7,200,000	\$4,800,000	\$149,717
BONNYVILLE	51 Avenue Underground Rehabilitation	11,364,854	\$6,000,000	\$187,147
CALMAR	Water Reservoir Expansion	3,808,828	\$2,539,218	\$79,201
CASTOR	Water, Wastewater, and Storm Revitalization Program	3,945,300	\$2,630,200	\$82,039
COALHURST	Storm Water Management Improvements	13,588,900	\$6,000,000	\$187,147
DRAYTON VALLEY	South Sanitary Trunk Sewer Twinning	9,128,125	\$6,000,000	\$187,147
FORT MACLEOD	Southwest Water and Sanitary System Extension (8 Street Extension)	7,012,000	\$4,674,666	\$145,808
FOX CREEK	Water Treatment Plant Upgrades, Raw Water Wells, and Raw Water Pipeline Construction	15,527,708	\$6,000,000	\$187,147
GRANDE CACHE	Water Treatment Plant Upgrade	12,818,000	\$6,000,000	\$187,147
INNISFAIL	Wastewater System Improvement and Remediation	9,000,000	\$6,000,000	\$187,147
LEGAL	Sanitary Trunk Sewer Upgrade	2,300,001	\$1,533,334	\$47,826
MAYERTHORPE	Interim Production Well and Associated Works	2,107,588	\$1,405,058	\$43,825
NANTON	Wastewater Treatment Plant	12,000,000	\$3,500,000	\$109,169
PEACE RIVER	Sanitary Upgrades	11,500,000	\$6,000,000	\$187,147
PENHOLD	Water Reservoir	3,600,000	\$2,400,000	\$74,859
PINCHER CREEK	Wastewater Treatment Lagoons Upgrade	1,000,000	\$666,664	\$20,794
PINCHER CREEK	Water Treatment Plant Ultraviolet System Installation and Water Distribution Upgrades	1,800,000	\$1,200,000	\$37,429
RAINBOW LAKE	Water Distribution System Rehabilitation	2,100,000	\$1,400,000	\$43,668
ROCKY MOUNTAIN HOUSE	Regional Landfill Waste Disposal Cell Construction	3,300,000	\$2,000,000	\$62,382
SLAVE LAKE	Wastewater Treatment Modernization	13,500,000	\$6,000,000	\$187,147
SMOKY LAKE	Cast Iron Watermain Replacement	556,344	\$370,896	\$11,569
VALLEYVIEW	Northeast Servicing Area Sanitary Sewer Trunk Main	276,000	\$184,000	\$5,739
WAINWRIGHT	Sewer Upgrade	1,500,000	\$1,000,000	\$31,191
WAINWRIGHT	Storm Water Management Plan Stage 1	3,000,000	\$2,000,000	\$62,382
WHITECOURT	Water System Upgrading	6,720,000	\$4,480,000	\$139,736
Villages				
CONSORT	Replacement of Water and Wastewater Pipelines along 49 and 52 Avenue	4,341,000	\$2,894,000	\$90,267
CONSORT	Wastewater System Upgrades - Installation of New Forcemain	2,040,000	\$1,360,000	\$42,420
DELBURNE	21 Avenue Infrastructure Upgrade	1,870,000	\$1,246,666	\$38,885
EMPRESS	Water Distribution Pump Station Replacement	1,250,000	\$833,332	\$25,993
LONGVIEW	Water Treatment Plant Upgrades Phase 2	1,770,468	\$920,000	\$28,696
MARWAYNE	Underground Renewal	3,112,005	\$2,074,670	\$64,711
Summer Villages				
MA-ME-O BEACH	South Side Pigeon Lake Regional Wastewater System - Local Collection Systems Phase 1	9,000,000	\$6,000,000	\$187,147
POPLAR BAY	South Side Pigeon Lake Regional Wastewater System - Local Collection Systems Phase 2	7,770,387	\$5,180,258	\$161,578
Municipal Districts and Counties				
BIG LAKES COUNTY	House Mountain Connector Road and Bridge Construction	9,000,000	\$6,000,000	\$187,147
BONNYVILLE NO. 87, M.D. OF	Ardmore Underground Utilities Rehabilitation	8,730,000	\$5,820,000	\$181,532
FOOTHILLS NO. 31, M.D. OF	Millarville Water Supply	5,000,000	\$3,333,300	\$103,969
FORTY MILE NO. 8, COUNTY OF	Hamlet of Burdett Sanitary System Upgrades 2015	360,000	\$240,000	\$7,486
GRANDE PRAIRIE NO. 1, COUNTY OF	116 Street Trunk Sewer and Clairmont Lagoon Discharge Piping	26,300,000	\$6,000,000	\$187,147
NORTHERN LIGHTS, COUNTY OF	Dixonville Water Distribution System Rehabilitation	1,500,000	\$1,000,000	\$31,191
PINCHER CREEK NO. 9, M.D. OF	Hamlet of Beaver Mines Water and Sewer Servicing	14,800,000	\$6,000,000	\$187,147

