



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
OCTOBER 26, 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 OCTOBER 13, 2015

**DELEGATION: THE STATION – Ruth Mueller & Marianne Dickson
RE: Updates**

- ACTION ITEMS:**
1. **BYLAW #1608 – Designated Officers**
RE: 2nd & 3rd Readings
 2. **DELEGATION RESPONSE: Claresholm Kinsmen Club**
RE: Free Public Swim
 3. **CORRES: Rowan House Emergency Shelter**
RE: November Family Violence Prevention Month Proclamation
 4. **CORRES: Claresholm Kinsmen and Claresholm Kinettes**
RE: Proposal Support and Formation of Committee
 5. **CORRES: Meadow Creek Sausage & Meat Ltd.**
RE: No Parking
 6. **REQUEST FOR DECISION: December 2015 Meeting Date**
 7. **INFORMATION BRIEF: School Zone to Playground Zone Changeover**
 8. **INFORMATION BRIEF: CAO Report**
 9. **INFORMATION BRIEF: Council Resolution Status**
 10. **ADOPTION OF INFORMATION ITEMS**
 11. **IN CAMERA: Personnel**

INFORMATION ITEMS:

1. **Municipal Planning Commission Minutes – August 21, 2015**
2. **AMSC Special Rebate Program: AUMA Convention 2015**
3. **The Alberta Order of Excellence – Call for Applications**
4. **Oldman River Regional Services Commission Executive Committee Meeting Minutes – September 10, 2015**
5. **Willow Creek Waste Management Services Commission Minutes – August 27, 2015**
6. **Claresholm & District Transportation Society Meeting Minutes – August 21, 2015**
7. **Calgary Zone EMS Operations Update – October 2015**
8. **Mayors & Reeves of Southwest Alberta Meeting Minutes – October 2, 2015**
9. **Introduction from RCMP Southern Alberta District Commander – October 13, 2015**

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
SEPTEMBER 28, 2015

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

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

REGRETS: Mayor Rob Steel

STAFF PRESENT: Chief Administrative Officer: Marian Carlson; Finance Assistant: Karine Wilhauk.

MEDIA PRESENT: Alicia Fox, Claresholm Local Press

CALL TO ORDER: The meeting was called to order at 7:00pm by Deputy Mayor Lyal O'Neill.

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

CARRIED

MINUTES: **REGULAR MEETING – SEPTEMBER 28, 2015**

Moved by Councillor Fieguth that the Regular Meeting Minutes of September 28, 2015 be accepted as presented.

CARRIED

DELEGATION: **CLARESHOLM KINSMEN CLUB**
RE: Free Public Swim

Mike Cutler, President of the Claresholm Kinsmen Club, was present to speak to Council regarding the Free Public Swim on Saturdays at the Claresholm Aquatic Centre. They are planning for 2016 as 2015 is already taken care of. The Kinsmen are willing to donate three months, the Claresholm Kinettes will donate three months and Chad Besplug with his foundation will donate three months of pool time. They are wondering if the Town is willing to continue supporting the program by donating the time for ten free swims.

ACTION ITEMS:

1. BYLAW #1608 – Designated Officers
RE: 1st Reading

Moved by Councillor McAlonan to give Bylaw #1608 regarding Designated Officers 1st Reading.

CARRIED

2. CORRES: Hon. Deron Bilous, Minister of Municipal Affairs
RE: Forthcoming Safety Codes Exemption for Specified PDD Residences

Received for information.

3. CORRES: Town of Fort Macleod
RE: Fort Macleod Subdivision and Development Appeal Board

MOTION #15-090 Moved by Councillor Fieguth to support the appointment Councillor McAlonan to the Town of Fort Macleod's Subdivision and Development Appeal Board, on the stipulation that the Town of Fort Macleod will be responsible for all costs associated with Councillor McAlonan attending any meetings.

CARRIED

4. CORRES: Municipal District of Willow Creek
RE: 25th Annual Legacy of Our Land Banquet

MOTION #15-091 Moved by Councillor Ford to donate a door prize basket up to a maximum value of \$100 towards the MD of Willow Creek's Legacy of Our Land Banquet on October 30, 2015.

CARRIED

5. CORRES: Roxanne Thompson, Claresholm Local Press
RE: Zombie Walk – October 30, 2015

MOTION #15-092 Moved by Councillor Cutler to allow the Zombie Walk to occur on Friday, October 30, 2015 downtown in the Amundsen Park area.

CARRIED

6. REQUEST FOR DECISION: SLGM Leadership Forum

Received for information.

7. REQUEST FOR DECISION: Pension Policy

MOTION #15-093 Moved by Councillor Dixon to adopt Policy #GA 10-15, the Pension Policy, as presented effective October 13, 2015.

CARRIED

8. REQUEST FOR DECISION: Benefits Continuance While on Leave Policy

MOTION #15-094 Moved by Councillor Cutler to adopt Policy #GA 10-15(a), the Benefits Continuance While on Leave Policy, as presented effective October 13, 2015.

CARRIED

9. REQUEST FOR DECISION: U of A Graduate Student Internship Initiative

MOTION #15-095

Moved by Councillor Ford that:

WHEREAS the Town of Claresholm has established goals related to Policy, Planning and Economic Development in the 2015 – 2018 Strategic Plan; and

WHEREAS the University of Alberta in partnership with the Province of Alberta has created a three year grant to facilitate internship opportunities for Graduate Students; and

WHEREAS the Town of Claresholm can access student knowledge and research expertise through the internship program;

THEREFORE be it resolved that the Town of Claresholm submit a request to the University of Alberta to place interns for the following disciplines: Planning & Development, Policy Development and Economic Development; and

FURTHER BE IT RESOLVED that each discipline have a maximum of \$8,000 cost to the Town of Claresholm to be included in the 2016 budget.

CARRIED

10. REPORT ON MEETING: Hon. Deron Bilous, Minister of Municipal Affairs – Councillor Cutler

Received for information.

11. INFORMATION BRIEF: AAMDC Fall Convention 2015

Received for information.

12. INFORMATION BRIEF: 2014 Infrastructure – 53 Avenue East

Received for information.

13. INFORMATION BRIEF: Harvest Square Subdivision Update

Received for information.

14. INFORMATION BRIEF: Disaster Recovery Program Design Report

Received for information.

15. INFORMATION BRIEF: Council Resolution Status

Received for information.

16. ADOPTION OF INFORMATION ITEMS

Moved by Councillor McAlonan to adopt information items as presented.

CARRIED

ADJOURNMENT: Moved by Councillor Cutler that this meeting adjourn at 7:55 p.m.

CARRIED

Deputy Mayor – Lyal O’Neill

Chief Administrative Officer – Marian Carlson

DELEGATIONS



The Station
4925 – 1st Street West
PO Box 1297
Claresholm, AB
TOL 0T0
Tel: 403-625-4417

Town of Claresholm
c/o Marian Carlson CAO
221 – 45 Avenue West
Claresholm, AB TOL 0T0

October 1, 2015

Dear Mrs. Carlson,

I am requesting that Marianne Dickson and I be a delegation at the October 26, 2015 Town Council meeting.

As you know, The Station opened its doors on April 1, 2015. Since then, much has been accomplished and we would like to present council with an update. We would also like to address any questions &/or concerns that council members may have.

We believe that The Station has enjoyed a strong beginning because of the cooperation and collaboration of its many partners and supporters. The Station's future is equally dependent on these same partners. It is in this spirit that we ask to ask to be a delegation

Thank you for considering our request.

Sincerely,

Ruth Mueller BScN, RN
Community Development Coordinator
(Claresholm / Nanton / Vulcan)
Alberta Health Services
Claresholm Health Unit
5221 – 2nd Street West
Claresholm, AB TOL 0T0
Office: (403) 625-4061 Cell: (403) 625-0137
ruth.mueller@albertahealthservices.ca

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1608**

A Bylaw of the Town of Claresholm to establish the positions of designated officers.

WHEREAS Section 210 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to establish one or more positions to carry out the powers, duties and functions of a designated officer;

AND WHEREAS Council wishes to exercise its authority pursuant to the Municipal Government Act by establishing designated officer positions;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the **“DESIGNATED OFFICER 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) **“Bylaw”** is a bylaw of the Town of Claresholm.
 - c) **“Chief Administrative Officer (CAO)”** is the person appointed by Council under Section 205 of the Municipal Government Act and is the administrative head of the municipality.
 - d) **“Committee”** is any board, committee, or commission or other body to which Council may appoint, but excluding Committee of the Whole.
 - e) **“Committee of the Whole”** is Members of Council present at a meeting of Council sitting in committee.
 - f) **“Council”** is the municipal Council of the Town of Claresholm.

SECTION 3 AUTHORIZING OF MUNICIPAL DOCUMENTS

- 3.1 All agreements, cheques and other negotiable instruments and opening and closing of accounts that hold money, shall be signed by any two of the following: Mayor, Deputy Mayor, Councillor, CAO, Director of Corporate Services or Finance Assistant & Communications Administrator.

SECTION 4 DESIGNATION

- 4.1 The following positions are designated officers of the Town:
- a) Chief Administrative Officer;
 - b) Director of Corporate Services;
 - c) Finance Assistant & Communications Administrator;
 - d) Peace Officer;
 - e) Development Officer;
 - f) Director of Infrastructure Services;
 - g) Municipal Assessor.

SECTION 5 CHIEF ADMINISTRATIVE OFFICER (CAO)

- 5.1 The CAO may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw.

SECTION 6 DIRECTOR OF CORPORATE SERVICES

- 6.1 The Director of Corporate Services is the designated officer for the purposes of the following sections of the Act:
- Section 69 – Consolidating bylaws.
 - Section 213(1)(b) – Signing minutes of Council meetings.
 - Section 213(2)(b) – Signing minutes of Council committee meetings.
 - Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
 - Section 270 – Opening and closing all the accounts of the Town that hold money.
 - Section 606(7) – Requirements for proof of advertising.

SECTION 7 FINANCE ASSISTANT & COMMUNICATIONS ADMINISTRATOR

- 7.1 The Finance Assistant & Communications Administrator is the designated officer for the purposes of the following sections of the Act:
- Section 69 – Consolidating bylaws.
 - Section 213(4)(b) – Signing cheques and other negotiable instruments.
 - Section 270 – Opening and closing all the accounts of the Town that hold money.
 - Section 606(7) – Requirements for proof of advertising.

SECTION 8 PEACE OFFICER

- 8.1 The Peace Officer is the designated officer for the purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement
 - Section 545 – Order to remedy contraventions
 - Section 546 – Order to remedy dangers and unsightly property

SECTION 9 DEVELOPMENT OFFICER

- 9.1 The Development Officer is the designated officer for purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement
 - Section 545 – Order to remedy contraventions
 - Section 624 – Development Authority

SECTION 10 DIRECTOR OF INFRASTRUCTURE SERVICES

- 10.1 The Director of Infrastructure Services is the designated officers for purposes of the following sections of the Act:
- Section 544 – Inspecting Meters

SECTION 11 MUNICIPAL ASSESSOR

- 11.1 The Municipal Assessor is the designated officer for purposes of carrying out the duties and responsibilities of an “assessor” under the Act, and any other relevant statute, regulations or bylaw.
- 11.2 The Municipal Assessor is the designated officer for purposes of the following sections of the Act:
- Section 482(1) & (2) – Admissible evidence at hearings – assessment rolls and assessment notices.
 - Section 525 – Certifying copies of assessment roles and assessment notices.

SECTION 12 PASSAGE OF BYLAW

12.1 This Bylaw shall come into effect upon passage of Third Reading.

12.2 Bylaw #1590 is hereby rescinded.

Read a first time in Council this **13th** day of **October** 2015.

Read a second time in Council this _____ day of _____ 2015.

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

Rob Steel, Mayor

Marian Carlson, CAO

DRAFT



RS

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1590**

A Bylaw of the Town of Claresholm to establish the positions of designated officers.

WHEREAS Section 145 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to establish one or more positions to carry out the powers, duties and functions of a designated officer;

AND WHEREAS Council wishes to exercise its authority pursuant to the Municipal Government Act by establishing designated officer positions;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE

1.1 This Bylaw may be cited as the **“DESIGNATED OFFICER 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) **“Bylaw”** is a bylaw of the Town of Claresholm.
- c) **“Committee”** is any board, committee, or commission or other body to which Council may appoint, but excluding Committee of the Whole.
- d) **“Committee of the Whole”** is Members of Council present at a meeting of Council sitting in committee.
- e) **“Council”** is the municipal Council of the Town of Claresholm.

SECTION 3 AUTHORIZING OF MUNICIPAL DOCUMENTS

3.1 All agreements and cheques and other negotiable instruments shall be signed by any two of the following: Chief Administrative Officer, Mayor, Deputy Mayor, Councillor or Secretary-Treasurer.

SECTION 4 DESIGNATION

4.1 The following positions are designated officers of the Town:
a) Chief Administrative Officer;
b) Secretary-Treasurer;
c) Bylaw Enforcement Officer;
d) Development Officer;
e) Superintendent / Utilities Operator;
f) Municipal Assessor

SECTION 5 CHIEF ADMINISTRATIVE OFFICER (CAO)

5.1 The Chief Administrative Officer (CAO) is the designated officer for purposes of the following sections of the Act:

- Section 213(1)(b) – Signing minutes of Council meetings.
- Section 213(2)(b) – Signing minutes of Council committee meetings.
- Section 213(3)(b) – Signing bylaws.
- Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
- Section 270 – Opening and closing all the accounts of the Town that hold money.
- Section 309(1)(d) – Contents of assessment notices.
- Section 334(1)(e) – Contents of tax notices.
- Section 336(1) – Certifying date of sending tax notices.
- Section 343(2) – Application of tax payments.
- Section 350 – Issuing tax notices.
- Section 420(2) – Obtaining possession of lands.
- Section 439(2) – Preparing and issuing distress warrants and seizing goods.

- Section 455(1) – Clerk of Assessment Review Board
- Section 461(1) & (2) – Address to which complaint is sent.
- Section 462(1) – Notice of Assessment Review Board hearings.
- Section 469(1) – Notice of decision of Assessment Review Board.
- Section 483 – Decision admissible on appeal.
- Section 612 – Certifying copies of bylaws and records.

SECTION 6 SECRETARY-TREASURER

- 6.1 The Secretary-Treasurer is the designated officer for the purposes of the following sections of the Act:
- Section 69 – Consolidating bylaws.
 - Section 213(1)(b) – Signing minutes of Council meetings.
 - Section 213(2)(b) – Signing minutes of Council committee meetings.
 - Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
 - Section 270 – Opening and closing all the accounts of the Town that hold money.
 - Section 606(7) – Requirements for proof of advertising.

SECTION 7 BYLAW ENFORCEMENT OFFICER

- 7.1 The Bylaw Enforcement Officer is the designated officer for the purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement

SECTION 8 DEVELOPMENT OFFICER

- 8.1 The Development Officer is the designated officer for purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement
 - Section 624(2) – Development Authority

SECTION 9 SUPERINTENDENT / UTILITIES OPERATOR

- 9.1 These positions are the designated officers for purposes of the following sections of the Act:
- Section 544(1) – Inspecting Meters

SECTION 10 MUNICIPAL ASSESSOR

- 10.1 The Municipal Assessor is the designated officer for purposes of carrying out the duties and responsibilities of an “assessor” under the Act, and any other relevant statute, regulations or bylaw.
- 10.2 The Municipal Assessor is the designated officer for purposes of the following sections of the Act:
- Section 482(1) & (2) – Admissible evidence at hearings – assessment rolls and assessment notices.
 - Section 525 – Certifying copies of assessment roles and assessment notices.

