



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
APRIL 25, 2016
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES APRIL 11, 2016

DELEGATIONS: LETHBRIDGE COLLEGE – Justin Sweeney
RE: Community Advisory Council Representation

ACTION ITEMS:

1. CORRES: Mayor Brad Koch, Village of Lomond
RE: 100th Anniversary
2. CORRES: Porcupine Hills Classic Cruisers
RE: Annual Show & Shine – August 14, 2016
3. CORRES: Alberta Municipal Affairs
RE: Feedback on Changes to the Municipal Government Act
4. CORRES: Alberta Urban Municipalities Association
RE: June Mayors' Caucuses in Olds
5. CORRES: Canadian Senior Pro Rodeo Association
RE: Sponsorship Request
6. REQUEST FOR DECISION: 2016 Budget Amendment
7. REQUEST FOR DECISION: 2016 Mill Rate Bylaw & Special Tax Bylaws
8. REQUEST FOR DECISION: Corporate Credit Card Policy
9. INFORMATION BRIEF: CAO Report
10. INFORMATION BRIEF: Council Resolution Status
11. ADOPTION OF INFORMATION ITEMS
12. IN CAMERA: Legal

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – March 2016
2. Economic Development Committee Meeting Minutes – February 9, 2016
3. Economic Development Committee Meeting Minutes – March 6, 2016
4. Facility & Infrastructure Planning Committee Meeting Minutes – November 23, 2015
5. Oldman River Regional Services Commission Executive Committee Meeting Minutes – February 11, 2016
6. 2016 Provincial Budget Analysis by AUMA – April 14, 2016
7. Budget 2016-17: AAMDC Initial Analysis – April 15, 2016
8. Alberta Agencies, Boards and Commission Review – April 14, 2016
9. Media Release: Government introduces amendments to simplify and streamline how minor offences are enforced. April 13, 2016
10. Claresholm & District Chamber of Commerce Thank you! – April 2016
11. 2016 Minister's Awards for Municipal Excellence
12. Claresholm & District Museum Board Minutes – December 17, 2015
13. Greeting letter request for FalunDafa 24th Anniversary
14. Municipal Planning Commission Meeting Minutes – April 1, 2016
15. Claresholm Golf Club Annual General Meeting Minutes – April 21, 2015
16. Claresholm Golf Club Executive Meeting Minutes – February 17, 2016
17. Claresholm Golf Club Board Meeting Minutes – March 16, 2016

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
APRIL 11, 2016

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

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

REGRETS: Councillor Chris Dixon

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

CARRIED

MINUTES: **REGULAR MEETING – MARCH 29, 2016**

Moved by Councillor Cutler that the Regular Meeting Minutes of March 29, 2016 be accepted as presented.

CARRIED

DELEGATION: **YOUNG PARKYN McNAB – Darren Adamson, CPA, CA**

Darren Adamson, CPA, CA from Young Parkyn McNab presented the 2015 Audited Financial Statements to Council.

ACTION ITEMS:

1. REQUEST FOR DECISION: Transfers to Reserves

MOTION #16-035

Moved by Councillor McAlonan to transfer unrestricted funds of \$379,801 to Reserves and to transfer from Reserves \$46,598 for operations for the year ended December 31, 2015 as follows:

General Reserves

Transfers to Reserves:

General – \$15,900

Physician recruitment fund – \$15,800

Economic development – \$30,000

Transfers from Reserves:

Landfill closure – \$38,598

Airport general – \$8,000

Capital Reserves

Transfers to Reserves:

General – \$157,400

Multi-use community building – \$150,000

CARRIED

2. REQUEST FOR DECISION: 2015 Financial Statements

MOTION #16-036

Moved by Councillor Ford to accept the Audited Financial Statements for the year ended December 31, 2015 as presented.

CARRIED

A short recess was taken at 7:15 pm to sign the Audited Financial Statements.

3. CORRES: Hon. Danielle Larivee, Minister of Municipal Affairs
RE: Alberta Community Partnership (ACP) Program

Administration was directed to send a thank you note to the MD of Willow Creek for their support of the application.

4. CORRES: Hon. Danielle Larivee, Minister of Municipal Affairs
RE: Ongoing Safety Codes Exemption for Specified Residences under the Persons with Developmental Disabilities (PDD) Program

Received for information.

5. CORRES: Workers' Compensation Board Alberta
RE: April 28 – National Day of Mourning

Referred to Administration to acknowledge the National Day of Mourning on April 28, 2016.

**6. CORRES: Mayor Jim Ahn, Town of Fox Creek
RE: Business License Bylaw 736-2014**

Received for information.

7. INFORMATION BRIEF: Pitch-in Canada Week

Received for information.

8. INFORMATION BRIEF: Council Resolution Status

Received for information.

9. ADOPTION OF INFORMATION ITEMS

Moved by Councillor Ford to adopt information items as presented.

CARRIED

10. IN CAMERA: Personnel; Legal; Annexation; Board Appointment

Moved by Councillor Fieguth that the meeting go In Camera at 7:25 p.m.

CARRIED

Moved by Councillor McAlonan that this meeting come out of In Camera at 7:45 p.m.

CARRIED

MOTION #16-037 Moved by Councillor O'Neill that as per the Fair Hiring Policy, Council supports the hiring of Alex Kinsey, who is a relative of a current employee of the Town, for a temporary summer position.

CARRIED

MOTION #16-038 Moved by Councillor Cutler to appoint Joan Ritzen to the Claresholm Housing Authority Board.

CARRIED

ADJOURNMENT: Moved by Councillor Cutler that the meeting adjourn at 7:47 p.m.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

DELEGATIONS

5202 – 5th Street East
Claresholm, AB T0L 0T0
(403) 625-4231
justin.sweeney@lethbridgecollege.ca

April 14, 2016

Mayor & Council
Town of Claresholm
221 – 45th Avenue West
Claresholm, AB T0L 0T0

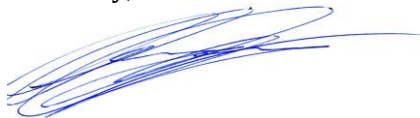
Dear Mayor & Council:

Lethbridge College is making a shift from a larger Regional Advisory Council to a set of smaller, Community Advisory Councils (CAC). The CAC will be tasked with identifying learning needs and resources, liaising with the community, recommending programs and services, and developing a Lethbridge College presence in their respective community. It is with this in mind that we request Council appoint a representative to the Lethbridge College Community Advisory Council (CAC) for Claresholm. We would recommend Shelley Ford due to her role with the Claresholm Library as well as Council.

The CAC will meet a minimum of twice per year. The terms of service for members will be for two years and are renewable at the discretion of the current membership. Renewal of membership terms and/or addition of new members will be by consensus of the current membership, in so far as the membership remains within the terms of reference. If a member ceases to be associated with their represented organization, they will also cease to be a member of the CAC. The organization will then need to appoint a replacement for the duration of the term.

I want to express my sincere appreciation of the time given to this request. I am readily available to respond to any questions the Council may have.

Sincerely,



Justin Sweeney

Community Advisory Council
for Regional Stewardship



Terms of Reference

Introduction

Lethbridge College is designated as a comprehensive community institution (CCI) by the Ministry of Advanced Education. As a CCI, Lethbridge College ('the college') has a regional stewardship role which is defined as "leadership and collaboration with community adult learning providers and other stakeholders for the purpose of access planning, facilitating and coordinating foundational and post-secondary learning opportunities, and providing learner supports.

As a regional steward, the college will facilitate:

- collecting and sharing information and knowledge
- leveraging resources and building collective capacity
- determining, prioritizing and facilitating access to the full spectrum of foundational and post-secondary learning opportunities through collaboration with regional learning providers and other post-secondary institutions."

(Source: Increasing Learner Access through System Alignment: Final Report of the Community Adult Learning Task Team, Alberta Advanced Education and Technology)

Lethbridge College stewards a geographical region that extends south from Nanton and Vulcan to the U.S. border, east to include the communities of Taber, Vauxhall and Milk River, and west to the BC border. (see attached map)

Involvement of community stakeholders enables the college to develop strategies to improve access to post-secondary education in the communities within this region. To facilitate community engagement, the college will utilize a regional network of Community Advisory Councils (CAC), with each council representing a specific community. Following are the terms of reference established for the Community Advisory Councils.

Definition

Community Advisory Councils (CAC) are advisory bodies that provide perspectives and advice on regional learning needs that will assist the College in developing its Institutional Plan. The CAC will provide advice and input on regional and community access issues, and strengthen linkages and enhance collaboration across a diverse range of community stakeholders.

Membership

The Community Advisory Council shall consist of a minimum of four and a maximum of six members. Members will be individuals who represent relevant organizations that operate within the community. If a representative ceases to be employed or otherwise terminates association with their affiliated organization, they will also cease to be a representative for the CAC. The affiliated organization will be asked to provide a replacement representative for the duration of that member's term.

The Community Advisory Council will have representation from the following stakeholder categories:

1. Community Adult Learning Program (CALP) – where a community has a CALP, the CALP will be given first priority to participate on the CAC; a CAC may be formed without a CALP only if the CALP has been invited and declined to participate, or where there is no CALP that serves the community.

2. High School / School Jurisdiction – the high school that serves the community, whether or not it is physically located within the community, will also be given first priority to participate on the CAC; a CAC may be formed without a high school representative only if an invitation to participate is extended and declined by both the high school administration and the respective school jurisdiction administration.
3. Economic Development / Business / Labour Market – the CAC must have at least one member from this category; examples of acceptable representation are Chambers of Commerce, Community Futures, Alberta Works, or municipal economic development officers.
4. Social Development – the CAC must have at least one member from this category; examples of acceptable representation are Family and Community Support Services (FCSS), or other social development agencies based within the community.

Additional members may be chosen from the above categories or from other relevant stakeholders within the community such as a public library, other educational providers, or special interest community groups.

The following will be Ex Officio members of the CAC:

- Vice President, Academic and Chief Operating Officer; Lethbridge College
- Associate Vice President, Academic; Lethbridge College
- Manager, Regional Stewardship; Lethbridge College

Role of the Community Advisory Council

The Community Advisory Council will advise and make recommendations to Lethbridge College on matters pertaining to the educational needs of the community and assist in the development of strategies to address these needs. In so doing, the CAC will contribute to the development of the Lethbridge College Institutional Plan.

More specifically, the CAC will:

1. contribute to the identification of learning needs within the community
2. identify resources in the community that may be accessed
3. facilitate collaboration among the organizations in the community that are involved in education
4. recommend programs and related services to respond to identified needs
5. support the development of a Lethbridge College presence within the community
6. advocate for and promote education and continuous learning within the community

Terms of Service

Terms of service for members will be for two years and are renewable at the discretion of the current membership. Renewal of membership terms and/or addition of new members will be by consensus of the current membership, in so far as the membership remains within these terms of reference. Initial membership of a newly formed CAC will be developed in collaboration with the Manager, Regional Stewardship of Lethbridge College.

Meetings

Meetings of the CAC will be scheduled a minimum of twice per year, normally in fall and spring, with additional meetings to be convened as required. Except under extenuating circumstances, meetings will be scheduled at such times that allow for all members to attend.

Meetings will be held in the community at a location determined by the membership.

Meeting notes and additional documents generated by the CAC will be distributed to members and kept in an electronic format that will be accessible to all members.

Lethbridge College will resource the Community Advisory Council by taking responsibility for the following tasks:

- scheduling meetings of the CAC
- preparing agendas and related materials for each CAC meeting
- preparing summary notes of meetings and distributing to members
- providing refreshments for members at meetings that are two hours in length or more

Role of Chair and Vice Chair

The Chair will be elected from the membership. The term of service for the Chair will be for two years and is renewable at the discretion of the current membership, to a maximum of three terms.

The Chair shall be the spokesperson on behalf of the CAC.

In the absence of the Chair, the duties and powers of the Chair shall be exercised by the Vice Chair.

A Vice Chair will also be elected from the membership. The term of service for the Vice Chair will be for two years and is renewable at the discretion of the current membership, to a maximum of three terms. The Vice Chair will assume the role of Chair in the absence of the Chair.

ACTION ITEMS

RECEIVED

APR 19 2016



E-mail: villageoflomond@gmail.com

Box 268

Lomond, AB T0L 1G0

Bus: 403-792-3611

Fax: 403-792-3300

April 15, 2016

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

Dear Mayor Steel:

The Village of Lomond is celebrating our 100th Anniversary this year. We would like to invite you to be a part of our celebration by joining us in a parade.

The parade will take place on Saturday, July 16th. Local clubs, businesses and residents will be putting floats in the parade to celebrate our 100th. We would be pleased if you could join us. We would be happy to arrange a vehicle and door signs if required. The Parade will begin at 10:00 a.m.

Events for Saturday after the parade include children's carnival, show and shine, Lomond History book unveiling, school tours, heritage garden displays, ball tournament and beach volleyball tournament, the Lomond Lions Club will host a beef barbeque supper, followed by a dance.

All Village of Lomond 100th celebration information is available online at: www.lomond100.com.

If you are able to join us, please fill out the attached form with contact information and return it by July 1st. If you have any questions please call the Village Office at 403-792-3611 or email at villageoflomond@gmail.com.

Thank you, we hope to see you on July 16th!

Yours truly,

Brad Koch
Mayor

**LOMOND 100TH ANNIVERSARY
JULY 15 – 17, 2016 EVENTS**

FRIDAY

3 – 8 pm - Registration at Drop In – coffee and cookies, name tags, gift bags, guest book, fun photo booth

Evening start of Ball Tournament and Beach Volleyball (depending on numbers might start on Thursday evening)

5 – 8 pm – Lomond Community Club's evening of food and fun starting with supper, followed by raffles/draws, races/games for children, popcorn and bonfire - pre-registration

8pm – Ball Committee's Texas Hold'em Poker Tournament and Beer Garden

9 – 10:45 pm – Youth Dance at Tennis Court organized by School Leadership Group

11 pm – Village of Lomond and sponsors fireworks display

SATURDAY

8 – 9:30 am – Western Tractor breakfast at Centre

10:30 – 11:30 am – parade Show and Shine in parade

11:45 am – Opening ceremonies: Welcome by the Mayor and dignitaries will take place in the arena

12:00 – History Book unveiling and first edition auction

12:30 – 6 – Registration at Drop In

Ball Tournament and Beach Volleyball

Noon – Food available at Harvest Moon Café, S & S General Store and 4-H concession at the Lomond Community Centre

1:00 – Show and Shine

1:00 pm – Kids Races

1:30 pm – Kids Carnival at Centre

2:00 – 2:30 pm – Library will provide refreshments and cake after your viewing of the Heritage Garden displays of local school sites and the names of personnel serving in the armed forces

3:00 – 4:30 pm – School Tours

- Lomond Community Multi-Purpose Facility Tours

5 – 7 pm – Lions Beef Barbeque - pre-registration

Ball Committee's Beer Garden and Dance

SUNDAY

Ball Tournament and Beach Volleyball

9:00 – 10:30 – Lions Breakfast – pre-registration

11 am – Lomond Community Church service followed by fellowship luncheon

12:30 – Food available at Harvest Moon Café, S & S General Store and 4-H concession at the Lomond Community Centre

1-3:00 – Ranch Roping Demonstration at the Riding Arena

Family, Community and History Displays upstairs in Community Centre
Centennial Time Capsule

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

April 11th, 2016

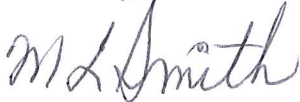
Honorable Mayor & Council Members:

The members of the Porcupine Hills Classic Cruisers car club will be hosting their annual Show & Shine On Sunday, August 14th, 2016.

With your permission we would like to host our event during "Fair Days" weekend at the Centennial Ball Diamonds. We trust that our club has left everything in order from past shows and we appreciate the Opportunity to host our event there again this year. The area is ideal because of the enclosed fencing Which provides control of the number of cars for our show.

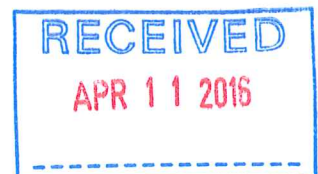
Thank you for considering our request, and we look forward to your reply. Our club appreciates the Town employees that have supported and assisted us in our past Show 'N' Shine events.

Yours truly,



Marlene Smith for

Dave Wasylyshen
President
Porcupine Hills Classic Cruisers
P.O. Box 915
Claresholm, AB.
TOL 0T0



Save the date: Municipal Affairs Minister announces summer engagement on the Municipal Government Act

Municipal Affairs Minister Danielle Larivee will travel across Alberta this summer seeking feedback on changes to the Municipal Government Act.

The updated *MGA* will be introduced in the Legislature in late May. Minister Larivee will then travel to 19 communities to speak with and listen to municipal partners, community organizations, small businesses, industry, and the general public.

"Following extensive consultation during the *MGA* review, I am proud to be introducing the updated *MGA*, a modern piece of legislation that is responsive to local needs. I am looking forward to gathering more feedback from Albertans after the bill is introduced. This input will ensure that Alberta's municipalities and businesses have the tools and resources they need to build a more resilient, and diversified economy for Alberta families."

- Danielle Larivee, Minister of Municipal Affairs

Each session will include opening remarks from the Minister, a presentation on the *MGA* Review, a question and answer period with the Minister, and an open house to discuss the issues in more detail.

The town hall meetings will be held from June 1 to mid-July. Albertans are encouraged to save the date and watch for more information in the coming weeks, as venues are confirmed and online registration is opened.

- June 1: Two Hills
- June 2: Lac La Biche
- June 3: Athabasca
- June 6: Rocky Mountain House
- June 7: Calgary area
- June 9: Cochrane
- June 10: Canmore
- June 13: Edmonton area
- June 14: Hardisty
- June 15: Hanna
- June 16: Red Deer
- June 21: High Prairie
- June 22: Peace River
- June 23: Grande Prairie
- June 27: Hinton
- June 28: Whitecourt
- July 13: Brooks
- July 14: Medicine Hat
- July 15: Lethbridge

The Minister's tour provides Albertans with the opportunity to review the proposed amendments and provide their feedback before the Legislature will complete debate of the bill during the fall sitting. All changes to the *MGA*, including regulations, will be proclaimed before municipal elections in fall 2017.

Background

With 650 sections, the *Municipal Government Act* is our province's second largest piece of legislation and touches the daily lives of all Albertans by defining how their municipalities are governed, funded, and developed.

The current *MGA* review began in 2012. Consultation has been comprehensive, involving input from more than 1,250 written submissions, approximately 1,500 people at 77 community meetings, and 15 months of intensive policy discussions with municipal and

industry representatives.

In Spring 2015, the *Municipal Government Amendment Act* (known as Bill 20) was passed in the Legislature. It covered items that received consensus from municipal and industry representatives.

Related information

[MGA Review](#)

[Bill 20](#)

[MGA Consultation results](#)

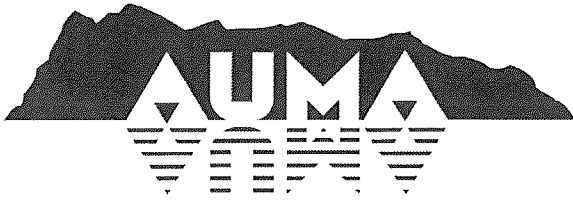
[Sign up for MGA Newsletter](#)

Media inquiries

✉ **Shannon Greer**

☎ 587-594-0132

Press Secretary, Municipal Affairs



It's time to register for the June Mayors' Caucuses

April 13, 2016

Registration is open for the June Mayors' Caucuses in Olds, which follows the traditional format where members attend one day according to their size:

- June 15—municipalities under 2,500 population
- June 16—municipalities between 2,500 and 10,000 population
- June 17—municipalities with populations greater than 10,000

Caucuses are open to all regular AUMA members and provide Mayors, Councillors, and CAOs with a terrific opportunity to network and build consensus on key issues that affect Alberta's communities.

The June Caucuses will be held at the Pomeroy Inn & Suites at Olds College. To book, contact the hotel by calling 1-855-800-8815 or 403-556-8815 and cite room block: AUMA 16. Registering for the hotel does not register you for the Caucus.

Register for the Caucus here. The cost for attending is \$75 plus GST.

Keep an eye on the AUMA Digest and our Mayors' Caucus site in the coming weeks for updates and further details!



Canadian Senior Pro Rodeo Association
PO Box 393, Carsland, AB T0J 0M0
403-875-3242
E-Mail: info@canadaseniorrodeo.com

March 14, 2016

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

Your Worship Mayor & Council,

RE: Canadian Senior Pro Rodeo Finals Sponsorship Opportunity

The 31st Annual Canadian Senior Pro Rodeo Finals 2016 Edition will be held in your home town of Claresholm, AB October 13th to 16th. Our over 250 members aged 39 to 85 years of age have enjoyed the hospitality of your residents and businesses for many years and look forward to seeing you again!

The Finals Rodeo will again be a Sudden Death format, an exciting way to culminate the rodeo year. Contestants from all areas of Alberta, Saskatchewan and British Columbia will be participating as well as many contestants from several areas of the United States.

We would like to invite you to participate in this exciting event as a Sponsor. Our sponsors receive recognition on our CSPRA page published each month in the Rodeo Connection Magazine, on our CSPRA website with additional exposure at the Finals Rodeo. For your information your Council has graciously approved \$500. in past years.

The Canadian Senior Pro Rodeo Association thanks you for any support you may be able to give this event. Please contact us confirming your Sponsorship or if you have any questions.

Sincerely,

Glenda M Alexander
403 828 2552

Media Relations & Sponsorship Coordination
Canadian Senior Pro Rodeo Association

*Help keep the
CSPRA going so
that one day I
can compete too!*



CANADIAN SENIOR PRO RODEO ASSOCIATION

HISTORY:

The Canadian Senior Pro Rodeo Association, formerly known as the Canadian Old Timers Rodeo Association, was formed in 1985 by a group of Cowboys who were interested in the continued growth of rodeo from the aspect of an "Old Timer" - Old Timer being forty (40) years of age or older. As well as promotion of the sport of Rodeo for the Senior Pro Cowboys and Cowgirls, it affords the opportunity for friendly social activities.

