



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JANUARY 12, 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 DECEMBER 15, 2014

FINANCES: NOVEMBER 2014 BANK STATEMENT

ACTION ITEMS:

1. BYLAW #1600 – Borrowing
RE: All Readings
2. CORRES: Alberta Emergency Management Agency – Disaster Recovery Program
RE: Town of Claresholm Staff Support at Disaster Recovery Program
Registration Centre, November 26, 2014
3. CORRES: Green Party of Canada Foothills EDA
RE: Request to Hold Event in Arena
4. CORRES: Municipal District of Willow Creek No. 26
RE: Request to Waive Property Taxes
5. CORRES: Claresholm Physician Recruitment & Retention Committee
RE: 2015 Budget
6. CORRES: Claresholm Kinsmen Club
RE: Charity Hockey Game January 3, 2015
7. CORRES: Claresholm & District Museum Board
RE: Invitation to Tour the Museum
8. 2015 INTERIM OPERATING BUDGET
9. REQUEST FOR DECISION: Tax Recovery Sale Reserve Bid & Real Estate Listing
10. REQUEST FOR DECISION: Playground & School Zone Modification
11. REQUEST FOR DECISION: Taxi Token Policy
12. INFORMATION BRIEF: Multi-use Community & Town Hall Project
13. INFORMATION BRIEF: Annexation
14. INFORMATION BRIEF: Sanitation & Recycling Update
15. INFORMATION BRIEF: Storm Water Master Plan Update
16. ADOPTION OF INFORMATION ITEMS
17. IN CAMERA: PERSONNEL / DEVELOPMENT

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – December 2014
2. Mayors & Reeves of Southwest Alberta Agenda – January 9, 2015
3. Mayors & Reeves of Southwest Alberta Contact List – January 6, 2015
4. Porcupine Hills Lodge Regular Meeting Minutes – December 2, 2014
5. Farm Safety Centre Thank You – December 19, 2014
6. Alberta SouthWest Regional Alliance Meeting Minutes – December 3, 2014
7. Municipal Planning Commission Minutes – December 5, 2014

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
DECEMBER 15, 2014

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: Acting Chief Administrative Officer: Jeff Gibeau; Secretary-Treasurer: Karine Wilhauk

MEDIA PRESENT: Rob Vogt, Editor, Claresholm Local Press

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

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

CARRIED

MINUTES: **REGULAR MEETING – NOVEMBER 24, 2014**

Moved by Councillor McAlonan that the Regular Meeting Minutes of November 24, 2014 be accepted as presented.

CARRIED

ACTION ITEMS:

1. DELEGATION RESPONSE: Claresholm & District Transportation Society
RE: Loan Request

Councillor O'Neill declared a conflict of interest and left the meeting at 7:03pm.

Moved by Councillor Fieguth to approve the request from the Claresholm & District Transportation Society for an interest free loan of \$36,688 over a period of two years and to start the bylaw process to grant the loan.

DEFEATED

Councillor O'Neill rejoined the meeting at 7:14pm.

2. CORRES: Claresholm Community Centre Association
RE: Letter of Support

Moved by Councillor Ford to write a letter of support for the Claresholm Community Centre Association's grant applications towards purchasing new tables, chairs and other improvements to the Community Centre, with the stipulation that the letter of support does not include any promise of monetary contribution from the Town of Claresholm at this time.

CARRIED

3. CORRES: Claresholm Community Centre Association
RE: Storage Unit

Moved by Councillor McAlonan to deny the request to allow the Claresholm Community Centre Association to place a storage unit on the west side of the Claresholm Community Centre.

CARRIED

4. CORRES: Lethbridge Bulls Baseball Club
RE: Community Development

Moved by Councillor Ford to write a letter of support for the Lethbridge Bulls Baseball Club's application to the Community Initiatives Program (CIP) Grant to purchase a mobile trailer and baseball training equipment to promote baseball in Southern Alberta.

CARRIED

5. CORRES: Jean Sorochan
RE: People who walk on the road

Received for information.

6. INFORMATION BRIEF: 2014 Public Works & Infrastructure Projects Update

Received for information.

7. INFORMATION BRIEF: Mackin Hall Update

Received for information.

8. INFORMATION BRIEF: 2014 Regulatory & Enforcement Update

Received for information.

9. ADOPTION OF INFORMATION ITEMS

Moved by Councillor O'Neill that the information items be accepted as presented.

CARRIED

10. IN CAMERA: LEGAL

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 McAlonan that this meeting adjourn at 8:35pm.

CARRIED

Mayor – Rob Steel

Acting CAO – Jeff Gibeau

**TOWN OF CLARESHOLM
NOVEMBER 2014 BANK STATEMENT**

RECONCILED BALANCE OCTOBER 31, 2014			\$174,883.81
DEPOSITS TO BANK	DEBITS	CREDITS	BALANCE
RECEIPTS FOR MONTH	\$426,032.57		
REVOLVING LOAN RECEIVED	0.00		
CURRENT ACCOUNT INTEREST	197.89		
GIC REDEEMED	0.00		
INTEREST ON GICS	0.00		
TRANSFERS FROM T-BILLS	320,000.00		
SUBTOTAL	\$746,230.46		
CHARGES TO ACCOUNT			
ACCOUNTS PAYABLE		\$512,478.64	
PAYROLL CHARGES		118,228.02	
INTEREST ON REVOLVING LOAN		0.00	
REVOLVING LOAN PAID		0.00	
LOAN PAYMENTS		0.00	
MASTERCARD PAYMENT		6,373.78	
TRANSFERS TO T-BILLS / GIC PURCHASE		0.00	
NSF CHEQUES		999.99	
SERVICE CHARGES		371.98	
SCHOOL FOUNDATION PAYMENT		0.00	
SUBTOTAL		\$638,452.41	
NET BALANCE AT END OF MONTH			\$282,661.86
BANK RECONCILIATION			
BALANCE PER BANK	373,209.44		
PLUS OUTSTANDING DEPOSITS	35,566.29		
LESS OUTSTANDING CHEQUES		-126,113.87	
RECONCILED BALANCE NOVEMBER 30, 2014			\$282,661.86
OTHER BALANCES:			
EXTERNALLY RESTRICTED T-BILLS	\$565,307.90		
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$0.00		
NON-RESTRICTED GIC'S	\$2,500,000.00		
PARKING RESERVE	\$3,648.36		
WALKING PATHS RESERVE	\$1,982.78		
OFFSITE LEVY RESERVE	\$62,779.67		
SUBDIVISION RESERVE	\$36,302.82		
REVOLVING LOAN BALANCE		\$0.00	

SUBMITTED TO TOWN COUNCIL THIS 12th DAY OF JANUARY 2015

K. Wilhauk

Submitted: Karine Wilhauk
Secretary Treasurer

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1600**

WHEREAS the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Treasury Branches (“ATB”) up to the principal sum of \$550,000.00 repayable upon demand at a rate of interest per annum from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:
 - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
 - b. As security for any money borrowed from ATB:
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:

Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.
5. In the event that the *Municipal Government Act* permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw comes into force on the final passing thereof.
7. Bylaw #1592 is hereby rescinded.

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

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

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

Rob Steel, Mayor

Jeff Gibeau, Acting CAO



Alberta Emergency Management Agency
Disaster Recovery Program
14515 – 122 Avenue
Edmonton, Alberta T5L 2W4

December 8, 2014

His Worship Rob Steel
Mayor, Town of Claresholm
221 – 45 Avenue West
PO Box 1000
Claresholm, AB T0L 0T0

**RE: Town of Claresholm staff support at Disaster Recovery Program
Registration Centre, November 26, 2014**

Dear Mayor Steel:

On behalf of the Disaster Recovery Program (DRP), I would like to express appreciation for the Town of Claresholm staff who provided extra assistance in administering the Government of Alberta's DRP Registration Centre held in Claresholm, AB on November 26, 2014. In particular, I would like to recognize the efforts of your Acting Chief Administrative Officer, Jeffery Gibeau and Front Desk Clerk Tilly Wall for the exceptional teamwork and dedication they showed that day.

DRP personnel from Edmonton, AB had been deployed to Southern Alberta to operate Registration Centres at various locations throughout November. Due to worsening weather conditions, provincial personnel at Claresholm's DRP Registration Centre were asked to return to Edmonton, AB the afternoon of November 26, 2014 ahead of a severe winter snow storm forecasted to begin overnight. In addition to the genuine hospitality and helpfulness that Jeffery and Tilly showed that morning, they also took the extra effort to continue taking in DRP applicants until the scheduled closing time. This was especially valuable as it allowed community members employed at various facilities in the area to access the Registration Centre after their shifts ended at 3:00pm.

I know our personnel greatly appreciated working with such an enthusiastic and dedicated local team. Because of the leadership they took in their roles, your employees along with MD of Willow Creek staff were able to assist an additional 22 community members with program applications after our remaining DRP personnel left for their safe journey home. Jeffery and Tilly demonstrated a clear commitment to serving their community and neighbors, and did so amicably and capably.

I would also like to thank you for your willingness to create a strong partnership across levels of government in serving the members of your community. We look forward to working with you in continued cooperation. Best wishes to you and your family during the holiday season.

Sincerely,



Stacey Gellatly
Director, DRP Strategic Planning & Design
Alberta Emergency Management Agency
Government of Alberta

Karine Wilhauk

From: Romy Tittel <Romy@procad.com>
Sent: December-16-14 11:07 AM
To: Mike Schuweiler
Cc: Karine Wilhauk
Subject: Proposal for Event at the Arena

Dear Council,

We are planning a Fair celebrating the “International Year of Soils” and “Craft Year 2015”, sponsored by the Green Party of Canada Foothills EDA.

