



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MAY 11, 2015
AGENDA

Time: 7:00 P.M.
Place: Council Chambers
Town of Claresholm Administration Office
221 – 45 Avenue West

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES APRIL 27, 2015

ACTION ITEMS:

1. BYLAW #1604: Mill Rate Bylaw
RE: 2nd & 3rd Readings
2. BYLAW #1605: Special Tax Levy Bylaw
RE: 2nd & 3rd Readings
3. BYLAW #1606: Special Tax Levy Bylaw
RE: 2nd & 3rd Readings
4. CORRES: John Barlow, MP Macleod
RE: National Health & Fitness Day
5. CORRES: Oldman Watershed Council
RE: 2015 Donation
6. CORRES: Alberta SouthWest Regional Alliance
RE: Invitation to Annual General Meeting June 3, 2015
7. REPORT: Alberta Urban Municipalities Association
RE: Recommendations for Changes to Municipal Legislation Dealing with Amalgamation and Annexation
(Background & research document available online at myclaresholm.com/council.)
8. CORRES: Claresholm Farmers Market Society
RE: Wednesday Farmer's Markets
9. REQUEST FOR DECISION: MD Fire Truck Agreement
10. REQUEST FOR DECISION: Non-Profit Society Liability Insurance
11. REQUEST FOR DECISION: Organizational Structure
12. REQUEST FOR DECISION: Letter to Livingstone Range School Division
13. INFORMATION BRIEF: Park Maintenance 2015 Schedule
14. INFORMATION BRIEF: Council Resolution Status
15. ADOPTION OF INFORMATION ITEMS
16. IN CAMERA: Land Purchase; Land Sale; Non-Union Wage Grid

INFORMATION ITEMS:

1. Alberta SouthWest Bulletin – May 2015
2. Alberta SouthWest Regional Alliance Board Meeting Minutes – April 1, 2015
3. Willow Creek Regional Waste Management Services Commission Meeting Minutes – March 26, 2015

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
APRIL 27, 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 Officer: Marian Carlson, Secretary-Treasurer: Karine Wilhauk.

MEDIA PRESENT: Rob Vogt, Claresholm Local Press.

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

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

MINUTES: **REGULAR MEETING – APRIL 13, 2015**
Moved by Councillor Dixon that the Regular Meeting Minutes of April 13, 2015 be accepted as presented.
CARRIED

DELEGATIONS: **HIGH RIVER ROTARY CLUB – Scott Forbes**
RE: High River Cancer Clinic
Scott Forbes was present to speak to Council on behalf of the High River Rotary Club. They are raising funds for the High River Cancer Clinic which has been operating in the High River Hospital since 1998. Patients from Claresholm have been using the clinic. They have almost reached their goal of \$500,000.

ACTION ITEMS:

1. REQUEST FOR DECISION: Budget 2015
MOTION #15-028 Moved by Councillor Cutler to approve the 2015 Operational and Capital Budgets as presented.
CARRIED

2. BYLAW #1604: Mill Rate Bylaw
RE: 1st Reading
Moved by Councillor Ford to give Bylaw #1604 regarding the 2015 Mill Rates, 1st Reading.
CARRIED

3. BYLAW #1605: Special Tax Levy Bylaw
RE: 1st Reading
Moved by Councillor Dixon to give Bylaw #1605 regarding a Special Tax Levy, 1st Reading.
CARRIED

4. BYLAW #1606: Special Tax Levy Bylaw
RE: 1st Reading
Moved by Councillor Cutler to give Bylaw #1606 regarding a Special Tax Levy, 1st Reading.
CARRIED

5. ITEM RETURNING TO AGENDA: Southern Alberta Energy from Waste Association
RE: 2015 Membership Fees
MOTION #15-029 Moved by Councillor Ford to remain a member of the Southern Alberta Energy from Waste Association for the 2015 year in the amount of \$1,503.20.
CARRIED

6. CORRES: J. Scott
RE: Off-Leash Dog Parks
Referred to administration.

7. REQUEST FOR DECISION: Claresholm Rockmen Lacrosse

MOTION #15-030 Moved by Councillor Fieguth to allow Claresholm Minor Lacrosse to use the Arena concrete surface for \$90 per week plus GST for practices for May to July 2015 and charge them \$57 per hour plus GST for Saturday games if needed.

CARRIED

8. REQUEST FOR DECISION: Refund of Appeal Fee – Development Permit D2013.013

MOTION #15-031 Moved by Councillor Cutler to refuse the refund of the appeal fee of development permit D2013.13 in the amount of \$300.

CARRIED

9. REQUEST FOR DECISION: MD Fire Truck Agreement

MOTION #15-032 Moved by Councillor Ford to table discussion on this matter until the next regular Council meeting of May 11, 2015.

CARRIED

10. INFORMATION BRIEF: Strategic Planning Session Date

MOTION #15-033 Moved by Councillor Cutler to move the Strategic Planning Session date from May 2nd to May 9th, 2015 from 9:00 a.m. to 12:00 p.m.

CARRIED

11. INFORMATION BRIEF: CAO Report

Received for information.

12. INFORMATION BRIEF: Council Resolution Status

Received for information.

13. ADOPTION OF INFORMATION ITEMS

Moved by Councillor Cutler to adopt information items as presented.

CARRIED

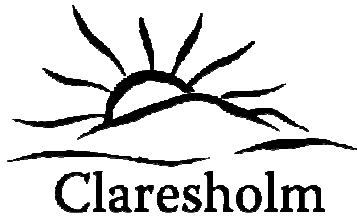
ADJOURNMENT: Moved by Councillor O’Neill that this meeting adjourn at 7:59 p.m.

CARRIED

Deputy Mayor – Mike McAlonan

Chief Administrative Officer – Marian Carlson

ACTION ITEMS



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

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

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

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

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

WHEREAS, the requisitions are:

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

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

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

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

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

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

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

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

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$2,103,191	\$332,257,630	6.3300
Vacant Residential & Farmland (VR&F)	\$64,837	\$6,174,920	10.5000
Non-Residential	\$835,147	\$70,205,200	11.8958
Machinery & Equipment	\$0	\$687,700	0.000
	\$3,003,175	\$409,325,450	

ASFF	Tax Levy	Assessment	Mill Rate
Residential & VR & F	\$832,273.32	\$338,432,550	2.4592
Non-Residential	\$254,627.24	\$70,205,200	3.6269
Total Education Requisition	\$1,086,911.20		
PHL	Tax Levy	Assessment	Tax Rate
Residential, Non-Residential VR & F	\$107,839.50	\$408,637,750	0.2639

MILL RATES BY CLASSIFICATION

	RESIDENTIAL	NON-RESIDENTIAL	VACANT RESIDENTIAL & FARMLAND
EDUCATION - ASFF	2.4592	3.6269	2.4592
PORCUPINE HILLS LODGE REQUISITION	0.2639	0.2639	0.2639
MUNICIPAL	6.3300	11.8958	10.5000
TOTAL MILL RATE	9.0531	15.7866	13.2231

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

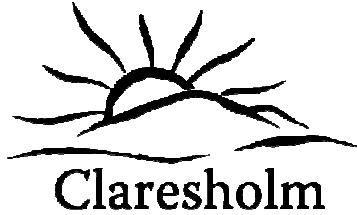
READ a first time in Council this **27th** day of **April** 2015 A.D.

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

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

Rob Steel
Mayor

Marian Carlson
Chief Administrative Officer



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

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

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

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

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

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

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

SECTION 1 TITLE

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

SECTION 2 DEFINITIONS

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

SECTION 3 SPECIAL TAX LEVY

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

SECTION 4 SEVERABILITY

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

SECTION 5 REPEAL

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

SECTION 6 ENACTMENT

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

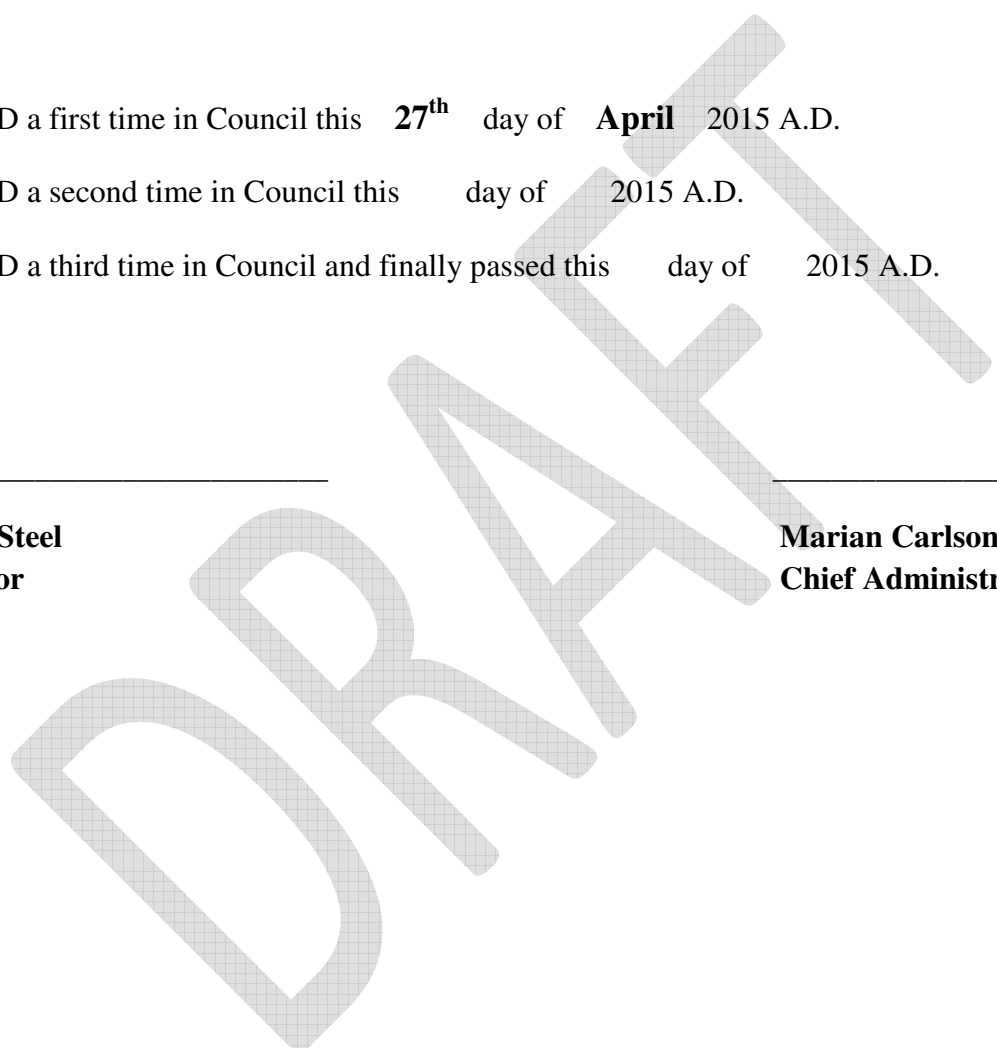
READ a first time in Council this 27th day of April 2015 A.D.

