



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
DECEMBER 12, 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 NOVEMBER 28, 2016

DELEGATIONS:

1. ALBERTA MUNICIPAL AFFAIRS: Michael Scheidl
RE: ACP - Mediation and Cooperative Processes Grant and Supports
2. CLARESHOLM SKATING CLUB, CLARESHOLM MINOR HOCKEY, CLARESHOLM POND HOCKEY
RE: Claresholm Arena Needs

ACTION ITEMS:

1. BYLAW #1621 – Claresholm & District FCSS
RE: 1st Reading
2. BYLAW #1623 – Borrowing Bylaw
RE: All Readings
3. CORRES: Federation of Canadian Municipalities
RE: Canada 150 Community Leaders
4. CORRES: Claresholm Community Singers
RE: Grant Application
5. CORRES: Claresholm Summer Games Committee
RE: Annual General Meeting January 30, 2017
6. CORRES: Claresholm & District Family & Community Support Services
RE: Unstoppable Conversations January 27 & 28, 2017
7. REQUEST FOR DECISION: Alberta Community Partnership Grant Application – Feasibility Study
8. REQUEST FOR DECISION: Alberta Community Partnership Grant Application – Regional Water Study from Town of Nanton
9. REQUEST FOR DECISION: Audit & Related Services 2016
10. REQUEST FOR DECISION: 2017 Interim Operating Budget
11. FINANCIAL REPORT: Statement of Operations November 2016
12. INFORMATION BRIEF: Community Facility Enhancement Program (CFEP) and Community Initiatives Program (CIP)
13. INFORMATION BRIEF: Council Resolution Status
14. ADOPTION OF INFORMATION ITEMS
15. IN CAMERA: Board Appointment; Land (4); RCMP; Personnel

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – November 2016
2. Oldman River Regional Services Commission Meeting Minutes – September 1, 2016
3. Invitation from John Barlow, MP – Coffee & cookies, December 22, 2016 from 2:00 to 4:00 p.m.
4. Legacy of Our Land Banquet hosted by the MD of Willow Creek – January 20, 2017
5. Willow Creek Regional Waste Management Services Commission Meeting Minutes – October 28, 2016

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
NOVEMBER 28, 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 and Lyal O’Neill.

REGRETS: Councillors: Chris Dixon and Mike McAlonan

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 – NOVEMBER 14, 2016**

Moved by Councillor Cutler that the Regular Meeting Minutes November 14, 2016 be accepted as presented.

CARRIED

ACTION ITEMS:

1. **BYLAW #1622 – Land Use Bylaw Amendment**
RE: 1st Reading

Moved by Councillor O’Neill to give Bylaw #1622, a land use bylaw amendment, 1st Reading.

CARRIED

2. **DELEGATION RESPONSE: AXIA – Jason O’Connor**
RE: Fibre Optic Internet

MOTION #16-125 Moved by Councillor Ford to communicate Axia’s Open House in Claresholm to generate interest for their fibre optic internet on the Town of Claresholm’s social media sites.

CARRIED

3. **CORRES: Western Economic Diversification Canada**
RE: Canada 150 Community Infrastructure Program

Received for information.

4. **CORRES: Shaw Communications Inc.**
RE: Fast & Affordable Internet

Referred to Administration to invite Shaw Communications Inc. to come present to Council regarding their internet offerings.

5. **CORRES: AltaLink**
RE: AltaLink’s 911L Salvage

Received for information.

6. **CORRES: Ogilvie LLP**
RE: ALARIE Asset Distribution

Received for information.

7. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE: Municipal Government Act (MGA) Amendments

Received for information.

8. **REQUEST FOR DECISION: Community Futures Business Improvement Loans – Memorandum of Understanding**

Referred to the Economic Development Committee to provide Council with an all-encompassing solution for business revitalization incentives.

9. **REQUEST FOR DECISION: Fire Chief Appointment**

MOTION #16-126 Moved by Councillor Cutler to appoint Todd Heggie as Fire Chief for the Town of Claresholm.

CARRIED

- 10. REQUEST FOR DECISION: Medical First Response from the Emergency Services Committee**
 MOTION #16-127 Moved by Councillor Ford to support the Alberta Medical First Response program with the level of service to be provided at a minimum of Standard First Aid.
CARRIED
- 11. REQUEST FOR DECISION: Representative to Chinook Arch Regional Library System Board**
 MOTION #16-128 Moved by Councillor Fieguth to appoint Kathy Davies to the Chinook Arch Regional Library System Board with Mike McAlonan as an alternate.
CARRIED
- 12. REQUEST FOR DECISION: Claresholm & District Chamber of Commerce Trade Fair 2017**
 MOTION #16-129 Moved by Councillor Fieguth to purchase a booth at the Claresholm & District Chamber of Commerce Trade Fair to be held on January 27 & 28, 2017 at the Claresholm Community Centre at a cost of \$225.
CARRIED
- 13. FINANCIAL REPORT: Statement of Operations September 2016**
 Moved by Councillor Cutler to accept the Consolidated Statement of Operations for the month ended September 30, 2016 as presented.
CARRIED
- 14. FINANCIAL REPORT: Statement of Operations October 2016**
 Moved by Councillor Cutler to accept the Consolidated Statement of Operations for the month ended October 31, 2016 as presented.
CARRIED
- 15. INFORMATION BRIEF: Brownlee LLP Emerging Trends 2017**
 Received for information.
- 16. INFORMATION BRIEF: CAO Report**
 Received for information.
- 17. INFORMATION BRIEF: Council Resolution Status**
 Received for information.
- 18. ADOPTION OF INFORMATION ITEMS**
 Moved by Councillor O’Neill to adopt the information items as presented.
CARRIED
- 19. IN CAMERA: Personnel; Board Appointment; Contracts**
 Moved by Councillor Ford that the meeting go In Camera at 7:43 p.m.
CARRIED
 Moved by Councillor Ford that this meeting come out of In Camera at 9:15 p.m.
CARRIED
- MOTION #16-130 Moved by Councillor Cutler to appoint Bert Franssens to the Claresholm & District Museum Board.
CARRIED
- ADJOURNMENT:** Moved by Councillor O’Neill that the meeting adjourn at 9:17 p.m.
CARRIED