The membership in 1985 was approximately one hundred and twenty five and has been growing steadily since that time. We have members from Alberta, Saskatchewan and British Columbia as well as the North West Territories. Our American members represent over 12 states - Nebraska in the east to Washington in the west and as far south as Texas and Oklahoma. The Association has attracted such **rodeo legends as Leo Brown of Cochrane, AB., Fred Gladstone of Cardston, AB., and Bob Robinson, Millet, AB. - all inductees into the Canadian Rodeo Hall of Fame. Bill Reeder and Jim Gladstone, who each qualified for the CFR Finals in Edmonton 11 times, are past Canadian and World Champion Calf Ropers.** Also included was **Benny Reynolds** of Twin Bridges, Montana who was the only cowboy in all of North America to hold Championships in every Major Rodeo Event.



The CSPRA will sanction rodeos in Alberta and Montana. All our rodeos are co-sanctioned by the National Senior Pro Rodeo Association. Most of the sanctioned rodeos are sponsored by service organizations or clubs and our membership will do all we can to assist committees to have a successful rodeo.

As with all non-profit organizations the Senior Pro has a limited source of income. Our major income comes from memberships and the generous sponsorship if individuals and businesses. We have the capability to and will provide a receipt for your sponsorship donation which can be used as a marketing and promotional expense to yourself and or your business.



Policy #CEDC 12-15

Community Donation Policy

POLICY STATEMENT:

The Town of Claresholm recognizes the many benefits that various groups, organizations, volunteers, and events within the Municipality provide by promoting and improving upon the cultural, social, and economic well-being of the community. It is for that reason that the Town of Claresholm is committed to treating all requests for contributions in a consistent, fair, and equitable manner subject to local needs, priorities, and Council's approved budget. Council also recognizes that citizens have the right to expect that tax dollars will be expended in a manner that is justifiable, fair and holds groups accessing public funds accountable for their spending.

PURPOSE:

- To establish, the funding criteria and application procedure for requests for financial or in-kind assistance from individuals or community groups and organizations in the Town of Claresholm.
- To provide Council with a consistent response and clear direction to requests for donations from individuals or community groups.
- To secure an open and transparent decision-making process for requests for donations.
- To establish an annual calendar for the processing of all donation requests.
- To provide clear procedures for staff when responding to requests for donations.
- To match the Town of Claresholm Strategic Goals and Priorities.

DEFINITIONS:

"Donation" shall be any direct monetary contribution from the Town of Claresholm requested by the applicant.

"Community Project Funding" shall be a one-time assistance either as seed funding for the start-up of an organization/project, or funds for a short-term undertaking with a start-up and completion date or loan guarantees to assist an organization in acquiring the financial assistance, from financial institutions, needed to support the construction of the project or support for a specific project.

"In-Kind Contributions" shall be based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind contributions, it is recognized that the contribution will involve either an expense or foregone revenue for the Town of Claresholm.

- Use of facility (rental fee reduced/waived)
- Staff support - expertise for an event (wages reduced/waived)
- Use of Town of Claresholm owned equipment (rental fee reduced/waived)
- Use of Town of Claresholm owned materials (fee reduced/waived)

"Special Event" shall be defined as any one-time or first-time event that is of cultural, social, or recreational significance to the community and which may have participation of more than one organization.

"Community Event" shall be a recurring event that Town Council has determined provides some significant benefit to the broad community, and is open to all members of the public.

GUIDELINES / CONDITIONS:

- Requests for consideration of a donation or alike will be accepted on an ongoing basis, and must be in writing to the CAO on the prescribed form (attached);
- Request for consideration of a donation or alike will be reviewed quarterly (January, April, July, October);

- Council, at its discretion may or may not grant a request for a donation or alike for the event/project. There is no guarantee that a request will be approved;
- The funding may not exceed the approved yearly budget amount unless by resolution of Council;
- Donations made by the Town are not to be regarded as commitment by the Town to continue such donations in the future.

ELIGIBILITY: An individual, group or organization must:

- Be based within the Town of Claresholm;
- Demonstrate the need for the specific request;
- Be an individual or non-profit entity;
- Use or distribute the donation wholly within the Town of Claresholm through the events or activities associated with the donation or alike;
- Not be the recipient of other funds from the Town of Claresholm;
- Not be a Federal or Provincially funded initiative;
- Not be a registered political party, registered constituency association or registered political candidate;
- Not be raising funds on behalf of another group who would not otherwise be eligible;
- Not be an activity that is contrary to the policies of the Town of Claresholm, or an activity which is deemed to be unlawful, or would incite hatred towards any group;
- Applications for assistance to attend conferences, and sponsorships of individuals or groups attending or participating in sporting events are excluded;
- Agree to acknowledge the Town contribution in all publicity relating to the event or activity to which the donation applies.

APPLICATION REVIEW GUIDELINES:

- All requests for donations or alike shall be directed in writing to the CAO through the completion of the Town of Claresholm Application for Donation (attached);
- All requests will be assessed based on the availability of the requested resource, potential financial impact to the Town of Claresholm, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact;
- The applicant shall demonstrate a reasonable effort to raise funds from sources other than the Town of Claresholm;
- In making donations/requests, the Town of Claresholm may impose such conditions and/or restrictions as it deems fit;
- The Town of Claresholm decisions regarding donations/requests are final;
- Applications for In-Kind non-financial assistance will be forwarded to the respective department for review with a report to Council for consideration and approval. Each department will keep a detailed listing of all in-kind services offered in a calendar year and this will form part of the budget process;
- A written response for each application will be provided upon review.

Requests for assistance outside scope of policy: Nothing in this policy prohibits Town Council from considering financial assistance or in-kind support outside the scope of this policy. Council will consider each case on its merit and any assistance provided will be without precedent.

Policy # CEDC 01-02: Assistance to Community Groups is hereby rescinded.

Date Approved by Council: December 14, 2015

Resolution #15-115

Town of Claresholm Application for Donation
(As per Policy #CDEC 12-15)



Date of Application: March 29/16

Date of Event: October 13-16/16

1. Applicant Information

Name of Applicant: Canadian Senior Pro Rodeo Association

Address: 40 P.O. Box 393, Carseland AB T0J0M0

Contact Person: Glenda Alexander

Phone, Fax, Email: (403) 828-2552

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

3. Is the Organization registered with Revenue Canada as a Charity? (circle)

YES provide registration date & #

NO

4. Is the Organization incorporated as a non-profit organization? (circle)

YES provide registration date & # annually renewed NO 50309886

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

We are looking for financial support to assist in our

IN-KIND CONTRIBUTION - Fee Waiver (explain): hosting our 2016 Finals at the Claresholm Agripdex.

IN-KIND CONTRIBUTION - Service, Equipment or Material Provision (explain):

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

2016 Canadian Senior Pro Rodeo Finals.

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: \$ 500.00

6. Details of how the funds will be expended:

As in the past your donation will be used to purchase a "Championship Buckle" to be awarded to the winner of the 60-69 age category in Tie Down Roping.

7. Previous Donations

Has your organization received donation from the Town of Claresholm in the past? If so, please explain the amount and use of these donations.

Date	Amount	Use of Funds
2015	\$500.	60-69 Tie Down Roper championship Buckle
2014	\$500.	60-69 Tie Down Roper championship Buckle.

8. Organizational Information

What services or activities does your organization provide to the Town of Claresholm residents? (Please attach a list of membership/executive)

NA
other than the opportunity for residents to come out and enjoy watching our rodeos.

Describe in broad terms the principal objective of your organization or initiative:

We allow an opportunity for senior citizens to continue to compete in rodeo competition as well as the social aspects of the sport.

How will your organization acknowledge the Town's donation?

The town will be recognized verbally at our rodeos/ finals, appear monthly in the Rodeo Connection publication, will be invited to our finals event and given the opportunity to award this buckle to it's recipient at the event your name will appear on the CSPRA website as a donor.

9. Is a copy of the organization's budget attached?

YES

NO

10. Please provide a detailed list of all sources of funding for the organization.

Funding Source	Amount	Recommended Use of Funds
Sponsor donation	unknown	prizes and stage the finals.
applied for: Alberta Sport connection Grant	unknown	host finals event.

PRESIDENT:

LYNN TURCATO
 Box 4638
 Taber, AB T1G 2E1
 403-223-8128 (home)
 Email: lynnturcato@gmail.com
 Elected Oct 2014, 2 year Term

VICE PRESIDENT:

ROSS BOHNET
 Box 864
 Mayerthorpe, AB T0E 1N0
 780-786-4290 (home)
 Email: rbohnet@gmail.com
 Elected Oct 2015, 2 year Term

SECRETARY:

MICHELLE ATWOOD
 Box 393
 Carseland, AB T0J 0M0
 403-875-3242
 Email: info@canadaseniorrodeo.com

EXECUTIVE DIRECTORS:

CRAIG FITZPATRICK (Rodeo Comm Rep)
 RHONDA HENRY (Barrel Racing Director)
 LYLE KATHREIN (Team Roping Director)

(see below for their contact info)

DIRECTORS:**TEAM ROPING:**

MIKE TUCKER
 Box 28 Site 10 RR1
 Strathmore, AB T1P 1J6
 403-901-6412
 Email: mike.tucker@lis-alberta.com
 Elected Oct 2014, 2 year Term

TEAM ROPING:

LYLE KATHREIN
 Box 2835
 Claresholm, AB T0L 0T0
 403-682-7447 (cell)
 Email: crookedhornsranh@gmail.com
 Elected Oct 2015, 2 year Term

BARREL RACING:

RHONDA HENRY
 Box 32
 Carseland, AB T0M 0J0
 403-934-9755 (home)
 Email: srhenry@xplornet.com
 Elected Oct 2014, 2 year Term

STEER WRESTLING:

DAVID JOYES
 Box 6081, Stn Main
 Wetaskiwin, AB T91 2E8
 780-352-4123
 Email: dnjtlware1@gmail.com
 Elected Oct 2015, 2 Year Term

TIE-DOWN ROPING:

NEIL HOWARD
 Box 23
 Aldersyde, AB T0L 0A0
 780-868-5986 Home
 Email: howardquarterhorses@yahoo.com
 Elected Oct 2014, 2 year Term

TIE-DOWN ROPING:

GUY PEROZAK
 Box 88
 Kipp, AB T0L 0V0
 403-308-8020
 Email: perozakguy@gmail.com
 Elected Oct 2015, 2 year Term

RIBBON ROPER:

BOB HOOD
 Box 1 RR1 Site 4
 Busby, AB T0G 0H0
 780-967-3177

RIBBON RUNNER:

EFFIE SIMPSON
 Box 731
 Okotoks, AB T0L 1T0
 403-938-2091

Email: sbhood@live.com
Elected Oct 2015, 2 year Term

Elected Oct 2014, 2 year Term

RODEO COMMITTEE REP:

CRAIG FITZPATRICK
Box 20 Site 1 RR 2
Okotoks, AB T1S 1A2
403-807-3269
Email: craig.fitzpatrick@creb.com
Elected Oct 2014, 2 year Term

USA REP:

BILL REEDER
Box 1322
Cardston, AB
403-653-2210
Email: wpreeder@aol.com
Elected Oct 2014 2 year Term

SPONSORSHIP COORDINATOR:

GLENDA ALEXANDER
PO Box 1615
Carstairs, AB T0M 0N0
403-828-2552
Email: glendaalexander@telus.net

VACANT POSITIONS:

- MEN'S & LADIES BREAKAWAY DIRECTOR**
- BAREBACK/SADDLE BRONC DIRECTOR**
- BULL RIDING DIRECTOR:**



REQUEST FOR DECISION

Meeting: April 25, 2016

Agenda Item: 6

2016 BUDGET AMENDMENTS

BACKGROUND:

The 2016 Alberta School Foundation Fund (ASFF) Requisition was not received until April 15th, 2016 once the provincial budget for 2016 was released. This being the case the 2016 municipal budget must be amended to reflect the impact the changed requisition will have on the budgeted revenues and expenditures for 2016.

In addition, as part of the 2016 Alberta provincial budget there was a change in the Grants in Place of Taxes (GIPOT) program. Beginning in 2016, Municipal Affairs will no longer pay the education property tax on properties eligible for GIPOT.

RECOMMENDED ACTION:

To amend the budget by adjusting for the changed requisition and the impact on revenues and expenses. In addition to reflect the changes in the GIPOT program.

Taxes will increase by \$5,176 to cover the increase in the requisition of \$5,176 from what was budgeted in the budget approved on March 25th, 2016. This amount will be reflected in the Provincial Education component of the budget and does not impact the Municipal portion of the taxes.

Changes to the revenues and requisition can be seen in the attached schedule.

PROPOSED RESOLUTION:

Moved by Councillor _____ to amend the 2016 budget to reflect the increased requisition from the Province for the Alberta School Foundation Fund, in the amount of \$5,176.

ATTACHMENTS:

- 1.) Net Municipal Tax and Requisition Changes to 2016 Budget
- 2.) Copy of ASFF Requisition notice
- 3.) Copy of email notification of changes to GIPOT program

PREPARED BY: Simon Janhunen, CPA, CA – Director of Corporate Services

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 22, 2016

Town of Claresholm
Net Municipal Tax and Requisition Changes to 2016 Budget
April-22-16

	2015	2016 APPROVED BUDGET	2016 BUDGET - AMENDED	Change from approved budget
GROSS TAXES	4,178,471	4,241,836	4,247,012	5,176
REQUISITIONS:				
HOME FOR AGED-POR. HILLS LODGE	(107,826)	(111,517)	(111,517)	-
SCHOOL FOUNDATION PROGRAM	(1,086,911)	(1,086,911)	(1,092,087)	(5,176)
Total Net Municipal Revenue	2,983,734	3,043,408	3,043,408	-
Tax \$ increase from 2015		59,674	59,674	
Percentage increase from 2015		2.00%	2.00%	

2016 EDUCATION PROPERTY TAX REQUISITION

FOR

TOWN OF CLARESHOLM

PAYMENT TO ALBERTA SCHOOL FOUNDATION FUND (ASFF)

Assessment Class	Basic Rate (1)	Equalized Assessment (2)	ASFF Requisition (1) x (2) / 1,000
Residential and Farmland	\$ 2.48	\$ 341,605,513	\$ 847,181.67
Non-Residential	\$ 3.64	\$ 67,282,011	\$ 244,906.52
Machinery & Equipment	\$ 0.00	\$ 687,700	\$ 0.00
Total			\$ 1,092,088.19

Total 2016 Property Taxes for Education: \$ 1,092,088.19

Report created on Apr 20, 2016.

Simon Janhunen

From: Marian Carlson
Sent: April-16-16 8:07 AM
To: Lisa Chilton; Simon Janhunen
Subject: Fwd: Removal of grants in place of taxes properties from the equalized assessment

Marian Carlson CLGM
CAO
Town of Claresholm

Begin forwarded message:

From: "municipalservicesandlegislation@gov.ab.ca"
<municipalservicesandlegislation@gov.ab.ca>
Date: April 15, 2016 at 12:17:31 PM MDT
To: "Marian Carlson" <Marian@townofclaresholm.com>
Subject: Removal of grants in place of taxes properties from the equalized assessment

To: Municipal CAOs and Appointed Assessors in municipalities which received GIPOT for the 2015 tax year

I am writing to inform you of a recent change to the grants in place of taxes (GIPOT) program. Beginning in the current tax year, Municipal Affairs will no longer pay the education property tax on properties eligible for GIPOT.

In order to implement this change without adversely affecting municipalities receiving GIPOT funding, properties Municipal Affairs provided GIPOT for in the 2015 tax year have been removed from the equalized assessment. These changes are reflected in the education property tax requisition, which was released yesterday with Budget 2016.

Municipal Affairs will continue to provide GIPOT on eligible Government of Alberta properties as we have in past years. The only change is that GIPOT properties will no longer be subject to the education property tax or to other requisitions which are based on the equalized assessment. No other changes to the GIPOT program are planned.

If you have questions about this change or about which properties have been removed from your equalized assessment, please contact the GIPOT program toll-free at 310-0000, then 780-427-2225, or GIPOT@gov.ab.ca.

Sincerely,

Brad Pickering
Deputy Minister



REQUEST FOR DECISION

Meeting: April 25, 2016
Agenda Item: 7

Bylaw #1611 – Property Tax Bylaw
Bylaw #1612 – Special Street Maintenance Tax Bylaw
Bylaw #1613 – Special Street Maintenance Tax Bylaw

DESCRIPTION/BACKGROUND:

Property Tax

Property tax is a main source of revenue for financing municipal operations. Property tax rates can be established once council adopts the annual operation and capital budgets and the annual assessment roll is prepared.

The tax rates are set annually. A property tax rate is calculated by dividing the tax levy required by the corresponding property assessment class or subclass.

In addition to the municipal tax rates, municipalities must set tax rates to raise the revenue for any requisitions they are required to pay (e.g. Alberta School Foundation Fund requisition, a housing management body requisition). Each tax rate must be identified separately on the tax notice.

Special Tax

A municipality may choose to provide a special tax for a specific purpose. The Town of Claresholm has 2 special tax bylaws related to road and street maintenance and repairs.

A special tax can only be imposed if council passes a bylaw which must be done on an annual basis. Any revenue from a special tax must be applied to the specific service or purpose that is stated in the bylaw. A property owner is responsible for paying this tax.

DISCUSSION/OPTIONS:

As the bylaws in relation to property tax and special taxes must be completed annually the appropriate bylaws must be completed for the Town of Claresholm. The draft bylaws for property tax and special taxes have been attached and are being presented for their first reading for the 2016 year.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ that Bylaw #1611, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2016 taxation year receive 1st Reading.

Moved by Councillor _____ that Bylaw #1612, a bylaw to authorize the imposition and levy of a Special Street Maintenance Tax for 2016 receive 1st Reading.

Moved by Councillor _____ that Bylaw #1613, a bylaw to authorize the imposition and levy of a Special Street Maintenance Tax Bylaw for 2016 receive 1st Reading.

ATTACHMENTS:

- 1.) Draft Bylaw #1611
- 2.) Draft Bylaw #1612
- 3.) Draft Bylaw #1613

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act

PREPARED BY: Simon Janhunen, CPA, CA Director of Corporate Services

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 22, 2016



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1611**

A bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2016 taxation year.

WHEREAS, the Town of Claresholm has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on March 29, 2016; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Claresholm for 2016 total \$12,089,835; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$7,842,823; and the balance of \$4,247,012 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential & Farmland	\$847,181.67
Non-Residential	\$244,906.52

Porcupine Hills Lodge Foundation (PHL)	
Residential & Non-Residential	\$111,516.85

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

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

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

Residential & Farmland	\$332,428,610
Non –Residential	\$67,990,480
Machinery & Equipment	\$672,510
Total	\$401,091,600

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

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

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$2,126,884	\$326,559,910	6.5130
Vacant Residential & Farmland (VR&F)	\$66,877	\$5,868,700	11.3956
Non-Residential	\$849,646	\$70,639,760	12.0279
Machinery & Equipment	\$0	\$672,510	0.000
	\$3,043,407	\$403,740,880	

ASFF	Tax Levy	Assessment	Mill Rate
Residential & VR & F	\$847,181.67	\$332,428,610	2.5485
Non-Residential	\$244,906.52	\$67,990,480	3.6021
Total Education Requisition	\$1,092,088.19	\$400,419,090	
PHL	Tax Levy	Assessment	Tax Rate
Residential, Non-Residential VR & F	\$111,516.85	\$403,068,370	0.2767

MILL RATES BY CLASSIFICATION

	RESIDENTIAL	NON-RESIDENTIAL	VACANT RESIDENTIAL & FARMLAND	PROVINCIAL COMMERCIAL
EDUCATION - ASFF	2.5485	3.6021	2.5485	
PORCUPINE HILLS LODGE REQUISITION	0.2767	0.2767	0.2767	0.2767
MUNICIPAL	6.5130	12.0279	11.3956	12.0279
TOTAL MILL RATE	9.3382	15.9067	14.2208	12.3046

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

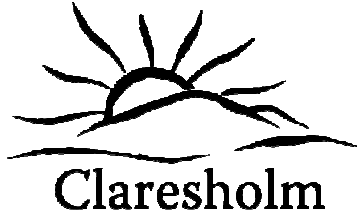
READ a first time in Council this th day of 2016 A.D.

READ a second time in Council this th day of 2016 A.D.

READ a third time in Council and finally passed this th day of 2016 A.D.

Rob Steel
Mayor

Marian Carlson
Chief Administrative Officer



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1612**

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

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

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

WHEREAS the total estimated cost to maintain roads and streets reflected in the 2016 Municipal operating budget is \$461,004; and

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

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

SECTION 1 TITLE

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

SECTION 2 DEFINITIONS

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

SECTION 3 SPECIAL TAX LEVY

- 3.1 The CAO or such other official as may from time to time be authorized, shall in the year 2016, levy against all properties identified in Schedule “A”, a uniform Special Street Maintenance Tax in the amount of one dollar (\$1.00) per assessable front foot.
- 3.2 No maintenance tax shall be levied on property presently assessed for local improvements for pavement or any property on which local improvements were prepaid until the original estimated lifetime has lapsed.
- 3.3 No maintenance tax shall be levied on properties that are exempt under section 351 of the *Municipal Government Act*.
- 3.4 The Special Tax referred to in 3.1 shall be in addition to all other taxes and shall be levied on properties as outlined in Schedule “A” attached hereto and forming part of this Bylaw.
- 3.5 Pursuant to the provisions of Section 404 of the *Municipal Government Act*, those parcels of land which are corner lots or are differently sized or shaped from other parcels, may be assigned the number of units of measurement the council considers appropriate to ensure that they will bear a fair portion of the maintenance tax.