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

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

Rob Steel
Mayor

Marian Carlson
Chief Administrative Officer



SCHEDULE "A"

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

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



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

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

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

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

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

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

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

SECTION 1 TITLE

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

SECTION 2 DEFINITIONS

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

SECTION 3 SPECIAL TAX LEVY

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

SECTION 4 SEVERABILITY

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

SECTION 5 REPEAL

5.1 Bylaw #1554 hereby repealed.

SECTION 6 ENACTMENT

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

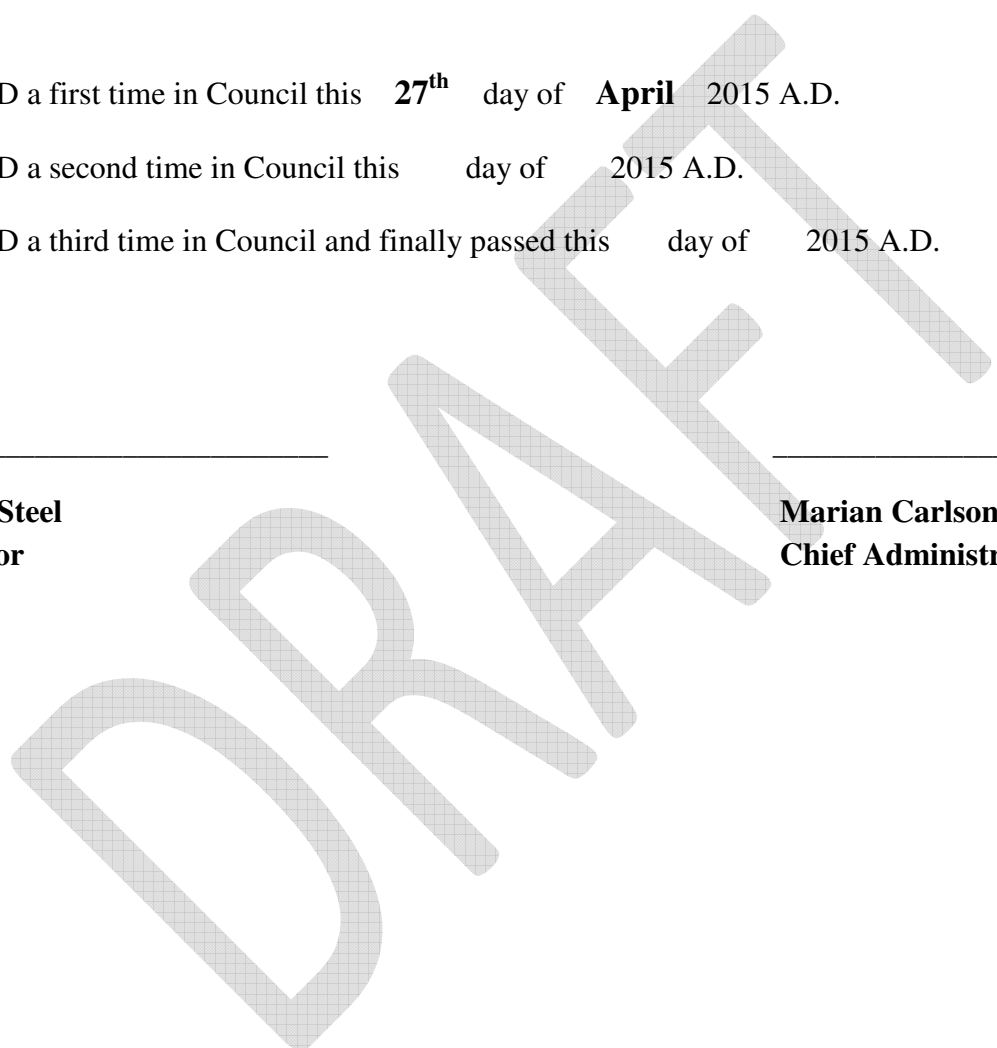
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Rob Steel
Mayor

Marian Carlson
Chief Administrative Officer





HOUSE OF COMMONS
CHAMBRE DES COMMUNES ·
CANADA

John Barlow
Member of Parliament
Macleod

Dear Mayor Steel: *Rob*

Re: National Health & Fitness Day

I write to ask that your Council pass a resolution in support of this new national day to enhance the health and fitness of your constituents and all Canadians. I enclose a draft resolution that can be adapted or used by Council to commit to a national programme that unites you with other local governments in the promotion of increased participation in physical activities in communities across Canada.

Councils that have endorsed the concept have taken different approaches. Some have simply proclaimed the day (the first Saturday in June) to raise awareness of the importance of increasing physical activity; others have marked the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities, in order to boost participation in healthy physical activity. Endorsement of the concept should ultimately drive up participation rates and help promote our common interest in encouraging Canadians to live healthier lifestyles.

If you support National Health and Fitness day, please send a copy of your resolution to the office of MP Weston, who is monitoring the results from Coast to Coast.

Thank you in anticipation of your Council helping to promote health and fitness in Canada.

With best regards,

John Barlow, MP

Macleod

Ottawa

Room 310, Justice Building, Ottawa, Ontario K1A 0A6
Tel.: 613-995-8471 Fax: 613-996-9770
Email: John.Barlow@parl.gc.ca

Constituency Office

109 4th Avenue S.W. High River, Alberta T1V 1M5
Tel.: 403-603-3665 Fax: 403-603-3669
Email: John.Barlow.C1@parl.gc.ca



Draft resolution to proclaim:

NATIONAL HEALTH AND FITNESS DAY

WHEREAS:

- the Parliament of Canada wishes to increase awareness among Canadians of the significant benefits of physical activity and to encourage Canadians to increase their level of physical activity and their participation in recreational sports and fitness activities;
- it is in Canada's interest to improve the health of all Canadians and to reduce the burden of illness on Canadian families and on the Canadian health care system;
- many local governments in Canada have public facilities to promote the health and fitness of their citizens;
- the Government of Canada wishes to encourage local governments to facilitate Canadian's participation in healthy physical activities;
- the Government of Canada wishes to encourage the country's local governments, non-government organizations, the private sector and all Canadians to recognize the first Saturday in June as National Health and Fitness Day and to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities;
- Canada's mountains, oceans, lakes, forest, parks and wilderness also offer recreational and fitness opportunities;
- Canadian Environment Week is observed throughout the country in early June, and walking and cycling are great ways to reduce vehicle pollution and improve physical fitness;
- declaring the first Saturday in June to be National Health and Fitness Day will further encourage Canadians to participate in physical activities and contribute to their own health and well-being;

THEREFORE:

We proclaim National Health & Fitness Day in our municipality/district /regional district as the first Saturday in June;

(Optional) As a step to increase participation and enhance the health of all Canadians, we commit to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports, and fitness facilities on National Health and Fitness Day.

January 15, 2015

Mayor Rob Steel
Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Dear Mayor Steel and Councillors,

Thanks to your donations, since 2009 we've been running the Watershed Legacy Program to support restoration and education projects that improve water quality for urban and rural users and fish and wildlife habitat throughout the Oldman basin. Over the last 6 years we have provided \$125,000 for stewardship projects such as educational activities, riparian pasture fences, off stream watering units and weed control. Your contributions have gone a long way! Kilometres of stream banks have been restored, 2100 cattle have been kept out of streams, 1000 bags of weeds have been removed from stream banks and 1300 people have been directly engaged in educational activities.

But there are many more rivers and creeks within the watershed that need attention and there are still many species at risk of extinction in Alberta. We need your help to keep this program going. Without it, watershed stewards will not have access to funding and, just as importantly, assistance with sharing their story of accomplishment to encourage others to follow suit. Education and communication are a key part of the program to inspire more people to take action on their land, in their community or at home.

In order for us to keep providing funding for restoration and education and to support our other programs, we need to raise \$130,000. A summary of our accomplishments last fiscal year is enclosed to give you a better understanding of our range of programs that your donation will be supporting.

We are asking each municipality within the Oldman watershed to contribute \$0.35 per resident. For the Town of Claresholm that would be an investment of \$1,295. Your investment will go directly towards our on-the-ground programs. Your donations are also critical for us to leverage as matching funds when applying for grants.

We also request that you renew your annual membership with OWC. The enclosed membership form must be filled out and returned to us before April 30th. Please indicate on the membership form the delegate you have appointed to vote on your behalf at our Annual General Meeting. The form can also be filled out online at <http://oldmanbasin.org/getinvolved/membership-forms/>.

Without you the important work we are doing would not be possible. We need your help to continue supporting restoration activities and inspiring more people to take action in their own lives. Thank you so much for your support!

If you would like a presentation or have any questions please contact Shannon Frank, OWC Executive Director by phone at 403-382-4239 or email: Shannon@oldmanbasin.org.

Sincerely,

Doug Kaupp
OWC Chairman

***The Town of Claresholm has
contributed to the Oldman
Watershed Council since 2010 in
the amount of \$1,110 per year.
This is the first year of the higher
amount of \$1,295. KW***

From: Bev Thornton [<mailto:bev@albertasouthwest.com>]
Sent: April-28-15 2:40 PM
To: Marian Carlson; Shelley Ford
Subject: YOU ARE INVITED: AlbertaSW Dinner and AGM
Importance: High

Dear Marian and Shelley,

- Please extend this invitation to each of your councillors on our behalf.
- **We request RSVPs before May 15, 2015 please; there are additional logistics to planning this event in the off-season!**

On behalf of the Chair and Board of Directors of the Alberta SouthWest Regional Alliance,

I am pleased to extend a formal invitation
to each of you and your guests
and to each of your councillors and their partners
to attend the

Alberta SouthWest Regional Alliance

Dinner and AGM

Wednesday, June 3, 2015 at

Castle Mountain Resort

5:00 pm Arrival and Welcome

6:00 pm Dinner and Program

Dress: business casual

This is a celebratory occasion and an opportunity to thank our municipal partners for their strong support.

More details to follow. Please contact us if you need further information.
We look forward to having you as our guest on this special occasion.

Bev Thornton, Executive Director
Alberta SouthWest
Regional Economic Development Alliance (REDA)
#221, 782 Main Street
Box 1041
Pincher Creek AB T0K 1W0
Phone: 403-627-3373
Toll free: 888-627-3373
bev@albertasouthwest.com
www.albertasouthwest.com

From: John McGowan [<mailto:jmcgowan@auma.ca>]
Sent: April-28-15 10:30 AM
Subject: Amalgamation and Annexation Recommendations for your approval
Importance: High

April 28, 2015

Dear CAOs:

As part of the MGA review process, AUMA has been working with members to develop detailed recommendations on required changes pertaining to amalgamation and annexation.

As an initial step, AUMA invited member input through discussions at the March Mayors Caucus. The recommendations have been updated to reflect this input and are attached for your final review. We have also included a background research report to set some context for your review of the recommendations.

Please review these draft recommendations with your Council to ensure that they address your needs and concerns and send any required changes by **May 15** to Levi Bjork, Senior Policy Analyst, at lbjork@auma.ca.

John McGowan
Chief Executive Officer

D: 780.433.4431

C: 780.499.0675

E: jmcgowan@auma.ca

Alberta Municipal Place

300-8616 51 Ave Edmonton, AB T6E 6E6

Toll-free: 310-AUMA Fax: 1.780-433-4454

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www.amsc.ca





Alberta Urban Municipalities Association-AUMA

Recommendations for Changes to Municipal Legislation
Dealing with Amalgamation and Annexation

April 16, 2015

Introduction

A number of proposed changes to the next version of the Municipal Government Act dealing with amalgamation and annexation are listed in the following sections of this report. The proposed changes are based on findings from the research into leading practices on legislation dealing with municipal amalgamation and annexation, and input from several provincial municipal organizations and input from participants at the Mayors' Caucus held in Edmonton on March 12, 2015. The recommendations, if adopted into the next version of the MGA will provide increased transparency and greater levels of public understanding and support for the amalgamation and annexation processes in Alberta.

Recommendations

1. Initiating an Application for Amalgamation/Annexation

1.1 Recommendations – Initiating an Amalgamation

- 1.1.1 That Section 76(1) of the MGA be amended to reflect that the Minister shall establish and publish principles, standards and criteria that are to be taken into account in considering the amalgamation of two or more municipal authorities .
- 1.1.2 That the MGA be amended to reflect that when two or more municipalities jointly initiate a voluntary amalgamation, the Minister will recommend the amalgamation of the affected municipalities to the Lieutenant Governor for an Order in Council.
- 1.1.3 That the MGA be amended to enable voluntary amalgamations where the boundaries of affected municipalities are not contiguous and that policies and regulations are modified as necessary to support the amalgamation of non-contiguous municipalities.

Rationale

Section 76(1) of the MGA currently states that the Minister may voluntarily establish and publish principles, standards and criteria that are to be taken into account in considering the formation, change of status or dissolution of municipalities and the amalgamation of or annexation of land from municipal authorities. The principles, standards and criteria that are to be taken into account in considering municipal amalgamation are not currently available.

Participants of the Mayors' Caucus indicated that municipalities are in the best position to determine if amalgamation is warranted under local circumstances and if an agreement to amalgamate is reached between two or more municipalities, the Minister should respect the decision and approve the request.

The current legislation does not permit the amalgamation of municipalities that do not share contiguous boundaries. Participants at the Mayors' Caucus session held on March 12, 2015 indicated strong support for the amendment to allow the voluntary amalgamation of

municipalities with non-contiguous boundaries. Bill 20 which was released by the Government in late March 2015 contains a provision that will facilitate better governance and service delivery models for summer villages with non-contiguous boundaries. The proposed amendment in Bill 20 does not address the amalgamation of other types of municipalities with non-contiguous boundaries.