These events will be held in the following towns;

1. Okotoks- August
2. Black Diamond-May
3. Nanton-March
4. Claresholm-June
5. Fort Macleod-July 11
6. Pincher Creek- April 11

The following groups will be invited to participate;

- Organic Food Producers
- 4H Clubs
- Animal Shelters
- Renewable Energy
- Environmental interests
- Local artisans
- Heath/Wellness/Fitness

We would like to seek the council’s approval to host this event in your community arena on a Saturday in June, 2015. If you have any questions, please do not hesitate to contact me.

Romy S. Tittel

Candidate/CEO Foothills EDA



(403) 608-1380

romy@greenpartyfoothills.ca - Twitter [@RomyTittel](https://twitter.com/RomyTittel) - Facebook www.facebook.com/romy.tittel.3



Municipal District of Willow Creek No. 26

Office of the Administrator

www.mdwillowcreek.com

273129 Secondary Hwy 520
Claresholm Industrial Airport
Box 550, Claresholm Alberta T0L 0T0

December 18, 2014

Office: (403) 625-3351

Fax: (403) 625-3886

Shop: (403) 625-3030

Toll Free: 888-337-3351

Town of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0

Attention: Mr. Jeff Gibeau – Acting Chief Administrative Officer

Dear Mr. Gibeau:

Please consider this letter as a formal request from the Municipal District of Willow Creek to the Town of Claresholm requesting the waiver of the taxes as they apply to the property previously owned by Claremed Holdings Ltd, and legally described as Lot 2 Block B Plan 771577.

The Municipal District asks that the taxes be waived as long as the facility is operated as a medical clinic.

The Municipal District thanks the Town, in advance, for its anticipated positive response to this request.

Yours truly,

Cynthia Vizzutti CLGM, CTAJ
Chief Administrative Officer



INFORMATION BRIEF

Meeting: January 12, 2015
Agenda Item: 4

REQUEST TO WAIVE PROPERTY TAXES – Medical Clinic (Municipal District of Willow Creek)

DESCRIPTION:

As per the letter dated, December 18th, 2014, the Municipal District of Willow Creek has requested that the taxes for the property located at 4215, 3 ST W (Currently the Medical Clinic) be waived for as long as the facility is operated as a medical clinic.

BACKGROUND:

Typically Municipalities do not levy taxes on land or operations for each other. However, if the building is being used for other purposes, such as rental to third party, Municipal taxation is not deemed exempt. As such, the Municipal District of Willow Creek would be required to pay the Municipal portion of taxes to the Town of Claresholm because of their arrangement with the operators of the Medical Clinic.

Taxation records show that the Municipal District of Willow Creek has levied over \$12,000 of taxes to the Town of Claresholm since 2008 for the use of property outside of municipal operations. In a similar situation, a total of \$8823.00 taxes were levied by the Municipal District of Willow Creek for the West Water Treatment Plant Operators residential use. These examples are similar because the Municipal District of Willow Creek benefited from the Water treatment abilities that this situation provided. Clearly the Town of Claresholm benefits from the operation of the Medical Clinic, as a result Administration recognizes that all parties mutually benefit from these types of arrangements.

Additionally, typical requests of this nature by not-for profit societies and associations been approved by Council on an annual basis. The request to be exempt from Municipal taxation is commonly received from many organizations in the community.

OPTIONS/ CONSIDERATIONS

There are several options for Council to consider:

1. Waive the taxes for the requested property for the duration of its use as a medical clinic.
2. Waive the taxes for the requested property for a period of time to be reviewed (ie. Annually).
3. Deny the request to waive the taxes for the requested property.

It may be advisable that Council consider a meeting to discuss this request with the Municipal District of Willow Creek.

ATTACHMENTS:

- 1.) Correspondence from the MD of Willow Creek dated December 18, 2014.

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Jeff Gibeau – Acting CAO

APPROVED BY: Jeff Gibeau – Acting CAO

DATE: January 8, 2015

December 12, 2014

Town of Claresholm
Claresholm, Alberta

Dear Mayor Steel and Council;

On behalf of the Claresholm Physician Recruitment and Retention Committee we wish to extend our sincere thanks to you and your community for your support in the past years for our recruitment committee.

As you may be aware Dr. Al-Yousif will be leaving the Claresholm Clinic and moving her practice to Okotoks, February 1, 2015. Dr. Al-Youif has been with us for five years now and we are sad to see her go. It is important to our community to have a female physician and we have already begun the process to find one. We will also be recruiting another physician as the demand on the clinic continues to increase.

We feel it is very important that we continue to offer our incentive program of housing assistance and memberships to various recreational facilities. This of course is only possible by your continued financial support. Two years ago we asked that you budget for physician recruitment but, to hold the money in reserve. Now we would request that you forward to the Recruitment Fund in care of the town of Claresholm the amount that was reserved two years ago. For the Town of Claresholm it is \$30,000.

For the year 2015 we would request that you again budget \$30,000 in your 2015 budget and hold this amount in reserve until we feel it necessary to acquire it.

We greatly appreciate the past support of your council and community in our efforts to maintain a solid core of physicians in our community. Without your support we would not be able to achieve our goal of ensuring that we have a high quality health care team in the Claresholm area. If you have any questions or concerns regarding this letter please feel free to contact either Glen Alm or Brent Hall.

The Claresholm Physician Recruitment and Retention Committee

Glen Alm, Chairman



December 22, 2014

To Mayor Rob Steel
and the Town of Claresholm Council

RE: Kinsmen Charity Hockey Game 2015

It's that time of year again for what has become quite a successful event for the Community and the Claresholm Kinsmen. The Claresholm Kinsmen Charity Hockey Game is on January 3, 2015. This year the game will be between the Claresholm Thunder Alumni and the Claresholm Storm Alumni. We are looking forward to the change in participants and feel it will generate; a whole community participation. Many players are seeing this as a reunion opportunity and are travelling back to Claresholm.

The proceeds this year will be going to local families in need, who are facing health issues.

We, the Claresholm Kinsmen are writing to request the fee for ice rental be donated by the Town of Claresholm. This would be seen as your donation to this event and you would be recognized during the game.

Thank you for supporting us in the past and for your future support. Community helping Community is one of our founding principles.

Merry Christmas and Happy New Year.

Regards,



Mike Cutler
President
Claresholm Kinsmen

Karine Wilhauk

From: Jane Marsh <janeclaresholm@gmail.com>
Sent: January-09-15 1:57 PM
To: Karine Wilhauk
Subject: Invitation to Town Council

To Members of Town Council:

The Museum Board is very proud of our local Museum facilities; and the accomplishments of past contributors that have brought us to this point.

We would love to have Council Members come for a quick tour, bit of socializing over a cup of coffee, and some acquaintanceship over our common interests.

Mike McAlonan will be orchestrating a date and time for this short event, so if you could please let him know about your availability, we will schedule this.

Thank you for your service to this Town and community. We appreciate your efforts and acknowledge how much time you donate.

Yours truly,

Jane Marsh
Chairperson
Claresholm and District Museum



REQUEST FOR DECISION

Meeting: January 12, 2015
Agenda Item: 9

TAX RECOVERY SALE – RESERVE BID – REAL ESTATE LISTING

DESCRIPTION:

Administration is requesting:

1. Council reduce the reserve bid set for 4 Skyline Crescent, Legal: Lot 16, Block 63, Plan 0110064
2. Council motion to extend the current Real Estate Listing Contract for an additional six (6) months.

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



BACKGROUND

1. This abovementioned property was registered to the Tax Recovery Arrears list April 19, 2012.
2. A tax recovery notification was endorsed by Alberta Land Titles and sent to all registered owners on May 15, 2013.
3. Town Council set the public auction date and reserve bid on July 22, 2013.
4. The public auction was held on September 30, 2013 with a reserve bid set at \$1,129,020.00 (which was the 2012 assessed value).
5. In conjunction with an independent property inspection and appraisal, the market value of property was projected to be \$800,000.00.

6. At the Council meeting held on December 17, 2013, Council carried a motion to set (lower) the reserve bid to \$964,510.00.
7. At the Council meeting held on May 26, 2014, Council carried a motion to enter into real estate contracts for the listing of the property located at 4 Skyline Crescent (Lot 16, Block 63, Plan 0110064) with both Willow Creek Realty Ltd. and Century 21 Foothills Real Estate, subject to the terms and conditions laid out in the proposals and the Town of Claresholm Terms of Sale (except the listings be for 6 months only).

DISCUSSION / OPTIONS / RECOMMENDATION:

- It has been approximately 13 months since Council had established the reserve bid at \$964,510.00. The Town and or its agents have received mild interest from several prospective purchasers; however no one has made any offers.
- As a result, the Regulatory & Property Services Department advises Council to consider, by motion to \$800,000.00. This would be in line with the independent property inspection and appraisal obtained by the Town in late 2013.
- In June of 2014, the Town entered into a Real Estate Contract with multiple local realtors. The Regulatory & Property Services Department recommends that the listing arrangement is extended for an additional six (6) months. Upon expiration, Council may review the listing with options for further extension or to change the listing agent.

COSTS / SOURCE OF FUNDING (if applicable):

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

PROPOSED RESOLUTIONS:

1. In accordance with Section 425(1)(a) of the Municipal Government Act, a Municipality that becomes the owner of a parcel of land may dispose of the parcel by selling it at a price that is as close as reasonably possible to the market value of the parcel. Administration recommends that Council pass a motion to reduce the reserve bid value as listed:
 - Lot 16, Block 63, Plan 0110064 - \$800,000.00

Moved by Councillor _____ to reduce the reserve bid for Lot 16, Block 63, Plan 0110064 to \$800,000.00

Moved by Councillor _____ to extend the current Real Estate Listing Contract for an additional six (6) months ending on June 5th, 2015.