 Mayor – Rob Steel

 Chief Administrative Officer – Marian Carlson

DELEGATIONS



MUNICIPAL
DISPUTE
RESOLUTION
SERVICES

Municipal Dispute Resolution Services Program Overview

Alberta

MEDIATION | COLLABORATION | EDUCATION

Overview

- Trends
- Program
 - Intermunicipal Mediation
 - Collaborative Governance
 - Education
- Examples/Funding
- Questions



Alberta

MEDIATION | COLLABORATION | EDUCATION

Trends

- Governing in a complex environment
- Service and infrastructure delivery needs
- Opportunities for collaboration
- Municipalities build working relationships



Alberta


MEDIATION | COLLABORATION | EDUCATION

Municipal Dispute Resolution Services



Mediation ↑ Education

Collaboration



Alberta

MEDIATION | COLLABORATION | EDUCATION



MUNICIPAL
DISPUTE
RESOLUTION
SERVICES


Mediation resolving issues together

Alberta

MEDIATION | COLLABORATION | EDUCATION

Role of Parties in Mediation

- Determine issues to be discussed
- Commit to the mediation process
- Confidential process to support openness
- Share knowledge of local issues
- Select a mediator



Alberta

MEDIATION | COLLABORATION | EDUCATION

What can be mediated?

Almost anything involving 2 or more municipalities.

- Annexation
- Land Use Planning
- Revenue Sharing/Cost Sharing
- Shared Services (EMS, Recreation, Fire, Waste Water for example)
- Intermunicipal Development Plans




Alberta

MEDIATION | COLLABORATION | EDUCATION

Mediation Funding

- Funding provided under the Mediation and Cooperation Processes component of the Alberta Community Partnerships

<http://www.municipalaffairs.alberta.ca/albertacommunitypartnership.cfm>



Alberta

MEDIATION | COLLABORATION | EDUCATION



Collaborative Governance Initiative

A better way to move forward



Alberta

MEDIATION | COLLABORATION | EDUCATION

Collaborative Governance Initiative

Proactive process to assist municipalities working collaboratively in one of two areas:

- Internal** - increasing internal municipal capacity to collaborate and proactively manage conflict
- External** - building intermunicipal cooperation protocols




Alberta

MEDIATION | COLLABORATION | EDUCATION

Intermunicipal Cooperation

- Protocols: How to work together
- Frameworks: What to work together on
- Implementation: How to make it work




Alberta

MEDIATION | COLLABORATION | EDUCATION

Funding for Collaborative Governance Projects

- Municipal Affairs contributes:
 - Assessment Phase - up to \$50,000
 - Implementation Phase - up to \$30,000 matching
- Funding provided under the Mediation and Cooperation Processes component of the Regional Collaboration Program

www.municipalaffairs.alberta.ca/MC_regionalcollaborationprogram.cfm



Alberta

MEDIATION | COLLABORATION | EDUCATION



MUNICIPAL
DISPUTE
RESOLUTION
SERVICES

Education Program



MEDIATION | COLLABORATION | EDUCATION

Municipal Dispute Resolution Services





Three program components

- **Intermunicipal Dispute Resolution** (mediation)
- **Collaborative Governance Initiative** (protocol development)
- **Education** (workshops)




MEDIATION | COLLABORATION | EDUCATION

Any Further Questions?






MEDIATION | COLLABORATION | EDUCATION

Contact Information:



Municipal Dispute Resolution Services
Toll Free: Dial 310-0000 then number
Michael Scheidl (780) 415-1197
Lisa Awid-Goltz (780) 427 0519
Sara Ahlstrom (780) 644 3126
Jennifer Paton (780) 638-9411
Irene Black (780) 644-3124

<http://municipalaffairs.alberta.ca/MDRS.cfm>



MEDIATION | COLLABORATION | EDUCATION

Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

November 30, 2016

To Mayor and Council;

The Claresholm Skating Club, Claresholm Minor Hockey and Claresholm Pond Hockey are organizations dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime. We currently have over 40 skaters participating in the Claresholm Skating Club, approx. 70 in Claresholm Minor Hockey and 45 in Claresholm Pond Hockey.

We are all volunteer run organizations who contribute many selfless hours to organize and manage these Clubs. We feel the opportunities provided through these clubs are vital to our community. We allow our community members opportunity for physical activity during the winter.

After the recent break in the line of the ice plant we are very concerned with the state of our much loved arena. As you can see from our numbers, and the addition of all those who participate in public skating, men's rec hockey and rent the ice from out of town, there are many people who use the arena on a regular basis, and are counting on future use to keep their clubs going.

We would like council to take a serious look at the needs of the arena. We would like to see arena upgrades and maintenance as a priority in the next budget. Please consider this request as an urgent matter that we feel represents a serious and imminent threat to our current and upcoming seasons.

Sincerely,

Amanda Zimmer
Claresholm Skating Club

Jason Bishoff
Claresholm Minor Hockey

LaShauna Smith
Claresholm Pond Hockey

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1621**

A Bylaw of the Town of Claresholm to rescind Bylaw #11549 and being a Bylaw to establish a Family & Community Support Services Board and to define its powers, duties and responsibilities.

WHEREAS the Council of the Town of Claresholm has authorized a Family and Community Support Services Program for the Town of Claresholm;

AND WHEREAS the Council of the Town of Claresholm, in accordance with Section 13(c) of the *Municipal Government Act* and Section 2-3 of the Family and Community Support Services Act, has entered into an agreement with the Minister of Children's Services for the establishment, administration, and operation of a joint Family and Community Support Services Program, and;

WHEREAS the Council deems it expedient to establish a Board to be known as the Claresholm & District Family & Community Support Services (FCSS) Board as hereinafter set forth;

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

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the **"CLARESHOLM & DISTRICT FCSS BOARD BYLAW."**

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **"Board"** means the Claresholm & District FCSS Board, which is an advisory Board to Council.
 - b) **"CAO"** means the Chief Administrative Officer of the Town of Claresholm.
 - c) **"Council"** means the duly elected Town Council for the Town of Claresholm.

SECTION 3 ESTABLISHMENT

- 3.1 There is hereby established a Claresholm & District FCSS Board.