1.2 Recommendations – Initiating an Annexation

- 1.2.1 That Section 76(1) of the MGA be amended to reflect that the Minister shall establish and publish principles, standards and criteria that are to be taken into account in considering the annexation of land from municipal authority to another.
- 1.2.2 That the MGA be amended to require municipalities which are proposing to annex lands to demonstrate that they have considered all relevant matters including the efficient use of public and private lands in the region where possible to reduce the footprint of human activities, and that the proposed annexation plan should reflect long-term planning needs of the affected municipalities.
- 1.2.3 That the legislation establishes specific timelines for annexation processes from initiation to a final decision.
- 1.2.4 That timelines for notification of decisions of the Municipal Government Board in relation to annexations be identified in the legislation.

Rationale:

As noted above, Section 76(1) of the MGA currently states that the Minister may on a voluntarily basis establish and publish principles, standards and criteria that are to be taken into account in considering the formation, change of status or dissolution of municipalities and the amalgamation of or annexation of land from municipal authorities. The legislation could be strengthened by making the establishment of principles by the Minister a mandatory condition. Under Bill 20, Section 128(1) enables the Minister to pass regulations concerning annexation.

It should be noted that in the absence of principles, standards and criteria for annexation, the Municipal Government Board (MGB) has developed several annexation principles to guide its decision making process. These principles are not however enshrined in the legislation and are subject to change according to the decisions of the MGB.

The following principles were adapted from existing MGB annexation principles by the MGA Review Municipal Administrative Officials Working Group and are proposed to guide annexation decisions in the future.

1. Annexations to address growth should to ensure the efficient use of public and private lands, and reduce the footprint of human activities.

2. Initiating municipalities that propose to annex lands to address growth should demonstrate that they have policies in place to protect the environment and resources, minimize development footprint, strengthen communities (social, cultural, affordability, health and safety), provide for alternative modes of transportation (pedestrian, cycling, transit, vehicular), efficient provision of infrastructure and services.
3. Annexations that provide for intermunicipal cooperation will be given considerable weight. Cooperative intermunicipal policies in an intermunicipal development plan or municipal regional growth plan will be given careful consideration, weight and support so long as they do not conflict with Provincial policies or interests.
4. Accommodation of growth by all municipalities (urban or rural) must be accomplished without encumbering the initiating municipality and the responding municipality's ability to achieve rational growth directions, cost effective utilization of resources, fiscal accountability and the attainment of the purposes of a municipality described in the Act.
5. An annexation must meet minimum standards for growth projections, availability of lands within current boundaries, density and proven record of increased density, consideration of reasonable development densities, and accommodation of a variety of land uses in the initiating municipality.
6. An annexation must achieve a logical extension of growth patterns, transportation and infrastructure servicing.
7. Projection needs for annexations be targeted at 25 years unless agreed upon by the involved municipalities.
8. Each annexation must illustrate a cost effective, efficient and coordinated approach to the administration of services.
9. Annexations that demonstrate sensitivity and respect for key environmental and natural features will be regarded as meeting provincial land use policies.
10. Coordination and cost effective use of resources will be demonstrated when annexations are aligned with and supported by municipal regional growth plan or intermunicipal development plans, municipal development plans, economic development plans, transportation and utility servicing plans and other related infrastructure plans.
11. Annexation proposals must fully consider the financial impact on the initiating and responding municipality. Municipalities initiating the annexation process should incur the costs associated with the annexation process on both sides.
12. Inter-agency consultation, coordination and cooperation is demonstrated when annexations proposals fully consider the impacts on other institutions providing services to the area.
13. Annexation proposals that develop reasonable solutions to impacts on property owners and citizens with certainty and specific time horizons will be given careful consideration and weight.

14. Annexation proposals must be based on effective public consultation both prior to and during any annexation hearing or proceedings.
15. Revenue sharing may be warranted when the annexation proposal involves existing or future special properties that generate substantive and unique costs to the impacted municipality(s) as part of the annexation or as an alternative to annexation. Mandatory costs and revenue sharing should be established at the local level to address local needs on both participating parties.
16. Annexation proposals must not simply be a tax initiative. Each annexation proposal must have consideration of the full scope of costs and revenues related to the affected municipalities. The financial status of the initiating or the responding municipality(s) cannot be affected to such an extent that one or the other is unable to reasonably achieve the purposes of a municipality as outlined in section 3 of the Act. The financial impact should be reasonable and be able to be mitigated through reasonable conditions of annexation.
17. Urban municipalities should be provided with an equality of opportunity regarding industrial development.
18. Conditions of annexation must be certain, unambiguous, enforceable and be time specific.

Participants at the Mayors' Caucus supported taking the size of the municipality into consideration when developing the principles, standards and criteria for annexation. There was strong support for annexations that provide for inter-municipal cooperation and Caucus participants indicated that this factor should be given considerable weight in the decision-making process. Also, there was strong support for when an annexation demonstrates sensitivity and respect for key environmental and natural features within the proposed annexation area that this may potentially conform to provincial land use policies where appropriate and should be considered accordingly in the decision making process.

There are no timelines identified in the annexation principles developed by the MGB which has in the past led to lengthy annexation processes. The proposed amendment which received strong support from the Mayors' Caucus participants will increase the transparency, specificity, clarity and timeliness of the annexation process.

2. Required Information to Support an Application for Amalgamation or Annexation

2.1 Recommendations - Amalgamation

- 2.1.1 That the MGA be amended to require municipalities involved in a proposed amalgamation to conduct a restructuring study including a financial and infrastructure evaluation prior to initiating an application.
- 2.1.2 That Section 105(1) be amended to require municipalities which apply to amalgamate to provide in their report on negotiations, plans in place to protect the environment, minimize the development footprint, strengthen communities, provide alternative modes

of transportation where appropriate, and provide efficient infrastructure and services to the newly amalgamated municipality.

Rationale:

Based on the research, the province of British Columbia for example requires municipalities considering restructuring which includes amalgamation and annexation, to carry out a restructuring study prior to initiating an application. The Ministry has published a restructuring guide for municipalities considering restructuring which includes information on the pros and cons of restructuring and other factors that should be considered in a restructuring study. In the state of Western Australia, an application for amalgamation or annexation goes through an inquiry process where the Local Government Advisory Board takes into account the following information when considering an application:

- Community of interests;
- Physical and topographical features;
- Demographic trends;
- Economic factors;
- The history of the area;
- Transport and communications;
- Matters affecting the viability of local governments;
- The effective delivery of services; and
- Any other matters it considers relevant.

The MGA currently requires an initiating municipality in an amalgamation application to prepare and submit to the Minister a report that describes the results of the negotiations between the municipalities. The report must list the matters on which there was agreement, those on which there was no agreement between the municipal authorities, a description of the public consultation processes involved in the negotiations; and a summary of views expressed in during the public consultation processes. There is no requirement for the initiating municipality to include other important information such as its policies and plans to protect the environment and resources, minimize the development footprint, strengthen communities, provide alternative modes of transportation, and provide efficient infrastructure and services to the annexed lands. This information was deemed by participants of the Mayors' Caucus to be important criteria to guide decision-making in relation to the approval of an amalgamation application and should be included in the legislation.

2.2 Recommendation- Annexation

- 2.2.1 That Section 118(1) of the MGA be amended to require a municipality proposing to annex lands from an adjacent municipality to include in its report on negotiations, the policies and plans in place to protect the environment, rationalize the development footprint to promote the efficient use of land, strengthen communities, provide alternative modes of transportation where appropriate, and provide efficient infrastructure and services to the annexed lands.

Rationale

The MGA currently requires an initiating municipality in an annexation application to prepare and submit to the Minister a report that describes the results of the negotiations with the municipalities from which the land is being annexed. The report must list the matters on which there was agreement, and those on which there was no agreement between the municipal authorities; for the matters on which there was no agreement, a description of the attempts at mediation and if mediation did not occur the reasons for it; a description of the public consultation processes involved in the negotiations; and a summary of views expressed in during the public consultation processes. There is no requirement for the initiating municipality to include other important information such as its policies and plans to protect the environment and natural resources, minimize the development footprint, strengthen communities, provide alternative modes of transportation, and provide efficient infrastructure and services to the annexed lands. This information was deemed by participants of the Mayors' Caucus to be critical criteria to guide decision-making in relation to the approval of an annexation application and should be included in the legislation.

3. Governance and Leadership

3.1 Recommendations: Amalgamation

- 3.1.1 That the MGA be amended to provide guidelines for municipalities to follow as they transition from multiple councils to one council and from multiple municipal organizations to a single organization following approval for amalgamation.
- 3.1.2 That the Section 105(1) of the MGA be amended to require that the initiating municipality in the amalgamation application include in its report on negotiations submitted to the Minister, the proposed process to dissolve existing councils and create an interim council, and the proposed process for creating an amalgamated municipality.
- 3.1.3 That Section 111 of the MGA be amended to provide for the appointment of an interim CAO for a newly amalgamated municipality by the Councils of the amalgamating municipalities.

Rationale:

In the province of Quebec, the legislation requires municipalities applying for amalgamation to identify the new governance structure in the application. This includes creation and composition of the council; the determination of the number of members on the council or a formula to establish that number; the procedure to be used to designate a chair of the council; the remuneration of the council and other council members; and the mode of financing the council.

The appointment, suspension and revocation of the CAO is currently legislated in the MGA. Amending the legislation to include the appointment of an interim CAO in a newly amalgamated municipality would contribute to the transition of the administration and operation of the new municipality.

4. Compensation and Revenue Sharing

4.1 Recommendations - Annexation

- 4.1.1 That the MGA be amended to provide that upon the request of a municipality affected by an annexation, provision be made for the appointment of a conciliator to determine the apportionment of the assets, liabilities and possible compensation following approval of annexation. The decision of the conciliator is binding on all parties.
- 4.1.2 That the MGA be amended to clarify responsibility for financial and/or infrastructure deficits in an annexation and provide formal policies on when and how the provincial government will provide financial assistance.

Rationale:

Revenue sharing or compensation may be warranted when the annexation proposal involves existing or future properties that generate substantive and unique costs to the impacted municipalities. The research suggests that mandatory costs and revenue sharing should be established at the local level to address the needs of both parties.

The municipal legislation in the province of Quebec for example provides for negotiation of an agreement through conciliation if the municipalities involved in annexation cannot reach agreement on the apportionment of assets and liabilities relating to the territory of the municipality affected by the annexation. Upon request of either municipality, the Minister is required to appoint a conciliator to assist the municipalities to reach an agreement, which when achieved is forwarded to the Minister for approval. If an agreement cannot be reached, the Minister may impose an apportionment of the costs and liabilities and the apportionment is deemed to be an agreement. An agreement reached under the legislation is binding.

Section 124(1)(b) of the MGA states that if the MGB is recommending annexation to the Minister, its report must set out a description of the land, whether there should be revenue sharing, and any terms and conditions and other things the Board considers necessary or desirable to implement the annexation. The legislation is silent on the issue of who has responsibility for financial and/or infrastructure deficits in an annexation application. Participants at the Mayors' Caucus indicated strong support for legislation clarifying responsibility for infrastructure and financial deficits in an annexation, and the criteria for municipalities to access financial assistance from the provincial government in this regard.

In British Columbia, the province provides financial assistance to a restructured municipality. These are by way of per-capita grants provided in conjunction with assistance from other

ministries. In addition, restructure implementation grants fund some administrative costs for a restructured municipality.

Conclusion

Based on the research undertaken for this report, amalgamation and annexation are recognized in other jurisdictions the world over as approaches to municipal restructuring and have been taking place in Canada for many years. All of the provinces that responded to the research questions have specific legislation to guide amalgamation and annexation processes and procedures.

The recommendations contained in this report are evidence-based and reflect leading practices to guide the development of legislation on municipal amalgamation and annexation in the province of Alberta in the next iteration of the Municipal Government Act.

Claresholm Farmers Market Society
Box 1197
Claresholm, Alberta
T0L 0T0

RECEIVED

MAY 05 2015

May 5, 2015

TOWN OF CLARESHOLM
Mayor and Town Council

We are writing today to ask the town to consider waiving the charge of arena rent for the Wednesday afternoon Farmers Market's this summer. We plan to have 11 markets..

As you know we are a non profit organization, run by volunteers, and for the last 6 years have seen our revenue from stall rental decrease and our expenses increase. We do not charge rent to any non -profit groups. We have been experiencing a loss each year.

