



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
SEPTEMBER 28, 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 SEPTEMBER 14, 2015

ACTION ITEMS:

1. DELEGATION RESPONSE: Claresholm Farmers Market Society
RE: Wednesday Farmers Markets
2. DELEGATION RESPONSE: Claresholm & District Museum
RE: Public Event to Celebrate Canada's 150th Birthday in 2017
3. CORRES: Chinook Country Tourist Association
RE: Southwest Service & Tourism Awards – October 7, 2015
4. CORRES: Claresholm & District Health Foundation
RE: 9th Annual Gala – October 24, 2015
5. CORRES: Claresholm Community Centre Association
RE: 2015 Commercial General Liability Insurance
6. REQUEST FOR DECISION: Fortis Alberta Franchise Fee
7. REQUEST FOR DECISION: Playground / School Zone Signage
8. REQUEST FOR DECISION: Tax Penalty Forgiveness Policy
9. REPORT ON MEETING: RCMP K DIVISION – Councillors Cutler & McAlonan
10. INFORMATION BRIEF: Playground and School Zones
11. INFORMATION BRIEF: 216 – 53 Avenue East Driveway – Update
12. INFORMATION BRIEF: CAO Report
13. INFORMATION BRIEF: Council Resolution Status
14. ADOPTION OF INFORMATION ITEMS
15. IN CAMERA: Personnel; Board Appointment; Development

INFORMATION ITEMS:

1. Policy #COUN 03-08: Regular Council Meetings – (next meeting date is Tuesday, October 13)
2. Oldman River Regional Services Commission Executive Committee Meeting Minutes – July 9, 2015
3. Mayors and Reeves of Southwest Alberta Meeting Minutes – September 4, 2015
4. Willow Creek Regional Waste Management Services Commission Meeting Minutes – June 25, 2015
5. Willow Creek Agricultural Society Meeting Minutes – August 19, 2015
6. Canadian Senior Pro Rodeo Association – CSPRA 2015 Finals, October 18, 2015
7. Claresholm & District Chamber of Commerce Meeting Minutes – May 19, 2015

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
SEPTEMBER 14, 2015

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

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

REGRETS: Councillor Shelley Ford

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press.

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

AGENDA: Moved by Councillor Cutler for unanimous consent to add the following to the Agenda:

IN CAMERA: Legal

CARRIED

Moved by Councillor McAlonan that the Agenda be accepted as amended.

CARRIED

MINUTES: **REGULAR MEETING – AUGUST 19, 2015**

Moved by Councillor Cutler that the Regular Meeting Minutes of August 19, 2015 be accepted as presented.

CARRIED

DELEGATIONS:

1. CLARESHOLM FARMERS MARKET SOCIETY

RE: Wednesday Farmers Markets

Barb Uhl and Irene Gladstone were present to speak to Council regarding the Claresholm Farmers Markets that have been held at the Claresholm Arena on Wednesdays from 4:00 to 7:00pm. They are asking for assistance with their insurance, which is \$625 per year, as well as a reduction in their fees at the Arena from \$150 per day to \$55 per day as per the current fee schedule.

2. CLARESHOLM & DISTRICT MUSEUM

RE: Public Event to Celebrate Canada's 150th Birthday in 2017

Ken Favrholt, Museum Executive Director, was present to speak to Council regarding an idea he has for Claresholm to celebrate Canada's 150th Birthday in 2017 with a Chautauqua.

ACTION ITEMS:

1. BYLAW #1607 – Repeal of Bylaw #1524

RE: 3rd Reading

Moved by Councillor McAlonan to give Bylaw #1607, a bylaw to repeal Bylaw #1524, 3rd and Final Reading.

CARRIED

2. POLICY #GA 09-15: Employee Benefit

MOTION #15-076

Moved by Councillor Dixon to adopt Policy #GA 09-15 regarding Employee Benefits effective January 1, 2015.

CARRIED

3. CORRES: Hon. Deron Bilous, Minister of Municipal Affairs

RE: Gas Tax Fund

Received for information.

4. CORRES: Hon. David Eggen, Minister of Culture and Tourism

RE: 2017 Alberta 55 Plus Games

Received for information.

5. CORRES: Alberta Environment and Parks

RE: 2015 AUMA Convention and Trade Show

Received for information.

**6. CORRES: Alberta Smart City Alliance
RE: Invitation, Survey and Events**

Received for information.

**7. CORRES: Claresholm United Church
RE: Workshop November 13, 2015**

Received for information.

**8. CORRES: Community Foundation of Lethbridge & Southwestern Alberta
RE: 17th Annual Friends of the Foundation Dinner September 22, 2015**

Received for information.

**9. CORRES: Community Futures Alberta Southwest
RE: Prairie Canada Futures Game Workshop for Municipal Administration and Council**

Received for information.

**10. CORRES: Debbie Lozeman, Terry Fox Run Organizer
RE: Terry Fox Run September 20, 2015**

Received for information.

**11. CORRES: Hazel Perrier
RE: Indoor Walking Group 2015-2016**

MOTION #15-077

Moved by Councillor Dixon to donate \$1,000 to the Indoor Walking Group for the use of the Community Centre for the time frame October 2015 to March 2016, and that all details regarding the facility rental (time, dates, terms, conditions, etc.) be arranged through the Claresholm Community Hall Board.

CARRIED

**12. CORRES: Claresholm & District Health Foundation
RE: Stage & 9th Annual Gala on October 24, 2015**

Referred to Administration to inform the Claresholm & District Health Foundation that the Town respectfully declines their offer to donate their stage.

**13. CORRES: Albert Human Services
RE: Increased Funding for FCSS**

Received for information.

14. REQUEST FOR DECISION: ATCO Gas & Pipelines Ltd. Franchise Agreement Clause 4(a)

MOTION #15-078

Moved by Councillor Fieguth to keep the franchise fee percentage the same at 10% for 2016 as per Clause 4(a) of the Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines. Ltd.

CARRIED

15. REQUEST FOR DECISION: Meeting with Hon. Deron Bilous, Minister of Municipal Affairs

Referred to Administration to attempt to schedule a meeting date where more members of Council are able to attend.

16. REQUEST FOR DECISION: Request from Viper Oilfield Services

MOTION #15-079

Moved by Councillor Cutler that whereas the Town of Claresholm has made fair and reasonable compensation to Viper Oilfield Services Ltd. for the overpayment of curb and gutter improvements from 2005 to 2014, their request for further compensation is hereby denied.

CARRIED

17. INFORMATION BRIEF: Council Resolution Status

Received for information.

18. ADOPTION OF INFORMATION ITEMS

Moved by Councillor Dixon to adopt information items as presented.

CARRIED

19. IN CAMERA: Contract, RCMP, Legal

Moved by Councillor Cutler that this meeting go In Camera at 8:11 p.m.

CARRIED

Moved by Councillor McAlonan that this meeting come out of In Camera at 9:20 p.m.

CARRIED

MOTION #15-080 Moved by Councillor O’Neill to accept an extension of the offer to purchase agreement from Hope Homes Inc. for #4 Skyline Crescent, Lot 16, Block 63, Plan 0110064, as presented.

CARRIED

MOTION #15-081 Moved by Councillor Cutler to accept the Fire Chief Service Agreement with the MD of Willow Creek as amended.

CARRIED

ADJOURNMENT: Moved by Councillor Dixon that this meeting adjourn at 9:22 p.m.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

ACTION ITEMS

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

Sept 10, 2015

TOWN OF CLARESHOLM
Mayor and Town Council

We are writing today to ask the Town Council to reconsider the amount charged for arena rent for the past summer and fall.

We'd like to express our gratitude to the Town for the use of the Arena for the past three decades. It is an ideal indoor location for the markets. Our rent has increased over the years from \$55.00 to \$120.00 and for the past 10 years it has been \$150.00/ day.

In the summer there is no Town staff on duty so I have the job of cleaning bathrooms, sweeping the bathrooms and arena, moping up any water or spills, taking out the garbage, locking up and checking to make sure no one is in the building.

Our market is facing a loss again this year with our 2 largest expenses being our liability insurance of \$625.00/ yr and the arena rent of \$ 1575.00. We would greatly appreciate any assistance from the town on either of these expenses.

I am curious about the Summer Daily Rate – arena floor (\$150.00/ day) and why the 3 markets in September fall under the same pay rate??. When the rate for spring or fall is \$55.00/ day!!

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

We appreciate your consideration and will meet with you at Monday's Council meeting.

Yours truly,



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



2805 Scenic Drive South
Lethbridge, Alberta, Canada
T1K 5B7

P: 403.329.6777
TF: 1.800.661.1222
F: 403.329.6177

exploresouthwestalberta.ca

CHINOOK COUNTRY TOURIST ASSOCIATION

September 17, 2015

Congratulations! You are a nominee for the Southwest Service & Tourism Awards. I am writing to request your presence as a special guest at the Southwest Service & Tourism Awards on October 7, 2015 where outstanding customer service experiences in our region will be celebrated. I have attached one complimentary ticket to the event.

Nominees will be recognized at this event and the winners of each category will be announced at the special event.

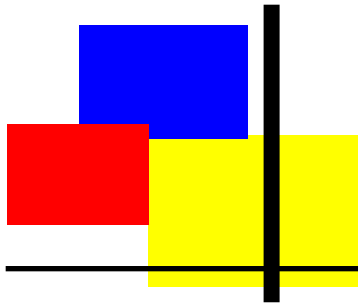
This semiformal event will take place at the Yates Theatre, 1002 – 4 Avenue South, Lethbridge. The reception will begin at 5:00 PM and the awards presentations will begin at 7:00 PM. Complimentary appetizers will be provided at the event along with a cash bar. For more information please go to www.SouthwestAlbertaAwards.com

Please RSVP to Myrna at 403-329-6777 x2 or admin@chinookcountry.com. If you would like additional tickets they are available at Chinook Country Tourist Association for \$25 each.

Congratulations again on your nomination! I look forward to seeing you on October 7th!

Sincerely,

Jaci Zalesak
Director, Client Relations
Chinook Country Tourist Association



Claresholm & District Health Foundation

September 14, 2015

Town of Claresholm
Box 100
Claresholm, AB T0L 0T0

Dear Mayor & Councillors;

The Claresholm & District Health Foundation is excited to host our **9th Annual GALA** on **Saturday, October 24, 2015** at the **Claresholm Community Centre**. GALA has become a successful fundraiser and offers our communities “**An Evening Out On the Town, In Town**”. This year **Kyemara** will entertain us. Kyemara has the energy and musical variety that will not disappoint. The evening’s format will be as you have come to expect: a delicious meal, by Kieth, followed by a musical extravaganza.

Currently, The Foundation has committed to purchasing \$35,000.0 worth of projects including: a Vein Viewer, Resident Dining Room Chairs (WCCCC) and Med Cart and a Phlebotomy Cart. Needs arise and are very carefully assessed; then discussed with local health care management, to ensure your contributions are spent wisely. The Foundation’s Mission is to meet evolving local health care needs and thanks to support like yours we are fulfilling our goals. We are very fortunate to have a state-of-the-art health care services right here in Claresholm – YOU are making a real and recognizable difference - Thanks for being part of our team!

Kindly consider becoming a sponsor again this year. Enclosed please find the sponsorship information for your review.

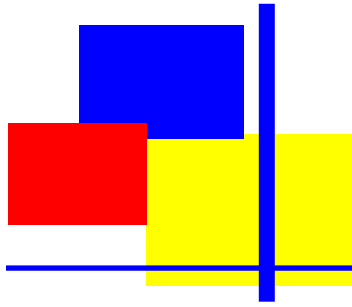
Please join us to enjoy this wonderful evening out in support of the Claresholm & District Health Foundation! Your sponsorship of this event has been pivotal and we are extremely grateful for your support. I look forward to speaking with you soon to learn if GALA is a fit for you this year. Thank you for considering this request.

Sincerely,

Tara

Tara Bishoff
Foundation Coordinator
(403) 682-3739
tara.bishoff@albertahealthservices.ca

The Town of Claresholm has supported the Health Foundation's Gala since they started producing them in 2007 with \$500 each year. KW



**Claresholm & District
Health Foundation**

9th ANNUAL GALA
Saturday, October 24, 2015
SPONSORSHIP OPPORTUNITIES

Double Platinum Sponsor \$3000.

16 Tickets – Reserved Priority Seating – 2 Tables
Verbal Recognition at the Event
Signage with Logo at the Event
Logo Recognition in the Claresholm Local Press

Platinum Sponsor \$2000.

8 Tickets – 1 Table
Verbal Recognition at the Event
Signage with Logo at the Event
Logo Recognition in the Claresholm Local Press

Gold Sponsor \$1000.

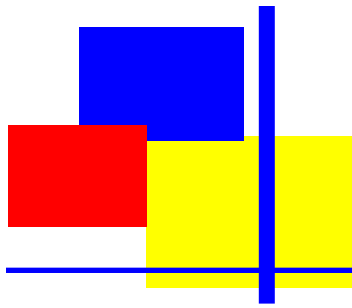
4 Tickets
Signage with Logo at the Event
Recognition in the Claresholm Local Press

Silver Sponsor \$500.

2 Tickets
Signage Recognition at the Event
Recognition in the Claresholm Local Press

Bronze Sponsor \$300.

Signage Recognition at the Event
Recognition in the Claresholm Local Press



Claresholm & District Health Foundation

9th ANNUAL GALA

Saturday, October 24, 2015

*Sponsors make ALL the difference,
hopefully you find an option that fits your budget.*

Sponsorship Form

Company Name: _____

Contact: _____

Street/Box Address: _____

City: _____ **Postal Code:** _____

Phone: _____ **Email:** _____

CALL TO MAKE CREDIT CARD PAYMENT ARRANGEMENTS or MAIL A CHECK
PAYABLE TO **THE CLARESHOLM & DISTRICT HEALTH FOUNDATION**: Box 2638,
Claresholm, AB, T0L 0T0. Call if you have any questions 682-3739.

