



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JULY 20, 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 JUNE 22, 2015

**DELEGATION: HARVEY DIPPEL
RE: Driveway**

ACTION ITEMS:

1. **DELEGATION RESPONSE: Meadow Creek Sausage**
RE: Tax Assessment
2. **REQUEST FOR DECISION: Request to Close Municipal Reserve Land**
3. **REQUEST FOR DECISION: Tax Recovery Sale – Real Estate Listing**
4. **REQUEST FOR DECISION: AUMA Convention**
5. **FINANCIAL REPORTS: Balance Sheet and Income Statement**
6. **INFORMATION BRIEF: CAO Report**
7. **INFORMATION BRIEF: Council Resolution Status**
8. **ADOPTION OF INFORMATION ITEMS**
9. **IN CAMERA: Board Appointment; Personnel; Land (2); Legal**

INFORMATION ITEMS:

1. **Municipal Planning Commission Minutes – May 29, 2015**
2. **Oldman River Regional Services Commission Executive Committee Meeting Minutes – May 14, 2015**
3. **Porcupine Hills Lodge Regular Meeting Minutes – June 5, 2015**
4. **Claresholm & District Transportation Society Regular Meeting Minutes – April 17, 2015**
5. **Mayors and Reeves of Southeast and Southwest Alberta Meeting Minutes – June 12, 2015**
6. **Willow Creek Regional Waste Management Services Commission Meeting Minutes – May 28, 2015**
7. **‘Concrete Dreams’ Skateboarding Project**
8. **Thank You from the Canadian Senior Pro Rodeo Association**
9. **Heritage Preservation Partnership Program Grant**

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JUNE 22, 2015

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

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

REGRETS: Mayor Rob Steel

STAFF PRESENT: Chief Administrative Office: Marian Carlson; Secretary-Treasurer: Karine Wilhauk.

MEDIA PRESENT: Rob Vogt, Claresholm Local Press.

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

AGENDA: Moved by Councillor O'Neill that the Agenda be accepted as presented.
CARRIED

MINUTES: **REGULAR MEETING – JUNE 8, 2015**
Moved by Councillor Fieguth that the Regular Meeting Minutes of June 8, 2015 be accepted as presented.
CARRIED

DELEGATION: **MEADOW CREEK SAUSAGE & MEATS**
RE: Tax Assessment

Peter Bloekpoel from Meadow Creek Sausage & Meats was present to speak to Council regarding the lack of a fire hydrant and the condition of the roads in the area around his business. He would like to see a reduction in their amount of property taxes to compensate for the extra insurance they are paying each month due to the lack of a fire hydrant.

ACTION ITEMS:

1. **CORRES: Brownlee LLP**
RE: SAEWA Collaborative Governance Framework

MOTION #15-056 Moved by Councillor O'Neill to table the discussion regarding the Memorandum of Understanding and Interim Agreement with the Southern Alberta Energy from Waste Association until the next regular meeting of July 20, 2015.
CARRIED

2. **CORRES: Royal Canadian Legion Branch #41**
RE: Forgiveness of Municipal Portion of 2015 Property Taxes

MOTION #15-057 Moved by Councillor Dixon to forgive the municipal portion of the 2015 property taxes of the Royal Canadian Legion in the amount of \$1,140.09.
CARRIED

3. **REQUEST FOR DECISION: Alberta Provincial Good Sam Association RV Rally Request**

MOTION #15-058 Moved by Councillor Ford to grant the Alberta Good Sam Association RV Rally permission to park their RV's in the parking lot and surrounding area of the Claresholm Community Centre, for the RV Rally June 13 - 18, 2017.
CARRIED

4. **REQUEST FOR DECISION: Superior Safety Codes Contract**

MOTION #15-059 Moved by Councillor Dixon to accept the Safety Codes Services Agreement as presented by Superior Safety Codes Inc. effective July 15, 2015.
CARRIED

5. **REQUEST FOR DECISION: Draft Strategic Plan**

MOTION #15-060 Moved by Councillor Fieguth to approve the Town of Claresholm Strategic Plan 2015-2018 as presented.
CARRIED

6. **INFORMATION BRIEF: Highway 520 & 8th Street West – Cross Walk & Traffic Volume Report**

Received for information.

7. **INFORMATION BRIEF: Council Resolution Status**

Received for information.

8. **ADOPTION OF INFORMATION ITEMS**

Moved by Councillor Ford to adopt information items as presented.

CARRIED

9. **IN CAMERA: Personnel; Land**

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 Dixon that this meeting adjourn at 7:45 p.m.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

DELEGATIONS

Delegation Request: Mr. Harvey Dippel

July 2, 2015

As told to Karine Wilhauk, Secretary-Treasurer

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

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

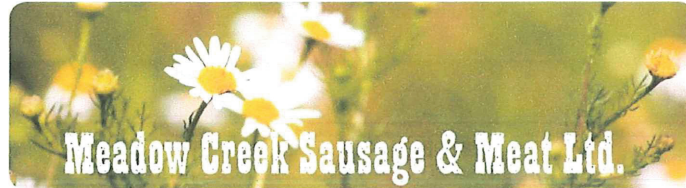
At this point, Mr. Dippel is unable to pull his trailer in and out of his driveway and does not wish to park on the street. He has never complained about his property taxes.

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

ACTION ITEMS

RECEIVED

JUN 04 2015



33 Alberta Road, PO Box 1831 Claresholm Alberta, T0L 0T0

To Town Council:

We have received our tax assessment and we have some issues with the amount charged. The tax rate is much to high considering the many problems we have to contend with including:

1. We have no road and approach to our facility. We receive complaints on a regular basis from customers that they refuse to come in when it snows or rains. The little turn in strip is a 4x4 area. The amount of sales lost is estimated at \$10,000 and that is a considerable amount.
2. The loading dock and the entrance need gravel at least twice a year at a cost of \$1500.
3. The loading dock is continually blocked by highway trucks which has caused us to lose dock times. This means we are unable to get product in to our building and product out to our customers. Shipping costs are tremendously high as we have to rebook appointments.
4. There is no fire hydrant and this results in a higher insurance premium, \$250 monthly.
5. The money for the fire hydrant and road has been in trust at the Town's lawyer since October 2012 (\$107,000.00)

We hope that you can take all of these issues in to consideration especially when the former town development officer Jeff Gibeau promised us that the above problems would be solved quickly when we purchased the property.

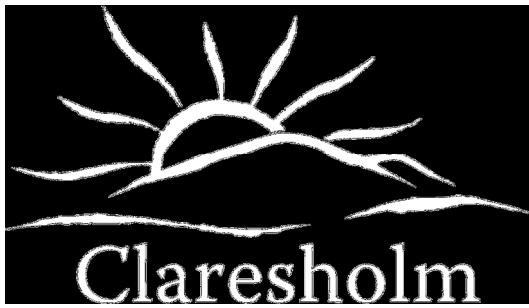
The amount of sales lost in the past two years is \$10,000, cost of gravel for two years is \$3000, the cost of additional insurance premiums is \$6000. This is a total cost of \$19,000.00 not including the costs of lost dock times.

Thank you for your consideration.



Peter Blokpoel

403-625-0563



INFORMATION BRIEF

Meeting: June 22, 2015
DELEGATION: Meadow Creek Sausage

ALBERTA ROAD DEVELOPMENT – WILSHIRE INNS

BACKGROUND / DESCRIPTION:

In 2012 the Town of Claresholm entered into a Development Agreement with Wilshire Inns Ltd. The developer to date has not completed his obligations under the agreement (see sections below), in particular, the installation of the fire hydrant and construction on the service road (Alberta Road in front of Meadow Creek Sausage, see map below).

In May 2015, Administration contacted Wilshire Inns Ltd. and gave a deadline of June 8th for remediation. He has responded that he has his engineers working on the plans for the road improvements / fire hydrant and the Town of Claresholm Infrastructure Services has provided the engineers with the road standards for Alberta Road. Les anticipates submission of plans for approval shortly with installation of the fire hydrant in August of this year. The Town of Claresholm does have a security deposit which is being held in trust for the completion of this agreement.



Two developments remain outstanding:

1. Fire Hydrant

- a. As per the Development Agreement [Schedule C – Additional Provisions; Section II(a) – Fire Hydrant] *In accordance with Section 4 - Construction and Installation of Municipal Improvements the Town of Claresholm requires a fire hydrant (including valves and pipe) to be located in the municipal access road right-of-way just outside the northeast corner of Lot 5, Block 8, Plan 0715848. This cost is to be borne by the developer. The alignment must be approved by the appropriate Town of Claresholm Authority; specifications are defined in the Town of Claresholm Servicing Standards for Municipal Improvements (Sept 2007) and will be augmented by directives from the Public Works Department and the Town's engineering consultant. The developer is responsible for the preparation the Utility Right-of-Way agreement prior to construction. After the execution of this agreement, the developer shall be eligible to make a written request to the appropriate Town of Claresholm Authority for the approval of the alignment, and construction, and Utility Right-of-way. (This utility right of way has been executed & registered on title)*

2. Service Road Construction

- a. As per the Development Agreement [Schedule C – Additional Provisions; Section IV(a) – Service Road Construction] *In accordance with Section 4 – Construction and Installation of Municipal Improvements and further to subsections 4.1(e), the municipal access road designated as Alberta Road shall be redesigned to municipal specification and upgraded to width of 12.4 metres. The entire frontage of Lot 5, Block 8, Plan 0715848 (approximately 100 metre) shall be upgraded. Specifications are defined in the Town of Claresholm Servicing Standards for Municipal Improvements (Sept 2007) and will be augmented by directives from the Public Works Department and the Town's engineering consultant. This cost is to be borne by the developer and must be approved by the Town of Claresholm Public Works Department.*

ATTACHMENTS:

- 1.) Correspondence dated May 17, 2013 & Schedule C
- 2.) Email Correspondence May 2015.

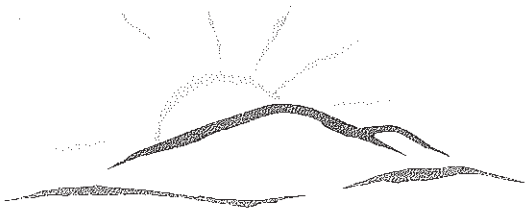
APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Tara VanDellen, Infrastructure Administrative Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 18, 2015



Claresholm

Now you're living...
Now you're home

FILE COPY

May 17th, 2013

MEADOW CREEK SAUSAGE & MEAT LTD.
BOX 1831
CLARESHOLM, AB T0L0T0

RE: PROGRESS UPDATE ON SERVICING; Requirements from Development Agreement
FILE#: D2012.125
CIVIC: 33 ALBERTA ROAD / LEGAL: LOT 6, BLOCK 8, PLAN 1213513

Further to our conversation with Mr. Van Harberden the Town of Claresholm has reviewed the associated development agreement and has spoken with several of the involved third parties. Attached is *Schedule "C"- additional provisions*, that lays out the on-site and off-site improvements that must be completed by the developer.

- **Municipal Services-** As stated in the attached documentation, this cost is to be borne by the developer and can commence upon the approval of the alignment and pipe sizings by the Town of Claresholm. To this point the Town has spoken with the developer's engineer, but has not received drawings for review.
- **Fire Hydrant-** As stated in the attached documentation, the cost of this installation is to be borne by the developer and the alignment and drawing details to be approved by the Town of Claresholm prior to commencement. Again, the Town of Claresholm has been involved with the engineers but has not received any drawings for review. Please be aware that the installation of this municipal improvement may affect your property insurance and fire inspection.
- **Electrical Franchise Utilities-** As stated in the attached documentation, the cost of this installation is to be borne by the developer and the alignment and drawing details are to be completed by the electrical utility company and approved by the Town of Claresholm prior to commencement. The Town of Claresholm has not received any drawings for review.
- **Service Road Construction-** As per the attached documentation, the costs of this installation is to be borne by the developer. Discussions between the developer's engineer and the Town of Claresholm are ongoing the drawings for the road construction and access alignment are required to be submitted for review by the Town. Too be clear, several discussions have taken place, however, no drawings have been submitted for review.
- **Fencing-** The Town of Claresholm does not expect this fencing to be completed until the end of construction, nor does it heavily impact your construction project.

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

Regards,

Jeff Gibeau
Manager Regulatory & Property Services
Town of Claresholm

JG/tv

CC: Wilshire Inns Ltd; Attn: Les Wilson
Tempest Construction; Attn: Dick Van Harberden
Town of Claresholm; CAO; Public Works; Fire Department

SCHEDULE "C"

ADDITIONAL PROVISIONS

I. Municipal Services

- a. In accordance with Section 4 - Construction and Installation of Municipal Improvements, and further to subsections 4.1(a) & 4.1(c), the municipal water and sanitary services shall be extended to the rear property line of the newly created lot. This cost is to be borne by the developer. The pipe size and alignment must be approved by the Town of Claresholm Public Works Department. After the execution of this agreement, the developer shall be eligible to make a written request to the Public Works Department to have a quotation for the new municipal water and sanitary services (connection to the mains and extension to the property line of Lot 5, Block 8, Plan 0715848). The developer is responsible to prepare easement(s) prior to the construction of the municipal water and sanitary services. After the execution of this agreement, the developer shall be eligible to make a written request to the appropriate Town of Claresholm Development Authority for the approval of the easement(s).

II. Fire Hydrant

- a. In accordance with Section 4 - Construction and Installation of Municipal Improvements the Town of Claresholm requires a fire hydrant (including valves and pipe) to be located in the municipal access road right-of-way just outside the northeast corner of Lot 5, Block 8, Plan 0715848. This cost is to be borne by the developer. The alignment must be approved by the appropriate Town of Claresholm Authority; specifications are defined in the Town of Claresholm Servicing Standards for Municipal Improvements (Sept 2007) and will be augmented by directives from the Public Works Department and the Town's engineering consultant. The developer is responsible for the preparation the Utility Right-of-Way agreement prior to construction. After the execution of this agreement, the developer shall be eligible to make a written request to the appropriate Town of Claresholm Authority for the approval of the alignment, and construction, and Utility Right-of-way.