SECTION 11 PASSAGE OF BYLAW

- 11.1 This Bylaw shall come into effect upon passage of Third Reading.
- 11.2 Bylaw #1533 is hereby rescinded.

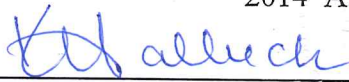
Read a first time in Council this 17th day of **December** 2013 A.D.

Read a second time in Council this 17th day of **December** 2013 A.D.

Read a third time in Council and finally passed in Council this 13th day of **January** 2014 A.D.



Rob Steel, Mayor



Kris Holbeck, CAO

Free swim Program

Mike Cutler

Sent: October 8, 2015 9:03 AM

To: karine@townofclaresholm.com

To Town of Claresholm;

I am writing you to discuss the free swim program on Saturdays at the Claresholm Aquatic Center. The Kinsmen, Kinettes and Chad Besplug have committed to sponsoring the program for a quarter of the year each and we were wondering if the town is still willing and wanting to sponsor the other quarter of a year. We find this program very well attended and a great program for the community. Offering free swim get kids and families out doing physical activity they might not do if there was a cost to it. The Claresholm healthy Coalition has done a great job with this program and they would still be responsible for the funds but we are looking at giving this program some solidarity and ongoing support for the future and would love it if the Town was apart of it. I look forward to meeting with the Council on October 13, 2015 to discuss things in further detail.

YIK;

President of Claresholm Kinsmen

Mike Cutler, LPN

Care Plan Coordinator

It is not the strongest of the species that survive,

nor the most intelligent,

but the one most responsive to change.

- Charles Darwin

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INFORMATION BRIEF

Meeting: October 13, 2015

Agenda Item: 2

FREE PUBLIC SWIM INITIATIVE

DESCRIPTION:

The Town of Claresholm has been supporting the Free Public Swim Initiative, created by the Claresholm Healthy Community Coalition, since 2009. This initiative has become very successful and is the most highly attended swim at the Aquatic Centre during any given month. The continuation of this initiative is very important for the continued physical activity of our citizens.

BACKGROUND:

In October of 2009, the Claresholm Healthy Community Coalition, under the leadership of Magan Braun from Alberta Health Services, in partnership with our local Primary Care Network (PCN), approached the Town of Claresholm asking for a reduced rate for the hourly rate at the aquatic centre in order to offer a free public swim. The Coalition had already secured some funding from the PCN and hoped to offer as many free swims as possible. Council made a motion to donate ten (10) hours of pool time up to a total cost of \$1,500.

In 2010 under the leadership of Sara Tryon of Alberta Health Services, the Coalition once again requested support of the free swim initiative and Council passed a motion to donate sixteen (16) hours of pool time.

In 2011 and 2012, a reduced number of free public swims were held (typically one or two per month) and the swim was funded with support by the Primary Care Network.

In January of 2013, Ruth Mueller from Alberta Health Services took over leadership of the Coalition and requested the Town's support of the free public swim. At that time Council passed a motion to donate sixteen (16) hours of pool time. With the support of community groups, the free public swim was held twenty-three (23) Saturdays in 2013.

In December of 2013, Ruth Mueller again requested support of the free swim initiative on behalf of the Coalition, and Council passed a motion to donate sixteen (16) hours of pool rental time. In 2014 the free public swim was offered every Saturday with support from community groups.

The free swim continues to be well attended each week and has become an important part of our community's offerings of physical activity. The free swim continued from January 1st to March and the Coalition asked for funding from the Town to cover the costs until March 21st. Letters were sent out to community groups asking for support for the initiative in 2015.

At the March 9, 2015 Council meeting, Council passed a motion to donate twenty-four hours of pool rental time for the Claresholm Healthy Community Coalition's free public swim initiative in 2015. This covered the cost of the free swims from January 1st to March 21st.

Since that time, the Claresholm Kinsmen, Claresholm Kinettes and Chad Besplug have come forward to assist in the free swim initiative.

COSTS/ SOURCE OF FUNDING (if applicable):

The charge for one hour of pool rental is \$75. The free swim runs from 2:00 to 4:00 pm for a total of \$150 per Saturday.

ATTACHMENTS:

1.)

APPLICABLE LEGISLATION:

1.) none

PREPARED BY: Denise Spencer, Aquatic Centre Supervisor
Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 21, 2015

October 28, 2014

Attention: Mayor & Council

Re: November Family Violence Prevention Month Proclamation

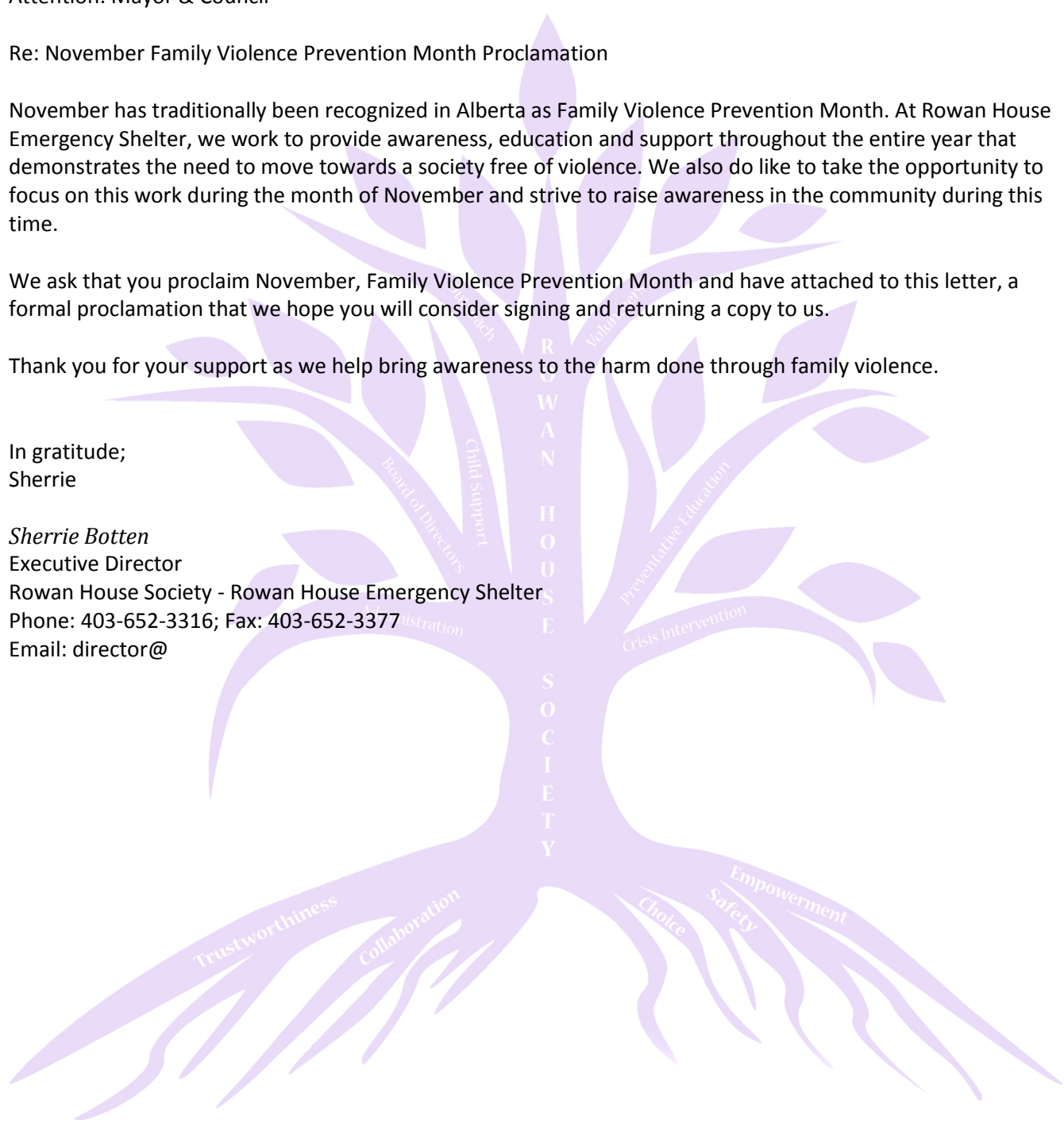
November has traditionally been recognized in Alberta as Family Violence Prevention Month. At Rowan House Emergency Shelter, we work to provide awareness, education and support throughout the entire year that demonstrates the need to move towards a society free of violence. We also do like to take the opportunity to focus on this work during the month of November and strive to raise awareness in the community during this time.

We ask that you proclaim November, Family Violence Prevention Month and have attached to this letter, a formal proclamation that we hope you will consider signing and returning a copy to us.

Thank you for your support as we help bring awareness to the harm done through family violence.

In gratitude;
Sherrie

Sherrie Botten
Executive Director
Rowan House Society - Rowan House Emergency Shelter
Phone: 403-652-3316; Fax: 403-652-3377
Email: director@



Family Violence Prevention Month

*Whereas there are many people in Alberta who experience the impact of family violence;
and*

whereas the impact may be carried on from generation to generation; and

whereas all Albertans have a role to play in preventing family violence.

Therefore, I _____ do hereby proclaim the

***Month of November 2015 to be
Family Violence Prevention Month***

in _____.

I call upon citizens to speak out against family violence. I call upon you to make a difference by creating a culture of support for those impacted by family violence. And I call upon you to encourage all Albertans to help make our province violence free in 2015 and beyond. You can end the silence and stop the violence.

In witness whereof,

I have here unto set my hand this

_____ Day of _____, 2015.

Signature & Title

**END the
silence** **STOP the
violence**

Overview of Rowan House Emergency Shelter

Rowan House is a short-term women's emergency shelter serving the Foothills of southern Alberta for 15 years. Our mission is to provide crisis intervention, long-term support and education for those affected by family violence in rural communities. We work to accomplish this mission through our residential program, outreach services, Branches Preventative Education program and our children's programming. Rowan House Trauma informed services take into account an understanding of trauma in all aspects of service delivery. Safety, trustworthiness, choice, collaboration and empowerment are our core values.

Our **Residential program** provides a safe, supportive environment for women and children who find themselves in a crisis situation and in need of emergency housing. We have trauma-informed crisis intervention workers who operate our 24-hour crisis line, provide solution-focused counselling, safety planning, and community referrals and client advocacy in a number of areas. Women often come to us with nothing but the clothes on their back. We have 24 beds and provide food and other basic necessities as families work to transition back into the community, all at no cost to them. In our 2014-2015 fiscal year we admitted 98 women and 129 children.

The **Outreach program** is designed to address and meet the needs of women who have experienced abuse, are experiencing abuse, or are at risk of experiencing abuse, through one-on-one contact and support. Clients need not reside at the shelter to access services from the Outreach Program. The Outreach Worker's caseload is predominately women in the community who are unwilling or unable to come into the shelter but require services to keep themselves and their children safe from abuse. 60 women were served this past fiscal year.

Our **Child Support program** is operated by staff trained to work with children who have witnessed abuse and the developmental issues that may cause. *"A child who lives with violence is forever changed, but not forever 'damaged.' There's a lot we can do to make tomorrow better."* – Linda Baker & Allison Cunningham, Little Eyes, Little Ears. The program focuses on building self-esteem and teaching children coping skills for managing anxiety. We also offer moms individual sessions that help foster and strengthen the relationship mother and child have.

The **Branches Preventative Education program** provides education and awareness about the cycle of abuse, as well as the effects abuse has upon families. We provide a series of free, education presentations that address family violence, teen dating violence, healthy relationships, bullying and self-esteem, as well as information about Rowan House and the services and programs offered. These presentations are offered to schools, community groups and other agencies. In addition, a six-week Healthy Relationship course is offered free of charge to women in the community five times a year and twice weekly for residents. In 2014-2015, our coordinators presented to 2280 students in 93 classroom presentations.

In our newly created **Transitional Housing program**, partnering with the Foothills Foundation and the Town of High River, we have four subsidized housing units available for our residents to rent as they leave the crisis shelter. There is currently a lack of safe, affordable transitional housing options in our area, which creates an ongoing problem for both our residents trying to leave the shelter and those waiting to get in. We turn away more women and children than we are able to accommodate due to lack of safe, affordable transitional housing. In our last fiscal year, a total of 354 women and children had to be turned away.

Rowan House serves the communities of Okotoks, High River, Black Diamond, Turner Valley, Millarville, Longview, Blackie, Nanton, Vulcan, Claresholm and the surrounding areas.



Mayor Steel and Claresholm Town Council

Greetings from the Kin Clubs of Claresholm, as some of you are aware we have been looking for a project to benefit the citizens of Claresholm and area. We are not looking to duplicate anything that is already in our community and we feel that this proposed project could benefit everyone.

1. Kinsmen supplied and constructed the playground equipment and path system in Amundson Park quite a few years ago. We propose to upgrade the kiddie area of the park, as well as install a Frisbee golf course for the older kids and adult. If you are unfamiliar with Frisbee golf there is a great web site at <http://www.lethbridge.ca/Things-To-Do/Parks/Pages/Disc-Golf.aspx> . This course would have 9 targets as well as designated tee boxes. This is a very low maintenance sport, targets are made of galvanized steel and tee boxes are just a flat area where players throw their Frisbee from. We would number the holes, have a scorecard built and build a sign to show the layout as to not interfere with playground areas.

2. Kin Clubs of Claresholm also recognize the increase in fitness throughout the town with running clubs, Spartan training, marathon training etc. We would like to design a route were people would walk, run or ride, stopping at training areas in the existing parks in town, we would have a station with outdoor training equipment such as chin up bars or weight lifting, using your own body as the weight (see attachment). You would walk, run ride a bike to these different parks and look at the town map to find the next station. People could use as much or little as you want. This workout area could be expanded if the need is there. All the equipment is designed to be low-maintenance, safe and have a long life span.

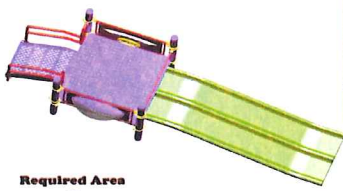
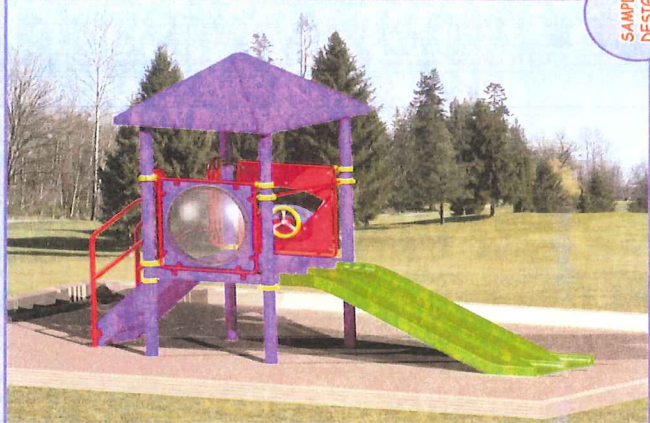
In closing we are looking for Town Council's support in this proposal and would like to form a committee to plan, fund raise and implement these ideas. Your support would be greatly appreciated.