ATTACHMENTS:

- 1.) none

APPLICABLE LEGISLATION:

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

PREPARED BY: Jeff Gibeau – Acting CAO

APPROVED BY: Jeff Gibeau – Acting CAO

DATE: January 5th, 2015



REQUEST FOR DECISION

Meeting: January 12, 2015
Agenda Item: 10

PLAYGROUND / SCHOOL ZONE SIGNAGE

BACKGROUND:

It has been brought to the attention of the Town of Claresholm that local playground and school zone signage is outdated and different than what is being placed in the communities. This causes some confusion as to what the playground and school zone signage looks like. In addition the signage at the Closed Elementary School needs to be changed to represent a playground.

Provincial regulations are as follows for the times reduced speed;

Playground zone:

- 8:30 a.m. to one hour after sunset

School Zone:

- 8:00 a.m. to 9:30 a.m.
- 11:30 a.m. to 1:30 p.m.
- 3:00 p.m. to 4:30 p.m.

DISCUSSION/OPTIONS:

The Town of Claresholm Regulatory & Property Services Department has consulted with the RCMP and wishes to bring the following proposal forward:

1) School Zone:

- a) Reduce the length and resign the 55th Avenue West school zone that currently runs the entire length of 55th Avenue West (from 8th Street West to HWY #2 = 1st Street West) to the proposed length from 8th Street West to 4th Street West.



- b) The **School Zone** on 2nd street west (Playground by Closed Elementary) **to be changed** into a **Playground zone**, with the distance along 2nd street that it is active for; remaining the same.



- c) The School Zone that runs directly in front of the West Meadows School, driving through two playgrounds and the High School Football/Track and Field grounds; **to be changed to a dual zone; School zone and a Playground zone**. Dual signage will create extended hours of effectiveness, those being; 7:30 am (as per proposal (f)) to one hour after sunset.



- d) The School zone/Playground zone on 8th street west would be extended:
 - i) further **South**, so that it begins between 53 avenue and 55 avenue.
 - (1) further **North**, so that it begins in the middle of Moffat baseball diamond.

The reason for the extension of the School Zone on 8th street is the high level of pedestrian and vehicle traffic. The flow of children for School Volume peaks near 53 Ave West. In addition there are children walking from Derochie Estates. Therefore his extended zone to the North would hopefully make citizens using 8th street more aware; both for commuting school children and the increased volume of pedestrian and vehicular traffic that occurs during the spring to fall months.

- e) **A New School Zone** to be created that goes from 8th street west along 59th avenue (Division Avenue) to the east edge of the High School playground.



- f) The last proposal is to post All school zones as a the speed limit of is 30 km/h and the effective time is 7:30 – 16:30 school days.

A lot of Municipalities are taking this approach as it is simpler and easier to remember and enforce. This decision would surpass provincial regulations and would require a Bylaw change. Provincial regulations are (8:00 a.m. – 9:30 a.m. then 11:30 a.m. – 1:30 p.m. then 3:00 p.m. – 4:30 p.m.)

COSTS/ SOURCE OF FUNDING (if applicable):

When available and practical, signage will be reused. The cost of additional signs will be incorporated into the Town of Claresholm operating budget.

RECOMMENDED ACTION:

Town of Claresholm Administration recommends that Town Council pass a resolution for the update of playground signage at the locations presented. (see resolution below)

PROPOSED RESOLUTIONS:

Moved by Councillor _____ that the Town of Claresholm update the school/playground signage as presented.

ATTACHMENTS:

- 1.) Photos (pdf. sign file 1 and 2)

APPLICABLE LEGISLATION:

- 1.) <http://www.transportation.alberta.ca/1957.htm>
(Alberta Government Playground and School Zone regulations)

PREPARED BY: Jeff Gibeau – Acting CAO & Jason Hemmaway – Municipal Enforcement Officer

APPROVED BY: Jeff Gibeau – Acting CAO

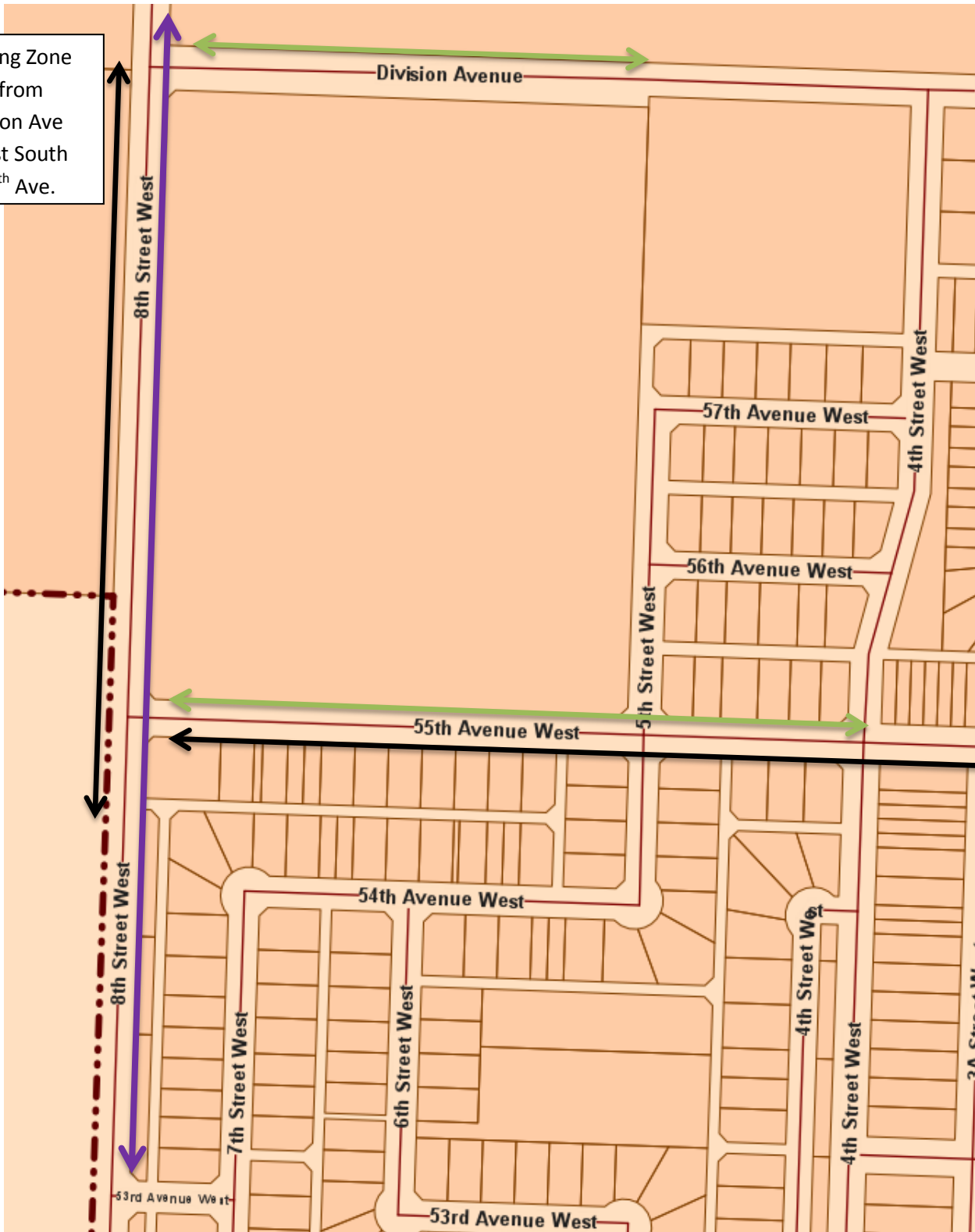
DATE: January 6, 2015

Proposed Playground/School Zone and School Zone Signage Map

Legend :