III. Electrical Franchise Utilities

- a. To augment Section 7 -- Installation of Other Utilities and in accordance with Section 4 - Construction and Installation of Municipal Improvements and further to subsections 4.1(f), the electrical utility shall be extended to the rear property line of the newly created lot. This cost is to be borne by the developer. The construction must be underground and the alignment must be approved by the private utility company and the Town of Claresholm Development Authority. The developer is responsible to prepare easement(s) prior to the construction of the electrical service. After the execution of this agreement, the developer shall be eligible to make a written request to the appropriate Town of Claresholm Development Authority for the approval of the easement(s).

IV. Service Road Construction

- a. In accordance with Section 4 - Construction and Installation of Municipal Improvements and further to subsections 4.1(e), the municipal access road designated as *Alberta Road* shall be redesigned to municipal specifications and upgraded to width of 12.4 metres. The entire frontage of Lot 5, Block 8, Plan 0715848 (approximately 100 metres) shall be upgraded. Specifications are defined in the Town of Claresholm Servicing Standards for Municipal Improvements (Sept 2007) and will be augmented by directives from the Public Works Department and the Town's engineering consultant. This cost is to be borne by the developer and must be approved by the Town of Claresholm Public Works Department.

V. Fencing

- a. The developer shall secure the frontage of the remainder of Lot 5, Block 8, Plan 0715848 with a wooden post & cable fence. No unauthorized vehicular access from the municipal access road (Alberta Road) is permitted (this does not inducted construction traffic). The developer shall obtain development approval from the appropriate Town of Claresholm Authority. After the execution of this agreement, the developer shall be eligible to file a Development Permit Application with the Town of Claresholm Regulatory & Property Services Department.



INFORMATION BRIEF

Meeting: July 20, 2015
Agenda Item: 1

DELEGATION RESPONSE: MEADOW CREEK SAUSAGE

Since the last regular Council meeting of June 22, 2015, Administration has been in contact with Martin Geomatic Consultants Ltd., the engineers contracted by Wilshire Inns Ltd. to prepare final construction drawings for the area in question. On Tuesday, July 14, 2015, Administration received an email from Ray Martin of Martin Geomatic Consultants Ltd. with drawings attached regarding the service road and hydrant design for Meadow Creek Sausage. It is the intention of the Wilshire Inns Ltd. to have permit approval by the end of July. They plan to commence fire hydrant installation shortly, with road construction to commence in August. Both projects will be completed under the supervision of Martin Geomatic Consultants Ltd.

Administration is of the opinion that the process for completion of these projects should be followed. Although the projects are behind, the developer is following through on their obligations at this point, and the Town will continue to work with the developer to ensure that the projects are completed to the satisfaction of everyone involved in a timely fashion.

ATTACHMENTS:

- 1.) None

APPLICABLE LEGISLATION:

- 1.) None

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 16, 2015



REQUEST FOR DECISION

Meeting: July 20, 2015
Agenda Item: 2

REQUEST TO CLOSE MUNICIPAL RESERVE LAND

BACKGROUND:

On June 23, 2015 a letter was received at the Town Administration Office, addressed to Council, with a request to close the Town-owned parcel of municipal reserve land between Skyline Crescent and Skyline Mews. Reasons given for the request are outlined in the letter and include the perception that the land in question creates conditions for unlawful acts in the neighbourhood because it allows vehicle and pedestrian access between Skyline Crescent and Skyline Mews.

DESCRIPTION:

The subject parcel of land, being Lot 1MR, Block 67, Plan 0413772, is designated as municipal reserve in accordance with the Municipal Government Act (Section 665), and it was set aside intentionally as part of a Development Agreement, dated September 13, 2004, between the Town and the developer, A & J Homes Ltd.

The designation of municipal reserve in this case supports, among other things, the transportation objective of the Municipal Development Plan, which is "to make pedestrian and cyclist movement attractive and safe, reducing reliance upon private cars for local trips." (Municipal Development Plan, Bylaw 1490, Section 7.3.7)

The request was presented at the June 26, 2015 meeting of the Municipal Planning Commission as an Information Item. No motion was brought forward as the item was received for information only.

PROPOSED RESOLUTION:

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

RECOMMENDED ACTION:

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

ATTACHMENTS:

- 1.) Signed Request Received June 23, 2015
- 2.) Map Showing the Subject Parcel of Land

APPLICABLE LEGISLATION:

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

PREPARED BY: Jeff Doherty, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: July 17, 2015

RECEIVED

JUN 23 2015

Members of council, Claresholm, AB

We the residents of Skyline Mews request the walkway at the end of our Cul-De-Sac be closed off. We request this move in hopes it will cut down on the petty vandalism that has been going on for a number of years. This empty parcel of land has been driven through; we put rocks across to effectively stop this practice, and has been used as a short cut by both humans and animals and encourages unlawful acts. We fail to see the reason for this small piece of land being left open and unattended except by us residents... Our site plans indicated we lived on said Cul-De-Sac, as you can readily see the open space is preventing this from happening. This walk through is open to all traffic and we would like it closed off.

We hope for a speedy resolution and for your agreement to our problem.

With Thanks in Advance

We Remain

#15 Joe & Betty Oueder
#6 Sharon & Ron Dick
#25 Ellen & Luplissie
#2 Jim & Kathy Thompson
#4 Roxanne Limoges
#10 Barbara Potygal
#19 Lancelot
#19 BJ Asst
#12 S. Minogue
#14 Colette + Norbert Bantle
#17 Susan Nobs
#23 Paul & Meryle Suchow
#27 Bonnie Bushman
#26 R.C. Cole

#16 Jerry & Darlene Shamba
#8 Kathy Grant

~~#13~~ ~~Walter~~

Property Report

6/24/2015

Roll Number	: 12780000	Land Value	: \$16,540.00
Owner 1	: TOWN OF CLARESHOLM	Improved Value	: \$00.00
Owner 2	: N/A	Total Assessed Value	: \$16,540.00
Civic Address	: N/A	CAMALot Report	: Assesment Report
Unit / Trailer Number	:	Registered Plan	: Registered Plan
Lot	: 1MR	Mailing Name 1	: TOWN OF CLARESHOLM
Block	: 67	Mailing Name 2	:
Plan	: 0413772	Mailing Address 1	: BOX 1000
Short Legal	: 0413772;67;1MR	Mailing Address 2	:
Linc Number	: 0030756993	City	: CLARESHOLM
Title Number	: 041407802013	Province / State	: ALBERTA
	PLAN 0413772	Country	: CANADA
	BLOCK 67	Postal Code	: T0L 0T0
	LOT 1 MR (MUNICIPAL RESERVE)	Zip Code	:
Long Legal Description	: EXCEPTING THEREOUT ALL MINES AND MINERALS ATS REFERENCE: 4;27;12;26;SW		
Land Use District	: PUBLIC P		
Area (sq m)	: 248.95		
Perimeter (m)	: 88.26		





North from Skyline Crescent



South from Skyline Mews



REQUEST FOR DECISION

Meeting: July 20, 2015
Agenda Item: 3

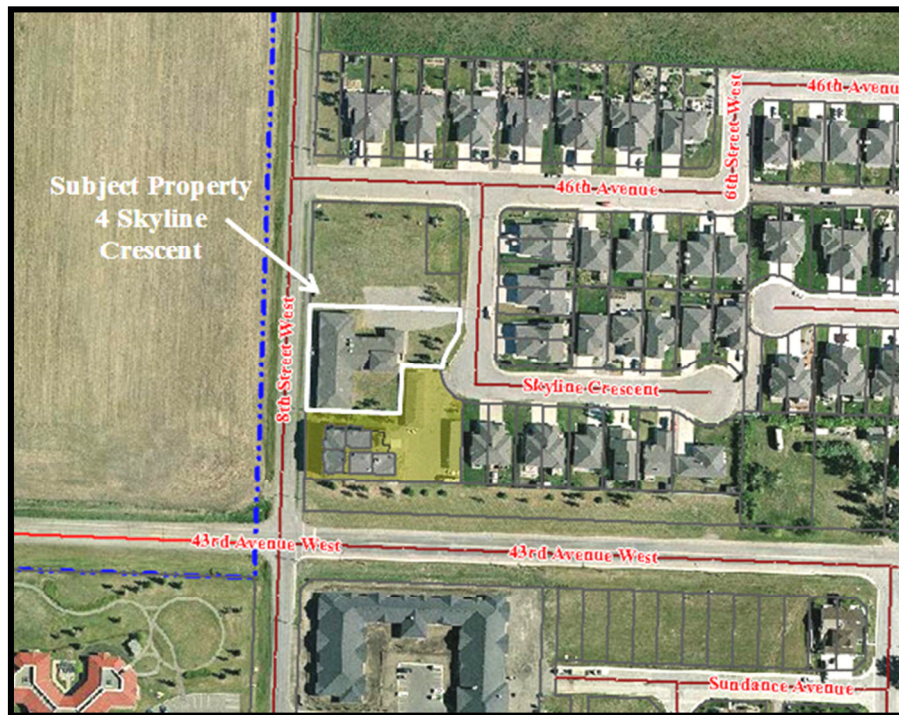
TAX RECOVERY SALE – REAL ESTATE LISTING

DESCRIPTION:

Administration is requesting:

1. Council motion to either extend the current Real Estate Listing Contract for an additional twelve (12) months
or
2. Council motion to research potential Commercial Real Estate Agents.

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).
8. At the Council meeting held on January 12, 2015, Council carried a motion to extend the Real Estate contract till July 15, 2015, with a price of \$800,000.00.

DISCUSSION / OPTIONS:

- All offers to purchase that have been put forward for the property have expired. There are no current offers.
- Seeking out potential Commercial agents from surrounding areas may draw a larger market to view this property.

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:

Moved by Councillor _____ to extend the current Real Estate Listing Contract for an additional twelve (12) months ending on July 30, 2015.

Or

Moved by Councillor _____ to research Commercial Real Estate Agencies.

ATTACHMENTS:

- 1.) none

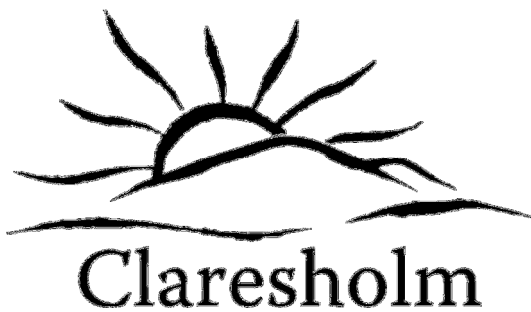
APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen – Infrastructure Administrative Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 15, 2015



REQUEST FOR DECISION

Meeting: July 20, 2015
Agenda Item: 4

AUMA CONVENTION 2015

DESCRIPTION:

Administration is requesting direction from Council regarding possible appointments to meet with various Ministers and other officials at the Alberta Urban Municipalities Convention in Calgary September 23 – 25, 2015.

BACKGROUND:

All six Councillors and the Chief Administrative Officer are registered to attend the AUMA Convention in Calgary. This convention provides opportunities to meet with various Ministers from the Alberta Government, as well as other officials such as the RCMP. At the meeting June 22, 2015, there was some discussion amongst Council regarding meeting with several ministries. Administration would like specific direction as to which Ministers Council would like to meet with and the topics to be covered with each Minister. Council should also decide if there are any other officials they wish to meet with at the Convention such as the RCMP. A clear direction as to the content of these meetings should be specified.

RECOMMENDED ACTION:

Council pass a motion to request meetings with Alberta Municipal Affairs, Alberta Transportation the RCMP K Division at the AUMA Convention September 23 – 25, 2015.

PROPOSED RESOLUTION:

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

Attachments:

None.

Applicable Legislation: Not applicable.