Kinette President Ramona Hart

Kinsmen President Mike Cutler

1D-1

SAMPLE DESIGN



Features

- ✔ 36" Triple Rail Slide
- ✔ 36" Stair Climb
- ✔ Look Out Window
- ✔ Driver's Play Panel
- ✔ 5'x5' Plastic Roof Top

Age

✔ 2-5 Years

Capacity

✔ 7 Kids

Required Area

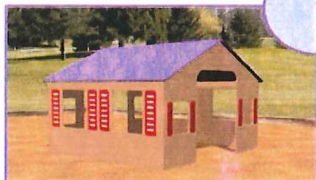
✔ 26' x 17'

Toddlers

COMPONENTS



✔ Toddler Paint Panel

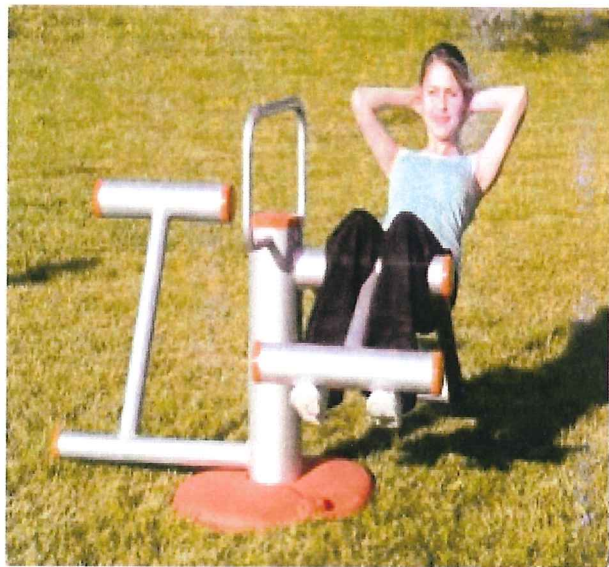


✔ Toddler Play House



Toddler Ice Cream Play House







RECEIVED

OCT 22 2015



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

October 21, 2015

RE: No parking in front of Meadow Creek Sausage & Meat Ltd.

To: Town Council

We are requesting a no parking zone in front of our building on Alberta Road. The reasons for this request are:

- 1) The road is very narrow and a no parking zone would ease traffic flow
- 2) It is a safety issue. When vehicles are parked drivers are not able to see oncoming traffic
- 3) Most importantly, when vehicles are parked in front of our building our delivery trucks are not able to swing in to our loading dock. This would result in our loss of dock times for our deliveries and pick ups. Resulting in shortages of product for the plant and restaurant and **thousands of dollars** lost in sales. For example, our loss of approach while construction has been going on has resulted in \$30,000 of lost sales already.

Should you have any questions please contact us immediately. We trust that you will decide that a no parking zone is a necessity. Thank you in advance for making a business friendly decision.

Sincerely,

Peter Blokpoel



INFORMATION BRIEF

Meeting: October 26, 2015
Agenda Item: 5



MEADOW CREEK SAUSAGE

DESCRIPTION:

Meadow Creek Sausage has requested that the current no-parking zone that extends from the intersection in front of Foothills Ford to Tim Hortons restaurant be extended to encompass both sides of the road in front of Meadow Creek Sausage (see attached correspondence).

BACKGROUND:

Parking on this stretch of Alberta Road is enforced regularly as an effort to maintain a safe flow of traffic. The businesses in this section of Alberta Road (shown on map below) attract a lot of highway and local traffic. Enforcement was difficult past Tim Hortons due to the lack of a curb and gutter system. Signage was constantly run over and destroyed. The estimated cost per quarter to keep replacing signage is approximately \$1,700.00. Construction of a curb and gutter system and controlled access points to Meadow Creek Meats has been initiated and will be completed in late October.

current no parking zone 
requested extension 



COSTS/ SOURCE OF FUNDING:

To effectively sign this area four signs will need to be installed to explain the no-parking zone parameters. A sign will be required at the midpoint on the West and East side of the road directly in front of Meadow Creek meats and then one on each side of the Road 5 meters past Meadow Creek Meats' North entrance. As per a report prepared by Mike Schuweiler about the costs of signage required in 2014 on Alberta road, the following is a breakdown of estimated costs:

- 1 post, 1 sign, 1 hour labor = \$205.09 X 4 signs = \$820.36
- Two signs that advertise a new zone may be necessary = cost \$0 (take from stock)

ATTACHMENTS:

1. Correspondence from Meadow Creek Meats dated October 22, 2015.
2. Town of Claresholm Bylaw #1550 (Traffic Bylaw) Part III - Traffic Control Device & Part V Parking – General

APPLICABLE LEGISLATION:

1. Town of Claresholm Bylaw #1550 (Traffic Bylaw) Part III - Traffic Control Device & Part V Parking – General

PREPARED BY: Jason Hemmaway, Peace Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: October 21, 2015



- i) when required, a complete cessation from vehicular movement, and
- ii) when prohibited, any halting even momentarily of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or traffic control device.
- ii) **“Street Furniture”** includes items such as poles, traffic control devices, waste receptacles, benches, trees, plants, grass, utilities, planters, bicycle racks or any other similar property placed on a highway.
- jj) **“Traffic Control Device”** means any sign, signal, marking or device placed, marked or erected under the authority of this Act for the purpose of regulating, warning or guiding traffic.
- kk) **“Traffic Control Signal”** means a traffic control device, whether manually, electrically or mechanically operated, by which traffic is directed to stop and to proceed.
- ll) **“Traffic Lane”** means
 - i) outside an urban area, a longitudinal division of a roadway into a strip of sufficient width to accommodate the passage of a single line of vehicles but does not mean a parking lane, and
 - ii) inside an urban area, a longitudinal division of a roadway into a strip of sufficient width to accommodate the passage of a single line of vehicles, whether or not the division is indicated by lines on the road surface.
- mm) **“Trailer”** means a vehicle so designed that it may be attached to or drawn by a motor vehicle and intended to transport property or persons and includes any trailer that is designed, constructed and equipped as a dwelling place, living abode or sleeping place, either permanently or temporarily, but does not include machinery or equipment used in the construction or maintenance of highways.
- nn) **“Truck”** means a vehicle designed primarily for the transportation of property or equipment but does not include a chassis-cab, crawler mounted vehicle, trailer, machinery or equipment used in the construction or maintenance of highways or an off-highway vehicle as defined in the *Off-highway Vehicle Act*.
- oo) **“Truck Tractor”** means a truck that is designed primarily for drawing another vehicle and that is not designed to carry any load other than part of the weight of a vehicle drawn, and includes a vehicle that is designed to accommodate a 5th wheel coupling, but does not include a crane equipment breakdown vehicle.
- pp) **“Urban Area”** means a city, town or village.
- qq) **“Vehicle”** means a device in, on or by which a person or thing may be transported or drawn on a highway.

PART III TRAFFIC CONTROL DEVICE

- 3 The CAO or designate is hereby authorized to place, erect or mark traffic control devices at such locations as he/she may determine and shall place traffic control devices at such locations as Council may by resolution direct and may from time to time alter the location of such traffic control devices for the following purposes:
 - a) to divide the surface of a roadway into traffic lanes marked by solid or broken lines;
 - b) to prohibit U turns at any intersection;
 - c) to designate any intersection or other place on the highway as an intersection or place at which no left hand turn or right hand turn shall be made;
 - d) to designate as a one way street any roadway or portion thereof;
 - e) to designate school zones and playground zones;
 - f) to designate truck routes;
 - g) to set apart as through streets any highway or part of a highway and to control entry to any highway by means of a stop sign or yield sign.
 - h) to designate a crosswalk upon any highway;
 - i) to designate parking stands for use of any particular class of vehicle;
 - j) to close or restrict the use of any highway, subway, bridge or overpass or any part of any highway, subway, bridge or overpass either as to the full width thereof or as to part of the width thereof with respect to any class or classes of vehicles or with respect to any class or classes of pedestrians;

20

k) to prohibit, restrict or regulate the parking of vehicles or any particular class of vehicles on any highway or other public street or any portion thereof during such hours as he/she may determine;

l) to designate and mark guidelines for angle and parallel parking on any highway or other public place or any portion thereof.

4 The CAO shall keep record of all such locations which shall be open to public inspection during normal business hours.

5 No person shall post or exhibit or cause to be posted or exhibited any notice, placard, bill or printed material or other type of notice whatsoever upon any traffic control device.

6 Notwithstanding any provision of this Bylaw, all traffic control devices placed, erected or marked in the Town of Claresholm prior to the passing of this Bylaw shall be deemed to be duly authorized traffic control devices until altered pursuant by the provision of this Bylaw.

PART IV INFLAMMABLE AND EXPLOSIVE MATERIALS

7 No person shall park any vehicle used primarily for the conveying of fuel, oil, gasoline or other explosive or toxic materials upon any highway or upon any property having a building or buildings thereon unless the vehicle is parked upon the property at least fifteen (15) metres from the nearest building likely to contain persons or valuable goods. Provided that this prohibition shall not apply to the time during which any such vehicle is necessarily motionless while delivering gasoline or oil to garages or retail dealers in gas and oil.

PART V PARKING - General

8 Unless required or permitted by this bylaw or the *Highway Traffic Act* or by a traffic control device or in compliance with the directions of a Peace Officer or to avoid conflict with other traffic, a driver shall not stop or park his vehicle:

- a) on a sidewalk or boulevard,
- b) on a crosswalk or any part of a crosswalk,
- c) within an intersection,
- d) at an intersection nearer than five (5) metres to the projection of the corner property line immediately ahead or immediately to the rear except when a vehicle is parked in a space where another traffic control device indicates parking is permitted,
- e) within five (5) metres upon the approach to any stop sign or yield sign,
- f) within five (5) metres of any fire hydrant, or when the hydrant is not located at the curb, within five (5) metres of the point on the curb nearest the hydrant,
- g) within one and a half (1½) metres of an access to a garage, private road or driveway or vehicle crossing over a sidewalk,
- h) within five (5) metres of the near side of a marked crossway,
- i) along or opposite any street excavation or construction when stopping or parking would obstruct traffic,
- j) in the direction against the flow of traffic.

9 Except as otherwise provided in this bylaw where parking spaces have been marked on any roadway unless the act, another provision of this bylaw or a traffic control device otherwise permits, the driver of any vehicle shall stop or park such vehicle only between the lines or markings indicating the limits of a single parking space.

10 When a vehicle exceeds the length of a single parking space, the operator may park such a vehicle so that it occupies two (2) but not more than two (2) parking spaces.

11 1) Except in the case of an emergency not allowing the vehicle to be moved, a person shall not stand or park any vehicle on the street for the purpose of:

- a) washing or,
- b) changing oil, or fluids or
- c) repair.



REQUEST FOR DECISION

Meeting: October 26, 2015

Agenda Item: 6

REGULAR COUNCIL MEETING DATE – DECEMBER 2015

DESCRIPTION:

Administration is requiring Council's decision regarding the schedule of the regular meeting date for December 2015.

BACKGROUND:

Each year, Claresholm Town Council typically only holds one meeting in the month of December. December is typically quieter and therefore one meeting is usually sufficient.

DISCUSSION/OPTIONS:

1. The last meeting in November is the 23rd. Suggested meeting date for December is the middle of the month, or Monday, December 14th, 2015.
2. First meeting in 2016 will be Monday, January 11th.
3. Meeting date in 2014 was Monday, December 15th.

COSTS/ SOURCE OF FUNDING:

There is no extra cost for this action. It actually results in a cost savings in the reduction of time spent by Town Council at Council meetings.

RECOMMENDED ACTION:

1. Council pass a resolution to set the regular Council meeting date for December 2015 to the proposed date or a date recommended by Council.

PROPOSED RESOLUTION:

Moved by Councillor _____ to set _____ as the only regular Council meeting date for December 2015.

Attachments:

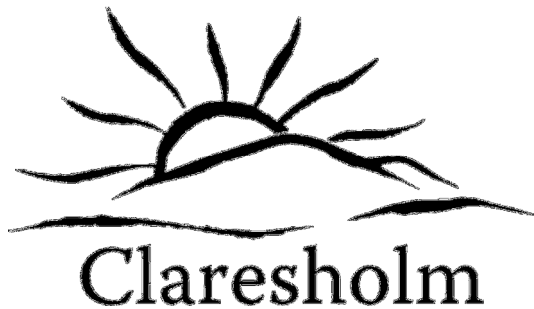
None.

Applicable Legislation: Not applicable.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: October 22, 2015



INFORMATION BRIEF

Meeting: October 26, 2015
Agenda Item: 7

School Zone to Playground Zone Changeover

BACKGROUND:

Council referred back to Administration for more information to be provided as to the timeline of the current school zone changes that were implemented this year, and the potential cost associated with changing our school zones into playground zones.

INFORMATION:

1. When was the original RFD proposed, voted on, and when were the current signs erected?
 - Originally Administration requested for zone extensions and addition of signage back at the Jan 12th Town Council meeting. That motion was carried (see attachment).
 - On March 23rd Council passed a bylaw amendment to change school zone time frame to have the following effective times:
 - (7:30 – 4:30) School Days
 - Signs were erected in April of 2015.
2. What is the estimated cost to change our School Zones to Playground Zones?

In addition; I researched what the estimated cost could be to make our 30 km/h zones enforceable?

Background:

- In June of 2015, the RCMP notified Bylaw Enforcement that the 30 km/h signs in our playground and school zones are contestable.
- These contestable signs were purchased with information given to Administration by Alberta Traffic Supply.
- Kevin Brandvold the Safety Coordinator for Southern Alberta from Alberta Transportation attended a joint meeting on September 10th between the Livingstone Range School Division and the Town of Claresholm Administration to discuss traffic and pedestrian solutions at the School Zones. At this meeting Kevin passed on several recommendations and one of those was that our playground and school zones are contestable due to the signage size and color.
- Kevin Brandvold advised us that we should not have a playground zone inside of a school zone = current situation on 8th street in front of the West Meadow School.
- Kevin Brandvold said we will need to do a Traffic Bylaw amendment or addition, if we want to eliminate school zones and change our effective time zone for playgrounds to be from 7:30 am to 9:00 pm across the whole town.
- Kevin also suggests every speed reduction zone needs a beginning and an end. What this means is the beginning is the sign that states the speed, the end is the sign that states this zone ends, for example "playground zone ends".
- I researched pricing from our AAMDC partner Alberta Traffic Supply.
- I investigated all the 30 km/h zones that we have and the needs for signage to be 100% compliant:

Below are 3 options based on the level of enforcement and what type of zone you wish the community to be governed by:

A. The estimated costs to bring existing playgrounds and school zones into 100% compliance are as follows:

Estimated cost = \$1,595.00

- a) White backdrop and black lettering 30 km/h signs:
 - we currently have 23 bright yellow and 1 White 30 km/h sign that are sized (30 x 45)
 - neither are enforceable (needs to be 60x75)
 - therefore we require 24 (60 x 75) 30 km/h
 - cost is \$49.91 = \$ 50
 - **24 x \$ 50 = \$1,200.00**

- b) End of playground zone sign:
 - Half the zones are signed with end signage of some sort.
 - Therefore only 10 are required
 - **10 x \$ 29.50 = \$295.00**

- c) Cross walk signs:
 - On 8th street the cross walks inside the school/playground zones are signed with school playground zone signs not cross walk signs.
 - We require 8 and have 6 in stock
 - **2 x \$50 (actual cost is \$49.91) = \$100**

B. To fulfill the minimum needs of the RFD I brought forth you would need to purchase signage for at the schools and vote on a bylaw amendment.

In addition I would advise that the proper 30 km/h signs and cross walk signs be installed at the schools.