SECTION 4 BOARD MEMBERSHIP

- 4.1 The Board shall be appointed by Council and consist of the following:
- a) Two (2) members to represent Council;
 - b) Three (3) to five (5) members to represent the community at large, one which may be a youth;
 - c) One (1) member will be appointed by the Municipal District of Willow Creek as long as they contribute a share of their FCSS funding to this program.
- 4.2 Members of the Board must be residents of Claresholm and District with the exception of 4.1(c) and each appointee shall remain a member only so long as he/she continues to be a resident.
- 4.3 Appointments shall be for three (3) years, except in the first year of the passing of this bylaw wherein Council shall, as nearly as possible, appoint 1/3 of the members for a term of one (1) year, 1/3 of the members for a term of two (2) years and the remaining members for a term of three (3) years.
- 4.4 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

SECTION 5 CONDUCT OF BUSINESS

- 5.1 The Board shall select from among themselves a Chairperson, Vice Chairperson and Secretary.
- 5.2 The Board will meet monthly at a time to be set by resolution of Council.
- 5.3 Special Meetings may be called by the Chairperson or by request to the Chairperson signed by a majority of the Board Members.
- 5.4 If any Member of the Board is absent from three (3) consecutive regular meetings, Council may, upon recommendation from the Board, declare the office of such absent Board Member

- to be vacant.
- 5.5 A quorum for meetings of the Board shall be a simple majority of the appointed Board Members, one of whom must be the Chairperson or Vice Chairperson.
- 5.6 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.
- 5.7 Neither the Board nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.
- 5.8 The CAO is responsible for all matters relating to personnel.

SECTION 6 DUTIES OF THE BOARD

- 6.1 In general terms, the Board is charged with responsibility to operate Claresholm & District FCSS Programs. More specifically, the Board will:
 - a) Approve, oversee and assess programs as required by the community within the FCSS mandate;
 - b) Ensure the FCSS Director carries out the approved programs;
 - c) Direct FCSS finances within budgetary approval;
 - d) Negotiate and recommend to Council contracts and agreements as required;
 - e) Report to Council monthly on operations;
 - f) Formulate policies for programs as required.

SECTION 7 SEVERABILITY PROVISION

- 7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

SECTION 8 PASSAGE OF BYLAW

- 8.1 Bylaw #1549 and all amendments thereto are hereby repealed.
- 8.2 This Bylaw shall come into effect upon passage of Third Reading.

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

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

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

Rob Steel, Mayor

Marian Carlson, CAO



INFORMATION BRIEF

Meeting: December 12, 2016
 Agenda Item: 1

BYLAW #1621 – CLARESHOLM & DISTRICT FCSS BOARD

BACKGROUND:

The Claresholm & District FCSS Board held planning meetings on October 3 & 17, 2016. During those planning sessions, the duties of the board were discussed in relation to what the current Bylaws indicate. Discrepancies between the current Bylaw and what the board actually does or desires to do were identified. The board made recommendations to change the Bylaw in the following areas:

Existing Bylaws	Desired Changes
To develop and maintain programs as required by the community, within the FCSS Mandate	To approve, oversee and assess programs as required by the community within the FCSS mandate;
To ensure FCSS carries out the approved programs	To ensure the FCSS Director carries out the approved programs;
To direct FCSS finances within budgetary approval set by Council	To direct FCSS finances within budgetary approval;

Clause 4.3 was also amended to provide consistency within the board wherein members are appointed on a rotational basis, rather than having all members tenure expire at the same time.

The existing Bylaw Clause 4.3 reads:

Members of the Board shall be appointed by Council on a date fixed by Council following the General Municipal Election and shall hold office for three (3) years terms to run concurrent with the election of Council.

The revised Bylaw Clause 4.3 reads:

Appointments shall be for three (3) years, except in the first year of the passing of this bylaw wherein Council shall, as nearly as possible, appoint 1/3 of the members for a term of one (1) year, 1/3 of the members for a term of two (2) years and the remaining members for a term of three (3) years.

The amendments are reflected in the proposed Bylaw.

At the regular board meeting of Claresholm & District FCSS held on Monday, December 5, 2016, the Board approved the Bylaw as presented.

DISCUSSION/OPTIONS:

Administration recommends Council approve 1st Reading of Bylaw #1621 – Claresholm & District FCSS Bylaw.

ATTACHMENTS:

- 1.) Bylaw #1621 – Claresholm & District FCSS Board

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act
- 2.) Family & Community Support Services Act

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: November 24, 2016



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1623**

WHEREAS the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Treasury Branches (“ATB”) up to the principal sum of \$480,000.00 repayable upon demand at a rate of interest per annum from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month. The principal sum of \$480,000.00 consists of the following:
 - a. \$450,000.00 revolving line of credit;
 - b. \$30,000.00 MasterCard accounts.
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:
 - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
 - b. As security for any money borrowed from ATB:
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:

Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.
5. In the event that the *Municipal Government Act* permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw comes into force on the final passing thereof.
7. Bylaw #1610 is hereby rescinded.

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

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

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

Rob Steel, Mayor

Marian Carlson, Chief Administrative Officer

Dear Mayor and Members of Council,

The Federation of Canadian Municipalities (FCM) is creating the official network of Canada 150 Community Leaders which represents a unique opportunity for local leaders across the country to get involved in the 150th anniversary of Confederation.

We are launching the Canada 150 Community Leaders network with an invitation to designate one or more leaders from your municipality. These individuals will act as your municipal leaders to inspire civic action towards Canada 150 events in your community, serve as a touchpoint to share Canada 150 information and inspiration, and be members of a network that could extend well beyond 2017.

A member of council can become a Community Leader or a prominent community representative can be identified. You can also choose more than one individual, ensuring a strong representation from your municipality.

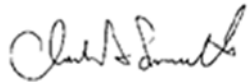
To help you identify a Community Leader we have developed the Canada 150 Community Leader web page at www.fcm.ca/Canada150. There you will find additional information and a form to submit your Community Leader's name.

I encourage you to review the information and to submit the name of your Community Leader in one of the following ways:

- Use the online form available at www.fcm.ca/Canada150,
- Send us an email at Canada150@fcm.ca with the name of your Community Leader and their contact information.

Please send us the name (s) of your Community Leader(s) before October 15 or earlier. We hope you will join us in bringing the municipal voices to the forefront for the year-long celebrations, and for years to come.

Sincerely,



Clark Somerville
FCM President and Regional Councillor, Halton Hills

RECEIVED

NOV 10 2016

Claresholm Community Singers
c/o PO Box 555
Claresholm AB T0L 0T0

November 6, 2016

The Council
Town of Claresholm
PO Box 1000
Claresholm AB T0L 0T0

Dear Councillors,

I'd like to update you on the application by the Claresholm Community Singers for funding under the Community Funds for Canada 150th Grants Program. As you recall, it was necessary for us to apply through a municipality or a registered charitable organization, as the Community Singers are not a registered charity. At your meeting on September 26 you authorized us to submit our application through the Town, for funding by the Community Foundation of Lethbridge and Southern Alberta to present a concert featuring Canadian music in the spring of 2017.

