



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
FEBRUARY 23, 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 FEBRUARY 9, 2015
DELEGATIONS: CLARESHOLM SUMMER GAMES COMMITTEE &
SOUTHERN ALBERTA RECREATION ASSOCIATION (SARA)
RE: 2015 Southern Alberta Summer Games

ACTION ITEMS:

1. BYLAW #1602 – Chief Administrative Officer
RE: 2nd & 3rd Readings
2. POLICY #GA 02-15 Purchasing & Tendering
3. CORRES:MADD Canada
RE: Ad Placement in the MADD Message Yearbook
4. CORRES: AUMA Mayor's Caucus
RE: Registration for AUMA Mayor's Caucus
5. CORRES: Porcupine Hills Classic Cruisers
RE: Request for Centennial Park ball Diamonds Fair Days Show "N" Shine
6. CORRES: Porcupine Hills Classic Cruisers
RE: Concession Stand behind Centennial Park Ball Diamonds
7. CORRES: Claresholm Garden Club
RE: Seasonal Gardener Position
8. REQUEST FOR DECISION: AUMA Convention
9. REQUEST FOR DECISION: Agreement for Regional Assessment Review Services
10. REQUEST FOR DECISION: Town of Claresholm 2015 Parade Schedule
11. REQUEST FOR DECISION: Downtown Core Accessible Parking Stalls
12. INFORMATION BRIEF: Disaster Relief Program Update
13. INFORMATION BRIEF: Mackin Hall Update
14. INFORMATION BRIEF: Council Resolution Status
15. INFORMATION BRIEF: CAO Report
16. ADOPTION OF INFORMATION ITEMS
17. IN CAMERA: Land Sale, Bylaw, Personnel

INFORMATION ITEMS:

1. 2015 AB 55 Plus Summer Games – February 15, 2015
2. Minutes of the WCAS - January 2015
3. Minutes of the Summer Games Planning Committee - February 2015
4. AUMA Renewal Energy Certificate – February 2, 2015

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
FEBRUARY 9, 2015

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

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

ABSENT: None

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

MEDIA PRESENT: Rob Vogt, Editor, Claresholm Local Press.

CALL TO ORDER: The meeting was called to order at 7:02pm by Mayor Rob Steel.

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

MINUTES: **REGULAR MEETING – JANUARY 26, 2015**
Moved by Councillor McAlonan that the Regular Meeting Minutes of January 26, 2015 be accepted as presented.

FINANCES: **DECEMBER 2014 BANK STATEMENT**
Moved by Councillor Dixon to accept the December 2014 as presented.

CARRIED

CARRIED

DELEGATIONS:

1. **PAT STIER, MLA Livingstone-Macleod**
RE: Update Prior to Spring Legislature Session

MLA Pat Stier met with Council to get their thoughts on what the important issues are prior to the spring session of the Alberta Legislature. He gave an update as to what he has been doing and how he is keeping in touch with the communities within his jurisdiction.

2. **CLARESHOLM PUBLIC LIBRARY**
RE: 2015 Budget

Lisa Anderson, Library Board member and Kathy Davies, Librarian of the Claresholm Public Library, appeared before Council to discuss their 2015 budget and to give an update regarding 2014.

ACTION ITEMS:

1. **APPOINTMENT: Chief Administrative Officer**

Moved by Councillor Fieguth to appoint Mrs. Marian Carlson as Chief Administrative Officer of the Town of Claresholm effective February 2, 2015.

CARRIED

2. **COUNCIL – CHIEF ADMINISTRATIVE OFFICER (CAO) COVENANT**

Council and the Chief Administrative Officer signed the Covenant.

3. **BYLAW #1602 – Chief Administrative Officer**
RE: 1st Reading

Moved by Councillor Ford to give Bylaw #1602 regarding the Chief Administrative Officer, 1st Reading.

CARRIED

4. **DELEGATION RESPONSE: Claresholm & District Museum**
RE: Update

Referred to budget.

5. **CORRES: Hon. Diana McQueen, Minister of Municipal Affairs**
RE: Municipal Sustainability Initiative

Received for information.

**6. CORRES: Federation of Canadian Municipalities
RE: 2015-2016 Membership**

Moved by Councillor Cutler for the Town of Claresholm to be a member of the Federation of Canadian Municipalities for the 2015-2016 year in the amount of \$659.99.

CARRIED

7. CORRES: Alberta Public Works Association

RE: Public Works Supervisor Recognition Program – Mike Schuweiler

Received for information.

8. CORRES: Claresholm Curling Club

RE: 2015 Commercial General Liability Insurance

Moved by Councillor O'Neill to pay the Claresholm Curling Club's commercial general liability insurance, for the 2015 year only, in the amount of \$1,236.

CARRIED

9. REQUEST FOR DECISION: Municipal Census

Moved by Councillor Ford to not proceed with a municipal census in 2015.

CARRIED

10. REQUEST FOR DECISION: Wednesday Openings at the Regional Landfill

Moved by Councillor Cutler to discontinue paying the Willow Creek Regional Waste Management Services Commission \$500 for each Wednesday opening effective February 9, 2015.

CARRIED

11. REQUEST FOR DECISION: Carmax Canada Superstore Business License

Moved by Councillor Ford to authorize the Carmax Canada Superstore Business License Application for a sale to take place at the Claresholm Agriplex.

DEFEATED

12. REQUEST FOR DECISION: Municipal Tax Agreement – Harvest Square

Moved by Councillor McAlonan that the Town of Claresholm accept the \$150,000 Harvest Square tax settlement as per the agreement.

CARRIED

Moved by Councillor O'Neill that the Town of Claresholm will forgive the remainder of the taxes on the following Harvest Square properties as per the tax settlement agreement:

Lots 1-16, Block 1, Plan 1014361

Lots 1-22, Block 2, Plan 1014361

Lots 1-20, Block 3, Plan 1014361 in the amount of \$170,492.60.

CARRIED

13. BROWLEE LLP: Emerging Trends in Municipal Law 2015 – Feb. 19, 2015

Received for information.

14. RMRF LLP: 2015 Annual Municipal Law Seminar – Feb. 27, 2015

Received for information.

15. GROWING RURAL TOURISM CONFERENCE – Feb. 23-25, 2015

Received for information.

16. ADOPTION OF INFORMATION ITEMS

Moved by Councillor Dixon that the information items be accepted as presented.

CARRIED

**17. IN CAMERA: LAND SALE
: LEGAL / DEVELOPMENT**

Moved by Councillor Cutler that this meeting go In Camera.

CARRIED

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

CARRIED

ADJOURNMENT: Moved by Councillor Ford that this meeting adjourn at 8:54pm.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

DRAFT

DELEGATIONS

Karine,

The 2015 Southern Alberta Summer Games Committee and the Southern Alberta Recreation Association request to present to council our plans for the upcoming games in July. We would like to discuss the town's plans for public works assistance, use of facilities, our preliminary budget, economic spin offs for local businesses and a position for games coordinator with the mayor and council.

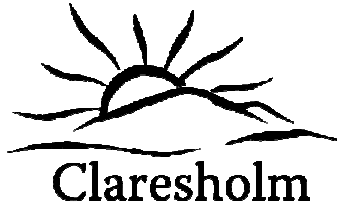
There will be atleast 2 representatives from each organization to help answer any questions that council may have for us.

If you could please add us to the agenda as a delegation for February 23, 2015 that would be appreciated.

Thank you,

Chris Dixon
Co-Chair
2015 SASG Committee

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1602**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to establish the position of Chief Administrative Officer and to define the duties, powers and functions of that position.

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorizes Council to pass bylaws for the purpose of establishing the position of Chief Administrative Officer; and

WHEREAS the Council may in accordance with Section 203 of the *Municipal Government Act*, delegate any or all of its executive and administrative duties and powers and functions;

NOW THEREFORE, the Council of the Town of Claresholm, in the Province of Alberta, duly assembled, enacts the following:

1. SECTION 1 – TITLE

1.1 This bylaw shall be known as the “**Chief Administrative Officer Bylaw**”.

2. SECTION 2 – DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

- a) *Act* means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments.
- b) *Chief Administrative Officer or CAO* means the person appointed to the position of Chief Administrative Officer by Council.
- c) *Council* means the Council of the Town of Claresholm.

3. SECTION 3 – APPOINTMENT, TERMS AND CONDITIONS

- 3.1 Council hereby establishes the position of Chief Administrative Officer.
- 3.2 Council shall, by resolution, appoint an individual to the position of Chief Administrative Officer.
- 3.3 Except for the purpose of an official inquiry, the Council shall deal with the administration and the control thereof solely through the CAO.

4. SECTION 4 – RESPONSIBILITIES

4.1 The CAO’s responsibilities shall be in accordance with Section 207 of the *Act*.

5. SECTION 5 – ADMINISTRATIVE DUTIES

- 5.1 The CAO must ensure that all powers, duties and functions are performed in accordance with Section 208 of the *Act* and any other enactment.
- 5.2 In order to carry out the responsibilities of the position, the CAO has the authority, subject to any bylaw or approved policy of Council, to:
 - a) hire, dismiss, promote, demote, reward or discipline any municipal employee;
 - b) implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the municipality. If a major organizational change is effected, the CAO shall report such a change to council;
 - c) be present at any meeting of council or committee of council;
 - d) in the case of an emergency, incur any expenditure not previously approved by council provided a detailed report on such expenditure and its need is presented to the next meeting of council;
 - e) negotiate contracts, agreements and transactions required for the effective operation of the municipality and to recommend the approval of such to Council;
 - f) conclude contracts on behalf of the municipality to a financial limit established by policy or resolution;
 - g) sign any order, agreement, cheque, negotiate instrument or document made or executed on behalf of the municipality; and
 - h) take such other actions as necessary to carry out the responsibilities and duties assigned by council.
- 5.3 In accordance with Section 209 of the *Act*, delegate any of the CAO’s powers, duties or functions under the *Act*, or any other enactment or bylaw to a Designated Officer or an employee of the municipality.

6. SECTION 6 – SEVERABILITY

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

7. SECTION 7 – REPEAL

7.1 Bylaw #1442, the Chief Administrative Officer Bylaw, is hereby repealed.

8. SECTION 8 – ENACTMENT

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

Read a first time in Council this **9th** day of **February** 2015 A.D.

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

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

Signed by the Mayor and the Chief Administrative Officer this day of , 2015.

Rob Steel, Mayor

Marian Carlson, Chief Administrative Officer

sp.

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1442**

A bylaw of the Town of Claresholm to establish the position of Chief Administrative Officer to outline the duties and responsibilities of the Chief Administrative Officer.

WHEREAS section 205 (1) (2) of the Municipal Government act provides that the Municipal Council must establish by bylaw the position and that Council must appoint one or more persons to carry out the duties and functions fo the position of Chief Administrative Officer; and

WHEREAS section 207(d) of the said Act provides that the Chief Administrative Officer shall perform the duties and exercise the powers and functions assigned by the Municipal Government Act or assigned by Council; and

WHEREAS the Council deems it proper and expedient to establish the position of Chief Administrative Officer and to define the duties, responsibilities and authority of the position.

NOW, THEREFORE, the Municipal Council of the Town of Claresholm duly assembled enacts as follows:

1. This Bylaw shall be cited as the Chief Administrative Officer's Bylaw.
2. In this Bylaw, including this section, unless the context otherwise requires:
 - a) "Act" means the Municipal Government Act and any amendments thereto.
 - b) "Council" means the Town of Claresholm Council.
 - c) "Department Heads" means those employees in charge of departments in the second line level as set out in the Towns Organizational Chart.
 - d) "Town" means the corporation of the Town of Claresholm.
3. There shall be in and for the Town a Chief Administrative Officer who shall be appointed by Council to carry out any and all the executive and administrative duties and powers as delegated by Council and such other executive and administrative duties as my hereafter from time to time be vested, conferred or delegated hereafter from time to time be vested, conferred or delegated upon by Bylaw or resolution of Council.
4. Except for the purpose of official inquiry and emergency, the Town Council shall deal with and control the administrative service through the CAO and the Council shall as normal practice require that its directives be carried out through the offices of the CAO.
5. The CAO must ensure that:
 - a) all minutes of Council meetings are recorded in the English language, without not or comment;
 - b) the names of the Councillors present at Council meetings are recorded;

Sp.

- c) the minutes of each Council meeting are given to Council for adoption at a subsequent Council meeting;
 - d) the bylaws and minutes of Council meetings and all other records and documents of the municipality are kept safe;
 - e) the Minister is sent a list of the Councillors and any other information the Minister requires within 5 days after the term of the Councillors begins;
 - f) the corporate seal, if any, is kept in the custody of the CAO;
 - g) the revenues of the municipality are collected and controlled and receipts are issued in the manner directed by Council;
 - h) all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by Council;
 - i) the accounts for authorized expenditures are paid;
 - j) accurate records of the accounts of the financial affairs of the municipality are kept, including the things on which a municipality's debt limit is based and the things included in the definition of debt for that municipality;
 - k) the actual revenues and expenditures of the municipality compared with the estimates in the operating or capita budget approved by Council are reported to Council as often as Council directs;
 - l) money invested by the municipality is invested in accordance with Section 250 of the Act and in accordance with Council policy directives;
 - m) assessments, assessment rolls and tax rolls are prepared;
 - n) public auctions held to recover taxes are carried out in accordance with part 10 of the Act;
 - o) the council is advised in writing of its legislative responsibilities under this Act.
6. In addition to the powers and duties prescribed by the Municipal Government act and powers and duties as prescribed by the Municipal Government Act and the powers and duties as may from time to time be delegated by Bylaw or resolution of Council the CAO shall:
- a) coordinate and direct presentations by administrative staff to the Council on policy proposals and on going municipal operations making recommendations thereon where appropriate;
 - b) ensure the Council receives such information and reports as it requires to make effective policy decisions and monitor the effectiveness of administrative operations;
 - c) attend or be represented by his designee, at all meetings of Council, and assist in the decision making process by providing advice, guidance and consultation, as required;

AP

- d) direct and coordinate the activities of the various departments of the Town and provide liaison with the department heads and Council;
- e) assist Council in the preparation of the annual budget and submit reports of the revenues and expenditures as may be required from time to time;
- f) work with the Mayor and Council in the preparation of agendas so that as much information as possible can be included to enable Council to properly make decisions;
- g) prepare in order all correspondence that is to come before Council so that Council meetings can run as efficiently as possible;
- h) prepare and submit statistical reports to Council as may be required from time to time;
- i) become familiar with the policies of the Town so that the public may be informed of such policies when requested for information;
- j) establish a filing system which will enable staff to find quickly any files which may be required;
- k) keep separate and intact the legal files of the Town which would include all contracts and other legal documents which are not yet public knowledge. Information in this file is confidential and not to be released for information to anyone except Council members;
- l) carry out correspondence for the Mayor, Council, Committee chairman and department heads as may be required from time to time.
- m) ensure that any documents which may leave to Town office in the possession of a Council member or sent to a legal firm for advice are returned to the office for filing;
- n) set up, keep in order and ensure that all borrowing bylaws of the town are processed quickly and efficiently;
- o) draft bylaws and policies establishing the direction of Council;
- p) ensure that accounts payable have been authorized and are correct before signing by the Mayor and Deputy Mayor;
- q) ensure that the Town of Claresholm is not committed to any policy, project, or enterprise before Council clearance has been given;
- r) work with agencies who are contracted with the Town (assessment, audit etc.) to make sure that the Town's interests are protected;
- s) ensure the prompt and proper handling by administration of all requests, inquiries and complaints by residents of the Town including the establishment of Town policies and procedures for dealing with complaints;
- t) keep informed of governmental and community affairs and ensure that the Council and Town employees are made aware of significant trends.