Estimated cost: \$1050.82

- | | |
|---|---|
| a) 8 – 30 km/h signs | x \$ 49.91 = \$ 399.28 |
| b) 8 – time zone effective signs | x \$ 29.50 = \$ 236.00 |
| c) 6 – playground signs | x \$ 52.62 = \$ 315.72 |
| d) 2 – cross walk signs
(we have 6 in inventory) | x \$ 49.91 = \$ <u>99.82</u>
\$1,050.82 |

- **The rest of the areas in town could be left with the yellow suggested 30 km/h zone signs, but they could be contestable.**

C. To do the entire Town with all recommendations of the RFD and the committee that met on September 10th it will be a total cost of:

- \$1050.82 (proposal B)
- + \$295.00 (10 end of playground zone signs)
- + \$800.00 (16 - 30km/h signs @ \$50 each = \$800.00)
- **\$2,145.82 Estimated Total Cost**

FURTHER BE IT RESOLVED that the cost of the additional signage to the Town of Claresholm Playground and/or school zones be included in the 2016 budget.

REFERENCES:

1. RFD - School Zone extension (January 12th agenda item #10)
2. RFD – Bylaw 1550 Amendment (Bylaw 1601 - March 23, 2015 final reading)
3. RFD – School Zone to Playground Zone (September 28th agenda item #7)
4. Manual of Uniform Traffic Control Devices for Canada
5. Alberta Infrastructure and Transportation - HIGHWAY GUIDE AND INFORMATION SIGN MANUAL
6. The following are links to the playground and school zone guidelines, regulations and information:
 - I. <http://www.transportation.alberta.ca/1954.htm>
 - II. <http://www.transportation.alberta.ca/Content/docType233/Production/schlpjgnd.pdf>
 - III. http://www.transportation.alberta.ca/Content/docType252/Production/RB_RD-USE-CONTROL.PDF
 - IV. As per the regulations the top sign can be either yellow / lime green, but to properly establish a “speed zone” you must use a RB-1 Regulatory Speed Tab below.
 - V.

RB-1		Maximum Speed (Content Variable)			---- Dimensions ----		
		---- Colours ----					
Comb.	Part	Colour	Type	Width (mm)	Height (mm)	Panel Area (m ²)	
1	MESSAGE	BLACK	Fixed	600	750	0.45	
	BACKGROUND	WHITE	Fixed	750	900	0.68	

PREPARED BY: Jason Hemmaway – Peace Officer

APPROVED BY: Marian Carlson - CAO

DATE: October 9, 2015



CAO REPORT

October 26, 2015

The following report is designed to provide Council with an update on the activities and projects of the Town. The report is not intended to provide an all-encompassing review of Town activities, but to provide Council with a brief update on some of the more noteworthy activities and events.

CAO

Annexation

Tara has been trying to arrange a meeting with the two remaining property owners with outstanding concerns regarding the annexation. We anticipate these meetings happening within the next two or three weeks and we are hopeful that we can come to an agreement with these property owners.

Disaster Recovery Program (DRP)

As of October 22nd we have not have confirmation from the DRP office on the status of our application for repairs to the Frog Creek Drainage Corridor. We contacted their office again on October 21st asking for a status report and timeline for approval as the design is complete and the tender is ready to be issued and we would like to proceed with the work once the funding has been confirmed for the project. Our intent is to issue the tender as soon as possible and complete the work over the fall/winter so that the drain system is repaired prior to spring.

Emergency Management Training

On October 1st, Barb Bell, Julia Thompson and myself attended a Reception Center Training workshop hosted by the Town of Stavely. Bill Seymour and Mark Murphy from the Alberta Emergency Management Agency conducted the training which included a mock exercise setting up an Emergency Reception Center.

Chamber of Commerce

I was invited to be the guest speaker at the Claresholm & District Chamber of Commerce meeting on October 20th. The Chamber is interested in understanding the Economic Development plan for the Town of Claresholm and how the Chamber could be actively involved.

CORPORATE SERVICES

[See enclosed report](#)

FCSS

[See enclosed report](#)

TAXATION/HR

[See enclosed report](#)

POOL

[See enclosed report](#)

BYLAW ENFORCEMENT

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

CAO REPORT

DIRECTOR OF CORPORATE SERVICES

Introduction

I have now been employed at the Town of Claresholm for a little over a month. This being my initial report I am going to highlight the various items that I have worked upon in September and October.

Processes

As part of my initial learning and getting to know what sort of financial processes the Town has in place I have had all of the staff involved in financial processes to document their processes. The reason for this is so that we have a record of how things are completed if someone were to leave the organization. In addition, the documentation of the processes has aided me in gaining an understanding of how things work.

I have implemented a few changes in the processes where I have a reviewer role. These functions include bank reconciliations and payroll. I am still working on ensuring all of the appropriate controls are in place and that we are taking steps to safeguard the town employee's and the town's assets.

Policies

I have assisted Marian in drafting numerous policies. These include the credit card policy and audit and finance committee terms of reference. I have also reviewed policies for Marian and provided any suggestions.

Training

At the writing of this report I am currently attending a Government Finance Officers Association (GFOA) course on budgeting in Airdrie. This course will be of huge benefit as this will be my initial run through of a budget season and I am already seeing ways in which the process can be improved for next year and also how to improve the current budget that is being worked on.

Software

I have received this week a financial reporting software called Caseware. The program will be of immense benefit in providing financial reporting capabilities. In public accounting caseware is what is used to house the audit files and to draft financial statements. This will ensure that at yearend audit time that the town will have everything prepared for the auditors in a familiar and all-encompassing package. An efficient audit means that we will save on audit fees. The largest benefit of the software, however, is the reporting capabilities for the day to day operations of the town.

Budget

The 2016 budget is the largest project on the agenda this fall. We currently have an initial draft that is in place and we have now begun reviewing the numbers. In the coming weeks we will be meeting with staff and council to further negotiate and discuss what our priorities are for the coming year for operations and capital purposes. We anticipate the budget to be presented and approved before Christmas.

Projects in progress

- Budget – Operating and Capital for 2016 and future years
 - o As part of the budget- User fee assessments
 - o Cost recovery analysis
- Cash management procedures and policies update
 - o Catch up on bank reconciliation review
- Grant applications for the coming year
- Setup caseware for reporting
- COPTER agreements

FCSS REPORT TO COUNCIL FOR SEPTEMBER- OCTOBER 2015

1. PHECC hosted a Dad's and Grandpa's Day at The Station - very well received and attended, breakfast funded by YPM
2. FCSS sponsored a senior's trip to Waterton. Bus trip to Waterton, buffet lunch at Bayshore Inn and sightseeing. Funded by New Horizon's Grant. 20 seniors attended and all had a fabulous time.
3. Julia and Barb and Marian attended Mock Emergency practice in Stavely. Focus was on Reception Center activity.
4. Barb attended PHECC meeting. Decision has been made that FCSS will be looking after Early Childhood Coalitions now. A tri-ministry was formed with Human Services, Education and Health and a charter was signed. A two year grant was given to FCSSAA to be distributed to existing coalitions. This will begin Jan. 1 2016
5. Barb and Sherry attended 2 Women's conference planning meetings. Conference will be called Ruby Slippers: You Got the Power! And it will be held March 12, 2016 at WCCHS. Keynote speaker is Patricia Morgan - Solutions for Resilience.
6. Barb was part of interviews for the Event Planner position for The Station.
7. Barb met with Nicole Van Langen of Quality of Life in Nanton (FCSS) to discuss upcoming programming
8. Barb met with Mike Baril who is fundraising for MS in our community. We are discussing the idea of hosting an MS group.

9. Barb met with Linda Ervin (United Church), director and housing specialist from Fort McLeod about the intentional housing workshop being held Nov. 13th
10. Barb and Julia hosted interagency. 8 agencies attended
11. Sherry and Barb along with a community member needing community service hours organized the storage lockers in Town basement.
12. Barb met with Simon twice to discuss a new format for keeping track of bills and budgeting.
13. Barb was invited to Chamber of Commerce meeting.
14. FCSS hosted the Calgary-Little Bow FCSS Directors meeting at The Station. Seventeen directors from our area attended.
15. John Wenlock met with FCSS Board- planning teen drop in for evenings
16. Julia is attending the museum planning meeting
17. Coming events: Zombie Walk on Oct. 30th (partnership with Local Press and Dollar Store
Housing Workshop (partnership with United Church)
Meditation Drop In every Wednesday noon to 1pm (partnership with Allison McKee)
Cyberbullying Presentation funded by Conoco Phillips and FCSS at WCCHS
Santa's Gone Loonie! Nov. 27, during Old Fashioned Christmas (donations from community)
18. Julia and Sherry dealt with many financial issues, senior issues, domestic crisis, housing issues, tax issues and general referrals



Santa's Gone Loonie!

When: Friday Nov. 27

Where: The Station 321 45 Ave W

Time: 5:00pm-8:00pm

What is it????

A pretend store for children (no adults allowed ☺) to shop for Christmas presents for their parents/grandparents. Each item will be \$1. There will be a gift-wrapping station to help wrap the special gifts they have picked out. The children can take their gift home and put it under the tree and Christmas morning they will be so excited to give their presents to you!

What do we need now???

DONATIONS! examples-old ties, books, jewelry, craft supplies, home décor, baseball gloves, mittens, (no children's toys, as this is not a store for siblings ☺)

Please:

Drop donations off at the Station or contact Megan McClung at 403-625-5522





Wednesday, November 18th

@ Willow Creek Composite High School

Retired Sgt. Brian Trainor (Saskatoon Police Service)

Presenting on **Cyber Bullying:**

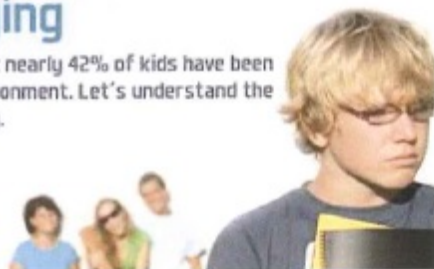
Facebook • Texting • Emails • Blogging • Cellphones • Sexting • Assault

What do kids need to know to stay safe online?



Cyber Bullying

Studies have shown that nearly 42% of kids have been bullied in the online environment. Let's understand the dangers of cyber bullying.



Evening session: 7-8pm. Admission is FREE!

Designed for students grade 5 & up, parents and community members.

All are welcome.

(Students grades 7 through 12 will have the opportunity to attend a similar session during the day).

Sponsored By:



October 2015 Taxation/HR Report

From: Lisa Chilton



Human Resources

- A public works employee that has been off for several months, and still has not returned, is expected to return approximately November 16th.
- The implementation of H/R policies has begun with two of the policies being passed at the October 16th council meeting. This implementation of policies will continue to better define the administrative procedures to follow, by all parties in a specific situation.
- A Worker's Compensation Board audit was completed in September which resulted in a refund of \$69.00. There were some slight procedural changes that resulted in an over remittance. The WCB has not been audited since at least the late 90's.



Taxation

- Taxes past due, and in arrears at September 17th are:

\$274,878.09

Summary of outstanding taxes:

\$ 43,749.54 Tax recovery property - #4 Skyline

\$ 44,309.93 properties on Tax Arrears List for 2015. (subject to sale in 2016)

\$ 6,405.28 property on Tax Agreement with the Town

\$180,413.34 Remaining taxes not paid.

Arrears letters mailed out week of September 23rd.

- We received 3 applications, as expected, for tax exemption under the Alberta Regulation 281/98 in the Municipal Government Act. This is the Community Organization Property Tax Exemption Regulation (C.O.P.T.E.R.) The applications are being reviewed and will be presented to council.
- The LARB hearing (for residential appeals) was held here on October 19th. There was 1 residential appeal for the Town of Claresholm heard. A decision will be rendered within 30 days.
- The CARB hearing (for residential properties over 3 and non-residential) will be heard November 26th in the Town of Claresholm council chambers. There are 7 appeals. (6 for vacant lots by the same owner and 1 residential over 3 units)



General

- Karine, Simon and myself will be attending the Muniware User Group workshop put on by our computer software provider next week. This two day session is offered in Calgary about every 5 years and is a great opportunity to not only expand the use of the existing software but to learn of upcoming advances in the software itself.



CLARESHOLM AQUATIC CENTRE TOWN REPORT September 2015

1. JLC

- a. 23 Registrants, average of 20 each class

This is the second year of sustained numbers of 20 youth. We increased the number of registrants from 20, to 24 in August, due to demand. With increased interest we are considering adding another session, for senior youth that demonstrate advanced skills, and maturity. As well we are considering branching out into the Competitive Lifesaving Sport, which is a portion of the Junior Lifeguard. We were asked by the Spartan JLC team (from Maxbell in Lethbridge) if our youth would like to participate in their Lifesaving invitational meet.

Junior lifeguard Club is open to those 8 years and up, who roll into the water, can tread for one minute, and do two 24 meter lengths without stopping. This is the Swim to Survive Standard.

2. Registrations for Monday, Wednesday, Friday

- a. 13 Preschool September 28-October 14
- b. 13 Swimmer September 28-October 16

Lesson set September 9-25, we did not run due to lack of interest. School started September 2, it can be difficult to fill lessons while parents are distracted by new routines.

3. Private Lessons , September

- a. 14 Registrants

Our Private lessons have increased. We filled in the spaces from the September set of lessons that were cancelled.

Private lessons are \$16.50 for half an hour session, and we book customers a maximum of 5 sessions at a time.

4. Schools/Groups

- a. Lessons are booked from October 2015-June 2016
- b. Waiting on WCCHS regarding half program weeks for the Grade 10-12 group
- c. Schools include, Stavely, Nanton, Claresholm, Fort Macleod, Barons, Daley Creek Colony, Granum
- d. Special needs clients continue to come from Vulcan
- e. Nanton Boys and Girls Club have come once this month for our 2-4 pm public swim on Fridays, which is three times since July

In 2014 I began to book school lessons the first week of September, this effectively filled in the weeks, especially January through June. This year schools looking to book single swim days were asked to wait until lesson weeks were booked. This saves scheduling issues.

We have scheduled Special needs rentals (WCCHS) throughout the year, and have added ½ programs to the Grade 5 and 6 classes, which is in addition to the grade 7-12 classes that were our guinea pigs last year.

High School students that attended the schools swims were not participating, with a high percentage of students sitting in the hallway, or they would hang out in the hot tub. For example, by introducing ½ an hour of programming (Lengths, relays, games, aquafits etc) to these classes we went from approximately 1/3 participation by students (9 in the pool, 16 watching from the hall) to having 1 student watching in the hallway, because they forgot their suit. As a parent, this thrilled me, as I had wondered how we could increase participation as well as the health of these students. The students still have ½ an hour of free time.

5. Aquafit Registrations

- a. Mon/Wed/Fri 8-9am- 16 registrants, average of 12 participants
- b. Mon/Wed/Fri 1-2pm- 9 registrants, average of 12 participants

Our 8-9am Aquafit has seen an increase in numbers from last year. Some of the Fort Macleod ladies haven't been attending the afternoon 1-2pm class, they called and said they'd be coming in October.

6. Seniors Program Tues & Thurs 11-11:30 am

- a. 22 total participants for the month of July
- b. Average of 5 per session

Seniors Program is a half hour Aquafit, or rehabilitation time and those attending are welcome to swim after the class is over.

Our Senior numbers have declined, some patrons of the class are coming for the Aquafit hour long programs, we have not seen the group from Cottonwood for a couple weeks, (there was a rumored transportation issue). We continue to recommend this time to those who are just beginning to start water fitness, those who are recovering from injury, or those who need to increase their strength.

7. Boot Camp Tuesday-Thursday 5-6pm

- a. 7 Registrants
- b. 8 Participants on average

September Boot Camp numbers are lower, a considering factor may be how nice it has been outside. We will push to increase these numbers for the New Year, as shutdown is coming up

8. Mini Aquafit, Mondays 7:30-8pm

- a. 3-5 people

We introduced this last year for September and October as there were many people who had expressed an interest in having a later Aquafit. We have no available space in our schedule so we share the pool with the evening toonie swimmers.