The maximum grant available from each of the federal and provincial governments is \$3 million. Funding is 1/3 federal, 1/3 provincial and 1/3 municipal, but municipalities may opt to fund a larger share.

Municipality	Project Name	Total Eligible Project Cost (Federal+Provincial+ Municipal)	Maximum SCF Contribution (Federal+Provincial)	2015/16 Federal + Provincial SCF Allocation
PONOKA COUNTY	Meniak Road	9,000,000	\$3,000,000	\$93,573
RED DEER COUNTY	Spruce View Water Treatment Facility and Reservoir	3,600,000	\$2,400,000	\$74,859
SPIRIT RIVER NO. 133, M.D. OF	Village of Rycroft Flood Control	300,000	\$200,000	\$6,238
ST. PAUL NO. 19, COUNTY OF	County of St. Paul and County of Two Hills Joint Facultative Lagoon and Transfer Station Expansion	5,150,000	\$3,433,332	\$107,089
STETTLER NO. 6, COUNTY OF	Erskine Water Distribution System	4,000,000	\$2,666,000	\$83,156
THORHILD COUNTY	Lagoon Repair, Capacity Upgrade, Sanitary Forcemain Replacement, and Lift Station Upgrade	6,214,650	\$4,143,100	\$129,228
WESTLOCK COUNTY	Water Treatment Plant and Supply System Upgrading - Hamlet of Jarvie	1,910,000	\$1,273,334	\$39,717
WETASKIWIN NO. 10, COUNTY OF	Alder Flats Wastewater Expansion	2,945,601	\$1,963,734	\$61,251
SPECIAL AREAS (2, 3 AND 4)	Regional Potable Water Supply Line Extension to Hamlet of Monitor	2,467,000	\$1,644,666	\$51,299
Specialized Municipalities				
MACKENZIE COUNTY	Rural Potable Water Infrastructure	5,292,100	\$3,528,066	\$110,044
STRATHCONA COUNTY	Transit Fleet Replacement	5,541,480	\$3,694,320	\$115,230

Notes:

Annual funding amounts for SCF projects are subject to the approval of the respective annual SCF funding allocations by the Alberta Legislature and the Parliament of Canada.

Staging and financial management of projects are the responsibility of the municipality and must be managed in a manner which recognizes the cash flow available under the SCF.

Marian Carlson

From: John McGowan <jmcgowan@auma.ca>
Sent: July-31-15 2:59 PM
Subject: Resolutions

Dear Mayors and CAOs:

Please be advised that the 2015 resolutions have now been published on our website. You can download a hardcopy of the resolutions and policy papers by clicking [here](#).

There are 12 member resolutions on a range of issues. These resolutions will be debated and voted on during the Convention resolutions sessions scheduled for **Wednesday, September 23, 2013 at 1:45 p.m. and Friday, September 25, 2013 at 9:45 a.m.**

The resolutions will be included in hardcopy form in the Convention Book in the delegate's package when you check in at the registration desk.