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: July 16, 2015



TOWN OF CLARESHOLM

BALANCE SHEET AS AT JULY 17, 2015

	2015 YTD BALANCE
ASSETS	
FINANCIAL ASSETS	
CASH & TEMPORARY INVESTMENTS	5,214,434.20
TAXES & GRANTS IN PLACE OF TAXES RECEIVABLE	905,449.79
TRADE & OTHER RECEIVABLES	535,580.47
LAND HELD FOR RESALE	150,687.65
TOTAL FINANCIAL ASSETS	6,806,152.11
NON-FINANCIAL ASSETS	
INVENTORY FOR CONSUMPTION	228,336.84
PREPAID EXPENSES	17,769.77
TANGIBLE CAPITAL ASSETS	25,854,945.54
TOTAL NON-FINANCIAL ASSETS	26,101,052.15
TOTAL ASSETS	\$32,907,204.26
LIABILITIES	
LIABILITIES	
ACCOUNTS PAYABLE & ACCRUED LIABILITIES	(1,915.10)
EMPLOYEE BENEFIT OBLIGATIONS	216,069.40
DEPOSITS	30,402.48
DEFERRED REVENUE	840,743.86
LONG TERM DEBT	4,741,681.86
TOTAL LIABILITIES	5,826,982.50
ACCUMULATED SURPLUS	
UNRESTRICTED SURPLUS	4,588,625.62
INTERNALLY RESTRICTED SURPLUS	1,378,332.00
EQUITY IN CAPITAL ASSETS	21,113,264.14
TOTAL ACCUMULATED SURPLUS	27,080,221.76
TOTAL LIABILITIES	\$32,907,204.26



TOWN OF CLARESHOLM

INCOME STATEMENT

AS AT JULY 13, 2015

	2015 YTD FULL Budget	2015 YTD Actual	2015 YTD \$ Variance	Comments
OPERATING REVENUE				
NET MUNICIPAL TAXES	\$3,003,175.00	\$3,525,208.49	-\$522,033.49	<i>2 pmts for school taxes</i>
USER FEES AND SALE OF GOODS	1,972,810.00	1,016,151.05	956,658.95	
GOVERNMENT TRANSFERS FOR OPERATING	331,663.00	0.00	331,663.00	<i>Not received</i>
INVESTMENT INCOME	32,000.00	16,064.57	48,064.57	
PENALTIES AND COSTS OF TAXES	82,500.00	66,932.53	15,567.47	
LICENSES AND PERMITS	44,500.00	35,151.20	9,348.80	
FRANCHISE AND CONCESSION	142,705.00	81,252.20	61,452.80	
RENTAL	104,700.00	44,631.39	60,068.61	
OTHER	78,944.00	38,611.53	40,332.47	
FAMILY & COMM SUPPORT SERVICES	220,699.00	134,932.99	85,766.01	
TOTAL OPERATING REVENUE	\$6,013,696.00	\$4,958,935.95	\$1,086,889.19	
OPERATING EXPENSES				
LEGISLATIVE	111,500.00	50,688.45	60,811.55	
ADMINISTRATION	1,105,528.12	547,234.54	558,293.58	
FIRE	178,601.00	91,034.88	87,566.12	
BYLAW ENFORCEMENT	135,509.00	79,463.89	56,045.11	
COMMON AND EQUIPMENT POOL	538,802.00	310,811.01	227,990.99	
ROADS, STREETS, WALKS & LIGHTING	449,457.00	188,591.95	260,865.05	
AIRPORT	18,859.00	13,721.71	5,137.29	
STORM SEWERS AND DRAINAGE	120,744.00	16,121.60	104,622.40	
WATER SUPPLYS AND DISTRIBUTION	863,021.00	225,427.23	637,593.77	<i>Debenture pmts not posted</i>
WASTEWATER TREATMENT AND DISPOSAL	157,791.00	23,388.77	134,402.23	
SOLID WASTE MANAGEMENT	495,454.00	232,151.12	263,302.88	
FAMILY AND COMMUNITY SUPPORT SERVICES	214,948.00	125,293.49	89,654.51	
DAY CARE	69,777.00	19,101.00	50,676.00	
CEMETERIES AND CREMATORIUMS	38,099.00	9,049.29	29,049.71	
OTHER PUBLIC HEALTH AND WELFARE	30,000.00	511.20	29,488.80	<i>Phys recruitment not active</i>
PLANNING AND DEVELOPMENT	177,191.00	115,403.23	61,787.77	
PARKS AND RECREATION	656,878.00	330,732.77	326,145.23	
CULTURE - LIBRARIES, MUSEUMS AND HALLS	291,879.00	212,252.40	79,626.60	<i>Library req pd in full</i>
TOTAL OPERATING EXPENSES	\$5,654,038.12	\$2,590,978.53	\$3,063,059.59	
NET INCOME FROM OPERATING	\$359,657.88	\$2,367,957.42	-\$1,976,170.40	
CAPITAL REVENUE				
TOTAL GOVERNMENT TRANSFERS	2,091,045.00	71,673.74	2,019,371.26	
CAPITAL EXPENSES				
TOTAL CAPITAL EXPENSES	2,297,900.00	130,510.88	2,167,389.12	
NET CAPITAL SURPLUS (DEFIC	-\$206,855.00	-\$58,837.14	-\$148,017.86	

Town of Claresholm

Term Deposits and Investments

As at July 15, 2015

SHORT TERM INVESTMENTS - all investments with ATB Financial

Maturity Date	Description	Carrying Amount	Market Value July 15, 2015
GICs			
8/15/2015	General GIC invested for 1 year - 1.84%	500,000.00	508,469.04
8/28/2015	General GIC invested for 1 year - 1.83%	500,000.00	508,097.12
7/2/2016	General GIC invested for 1 year - 1.9%	500,000.00	500,390.41
7/2/2016	General GIC invested for 1 year - 1.9%	500,000.00	500,390.41
TOTAL GENERAL GICs		\$2,000,000.00	\$2,017,346.98

T-Bills - no set maturity dates - 0.1% calculated daily, paid monthly

Federal Gas Tax Fund	184,528.77
Basic Municipal Transportation Grant	3,088.33
Alberta Municipal Water/Wastewater Partnership	883.70
MSI Operating	33,973.53
MSI Capital	345,608.99
Parking Reserve	3,669.41
Offsite Levy Reserve	63,121.93
Walking Paths Reserve	1,994.40
Municipal Reserve	36,515.22
TOTAL T-BILLS	\$673,384.28

LONG TERM DEBENTURES

Maturity Date	Description	Initial	Current
9/15/2023	2004-2023 - 20 years Sewer upgrades debenture 2.875% (annual payments of \$86,301.93 Sep)	\$1,000,000.00	\$590,205.92
12/15/2033	2008-2033 - 25 years Pine Coulee project debenture 5.24% (semi-annual payments of \$144,434.13 Jun & Dec)	\$4,000,000.00	\$3,395,444.40
12/15/2021	2011-2021 - 10 years Golf course exp. debenture 2.306% (semi-annual payments of \$54,584.62 Jun & Dec)	\$970,000.00	\$655,483.49
TOTAL LONG TERM DEBENTURES			\$4,641,133.81



CAO REPORT

July 20, 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

National Disaster Mitigation Program

The following funding was brought to my attention by MP John Barlow on May 27, 2015.

National Disaster Mitigation Program (NDMP)

“Overview

In recognition of increasing disaster risks and costs, Budget 2014 earmarked \$200 million over five years to establish the National Disaster Mitigation Program (NDMP) as part of the Government's commitment to build safer and more resilient communities. The NDMP will address rising flood risks and costs, and build the foundation for informed mitigation investments that could reduce, or even negate, the effects of flood events in the future.

The NDMP fills a critical gap in Canada's ability to effectively mitigate, prepare for, respond to, and recover from, flood-related events by building a body of knowledge on flood risks in Canada, and investing in foundational flood mitigation activities. Knowledge that is up-to-date and accessible will not only help governments, communities and individuals to understand flood risks and employ effective mitigation strategies to reduce the impacts of flooding, but will also further discussions on developing a residential flood insurance market in Canada.

Main Objectives

The NDMP was established in April 2015 to reduce the impacts of natural disasters on Canadians by:

- *Focusing investments on significant, recurring flood risk and costs; and*
- *Advancing work to facilitate private residential insurance for overland flooding.*

Eligibility

Provincial and territorial governments are the eligible recipients for funding under the NDMP. However, provincial and territorial authorities may collaborate with, and redistribute funding to eligible entities, such as municipal or other local governments, public sector bodies, private sector bodies, band councils, international non-government organizations or any combination of these entities.”

In light of the provincial government being the eligible recipient for funding, I began researching the appropriate department to apply for funding on our behalf for the Storm Water Master Plan

work. MLA Stier's office also inquired on our behalf and sent a letter to the Minister of Environment and Parks, the Honourable Shannon Phillips, providing support for our project and asking that their department contact our office to discuss the possibility of having the provincial government apply for the grant on behalf of the Town of Claresholm. To date, I have had no response from the Ministers office. I did however, receive a call from Mark Murphy, Field Officer for the Alberta Emergency Management Office in Lethbridge , who was able to ascertain that the first round of funding had been earmarked for Alberta Sustainable Resource projects from 2013, but that there would be another round of funding announced sometime in August or September. I will keep abreast of any updates on this funding and continue to work with both MLA Stier and Mark Murphy to try to acquire funding through this grant.

Director of Corporate Services

We have recently undergone a series of interviews for the position of Director of Corporate Services. During the process, we were not able to secure a suitable candidate for the position. Therefore, we have re-advertised the position to a broader audience in hopes of attracting additional applicants. The closing date for the new posting is August 14th.

ADMINISTRATION

[See enclosed report](#)

BYLAW ENFORCEMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[No report received](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

POOL

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

July 2015 Taxation/HR Report

From: Lisa Chilton

Human Resources

- First round of interviews for Director of Corporate Services completed June 30th.
- Second round of interviews completed on July 10th.
- A public works employee is still off sick (3 months) and isn't expected to resume modified duties until at least the beginning of August and full duties Sept 1st.
- Job descriptions for union employees are in the process of being reviewed
- Development of a consistent hiring package still in progress
- A review of the Town of Claresholm H/R policies began in July.
- Alberta Blue Cross Premium Rates for the year beginning August 1, 2015, have been assessed. There is an increase of .84% for the premiums.
- Congratulations to Randy Keller for successfully completing his Water Distribution II and his Wastewater Collection II. This qualifies him to be an Equipment Operator III when a position is available.
- Congratulations to Bruce Fitzgerald for successfully completing his Water Treatment II and Water Distribution II and his Wastewater Treatment I and Wastewater Collection II. The Town of Claresholm now has 2 fully qualified Water and Wastewater Treatment Plant Operators.

Taxation

- Tax deadline was June 30th, 2015.
- Final date for any assessment appeals was July 14th. (except for the four roll #'s with 305-1 changes, appeal deadline is August 9th)
- We have received one residential appeal to date.
- Tax outstanding after June 30th deadline is:

\$919,204.70

Summary of outstanding taxes:

\$ 43,749.54 Tax recovery property - #4 Skyline
\$ 54,262.26 properties on Tax Arrears List for 2015. (subject to sale in 2016)
\$549,305.31 on Tax Installment Payment Plan
\$ 36,077.74 due from Government (grants-in-lieu)

\$235,809.85 Current 2015 taxes not paid and includes the following:

\$ 13,712.00 one property owner – 24 parcels
\$ 28,393.00 one developer – 58 parcels

Arrears letters were mailed out July 9th, 2015. A progressive collection campaign has begun.

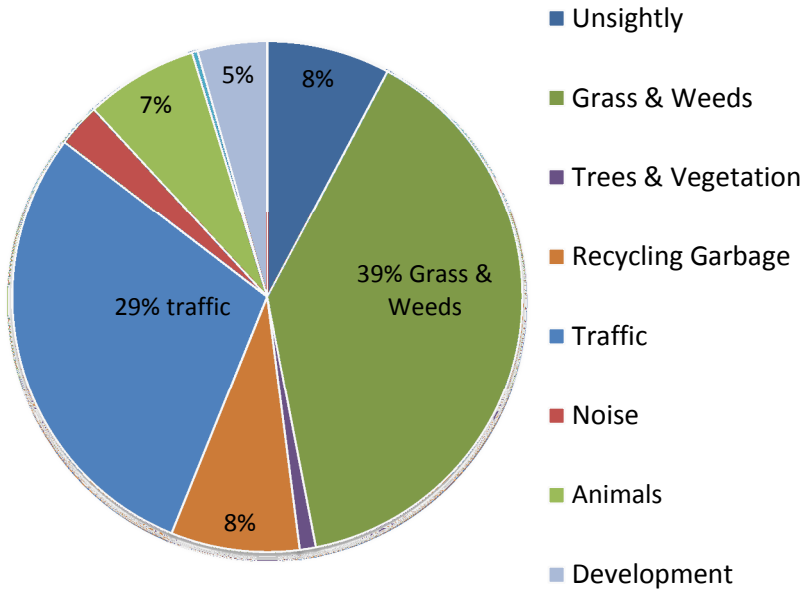


INFORMATION BRIEF

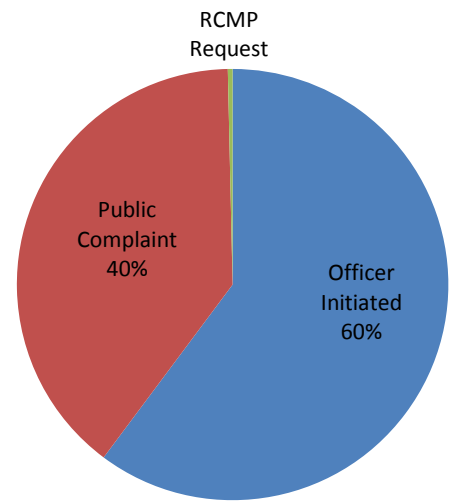
Meeting: July 20, 2015
 Agenda Item: CAO REPORT

JUNE 2015 BYLAW ENFORCEMENT REPORT

Bylaw Enforcement Breakdown



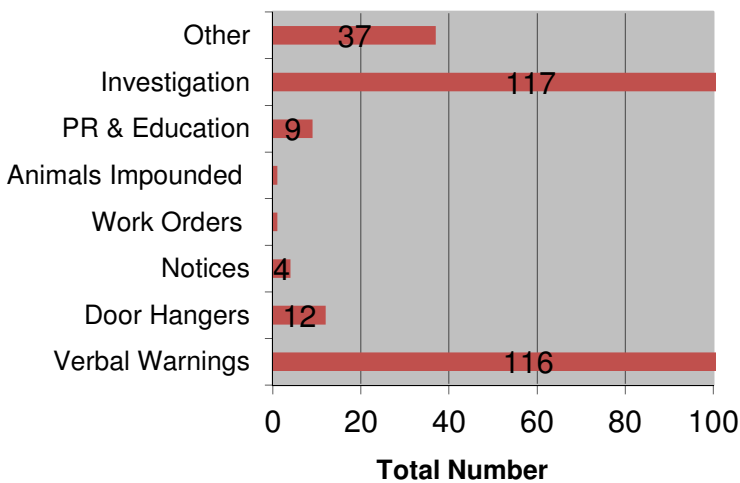
Enforcement Initiation Breakdown



Additional Information

1. Officially started as your Peace Officer on June 3rd, as a uniformed presence.
2. The Town and RCMP Driver (Speed) Feedback sign were set-up at the North and South ends of Claresholm.
3. The Local Press advertisements focused on information items including the rules for driving mobility aids in the Town of Claresholm.
4. Enforcement Action in June focused on grass & weeds.
5. Our first Bike Rodeo was successfully held on June 23, with attendance of 340 kids from the entire Stavely School and the West Meadow School in Claresholm.
6. Traffic Count Study done on June 9th to determine the density of pedestrians and vehicles at the 8th street and highway 520 cross walk and intersection.