Sponsorship Information (please check):

- Double Platinum Sponsorship** **\$3000.**
- Platinum Sponsorship** **\$2000.**
- Gold Sponsorship** **\$1000.**
- Silver Sponsorship** **\$500.**
- Bronze Sponsorship** **\$300.**

Please call Tara @ 682-3739 with any questions.

PLEASE FORWARD YOUR COMPANY LOGO TO:
tara.bishoff@albertahealthservices.ca

Claresholm Community Centre Association

April 23, 2015

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

To Whom It May Concern:

Enclosed is an invoice for the Community Centre Insurance in the amount of \$1,009.71. In past years the Town has paid the insurance on our behalf. Please accept this request for the reimbursement of \$1,009.71 that we have paid to AMSC Insurance for the AUMA General Insurance Program.

Sincerely,



Pat O'Dell
Treasurer

Encl.



AMSC Insurance Services Ltd.

Invoice

Certificate Holder: Claresholm Community Centre
BOX 998
CLARESHOLM, AB T0L0T0

Invoice Date: 02/17/2015
Invoice Number: 18155
Policy #: P5078-2015
Invoice Due Date: 03/19/2015
Member Code: CRHCC

Policy Period: January 1, 2015 to January 1, 2016
12:01 A.M. Standard Time at the address of the Insured.

See policy declaration(s).

Premium Distribution	Premium Amount
Crime	\$306.00
Commercial General Liability	\$690.51
NOA Liability	\$13.20
Total Premium Payable:	\$1,009.71

Please make your payments to:

AMSC Insurance Services Ltd.

#300, 8616 - 51 Avenue

Edmonton, AB T6E 6E6

Toll Free: 1-800-661-AUMA (2862) or 310-AUMA (2862)

Fax: 1-877-250-6117

PD May 15 \$733.

Invoice payments are due 30 calendar days from issue



INFORMATION BRIEF

Meeting: September 28, 2015
Agenda Item: 5

CLARESHOLM COMMUNITY CENTRE INSURANCE

The Claresholm Community Centre Association is once again approaching the Town of Claresholm for reimbursement of their commercial general liability insurance. The Town only reimburses for commercial general liability, so the only amount available for reimbursement is \$690.51. The amount reimbursed in 2014 was \$694.27.

Council should note that Administration continues to work on a policy regarding the reimbursement of insurance costs for our Town facilities that will be brought to Council at a later date.

ATTACHMENTS:

- 1.) None

APPLICABLE LEGISLATION:

- 1.) None

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 23, 2015



REQUEST FOR DECISION

Meeting: September 28, 2015

Agenda Item: 6

FORTIS FRANCHISE AGREEMENT

DESCRIPTION/BACKGROUND:

Fortis Alberta has contacted the Town of Claresholm with an inquiry regarding the Town's option to modify the franchise fee that is billed to Fortis customers and paid to the Town of Claresholm for the 2016 year.

Fortis Alberta has an Electric Distribution System Franchise Agreement with the Town of Claresholm that came into effect on July 1, 2013 and expires July 1, 2023. This agreement gives Fortis Alberta an exclusive franchise to provide electric distribution services within the Town of Claresholm. Clause 5(a) that is referenced in their letter reads as follows:

5) Franchise Fee

a) Calculation of Franchise Fee

In consideration of the provisions of Article 4 and the mutual covenants herein, the Company agrees to pay the Municipality a franchise fee. For each calendar year, the franchise fee will be calculated as a percentage of the Company's actual revenue in that year from the Distribution Tariff rates charged for Electric Distribution Service within the Municipal Service Area, excluding any amounts refunded or collected pursuant to riders.

For the first (1st) calendar year of the Term of this Agreement, the franchise fee percentage shall be 2 percent (2%).

By no later than September first (1st) of each year, the Company shall:

- i) Advise the Municipality in writing of the revenues that were derived from the Distribution Tariff within the Municipal Service Area for the prior calendar year (excluding any amounts refunded or collected pursuant to riders); and
- ii) With the Municipality's assistance, provide in writing an estimate of revenues to be derived from the Distribution Tariff (excluding any amounts refunded or collected pursuant to riders) within the Municipal Service Area for the next calendar year.

b) Adjustment to Franchise Fee

At the option of the Municipality, the franchise fee percentage may be changed annually by providing written notice to the Company.

If the Municipality wishes to amend the franchise fee percentage so that the amended franchise fee percentage is effective January first (1st) of the following calendar year, then the Municipality shall, **no later than November first (1st) of the immediately preceding year, advise the Company in writing of the franchise fee percentage to be charged for the following calendar year.**

If the Municipality provides such notice after November first (1st) of the immediately preceding year for a January first (1st) implementation, or at any other time with respect to a franchise fee change that will be implemented after January first (1st) of the following year, the Company will implement the new franchise fee percentage as soon as reasonably possible.

c) Franchise Fee Cap

The municipal franchise fee cap is 20 percent (20%) and shall not at any time exceed twenty percent (20%), unless there has been prior Commission approval.

DISCUSSION/OPTIONS:

1. The franchise fee has been at two percent (2%) since the agreement came into effect in 2013.
2. As per the Franchise Agreement, Clause 5(c) states: "The franchise fee percentage shall not at any time exceed twenty (20%) percent, unless there has been prior Commission approval."
3. Should Council choose to change the franchise fee, the Town is required to advertise the resulting impact to the customer's annual billings in the local newspaper having the widest circulation for two consecutive weeks.
4. By increasing the percentage, residents within the Town of Claresholm would see an increase in their utility billing for electricity, as the increase would be billed to each consumer.
5. Per Fortis Alberta estimate, a two percent (2%) increase would result in approximately twenty eight thousand dollars (\$28,000) in increased revenue in 2016.
6. Keeping the franchise fee at 2% will allow the Town of Claresholm the opportunity to position themselves as a destination for businesses to carry on business. The lower utility rates could be used as a tool to drive economic development in the town.

COSTS/ SOURCE OF FUNDING (if applicable):

This is revenue to the Town of Claresholm. Extra costs would only be incurred should Council choose to lower the franchise fee percentage. Similarly, the Town would receive increased revenue if Council chose to increase the franchise fee.

RECOMMENDED ACTION:

Council pass a resolution to either increase the franchise fee percentage, decrease the franchise fee percentage, or keep it the same for 2016.

PROPOSED RESOLUTIONS:

1. Moved by Councillor _____ to increase the franchise fee percentage to 4% for 2016 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with Fortis Alberta Inc.
2. Moved by Councillor _____ to maintain the franchise fee percentage at 2% for 2016 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with Fortis Alberta Inc. This decision is to emphasize the Town's commitment to economic development and to attract businesses by keeping franchise fees low.

ATTACHMENTS:

- 1.) Correspondence from Fortis Alberta dated September 11, 2015.
- 2.) Listing of Municipal Franchise Fee Riders to compare the Town of Claresholm's franchise fee percentage to other municipalities.

PREPARED BY: Simon Janhunen, Director of Corporate Services

APPROVED BY: Marian Carlson CLGM CAO

DATE: September 22, 2015

From: Law, Kayla [<mailto:kayla.law@fortisalberta.com>]
Sent: September-11-15 3:18 PM
To: Marian Carlson
Cc: MacNaughton, Merlin
Subject: FortisAlberta Franchise Fee Calculator & Information - Must return by November 1,2015
Importance: High

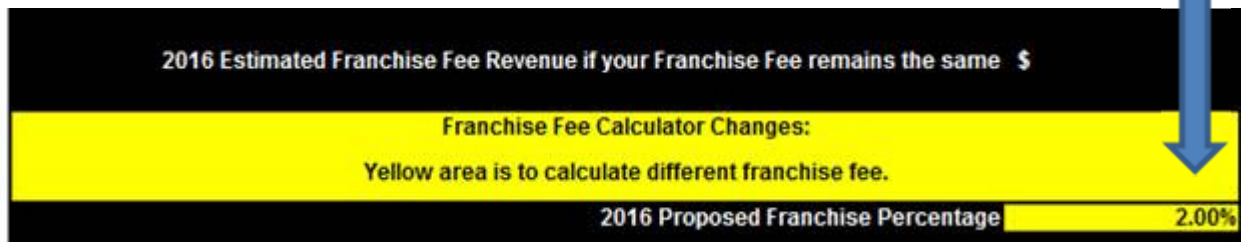
Good Afternoon,

Each year FortisAlberta requests every municipality that has a Franchise Agreement to respond in writing with their decision to either **increase, decrease or keep their franchise fee the same.**

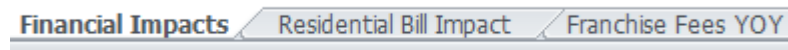
As per Article 5 of the Electric Distribution System Franchise Agreement, the municipality has the option to adjust the franchise fee percentage annually upon written notice to FortisAlberta. The percentage increase **must not go over your current Franchise fee cap (see calculator for Franchise Fee & Cap percentage).** This was determined by your council during the negotiations of the FortisAlberta franchise agreement.

Attached you will find the FortisAlberta Franchise Fee Calculator specific to your municipality. The spreadsheet is intended to assist in determining the estimated revenue forecast from the Franchise Fee.

By changing the Franchise Fee percentage **(yellow box)** on the first tab of the spreadsheet.



You can view the impact to an average residential bill (on the bottom left corner you will see the residential tab).



By changing this field (yellow box), the spreadsheet will update automatically to reflect the estimated revenue to be collected by the municipality.

On the third tab: Franchise Fees YOY you can find how much revenue your municipality has collected since 2013.

(Please note: The Distribution Tariff revenues shown is an estimate only, and this is subject to change dependent on several factors, including but not limited to; fluctuations in the amount of electrical services within the municipality and their electrical consumption increasing or decreasing, , and/or changes to Transmission or Distribution rates and riders. We have supplied a calculator on the spreadsheet to assist you with the impact this increase will have on your Franchise Fee should the increase be approved by the AUC).

The following timelines are important in order to ensure your Franchise Fee changes become effective January 1, 2016:

1. Prior to **November 1st 2015** your Council should review and approve the proposed 2016 franchise fee percentage.
2. If your **Council is proposing an increase or a decrease, a resulting impact to the customer's annual billings is required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks.** *(Please use the sample advertisement that is attached).*
3. If increasing your franchise fee the fee **must not** go over your current **Franchise Fee Cap.**
4. By **November 1st, 2015**, a (clear) copy of the advertisements, the date(s) and place of publication, is to be **faxed to Kayla Law: 1-780-464-8398 or e-mailed to kayla.law@fortisalberta.com.**
5. If Council decides to keep its current franchise fee, please fax or email their decision to Kayla Law
Fax - 1-780-464-8398 or
e-mail to kayla.law@fortisalberta.com

Any late, inaccurate or incomplete responses will be subject to late AUC approval and could cause your new franchise fee to not be effective until April 1, 2016.

If you have any questions or concerns, please do not hesitate to contact myself or your Stakeholder Relations Manager.

Thank you.

Kayla Law | Stakeholder Relations Advisor

**FortisAlberta | 100 Chippewa Road, Sherwood Park AB. T8A 4H4 | Tel: 780-464-8816
| Cell: 780-554-4888 | Fax: 780-464-8398**



MUNICIPAL FRANCHISE FEE RIDERS

Availability Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to all FortisAlberta distribution tariffs, except riders and rebates, in each municipality.

Price Adjustment A percentage surcharge per the table below will be added to the gross distribution tariff, excluding any riders or charges that relate to pool price deferral account amounts, calculated for each site within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01
01-0003	Airdrie	12%	2015/01/01
03-0005	Alix	18%	2015/01/01
03-0004	Alberta Beach	3%	2013/10/01
03-0007	Amisk	0%	2014/01/01
02-0011	Athabasca	6%	2013/07/01
03-0010	Arrowwood	12%	2015/07/01
02-0387	Banff	4%	2012/01/01
03-0363	Barnwell	5%	2013/07/01
03-0013	Barons	5%	2015/04/01
02-0014	Barrhead	5%	2013/10/01
02-0016	Bashaw	3%	2013/07/01
02-0017	Bassano	11.40%	2015/01/01
03-0018	Bawlf	3%	2015/01/01
02-0019	Beaumont	5%	2013/10/01
03-0022	Beiseker	0%	2013/07/01
02-0024	Bentley	10%	2013/01/01
03-0029	Bittern Lake	5%	2015/01/01
02-0030	Black Diamond	10%	2007/01/01
02-0031	Blackfalds	20%	2013/10/01
02-0034	Bon Accord	20%	2013/07/01
02-0039	Bow Island	7%	2013/07/01
02-0040	Bowden	12.55%	2013/10/01
03-0041	Boyle	3%	2015/01/01
03-0042	Breton	20%	2015/01/01

Muni Code	Municipality	Rider	Effective
01-0043	Brooks	12.63%	2015/01/01
02-0044	Bruderheim	0%	2013/07/01
02-0047	Calmar	20%	2013/07/01
01-0048	Camrose	6%	2015/01/01
02-0050	Canmore	8%	2013/10/16
03-0054	Carmangay	0%	2015/04/01
03-0055	Caroline	5%	2015/01/01
02-0056	Carstairs	10%	2015/01/01
03-0061	Champion	15%	2015/04/01
03-0062	Chauvin	9%	2015/01/01
02-0356	Chestermere	11.5%	2014/01/01
03-0064	Chipman	0%	2007/03/01
02-0065	Claresholm	2%	2013/07/01
03-0066	Clive	9%	2013/01/01
03-0068	Clyde	13%	2015/01/01
02-0069	Coaldale	11%	2015/01/01
02-0360	Coalhurst	5%	2015/01/01
02-0070	Cochrane	15%	2015/01/01
03-0076	Coutts	3%	2004/01/01
03-0077	Cowley	5%	2011/01/01
03-0078	Cremona	10%	2009/01/01
02-0079	Crossfield	0%	2015/01/01
09-0361	Crowsnest Pass	16%	2013/04/01
03-0081	Czar	5%	2013/10/01
02-0082	Daysland	5%	2013/07/01