SECTION 4 SEVERABILITY

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

SECTION 5 REPEAL

5.1 Bylaw #1605 is hereby repealed.

SECTION 6 ENACTMENT

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

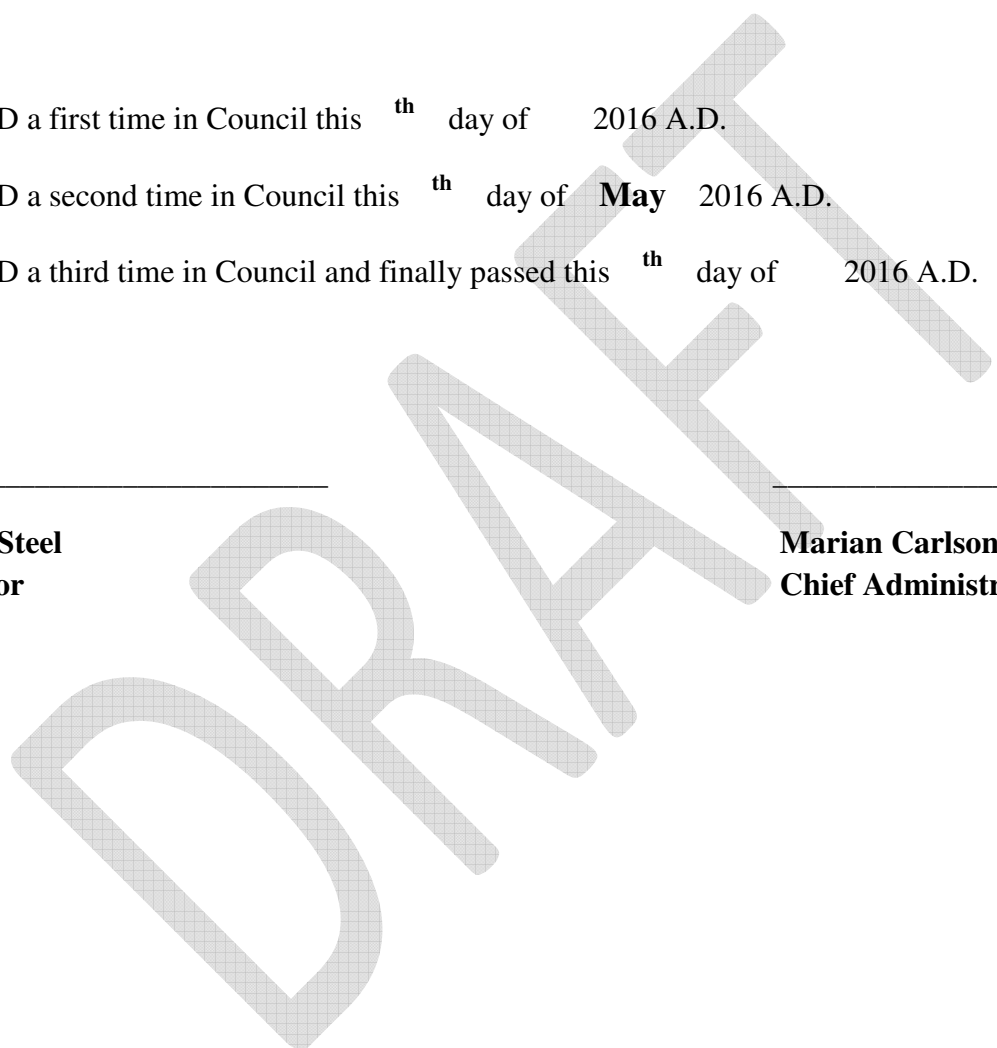
READ a first time in Council this th day of 2016 A.D.

READ a second time in Council this th day of **May** 2016 A.D.

READ a third time in Council and finally passed this th day of 2016 A.D.

Rob Steel
Mayor

Marian Carlson
Chief Administrative Officer



SCHEDULE "A"

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

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



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1613**

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

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

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

WHEREAS the total estimated cost to maintain roads and streets reflected in the 2016 Municipal operating budget is \$461,004; and

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

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

SECTION 1 TITLE

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

SECTION 2 DEFINITIONS

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

SECTION 3 SPECIAL TAX LEVY

- 3.1 The CAO or such other official as may from time to time be authorized, shall in the year 2016, levy against all properties fronting or abutting on any street on which an asphaltic overlay has been placed, a uniform Special Street Maintenance Tax in the amount of fifty cents (\$0.50) per assessable front foot.
- 3.2 No maintenance tax shall be levied on property presently assessed for local improvements for pavement or any property on which local improvements were prepaid until the original estimated lifetime has lapsed.
- 3.3 No maintenance tax shall be levied on properties identified in Bylaw #1612 Schedule “A”.
- 3.4 No maintenance tax shall be levied on properties that are exempt under section 351 of the *Municipal Government Act*.
- 3.5 The Special Tax referred to in 3.1 shall be in addition to all other taxes.
- 3.6 Pursuant to the provisions of Section 404 of the *Municipal Government Act*, those parcels of land which are corner lots or are differently sized or shaped from other parcels, may be assigned the number of units of measurement the council considers appropriate to ensure that they will bear a fair portion of the maintenance tax.

SECTION 4 SEVERABILITY

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

SECTION 5 REPEAL

5.1 Bylaw #1606 hereby repealed.

SECTION 6 ENACTMENT

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

READ a first time in Council this th day of 2016 A.D.

READ a second time in Council this th day of 2016 A.D.

READ a third time in Council and finally passed this th day of 2016 A.D.

Rob Steel
Mayor

Marian Carlson
Chief Administrative Officer

DRAFT



REQUEST FOR DECISION

Meeting: April 25, 2016

Agenda Item: 8

POLICY #GA 04-16 – CORPORATE CREDIT CARD POLICY

BACKGROUND / DESCRIPTION:

With the conclusion of the 2015 Audit, Young Parkyn McNab made a recommendation to amend the Town of Claresholm's current corporate credit card policy. It was their recommendation in their management letter that the policy be amended to state that the Chief Administrative Officer's charges be reviewed by a member of Council. Administration has made the recommended change and is asking Council to pass a motion to adopt the new policy.

RECOMMENDATION:

Council pass a motion to adopt the attached policy effective April 25, 2016.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt Policy #GA 04-16, the Corporate Credit Card Policy, effective April 25, 2016.

ATTACHMENTS:

1. Policy #GA 04-16 – Corporate Credit Card Policy

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 20, 2016



Policy #GA 04-16 Corporate Credit Card Policy

Effective Date:

PURPOSE: The Town of Claresholm recognizes that control procedures must be exercised over the use of corporate credit cards. The Town of Claresholm Corporate Credit Card policy is intended to establish authorities and accountabilities for issuing and use of corporate credit cards by designated staff. In addition, the policy will outline the responsibilities of those individuals who have authority to use Town of Claresholm corporate credit cards and specify rules and limitations for use while conducting affairs of the organization.

RESPONSIBILITIES & PROCEDURES:

The Council authorizes the Chief Administrative Officer (CAO) to obtain corporate credit cards on behalf of the Town of Claresholm. The CAO is authorized to approve the allocation of a credit card to individual staff as deemed necessary. Prior to being issued a credit card, all cardholders shall sign the attached Cardholder Agreement.

A maximum limit of funds on the credit card will be \$10,000 for the card held in the CAO's name and \$5,000.00 per card for all other authorized cards.

Use of corporate credit cards is to be limited to expenditures when other payment methods are found to be untimely or inconvenient and include payments to companies who do not invoice or accept purchase orders and for confirming reservations for conferences and meetings.

The following purchases are **not** allowed on the Town of Claresholm credit cards:

- Personal purchases
- Cash advances or loans
- Payroll advances
- Purchases for outside organizations
- Alcohol
- Personal entertainment
- Fuel for personal vehicles
- Purchases from a business which the purchaser is the owner or operator, unless pre-approved by Council
- Any item inconsistent with the mission and values of the organization.

Receipts for all credit card payments are to be submitted to the Finance department. Purchases not accompanied by receipts will be the responsibility of the card holder. The monthly billing statement will be reviewed by the Director of Corporate Services, then forwarded to the Finance department for reconciliation with the authorized receipts prior

to payment. All credit card charges will be reviewed and authorized by two Designated Officers, one of which shall not be the cardholder.

The Chief Administrative Officer's credit card charges will be reviewed and authorized by a member of Council.

All expenditures shall correspond to an approved budget item shall be charged to the appropriate general ledger account.

Corporate credit cards shall not be intended for personal use. Usage shall be restricted for Town of Claresholm business purposes only. The cardholder shall be responsible for any personal expenses and shall report immediately to the CAO of any personal use. Continuous personal use of the card shall lead to forfeiture of the card and disciplinary action.

Lost or stolen corporate credit cards shall be reported immediately to the Credit Card Company and to both the CAO and the Director of Corporate Services.

Policy #GA 11-15: Corporate Credit Card Policy, is hereby rescinded.

Date approved by Council:
Resolution #

Town of Claresholm Cardholder Agreement

I, _____, hereby acknowledge receipt of a Town of Claresholm Corporate credit card.

I understand that improper use of this card may result in disciplinary action, as outlined in the policy, as well as personal liability for any improper purchase. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached Town of Claresholm Corporate Credit Card Policy.

I acknowledge receipt of said policy and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the Town.

I will strive to obtain the best value for the Town when purchasing merchandise and/or services with this card.

As a holder of this Town card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I will return the card to the CAO or Director of Corporate Services, upon demand, during the period of my employment. I further agree to return the card upon termination of employment.

I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the Town will be entitled to reimbursement from me of such purchases. The Town shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

SIGNATURE: _____ **DATE:** _____



CAO REPORT

April 25, 2016

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

Lethbridge Community Foundation

We received notification on March 31st grants will be awarded for two projects within our community. The Claresholm & District Museum will receive \$7,000 for the Storage Upgrading project and the Kraken Swim Club will receive \$4,000 for the Lane Ropes and Lane Caddy project. Representatives from those organizations attended the cheque presentation event.

Emergency Management Training

On March 30th and 31st, the Town of Claresholm hosted two Alberta Emergency Management training session for the staff. The first session was the Basic Emergency Management Course and the second session was the Incident Command System 100 Course. We had five staff members attend the training.

Grant Writing Seminar

On May 4th the Town of Claresholm is hosting a Grant Writing Seminar for staff and community groups. The maximum capacity is 15 and we have 16 currently registered. The staff is compiling a waiting list and if there is enough interest, we may host a second session.

BYLAW ENFORCEMENT

See enclosed report

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

HR & TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

POOL

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO



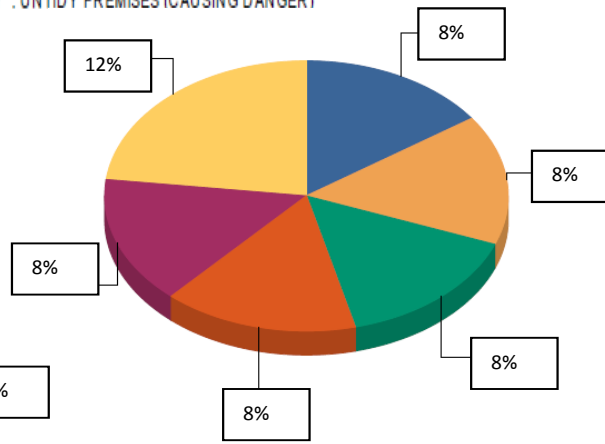
INFORMATION BRIEF

Meeting: April 25, 2016
 Agenda Item: CAO REPORT

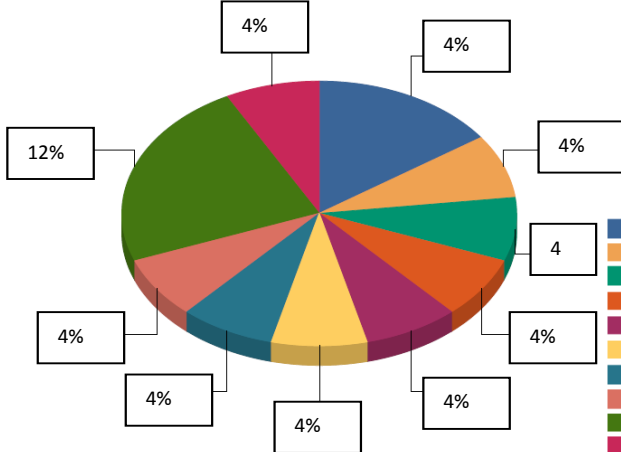
BYLAW ENFORCEMENT REPORT

Traffic & Unsightly Infractions

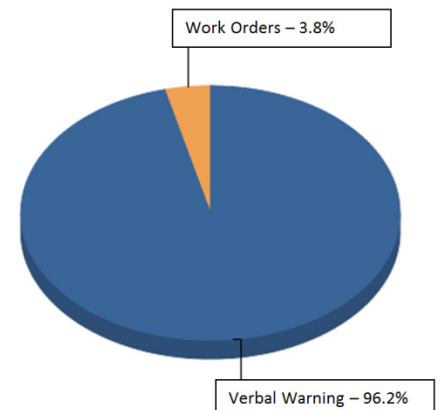
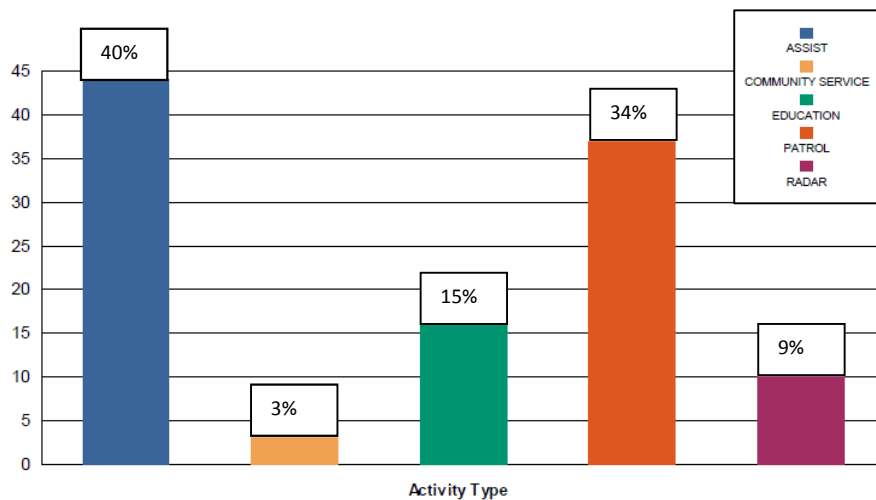
- BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS : PARKING IN A NO PARKING AREA
- BYLAW : TRAFFIC : PEDESTRIAN : PEDESTRIAN PROCEED ONTO/ALONG ROADWAY INTO PATH OF TRAFFIC
- BYLAW : UNSIGHTLY + SNOW & ICE
- BYLAW : UNSIGHTLY + SNOW & ICE : UNSIGHTLY
- BYLAW : UNSIGHTLY + SNOW & ICE : UNSIGHTLY : UNTIDY PREMISES (CAUSING DANGER)
- BYLAW : WASTE : PROHIBITED ITEMS



Animal & Traffic Infractions



- BYLAW : ANIMAL : DOG : BARKING DOG
- BYLAW : ANIMAL : DOG : DOG RUNNING AT LARGE
- BYLAW : ANIMAL : DOG : EXCESSIVE ACCUMULATION OF FECES
- BYLAW : ANIMAL : DOG : NO LICENSE
- BYLAW : ANIMAL : LIVESTOCK/POULTRY
- BYLAW : ASSIST
- BYLAW : ASSIST : POLICE
- BYLAW : RECYCLING : IMPROPER PREPERATION OF RECYCLING
- BYLAW : TRAFFIC
- BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS : ABANDONED VEHICLE



March Newspaper Focus:

1. Spring Clean-up reminders, dates and what is permitted
2. Off-Leash area location and rules

Enforcement highlights:

1. Parking violations at 7-11 and Alberta Road. (4 tickets issued on AB Road)
2. The increased patrols have resulted in no tickets being issued in April to date.
3. Assist public works crew with informing residents to stop flushing so much grease down the sewer line.
4. Worked hard to get several unsightly property files started and residents engaged in cleaning up.
5. Work with EDO to help revitalization projects.
6. Numerous Dog violations and remedial action.
7. Draft Traffic Safety Plan
8. Draft Animal Control Bylaw
9. Work with Sanitation and Recycling to solve abuses.

CAO REPORT

DIRECTOR OF CORPORATE SERVICES

Finance updates

Budget

The 2016 Budget was approved on March 29, 2016. Working on the next steps to moving forward with budgeted projects.

- Filing 2015 MSI, BMTG and FGTF SFE's
- Completing applications for 2016 projects

Plans will begin for the operational budgets for 2017, 2018 and 2019. In addition, work will begin on completing a capital plan for the years 2017 to 2021. Look for a budget plan document to be released in the coming months.

Yearend & Audit

The auditors presented the 2015 Financial Statements and they were approved by Council April 11th, 2016. Our financial records have been balanced to the auditors numbers and a yearend closeout will be completed.

The auditors have filed the 2015 FIR with Municipal Affairs. We await the provinces release of the Statistical Information Return. The release is expected in the coming months.

Museum

Ken Favrholt began his 2016 contract on April 18th, 2016. He is preparing the Museum for opening in May. Ken has hired 2 summer staff members to assist visitor information and curatorial duties at the Museum.

Other Information

- The mill rate bylaw will be presented at the April 25th, 2016 council meeting for first reading
- The local improvement tax bylaw updates will be presented at the April 25th, 2016 council meeting for first reading

Prepared by: Simon Janhunen

DEVELOPMENT OFFICER REPORT

For: 3/28/2016 - 4/22/2016



Development Permits

- ❖ 12- Development Permits accepted.
- ❖ 2- Home Occupation 1 approved.

Compliance / Information Requests

- ❖ 2 Compliance certificates completed.
- ❖ There have been many requests for property information as well as business license questions. Expired Business license list was created and sent to Bylaw Enforcement.
- ❖ Information production / requests for Tax Recovery Sale #4 Skyline Cres.

Miscellaneous

- ❖ Local Press Ads notifying the public on Land Use Bylaw amendment changes; fencing and home occupation changes.
- ❖ March 30, 2016 – Emergency Management Course.
- ❖ MPC meeting April 1, 2016.
- ❖ FIPC meeting April 19, 2016.
- ❖ Alberta Rivers Website Training April 20, 2016.
- ❖ Downtown Revitalization meeting April 21, 2016.
- ❖ MPC meeting April 22, 2016.
- ❖ Frog Creek Drainage Corridor information meeting.
- ❖ Set-up and training of the new Infrastructure Admin Assistant.

Upcoming/Continued projects/events

- ❖ April is Dig Safe month with Alberta One Call (see attached poster).
- ❖ Information posted at the Town Office and in the Town News regarding the Dig Safe program.
- ❖ Annexation & Frog Creek Drainage Corridor projects continue.

*Submitted by
Tara VanDellen
Development Officer*

April is Dig Safe Month

As a contractor, homeowner, or landowner, you can save time and money while keeping yourself, your community and your province safe by calling or clicking before you dig!

Dig with C.A.R.E.

Call or Click before you dig

Allow required time for marking
2-3 business days

Respect the marks
Lines are marked by flags,
paint or other markers

Excavate carefully
Hand dig to determine the exact
location of underground utilities



Request a locate – it's a free service!

Online www.clickbeforeyoudig.com

Phone:

British Columbia 1.800.474.6886
Alberta 1.800.242.3447
Saskatchewan 1.866.828.4888
Manitoba 1.800.940.3447
Ontario 1.800.400.2255
Quebec 1.800.663.9228

Mobile phone applications:

Alberta Dig Info AB
Saskatchewan Sask 1st Call
Quebec Info-Excavation





April 2016

Economic Development Report

Economic Development Committee

- Initiated an Investment Attraction Working Group at last meeting. Yet to have first meeting to get organized and start strategizing. Compiled a list of local business owners to invite to participate and share ideas.
- Planning an Economic Development Town Hall for the fall.

Downtown Revitalization Working Group partnering with Chamber of Commerce

- Hosting Community Forum April 21
- Organizing Vacant Building Tour Saturday, June 18
 - Started contacting property owners to get them involved. 16 Commercial, 6 Industrial, 1 vacant land
 - So far 8 commercial properties have indicated involvement and 3 industrial properties. 3 properties declined.
 - Attended Crowsnest Pass Empty Property Tour

Chamber of Commerce

- Attended Monthly luncheon meeting
- Working with Chamber to create a New Business Visitation Welcome program – identified 6 new business in 2016
- Electric Car Charging Station – conversation with supplier & Chamber Rep.
 - Federal grants to cover partial costs of installation.
 - Due to the high output over short periods of time and electric utility billing policies. The monthly expense for transmission and distribution charges would be \$300-\$400 a month without electricity charges. Further discussion with Fortis required to determine any alternatives.
 - Chamber has put project on hold for the time being.

Solar Power

- A private Solar Power company has analyzed a business plan for a small solar farm in Claresholm and cannot justify it at this time.
- Federal & Provincial grants available for municipalities to incorporate roof-top solar arrays.