Enforcement Action



FCSS Report for Council for June/July

- Sherry and Barb helped out at bike rodeo. Helmets (used for rodeo) were donated to FCSS to give out to needy families.
- Barb met with new Resource Specialist from CFSA
- Barb attended Health and Safety meeting
- Discussed possible programming with Family Ties (Lethbridge)
- Met with Kathy to organize more details about Community Awareness Event
- Met with Linda Herbert from Western Financial about receiving a donation of \$500 towards the Teen Drop In at The Station (we bought chairs for the teens to sit on and some board games)
- On-going organizing of volunteers for Summer Games
- Prepared supplies for concession at Summer Games
- Julia and Barb met with George Hall (Community Foundation of Lethbridge and Southern Alberta) about applying for the Henry S. Varley Fund for Rural Life.
- Julia worked on outline for grant - outline accepted so Julia will prepare more to apply for grant with help from George.
- Took turns helping at the concession at Summer Games
- Barb attended Art in The Park on Saturday. Very well attended and looking at doing it again.

- Met with John Wenlock (organized a grant for skateboarders in town), we partnered with finding volunteer staff for his participants and will be offering space to them for a seminar with public health.
- Increase in number of individuals/families in crisis: referrals to Alberta Works; Transportation Society; Foothills Foundation (housing); mental health; Housing Authority; mediation services

FCSS MONTHLY REPORT --JUNE 2015

- Julia presented to Chamber of Commerce
- Hosted a monthly Interagency meeting
- Met with teacher from WCCHS to discuss upcoming Intergenerational Golf Tournament
- watched a webinar relating to Government Relations and nonprofit organizations
- Barb attended Compass (program for helping caregivers) and is certified to facilitate programs in fall.
- Julia and Sherry facilitated Roots of Empathy wrap up party at West Meadow Elementary for one grade 5 class
- Barb attended Board Leadership conference in Calgary
- Barb attended Provincial Outcome Measures training in Banff and then Regional Spring meeting the next day.
- Hosted Intergenerational golf tournament with 7 students and 43 seniors - great reviews
- Barb hosted Roots of Empathy wrap up party for second grade 5 class

- Julia and Barb represented FCSS at Lion's Club year end bbq
- Held fundraising bbq for The Station. Very successful
- Hosted Longest Day of Play (3rd year)

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES



7/20/2015

Report for June / July 2015

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES

REPORT FOR JUNE / JULY 2015

2015 Summer Games Report

Infrastructure Services time spent to get ready for and during the summer games was approximately 340 man hours and 85 equipment hours. The estimated total cost combined is approximately \$20,400.00. (Exact numbers will require time sheets to be reviewed for the last 12 weeks and next 2 week time period as well.)

One complaint forwarded to Infrastructure Services was parking issues. There was also an incident at the Claresholm Airport, where a plane landed while the cycling event was underway. The radio monitoring the air traffic had been turned to a different frequency. The Town had the runways closed at the time, through Edmonton Flight control, which controls our air field. The event was not severely disrupted, and was able to continue. Edmonton flight control was notified and conformation was made that our airport was closed and advertised as such to all pilots checking in. We were told nothing more was required to be done to continue our event in the time slots that we had arranged for closure. The radio was tested and monitoring was handed over to a Fire Department Member who was present for the entire event schedule, on site as first aid with an ambulance. Two more planes wanted to land and were turned away by radio, as well a pilot wanted to take off during a time when we had the runways closed and was told he would have to wait.

Over all the events went well from the facility end, and there was no complaints at any of our site's. Infrastructure Services Crews helped set up most event sites with tables, chairs, tents, power and garbage cans. Crews also did extra sweeping of streets and extra dumpster pickups, as well as post cleanup of sites on Monday, July 13th. Parks crew had all grassed areas freshly groomed, and cleaned bathrooms at two of the parks, Ice Arena, twice daily, + Airport terminal washrooms as well as site garbage daily, plus some of our normal weekly maintenance.

Future recommendations:

- Add proper garbage containers needed for events of this size, as well as recycling containers.
- The Town would require another dozen tables. Currently the Town used ones passed along to us by the Claresholm Lions Club. (Note: The Town supplied over 20 tables and 180 chairs for the events.)
- Infrastructure Services would also recommend not holding events on the active runways, for safety reasons, as well as business disruption.
- Events moved off provincial highways if possible as well would be recommended.
- Better signage for no parking areas and parking areas.

Infrastructure Services recommends setting the caldron (Torch) up for permanent display at Centennial Park, by the rancher's memorial, on its own concrete pad. Otherwise it can be stored back along fence line at the Public Works shop.

Recycling- (Recycling totals for April, May and June from Capital Paper are shown below)

Month Recycling Totals:

April	30,491 kgs
May	19,958 kgs
June	32,313 kgs

Sidewalks- Sidewalk tender for repairs / replacement has been awarded to the only tender received. Another 150+ trip hazards have been removed from sidewalks on the west side. (See attached Project summary.)

Streets- Work on pavement patching of frost boils and water / sewer repairs has been completed. Working on potholes as time allows. Line painting and curb painting has been completed.

Water- The crew has been working on the hydrant deficiency list, as well as locating water shutoffs that have been difficult to locate.

Storm Drainage Work- Associated Engineering has completed the initial surveying of the 8th street drainage ditch and Frog Creek Corridor. They will present their findings as soon as they are available.

Parks- Grass cutting is keeping the crew busy. Weed spraying is still going. Extra work at all facilities was completed to be ready for the summer games.

Garbage- The newer garbage truck was broke down for a couple of weeks, and we had to change our normal operations when the dump was closed on Wednesdays. Both trucks are now back to work.

Staff- Robert is coming back to work on modified duties at the beginning of August. Normal duties beginning September and then he will be off in October for an operation.

Attachment: Sidewalk Trip Hazard Work Summary

Submitted by:

Mike Schuweiler
Director of Infrastructure Services
Town of Claesholm



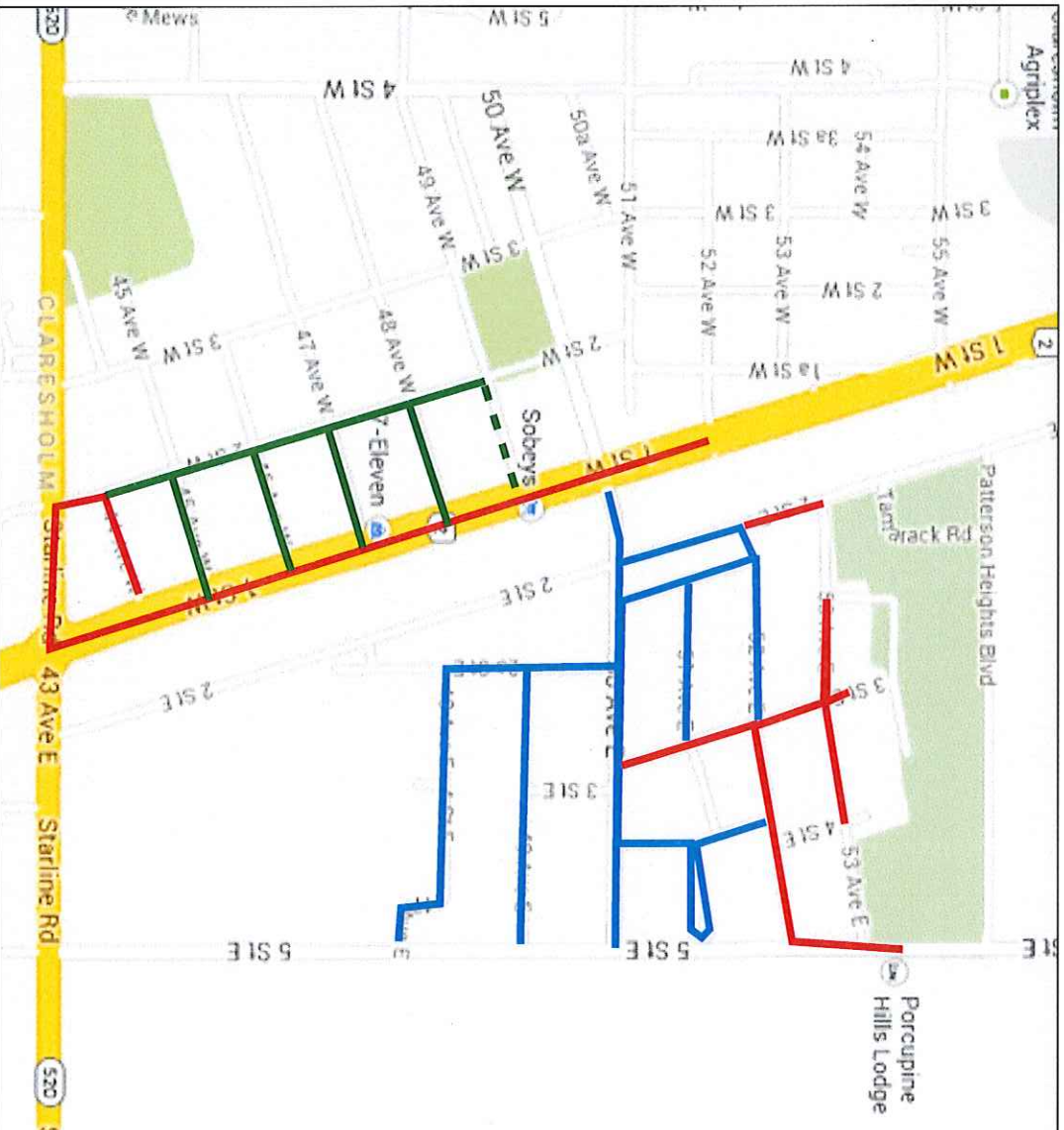
Town of Claresholm

2013- \$9,969.38

2014- \$10,004.50

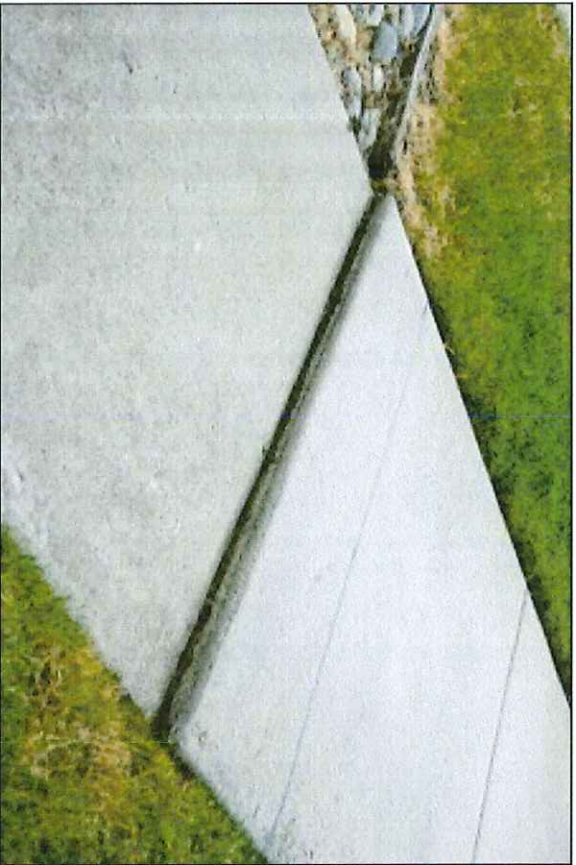
2015- \$10,000.00

2015 AREA COMPLETED





PRECISION CONCRETE CUTTING REPAIRS



Before



After Precision Concrete Cutting has completely and smoothly removed the trip hazard.

The information in this summary is confidential, and is to be used only by the intended recipient and Precision Concrete Cutting in evaluating the project. Any copying or unauthorized disclosure of this information is prohibited.