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective
02-0086	Devon	13%	2013/01/01
02-0088	Didsbury	12.50%	2012/01/01
02-0091	Drayton Valley	8%	2008/03/01
03-0093	Duchess	12%	2010/01/01
02-0095	Eckville	10%	2015/01/01
03-0096	Edberg	6%	2010/01/01
03-0097	Edgerton	16%	2015/01/01
02-0100	Edson	5%	2015/01/01
03-0109	Ferintosh	9%	2015/01/01
03-0112	Foremost	5%	2014/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01
02-0124	Gibbons	10%	2013/01/01
03-0128	Glenwood	0%	2002/04/01
02-0135	Granum	5.50%	2013/07/01
02-0143	Hardisty	5%	2013/10/01
03-0144	Hay Lakes	7%	2015/01/01
02-0148	High River	20%	2015/07/01
03-0149	Hill Spring	5%	2015/09/01
02-0151	Hinton	10.70%	2013/01/01
03-0152	Holden	3.50%	2015/01/01
03-0153	Hughenden	3%	2015/07/01
03-0154	Hussar	10%	2015/01/01
02-0180	Innisfail	8%	2013/01/01
03-0182	Irma	20%	2015/01/01
02-0183	Irricana	0%	2013/10/01
04-0185	Island Lake	0%	2006/05/01
02-0188	Killam	6%	2015/01/01
01-0194	Lacombe	6.20%	2013/10/01
02-0197	Lamont	5%	2013/07/01
01-0200	Leduc	16%	2014/01/01
02-0202	Legal	0%	2013/07/01
03-0207	Lomond	0%	2002/05/01
03-0208	Longview	15%	2008/01/01
03-0209	Lougheed	5%	2011/01/01
02-0211	Magrath	8%	2010/01/01
02-0215	Mayerthorpe	6%	2013/07/01
02-0218	Milk River	10%	2013/01/01
02-0219	Millet	11%	2014/01/01

Muni Code	Municipality	Rider	Effective
03-0220	Milo	15%	2014/01/01
02-0224	Morinville	20%	2013/07/01
04-0230	Nakamun Park	0%	2013/10/01
02-0232	Nanton	5%	2013/07/01
03-0233	New Norway	6%	2009/01/01
03-0236	Nobleford	0%	2013/10/01
04-0237	Norglenwold	5%	2015/01/01
02-0238	Okotoks	10%	2014/04/01
02-0239	Olds	8.59%	2015/01/01
02-0240	Onoway	7.50%	2013/01/01
04-0374	Parkland Beach	0%	2015/01/01
02-0248	Penhold	19%	2014/01/01
02-0249	Picture Butte	8%	2015/01/01
02-0250	Pincher Creek	13%	2015/01/01
02-0257	Provost	20%	2015/01/01
02-0261	Raymond	10%	2015/01/01
02-0265	Redwater	0%	2013/07/01
02-0266	Rimbey	14%	2015/01/01
02-0268	Rocky Mtn House	10%	2015/01/01
03-0270	Rockyford	5%	2015/04/01
03-0272	Rosemary	8%	2014/01/01
03-0276	Ryley	0%	2013/10/01
04-0279	Seba Beach	4%	2014/01/01
02-0280	Sedgewick	6%	2014/01/01
04-0283	Silver Sands	3%	2008/02/01
04-0369	South Baptiste	0%	2005/05/01
04-0288	South View	0%	2008/02/01
01-0291	Spruce Grove	18.75%	2014/01/01
01-0292	St. Albert	0%	2002/05/01
03-0295	Standard	0%	2015/01/01
02-0297	Stavely	3%	2015/01/01
03-0300	Stirling	8%	2015/01/01
02-0301	Stony Plain	20%	2015/01/01
02-0303	Strathmore	10%	2014/01/01
03-0304	Strome	8%	2003/04/01
02-0307	Sundre	5%	2013/01/01
04-0386	Sunrise Beach	0%	2008/08/01
04-0308	Sunset Point	0%	2003/03/01

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective
02-0310	Sylvan Lake	10%	2013/10/01
02-0311	Taber	20%	2013/10/01
03-0315	Thorsby	20%	2015/01/01
02-0318	Tofield	5%	2015/01/01
02-0321	Turner Valley	10%	2009/01/01
02-0326	Vauxhall	2%	2015/01/01
02-0331	Viking	8%	2013/07/01
02-0333	Vulcan	20%	2013/10/01
03-0364	Wabamun	5%	2015/01/01

Muni Code	Municipality	Rider	Effective
02-0335	Wainwright	3%	2015/01/01
03-0338	Warburg	10%	2015/01/01
03-0339	Warner	0%	2002/04/01
02-0345	Westlock	12%	2013/07/01
01-0347	Wetaskiwin	10%	2013/10/01
02-0350	Whitecourt	2.22%	2015/01/01



REQUEST FOR DECISION

Meeting: September 28, 2015
Agenda Item: 7

PLAYGROUND / SCHOOL ZONE SIGNAGE

BACKGROUND:

A Traffic Safety Planning meeting was held on September 15, 2015 with representatives from the Livingstone Range School Division, WMES, WCCHS, Alberta Transportation Safety Coordinator and the Town of Claresholm. The purpose of this meeting was to get all parties concerned to work collaboratively on a solution for traffic flow in the school zones at and around both schools. Several proposals were brought forth (please refer to the information brief) and the following are the options that Administration would like Council to consider.

The authority to pass a resolution lies within the Traffic Bylaw #1550 part 3e (Traffic Control Devices), which reads as follows:

- Part 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: e) to designate school zones and playground zones

DISCUSSION/OPTIONS:

School Zone Changes:

- a) Dual signage in a school zone is **not** permitted; therefore it is proposed that all our school zones be labelled as playground zones.
- b) All playground zones are to be changed to have the effective times from 7:30 am – 9 pm. This will have the following effect:
 - It will create extended hours of effectiveness.
 - Creates the same times for all zones in Claresholm, therefore reducing confusion, creating habit and ultimately compliance.
 - Makes all our community reduced speed zones have the same level of safety for our children.

COSTS/ SOURCE OF FUNDING (if applicable):

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

RECOMMENDED ACTION:

Town of Claresholm Administration recommends that Town Council pass a resolution for the update of playground signage at all locations presented and adopt a time zone change that will be in effect from 7:30 am to 9:00 pm.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ that whereas the Town of Claresholm feels all schools and community playgrounds should have the same signage and regulations; therefore all school zones shall be changed to playground zones and the effective times of all playground zones within Claresholm shall be 7:30am to 9:00pm.

PREPARED BY: Jason Hemmaway – Peace Officer

APPROVED BY: Marian Carlson – CAO

DATE: September 22, 2015



REQUEST FOR DECISION

Meeting: September 28th, 2015

Agenda Item: 8

POLICY #TAX 09-15 – Tax Penalty Forgiveness

BACKGROUND / DESCRIPTION:

In 2008 there was a policy developed and approved by council, to guide administration and council when requests are received from citizens for forgiveness on the penalty assessed on late paid property taxes. This policy supports the actual Bylaw #1563 - the Tax Penalty Bylaw, as well as the amendment, Bylaw #1595.

Several sections in Policy #TAX 09-08 refer to the due date of "August 31st or the last business day in August" as the due date for payment. This policy has to be amended to reflect the current date of June 30th or last day in June. The proposed changes to the policy are highlighted in the proposed policy.

RECOMMENDED ACTION:

Council pass a resolution to adopt Policy #TAX 09-15, the Tax Penalty Forgiveness Policy, to reflect the correct date.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt Policy #TAX 09-15, the Tax Penalty Forgiveness Policy, effective January 1, 2015 to replace Policy #TAX 09-08.

ATTACHMENTS:

1. Policy #TAX 09-15 – Tax Penalty Forgiveness
2. Policy #TAX 09-08 – Tax Penalty Forgiveness
3. Bylaw #1563 & Amendment #1595 – Tax Penalty Bylaw

PREPARED BY: Lisa Chilton

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 23, 2015



TAX PENALTY FORGIVENESS Policy #TAX 09-15

Effective Date:

PURPOSE: To establish a consistent policy to guide administration when requests are received from citizens for forgiveness on the penalty assessed on late paid property taxes.

POLICY: The onus of having the **current** property taxes paid on the due date (**June 30th or the last business day in June**) is clearly laid on the property owner.

GUIDELINES:

1. This policy is to be used as formal documentation that supports administration's response to citizens that there is no forgiveness of penalties on late paid property taxes.
2. This policy is to be used as Council's direction to administration when taxpayers request the forgiveness of penalties on late paid taxes either verbally or in a letter to administration.
3. Letters addressed to Mayor and/or Council will be presented on the Council Agenda but this policy will give direction regarding the resolution of the issue.
4. If paying in person, the taxpayer must pay at the Town of Claresholm Administration Office by 4:00pm on the due date (**June 30th or the last business day in June**). **No payment after business hours will be accepted at the Town Office.**
5. Reasons such as family illness, bank errors, not knowing the due date for property taxes, etc are not valid reasons for the late payment of property taxes and the penalty will not be reversed.
6. If paying at a financial institution (during regular business hours) or via Internet banking, it is the onus of the taxpayer to ensure payment is made by 11:59pm on the due date (**June 30th or the last business day in June**).
 - If the taxpayer believes their payment was made by the due date, they need to provide one or more of the following pieces of documentation as proof of the payment date:
 - **In person at the bank:** the receipt showing the bank date stamp;
 - **Via Internet:** notification from the bank's electronic payment office, stating amount paid and tax account number paid;
 - **Via financial institution, all methods:** copy of a bank statement, showing name, payment date and amount. Note: please cross off any unnecessary items.
7. Payments via mail will be accepted as valid provided they are post-marked as **June 30th or the last business day in June**.
8. This policy also applies to all **outstanding** balances that are due on or before December 31st or the last business day in December and that are subject to a penalty.

Date approved by Council:

Resolution #:



TAX PENALTY FORGIVENESS Policy #TAX 09-08

PURPOSE: To establish a consistent policy to guide administration when requests are received from citizens for forgiveness on the penalty assessed on late paid property taxes.

POLICY: The onus of having the **current** property taxes paid on the due date (August 31st or the last business day in August) is clearly laid on the property owner.

GUIDELINES:

1. This policy is to be used as formal documentation that supports administration's response to citizens that there is no forgiveness of penalties on late paid property taxes.
2. This policy is to be used as Council's direction to administration when taxpayers request the forgiveness of penalties on late paid taxes either verbally or in a letter to administration.
3. Letters addressed to Mayor and/or Council will be presented on the Council Agenda but this policy will give direction regarding the resolution of the issue.
4. If paying in person, the taxpayer must pay at the Town of Claresholm Administration Office by 4:00pm on the due date (August 31st or the last business day in August). **No payment after business hours will be accepted at the Town Office.**
5. Reasons such as family illness, bank errors, not knowing the due date for property taxes, etc are not valid reasons for the late payment of property taxes and the penalty will not be reversed.
6. If paying at a financial institution (during regular business hours) or via Internet banking, it is the onus of the taxpayer to ensure payment is made by 11:59pm on the due date (August 31st or the last business day in August).
 - If the taxpayer believes their payment was made by the due date, they need to provide one or more of the following pieces of documentation as proof of the payment date:
 - **In person at the bank:** the receipt showing the bank date stamp;
 - **Via Internet:** notification from the bank's electronic payment office, stating amount paid and tax account number paid;
 - **Via financial institution, all methods:** copy of a bank statement, showing name, payment date and amount. Note: please cross off any unnecessary items.
7. Payments via mail will be accepted as valid provided they are post-marked as August 31st or the last business day in August.
8. This policy also applies to all **outstanding** balances that are due on or before December 31st or the last business day in December and that are subject to a penalty.

EFFECTIVE DATE: September 22, 2008



Amended by
Bylaw # 1595
Dm 7cw

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1563**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to impose penalties for non-payment of taxes as provided by the *Municipal Government Act R.S.A. 2000 Chapter M-26*.

WHEREAS in accordance with the *Municipal Government Act R.S.A. 2000 Chapter M-26*, as amended, the Town imposes taxes annually in respect of property in the Municipality to raise revenue;

AND WHEREAS in accordance with Sections 344, 345 and 346 of the *Municipal Government Act* Council may pass a bylaw to impose penalties on non-payment of taxes;

NOW THEREFORE the Council of the Town of Claresholm in the Province of Alberta duly assembled enacts as follows:

SECTION 1 NAME OF BYLAW

1.1 This Bylaw may be cited as the "Tax Penalty Bylaw."

SECTION 2 DEFINITIONS

- 2.1 In this bylaw:
- a) "CAO" means the Chief Administrative Officer of the Town of Claresholm.
 - b) "Council" means the Town Council of the Town of Claresholm.
 - c) "Municipality" means the Town of Claresholm and includes any board, committee, commission, panel, agency or corporation that is created or owned by the Town of Claresholm and all the members or officers of which are appointed or chosen by the Town of Claresholm.
 - d) "Tax Notice" is the notice sent by the Town with all information regarding the tax roll as per Section 334 of the *Municipal Government Act*.

SECTION 3 METHOD OF PAYMENT

- 3.1 The following are acceptable forms of payment for taxes:
- a) Tax Installment Payment Plan (TIPPs);
 - b) In person at the Town of Claresholm Administration Office by cash, cheque or Interac by 4:00pm;
 - c) By cheque in the mail slot located at the Town of Claresholm Administration Office by 4:00pm;
 - d) In person at an accepted financial institution with a date stamp as proof of payment if payment is being made on the due date;
 - e) Online Banking with proof being the financial institution's notification from the electronic payment office stating the amount paid and the corresponding tax roll;
 - f) Any other financial institution method with proof being a copy of the bank statement where the payment originated from showing name, payment date and amount; or
 - g) Canada Post with valid proof being the post-mark.
- 3.2 Payments for current taxes must be received by August 31st by the end of the business day, or the last business day in August by the end of the business day, in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.
- 3.3 Payments on all outstanding balances must be received by December 31st or the last business day in December in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.