9. Free swim Numbers

- a. September 5, 97
- b. September 12, 67
- c. September 19, 49
- d. September 26, 77

10.10 punch passes

- a. 31 Sold

10 passes continue to be strong sales items. We allow them to be used for the Seniors program

11. Quarter Passes

- a. 20 Sold

As of the end of September, we have sold \$8,503.00 Quarter passes since January 2015. In all of 2014, we sold a total of \$8,657.80. It has been an incredible year for passes. Our Family passes have increased as well, with 4 purchased in September. We have been up selling the family passes.

12. Staff

- a. Actively looking for Junior and Senior Lifeguards

Changed up the focus on the ad, we are aiming for the stay at home parent who would like a few hours a day, as well as those in a position where casual hours would be appreciated.

Also put the ad into the regional paper again.

The junior staff we have right now, have been referred to as “the cream of the crop” by Robert Charchun, the Work Experience Coordinator from WCCHS.

We are continuing to look for guards that will offer the level of customer service our patrons have become accustomed to, who are responsible, and serious about offering high quality of programs.

Long range planning is continuing to go well, with programs being lined up and added to for next year. The list has been started for shutdown, with items for the maintenance staff being detailed as well as extra duties for staff. The format will be similar to previous years.

Sincerely,

Denise Spencer

September Attendance	
6-8 or 9 am Fitness	134
8-9 Aquafit	65
9-10 School Use/Lessons	0
10-11 School Use/Lessons	604
11-11:30 T&T Seniors/PT Lessons	86
11-11:30 M/W/F B&M, Str. Imp	19
11:30-1 Fitness & Parent&Tot	161
1-2 CCC	59
1-2 Aquafit	107
1-2 Family Swim	105
2-3 Schools/ Private lesson	0
3-4 Toonie Swim	0
2-4 Free Public/ public	1179
4-6 Swim Lessons/Club	118
4-5 Private/JLC/Fitness	0
5-6 Deep Water Aquafit	9
6-8 Public/Toonie/Mini Aquafit	168
8-9 CCC	99
8-9 Fitness	97
8-9 Teen Jan 31	0
Rental Times	0
	3010

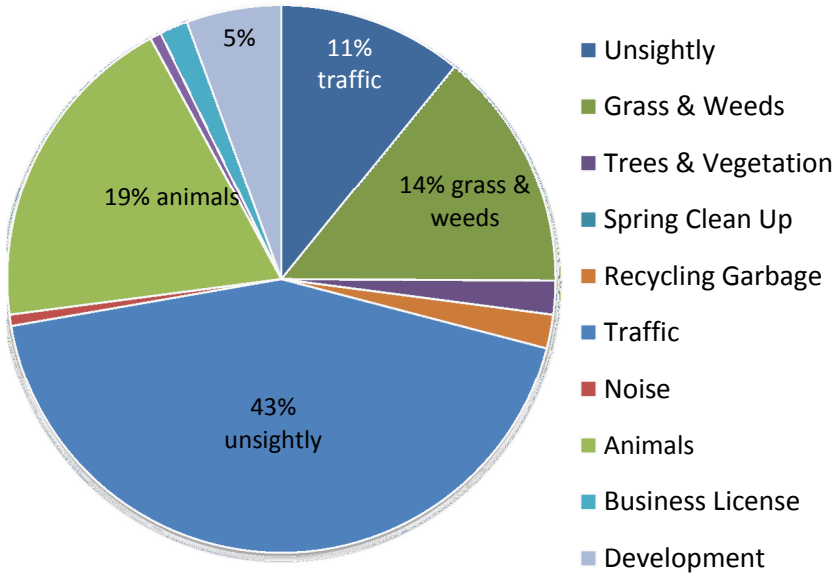


INFORMATION BRIEF

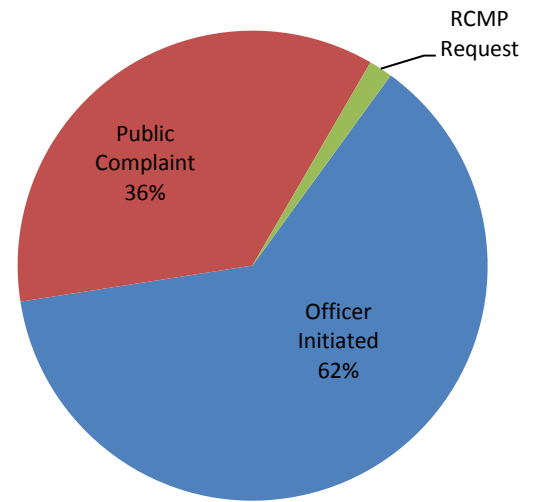
Meeting: October 26, 2015
 Agenda Item: CAO REPORT

SEPTEMBER 2015 BYLAW ENFORCEMENT REPORT

Bylaw Enforcement Breakdown



Enforcement Breakdown

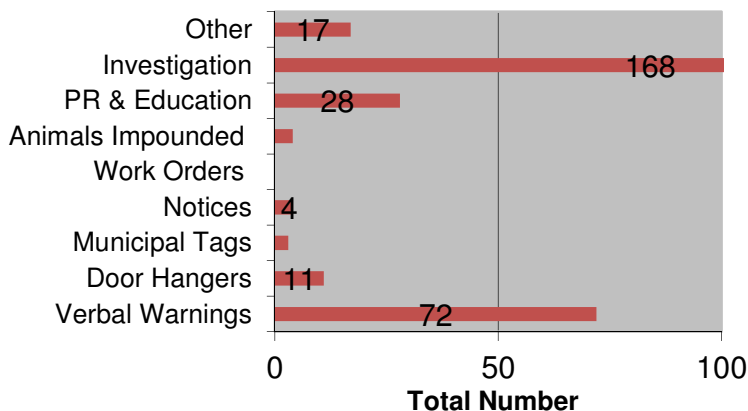


Additional Information

1. The Local Press advertisements focused on traffic safety (sightlines & corners, school zones), barking dogs, grass & weeds and alley clean-up.
2. A back alley blitz was initiated to clean grass/weeds, garbage, vehicles, compost, dirt piles and rubbish piles out of Town alleys.
3. I facilitated a meeting between the Town, School Division and Alberta Transportation to discuss traffic safety options within the school zones.
4. Talked to skateboarders and seniors on scooters about "Rules of the Road".
5. September saw the start of school, therefore I utilized the radars and spent the first two weeks doing foot and vehicle patrols in the school zones and in the school. I focused on:

- Safe cross walk procedure.
- Stopping and looking.
- Eye contact between drivers and students.
- Staying on the sidewalk.
- Drivers slowing down and proper use of the road especially backing up in front of the West Meadow School.
- With the RCMP we went from class to class and talked to every student about safety.

Enforcement Action



Submitted by: Jason Hemmaway, Peace Officer



UTILITY SERVICES REPORT



SEPT/OCT 2015

3700 8th Street West

Box 1000 TOL-0T0

Claresholm, Alberta

Work# 1-403-625-3100

Fax # 1-403-625-3869

brad.burns@townofclaresholm.com

www.townofclaresholm.com

Utility Services Manager Brad Burns

Summary

The following monthly report is a review of the operation in the Utility Services Department and all related areas.

- Regional Water Treatment Plant.....pg. 3
- Pumping Stations and Reservoirs.....pg.4
- Water Distribution.....pg. 5
- Lagoons and Waste Water Collection....pg. 6
- Raw Water Supply.....pg. 6
- Photos.....pg. 7, 8, 9

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

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

- Sept 16th HACH onsite to calibrate all lab and online equipment.
- Sept 23rd GDM electric out AC6508 A back online.
- Sept 24th REDCAP Ventures annual backup generator service and inspection.
- Sept 24th HACH service back onsite to check rack particle counter issues.
- Oct 5th replaced FC1 fan coil electric motor in lab.
- Oct 13th GDM electric onsite to rewire new DAF trough spray valve.
- All online meters have been cleaned and calibrated.
- Oct 15th Clear Water Controls onsite to service chlorine feed equipment.
- Oct 16th check all eye wash/shower stations.
- Co2 Alarm has been tested.
- Oct 19th HACH contacted to adjust pricing on computer board for discontinued SC 100 turbidity meter (replace with new SC 200).
- Oct 21st EFM both racks (chlorine only).

TESTING/MONITORING REQUIREMENTS

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

GOVERNMENT COMPLIANCE

- There has been no noncompliance issues in regards to the daily monitoring, measuring and reporting frequency requirements as per schedule 2, and 3 of the approval.
- Sept 24th Warning letter from Environment Canada Wayne Puznicki Fishery Officer for not complying to 2013 request they never followed up on. Information is now up to date with Wastewater Systems Effluent Regulations. The document was not finding guilt or civil liability, but only to bring the matter to attention.
- Oct 22nd Larry West from Alberta Environment and Parks out for annual plant inspection.

CHEMICAL

- CLEAR TECH contacted for Sodium Hydroxide pricing.
- Oct 20th PRAXAIR delivery of CO2 Liquid (contact service to repair faulty gauge on tank).

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- Sept 3rd HACH onsite to clean and calibrate CL 17 free chlorine analyzer.
- Sept 28th REDCAP Ventures annual backup generator service and inspection.

AIRPORT PUMP STATION

- Backup motor for the domestic water supply including fire hydrants has been run.
- Reservoir fill line inside the building is operating well, but needs upgraded to avoid future problems.
- Sept 17th plumbing of new water supply to the jockey pump.
- Sept 25th CHAMCO onsite to update fire pump.
- Sept 30th main pumping station had to be shut down for water break repair (valve not working due to lack of funding for maintenance). Boil water issued for airport residence and businesses until bacteriological samples return from the Provincial Health Lab.
- Oct 2nd boil water lifted after confirmation from the Provincial health Lab.
- Oct 6th insulated back door to reservoir fill with Styrofoam.

UFA RESERVOIR

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

WEST WATER PLANT (decommissioned)

- Fortis salvage of existing 3 phase system pushed back.
- No signs of trespassing
- All fences are secure.

WATER DISTRIBUTION

UNIVERSAL METERING

- Daily and monthly meter readings for the office as requested.

GOVERNMENT COMPLIANCE

- In September 8 Bacteriological samples were taken within the town's distribution system showing no Total Coliforms or E coli. October samples are ongoing and to date have had no issues.
- Sept 30th 3 bacteriological samples taken after Airport water break shut down (no issues).
- Free chlorine checked at numerous locations around outer town limits all acceptable.
- Oct 13th lagoon release and THM samples taken to EXOVA in Calgary.

TOWN OF GRANUM SUPPLY LINE

- Supply line and vault working well with no issues.

METER VAULTS

- Meter vault in water plant yard to the acreages dry and secure. Pressure regulator set at 80 psi on down side of line.
- Granum meter vault (in Claresholm) dry and secure.
- West Water Co-op meter vault inspected and water pressure checked (air release on top of regulator).
- Oct 7th painting inside the South Booster Station and removed sign for repair.
- Oct 15th replaced refurbished South Booster Station sign.

DISTRIBUTION LINES

- Sept 30th and Oct 1st airport hydrants flushed after water break repair (3 bacteriological samples sent in). Cases of drinking water delivered to home owners and businesses until boil water order was lifted.

LAGOONS AND WASTE WATER COLLECTION

NORTH/HARVEST SQUARE LIFT STATION

- Oct 8th FERGS Septic out to pump from lift station wet well until power issue resolved (Fortis out to check service).
- Oct 21st talked to Ivan at CICON Engineering (issues with vault force main outfall location, ladder rungs etc.) recommended insulating the first section of outfall line as it is not very deep.

LAGOONS

- Oct 6th notified all downstream users on Willow Creek of the Lagoon release.
- Oct 13th started releasing the clear water holding cells to Willow Creek.
- ATCO gas contacted about low flow of fuel to the building (Sheldon will supply a new regulator).
- REDCAP Ventures could not properly run load test on Backup generator (ATCO Gas issue must be resolved).

RAW WATER SUPPLY

PINE COULEE

- Sept 15th started filling raw water reservoir.
- Oct 18th checked supply line and reservoir level.

HARVEST SQUARE LIFT STATION



- Harvest Square lift station wet well back filled.



- Looking down at the lower level walkway and wet well force main pump supports.



- One of the two pumps that will lift the sewage into the force main to Division Ave.



- Looking north at the force main fused together to be installed by the town PW crew.



- Both sewage pumps set in place at the bottom of the wet well



- Upper level in the wet well showing totalizer and back check valves.

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES



10/26/2015

Report for September / October 2015

Buildings Regular weekly inspections and minor maintenance completed as required.

Sidewalks Sidewalk repairs and replacement work is under way. Replacement is almost complete for this year.

Streets Road oiling of 5th street East is completed. 13 blocks have been completed and all road oil has been used up for this year. Crack filling was done by Infrastructure Services on 32 blocks earlier this month. Road patching around Town and driveway repairs on 53rd Ave. East have been completed.

Sanitary Sewers We have started the complete Town sewer system flushing. This work takes approximately 4 weeks to complete, if we can stay steady doing it. We have already had to break off for a week to complete other work.

Water Distribution One water main leak was discovered at the airport and has been repaired. This caused the entire Airport system to be shut down and all customers were affected. System flushing was required for two days and a report had to be filed with Environment.



Storm Sewer Drainage On inspection of a section of storm sewer Infrastructure Services had discovered a broken pipe and a void under the 520 at 2nd street west. The 7 meter section of 15" pipe has been replaced and the street repaired.

Parks The ice has been installed and the Arena is now open for another season. Ball diamonds and all park irrigation systems have been blown out and winterized, as well as the bathrooms at Amundsen Park. The Museum irrigation system and campground water will also be shut down and blown out this week.

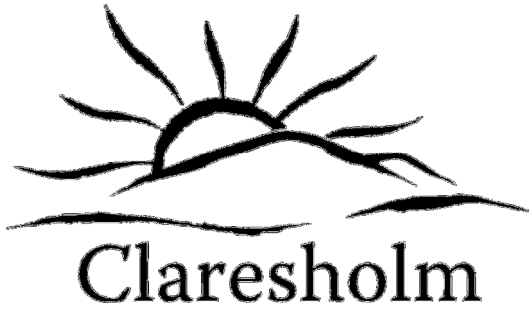
Garbage No issues to report, program is working well. The local press Town news ads focused on reminders regarding leaves pick-up and the compost area.

Recycling Again staff is dealing with syringes in the recycling, creating hazards with handling. The Recycling material handler (Capitol Paper) has also advised us that they will no longer be accepting plastic film. We can either ask for our residents to throw it in the garbage, or staff will be required to sort it out for garbage. Overall our program is working well. Recycling reminders were placed this month in the Local Press Town news.