POOL REPORT JUNE 2015

- 1. Summer Registrations Monday – Friday, Preschool 1-Swim Patrol**
 - a. 149 Registrations, April 1, 2015 –June 30, 2015
 - b. 93 Registrations, April 1, 2014 –June 30, 2014
 - i. 8 private lessons booked
 - ii. 10 Saturday Session Registrants
 - c. 105 Registrations, April 1, 2013- June 30, 2013
- 2. Private Lessons**
 - a. 4 Registrants
- 3. Schools**
 - a. Daly Creek Colony (Granum) Lessons, 16 students
 - b. WMES Kindergarten STS Swim to Survive, June 8-12 & June 15-18, 48 students
 - c. Caley Colony, 2 hour rental (first time attendant) 32 youth
 - d. 16 school rental fun swim times
- 4. Aquafit Registrations**
 - a. Mon/Wed/Fri 8-9am- 9 registrants, average of 6 participants
 - b. Mon/Wed/Fri 1-2pm- 7 registrants, average of 8 participants
- 5. Seniors Program Tues & Thurs 11-11:30 am**
 - a. 27 total participants for the month of March
 - b. Average of 12 per session
 - i. Cottonwood Manor started coming once a week. They have a new recreation director, as well the residents of Cottonwood are more willing to come to the pool
 - ii. Porcupine Hills Lodge residents have been coming almost weekly since the start of the program in 2012
- 6. Free swim Numbers**
 - a. June 13, 22
 - b. June 20, 44
 - c. June 27, 16
- 7. 10 punch passes**
 - a. 18 Sold
- 8. Quarter Passes** *see attached
 - a. 19 sold, sale June 1-June 30
- 9. Rentals**
 - a. 2, Private
 - b. Kraken Swim Meet

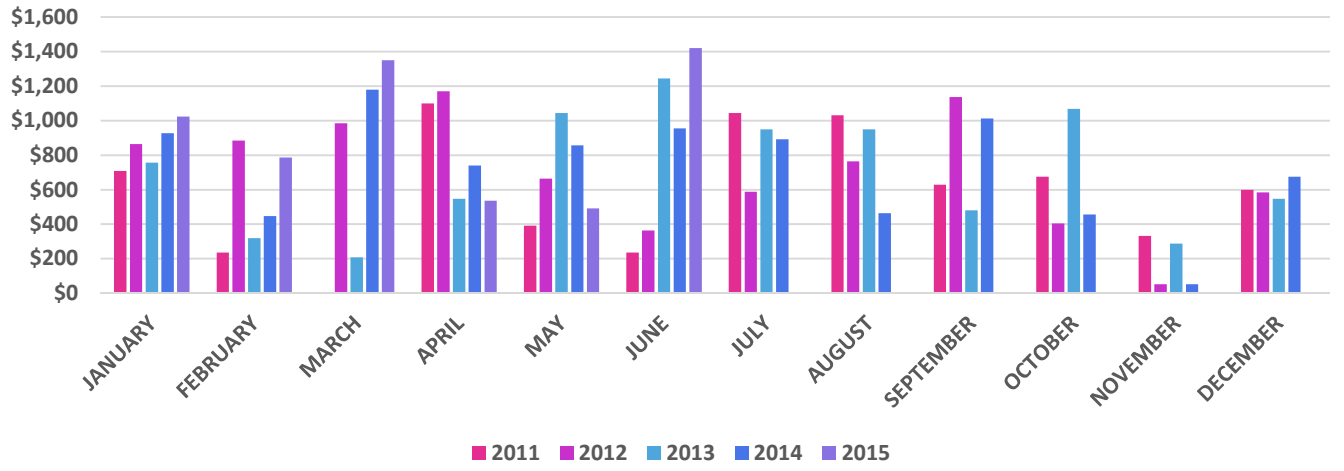
- i. 2 days, June 5 & 6
 - ii. Approximately 200+ swimmers
 - iii. No issues recorded from Care Center, signage, staff and volunteer checklists have been in place
- c. 18, Nanton Marlins Swim Club (full pool and lane rentals) May 2015-July ?

June Attendance	
6-8 or 9 am Fitness	286
8-9 Aquafit	90
9-10 School Use/Lessons	416
10-11 School Use/Lessons	223
11-11:30 T&T Seniors/PT Lessons	152
11-11:30 M/W/F B&M, Str. Imp	28
11:30-1 Fitness & Parent&Tot	165
1-2 CCC	60
1-2 Aquafit	136
1-2 Family Swim	108
2-3 Schools/ Private lesson	420
3-4 Toonie Swim	154
2-4 Free Public/ public	292
4-6 Swim Lessons/Club	677
4-5 Private/JLC/Fitness	0
5-6 Deep Water Aquafit	0
6-8 Public/Toonie/Mini Aquafit	148
8-9 CCC	101
8-9 Fitness	75
8-9 Teen Jan 31	0
Rental Times	469
	4000

	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2011	\$708	\$236		\$1,100	\$392	\$236	\$1,044	\$1,032	\$628	\$675	\$332	\$600	\$6,983
2012	\$864	\$884	\$984	\$1,170	\$664	\$364	\$588	\$764	\$1,136	\$404	\$52	\$584	\$8,458
2013	\$756	\$320	\$208	\$548	\$1,044	\$1,244	\$950	\$950	\$480	\$1,069	\$288	\$548	\$8,405
2014	\$928	\$447	\$1,180	\$740	\$856	\$956	\$892	\$464	\$1,012	\$456	\$52	\$675	\$8,658
2015	\$1,024	\$786	\$1,349	\$536	\$493	\$1,420							

- March 2011, Pool Shutdown
- November 2012, Pool shutdown 6 weeks, due to diving block removal/reinstall issue
- March 2013, Heater in pool is broken
- November 2013, 2014, Pool annual shutdown

Quarter Pass Sales





UTILITY SERVICES REPORT

JUNE/JULY 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
- Lagoon Pump Station Flow.....pg. 7

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

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

- June 19th ZEE Medical on site to restock/check first aid kit and eye wash station.
- June 25th CHAMCO back again to service Sullair1800 compressors.
- June 25th ARMAX Electric out to hook RJP 8502 reject water pump up.
- Neutralization tank pump motor RJP 8502 reinstalled.
- Calcium Thiosulphate (de-chlorination) pump and line to neutralization tank cleaned and in service.
- All online meters have been cleaned and calibrated.
- July 3rd Ian Thorner (JOHN BROOK's Pumps) technical representative onsite to check chlorine pump.
- DAF #1 (dissolved air flotation) flotation zone cleaned to reduce turbidity entering online meter.
- Backup generator has been run and there are no issues.
- Chlorine bottles changed and REGAL gas detector alarm tested.
- Co2 Alarm has been tested.
- July 15th CIP (clean in place) on both membrane racks.

TESTING/MONITORING REQUIRMENTS

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

GOVERNMENT COMPLIANCE

- July 14th Alberta Environment Drinking Water Specialist Bob Vatcher out for a surprise visit. No issues to report as everything is in compliance.
- There has been no noncompliance issues in regards to the daily monitoring, measuring and reporting frequency requirements as per schedule 2, and 3 of the approval.

CHEMICAL

- Calcium Thiosulphate 30% on site and has replaced Sodium Bisulfite 40%
- CLEARTECH looking into sodium hydroxide options to best meet our needs.
- Supply of sodium hypochlorite onsite.
- Supply of chlorine gas onsite.
- Supply of Citric Acid 50% solution onsite after cleaning Caustic tank.

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- Replaced charger for backup generator battery.
- Red Lion display still out for repair/replacement (Automated Electrical Systems).
- Grass cut and yard around building cleaned.
- Town Gardener maintaining flower bed in front of the building.
- HPS 60hp pump HLP 1708 vibrating at 45 l/p sec (motor/pump non-issue was put back in service as per CHAMCO).

AIRPORT PUMP STATION

- Distribution line break on Tiger Moth Crest, between Hangers 3 & 4 repaired.
- REDCAP Ventures to replace airport pump station motor natural gas feed valve and high level temperature switch.
- Backup motor for the domestic water supply including fire hydrants has been run.
- Jockey pump on fire suppression line is still in operation to keep the underground fire system pressured to 120 psi.
- Reservoir fill line inside the building is operating well, but needs upgraded to avoid future problems.
- CHAMCO contacted about supply time and quote cost to replace fire suppression system back up.

UFA RESERVOIR

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

WEST WATER PLANT (decommissioned)

- Contacted Fortis Ref# 630006194 to get cost of salvaging power (no cost for salvaged). There has been no indication that the fire last month was caused by the power line, but the system is old and not needed.

WATER DISTRIBUTION

UNIVERSAL METERING

- 11-B Westlynn Crest issue with water pressure (75 psi @ outside tap), recommended having a plumber check the water lines after the meter for restrictions.
- 333-47th Ave West meter leak issue (replaced rolled gasket on meter fitting).
- 311-51 Ave East meter leak issue (sweaty meter and line due to warmer weather).
- Daily and monthly meter readings for the office as requested.

GOVERNMENT COMPLIANCE

- In June 10 Bacteriological samples were taken within the town's distribution system showing no Total Coliforms or E coli. July samples are ongoing and to date have had no issues.
- Free chlorine checked at numerous locations around outer town limits all acceptable.

TOWN OF GRANUM SUPPLY LINE

- Granum supply line water break June 23rd @ 8am. Called Kay and Mark Conner (PW operator).
- Granum has stopped using water directly off the Regional Water Supply line through their pressure reducing station.
- Mel Koehler (Alberta Environment and Sustainable Resources) called needing information about the water break on the supply line to Granum.
- Granum was out of water during the break on the supply line and were under a boil water advisory.
- July 3rd meet with Granum CAO before there reservoir was put online (recommended for them to clean the first reservoir in series to stop the contamination of the cleaned reservoir).
- July 7th Granum reservoir cleaned and back online.

METER VAULTS

- ENERGO Welding repaired grating and gate to lower area at Booster Station.
- Meter vault in water plant yard to the acreages dry and secure. Pressure regulator set at 80 psi on down side of line.
- Granum meter vault (in Claresholm) dry and secure.
- West Water Co-op meter vault inspected and water pressure checked.

DISTRIBUTION LINES

- Check Dairy Queen water leak issue for McCance plumbing request. Public works was onsite locating the old curb stop.

LAGOONS AND WASTE WATER COLLECTION

NORTH LIFT STATION

- North Lift Station is running well with the current flows.
- Cleaned level control (FLYGHT bulbs).
- Checked high level alarm light.
- Waste Go Enzymes are being added weekly to prevent a buildup of grease in the wet well and downstream outfall lines.

LAGOONS

- June 9th and 11th Airtech on site to work on lower makeup air system in pump building (found issues from install that were not completed by contractor).
- Requested as built drawings from MPE Engineering from the lagoon project.
- Backup generator has been run.
- Fence surrounding the lagoons is secure.
- FERG'S Septic Service out again to clean more of the floating solids from the anaerobic cells.
- Waste water flow from town on average is 2200 m³ per day entering the anaerobic cells (first stage of treatment).
- June 2014/2015 sewage flow from town comparison (see pg.7)

RAW WATER SUPPLY

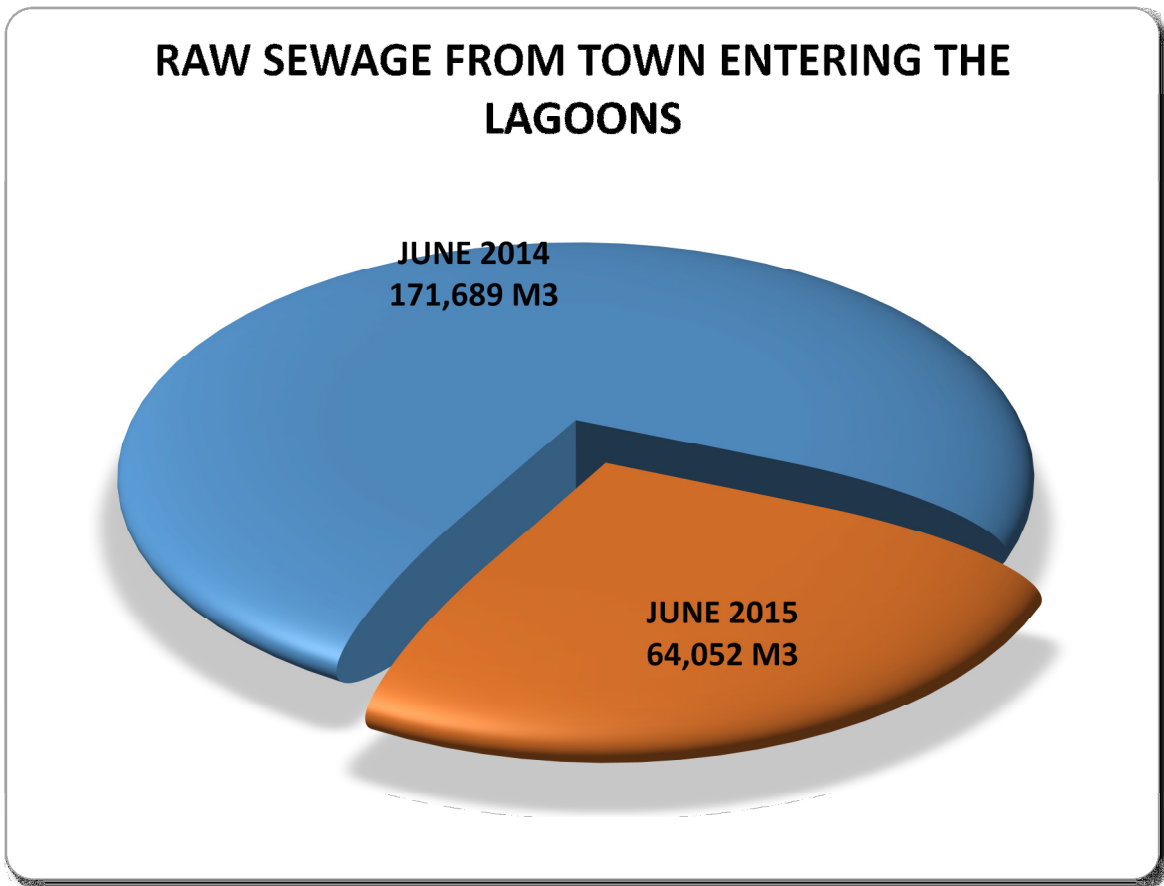
PINE COULEE

- Filled raw water storage reservoir from June 8th to July 3rd from Pine Coulee.
- Check all manholes and air relief valves.
- Check for leaks on the Pine Coulee supply line to town.

LAGOON PUMP STATION

- Below is a comparison of the sewage that flowed from town into the holding ponds at the lagoons in the month of June 2014 and June 2015. During June 2014 a daily average of 5,722 m³ was flowing from town during the heavy rains compared to an average of 2,135 m³ per day this year.