SECTION 4 APPLICATION OF PENALTIES

- 4.1 Penalties will be applied to any tax roll where the current taxes remain unpaid after the date shown on the tax notice as per Schedule "A" (1).
- 4.2 Additional penalties will also be applied to any tax roll with an outstanding balance in any year if the taxes remain unpaid after December 31st as per Schedule "A" (2).
- 4.3 Any penalty imposed under the provisions of this bylaw shall be added to and form part of the unpaid taxes.

SECTION 5

PASSAGE OF BYLAW

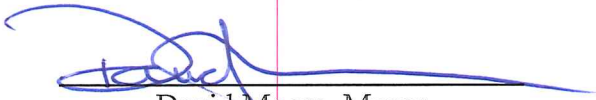
5.1 Bylaw #1322 is hereby repealed.


5.2 This Bylaw shall come into effect upon passage of 3rd Reading.

READ a first time in Council this 9th day of May 2011 A.D.

READ a second time in Council this 24th day of May 2011 A.D.

READ a third time in Council and finally passed this 24th day of May
2011 A.D.



David Moore, Mayor

Kris Holbeck, CAO

DM

**TOWN OF CLARESHOLM
BYLAW NO. 1563
SCHEDULE "A"
TAX PENALTIES**

1. A penalty of fourteen percent (14%) shall be applied to unpaid current taxes.
2. A penalty of fourteen percent (14%) shall be applied to all outstanding balances.



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1595**

A Bylaw of the Town of Claresholm to amend Bylaw #1563, the Tax Penalty Bylaw.

WHEREAS pursuant to the provisions of the *Municipal Government Act R.S.A. 2000 Chapter M-26*, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Tax Penalty Bylaw #1563; and

WHEREAS Council deems it necessary to amend the existing Bylaw #1563;

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act R.S.A. 2000 Chapter M-26*, as amended, the Council of the Town of Claresholm, in the Province of Alberta, duly assembled does hereby enact the following:

1. The Town of Claresholm Tax Penalty Bylaw #1563 shall be amended as follows:

SECTION 3 METHOD OF PAYMENT

3.2 Payments for current taxes must be received by **June 30th** by the end of the business day, or the last business day in June by the end of the business day, in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.

2. This bylaw comes into full force and effect upon third and final reading.

3. Bylaw #1563 is hereby rescinded.

Read a first time in Council this **10th** day of **March** 2014 A.D.

Read a second time in Council this **24th** day of **March** 2014 A.D.

Read a third time in Council and finally passed in Council this **24th** day of **March**
2014 A.D.

Rob Steel, Mayor

Kris Holbeck, CAO

Bylaw #1595 – Tax Penalty Bylaw Amendment



INFORMATION BRIEF

Meeting: September 28, 2015
Agenda Item:10

PLAYGROUND / SCHOOL ZONE SIGNAGE

BACKGROUND:

A Traffic Safety Planning meeting was held on September 15, 2015 in response to the Livingstone Range School Divisions request to have a 3-way stop installed at the 8th St W and 55th Ave W intersection. The goal of this 3-way stop is to create structured flow during peak times at the schools and to have the general effect of slowing traffic down on 8th street. In addition, the general flow of traffic and pedestrians in front of the West Meadow Elementary School needed to be discussed.

Attendees at the meeting were as follows:

- Town of Claresholm Chief Administrative Officer – Marian Carlson
- Town of Claresholm Director of Infrastructure – Mike Schuweiler
- Livingstone Range School Division Director of Safety and Transportation – Phil McGale
- Alberta Transportation Traffic Safety Consultant – Kevin Brandvold
- Town of Claresholm Peace Officer – Jason Hemmaway
- The Principal of the Willow Creek Composite High School(WCCHS) – Kirby Dietze
- The Principal of the West Meadow Elementary School(WMES) – Curtis Uyesugi

The purpose of this meeting was to get all parties to work collaboratively on a solution for traffic flow in the school zones at, and around both schools. Student safety is the highest priority with vehicle collision and speed reduction following suit.

Two main goals were set forth:

1. Discuss the options for controlled traffic flow in this area, and the area directly in front of the West Meadow Elementary School (WMES).
 - Where parents park
 - Where bus's park
 - Where students park
 - Where teachers park
 - Exit routes for the buses
 - Exit routes for parents (traffic habits)
2. Address the signage options and changes required.

DISCUSSION, OPTIONS and ACTION PLANS:

The discussion lasted two hours and several proposals where brought forth:

1. On-going enforcement patrols help to keep kids and drivers respecting the rules.
 - a) The worst time of the day for non-compliance is in the afternoon from 3:15pm to 3:45 pm. Traffic and Pedestrian flow is chaotic with the increased flow of parents, children and drivers in front of the WMES.
 - b) In the morning there is structured flow and the main concern is WMES children crossing the cross walk at 55th Ave and drivers using excess speed on 8th street W.
2. The Livingstone Range School Division will be implementing the following primary changes immediately:
 - a) Staff Parking will move to the west side of the WCCHS.

- b) Student parking will move to the east side of the WCCHS.
 - c) Bus's will exit east of the WCCHS to 4th street and continue on to their rural routes from that point.
3. A 3-way stop will not be installed at this time. It was the opinion of the group that it may cause more traffic to back-up to the cross walk at the WMES and compliance outside of the peak times of the day may be difficult. It was agreed that one change at a time would be done to see how effective the changes mentioned in point number 2 will be.
4. On the advice of Alberta Transportation the following are the options that could be considered by Council and Administration:
- a) Remove the School Zone sign at the cross walk and install Cross Walk signage.
 - b) Zone Changes:
 - Reduce the southerly length of the 8th street school zone. The zone will start at the midpoint between 55th Avenue and 53rd Avenue. Purpose of this is commuters will slow down at the beginning of the existing 30 km/h zone at 53rd Avenue then gradually speed up until they reach the beginning of the playground zone at 55th Avenue. The reality is the zone is to far south of the school.
 - c) Dual signage in a school zone is **not** permitted; therefore it is proposed that all our school zones be labelled as playground zones.
 - This will be proposed in a RFD for Council
 - d) In conjunction with this, it is recommended that all playground zones are to be changed to have the effective times from 7:30 am – 9 pm (City of Calgary has adopted this time as well).

This will have the following effect:

- It will create extended hours of effectiveness.
 - Creates the same times for all zones in Claresholm, therefore reducing confusion, creating habit and ultimately compliance.
 - Makes all our community reduced speed zones have the same level of safety for our children.
- e) You need a start and a stop for all zones, this includes at 4-way stops (55th Ave and 5th St)
 - Please refer to the references section of this document as to proper signing procedures.
 - f) Remove the wrong signage and install the proper signs.
 - Yellow signs indicating playground zone are acceptable but must have speed and times of effective speed zone displayed with black lettering on a white back drop below the sign in order to be enforceable.
 - Please refer to the references section of this document as to proper signing procedures.
5. Below are proposed future considerations, collected during the meeting and in one-on-one conversations with the RCMP, Parents, Teachers, Administrators and Alberta Transportation:
- a) Sidewalk installed on 8th St. W that will continue form the Tennis court area at the WCCHS to 59th Ave W.
 - This will create a safe walking area for parents and students
 - This will also create a safe pedestrian environment throughout the day.
 - A sidewalk plan that runs directly North to Derochie Estates and East to Alberta road should be addressed to create a truly safe pedestrian environment in this busy residential, retail, recreational and commercial area.
 - b) In conjunction with the addition of a sidewalk on the East side of 8th street by the WMES, it is proposed to move the cross walk at the West Meadow Elementary School (WMES) to be directly east of the main doors.

- This creates structured pedestrian flow out of the school, and with enforcement the goal would be get people to stop crossing 8th street through traffic.
 - Close down the cross walk at the south end of the WMES playground.
- c) To stop drivers from backing up into the flow of traffic across two lanes the following suggestions were brought forth:
- Pave the parking lot in front of the WMES, clearly marking angled parking stalls.
 - Mark parallel parking stalls on the east side of the road by the football field.
 - Paint a line marking the center of the road on 8th street from 59th avenue to 55th avenue.
- d) Other possible options that could coincide with some or all of the above are:
- Move the bus parking to be in the drop off zone loop at the WCCHS and turn the current bus parking lot into a parent parking lot for the WMES.
 - Make the entire area in front of the football field (east side of the road) a no parking zone from 2:30 pm to 4:30 pm.
 - Eliminate parking entirely in front of the WMES, turning the current parking area into a green space, and restricting access to the fire lane as - drop off only.
 - Make the parking lot at the north end of the WMES twice as big, paved and with structured parking stalls.

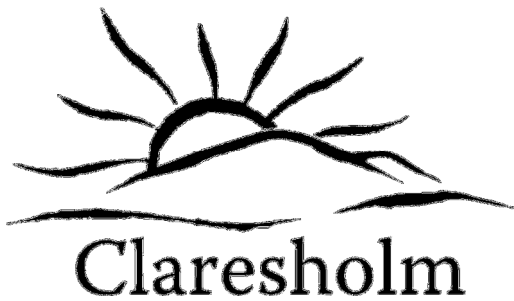
REFERENCES:

Alberta Infrastructure and Transportation
Guidelines for School and Playground Zones and Areas (Version 2, December 2007)
<http://www.transportation.alberta.ca/Content/docType233/Production/schlpdnd.pdf>

PREPARED BY: Jason Hemmaway – Peace Officer

APPROVED BY: Marian Carlson - CAO

DATE: September 18, 2015



INFORMATION BRIEF

Meeting: September 28, 2015
Agenda Item: 11

216 – 53 AVE EAST – DRIVEWAY – UPDATE

BACKGROUND / DESCRIPTION:

In the fall of 2014, the Town completed the street rehabilitation of the 200 block of 53rd Ave, after the water main replacement on this block. All curbs and sidewalks were replaced, and the entire block was repaved.



UPDATE

Since the fall of 2014, the above mentioned property owner has requested the work done be changed. As proposed to Harvey Dipple, Sept. 9th, another possible solution to resolve his concerns, a rubber curb ramp, was rejected and as he stated, he will only be happy if we repave his driveway back to how it was originally. As the new curb profile is lower we cannot put it back exactly as it was.

The engineered project included cutting driveways behind the curb, up to 1 meter back at no extra cost. If we were to go beyond 1 meter we were to pay extra for this work (budget for the project allowed only for these specifications). Infrastructure Services has requested a quote from the pavement contractor to redo the driveway approach. The cost quote received for re-grading and paving the affected area is \$1440.00 plus tax, which is \$100 per square meter (see attached quote).

ATTACHMENTS:

- 1.) Contracting Quote.
- 2.) Project response letter from Engineer.

APPLICABLE LEGISLATION:

- 1.) None

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 18, 2015

File: 506134

September 18, 2015

Town of Claresholm
221 – 45th Avenue West
Box 1000
Claresholm, AB
T0L 0T0

Attn: Marian Carlson, CAO & Mike Schuweiler, Town Superintendent

Dear Madame & Sir:

RE: 2014 Infrastructure – 53 Avenue East

Picture below shows house 216 on 53 Avenue East depicting the driveway. Driveways were not cut far back in order to save money. What was cut back was included in the road price. If we were to cut house 216 driveway back we should then cut an additional 6 driveways back which are 203, 207, 208, 211, 212 and 215.

The cost to cut back the driveways and infill with concrete or asphalt 2 meters from back of concrete could range from \$1900 to \$2900 per driveway which would cost a total of \$20,300 for all driveways on the high side of the price range.



If you have any questions, please do not hesitate to contact our office.

Yours truly,

Ivan Chrapko, P.Eng.
CICON ENGINEERING



CAO REPORT

September 28, 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

Director of Corporate Services

The hiring process for the Director of Corporate Services has been finalized and we have been successful in securing a candidate for the position of Director of Corporate Services. Simon Janhunen began his employment with the Town of Claresholm on Monday September 14th. Simon brings with him skills and experience in public accounting. He is a CA Candidate and his practical experience was complete in the summer of 2015 so he will receive his designation shortly. He also has a Bachelor of Management – Accounting from the University of Lethbridge. I am excited to welcome him to our team and look forward to the innovative ideas and expertise he will bring to the organization.

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

FCSS REPORT TO COUNCIL FOR AUGUST AND SEPTEMBER 2015

1. FCSS invited Butterflies Wings and Wishes from Edmonton to do a learning and hands-on activity about bugs at The Station for young children. We partnered with KidzZone and cut the cost of the presentation.
2. Summer Teen Drop In was well attended. There were 38 students in the last two weeks of August. Received a donation from United Church and we purchase craft supplies for Drop In.
3. Have had some discussions around emergency housing needs --- Cathy Kennedy from Hope House was sent by Town Office to discuss types of housing issues with us - Linda Ervin (United Church Minister) discussed hosting an intentional housing workshop with myself and Maxine from Housing Authority. This event is scheduled for Friday Nov. 13th (poster attached)
4. Meetings held to update with Griefshare, Friendz Closet, and Babysitting Course
5. Have prepared 10 Welcome To Claresholm Bags for newcomers to Claresholm. Available at FCSS office or by phoning to get delivered.
6. Sherry and Julia attended a Smartboard training session.
7. Planning is underway for Claresholm Women's Conference with Library for March 12 2016
8. FCSS has advertised in Adult Learning to host Coping with Retirement workshop. No one has signed up. - may look at hosting for next spring
9. News from Ministry that FCSS will receive extra funding beginning this year. Amendment to Funding Agreement was signed and sent by Marian. The funding for this year will not be expected to carry additional funding from municipality. It also appears that FCSS will be gaining responsibility for Early Childhood Coalitions. They are working out what the funding for this will look like.
10. Barb met with Kim Kueber to review Outcome Measures that will be needed for external funders to obtain money from FCSS. A new Funding Application Form is being done by Barb
11. Community Awareness Event planned for September 16th was cancelled due to Skating Club hosting a Registration Fair one week before. This partnership with Claresholm Public Library will look at hosting in springtime.
12. Beginning to look for 2 families with newborns that would be interested in Roots of Empathy course at West Meadow Elementary School. Program will start at school in October.
13. Kinettes Club put together 23 backpacks for FCSS to distribute this fall.