In 2014 our income from table rent was	\$ 1632.00
expenses were :arena rent	\$ 1732.50
: advertising	\$ 275.10
: insurance	\$ 625.00
: other exp	<u>\$ 288.00</u>
total expenses	<u>\$ 2920.60</u>
we had a loss of	\$ 1288.60

Some of the Benefits of having a weekly indoor market include: Senior participation- shopping and visiting with friends and neighbors, Locally grown produce and organic are available, local art is for sale, non-profits can display and sell their products at no cost for table rent, smaller private sellers have the opportunity to market their products, and the local 4H beef club manage the coffee and treats table. This is a main fund raiser for the club.

The market has made financial donations to the local Food Bank- which is then kept in the community.

We appreciate your consideration and hope to meet with you soon.

Yours truly,

Barbara Uhl- sec-tres 623 2298
Irene Gladstone Manager 625 3392

The Farmer's Market has paid the following amounts to the Town of Claresholm for use of the arena.

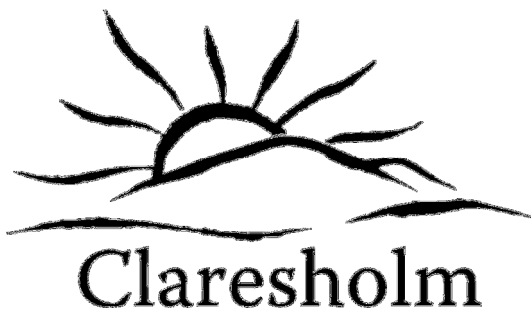
2011 - \$0

2012 - \$1,575

2013 - \$0

2014 - \$1,732.50

Prior to 2011, the Farmer's Market did not ask for a reduction or forgiveness of their rental fees. KW



REQUEST FOR DECISION

Meeting: May 11, 2015

Agenda Item: 9

MD OF WILLOW CREEK – FIRE TRUCK AGREEMENT

DESCRIPTION:

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

BACKGROUND:

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

Administration contacted the MD regarding the listing of the 2007 Rescue Van which was a joint purchase between the MD and the Town of Claresholm and it has been agreed to amend the Schedule "A" to reflect the joint ownership.

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

COSTS / SOURCE OF FUNDING:

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

RECOMMENDED ACTION:

Administration is recommending Council sign the Fire Truck Agreement with the MD of Willow Creek as presented, and that Council direct Administration to begin discussions with the MD of Willow Creek to develop a proposal for the best model for emergency services going forward.

PROPOSED RESOLUTION:

Moved by Councillor _____ to sign the Fire Truck Agreement with the MD of Willow Creek as presented, and to direct Administration to begin discussions with the MD of Willow Creek to develop a proposal for the best model for emergency services going forward.

Attachments:

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

Applicable Legislation: Not applicable.

Prepared By: Karine Wilhauk, Secretary-Treasurer

Approved By: Marian Carlson, CAO

DATE: May 6, 2015



Municipal District of Willow Creek No. 26

Office of the Administrator

www.mdwillowcreek.com

273129 Secondary Hwy 520

Claresholm Industrial Airport

Box 550, Claresholm Alberta T0L 0T0

RECEIVED

APR 10 2015

Office: (403) 625-3351

Fax: (403) 625-3886

Shop: (403) 625-3030

Toll Free: 888-337-3351

April 9, 2015

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

Attn: Marian Carlson
CAO

Dear Mrs. Carlson;

Re: Fire Truck Agreement

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

Please return one signed copy for our files.

Yours truly,

Cynthia Vizzutti, CLGM, CTAJ
CAO

CV/am

Encs.

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

This Agreement made this ____ day of _____, 2015

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

-and-

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

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

THEREFORE, each of the parties agrees as follows:

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

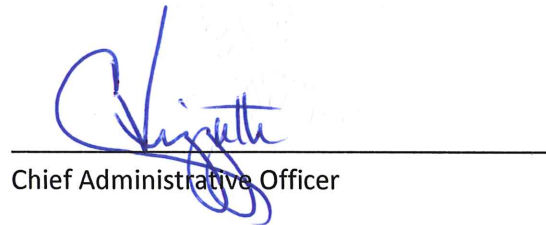
7. Each party to this agreement will indemnify and hold harmless the other parties to this agreement and its directors, officers, employees, agents and representatives from and against any direct damages, injuries, losses and other liabilities claimed against the parties, and all related costs and expenses suffered or incurred in relation to any claims, cause or causes of action, suits or proceedings by a third party which arises from damage to property or injury to or death of persons resulting from each parties failure to perform its obligations under this Agreement, except in the case of willful misconduct or gross negligence.
8. Any amendments to schedule "A" of this agreement shall not materially affect the foregoing of this agreement.

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

The Municipal District of Willow Creek No. 26



Reeve



Chief Administrative Officer

Town of Claresholm

Mayor

Chief Administrative Officer

SCHEDULE "A"

Equipment wholly owned by the "MD"

Bush 13	Bush Buggy	1999 Ford F350	1FTSX31FOXEB51460
Pump 13-1	Pumper	2010 Freightliner M2 4X4	1FVDCYBS2ADAM9143
Ranger 13	ATV	2006 Polaris R06RD6AB	4XARD68A364808332
Ranger 13A	Trailer	2006 United Cargo	48BTE14236A084968
Rescue 13	Rescue	2007 Ford F550	1FDAW57P67EA95885
Response 13	Response (Medical)	2014 Crestline (C-9409)	1GB3G3CL5E1155519
Tank 13	Tanker	2013 Freightliner M2106	1FVACYCY5EHFK6801
Tender 13	Tender	1986 Kenworth	2NKWLN9X1GM916194

The Town of Claresholm contributed 50% towards the capital purchase of Rescue 13 in the amount of \$68,987.50.

CLARESHOLM FIRE DEPARTMENT COMMON SERVICES AGREEMENT

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

Between:

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

- and -

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

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

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

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

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

KCB

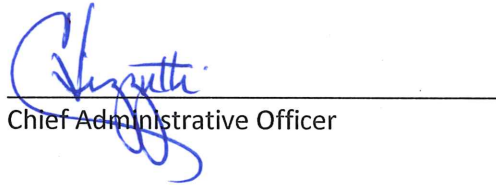
4. The Town of Claresholm shall at their costs, provide, Life Insurance through their underwriters for the Claresholm Fire Department in the amount set by "The Town".
5. All major building repairs over a \$1,000.00 shall be negotiated between the two parties prior to the repairs being undertaken, if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

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

The Municipal District of Willow Creek No. 26

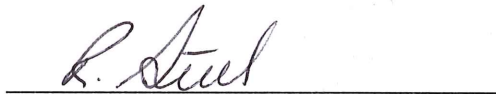


Reeve

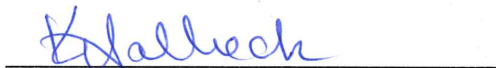


Chief Administrative Officer

Town of Claresholm



Mayor



Chief Administrative Officer

Joint Fire/Emergency Service Agreement

Between

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

And

The Town of Nanton

And

The Town of Stavely

And

The Town of Claresholm

And

The Town of Granum

And

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

Dated this 7 Day of May, 2012

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

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

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

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

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

2. **Term of Agreement**

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

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

3. **Fire and Emergency Services**

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

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

The Towns agree that the Fire Departments shall:

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

The Towns and the MD mutually agree that they shall:

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

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

The MD agrees that it shall:

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

4. Assets

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

5. Annual Operating Budget

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

6. Annual Capital Budget

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

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

7. Automatic Vehicle Locator System

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

8. Liability

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

9. Dispute Resolution

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

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

10. Termination of this Agreement

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

11. Notifications

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

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

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

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

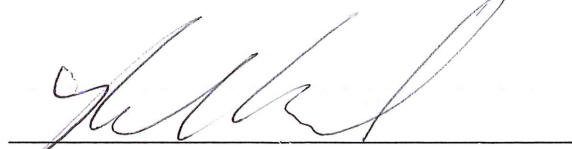
The Town of Claresholm
P.O. Box 1000
Claresholm, Alberta
T0L 0T0

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

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

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

The Municipal District of Willow Creek No. 26

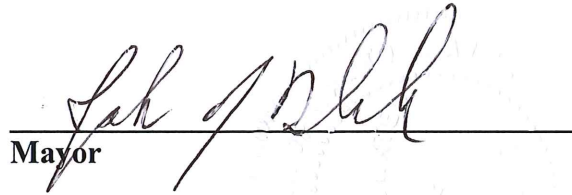


Reeve

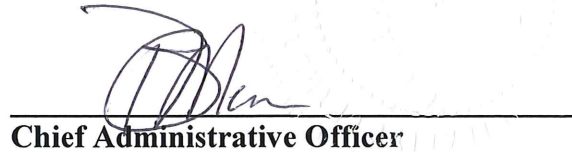


Chief Administrative Officer

Town of Nanton

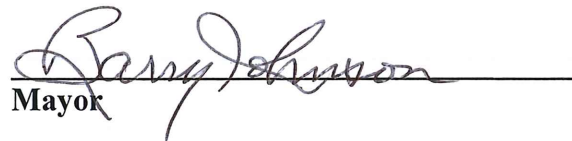


Mayor



Chief Administrative Officer

Town of Stavely



Mayor



Chief Administrative Officer

Town of Claresholm



Mayor

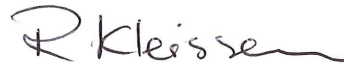


Chief Administrative Officer

Town of Granum

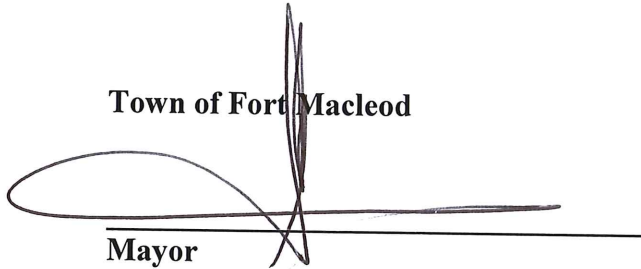


Mayor



Chief Administrative Officer

Town of Fort Macleod



Mayor



Chief Administrative Officer



REQUEST FOR DECISION

Meeting: May 11, 2015
Agenda Item: 10

NON-PROFIT SOCIETY LIABILITY INSURANCE

DESCRIPTION:

At the March 23, 2015 regular Council meeting, Council directed Administration to develop a policy for Non-Profit Society Liability Insurance Reimbursement. Upon review of our policies, it was discovered that the Town of Claresholm already has a policy in place. Administration would like direction from Council as to whether the policy needs to be amended.

BACKGROUND:

Each year at various times of the year, non-profit societies approach the Town to have their general liability insurance reimbursed. Prior to 2007, societies could obtain insurance under the Town of Claresholm as Additional Named Insured (ANIs) and their insurance was covered by the Town of Claresholm. In 2007, AMSC Insurance stopped this practice and all societies were required to obtain their own insurance separate from the Town. At the time, Policy #GA 09-07(b) was passed in order to have guidelines for reimbursement going forward.

As per the following spreadsheet, the following payments have been made for commercial general liability insurance:

	2015	2014	2013	2012	2011	2010	2009	2008	2007
Meals on Wheels						957.00	952.00	893.00	799.00
Claresholm Curling Club	1,236.00	1,200.00	1,200.00	1,200.00	1,500.00	1,500.00	2,700.00	2,700.00	2,700.00
Claresholm Golf Club	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	2,400.00	2,400.00	2,400.00
Claresholm Community Centre		694.27	680.34	767.00	921.00	957.00		893.00	657.00
Willow Creek Ag Society		3,775.30	3,699.52	3,977.00	4,126.00	4,207.00	4,391.00	4,065.00	1,407.00
Claresholm Senior's Drop-in	900.00	900.00	825.00	787.00			1,650.00		
Claresholm Child Care Society	2,903.00			2,817.00	2,817.00	1,260.00	1,075.00	1,825.00	1,825.00
	6,539.00	8,069.57	7,904.86	11,048.00	10,864.00	9,424.00	12,216.00	11,883.00	8,989.00

RECOMMENDED ACTION:

Possible actions:

- Council directs Administration to continue following the Policy #GA 09-07(b).
- Council directs Administration to amend Policy #GA 09-07(b), and to present the new policy at a future Council meeting.
- Council pass a motion to revoke Policy #GA 09-07(b) and that Administration write letters to all affected societies that the practice of reimbursement of commercial general liability insurance will discontinue after 2015.

PROPOSED RESOLUTION:

- Moved by Councillor _____ to direct Administration to continue following Policy #GA 09-07(b) and to include the insurance coverage costs in future operating budgets.