Unfortunately, we've just received word that our application was not approved. Therefore, we won't be asking you to receive and disburse any funds on our behalf. It is still our intent that our Spring 2017 concert will be a celebration of Canadian music, as we have received a donation which will help us buy that music. We will decide in the next month or two what form the concert or concerts will take.

We do want to thank you for giving us the opportunity to apply for the grant, even though we were unsuccessful. We appreciate your support for our local organization.

Thanks again, and please watch for our Christmas Concerts coming up in early December, and of course for our Canada 150 Concert next spring.

Yours truly,



Kathy Sandy
Special Project Co-ordinator
Claresholm Community Singers

December 7, 2016

Town of Claresholm
Town Council
PO Box 1000
Claresholm, AB T0L0T0

RE: Invite to Meeting

Dear Town of Claresholm Council Members,

Please accept this letter as an invitation to attend the Annual meeting of the Claresholm Summer Games Committee on January 30, 2017 at 7:00 pm in Council Chambers at the Town Office.

The committee is extending this invitation to you as we are seeking your input and guidance in regards to ensuring that the proceeds from the 2015 games best benefit our community. We are hoping that there will be sufficient community support to host another Summer Games in the future and we feel that we need to be an active committee to ensure community support. We are now eligible to apply for a Casino and feel we need to be proactive in maintaining and upgrading existing facilities to mitigate the need for last minute fundraising to be eligible to host the Southern Alberta Summer Games. Since we are all volunteers, we value your knowledge and insight to assist in becoming a successful host for the games.

Thank you for your consideration and we look forward to seeing you at our meeting.

Sincerely,

Marni Lane
Claresholm Summer Games Committee

From: Barbara Bell [<mailto:claresholmfcss@shaw.ca>]

Sent: Thursday, December 8, 2016 3:42 PM

To: Ali.shivji@optimaliving.ca; Allison McKee; Amanda Zimmer; Beth Borthwick; Brenda Bryson; Carmelle Steel; Charles Kuntz; Dana Mcleod; Darlene Newson; Daycare; Delma Austin; Denise Spencer; Donna Courage; drstsmith@gmail.com; Jason Hemmaway; EDO; Kathy Davies; Kelsie Bowen-Preete; museum; Kirby Dietze; Lauren Billey; Magan Braun; Marian Carlson; Maxine Middleton; Rod Dyrholm; Roger Reid; Ruth Mueller; Sharon Duncan; Shaun Metz; Tania Smeltzer; Tara VanDellen; uyesugic@lrsd.ab.ca

Subject: invitation

Hello to everyone,

Here are the new invitations to the Unstoppable Conversations event on January 27 and 28, 2017. The first invitation is for those of you as community members and the second is one created for those of you with businesses. There is also information on what you can expect from this 2 days.

We are sorry about the conflict with the Trade Fair but after many conversations the team wants everyone to know that there will be another facilitation at the half way mark and anyone missing this one is welcome to join in at that time.

We also may do a surprise field trip to visit the Trade Fair in progress.

Thanks for your patient while we straightened all this out.

Please let me know if you are able to attend so we can prepare meals and space for everyone.

Merry Christmas,

Barbara Bell

Director

Claresholm & District FCSS

Box 1297, 4925 - 1st Street West

Claresholm, AB, T0L 0T0

Tel: 403-625-4417 FAX: 403-625-4851

claresholmfcss@shaw.ca

www.claresholmfcss.ca

Keep your thoughts in JOY, your words in TRUTH, and your actions in LOVE.

This conversation will be unlike ANY other we have engaged in!

This community conversation:

- **IS NOT** more talk, strategic planning, sticky notes, or a pep rally.
- **IS NOT** “expert advice” or more tips on how to “improve” our community.
- **GENERATIVE CONVERSATIONS IS** a one-of-a-kind, engaging, and inclusive conversation that will bring our community together and break up the status quo.

Facilitators from Unstoppable Conversations will be leading us in what promises to be a transformative experience for our community.

Volunteer Alberta and the Claresholm FCSS have partnered to provide a unique opportunity, a conversation that will:

- Impact the direction of our community.
- Influence the future of our community.



GENERATIVE CONVERSATIONS

You're Invited to Join the Conversation!

Friday, January 27, 2017 from 1-9pm
Saturday, January 28, 2017 from 9 – 5pm
Location: **Claresholm Seniors Centre**
5009 2 St. East Claresholm

This will be the beginning of our journey together - working in new ways and igniting the possibilities of our future.

Be part of the future and create something great.

Are you interested in exploring new partnerships – across community and within sectors?

Are you searching for new and innovative ways to engage people?

Do you want to engage in conversation that leads to ACTION?

HELP REWRITE OUR COMMUNITY'S FUTURE!

RSVP BY:
JANUARY 20, 2017
claresholmfcss@shaw.ca
403-625-4417

Questions?
Contact: Barb @
Claresholm FCSS

Unstoppable Conversations

See what others don't. Say what others won't. Do what others can't.

When teams and organizations face times of intense change, it's inevitable that our survival instincts are driven to the surface. The natural result of this is to work harder, smarter, and faster inside our current way of doing things. We attempt to accomplish things that have never been done while operating inside of circumstances we've never faced before. In these times of rapid change, we naturally go to the core strengths that have gotten us to our current level of success. But those same strengths are also our hidden weaknesses, because we don't know how to turn them off and try something new when, even when everything we've already tried is not working.

*"We cannot solve our problems with the same **thinking** we used when we created them."*

- Albert Einstein

Day 1 — Foundations of Context-based Leadership

Discover hidden constraints on personal and group performance inside of organizations. Get deeply related to what's working AND what's not working the way you want it to. Clearly see the hidden mechanisms behind both effective and ineffective behavior patterns that drive group performance. Choose powerfully between keeping things the way they are and charting a new transformative path for change, including expansion of what's already working. See how the application of a powerful new communication model will have you be "**unstoppable**" in the face of any circumstance.