September 2015 Taxation/HR Report

From: Lisa Chilton



Human Resources

- Second round of interviews for Director of Corporate Services began August 19th and were completed August 28th.
- Administration welcomes Simon Janhunen as our first Director of Corporate Services. He started with the Town on September 14th.
- A public works employee that has been off for several months and still has not returned. He will be on Long Term Disability for what is expected to be 4 – 6 months.
- Job descriptions for union employees continue to be reviewed and updated.
- Development of a consistent hiring package completed.
- A review, and update, of the Town of Claresholm H/R policies began and will continue throughout the year.
- All seasonal staff (except the Museum Executive Director) are now finished for the season.
- We had a WCB audit on September 15th. It went very well. We over remitted \$70.54 in 2014 that will be refunded to us. Concesa, from WCB, was extremely helpful and impressed with our careful attention to detail. We will get a report at a later date.



Taxation

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

\$291,950.86

Summary of outstanding taxes:


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

\$ 50,616.29 properties on Tax Arrears List for 2015. (subject to sale in 2016)

\$ 6,878.96 property on Tax Agreement with the Town

\$190,706.07 Remaining taxes not paid.

Arrears letters to be mailed out week of September 21st.

- I will be attending the annual Tax Seminar on September 25th which is put on, this year, by Kneehill County. The majority of this year's session focuses on Land Title processes and how they relate to us as tax administrators.
- 

POOL REPORT August 2015

- 1. Saturday Lesson September 12-October 17**
 - a. 18 Registrations, paid for out of 28 available
- 2. JLC Sport Camps, first year**
 - a. August 4-7, 9-11am
 - i. 10 registrants
 - b. August 24-27, 9-11am
 - i. 21 registrants
- 3. Registrations for Monday, Wednesday, Friday**
 - a. Registration numbers are down for September 9-25
 - b. May cancel this session, replace with Private
 - c. Possible reasons for low numbers
 - i. Added a session to September, October lessons (3 sessions instead of 2)
 - ii. Session scheduled before Fall Registration fair
- 4. Private Lessons , August**
 - a. 6 Registrants
- 5. Schools**
 - a. Sent out requests for 2015-2016 school year last week of August
 - b. Bookings start first week of September
- 6. Aquafit Registrations**
 - a. Mon/Wed/Fri 8-9am- 5 registrants, average of 5 participants
 - b. Mon/Wed/Fri 1-2pm- 9 registrants, average of 8 participants
- 7. Seniors Program Tues & Thurs 11-11:30 am**
 - a. 22 total participants for the month of July
 - b. Average of 5 per session
- 8. Free swim Numbers**
 - a. August 1, 70
 - b. August 8, 35
 - c. August 15, 83
 - d. August 22, 80
 - e. August 29, 67
- 9. 10 punch passes**
 - a. 15 Sold
- 10. Quarter Passes**
 - a. 4 Sold

11. Staff

- a. Actively looking for Junior and Senior Lifeguards for the fall

August 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

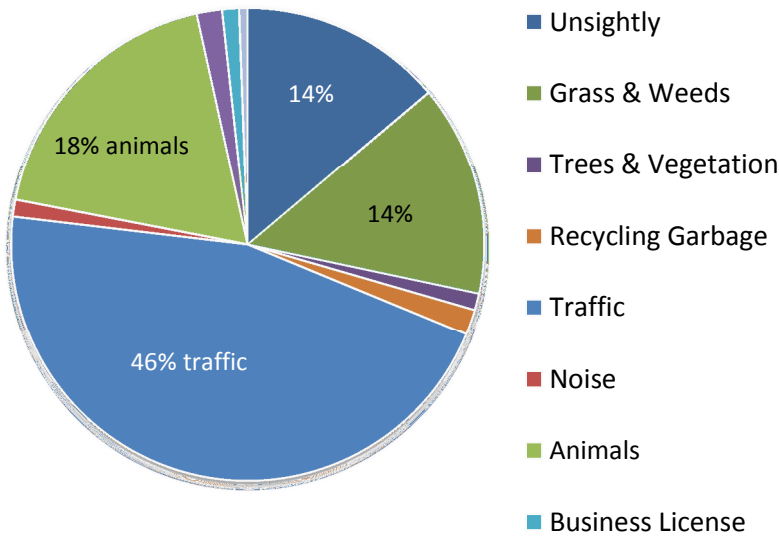


INFORMATION BRIEF

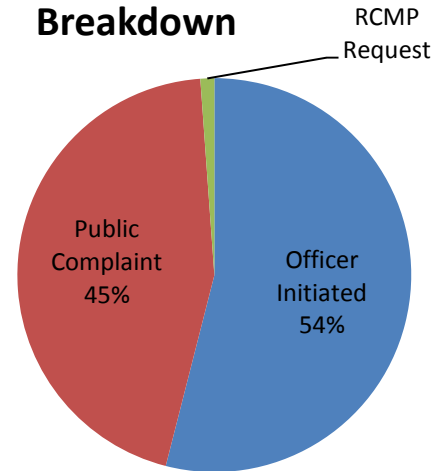
Meeting: September 28, 2015
 Agenda Item: CAO REPORT

AUGUST 2015 BYLAW ENFORCEMENT REPORT

Bylaw Enforcement Breakdown



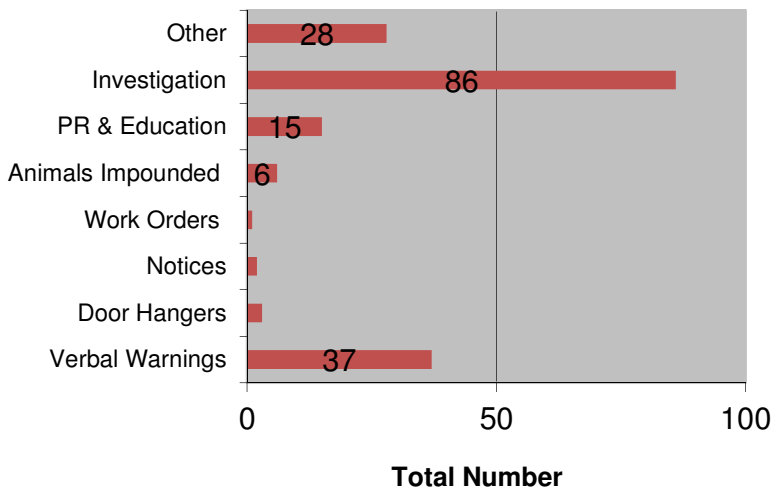
Bylaw Enforcement Breakdown



Additional Information

1. The Local Press advertisements focused on information items such as grass & weeds, alley cleaning, as well as waste containment to prevent scavenger birds from picking through the garbage.
2. Alberta Transportation approved the install of the Highway #520 and 8th St. W cross walk crossing beacons. The project cost is approximately \$8000. The cost of the project is higher than the Kinettes anticipated so this will need to become a joint funding project for it to become a reality.
3. Parking enforcement was escalated on Alberta road especially in the no-parking zone from Foothills Ford to Tim Hortons.
4. Pedestrian/Scooter education program went to Heritage Manor, Porcupine Hills Lodge and door to door in the community to educate users of scooters the rules and regulations.
5. Photo Radar research initiated.
6. Traffic Safety Plan proposal initiated.
7. On August 20 and the 24th The RCMP organized two traffic enforcement operations in conjunction with the Integrated Traffic Unit based out of Lethbridge. Over the 2 days 70 charges were laid that included such infractions as speeding, seat belts and distracted driving.

Enforcement Action



Submitted by: Jason Hemmaway, Peace Officer



UTILITY SERVICES REPORT



AUG/SEPT 2015

3700 8th Street West

Box 1000 TOL-OT0

Claresholm, Alberta

Work# 1-403-625-3100

Cell # 1-403-625-1687

Fax # 1-403-625-3869

brad.burns@townofclaresholm.com

www.townofclaresholm.com

Utility Services Manager Brad Burns

Summary

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

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

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

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

- SULLAIR compressor AC6008B issue with starter relay. CAMCO to repair during annual inspection visit.
- Grass cut and whipped at all utilities.
- HACH service onsite Sept 2nd and 3rd for yearly online and lab meter inspection and calibration.
- Aug 24th ARMAX Electric out to check AC6508B (only single phase working).
- Aug 31st MPE onsite to use portable DAF unit.
- All online meters have been cleaned and calibrated.
- Sept 3rd AC6508B blower to Lake electric motor sent to HAGEN Electric for replacement reinstalled Sept 22nd.
- K and B Heating onsite for yearly service and inspection of the hydronic heating system.
- Sept 7th onsite reservoir is full and there are no issues with algae.
- Sept 14th K&B heating onsite for annual inspection of the hydronic heating system.
- Sept 14th MPE Engineering onsite to repair ongoing issues with SCADA and electrical items.
- Backup generator has been run and there are no issues.
- Chlorine bottles changed and REGAL gas detector alarm tested.
- Co2 Alarm has been tested.
- SEPT 22nd CIP (clean in place) both racks.

TESTING/MONITORING REQUIRMENTS

- Sept 11th in contact with Environment Canada to assist in the setup of the mandatory ERRIS Wastewater effluent regulation reporting.
- Sept 16th contacted by meat production companies in town for annual water testing results.
- 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

- Aug 11th Bi Annual water test sent to EXOVA as per schedule 4 of Approval No 524-02-01.
- There has been no noncompliance issues in regards to the daily monitoring, measuring and reporting frequency requirements as per schedule 2, and 3 of the approval.
- Set 2nd (Environment Canada) Wayne Puznicki onsite for Wastewater inspection due to May 15th passed deadline to comply with regulations (effluent monitoring). Paper work was never sent or checked up on by environment. Currently submitting information now.
- Sept 14th (Environment Canada) Tim Pitman onsite for inspection of waste water effluent process to golf course ponds.

CHEMICAL

- Aug 21st 6 totes C-PAC 180 delivered.
- Returned 4 drums of 50% Citric Acid for refund.

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- Replaced faulty electronic drain and contact block on compressor AC-6108.
- Backup motor has been run.
- Sept 3rd HACH onsite to clean and calibrate CL 17 free chlorine analyzer.

AIRPORT PUMP STATION

- Aug 26th REDCAP Ventures replaced airport pump station motor natural gas feed valve and high level temperature switch.
- Backup motor for the domestic water supply including fire hydrants has been run.
- Sept 15th Jockey pump on fire suppression line replaced and expansion tank installed to keep the underground fire system pressured to 90 psi (EMERCOR contacted and is satisfied).
- Reservoir fill line inside the building is operating well, but needs upgraded to avoid future problems.
- Sept 16th removal of the old fire pump and motor by PW.

UFA RESERVOIR

- Checked reservoir roof (hatch is secure and vent covered with screen).
- 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)

- Sept 1st request to Fortis to salvage of existing 3 phase system paper work sent.
- Flushed end line to ensure free chlorine residual on West Coop water line.
- No signs of trespassing
- All fences are secure.

WATER DISTRIBUTION

UNIVERSAL METERING

- Sept 18th Ert replacement at 112 47th Ave West.
- Sept 15th 311 51 Ave East issue with water pressure and volume after new line install.
- Daily and monthly meter readings for the office as requested.

GOVERNMENT COMPLIANCE

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

TOWN OF GRANUM SUPPLY LINE

- Supply line and vault working well with no issues.
- Far end chlorine residual dropping due to the low use in Granum.

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.

DISTRIBUTION LINES

- Sept 10th Flushed West Water CO-OP line at far end point. Free chlorine residual in compliance at 0.15 mg/l

LAGOONS AND WASTE WATER COLLECTION

NORTH LIFT STATION

- FORTIS preparing site lines/guide wires for construction startup.
- Sept 16th onsite meeting with Ivan, Mike and Nitro Const. (photos pg. 7, 8, 9).
- Waste Go Enzymes are being added weekly to prevent a buildup of grease in the wet well and downstream outfall lines.

LAGOONS

- Sept 2nd Environment Canada site tour of cells and discharge to Willow Creek.
- ATCO gas contacted about low flow of fuel to the building.
- Backup generator has been run.
- 15' mower out to cut grass before winter.

RAW WATER SUPPLY

PINE COULEE

- Check for algae blooms at Pine Coulee reservoir.
- Pine Coulee Reservoir outfall to Willow Creek open. Reservoir not at full supply level.

NORT LIFT STATION

The North Lift Station as it looks on 4th street West.



Construction begins on the new Harvest Square Lift Station.



Excavation for the new wet well north of the Harvest Square entrance on 4th street.



Concrete slurry mixture being pump into the new wet well location.



Slurry slab in place to hold the new wet well.



TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES



Report for August / September 2015



Buildings

Regular weekly inspections and minor maintenance completed as needed. Painting on the shop building has been completed.

Sidewalks

Sidewalk repairs and replacement work is under way. Replacement is 1/3 complete for this year.

Streets

Work on pavement patching of potholes continues as manpower allows. Road oiling of 5th street east will commence within the next few weeks (currently waiting for warm dry weather).

Sanitary Sewers

Working well, with monthly maintenance, no problems reported. We will be starting the complete Town sewer system flushing soon. This work takes approximately 4 weeks to complete.