ATTACHMENTS:

- 1.) Town of Claresholm Policy #GA 09-07(b): Additional Named Insurance Policies

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 6, 2015

TOWN OF CLARESHOLM

POLICY

POLICY # GA 09-07(b)

REPLACING POLICY # _____

EFFECTIVE DATE September 10, 2007

SUBJECT Additional Named Insurance Policies

DEPARTMENT Administration

AUTHORITY Council Resolution

DATE PASSED September 10, 2007

PURPOSE: To establish a policy and guidelines relating to insuring organizations that are not controlled by the Town of Claresholm.

- POLICY:**
- 1) The following groups have standalone policies which are currently reimbursed by the Town of Claresholm:
 - Claresholm Golf Club
 - Meals on Wheels
 - Claresholm Curling Club
 - Claresholm Child Care Society
 - Willow Creek Agricultural Society
 - Claresholm Community Hall Board
 - 2) The Agricultural Society and the Town have an agreement that their insurance will be paid by the Town.
 - 3) The Claresholm Golf Club, Curling Club, Child Care Society and Meals on Wheels have no such agreements and the informal arrangement of the Town paying for their general liability insurance will be reviewed on an annual basis.
 - 4) No other organizations that are NOT controlled by the Town of Claresholm will be reimbursed for their general liability insurance.



REQUEST FOR DECISION

Meeting: May 11, 2015

Agenda Item: 11

ORGANIZATIONAL STRUCTURE

DESCRIPTION/BACKGROUND:

The organizational review was conducted taking into account the following:

- Understanding of the strategic objectives and direction of the organization, through review of the February 15, 2014 Strategic Plan developed with assistance from Positive Culture.
- This was developed further through the Strategic Planning session March 14, 2015 and subsequent discussions with Council;
- Review of the processes in place and determining if they are being applied consistently and effectively;
- Review of the resources in place and determining if they are being deployed effectively and efficiently;
- Establish if the whole is working effectively together to achieve the intended purpose of the organization.

All of these elements are essential in an organizational review to produce meaningful results.

RECOMMENDED ACTION:

Administration is recommending Council approve the Organizational Structure as presented.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the Town of Claresholm Organizational Structure as presented.

ATTACHMENTS:

- 1.) Town of Claresholm Organizational Structure Document

APPLICABLE LEGISLATION:

- 1.)

PREPARED BY: Marian Carlson CAO

APPROVED BY: Marian Carlson CAO

DATE: May 7, 2015



Claresholm

Now you're living...

Now you're home

Organizational Structure

Presented May 11, 2015

Respectfully submitted by

*Marian Carlson, CLGM
CAO*



Organizational Review

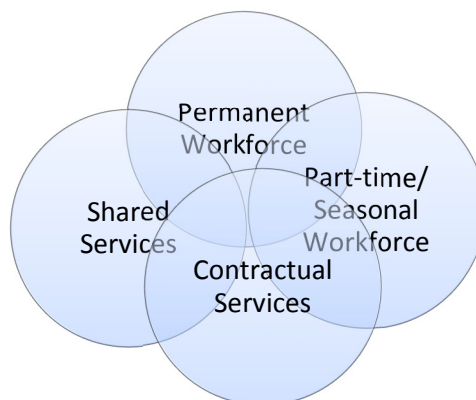
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- Review of the processes in place and determining if they are being applied consistently and effectively;
- Review of the resources in place and determining if they are being deployed effectively and efficiently;
- Establish if the whole is working effectively together to achieve the intended purpose of the organization.

All of these elements are essential in an organizational review to produce meaningful results. Restructuring alone will only disrupt the organization's performance without purpose.

Administrative/Operational Structure

The administrative/operational structure is responsible for implementing the services defined by Councils strategic priorities. The business model is divided into four areas: a permanent workforce, a part-time/seasonal workforce, contractual services and shared services. The Town of Claresholm services are accomplished through a combination of these vital resources.

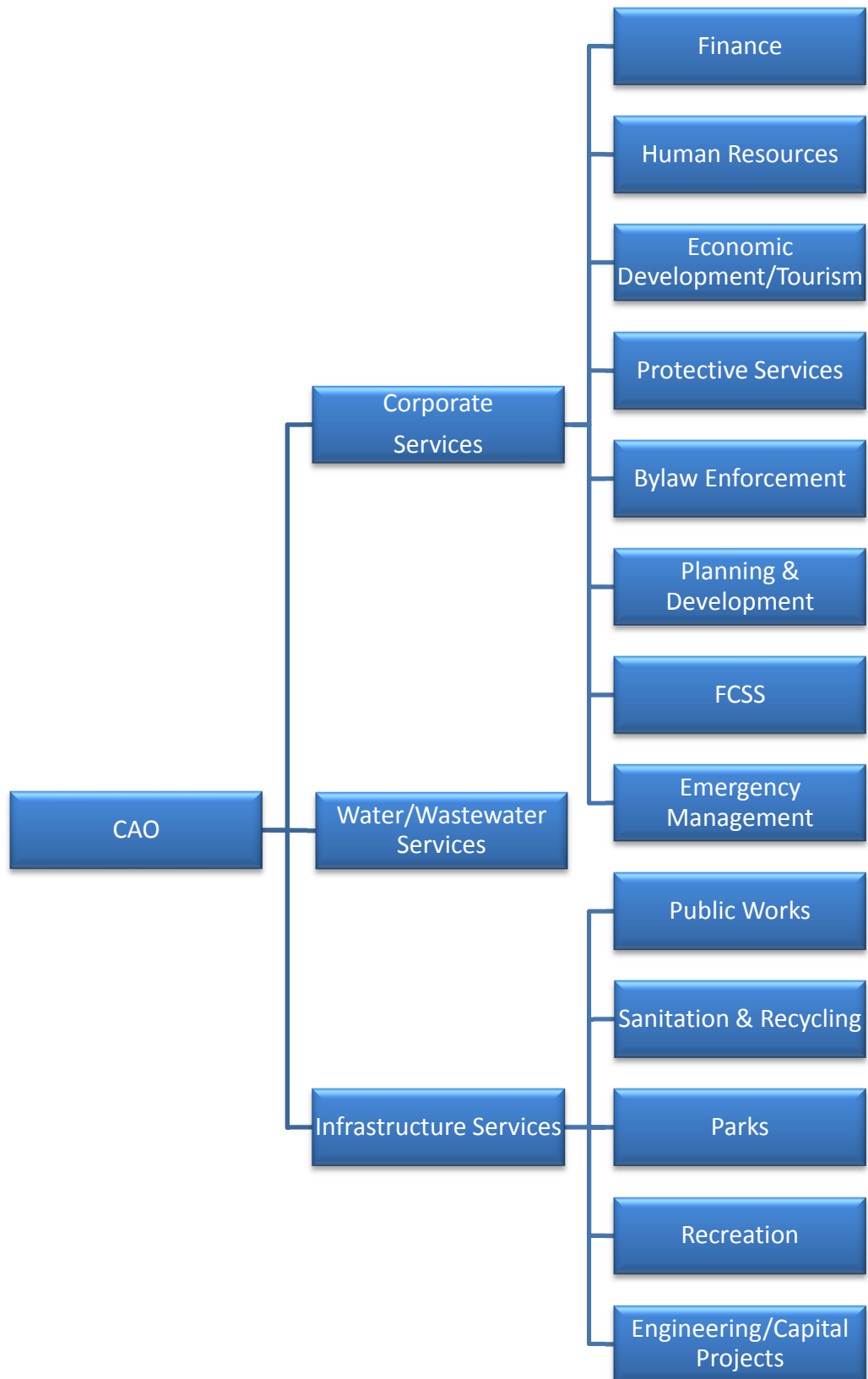




As the administrative/operational head of the municipality, the Chief Administrative Officer (CAO) has the primary responsibility for implementing Council's direction and policy; informing Council on the affairs of the municipality; managing the organization; and performing any other functions that Council or the Municipal Government Act delegates to him/her. The CAO utilizes a management team structure to provide administrative leadership for the organization.

Management Structure

Council and Management are committed to building a focused, responsive, resource-conscious and results-oriented organization that communicates effectively across all departments. Town management is divided into three strategic categories of municipal staff and responsibilities. The CAO is the common thread between these strategic service areas. The intent of this structure is to engage a number of technically skilled individuals enhancing the Town's ability to provide quality programs and services. The strategic service areas are outlined on the following page.

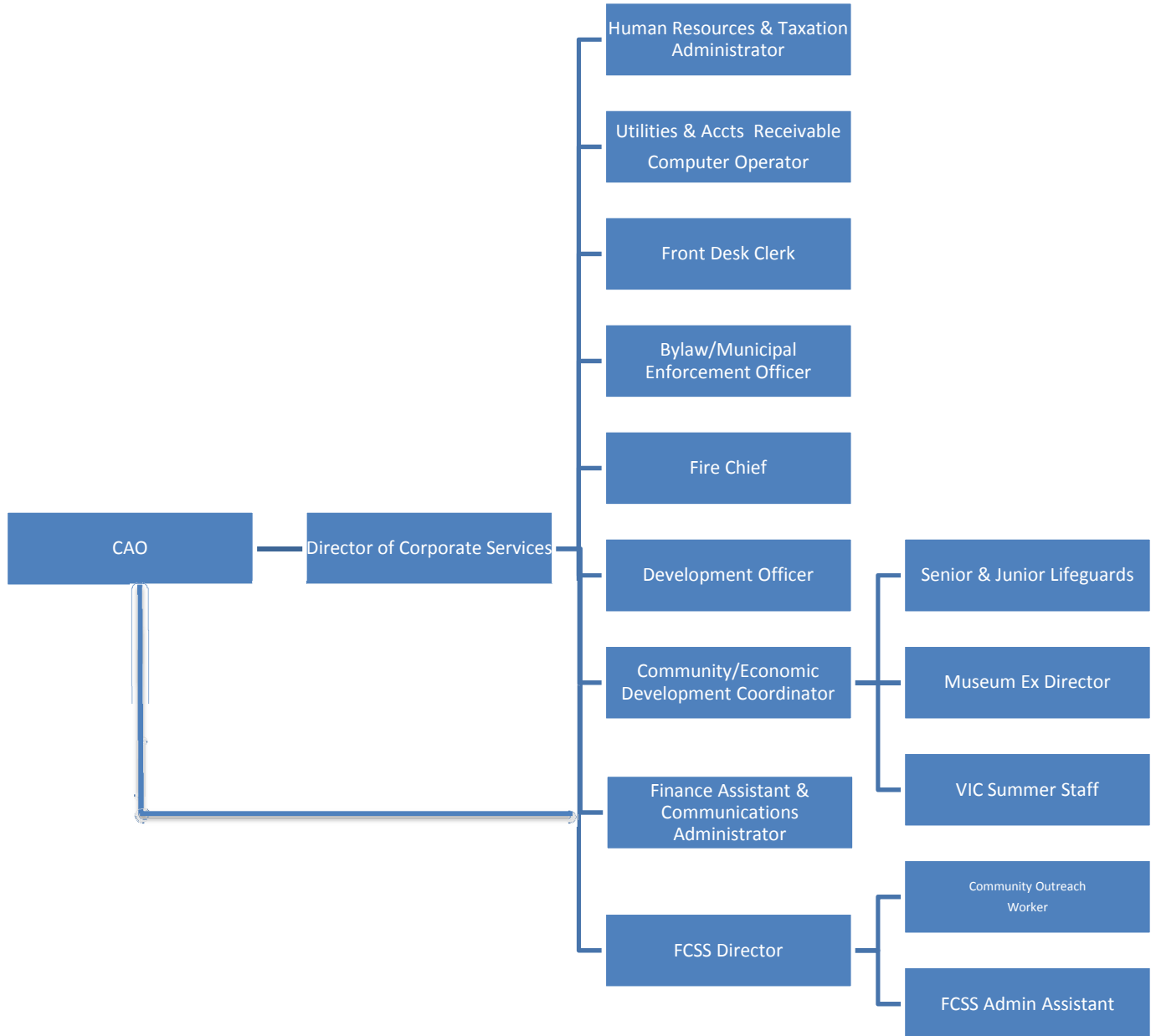




Corporate Services	Water/Wastewater Services	Infrastructure Services
<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Financial management * Annual operating & capital budgets * Corporate business plans * Organizational administration * Utility billing & management * Information technology * Communication & social media * Human resource management * Inter-agency & community group liaison * Taxation & assessment * Bylaw Enforcement and/or Community Peace Officer programs * Fire services * Employee Safety program * Police protection services liaison * Special events & celebrations * Program development * Volunteer services * Joint use agreements * Library services * Museum operations * Economic Development & Tourism initiatives * FCSS programming and administration * Development approval & appeal * Subdivision approval & appeal * Municipal Planning * Safety Codes * Pool programming and administration * Emergency Management * Any other matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Water treatment & distribution * Wastewater collection & treatment * Engineering * Capital projects * Facility planning & development * Any other related matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Roadways, boulevards & sidewalks * Project management * Equipment & fleet pool * Infrastructure management * Local improvement projects * Signage * Underground utility services * Parks facility management * Recreation facility management * Campground operations * Solid waste collection * Recycling * Street lighting * Storm water management * Engineering * Capital projects * Facility planning & development * Janitorial services * Airport * Any other related matters referred by Council