Everyone will discover that there is a human design principle, shared by all of humanity, that gets in the way of authentic communication. In doing so, everyone discovers that it is not "me" who is at fault with what's not working, it's not "you" or "them" who is at fault, but that there is something in how all human beings communicate which gets in the way of being together and fully hearing each other. The complex ecosystem of the not-for-profit sector leads to a predictable set of challenges and opportunities that all organizations deal with, and together we will go after the root cause of that. This is discovered as a group in a way that naturally builds trust and affinity independent of personal style, relative authority, or past history together.

Day 2 — Transformative Conversations, specifically applied to group dynamics in a complex, multi-stakeholder environment, with scenario planning specific to your community.

This is a highly customized session to add new transformational, context-based leadership skills and tools that empower conversations which reliably shift difficult circumstances. You will begin to develop fluency in a unique conversational model that has been used in creating transformational shifts at both the individual and group level, within organizations and communities, and is highly adaptive to any challenge where both results AND relationships are critical to overall success: including, but not limited to traditional opportunity areas around clarity of roles and responsibilities; effective and timely communication; having everyone reliably on the same page; and, consistently moving in the same direction with ease and grace.

Visit: www.unstoppableconversations.com

This conversation will be unlike **ANY** other we have engaged in.
This community conversation:

- **IS NOT** more talk, strategic planning, sticky notes, or a pep rally.
- **IS NOT** “expert advice” or more tips on how to “improve” our community.
- **Generative Conversations IS** a one-of-a-kind, engaging, and inclusive conversation that will bring our community together and break up the status quo.

Volunteer Alberta and the Claresholm FCSS have partnered to provide a unique opportunity, a conversation that will:

- Impact the direction of our community.
- Influence the future of our community.

Facilitators from Unstoppable Conversations will be leading us in what promises to be a transformative experience for our community.



GENERATIVE CONVERSATIONS

You're Invited to Join the Conversation!

Friday, January 27, 2017 from 1-9pm
Saturday, January 28, 2017 from 9 – 5pm
Location: Claresholm Seniors Centre
5009 2 St. East Claresholm

This will be the beginning of our journey together - working in new ways and igniting the possibilities of our future.

Be part of the future and create something great.

Are you passionate about fostering your community?

Are you interested in local economic development?

Do you want to build relationships for a sustainable community and economy?

HELP REWRITE OUR COMMUNITY'S FUTURE

RSVP TO FCSS

BY:

JANUARY 20, 2017
claresholmfcss@shaw.ca
403-625-4417

Questions?

Contact: Barb @
Claresholm FCSS



REQUEST FOR DECISION

Meeting: December 12, 2016
Agenda Item: 7

ALBERTA COMMUNITY PARTNERSHIP GRANT APPLICATION FEASIBILITY STUDY ON REGIONAL FIRE SERVICE DELIVERY & GOVERNANCE MODEL

DESCRIPTION:

The objective of the Alberta Community Partnership (ACP) Program is to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building initiatives.

Key program outcomes include:

- New or enhanced regional municipal services;
- Improved municipal capacity to respond to municipal and regional priorities; and
- Effective intermunicipal relations through joint and collaborative activities.

Projects that support intermunicipal land use and service delivery planning are the main focus of this program in 2016/17, with a total program budget of \$20 million.

In the spirit of this program, communities within the Municipal District of Willow Creek are looking to come together to hire a consultant to complete a feasibility study on regional fire service delivery, and to create a governance model for fire services. The study is an expensive undertaking in order to be thorough, and this grant is crucial to ensure that a critical service within our region is focused on and developed. The Town of Claresholm would be the managing partner with the support of all municipalities, as required by the guidelines. Each municipality must pass a resolution in support of the grant application to be submitted by the Town of Claresholm. The MD of Willow Creek as well as the Towns of Fort Macleod, Staveland and Nanton support this application. Deadline for applications is December 16, 2016.

PROPOSED RESOLUTION:

Moved by Councillor _____ that Council authorizes the _____ Town of Claresholm to participate in an application for the "Regional Fire Service Delivery and Governance Model Feasibility Study" in the amount of \$150,000, to be submitted by the Town of Claresholm, under the Intermunicipal Collaboration (IC) component of the Alberta Community Partnership Grant(ACP); and further

That the Town of Claresholm, as the Managing Partner, agrees to enter into and abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: December 9, 2016



REQUEST FOR DECISION

Meeting: December 12, 2016
Agenda Item: 8

ALBERTA COMMUNITY PARTNERSHIP GRANT APPLICATION REGIONAL WATER STUDY

DESCRIPTION:

The objective of the Alberta Community Partnership (ACP) Program is to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building initiatives.

Key program outcomes include:

- New or enhanced regional municipal services;
- Improved municipal capacity to respond to municipal and regional priorities; and
- Effective intermunicipal relations through joint and collaborative activities.

Projects that support intermunicipal land use and service delivery planning are the main focus of this program in 2016/17, with a total program budget of \$20 million.

The Town of Nanton is looking to update their water treatment facilities in the next few years, and would like to also address any related water issues within the MD of Willow Creek at the same time. They are asking for the support of all municipalities within the MD of Willow Creek so that an all-emcompassing regional water study can be completed. The Town of Nanton will be the managing partner, and therefore requires a resolution of Council of the Town of Claresholm's support for their grant application.

PROPOSED RESOLUTION:

Moved by Councillor _____ that Council authorizes the _____ Town of Claresholm to participate in an application for the "Regional Water Study" in the amount of \$150,000, to be submitted by the Town of Nanton, under the Intermunicipal Collaboration (IC) component of the Alberta Community Partnership Grant(ACP).

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: December 9, 2016



REQUEST FOR DECISION

Meeting: December 12, 2016
Agenda Item: 9

AUDIT & RELATED SERVICES 2016

DESCRIPTION:

The Town of Claresholm had an agreement with Young Parkyn McNab LLP for Audit and related services up to the year ended December 31, 2015. In 2016, YPM changed their name to Avail CPA. Administration would like to make an agreement for audit services for the year ended December 31, 2016. The contract would include services for both the Town's audit, services for Claresholm & District FCSS as well as the pension plan audit.

COSTS/ SOURCE OF FUNDING:

Fees for year ended December 31, 2015: Primary audit: \$17,250, LAPP: \$2,100, FCSS: \$3,600, Total is \$22,950.
Proposed costs for year ended December 31, 2016: \$17,950, LAPP: \$2,200, FCSS: \$3,700, Total is \$23,850.
Overall increase: \$900

RECOMMENDED ACTION:

1. Council pass a motion to accept the proposal from Avail CPA for audit services for the year ended December 31, 2016 as presented.