Water Distribution

Hydrant inspections have been completed, as well as any necessary repairs. One existing hydrant was replaced with a new hydrant, due to an irreparable leak.

Parks

Stump grinding has been completed, and the grounds have been repaired and seeded. Preparations are underway for ice installation at the Arena, we will be operational on the 28th of Sept. Spray Park is now closed for the season and winterized. Ball diamonds and park irrigation systems will be blown out and winterized over the next few weeks.

2015 CAPITAL PROJECT UPDATES

Multi Use Community center

No funding to start this project has been secured at this time. Administration will continue to search for funding sources.

Skyline Storm Water Lift station

As this system will be down for 2–3 weeks, work is planned for late fall construction. Pumps have been ordered and an electrical contractor has been arranged. Cost is expected to be within budget.

Frog Creek Drainage Repairs

The engineering for this project has been completed, and our engineer is working on final approvals with Disaster Relief Program (DRP). Work will be going to tender as soon as DRP approval has been received. Work is planned for start in October, after the golf course closes for the season.

Harvest Square Sanitary Sewer Lift Station

This project was retendered, due to high prices on the first tender. Some of the work was removed from the project tender, and was assigned for Infrastructure Services to complete. Construction has been delayed due to manufacturing delays by 1.5 weeks. The new tender was awarded to Nitro construction and work has commenced. Cost is expected to be within budget.

Museum Storm Windows and Furnace Replacement

The furnaces have been replaced (First week in Sept.) and are now operating. Work was completed \$1000 under budget. The storm window contractor is not able to start construction within the 2015 year, and the Museum grant funding was cut short by \$3288.58, in 2015. Approximately \$12,000.00 is remaining in the 2015 budget and \$15,250.00 will be required to complete the work in 2016. The difference will be carried into the 2016 budget discussions.

Garbage Truck

Delivery is expected at the end of November, 2015.

Alberta Road Upgrades

Alberta Road Upgrade plans have been submitted from the developers engineer and approved by the Town. The developer's engineer has this project out for tender. Since this project is of high priority they are requesting contractors to complete this project within the 2015 year.

49th Ave West Repaving

This project is completed; extra work was required as the proposed overlay was not recommended due to poor road condition and no gravel base under the existing surface. No extra tax funding was required, as grant funding for this project covered the difference.

Campground Office

The Town of Claresholm is operating as the General contractor on this project to control the costs and ensure work is completed within budget. The outside work (deck and ramp) is planned to be installed before freeze up, with interior work (renovation to create office space) to follow.

Submitted by:

Mike Schuweiler
Director of Infrastructure Services



INFORMATION BRIEF

Meeting: September 28, 2015
 Agenda Item: 13

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - March 9, 2015				
17	RFD- Stormwater Management Plan. Moved by Councillor Ford to accept the Stormwater Management plan by Associated Engineering as presented. Carried. Moved by Councillor Cutler to apply for funding through the Alberta Resilience Program for stormwater related projects. Carried. Motion #15-007.	Marian/Mike	<p>Spoke with Dean at A.E. March 10th and they will move forward with preparing the grant application. A.E. will also prepare the final copies of the report for our records. Deadline for applications was extended to September 30, 2015. Met with Dean and grant Program Coordinator on April 17th and the Coordinator gave us valuable information regarding how to formulate the application. Request for preliminary engineering funding on the agenda for May 25th.</p> <p>Aug 11/15 - Preliminary Engineering for the application is in progress. Will complete application before the September 30th deadline.</p>	In progress

Regular Scheduled Meeting - March 23, 2015				
13	Proceed with negotiating Airport Leases subject to MD approval for access	Marian	<p>Requested confirmation from the MD regarding access across their land and have yet to receive a response. Sent email to Cindy Aug 13th asking for a response. In Sept received further correspondence from the MD and there are some mapping issues that need clarified.</p>	In progress

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.	In progress
15	Contact Emercor	Marian	Letter sent Insurance claim proceeding	In progress

Regular Scheduled Meeting - July 20, 2015				
4	RFD: Tax Recovery Sale - Real Estate Lising - Moved by Councillor Cutler to research Commercial Real Estate Agencies regarding the tax recovery sale of 4 Skyline Crescent. CARRIED MOTION #15-062	Tara	Requests for Proposals sent July 29, 2015 with a submission deadline of Aug 14th, 2015. On hold until offer on property condition date expires or closing of sale.	Complete
5	RFD: AUMA Convention - Moved by Councillor Cutler for administration to schedule meetings at the AUMA Convention in Calgary September 23 – 25, 2015 with the Minister of Municipal Affairs and RCMP K Division, as available. CARRIED MOTION #15-063	Marian	Spoke with Municipal Affairs July 21 - they will have the scheduler contact our office. Spoke with Sgt. Wickett and he will schedule a meeting with K Division - Aug 20th received a call from Dalin at the RCMP and he is following up on the request. Minister is unable to meet at AUMA but offered a meeting on October 5th in Edmonton. Still have no confirmation from RCMP.	In progress

Regular Scheduled Meeting - August 19, 2015				
2	Delegation Response: Harvey Dippel - Referred to Administration to provide options and costs to assist in the repair of Mr. Dippel's driveway.	Mike	Quote from contractor & engineers letter on Sept 28th agenda	in progress
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
10	RFD: Municipal Reserve Land - Moved by Councillor Fieguth to add the six trees as presented to the Municipal Reserve lands described as Lot 1MR, Block 67, Plan 0413772; to be included within the 2015 parks & recreation budget, and to budget for the sidewalk project within the Infrastructure Services 2-5 year sidewalk budget. CARRIED MOTION #15-072	Mike	Scheduled for fall planting	In progress

Regular Scheduled Meeting - September 14, 2015				
1	Bylaw #1607 - Repeal of Bylaw #1524: Moved by Councillor McAlonan to give Bylaw #1607 3rd and Final Reading. CARRIED	Karine	Bylaw prepared & signed	Complete

2	Policy #GA 09-15 Employee Benefits: Moved by Councillor Dixon to adopt Policy #GA 09-15 regarding Employee Benefits effective January 1, 2015. CARRIED MOTION #15-076	Lisa	Copies to every department	Complete
3	CORRES: Claresholm United Church RE: Workshop November 13, 2015 RSVP - Marian, Mike & possibly Rob	Karine	Letter sent Sept 18, 2015	Complete
4	CORRES: Community Foundation - Send letter of regret unable to attend due to AUMA Convention	Tara	Letter sent Sept 17, 2015.	Complete
5	CORRES: Community Futures Alberta Southwest RE: Prairie Canada Futures Game Workshop for Municipal Administration and Council	Marian		
6	CORRES: Terry Fox Run - RSVP for Rob	Karine	Contacted organizer Deb Lozeman by phone with RSVP	Complete
7	CORRES: Hazel Perrier RE: Indoor Walking Group 2015-2016 - Moved by Councillor Dixon to donate \$1,000 to the Indoor Walking Group for the use of the Community Centre for the time frame October 2015 to March 2016, and that all details regarding the facility rental (time, dates, terms, conditions, etc.) be arranged through the Claresholm Community Hall Board. CARRIED MOTION #15-077	Tara	Letter sent Sept 17, 2015.	Complete
8	CORRES: Claresholm & District Health Foundation RE: Stage & 9th Annual Gala on October 24, 2015. Referred to Administration to inform the Claresholm & District Health Foundation that the Town respectfully declines their offer to donate their stage.	Tara	Letter sent Sept 17, 2015.	Complete
9	RFD: ATCO Gas & Pipelines Ltd. Franchise Agreement Clause 4(a) - Moved by Councillor Fieguth to keep the franchise fee percentage the same at 10% for 2016 as per Clause 4(a) of the Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines. Ltd. CARRIED MOTION #15-078	Simon	Letter sent Sept 22, 2015	Complete
10	RFD: Meeting with Hon. Deron Bilous, Minister of Municipal Affairs - Referred to Administration to attempt to schedule a meeting date where more members of Council are able to attend.	Marian	Talked with Ministers Office Sept 15th and he is unable to accommodate another date that week. Confirmed attendance of Lyal, Jamie and Marian for Oct 5th	Complete
11	RFD: Request from Viper Oilfield Services Ltd. - Moved by Councillor Cutler that whereas the Town of Claresholm has made fair and reasonable compensation to Viper Oilfield Services Ltd. for the overpayment of curb and gutter improvements from 2005 to 2014, their request for further compensation is hereby denied. CARRIED MOTION #15-079	Tara	letter sent Sept 17, 2015.	Complete
12	IN CAMERA: Legal - Moved by Councillor O'Neill to accept an extension of the offer to purchase agreement from Hope Homes Inc. for #4 Skyline Crescent, Lot 16, Block 63, Plan 0110064, as presented. CARRIED MOTION #15-080	Marian	Extension signed and faxed to Willow Creek Realty Sept 15/15	Complete
13	IN CAMERA: Contract - Moved by Councillor Cutler to accept the Fire Chief Service Agreement with the MD of Willow Creek as amended. CARRIED MOTION #15-081	Marian		

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 24, 2015

INFORMATION ITEMS

TOWN OF CLARESHOLM

POLICY

POLICY #COUN 03-08

EFFECTIVE DATE March 25, 2008

SUBJECT Regular Council Meetings

DEPARTMENT Council Resolution

AUTHORITY Municipal Government Act

DATE PASSED March 25, 2008

PURPOSE: To establish a consistent policy regarding holidays and regular Town Council meetings.

POLICY: When any regular Town Council meeting date falls on a holiday as defined in the CUPE (Canadian Union of Public Employees) Local 3023 Agreement, the meeting will be moved to the next business day at 7:00pm.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 4 (2015)

EXECUTIVE COMMITTEE MEETING

Thursday, July 9, 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 (absent)
David Hawco
Tom Rose (absent)

STAFF:

Mike Burla - Senior Planner
Jaime Thomas - GIS Analyst

Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - July 9, 2015
2. Approval of Minutes - May 14, 2015 (attachment)
3. Business Arising from the Minutes
4. New Business
(a) GIS Request (Jaime Thomas)
(b) 2015 Appeals - SDAB Services (attachment)
(c) Vacation Accrual
(d) Staff Perspective (Mike Burla)
(e) Fee For Service Update (attachment)
5. Accounts
(a) Office Accounts - May 2016 (attachment)
(b) Financial Statements -
(i) January 1 - April 30, 2015 (attachment)
(ii) January 1 - May 31, 2015 (attachment)
6. Executive Report
7. Adjournment

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Don Anderberg

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: David Hawco

THAT the Executive Committee approve the minutes of May 14, 2015, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) GIS Request (Jaime Thomas)

- At the last meeting, the Executive Committee declined the request to provide GIS services for Ghost Lake and Waiparous Summer Village as they are outside our service area.
- Jaime Thomas explained the situation from the ORRSC GIS staff perspective. Ghost Lake and Waiparous Summer Village have a combined population of 145 and have no other option for GIS as they are too small to garner interest from private industry or the Calgary Regional Partnership. Adding these two municipalities would not take away from existing membership or increase our costs (no additional hardware, software, licensing or personnel). The initial build (\$5000) would take one employee a maximum of 4 days with maintenance (\$1000) estimated at 1.25 days per year.
- Committee members expressed concern that if we provide GIS service to these two communities, the floodgates are going to open with others wanting the service also – where does it end or when do you make an exception? The Executive has the responsibility of the overall organization to think about. ORRSC's mandate is planning and we also provide GIS services. We are running a non-profit model and the private sector may complain if we infringe on their business. More importantly, we will need to get approval from the Minister of Municipal Affairs before taking on additional municipalities.

Moved by: Jim Bester

THAT ORRSC staff make an inquiry to the Department of Municipal Affairs regarding ORRSC providing GIS services to additional municipalities not listed in the Oldman River Regional Services Commission Regulation as amended April 10, 2014.

CARRIED

(b) 2015 Appeals – SDAB Services

- Historic Subdivision and Development Appeal Hearing activity since 2008 is shown on the table in the agenda package, the highest year being 2012 with a total of 19 appeals. ORRSC has received 20 appeals in the first six months of 2015, and with a 30-day window to hold an appeal, staff often have to drop what they're doing to accommodate these. Jim Bester suggested we investigate the costs of these appeals, types of disputes, why there are so many, and communicate this to our member municipalities.

Moved by: David Hawco

THAT the Executive Committee receive the Historic Appeal Hearings table, as information.

CARRIED

(c) Vacation Accrual

- The Director prepared a Vacation Accrual Worksheet showing Days Accrued for all employees as of March 31, 2015. There was some confusion on how to interpret the figures presented; therefore, the Committee would like the table reworked and brought back to the next meeting.

Moved by: Jim Bester

THAT the Director provide an updated, recalculated Vacation Accrual Worksheet based on a 12-month period which includes, but is not limited to, the total amount of vacation and overtime projected to December 31, 2015.

CARRIED

(d) Staff Perspective (Mike Burla)

- Mike Burla explained that a workshop was held in 1994 before the disestablishment of regional planning commissions to determine the future of the organization. At that time, the following four goals were identified:
 1. Obtain a functional building
 2. Increase planning staff
 3. Improve staff wages
 4. Establish long-term funding
- With the implementation of the Finance Committee Recommendations, these four goals have been accomplished. It is suggested that a 5-10 year business plan is needed to determine the direction of the organization into the future. Committee consensus is that a retreat conducted by a facilitator is needed to address service levels, staffing levels, succession plan, provincial funding, and various other important issues.

Moved by: Don Anderberg

THAT administration come back with at least two options concerning long-term organizational planning and possible facilitated retreat with staff and Executive Committee.

AND THAT these steps be initiated toward the preparation of a 5-10 year business plan for the organization.

CARRIED

(e) Fee For Service Update

- Fee For Service as of June 26/15 was reviewed. The Rural IDP Project is approximately 2/3 complete, so the second payment will be billed out soon. Representatives from the M.D. of Willow Creek plan to approach the three rural municipalities not included in the project (Lethbridge County, M.D. of Pincher Creek and M.D. of Taber) to encourage them to apply for another Rural IDP grant.