If you want to know more about Convention, be sure to take a look at the convention [website](#) which is available on our homepage at www.auma.ca.

Be sure to watch for convention updates in the Weekly Digest, and visit auma.ca. We look forward to seeing everyone there!

Sincerely,

John McGowan
Chief Executive Officer
D: 780.433.4431
C: 780.499.0675
E: jmcgowan@auma.ca
Alberta Municipal Place
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll-free: 310-AUMA Fax: 1.780-433-4454
www.auma.ca www.amsc.ca

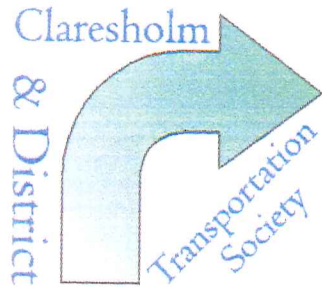


Hard copy is available at the Town office to view, or visit their website:

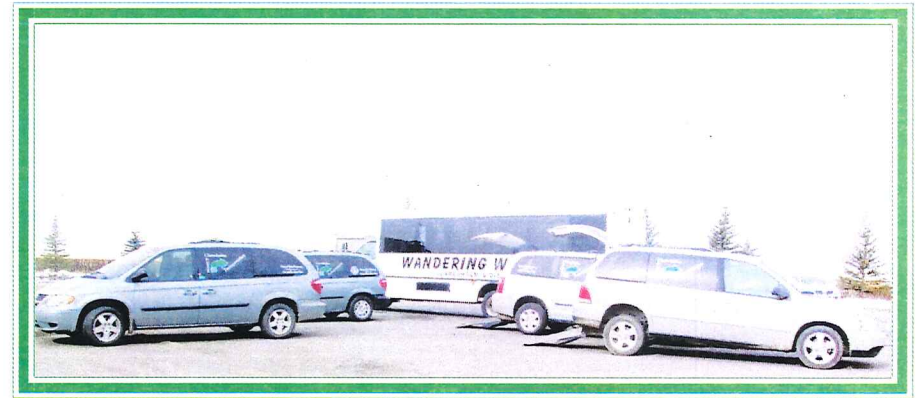
www.auma.ca/sites/default/files/Advocacy/resolutions/2015_resolution_book_0.pdf



This card was designed and printed at the Publication Department
at the Claresholm Center for Mental Health & Addictions.



Your support makes our success possible



*Robert Thompson
Bryon Comstock
Lisa Schuler
BRYON - SPANDERS
JDS*

Thank you for your continuing support

July 3, 2015

His Worship Mayor Rob Steel

Mayor of the Town of Claresholm

PO Box 1000

Claresholm, Alberta T0L 0T0

Dear Mr. Mayor,

Re: Recycle My Cell in Alberta

Recycle My Cell (RMC) is Canada's national recycling program for mobile devices. It is a free, convenient and easy way to recycle old and unwanted cell phones, smartphones and accessories (rechargeable cell phone batteries, chargers, etc.). The program is organized by the Canadian Wireless Telecommunications Association (CWTA) and partners with wireless carriers, handset manufacturers, processors and other interested parties.

RMC has been operating within the province of Alberta on a voluntary basis, under a Memorandum of Understanding with Alberta Environment and Parks, since June 2011.

The goal of RMC is to minimize the number of handsets entering Canada's landfills. A key to success is ensuring that the program offers convenience to your residents as well as to you as a policy maker. There are two simple ways that you can help contribute to the continued success and growth of RMC in Alberta:

Provide information to Residents: RMC currently has 494 locations within Alberta. Each location accepts used or unwanted wireless devices regardless of make, model or condition. Residents are able to determine whether a physical drop-off location is accessible to them by entering their postal code at recyclemycell.ca. The Web site also provides the most up-to-date information as new drop-off locations become available. In the event that residents are not able to go to a location, they also have the option to print a pre-paid mailing label and mail their device through Canada Post.