PROPOSED RESOLUTION:

1. Moved by Councillor _____ to accept the proposal from Avail CPA for audit services for the year ended December 31, 2016 as presented.

ATTACHMENTS:

1. Quote proposed for Audit & Related Service from Avail CPA for the year ended December 31, 2016.

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: November 30, 2016

Town of Claresholm
Audit fees

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Quote 2016</u>
Primary audit	16,500	17,250	17,950
LAPP	2,000	2,100	2,200
FCSS	3,500	3,600	3,700
	<u>\$ 22,000</u>	<u>\$ 22,950</u>	<u>\$ 23,850</u>



REQUEST FOR DECISION

Meeting: December 12, 2016
Agenda Item: 10

2017 INTERIM OPERATING BUDGET

DESCRIPTION:

A resolution of Council is required to adopt the 2016 Operating Budget as the 2017 Interim Operating Budget.

BACKGROUND:

Administration has been hard at work on the 2017 Operating Budget, however are not ready to present the budget for adoption by Council. As a result, an interim budget needs to be adopted before January 1, 2017.

RECOMMENDED ACTION:

Council pass a motion to adopt the 2016 operating budget as the 2017 interim operating budget.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the 2016 operating budget as the 2017 interim operating budget.

ATTACHMENTS:

- 1.) None

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, c M-26, Section 242.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: December 9, 2016

Town of Claresholm**Statement of Operations****For the month ended November 30, 2016**

	Budget	2016	
Revenue			
Net municipal taxes	\$ 3,114,221	\$ 3,385,811	
User fees and sales of goods	2,005,450	1,705,669	Note 1
Government transfers for operating	221,776	38,383	Note 2
Investment income	45,744	68,099	
Penalties and costs of taxes	89,500	76,782	
Licenses and permits	37,800	53,450	
Gain on disposal of capital assets	-	18,000	
Franchise and concession contracts	153,748	121,563	
Rental	119,001	94,023	
Other	110,251	120,603	
Family and community support services	240,041	227,386	
	6,137,532	5,909,770	
Expenses			
Legislative	112,000	65,158	
Administration	1,096,936	836,065	
Fire	117,553	50,291	
Bylaw enforcement	135,892	104,263	
Common and equipment pool	540,123	401,519	
Roads, streets, walks and lighting	827,482	251,964	Note 3
Airport	18,291	10,252	
Storm sewers and drainage	147,356	97,001	Note 3
Water supply and distribution	2,025,564	490,866	Note 3
Wastewater treatment and disposal	621,028	98,700	Note 3
Solid waste management	518,546	352,097	Note 3
Family and community support services	236,556	198,541	
Day care	64,511	25,468	
Cemeteries and crematoriums	49,452	13,702	
Other public health and welfare	34,500	23,134	
Economic and agricultural development	93,597	98,648	
Subdivision land and development	262,503	123,380	Note 4
Parks and recreation	877,916	580,262	Note 3
Culture - libraries, museums and halls	367,799	291,388	
	8,147,604	4,112,700	
Deficiency of revenue over expenses before other	(2,010,072)	1,797,070	
Other			
Government transfers for capital	4,199,051	4,589,472	Note 5
Deficiency of revenue over expenses	2,188,979	6,386,541	

Note 1

Mainly a timing variance for water, sewer and garbage fees. Only 11 months actual vs full annual budget.

Note 2

\$28,000 in Museum grants and the MSI operating grant of \$120,276 have not yet been received.

Note 3

Budget includes \$2,385,830 in amortization that will not be recorded until year-end.

Note 4

Majority of variance is due to reallocation of wages within departments.

Note 5

Includes unbudgeted DRP grant for the Frog Creek corridor repairs received for \$314,527.50.



INFORMATION BRIEF

Meeting: December 12, 2016

Agenda Item: 12

COMMUNITY FACILITY ENHANCEMENT PROGRAM (CFEP) & COMMUNITY INITIATIVES PROGRAM (CIP)

DESCRIPTION:

The Government of Alberta sent out a News Release on December 5, 2016 stating that Alberta non-profit organizations will have a clearer path to funding as of result of changes to two primary Community Grant programs - the Community Facility Enhancement Program (CFEP) and the Community Initiatives Program (CIP).

BACKGROUND:

The CFEP Grant helps support construction and renovation of public-use community facilities. Two distinct grant funding streams have been established.

- the Small Funding Stream provides a maximum of \$125,000 in project support.
- the new Large Funding Stream will support projects of more than \$125,000 to a maximum of \$1 million.

Changes to this program may result in funding being available in two areas within the Town of Claresholm. The Multi-use Community Building and Town Hall, the Town's focus for several years now, may be available for funding if an application is submitted from the Claresholm Child Care Society or Learn-a-lot Playschool. The Claresholm Arena could be eligible for funding for upgrades to the facility if an application is submitted by Claresholm Minor Hockey or the Claresholm Skating Club. Deadline for applications is January 15, 2017.

ATTACHMENTS:

- 1.) News Release December 5, 2016

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: December 9, 2016

From: alberta.news@gov.ab.ca [mailto:alberta.news@gov.ab.ca]
Sent: Monday, December 5, 2016 4:19 PM
To: Marian Carlson
Subject: News Release: Grant programs improve access for non-profits

Grant programs improve access for non-profits

December 05, 2016 [Media inquiries](#)

Alberta non-profit organizations will have a clearer path to funding as of result of changes to two primary Community Grant programs - the Community Facility Enhancement Program (CFEP) and the Community Initiatives Program (CIP).



Playground construction

“Investment in Alberta’s non-profit and voluntary sector helps to build strong families and communities and creates new business and employment opportunities.

Changes to both CFEP and CIP will help better meet the needs of non-profits by addressing funding gaps, streamlining access and providing clarity to the grants process. For Albertans, these changes mean greater transparency, accountability and effective use of resources, and a greater return on public dollars.”

Ricardo Miranda, Minister of Culture and Tourism

Community Facility Enhancement Program

This program helps support construction and renovation of public-use community facilities. Two distinct grant funding streams have been established.

- the Small Funding Stream provides a maximum of \$125,000 in project support.
- the new Large Funding Stream will support projects of more than \$125,000 to a maximum of \$1 million.

Community Initiatives Program

- A new Major Cultural and Sport Events stream will support national and international events with significant community benefit, such as boosting the local economy and helping tourism grow. A maximum grant of \$250,000 will be available to eligible applicants.
- Funding of the International Development grant stream has been increased to help Alberta-based non-profits involved in international development projects and also to address growing program demand.