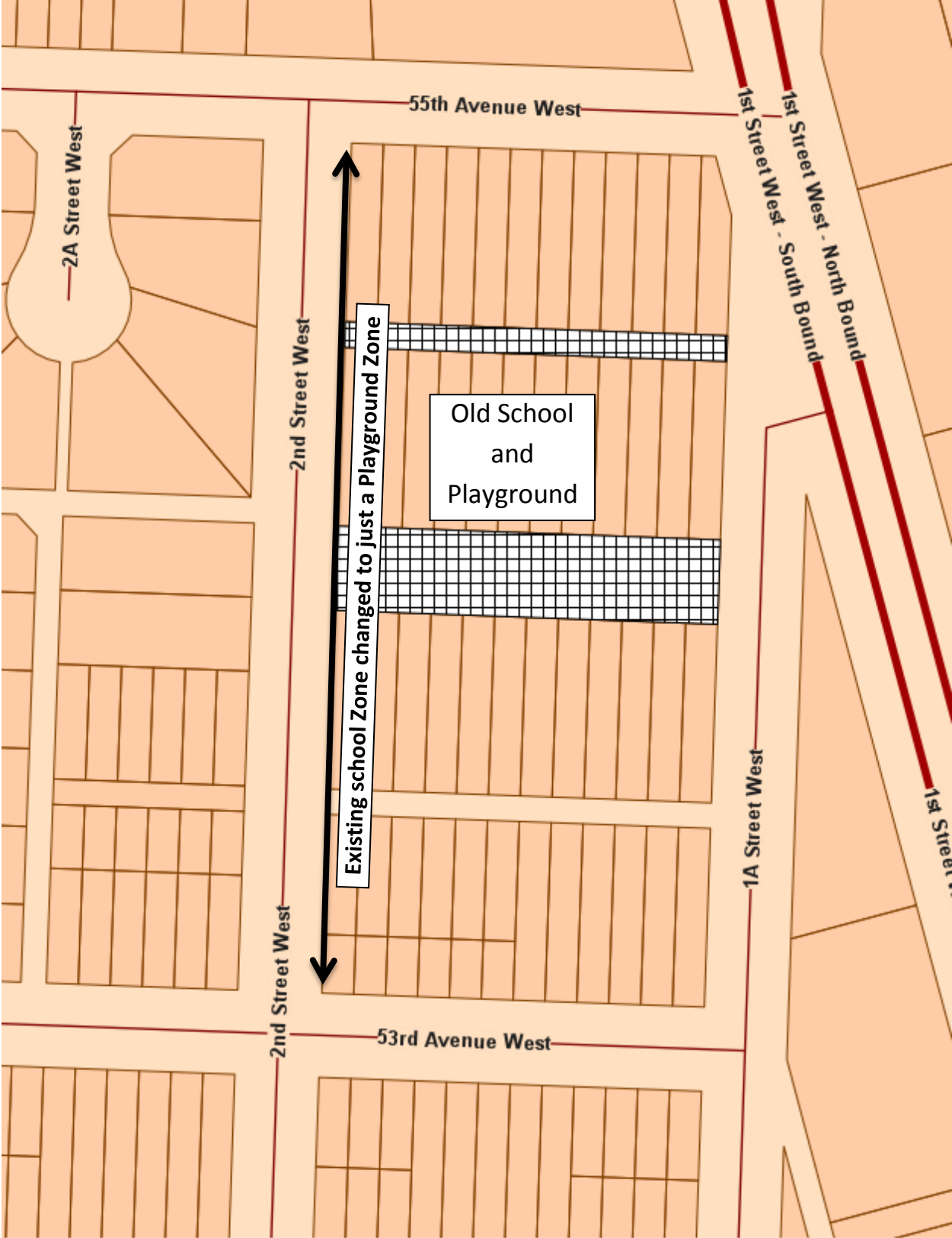
- School Zone + Playground Zone
- School Zone
- Existing School Zone

Existing Zone goes from Division Ave to just South of 55th Ave.



Existing Zone goes from 8th street to the highway

Old Elementary School Zone changed to just a Playground Zone









Policy #TRAN 01-15

Taxi Token Program

PURPOSE: To provide guidelines for the use/distribution of Taxi Tokens within the Town of Claresholm.

POLICY:

1. This policy rescinds all prior policies and resolutions of the Town of Claresholm regarding this matter.

PARAMETERS:

1. The Town of Claresholm taxi token program is open to any Town of Claresholm resident who qualifies for a government disability assistance program **and/or** is over the age of 65.
2. A maximum of 16 tokens may be issued per month to each qualifying individual.
3. Each token has a purchase value of \$2.50 + G.S.T.
4. The Town of Claresholm will subsidize \$2.00 for each taxi token purchased.
5. Each purchased taxi token has no expiry date.
6. The Taxi Token program is available to any Town approved Transportation / Taxi Service and the Claresholm & District Transportation Society.

NOTE: Fees of this policy may be changed by Council resolution and updated to the policy at the next formal review of the fees and charges.

EFFECTIVE DATE: JANUARY 12, 2015



REQUEST FOR DECISION

Meeting: January 12, 2015
Agenda Item: 11

TAXI TOKEN PROGRAM POLICY

BACKGROUND:

The Town of Claresholm has received correspondence from the Claresholm & District Transportation Society dated November 19, 2014 (see attached), requesting to participate in the Town of Claresholm Taxi Token program. Administration has met with representatives from the Transportation Society regarding this matter.

The Taxi Token program has been in existence before 1990 and Administration has no record of a policy or bylaw that governs the program. To date, this program was set-up and run via Council resolution only. As a result program parameters and/or fees have not been established. Administration has drafted a policy for the taxi token program which sets out parameters to include the Claresholm & District Transportation Society with the same criteria that the current program has been operating under (see attached draft policy).

DISCUSSION/OPTIONS:

Currently the Town of Claresholm subsidizes \$2.00 for each token (\$2.50 paid by the customer) to be paid monthly to the Taxi company.

YEAR	# of TOKENS SUBSIDIZED
2014	2619
2013	3047
2012	3344
2011	3225

The almost 20% decrease of usage over the last four years has resulted from the program becoming increasingly inefficient.

COSTS/ SOURCE OF FUNDING (if applicable):

During the 2014 budget year Council approved \$6200.00 to be allocated towards this subsidy program. This reflects the reduced usage, as previous budgets have allocated higher amounts (ie. 2011 - \$8000.00). The inclusion of the Claresholm & District Transportation Society will result in the need for Council to increase budget allocation to this subsidy.

RECOMMENDED ACTION:

Administration recommends the attached policy be approved effective January 12, 2015 by the resolution below.

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt Policy #Tran 01-15- Taxi Token Program, effective January 12, 2015.

ATTACHMENTS:

- 1.) Correspondence from Claresholm & District Transportation Society, dated November 19, 2014.
- 2.) Draft Policy #Tran 01-15

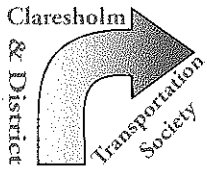
APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Jeff Gibeau – Acting CAO

APPROVED BY: Jeff Gibeau – Acting CAO

DATE: January 7, 2015



*Affordable and Accessible
Transportation
for Seniors and
those with Disabilities.*



*Received Nov 21, 2014
JD*

November 19, 2014

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

Administration:

The Claresholm and District Transportation Society have been providing a valuable service to residents of the communities of Claresholm, Fort Macleod, Granum, Stavely and Nanton since October, 2002.

Funds and contributions from individuals & service clubs help us to keep our fares for rides (fee for service) as low as possible for people on low & fixed incomes.

We have always transported residents with disabilities in town, but have overlooked participating in the taxi token program. We would like to request to participate in the program to whatever extent is possible to benefit the residents of Claresholm.

Sincerely,

Lyal O'Neill
CAO, Manager
Transportation Society
403-625-4455



INFORMATION BRIEF

Meeting: January 12th, 2015
Agenda Item: 12

MULTIUSE COMMUNITY BUILDING & TOWN HALL PROJECT UPDATE

BACKGROUND:

In May & June of 2014, all available stakeholders were consulted regarding the space requirements of their organization. Through July, the Architect and Steering Committee worked on various programming exercises to determine if the existing building footprint could incorporate all of the stakeholders' needs. Upon the accomplishment of this task, August and September were spent revising layout options and identifying pro's and con's of each scenario. In October, the Town of Claresholm hosted an open house in which valuable information was received from stakeholders and the public.

Since then, the Architect has been in contact with staff and stakeholders, and will submit a finalized report and preliminary drawings in January or early February of 2015.

DESCRIPTION / NEXT STEPS:

Two notable questions remain to be considered:

1. How much is this project going to cost?
2. How long will this project take to complete?

An accurate cost estimate will be obtained when the final report and preliminary drawings have been presented. This is an important next step in the evolution of this project and will allow the Town to evaluate potential funding sources. After cost estimates are established and funding sources are explored, a project time can be established.

Additionally, the Town of Claresholm has been in contact with Livingstone Range School Division (LRSD) representatives regarding the logistics for the acquisition of the old elementary school, portables and play ground. It is likely the Town of Claresholm will need to meet with LRSD representatives to finalize the arrangements regarding the playground in particular. This could be undertaken immediately.

ATTACHMENTS:

- 1.) none

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Jeff Gibeau – Acting CAO

APPROVED BY: Jeff Gibeau – Acting CAO

DATE: January 7, 2015



INFORMATION BRIEF

Meeting: January 12, 2015
Agenda Item: 13

ANNEXATION UPDATE

STATUS UPDATE

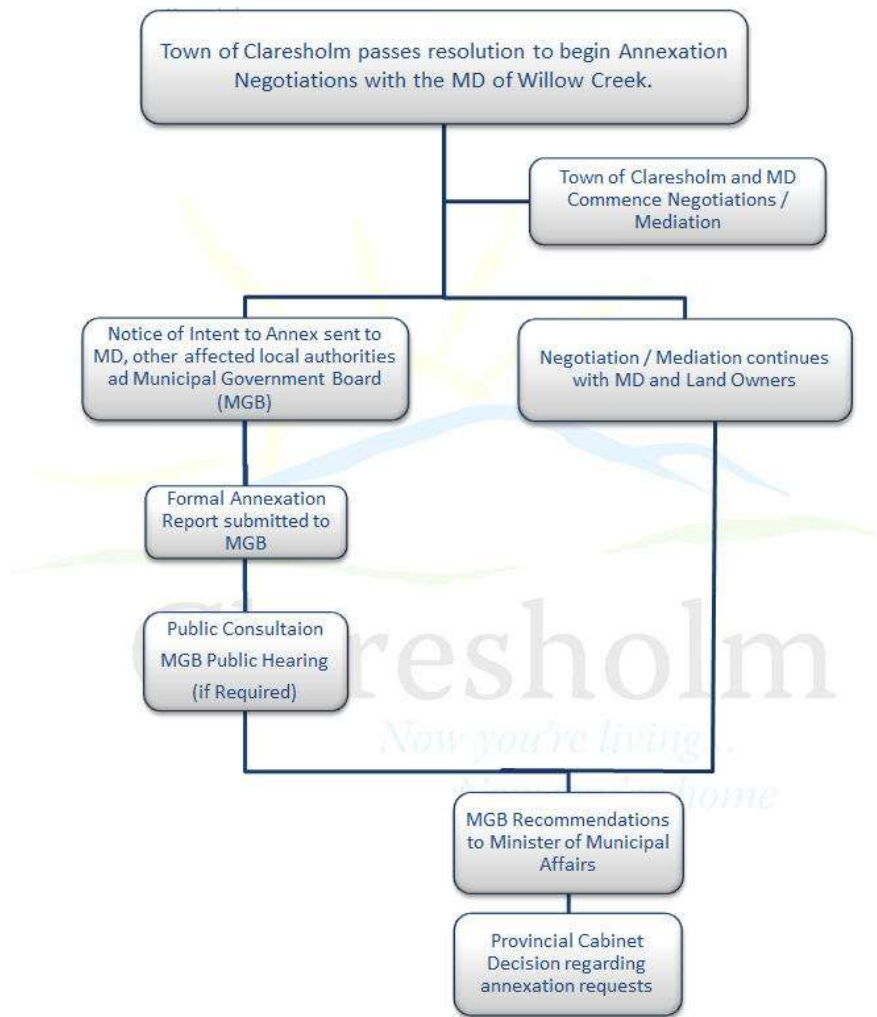
At the direction of Council, Administration has continued the negotiation process with property owners. Administration is currently still negotiating with two landowners in regards to their consent forms, if they are to be included in the Town of Claresholm annexation. Administration has been in consultation with the remaining parties to answer any questions and attempt to address concerns. The importance of timely commitments has been communicated to the remaining parties on several occasions.