(Recycling totals for July, August and September from Capital Paper are shown below)

Month	Recycling Totals:
July	19,868 kgs
Aug	0 kgs
Sept	33,130 kgs

Submitted by:
Mike Schuweiler
Director of Infrastructure Services



INFORMATION BRIEF

Meeting: October 26, 2015

Agenda Item: 9

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 25, 2015				
13	INFO BRIEF: Golf Course Bridge - Direction to proceed with temporary repairs and to identify the project in the infrastructure master list for future discussion.	Mike	Repairs to be completed upon Golf Course season closure. (waiting for DRP approval)	In progress
15	Contact Emercor	Marian	Letter sent and Insurance claim proceeding. Met with Emercor Sept 30/15 and have sent a further email stating that if they wish to proceed with acquiring the HPFSS we suggest they engage the services of an engineer to assist in the details.	In progress
Regular Scheduled Meeting - August 19, 2015				
9	RFD: West Water Plant Power Line / Land - Moved by Councillor Cutler to have the power line and transformer removed from the old west water plant location. CARRIED MOTION #15-071	Brad	Request sent to Fortis Alberta for salvage on Aug 20/15.	In progress
Regular Scheduled Meeting - September 28, 2015				
7	RFD: Playground / School Zone Signage - Referred to Administration for more information regarding costs and when the signage that is in place currently was installed.	Jason	Report to come on October 26, 2015 Council Agenda.	Complete
11	INFO BRIEF: 216 - 53 Avenue East Driveway Update - Moved by Councillor Cutler to repair the driveways on 53 Avenue East between 2 and 2A Streets that were affected by the road construction in 2014, for those residents who wish the repairs to be completed, to a maximum total cost of \$25,000. CARRIED MOTION #15-087	Mike/Tara	All repairs to necessary driveways has been completed.	Complete

15	IN CAMERA: Moved by Councillor Cutler to amend the Development Agreement between the Town of Claresholm and Wilshire Inns Ltd. Schedule "C" Additional Provisions Section IV, Service Road Construction upgrades, from "12.4 meters" to "12.2 meters", and to amend "The entire frontage of Lot 5, Block 8, Plan 0715848" to "The frontage of Lot 6, Block 8, Plan 1213513", and to enter into an additional agreement with Wilshire Inns Ltd. regarding the road upgrades for the remaining frontage of Lot 5, Block 8, Plan 0715848. CARRIED MOTION #15-089	Marian	Agreements signed and sent to land titles.	Complete
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Regular Scheduled Meeting - October 13, 2015				
1	Bylaw #1608 - Designated Officers: Moved by Councillor McAlonan to give Bylaw #1608 regarding Designated Officers 1st Reading. CARRIED	Karine	On the Agenda for 2nd & 3rd Reading on Oct 26th.	Complete
3	CORRES: Town of Fort Macleod - Moved by Councillor Fieguth to support the appointment Councillor McAlonan to the Town of Fort Macleod's Subdivision and Development Appeal Board, on the stipulation that the Town of Fort Macleod will be responsible for all costs associated with Councillor McAlonan attending any meetings. CARRIED	Tara	letter sent October 15, 2015	Complete
4	CORRES: MD of Willow Creek - Moved by Councillor Ford to donate a door prize basket up to a maximum value of \$100 towards the MD of Willow Creek's Legacy of Our Land Banquet on October 30, 2015. CARRIED	Tilly	Basket has been prepared for Oct 30, 2015	Complete
5	CORRES: Roxanne Thompson - Moved by Councillor Cutler to allow the Zombie Walk to occur on Friday, October 30, 2015 downtown in the Amundsen Park area. CARRIED	Tara	letter sent October 15, 2015	Complete
6	RFD: SLGM Leadership Forum - Confirm attendance of Councillors	Marian	Registration sent for Jamie & Mike	Complete
7	RFD: Pension Policy - Moved by Councillor Dixon to adopt Policy #GA 10-15, the Pension Policy, as presented effective October 13, 2015. CARRIED	Lisa	Copies to every department	Complete
8	RFD: Benefits Continuance While on Leave Policy - Moved by Councillor Cutler to adopt Policy #GA 10-15(a), the Benefits Continuance While on Leave Policy, as presented effective October 13, 2015. CARRIED	Lisa	Copies to every department	Complete
9	RFD: U of A Graduate Student Internship Initiative - Moved by Councillor Ford..... THEREFORE be it resolved that the Town of Claresholm submit a request to the University of Alberta to place interns for the following disciplines: Planning & Development, Policy Development and Economic Development; and FURTHER BE IT RESOLVED that each discipline have a maximum of \$8,000 cost to the Town of Claresholm to be included in the 2016 budget. CARRIED	Marian	Request sent to U of A	Complete

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 22, 2015

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

August 21st, 2015

Town of Claresholm – Council Chambers

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

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

Public Present: Rob Vogt, Claresholm Local Press
Applicants: Cathy Kennedy, Travis Booth
Public Present from Neighborhood Circulation in regards to D2015.085

8:35 am **Call to Order /Adoption of Agenda** **Motion to adopt the Agenda by Councillor Ford**

CARRIED

Adoption of Minutes

- July 24, 2015

Motion to adopt the Meeting Minutes By Sharon Duncan

Seconded by Councillor Ford

CARRIED

8:37 am **Sharon Duncan recused herself from the meeting.**

Item 1: Action

DEVELOPMENT PERMIT

File: D2015.085
Applicant: Hope Homes Inc.
Owners: Town of Claresholm (Tax Forfeiture)
Address: 4 Skyline Crescent
Legal: Lot 16, Block 63, Plan 0110064
Regarding: Change in Use from Vacant to Group Home

Public was present to voice concerns and ask questions in regards to this application. The applicant was present to respond to questions such as usage, security, privacy etc. MPC responded to questions regarding land use.

Motion to approve with conditions as presented and require a fence on the property boundary between #6 and #4 Skyline Crescent by Councillor Ford

Seconded by Councillor O'Neill

CARRIED

9:45 am **Sharon Duncan rejoined the meeting.**



MUNICIPAL PLANNING COMMISSION MINUTES

August 21st, 2015
Town of Claresholm – Council Chambers

Item 2: Action	DEVELOPMENT PERMIT	Motion to approved with conditions by Jeff Kerr
	File: D2015.087 Applicant: Frontier Western Shop Ltd. Owners: 1206577 Alberta Ltd. Address: 5115 1 Street West Legal: Lot 5, Block 126, Plan 147N Regarding: Fascia Sign with Variance to Number and Area	Seconded by Councillor Ford
		CARRIED

Item 3: Action	DEVELOPMENT PERMIT	Motion to approved with conditions by Sharon Duncan
	File: D2015.088 Applicant: Donald Gehring Owners: Donald Gehring Address: 5127 3A Street West Legal: Lot 7, Block 75, Plan 147N Regarding: Moved-in Dwelling	Seconded by Councillor Ford
		CARRIED

10:10 am	Adjourn	Motion to Adjourn By Jeff Kerr
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October 5th, 2015

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

Dear Chief Administrative Officer Marian Carlson:

RE: AMSC Special Rebate Program

In response to member concerns regarding the financial challenges of traveling to the AUMA Convention and AMSC Trade Show, AMSC is providing a special rebate program at this year's convention to help offset some of the travel costs.

I am pleased to present a cheque for \$150 plus GST to the Town of Claresholm. By participating in three of our core service lines and registering five elected officials at the 2015 AUMA Convention, I am delighted that the Town of Claresholm qualified for the rebate. We thank you for your continued support of the AMSC services and in making the AUMA Convention and AMSC Tradeshow a success.

Yours Truly,

John McGowan, CMA, ICD.D
CEO
AUMA/AMSC

cc: Mayor & Council



RECEIVED
OCT 09 2015

THE
ALBERTA
ORDER OF EXCELLENCE

October 1, 2015

*His Worship Rob Steel
Town of Claresholm
PO Box 1000
Claresholm Alberta T0L 0T0*

Dear Rob Steel,

Re: New Chair and Council Member for the Alberta Order of Excellence

The Alberta Order of Excellence is the highest honour the Province of Alberta can bestow on a citizen. The 141 members encourage excellence through their outstanding contributions and achievements and bring honour and prestige not only to the Order, but to all Albertans.

The Alberta Order of Excellence Council is made up of volunteers representing the province geographically, with members from northern Alberta, southern Alberta, Edmonton, Calgary, and rural Alberta. AOE Council members consider nominations and make the decision on selection of individuals for induction to the Alberta Order of Excellence. Members are required to prepare for and participate in at least two meetings each year to consider nominations and select the annual recipients, and to promote and support the culture of the Alberta Order of Excellence throughout their term.

At the end of 2015 we will be losing two AOE Council members, Audrey Luft, Council member from Edmonton and myself, as Chair of the Council. To maintain regional representation on the Council, we are looking for one representative from Edmonton and the Chair position, which can be from anywhere in Alberta.

The closing date for application to be a member of Council is October 19, 2015. Both opportunities are posted on the Government of Alberta website (job.sl Alberta.ca). The competition number of the Chair is Job ID 1032081 and for the Council member in Edmonton the competition number is Job ID 1032078.

If you feel that you would be an asset to the Alberta Order of Excellence Council or know someone who would be interested, please visit jobs.alberta.ca for more information and to apply directly on-line. You may also fax a resume to Executive Search, Alberta Corporate Human Resources, 780-422-0468. Contact number is 780-408-8460.

Thank you for your interest in the Alberta Order of Excellence. If you have any questions about the process please call me at 780-412-6644.

Sincerely,

*J. Angus Watt
Chair*



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 5 (2015)

EXECUTIVE COMMITTEE MEETING

Thursday, September 10, 2015 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

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

Bill Chapman
David Hawco
Tom Rose

STAFF:

Lenze Kuiper - Director

Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - September 10, 2015
2. Approval of Minutes - July 9, 2015 (attachment)
3. Business Arising from the Minutes
(a) Provision of GIS Services Outside ORRSC Membership (attachment)
(b) 5-10 Year Business Plan / Organizational Retreat
(c) Vacation Accrual Worksheet (handout)
4. New Business
(a) Regional Assessment Review Board Training
(b) Proposed Subdivision Fee Increase (handout)
(c) AER Referral Agency Issues
(d) Preliminary Budget Discussion
(e) Fee For Service Update (attachment)
5. Accounts
(a) Office Accounts -
(i) June 2015 (attachment)
(ii) July 2015 (attachment)
(b) Financial Statements -
(i) January 1 - June 30, 2015 (attachment)
(ii) January 1 - July 31, 2015 (attachment)
6. Director's Report
7. Executive Report

8. Adjournment.....

DIRECTOR'S PERFORMANCE EVALUATION

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:55 P.M.

1. APPROVAL OF AGENDA

Moved by: David Hawco

THAT the Executive Committee approve the agenda, as presented. **CARRIED**

2. APPROVAL OF MINUTES

- Bill Chapman commented on the issue of Appeals from the July 9, 2015 minutes. He participated in three appeals this summer and observed that the amount of information provided to the applicant initially was very minimal, and when the decision is appealed more information comes forward at the hearing. In his opinion, if municipalities were more exhaustive in their findings of fact and reasons for decisions, this could reduce the number of appeals filed.

Moved by: Don Anderberg

THAT the Executive Committee approve the minutes of July 9, 2015, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

(a) Provision of GIS Services Outside ORRSC Membership

- A letter dated August 12, 2015 (attached to agenda) was sent to the Honourable Deron Bilous, Minister of Municipal Affairs, seeking approval to provide GIS services outside the boundaries of ORRSC under the provisions of the Municipal Government Act section 602.11(b). His office responded that a resolution from ORRSC is needed before they can proceed to make a determination on the issue. If Ministerial approval is received, we will take the matter to the Board for ratification.

Moved by: Don Anderberg

THAT the Executive Committee authorize the Oldman River Regional Services Commission to provide GIS services to the Summer Villages of Ghost Lake and Waiparous, subject to Ministerial approval. **CARRIED**

(b) 5-10 Year Business Plan / Organizational Retreat

- As discussed at the last meeting, the Director is taking steps toward the preparation of a business plan to determine the direction of ORRSC for the next 5-10 years. He proposes that a retreat and visioning session be scheduled for all Board members, Executive Committee and staff using a facilitator to direct discussions. It is important to give our municipalities the opportunity to raise issues, voice their concerns and provide input into the future goals of the organization. Retreat details will be forthcoming once a date has been set.

Moved by: Don Anderberg

THAT the Executive Committee authorize the Director to proceed with organizing a facilitated retreat and visioning session for all Board members, Executive Committee and staff as the first step in the preparation of a 5-10 year strategic plan and business plan. **CARRIED**

(c) Vacation Accrual Worksheet

- Vacation accrual has decreased from \$148,000 to \$127,000 as of August 31, 2015. Staff are being encouraged to take more time off, but the issue is a double-edged sword — when staff are away the work doesn't get done. Options of hiring more staff or paying out a portion of excess vacation accrued at the end of the year were raised. It was also suggested that a policy be established stating a maximum amount of accrued vacation days allowed (e.g. days earned in 15-month period). This issue will be a topic of discussion at the upcoming organizational retreat.

4. NEW BUSINESS

(a) Regional Assessment Review Board Training

- ORRSC currently provides Regional Assessment Review Board service to 25 of our member municipalities. Director Lenze Kuiper is certified as a clerk and organizes all appeals using certified Board members pooled from all participating municipalities. Clerks and Board members must be certified every three years and the pool of Board members is becoming very small. Therefore, we have arranged to hold the certification courses at our office on March 7-10, April 11-12 and May 17-18, 2016. More information will follow at a later date.

(b) Proposed Subdivision Fee Increase

- Since it has been three years since the last increase in subdivision fees, a comparison of subdivision fees with seven other municipalities was conducted (attached to the agenda). After examining the results, staff recommend that the application fee (\$600), per lot fee (\$325) and first extension fee (\$325) remain the same, but that the endorsement fee be increased from \$175 to \$200 per lot, the second extension fee be increased from \$350 to \$425 and the third extension fee be increased from \$375 to \$525.

Moved by: Jim Bester

THAT the Executive Committee accept the recommendation to increase the subdivision endorsement fee to \$200 per lot, the second extension fee to \$425 and the third extension to \$525;

AND THAT the proposed increase be referred to the Board of Directors for ratification at the December 3, 2015 meeting. **CARRIED**

(c) AER Referral Agency Issues

- The Alberta Energy Regulator (AER) is currently working on improving its Setback Referral process for sour gas wells and is seeking feedback from Municipality stakeholders. AER representatives are meeting with ORRSC planners on September 25 in an effort to create efficiencies in the process that will benefit everyone.

(d) Preliminary Budget Discussion

- Various items were discussed to assist in the preparation of the Proposed 2016 Budget which will be presented at the October Executive Committee meeting. The Chrysler Sebring has been sold for \$4000 and consensus was to defer purchasing a replacement until January 2016. If the option of paying out accrued vacation is approved, the dollar amount will need to be added as a budget line item.

(e) Fee For Service Update

- The Magrath Trail Plan has been given verbal approval, but no confirmation in writing has been received to date.
- The second payment for the Rural IMDP Project has been invoiced and the project is expected to be complete by the end of the year.