“We are pleased the Community Grants program engaged with the non-profit sector to redesign funding programs that will be based on clear principles, well defined outcomes, and enhanced value of volunteerism. It will provide equitable opportunity for the sector.”

Jann Beeston, Executive Director, Volunteer Alberta

Guidelines and applications have been updated to reflect the changes and are available online at: culture.alberta.ca/community/community-grants. The new

approach comes into effect on December 15 to allow applicants to fully benefit from the positive changes, such as increased hourly rates for donated labour.

The changes stem from an extensive internal review of the Community Grants program and discussions with non-profit-sector partners and previous grant recipients.

The review highlighted the fact that Community Grants programs provide equitable distribution of funding across the province to help stimulate local economic activity, and that funding programs are flexible, simple, and support community infrastructure.

Related information

- [Community Grants](#)

Media inquiries

[Marion Nader](#)

780-289-5944
Press Secretary, Culture and Tourism

[View this announcement online](#)
[Government of Alberta newsroom](#)
[Contact government](#)
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INFORMATION BRIEF

Meeting: December 12, 2016

Agenda Item: 13

COUNCIL RESOLUTION STATUS

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 - June 27, 2016				
1	Delegation Response: CARES RE: Animal Shelter - Referred to Administration	Jason	Begin work on finalizing new CARES facility holding agreement and the Responsible Pet Ownership bylaw	In progress
Regular Scheduled Meeting - August 22, 2016				
4	CORRES: MD of Willow Creek RE: Summer Games Management - Referred to Administration to work with the other municipalities in question in order to develop a coordinated plan for summer games management going forward.	Marian	Met with Fort Macleod & Nanton CAOs Sept 6 to discuss & will bring proposal forward to Council.	In progress
Regular Scheduled Meeting - September 12, 2016				
1	Delegation Response: Claresholm Public Library RE: Claresholm Calendar - Referred to Administration to expand on the Electronic Community Sign Usage Policy in the hopes that the new policy could be used in this instance.	Karine	letter sent to Library informing them of the potential new policy.	In progress
Regular Scheduled Meeting - October 11, 2016				
9	RFD: Airport Water Service. Refer to Administration to enter into contract negotiations to provide the interim testing and inspection services to the MD, as well as, continues service after the MD has taken over jurisdiction.	Marian	Met with Cindy Vizzutti Oct 17th. Currently formulating scope of work and protocol	In progress

13	Info Brief: Respectful Workplace & Progressive Discipline Policies. Referred to Administration.	Marian	Will discuss with the Administrative Services Committee when it is formed	In progress
Regular Scheduled Meeting - November 28, 2016				
1	Bylaw #1622 - LUB Amendment - Moved by Councillor O'Neill to give Bylaw #1622, a land use bylaw amendment, 1st Reading. CARRIED	Tara	Public Hearing on Jan 9, 2017 Agenda	Complete
2	Delegation Response: Axia - Moved by Councillor Ford to communicate Axia's Open House in Claresholm to generate interest for their fibre optic internet on the Town of Claresholm's social media sites. CARRIED MOTION #16-125	Karine	Posted to Facebook and Twitter.	Complete
4	CORRES: Shaw Communications - Referred to Administration to invite Shaw Communications Inc. to come present to Council regarding their internet offerings.	Karine	Email sent. Waiting for response from Shaw.	In progress
8	RFD: Community Futures Business Improvement Loans MoU - Referred to the Economic Development Committee to provide Council will an all-encompassing solution for business revitalization incentives.	Justin	Will be discussed with EDC.	In progress
9	RFD: Fire Chief Appointment - Moved by Councillor Cutler to appoint Todd Heggie as Fire Chief for the Town of Claresholm. CARRIED MOTION #16-126	Marian	Notification sent to Todd and the MD of Willow Creek	Complete
10	RFD: Medical First Response - Moved by Councillor Ford to support the Alberta Medical First Response program with the level of service to be provided at a minimum of Standard First Aid. CARRIED MOTION #16-127	Marian	Letter sent	Complete
11	RFD: Representative to Chinook Arch Regional Library System - Moved by Councillor Fieguth to appoint Kathy Davies to the Chinook Arch Regional Library System Board with Mike McAlonan as an alternate. CARRIED MOTION #16-128	Karine	Letter completed.	Complete
12	RFD: Claresholm & District Chamber of Commerce Trade Fair 2017 - Moved by Councillor Fieguth to purchase a booth at the Claresholm & District Chamber of Commerce Trade Fair to be held on January 27 & 28, 2017 at the Claresholm Community Centre at a cost of \$225. CARRIED MOTION #16-129	Darlene	Registered. Booth #46.	Complete
15	INFO BRIEF: Brownlee LLP Emerging Trends 2017 - Council to provide the CAO with their interest by Monday, December 5, 2016.	Karine	Staff registered.	Complete
19	IN CAMERA: Moved by Councillor Cutler to appoint Bert Franssens to the Claresholm & District Museum Board. CARRIED MOTION #16-130	Karine	Letters sent.	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: December 9, 2016