CORPORATE SERVICES



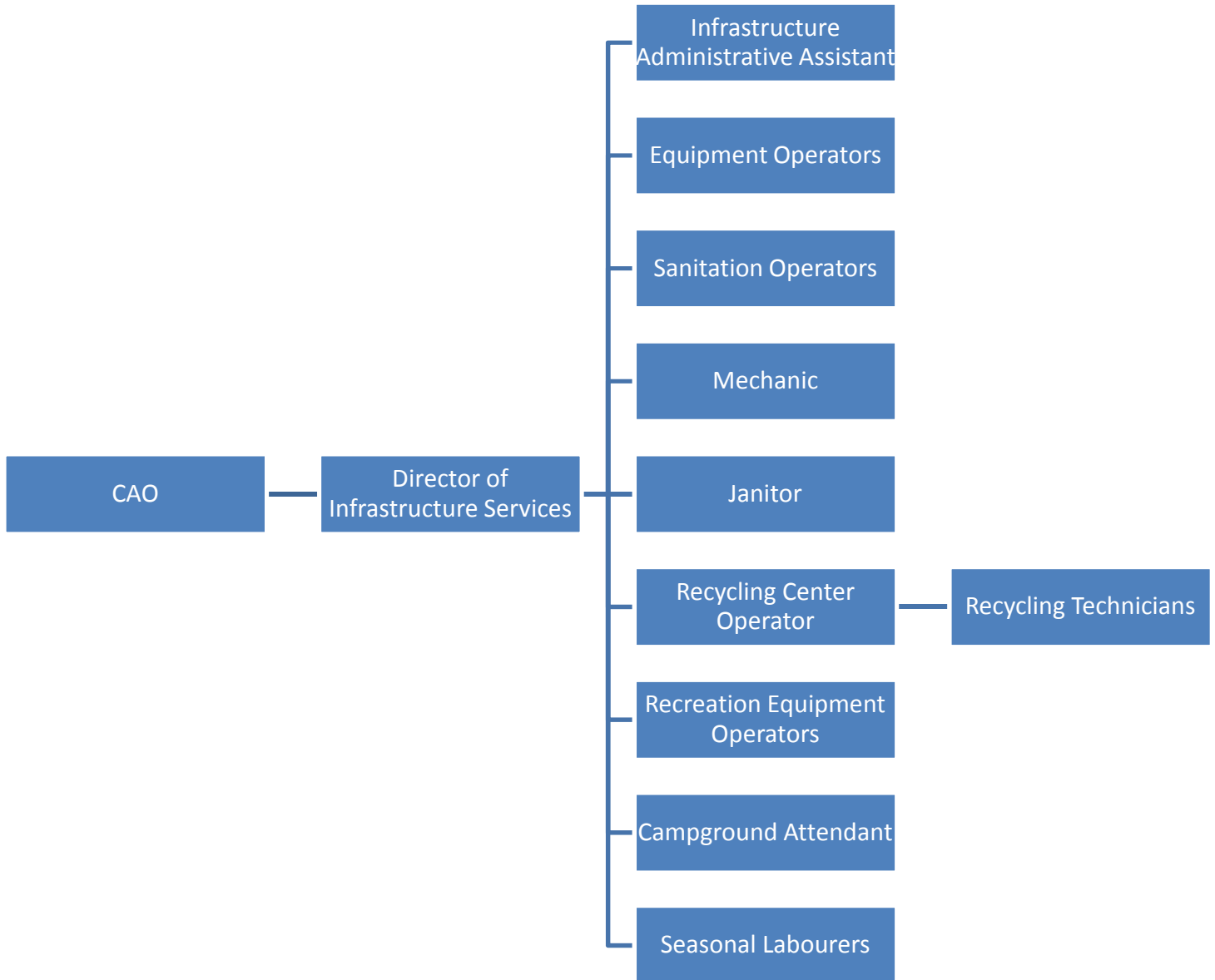


Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Assessment Review Board	Claresholm Animal Rescue Society
Audit Committee	Alberta Southwest
Facility & Infrastructure Planning Committee	Claresholm & District Chamber of Commerce
Grievance Committee	Claresholm & District Transportation Society
Wage Negotiating Committee	Claresholm Child Care Society
FCSS Board	Claresholm Housing Authority
Claresholm & District Museum Board	Claresholm Learn-a-lot Playschool Society
Municipal Planning Commission	Claresholm Public Library
Subdivision & Development Appeal Board	Community Hall Board
Economic Development Authority	LRSD Town Joint Use Agreement
	Porcupine Hills Lodge
	Porcupine Hills Lodge Foundation
	Swimming Pool Joint Use
	Willow Creek Agricultural Society
	Oldman River Regional Services Commission



INFRASTRUCTURE SERVICES





Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Facility & Infrastructure Planning Committee	Regional Landfill Commission
Recreation Facility Users Committee	Claresholm Golf Club



WATER/WASTEWATER SERVICES



Committee Liaison Assignments

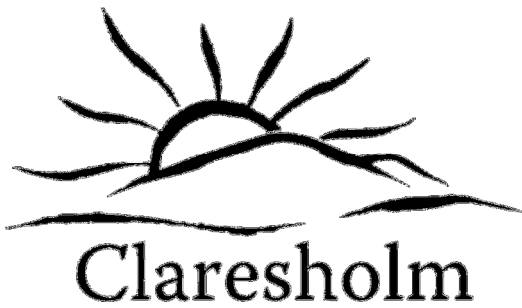
Internal Board or Committee	External Board or Committee
Facility & Infrastructure Planning Committee	



STAFFING REQUIREMENTS

*Not including CAO

DEPARTMENT	FULL TIME	PART TIME	SEASONAL	Recommended Totals
CORPORATE SERVICES	13	13	4	30
REGULATORY SERVICES				
INFRASTRUCTURE SERVICES	12	6	3	23
WATER/WASTEWATER SERVICES	2			
TOTAL	27	19	7	53
2014 Totals	27	19	7	53



REQUEST FOR DECISION

Meeting: May 11, 2015
Agenda Item: 12

LETTER TO LIVINGSTONE RANGE SCHOOL DIVISION

DESCRIPTION:

In the continuation of the process towards a new Multi-use Community Building and Town Hall, Administration would like Council's approval to send a letter to the Livingstone Range School Division outlining the Town's interest in obtaining the old Claresholm Elementary School.

BACKGROUND:

For the last several years, the Town of Claresholm has been having discussions with Livingstone Range School Division regarding the possibility of taking over the old Claresholm Elementary School. These discussions became more involved once the grand opening of the newly refurbished Willow Creek Composite High School took place in September 2013.

The last Information Brief regarding this project was presented to Council on January 12, 2015. The major items to be identified were the total cost of the project and where the funding was to come from. It has been Council's direction that this project should be pursued as we now have an actual cost attached, therefore the next step is to obtain the actual physical site so further planning can continue. Grants have been applied for towards this project and Administration will be bringing forward any others which may be applicable.

The last item to be discussed is the playground equipment. This item must be clearly decided upon before the transfer of the site can be completed.

RECOMMENDED ACTION:

Council pass a motion directing Administration to write a letter to Livingstone Range School Division that the Town of Claresholm is prepared to take possession of the old Elementary School Building subject to the issue of the playground equipment being decided upon prior to possession.

PROPOSED RESOLUTION:

- Moved by Councillor _____ to write a letter to Livingstone Range School Division stating that the Town of Claresholm is prepared to take possession of the old Elementary School located at 5318 2nd Street West for the sum of \$1.00, subject to confirmation of ownership by the Town or removal of the playground equipment.

ATTACHMENTS:

- 1.) Information Brief – Multi-use Community Building & Town Hall Project Update – January 12, 2015

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 8, 2015



INFORMATION BRIEF

Meeting: January 12th, 2015
Agenda Item: 12

MULTIUSE COMMUNITY BUILDING & TOWN HALL PROJECT UPDATE

BACKGROUND:

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

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

DESCRIPTION / NEXT STEPS:

Two notable questions remain to be considered:

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

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

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

ATTACHMENTS:

- 1.) none

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Jeff Gibeau – Acting CAO

APPROVED BY: Jeff Gibeau – Acting CAO

DATE: January 7, 2015



INFORMATION BRIEF

Meeting: May 11, 2015
Agenda Item: 13

PARK MAINTENANCE 2015 SCHEDULE

This briefing is prepared in response to the inquiry put forth by a concerned citizen at the April 27th Council meeting. All park maintenance is completed by the (3 man) Parks Department. Starting in April to mid-September, the Parks Department follow the schedule listed below. This schedule may be adjusted depending on weather by the Public Works Superintendent (note: another schedule is followed when they operate the Arena through the winter).

Monday

- Millennium Ball Diamonds, Grass whipping, mowing, emptying garbage's.
- Spray park, ball diamonds at Centennial Park picking garbage emptying cans.
- Gopher bait stations checked and refilled if needed.
- Dog bag dispensers refilled.
- Bathrooms cleaned at Millennium Park and Amundson Park if needed.
- Minor building repairs, lights replaced as needed.
- Cemetery maintenance, whipping and mowing around headstones until seasonal employee starts.

Tuesday

- Finish Millennium, Moffatt Park, Community center grounds.
- Centennial park whipping and grounds cleanup.
- Perimeter ditches, Highway ditches whipped and mowed entrance signs too.
- Water treatment plant grounds, whipped and mowed.
- Mowing of large area outside of cemetery plots.
- Cleanup Ring Rose park downtown.

Wednesday

- Mowing Centennial Park and campground.
- West hill park whipping and mowing, 4th St. Boulevard, @5300 block.
- Amundson park whipping and mowing, library boulevard and grounds cleanup.
- Lions Park whipped and mowed.
- Skyline Boulevard and #4 Skyline property.
- Town Administration building, playschool and daycare grounds cleanup, whipping and mowing.
- All 5 walkways whipped & mowed.
- East side Water reservoir whipping & mowing.

Thursday

- Paterson park area, off leash area whipped & mowed.
- Museums, east side boulevards and Town owned lots mowed & whipped.
- Willow Park, off leash area, Wildrose Boulevard mowed & whipped.
- Weed spraying as conditions (shown on attached map).

- Town lot south of Fire hall. (Parade staging area) mowed & whipped.

Friday

- Playground inspections, cleanup and repairs on all 8 play structures.
- Airport whipping & mowing.
- Campground site maintenance.
- 43rd Ave boulevards and Fairway drive boulevards mowed & whipped.

One member of the Parks dept. continues weed spraying every day for a couple of hours, if the wind permits, until weeds are under control, however, the weeds keep coming and the battle continues (Please see the attached map for areas / green spaces maintained by staff).

Many Town events also require the help of the Parks Department at the Arena, Community Centre, Office, Museum, and/or Parks, for example, tables and chairs moved. The Parks Dept. crew work all scheduled weekend events at the Arena all summer, with no overtime. In the month of April, 15 days of holidays were used and 1 sick day in this 3 man dept.

The Public Works Department is very pleased with the quantity and the quality of work that the Parks Dept. does for the Town of Claresholm.