5. ACCOUNTS

(a) Office Accounts –

(i) June 2015

5150	Staff Mileage	D. Horvath	\$ 150.00
5151	Vehicle Gas & Maintenance	Imperial Oil	323.70
5536	Rural IMDP Grant	Imperial Oil	71.76
5280	Janitorial Services	Madison Ave Business Services	475.00
5320	General Office Supplies	Madison Ave Business Services	29.38
5285	Building Maintenance	Garrison Draper	200.00
5310	Telephone	Shaw	309.65
5310	Telephone	Bell Mobility	611.00
5310	Telephone	Yellow Pages	29.04
5320	General Office Supplies	Desjardin Card Services	214.70
5380	Printing & Printing Supplies	Desjardin Card Services	728.91
5330	Dues & Subscriptions	Municipal World	99.00
5350	Postage & Petty Cash	Postage by Phone	1,500.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	22.00
5440	Land Titles Office	Minister of Finance (Feb. - June)	1,798.00
5500	Subdivision Notification	Lethbridge Herald	402.48
5500	Subdivision Notification	Lethbridge Herald	421.20
5536	Rural IMDP Grant	Alberta Pension Services Corp.	6,526.78
5570	Equipment Repairs & Maintenance	Xerox Canada	1,189.84
5580	Equipment & Furniture Rental	Xerox Canada	905.84
5580	Equipment & Furniture Rental	Pitney Bowes	297.13
1160	GST Receivable	GST Receivable	381.47
		TOTAL	<u>\$16,686.88</u>

(i) July 2015

5150	Staff Mileage	S. Johnson (June - July)	\$ 48.50
5151	Vehicle Gas & Maintenance	S. Johnson (June - July)	42.98
5320	General Office Supplies	S. Johnson (June - July)	59.38
5330	Dues & Subscriptions	S. Johnson (June - July)	110.00
5380	Printing & Printing Supplies	S. Johnson (June - July)	22.99
5530	Coffee & Supplies	S. Johnson (June - July)	82.74
5151	Vehicle Gas & Maintenance	Imperial Oil	318.66
4140	Approval Fees	MPE Halma Land Surveys	450.00
5280	Janitorial Services	Madison Ave Business Services	425.00
5310	Telephone	Yellow Pages	29.04
5310	Telephone	Shaw	309.65
5310	Telephone	Bell Mobility	631.50
5320	General Office Supplies	Desjardin Card Services	15.00
5380	Printing & Printing Supplies	Desjardin Card Services	230.51
5330	Dues & Subscriptions	APA (Journal of APA)	315.00
5330	Dues & Subscriptions	Vulcan Advocate	97.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	22.00
5440	Land Titles Office	Government of Alberta	342.00
5460	Public Relations	The Engravers	170.00
5470	Computer Software	Worktech	1,500.00
1160	GST Receivable	GST Receivable	<u>203.92</u>
		TOTAL	<u>\$5,425.87</u>

Moved by: Henry Van Hierden

THAT the Executive Committee approve the Office Accounts of June (\$16,686.88) and July (\$5,425.87) 2015, as presented. **CARRIED**

(b) Financial Statements –

(i) January 1 - June 30, 2015

(ii) January 1 - July 31, 2015

- Committee members would like a line item added to the financial statements – Adjustment for Budget Shortfall.

Moved by: Henry Van Hierden

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

January 1 - June 30, 2015

January 1 - July 31, 2015

CARRIED

6. DIRECTOR'S Report

- GIS department is working on a new layer for development permits which can be tracked by parcel. Coaldale is the pilot municipality for this exercise.
- Next March, ORRSC will be hosting a wetland and riparian workshop with Alberta Environment – certification program for identifying wetlands.

7. EXECUTIVE REPORT

- None.


8. ADJOURNMENT

Moved by: Henry Van Hierden

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:50 p.m. until **Thursday, October 8, 2015 at 7:00 p.m.** **CARRIED**

DIRECTOR'S PERFORMANCE EVALUATION

/bj

CHAIR: 

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 August 27th, 2015 at 10:00 A.M.

In attendance: Chair Earl Hemmaway, Barry Johnson, Len Lampman, Lyal O'Neill and Cheryl Guenther.

Absent Gord Wolstenholme

1. Chair Earl Hemmaway called the Meeting to Order at 10:05 A.M.
2. Approval of Agenda

15.83 **Moved by Barry Johnson** to approve the Agenda as amended.
CARRIED 4-0

3. Delegations

No delegations

4. Approval of Minutes

15.84 **Moved by Lyal O'Neil** to approve the Minutes of the June 25th, 2015 meeting as presented.
CARRIED 4-0

5. Financial Information

- a) Approval of Accounts Payable

Cheryl presented the members with the Accounts Payable in the amount of \$22 518.89.

15.85 **Moved by Lyal O'Neil** to approve the Accounts Payable in the amount of \$22 518.89.
CARRIED 4-0

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility August 27th, 2015 at 10:00 A.M.

5. Financial Information cont.

b) Check Detail Report

Cheryl presented the members with a Detailed Check Report from June 26th, 2015 to August 18th, 2015.

15.86 Moved by Barry Johnson to accept the Detailed Check Report as presented.
CARRIED 4-0

c) Bank Reconciliation June 2015

Cheryl presented the members with the June 2015 Bank Reconciliation report.

15.87 Moved by Len Lampman to accept the June 2015 Bank Reconciliation report as presented.
CARRIED 4-0

d) Bank Reconciliation July 2015

Cheryl presented the members with the July 2015 Bank Reconciliation report.

15.88 Moved by Lyal O'Neill to accept the July 2015 Bank Reconciliation report as presented.
CARRIED 4-0

e) Bank Statement July 2015 – For Information

Cheryl presented the members with the July 2105 Bank Statement for information.

f) Budget vs. Actual Report – For Information

Cheryl presented the members with the Budget vs. Actual report January 2015 to July 2015 for Information.

g) Investments

- Credential Securities

Cheryl reported that the investment with Credential Securities has matured. Original investment was \$100 000.00 (one hundred thousand dollars) with \$3 897.24 (three thousand, eight hundred ninety seven dollars and twenty four cents) in accrued interest.

15.89 Moved by Lyal O'Neill that Cheryl reinvest \$100 000.00 (one hundred thousand dollars) with Credential Securities into a 1 year GIC a 1.75%.
CARRIED 4-0

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility August 27th, 2015, at 10:00 A.M.

5. Financial Information cont.

g) Investments

- Credential Securities

15.90 **Moved by Barry Johnson** that Cheryl direct Credential Securities to pay the WCRWMSC the interest amount of \$3 897.24 (three thousand, eight hundred ninety seven dollars and twenty four cents).

CARRIED 4-0

- ATB Financial

Cheryl explained that most of the GIC's have matured and been deposited into the WCRWMSC's general checking account. A large portion of those funds will be used to pay for the building addition. Cheryl explained that the ATB Financial has a new product that would allow a decent rate of return while not having the funds locked in for a long term. The rates vary depending on how many days of notice given to withdraw the funds and are better than the GIC products.

15.91 **Moved by Lyal O'Neill** that the WCRWMSC invest \$300 000.00 (three hundred thousand dollars) into a 90 day Notice Demand Account at a rate of return of 1.65%.

CARRIED 4-0

6. New Business

a) Security System and Camera Quotes

Cheryl presented the members with a quote for an upgrade and additional security system and a quote for a camera system from Wolfpack Security. Cheryl explained that Wolfpack has provided security service for the WCRWMSC for an extended period of time. The members expressed interest in having cameras installed at the same time as the upgrade and additional system installation in the new building.

Chair Hemmaway asked what capabilities the camera system included. Cheryl was uncertain and was asked to find out more information.

15.92 **Moved by Lyal O'Neill** to accept the quotes provided by Wolfpack Security and hire them to do the upgrade and install of the new security system including 4 cameras.

CARRIED 4-0

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility August 27th, 2015, at 10:00 A.M.

6. New Business cont'd

b) Metal Recycling

Cheryl provided the members with a proposal from Vinette Salvage to purchase our scrap metal this year. Cheryl explained that Amanda has always done a good job for us, and has always provided the information we require, i.e. WCB coverage and liability insurance. Cheryl made recommendation that we sell our scrap metal to Vinette Salvage.

15.93 Moved by Len Lampman that the WCRWMSC sell the scrap metal to Vinette Salvage.

CARRIED 4-0

c) AMHSA Southern Alberta Safety Council

Cheryl provided the members with an invitation from the Alberta Municipal Health and Safety Association for the Fall 2015 Southern Alberta Safety Council meeting. Cheryl explained that she would be interested in attending to gather information from WCB regarding modified work. Cheryl asked if any of the members would like to attend.

15.94 Moved by Barry Johnson that Cheryl attend the Fall 2015 Southern Alberta Safety Council meeting in High River.

CARRIED 4-0

d) Scale Repair Quote

Cheryl explained that while Southern Scale was on site to move the scale indicator into the temporary office, they discovered that the scale will require some repair in the very near future. They noted that they would like to wait until after the construction on the new building is complete so that the earth has a chance to settle. Waiting would lessening the need for extra service calls to shim the scale.

Cheryl explained that the Southern Scale technician explained that this repair is just regular wear and tear.

15.95 Moved by Len Lampman to accept the quote for repair from Southern Scale and have them do the necessary repairs when the building construction is complete.

CARRIED 4-0

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility August 27th, 2015, at 10:00 A.M.

6. New Business cont'd

e) Insurance

Cheryl provided the members with the 2015 insurance renewal forms for Bond and Crime for review.

15.96 Moved by Barry Johnson to renew the Bond and Crime insurance as presented.
CARRIED 4-0

f) Waste Volumes – For Information

Cheryl provided the members with the total waste volumes for the current years as well as a comparison for the same period last year.

7. Old Business

a) Freon Removal Course & Equipment Costs – For Information

Cheryl provided the members with the total cost associated with the Freon removal course and the equipment purchased. The cost of the course was \$592.00 with the cost of equipment being \$1927.62. Cheryl reported that she and Dave were joined by Pincher Creek landfill staff and a representative of Appion Recovery Units for a brief training session on the recovery unit. Cheryl mentioned that we are still waiting on some of our equipment and recovery tanks. Cheryl explained that with the costs we will save doing our own evacuation, and the service charges collected on the units we have on site, the training and the equipment has been paid for.

b) Building Addition – For Information

Cheryl gave a brief report on the progress of the building addition and some of the challenges. The engineer charged with taking care of this project has left his employment at the consulting firm so we will be dealing with the owner of the firm for the remainder of the project. Cheryl will meet with the flooring company to order the flooring for the building. There was to be flooring installed in the basement area, however Cheryl feels it is a waste of resources to do so and will not order flooring for that area.

c) Canada 150 Grant – For Information

Cheryl reported that she has not heard anything regarding the Canada 150 Infrastructure program. Cheryl submitted an application for \$6000.00 on behalf of the WCRWMS for the construction of a household hazardous waste collection site. Member Johnson stated that the Town of Stavely has received notification that their application was successful.

8. Correspondence

a) Canadian Wireless Telecommunications Association

Cheryl explained that the landfill is working with Call to Recycle to collect and recycle batteries and cell phones and was not interested in the Recycle My Cell program. Cheryl explained that the Recycle My Cell program is easy to participate in. If interested, individual municipalities would be supplied with boxes to store the recyclable items, and when full, the boxes would be send by courier to the company. Boxes include pre-paid shipping labels.

9. General Landfill Information

No general information

10. In Camera

15.97 Moved by Barry Johnson to go In Camera at 11:25 A.M.
CARRIED 4-0

15.98 Moved by Lyal O'Neill to come out of In Camera at 11:40 A.M.
CARRIED 4-0

11. Adjournment

15.99 Moved by Barry Johnson to adjourn the meeting at 11:40 A.M.
CARRIED 4-0

Chairman Earl Hemmaway

Manager Cheryl Guenther

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, August 21, 2015

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

REGRETS: Darren Allen - Wandering Willows
Holly Gillespie – Lay Representative

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

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Mike McAlonan to accept the agenda. Carried.

2.0 APPROVAL OF MINUTES

Moved by Jason Schneider to accept the minutes of the meeting held June 19, 2015. Carried

3.0 BUSINESS ARISING

1. Canada Day Parade in Granum went well..
2. Fair Days Parade in Claresholm went well. Thanks to the drivers for both parades.

4.0 CORRESPONDENCE

1. No Correspondence.

5.0 REPORTS

1. Financial Report – Moved by Lyal O’Neill to accept the financial report. Carried.
2. CAO Report- Resolution progress report was presented by Lyal. Moved by Lyal O’Neill to accept the report. Carried.
3. Advertising & Fundraising – Funds raised \$12,306.
4. Chairman’s report. Was presented by Howard. Encourage clients to book appointments Monday to Thursday to reduce overhead. Donation received from a client – resulted from message on monthly bill. Reported on numbers of trips presented.

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY

6.0 NEW BUSINESS

1. Expanded Medical Services – Van for Vulcan – funding is in place, van ordered and should be in service within two weeks. Signage – Vulcan County Logo – Agriculture Society Logo?
Possible date for presentation/photos October 7th, Wednesday. Invite stakeholders, MLA, County, FCSS, CFL Foundation, Donors, Board Members, Fundraising BBQ??
Moved by Bob Thompson that we extend 50% Wednesday Promotion to December 31, 2015. Carried.
2. Requests for a Webpage and to redo our handouts – research costs of a webpage. Lyal will check availability of student for project..
3. Attending the Whitaker Wellness Institute September 7 – 12th – Lyal away – Shirley to cover..
4. Lyal on vacation September 23 – 25th. Shirley to cover.
5. Grey matters conference Sept 28-29 – Lyal to attend. Lyal off till October 5th. Meeting with Wainwright to discuss their model for future planning.
6. Lyal vacation October 26 – 30th – Shirley to cover.

IN CAMERA

Moved by Bob Thompson that we go In Camera at 10:53 a.m. Motion Carried.

Moved by Brydon Saunders that we come Out of In Camera at 11:14 a.m. Motion Carried.

Moved by Jason Schneider that lap and shoulder belts should be applied at all times unless a waiver is obtained prior to the trip. Motion Carried.

NEXT MEETING is on September 18, 2015 10:00 – WCCC

7.0 The meeting was adjourned by Brydon Saunders.

cc. Town of Claresholm

MD

WCCCC

Laurie Watt

CGH

Tracy Mitchell

SIGNED:

SIGNED:

RECEIVED

OCT 21 2015

October 16, 2015

Marion Carlson
Chief Administrative Officer
PO Box 1000
Claresholm, AB T0L 0T0

Dear Marion, *Marion*

Please accept this letter as an update on EMS service delivery. While the Calgary Zone Clinical Operations Team has had the opportunity to meet with a large number of councils and communities or the past year, the last time I communicated with you by letter was in October 2013. Since this time EMS have seen a great deal of activity and transformation in our communities. This includes an active year for responses, strides to align right resource response, as well as some adjustments within the AHS organization. I would like to take this opportunity to share with you some of the key program and strategic updates in our Zone, as well as some of our provincial plans for the future.

Leadership Updates

In April 2015 the responsibility for Emergency Medical Services operations transitioned back from Clinical Operations within the zones into a Provincial Model. This change allows consistency in policy, operations and programs across all five operational Zones and Support programs (Clinical Compliance and Training, Business Strategy, Dispatch, and Air Ambulance). The reporting structure was aligned to ensure seamless coordination between provincial and zone EMS programs. None of these changes affect front line work or deployment, rather allow for an alignment of our goal to provide quality care.

Even with these changes, I believe that it is critical that we do not stall or suspend any of the work that is underway within the Zone. The relationships within AHS at the zone level as well as those within community remain critical to the success of our EMS system. The local EMS leadership team is committed to ensuring these connection and conversations remain. For me these organizational adjustments provide an opportunity to refine the work already started and apply a systems lens to EMS Clinical Operations functions.

Hospital Wait Times

Extended EMS transfer of care times at tertiary hospitals in our major cities remain a priority for improvement. This is the single biggest challenge affecting current availability of EMS resources in community. While much work has gone into ensuring EMS crews can return to service as quickly as possible after transporting patients to Emergency Departments, AHS EMS as dedicated time, energy, and resources to improve ambulance turn-around times.

Further to all of the current and ongoing system wide strategies to improve patient flow across our system, in September of this year EMS in collaboration with our Emergency Department colleagues have implemented a new transfer of care protocol for EMS crews transporting patients to Emergency Departments in all hospitals in Edmonton, Calgary and Red Deer. The goal is to ensure ambulances are clear for facilities and back in community in less than 90 minutes 90% of the time, thus prepared to respond to the next significant event.