7. The CAO shall be the Chief Purchasing Agent of the Town with the authority to purchase all materials, supplies and services and to enter into contracts when so required by Council.
8. When the amount of any purchase of materials, goods or services exceed the sum of \$5,000.00 competitive quotations shall first be obtained except in the case of emergency purchases or such product being a patented device supplied by only one vendor.
9. (1) Authority is hereby granted to the CAO to accept all tenders, up to \$20,000.00 subject to the following limitations:
 - a) that Council has provided appropriations therefore,
 - b) that the bid can be awarded to the lowest responsible bidder,
 - c) that the Council is provided with a report of all such tender offers and acceptances,
- (2) That the tender offers estimated to exceed the sum of \$5,000.00 shall be received by the CAO and submitted to the Council for approval.
- (3) The CAO shall:
 - a) provide in tender offers for proper instruments of security which, when received, shall be held for safekeeping until final disposition or award,
 - b) release securities for tender offers under \$20,000.00 upon final disposition or award,
 - c) release securities for projects in excess of \$20,000.00 upon the authorization of Council.
10. It is expressly implied that Council authorizes the CAO to delegate such responsibility as is herein assigned to his office for the purpose of establishing an efficient and workable administrative structure. The delegation of authority shall be to Department Heads of the Town, provided that it is in keeping with the provisions of this Bylaw and is not inconsistent with the Act or any other act of the Province of Alberta.
11. To the extent that it is necessary to bring to bear on the given subject several disciplines, the CAO is hereby authorized to establish a committee (or committees) which may be used for coordination of daily operations as well as for the furnishing of full information to Council upon inquiry.
12. The CAO shall be responsible to keep fully informed of the transactions of all committees, boards and commissions authorized by Council and to further provide coordination with committees outside the scope of Council's legislative power where pertinent to the daily operations of Town business.
13. The CAO may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw if;
 - a) no position of designated officer has been established by Council,

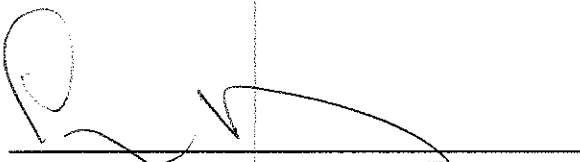
dfs

- b) the position of designated officer is vacant, or
 - c) this or any other enactment or bylaw refers to a designated officer and the power, duty function or other thing relating to the designated officer has not been assigned to any designated officer by Council.
14. (1) The appointment of a person to the position of CAO may be made, suspended, or revoked, only if the majority of the whole Council vote to do so.
- (2) The appointment of a person to the position of CAO may not be revoked or suspended unless the Council notifies this officer, in accordance with subsection 14(3), that it is proposing to revoke or suspend the appointment and provides the officer with its reasons.
- (3) The notification and reasons must be in writing and be served personally on the officer or sent by regular mail to the last known address of the officer.
- (4) If requested by the officer, Council must give the officer or the officer's representative a reasonable opportunity to be heard before Council.
- (5) The CAO whose appointment is revoked is, subject to any written agreement between Council and the officer, entitled to reasonable notice or to compensation instead of reasonable notice.
15. Bylaw #1355 is hereby repealed.


Read a first time in Council this 27 day of October 2003 A.D.

Read a second time in Council this 27 day of October 2003 A.D.

Read a third time in Council and finally passed in Council this 27 day of October 2003 A.D.



 Larry Flexhaug, CAO



 E. R. Patterson, Mayor



REQUEST FOR DECISION

Meeting: February 23, 2015
Agenda Item: 2

PURCHASING & TENDERING POLICY #GA 02-15

BACKGROUND / DESCRIPTION:

The attached policy #GA 10-03 became effective in October of 2003. There have been no revisions to the Purchasing or Tendering process and/or policy since that time. After review, Administration has created a Draft Purchasing & Tendering Policy #GA 02-15 (see attached) with updated information and procedures based on current evaluations.

With the amendment to the CAO Bylaw, Bylaw #1442, Section 8 & 9 (see attached) have been removed from the new Bylaw #1602 which is presented for 2nd and 3rd readings. This policy replaced the sections that have been removed from Bylaw #1442. The authorization amounts have also been increased from the previous Bylaw to reflect today's pricing. The CAO would be authorized to approve tenders below \$200,000 with anything above that amount requiring Council approval.

PROPOSED RESOLUTIONS:

Administration recommends that Council pass a motion to adopt Purchasing & Tendering Policy #GA 02-15 effective February 23, 2015.

RECOMMENDED ACTION:

Moved by Councillor _____ to adopt Purchasing & Tendering Policy #GA 02-15 effective February 23, 2015.

ATTACHMENTS:

- 1.) Policy # GA 10-03
- 2.) Draft Policy # GA 02-15
- 3.) Bylaw #1442

APPLICABLE LEGISLATION:

- 1.) New West Partnership Trade Agreement
<http://www.newwestpartnershiptrade.ca/pdf/NewWestPartnershipTradeAgreement.pdf>

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 19, 2015

TOWN OF CLARESHOLM
POLICY

POLICY # GA 10-03

REPLACING POLICY # _____

EFFECTIVE DATE October 27, 2003

SUBJECT: QUOTATIONS & TENDERS

DEPARTMENT: Legislative

AUTHORITY: Council Resolution DATE PASSED: October 27, 2003

PURPOSE: To establish a policy to acquire needed goods and services in such a manner as to obtain maximum value for each dollar disbursed. The Town is committed to a fair and open competitive bid policy. This objective will be achieved by the use of informal, formal and sealed bids obtained by those individuals authorized to enter into contracts, agreements and purchase orders that bind the Town to the terms thereof for goods and services. Data from oral quotations and copies of written quotations and tenders received will be recorded on, or attached to, the original request, requisition or document.

POLICY:

1. AWARD OR PURCHASE ORDERS

Business will be placed with those firms offering the best price consistent with specifications and required quality, delivery and service.

2. RESPONSIBILITY

The necessary controls and procedures to ensure that expenditures for goods and services are handled in a publicly accountable manner, according to principles of sound business practice, shall be established by Town Council.

3. REQUIREMENTS

The acquisition of goods/services is subject to the following requirements for quotations and tendering, providing the following is not in contravention of any terms and conditions made by donors, grantors, and government agencies;

- a) Acquisition of goods/services with an estimated total cost (e.g. including GST, duty, brokerage, transportation, special handling, exchange, etc.) of less than \$5,000.00 per transaction require a minimum of one oral or written quotation, providing the authorized agent is familiar with the market and prices of the goods/services in question.

- b) Acquisition of goods/services with an estimated total cost over \$5,000.00 to \$15,000.00 per transaction, or should the authorized agent be unfamiliar with the market or prices of the goods/services in question, require a minimum of two (2) written quotations.
- c) Acquisition of goods/services with an estimated total cost of \$15,000 to \$40,000.00 per transaction require a minimum of three (3) written quotations.
- d) Acquisition of goods/services with an estimated total cost in excess of \$40,000.00 require a minimum of three public or invited tenders.

4. EXCEPTIONS TO QUOTATION/TENDERING REQUIREMENTS

- a) The Town may, from time to time, identify a need to acquire goods or services for which the exact nature or specifications have not been determined. Examples include, but are not limited to, consulting services (e.g. architectural and engineering); professional services (e.g. auditors, investment counselors, lawyers, actuaries); banking services and regulated utilities. In such cases, the authorized agent may choose to request proposals from one or more parties and choose the best overall value to the Town.
- b) In the event that particular goods or services are available from only one or two suppliers, the requirements of this Quotation & Tenders Policy are waived. The authorized agent will keep on file documentation in support of waivers made on this basis, and will also keep a complete record of the negotiations to secure the best value for the Town.

GUIDELINES:



Purchasing & Tendering Policy #GA 02-15

Replacing Policy # GA 10-03

Effective Date: _____

Policy Statement

The Town of Claresholm has adopted this policy to ensure that all necessary goods and services are acquired in a consistent manner that results in the best overall value to the Town of Claresholm. The Town of Claresholm intends to make purchases and contract agreements through an open, competitive and non-discriminatory selection process which will identify qualified suppliers through competitive bids and written quotations.

The Town of Claresholm will comply with purchasing practices legislated by the federal and provincial governments. Where appropriate the Town of Claresholm will give priority to Claresholm businesses for the supply of goods and services and construction contracts.

1. Purchasing Guidelines
 - a. Purchasing shall follow guidelines set out in the New West Partnership Trade Agreement for purchases of goods and services over \$75,000 and construction services over \$200,000.
 - b. In evaluating all quotations and tender bids from suppliers and contractors, the Town of Claresholm shall consider the following purchasing criteria:
 - i. Quality
 - ii. Price
 - iii. Innovation
 - iv. Functionality
 - v. Assurance of supply and deliverability
 - vi. Anticipated customer service
 - vii. Compatibility with existing equipment
 - viii. Impact on local economy
 - ix. Other as deemed appropriate
 - c. For goods and services and construction contracts that are not governed by provincial or federal legislation, the Town of Claresholm will apply the following guidelines:
 - i. Purchases or contracts over \$20,000 require a formal bid process. Where reasonable, local businesses should be contacted for bids. See appendix "A" for determining the best formal bid process to use. It will be at the discretion of the Chief Administrative Officer (CAO) to determine whether bid proposals will be by invited tender or public tender. A minimum of three proposals should be obtained whenever possible.
 - ii. Purchases or contracts \$5,000 - \$20,000 require three quotes when it is sensible and prudent to do so. Process costs and cost of time needs to be balanced against due diligence to obtain best value. Quotations may be in the form of written, fax, email, or price catalogues. For purchases in this category, a record

of price quotes should be kept on file. When possible, local businesses should be contacted for price quotes.

- iii. Purchases under \$5,000 do not require a quote or tender award process. Discretion should be used to obtain best value; this may include occasional price shopping for routine purchases. When possible, purchases should be made locally.
- d. Purchasing agents or department heads may at their discretion use a formal bid process for purchases under \$20,000 if the need arises. See appendix "A" to determine when such cases may be necessary.
- e. Where not governed by legislation, the Town will give preference to local suppliers after considering purchasing criteria in 1)b) and in consideration of overall best value to the Town of Claresholm.

2. Used Equipment

- a. Purchasing agents or department heads may at their discretion purchase used equipment. It is often a challenge to compare two or more pieces of used equipment and discretion is required by purchasing agents. In order to obtain best value and minimize risk to the Town, purchasing agents should follow the criteria set out in 1)b), in addition to the following guidelines when purchasing used equipment:
 - i. Prior to purchase, obtain comparable information on at least 2 similar pieces of equipment. The following should be documented and used in comparing alternatives:
 - Price
 - Km's or hours on equipment
 - Rating of general condition
 - List of extras or accessories included
 - Estimated freight and shipping costs
 - Year
 - Purchase price of new piece of equipment
 - Mechanical inspection report if reasonably possible
 - Warranties available
 - ii. Once comparable information has been established, a purchasing agent may purchase used equipment provided it is comparable to recent actual sales and represents best value for The Town.

3. Authority to Purchase

- a. Use of Purchase Order
 - i. Purchases up to \$20,000 require a signed purchase order prior to employees making a purchase of goods or services. Department heads and up to one alternate purchasing agent per department may authorize purchase orders in this range. In the event that department heads or alternate purchasing agents are not able to create a purchase order, they may call in to the office to request a purchase order. All employees purchasing goods or services must give the PO number to vendors at time of purchase.
 - ii. Purchases over \$20,000 must be authorized by the Chief Administrative Officer (CAO) or designate. Department heads may place a requisition for the purchase of goods greater than \$20,000, which will be subsequently reviewed and approved or disapproved by the CAO or designate.

- iii. Purchase of goods greater than \$75,000 will follow guidelines set out in the New West Partnership Trade Agreement and will be reviewed for approval by the CAO or designate.
 - iv. Construction contracts greater than \$200,000 will also follow guidelines set out in the New West Partnership Trade Agreement and will be reviewed for approval by Council.
 - b. Documentation and Authorization for Payment
 - i. Employees purchasing goods or services are required to sign invoices at time of purchase. Employees should check to see that the PO is referenced on the invoice at time of signing.
 - ii. Department heads are required to authorize payment and indicate the proper general ledger code and project allocation. If there are any unauthorized purchases, the department head will discuss discrepancies with purchasing employee and/or vendors to correct the issue.
 - c. All items purchased must qualify as an approved budgeted item. Items that have not been included in the budget, must receive approval from Council prior to purchase.
 - d. In an emergency situation, defined by the CAO, authority is granted to spend up to \$50,000 without the need for a formal bid process, on the sole authority of the CAO. During the emergency, spending in excess of \$50,000 is to be approved by a simple majority of Council.
 - e. Purchase orders will not be required for the following purchases:
 - i. Membership renewals
 - ii. Fuel purchases at card lock or fuel station
 - iii. Registration renewals
 - iv. Insurance
 - v. Conference and staff training
 - vi. Hotel bookings
 - vii. Meals
 - viii. General Operational Payments – i.e. utility & phone, freight, refund of credits, boulevard tree planting, sewer reduction, payroll disbursements, etc.
 - ix. Professional services – i.e. legal, audit, engineering (these services should be accompanied by a contract or engagement letter).
 - x. Expenses approved in program budgets - i.e. FCSS payments
 - xi. Annual requisitions from approved requisitioning authorities
 - xii. Contract payments
 - xiii. Donations
 - xiv. Minimal purchases of \$50.00 or less where the petty cash fund is used
4. Opportunity Notification
- a. Depending on the nature of goods or services required, the advertisement should be posted locally, regionally, or nationally in reliable advertising media. The CAO or designate will determine how tenders will be advertised. Tenders should be sealed and time stamped when received by the Town.
 - b. For goods or services that are expected to be \$5,000 - \$20,000 department heads should obtain at least three quotes from suitable vendors. In cases where there are not sufficient suitable vendors, as many quotes as can be obtained will suffice. Department heads are to use judgement in determining the best possible vendors for soliciting quotes. Whenever possible, local vendors should be solicited for quotes.