Moved by: Don Anderberg

THAT the Executive Committee accept the Fee For Service updated June 26/15, as information.

CARRIED

5. ACCOUNTS

(a) Office Accounts – May 2015

5150	Staff Mileage	M. Burla	\$ 370.00
5150	Staff Mileage	S. Johnson	34.00
5151	Vehicle Gas & Maintenance	S. Johnson	54.98
5320	General Office Supplies	S. Johnson	145.10
5536	Rural IMDP Grant	S. Johnson	20.18
5151	Vehicle Gas & Maintenance	Imperial Oil	468.79
4140	Approval Fees	Michael Herweyer	150.00
5265	Utilities	City of Lethbridge	673.94
5280	Janitorial Services	Madison Ave Business Services	425.00
5320	General Office Supplies	Madison Ave Business Services	27.88
5285	Building Maintenance	Westburne	39.51
5285	Building Maintenance	Garrison Draper	250.00
5310	Telephone	Shaw	309.65
5310	Telephone	Bell Mobility	641.10
5310	Telephone	Yellow Pages	29.04
5320	General Office Supplies	Desjardin Card Services	50.91
5380	Printing & Printing Supplies	Desjardin Card Services	268.56
5570	Equipment Repairs & Maintenance	Desjardin Card Services	188.12
5320	General Office Supplies	Petty Cash (photopaper)	27.96
5520	Meetings	Petty Cash (green tea)	75.78
5536	Rural IMDP Grant	Petty Cash (Blakie Community Hall)	100.00
5330	Dues & Subscriptions	Vauxhall Advance	22.00
5330	Dues & Subscriptions	Claresholm Local Press	35.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding (April) ...	22.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	22.00
5390	Graphic & Drafting Supplies	Continental Imaging Products	574.78
5390	Graphic & Drafting Supplies	Continental Imaging Products	1,278.00
5470	Computer Software	Pacific Alliance Technologies	5,250.00
5500	Subdivision Notification	Lethbridge Herald	274.56
5536	Rural IMDP Grant	Carseland Community Centre	50.00
5580	Equipment & Furniture Rental	Xerox Canada	2,389.58
1160	GST Receivable	GST Receivable	627.31
		TOTAL	<u>\$14,895.73</u>

Moved by: **Jim Bester**

THAT the Executive Committee approve the Office Accounts of May 2015 (\$14,895.73) as presented. **CARRIED**

(b) Financial Statements –

(i) **January 1 - April 30, 2015**

(ii) **January 1 - May 31, 2015**

- Committee members felt that funds should be transferred to the Operating and Capital Reserve Funds now while the cash is available rather than waiting until the end of the year.

Moved by: Don Anderberg

THAT \$25,000 be allocated to both the Operating Reserve Fund and Capital Reserve Fund.

CARRIED

Moved by: Henry Van Hierden

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

January 1 - April 30, 2015

January 1 - May 31, 2015

CARRIED

6. EXECUTIVE REPORT

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


7. ADJOURNMENT

- The Executive Committee will not meet in August.

Moved by: David Hawco

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:55 p.m. until **Thursday, September 10, 2015 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: 



Mayors & Reeves of Southwest Alberta

MINUTES

FRIDAY, September 4, 2015 - 1:00 PM
Culver City Room, Lethbridge City Hall

PRESENT:

Mayor George Bohne	Town of Raymond	Mayor Ed Weistra	Village of Barons
Mayor Gordon Reynolds	Town of Bow Island	Mayor Kym Nichols	Village of Carmangay
Mayor Kim Craig	Town of Coaldale	Mayor Cliff Ayrey	Village of Longview
Mayor Dennis Cassie	Town of Coalhurst	Mayor Don McDowell	Village of Nobleford
Mayor Blair Painter	Crowsnest Pass Mun.	Mayor Ben Nilsson	Village of Stirling
Mayor Rene Gendre	Town of Fort Macleod	Reeve Larry Spilak	MD of Foothills
Dep. Mayor Brent Feyter	Town of Fort Macleod	Reeve Brian Hammond	MD of Pincher Creek
Mayor David Hawco	Town of Milk River	Dep. Reeve Harry Streeter	MD of Ranchland
Mayor Rick Everett	Town of Nanton	Reeve Brian Brewin	MD of Taber
Mayor Don Anderberg	Town of Pincher Creek	Reeve Neil Wilson	MD of Willow Creek
Mayor Henk De Vlieger	Town of Taber	Reeve Lorne Hickey	Lethbridge County
Mayor Margaret Plumtree	Town of Vauxhall	Dep. Reeve Henry Doeve	Lethbridge County
Mayor Thomas Grant	Town of Vulcan	Reeve Derrick Annable	Vulcan County
Chair Brian (Barney) Reeves	ID 04 Waterton Lakes NP	Reeve Ross Ford	Warner County
		Reeve Molly Douglass	M & R of SE AB
Bev Bellamy	Administrative Assistant	Mayor Chris Spearman	City of Lethbridge

Guests:

John Barlow, MP	Macleod	Drew Barnes, MLA	Cypress - Medicine Hat
Wanda Sommerfeldt	John Barlow's Assistant	Jim Turner, Councillor	City of Medicine Hat
Pat Stier, MLA	Livingstone-Macleod	Dep. Mayor Bill Chapman,	Chairman, Highway #3
Grant Hunter, MLA	Cardston-Taber-Warner	Town of Coaldale	Committee
Dave Schneider, MLA	Little Bow		

1.0 WELCOME AND INTRODUCTIONS

Mayor George Bohne called the meeting to order at 1:00 pm and everyone introduced themselves. Regrets from Minister Shannon Phillips who was unable to attend.

2.0 ADOPTION OF THE AGENDA

Moved by Mayor David Hawco to adopt the agenda. **Carried.**

3.0 ADOPTION OF THE APRIL 10 MEETING MINUTES

Moved by Reeve Fred Lacey to adopt the May 1, 2015 minutes. **Carried.**

4.0 BUSINESS ITEMS ARISING FROM MINUTES - none

5.0 REPORTS

5.1 MP Reports

John Barlow, Macleod

- Met with the riding re the Canada 150 Grants that were announced earlier this summer but were delayed. Thanks to the MLA's for getting them announced.
- Talked to all Mayors re the new Building Canada Fund and the issues they had with accessing the funds. This will not be dealt with until after the election, which means that there will be no building season over the summer.

- Question on the grants that were funded through the Building Canada Fund, how they determined a priority list for funding and what communities were funded through the Small Communities Fund (SCF). The priority list is sent by the Federal Government to the province, the province decides based on a point system and then sends it back. The list of funded projects is on the Municipal Affairs website:
http://www.municipalaffairs.alberta.ca/documents/LGS/SCF_Approved_Projects_-_For_Website.pdf
- Discussion on the SCF and the size for this being under 100,000 which works fine in Ontario but not in rural Alberta.

5.2 MLA Reports

Pat Stier, MLA – Livingstone – Macleod

- Is the Municipal Affairs critic, inquired about the Municipal Sustainability Initiative (MSI) funding in the June session, but still have no definite answers on it. Will monitor and get information out on this as they learn about any changes.
- The budget will be released October 26 but no dates have been set to date on when the house sits.
- Will ask questions regarding municipal concerns during the budget estimate sessions.
- Discussion on linear assessments - not sure what they will be – this is a huge topic and they will monitor it.

Grant Hunter, MLA – Cardston-Taber-Warner

- Has been in the office for four months and is getting around to most of the municipalities, towns and villages.
- No information on MSI funding; the interim supply bill had no line items on what the money was being spent on. After the M & R sent a letter that showed consolidated concern on this, then they began to see some movement on this.
- Job skills training and labour recently saw the worst downturn and job losses; asking the government to hold back on increasing the minimum wage to \$15 and other approaches that will push businesses out of province. Need to get back to a design that helps build Alberta.

Dave Schneider, MLA – Little Bow

- Prasad Panda, Wildrose Party, was elected in Calgary Foothills in the recent by-election.
- Concerned re the infrastructure for bridges, etc., don't know what will happen with this until the budget.
- Community Facility Enhancement Program (CFEP) and Community Initiatives Program (CIP) grants have been changed. MLA's can send a letter of support and after that they have no further influence. There is an 800 number for rural and urban grants to give you contact information for a specific person for the grants in that area.

Drew Barnes, MLA – Medicine Hat – Cypress

- Has a large constituency with both rural and urban concerns.
- The new government is more willing to discuss ideas and he is grateful for that.
- There are 5 different parties in the house, and all five parties are represented in the City of Calgary. Good to bring needs, ideas and values to the government.
- Fiscal concerns with the drop in oil and gas royalties and threats to economy. Watch to see how government balances this.

- David Dodge, former Bank of Canada governor, has been hired to suggest how to best deal with significant infrastructure pressures faced by the government. All municipal members need to make sure they make their needs known to the provincial government.

Following the MLA reports, questions were directed to all of the MLA's.

Farm Labour Laws – Reeve Brian Brewin

Grant Hunter will meet with Minister Sigurdson on September 8 to discuss the issue of Farm Labour Laws and the impact it will have on the agriculture communities. He met with Oneil Carlier, Minister of Agriculture and Forestry and the province is moving 100% forward with it. Alberta has no rules for farm labour laws and they need to get on board. Farmers generally would like to see something in place, but do not want it to be a bureaucratic nightmare. Need to make sure this approach is balanced and that it includes consultation.

Property Taxes for Senior Citizens Residences – Mayor Chris Spearman

Concern was raised that the senior citizens residences in the City of Lethbridge do not pay property taxes, and this was a hit to the budget in the amount of \$900,000. People move to Lethbridge to retire and they benefit from all the services provided to them such as roads and fire service. This is another way of downloading to the municipalities and the costs get diverted to other taxpayers. Senior citizen residences should be required to pay property taxes like all multi-residence facilities.

Funding for Aboriginal Groups – Mayor Chris Spearman

The Aboriginal Council in Lethbridge, which was funded fully by the federal government, lost its funding as it was reallocated to the provincial government who then used it to fund Aboriginal Friendship groups. There are many more of these friendship groups to allocate funding to, but the funding dollars stayed the same. The Aboriginal Council provided another source of employment to adults but when it lost its funding from this source, its doors closed.

The provincial funding has stopped for the 5th on 5th Training Centre which was a \$300,000 funding loss. This affects the 30% of clients who are aboriginal and creates socio-economic problems for aboriginal youth. The supports are no longer there for the lower end of the social economic scale and this has resulted in social issues in downtown Lethbridge.

5.3 Alberta Southwest Regional Alliance Report – Mayor Blair Painter

- Accelerate South50 Conference dates at the bottom of the ABSW Bulletin should be Wednesday, November 18-19, 2015.
- Full report was circulated with the September meeting package.

5.4 SouthGrow – Mayor Margaret Plumtree provided an update

- Continuing to work on broadband; next meeting will be held next week.

5.5 AUMA – Mayor Kim Craig

- Urban cities convention is in Calgary November 23-25; many MLA's should be in attendance. Keynote speaker is Alvin Law. Resolution sessions will be held on November 23 and will have an additional one if needed. Local communities have sent in resolutions; only 11 of the resolutions are of a provincial nature. Bylaw amendments will be brought forward; they are reviewed every 5 years.
- John McGowan is resigning as at December 31; a job search is underway to replace him.
- Website is getting reworked with new tools.
- Capital Finance Authority looking at changing policies on amortization schedules on loans.

- Discussed if it would be profitable for the Chairman of the Capital Finance Authority to address the M & R. Mayor Bohne will work with Mayor Craig to determine a format and questions to be asked.

-

5.6 AAMD&C – Reeve Fred Lacey provided an update

- South Zone meeting will be on September 18.

5.7 Associate Dean’s Advisory Council - Mayor David Hawco

- No meetings have been held since he was appointed.

5.8 Oldman Watershed Council – Mayor Brian Brewin

- Report distributed with agenda.
- OWC is hosting a Lunch & Learn on Wednesday, September 30 to give an update on two projects: the engaging recreationists project and the film project. Visit the new website www.oldmanwatershed.ca for more information and to register.

5.9 Highway #3 Association – Deputy Mayor Bill Chapman

- New members have joined the committee from Alberta Motor Transport Association as well as the Lethbridge Chamber of Commerce; also looking at integration with British Columbia as well.
- Felt there was a need to start meeting with Transportation Minister Brian Mason and to coordinate with the Town of Coalhurst the opening of the new access to Highway #3.
- Mayor Blair Painter is spearheading the grant application for impact analysis.
- Need to have a mutual understanding and united message as an association.

6.0 BUSINESS

6.1 Full Cost Accounting for Water and Waste Water and Associated Infrastructure

– Mayor Rick Everett

- Mayor Everett outlined the process that Nanton has experienced with their water services. The current cost of utilities has been covered through taxes and residents are not aware of what the actual cost is to provide these services.
- He asked for input from anyone else who has done this analysis to see if their results are comparable. It was suggested that Mayor Everett talk to the CAO of Magrath as they have had gone to full funding, monthly billing and they have been able to determine the cost per cubic meter.
- Copy of PowerPoint presentation will be distributed later this month.

6.2 Priorities Collaboration – Mayor George Bohne

- The Mayors and Reeves are asked to submit their issues, concerns and what they need more information on to Bev or Mayor Bohne so that a committee can be formed to review and identify common issues. This committee will be formed of SE and SW Mayors & Reeves to recommend a collective approach to bring this information to the government. This will enable the Associations to make the most productive use of the resources and time of Ministers and others who come and visit. The Mayors and Reeves Associations do have an impact.

6.3 Update on Waterton Tourism, Visitation and Community Broadband

– Chairman Barney Steeves

- Tourism/visitation for Waterton is up 38%, with a significant increase from California.