RAW SEWAGE	M ³ PUMPED
Jun-14	171689
Jun-15	64052





INFORMATION BRIEF

Meeting: July 20, 2015
 Agenda Item: 7

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - March 9, 2015				
17	RFD- Stormwater Management Plan. Moved by Councillor Ford to accept the Stormwater Management plan by Associated Engineering as presented. Carried. Moved by Councillor Cutler to apply for funding through the Alberta Resilience Program for stormwater related projects. Carried. Motion #15-007.	Marian/Mike	Spoke with Dean at A.E. March 10th and they will move forward with preparing the grant application. A.E. will also prepare the final copies of the report for our records. Deadline for applications was extended to September 30, 2015. Met with Dean and grant Program Coordinator on April 17th and the Coordinator gave us valuable information regarding how to formulate the application. Request for preliminary engineering funding on the agenda for May 25th.	In progress
Regular Scheduled Meeting - March 23, 2015				
13	Proceed with negotiating Airport Leases subject to MD approval for access	Marian	Requested confirmation from the MD regarding access across their land and have yet to receive a response	In progress

Regular Scheduled Meeting - May 11, 2015				
8	RFD - MD Fire Truck Agreement - Moved by Councillor Ford to sign the Fire Truck Agreement with the MD of Willow Creek as presented, and to direct Administration to begin discussions with the MD of Willow Creek to develop a proposal for the best model for emergency services going forward. CARRIED.	Marian	New agreement for fire truck is signed. July 7/15 -Marian is currently reviewing Fire Delivery Service Models and will meet with Cindy when alternative models have been identified.	Complete
12	Follow up on Land Sale Offer	Marian	Signed counter offer May 12/15 - Talked with Realtor on May 21st and she has not heard back from the purchasers Realtor as of yet. Offer has expired with no contact from the purchaser to the Realtor.	Complete

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

Regular Scheduled Meeting - June 22, 2015				
1	CORRES: Brownlee LLP - Moved by Councillor O'Neill to table the discussion regarding the Memorandum of Understanding and Interim Agreement with the Southern Alberta Energy from Waste Association until the next regular meeting of July 20, 2015.	Marian/Karine	On agenda for July 20th	Complete
2	CORRES: Royal Canadian Legion Branch #41 - Moved by Councillor Dixon to forgive the municipal portion of the 2015 property taxes of the Royal Canadian Legion in the amount of \$1,140.09.	Karine	Letter sent	Complete
3	RFD: Alberta Provincial Good Sam Association RV Rally Request - Moved by Councillor Ford to grant the Alberta Good Sam Association RV Rally permission to park their RV's in the parking lot and surrounding area of the Claresholm Community Centre, for the RV Rally June 13 - 18, 2017.	Tara	Letter sent	Complete
4	RFD: Superior Safety Codes Contract - Moved by Councillor Dixon to accept the Safety Codes Services Agreement as presented by Superior Safety Codes Inc. effective July 15, 2015.	Tara/Jeff	Executed Documents sent July 8, 2015	Complete
5	RFD: Draft Strategic Plan - Moved by Councillor Fieguth to approve the Town of Claresholm Strategic Plan 2015-2018 as presented.	Marian	Plan uploaded to the website and assignment sheet completed.	Complete

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 17, 2015

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

May 29th, 2015

Town of Claresholm – Council Chambers

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

Regrets: Sharon Duncan - Member-at-Large

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

Public Present: Rob Vogt, Claresholm Local Press

8:35 am

Call to Order /Adoption of Agenda

(Add in camera item – development permit condition extension)

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

CARRIED

Adoption of Minutes

- April 24, 2015

**Motion to adopt the
Meeting Minutes
By Grant Jordan**

**Seconded by
Councillor Ford**

CARRIED

Item 1: Discussion

Storage of Landscape Materials

(Development Officer to arrange Temporary Use Development Permit)

Taken for information

Item 2: Discussion

**Land Use Bylaw No 1525, Schedule 11,
Shipping Containers**

(Local press ad in the Town News with information regarding Schedule 11 from Land Use Bylaw No 1525)

Taken for information



MUNICIPAL PLANNING COMMISSION MINUTES

May 29th, 2015
Town of Claresholm – Council Chambers

Item 3: Action	Resignation of Member-at-Large <i>(Resignation of Municipal Planning Commission Member-at-Large, Grant Jordan)</i>	Motion to accept resignation by Councillor Ford Seconded by Councillor O’Neill CARRIED
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Item 4: Action	Development Permit Condition Extension	Motion to go In Camera by Councillor O’Neill CARRIED Motion to go out of In Camera by Grant Jordan CARRIED Motion to extend deadline for temporary fence removal to August 31, 2015 for D2015.041 by Councillor Ford Seconded by Grant Jordan CARRIED
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9:30 am	Adjourn	Motion to Adjourn By Councillor O’Neill
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OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 3 (2015)

EXECUTIVE COMMITTEE MEETING

Thursday, May 14, 2015 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - Chair
Henry Van Hierden - Vice-Chair
Don Anderberg
Jim Bester

Bill Chapman
David Hawco
Tom Rose (absent)

STAFF:

Lenze Kuiper - Director

Gail Kirkman - Subdivision Technician

AGENDA:

- 1. Approval of Agenda - May 14, 2015
2. Approval of Minutes - April 9, 2015 (attachment)
3. Business Arising from the Minutes
4. New Business
(a) Response to Delegation - Raymond, Magrath, Cardston & Stirling
(b) Request for GIS Services - Ghost Lake & Waiparous Summer Village
(c) Correspondence to Provincial Government re ORRSC (handout)
(d) Correspondence from Town of Granum Ratepayer
(e) Fee For Service Update (handout)
(f) Report on CPAA Conference
5. Accounts
(a) Office Accounts - April 2016 (attachment)
(b) Financial Statements -
(i) January 1 - January 31, 2015 (attachment)
(ii) January 1 - February 28, 2015 (attachment)
(iii) January 1 - March 30, 2015 (attachment)
6. Director's Report
7. Executive Report
8. Adjournment

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:05 P.M.

1. APPROVAL OF AGENDA

Moved by: David Hawco

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Don Anderberg

THAT the Executive Committee approve the minutes of April 9, 2015, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Response to Delegation – Raymond, Magrath, Cardston & Stirling

- A draft letter responding to the concerns expressed by the Raymond, Magrath, Cardston and Stirling delegation was reviewed and some revisions were made. Don Anderberg and Lenze Kuiper will prepare a presentation re: "Finance Committee Model" for Board members' information at the June 4, 2015 Annual General Meeting. The same presentation could also be given at a Mayors & Reeves meeting.
- In an effort to be more transparent, it was suggested the Executive Committee be more visible and involved at meetings in reporting to the membership instead of the Director. Board members should be reminded and encouraged to report back to their councils on ORRSC activities and issues.

Moved by: Don Anderberg

THAT a letter be sent to Raymond, Magrath, Cardston and Stirling responding to the concerns expressed at the April 9, 2015 Executive Committee meeting;

AND THAT a presentation re "Finance Committee Model" be given at the June 4, 2015 Annual General Board of Directors' meeting;

AND THAT the Mayors & Reeves be contacted regarding the "Finance Committee Model" presentation.

CARRIED

(b) Request for GIS Services – Ghost Lake & Waiparous Summer Village

- The CAO of Ghost Lake and Waiparous Summer Village has contacted ORRSC regarding obtaining GIS services. Our GIS staff are in favor of providing the service for a one-time start up fee of \$5,000 + \$1,000 per year (non-member rate) for both municipalities combined. The Committee felt we should enhance our member services instead of adding new members and that this encroaches on our business model and direction.
- For curiosity, the Committee asked Lenze Kuiper to investigate how much the summer villages were quoted by other GIS providers.

Moved by: David Hawco

THAT the Executive Committee decline the request to provide GIS services for Ghost Lake and Waiparous Summer Village as they are outside our service area. **CARRIED**

(c) Correspondence to Provincial Government re ORRSC

- The Director prepared a draft letter to the five southern Alberta MLAs introducing them to ORRSC, and inviting them to meet with our professional planning staff and Executive to discuss various land use planning issues common to our rural and urban municipal members. The MLAs are meeting with Mayors & Reeves on June 12 and we will try to piggyback our meeting on the same day, if possible.

Moved by: Bill Chapman

THAT the five southern Alberta MLAs be invited to meet with ORRSC planning staff and Executive. **CARRIED**

(d) Correspondence from Town of Granum Ratepayer

- A letter from a Town of Granum ratepayer was explained reviewed.

Moved by: Don Anderberg

THAT the letter from a Town of Granum ratepayer be received as information;
AND THAT a letter of acknowledgement be sent. **CARRIED**

(e) Fee For Service Update

- The updated Fee For Service table was reviewed.

(f) Report on CPAA Conference

- Gordon Wolstenholme and Jim Bester reported on the CPAA Conference in Red Deer which they attended on behalf of ORRSC.

5. ACCOUNTS

(a) Office Accounts – April 2015

5151	Vehicle Gas & Maintenance	Imperial Oil	\$ 168.71
5536	Rural IMDP Grant	Imperial Oil	61.86
5280	Janitorial Services	Madison Ave Business Serv (March) .	425.00
5280	Janitorial Services	Madison Ave Business Services	475.00
5320	General Office Supplies	Madison Ave Business Services	14.89
5285	Building Maintenance	Westburne	26.34
5285	Building Maintenance	Don's Pesticide Service	525.00
5310	Telephone	Shaw (March)	523.03
5310	Telephone	Shaw	309.65
5310	Telephone	Bell Mobility (March)	629.70
5310	Telephone	Bell Mobility	741.90
5320	General Office Supplies	Desjardin	53.20
5320	General Office Supplies	Reiter Computer	50.00
5320	General Office Supplies	Desjardin	29.69

5380	Printing & Printing Supplies	Desjardin	437.30
5330	Dues & Subscriptions	Pass Herald	50.00
5330	Dues & Subscriptions	Westwind Weekly	35.00
5350	Postage & Petty Cash	Postage by Phone	2,000.00
5380	Printing & Printing Supplies	Peak Vocational Services	90.00
5380	Printing & Printing Supplies	Desjardin	126.95
5390	Graphic & Drafting Supplies	Purolator Courier	28.99
5420	Accounting & Audit Fees	KPMG	3,850.00
5470	Computer Software	Pacific Alliance Technologies	3,013.63
5500	Subdivision Notification	Lethbridge Herald	276.12
5460	Public Relations	Lethbridge Herald	60.00
5536	Rural IMDP Grant	Cayley I.O.O.F.	150.00
5540	Other	Purolator Courier	27.60
5570	Equipment Repairs & Maintenance	Xerox	758.31
5580	Equipment & Furniture Rental	Xerox	838.74
1160	GST Receivable	GST Receivable	542.23
		TOTAL	<u>\$16,318.84</u>

Moved by: Henry Van Hierden

THAT the Executive Committee approve the Office Accounts of April, 2015 (\$16,318.84) as presented. **CARRIED**

(b) Financial Statements –

- (i) January 1 - January 31, 2015**
- (ii) January 1 - February 28, 2015**
- (iii) January 1 - March 31, 2015**

- It was noted that the Accrued Vacation on the financial statements has not been adjusted yet.

Moved by: Don Anderberg

THAT the Executive Committee approve the following Financial Statements, as presented:

- January 1 - January 31, 2015
- January 1 - February 28, 2015
- January 1 - March 31, 2015

CARRIED

6. DIRECTOR'S REPORT

- The Director gave a verbal report on his activities since the last Executive Committee meeting.

7. EXECUTIVE REPORT

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

8. ADJOURNMENT

- The Executive Committee will not meet in June, and only one meeting will be held during the summer on July 9, 2015.



PORCUPINE HILLS LODGE REGULAR MEETING

Tuesday June 5, 2015.

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

1. **Meeting called to order** by Earl Hemmaway at 3:00 p.m.
2. **Additions to Agenda** Lisa Added the item of the Cypress/Printer Quotes. Earl added discussion of Flowers for Judy and a new sign for the front of the lodge.
3. **Acceptance of Agenda** Pam moved acceptance. Carried
4. **Acceptance of Last Month's Minutes** Lyal moved acceptance of minutes as presented. Carried
5. **Financial Report** Janice moved acceptance. Carried.
6. **Manager's Report** Discussed LAP grant eligibility portion at \$222,668.25: up from 2014 and down from 2013.
 - Stavely and MD Willow Creek Requisitions have been received. Town of Claresholm is outstanding.
 - Records Management: Lisa has been working with Gwen from Service Alberta (Information Management Branch) and has established a Records Inventory for the years of 1983-2005. Records have been categorized according to what records are the property of the Management Body and what records belong to the Crown. Records must be kept on site for 7-10 years. Janice moved to maintain a records retention inventory and shred existing records prior to 2005 that belong to the Management Body, keeping those documents that belong to the Crown. Historical, nostalgic documents are an exception. Carried

- Discussed two quotes from the Cypress Group for lease of a printer. Enclosed. Lyal moved to lease the Toshiba model based on more information and at Lisa's discretion of that information. Exactly how much per month includes service? Protocol for interim upgrades? Possibility of a shorter lease and at what cost? Penalty for breaking lease? What cost, for example, for 10,000 copies? Carried.

Audrey moved to accept Manager's Report. Carried

Janice moved to send flowers to Judy. Carried.

Earl discussed possibility of a new sign at front of Lodge with color and new logo. Lisa to get quotes and timelines. Pam moved for a new sign at the front of the lodge. Carried.

7. **Recreation report** Submitted in package. Janice moved acceptance. Carried
8. **Maintenance Report** Submitted in package. Lyal moved acceptance. Carried.
9. **Supportive Units** Unit #14 will be vacant as of June 8, 2015. Mr. Martin Kulas has decided not to come into the Lodge. Additionally, his care-giver team is not FTE.
10. **Committee Report / Correspondence** None to present.
11. **In Camera.**
12. **Adjournment** Lyal moved to adjourn at 4:00p.m. Carried.

Next Regular Board Meeting July 7, 2014 @ 3:00 p.m.