- c. For contracts or bids obtained under legislation, see notification requirements in the New West Partnership Trade Agreement.
5. Consulting and Services Contracts
 - a. Consulting and service contracts will be awarded on the basis of price, demonstrated competence and qualifications for the type of services to be rendered. Requirements in Purchasing Guidelines 1)c) are to be followed when accepting new consulting and services contracts.
 - b. All significant recurring services or consulting contracts/arrangements will be subject to review at least once every five years or more often if deemed necessary by the department head. (Recurring service contracts/arrangements would constitute services provided on a regular basis regardless of a formal contract or agreement).
 6. Exceptions to Quotation/Tendering Requirements
 - a. The Town may, from time to time, identify a need to acquire goods or services for which the exact nature or specifications have not been determined. Examples include, but are not limited to, consulting services (e.g. architectural and engineering); professional services (e.g. auditors, investment counselors, lawyers, actuaries); banking services and regulated utilities. In such cases, the authorized agent may choose to request proposals from one or more parties and choose the best overall value to the Town.
 - b. In the event that a particular good or service is available from only one or two suppliers, the requirements of this Purchasing and Tendering Policy are waived. The purchasing agent will keep on file documentation in support of waivers made on this basis, and will also keep a complete record of the negotiations to secure the best value for the Town.
 7. Evidence of Policy Compliance
 - a. Staff purchasing goods and services over \$5,000 are required to maintain adequate record of quotation / tender submissions and document reasons for accepting successful submissions.
 8. Resources
 - a. New West Partnership Trade Agreement
<http://www.newwestpartnershiptrade.ca/pdf/NewWestPartnershipTradeAgreement.pdf>

Definitions

Best Value:

- Obtained by determining the total cost of performing the intended function over the lifetime of that function.
- To include quantitative and qualitative factors.

Claresholm Businesses:

- Any person, firm, partnership or corporation which supplies goods or services, or construction contract services, is located in the Town of Claresholm or in the Claresholm trading area (i.e. M.D. of Willow Creek), and has a current business license, unless otherwise exempt from the requirement to obtain a business license.

Invited Tender:

- Written solicitation to selected qualified suppliers.

Local Suppliers / or Local Businesses:

- See Claresholm Businesses

New West Partnership Trade Agreement:

- Provincial legislative agreement between the provinces of British Columbia, Alberta and Saskatchewan that governs large purchases and construction contracts for government organizations. This came into effect on September 11, 2009.

Public Tender:

- Advertised solicitation to qualified suppliers. A public tender differs from invited tenders in that any supplier may respond.

Purchasing Agent:

- Any individual authorized to enter into contracts, agreements and purchase orders that bind the Town to the terms thereof for goods and services.

Appendix "A"

Formal Bid Processes

The following is a list of the possible bid processes that may apply for a given purchase of goods or general services.

Request for Information	Used for goods or services of any value where the Town has an idea and is looking for the best approach to execute it. The intent is to source technical or commercial data for possible inclusion in a follow up process; a contract is not intended at the end of this process
Request for Proposal	Used for goods or services of any dollar value where requirements and specifications are not clearly defined, the vendor is considered the expert, a high degree of flexibility is required and negotiations may be required. A contract is intended at the end of the process for which a formal legal agreement may be required.
Request for Quotation	Used when goods or services are of a low-dollar value, requirements and specifications are clearly defined, the Town is considered the expert and the award criteria is heavily weighted to price.
Request for Tender	Used where goods or services are of a high-dollar value, requirements and specifications are clearly defined, the Town is the expert, and award criteria is heavily weighted to price. A contract is intended at the end of the process for which little flexibility is required and a formal legal agreement may be required.
Request for Pre-qualification	Used to establish the technical abilities of a vendor and to ensure that the vendor will be capable of providing the required goods or services. Used to create bid lists when requirement is repetitive.
Expressions of Interest	Used to develop a list of potential bidders by gauging public interest in an expected future procurement.

The Chief Administrative Officer or designate will determine the best advertising medium for the above mentioned bid processes and will use their professional judgment to determine low-dollar versus high dollar values for request for quotation and request for tender processes. When possible a minimum of three suppliers should be contacted to obtain the best value. Requests may be advertised locally, regionally, or nationally as determined by the purchasing agent. Request may also take the form of an invited tender or public tender.

Marian Carlson

From: message@maddmessage.ca
Sent: February-12-15 1:09 PM
To: Marian Carlson
Subject: MADD Message Yearbook Advertising Information
Attachments: MaddMessage_Advertising_Rates.pdf

Dear Marian,

Thanks for taking some time with me today to hear about the MADD Message Yearbook, a publication designed to raise awareness and funds for the many programs MADD Canada provides, including powerful educational seminars in schools for new young drivers. The publication will be available to the public free of charge in high traffic locations and via mail to our sponsors. For additional information and to see a recent publication, please visit our website, www.maddmessage.ca. Placing an ad in the publication demonstrates support for the program and promotes commitment to the cause. Without the involvement of our communities, this important publication would not be possible. Our rate sheet is attached and response by reply email is always appreciated. We hope to gain your support...

Yours truly,
Ken Campbell



Dear Prospective Advertiser,

On behalf of the Board of Directors, Members and Volunteers of MADD Canada, I would like to thank you for your interest in The MADD Message Yearbook.

The generosity of community-minded people like you makes it possible for MADD Canada to pursue its much-needed programs including victim support services, educational programs, youth programs and public awareness programs.

By placing an advertisement, you will be helping us in our mission *to stop impaired driving and to support victims of this violent crime*. The magazine will enable us to spread our life-saving messages even further and bring in additional revenues for our programs.

Every day in Canada, over 4 people are killed and another 200 people are injured as a result of impaired driving. You can help make all the difference in our efforts to save lives.

Thank you once again for your interest and support.

Sincerely,

A handwritten signature in blue ink that reads "Dawn Regan". The signature is written in a cursive style.

Dawn Regan
National Director of Finance & Fundraising
MADD Canada

12 Powerful Reasons to Support MADD Canada

Because:

1. Your help is needed to put an end to impaired driving, the number one criminal cause of death in Canada.
2. Every day, on average, 4 Canadians are killed and 200 Canadians are injured as a result of alcohol and drug-related vehicle crashes for an average total of 1,475 deaths and 73,000 injuries each year.
3. 20,000 Canadians turn to us each year for emotional, physical and legal support they need.
4. 1,000,000 high-school kids will get the opportunity to see our *School Multi-Media Assembly Program* detailing the dangers and consequences of impaired driving.
5. Through our vast network of 7,500 dedicated volunteers, we are able to continue our mission within communities all across Canada.
6. You can be 100% confident that your donation is being used responsibly.
7. We annually submit the appropriate forms to the Canada Revenue Agency – please visit www.cra-arc.gc.ca/charities.
8. We inform our donors of how their donations are used and our financial statements and/or Annual Reports are available for viewing on our web site at www.madd.ca.
9. Our administrative and fundraising costs are reviewed annually by our National Board of Directors and external auditors.
10. As members of the Association of Fundraising Professionals, we abide by their Code of Ethics and Standards of Professional Practices. Also, as members of Imagine Canada, we adhere to their Ethical Fundraising and Accountability Code.
11. MADD Canada is a charity consisting of over 100 Chapters that are monitored and guided by a volunteer National Board of Directors who are accountable for organizational practices and procedures.
12. Since 1982, with the help of our supporters, MADD Canada has been instrumental in saving more than 30,000 lives.

***The mission of MADD Canada is to stop impaired driving
and to support victims of this violent crime.***

MADD Canada's Mission

MADD Canada's mission is to stop impaired driving and to support victims of this violent crime.

What is MADD Canada Doing About Impaired Driving?

MADD Canada is appealing all levels of government for more effective legislation and better enforcement of the law. These measures must include:

1. Lowering the legal blood-alcohol limit
2. Enhancing police enforcement powers
3. Legislating stiffer penalties for repeat offenders

Ad Sizes

Rates

Back Cover (8.25" x 10.625")*	\$2200
Inside Covers (8.25" x 10.625")*	\$1600
Full Page (8.25" x 10.625")*	\$1300
Half Page (7.5" x 4.75")	\$875
Quarter Page (3.625" x 4.75")	\$650
Banner (7.5" x 1.75")	\$550
Eighth Page (3.625" x 2.25")	\$379
Business Card (2.33" x 1.5")	\$279

applicable taxes extra

*Text content must be 1/4" inside + bleed 1/4" beyond these dimensions.



Fast Facts

Approximately 65,000 Canadians are impacted by impaired drivers annually

On average, 4 Canadians are killed and 175 are injured every day as a result of impaired driving

Motor vehicle crashes are the leading cause of death among 15 to 25 year olds, and alcohol is a factor in 45% of those crashes

MADD Canada will show its School Assembly Program to over 1 million students in Grades 7 to 12 every year!

I want to support MADD Canada by placing an ad in The MADD Message Yearbook!

PLEASE SELECT THE DESIRED AD : ALL ADS ARE IN FULL COLOUR ON GLOSS PAPER

BACK COVER INSIDE COVERS FULL PAGE HALF PAGE QUARTER PAGE BANNER EIGHTH PAGE BUSINESS CARD

PLEASE SELECT THE DESIRED PAYMENT METHOD: VISA MASTERCARD AMEX INVOICE ME

CREDIT CARD #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXP. DATE: ___ / ___

COMPANY: _____ DATE: _____

AUTHORIZED SIGNATURE: _____ PRINT NAME: _____

THANK YOU FOR YOUR SUPPORT! CALL 1-866-767-1736

FAX: 1-866-293-3068 EMAIL: message@maddmessage.ca

www.maddmessage.ca

Member Notices

January 28, 2015

Reminder: February 23 is the deadline to submit an RFD for Mayors' Caucus

Registration is open for AUMA's March Mayors' Caucus to be held at the Matrix Hotel at 10640 100 Avenue, Edmonton on March 11-13, providing the opportunity for municipalities to discuss key policy matters and to submit Requests for Decision (RFDs) on issues that you would like AUMA to address.

An RFD is an excellent way to influence the advocacy and policy positions of AUMA. If your RFD is passed by the delegates at Mayors' Caucus, it will be assigned to the appropriate AUMA committee for further action. In order to present an RFD at a Mayors Caucus, the RFD must be endorsed by Council and there must be a representative from your Council to speak to the RFD.

[Click here for the RFD template](#)

Send your RFDs and the appropriate background information via email, by February 23, 2015 so they can be made available for all attendees to review prior to the Caucus meetings.

Registration:

- The cost for attending Mayors' Caucus is \$75 plus GST to cover facility and food.
- An agenda for Mayors' Caucus is available at AUMA's Mayors' Caucus site.
- Registration is now live MLA Breakfast spots are limited, so register early.



WE ARE
economies
OF SCALE

WE ARE THE
support
YOU NEED

WE ARE THE
experts
IN MUNICIPALITIES

WE ARE YOUR
advocate

AUMA MLA Breakfast and Mayors' Caucus Meetings

Draft agenda

Matrix Hotel, Edmonton

Wednesday, March 11	
1:00	Registration for Mayors' Caucus Opens
1:30	Start of Mayors' Caucus and Opening Presentation
1:45	<p>Municipal Viability</p> <p><i>This session will contain a discussion of the current state and future directions of municipal viability in Alberta with a focus on the Viability Review Process and implications of shifts in grant funding on viability.</i></p>
2:15	<p>Municipal Water and Wastewater Systems</p> <p><i>This session will explore trends and emerging issues impacting the viability of municipal water and wastewater systems and include opportunity for discussion of solutions.</i></p>
3:00	<p>Seniors' Issues</p> <p><i>This session will provide an overview and update on the Lodge program renewal recommendations and other seniors' housing issues. Minister of Seniors will be invited to attend</i></p>
3:45	<p>Zone meetings</p> <p><i>Members meet with their AUMA Board representative and discuss any issues or opportunities that are significant to their community.</i></p>
Thursday, March 12	
7:00	Registration for MLA Breakfast Opens
7:30	<p>Start of MLA Breakfast:</p> <p><i>The MLA Breakfast will include opening remarks from President Helen Rice followed by a speech from the Premier or Minister of Municipal Affairs and a Q&A session. There will be a media scrum following the MLA Breakfast.</i></p>
10:00	<p>Start of Mayors' Caucus Day 2</p> <p><i>President Rice will welcome delegates and provide the President's Report.</i></p> <p><i>CEO John McGowan will provide the CEO's Report</i></p>
10:30	<p>MGA Working Sessions</p> <p><i>In order to further AUMA's advocacy on the MGA Review, we need your help in shaping our work on the following issues:</i></p> <ul style="list-style-type: none"> • MGA policy statements • Council Code of Conduct and Conflict of Interest • Annexation • Amalgamation

12:00	Lunch
12:45	<p>Managing Governance Risks</p> <p><i>AUMA is developing tools for municipalities relating to the development of sound governance practices and strategies to mitigate risks. This session will provide an update and seek member feedback on our work in this area.</i></p>
1:30	<p>Advocacy on Police Funding</p> <p><i>Police funding is an issue that impacts municipalities. This session will discuss priorities for the future of AUMA's advocacy on this issue.</i></p>
2:00	<p>Infrastructure and Education: School Sites</p> <p><i>This session will explore the timely issue of school site selection and the school construction process. Minister of Infrastructure will be invited to attend.</i></p>
2:45	<p>Provincial Pension Reform</p> <p><i>This session will provide an update on pension reforms. Minister of Finance will be invited to attend</i></p>
3:30	<p>Member Requests for Decision (RFDs)</p> <p><i>Members have the opportunity to submit RFDs in advance of Mayors Caucus to be presented to AUMA membership for decision</i></p>
Friday, March 13	
7:30	Registration and Buffet Breakfast opens
8:00	<p>Panel Discussion: MGA and Civic Charters</p> <ol style="list-style-type: none"> 1. <i>What is being considered in the MGA amendment?</i> 2. <i>What are civic charters?</i> 3. <i>What is being considered in a civic charter?</i>
9:00	<p>Panel Discussion: Exploring Business-Municipal Relationships</p> <p><i>Continuing on the conversations that began at the President's Summit, this session will include a discussion of how municipalities and businesses relate to one another and what our areas of common interest are.</i></p>
9:45	<p>Transportation Priorities</p> <p><i>This session will include a discussion of provincial and municipal transportation opportunities and challenges. Minister of Transportation will be invited to attend.</i></p>
10:45	<p>Municipal Affairs</p> <p><i>This session will discuss the progress and future direction of the Provincial/Municipal partnership. Minister of Municipal Affairs will be invited to attend</i></p>



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

February 17, 2015

Honorable Mayor & Councillor Members:

The members of the Porcupine Hills Classic Cruisers car club will be hosting their 23rd Annual Car Show 'N' Shine on Sunday, August 9, 2015.