Fibre to Business

- Numerous contacts with Shaw Fibre – They are looking at ways to provide the service to the Business community. Planning to have Shaw attend a Council meeting in May.
- Telus has not responded in the past month

Investment Attraction

- Continuing dialogue with developer
- Local contractor contacted to introduce two parties

Business Visitation

- Three individual businesses visited in April

Marketing

- Starting to gather photos for photo library for future marketing material development
- Researching online calendars for Community Calendar
- Prepared ad for 2016 Foothills Country Visitor's guide
- Local Press interview Downtown Revitalization
- Attended course on Web page software WordPress

FCSS Report to Council for April 2016

- Ongoing work with YPM to finish audit and submission of annual report to Government.
- Hosted Unstoppable Conversations meeting at Library- had video conference with head of project from Volunteer Alberta- had 25 participants along with 2 funders from Lethbridge Community Foundation (supplying largest part of funding. Have got money from Chinook Financial and also free space from Willow Creek Composite to host the facilitator's weekend conference.
- Attended Easter Egg-Sitement at Amudsen Park. Participated with Chamber of Commerce in the event- huge turnout of families participated.
- Preparations with volunteers and staff for Volunteer Appreciation evening.
- Met with Jason Hemmaway to prepare SOPs for FCSS office.
- Attended Station's Diamond Ball and help with take down of decorations
- Met with coordinators of ball to discuss feedback
- Met with social worker from Claresholm Center for Mental Health and Addictions and a lady from Calgary that has series of assisted living facilities about starting up an assisted living facility in Claresholm to house the patients from the Center that are able to live independently on their own but need someone to check on them daily. The lady returned 2 days later to look at property in Claresholm and we met with Tara to discuss a property on 8th street that is for sale.
- Attended Volunteer Appreciation- helped set up and take down. Event was well attended and lots of compliments on the night (except the length of Fern Brothers part of the program which was longer than was discussed)
- Attended Spring Regional meeting in Airdrie for directors and board members of FCSS.
- Had wrap-up for 3rd Annual Women's Conference to go over what went well and not so well.

- Asked to be a member of Community Advisory Council for Lethbridge College Claresholm campus representing FCSS.
- Met with Worker from Foothills SNAPS about possible start of their HIRE program to train disabled persons for jobs and possibly find job within the community for them.
- Income tax program is continuing. We have completed almost 300 tax forms for community members.
- Planning the Fitness Challenge for 2016- hoping to wrap up during Longest Day of Play activities in Amundsen Park.
- Working on contract with CFSA. Lots of paperwork required.

April 2016 Taxation/HR Report

From: Lisa Chilton



Human Resources

- A public works employee is currently off until at least the end of June.
- We have closed the Recreation Manager position.
- We have re-hired 1 seasonal staff and 1 of the recycling technicians will fulfill the duties of the second seasonal staff as was done last year.
- The three seasonal positions for the museum have been hired and will start on May 2nd.
- We have hired a temporary Operator I Sanitation employee to get us through the summer.
- We are currently advertising for the seasonal Gardener position which we hope to fill, and start, by May 24th.



Taxation

- Taxes past due, and in arrears at March 9th, 2016 are:

\$205,981.10

Summary of outstanding taxes:

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

\$ 9,383.84 Tax Arrears List for 2015. (subject to sale after March 31st 2016)

\$31,598.22 Tax Arrears List for 2016 (subject to sale after March 31st 2017)

\$ 4,729.03 Property on Tax Agreement with the Town

\$116,520.47 Other remaining taxes not paid.

- The number of properties on the tax arrears list for 2015 (subject to sale in 2016) has been reduced from 21 properties to 1. The final date for payment to avoid tax has passed on March 31, 2016. The 2016 Arrears list has been remitted to land titles for processing by March 31, 2016. There are 7 properties, for a total outstanding taxes of \$31,598.22, that are on the list for 2016 to be potentially auctioned in 2017.
- The 2015 Assessment for 2016 taxes has been delivered by Benchmark Assessments and it has balanced with the town effective March 7, 2016. The Director of Corporate Services has the numbers for budgeting and mill rate purposes.
- The 2016 tax notices are scheduled to be mailed out no later than May 13th, 2016 to comply with all regulations and legislation.



TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES



4/25/2016

Report for Mar/Apr 2016

REPORT FOR MARCH / APRIL 2016

Buildings- Regular weekly inspections and minor maintenance is completed as required.

Sidewalks- All Town sidewalks are being inspected and the 2016 priority repair list is being created.

Streets- Street repairs of potholes is continuing as manpower is available. In the Local Press Town News in April the ad asks for people to be aware of crews during maintenance, sewer, sanitation and recycling duties to make streets safe.

Sanitary Sewers- Monthly maintenance is done in problem areas. The Harvest Square lift station has been completed. Deficiencies were found, the contractor has been given the list and repairs are being scheduled. #3 TAMARACK sanitary sewer service was repaired and video inspections were done on another 6 homes in that area. A priority list is being prepared for the rest with the worst to be repaired first until budget is spent.

Water Distribution- Our valve exercising program is continuing and 130 valves have been inspected and exercised/operated. Out of the 130 valves, 7 will not operate, 16 will not operate fully (13 turns or less) and 1 leaks in the off position. Repairs will be made as necessary. There are approximately 350 more valves to inspect.

Storm Sewer Drainage- The Skyline storm lift station has been completed and is in operation.

Parks- Parks staff have completed the maintenance on all of the ball diamonds and all are in service. Playground inspections and repairs are done weekly, park maintenance and cleanup is also underway. The Campground is open for the season, two weeks earlier than last year.

Garbage- Program is working well, with no complaints reported. Town wide spring cleanup has been advertised and will start the beginning of May for 4 weeks.

Recycling- Program is operating well and no complaints to report.

Equipment - Maintenance and repairs are done daily, with no major problems to report. The laser level has quit working and parts are no longer available. This unit is over 20 years old and must be replaced. Pricing is being collected.

Submitted by:
Mike Schuweiler
Director of Infrastructure Services
Town of Claresholm

CLARESHOLM AQUATIC CENTRE

TOWN REPORT APRIL 2016

1. JLC

- a. The logo is finalized for the competitive JLC program starting in September
- b. Spring Break, 13 registrants in our March JLC Camp

2. Lessons

- a. Preschool Lessons spring break and Monday and Wednesday after school
 - i. 16 registrants
- b. After School Swimmer Lessons spring break and Monday and Wednesday after school Schools
 - i. 11 registrants
- c. School, Swim to Survive, 35
- d. Private Lessons, 5 Registrants

3. Aquafit;

- a. 8-9 am Aquafit
 - i. 15 Registrants
 - ii. 20 Participants
 - iii. 12 Participants on average
- b. 1-2 pm Aquafit
 - i. 9 Registrants
 - ii. 20 Participants
 - iii. 10 Participants on average

4. Boot Camp Tuesday-Thursday 5-6pm;

- a. 17 Registrants
- b. 20 Participants
- c. 14 average participants per session

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

- a. 23 total participants
- b. 8 average participants per session

6. Free swim Numbers

- a. March 5, 39
- b. March 12, 69
- c. March 19, 64
- d. March 26, 75

7. Passes;

- a. **10 punch passes**
 - i. 31 Sold
- b. **Quarter Passes**
 - i. 9 Sold
- a. **Family 3 month Passes**
 - i. 4 passes

- 8. Swim Abilities Proficiency and Instructor Course;** we are the second pool in Alberta to offer this new program affiliated with The Lifesaving Society of Alberta. The program is designed to prepare instructors to apply strategies
- a. Scheduled for April 22 and 23

9. Summer Registration

- a. 8 Lesson Registrations as of March

We've had a busy month, our Summer program guide was out March 8, and registrations started March 15. Easter break lessons were well attended, although 1 group (preschool ½) did not run. We booked in these times with private lessons.

The Inservice scheduled for April 24 is going to be dedicated to customer service, policy & procedures and a fitness trial for the staff.

The inservice on May 15 we have scheduled a small workshop on Aquafit. This will be ran by Cheryl Robinson, a long time Aquafit Instructor who works in Calgary. She has experience in public speaking, and is excited at the prospect of teaching the fundamentals of water exercise to our staff.

Many families have expressed their interest in the Family pass that goes on sale May 1, 2016 for \$144.00, this sale will be limited to the month of May and June.

Sincerely,

Denise Spencer



UTILITY SERVICES REPORT



APRIL 2016

3700 8th Street West

Box 1000 TOL-0T0

Claresholm, Alberta

Work# 1-403-625-3100

Cell # 1-403-625-1687

Fax # 1-403-625-3869

brad.burns@townofclaresholm.com

www.townofclaresholm.com

Utility Services Manager Brad Burns

Summary

The following monthly report is a review of 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
- Lagoon 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:

- March 29th Membrane rack # 1 V1010 (valve) removed to checked travel and air supply.
- March 31st PARCON Construction onsite to install 2 back check valves on DHW (domestic hot water) system and check all double check valves on chemical room potable water lines for integrity.
- April 5th CLEARTECH onsite to offer online meter servicing capability.
- April 8th Check all BMS (building management system) set points to ensure proper functioning.
- April 9th Blower to Lake AC 6508-B oil leak (returned to WESTRON Pumps for warranty work).
- April 11th CUSo4 (copper sulfate pentahydrate) line to raw water outfall to reservoir cleaned.
- April 12th MPE online remotely changing Pine Coulee Reservoir level from millimeters of measurement to geodetic (meters above sea level).
- April 13th Hydronic heating system check (addition of glycol to the system) no issues.
- April 13th Check SULLAIR compressors automatic drain valves and clean area.
- April 14th MPE out to look at Harvest Square Lift station/SCADA tie-in capability and quote cost.
- April 14th CL 17 online chlorine analyzer cleaned and calibrated.
- April 14th Calibrate and tested Co2 gas detector.
- April 15th PARCON construction onsite to install rebuild kit in CIP room double check valve.
- April 18th DAF unit # 2 flocculation second stage VFD fan motor board fault (see photos pg. 7, 8).
- April 19th MPE onsite to test flocculation VFD (quote for repair vs new unit from Brews Supply).
- April 20th check all emergency eye wash stations.
- April 20th EFM (enhanced flux maintenance) on both PALL racks.
- April 21st AQUATECH Diving Services Regional Water Plant inspection received (see pg. 9).

TESTING/MONITORING REQUIRMENTS

- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town.
- Bacteriological samples have been absent of total coliforms and E coli.
- April 11th THM (trihalomethanes) quarterly test sent to EXOVA Labs as per license to operate.

GOVERNMENT COMPLIANCE

- Working on Regional Water Treatment plant license renewal for 2016.
- Randy Keller onsite April 6th, 14th & 20th to train for succession planning in water treatment.

SAFTEY

- Updating water plant SOP's for license renewal.
- March 30th Emergency Management training.
- March 31st Incident Command Systems training.
- March 31st Joint Health and Safety meeting.
- April 4th Attended monthly safety meeting with public works.
- April 19th Safety meeting and discussion on transferring chemical.

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- April 11th Backup motor tested.
- April 12th Inspection of roof, hatches and exhaust fan for backup generator cooling.
- CL 17 Online chlorine analyzer cleaned and calibrated.

AIRPORT PUMP STATION

- Chrysler domestic water back up motor tested and working good.
- Paint piping around area after o-lets installed for pump priming.
- Reservoir fill line and by-pass inside the building is operating well, but needs upgraded to avoid future issues.

UFA RESERVOIR

- Sump pump working to control leak around reservoir.
- Outfall overflow ditch is clean of debris and open to the storm sewer system in case of overflow.
- All manholes and valves are dry and accessible.
- April 14th Check JB (Junction box) and interior electrical components (signal strength).
- Check reservoir roof vent and JB.

WEST WATER PLANT (decommissioned)

- No signs of trespassing
- All fences are secure.

WATER DISTRIBUTION

UNIVERSAL METERING

- Replace/check ERT's and inspected meters as requested by office.
- April 18th METERCOR information on replacing ITRON hand held/MC Lite (unit is currently working well).
- April 20th RP Water Works delivery of ERT's (Electronic Radio Transmitters) and Batteries.
- April 26th monthly residential and commercial meter readings.

GOVERNMENT COMPLIANCE

- 6 bacteriological samples have been taken in April within the town's distribution system showing no Total Coliforms or E coli. Samples are ongoing and to date have had no issues.
- Free chlorine checked at numerous locations around outer town limits meet.

TOWN OF GRANUM SUPPLY LINE

- Supply line to Granum and Claresholm/Granum meter vault dry and secure.
- No concerns from Granum.

METER VAULTS

- West Co-op meter vault and back check valves dry and secure.
- Checked Granum meter vault (in Claresholm) UPS and totalizer are working fine.
- March 31st West Water Co-op meter vault double check valves tested (PARCON).
- Pressure reducing valve in vault to acreages working good.

DISTRIBUTION LINES

- Chlorine grab samples continue to be satisfactory within the distribution system.
- No issues with West Co-op line or meters. Chlorine residuals are in range, but low during the winter months due to lack of water consumption at the far end (flush far end curb stop).

LAGOON AND WASTE WATER COLLECTION

NORTH/HARVEST SQUARE LIFT STATION

- North lift station is running on average 1.5 hours per week.
- April 4th Beginning of Harvest Square commissioning (currently offline).
- April 7th Meeting with CICON engineering and Mike about deficiency list (ongoing).
- Electricians onsite
- April 19th Forward SCADA/Harvest Square tie-in information to CICON Engineering.
- April 21st Shaw Cable onsite installing phone line for call out pro-talk call out system.

LAGOON

- April 6th MPE (Oliver) onsite to check issue with Pumps 101 C and 102 C (auto/on/off).
- April 11th Backup generator is running good with no issues.

RAW WATER SUPPLY

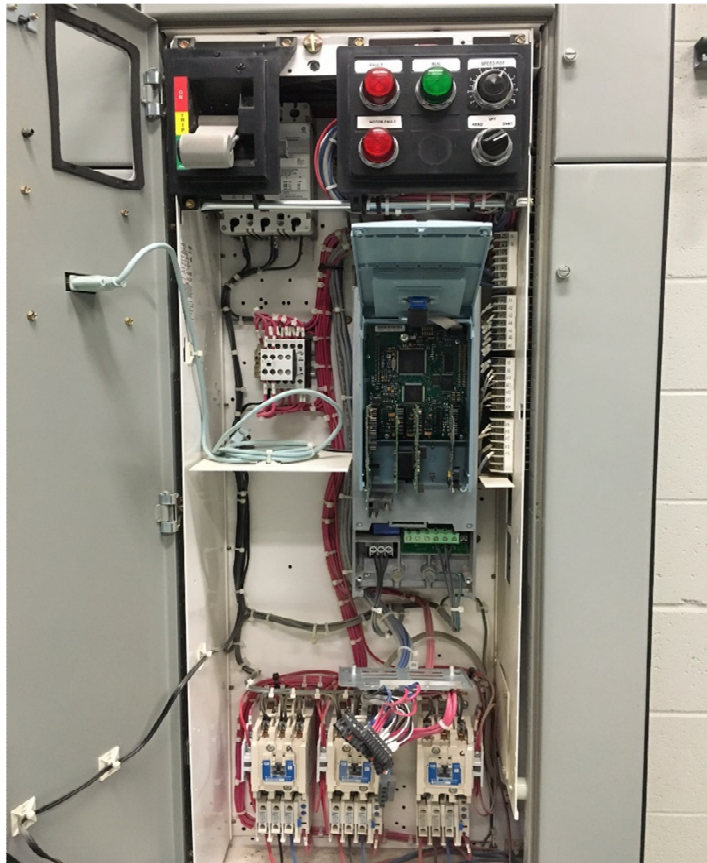
PINE COULEE

- April 20th Turn water on at Glimsdale Farm Pine Coulee raw water manhole turnout.
- Review Pine Coulee water shortage response plan.
- Pine Coulee Reservoir level changed from millimeters of measurement to geodetic (meters above sea level) to coincide with the Town of Claresholm Regional Raw Water Pipeline Water Shortage Response Plan reservoir capacity table.

STORAGE RESERVOIR

- Reservoir is clean of debris.
- April 18th Raw water supply to storage from Pine Coulee open (adding CUSo4 to process).
- April 21st Blower to Lake AC 6508-B oil leak (returned to WESTRON Pumps for warranty).

FLC 1312-2 2nd Stage flocculation DAF Train # 1 VFD



Master Control Cabinet # 4 Containing VFD (Variable Frequency Drives)



Two of 12 Flocculation Motors and Gear Box Drives in the DAF Area



Flocculation Fan Blades Ensures the Proper Mixing of Coagulant for treatment





April 12, 2016

To : Town of Carleton Place

Attention : Brad Burns

Utility Services Manager

Please find enclosed a DVD containing video from the recent Water Facility cleaning of your Water Plant Clearwell.

This Water Facility was found to contain a layer of Brown Sediment Material. This layer, as the video will show was found to be less than 1/8 inch deep. This layer vacuumed out nicely.

Once the Water Plant Clearwell was cleaned, a video inspection of the entire Facility was performed.

As the video will show, this Clearwell was found to be in fairly good shape. No major cracks, chipping, broken lines, etc. The roof, walls, floor, pumps, etc. all appeared to be in good shape.

Any questions, please give us a call.

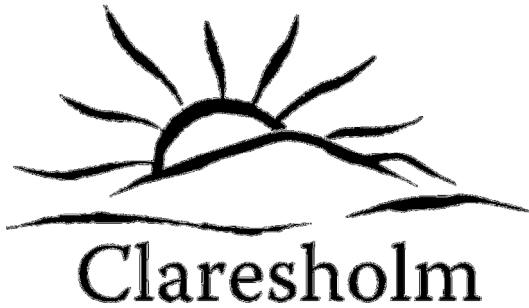
Thank You

Regards :

Copies of "Safe Work Program", Reservoir Entry Procedures, WCB & Insurance, Commercial Diving Regulations, etc. are available at all job sites.

Your potable water
diving specialists
since 1993

Don't open your
hatches to recreational
(SCUBA) divers!



INFORMATION BRIEF

Meeting: April 25, 2016

Agenda Item: 10

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 25, 2015				
13	INFO BRIEF: Golf Course Bridge - Direction to proceed with temporary repairs and to identify the project in the infrastructure master list for future discussion.	Mike	Have not received confirmation as to whether the bridge will be eligible for grant funding.	In progress
Regular Scheduled Meeting - December 14, 2015				
10	INFO BRIEF: Business License Bylaw - Council direction for administration to follow option 3.	Tara	Dale to present to EDC once sub-committee formed. Research from other municipalities gathered.	In progress
Regular Scheduled Meeting - January 25, 2016				
12	IN CAMERA: Moved by Councillor McAlonan to extend the Fire Chief Service Agreement with the MD of Willow Creek for six months, to expire June 30, 2016. CARRIED MOTION #16-008	Marian	Regional CAO meeting held April 21st. Draft agreement to be presented to Council soon.	In progress
Regular Scheduled Meeting - February 8, 2016				
11	INFO BRIEF: School Transfer Agreement - Council directed Administration to notify the Livingstone Range School Division that possession of the property would not proceed until after the playground equipment is removed by the purchasing party.	Marian	Contact from Jeff Perry on April 22nd indicated playground should be removed May long weekend	In progress
Regular Scheduled Meeting - February 22, 2016				
5	INFO BRIEF: Animal Control Review: Moved by Councillor Fieguth to refer to Administration to amend the Cat Bylaw to increase the fines and place a restriction of the number of pets. CARRIED MOTION #16-020.	Jason	Review was initiated, new Animal Control bylaw (Cat/Dog & All Other) has been written, needs to be reviewed/finalized	In progress

Regular Scheduled Meeting - March 29, 2016				
1	Delegation Response: Residents of Tamarack Road - Moved by Councillor Fieguth to begin the camera work on Tamarack Road and to prioritize property repairs based on need as discovered from this process. CARRIED MOTION #16-022	Mike	Video inspections have been booked for 5 of the 7 homes. Arrangements will be made for the remaining. A complete new service to one home has been finished due to the severe grade on private property. The owner hired a contractor for work done on private property.	In progress
21	IN CAMERA: Moved by Councillor Ford to enter into the proposed Development Agreement with 1428495 Alberta Ltd from Calgary, Alberta for Lots 1-16, Block 1, Plan 1014361, Lots 1-22, Block 2, Plan 1014361, Lots 1-20, Block 3, Plan 1014361. CARRIED MOTION #16-033	Marian/Tara	Development Agreement sent to owner March 31/16	In progress
Regular Scheduled Meeting - April 11, 2016				
1	RFD: Transfers to Reserves - Moved by Councillor McAlonan to transfer unrestricted funds of \$379,801 to Reserves and to transfer from Reserves \$46,598 for operations for the year ended December 31, 2015. CARRIED MOTION #16-035	Simon	Transfers noted and filed	Complete
2	RFD: 2015 Financial Statements - Moved by Councillor Ford to accept the Audited Financial Statements for the year ended December 31, 2015 as presented. CARRIED MOTION #16-036	Simon/Karine	Filed and posted to the website	Complete
	Send note of thanks to the MD for their support of the application to the ACP Grant	Karine	Letter sent to Reeve Neil Wilson	Complete
5	CORRES: Workers' Compensation Board - National Day of Mourning - Referred to Administration to acknowledge the National Day of Mourning on April 28, 2016.	Mike/Karine	Flags to be lowered to half mast. Noted on website	Complete
10	IN CAMERA: Moved by Councillor O'Neill to hire said prospective employee to a temporary summer position. CARRIED MOTION #16-037	Mike	Employee to start after the Victoria Day weekend	Complete
10	IN CAMERA: Moved by Councillor Cutler to appoint Joan Ritzen to the Claresholm Housing Authority Board. CARRIED MOTION #16-038	Karine	Letter sent April 12th	Complete