TIMELINE

April 16, 2012	At the direction of Town Council, this project was initiated by sending a letter to ORRSC regarding preparation of the <i>Letter of Intent</i> for Proposed Annexation.
July 18-20, 2012	<i>Letters of Intent</i> sent to property owners and external agencies giving notice that Town of Claresholm intends on moving forward with an Annexation Application.
July 25, 2012	<i>Notice of Acknowledgement</i> for receipt of the Town of Claresholm's <i>Letter of Intent</i> received from Municipal Government Board (MGB).
July 26, 2012	ORRSC direction to Council regarding the Annexation Process.
August 15, 2012	Town of Claresholm requests Taxation & Assessment Information from Municipal District of Willow Creek.
September 2012 thru February 2013	Negotiation attempts between the Town of Claresholm and the Municipal District of Willow Creek regarding taxation, infrastructure, roads and other matters. Annexation Sub-Committee setup to facilitate this process.
February 5, 2013	Correspondence sent to property owners, updating them on the progress of the annexation and negotiations with the Municipal District of Willow Creek.
March 2013 thru June 2013	Annexation Sub-Committee meetings.
May 13, 2013	ORRSC updated Council as to the progress of the annexation. Large efforts are being made in an attempt to have this annexation uncontested.
June 24, 2013	Moved by Councillor MacPherson to accept the resolution for the purpose of compensation for lost taxation for the annexed parcels for four years to the MD of Willow Creek as presented in the Staff Report. Moved by Councillor Fieguth to accept the resolution to provide 25 years of tax relief for landowners affected by annexation with the MD of Willow Creek with the conditions as presented in the Staff Report.
September 11, 2013	MD of Willow Creek passed a motion to accept the negotiated terms of Annexation with the Town of Claresholm; 4 years of taxation compensation & 25 year of tax relief for property owners.

August 2013 thru June 2014	Meetings with property owners presenting the annexation terms agreed upon by the two municipalities. Property Owner consents drafted and presented to owners.
December 2014	Since the initial annexation map was presented, the Town of Claresholm has been negotiating with two additional bordering properties. Consents for all but two of the initial properties have been obtained. Administration in is contact with the remaining parties.

ANNEXATION PROCESS



ATTACHMENTS:

- 1.) Subject Lands Map

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act; Sections 112.1 thru 128
- 2.) Municipal Development Plan Bylaw No.1551; Section 11 & Figure 5

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

APPROVED BY: Jeff Gibeau – Acting CAO

DATE: January 7, 2015



INFORMATION BRIEF

Meeting: January 12th, 2015
 Agenda Item: 14

TOWN OF CLARESHOLM SANITATION & RECYCLING UPDATE

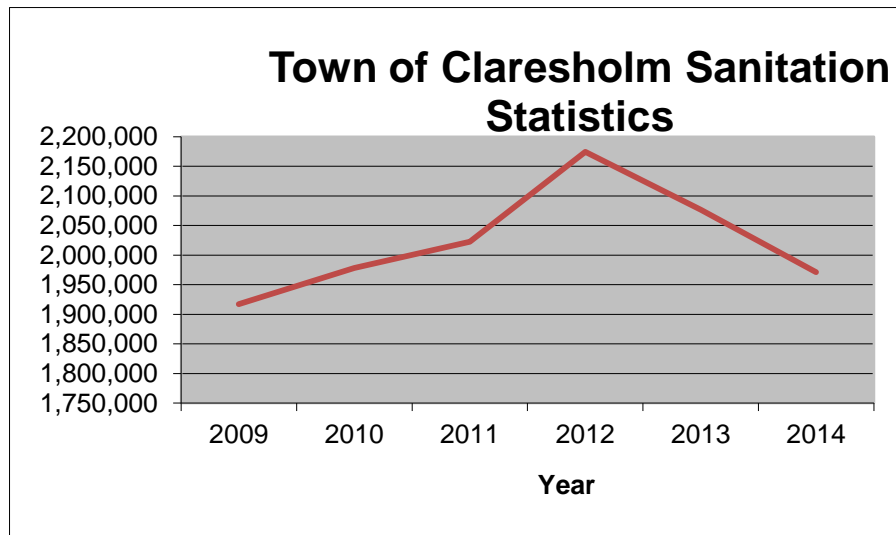
BACKGROUND:

Recycling Totals: Since July of 2012 when the Town of Claresholm took over the recycling program with Capital Paper recycling \$17,485.21 has been received and a total of 459,716 kgs of material has been recycled. (see the attached spreadsheets for detailed information)

YEAR	TOTAL \$	TOTAL KGS
2013	\$9520.51	289,310
2014	\$8627.83	274,385

Garbage Totals: Below is the chart of totals for the Willow Creek Regional Landfill. (see the attached spreadsheet for detailed information)

YEAR	TOTAL KGS
2009	1,917,418
2010	1,978,315
2011	2,022,495
2012	2,174,625
2013	2,076,815
2014	1,971,120



DISCUSSION:

The statistical work above, shows a correlation in the increased effectiveness of the community run recycling program and the reduction of tonnage being placed in the landfill. This reduction totals almost 200,000 kgs of waste from entering the landfill. Administration would expect this trend to continue in the short term as our citizens become more environmentally conscious, however, the trend will plateau eventually.

ATTACHMENTS:

- 1.) none

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Jeff Gibeau – Acting CAO

APPROVED BY: Jeff Gibeau – Acting CAO

DATE: January 8, 2015



INFORMATION BRIEF

Meeting: January 12, 2015
Agenda Item: 15

STORMWATER MASTER PLAN UPDATE

DESCRIPTION:

As part of the 2014 infrastructure projects, Council approved the completion of a Storm Water Master plan. Administration has been working with a selected engineering contractor to assess the municipalities existing storm water infrastructure facilities. During this time flooding occurred in the municipality in June, allowing the engineers to thoroughly review the municipal system.

DISCUSSION:

Late in December 2014, the engineering contractor provided administration with a draft report. There were some minor concerns and inconsistencies that Administration has asked the engineers to address. A revised report will be submitted to the Town of Claresholm within 30-45 days.

ATTACHMENTS:

- 1.) none

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Jeff Gibeau – Acting CAO & Mike Schuweiler – Public Works Superintendent

APPROVED BY: Jeff Gibeau – Acting CAO

DATE: January 8, 2015

INFORMATION ITEMS



TOWN OF CLARESHOLM

Page 1 of 5

Cheque Listing For Account Payable

2015-Jan-8
10:00:49AM

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Batch #</u>	<u>Amount</u>
49670	2014-12-05			600	ALBERTA ASSOCIATION OF M.D.'S	18066	7,999.39
49671	2014-12-05			786707	Alberta SouthWest Regional Alliance Ltd.		3,758.00
49672	2014-12-05			786195	Benchmark Assessment Consultants Inc.		4,419.81
49673	2014-12-05			13175	CLARESHOLM COMMUNITY CENTRE HALL BOARD		200.00
49674	2014-12-05			13525	CLARESHOLM IGA		23.50
49675	2014-12-05			13660	CLARESHOLM LOCAL PRESS		1,431.44
49676	2014-12-05			786950	CLARESHOLM SELF STORAGE		598.50
49677	2014-12-05			786666	HILLS AUTO GLASS LTD		147.00
49678	2014-12-05			787504	LETHBRIDGE TACTICAL SUPPLY		135.35
49679	2014-12-05			786659	LIVINGSTONE RANGE SCHOOL DIVISION		412.33
49680	2014-12-05			786590	MINISTER OF FINANCE		39.85
49681	2014-12-05			786704	MINISTER OF FINANCE (LT)		90.00
49682	2014-12-05			75955	PALMER, FRED		125.00
49683	2014-12-05			97050	PHARMASAVE		12.58
49684	2014-12-05			786050	PLANET CLEAN (LETHBRIDGE) LTD.		265.47
49685	2014-12-05			786453	PRAXAIR CANADA INC.		957.21
49686	2014-12-05			786697	Productivity Plus Account		375.38
49687	2014-12-05			80000	PURULATOR COURIER		35.46
49688	2014-12-05			786156	Q.E.D. ENTERPRISES LTD.		971.62
49689	2014-12-05			786536	R P WATERWORKS INC.		193.89
49690	2014-12-05			787523	SANDERS, DARREN		750.00
49691	2014-12-05			91366	SMILEY, LINDA		990.00
49692	2014-12-05			786111	STEEL, ROB		99.45
49693	2014-12-05			786161	TETRA TECH EBA INC.		6,653.64
49694	2014-12-05			111705	WC CLASS II REGIONAL LANDFILL		8,435.50
49695	2014-12-05			126050	ZEE MEDICAL CANADA, INC.		411.65
49696	2014-12-05			900000	BRZ Partnership Architecture Inc.		4,809.55
49697	2014-12-05			900000	DIXON, CHRIS		90.18
49698	2014-12-05			900000	Floorright Interiors Ltd.		4,769.24
49699	2014-12-05			900000	MARSH, JANE		64.20
49700	2014-12-05			900000	NEW-LINE PRODUCTS LTD.		2,205.00
49701	2014-12-05			900000	POOT, SONJA		20.00
49702	2014-12-05			900000	WEBB, ALLAN		200.00
							<hr/>
							51,690.19