- The Saturday of the Heritage Day weekend had a one-day highest ever of approximately 8,000 – 10,000 visitors. Canada Parks needs to increase the number of day-use areas as well as explore alternate forms of transportation into the town site and the area around it. Policing becomes an issue when there are this many people in the park at one time. Wardens are not authorized to provide any policing service.
- Telus came in July and the broadband is now up and operating. Waterton is the second community in Alberta to have a community-based owned and operated broadband service. Businesses lost some business because of the late start.

6.4 Fibre Optic Update – Mayor Rene Gendre

- Mayor Rene Gendre gave an update on fibre optics and what has been accomplished to date, complete report attached to these minutes.
- Suggested that Commissioner Linda Vennard, CRTC, could be asked to speak to the M & R about their role and how communities can make a difference.
- In order to get maximum benefit and focus energies, this fibre optic organizational structure will most likely need to be formalized. This is being pursued, and they would like input from those interested as well as the M & R organization as to how to best meet the needs of the communities.

7.0 Next Meeting Date

Friday, October 2, 1 pm - Culver City Room, Lethbridge City Hall

Presentation: Dennis Hatt, Community Foundation of Lethbridge and Southwestern Alberta

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

ACTION ITEMS FROM SEPTEMBER 4, 2015 MEETING	PERSON RESPONSIBLE
Submit community issues to Bev (mayorsandreeves@shaw.ca) or Mayor Bohne (bohne@raymond.ca) to be compiled in order to identify common issues and to bring this information to the government.	Mayors & Reeves
Presentation by the Chairman of the Capital Finance Authority, AUMA	Mayor Bohne and Mayor Craig will work together to determine format and questions to be asked

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 June 25th, 2015 at 3:00 P.M.

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

Absent Gord Wolstenholme

1. Chair Earl Hemmaway called the Meeting to Order at 3:00 P.M.
2. Approval of Agenda

15.71 **Moved by Barry Johnson** to approve the Agenda as presented.
CARRIED 4-0

3. Delegations

No delegations

4. Approval of Minutes

15.72 **Moved by Lyal O'Neil** to approve the Minutes of the May 28th, 2015 meeting as presented.
CARRIED 4-0

15.73 **Moved by Shirley Murphy** to approve the Minutes of the June 16th, 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 \$19 766.96

15.74 **Moved by Lyal O'Neil** to approve the Accounts Payable in the amount of \$19 766.96.
CARRIED 4-0

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility June 25th, 2015, at 3:00 P.M.

5. Financial Information cont.

b) Bank Reconciliation May 2015

Cheryl presented the bank reconciliation for the month of May.

15.75 Moved by Barry Johnson to accept the bank reconciliation for the month of May
CARRIED 4-0

c) Bank Statement May 2015

Cheryl presented the Bank Statement from May 2015 as information.

d) GIC Balance – For Information

Cheryl provided the members with the GIC Account balances.

ATB Financial GIC balance \$589 376.64

Credential Securities market value March 31, 2015 \$103 260.34

6. New Business

a) Alberta South West-Energy From Waste Presentation – For Information

Everyone present at the meeting attended the information session on June 24, 2015 organized by Alberta South West. Green Bio representative brought information regarding bio gas facilities in Germany and the Netherlands. This technology produces electricity as well as compost/fertilizer.

Thane Hurlburt from ECB Enviro spoke about the experiences his company faced while constructing their bio gas facility.

The members that attended thought it was interesting information, and could be more beneficial than a mass burn facility as is suggested by SAEWA.

7. Old Business

a) SAEWA

The members discussed the package received from Brownlee LLP regarding SAEWA and a Memorandum of Understanding (MOU). Chair Hemmaway and Member Murphy both stated that their respective municipalities will not sign the Memorandum of Understanding. Member Johnson felt that the Town of Stavely has to follow what the Commission does as Stavely is too small to stand alone regarding landfilling or SAEWA.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility June 25th, 2015, at 3:00 P.M.

7. Old Business cont'd

a) SAEWA cont'd

Member O'Neill stated that the Town of Claresholm won't sign the MOU either. The Brownlee LLP correspondence asked for verification if it was our intent not to participate in the signing of the MOU.

15.76 **Moved by Lyal O'Neil** that Cheryl send Brownlee LLP notification that the WCRWMSC will not participate in signing the Memorandum of Understanding.

CARRIED 4-0

b) ARMA Grant

Cheryl presented the members with the costs associated to participate in the Alberta Recycling Management Authority advertising program to advertise our year round tire, paint and electronic collection site. This is a matching funding program. When this first came to the table, Cheryl thought maybe we could use this opportunity to help educate landfill users, advertise our hours of operation etc. Cheryl contacted ARMA to ensure this would not affect our funding if our grant was approved. ARMA verified that we would qualify for the full funding of 50% total costs. Cheryl informed the members that as we have also applied for funding for a year round HHW site through the Canada 150 Infrastructure Program, if successful, our project could not start until July 2016. ARMA plans to offer this program again next year, and if successful with both programs, we could utilize the funding to advertise the HHW site as well.

15.77 **Moved by Lyal O'Neill** to table the ARMA Grant until we know the status of the Canada 150 Infrastructure Program application.

CARRIED 4-0

c) Freon Removal Course

Cheryl reported that Dave Barnes attended the Freon removal course hosted by the Crowsnest Pass Pincher Creek Landfill on Tuesday, June 23, 2015. Dave met the criteria and is now certified through Heating, Refrigerating and Air Conditioning Institute of Canada, in conjunction with Environment Canada, to do our Freon removal and collection at the landfill. The equipment associated with this may cost up to \$1000.00. Cheryl stated that she could contact the other landfills that were in attendance and suggest that we do a bulk purchase to help keep the cost of equipment down.

15.78 **Moved by Barry Johnson** that Cheryl correspond with other landfills to consider the bulk purchasing of Freon removal equipment, and further that the WCRWMSC purchase equipment for the Willow Creek Regional Landfill.

CARRIED 4-0

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility June 25th, 2015, at 3:00 P.M.

7. Old Business cont'd

d) Canada 150 Grant – For Information

Cheryl reported that she submitted an application to the Canada 150 Infrastructure Program on behalf of the WCRWMSC in the amount of \$6000.00. She has not received any correspondence regarding this program at this time.

8. Correspondence

No correspondence

9. General Landfill Information

No general information

10. In Camera

15.79 **Moved by Shirley Murphy** to go In Camera at 4:02 P.M.

CARRIED 4-0

15.80 **Moved by Barry Johnson** to come out of In Camera at 4:35 P.M.

CARRIED 4-0

15.81 **Moved by Shirley Murphy** to contract the services of Nitro Construction, as recommended by Hasegawa Consulting, as the General Contractor for our building addition, provided all insurance requirements are met prior to execution of the contract.

CARRIED 3-1

11. Adjournment

15.82 **Moved by Lyal O'Neill** to adjourn the meeting at 4:37 P.M.

CARRIED 4-0

Chairman Earl Hemmaway

Manager Cheryl Guenther

Willow Creek Agricultural Society

P.O. Box 1401

Claresholm, Alberta, Canada T0L 0T0

Minutes of the Willow Creek Ag. Society held on August 19th, 2015.

Call to Order: Meeting called to order at 6:45 at Douros.

Present: David Hansma, Sid Gray, Lorraine Norgard, Wally Mandel, Neil Watt, Rod Jensen, Allan Minor, Dave Elliott, Gordon Weerstra, Sheldon Smeltzer.

Absent: Judy Minor, Shawna Burton, Gerry McGuire Chris Dixon and Glen Alm.

Reading of Minutes: Syd moves we accept the minutes from the July 15th meeting as presented. Dave Elliott Seconds. Motion Carried.

Business Arising from Minutes: We talked about if the Black Widow has been ordered. David told the board that it was being redesigned so a cut bar could be added to the groomer. David told the board that we have taken the Black Widow groomer that John Sheilds brought down for the Can Am Barrel Racing as payment for that weekends rental bill.
We will table the decision on whether to move banks to the Credit Union until after the new building is done. We also discussed if anything important came out of the meeting the AUMA insurance. Lorraine has an info book that they dropped off to help with any clarifications that we may require regarding our insurance with them.

Treasurers Report: The treasurers' report was read by David. Dave Elliott moved the adoption of the report as read. Gordon Seconds. Motion Carried.

Managers Report: David read the Managers report. David told the board about upcoming events at the Agriplex. David brought up the following items for discussion:
-David informed the board that the stripping of the topsoil and the building up of the clay surface is almost complete for the repositioning of the outside arena. We are now starting to take down the outside arena in preparation for the moving and rebuilding of the arena.
-Cicon engineering has completed the reworked and updated elevation plans for the new building.
-Roughneck builders has sent the updated building quote.

New Business: The board discussed the progress of the work that has been completed so far in preparation for the new indoor equine facility. The board also discussed the new quote from Roughneck Builders. After reviewing this latest quote Gerry moves the we order the building. Allan Seconds. 9 In Favor. 1 Opposed. Motion Carried. David will phone Fernie so the building can be ordered to keep us moving forward on developing the second facility.

Adjourn: Wally moves the meeting to be adjourned at 8.35pm.

RECEIVED

SEP 23 2015



CANADIAN SENIOR PRO RODEO ASSOCIATION
PO Box 393, Carseland, AB T0M 0J0
Phone: 403 875 3242
Email: info@canadaseniorrodeo.com

September 15, 2015

Claresholm Town Council

Dear Friends of the Canadian Senior Pro Rodeo:

RE: CSPRA 2015 Finals, Banquet & Award Presentations

Once again we would like to take this opportunity to express our "Thank You!" for your kind support of the 2015 Canadian Senior Pro Rodeo Association Season and Finals.

We recognize your generosity by first inviting you and a guest to attend our Finals Rodeo performance(s) for which we have included complimentary gate admission tickets.

We also cordially invite you and your guest to attend our Awards Banquet to be held at the Claresholm Community Center (59 Ave & 8 St W, Claresholm, Alberta) at 8PM on Saturday, October 18th, 2015. This is always an exciting time for Sponsors to personally meet the members that they support!

We sincerely look forward to seeing you and hope you enjoy our Finals events.

Sincerely yours,

Glenda

Glenda Alexander
403 828 2552

Media, Promotions and Sponsorship
Canadian Senior Pro Rodeo

Claresholm & District Chamber of Commerce
REGULAR MEMBER MINUTES

Tuesday, May 19, 2015

The Bridges at the Claresholm Golf Course

Present:

Russell Sawatsky	Lorraine Norgard	Rob Vogt	Linda Petryshen
Linda Brooks	Glen Alm	Justin Sweeney	Judith Sweeney
Sally Lloyd	Val Varscheid	Rod Dyrholm	Hayley Whelpton
Douglas Whelpton	Betty Fieguth	Iqbal Nurmohamed	Julia Thompson

1. Call Meeting to Order & Introductions
Russell called the meeting to order at 6:10 pm and introduced Justin Sweeney as the Chamber's new Vice President to replace Chloe who resigned as she left Claresholm.
2. Acceptance/Additions to Agenda
Glen Alm moved the agenda be accepted as presented, seconded by Linda Petryshen, carried.
3. Minutes of Previous Meeting
Linda Petryshen moved acceptance of the minutes from April 21, 2015. Seconded by Justin Sweeney, carried.
4. Guest Speaker
Julia from Family, Community & Social Services presented the revised approach of services which are now amalgamated on main street, including their function and that this should work better to have all in close vicinity to work together.
5. Treasurer's Report
Linda Brooks presented financial statement.
6. Membership Committee Report
Justin gave update from Membership Committee. We need to demonstrate the potential to members what they have to benefit by being a member by welcoming them to a meeting to get them interested, without having to join first.
 - 2013 we had 113 members, 2014 we had 85 members and 2015 we currently have 62 members. Justin has come up with another 45 businesses that aren't on our current list.

Discussion of possible incentives to welcome them to the Chamber, i.e., bouquet of flowers, coffee cup and balloon, mirrored plaque with yearly decals sent out to renewing members, prizes, etc. All to brainstorm for fall meeting.
7. Fiesta Committee Update for June 19 2015
Russell reported that the Lions are on board to do the cooking. He will look into borrowing big tent from Frontier. FCSS will be helping Chamber with the event.

8. Hanging Basket Program Update

Linda Brooks presented a “draft” announcement of our hanging flowers fundraiser. We will need to arrange a list of all sponsors at the Ringrose Park and ask Maria to look after that if the Town approves that we can post it there.

9. Web Page Update

Maria not present to present.

10. New Business

10.1 Summer Games Request for Volunteers

The Summer Games Committee is requesting volunteers and anyone interested should let Russell or Amanda Zimmer know. Linda Petryshen moved that we donate \$1,500.00 to the 2015 Summer Games held in Claresholm. Seconded by Justin Sweeney, carried.

10.2 Canada Day Update and Request for Volunteers

Justin Sweeney presented letter from Town of Claresholm outlining Canada Day events at Amundsen Park, and asked for volunteers to get in contact with him or Alicia Fox. Justin moved that we dedicate volunteers to help with Canada Day events, seconded by Russell, carried. Sally suggested the Summer Games mascots be at the event. Costs to the Town at this time are approximately \$14,000.00. The Chamber did not contribute funds last year.

10.3 Social Event for Chamber Members

Justin inquired as to social events to get together with Chamber members. Previous members said this had been tried in the past, but with little participation as people are so busy. We will look at again in the fall, ie, for a winter get-together (fun event such as golf or at the Curling Club).

10,4 Signing Authority

Justin Sweeney as Vice President, and Linda Petryshen, as Director were approved with signing authority. They will meet at Credit Union to sign official papers.

11. Correspondence

None.

12. Next Meeting

We will not hold regular meetings for summer months of June, July or August, unless something comes up.

13. Adjournment

Meeting was adjourned at 1:05 p.m.

Please check out our updated website: <http://www.claresholmchamber.ca>