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 22, 2016

INFORMATION ITEMS



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						Batch # 19027
51591	2016-03-02	EFT	EFT	786517	AMSC INSURANCE SERVICES LTD.	7,442.36
						<hr/> 7,442.36
						Batch # 19047
51592	2016-03-14	EFT	EFT	655	ABSA	220.50
51593	2016-03-14	EFT	EFT	76356	ACN	10.80
51594	2016-03-14			13125	AHS-CCMHA	82.50
51595	2016-03-14	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S	4,036.52
51596	2016-03-14	EFT	EFT	650	ALBERTA BLUE CROSS	7,429.60
51597	2016-03-14	EFT	EFT	786903	Alberta Municipal Enforcement Association	550.00
51598	2016-03-14	EFT	EFT	787526	Alberta Municipal Services Corporation	33,867.52
51599	2016-03-14	EFT	EFT	1025	ALBERTA ONE CALL LOCATION CORP	37.80
51600	2016-03-14	EFT	EFT	2550	AUMA	4,518.76
51601	2016-03-14	EFT	EFT	4150	AVIATION VISUAL AIDS	252.00
51602	2016-03-14	EFT	EFT	786195	Benchmark Assessment Consultants Inc.	4,616.67
51603	2016-03-14	EFT	EFT	6390	BISHOFF AUTO & AG CENTRE	1,609.99
51604	2016-03-14	EFT	EFT	11250	CANADIAN LINEN SUPPLY	938.65
51605	2016-03-14	EFT	EFT	786578	CENTRAL SHARPENING LTD.	50.40
51606	2016-03-14	EFT	EFT	12200	CHARLTON & HILL	315.00
51607	2016-03-14	EFT	EFT	12325	CHINOOK ARCH REGIONAL LIBRARY	13,904.60
51608	2016-03-14	EFT	EFT	12350	CHINOOK COUNTRY TOURIST ASSOC.	787.50
51609	2016-03-14	EFT	EFT	786657	Claresholm & District Transportation Society	211.50
51610	2016-03-14	EFT	EFT	13175	CLARESHOLM COMMUNITY CENTRE HALL BOARD	656.74
51611	2016-03-14	EFT	EFT	786568	CLARESHOLM CURLING CLUB	1,345.00
51612	2016-03-14	EFT	EFT	13400	CLARESHOLM GLASS '88' LTD	259.01
51613	2016-03-14	EFT	EFT	13525	CLARESHOLM IGA	308.54
51614	2016-03-14	EFT	EFT	13660	CLARESHOLM LOCAL PRESS	1,424.52
51615	2016-03-14	EFT	EFT	14085	CLARESHOLM NAPA AUTO	1,247.33
51616	2016-03-14	EFT	EFT	13900	CLARESHOLM PHARMACY LTD	139.28
51617	2016-03-14	EFT	EFT	785953	CLARESHOLM RENTALS & OILFIELD	300.00
51618	2016-03-14			786950	CLARESHOLM SELF STORAGE	598.50
51619	2016-03-14	EFT	EFT	786141	CLARESHOLM TAXI	798.53
51620	2016-03-14	EFT	EFT	14150	CLARESHOLM WELDING & FABRICATING LTD	146.58
51621	2016-03-14	EFT	EFT	785973	CLEARTECH INDUSTRIES INC.	1,810.42
51622	2016-03-14	EFT	EFT	787532	Coast to Coast Computer Products	426.00
51623	2016-03-14	EFT	EFT	786784	DAVIS Chevrolet GMC Buick Claresholm	187.19
51624	2016-03-14	EFT	EFT	786202	EXOVA	3,255.76
51625	2016-03-14	EFT	EFT	26201	FERG'S SEPTIC SERVICE LTD	115.50
51626	2016-03-14	EFT	EFT	36200	HAGEN ELECTRIC	884.99
51627	2016-03-14	EFT	EFT	49980	HARRY'S TIRE SALES (1984) LTD.	708.18
51628	2016-03-14	EFT	EFT	787522	HIFAB HOLDINGS LTD.	300.43
51629	2016-03-14	EFT	EFT	11310	HI-WAY 9 EXPRESS LTD.	137.46
51630	2016-03-14	EFT	EFT	44000	ISAACSON, SHIRLEY	528.77
51631	2016-03-14	EFT	EFT	786267	LAWSON PRODUCTS INC.	103.56
51632	2016-03-14	EFT	EFT	786448	LETHBRIDGE COLLEGE	1,890.00
51633	2016-03-14	EFT	EFT	786659	LIVINGSTONE RANGE SCHOOL DIVISION	498.85
51634	2016-03-14	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	13,832.87
51635	2016-03-14	EFT	EFT	61450	MCNALLY CONTRACTORS LTD.	3,340.25



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
51636	2016-03-14	EFT	EFT	787531	MILLER SUPPLY	71.55
51637	2016-03-14	EFT	EFT	786872	MPE ENGINEERING LTD.	900.90
51638	2016-03-14	EFT	EFT	65000	MUNICIPAL DISTRICT OF WILLOW	65.00
51639	2016-03-14	EFT	EFT	65040	MUNICIPAL INFORMATION SYSTEMS	997.89
51640	2016-03-14	EFT	EFT	66100	NATIONAL SECRETARY-TREASURER	1,307.86
51641	2016-03-14	EFT	EFT	71400	Oldman River Regional Services Commission	27,277.05
51642	2016-03-14			786905	ONECONNECT SERVICES INC. T46194	55.40
51643	2016-03-14	EFT	EFT	97050	PHARMASAVE	28.00
51644	2016-03-14			786205	PIPELINE WATER CO-OP LTD.	300.00
51645	2016-03-14	EFT	EFT	786050	PLANET CLEAN (LETHBRIDGE) LTD.	1,529.60
51646	2016-03-14	EFT	EFT	786453	PRAXAIR CANADA INC.	1,055.32
51647	2016-03-14	EFT	EFT	4090	PVH CANADA, INC.	2,657.00
51648	2016-03-14	EFT	EFT	86300	RECEIVER GENERAL	43,360.12
51649	2016-03-14	EFT	EFT	786188	Reynolds Mirth Richards & Farmer LLP	791.23
51650	2016-03-14	EFT	EFT	42321	RFS CANADA	76.42
51651	2016-03-14	EFT	EFT	786180	RICOH CANADA INC.	237.92
51652	2016-03-14	EFT	EFT	14265	SAVARIA LIFTS LTD.	2,177.87
51653	2016-03-14	EFT	EFT	786468	SHAW CABLE	225.55
51654	2016-03-14	EFT	EFT	786424	SKYLINE TOWING & RECOVERY	84.00
51655	2016-03-14	EFT	EFT	91366	SMILEY, LINDA	1,380.00
51656	2016-03-14			786111	STEEL, ROB	136.13
51657	2016-03-14			786571	SUTTER, DARYL	300.00
51658	2016-03-14	EFT	EFT	900	TELUS	4,152.51
51659	2016-03-14	EFT	EFT	786849	TJ'S TREE TRIMMING	1,417.50
51660	2016-03-14	EFT	EFT	786759	Tyco Integrated Fire & Security	10,766.70
51661	2016-03-14	EFT	EFT	111705	WC CLASS II REGIONAL LANDFILL	8,241.75
51662	2016-03-14	EFT	EFT	787546	WILLOWTREE DESIGNS	32.02
51663	2016-03-14	EFT	EFT	125000	YOUNG PARKYN MCNAB LLP	14,175.00
51664	2016-03-14	EFT	EFT	900000	Aquatech Diving Services	3,990.00
51665	2016-03-14	EFT	EFT	900000	BAKER, KAREN	35.00
51666	2016-03-14	EFT	EFT	900000	BRUNNER, DON	300.00
51667	2016-03-14	EFT	EFT	900000	BURTON, FRED & RITA	300.00
51668	2016-03-14	EFT	EFT	900000	CLARESHOLM MEALS ON WHEELS	656.74
51669	2016-03-14			900000	CLAY, JAMIE	1,500.00
51670	2016-03-14	EFT	EFT	900000	FAVRHOLDT, KEN	77.52
51671	2016-03-14	EFT	EFT	900000	IMPIRIUM DESIGN	26.25
51672	2016-03-14			900000	M & K HOME SALES LTD.	2,000.00
51673	2016-03-14	EFT	EFT	900000	MEADOW CREEK MEATS LTD.	2,500.00
51674	2016-03-14			900000	NORBY, DON	300.00
51675	2016-03-14	EFT	EFT	900000	RED CAP VENTURES INC.	921.90
51676	2016-03-14			900000	Southern Alberta Recreation Association	100.00
51677	2016-03-14	EFT	EFT	900000	VANDELLEN, TROY	300.00
51678	2016-03-14	EFT	EFT	900000	WADDELL, SHANE	150.00
51679	2016-03-14	EFT	EFT	900000	WALLAH FAIRWAY MARKERS	420.00
51680	2016-03-14	EFT	EFT	900000	Westwinds Management Solutions Inc.	622.34

246,684.61



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount	
51681	2016-03-14	EFT	EFT	900200	LAUGHTON, SCOTT & STACEY		110.77	
51682	2016-03-14			900200	WIERENGA, TREVOR		111.97	
							<hr/>	
							222.74	
<hr/>								
51683	2016-03-23			900100	GREEN, SHIRLEY A	Batch #	19068	
								131.92
							<hr/>	
							131.92	
<hr/>								



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					Batch #	19069
51684	2016-03-23			650	ALBERTA BLUE CROSS	7,151.88
51685	2016-03-23			786517	AMSC INSURANCE SERVICES LTD.	3,650.88
51686	2016-03-23			786671	CARNIVALS FOR KIDS AT HEART	1,012.72
51687	2016-03-23			786578	CENTRAL SHARPENING LTD.	90.30
51688	2016-03-23			12190	CHAMCO INDUSTRIES LTD.	1,590.48
51689	2016-03-23			13400	CLARESHOLM GLASS '88' LTD	86.63
51690	2016-03-23			785951	COMMERCIAL AQUATIC SUPPLIES	145.40
51691	2016-03-23			787548	CONNAKER EQUIPMENT LTD.	254.21
51692	2016-03-23			786743	DRC COMMUNICATIONS INC.	520.38
51693	2016-03-23	EFT	EFT	26201	FERG'S SEPTIC SERVICE LTD	1,128.75
51694	2016-03-23			786800	GDM ELECTRIC LTD.	4,916.36
51695	2016-03-23			786505	GRAPHCOM PRINTERS LTD.	331.05
51696	2016-03-23			786584	HACH SALES & SERVICE CANADA LTD.	827.40
51697	2016-03-23			11310	HI-WAY 9 EXPRESS LTD.	158.43
51698	2016-03-23			36800	HOME HARDWARE	689.14
51699	2016-03-23			61350	JACK WATSON SPORTS INC.	576.42
51700	2016-03-23			785940	KOST FIRE EQUIPMENT LTD.	2,234.14
51701	2016-03-23			56155	LIFESAVING SOCIETY	1,201.45
51702	2016-03-23	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	13,864.60
51703	2016-03-23			786872	MPE ENGINEERING LTD.	8,550.68
51704	2016-03-23			65000	MUNICIPAL DISTRICT OF WILLOW	2,100.78
51705	2016-03-23			66100	NATIONAL SECRETARY-TREASURER	1,284.04
51706	2016-03-23			786423	NEW WEST FREIGHTLINER INC.	490.41
51707	2016-03-23			71400	Oldman River Regional Services Commission	200.00
51708	2016-03-23			76400	PITNEYWORKS	453.06
51709	2016-03-23			4090	PVH CANADA, INC.	234.44
51710	2016-03-23	EFT	EFT	86300	RECEIVER GENERAL	20,455.22
51711	2016-03-23			86305	RECEIVER GENERAL	745.00
51712	2016-03-23	EFT	EFT	91265	SCHUWEILER, MIKE	114.62
51713	2016-03-23			786756	SHAW'S ENTERPRISES LTD.	338.67
51714	2016-03-23			900	TELUS	833.98
51715	2016-03-23			96750	THE PROFESSIONAL GARDENER	813.54
51716	2016-03-23			786849	TJ'S TREE TRIMMING	157.50
51717	2016-03-23			786501	TOM HARRIS CELLULAR	52.50
51718	2016-03-23			786759	Tyco Integrated Fire & Security	1,076.25
51719	2016-03-23			101400	UNITED FARMERS OF ALBERTA	172.85
51720	2016-03-23			23500	W.R. MEADOWS OF WESTERN CANADA	3,056.24
51721	2016-03-23	EFT	EFT	787515	WATT & STEWART COMMODITIES INC	630.00
51722	2016-03-23			786187	Western Canada Welding Products Ltd.	188.16
51723	2016-03-23			111800	WORKERS' COMPENSATION BOARD	3,995.27
51724	2016-03-23			900000	Claresholm Seniors Drop-in	1,250.00
51725	2016-03-23	EFT	EFT	900000	JONES, CURTIS & CARLA-LEE	25.00
51726	2016-03-23			900000	KB HEATING & AIR CONDITIONING LTD.	662.03
51727	2016-03-23			900000	LIVERSUCH, STORM	29.00
51728	2016-03-23			900000	MAGNUM FIREWORKS	3,412.50
51729	2016-03-23	EFT	EFT	900000	MOTION INDUSTRIES	351.14
						92,103.50



Economic Development Committee

February 9, 2016 – 7 p.m.
Claresholm Library Meeting Room

Minutes

Attendees: Betty Fieguth, Shelley Ford, Doug Leeds, Mike McAlonan, Connie Quayle, Ali Shivji, Darla Slovak, Justin Sweeney, Tony Walker, Dale Harrison, Marian Carlson

Welcome

Greeting from Council & CAO

Introductions

Confidentiality and Code of Practice

EDC Structure & Meetings

Election of Chairperson and Vice Chairperson

Shelley Ford nominated Ali Shivji to position of Chairperson.

All in favour

Ali Shivji nominated Tony Walker to position of Vice-Chairperson.

declined

Tony Walker nominated Justin Sweeney to position of Vice-Chairperson.

All in favour

Meeting Dates & Location

After discussion it was determined to hold meetings on the 1st Thursday of month until such time as going to quarterly meetings. Locations may vary.

Economic Development 101 Presentation

Photo shoot

Next Meeting – Thursday, March 3 – 7 pm at Cottonwood Village



Economic Development Committee

March 3, 2016 – 7 p.m.
Cottonwood Village Theatre Room

Minutes

Attendees: Shelley Ford, Doug Leeds, Connie Quayle, Ali Shivji, Justin Sweeney, Tony Walker, Dale Harrison

Absent: Betty Fieguth, Mike McAlonan, Darla Slovak

Minutes of Previous Meeting

Moved Adoption: Shelley Ford, Seconded: Justin Sweeney

Approved

Survey Results

Downtown Revitalization	7/7	Health Care	3/7
Attracting Investment	5/7	Business Services	3/7
Tourism	4/7	Youth Engagement	3/7
Seniors	4/7	Communications	3/7
Agriculture	4/7		

Draft Timelines – year one

A draft timeline was presented for the first year leading Action Plans and Budgets (see attachment) Town Hall important early - Doug Griffiths available week of June 20th.

No decision

Discussion on the Roles of the Economic Development Officer vs the Economic Development Committee & Role of Chair

Discussion was had as to general roles and relationship between EDO and Committee. Brief role identified for Chairperson. i.e. Chair Meeting, Help Setting Agenda, Spokesperson for Committee

Appointment of Terms according to By-law #1609

Council Members – Fieguth, Ford, McAlonan	Term Ending October 2017
Chamber Representative – Walker	Term Ending October 2018
Business/Industry Representatives – Shivji, Sweeney	Term Ending October 2018
Remaining Members – Leeds, Slovak, Quayle	Term Ending October 2019

Readings Discussions & Prioritization

Roundtable Highlights: Downtown Revitalization, absentee owners, Maintenance, Branding, MD & Town Relations, Perception of local competition, Business Support Services, Highway Realignment, Marketing, Manufacturing, Agrifoods, Succession Planning, Youth/Future, Playground near Hwy 2, Skateboard Park, EV Charging Station, Arts Society. Work on prioritizing at next meeting. Running out of time.

Identification of Working Groups

Downtown Revitalization Working Group – obvious from readings and survey that this is the hot button topic. Members Sweeney, Quayle, Leeds and Slovak in absentia to work on getting Working Group going. Doodle poll to arrange preliminary meeting in next week or so. Report back at next EDC meeting.

Other Topics: Ambassadors

Very brief presentation of types of Ambassadors, license plates available

Next Meeting – Thursday, April 7 – at Claresholm Library Meeting Room

Invite Linda Erickson, Alberta Economic Development to attend

Note Meeting has been moved forward to 6 pm to accommodate more discussion.

Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for November 23, 2015

8:30am Council Chambers, Administration Office



Present: Chairperson Rob Steel, Mayor
Mike McAlonan, Councillor
Chris Dixon, Councillor

Regrets: Shelley Ford, Councillor
Peter Duerholt, Member at Large

Staff: Marian Carlson, CAO
Simon Janhunen, Director of Corporate Services
Mike Schuweiler, Director of Infrastructure Services
Brad Burns, Utility Services Manager
Tara VanDellen, Infrastructure Services Assistant

1. Call to Order

8:34 am; Meeting was called to order by Chairperson Mayor Rob Steel

2. Minutes for Approval

- **April 21, 2014** – Motion to approve by Councillor McAlonan. Carried.
- **September 15, 2015** – Motion to approve by Councillor Dixon. Carried.

3. Old Business

3.1 Update of 2016-2018 Capital Projects

Discussion: Staff updated FIPC on 2016-2018 capital projects for feedback and discussion.

Action: Staff to finalize, with FIPC recommendation, for Council Budget Presentation.

4. New Business

4.1 Renaissance Condo Board Association

Discussion: Administration presented timeline and property owners concerns for feedback and discussion.

Action: FIPC directs Administration to advise the property owners to build-up their parking lot to alleviate drainage concerns (or find another solution), without any additional engineering being supplied by the Town of Claresholm, and Administration may propose other possible solutions with the cost to be borne by the property owner.

5. Next Meeting; As required.

6. Adjournment: 10:50 am.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 2 (2016)

EXECUTIVE COMMITTEE MEETING

Thursday, February 11, 2016 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)
Tom Rose
Barry Johnson

STAFF:

Lenze Kuiper - Director

Jennifer Maxwell - Subdivision Technician

AGENDA:

- 1. Approval of Agenda - February 11, 2016
2. Approval of Minutes - January 14, 2016
3. Business Arising from the Minutes
4. New Business
(a) Member Questionnaire for Retreat
(b) Wetlands Policy Workshop - March 3, 2016
(c) GIS Ministerial Approval for Ghost Lake and Waiparous
(d) Alberta Flood Mapping Request - Draft Letter
(e) CPA Conference - May 2-4, 2016
(f) Provincial Funding Request Update
(g) Planning Position Update
(h) Fee For Service Update
5. Accounts
(a) Office Accounts - December 2015
(b) Financial Statements - January 1 - December 31, 2015
6. Director's Report
7. Executive Report
8. Adjournment

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

1. APPROVAL OF AGENDA

Moved by: Barry Johnson

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Don Anderberg

THAT the Executive Committee approve the minutes of January 14, 2016, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Member Questionnaire for Retreat

- The Director presented a draft version of a questionnaire for the upcoming Retreat and requested input from the Executive Committee. Suggestions for the questionnaire included adding a chart with membership fees for each municipality and adding a question of where the members would like to see the organization in 5 years. Some valuable information to get back from this questionnaire would be to identify strengths and weaknesses of the organization, to identify ideal staffing levels and whether or not to expand membership in the future. A suggestion was brought forward that this could be an opportunity to engage the council representatives and hold a facilitated meeting. The council representatives would then be able to take the questionnaires back to their individual councils with an update.

Moved by: Don Anderberg

THAT the Director amend the questionnaire as discussed and present it at the next Board of Directors' meeting.

CARRIED

(b) Wetlands Policy Workshop – March 3, 2016

- The Wetlands Policy Workshop being held on March 3, 2016 is starting to fill up. Committee members were reminded to bring the workshop forward to their municipalities. If there are any spots still open closer to the workshop, the invitation may be extended to non-members. Jay White, who will be presenting the workshop will also be making a brief presentation at the Board of Directors' meeting that night.

Moved by: Tom Rose

THAT the Executive Committee receive the Wetland Policy Workshop Update, as information.

CARRIED

(c) GIS Ministerial Approval for Ghost Lake and Waiparous

- A letter was received from Alberta Municipal Affairs allowing ORRSC to provide GIS Services to the summer villages of Ghost Lake and Waiparous. Discussion followed on how useful the committee members feel the GIS program is and suggested offering some training

to member municipalities on how to use it and all of the features that are available including the option of adding public works information.

Moved by: Jim Bester

THAT the Executive Committee receive the GIS Ministerial Approval for Ghost Lake and Waiparous, for information. **CARRIED**

(d) Alberta Flood Mapping Request – Draft Letter

- Currently, the Alberta Flood Mapping for a number of areas in Southern Alberta is using outdated 1992 information. A draft letter was presented to the Executive Committee requesting an update on the status of the Flood Hazard Identification Program and requesting new mapping for some of the rivers and creeks in Southern Alberta.

Moved by: Don Anderberg

THAT the Director submit the Alberta Flood Mapping Request letter to the Minister of Municipal Affairs and the Minister of Environment & Parks, incorporating the amendments as discussed. **CARRIED**

(e) CPA Conference – May 2-4, 2016

- The CPA Annual Planning Conference will be held in Red Deer this year from May 2-4. The theme for the conference is Planning vs. Economic Growth: How do we bridge the gap? ORRSC will sponsor up to three committee members to attend the conference and it was noted that it's best to register as soon as possible. Gordon and Jim expressed interest in the conference and this will be further discussed at the meeting in March.

(f) Provincial Funding Request Update

- The Director provided an update on the provincial funding request. At the end of January, Lenze and Mike travelled to Red Deer and met with other planning agencies who will be lobbying for provincial funding. They had requested additional information including budgets for the last five years and the information has now been provided. The lobbyist will be meeting with the Minister on February 19, 2016 and a further update will be provided at the March Board meeting.

Moved by: Henry Van Hierden

THAT the Executive Committee receive the Provincial Funding Request Update, as information. **CARRIED**

(g) Planning Position Update

- The job posting for the Planner position has now closed and 38 applications were submitted. A short list of potential candidates has been created and the applicants will be contacted for interviews shortly.

Moved by: Tom Rose

THAT the Executive Committee receive the Planning Position Update, as information. **CARRIED**

(h) Fee For Service Update

- The updated Fee For Service table was reviewed.