ATTACHMENTS:

- 1.) Town of Claresholm Green Space Map

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Mike Schuweiler, Public Works Superintendent

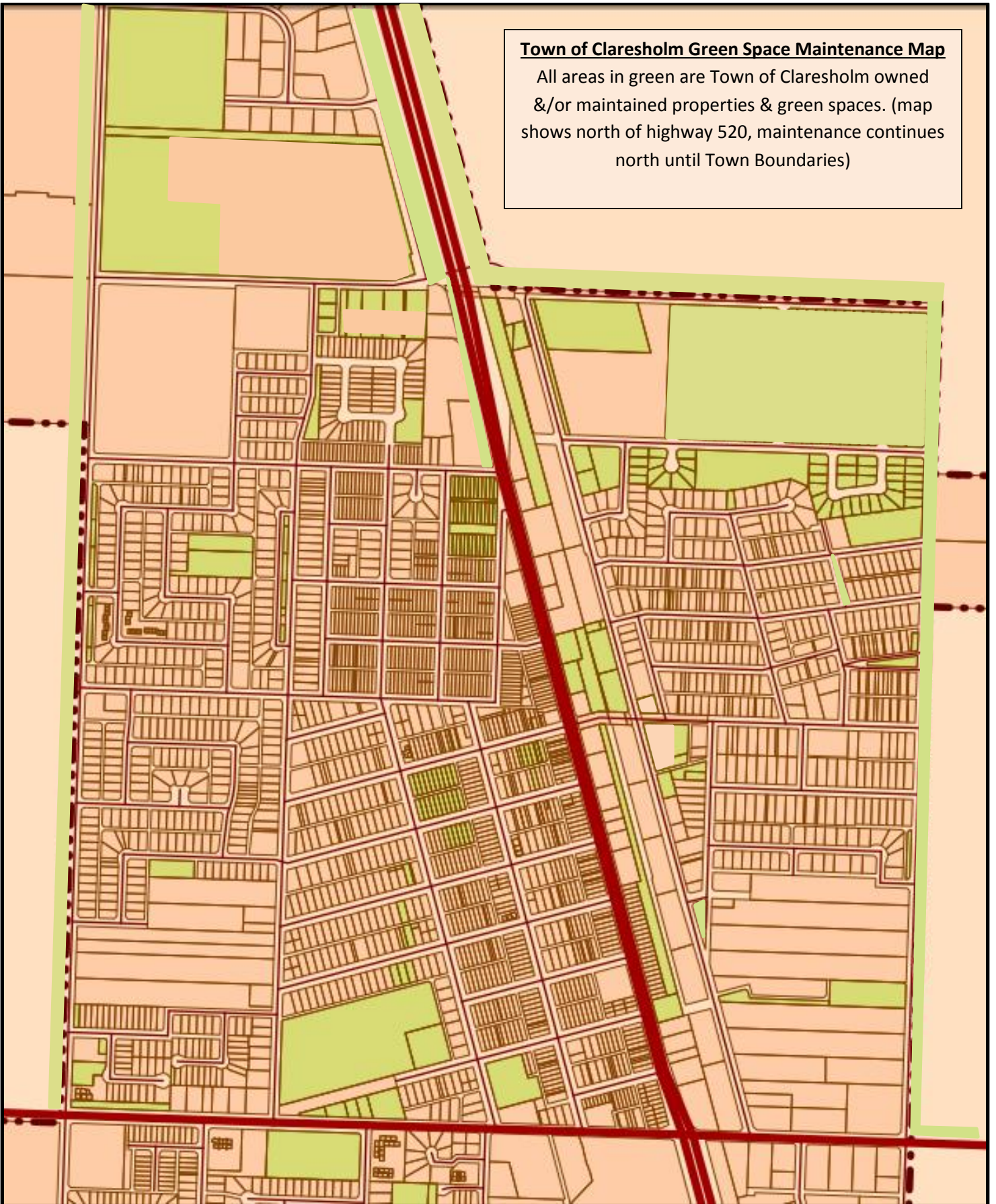
APPROVED BY: Marian Carlson, CLGM – CAO

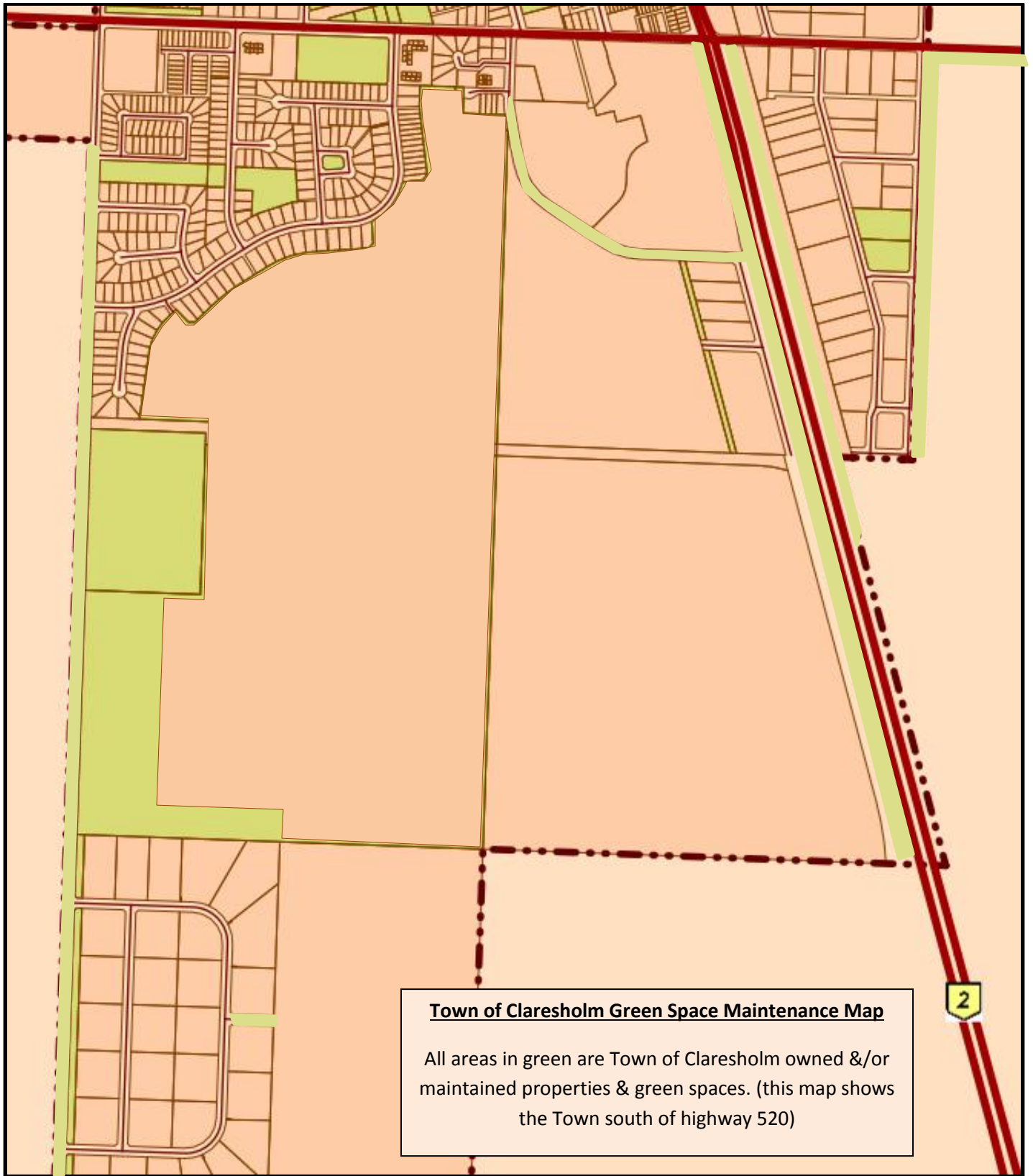
DATE: May 6, 2015



Town of Claresholm Green Space Maintenance Map

All areas in green are Town of Claresholm owned &/or maintained properties & green spaces. (map shows north of highway 520, maintenance continues north until Town Boundaries)







INFORMATION BRIEF

Meeting: May 11, 2015
 Agenda Item: 14

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - February 23, 2015					
13	Land Sale: Moved by Councillor Cutler to accept the \$750,000 offer to purchase on Land Sale subject to the purchaser signing the offer date extension. Carried.		Marian	Email sent to Realtor - Feb 24/15 Realtor contacted Marian Feb 25th and client is still out of the country. Will contact our office upon his return. Further email sent March 23rd - still no contact with purchaser - Offer deemed withdrawn	Complete
18	Meet with M.D. regarding airport		Marian	Email sent to Cindy Feb 26th requesting a meeting. Met with Cindy March 2nd to discuss a number of items. No resolution at this time, but will continue discussions. See March 23/15 assignment	Complete
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	In progress

			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.	
Regular Scheduled Meeting - March 23, 2015				
6	Draft policy for Non-Profit Society Liability Insurance Reimbursement		Karine	RFD on May 11, 2015 Agenda. Complete
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
14	Organize follow up Strategic Planning date for Saturday, May 2nd from 9 - 11		Marian	Held May 9/15 Complete
15	Contact Rob Rothe		Marian	Left message April 8th. Letter prepared but awaiting phone call prior to sending - Spoke with Helen and sent letter Complete
Regular Scheduled Meeting - April 13, 2015				
9	RFD - POLICY #REC 04-15: Recreational Facility & Miscellaneous User Charges. Moved by Councillor O'Neill to approve Policy #REC 04-15: Recreational Facility & Miscellaneous User Charges effective April 14, 2015. CARRIED. Motion #15-026.		Lisa/Karine	Policy distributed to all facilities for the Policy Manual. Complete
Regular Scheduled Meeting - April 27, 2015				
1	Letter to Mayors & Reeves introducing Lyle as the representative for the Town of Claresholm		Karine	Conversation with Bev Bellamy, Administrative Assistant. Lyal attended the May 1st meeting. Complete
2	RFD- Budget 2015; Moved by Councillor Cutler to approve the 2015 Operational & Capital Budgets as presented. CARRIED. Motion #15-028.		Marian/Karine	Budget document uploaded to website Complete
3	Send letter to Daycare, Museum Board re: request for funding and the results of the budget deliberations		Tara	Letters sent April 30, 2015. Complete
4	Bylaw #1604: Mill Rate Bylaw; Moved by Councillor Ford to give Bylaw #1604 1st reading. CARRIED.		Karine	2nd & 3rd Readings to be done at May 11th meeting. Complete
5	Bylaw #1605: Special Tax Levy Bylaw; Moved by Councillor Dixon to give Bylaw #1605 1st reading. CARRIED.		Karine	2nd & 3rd Readings to be done at May 11th meeting. Complete
6	Bylaw #1606: Special Tax Levy Bylaw; Moved by Councillor Cutler to give Bylaw #1605 1st reading. CARRIED.		Karine	2nd & 3rd Readings to be done at May 11th meeting. Complete

7	Southern Alberta Energy from Waste Association; re: 2015 Membership Fees; Moved by Councillor Ford to remain a member of the Southern Alberta Energy from Waste Association for the 2015 year in the amount of \$1,503.20. CARRIED. Motion #15-029.	Karine	Cheque sent	Complete
8	Corres; Off Leach Dog Parks. Referred to Administration.	Jason / Tara	Letter sent May 1, 2015.	Complete
9	RFD- Claresholm Rockmen Lacrosse; Moved by Councillor Fieguth to allow Claresholm Minor Lacrosse to use the Arena concrete surface for \$90 per week plus GST for practices for May to July 2015 and charge them \$57 per hour plus GST for Saturday games if needed. CARRIED. Motion #15-030.	Mike/Mariana	Letter sent April 29, 2015.	Complete
10	RFD- Refund of Appeal Fee; Moved by Councillor Cutler to refuse the refund of the \$300.00 appeal fee for D2015.013 in the amount of \$300.00. CARRIED. Motion #15-031.	Tara	Letter sent April 29, 2015	Complete
11	RFD- MD Fire Truck Agreement; Moved by Councillor Ford to table discussion on this matter until the next regular Council meeting of May 11, 2015. CARRIED. Motion #15-032.	Marian	On agenda for May 11/15	Complete
12	Info Brief; Strategic Planning Session Date; Moved by Councillor Cutler to move the Strategic Planning Session date from May 2nd to May 9th from 9am to 12pm. CARRIED. Motion #15-033.	Marian	Scheduled and prepared	Complete
13	Report for Council re: park maintenance	Mike	Information Brief for May 11, 2015 Council Agenda	Complete

ATTACHMENTS:

1.) none

APPLICABLE LEGISLATION:

1.) none

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 8, 2015

INFORMATION ITEMS

Alberta SouthWest Bulletin May 2015

Regional Economic Development Alliance (REDA) Update

Two Project Awards for SouthWest Invest: Bringing Investment Home Partnership

At the 41st Annual Economic Developers Conference, this partnered project won the "Award of Excellence" for Business and Investment Attraction (population category 25,000-100,000) and also won the Alex Metcalfe Award for best project in all categories. AlbertaSW REDA, Community Futures Alberta Southwest and Community Futures Crowsnest Pass combined resources to design an investment attraction/business retention program. As part of the project, InnoVisions and Associates conducted business visitations and facilitated custom-designed workshops creating outstanding successes for the region.