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO CAO	Vendor #	Vendor Name	Batch #	Amount
49703	2014-12-18		13125	AHS-CCMHA	18086	15.00
49704	2014-12-18		600	ALBERTA ASSOCIATION OF M.D.'S		6,571.88
49705	2014-12-18		650	ALBERTA BLUE CROSS		7,092.44
49706	2014-12-18		786517	AMSC INSURANCE SERVICES LTD.		3,630.48
49707	2014-12-18		785928	BIG HILL SERVICES LTD.		190.52
49708	2014-12-18		6390	BISHOFF AUTO & AG CENTRE		499.66
49709	2014-12-18		786427	BOUNDARY EQUIPMENT (CALGARY) LTD.		239.93
49710	2014-12-18		11250	CANADIAN LINEN SUPPLY		612.91
49711	2014-12-18		13525	CLARESHOLM IGA		55.17
49712	2014-12-18		13660	CLARESHOLM LOCAL PRESS		127.45
49713	2014-12-18		14085	CLARESHOLM NAPA AUTO		1,326.95
49714	2014-12-18		786141	CLARESHOLM TAXI		1,162.35
49715	2014-12-18		14150	CLARESHOLM WELDING & FABRICATING LTD		105.00
49716	2014-12-18		14205	CLEAN BRITE CHEMICAL SERVICES LTD.		767.98
49717	2014-12-18		786397	EPCOR		113.26
49718	2014-12-18		786202	EXOVA		691.32
49719	2014-12-18		26201	FERG'S SEPTIC SERVICE LTD		367.50
49720	2014-12-18		786240	GAMMEL'S PLUMBING HEATING & GASFITTING		1,074.19
49721	2014-12-18		786146	GODLEY'S JEWELLERY		232.05
49722	2014-12-18		49980	HARRY'S TIRE SALES (1984) LTD.		345.98
49723	2014-12-18		787522	HIFAB HOLDINGS LTD.		266.54
49724	2014-12-18		36800	HOME HARDWARE		1,215.52
49725	2014-12-18		850	JOHN DEERE FINANCIAL		231.99
49726	2014-12-18		786267	LAWSON PRODUCTS INC.		195.48
49727	2014-12-18		786162	LINDERMAN LAW OFFICE		636.50
49728	2014-12-18		56200	LOCAL AUTHORITIES PENSION PLAN		14,001.72
49729	2014-12-18		786533	MCGILL'S INDUSTRIAL SERVICES		708.75
49730	2014-12-18		49900	MEGA-TECH		4,024.60
49731	2014-12-18		65040	MUNICIPAL INFORMATION SYSTEMS		978.33
49732	2014-12-18		786905	ONECONNECT SERVICES INC. T46194		39.15
49733	2014-12-18		786635	ORKIN CANADA CORPORATION		116.03
49734	2014-12-18		76300	PEDERSEN TRANSPORT LTD.		102.06
49735	2014-12-18		80000	PURULATOR COURIER		311.59
49736	2014-12-18		4090	PVH CANADA, INC.		520.66
49737	2014-12-18		86300	RECEIVER GENERAL FOR CANADA		16,229.63
49738	2014-12-18		786180	RICOH CANADA INC.		225.54
49739	2014-12-18		787523	SANDERS, DARREN		556.50
49740	2014-12-18		786774	SOUTHLAND INTERNATIONAL		94.49
49741	2014-12-18		786849	TJ'S TREE TRIMMING		141.75
49742	2014-12-18		101400	UNITED FARMERS OF ALBERTA		215.23
49743	2014-12-18		787515	WATT & STEWART COMMODITIES INC		693.00
49744	2014-12-18		786378	WESTCAN WIRELESS		2,415.00
49745	2014-12-18		900000	1743954 ALBERTA LTD.		360.00
49746	2014-12-18		900000	Claresholm & District Health Foundation		500.00
49747	2014-12-18		900000	Corona Electric Ltd.		3,572.10
49748	2014-12-18		900000	HALL, BRENT		300.00
49749	2014-12-18		900000	Marvin Land Services		2,000.00
49750	2014-12-18		900000	PERRY, ANN MARIE		5,000.00
49751	2014-12-18		900000	SAUMER, DARRELL & MAUREEN		500.00



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2015-Jan-8
10:00:50AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
49752	2014-12-18			900000	South Country Co-op Limited	1,995.00
49753	2014-12-18			900000	TRENCHLESS	225.94
49754	2014-12-18			900000	VOLUNTEER ALBERTA	80.00
49755	2014-12-18			900000	WCCHS	562.68
						<hr/>
						84,237.80



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					Batch #	18111
49756	2014-12-30			76356	ACN	8.56
49757	2014-12-30			786903	Alberta Municipal Enforcement Association	120.00
49758	2014-12-30			1025	ALBERTA ONE CALL LOCATION CORP	47.25
49759	2014-12-30			786910	ARMAX ELECTRIC (2006) LTD.	1,190.36
49760	2014-12-30			787528	ASSOCIATED ENGINEERING	8,207.85
49761	2014-12-30			11	Bakker Fencing & Oilfield Services Ltd.	840.00
49762	2014-12-30			12190	CHAMCO INDUSTRIES LTD.	525.00
49763	2014-12-30			786718	CICON ENGINEERING	26,043.15
49764	2014-12-30			13250	CLARESHOLM CHILD CARE SOCIETY	2,183.50
49765	2014-12-30			13400	CLARESHOLM GLASS '88' LTD	220.50
49766	2014-12-30			786784	Davis Chev GMC Claresholm	163.55
49767	2014-12-30			786202	EXOVA	2,107.07
49768	2014-12-30			26201	FERG'S SEPTIC SERVICE LTD	1,737.75
49769	2014-12-30			785952	FIEGUTH, BETTY	92.88
49770	2014-12-30			87032	FITZGERALD, BRUCE	146.99
49771	2014-12-30			787516	FORD, SHELLEY	157.68
49772	2014-12-30			786240	GAMMEL'S PLUMBING HEATING & GASFITTING	103.92
49773	2014-12-30			786584	HACH SALES & SERVICE CANADA LTD.	1,558.83
49774	2014-12-30			787522	HIFAB HOLDINGS LTD.	43.74
49775	2014-12-30			36800	HOME HARDWARE	42.85
49776	2014-12-30			56155	LIFESAVING SOCIETY	522.67
49777	2014-12-30			56200	LOCAL AUTHORITIES PENSION PLAN	13,981.35
49778	2014-12-30			65000	MUNICIPAL DISTRICT OF WILLOW	8,764.12
49779	2014-12-30			66100	NATIONAL SECRETARY-TREASURER	1,156.08
49780	2014-12-30			786197	PARCON CONSTRUCTION LTD.	18,306.34
49781	2014-12-30			76300	PEDERSEN TRANSPORT LTD.	95.85
49782	2014-12-30			787537	PINNACLE SECURITY LTD.	2,948.40
49783	2014-12-30			86300	RECEIVER GENERAL FOR CANADA	15,018.30
49784	2014-12-30			42321	RFS CANADA	512.52
49785	2014-12-30			786180	RICOH CANADA INC.	140.84
49786	2014-12-30			786907	SERVICEMASTER OF LETHBRIDGE	1,046.34
49787	2014-12-30			786152	SHANAHAN'S LIMITED PARTNERSHIP	472.50
49788	2014-12-30			786468	SHAW CABLE	89.20
49789	2014-12-30			786774	SOUTHLAND INTERNATIONAL	115.94
49790	2014-12-30			91710	STINTECH ELECTRONICS	938.71
49791	2014-12-30			900000	BILLYARD, MARGARET	70.88
49792	2014-12-30			900000	CHARTRAND, BARB & AIME	500.00
49793	2014-12-30			900000	DIXON, CHRIS	177.12
49794	2014-12-30			900000	HOEKSTRA, MIRANDA	200.00
49795	2014-12-30			900000	McINTOSH, E. MARY	31.50
49796	2014-12-30			900000	POOT, SONJA	50.00
49797	2014-12-30			900000	ROOTS OF EMPATHY	5,000.00
49798	2014-12-30			900000	The Legacy Executive Search	11,520.84
49799	2014-12-30			900000	TOMKO SPORTS SYSTEMS ALBERTA	1,967.27
49800	2014-12-30			900000	WILLOWTREE DESIGNS	44.42
						129,212.62



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Batch #</u>	<u>Amount</u>
49801	2014-12-30			787526	Alberta Municipal Services Corporation	18112	40,941.11
49802	2014-12-30			900	TELUS		4,176.98
							<hr/>
							45,118.09
<hr/>							
49803	2014-12-31			900200	THOMPSON, ELAINE F	18115	86.22
							<hr/>
							86.22
<hr/>							
						Total	310,344.92
*** End of Report ***							