Moved by: Barry Johnson

THAT the Executive Committee receive the Fee For Service Update, as information. **CARRIED**

5. ACCOUNTS

(a) Office Accounts – December 2015

5150	Staff Mileage	R. Dyck	\$ 75.00
5150	Staff Mileage	S. Johnson	16.50
5320	General Office Supplies	S. Johnson	92.96
5530	Coffee & Supplies	S. Johnson	28.68
5150	Staff Mileage	G. Scott	102.00
4140	Approval Fees	Darren Taylor Harvesting	150.00
5151	Vehicle Gas & Maintenance	Imperial Oil	281.38
5280	Janitorial Services	Madison Ave Business Services	425.00
5310	Telephone	Bell Mobility	722.27
5310	Telephone	Urban Mobility	744.80
5310	Telephone	Yellow Pages	29.04
5320	General Office Supplies	Desjardin Card Services	131.60
5380	Printing & Printing Supplies	Desjardin Card Services	325.02
5330	Dues & Subscriptions	Government of Alberta	50.00
5330	Dues & Subscriptions	AB Mun. Data Sharing Partnership ...	1,765.00
5330	Dues & Subscriptions	APPI	1,071.56
5480	Recruitment & Relocation	APPI	600.00
5440	Land Titles Office	Minister of Finance	230.00
5450	Legal Fees	Stringam Denecky	140.97
5532	Assessment Review Board	Stringam Denecky	2,873.60
5460	Public Relations	Sobey's	59.98
5480	Recruitment & Relocation	AUMA	450.00
5500	Subdivision Notification	Lethbridge Herald	664.56
5500	Subdivision Notification	Sun Media	170.00
5500	Subdivision Notification	Lethbridge Herald	932.88
5536	Rural IMDP Grant	Purolator Courier	42.81
5540	Other	Purolator Courier	22.32
5570	Equipment Repairs & Maintenance	Xerox Canada	1,110.95
5580	Equipment & Furniture Rental	Xerox Canada	905.84
5580	Equipment & Furniture Rental	Pitney Bowes	297.13
1160	GST Receivable	GST Receivable	603.96
		TOTAL	<u>\$15,115.81</u>

Moved by: Henry Van Hierden

THAT the Executive Committee approve the Office Accounts of December 2015 (\$15,115.81), as presented. **CARRIED**

(b) Financial Statements – January 1 - December 31, 2015

Moved by: Henry Van Hierden

THAT the Executive Committee approve the following unaudited Financial Statements for January 1 - December 31, 2015, as presented. **CARRIED**

6. DIRECTOR'S REPORT

- The Director reported on his activities since the last Executive Committee meeting.

7. EXECUTIVE REPORT

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

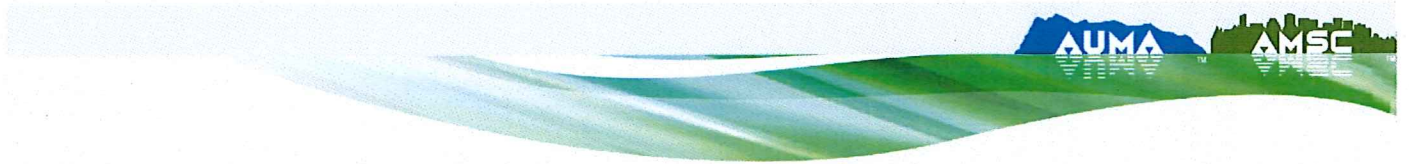
8. ADJOURNMENT

Moved by: Tom Rose

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:35 p.m. until **Thursday, March 10, 2016 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: 



*2016 Provincial Budget
Analysis by AUMA*

April 14, 2016

Budget 2016 - The Alberta Jobs Plan

The provincial budget was released on April 14, 2016. It has the following four components within the theme of *The Alberta Jobs Plan*:

- **Supporting families and communities** with funding for Alberta Child Benefits, Family Tax Credits, income supports, health care, and carbon rebates for lower and middle-income Albertans.
- **Investing in infrastructure** including municipal, schools, health care and continuing care, affordable housing and transportation infrastructure.
- **Diversifying energy industry and energy market** by setting a price on carbon, phasing out coal and investing in renewable energy, green infrastructure and energy efficiency.
- **Supporting Alberta businesses** by reducing the small business corporate income tax rate by one third (from three per cent to two per cent) and providing tax credits and training opportunities.

The budget projects dramatically reduced provincial revenues, with royalty revenue dipping to the lowest it has been in over four decades. Consequently, the province is taking on debt of almost \$58 billion within three years, with no expectations to balance the books before 2024. This year's deficit is over \$10 billion.

Only Some Pledges to Municipalities Were Honored

AUMA has been diligent in advocating for increased funding to support municipal infrastructure and services. While the government had responded last fall with pledges to increase funding in 2016-17, a number of these pledges were not fulfilled.

It is particularly concerning that the MSI program was unexpectedly reduced, despite frequent pledges by the province that it would be significantly increased in Budget 2016. Given the series of funding reductions since the program was launched in 2007, MSI will not meet its \$11 billion targeted funding within the committed 10 year period. As funding beyond 2016-17 is not covered by the MSI funding agreement, the province is working on a plan to ensure infrastructure funding continues to flow to municipalities. AUMA expects to provide input into the replacement funding program.

The following table compares pledged funding to actual budget allocations.

Program	Pledge	Actual	Comments
Municipal Sustainability Initiative (MSI) Capital	increase by \$50 million	decrease of \$50 million	Given the pledge had been to increase funding by \$50 million, this decrease represents an unexpected total loss of \$100 million for municipal infrastructure.
Alberta Municipal Water and Wastewater	increase by \$25 million	increase of \$25 million	The five-year capital plan includes a commitment to keep funding at this level through to Budget 2017, but it will

Partnership			drop in subsequent years, sending a clear signal that the province expects to see greater cost recovery and a continued move towards regional solutions.
Regional Water/Wastewater Projects (Water for Life)	increase by \$50 million	increase of \$50 million	While funding levels will likely drop by \$25 million in Budget 2017, the five year capital plan includes a commitment to increase funding to \$105 million in Budget 2018 and then hold funding at \$80 million in 2019 and 2020.
Building Canada Fund Provincial/Regional Component	Consider using for municipal projects	Pledged to allocate \$300 million	The province pledged to allocate \$300 of the remaining \$700 million federal funding for municipal projects. Municipal Affairs advises that AUMA will be consulted on the funding mechanism.
New fund to enhance rural bus services	\$8 million in new funding	No funds allocated	The province indicates funding had to be deferred.
Reinstatement of the Summer Temporary Employment Program (STEP)	\$10 million of new funding	\$10 million	AUMA had been calling for the reinstatement of this program since its termination in 2013. Of the total program funding, about \$2 million will flow to municipalities who hire summer workers to help deliver programs and services. STEP is also a critical workforce resource for Alberta's non-profit organizations.

The province's decision not to reinstate the Grants in Lieu of Taxes (GILT) on government-owned and supported social housing is disappointing given the extensive advocacy of AUMA and our members. As outlined in our advocacy, this amounts to a downloading of about \$15 million in costs onto municipalities. AUMA will continue to advocate for the legislation of GILT as a provincial responsibility.

Summary of Municipal Impacts

Core Capital Grants to Municipalities (\$ millions)

Grant	Budget 2015-16	Budget 2016-17	Comment
Municipal Sustainability Initiative (MSI) - Capital	497.1*	846.0	*\$398.9 million was advanced in late 2014-15 but treated as part of the 2015-16 program. This advance meant the 2015-16 program actually represented a total of \$896 million. Therefore, the net change in the budget is a \$50 million reduction compared to the \$50 million increase that had been pledged. MSI Capital is budgeted to remain at \$846 million for three years.
Basic Municipal Transportation Grant	349.8	359.5	Funding is forecasted to increase by \$10 million each year until 2019-20.
Gas Tax Fund (GTF)	209.3	219.1	Distributed based on the federal funding formula.
New Building Canada - Small Communities Fund	56.2	74.0	All of the funding for this program was allocated in 2015-16 to 56 projects in 53 municipalities. This 2016-17 budget simply reflects the cash flows associated with these earlier approved projects. No new funding has been allocated for the program.
GreenTRIP	166.2	125.0	The decrease reflects the timing of approval and completion of projects. Funding is forecasted to increase to \$255 million in 2017-18.
Water for Life	30.0	80.0	The province met its pledged increase of \$50 million.
Municipal Water and Wastewater Program	25.0	50.0	The province met its pledged increase of \$25 million.
Strategic Transportation Infrastructure Program	18.7	-	Consultations are underway to roll out a new program with a \$35 million budget in 2017-18.
Municipal Transit Initiative	30.0	-	In 2015-16, this represented the New Building Canada Funding for the Edmonton Valley Line LRT. Budget 2017-18 has a commitment of \$100 million plus \$60 million for the Edmonton LRT.
AB Municipal Infrastructure Program	0.1	-	The program is complete.
Flood Recovery / Mitigation	81.0	89.9	Budget 2016-17 includes \$75.7 million for Community Stabilization (increased by \$25.2 million) and \$14.2 million for High River's Long Term Recovery. 2015-16 funding included support for the recovery of water and wastewater and school facility infrastructure that was impacted in the 2013 floods.
Total	\$1,463.4	\$1,843.5	If the \$398.9 million of MSI Capital is included in the 2015-16 Budget figure, then total funding for 2016-17 actually decreases by \$18.8 million.

Core Operating Grants to Municipalities (\$ millions)

Grant	Budget 2015-16	Budget 2016-17	Comment
Municipal Sustainability Initiative (MSI) - Operating	30.0	30.0	Continued investment in this program is critical; in particular for smaller municipalities.
Alberta Community Partnerships	40.0	20.0	The 50% decrease in funding is concerning as it impairs regional collaboration. The \$20 million budget includes \$7.5 million for viability reviews, \$5.4 million for intermunicipal collaboration, \$2.5 million for each of the Capital Region and Calgary Regional Partnership Boards with the remainder allocated to dispute resolution and internships.
Grants in Place of Taxes (GIPOT)	64.7	56.5	Budget 2016-17 reflects that municipalities will no longer have to collect and remit education property taxes on properties covered by GIPOT. As the budget has been reduced by a corresponding amount, there is a nil net impact. Note: The province maintained its elimination of GIPOT (also known as GILT) funding for Alberta Social Housing Corporation properties.
Family and Community Support Services (FCSS)	101.0	101.0	The province substantially increased funding in 2015-16 which was appreciated. However it has not followed the FCSS program funding policy for Budget 2016-17, which states that municipalities and Métis Settlements should receive the larger of: a) Funding calculated using a formula that takes into account the population of each participating municipality, adjusted for the median income level of the municipality in relation to all other communities in Alberta; or b) A two per cent increase.
Municipal Police Assistance Grant	54.6	55.8	The increase reflects an adjustment for population growth.
New Police Officer Program	30.0	30.0	AUMA has been advocating for increased funding for policing to keep pace with demand given Alberta's increasing crime rates.
Flood Recovery / Mitigation	26.3	3.8	Budget 2016-17 includes \$3.8 million for High River's Long Term Recovery. The 2015-16 funding included support for the 2013 flood recovery and mitigation.
Total	\$ 346.6	\$ 297.1	The reduction in operating grants reflects the province's actions to reduce operational expenses.

Note: ALERT funding received an increase of \$2.6 million in order to maintain existing staffing levels.

Education Property Tax

Budget 2016 maintained the 32 per cent rate that has been used in previous years between the total education system costs and the education property tax requisition. This translates to a 6.8 per cent or \$153 million increase, which continues the trend of requisition increases.

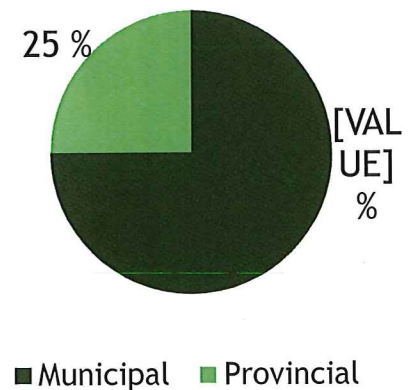
Education Property Tax Requisition* (\$ millions)			
Fiscal year	2015-16	2016-17	Per cent change
Residential	1,359	1,470	8.2
Non-Residential	902	944	4.7
Total	2,261	2,414	6.8
Calendar year	2015	2016	Per cent change
Residential	1,338	1,444	7.9
Non-Residential	885	927	4.7
Total	2,223	2,371	6.7

The 2016 residential/farmland rate will decrease from \$2.50 to \$2.48 per \$1,000 of equalized assessment and the non-residential rate will decrease from \$3.67 to \$3.64 per \$1,000 of equalized assessment.

Increased requisitions are problematic as they increase the property owner's total tax bill, leaving little room for municipalities to increase their own component of the tax within the property owner's tolerance for an increase.

Effective Budget 2016, municipalities will no longer have to transfer education property taxes on properties covered by the Grants in Place of Taxes Program. As the Program is being reduced by a corresponding amount to what was previously transferred, Municipal Affairs stated that there will be a nil net impact. AUMA will be following up to ensure that is the case.

Distribution of Property Tax*



*Sources: Alberta Treasury Board and Finance
Alberta Municipal Affairs

Impact of Climate Leadership Plan on Municipalities

Alberta's municipalities recognize that action on climate change is needed. However, they are concerned about the potential impact of the carbon levy on municipal budgets once it comes into effect in 2017 and increases the price of major fuels.

Fuel Type	January 1, 2017 (\$20/tonne)	January 1, 2018 (\$30/tonne)
Diesel	5.35 ¢/L	8.03 ¢/L
Gasoline	4.49 ¢/L	6.73 ¢/L
Natural Gas	1.011 \$/GJ	1.517 \$/GJ
Propane	3.08 ¢/L	4.62 ¢/L

Source: Alberta Treasury Board and Finance

Budget 2016 provides some information on how the levy will be reinvested to support a transition to a lower carbon future. While it is anticipated that municipalities will receive funding for public transit and other green infrastructure as well as Energy Efficiency Alberta funding, the details are still yet to be worked out.

Climate Leadership Plan (millions of dollars)

	2016-17 Estimate	2017-18 Target	2018-19 Target	2019-20 Projected	2020-21 Projected	5-year Totals
Spending:						
Climate Leadership Investment:						
Green Infrastructure (capital)	5	208	555	680	710	2,158
Energy Efficiency Alberta ¹	45	90	165	170	175	645
Other Investment ²	175	440	1,066	940	784	3,405
Climate Leadership Adjustment:						
Consumer Rebates	95	435	590	600	610	2,330
Other Adjustment ³	10	35	50	50	50	195
Total Spending	330	1,208	2,426	2,440	2,329	8,733

¹ Revenue recycling into grants and loans to small businesses, families, building owners, industries, community organizations and municipalities to support energy efficiency and micro-generation.

² Revenue recycling into bioenergy, renewable energy, innovation and technology, Climate Leadership Plan implementation.

³ Revenue recycling into coal community transition, adjustment for communities including Indigenous communities.

AUMA is urging the government to engage municipalities in determining how this funding will be allocated to neutralize the impact of the carbon levy on municipalities.

Budget 2016 - Fiscal Plan

Provincial Economic Outlook

Consolidated Revenue:
\$41.4 B

Consolidated Expense
\$51.1 B

Consolidated Deficit
\$10.4 B

Budget 2016 – Key Fiscal Metrics (billions of dollars)

	2014-15 Actual	2015-16 Forecast	2016-17 Estimate	2017-18 Target	2018-19 Target
Consolidated Revenue	49.5	42.9	41.4	45.0	49.6
Consolidated Expense	48.4	49.3	51.1	53.6	56.0
Risk Adjustment	-	-	(0.7)	(1.5)	(2.0)
Consolidated Surplus / (Deficit)	1.1	(6.4)	(10.4)	(10.1)	(8.4)

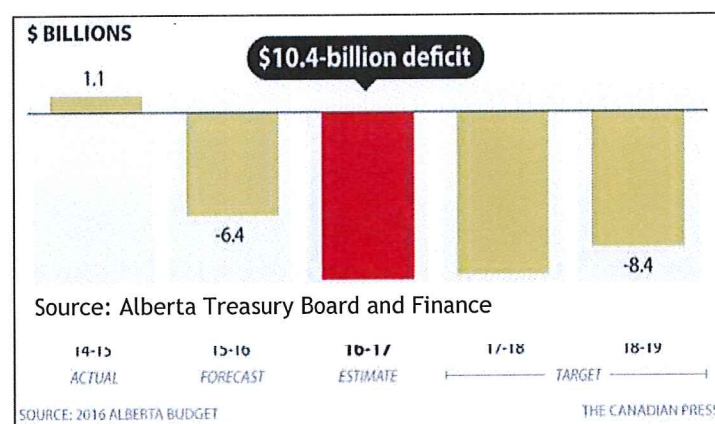
Other Key Metrics:

	2014-15	2015-16	2016-17	2017-18	2018-19
Capital / Other Non-financial Assets					
Heritage Fund Year-end Balances					
Contingency Account Year-end Balances	6.5	3.8	-	-	-
Liabilities for Capital Projects / Fiscal Plan Borrowing	12.9	20.0	30.5	45.2	57.6
Debt to Nominal GDP Ratio	3.4%	6.0%	9.6%	13.1%	15.5%

Source: Alberta Treasury Board and Finance

It is expected that the province will have consecutive years of deficits. The deficit is expected to be \$10.1 billion in 2017-19, and \$8.4 billion in 2018-19. The province does not have a plan to return to a balanced budget before 2024.

These deficit projections are based on the following economic assumptions, with an expectation that WTI crude will increase by 50 per cent by 2018-19.



Energy and Economic Assumptions

	2014-15 Actual	2015-16 Budget	2015-16 Forecast	2016-17 Estimate	2017-18 Target	2018-19 Target
WTI Oil (US\$/bbl)	80.48	50.00	45.00	42.00	54.00	64.00
Light-Heavy Differential (US\$/bbl)	17.30	13.60	13.40	15.20	17.50	18.50
WCS@Hardisty (Cdn\$/bbl)	70.78	46.50	41.00	36.40	48.30	59.00
Natural Gas (Cdn\$/GJ)	3.51	2.60	2.30	2.40	2.80	3.00
Conventional Crude Oil Production (000s barrels/day)	586	560	529	524	506	489
Raw Bitumen Production (000s barrels/day)	2,330	2,473	2,403	2,668	2,890	3,151
Real GDP (% change)	4.8	(1.0)	(1.5)	(1.4)	1.9	2.8
Population (% change)	2.8	1.8	1.8	1.2	1.0	1.3

Source: Alberta Treasury Board and Finance

Budget 2016 - Fiscal Plan (continued)

2015-2020 Provincial Capital Plan

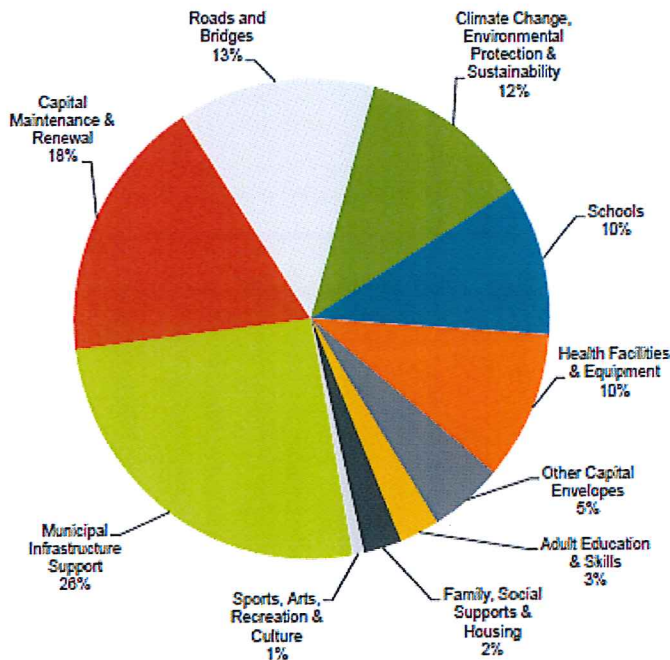
The \$34.8 billion five-year capital plan for Alberta is intended to stimulate the economy, keep people working, and address the province's infrastructure deficit.

Highlights include:

- \$9 billion for municipal infrastructure (see below for details);
- \$6.2 billion for maintenance and renewal of provincial infrastructure, including \$2.5 billion for roads and bridges, \$1.1 billion for schools, \$777 million for post-secondary institutions, \$760 million for health facilities, and \$298 million for seniors facilities and housing.
- \$4.6 billion for provincial roads and bridges, including the Edmonton and Calgary ring roads and Highways 2, 19 and 63.
- \$2.2 billion for green infrastructure under the Climate Leadership Plan. AUMA is urging the government to seek municipal input in determining how this funding is allocated.
- \$400 million for new Regional Water and Wastewater Projects through the Water for Life program and \$195 million for existing systems through the Municipal Water and Wastewater Program. The focus on new regional systems sends a clear signal that the provincial government wants municipalities to pursue regional solutions and implement cost recovery to support existing systems.
- \$892 million to build more affordable housing and renew existing housing.
- \$692 million for flood recovery and mitigation projects.
- \$112 million for provincial water management infrastructure such as dams.
- \$3.5 billion to build and expand health infrastructure.
- \$3.5 billion for new schools and modernization projects.
- \$1.2 billion for government facilities and equipment, including \$37 million for modernization of the registry system.
- \$940 million for post-secondary facilities, including Keyano College, Lethbridge College, MacEwan University, Mount Royal University, NAIT, NorQuest College, Red Deer College, the University of Calgary and the University of Lethbridge.

Much of the capital plan will be funded through direct borrowing (\$16.5 billion over three years). The green infrastructure portion will be funded through the carbon levy.

Budget 2016 Capital Plan – Allocation by Envelope
(% of total¹)



¹ Excludes \$4.4 billion in self-financed capital investment by Alberta Health Services, post-secondary institutions and school boards.

Although the provincial government has emphasized that nearly \$9 billion or 26 per cent of funding over the five years is for municipal and community infrastructure, only \$1.7 billion has actually been committed for year one through Budget 2016. If history is any indication, there is no guarantee that the capital funding pledged for the other four years will be realized.