Chairman of the Board Signature

Chief Administrative Officer Signature

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, April 17, 2015

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

REGRETS: Birthe Berger – Town of Granum
Darren Allen - Wandering Willows
Holly Gillespie – Lay Representative

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

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Bob Thompson to accept the agenda. Carried.

2.0 APPROVAL OF MINUTES

Moved by Jason Schneider to accept the minutes of the meeting held
March 27, 2015. Carried

3.0 BUSINESS ARISING

1. Expanded Medical Services – presentation to MD Willow Creek April 8, we were well received and addressed good questions.
2. Offer the Stavely Elks to sponsor 1 van with decals.
3. Town of Claresholm requesting assistance to cover loan interest costs. Denied.
4. Town of Granum, we sent a letter welcoming Birthe Berger to remain on our board.

4.0 CORRESPONDENCE

1. Vulcan county promo poster and newsletter attached and distributed.

5.0 REPORTS

1. Financial Report – 10% Growth in No of trips, 37% growth in fares revenue and overall growth of 47%. Moved by Lyal O’Neill to accept the financial report. Carried.
2. CAO Report- Resolution progress report will be an added monthly feature. Moved by Lyal O’Neill to accept the report. Carried.
3. Advertising & Fundraising – Funds raised YTD \$30,578
4. Chairman’s report. Things are going good..stop in for signing meetings.

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, April 17, 2015

6.0 NEW BUSINESS

1. Expanded Medical Services – Our proposal to partner with VCHC Auxillary purchasing their used van was declined.
2. Revised proposals to new expansions. We will have presentations coming up to be scheduled in Longview, Turner Valley, MD Foothills and the Joint steering Committee, Okotoks.
3. Distracted driving policy was presented and reviewed. Motion by Jason Schneider to accept the Distracted driving policy with suggested changes. Carried.
4. George Hall was introduced and made a presentation on the endowment fund program from CFL. Motion by Mike McAlonan to open an account with the Community Foundation of Lethbridge with an initial deposit of \$1,000. Carried.

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

7.0 The meeting was adjourned at 12:15 by Bob Thompson.

cc. Town of Claresholm

MD

WCCCC

Laurie Watt

CGH

Tracy Mitchell

SIGNED:

SIGNED:



Mayors and Reeves of Southeast and Southwest Alberta

MINUTES

FRIDAY, June 12, 2015 - 1:00 PM
Heritage Inn, Taber

ATTENDANCE

SOUTHWEST ALBERTA

Mayor George Bohne, Chair	Town of Raymond	Mayor Eric Jensen	Village of Barnwell
Mayor Tom Butler, Vice Chair	Village of Coutts	Mayor Ed Weistra	Village of Barons
Mayor Maggie Kronen	Town of Cardston	Mayor Rafael Zea	Village of Milo
Councillor Lyall O'Neill	Town of Claresholm	Mayor Don McDowell	Village of Nobleford
Mayor Kim Craig	Town of Coaldale	Reeve Brian Hammond	MD of Pincher Creek
Mayor Rene Gendre	Town of Fort Macleod	Reeve Brian Brewin	MD of Taber
Councillor Brian Oliver	Town of Magrath	Reeve Neil Wilson	MD of Willow Creek
Mayor David Hawco	Town of Milk River	Reeve Fred Lacey	Cardston County
Mayor Wendy Jones	Town of Picture Butte	Dep. Reeve Lloyd Kearl	Cardston County
Councillor Mark Barber	Town of Pincher Creek	Reeve Lorne Hickey	Lethbridge County
Mayor Gentry Hall	Town of Stavely	Dep. Reeve Henry Doeve	Lethbridge County
Mayor Henk De Vlieger	Town of Taber	Reeve Ross Ford	Warner County
Mayor Margaret Plumtree	Town of Vauxhall	Dep. Mayor Rob Miyashiro	City of Lethbridge
Chair Brian (Barney) Reeves	ID 04 Waterton Lakes NP	Bev Bellamy	Admin. Assistant

SOUTHEAST ALBERTA

Reeve Molly Douglass, Chair	County of Newell	Mayor Ted Klugston	City of Medicine Hat
Mayor Tom Rose	Town of Bassano	Dep. Mayor Les Pearson	City of Medicine Hat
Mayor Gordon Reynolds	Town of Bow Island	Mayor Ernie Reimer	Town of Redcliff
Mayor Martin Shields	City of Brooks	Mayor Don Gibb	Village of Rosemary
Reeve Richard Oster	Cypress County	Acting Chair Jordon Christianson	Special Areas

GUESTS

Pat Stier, MLA	Livingstone-Macleod	Bob Jones, Zone Rep	AAMD&C Rep.
Andrew Koning, Legislative Outreach Assistant			
David Jackson, Transportation and Infrastructure Research Analyst			

1.0 WELCOME AND INTRODUCTIONS

C-Chairs George Bohne (Southwest M & R) and Molly Douglass (Southeast M & R) called the meeting to order at 1:00 pm and welcomed everyone.

2.0 ADOPTION OF THE AGENDA

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

- Dean's Advisory Council – Mayor George Bohne
- M & R Priorities Collaboration – Reeve Fred Lacey
- Resolution to Government of Alberta on Municipal Funding – Mayor Maggie Kronen

Carried.

3.0 REPORTS

3.1 MP Reports - none

3.2 MLA Reports

Pat Stier, MLA – Livingstone – Macleod

- Lois Mitchell was sworn in as Alberta's new Lieutenant Governor.
- MLA Stier is the Municipal Affairs critic for Wildrose official opposition; there are 21 people on the Wildrose team.
- Attended the Highway 3 committee this morning with Andrew Koning (Legislative Outreach Assistant) and David Jackson (Transportation and Infrastructure Research Analyst).
- Will be two to three weeks of legislative assembly sessions; interim budget supply bill will cover the government until the fall; several other bills to deal with as well.
- Will maintain focus of holding the new government to account.
- Will continue to build relationships with other ministers and the new Environment and Parks Minister, Shannon Phillips.
- Will work proactively and cooperatively to get the things needed to continue to build municipalities.
- Please contact MLA Stier to discuss any issues or concerns you might have.

4.0 Presentation – University of Lethbridge

Dr. Mike Mahon, President and Richard Westlund, Director of Public Affairs and Government Relations

- The U of L sees itself as the University for Southern Alberta; most students come from southern Alberta with some from southern Saskatchewan, southern British Columbia and the Yukon and Northwest Territories; 35% of students come from Calgary.
- Many students that attend from outside of southern Alberta hope to stay in southern Alberta after graduation. Approximately 85% of students live somewhere else within 2 years of completion of their degree; it is important to continue to diversify the economy in order to recruit and retain them; need jobs here for them to stay.
- U of L was described as a comprehensive research institute in 2007 and wants to ensure that they remain competitive in Alberta, across Canada and in the world.
- U of L is currently focussed on three areas: Destination Project to ensure necessary infrastructure; AGILITY – program with a focus on entrepreneurship and Partnerships – working with partners to provide agribusiness and other initiatives.

Destination Project

- This new building will provide new labs and science opportunities for Alberta's urban students.
- Overall schematic design is approved and the former government has approved \$212 million for this project.
- Economic impact of the U of L is 560 million per year for Lethbridge; this new building will enhance this.

Agility

- This new program will begin in 2015 and will create spaces on campus for students to develop knowledge about business, entrepreneurship and innovation.
- This program is university wide but will also focus on management and start in agriculture. A consultant was hired to help build it; will not be the professors.
- The ability to build a business will also give graduates one more opportunity to stay in Lethbridge.

Partnerships

- Adding value to existing strengths in agriculture by developing an institute for agriculture rather than a department of agriculture.
- Received a gift of \$1 million from Potato Growers Association for Potato Science; have appointed a Chair in Potato Studies.
- Working in collaboration with Lethbridge College to build the Cor Van Raay Southern Alberta Agribusiness Program.

U of L has faced challenges over the past five years with money lost from the base budget; hoping for more stability for the university as they move forward. Copy of presentation included with these minutes.

5.0 BUSINESS

5.1 Municipal Broadband Policy Presentation – Paul Nelson, James Van Leeuwen

- A broadband plan for southern Alberta would help realize a rural advantage by giving them opportunity to access the world and the ability to attract and retain business services.
- Municipalities have three choices for broadband: do nothing, rely on Telco or develop their own.
- If they do nothing, they will not have enough broadband to support their local businesses in order to compete in a global world. They will also lose their population of kids who need/want to have broadband access.
- If they rely on Telco (service providers) they will help with technical expertise, marketing and selling, but at a cost to the community. They will use a standard contract, but not be engaged to individual community wants and needs.
- If communities develop their own broadband system, they can build what they need, use their own conduit, save on municipal services and build a new revenue stream. The disadvantage is that it requires municipal debt to build a local network, requires new skills for municipal workers to add it to existing infrastructure and needs participation from your community members.
- Several examples were shared on how connectivity in rural areas is beneficial; each community needs to decide based on their own needs.
- Contact information: James Van Leeuwen – jvl@ventus.ca or Paul Nelson nels2510@telus.net A copy of their presentation is included with these minutes.

5.2 AUMA Broadband Resolution, Town of Raymond – Mayor George Bohne

- A copy of the broadband resolution by the Town of Raymond was brought to AUMA's attention, as there is no policy on this and they need to formulate one. Approximately 15 municipalities have already endorsed this resolution.
- If your Council can endorse it, send a letter to the Town of Raymond, Pete Lovering (pete.lovering@southgrow.com) or AUMA directly (with a cc to the Town of Raymond).
- For AAMD&C members, if this is something you can support, consider taking this resolution forward in your organization as well, as it has implications for rural and urban communities.

5.3 Implications of New Drinking Water Strategy Policy for Municipalities – SE M & R

- They have concerns with the lack of consultation on this policy with no opportunity for input; it came as a directive from this department. Need to advocate for more consultation before it goes ahead.

- Southern Alberta water is already expensive to produce; this policy will add more expense without any discussion as to why.
- Need to send a letter to the Minister on it; it was decided to investigate it further as there is a possibility that it will not go ahead.

5.4 Highway #3 Committee Update – Reeve Brian Brewin

- This committee met this morning. Their focus is to find studies that have been done on Highway #3 and compile them as one document to present to the government and to explore the possibility of doing an Economic Evaluation Study. They might approach municipalities on it; it's in discussion stage right now.
- Need to start over with the new government and write letters to Ministers to request meetings.

5.5 Canadian Badlands – Brad Tucker – not able to attend

5.6 MSI Funding – Mayor Tom Rose

- Concern that MSI funding would be delayed if put off until budget and then municipalities would lose a year of construction on projects.
- Were told that MSI funding will be addressed in throne speech this year.

5.7 MSI Funding, Town of Cardston – Mayor Maggie Kronen

A draft resolution was circulated at the meeting to present to the government by the M & R Association. Discussion followed.

Moved by Mayor Maggie Kronen, seconded by Mayor Tom Butler to adopt the proposed resolution and to submit it to the government on behalf of the Mayors and Reeves Associations of Southwest and Southeast Alberta. **Carried.**

5.8 Dean's Advisory Council – Rep from SW M & R Group – Mayor George Bohne

- Mayor Butler has completed two, two-year terms on the Dean's Advisory Council and has resigned as the representative for the Mayors and Reeves of Southwest Alberta.
- It was recommended that Mayor Hawco be appointed as the rep from the M & R and approved by consensus.
- Mayor Bohne will write a letter to advise this council of Mayor Hawco's two-year appointment.

5.9 Mayors and Reeves Priorities Collaboration – Reeve Fred Lacey

- There has been frustration in dealing with the powers to be, for example, the sixth Minister of Municipal Affairs, etc. and there is a need for M & R to determine the issues that we can support collectively and send a strong message to the government of the priorities in southern Alberta.
- A committee could be formed from both SE and SW M & R representatives to review and identify individual issues, recommend a collective approach on these issues and present their findings through a presentation to the M & R groups.
- To begin discussion on these issues, M & R were asked to submit their municipal's issues via email to either Bev (mayorsandreeves@shaw.ca) or George (bohne@raymond.ca), to be discussed further at the September meeting.

5.10 Other Business – Mayor Tom Rose

- Mayor Rose shared concerns by the M & R of SE Alberta of the NDP government moving forward and their proposed royalty reviews and proposed minimum wage of \$15/hour. Energy companies such as Cenovus give monetary donations to communities and these monies will dry up if there is a royalty review. Minimum wage was not designed for

people to make a living on; there will be an inflationary spinoff effect if the minimum wage is raised to \$15.

- M & R of SE Alberta wrote a letter re these concerns; and a copy of this letter will be provided to Bev to forward to the M & R of SW Alberta.
- MLA Pat Stier stated that he has brought questions to legislature on behalf of the M & R and will continue to do so. If any of you have concerns, let him know so that he can advocate on your behalf. His contact email is: pat.stier@assembly.ab.ca.
- Thanks were expressed to Mayor De Vlieger and the Town of Taber for their work to book the facility.

Moved by Reeve Neil Wilson to adjourn at 3 pm. **Carried.**

Next Meeting for Mayors and Reeves of Southwest Alberta:

Friday, September 4, 1 pm, Culver City Room, Lethbridge City Hall. (no meetings in July or August).

ACTION ITEMS FROM JUNE 12, 2015 MEETING	PERSON RESPONSIBLE
Council endorsement of broadband resolution for AUMA; see item 5.2	Mayors & Reeves
Letter to government re MSI funding	Mayor George Bohne
Letter to Dean's Advisory Council to appoint new rep	Mayor George Bohne
Mayors and Reeves Priorities; see item 5.9	Mayors & Reeves
Letter by M & R SE AB re concerns with new NDP government; see item 5.10 send to Bev to forward to M & R of SW AB	Reeve Molly Douglass

Willow Creek Regional Waste Management Services Commission
Box 2820 Claresholm, Alberta T0L 0T0
Phone: 403-687-2603
Fax: 403-687-2606

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility May 28th, 2015 at 2:00 P.M.