Chairman – Mayor George Bohne

*Please silence all
electronic devices
– thanks!*

1.0 WELCOME AND INTRODUCTIONS

2.0 ADDITIONS TO / APPROVAL OF THE AGENDA

3.0 ADOPTION OF THE updated December 5, 2014 MINUTES

4.0 BUSINESS ITEMS ARISING FROM THE MINUTES

- Chinook Arch Library Budget Increases – response received from Minister McQueen (*doc attached*)

5.0 PRESENTATION – Lethbridge College

– Dr. Paula Burns, President and Michel Béchard, Executive Director of Public Relations and Communications

6.0 REPORTS

6.1 MP Reports

6.2 MLA Reports

6.3 Alberta Southwest Regional Alliance Report – Mayor Blair Painter

6.4 SouthGrow - Mayor Maggie Kronen

6.5 AUMA – Mayor Kim Craig

6.6 AAMD&C – Bob Jones

6.7 Associate Dean’s Advisory Council – Mayor Tom Butler

6.8 Oldman Watershed Council – Reeve Brian Brewin/Mayor Blair Painter

6.9 Highway #3 Association – Mayor Rene Gendre

7.0 BUSINESS

7.1 Waste Water Treatment Plant Operator classifications and the need to review this for small towns and villages – Mayor Rick Everett

7.2 Resolution on the Alberta SuperNet – Reeve Brian Brewin (*doc attached*)

7.3 Question arising from the memo (*attached*) to Gary Bikman re Medical First Responders: what a registered MFR is with protocols and how does it affect our various arrangements with AHS in delivering ambulance services - Reeve Neil Wilson

7.4 Mayor Chris Spearman

- Letter to Stephen Mandel suggesting solutions to rural physician issue

- Recycling - What is everyone currently doing? What can we do together?

- Input into provincial budget - Should we send a letter to the Premier?

8.0 UPCOMING MEETINGS

Friday, February 6, 1:00 pm at the **OLDMAN RIVER REGIONAL SERVICES COMMISSION**,

3105 – 16th Avenue North *Please advise those attending your event to use the north parking lot and entrance.*

Access to the Conference Room through the ORRSC office will NOT be permitted. Map will be sent in February package

Friday, March 6, 1 pm – Culver City Room, Lethbridge City Hall

Friday, April 10, (NOTE – 2nd Friday of the month) 1 pm - Culver City Room, Lethbridge City Hall

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

June meeting – in Taber – date to be determined

9.0 ADJOURNMENT

If you have any community information that you would like to have distributed to the M & R group, please send it to me via email mayorsandreeves@shaw.ca and I will send it out.

Mayors & Reeves of Southwest Alberta Contact List

updated January 6, 2015

CITIES	MAYOR NAME	EMAIL ADDRESS	Best contact phone # (will not be shared)
Lethbridge	Mr. Chris Spearman	mayor@lethbridge.ca	403-320-3823/587-890-6700
- Lethbridge City Contact	Karen Carney	karen.carney@lethbridge.ca	
COUNTIES	REEVE NAME	EMAIL ADDRESS	Best contact phone # (will not be shared)
Cardston	Mr. Fred Lacey	fred.lacey@cardstoncounty.com	403-634-6715
Lethbridge	Mr. Lorne Hickey	lhickey@lethcounty.ca	403-330-8351
Lethbridge County contact	Lorraine Megella	lmegella@lethcounty.ca	403-328-5525
Vulcan	Mr. Derrick Annable	derrick.annable@vulcan.ca	403-331-5587
Warner	Mr. Ross Ford	rjkford@mrcable.ca	403-470-21376477503
	D.R. Phil Jensen	pjensen@platinum.ca	403-317-9526
TOWNS	MAYOR NAME	EMAIL ADDRESS	Best contact phone # (will not be shared)
Bow Island	Mr. Gordon Reynolds	mayor@bowisland.com	403-545-2522 (town office)
Cardston	Mrs. Maggie Kronen	magakron@gmail.com	403-795-4107/403-653-2553
Claresholm	Mr. Rob Steel	rob.steel@townofclaresholm.com	
Coaldale	Mr. Kim Craig	mayor@coaldale.ca	403-315-3468
Coalhurst	Mr. Dennis Cassie	cassiefamily@shaw.ca	403-330-7564
Crowsnest Pass Mun.	Mr. Blair Painter	blair.painter@crowsnestpass.com	403-563-0513
- CNP Contact	Carolee Ison	carolee.ison@crowsnestpass.com	
Fort Macleod	Mr. Rene Gendre	rene.gendre@fortmacleod.com	403-308-9381
	D.M. Trish Hoskin	trish.hoskin@fortmacleod.com	
Granum	Mr. Barin Beresford	office@granum.ca	
- Granum Contact	Karineisha Gordon	manager@granum.ca	
Magrath	Mr. Russell Barnett	russ@magrath.ca	
	D.M. Brenda Beck	brenda@magrath.ca	403-394-6475
Milk River	Mr. David Hawco	mayor.hawco@milkriver.ca	403-647-7503
Nanton	Mr. Rick Everett	reverett@nanton.ca	403-336-0137
Picture Butte	Ms. Wendy Jones	wjones@picturebutte.ca	403-308-9309
Pincher Creek	Mr. Don Anderberg	danderberg@pinchercreek.ca	403-627-6572
	Coun. Mark Barber		
Raymond	Mr. George Bohne	bohne@raymond.ca	
Stavely	Mr. Gentry Hall	stavely@platinum.ca	403-625-6021
Taber	Mr. Henk De Vlieger	mayor@taber.ca	403-634-1204
Vauxhall	Ms. Margaret Plumtree	mayor@town.vauxhall.ab.ca	403-654-7110
Vulcan	Mr. Thomas Grant	admin@townofvulcan.ca	403-485-0032

VILLAGES	MAYOR NAME	EMAIL ADDRESS	Best contact phone # (will not be shared)
Barnwell	Mr. Eric Jensen D.M. Darrell Turner	barnwell@platinum.ca	
Barons	Mr. Ed Weistra	eweistra321@gmail.com	403-593-9233
<i>- Barons contact</i>	Laurie Beck	barons@figment.ca	
Carmangay	Ms. Kym Nichols	chriskym@telus.net	403-892-8682
Champion	Mr. James Smith	jamie@villageofchampion.ca	
Coutts	Mr. Tom Butler	vilcouth@telus.net	403-344-4335/C: 403-647-7526
Cowley	Ms. Linda Findlater	vilocow@shaw.ca	
Glenwood	Jordon Koch	jkoch@glenwood.ca	587-220-7644
Hill Spring	Mr. Monte Christensen	office@hillspring.ca	
Lomond	Mr. Brad Koch	bkkoch@cciwireless.ca	
Milo	Mr. Rafael Zea	cao@villageofmilo.ca	
Nobleford	Mr. Don McDowell	dmcdowell@nobleford.ca	H: 403-824-3193/C: 403-635-6027
Stirling	Mr. Ben Nilsson	bhnilsson@platinum.ca	404-892-7451
Warner delegate	D.M. Danny Lerain	vowarner@shockware.com	403-642-7435
<i>Warner Mayor</i>	<i>Mr. Jon Hood</i>	vowarner@shockware.com	
MD'S	REEVE NAME	EMAIL ADDRESS	Best contact phone # (will not be shared)
Foothills	Mr. Larry Spilak	larry.spilak@mdfoothills.com	403-652-2341
Pincher Creek	Mr. Brian Hammond	bhammond@mdpincercreek.ab.ca	403-627-3130
Taber	Mr. Brian Brewin	bbrewin@mdtaber.ab.ca	403-380-0700
	D.R. Dwight Tolton	dtolton@mdtaber.ab.ca	
<i>- MD Taber Contact</i>	Candice Robison	CRobison@mdtaber.ab.ca	
Ranchland	Mr. Cameron Gardner	cao@ranchland66.com	
Willow Creek	Mr. Neil Wilson	newilson@platinum.ca	403-601-0148
	D.R. Earl Hemmaway		
<i>- MD Willow Creek Contact</i>	Cindy Vizzutti	Cindy@mdwillowcreek.com	
OTHER			
I.4.(Waterton Lakes National Park)	Brian (Barney) Reeves, Chairman	bokr40@icloud.com	403-859-2254/C: 403-627-8047
WLNP Alternate	Dennis Pollock		
Mayors & Reeves of Southeast Alberta	Mayor Molly Douglass	administration@newellmail.ca	



PORCUPINE HILLS LODGE REGULAR MEETING

December 2, 2014 3:00 p.m.

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

1. **Meeting Called to Order** by Earl Hemmaway at 3:12 p.m.
2. **Additions to Agenda** None
3. **Acceptance:** Acceptance of Agenda as presented. Moved by Judy Van Amerongen. Carried.
4. **Acceptance November 2014, Regular Meeting.** Moved acceptance by Lyal O'Neill. Carried.
5. **Financial Report.** Janice Binmore moved acceptance of October financials. Carried.

6. **Manager's Report**

Maintenance phone deemed obsolete by Telus. Can't be changed or used until December 31, 2014 because former CAO has passwords and we are locked out. Decided when contract up to trade in and get newer cell phone for Rob to use for call-ins.

Roofing request for funding submitted and is coming

Backup generator quotes are very high. Grant renewal fund used up. Lisa to check with Fort Macleod and Nanton to see what kind of backup generators they use.

Report on Southern Homes (Lisa, Janice). Discussion took place as to value of becoming a member and value we receive from ASCHA. Which organization to belong to?

PHL 2015 budget preparation - waiting on Stavely, Claresholm and MD to finish their budget negotiations for final numbers to be used in requisition formula(s).