Capital Plan Details,
(millions of dollars)

Municipal Infrastructure Support

- Community Facility Enhancement Program
- Federal Gas Tax Fund
- GreenTRIP
- Municipal Sustainability Initiative:
 - Municipal Sustainability Initiative – Capital
 - Basic Municipal Transportation Grant
 - New Building Canada – Small Communities Fund
 - New Building Canada Fund (Edmonton Valley Line LRT)
 - Strategic Transportation Infrastructure Program
 - Municipal Transit Initiatives

Total Municipal Infrastructure Support

Most of the \$9 billion in municipal and community capital funding is for municipalities. \$4.2 billion is for MSI, \$1.9 billion is for the basic municipal transportation grant, and \$1.4 billion is for transit and other transportation related projects, including \$914 million through GreenTRIP and \$305 million for municipal transit initiatives. Municipalities are not eligible for the Community Facility Enhancement Program shown in this chart.

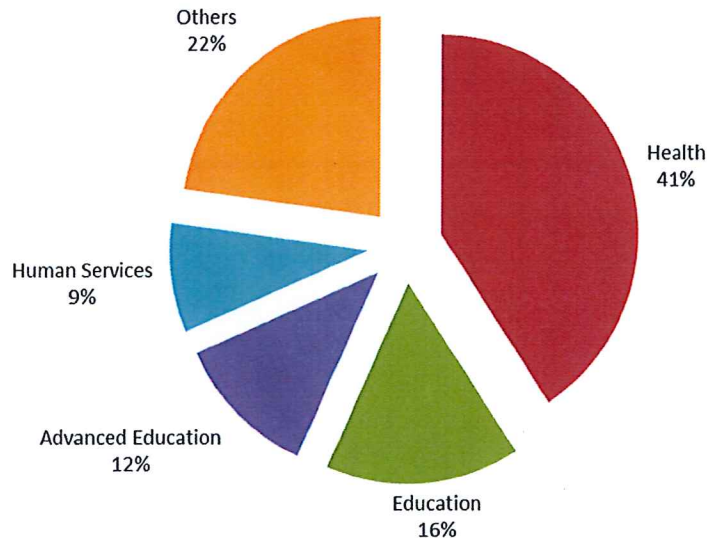
Note that this chart excludes municipal funding that is shown under other categories of the capital plan (e.g., nearly \$600 million in water and wastewater funding is listed under climate change and environmental sustainability and there is also funding for disaster recovery and mitigation).

Operating Expense

Similar to prior years, health and education and social services account for over 75 per cent of spending.

In terms of health spending, the province is reviewing the \$14.3 billion budget for Alberta Health Services to lower cost treatment methods, including shifting higher cost acute care to community based services where possible. Alberta Health remains the highest expenditure ministry at \$20.34 billion in 2016-17.

Operating Expense By Ministry



Education spending reflects the NDP government's commitment to fully fund enrolment growth, projected at 1.3 per cent (8,200 students), as well as fulfilling pledges to implement a school nutrition program (\$30 million over three years) and to reduce school fees. As well, the Budget maintains the commitment to stable funding for advanced education and implements the second year of a two-year tuition freeze.

Total spending for human services is budgeted at \$4.4 billion, reflecting the costs of the new Alberta Child Benefit program that will provide up to \$2,750 annually for low income Albertans. As well, funding towards Family and Community Support Services was maintained at \$101 million to support 80/20 partnerships between the province and municipalities.

Economic Development and Trade is leading the implementation of the government's new jobs, investment and diversification packing with \$250 million in funding over two years. This program will include \$90 million for a new Alberta Investor Tax Credit, \$25 million for apprenticeship and training, and \$10 million to support regional economic development initiatives among other programs.

The new climate levy along with compliance payments from large industrial emitters will provide \$9.6 billion over five years to fund programs under the Climate Leadership Plan. One of the key priority areas for investment under the Plan is support for municipalities for public transit and other green infrastructure. The government has budgeted \$5 million in 2016-17 for planning these projects.

Another key action under the Climate Leadership Plan is funding to help communities most affected by the phase out of coal-fired electricity generation, including training to help impacted workers transition into other areas of the economy.

Other key expenditures include \$99 million for Community and Voluntary Support Services through Culture and Tourism including \$7 million in new funding for cultural infrastructure, \$77 million for water management and \$46 million for land management programs through Environment and Parks. Municipal Affairs will be distributing \$846 million through the Municipal Sustainability Initiative, and \$359 million through the Basic Municipal Transportation Grant.

Additional expenditures include \$94 million for seniors housing and \$67 million for the rental assistance program through Seniors and Housing, and \$225 million in capital grants to municipalities for programs including GreenTRIP, the Municipal Water Wastewater Program, and Water for Life through Transportation.

Public sector compensation for 2016-17 is estimated at \$25.2 billion, which reflects the freeze of management salaries in the public service, agencies such as Alberta Health Services, and political staff.

Review of Agencies, Boards and Commissions

One of the major cost saving measures the government has taken in Budget 2016 is the dissolution or consolidation of 26 agencies as part of the review of Alberta's 126 agencies, boards and commissions.

This action is projected to save \$33 million over three years. An example of a key change is the replacement of the Utilities Consumer Advocate Advisory Board with the Energy Consumers Panel in which AUMA has been invited to participate. While the Land Compensation Board, Surface Rights Board, Municipal Government Board, and New Home Buyer Protection Board will remain separate boards, they will share administrative functions such as finance and recruitment.

Conclusion

This budget contains some positive movement towards funding of key areas, including water and waste water infrastructure and social housing. However, it is a reflection of why the municipal funding model needs to change. With this kind of volatility and lack of consultation by the province, it is unreasonable to expect that municipalities can carry out their required three-year operating and five-year capital planning when the province can't keep committed funding levels stable for more than a year.

AUMA will continue pressing for more stable and predictable sources of funding through the forthcoming release of changes to the Municipal Government Act this year. This includes advocating for core grants to be statutory and indexed for growth and for municipalities to have greater revenue powers.



April 15, 2016

Budget 2016-17: AAMDC Initial Analysis

Yesterday, the Government of Alberta released their **budget** for the 2016-17 fiscal year (April 1, 2016 to March 31, 2017).

AAMDC President Al Kemmere's reaction to the 2016-17 provincial budget is as follows:

"Just like the province, many rural municipalities have been impacted by a loss of revenues related to oil and gas, in our case due to a related decrease in linear assessment, decreased well drilling taxes, non-payment of linear taxes by struggling energy companies, and decreased development activity. Therefore it is promising to see that municipal grants were more or less maintained which will help counter a significantly decreasing property tax base for many. The AAMDC is very pleased to see significant increases in water and wastewater infrastructure support but disappointed in the \$50 million decrease in MSI capital."

"On an even more positive note the AAMDC looks forward to negotiations with the province on the new federal funding that will complement these grant programs and assist municipalities in providing infrastructure and services that their residents need."

"Growing and diversifying the economy is of the utmost importance for Alberta's continued success and the agriculture and forestry industries play a significant role in economic diversification. Significant reductions in funding in the Ministry of Agriculture and Forestry are disappointing - specifically the reductions in wildfire management funding. This will impact the agriculture and forestry industries, and the rural communities in which they are located."

AAMDC's initial analysis identifies the following key items:

- The AAMDC has been notified that there is \$300 million in funding through the old Building Canada Fund (BCF) provincial/regional envelop that still needs to be negotiated for municipal use.
 - The 2016 federal budget indicated that the federal share of key cost-shared infrastructure programs will increase from the current level of 33% to a possible maximum of 50%, with the provincial and municipal share for the remainder of the funding to be negotiated between provincial and municipal governments. It is unclear

if this will apply to the \$300 million referenced above, but the AAMDC will monitor the situation and share details as they are available.

- The Municipal Sustainability Initiative (MSI) received \$1.23 billion in the 2016-17 budget of which \$846 million is for capital funding while \$30 million is for operating. This is a \$50 million dollar reduction in MSI capital funding from the previous budget.
- Government of Alberta budget documents indicate that MSI has been extended for an addition year in order to fulfill spending commitments.
- The 50% decrease in Alberta Community Partnership Funding to \$20 million dollars will impact regional collaboration initiatives across Alberta. The province has had a strong focus on regional collaboration so the AAMDC will follow up with the province to identify how this reduction in funding aligns with the government's vision for municipal collaboration.
- Funding for municipal water infrastructure programs, which includes Water for Life and the Alberta Municipal Water/Wastewater Program (AMWWP), increased from a combined \$55 million in 2015/16 to a combined \$130 million in the 2016/17 budget. This \$75 million increase is promising and will assist municipalities in addressing needed water/wastewater infrastructure.
- Despite the Government of Alberta identifying that Alberta's agriculture and forestry industries are important contributors to the province's economic growth, the total Ministry budget has decreased from \$1.9 billion in the 2015-16 budget to \$1.2 billion this year.
- Funding for a number of support programs for agriculture have been reduced, which will impact the agriculture industry. Decreases are noted in Agriculture Income Support and Agri-Insurance, livestock and hail insurance, which now reflects similar budget levels as experienced in 2014-15.
- A significant decrease in wildfire management funding will drastically impact the forestry industry and municipalities where forestry is located. The 2016-17 budget saw a decrease in this area by 82.4% to \$86.4 million.
- Outside of the carbon tax, budget 2016-17 includes no new taxes.
- As part of Agencies, Boards and Commissions Review, the Government will amalgamate or dissolve 26 boards or agencies out of the 136 boards reviewed, saving \$33 million over three years. The AAMDC has been involved in some of the impacted boards and agencies, including the Utilities Consumers Advocate Advisory Board and the Agricultural Operation Practices Act Policy Advisory Group. The AAMDC supports board efficiencies, subject to outcomes being met, and looks forward to working with the Government of Alberta regarding future engagement and advisory opportunities.

The AAMDC has prepared a supporting member bulletin highlighting the facts and figures in detail of the 2016-17 provincial budget. For a full breakdown of the Government of Alberta 2016-17 budget and estimates, visit the [Government of Alberta's Budget 2016 webpage](#).

Marian Carlson

From: Lee-Ann Fisher <Lee-Ann.Fisher@gov.ab.ca> on behalf of Brad Pickering <Brad.Pickering@gov.ab.ca>
Sent: April-14-16 3:47 PM
Subject: Alberta Agencies, Boards and Commissions Review

Following a government-wide review of Agencies, Boards and Commissions (ABCs), it was determined that the Surface Rights Board (SRB), the Land Compensation Board (LCB), the Municipal Government Board (MGB) and New Home Buyer Protection Board (NHBPB) shared similarities in mandates and operations.

Given that all four boards share expertise, and the SRB and LCB already share administrative staff, as do the MGB and NHBPB, a phased process of amalgamating these boards will begin this year.

The four boards will first begin sharing administration, which includes exploring co-location, sharing facilities and resources. However, they will remain distinct in their operations and services will remain the same. It's important to remember these boards are quasi-judicial or adjudicative bodies that are staffed with experts.

After one year, a review will be conducted to assess the status of the boards and feasibility for amalgamation. This will include consultation with stakeholders.

The strong commitment to deliver these government services remains and you should notice very little change in your interactions with the boards.

If you have any questions, please do not hesitate to send me an email or telephone my office.

Brad Pickering
Deputy Minister

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

Surface Rights Board

"The Surface Rights Board is a quasi-judicial tribunal that grants right of entry and assists landowners/occupants and operators resolve disputes about compensation when operators require access to private land or occupied crown land to develop subsurface resources such as oil, gas, and coal or to build and operate pipelines and power transmission lines."

Source: <http://surfacerights.alberta.ca/>

Land Compensation Board

"The Land Compensation Board is an independent, quasi-judicial tribunal established under the Alberta Expropriation Act.

The Land Compensation Board conducts alternate dispute resolution proceedings and hearings regarding compensation payable to landowners and tenants where land has been expropriated by an authority and the parties cannot agree. It may also determine whether an expropriation should proceed when there is an objection."

Source: http://www.landcompensation.gov.ab.ca/Content_Files/Files/61163LCB.pdf

Municipal Government Board

"The Municipal Government Board is an independent and impartial quasi-judicial board established under the Municipal Government Act to make decisions about land planning and assessment matters."

Source: <http://www.municipalaffairs.alberta.ca/municipal-government-board>

New Home Buyer Protection Board

"The New Home Buyer Protection Board (NHBPB) hears appeals of decisions issued by the New Home Buyer Protection Office. Board members are appointed by the Minister of Municipal Affairs."

Source: http://www.municipalaffairs.alberta.ca/new_home_buyer_protection_board

Marian Carlson

From: alberta.news@gov.ab.ca
Sent: April-13-16 3:37 PM
To: Marian Carlson
Subject: News Release: Government introduces amendments to simplify and streamline how minor offences are enforced

Government introduces amendments to simplify and streamline how minor offences are enforced

April 13, 2016 Media inquiries

Bill 9 proposes two sets of amendments that would make the enforcement of provincial laws and municipal bylaws more effective, efficient and proportionate.

One set of amendments in an Act to Modernize Enforcement of Provincial Offences would, if passed, end the practice of issuing warrants for unpaid fines for minor infractions such as not shoveling a sidewalk or not paying a transit fare. Instead, these infractions would be enforced using other civil measures, including restriction of motor vehicle registry services, filing writs against property, and garnisheeing wages, bank accounts, income tax refunds and GST rebates.

These proposed changes would free up police, court and correctional resources to focus on serious crime while still holding those who commit minor infractions to account.

“Our government is committed to finding efficiencies that will help address the challenges of these fiscal times to ensure stability for key public services. It makes sense to stop issuing warrants for unpaid fines for vulnerable people who, in the past, have ended up in jail—potentially putting their safety at risk, perpetuating a cycle of incarceration and poverty, and working against our goals to create a safer community for everyone.”

Kathleen Ganley, Minister of Justice and Solicitor General

“The introduction of Bill 9 will allow police to free up officers and civilian staff to focus on predators and serious criminal offenders. As a result of modernized technology and this new approach, a significant reduction in administrative processes and paperwork is expected.”

Rod Knecht, Edmonton Police Chief

It is estimated that court staff spend 9,000 hours each year processing warrants for minor infractions. Thousands of additional hours are also spent by other justice system partners, including justices, judges, police and corrections dealing with these warrants. The issuing, managing and executing of warrants for minor infractions is a costly, labour-intensive process that is not effective in holding offenders to account, ensuring compliance with the law or reducing repeat infractions.

“At the John Howard Society we see many people who are caught up in a cycle of poverty and incarceration and often their stories started with unpaid fines and other minor administration of justice issues. We truly feel that these amendments will help to break this cycle, ultimately saving taxpayers money while at the same time enhancing community safety.”

Chris Hay, Executive Director, John Howard Society of Alberta

Bill 9 also introduces an amendment that would help modernize how tickets are processed, making it easier to use electronic tickets in place of paper tickets. This proposed change would streamline the ticket processing steps for police to allow them to file tickets electronically with the courts rather than in paper form. Individuals who are issued a ticket would still receive a paper copy. If Bill 9 is passed, the benefits of electronic tickets include fewer ticket errors, faster filing, improved service for Albertans, lower costs and the elimination of redundant data entry for police and court staff.

The amendments would not change the standard for charging someone with an offence or create new opportunities to issue tickets. Officers would still be required to have reasonable grounds to believe an offence was committed in order to issue a violation ticket. Other provinces, including Saskatchewan, Manitoba and Nova Scotia, have implemented a similar process.

The amendments in An Act to Modernize Enforcement of Provincial Offences amend the *Provincial Offences Procedure Act* and the *Traffic Safety Act*.

Media inquiries

Veronica Jubinville

780-720-0305
Press Secretary, Justice and Solicitor General



Thank you!

April 2016

Dear Town of Claresholm:

Thank you very much for the use of Amundsen Park for our Easter Egg-Sitement event.

There were over 200 kids there, enjoying the egg-hunt, games, prizes, candies, face-painting, balloon making, music and much more fun!

Yours truly,

Claresholm & District
Chamber of Commerce



Marian Carlson

From: municipalservicesandlegislation@gov.ab.ca
Sent: April-13-16 12:13 PM
To: Marian Carlson
Subject: 2016 Minister's Awards for Municipal Excellence

ATTENTION: All Municipal Administrators and Municipal Associations

The Honourable Danielle Larivee, Minister of Municipal Affairs, is pleased to announce the 2016 Minister's Awards for Municipal Excellence. The 15th annual awards will recognize municipal government excellence and promote the sharing of knowledge among municipalities.

An independent review committee comprised of representatives from various municipal associations will recommend award recipients in five categories and one award for outstanding achievement:

- Innovation – recognizes a leading practice embodying the first use of an idea in a municipal context in Alberta;
- Partnership – recognizes a leading municipal practice involving consultation, co-ordination and co-operation with other municipalities, jurisdictions, or organizations;
- Safe Communities – recognizes a leading practice focused on making municipalities safer through prevention and enforcement;
- Smaller Municipality – recognizes the innovative practices developed by communities with less than 3,000 residents;
- Larger municipalities – recognizes the creative practices developed by municipalities with a population more than 500,000; and
- Outstanding Achievement – recognizes a municipality or municipal partnership that has helped to inspire action and change that has benefited local government practice in Alberta. *This award, chosen by the review committee, recognizes the best submission from the other categories.*

All municipalities are eligible. The review committee considers the practice in relation to the size and available resources of the municipality. Submission forms and additional details can be found on the Municipal Excellence Network website: www.municipalaffairs.alberta.ca/mc_municipal_excellence.cfm.

Submissions are made up of two parts: a practice collection form and the awards application form, both available online. The deadline for submissions is **May 31, 2016**.

The Municipal Excellence Network is an initiative developed through the collaborative efforts of Alberta municipalities, municipal associations, and Alberta Municipal Affairs. These partners work together to provide an online resource tool that features a searchable collection of leading municipal practices from around the province. Become informed and participate by visiting:

http://www.municipalaffairs.gov.ab.ca/mc_municipal_excellence.cfm.

If you have any questions regarding the Minister's Awards for Municipal Excellence or the Municipal Excellence Network, please contact the Municipal Excellence Team at 780-427-2225, or by email at menet@gov.ab.ca.

CLARESHOLM AND DISTRICT MUSEUM BOARD MINUTES

Dec 17, 2015

Present: Mike McAlonan, Don Glimsdale, Arden Dubnewick, Ken Favrholt and Betty Hoare.

1. Meeting called to order at 4:33 PM by Mike McAlonan.
2. Items added to new business other grants by Ken. Agenda approved with additions.
3. Minutes from Nov 18 read by Betty. Arden moved minutes be approved, motion carried.
4. Financials – Discussed financials – Ken will ask Simon to check on the utilities to see if an error in posting had been made. It looked like both power and gas were being combined under utilities. We would like them separate in order to track the benefits in gas with the new furnaces. Don moved financials accepted as is. Motion carried.
5. Correspondence – None
6. **Old Business:** a) Strategic planning workshop – plan for follow-up workshop Jan 22, 2016 at 9:00 AM, lunch provided ending at 3:00 PM. Previous stakeholders to be invited. b) Operating Budget 2016-2018 – draft budget has been turned over to Simon. Interim budget based on 2015 will be used until 2016 is approved. c) Link trainer –Don talked to the Legion to see if they would like to be involved in this project. The friends will be asked to send a letter to the Legion, Sons of Norway and Lions explaining the project and asking for any support they can give. Murray Frame will work for out of pocket costs only. d) Highwood Museum virtual tour – Ken has passed this on to the webmaster who is making changes to the Museum website. e) Storage issue- the Town will not allow a C Can within town borders. This issue will be looked at in the spring.
7. **NEW BUSINESS** – a) Student employment programs – STEP, Young Canada Workers and Canada Summer Jobs - will work with Simon from the town to maximize the use of these programs. Ken will send in the paperwork. B) Donation of display cabinets from Calgary Police Museum – Youth link Calgary police interpretive center had some display cases available – John McLean Trucking brought back 4 mannequin cases, shelving units and other misc. items. c) ED work schedule – Ken will be finished at the end of January and not return until May. Mike and Ken to have a meeting with Marion to discuss management of the museum during the months with no executive director.

d) Other Grants - Ken talked about Alberta Museum Association grant as well as other grants available and those deadlines.

OTHER – a) Christmas event – was deemed very successful and talked about ways to expand it. b) Talk at the library on the Old Macleod Trail – 29 people attended. C) Exhibit work at Museum in the Exhibit Hall – Ken is working on First Nations display.

The Economic Development Officer will be using the CPR station for an office for February, March and April.

Adjournment at 5:48 PM.

Next meeting January 20, 2016 @ 4:30 PM

Meeting adjourned at 6:14.

Next meeting December 9th at 4:30.

Marian Carlson

From: Falun Dafa - Alberta <jyang456@gmail.com>
Sent: April-20-16 6:55 PM
To: Marian Carlson
Subject: Proclamation/Greeting letter request for Falun Dafa Celebration (24th Anniversary)
Attachments: Greeting letter request for FalunDafa 24Anniversary-Mayor-AB.pdf

Dear Mayor Rob Steel

I am writing to respectfully request a Greeting message/Proclamation from you as we pay tribute to the 24th anniversary of the introduction of Falun Dafa (also called Falun Gong) to the public.

May 13 is the anniversary that will be celebrated in over 80 countries including Canada. As part of our yearly tradition, we will mark the occasion with festivities and celebrations throughout May to share the goodness and benefits of Falun Dafa with more people.

Worldwide recognition of Falun Dafa includes thousands of awards and proclamations for promoting harmony and health in society through its traditional Chinese self-improvement system. The practice helps people improve their spiritual, mental, moral, and physical wellbeing through meditative exercises and the guiding principles of Truthfulness, Benevolence, and Forbearance.

Despite a state-led persecution in China for nearly 17 years, Falun Dafa's popularity has spread around the globe, and our practice has gained respect from governments and citizens worldwide for its peaceful efforts to uphold human rights and dignity in the face of brutality.

In Canada, we are privileged to be able to fully enjoy the values of openness and diversity and the freedoms of conscience and religion. The upright stance on Falun Dafa from our government officials at every level, from municipal to provincial to federal, including greeting letters from the former Prime Minister for the past 10 years, has been a much-appreciated source of encouragement to us, particularly to those people living in the darkness of the persecution in China.