In attendance: Chair Earl Hemmaway, Barry Johnson, Gord Wolstenholme, Shirley Murphy, Lyal O'Neill and Cheryl Guenther.

1. Chair Earl Hemmaway called the Meeting to Order at 2:10 P.M.
2. Approval of Agenda

15.60 **Moved by Gord Wolstenholme** to approve the Agenda as presented.
CARRIED 4-0

3. Delegations

Landfill neighbor Allyn Vandervalk requested to attend a regular meeting as a delegation, however scheduling did not allow him to attend this meeting. Chairman Hemmaway wanted to discuss the issue with the members.

Chairman Hemmaway explained that he had received a telephone call from Mr. Vandervalk on May 1st regarding litter on his property. Cheryl explained that several weeks earlier, Mr. Vandervalk (Allyn) had approached her on the street in Granum and stated that she needed to come for a ride with him on the following Monday to see the litter in his field. Cheryl informed him at that time that she would be glad to meet with him when she had time to do so and that Monday would not work for her. Allyn also contacted her on April 30th as well and asked for a meeting that afternoon so he could show her the debris on his land. At that time she explained that she did not have time as she was getting ready for a Commission meeting that afternoon, but would meet with him the following day at 10 a.m. Cheryl and employee Tim Martin met with Allyn on May 1st on his property north east of the landfill site. Cheryl informed Allyn that she would send staff over to pick the litter off of his field provided they could drive on his land. Allyn agreed that landfill staff could access his property with the use of the landfill truck. Dave Barnes and Tim Martin spent 2 hours driving the half section of land picking litter. They found other items of waste that would not have been owing to the landfill, rubber boots and beverage containers.

Chairman Hemmaway stated he had explained to Allyn that all the litter on his property was not owing to the landfill and that in fact, some of it is due to people littering as well as people not securing their loads. Earl had asked Allyn to work together with landfill staff and the Commission to deal with his issue.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility May 28th, 2015 at 2:00 P.M.

3. Delegations cont'd

15.61 **Moved by Barry Johnson** that CAO, Cheryl Guenther, send Mr. Vandervalk a letter regarding this issue.

CARRIED 4-0

4. Approval of Minutes

15.62 **Moved by Shirley Murphy** to approve the Minutes of the April 30th, 2015 meeting as presented.

CARRIED 4-0

5. Financial Information

a) Approval of Accounts Payable

Cheryl presented the members with the Accounts Payable in the amount of \$18 422.93.

15.63 **Moved by Barry Johnson** to pay the Accounts Payable in the amount of \$18 422.93.

CARRIED 4-0

b) Bank Reconciliation April

Cheryl presented the bank reconciliation for the month of April.

15.64 **Moved by Gord Wolstenholme** to accept the bank reconciliation for the month of April.

CARRIED 4-0

c) GIC Balance – For Information

Cheryl provided the members with the GIC Account balances as of May 26th, 2015.

ATB Financial GIC balance \$685 214.36

Credential Securities market value \$103 260.34

Cheryl reported that she invested \$200 000.00 with ATB Financial, as per Resolution #15.43, for a 2 year term at 1.87%.

Cheryl also reported that the Commission will have several investments maturing in June. Cheryl recommended that the members wait to re-invest these funds until we receive the quotes on the building addition.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility May 28th, 2015, at 2:00 P.M.

6. New Business

a) Draft Bylaw 2-2015

Cheryl presented the members with draft bylaw 2-2015, being the draft fees bylaw as required by Municipal Affairs.

15.65 Moved by Barry Johnson to give first reading to Bylaw 2-2015
CARRIED 4-0

15.66 Moved by Gord Wolstenholme to give second reading to Bylaw 2-2015
CARRIED 4-0

15.67 Moved by Shirley Murphy to proceed to third reading of Bylaw 2-2015
CARRIED Unanimously 4-0

15.68 Moved by Barry Johnson to give third and final reading to Bylaw 2-2015
CARRIED 4-0

7. Old Business

a) Freon Removal Course – For Information

Cheryl reported that she has enrolled Dave Barnes for the Freon removal course, hosted by Pincher Creek/Crowsnest Pass landfill on June 23rd, 2015. Cost of the course will be approximately \$600-\$700.

Member Lyal O'Neill joined the meeting

b) SAEWA

Chair Hemmaway reported that the MD of Willow Creek will not join SAEWA this year. Their council felt that there has not been enough progress since SAEWA began. If there is progress, they may decide to join again, or participate as a customer not an owner. The Town of Stavely will join again. The Town of Granum is of the same feeling as the MD of Willow Creek and will not join this year. The Town of Claresholm has already paid their membership for the 2015 fiscal year. The member from the Town of Fort Macleod reported that their council agreed that the landfill Commission should decide whether to join SAEWA or not. At this time, the members agreed that it shall remain the decision of each municipality, whether or not they will belong to SAEWA. Member Johnson reported that he thought SAEWA was scheduled to make a presentation for Alberta South West on June 24th, 2015. The members will address this again in 2016.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility May 28, 2015, at 2:00 P.M.

7. Old Business cont'd

c) Safety Manual

The members tabled this item until the end of the meeting.

d) Building Addition – For Information

Cheryl reported that the building addition project has gone to tender. She attended the pre-bid meeting at the landfill on Wednesday, May 20, 2015, there were several interested parties in attendance. The tender was scheduled to close May 28th, however that has been pushed back to June 2nd. Once the consultant receives all the bids, they will score all tenders based on our scoring matrix and then make recommendation to the members.

e) Rat Bait Stations

Cheryl reported that we have received our bait stations and the rat poison from the MD of Willow Creek. A few recommendations have included to set the stations amongst some straw bales and in old tractor tires. Chair Hemmaway stated he had some bales, if they hold together, the landfill could have them. Cheryl will see if she can find some as well. Landfill staff will get the bait stations out as weather and time allows.

8. Correspondence

a) Deputy Minister of Municipal Affairs – For Information

Cheryl reported that we have received correspondence from the Deputy Minister of Municipal Affairs regarding Bylaw 1-2015, appointment of the Board of Directors and the designation of the Chairman. The members passed the Bylaw at the April meeting and Cheryl sent it for Ministerial approval. Deputy Minister Brad Pickering approved the Bylaw as passed by the members, and came into force May 15, 2015.

9. General Landfill Information

a) Toxic Round-up – For Information

Cheryl reported that she had received a phone call from MD of Willow Creek employee Ron Mackay regarding the toxic round-up scheduled for May 23, 2015 in Claresholm. The waste collected at past toxic round-ups have caused problems at the landfill due to the lack of waste separation. Ron had asked Cheryl to attend to assist in the proper sorting of waste. Cheryl delivered a truck load of items from the landfill to the toxic round-up at the same time, and worked at the event from 10 a.m. to 1 p.m.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility May 28, 2015, at 2:00 P.M.

9. General Landfill Information

a) Toxic Round-up cont'd

Cheryl also reported that even though the municipalities host Toxic Round-up events on a yearly basis, there is a need for a permanent collection site at the landfill. She reported that 2 days after Claresholm hosted their event, a local contractor brought a half ton truck load of toxic items, muriatic acid etc., to the landfill for disposal. Cheryl did not accept the toxic waste and gave the contractor an alternative to leaving it at the landfill. The members asked Cheryl to bring back pricing regarding the set-up of a household hazardous waste collection area.

b) WCB Rebate _ For Information

Cheryl reported that we received a rebate check from WCB in the amount of \$681.78

c) Herbicide Application _ For Information

Cheryl reported that the MD of WC employees were on site to apply herbicide in an attempt to get the dandelion population under control.

d) CAO Request

Cheryl explained that she had a memorial service to attend in Saskatchewan and would require to have 4 hours off on Friday May 29th to accommodate her travel plans. Members offered their condolences and there were no objections from any members.

10. In Camera

There were no In Camera items.

11. Adjournment

15.69 **Moved by Gord Wolstenholme** to adjourn the meeting at 4:30 p.m.
CARRIED 5-0

Chairman Earl Hemmaway

Manager Cheryl Guenther



Dear Mayor Steel and Claresholm Town Council members

My name is John Wenlock, and I am a recent graduate from WCCHS. I am currently working in the maintenance department with Alberta Health Services (A.H.S.).

Recently I received a grant from the Community Foundations of Lethbridge and South-Western Alberta for my proposal on a skateboarding project in Claresholm, entitled 'Concrete Dreams'. My project involves combining resources from Livingstone Range School Division, A.H.S., local businesses, and community services and working with the kids who love to skateboard just as much as I do.

The project includes using the Community Foundations grant money to purchase blank skateboard decks, hardware (bearings, grip tape, wheels, and trunks) and art supplies (primer, sandpaper, spray paint, acrylic paint, airbrush supplies) for 20 youth. The kids will participate in a series of learning sessions and the final result will be to create a personal 'label' on their skateboards. Sessions will often take place at alternative environments (Health Unit, Library, Fire Hall) instead inside the typical classroom. I think this would positively impact the kids and allow them to see other community services. We are also volunteering in order to help build relationships with business people and help the youth to connect with adults in the community.

The sessions have included sanding boards at WCCHS shop with Mr. J. Swanson, Graphic design research with Mr. R. Spencer in Art Room at WCCHS, Art work sessions at WCCHS in library with Principal Dave Adams, volunteering at FCSS 'Longest Day of Play' event, skateboard maintenance session with at the Fire hall with Kelly Starling and our fire fighters (July 4), Summer games volunteering (July 8-11), Health and safety presentation by AHS Beth Borthwick (July 17).

I am writing to inform you of some other sessions that I have scheduled for the Community Foundations project at the Skateboard Park and Arena parking lot:

Saturday, August 1st, 2015 - skate board demonstration by Boarderline Skateboard (contact: Ian @ 619 4 Ave S, Lethbridge, AB T1J 0N6, (403) 328-7726). Boarderline will set up a small 10x10 foot promotional tent for shade and provide a semi-professional skateboard team to demonstrate techniques. They will not charge the Town of Claresholm, but the Community Foundations Grant will pay for return mileage from Lethbridge.

Saturday, August 8th, 2015 – skate board demonstration by Mission Skateboard (contact: Abe @1414 Kensington Rd NW, Calgary, AB T2N 3P9, (403) 220-0320) during Fair Days. Mission will set up a small 10x10 promotional foot tent for shade and provide a semi-professional skateboard team to demonstrate techniques. They will not charge the Town of Claresholm, but the Community Foundations Grant will pay for return mileage from Calgary.

A handwritten signature in black ink that reads "John Wenlock". The signature is written in a cursive, flowing style.

John Wenlock

Cell: 403 625 0796, Home: 403 687 2184 (parents' landline: Lynda McGrattan & Greg Wenlock)

Email: john.e.wenlock@gmail.com



Canadian Senior Pro Rodeo Association

Box 303 Carseland, AB T0J 0M0

403 875 3242

www.seniorprorodeo.com

Receipt No: **1315**

Date: **27-May-15**

CSPRA Corp. #: 50309886

Rec'd from: **Town of Claresholm** Amount: \$ **500.00**

----- *five hundred* ----- **XX** /100 dollars

Description: **CSPRA 2015 Bull Riding (40 age) BUCKLE Sponsorship**

Our members appreciate and "Thank You" for your continued support of our Association!

Received by: *Glenda Alexander* (Glenda Alexander)

We would like to see you again thank you for your support of the CSPRA.

See you in October for the finals.

Glenda Alexander

(403) 828-2552

RECEIVED
MAY 20 2015

RECEIVED

JUL - 2 2015



Working with Albertans to preserve and interpret our heritage

June 23, 2015

File No.: HR-3251-15F

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

Dear Ms. Carlson:

At their meeting on May 23, 2015, the Alberta Historical Resources Foundation Board of Directors considered your application to the Heritage Preservation Partnership Program. I am pleased to inform you that a matching grant of \$9,880 was approved for the conservation of the **Canadian Pacific Railway Station in Claresholm**, a Provincial Historic Resource.

This grant was made possible by the Alberta Lottery Fund, which provides an annual allocation to the Alberta Historical Resources Foundation. Acknowledgement of financial support for your projects by the Alberta Lottery Fund and the Foundation is required.

Grants are paid by submitting full or partial claims. To make a claim, please submit original receipts and/or invoices of eligible cash expenses and documentation of in-kind donations with the enclosed claim forms. Funds will be remitted by mailed cheque or direct deposit (if you are set up for direct deposit). You have until July 31, 2018 to claim the grant and complete the project. Any grant balance may be decommitted by the program office by said date.

Details and conditions of the grant are identified in the enclosed Grant Funding Agreement. Please read this document carefully, and if you agree, sign and return both copies. A fully signed copy of the Agreement will be sent to you. Any eligible invoice/receipt submitted with your application will be processed once the signed Agreement is received.

Please send claims and the signed Agreement to Carina Naranjilla, Grant Program Coordinator, Alberta Historical Resources Foundation, 8820 - 112 Street, Edmonton, AB, T6G 2P8. If you have any questions, please contact Ms. Naranjilla at 780-431-2305 (toll-free by first dialing 310-0000) or Carina.Naranjilla@gov.ab.ca.

Thank you for your commitment to the preservation of Alberta's historic resources.

Sincerely,


Fred Bradley
Chair
Alberta Historical Resources Foundation

Budget
\$ 13450⁰⁰

Enclosures

8820 - 112th Street, Edmonton, Alberta T6G 2P8 Tel: (780) 431-2305 Fax: (780) 427-5598