The Web site also includes steps for how to delete personal information from wireless devices, provides answers to frequently asked questions, and highlights the various programs operated by our partners. A designated email address (info@recyclemycell.ca) and a toll free number (1-888-797-1740) exist to field questions from consumers and government.

We would be happy to provide relevant information and logos should you wish to include information on your Web site, or in communications with your residents. We also have brochures that outline the program which can be provided at your request.

Host a Drop-off Location: RMC encourages third-party participation in the program as a means to provide additional consumer access and convenience. Drop-off locations can be hosted at libraries, depots, schools, retail locations – virtually anywhere. You can choose to be a public site (included in our searchable data base), or a private one (restricted to use by your employees).

Becoming a drop-off location is quick and easy via our online tool (located at www.recyclemycell.ca/host-a-drop-off-location/form/), and once registered, we will provide you with promotional material that can be displayed within your location to further promote the program. All promotional material (including display collection boxes) and shipping labels are provided to participants free of charge.

With your help we will see the continued success and growth of RMC in the province of Alberta.

We would be pleased to answer any questions that you may have about the program, or your participation in it. You may contact Victoria Pulman, Program Coordinator, directly at 613-233-4888, ext. 232 or via email at vpulman@cwta.ca.

Best Regards,

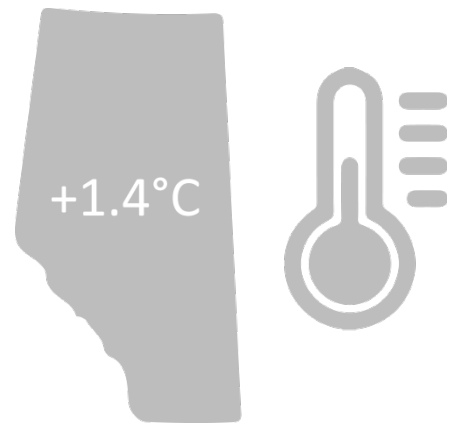
A handwritten signature in black ink, appearing to read "Bernard Lord". The signature is fluid and cursive, with the first name being more prominent.

Bernard Lord
President & CEO
Canadian Wireless Telecommunications Association

CLIMATE RESILIENCE EXPRESS

CONTEXT

The effects of climate change are already apparent in Alberta, with observable changes in temperature, precipitation, and extreme weather events over the last century. The average annual temperature over all regions of Alberta has increased by about +1.4C since the early 1900s, with northern regions seeing greater warming than southern regions. Over the same period, the amount and timing of precipitation have also changed. Our climate will continue to change over coming decades. Many of the climatic changes forecast for the next 30-40 years are in fact “locked in”—the result of past greenhouse gas (GHG) emissions. Further changes in climate beyond the 2050s depend on how much and how fast global GHG emissions are reduced from current levels.



The impact of these changes for Alberta will be numerous and diverse, giving rise to significant consequences for municipal infrastructure, services and citizens—be it through more frequent intense rainfall events and flooding, ice and snow storms, hail storms, wind storms, wildfires, drought and increased strain on water resources, or uncomfortably high temperatures. Though climate change could present opportunities, the net impact for Alberta is expected to be negative.

Alberta municipalities are at the forefront of these impacts and should take steps now to ensure they are better prepared for the next event and for future climate conditions. Not only to avoid disaster, but to ensure Alberta continues to prosper as a desirable place to live and work for generations of citizens to come. To date, few municipalities in our province have developed plans to address potential future climate impacts. Through this project we want to help more Alberta municipalities to follow their lead.