Pam Crone moved acceptance of Manager's report. All in favour. Carried.

A resident requires wheel chair to aid them in their physiotherapy program. Discussion as to whether to allow wheelchairs in lodge as it is against policy now. Audrey Hoffman moved we allow this resident to use wheelchair for physiotherapy and documents from physio to support the treatment to be obtained. All in favour. Carried.

Kitchen request for a new wash station & sink. Priced out between new and just having taps and foot pedal replaced. Health inspector suggested, as does not meet standards. Lyal O'Neill moved for a total replacement of the washing station. All in favour. Carried.

7. **Recreation Report.** Moved acceptance by Janice Binmore. Carried.
8. **Maintenance Report.** Liberty boilers were in to change isolation valves. Audrey moved acceptance of report. Carried.
9. **Supportive Units (Outbacks)** Full

PORCUPINE HILLS LODGE
REGULAR MEETING

Tuesday, December 2 3:00 p.m. ~ Page 2

10. **Correspondence** Southern Alberta Summer Games requesting funding. Janice Binmore made a motion to decline providing a monetary donation to the games. Carried.
11. **In Camera - None.**
12. **Adjournment.** Judy Van Amerongen moved adjournment 4:44 p.m. All in favour. Carried.
Next regular board meeting January 6, 2014 at 3:00 p.m.



265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – Fax: 403 752-3643
Email: safetyctr@abfarmsafety.com Website: abfarmsafety.com

December 19, 2014

Mayor Rob Steel
Town of Claresholm
Box 1000, 221 - 45 Ave West
Claresholm, AB
T0L 0T0

Mayor Steel:

The Farm Safety Centre would like to express grateful appreciation for the November 2014 contribution from the Town of Claresholm towards our in-school farm safety programming. All contributions are important as government and foundation grant criteria most often require local agricultural sector support. Local donations are leveraged and enable other fund raising which often doubles or triples the amount provided.

Individuals impacted by Safety Smarts regularly contact our office with comments like: " I had to call today and tell you, you saved my sons life" or " I no longer take grandchildren in the tractor after my grandson told me the farm-safety lady said - One Seat, One Rider" or "Our family has decided to no longer allow children to use the quad's as toys."

The mandate of our not-for-profit organization is to reduce injuries and fatalities in rural Alberta. Often youth, especially younger children, are not fully aware of the many potential hazards presented by rural living. Increasing their awareness and ability to make informed personal safety decisions is extremely important. The power of this program comes from consistent, reinforced, face to face sharing. Hundreds of rural schools allow time for this program because they hear of the close calls and near misses and recognize the importance of their students receiving consistent safety messaging.

Investing in our children now is a wise investment in the future. Influencing their personal attitudes and actions as they grow and mature will pay significant dividends as they move forward and become our decision makers of tomorrow.

Thank you again for your continued commitment to a strengthened and safe rural Alberta.

Find receipt #235 enclosed.

Sincerely,

Laura Nelson
Executive Director
Farm Safety Centre

Official Donation Receipt for Income Tax Purposes

Raymond & District Futures Society

O/A Farm Safety Centre
P.O. Box 291
Raymond, AB T0K 2S0
Charitable Registration No. 89056 6441 RR0001

Receipt Issue Date	Receipt #
26/11/2014	235

Cheque No.	Payment Method
49625	Cheque

Donated by:	Amount
Town of Claresholm Box 1000 221-45 Ave West Claresholm, AB T0L 0T0	300.00

Eligible amount for tax purposes	\$300.00
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Date Donation Received	Location Receipt Issued
24/11/2014	Raymond, Alberta

Thank you for your support



 Authorized Signature

Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday December 3, 2014 Provincial Building – Pincher Creek



Board Representatives

Lloyd Kearl, Cardston County
Barney Reeves, Waterton
Tammy Rubbelke, Pincher Creek
Jordan Koch, Glenwood
Trish Hoskin, Fort Macleod
Maryanne Sandberg, MD Willow Creek
Dennis Gillespie, Stavely
John Connor, Granum
Ron Davis, MD Ranchland
Garry Marchuk, MD Pincher Creek

Resource Staff

Kathy Wiebe, Executive Assistant, MD Ranchland
Bev Thornton, Executive Director, AlbertaSW
Bob Dyrda, Communications Coordinator, AlbertaSW
Mark Wolfe, U of C, Van Horne Institute
Kris Jensen, Waterton, via Robot

1. Welcome and Introductions
2. Approval of Agenda
Bev Thornton requested adding presentation from Mark Wolfe and Associates as #8.
Moved by Maryanne Sandberg THAT the agenda be approved as amended.
Carried. [2014-12-400]
3. Approval of Minutes
Moved by Jordan Koch THAT the minutes of November 5, 2014 be approved as presented.
Carried. [2014-12-401]
4. Approval of Cheque register
Moved by Barney Reeves THAT cheques #1549-1600 be approved as presented.
Carried. [2014-12-402]
5. Election of Executive
Barney Reeves nominated Lloyd Kearl as Chair.
Moved by Garry Marchuk THAT nominations cease.
Carried. [2014-12-403]
Lloyd Kearl declared Chair.
Maryanne Sandberg nominated Barney Reeves as Vice Chair.
Moved by Jordan Koch THAT nominations cease.
Carried. [2014-12-404]
Dr. Brian "Barney" Reeves declared Vice Chair.
Trish Hoskin nominated Tammy Rubbelke Secretary Treasurer.
Moved by Garry Marchuk THAT nominations cease.
Carried. [2014-12-405]
Tammy Rubbelke declared Secretary Treasurer.
Moved by Maryanne Sandberg THAT Jordan Koch be Designated Signing Authority.
Carried. [2014-12-406]
Jordan Koch declared Designated Signing Authority.

Broadband Standing Committee

Moved by John Connor THAT AlbertaSW formalize a Broadband Standing Committee.

Carried. [2014-12-406]

Current members include:

Lloyd Kearn
Barney Reeves
Shelley Ford
Kris Jensen
James Tessier
Bev Thornton
Bob Dyrda

This committee will be expanded to include a broader cross-section of regional representation.

Terms of Reference, purpose and structure will be developed by the Committee.

6. Letter of Authorization-Royal Bank

Moved by Barney Reeves THAT the Board approve a letter to the Royal Bank, Pincher Creek Branch, confirming the Executive Director is authorized to access account information.

Carried. [2014-12-407]

7. Mid-year Financial and Project Reports

Accepted as information

8. Executive Pulse

Moved by Garry Marchuk THAT AlbertaSW purchase a regional license for Executive Pulse Economic Development Contact Management software through Economic Developers Alberta.

Carried. [2014-12-408]

9. Broadband for Economic Development
a) Federal Gas Tax Fund

In light of changes in federal GTF guidelines, communities will consider if some of those resources may be directed toward broadband development in the future.

b) Community Consultations

Moved by Tammy Rubbelke THAT AlbertaSW engage Taylor Warwick Consulting Ltd. to meet with communities, by request. To have a more detailed conversation regarding broadband installation plans and options.

Carried. [2014-12-409]

c) Robot proposal

Kris Jensen joined the meeting via the communications "Robot" loaned by Cybera. Bob will do further research on the cost and value of purchasing a robot for AlbertaSW.

10. REDA Renewal Document

A province-wide consultation with REDAs is completed and report available.

Accepted as information.

11. Communications Coordinator Report

Accepted as information.

Moved by Garry Marchuk THAT the Board authorize Bob's membership in the Fiber to the Home Association.

Carried. [2014-12-410]

12. Executive Director Report Accepted as information.

13. Roundtable updates

14. Board Meetings:
January 7, 2015 - Claresholm

February 4, 2015: Granum

15. Adjournment Moved by Dennis Gillespie THAT the meeting be adjourned.
Carried. [2014-12-411]

Chair

Approved January 7, 2015

Secretary/Treasurer



MUNICIPAL PLANNING COMMISSION MINUTES

December 5th, 2014

Town of Claresholm – Council Chambers

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

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

8:32 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt
the Agenda by
Councillor Ford**

CARRIED

Adoption of Minutes

- October 17th, 2014

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

**Seconded by
Councillor Ford**

CARRIED

Delegation

Westwinds Bobcat Services Ltd.

The owner / operator of Westwinds Bobcat, Jack Jodoin was at the meeting to speak with the MPC regarding his Home Occupation review. Mr. Jodoin indicated that the business was started in 1995 and has not changed in size or scope since that time. The MPC explained that the outside storage of goods (which was several pallets of landscape stone and have now been removed) is prohibited on residential properties with approved home occupations. Jack explained that the storage of the pallets of stone was a temporary situation and reassured the MPC that materials will be stored inside, or at an offsite location. MPC reminded Jack Jodoin that development approval is required for the storage of materials (ie: dirt piles) anywhere in the municipality and the applications are required to be signed by the landowner. MPC instructed Mr. Jodoin that the illegal stockpiles of dirt must be removed from the downtown location by March 31st, 2015. Administration will also provide Westwinds Bobcat Services with a copy of the traffic bylaw in regards to the on-street parking of his vehicle, trailer and equipment.

Item 1: Information

Home Occupation Review Update

Taken for Information

Item 2: Information

Approved Development May – October 2014

Taken for Information



MUNICIPAL PLANNING COMMISSION MINUTES

December 5th, 2014
Town of Claresholm – Council Chambers

Item 3: Action

Leave of Absence for Grant Jordan

**Motion to accept
by Sharon Duncan**

From the beginning of January 2015 thru to the end of March 2015

**Seconded by
Councillor O'Neill**

CARRIED

9:40am

Adjourn

**Motion to Adjourn By
Sharon Duncan
CARRIED**