In recent years, the Chinese authority had arrested Bo Xilai, Zhou Yongkang, XU CaiHou, and their followers, among whom most were major perpetrators of the Falun Gong persecution. We believe that it is time for the world to understand more fully about the truth of the persecution of the Falun Gong, especially the organ harvesting of Falun Gong practitioners. Currently, the persecution is still going on, but more and more people know that it deems to fail. The persistent efforts Falun Gong practitioners in telling the truth and their peaceful resistance to a totalitarian regime, both inside and outside China, should be celebrated. We hope that these efforts will help to bring more peaceful values to the Chinese people around the world.

It is in this spirit that we celebrate in May and express our gratitude to all people who have lent us support.

We would be honoured and greatly appreciative if we could receive a greeting message from you by May 18th, 2016.

We look forward to hearing from you.

Yours truly,

Jenny Yang
On behalf of Falun Dafa Association of Alberta
Tel: 403-616-8968 jyang456@gmail.com
Address: 168 West Springs Close SW Calgary, AB

Mayor Proclamation/Greetings received in 2015:

Don Iveson, Edmonton, AB

Ted Clugston, Medicine Hat, AB

Jim Watson, City of Ottawa, ON

John Tory, City of Toronto, ON

Brian Bowman, City of Winnipeg, MB

Mark Gerretsen, City of Kingston, ON

Mike Savage, Halifax, NS

Dennis O'Keefe, St. John, NF

Greg Dionne, Prince Albert, SK

Gordon Krantz, Milton, ON

Leslie O'Shaughnessy, Cornwall, ON

Kevin Heath, Quincy West, ON

Claire Detheridge, Cape Breton,

Cyril Abbott, Gander, NF

Greg Moore, Port Coquitlam, BC

Colin Basran, Kelowna, BC

Chris Pieper, City of Armstrong, BC

Christian Provenzano, City of Sault Ste. Marie, ON Geoffrey Dawe, City of Aurora, ON Chris Friel, City of Brantford, ON Al McDonald, City of North Bay, ON Barrie E. MacMillan, New Glasgow, NS Adrian Foster, City of Clarington John McCharles, Petrolia, ON Randy Cooper, Stratford, PEI Berry Vrbanovic, City of Kitchener, ON Jeff Lehman, City of Barrie, ON Joan Thomson, City of Stratford, ON Ian Boddy, City of Owen Sound, ON

Previous greetings, proclamations, and speeches for Falun Dafa Month (excerpts)

15 MPs and senators attended the celebration on the parliament hill on May 6, 2015

<http://en.minghui.org/html/articles/2015/5/8/150067.html>

"This special celebration is an opportunity for practitioners around the globe to highlight the benefits of Falun Dafa. Promoting the principles of truthfulness, compassion and forbearance, the practice has found a receptive audience in Canada.

I commend the Falun Dafa Association of Canada for sharing this discipline with fellow Canadians."

—The Rt. Hon. Stephen Harper, P.C., M.P. Prime Minister of Canada May 13, 2015

Today, millions of practitioners are gathering around the world to reflect on the founding principles of Falun Dafa: Truthfulness, Compassion and Forbearance.

In Canada, Falun Dafa practitioners have contributed to the promotion of mutual respect and understanding,

---- Hon. Jason Kenney, former Minister of National Defence, Minister of Multiculturalism, greeting for 2015

2015 is a historic milestone and, as peaceful practitioners in more than 100 nations mark the occasion, I am honoured to add my endorsement to your efforts, as you strive to help advance the values of openness, tolerance and freedom of conscience and religion here in Canada and globally.

— Hon. Judy Sgro, former Minister of Immigration and Citizenship. Greeting for 2015

This Anniversary demonstrates your commitment to the teachings of peace, truthfulness and compassion that has touched the lives of millions of People around the world, including Canadians.

— Hon. Peter Kent, Chairman of Parl Friends of Falun Gong 2015

"that is the whole nature and purpose of the Falun Dafa—you bring the benefits of health, of culture, of the values of compassion and truth and forbearance, for humanity as a whole. We share it with you, we will work with you, and we will not relent"

— Hon. Irwin Cotler, former MP and Minister of Justice. Speech at Falun Dafa Day rally 2015

Falun Dafa's guiding principles of truth, benevolence and forbearance contribute to building a vibrant Canadian society where communities of faith are both valued and free to practice their religion or beliefs.

—Hon. Rob Nicholson, Former Minister of Foreign Affairs, Greetings for 2015

"Since its introduction to the public 23 years ago, Falun Dafa practitioners and supporters have followed the principles of harmony, tolerance, truthfulness and compassion.

Your bravery and courage have proven insurmountable and, in the face of adversity, you have not wavered from your beliefs or from the promotion of human rights."

— MP Peter Julian, Burnaby New Westminster, Greetings for 2015

ON Behalf of the Green Party of Canada, we are pleased to convey our congratulations to your membership for your celebration of the 23rd anniversary of the public introduction of Falun Dafa

—Green Party Leader Elizabeth May. Greetings for Falun Dafa Month 2015

"Thank you for your tremendous contributions through the traditional exercise and practice of the universal principles of Truth, Benevolence, and Forbearance."

— Rod Bruinooge, MP, Winnipeg South, Greetings for 2015

I want to congratulate the Falun Dafa for holding true to their principles in this current environment. Your efforts continue to serve as motivation to all of us that there should always be time made to promote good will and humanitarian acts of kindness — Hon Lisa Raitt, Former Minister of Transportation, Greetings for Falun Dafa Month 2015

"On behalf of Prime Minister Stephen Harper and the Government of Canada, I would like to extend my warmest greetings to all those celebrating the twenty-third anniversary of Falun Dafa's introduction to the public."

— Hon. James Moore, former Minister of Industry. Greetings for 2015

"In a world of increased intolerance and xenophobia, I want to lend my support to you in honour of the 23rd Anniversary of the Falun Dafa month of celebration and festivities this May."

— Hon. Hedy Fry, Vancouver Centre, Greetings for Falun Dafa Month 2015

As you celebrate this joyous occasion with Falun Gong practitioners, supporters, families and friends in over 100 countries worldwide, I thank you for your efforts in promoting harmony in society —Kevin Flynn, Ontario Minister of Labor, Greeting for Falun Dafa Month 2015

As our population grows and becomes more diverse, it is essential that we continue to recognize the importance of the same principles Falun Dafa holds sacred-truthfulness, compassion and tolerance —Hon Gordon S. Wyant, Saskatchewan Minister of the Justice and Attorney General, Greeting for Falun Dafa Month 2015



MUNICIPAL PLANNING COMMISSION MINUTES

April 1st, 2016

Town of Claresholm – Council Chambers

Attendees: Lyal O’Neill - Council Member (Chairperson)
Shelley Ford - Council Member (Vice-Chairperson)
Jamie Cutler- Council Member
Sharon Duncan - Member-at-Large
Jeff Kerr – Member-at-Large

Staff: Tara VanDellen – Development Officer

8:31 am

Call to Order /Adoption of Agenda

Motion to adopt the Agenda by Councillor Ford CARRIED

Adoption of Minutes

- March 18, 2016

Motion to adopt the Meeting Minutes by Jeff Kerr

Seconded by Sharon Duncan CARRIED

Item 1: Action

DEVELOPMENT PERMIT

File: D2015.102
Applicant: Justin Canuel
Owner: Patricia Canuel
Address: 24 Saddle Mt Road
Legal: Lot 21, Block 4, Plan 7810389
Regarding: Large Accessory Building with variance to maximum building height

APPROVED VARIANCE(s):

1. Variance to the setback dimension for height [Bylaw 1525 – Land Use Bylaw, Schedule 1 – (R3) – Country Residential]

Permitted: 15 feet	Proposed: 23.5 feet
Approved: 20 feet	Percent Variance: 33.33%

Motion to approve a height variance of 33.33% (20 feet) with conditions by Jeff Kerr

Seconded by Sharon Duncan

**Request for recorded vote by Councillor Cutler
In favor: Councillor O’Neill, Councillor Ford, Sharon Duncan, Jeff Kerr
Opposed: Councillor Cutler**

CARRIED

CONDITION(S) – To be fulfilled prior to commencement:

1. **The accessory building shall be located at least 90 feet from the east property boundary and at least 15 feet from the side property boundary with a total square footage of 2400 sq. ft. or less so as to be equal or smaller than the total square footage of the dwelling.**
2. **The applicant shall obtain all relevant Safety Code Permits and approvals. Please contact Superior Safety Codes Inc. at 403-320-0734 for further information.**



MUNICIPAL PLANNING COMMISSION MINUTES

April 1st, 2016

Town of Claresholm – Council Chambers

3. Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE0409, Planning and Development Fees, the applicant shall provide either:
 - a) An irrevocable letter of credit, or
 - b) A deposit,
In the amount of \$2,000 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as security to ensure that the applicant adheres to the conditions of the permit. The security may be refunded in stages corresponding with the completion of the project:
 - a) \$750 – Adherence to the site plan is demonstrated.
 - b) \$750 – Final grades are achieved and demonstrated.
 - c) \$500 – Completion of landscaping and building exterior.

CONDITION(S) – Applicable during construction:

1. **The accessory building shall be located at least 90 feet from the east property boundary and at least 15 feet from the side property boundary with a total square footage of 2400 sq. ft. or less so as to be equal or smaller than the total square footage of the dwelling.**
2. As per the Town of Claresholm Land Use Bylaw No.1525 [Schedule 4, Section 8(a,b)] the **Applicant shall finish the exterior of the accessory building with metal siding as per the proposed drawing keeping in mind the residential character of the neighborhood.** Any other material that the applicant proposes to use for the exterior finish of the large accessory building shall be approved by the Development Officer.
3. As per the Town of Claresholm Land Use Bylaw No.1525 [Schedule 4, Section 8(a,b)] the **Applicant shall finish the roof of the accessory building with metal as per the proposed drawing keeping in mind the residential character of the neighborhood.** Any other material that the applicant proposes to use for the roof finish of the large accessory building shall be approved by the Development Officer.
4. Applicants shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.

NOTE(S):

5. The Applicant shall be responsible to contact the Town of Claresholm Utility Department to make necessary arrangements for water meter installation/removal, connection / shutoff and payment of applicable fees. Please contact Marianna Orqe at 403-625-3381.
6. The Applicant shall be responsible for ensuring that underground utilities are marked prior to commencing with any excavation. Please contact Alberta One Call at 1-800-242-3447.



MUNICIPAL PLANNING COMMISSION MINUTES

April 1st, 2016
Town of Claresholm – Council Chambers

Item 2: In Camera INQUIRY UPDATE

**Motion to go in camera
by Councillor Ford**

Seconded by Sharon Duncan

CARRIED

Taken for Information

9:45 am Councillor Ford left the MPC

Item 3: In Camera INQUIRY

Taken for Information

**Motion to come out of in
camera by Councillor Cutler**

Seconded by Sharon Duncan

CARRIED

10:10 am

**Motion to Adjourn
By Councillor Cutler**

Annual General Meeting, April 21, 2015 Club



1. **CALL TO ORDER:** President Frank Keller called the meeting to order @ 7:02 PM with 27 members present.
2. **APPROVAL OF AGENDA:** Moved by Larry Ford, Seconded by Wes Wiebe
3. **APPROVAL OF APRIL 15, 2014 AGM:** Moved by Larry Ford, Seconded by Chris Muellen
4. **TEE IT FORWARD PROGRAM:** Yellow tees will be rated for Women/Men to accommodate Senior, Junior under 5000 yards. Tees will be on the fairways. Still use all our old cards before changing the cards.
5. **REPORTS:**
 1. **PRESIDENT'S REPORT:**
 1. Frank thanks everybody that serve their 2 terms on the board. Also thanks to all the volunteers.
 2. We will have to get the tree program going, trees have been cut but not replaced yet, we will have to plant in the next 2 - 3 weeks.
 3. The course is in great shape.
 2. **TREASURER'S REPORT:**
 1. Question about if the membership was up? Lyle said up to now it is. Moved by Chris Muellen seconded by Doug Fletcher to accept the report.
 3. **CLUB PRO REPORT:**

1. Club opened March 27, traffic is good, we have new members this year. Pro Shop well stocked, will match Golf Town prices and 10% off to all members. Lynda is back, Ryan is back, Monty has joined us and 6 back shop workers. This is the 10th anniversary of the back nine opening, therefore celebrating 10th year of the Bridge golf course. Louise is back in the dining area with staff returning. As we are able to email blast, we will do with mail out.
 2. May 9 - 2 ball challenge,
 3. June 20 - ladies 2 ball challenge
 4. Men's Ladies member's guests tournament last weekend in August
 5. Junior program starting up
 6. Newspaper adds, radio adds, and advertising on the internet, and the reciprocal cards will be out again
 7. Thanks to Rod and staff, the course is in really good shape, thanks to board of directors and to all volunteers.
 8. Summer games on the 8, 9, 10 & 11 of July. Larry mentioned to use the radio station to promote the summer games, will be coordinated with the summer game board of directors.
 9. Lyle moved his report be adopted, seconded by Bob Wall.
4. GREEN REPORTS:
1. Rod mentioned that is is good to be back for another season, and signed another 2 year contract.
 2. A big thank you to all volunteers over the last year & winter as well. The work you do is a big help to all of us here at the golf course.
 3. I have 9 staff this year with 4 being full time & Dennis is back volunteering again this year
 4. Rod Fedyk is our mechanic this year and he is full time which will help a lot, with Rod here I can do more work outside, it frees up a lot of time for me to do other things. A license mechanic is always a good thing.
 5. The course over wintered very well and the course is greening up nicely.
 6. About the tree report; Bernie proposed a plan, 37 trees to be removed or trimmed, thereafter go down to a nursery and approach volunteers in the next few weeks. Look for posters downstairs for help required. Larry mentioned if we ever approach the prisoners to do some of the work, Lyle said we will need to get workload organized.
 7. Moved by Rod that his report be adopted, seconded by Wes Wiebe

6. LEAGUES:

1. Men's league stag night this Saturday April 25th, and league to start on May 4th

2. Ladie's league starts April 28 and wind up on August 24th
 3. Senior League starts on May 19, Larry Ford
 4. Interclub League, Jim Thompson
 5. Friday Nine and Dine will start near the end of May
 6. Will continue to run the 50/50, received from men's \$6500, and ladies \$1500
 7. Moved by Frank and seconded by Wes to adopt this report.
7. ELECTION BOARD OF DIRECTORS:
1. 3 positions to fill
 2. Doug Fletcher volunteering to 3 year term, Accepted
 3. Wes Wiebe nominated Barry Pratte, accepted, and all in favour to have Frank Keller to exceed his term & do another 2 year term, accepted.
 4. Moved by Larry Ford seconded by Carol Petlack to cease all nominations, Doug, Barry and Frank elected by acclamation.
8. GENERAL DISCUSSION:
1. Electric cart shed is ready to go on the eastside hangar
 2. Shed for the driving range will be built, Emercor donated all the lumber and will have volunteers to donate labour
 3. Russell to thank everyone, board executive and all members, enjoyed his experience on the board
9. ADJOURNAMENT:
1. Meeting was adjourned @ 8:00 PM



FEBRUARY 17 MEETING

Present: Berny Jacobs, Frank Keller, Lyle Broderson, Rod Andrews, Todd Heggie, Jamie Cutler, Bill Mullen, Ray Montpetit, Barry Pratte, Doug Fletcher

Absent: Olive Darch, Stan Mitchell

Guest: None

1- Call to Order:

President Todd called the meeting to order at 12:03

2- Approved of Agenda

Moved by Barry and seconded by Doug

3- Approved of Minutes from previous minutes:

Moved by Doug, seconded by Frank

4- Old Business: None

5- Correspondence: Referred to Lyle's report

No

6- Reports

6.1 GREEN COMMITTEES

- Repairing and replacing bearing on the fairway mower will cost \$5200.00
- Staining post in front of the range with the help of Dennis, only cost of stain, moved by Doug and seconded by Barry that we purchase the stain for this work
- PJ pruned the trees yesterday, in the budget from last year to the amount of \$6500; also try to match the \$500 donation by Ken and Tooney Hearth for new trees, we may add to it at later date
- New equipment not in yet
- John Deer tractor will need a new clutch, will get a quote from John Deer
- Doug mentioned about borrowing the old garbage truck from the town and have the town to clean the ditch underneath the bridge, Jamie to inquire about it
- Doug will inquire about tailing sand delivery

6.2 CLUB PRO AND MARKETING COMMITTEE

- Lyle spoke to AGA about getting the new rating for the new tees placement and sent an email, will order 30,000 score cards and wait for the new rating if available and if not will proceed with the order
- March 12 club sale at Highroad
- Car sheds have a new codes that will be provided to the users
- Advertising through Social Media, will have to provide them with 2 times/day
- YPM , if we continue to use them will have to fill a form for government deposits, Doug moved that we stay with YPM and that we sign that form, seconded by Barry
- Lyle will get a quote for new computers
- Lye received a form /application for the community program
- Started to work on the budget, will be roughly done by the next meeting
- AGM date will be April 19, moved by Frank and seconded by Bill; also Rod is planning to have the golf course openly March 25.

6.3 TOWN REP

- Jamie reported that the Board members and the volunteers are covered for Liabilities
- Jamie will inquire about cleaning the ditch near the bridge between holes 2 & 4

6.4 CLUB HOUSE COMMITTEE

- Building a new counter in the bar, cost approximately >\$200, Doug moved we have the funds available to purchase the material to build the new counter, seconded by Ray
- Also Ray reported about the drain pipe that has been repaired, and sliding traps built to access the area
- Sidewalk inspection will need to be done to evaluate the cost to repair it, Todd
- Ray, Todd & Lyle will have to meet with Louise to discuss the new kitchen contract and have Louise to sign it,

6.5 FINANCE

- Doug questioned about the -\$123, Lyle mentioned it was Club carts depreciation
- Berny asked about rolling over prepaid 2016 membership last fall to be shown on the 2016 statement, which will be done
- Moved by Doug and seconded by Barry that the we approved his income statement

6.6 CASINO AND GRANTS COMMITTEE

- Scheduled for October 2017

6.7 POLICY COMMITTEE

- Reviewed and corrected by Berny, moved by Berny that we approved the amended policies seconded by Ray

7- New Business

- Doug inquired about getting new carts, Lyle said we could carry on one more year with the existing carts
- To charge \$25.00 to all Alberta 55 Plus current members on Monday, Thursday and Friday

8- Next Meeting:

- meeting adjourned at 13:25, next meeting will be March 16

The Bridges at Claresholm Golf Club
Regular Board Meeting
March 16, 2016

PRESENT: Ray Montpetit, Olive Darch, Doug Fletcher, Frank Keller, Berny Jacob, Jamie Cutler, Bill Mullen, Rod Andrews, Lyle Broderson, Barry Pratte, Todd Heggie

ABSENT: Stan Mitchell

1 CALL TO ORDER:

Chairman Todd Heggie called the meeting to order at 12:01 P.M.

2 APPROVAL OF AGENDA:

Bill moved, Doug seconded approval of the agenda. Carried.

3 APPROVAL OF MINUTES OF FEBRUARY 17 MEETING:

Barry moved, and Jamie seconded approval of the Feb. 17 minutes. Carried.

4 OLD BUSINESS:

Discussion took place regarding the replacement of the sidewalk on the south side of the clubhouse, or repairing the existing walk. It was decided to check into prices and options available. Doug checked into different ways of repairing it at the Calgary Home Show.

5 CORRESPONDENCE:

ABMI want to take water samples from the ponds on our course. Permission was granted. Lyle will send out information regarding this program.

6 REPORTS:

6.1 GREENS COMMITTEE:

Rod reported that the Greens have been blown off and the fairways and tee boxes have been dragged. Greens and Tee boxes are being watered. Discussion took place regarding the replacement or the fixing of a clutch on a tractor. Frank moved, seconded by Doug that we leave things as is until it breaks. It was also suggested we get prices on replacing the tractor as it is getting old. The area where the compound for storing sand, gravel etc. is to be built has been levelled. The sand traps on no. 13 and 18 need work done on them to prevent erosion from the water in the pond. Clay and top soil need moving in so a mower can mow between the traps and water. Frank suggested that Rod set up a work day for this project. An irrigation break on the 18th fairway needs fixing. Rod asked if the town could provide a back hoe to help with the project.

6.2 CLUB PRO AND MARKETING COMMITTEE

Lyle reported that the pro shop is being set up with new stock. The new rating sheets are in with the new tee boxes included. The production of new cards are in the process of being printed. A five year contract was signed with Pepsi for \$1,000.00 per year. The joint sale in High River resulted in \$2,500.00 in sales for our pro shop. The Budget should be ready for our next meeting.

6.3 TOWN REP:

Jamie was questioned on how the Flood Mitigation Project would affect our golf course. He reported that nothing is definite to date and the golf course would probably be in Phase 2 of the project. Doug inquired whether the golf course could use the town packer for the area where the material compound is to be built.

6.4 CLUBHOUSE COMMITTEE:

New cabinets are being installed where the cash register is located. Ray quoted a price of \$60.00 for materials and \$200.00 for counter tops. A tap needs replacing in the kitchen, and the ice machine isn't working. A meeting with Louise is set for tomorrow. A discussion took place regarding the plug in to the fridge and deep freeze and whether a new circuit should be installed.

6.5 FINANCE COMMITTEE:

6.6 CASINO AND GRANTS COMMITTEE:

6.7 POLICY COMMITTEE:

Because of a loss of communication with Bernie, a policy discussion was tabled until next meeting.

7 NEW BUSINESS:

The Annual General Meeting was set for Tuesday April 19th. at 7:00 P.M. A board meeting will take place on Wednesday, April 13, at noon at the clubhouse, (the second Wednesday) preceding the annual meeting.

8 ADJOURNMENT:

Motion to adjourn the meeting was made by Jamie, seconded by Ray.