EMS Performance

In 2014, Alberta Health Services President and CEO Vickie Kaminski directed EMS to look into response times and we will be developing a report to inform the public on the quality, safety and timeliness of ambulance care. As this work continues AHS EMS will be purposeful about connecting with communities as to what this dashboard will look like. We want to ensure transparency to all citizens in Alberta, with the goal of improving EMS response times. Please see further information at: <http://www.albertahealthservices.ca/6554.asp>

EMS Strategic Action Plan

EMS has a provincial plan in place to focus on 5 key initiatives which are:

1. Develop Master EMS Service Plan – create a single Provincial EMS Master Service Plan that is provincial in scope and *Community* based in practice and delivery.
2. Complete Consolidation of our Dispatch systems – as recommended by the Health Quality Council of Alberta (HQCA) report on ground ambulance services to complete the consolidation of three satellite dispatch centres across the province with a single Provincial Computer-aided dispatch system.
3. Focus on facilities and fleet – we will address capital shortfall, conditions of our existing EMS stations, plan new EMS stations and focus on equipment.
4. Complete the electronic Patient Care (ePCR) rollout – As recommended by the HQCA report on Ground Ambulance Services the ability to have one single ePCR database throughout the province that all EMS services including contractors will help best inform future clinical practice.
5. EMS Practitioner Mental Health Awareness and protection – The environment that EMS practitioners work in is challenging both physically and mentally. It is critical that EMS has operational policy, practitioner's supports, and other types of mental health program improvements for EMS worksites across Alberta. This is critical to ensure all reasonable steps are taken to protect the health and safety of EMS staff.

Municipal Engagement

As a leadership team, Calgary Zone EMS Clinical Operations want to work with you, your councils, and community to improve EMS. We remain focused on maintaining and building positive, mutually beneficial relationships and would appreciate the opportunity to meet with your councils to share Calgary Zone EMS updates and provide a systems perspective on our work. Respecting the requirement for councils that may see change to connect as a team, please contact my office to let me know if there is convenient time to meet with you and/or your councils to continue the dialogue around EMS in the Calgary Zone.

Sincerely,



Nicholas Thain EMT-P, MAL(H)
Executive Director, EMS Clinical Operations
Calgary Zone
Alberta Health Services
Office: 403-955-9600
Cell: 403-850-5452
Fax: 403-955-9616
nicholas.thain@ahs.ca



PRESENT:

Mayor George Bohne	Town of Raymond	Mayor Eric Jensen	Village of Barnwell
Mayor Gordon Reynolds	Town of Bow Island	Mayor Ed Weistra	Village of Barons
Mayor Maggie Kronen	Town of Cardston	Mayor Tom Butler	Village of Coutts
Mayor Dennis Cassie	Town of Coalhurst	Mayor Cliff Ayrey	Village of Longview
Mayor Blair Painter	Crowsnest Pass Mun.	Dep. Mayor Ben Goetz	Village of Glenwood
Mayor Rene Gendre	Town of Fort Macleod	Mayor Rafael Zea	Village of Milo
Dep. Mayor Brenda Beck	Town of Magrath	Mayor Don McDowell	Village of Nobleford
Mayor David Hawco	Town of Milk River	Reeve Brian Hammond	MD of Pincher Creek
Mayor Wendy Jones	Town of Picture Butte	Dep. Reeve Dwight Tolton	MD of Taber
Mayor Don Anderberg	Town of Pincher Creek	Reeve Neil Wilson	MD of Willow Creek
Mayor Henk De Vlieger	Town of Taber	Dep. Reeve Phil Jensen	Warner County
Mayor Margaret Plumtree	Town of Vauxhall	Reeve Molly Douglass	M & R of SE AB
Mayor Thomas Grant	Town of Vulcan	Mayor Chris Spearman	City of Lethbridge
Bev Bellamy	Administrative Assistant		

Guests:

Minister Shannon Phillips, MLA	Lethbridge West	Maria Fitzpatrick, MLA	Lethbridge East
Pat Stier, MLA	Livingstone-Macleod	Bob Jones, Zone Rep	AAMD&C
Dave Schneider, MLA	Little Bow	Dennis Hatt, Chairman;	Community Foundation of
		George Hall, Exec. Dir.	Lethbridge & SW Alberta

1.0 WELCOME AND INTRODUCTIONS

Mayor George Bohne called the meeting to order at 1:00 pm.

2.0 ADOPTION OF THE AGENDA

Moved by Mayor Tom Butler to adopt the agenda with two additions:
New provincial park discussion – Reeve Brian Hammond
Update on fibre optics – Mayor Rene Gendre. **Carried.**

3.0 ADOPTION OF THE SEPTEMBER 4 MEETING MINUTES

Moved by Mayor David Hawco to adopt the September 4, 2015 minutes. **Carried.**

4.0 BUSINESS ITEMS ARISING FROM MINUTES - none

5.0 REPORTS

5.1 MP Reports - none

5.2 MLA Reports

Maria Fitzpatrick, MLA – Lethbridge East

- Brought greetings from Premier Notley and is happy to attend the meeting today.
- She is working with different groups moving forward to represent the people of her riding and the province of Alberta, and is doing that based on feedback received from constituents.
- Informed the M & R of misinformation publicly stated in the media with regard to the corporate tax rate and minimum wage being presented as if the two are together. The tax rate for small business continues to be 3%, it has not changed and is not expected to change.

- Wants to work with the M & R; open to hearing about your issues, proposals and concerns. To arrange a meeting with her, call Sherry Hunt at the Constituency Office (403-320-1011).

Shannon Phillips, MLA – Lethbridge West; Minister of Environment and Parks, Minister Responsible for the Status of Women, Deputy Government House Leader

- Attended roundtable for renewables regarding the climate change process This is the voice of individual groups in southern Alberta to ensure we diversify the economy.
- Involved in ongoing public consultation on Castle Crown and off highway vehicle users.
- Announced funding for the City of Lethbridge Green Trip Initiative; other funding will be announced later.
- The message from Premier Notley and Minister Deron Bilous, Municipal Affairs, is a message of stability with government leadership to deliver services and safeguard jobs in the economic downturn. This will be reflected in the budget.
- David Dodge, former Bank of Canada Governor, is doing an assessment of capital investment and will take the politics out of the capital planning process. He is well respected and gave good advice on how to proceed.
- Reallocation in departments by moving dollars from lower priority to higher priority with a focus on investment in communities, health care and municipalities.
- Wants to hear from the M & R regarding infrastructure and other needs that have been identified as high need.

Castle Provincial Park Discussion - Reeve Brian Hammond

Reeve Hammond questioned Minister Phillips on the consultation period of one month - closing date of October 5 - for the Castle Park and if it is possible to have an extension of this time frame to give communities more time to provide input.

- Minister Phillips stated that the consultation period of one month is for the amendment to the SSRP. The parks management piece is moving forward and will have lots of opportunity for discussion on this. This is an opportunity to run parallel tracks to put all the pieces of economic development and multiple uses together to get the right outcomes for all the space.
- Door is more open than closed; the SSRP is one small piece and it will not have less input, but rather more. Cabinet is committed to having the right diversification tools in place.
- Minister Phillips plans to be in Lethbridge more often now that the transition period is over and it will be easier to meet with her to have these conversations.

Dave Schneider, MLA – Little Bow

- Construction of the roundabout is wrapping up and will solve many problems.
- Coalhurst intersection into the town will be completed after the CP puts up their new lights.
- Attended the Committee for Resource Stewardship meeting in Edmonton.
- Awaiting the budget – Legislative Assembly session resumes on October 26.

Pat Stier, MLA – Livingstone Macleod

- Has taken on the role of official opposition to Municipal Affairs.
- Attended the AUMA convention
- Government will go back to regional planning and pursuing regional planning boards; will cause an extra body for review in planning and process.

- Minister Bilous is sensitive to the discussions on the linear tax; MLA Stier will continue to monitor this.
- Funding returned for municipalities for FCSS and STEP program - good to see.
- Will continue to pursue rural ambulance issues.
- If you have any concerns, please contact MLA Stier, he wants to be effective as the opposition.

6.0 Presentation: Dennis Hatt, President and George Hall, Executive Director Community Foundation of Lethbridge and Southwestern Alberta

- George Hall gave an overview of the history of the Foundation. It was established in Lethbridge in 1966 and today the foundation giving comprises 130 funds, the estimated value is \$24 million in assets.
- There are three ways to give: community priorities, issues, and interest and direct charity support.
- Organizations can form endowments for their own use; people can give directly to those and smaller amounts can be contributed to grow the endowment.
- Municipalities under the CRA are qualified donees and can receive grants, accept donations and issue tax receipts.
- The Community Foundations of Canada and the Governor General will hold a Random Act of Kindness Day on Friday, November 6. Contact the Lethbridge office to receive a poster and kindness cards to pay it forward. The Foundation asks people to send in what kindness they have performed and there will be 10 random draws for \$500 in grants to be given to the charity of their choice. Contact the office to receive these kits.
- Inspiring Philanthropy Luncheon will be held on November 13.
- Copy of the PowerPoint presentation distributed with October minutes.

Contact information for the Foundation:

404 – 8 Street South, Lethbridge, AB T1J 2J7

Phone: 403-328-5297; Email: office@cflsa.ca Website: www.cflsa.ca

5.0 Reports Continued

5.3 Alberta Southwest Regional Alliance Report – Mayor Blair Painter – no report

5.4 SouthGrow – Mayor Margaret Plumtree

- Sent out newsletter to all members.
- Completed profile for business attraction and will soon start the site selection training.
- Looking for someone to help update the website.
- Welcomed new community members Arrowwood, Magrath and Vulcan County.
- Broadband is ongoing; SouthGrow will attend the Olds conference for more information and to report.

5.5 AUMA – Mayor Kim Craig

- AUMA Convention had a glitch in the computers in election process so will need to vote again. Was happy to see the MLA's in attendance with full participation.

5.6 AAMD&C – Councillor Bob Jones, Zone Rep

- Waiting for the budget to come down.
- Would like to have meetings with the new government and to spend time with them so they learn about rural Alberta. Will meet with each opposition leader this Friday and meet with them once a year.

- AAMD&C Convention is November 16-19.
- AAMD&C meets with the individual council of each municipality every three years.

5.7 Associate Dean's Advisory Council - Mayor David Hawco

- No meetings yet; will give report.

5.8 Oldman Watershed Council – Mayor Blair Painter

- Report distributed with agenda.
- Need volunteers to help with restoration in Hidden Creek and Dutch Creek.
- A Water Well Workshop will be held on November 19, sponsored by the MD of Willow Creek and OWC.

5.9 Highway #3 Association – Mayor Blair Painter

- Will continue to make headway with Ministers to keep project moving forward.
- Will ask for a letter of support from the M & R to request funding from the government to support an Executive Director position. This will help to organize information and to provide government access to it and to have a better understanding of the gross domestic contribution of this highway.

5.10 Fibre Optics Update – Mayor Rene Gendre

- Minister Brian Mason is interested; now the implementation needs to be pursued in the urban areas and ensure that MD's are included in the implementation.
- Digital Futures Symposium will be held on October 15 & 16 in Olds; presenter is Dr. Mark Wolfe. All are welcome to attend the symposium.

6.0 BUSINESS

6.1 Community Issues Discussion – Mayor George Bohne

- Received feedback from several people on the issues faced by municipalities.
- At the AUMA conference MLA's and Ministers showed interest in attending our meetings.
- Will extend an invitation via letter to Minister Deron Bilous, Municipal Affairs; Minister Sarah Hoffman, Health and Seniors; and Premier Rachel Notley.
- Additional ministers to extend an invitation to include Minister Brian Mason, Transportation; Minister David Eggen, Education and Culture/Tourism.
- Whenever you meet with Ministers, talk about the M & R and follow up with an email to Mayor Bohne to let him know of your discussion so that when he contacts them he can reference this discussion in his letter. When we invite Ministers, we give them several dates, do our best to accommodate their schedules and communicate the advantage for them to talk to a large number of municipalities at one time in one meeting.
- If Minister Hoffman agrees to attend a meeting, we need to be prepared to develop and discuss our positions re ambulance issues and regional health services and then prepare one document to address the issues as it applies to all of our municipalities.

Action Item for Mayors and Reeves:

- Identify the issues your community faces and provide a summary of them to Mayor Bohne (bohne@raymond.ca). You only need to identify your issues and possibly offer solutions, not prioritize them; the issues could come out of your strategic plan.
- Mayor Bohne will compile the issues, they will be discussed at a M & R meeting to decide the best ones to pursue as a group, and then brought forward to the Ministers/government.

- Some possible topics/issues: health, internet high speed access, education, transportation, water management, roads and bridges and infrastructure.

6.2 Appointment of Two Directors for a two-year term to the Oldman Watershed Council (OWC) board – Mayor George Bohne

Two Directors are appointed from the Mayors & Reeves to serve a two-year term on the OWC Board of Directors; 1 representing rural municipalities and 1 representing towns/villages.

Moved by Mayor Eric Jensen to appoint Mayor Blair Painter to represent towns/villages on the OWC board for a two-year term. **Carried.**

Moved by Tom Butler to appoint Reeve Brian Brewin to represent rural municipalities on the OWC board for a two-year term. **Carried.**

6.3 Castle Park Consultation – Reeve Brian Hammond

Further discussion on the Castle Park Consultation and if it is useful to send a follow-up letter to Minister Phillips regarding this.

Moved by Mayor Ed Weistra that the Mayors & Reeves write a letter to Minister Shannon Phillips expressing the concerns discussed regarding the consultation process recently announced for the new provincial park in the Castle area. **Carried.**

Reeve Hammond and Mayor Bohne will draft the letter to send out to M & R for their response before sending it to Minister Phillips.

7.0 Next Meeting Date

Friday, November 6, 1 pm - Culver City Room, Lethbridge City Hall

8.0 ADJOURNMENT: Moved by Mayor David Hawco to adjourn meeting. **Carried.**

ACTION ITEMS FROM OCTOBER 2, 2015 MEETING	PERSON RESPONSIBLE
<p>Identify the issues your community faces and provide a summary of them to Mayor Bohne (bohne@raymond.ca). You only need to identify your issues and possibly offer solutions, not prioritize them; the issues could come out of your strategic plan.</p> <p>Mayor Bohne will compile the issues, they will be discussed at a M & R meeting to decide the best ones to pursue as a group, and then brought forward to the Ministers/government.</p>	<p>Mayors & Reeves</p>



District Officer
Southern Alberta District
200 – 2 Highland Park Way NE
Airdrie, AB T4A 0R1

RECEIVED
OCT 23 2015

Your file Votre référence

October 13, 2015

Our file Notre référence

Mayor Rob Steel
P.O. Box 1000
Claresholm, AB T0L 0T0

Dear Mayor Steel,

Please let me take this opportunity to introduce myself as the newly appointed District Officer for Southern Alberta RCMP.

As your new District Officer, I am committed to having your Detachment Commander along with members of the Southern Alberta District Management work in partnership with your Community Representatives to proactively address developing issues and provide solutions to current and future concerns. I want to assure you that the R.C.M.P. is dedicated to providing the highest quality of policing service to Claresholm and provide a safe community. I have enclosed a copy of the "K" Division Annual Report 2014-2015 which highlights outstanding work being done by our members across Alberta.

As I have just arrived here in Southern Alberta, I look forward to meeting you and your Council in person. Should you require anything further, please do not hesitate to contact me directly at 403-420-4860.

Yours truly,

Frank Smart, Chief Superintendent
District Officer
Southern Alberta

Enc.