PROJECT BACKGROUND

The objective of the **Climate Resilience Express project** is to partner with three smaller municipalities in Alberta to complete a streamlined (“express”) process aimed at developing a climate resilience action plan through a one-day workshop. The vulnerability of municipalities will depend, in part, on how climate-related risks manifest through impacts on the natural environment, and the significance of local

environment-economy linkages. As such, we aim to partner with municipalities from diverse natural regions of Alberta—grassland, parkland, boreal forest, foothills and rocky mountain. In addition to providing participating communities with climate resilience action plans, outcomes from the process will support development of the “**Climate Resilience Express Action Kit**” – a handbook for use by municipalities across the province to kick-start climate resilience action.

A team of climate resilience experts, led by **All One Sky Foundation** in collaboration with the **Municipal Climate Change Action Centre**, will be delivering the workshops and developing climate resilience action plans for each participating community.

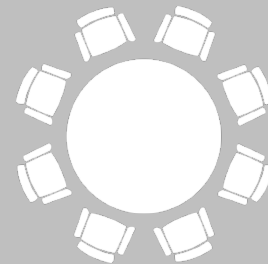
BY PARTICIPATING YOU GET AT NO CHARGE:

- A one-day climate resilience planning workshop for your community, designed and delivered by our team of experts;
- A climate resilience action plan specific to your community;
- To develop staff awareness and knowledge of climate change and managing its impacts;
- To contribute to the development of a resource tool to help other communities in Alberta, and become a leading example for others to follow.



TO PARTICIPATE WE REQUIRE YOU TO:

- Provide a venue and catering for the one-day workshop in your community;
- Ensure participation of at least 10 community stakeholders (municipal staff, elected officials, regional partners, etc.) at the workshop; and
- Commit to hosting the workshop between October 1st and December 1st 2015.



No prior knowledge or experience is required to participate in this process.

To be eligible for Climate Resilience Express, please complete the **application form below** and submit to:

Laura De Carolis

Project Analyst, Municipal Climate Change Action Centre

Alberta Municipal Place

300-8616 51 Ave Edmonton, AB. T6E 6E6

contact@mccac.ca

Phone: 780.989.7429

Fax: 1.780.665.7068

Note that collaborative applications demonstrating partnership between municipalities will be considered.

Application deadline: **September 4, 2015**

APPLICATION FORM

1. Municipality Information:

Name of Municipality:

Population (must be less than 50,000):

Contact person:

Title:

Phone number:

Email:

2. What are the main weather and climate challenges facing your community? For example, has your community been adversely impacted by extreme weather events (floods, droughts, wildfires, storms, etc.) recently? (250 words max)

3. How do you think your community will benefit from participating in this project? Why is it important that your community takes steps to address these weather and climate challenges? (250 words max)

4. Explain your community's connection to the surrounding natural environment? How does the natural environment contribute to the local economy and quality of life? (250 words max)

5. Is there a staff person in your municipality willing and able to serve as the primary contact and coordinator for this project?

Yes

No

Name:

6. Can you commit to providing a venue, catering, and ensuring participation of at least 10 community stakeholders (municipal staff, elected officials, regional partners, etc.) available for a one-day workshop prior to December 2015?

Yes

No

Selection Process

1. Applications will be evaluated and ranked using the Community Selection Criteria outlined below. The highest ranking applicants from three diverse natural regions of the province will be selected.
2. Final approval of the selected communities will be made by the project team.
3. All applicants will be notified the week of September 14.

Community Selection Criteria

Essential Element	Weighting
Community Readiness <ul style="list-style-type: none">• Community commitment of venue and catering• Identified individual(s) to coordinate project locally• Commitment of staff time for one-day workshop	20 points
Local Challenges <ul style="list-style-type: none">• Significance of climate-related challenges facing the community (Question 2)	35 points
Benefits of Building Resilience <ul style="list-style-type: none">• Significance of anticipated benefits to the community from building resilience to climate challenges (Question 3)	30 points
Environment Connection <ul style="list-style-type: none">• Connection of the surrounding natural environment to local economy and quality of life (Question 4)	15 points
Total	100 points