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

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

Yours truly,

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



Municipal Park Events Policy #REC 07-14

PURPOSE: To establish a consistent policy regarding the use of Municipal Park Facilities by the public for the purpose of charity or non-profit events. Events in community parks enhance the quality of life, provide entertainment, promote local economic health, attract visitors, and contribute to the dynamic atmosphere of the community.

POLICY:

In addition to the normal use of municipal parks, these areas are also meant to be used for special events. Not-for-profit organizations (or charity groups), may use the municipal park facilities at the discretion of the Chief Administrative Officer (CAO) of the Town of Claresholm.

PARAMETERS:

Formal requests to use any Municipal Park for any event must be presented to the CAO in writing (email or letter). The request must include details of the event such as:

- Date(s) and time(s) of the event
- Location(s) of the event
- Exact premises involved (use of structures of facilities, ex: restrooms)
- The name(s) of the individuals and/or groups involved
- The exact reason for the event
- The signatures of all parties involved

Requests should be submitted 14 days prior to the scheduled event to allow the Town of Claresholm appropriate amount of time for review and preparation of the municipal park facilities accordingly. Requests submitted on a shorter timeframe will still be considered, but restrictions may apply. A detailed sketch may be required with the request if you plan to use an outdoor tent, equipment, trailers, stages etc. Any requests for the use of Municipal Park Facilities that are for profit purposes or private functions will be referred to Town Council for approval. All users, regardless of usage, may be required to enter into a User Agreement.

NOTE:

The Town of Claresholm Administration will review each request and provide written response to the involved parties. The event must adhere to applicable Provincial, Federal and Municipal regulations. If an event is found to contravene Provincial, Federal or Municipal regulations, bylaws or policies, the event may be shut down immediately and future use of these municipal park facilities may be restricted from the user.

EFFECTIVE DATE: JULY 15, 2014



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

Re: Concession Stand behind Centennial Park Ball Diamonds

As regular users of the above facility, we would like to provide you with information that has been brought to our attention about the Concession Stand. Since our Show 'N' Shine is a full day event, we always try to obtain vendors to sell food and beverages for our participants and for spectators of the event. We have been advised by various vendors that they are not able to use the Concession Stand since it does not have running water. The vendors advise that according to their license, they must have a source of water to wash their hands as well as any equipment that they use. Otherwise, they are in jeopardy of losing their license. Our car club has always managed to obtain vendors that are fully self-sufficient so it has not been a problem for us so far.

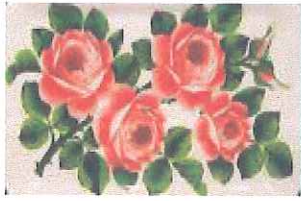
We wanted you to be aware of this concern so that if required for future use, the Town may be able to resolve this issue before it becomes a problem for other groups.

Thank you for your attention to this important issue.

Yours truly,

Dave Wasylyshen
President

Porcupine Hills Classic Cruisers
P.O. Box 915
Claresholm, AB TOL 0T0
Porcupinehillsclassiccruisers.com



Claresholm Garden Club

P.O.Box 2547, Claresholm, Alberta T0L0T0

To share knowledge, ideas, and encouragement to anyone who enjoys the challenge of Claresholm and area gardening



Mayor and Council
Town of Claresholm

February 19th, 2015

Dear Mayor and Council

As you are probably aware, over the past ten years our Club has assisted Town of Claresholm in beautification projects that have to do with trees, plants, flowers and planters. In 2014 we were involved in the planning, planting and weeding of thirteen of the large concrete planters in downtown core, several other moveable planters, and flower beds at Claresholm Museum, Good Karma Park (near Fasgas), a newly planted bed on Highway #520 east, and the planting of six flowering trees adjacent to Highway #2,south.

We do not have the resources to water these features, as we do not have the equipment nor manpower. In 2012 and 2013, a seasonal worker was hired by Town whose duties along with watering spaces that had need, was to weed and maintain other features in the Town that required attention from a person or persons with gardening experience.

We feel strongly that such a position is absolutely necessary to ensure the appearance of the Town is of high calibre, and we ask and recommend that funds be budgeted to hire such a seasonal position.

If a seasonal gardener position is created and filled for 2015, we offer to assist such person through guidance and education.

Please advise as soon as possible.

Yours truly,

Rosemary Wishart, President

Claresholm Garden Club



REQUEST FOR DECISION

Meeting: February 23, 2015
Agenda Item:8

ALBERTA URBAN MUNICIPALITIES ASSOCIATION (AUMA) CONVENTION 2015

DESCRIPTION / BACKGROUND:

Administration is requiring Council's decision regarding the 2015 AUMA Convention being held in Calgary from September 23-25, 2015. Each year, the AUMA holds a convention where all member Councils are invited to attend. As per Policy #GA 09-08a, typically Council members attend only one conference per year.

DISCUSSION/OPTIONS:

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

COSTS/ SOURCE OF FUNDING:

There is an operating budget line item for Delegate Convention Expenses for \$10,000 for 2015. Convention registration cost, hotel rooms, meals and mileage averaged \$1,575 per delegate in 2013, and \$1746.54 per delegate in 2014. Council time for the convention is budgeted separately.

RECOMMENDED ACTION:

1. Council advises Administration which members of Council will be attending the 2015 AUMA Convention so that rooms can be booked ahead of time.

PROPOSED RESOLUTION:

1. Moved by Councillor _____ to have Administration book _____ rooms for the 2015 Alberta Urban Municipalities Association convention at the _____ hotel.

ATTACHMENTS:

- 1.) 2015 AUMA Convention hotels listing

APPLICABLE LEGISLATION:

- 1.) Policy #GA 09-08a: Conference Attendance

PREPARED BY: Tara VanDellen, RPS Assistant

APPROVED BY: Marian Carlson CLGM, CAO

DATE: February 17, 2015

2015 AUMA CONVENTION HOTELS, CALGARY AB

Hotel	Address	Reservations
International Hotel	220 4 Avenue SW	Website book@internationalhotel.ca 1-800-661-8627 403-290-7878 Group number 247630
Calgary Marriott Downtown Hotel SOLD OUT	110 9th Ave SE	Website 1-800-896-6878
The Westin Calgary	320 4th Ave SW	Website 403-266-1611
Hyatt Regency	700 Centre Street SE	Website 1-403-717-1234 Please be advised that anyone wishing to reserve 5 rooms or more under the same name must contact Rebecca Burns at the Hyatt Regency Calgary to reserve your rooms. Contact the hotel directly at 1-403-717-1234 or via email
Fairmont Palliser	133 9th Avenue SW	Website 1-800-441-1414
Glenmore Inn & Convention Centre	2720 Glenmore Trail SE	Quote AUMA2015 403-723-4153/1-800-661-3163 x 4153 Website Email
Delta Bow Valley	209 Fourth Avenue SE	Website 403-266-1980 / 1-888-890-3222



Conference Attendance Policy #GA 09-08(a)

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

POLICY:

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

GENERAL:

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

PARAMETERS:

Town Council

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

Designated staff members

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

NOTE:

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

EFFECTIVE DATE: SEPTEMBER 8, 2008



REQUEST FOR DECISION

Meeting: February 23, 2015
Agenda Item:9

AGREEMENT FOR REGIONAL ASSESSMENT REVIEW SERVICES

BACKGROUND / DESCRIPTION:

In the attached agreement Oldman River Regional Services Commission (ORRSC) may act as the Coordinator for property assessment complaints within Member Municipalities. As per the agreement, many Municipalities use this service from ORRSC for a variety of reasons. By using this service, it allows a third party to coordinate hearings, and provides the clerk and other duties that are necessary to review assessment complaints and/or appeals within the Municipality. The responsibilities outlined in the agreement, show that the Municipality is entitled to participate in the Regional Assessment Review Board once it passes a Bylaw (see Schedule "B" attached). (Please see Schedule "C" for further details on Municipality and Clerk responsibilities.)

The term of the Agreement shall be deemed indefinite until by mutual consent the agreement be terminated, or with a delivery of three month notice of termination by either party. Currently Councillor Betty Fieguth, Doug Kemery, Member-at-Large, and Robert Milton, Members-at-Large are appointed to the Assessment Review Board. According to the ORRSC guidelines, the Town would be required to provide 2 trained members to sit on appeals. Normally ORRSC uses members from communities outside of the appellants municipality to ensure a non-biased review of the appeal.

COSTS/ SOURCE OF FUNDING (if applicable):

The agreement proposed will cost the Town of Claresholm an annual fee of \$200 payable to Oldman River Regional Services Commission. See Schedule "D" (attached in the Agreement template) for all fees (ie. Board Members and suggested fees for filing). In addition, if an appeal is held, the cost associated with the appeal would be assessed to the Town.

Board members require re-certification every three years of the original certification date in order for the ARB Certification to remain valid. Currently the Town of Claresholm has certified Board Members (one Board Member completed re-certification in 2014, the other Board Member has one year remaining). The certification and/or re-certification costs on average \$1200 (two day course), which includes the required courses, meals, mileage, and accommodations. Administration requires clarification if Councillor Betty Fieguth listed as "in training" has registered for ARB training or would still like to complete the training as being appointed to the ARB Committee. Courses are scheduled for January – May 2015.

PROPOSED RESOLUTIONS:

Administration recommends that Council pass a motion to enter into the Agreement for Regional Assessment Review Services with ORRSC as presented.

RECOMMENDED ACTION:

Moved by Councillor _____ to enter into the Agreement for Regional Assessment Review Services with ORRSC as presented.

ATTACHMENTS:

- 1.) Agreement Template

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Tara VanDellen, RPS Assistant

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 19, 2015

AGREEMENT FOR REGIONAL ASSESSMENT REVIEW SERVICES

Between

Oldman River Regional Services Commission
("Coordinator")

- and -

("Member Municipality")

Dated this _____ day of _____, 2015

BACKGROUND

- A. Oldman River Regional Services Commission is the Coordinator for property assessment complaints for the residents of the Member Municipalities identified in Schedule "A";
- B. The Member Municipalities wish to partner together to create one Regional Assessment Review Board.
- C. The Member Municipality is willing to join the Oldman River Regional Services Commission Region's Regional Assessment Review Services membership.

The Parties agree as follows:

1. AGREEMENT

The following schedules form part of this agreement:

- Schedule "A" - List of Member Municipalities
- Schedule "B" - Bylaw
- Schedule "C" - Responsibilities
- Schedule "D" - Fees

2. DEFINITIONS

In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:

- a. "Assessor" is the person appointed by the Member Municipality to assess residents' property.
- b. "Assistant Clerk" is a staff person employed by a Member Municipality to provide service to the Complainant;
- c. "CARB" is Composite Assessment Review Board as defined by the Matters Relating to Assessment Complaints Regulation;

- d. **“Clerk”** is the staff person appointed by the Director of Oldman River Regional Services Commission to act as the Designated Officer to the Regional Assessment Review Board;
- e. **“Complainant”** is an assessed person or taxpayer of the Member Municipality who files a compliant regarding that person’s tax or assessment notice;
- f. **“Coordinator”** is Oldman River Regional Services Commission;
- g. **“LARB”** is Local Assessment Review Board as defined by the Municipal Government Act;
- h. **“Member Municipality”** is a municipality listed in Schedule “A”;
- i. **“Regional Assessment Review Board”** means the Board appointed to hear appeals on tax and assessment notices established in accordance with section 454 of the Municipal Government Act.

3. MEMBER MUNICIPALITY RESPONSIBILITIES

- 3.1 The Member Municipality shall be entitled to participate in the Regional Assessment Review Board once it passes a Bylaw in the form attached as Schedule “B”.
- 3.2
 - i) The Member Municipality may select and appoint one individual to be a Board Member and one alternate to be available to sit on a panel for the Regional Assessment Review Board.
 - ii) If a vacancy on the Board occurs at any time, the Member Municipality who appointed the individual may appoint a new individual to fill the vacancy for the remainder of that term.
 - iii) Any costs incurred to advertise and select a Board Member are the responsibility of the Member Municipality.
- 3.3 Each Member Municipality will pay an equal portion of costs to train Board members, procure insurance and provide any other general costs to establish and maintain the Regional Assessment Review Board. This will include legal services if they are required for general purposes to facilitate the administration of the Board (i.e., procedural questions).
- 3.4 The Member Municipality requiring a Hearing will pay all costs related to the hearing, i.e., Board Member honorarium, mileage. If there are multiple hearings held involving more than one Member Municipality each municipality will pay their portion of costs based on number of hearings. If legal services are required for issues that relate only to a specific complaint, the cost of the service will be payable by the Member Municipality which has jurisdiction over the appeal.
- 3.5 The Coordinator will be responsible to pay all costs related to the Regional Assessment Review Board and invoice each Member Municipality as per clauses 3.3/3.4. The Coordinator will charge administration or staff fees for the services provided to operate the Board as prescribed in Schedule “D” - Fees.
- 3.6 Oldman River Regional Services Commission will invoice Member Municipalities based on actual costs to operate the Board. All invoices are payable within 30 days upon receipt of invoice.

4. COORDINATOR RESPONSIBILITIES

- 4.1 The Coordinator will coordinate services for the Member Municipality as identified in Schedule “C” and may assign any responsibilities to the Clerk as deemed necessary.

- 4.2 The Coordinator will, at the request of the Member Municipality, assist during negotiations between the Assessor and the Complainant.
- 4.3 The Coordinator is responsible for ensuring the Regional Assessment Review Board members receive training in accordance with the MGA and regulations.
- 4.4 The Coordinator is responsible to assign a panel of Committee Members (in consultation with the affected Municipality) to the CARB, LARB or one member Board for administrative items as described in the MGA.
- 4.5 The Coordinator will follow Oldman River Regional Services Commission's current remuneration policy for Board Members and Oldman River Regional Services Commission assessment appeal fee schedule "D".
- 4.6 The Coordinator will keep a record of the complaint in accordance with the MGA and regulations.
- 4.7 The Coordinator will retain paper records such as background information, correspondence, appeal notices and withdrawn appeals for ten (10) years upon receipt of such paper records. However, agendas and minutes are permanent records.
- 4.8 The Coordinator will maintain liability insurance for the Board, obtain legal services when required and ensure the affected Member Municipality is informed.