L to R: Bob Dyrda, AlbertaSW; James Tessier, CFABSW; Bev Thornton, AlbertaSW; Jeff Penney, President, EDA; Lloyd Kearl, Chair, AlbertaSW and CFABSW

Broadband Communities Summit 2015



Tom Wheeler FCC Chairman

Bob Dyrda, AlbertaSW Project Lead, was among 900 attendees at this conference in Austin TX, April 14-16, 2015. The sessions were particularly relevant to our rural communities as we continue to explore opportunities, barriers and options regarding high speed, high capacity broadband. A highlight of the Summit was an address from Tom Wheeler, Chairman of the Federal Communications Commission (FCC) which has proposed new rules to preserve the internet as an open platform for the next great era of innovation. The FCC sees enabling true competition and legislating open access to networks as essential to the benefit of businesses and communities.

Crown of the Continent Expedition

Starting mid-September 2015 an expedition will run the length of the Crown of the Continent from Missoula, Montana to Banff, Alberta, a distance of 400 miles/650 kilometres, with the goal of finishing by the end of September or early October, dependent on weather and trail conditions. The team consists of Steven Gnam (Photographer/Documenter/Runner), Mike Foote (North Face Ultra Runner Athlete), Mike Wolfe (North Face Ultra Runner Athlete), Buzz (Crew Person/Social Media).

Running much of the way along scenic ridges, the team will drop into towns and trailheads to resupply offering an opportunity to engage the public in why the Crown of the Continent matters, documenting the our mountain culture and connectivity to the unique landscapes.

This offers the opportunity for partners to assist with logistical support and promotion of expedition through various media platforms, gaining, essentially free promotion to an international audience through *The North Face*, *Outside Magazine*, *National Geographic Adventurer* and *National Geographic Traveler*.

UPCOMING EVENTS

- ❖ **13 WAYs-finding: Navigating Community Success - Heritage Inn, Pincher Creek**
Wednesday May 13, 2015, 4:00pm-8 :30pm Doug Griffiths will be the featured presenter and facilitator.
- ❖ **AlbertaSW Dinner and AGM, Castle Mountain Resort**
Wednesday, June 3, 2015, 5:00pm Arrival and Networking; 6:00pm Dinner and Program

To register for events, please contact bev@albertasouthwest.com

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

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

bev@albertasouthwest.com bob@albertasouthwest.com



Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday April 1, 2015 – Community Hall, Cowley



Board Representatives

Lloyd Kearl, Cardston County
Barney Reeves, Waterton
Tammy Rubbelke, Pincher Creek
Shelley Ford, Claresholm
Maryanne Sandberg, MD Willow Creek
Trish Hoskin, Fort Macleod
Blair Painter, Crowsnest Pass
John Connor, Granum
Garry Marchuk, MD Pincher Creek
Warren Mickels, Cowley
Ron Davis, MD Ranchland
Beryl West, Nanton
Dennis Gillespie, Stavely
Bill Peavoy, Cardston

Cowley Council

Garry Hackler
Monika Schneider

Organizational Partners

James Tessier, CF Alberta Southwest
Clara Yagos, Trustee, LRSD
Leah Wack, Lethbridge College
Bill Halley, AI-TF/RINSA

Resource Staff

Cindy Cornish, CAO, Cowley
Kathy Wiebe, Executive Assistant, MD Ranchland
Eric Burton, Alberta Innovation and Advanced Education
Bev Thornton, Executive Director, AlbertaSW
Bob Dyrda, Communications Coordinator, AlbertaSW

1. Welcome , Introductions and Roundtable
2. Approval of Agenda
Moved by Maryanne Sandberg THAT the agenda be approved as presented.
Carried. [2015-04-431]
3. Approval of Minutes
Moved by Tammy Rubbelke THAT the minutes of March 4, 2015 be approved as amended.
Carried. [2015-04-432]
4. Approval of Cheque register
Moved by Barney Reeves THAT cheques #1699-#1720 be approved as presented.
Carried. [2015-04-433]
5. Broadband Standing Committee: Policy and Procedures Amendment
Notice of Motion presented by Barney Reeves THAT Alberta SouthWest Policy and Procedures. Item 4. Standing Committees be revised to delete the current 3 committees that are not in use and add "Broadband Committee".
This motion will be brought forward at the next meeting.
6. Waste-to Energy Opportunity Overview
A technology developed by a multi-national team has been very successful in Europe, and may be suitable for our region. Bev will follow up with the team and arrange for a presentation to the board and communities when they are in Canada.
7. Proposed Southern Alberta-Asia Trade Council
Spearheaded by Economic Development Lethbridge and the Chamber, AlbertaSW REDA and Community Futures have been invited to be part of this initiative and explore possibilities.

- | | |
|--|--|
| 8. 13 WAYS project completion | The final information-gathering is complete and reports will be presented on May 13 at a regional event. Doug Griffiths will be the featured speaker and facilitator along with Twist Marketing. |
| 9. Montana Governor's Conference and Crown of the Continent update | Accepted as information. |
| 10. Digital Futures Symposium | Bob Dyrda reported on the event which continued to provide insights, ideas and a widening network of contacts to support the AlbertaSW broadband initiatives. |
| 11. Letter from AIAE regarding REDA funding agreement | The Department is proposing a 5 year agreement with REDAs. Details of the contract are in development. |
| 12. Communications Coordinator Report | Accepted as information. |
| 13. Executive Director Report | Accepted as information. |
| 14. Round table updates | |
| 15. Board Meetings:
May 6, 2015-Fort Macleod
June 3, 2015-AGM, Castle Mountain
July 1, 2015-no meeting
August 5, 2015-Cardston | |
| 16. Adjournment | Moved by Warren Mickels THAT the meeting be adjourned.
Carried. [2015-04-434] |

Chair

Approved May 6, 2015

Secretary/Treasurer

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 March 26th, 2015 at 3:00 P.M.

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

1. Chair Earl Hemmaway called the Meeting to Order at 3:05 P.M.
2. Approval of Agenda

Cheryl asked that the Safety Manual be added to the agenda.

15.27 Moved by Gord Wolstenholme to approve the Agenda as amended.
CARRIED 5-0

3. Delegations

There were no delegations.

4. Approval of Minutes

Cheryl noted that she has made corrections to the draft minutes. Changes made included the correction to the spelling of Lyal O'Neill's name.

15.28 Moved by Barry Johnson to approve the Minutes of the February 26th, 2015 meeting and the Minutes of the March 4th, 2015 meeting with spelling corrections.
CARRIED 5-0

5. Financial Information

Cheryl presented the members with the Accounts Payable, February bank reconciliation and the February 2015 bank statement.

15.29 Moved by Lyal O'Neill to accept the bank statement and reconciliation as presented and to pay the Accounts Payable in the amount of \$23 029.63.
CARRIED 5-0



Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility March 26th, 2015 at 3:00 P.M.

6. New Business

a) Rat Baiting

Cheryl provided the members with information regarding rat bait stations and the costs associated. Chair Earl Hemmaway gave some information regarding the rat infestations in Cypress County as well as Stettler. The costs associated with having to eradicate, should we ever experience an infestation, can be excessive; a proactive approach would be a better use of resources and more cost efficient. MD of Willow Creek, Ag Fieldman, did some research and has provided Cheryl with the type and number of bait stations required for our landfill site as well as the cost associated. Approximately \$330.00 should get the bait stations set up at the WC Landfill.

15.30 **Moved by Shirley Murphy** to purchase and set up rat bait stations at the Willow Creek Regional Landfill.

CARRIED 5-0

b) By-Law 001-93

Cheryl provided the members with the WC Regional Waste Mgmt. Services Commission by-law.

Several changes will need to be made to the document. Cheryl will draft an amended by law and include it on the agenda for the next regular meeting.

c) Grant Application-Fluorescent Bulb Eater

Cheryl informed the members that there is funding available to purchase a fluorescent bulb eater. If the members wish to move forward on the household hazardous waste collection site, a bulb eater would be a nice addition. Funding is available through a grant from TD Trust.

15.31 **Moved by Gord Wolstenholme** to have Cheryl complete the grant application for the purchase of a bulb eater for the landfill.

CARRIED 5-0



Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility March 26th, 2015, at 3:00 P.M.

7. Old Business

a) Clean Farms

Earl reported that the MD have received the Jet Rinse units and the Ag Field department are looking for growers to participate in the project.

b) Building Addition-For Information

Cheryl provided the members with the proposal from Hasegawa Consulting that includes the cost for them to handle the tender process.

8. Correspondence

a) MD of Willow Creek

The waste Commission received correspondence from the MD of Willow Creek regarding the 2015 SAEWA membership dues. The letter stated that the MD of Willow Creek would pay their 2015 membership to SAEWA with reservation and that MD Council wished to have access to a governance model and business plan. Chair Earl Hemmaway informed the waste Commission members that the MD of Willow Creek has rescinded their motion to pay the membership dues to SAEWA at this time.

The members discussed this in great detail. Lyal O'Neill, Town of Claresholm, reported that the Town of Claresholm has tabled their decision regarding SAEWA until their next regular Council meeting. Barry Johnson, Town of Stavely, reported that the Town of Stavely had agreed to pay their 2015 membership dues, following in line with the MD of Willow Creek, however will now make the recommendation to withhold payment at this time. Gord Wolstenholme, Town of Fort Macleod, reported that he has not seen an invoice for the 2015 membership dues from SAEWA.

SAEWA will hold their annual general meeting on April 27, 2015, and the members will attend to gather further information regarding how SAEWA will move forward this year.

15.32 **Moved by Lyal O'Neill** that the Willow Creek Regional Waste Management Services Commission defer their decision regarding the payment of the 2015 SAEWA membership dues until the next regular Commission meeting and further that the next regular meeting be on April 30th, 2015 at 3:00 p.m.

CARRIED 5-0



Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility March 26th, 2015, at 3:00 P.M.

8. Correspondence cont'd

b) Town of Claresholm

The waste Commission received correspondence from the Town of Claresholm regarding Wednesday Opening. At the February meeting of the waste Commission, by way of Resolution, the members voted in favor of invoicing the Town of Claresholm for three Wednesdays in the month of February. The members agreed that the Town of Claresholm would not be charged for March 4th and 11th while the Commission advertised the Wednesday closure of the landfill effective March 18th, 2015.

Cheryl invoiced the Town of Claresholm for February 4th, 11th and 18th, 2015, a total of \$1500.00 plus tipping fees.

Claresholm Town Council feels that they should not have to pay for anything past February 4th, 2015 and have agreed to pay the charges for February 4th, 2015. The waste Commission members stand behind their decision to charge the Town of Claresholm for February 4th, 11th and 18th.

15.33 **Moved by Gord Wolstenholme** that Cheryl send the Town of Claresholm a letter outlining our position regarding Wednesday opening, and to continue to invoice them for three Wednesdays in the month of February 2015.

CARRIED 4-1

9. General Landfill Information

a) Alberta Environment Annual Report-For Information

Cheryl reported that the annual compliance audit and report for 2014 has been sent to Alberta Environment as per our requirements.

b) Safety Manual

Cheryl asked the members to set a time to review the Safety Manual.

15.34 **Moved by Barry Johnson** to table the Safety Manual until the next regular meeting on April 30th, 2015.

CARRIED 5-0



Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility March 26th, 2015, at 3:00 P.M.

10. In Camera

15.35 **Moved by Gord Wolstenholme** to go In Camera
CARRIED 5-0

15.36 **Moved by Barry Johnson** to come out of In Camera
CARRIED 5-0

a) Safety Concern

15.37 **Moved by Shirley Murphy** to send correspondence to Keith Armstrong regarding the improper disposal of asbestos at our facility, and further that Cheryl send him an invoice for the testing and clean-up costs.
CARRIED 5-0

11. Adjournment

15.38 **Moved by Gord Wolstenholme** to adjourn the meeting at 4:35 p.m.
CARRIED 5-0



Chairman Earl Hemmaway



Manager Cheryl Guenther