5. ASSISTANT CLERK RESPONSIBILITIES

The Assistant Clerk will, when required, administer withdrawn appeals in accordance with the Member Municipality's practice.

- 5.1 The Assistant Clerk will, upon receiving an appeal, review the documents for validity and compliance with the MGA and regulations.
- 5.2 The Assistant Clerk will forward a copy of all the appeal documents to the Regional Clerk, and advise regarding hearing location preferences.
- 5.3 Any other responsibilities as identified in Schedule "C".

6. TERM

- 6.1 The term of this Agreement shall be deemed as indefinite, provided, however, this Contract may be terminated as follows:
 - (a) By mutual consent, in which case, this Agreement will be terminated effective the date of the mutual consent and the Commission will be entitled to payment of fees, on a pro rata basis, to the effective date of termination;
 - (b) For cause, by delivery of a written notice of termination specifying the cause in which case the termination shall be immediate; "cause" being defined as any persistent or material breach by either party in its performance or observance of the terms of this Agreement;

- (c) Without cause or mutual consent, by delivery of a THREE (3) month notice of termination by either party, in which case the Commission will be entitled to payment of fees and expenses, on a pro rata basis, to the effective date of the termination.

7. PRIVACY

- 7.1 The Coordinator is subject to the Freedom of Information and Protection of Privacy Act (FOIP) and will protect the confidential information provided from unauthorized access or disclosure.
- 7.2 The Member Municipalities shall ensure that any information of a confidential nature which it provides to the Coordinator is clearly marked as such.

8. INFORMATION SHARING

- 8.1 Member municipalities will make every reasonable effort to ensure information will be or is intended to be used to make a decision in an assessment review is both complete and accurate.
- 8.2 In order to process reviews for a property tax or assessment notice, the Coordinator is authorized to collect the following types of personal information:
 - 8.2.1 Roll#
 - 8.2.2 Legal Address
 - 8.2.3 Civic Address
 - 8.2.4 Registered Owner Name(s)
 - 8.2.5 Registered Owner(s) mailing address and phone number
 - 8.2.6 Assessed Value and Assessment Class of the property under review
 - 8.2.7 Name, address and phone number of Registered Agent for the Owner
- 8.3 Personal information will be collected from the Member Municipality or ratepayer as per the FOIP Act.

9. DISPUTE RESOLUTION

- 9.1 All claims, disputes, and other matters arising out of this Agreement or relating to a breach thereof may, upon agreement of both parties, be referred to either:
 - 9.1.1 Mediation – voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties; or
 - 9.1.2 Arbitration – upon the agreement of both parties, be referred to a single arbitrator under the Arbitration Act, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the Alberta Court of Queen’s Bench shall select one. All costs associated with the appointment of the arbitrator shall be shared equally unless the arbitrator determines otherwise in accordance with the Arbitration Act of Alberta.

10. INDEMNIFICATION

- 10.1 The Member Municipality agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Oldman River Regional Services Commission, its Board, Executive, Director and Employees against all damages, liabilities or costs arising out of the property assessment or disputes related to the property assessment.
- 10.2 The Member Municipality is solely responsible for the property assessments and compliance with the outcome of the disputed property assessments.
- 10.3 In the furnishing of any services by the Coordinator, the Coordinator shall not assume any responsibility, obligations or duties in respect to the services.

11. INSURANCE

- 11.1 The Coordinator through the Jubilee Insurance Program will arrange for comprehensive general liability insurance and directors and officers liability insurance to cover the Board and the members.

12. NOTICES

- 12.1 Any notices or other correspondence required to be given to any party to this agreement shall be deemed to be adequately given if delivered to the Member Municipality address as provided in Schedule "A".

13. FORCE MAJEURE

- 13.1 Each party reserves the right, at its option, either to suspend or cancel this Agreement, in whole or in part, at any time, without incurring any costs or damages whatsoever, where such suspension or cancellation is caused by force majeure, including, but not limited to, acts of God, the public enemy of the government, strikes or other labour disputes, fires, floods, freight embargoes, unusually severe weather or other contingencies beyond the control of either party.

14. SINGULAR AND MASCULINE

- 14.1 Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Agreement shall include all genders and words importing parties or persons in this Agreement shall include individuals, partnerships, corporations, and other entities, legal or otherwise.

15. GOVERNING LAW

- 15.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of Alberta except the International Sale of Goods Act, which is specifically excluded. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

16. INTERPRETATION

- 16.1 The headings in the Agreement are for ease of reference only and shall not affect the meaning or the interpretation of this Agreement.

17. SUCCESSORS

17.1 This Agreement shall inure to the benefit of and be binding upon the Parties and, except as herein before provided, the successors and assigns thereof.

18. ENTIRE AGREEMENT

18.1 This Agreement is the whole agreement between the parties and may not be modified, changed, amended or waived except by signed written agreement of the parties.

19. COUNTERPART

19.1 This Agreement may be executed in any number of counterparts by the parties. All counterparts so executed shall have the same effect as if all parties actually had joined in executing one and the same document.

The parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers. In the absence of a corporate seal, the "Affidavit Verifying Corporate Signing Authority" and the "Affidavit of Execution" attached shall be completed in full.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

PER: _____

PER: _____

"MUNICIPALITY"

PER: _____

PER: _____

Schedule "A"
Member Municipalities

As of July 31, 2011:	Arrowwood – Village
	Barnwell – Village
	Barons – Village
	Cardston – County
	Cardston – Town
	Coaldale – Town
	Lethbridge – County
	Milo – Village
	Nanton –Town
	Nobleford – Village
	Picture Butte – Town
	Pincher Creek - Town
	Stavely – Town
	Vauxhall – Town
	Vulcan – County
	Vulcan – Town
	Warner – County
	Willow Creek – Municipal District
Joined November 22, 2011:	Milk River – Town
Joined May 15, 2012:	Carmangay – Village
Joined May 24, 2012:	Lomond – Village
Joined February 5, 2013:	Coalhurst – Town
Joined September 3, 2013:	Champion – Village
Joined September 4, 2015:	Fort MacLeod - Town

Schedule "B"

"MUNICIPALITY"

BYLAW NUMBER _____

A bylaw of the "Municipality" in the Province of Alberta to establish a Regional Assessment Review Board.

WHEREAS, Section 456 of the *Municipal Government Act*, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

Oldman River Regional Services Commission and Municipalities within the region jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Member Municipality;

Oldman River Regional Services Commission will pay for the costs associated with the establishment and operations of the Regional Assessment Review Board and each Member Municipality will pay the Commission their portions of those costs.

NOW THEREFORE, the Council of the "Municipality", duly assembled, enacts as follows:

I. Title

The title of this Bylaw shall be the "Regional Assessment Review Board Bylaw".

II. Definitions

- 1) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the MGA.
- 2) In this bylaw the following terms shall have the meanings shown:
 - a) "Alternate" means a person who is available to perform the duties of a member in the event the member is unable to fulfil Board duties;
 - b) "Board" means the Regional Assessment Review Board;
 - c) "CARB" means the Composite Assessment Review Board established in accordance with the *'Matters Relating to Assessment Complaints'* regulation;
 - d) "Citizen-at-large" means a person who does not represent a specific organization and is a resident of the Member Municipality.
 - e) "Designated Officer" means the person appointed to carry out the duties and functions of the clerk of the assessment review board as required under section 455 of the *Municipal Government Act*;
 - f) "LARB" means the Local Assessment Review Board established in accordance with the *'Matters Relating to Assessment Complaints'* regulation;

- g) "Member" means a member of the Regional Assessment Review Board;
- h) "MGA" means the Municipal Government Act of Alberta, RSA 2000, Ch. M-26, as amended and Regulations passed under that Act;
- i) "Regional Member Municipality" means those municipalities who enter into an agreement with the Commission to jointly establish a Regional Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.

III. Appointment of Board Members

- 1) Each Member Municipality may appoint one individual to the Board and may appoint an individual as an alternate to the Board
- 2) The Board shall consist of a minimum of twenty members who may be a Citizen-at-large who is a resident of the Member Municipality or a Council member.
- 3) In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister.

IV. Terms of Appointment

- 1) Unless otherwise stated, all Members are appointed for three-year terms, except in the initial year where up to three are appointed for three-year terms and up to four are appointed for two-year terms.
- 2) If a vacancy on the Board occurs the Member Municipality who made the appointment may appoint a new person to fill the vacancy for the remainder of the term.
- 3) A Member may be re-appointed to the Board at the expiration of his/her term.
- 4) A Member may resign from the Board at any time on written notice to the Designated Officer and to the Member Municipality to that effect.
- 5) The Member Municipality may remove their designated Member at any time.

V. Panels of the Board

- 1) The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require, such panels are to consist of:
 - three persons selected by the Designated Officer when the Board is acting as a Composite Assessment Review Board or a Local Assessment Review Board; or
 - a single member selected by the Designated Officer when the Board is acting as a Single Member Composite Assessment Review Board or a Single Member Individual Local Assessment Review Board.
- 2) The Designated Officer may select any member to sit on a panel and shall designate the Chairperson for each panel, provided however that:

- the provincial member must be the Chairperson of a panel sitting as the Composite Assessment Review Board; and
- the provincial member must be the sole member of a panel sitting as a Single Member Composite Assessment Review Board;
- where possible, the Designated Officer shall include on a three-person panel a member who is from the municipality under whose jurisdiction the complaint arises.

VI. Chairperson

The Chairperson of a panel:

- will preside over and be responsible for the conduct of meetings;
- may limit a submission if it is determined to be repetitious or in any manner inappropriate; and
- will vote on matters submitted to the panel unless otherwise disqualified.

VII. Jurisdiction of the Board

The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Member Municipality.

VIII. Designated Officer(s) of the Board

- 1) The Designated Officer(s) of the Board shall be a person designated by the Oldman River Regional Services Commission's Director.
- 2) The Designated Officer shall:
 - shall assist the Board in fulfilling its mandate; and
 - prescribe the remuneration and expenses payable to each member of the Assessment Review Board.

IX. Meetings

- 1) Meetings will be held at such time and place as determined by the Board.
- 2) The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act.

X. Quorum and Voting

- 1) The quorum for panels of the Board shall be as established by the MGA, namely:
 - two members of a panel acting as a local assessment review board; and
 - one member and the provincial member of a panel acting as a composite assessment review board.
- 2) All members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- 3) The majority vote of those Members present and voting constitutes the decision of the Board.
- 4) Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, the Designated Officer shall appoint a replacement member of the panel.

XI. Conflict of Interest

- 1) Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may absent himself or herself from board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
 - declares that he or she has a conflict of interest; and
 - describes in general terms the nature of the conflict of interest.
- 2) The Designated Officer shall cause a record to be made in the Minutes of the members' absence and the reasons for it.
- 3) For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
 - he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
 - substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.

XII. Pecuniary Interest

- 1) The pecuniary interest provisions of the MGA apply to all members of the Board while attending meetings of the Board, as though they were councillors attending meetings of council.
- 2) A Board member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

XIII. Commencement of Appeals

- 1) A taxpayer may commence an assessment complaint by:
 - mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the ‘Matters Relating to Assessment Complaints’ regulation and within the time specified in the MGA; and
 - paying the applicable fee.

XIV. Rules of Order

- 1) The Board shall make its own procedural rules, having due regard for the principles of procedural fairness.

XV. Adjournments

- 1) The Board may in its discretion grant adjournments of a hearing for such purposes as it feels necessary to ensure proper consideration of the issues before it, including:
 - allowing the Board to obtain a legal opinion or other professional guidance; or
 - to allow a viewing by the Board of the site in respect of which the appeal is being made.
- 2) Where the parties to an appeal consent to an adjournment of the hearing, such adjournment may be granted by the Chairperson after consultation with the Members individually (whether in person, by telephone or by e-mail) without the need to convene a formal meeting. In such a case, the Board is deemed to have convened and the hearing is deemed to have commenced as of the date of such consultation.

XVI. Notice of Decisions & Record of Hearing

- 1) After the hearing of a complaint, the Designated Officer shall:
 - under direction of the Chairperson, prepare Minutes of the hearing, the decision or order of the Board and the reasons for the decision in compliance with the MGA; and
 - arrange for the order or decision of the Board to be signed and distributed in accordance with the requirements under the MGA.
- 2) The Designated Officer will maintain a record of the hearing.

XVII. Delegation of Authority

- 1) In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:
 - its authority under the MGA to prescribe an appeal fee schedule and the remuneration and expenses payable to each member of the Regional Assessment Review Board and to the Designated Officer who will follow the Oldman River Regional Services Commission policy.

XVIII. Reimbursement of Costs

- 1) The Oldman River Regional Services Commission shall pay for the administrative costs associated with the operation of the Regional Assessment Review Board. Recovery of costs from Regional Member Municipalities will be as set out in the agreements established.

Read a First Time in Council this ____ day of _____, 2015.

Read a Second Time in Council this ____ day of _____, 2015.

Read a Third and Final Time in Council this ____ day of _____, 2015.

Mayor / Reeve

Municipal Clerk

Schedule "C" Responsibilities

AC = Assistant Clerk from member municipality

A = Assessor from member Municipality

C = Clerk for Regional Board (ORRSC or as designated by Director)

Receipt of Appeal	
AC	<ul style="list-style-type: none"> Collect fee
AC	<ul style="list-style-type: none"> Review appeal for validity/compliance with legislation
AC	<ul style="list-style-type: none"> Open file and send to Assessor & Clerk

Initial Stages	
A/AC	<ul style="list-style-type: none"> Preliminary discussions and disclosure of information occurs between Complainant and Assessor
A/AC	<ul style="list-style-type: none"> Assessor advises Assistant Clerk if matter is resolved or proceeding to appeal
AC	<ul style="list-style-type: none"> If resolved, Assistant Clerk advises Clerk and administers withdraw in accordance with local practice (refund fee MGA Sec, 481(2))
AC	<ul style="list-style-type: none"> If proceeding, Assistant Clerk advises Clerk and forwards copy of all appeal documents
AC	<ul style="list-style-type: none"> Assistant Clerk advises Regional Clerk of hearing location preference

Confirmation of Receipt of Appeal	
C	<ul style="list-style-type: none"> Review appeal for appeal type/validity/compliance with legislation
C	<ul style="list-style-type: none"> Determine if issue exists for merit hearing

Assignment of Resources	
C	<ul style="list-style-type: none"> Open file/identify all parties involved
C	<ul style="list-style-type: none"> Assign administrative support and Board members
C	<ul style="list-style-type: none"> Establish hearing date, schedule facility, Board members

Send Notice of Hearing to Complainant	
C	<ul style="list-style-type: none"> Copies to Assistant Clerk, Assessor and Minister (if CARB)
C	<ul style="list-style-type: none"> Copies if necessary to property owner, agent, lessee, etc...

	Disclosure
AC/A	<ul style="list-style-type: none"> Complainant provides first disclosure to Assistant Clerk and Assessor
AC	<ul style="list-style-type: none"> Assistant Clerk date stamps submission and forwards a copy to Clerk
A	<ul style="list-style-type: none"> Assessor submits response to Assistant Clerk and Complainant
AC	<ul style="list-style-type: none"> Assistant Clerk date stamps Assessor's submission and forwards a copy to Clerk
AC	<ul style="list-style-type: none"> Complainant provides rebuttal to Assistant Clerk and Assessor
AC	<ul style="list-style-type: none"> Assistant Clerk date stamps submission and forwards a copy to Clerk

	Agenda
C	<ul style="list-style-type: none"> Clerk verifies all disclosures
C	<ul style="list-style-type: none"> Clerk verifies attendance of all parties
C	<ul style="list-style-type: none"> Clerk produces agenda packages and provides copies at the hearing for members and public
C	<ul style="list-style-type: none"> Clerk liaises with Board and provides all material necessary – including legislation
C	<ul style="list-style-type: none"> Clerk prepares templates for minutes and decisions of Board

	Appeal Hearing
C	<ul style="list-style-type: none"> Clerk attends hearing and produces minutes that identify all issues presented to Board
C	<ul style="list-style-type: none"> Clerk attends deliberations and produces a decision from the Board that identifies all issues, arguments, reasons for the decision (including both concurring and dissenting reasons)

	Send Notice to Complainant
C	<ul style="list-style-type: none"> Copies to Assistant Clerk, Assessor and Minister (if CARB)
C	<ul style="list-style-type: none"> Copies if necessary to property owner, agent, lessee, etc...

	Reporting
C	<ul style="list-style-type: none"> Clerk provides Assistant Clerk with a reporting package of the appeal which includes:
C	<ul style="list-style-type: none"> – Invoice for services in accordance with agreement
C	<ul style="list-style-type: none"> – Copy of hearing minutes
C	<ul style="list-style-type: none"> – Statistics (where necessary)
C	<ul style="list-style-type: none"> – Feedback form to establish best practices and service standards for quality control
C	<ul style="list-style-type: none"> – Clerk compiles and retains a record of the hearing in accordance with legislation and regulations

Schedule "D"

Fees

Regional Assessment Board Annual Dues

Each municipal member shall be invoiced a \$200 administrative fee annually, payable to Oldman River Regional Services Commission.

Remuneration

Board Members shall receive honorariums for adjudicating at formally scheduled Hearings or taking appropriate training. Honorariums shall be awarded on the following basis:

MERIT Half day – Four (4) hour block \$100.00

MERIT Full day – Four plus (4+) hour block, excluding lunch hour \$200.00

LARB Half day – Four (4) hour block \$100.00

LARB Full day – Four plus (4+) hour block, excluding lunch hour \$200.00

CARB Half day – Four (4) hour block \$200.00

CARB Full day – Four plus (4+) hour block, excluding lunch hour \$400.00

Board Members and the Designated Officer shall receive compensation for travel based on the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation for performing adjudication duties or taking appropriate training.

Board Members and the Designated Officer shall receive reimbursement for meals incurred while performing adjudication duties or taking appropriate training. A reasonable meal allowance will be offered and will most often be authorized and organized by the Designated Officer.

Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.

Board Members and the Designated Officer shall receive reimbursement for any lodging accommodations required while performing adjudication duties or taking appropriate training.

Provincial Members shall receive reimbursement for all expenses incurred and at the rates prescribed by the Province.

Category of Complaint Fee

Filing fees are determined and collected by individual Municipalities through either a Fees Bylaw or Fee Policy.

In response to recent provincial legislation, the affected Municipality will refund assessment complaint fees when the board or (on appeal) the Court of Queen's Bench decides in favour of the complainant. The fee will also be refunded if a complaint is withdrawn because agreement was reached with an assessor to correct the matter under complaint.

The following fees are suggested, but are NOT mandatory:

Residential 3 or fewer dwellings and farm land – \$50.00

Residential 4 or more dwellings – \$650.00

Non-residential – \$650.00

Business Tax – \$50.00

Tax Notices (other than business tax) – \$30.00

Linear property-power generation – \$650.00 per facility

Linear Property – other \$650.00 per LPAUID

Equalized assessment – \$650.00



REQUEST FOR DECISION

Meeting: February 23, 2015
Agenda Item: 10

2015 TOWN OF CLARESHOLM PARADE SCHEDULE

DESCRIPTION / BACKGROUND:

The following is a list of the parades, and dates, that Fred & Ellen Palmer attended in 2014 with the Town of Claresholm float.

- Black Diamond – June 7th
- Granum – July 1st
- Coaldale – July 12th
- Lundbreck – August 2nd
- Nanton – August 4th
- Claresholm – August 9th
- Pincher Creek – August 16th
- Fort Macloed – November 29th
(note: Stavely will not have a parade until 2017)

DISCUSSION / COSTS:

The Town of Claresholm spent \$64.31 per parade for candy for a total of \$514.48. Fred and Ellen Palmer receive \$125.00 per parade, to take the float, at a cost of \$1000.00. **The total cost for attending the parades in 2014 was \$1514.48.**

There was mention after the 2014 Claresholm Parade that perhaps the Town of Claresholm could supply more candy at our local community parade. If so, Administration will require clarification on the amount to increase. For example, if the amount was tripled for Claresholm, it would be at an extra cost of \$128.62. In order to have a firm budget number, including candy and supplies, Administration is requesting a list of parades that Council would like the Town of Claresholm float to attend for the 2015 year.

RECOMMENDED ACTION:

1. Council advises Administration which parades the Town of Claresholm Council will be attending for 2015.
2. Council advises Administration to increase or decrease candy float budget for the 2015 year.

PROPOSED RESOLUTION:

1. Moved by Councillor _____ to attend _____ parades for the 2015 year.
2. Moved by Councillor _____ to _____ the budget for candy supplies for the 2015 year.

ATTACHMENTS:

- 1.) none

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Administration

APPROVED BY: Marian Carlson CLGM, CAO

DATE: February 19, 2015



REQUEST FOR DECISION

Meeting: February 23, 2015
Agenda Item: 11

DOWNTOWN CORE ACCESSIBLE PARKING STALLS

BACKGROUND:

Parking for the Disabled: The Town continues to receive questions and concerns in regards to appropriate and available accessible parking within the downtown core.

DISCUSSION/OPTIONS:

1. Accessible parking stalls (see attached map) within the downtown core total a number of 5. The addition of the one accessible parking stall at the southeast corner of the downtown parking lot has been completed, as per Council Resolution made on November 24, 2014. This parking stall within the parking lot has increased accessibility to all corners of the downtown core.
2. There still continues to be additional requests for accessible parking stalls in the downtown. Public Works suggest any or all of the additional sites as outlined in the attached map. Adding the additional stalls as outlined on the attached map will allow accessibility to all four corners of downtown (ie. one stall per street corner)

RECOMMENDED ACTION:

The Town of Claresholm Administration recommends that Town Council pass a resolution to add three accessible parking stalls as illustrated on the attached map. (see resolution below)

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the installation of three additional accessible parking stalls in the downtown core (as presented).

ATTACHMENTS:

- 1.) Downtown Core Map

APPLICABLE LEGISLATION:


- 1.) none


PREPARED BY: Mike Schuweiler – Public Works Superintendent

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 19, 2015



Existing Accessible Parking Stall: 

Proposed Accessible Parking Stall: 



INFORMATION BRIEF

Meeting: February 23, 2015
Agenda Item: 12

2014 SOUTHWESTERN AB DISASTER RELIEF PROGRAM UPDATE

BACKGROUND:

In Correspondence received from the Alberta Emergency Management Agency dated November 18, 2014, the Town of Claresholm application was approved to be included in the 2014 Southwestern AB Rainfall Disaster Relief Program (DRP). At the regularly scheduled meeting on November 24, 2014 Council was updated in regards to the application and approval. Since that time, Administration has submitted all the necessary documentation for the disaster relief program. Below is a summary of the submission to the program.

DESCRIPTION:

Program: 2014 Southwestern AB Rainfall DRP			
Municipality: Town of Claresholm			
DRP Project #	Project Name	Brief Damage Description	Totals
1	Emergency Operations	EOC Operations / Supplies / Contractor Services	\$67,603.13
2	Emergency Operations	Town of Claresholm Wage Totals	\$14,421.44
3	Emergency Operations	Town of Claresholm Fireman Wage Totals	\$6,072.00
		Total:	\$88,096.57

Staff will continue to work with Disaster Recovery Staff to provide any necessary information to complete the submission process. This is the first round of submission and any infrastructure projects (that are completed as a result of the flooding event) may be submitted at a later date.

ATTACHMENTS:

- 1.) none

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Tara VanDellen – RPS Assistant

APPROVED BY: Marian Carlson – CAO

DATE: February 17, 2015



INFORMATION BRIEF

Meeting: February 23, 2015
Agenda Item: 13

MACKIN HALL REPAIR UPDATE

BACKGROUND / DESCRIPTION:

For most of its entire life-cycle at the current location, Mackin Hall has historically been used by the Scouts as the intention of its use was for youth organizations and/or events. Mold was discovered soon after the June 2014 flooding event, and all users were contacted and apprised of the situation, and usage was discontinued.

At the direction of the Town's insurance company, a professional mold remediation company was contracted to undertake the cleaning and mold abatement of the building. This has been completed. The furnace room construction has been completed downstairs, sanding priming and painting are left for the Town to complete. This will be completed as staff is available. Lighting remains to be installed and two new fire dampers that are now required to be installed before that building inspector can complete his final inspection. They have been ordered and the dampers are scheduled to be installed next week. Once the final inspection is complete the building will be safe for use.

If storage will be allowed for some materials in the basement, contents of the upstairs could be moved back downstairs. If not, materials that are currently being temporarily stored upstairs will have to be removed by the user groups before the building can be opened up. The buildings main floor could then be cleaned and ready for use.

COSTS/ SOURCE OF FUNDING (if applicable):

The cost of the mold abatement and rebuilding (including metal studs and other mold resistant materials) is covered by the insurance claim.

ATTACHMENTS:

1.) none

APPLICABLE LEGISLATION:

1.) none

PREPARED BY: Mike Schuweiler – Public Works Superintendent

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 19, 2015



INFORMATION BRIEF

Meeting: February 23, 2015
Agenda Item: 14

COUNCIL RESOLUTION STATUS

BACKGROUND / DESCRIPTION:

Administration has been using a Council Resolution Status spreadsheet to keep updated on Resolutions that are passed by Council and what action is required (see attached). Administration will continue to provide Council with a monthly report of the Resolution Status. This is a working document that is continually being updated as projects are completed. The purpose is to keep Administration updated and on task as well as providing an update to Council on projects, resolutions and the actions taken to complete.

ATTACHMENTS:

- 1.) Council Resolution Status February 2015 update

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Tara VanDellen – RPS Assistant

APPROVED BY: Marian Carlson – CAO

DATE: February 19, 2015



COUNCIL RESOLUTION STATUS

Agenda Item #	Description	Assigned	Completed
Regular Scheduled Meeting - January 12, 2015			
1	Bylaw #1600 - Borrowing. Moved by Councillor McAlonan to give Bylaw #1600 1st reading. Carried. Moved by Councillor Feiguth to give Bylaw #1600 2nd reading. Carried. Moved by Councillor Cutler to give unanimous consent to Bylaw #1600 3rd & Final reading. Carried. Moved by Councillor O'Neil to give Bylaw #1600 3rd & Final reading. Carried.		Completed
3	Correspondence: Green Party of Canada Foothills EDA. Referred to Administration.		
4	Correspondence: MD of Willow Creek Request to waive property taxes. Referred to PRR Committee.		
5	Correspondence: Claresholm PRR Committee 2015 budget. Referred to budget.		
8	2015 Interim Operating Budget. Moved by Councillor Ford to adopt the 2014 operating budget as the 2015 interim operating budget.		
9	RFD - Tax Recovery Sale, 4 Skyline Cres. Moved by Councillor O'Neill to reduce the reserve bid to \$800,000. Carried. Moved by Councillor Fieguth to extend the current real estate listing for an additional 6 months. Carried.		
10	RFD - Playground & School Zone Modification - Moved by Councillor Cutler that the Town of Claresholm update the school / playground signage as presented. Carried		Completed
11	RFD - Taxi Token Policy - Moved by Councillor Ford to adopt Policy #Tran 01-15, the Taxi Token Program Policy effective January 12, 2015. Carried.		Completed
Regular Scheduled Meeting - January 23, 2015			
1	Correspondence: Claresholm Golf Club, Moved by Councillor Dixon to pay the Commercial Liability insurance for the 2015 year only, in the amount of \$1500.00. Carried.		
	All other items received for information or referred to other committees.		
Regular Scheduled Meeting - February 9, 2015			
1	Appointment: CAO, Moved by Councillor Fieguth to appoint Mrs. Marian Carlson as CAO effective Feb 2, 2015. Carried.	Marian	Complete
3	Bylaw #1602 - Chief Administrative Officer, 1st reading. Moved by Councillor Ford to give Bylaw #1602 regarding the CAO 1st reading. Carried.	Marian	On agenda Feb 23rd for 2nd & 3rd Reading

4	Delegation Reponse: Claresholm & District Museum Update - Referred to Budget.	Tara	Letter sent
6	Correspondence: Federation of Canadian Municipalities 2015/2016 membership, Moved by Councillor Cutler to be a member of the Federation for the 2015/16 year in the amount of \$659.99. Carried.	Karine	Membership sent
8	Correspondence: Curling Club, Moved by Councillor O'Neill to pay the commercial liability insurance, for the 2015 year only in the amount of \$1236. Carried.	Karine	Cheque sent
9	RFD - Municipal Census, Moved by Councillor Ford to not proceed with the census in 2015. Carried.	Marian	No action required
10	RFD- Regional Landfill Wed Openings, Moved by Council Cutler to discontinue paying WCRWMSC \$500 for each Wed opening effective Fe 9, 2015. Carried.	Tara	Letter sent
11	RFD - Carmax Business License, Moved by Councillor Ford to authorize the Business License application for a sale at the Claresholm Agriplex. Defeated.	Jeff	Letter sent
12	RFD - Harvest Square Tax Agreement, Moved by Councillor McAlonan to accept the \$150,000 tax settlement as per the agreement. Carried. Moved by Councillor O'Neill to forgive the remainder of the taxes on the Harvest Square properties in the amount of \$170,492.60. Carried.	Lisa	Notice sent to auditors and entry completed



CAO REPORT

February 23, 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

The first few weeks of my tenure have been full of activity and learning. I have spent numerous hours meeting with all the staff members to better understand the organization and their contribution to the town. I have also made an effort to attend as many board and committee meetings as possible to meet the volunteers in the community and understand the role these organizations play in the overall success of the town.

There are a number of outstanding files that I have been working to complete, such as the Harvest Square Subdivision development agreement and the Storm Water Management Plan. I have also begun preliminary work on the budget with the management team. I expect to have a draft budget prepared to present to Council by early March.

ADMINISTRATION

Human Resources/Payroll

- Most of January and February have been spent preparing year-end and assisting the auditors
- Assisting the public and staff prior to the new C.A.O'S arrival
- Assist in preparing the budget for the C.A.O. for wages and office accounts
- Prepared and issued T'4 slips and remitted to the CRA.
- A posting has been issued for a new janitor as Crystal, our previous janitor, found she couldn't fit it into her new schedule.

Taxation

- Preparing files for auditor
- Preparing the roll files for the new assessment

- Sent the assessment to Benchmark for declaration to ASSET by February 28th.
- Applied the February 1st discounts (1.25%) for prepayment of taxes (Discounts were a total of \$744.44)

Front desk/reception

- This period is typically one of the busiest for the front end as the notices for dog license renewal and business license renewal were issued at the end of December. The December utility bills are also issued at the end of the year and this keeps the front desk busy for both Tilly and Marianna. This has slowed down considerably by mid February.
- The new T.I.P.P. participants are added in late December and the new year of payments begin in January.

POOL

The pool staff is continuously evaluating and adapting programming to fit the needs of the community. The following is a summary of the programs offered and attendance for the month of January.

JANUARY ATTENDANCE	
6-8 or 9 am Fitness	216
8-9 Aquafit	91
9-10 School Use/Lessons	409
10-11 School Use/Lessons	366
11-11:30 Seniors/Pr. Lessons/PT Lessons	46
11-12 Parent&Tot&Fitness	86
12-1 Fitness	209
1-2 CCC	74
1-2 Aquafit	120
1-2 Family Swim	81
1-4 Public, Water Polo Fridays	0
2-3 Schools/ Private lesson	207
3-4 Toonie Swim	184
2-4 Free Public/ public	743
4-6 Swim Lessons/Club	144
4-5 Private/JLC	139
5-6 Deep Water Aquafit	78
6-8 Public/Toonie	196

8-9 CCC	118
8-9 Fitness	71
8-9 Masters Mon/Wed	0
Rental Times	225
	3803

Denise has also contacted the Claresholm Local press for the design of “Days End Passes, this is a promotion that they anticipate will help with lagging evening numbers:

- a. Looking to market them for Students 8-17, and Adults
- b. Aiming to have them ready for March, 2015
- c. Pass guidelines
 - i. 6-9pm Monday-Thursday
 - ii. 3 month passes, 25% off

FIRE

EMERGENCY CALL OUTS

TOWN: 1 Motor Vehicle Collision; 1 Smoke investigation; 1 assist EMS; 2 Medical First Responses

MD: 3 Motor Vehicle Collisions; 1 Outside fire; 1 Citizen Assist

OTHER

- Completed a number of Safety Codes Inspections in the commercial sector.
- Assisted CPO with Alberta Fire Code on downtown empty buildings.
- 5 AED’s inspected
- CFD has had two regular training nights. Members were instructed on traffic management and ropes and knots
- 1001 (fire course) students are on class day 6
- Captain Randy Campbell retired after 28 years of service
- Shawn Wilhauk was promoted to Captain
- Kris Benna promoted to Lead Training Officer
- Fire Fighter Levy Groves Retired after 6 years of service.
- Cody Schapansky hired on as a Fire Fighter
- Meeting booked with AHS on Feb 23, 2015 to discuss pilot project
- Meeting with WCCHS to set up risk reduction day on March 10, 2015

BYLAW ENFORCEMENT

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

PUBLIC WORKS

[See enclosed report](#)

FCSS

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

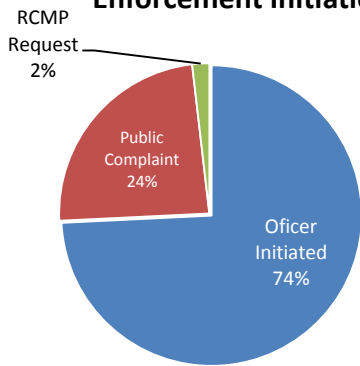


INFORMATION BRIEF

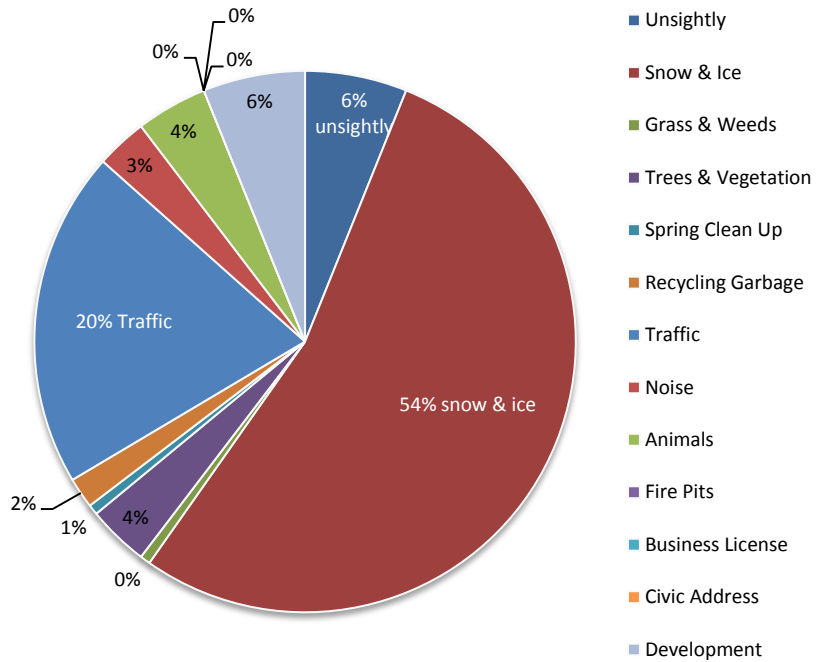
Meeting: February 23, 2015
 Agenda Item: CAO REPORT

JANUARY 2015 BYLAW ENFORCEMENT REPORT

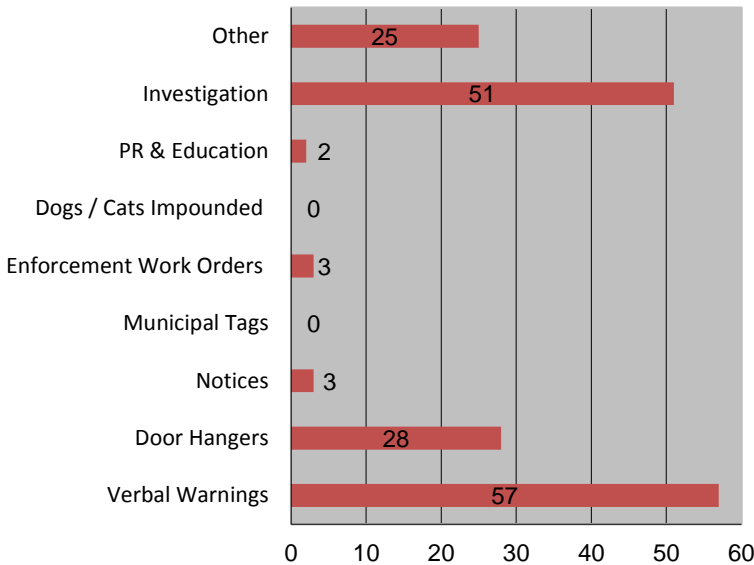
Enforcement Initiation



Bylaw Enforcement Breakdown



Enforcement Action



Additional Information

1. Speed radar sign set-up for 7 days in January, at school zones and hospital zones.
2. Local Press advertisements focused on snow and ice removal, business license renewals, and dog license renewals.
3. School zone signage was installed and monitored.
4. Vacant building and unsightly property in the down town core -- investigation initiated.
5. Waste pile on Town of Claresholm property at Claresholm Airport -- investigation initiated.



UTILITY SERVICES REPORT

January/February 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

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

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

- All online meters have been cleaned and calibrated.
- MPE was informed of the work to be done to complete the lagoon upgrade project and the heating issue in the pump room has been rectified.
- Remove and replace O-rings on several PALL filtration modules.
- Water Supply issue to DAF valve control trough spay
- Caustic pump leak detector issue
- DAF (dissolved air filtration) system 1 and 2 have been cleaned and inspected (see photo pg. 7).
- PARCON onsite to complete chlorine line installation for East side reservoir chlorination.

TESTING/MONITORING REQUIRMENTS

- Daily lab testing of raw and treated water as per the approval in accordance with schedule 2 and 3.
- BI Annual testing as per schedule 4 of the approval.

GOVERNMENT COMPLIANCE

- Annual report to be submitted to the Director by February 28th based on all information related to Section 6.3: Annual Reporting as per the Town of Claresholm 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.
- Alberta Environment Drinking water specialist Bob Vatcher in communication regarding Granum's reservoir issue.

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- Backup motors have been run and there are no issues.
- HLP 1760 top bearing noise is being monitored.
- Building drive way in need of work after construction was completed on the sewer line.
- Service tap in yard used at construction time is due for removal by Public Works.

AIRPORT PUMP STATION

- Backup motor for the domestic water supply including fire hydrants has been run and there are no issues.
- Jockey pump on fire suppression line is still in operation to keep the underground fire system pressured to 120 psi. This is only to keep the line from dropping below the 20 psi standard and control infiltration of ground water.
- Gammel Plumbing and Heating is working on the main room overhead heater to solve the issue of the heater shutting down.

UFA RESERVOIR

- The East Side (UFA) Reservoir leak has remained the same.
- The overflow ditch from the reservoir was cleaned of ice to allow the water being pumped from the leak to the sump and insure flow into the storm sewer system.

WEST WATER PLANT (decommissioned)

- The West Water Plant building and grounds are secure with no sign of vandalism or trespassing.

WATER DISTRIBUTION

UNIVERSAL METERING

- Jan 23rd water complaint by a citizen directly to Alberta Environment and the local health department with a dirty water issue. The owner contacted Alberta Environment directly and bypassed calling the Town of Claresholm. After determining the issue and talking to Alberta Environment the issue was dealt with (see photo page 8).
- Issue with leaking meter at a residence and after checking the meter and its location it was determined to have a plumber repair the issue.
- Daily and monthly meter readings for the office as requested.
- New meter installation at # 32 Westover Crest. (Site of past trailer fire).

GOVERNMENT COMPLIANCE

- In January a total of 8 Bacteriological samples were taken within the town's distribution system showing no Total Coliforms or E coli. February sample are ongoing and to date have had no issues.
- Random distribution samples have been collected at the airport for free chlorine testing. Airport terminal building is still using bottled water for consumption as the free chlorine residual cannot be kept high enough in the building from a lack of use.
- Jan 23rd Alberta Environment Bob Vatcher and Mel Koehler called for information about a particular property and a bacteriological sample was taken onsite with good results.

Town of Granum Supply Line

- On January the 6th the town of Granum had reservoir problems that led to the involvement of Alberta Environment and the Calgary Health Region. All treated water to Granum is being supplied by the Town of Claresholm directly through the Granum supply line. On January the 23rd I met with the Town of Granum CAO, Mayor and Public works foreman. The meeting was to gather information about Granum's repairs to their reservoir and to inform them how imperative it was for them to get the reservoir and pumps back online ASAP. MPE Engineering and the Town of Granum have plans to get their system back in place by the end of February.

AIRPORT METER VAULT/BOOSTER STATION #1

- Work has been done in the ditch to help prevent overland flooding in the area.
- PARCON Construction is currently prefabbing the piping needed to install the airport/West co-op water meter and strainer that will supply the Airport Reservoir Pumping Station and West Water CO-OP. February the 23rd is the planed day for installation.

LAGOONS AND WASTE WATER COLLECTION

NORTH LIFT STATION

- Met with Mike (public works) about the proposed North Sewage Lift Station upgrades. It is recommended to have a building housed over the backup generator.
- North lift station still only has 1 pump in place. The pump is running good with approximately 1.5 hours run time per week.
- Waste Go Enzymes are being added weekly to prevent a buildup of grease in the wet well and downstream outfall lines.

LAGOONS

- The Claresholm Lagoon project is almost at 100% completion. MPE Engineering have been finishing the last few items on the list. The heating issue in the pump room has been resolved and the outside block wall will be sealed in the spring. The idea of using a clay plug to stop the infiltration from the outfall lines to the pump room sump is still ongoing (see photo page 9).
- Parcon Construction has complete the deficiency with the manhole between anaerobic cells B and C.

RAW WATER SUPPLY

PINE COULEE

- Pine Coulee Reservoir is close to the full level (1052.5) m elevation.
- Pine Coulee valves have been Massaged.
- Both Pine Coulee fire hydrants secure.
- All 12 Pine Coulee manhole water turnouts have been pumped out and all water is off to end users for the winter.
- No leaks on the Pine Coulee supply line.

DAF CLEANING

The Dissolved Air Flotation system has been cleaned and inspected. There are no major issues with the DAF system and it is working well. Turbidity of the DAF water are in the 0.400 NTU before going to filtration.



WATER METER GASKET ISSUE

It seems over time that the chlorine in the water has an impact on the rubber gasket material located inside the water meter next to the measuring chamber and frost plate. After following up on a complaint it was noted that the dirty water came from a black residue that is formed on the gasket material inside the meter. Alberta Environment has been notified and have no concerns at this time due to this issue being related to plumbing/pipe work and not actual water quality in the town's distribution system.



LAGOON LIFT STATION BUILDING

This photo is of the lagoon project pump station at 75% completion. The project is almost 100% complete as of today.



PUBLIC WORKS REPORT

January 2015

Buildings No problems to report at this time. Work on the furnace room rebuild at Mackin Hall is almost complete. If storage is not allowed in the basement, at Mackin Hall, the building users must be notified to remove their items from the upstairs so the building can be used. Regular maintenance/inspections on all 40 + building /structures, we own, weekly. Grounds cleanup will start as soon as the snow disappears.

Equipment The condition of our equipment is good; everything is working and ready for service. The biggest problem we are experiencing is with the main garbage truck. Replacement is needed, I have asked for this in the 2015 Capitol purchasing request list. The current truck is to be used as the backup unit for the next 10 years.

Sidewalks We clear over 6 km of sidewalk and walking paths every time it snows. All 35.4 km. of Town sidewalks will be inspected this year by PW. As always, we will replace the worst sidewalks first, and continue until we have spent the allotted budget. We will do our best to resolve most complaints or requests. I have asked for the monies needed to repair all current sidewalk issues and to add 2600 meters of new sidewalk that is needed, in the 2015 Capitol infrastructure plan.

Streets Sanding and snow removal are the daily focus, unless water or sewer issues arise. Potholes have already started to appear. PW is to start with pothole filling when conditions allow. We'll do our best to keep up, on the over 36 km of paved streets we look after, and the 6.5 km of oiled roads. Repair materials have been purchased and we ready to start anytime. Alley grading will not start until frost in the rear lanes has disappeared.

Sewers Our system of 42.8 kms of sewer pipelines does have its share of problems, and all are looked after as quickly as possible by PW to keep the system operating. We also have a list of areas that require monthly flushing, to prevent sewer backups. We have had no major issues, and only a small number of service line problems. With just one at Claresholm agencies that required our involvement. All problems were resolved.

Water With PW, getting water to our 1740 customers is our number 1 priority. All other work is put on hold while we correct issues within our system to limit disruption. Our forward focus, is replacing the old 4 inch water lines in our system with 8 inch water mains. We have repaired two service line leaks, and have had no water main breaks yet this winter.

PARKS The three man crew runs all the shifts required to operate the Arena, all winter. We are still checking play structures monthly and I have them working on sidewalk clearing and building maintenance when they are not on shift at the arena.

RECYCLING This program is diverting over 6 Tonne's weekly from the landfill. The cost of getting rid of our plastics has increased, and we are shipping Capitol paper plastic materials. The one FT staff member is working hard to keep up, as 2600 lbs is picked and sorted by hand daily. PW staff members help with loading of the semi-trailer for all our cardboard shipments.

GARBAGE The five day garbage pickup schedule is working well, with 400 pick-ups daily, by the two garbage men. I feel it's operated safely and we still have room for expansion. When time allows, these men do maintenance on the dumpsters, tree trimming in the alleys all over town and other various tasks.

STAFF This and much more is completed by our 4 PW employees, 3 parks employees, 2 sanitation employees, 1 recycling employee and 1 mechanic. The mechanic (Rod) has announced his retirement and will be done at the shop on March 20, 2015. I have proposed some changes in the current departments and will be asking to hire another man to start on the garbage truck, (beginning of March) and moving existing personal to fill the mechanic responsibilities. In the next 52 weeks, we must allow 64 weeks of holidays, in just these 4 departments, plus cover for all sick days. We do not always have enough PW staff to carry out all requested repairs immediately. Some requests must be put on the PW list. PW needs one more additional staff, as someone is basically always gone.

This Report by

Mike Schuweiler

Superintendent

Town of Claresholm

FCSS UPDATE FOR FEBRUARY

Director:

Barb attended Facilitation course in Cochrane for 3 days taught by Alberta Culture representatives

Working on reports for Alberta Government and Child and Family Services in Calgary

Taking volunteer information for summer games

Attended meeting with PHECC coalition to prepare for meeting of directors in Cochrane on 18th. Discussion on looking after Early Childhood Mapping project as per requested by Government.

Meeting with Collective and Alberta Culture rep on 19th to plan Terms of Reference and moving forward with 'Station'

Will be meeting with Government rep. to assist me with writing Outcome Measures to Gov. on 27th

Julia will host Interagency meeting on Feb. 19th at noon

Julia is looking into funding for cyber-bullying presentation for WCCHS

Sherry is preparing for upcoming tax season

Sherry and Barb and planning Women's Conference along with Library and other community members

All attended Lion's dinner and meeting to discuss who we are and try to find something we can partner on.

All attended Family Day Skate. 19 volunteers and about 150 participants.

Kidsport had table and used skates, PHECC was upstairs with Playboxes

INFORMATION ITEMS



Date: February 15th, 2015

Subject: 2015 Alberta 55 Plus Summer Games

Please find enclosed promotional material for the upcoming 2015 Alberta 55 Plus Summer Games in Strathmore, July 16 - 19, 2015.

This material includes an Alberta Games website where information on how interested participants can qualify to represent their Zone in one of fourteen activities/sports at these Summer Games. Please post this information in a prominent location for potential participants.

The Alberta Sport Connection firmly believes that engaging Alberta's over fifty-five-aged population in activities/sports for the mind and body is the best way to a longer, healthy life.

If you have any questions or would like additional information, please visit our website at www.albertagames.com , or call Darrell at (403) 297-2705.

Darrell Joy
Alberta Games Consultant
Alberta Sport Connection

enclosures

RECEIVED
FEB 16 2015

Willow Creek Agricultural Society

P.O. Box 1401

Claresholm, Alberta, Canada T0L 0T0

Minutes of the Willow Creek Ag. Society held on Jan 21st, 2015.

Call to Order: Meeting called to order at 6:40 at Douros.

Present: David Hansma, Lorraine Norgard, Wally Mandel, Neil Watt, Judy Minor, Rod Jensen, Allan Minor, Sheldon Smeltzer and Glen Alm.

Absent: Sid Gray, Shawna Burton, Dave Elliott, Gordon Weerstra, Gerry McGuire and Chris Dixon.

Reading of Minutes: Allan Minor moves we accept the minutes as presented. Wally Mandel seconds. Motion Carried.

Business Arising from Minutes: The board talked about the Welder/Generator for back-up power as well as having a extra emergency lighting. After some discussion Wally moves that we go ahead with the extra emergency lighting. Rodney seconds. Motion Carried.

Treasurers Report: The treasurers' report was not completed as of yet as David was getting the yearend report completed and submitted to Alberta Agriculture by the January 15th deadline.

Managers Report: David read the Managers report. David told the board about upcoming events at the Agriplex. David brought up the following items for discussion:

- We purchased approx. 2000yds of fill from Petros Car Wash for \$5000 delivered to the proposed building site.
- David asked if any of the board has looked at the LED lights in Barn C. Is this something we should be looking at in changing the lights in the Agriplex too.
- Glen White is looking into the pricing of the emergency lights as well at the cost for axillary power hook up to run back up lighting. The arena uses 12kva with all 5 rows of arena lights on and 5Kva with 1/2 of the 5 rows. The welder generator that would run this power output is a Miller Bobcat 250EFI welder/generator. It produces 11000 watts of continuous power with 12000 watts at peak.
- Ag Society convention is in Edmonton on Feb 6-8th. Anyone want to go in my place.
- The Chamber of Commerce would like one of our members to attend their monthly meeting.

New Business: After some discussion on the welder/generator the board decided to wait until we have a price on what it will cost to do the wiring to run the welder as back-up power before making a decision on the size of welder. Lorraine said she would again attend the Chamber meetings. She had quite going as she felt it was not a good use of her time. We talked about having other members go to the Ag Convention but no one expressed interest.

Lorraine asked if we could check on the fryer fan as the grease seems to be thick when using the deep fryer.

Adjourn: Lorraine moves the meeting to be adjourned at 8.00p.m.

2015 Summer Games Planning Committee

Meeting Agenda

February 10, 2015

6:00pm

Type of Meeting: Planning

Meeting Facilitator: Chris Dixon

Attendees: Chris, Karine, Barb, Marian, Tiff, Tina, Marni, Deedee, Mike, Tim, Val, Yvan, Lee, Dale, Amanda

- I. Call to order 6:02pm
- II. Welcome to any new Members Introductions around the table, Marian Carlson – town CAO, Val Ritzen – Darts Chair, Lee Hall and Yvan Lejeune – shooting sports, Dale Lytwyn – Fish and Game
- III. Approval of minutes from last meeting Approve Marni, Second Barb, Carried
- IV. Any Additions to the agenda Addition of Shooting (d). Agenda approved by Tim, Second by Tina, carried
- V. Ongoing business
 - a) Budget **Baseball** budget cut in half/Temp. Budget is on Google drive for viewing/ waiting on sports chairs to submit budgets.
 - b) Fundraising – MD businesses/ Community Birthday Calendar Very few **calendars** sold at the trade fair. Need to be promoted, Amanda to make posters to hang around town, article will come out next week in Local Paper, Can send people to Credit Union or Local Press to purchase. Deedee will call Bill at IGA re selling in Lobby there. Discussed doing on 10% Tuesday and a few other dates. Will confirm with Bill then email our dates and times that we need to fill shifts. Karine will add to town sign where calendars can be purchased. Amanda revamped the look of the Calendar, she will send out once it is complete for committee to approve. Motion was made by Tina to print up 100 thank you cards, second by Tiffany, carried. Once printed Amanda will send a thank you to Credit Union for use of Popcorn machine. **Sponsorships** – Haul away (Shane Hazelaar) will haul and move stuff and be an in kind sponsor/Kinsmen (Mike Cutler) looking to donate something – will approach about sand for beach volleyball. Marni indicating that it is really hard to ask for Money when we don't have a **specific budget** – Tina will give a list of things that we are need of money for. There was a question raised as to if MD businesses were asked for donations – consensus is no. Marni will contact Corrie at MD re getting a list of businesses and possibly sending out with billings. Will send out another with the town bills at end

of February. Amanda will revamp the sponsorship letter to read that you will only get a Calendar advert with a Gold or Platinum Sponsorship. Amanda will go to **Chamber** meeting on Tuesday to try to generate some sponsorship and publicity. Rod Dyrholm approached table at trade fair stating that they are working on the empty spaces on and around Main Street.

- c) Facilities Mike from Town indicates that we can have **Beach Volleyball** in Amundsen Park and that he 'has a line on some sand'! **Shooting** – Handguns, Trap and Walt Lane looking into where to do small Boar. Lee and Yvan would like to see the shooting events on different days so that anyone who registers can shoot in all events. Want Trap shoot last as it is tiresome. Committee gave the go ahead to arrange how they wanted and to give us a budget that could include things like clay pigeons and targets. Committee also suggested that they try to find their own volunteers, who are familiar with the sport. **Archery** – Dale will consult with Barry Adams. **Darts** – Question brought forward regarding drinking during darts at the Legion – Committee has no problem with it. They will follow the rules and if someone is unruly be removed as needed.
- d) Volunteers We had 3 people sign up at the trade fair. Tina handed out a hard copy of the Volunteer Registration forms. Need to add specific examples of 'special skills' to read things like typing/sewing/etc. **Claresholm Car Club** is going to see about doing some volunteering as a club project – will let us know. **Kinettes** are also willing to do something – Deedee to take to a meeting.
- e) Treasurer Report To date we have \$42884.50 plus \$5000.00 From Russ Anderson Sponsorship that was just received.
- f) Games Coordinator Received an application that looks great. Deedee motioned that we set up and interview with Kaitlyn Kachmarski, Tiffany Second, carried. Tina to do.
- g) SARA Board Time ins went well, very informative. Will do more time ins, Tina to firm up a date and time, and let whomever needs to come know. Will do either by Skype or teleconference, whatever works if it can't be in person. Will include shooting to these time ins. Hoping some of the SARA board will be here to meet with town council. SARA board concerned about there being no sports chair for soccer yet. Vulcan has indicated that we can use their equipment if need be.
- h) T-Shirts – follow up from last meeting – Amanda spoke with Charlotte but has not received a response yet.

VI. New business

- a) Town Requests – We are on the town's agenda for Feb. 23. Need to ask for things like no rental fees for Arena and Pool and man power. MD requests would include – Insurance/Info about Triathlon/cycling – where we could do and if roads could be closed and Archery area that could be used. Chris indicated that he would set up a meeting with the MD.

b) Omni Green – Landscaping Chris took Business card and will arrange a meeting with them to discuss what they are offering and what time line we are looking at. They are willing to do as an ‘in kind’ donation. Wonderful for us!

c) Time ins – As discussed above – Tina to let people know where/when and how.

d) Shooting – Most discussed under facilities – Lee indicated that it would be great to have some photography of the shooting as it is not widely published at Summer Games or on the website. Committee requested some pics to put on the site.

VII. Adjournment 7:38pm

VIII. Next Meeting March 10, 2015 at 6pm



WE ARE
economies
OF SCALE

WE ARE THE
support
YOU NEED



WE ARE THE
experts
IN MUNICIPALITIES

WE ARE YOUR
advocate

February 2, 2015

Town of Claresholm

Mr. Jeff Gibeau, CAO
PO Box 1000
Claresholm, AB T0L 0T0

Dear Mr. Gibeau:

RE: 2013 Renewable Energy Certificate (REC)

We would like to recognize your dedication to the environment with your decision to purchase **20% Green Power** as part of your total annual electricity consumption in the 2009 AMSC Energy Program. Enclosed you will find your REC acknowledging your EcoLogo™ certified renewable energy purchase for January to December 2013.

TransAlta is a marketer of renewable electricity and generates green energy by harnessing one of the best renewable energy sources on earth; the wind. Your green power purchase displaces emissions from coal and gas-fired generation, lowering air contaminants such as sulphur dioxide, nitrogen oxide and greenhouse gases.

The **Town of Claresholm's** purchase of **497 MWh** of green power has contributed to the reduction of **437 tonnes of carbon dioxide**, which is similar to taking **86 cars** off the road for one year or planting **11,186 trees** that have grown for 10 years. Your choice has offset a significant amount of the greenhouse gases produced while generating your electricity; thank you!

For further information regarding the 2014 AMSC Energy Program, please contact Andrew Riley at 780-431-4541 or ariley@auma.ca.

Thank you for supporting the AMSC Energy Program.

Yours truly,

John McGowan, CMA, IDC.D
Chief Executive Officer

RECEIVED
FEB 18 2015

Certificate # TA010133



Green Energy® Tags from TransAlta Corporation or its affiliate Canadian Hydro Developers, Inc is a renewable certificate product. Every MWh of Green Energy Tags from TransAlta Corporation or its affiliate is a tradeable renewable certificate product.

This certifies that Town of Claresholm is entitled to the full ownership of all environmental attributes associated with 496.52 MWh of tradeable renewable certificates free of any liens and encumbrances for the period of January 1, 2013 to December 31, 2013.



EVP, Trading and Marketing

August 19, 2014
Date



TransAlta[™]



Transfer of full ownership of all environmental attributes associated with the generation of 496.52 MWh from facilities that are certified through. The EcoLogo[™] Program.