INFORMATION ITEMS



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					Batch #	19578
52561	11/1/2016	EFT	EFT	13125	AHS-CCMHA	75.00
52562	11/1/2016	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S	8,073.94
52563	11/1/2016	EFT	EFT	650	ALBERTA BLUE CROSS	14,437.48
52564	11/1/2016	EFT	EFT	787526	Alberta Municipal Services Corporation	30,692.08
52565	11/1/2016			786707	Alberta SouthWest Regional Alliance Ltd.	3,758.00
52566	11/1/2016	EFT	EFT	786325	ALBERTA WATER & WASTEWATER, OPERATORS ASSOCIATION	278.25
52567	11/1/2016	EFT	EFT	786195	Benchmark Assessment Consultants Inc.	9,626.40
52568	11/1/2016	EFT	EFT	786427	BOUNDARY EQUIPMENT (CALGARY) LTD.	1,200.47
52569	11/1/2016	EFT	EFT	126050	Cintas First Aid & Safety 030G	372.23
52570	11/1/2016	EFT	EFT	13250	CLARESHOLM CHILD CARE SOCIETY	6,367.00
52571	11/1/2016	EFT	EFT	13400	CLARESHOLM GLASS '88' LTD	206.40
52572	11/1/2016	EFT	EFT	13525	CLARESHOLM IGA	53.67
52573	11/1/2016	EFT	EFT	13660	CLARESHOLM LOCAL PRESS	2,057.16
52574	11/1/2016	EFT	EFT	13900	CLARESHOLM PHARMACY LTD	187.38
52575	11/1/2016	EFT	EFT	785953	CLARESHOLM RENTALS & OILFIELD	210.00
52576	11/1/2016			786950	CLARESHOLM SELF STORAGE	367.50
52577	11/1/2016	EFT	EFT	787517	CLEAR WATER CONTROLS INC.	1,810.96
52578	11/1/2016	EFT	EFT	785973	CLEARTECH INDUSTRIES INC.	11,804.52
52579	11/1/2016	EFT	EFT	787532	Coast to Coast Computer Products	195.00
52580	11/1/2016	EFT	EFT	785951	COMMERCIAL AQUATIC SUPPLIES	246.24
52581	11/1/2016	EFT	EFT	786540	DIRECT ENERGY REGULATED SERVICES	94.86
52582	11/1/2016	EFT	EFT	786397	EPCOR	209.17
52583	11/1/2016	EFT	EFT	26201	FERG'S SEPTIC SERVICE LTD	2,152.50
52584	11/1/2016	EFT	EFT	786800	GDM ELECTRIC LTD.	302.00
52585	11/1/2016	EFT	EFT	787551	GREGG DISTRIBUTORS LP	389.91
52586	11/1/2016	EFT	EFT	786584	HACH SALES & SERVICE CANADA LTD.	6,787.91
52587	11/1/2016	EFT	EFT	786777	HEMMAWAY, JASON	131.24
52588	11/1/2016	EFT	EFT	787522	HIFAB HOLDINGS LTD.	138.06
52589	11/1/2016	EFT	EFT	51050	KAZ'S SERVICE	323.74
52590	11/1/2016	EFT	EFT	787535	KFJ SIGNS & GRAPHICS	430.50
52591	11/1/2016	EFT	EFT	786267	LAWSON PRODUCTS INC.	1,945.01
52592	11/1/2016	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	42,618.07
52593	11/1/2016	EFT	EFT	58000	LOOMIS EXPRESS	25.35
52594	11/1/2016	EFT	EFT	786704	MINISTER OF FINANCE (LT)	30.00
52595	11/1/2016	EFT	EFT	787523	MOWERS & BLOWERS (841057)	215.25
52596	11/1/2016	EFT	EFT	786872	MPE ENGINEERING LTD.	24,891.07
52597	11/1/2016	EFT	EFT	65000	MUNICIPAL DISTRICT OF WILLOW	9,344.09
52598	11/1/2016	EFT	EFT	65040	MUNICIPAL INFORMATION SYSTEMS	997.89
52599	11/1/2016	EFT	EFT	786370	NANTON NEWS	71.40
52600	11/1/2016	EFT	EFT	786905	ONECONNECT SERVICES INC. T46194	48.67
52601	11/1/2016	EFT	EFT	786635	ORKIN CANADA CORPORATION	131.25
52602	11/1/2016	EFT	EFT	76400	PITNEYWORKS	134.87
52603	11/1/2016	EFT	EFT	786453	PRAXAIR CANADA INC.	11,163.17
52604	11/1/2016	EFT	EFT	786156	Q.E.D. ENTERPRISES LTD.	2,798.58
52605	11/1/2016	EFT	EFT	786730	ROCKY MOUNTAIN PHOENIX	134.43
52606	11/1/2016	EFT	EFT	786468	SHAW CABLE	91.30
52607	11/1/2016	EFT	EFT	786875	SOCIETY OF LOCAL GOV'T MANAGERS OF AB	577.50
52608	11/1/2016	EFT	EFT	900	TELUS	3,716.20



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2016-Dec-9

11:53:59AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
52609	11/1/2016	EFT	EFT	97002	TOWN OF CLARESHOLM (Petty Cash)	66.10
52610	11/1/2016	EFT	EFT	97015	TOWN OF FORT MACLEOD	300.00
52611	11/1/2016	EFT	EFT	101400	UNITED FARMERS OF ALBERTA	122.41
52612	11/1/2016	EFT	EFT	111280	WESCLEAN EQUIPMENT & CLEANING SUPPLIES	3,080.84
52613	11/1/2016	EFT	EFT	900008	WESTWINDS MANAGEMENT SOLUTIONS (ALBERTA) INC	1,050.00
52614	11/1/2016	EFT	EFT	900000	ALLEN, ROBERT	27.30
52615	11/1/2016	EFT	EFT	900000	BENNA, KRIS	300.00
52616	11/1/2016	EFT	EFT	900000	DEMPSEY, DR. ROISIN	4,500.00
52617	11/1/2016	EFT	EFT	900000	FRANKO, HENRY	997.50
52618	11/1/2016	EFT	EFT	900000	HART, KERRY	497.35
52619	11/1/2016	EFT	EFT	900000	HEGGIE, TODD	400.00
52620	11/1/2016	EFT	EFT	900000	KB HEATING & AIR CONDITIONING	645.75
52621	11/1/2016	EFT	EFT	900000	KELLY, SEAN	250.00
52622	11/1/2016	EFT	EFT	900000	KRISTIAN ELECTRIC LTD.	1,249.50
52623	11/1/2016	EFT	EFT	900000	LOW, DR. RICHARD	4,500.00
52624	11/1/2016	EFT	EFT	900000	NITRO CONSTRUCTION LTD.	16,905.42
52625	11/1/2016	EFT	EFT	900000	PEZDERIC, DENISE	20.00
52626	11/1/2016	EFT	EFT	900000	PREMIUM FIRE PROTECTION	356.19
52627	11/1/2016			900000	SCHAPANSKY, CODEY	150.00
52628	11/1/2016	EFT	EFT	900000	WENLOCK, JOHN	500.00
52629	11/1/2016	EFT	EFT	900000	WILHAUK, SHAWN	150.00
						237,982.03
						Batch # 19580
52630	11/1/2016	EFT	EFT	900200	HILLTOP MANAGEMENT	57.17
						57.17



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2016-Dec-9

11:53:59AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					Batch #	19610
52631	11/15/2016	EFT	EFT	13125	AHS-CCMHA	61.50
52632	11/15/2016	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S	9,106.78
52633	11/15/2016	EFT	EFT	650	ALBERTA BLUE CROSS	448.70
52634	11/15/2016	EFT	EFT	787528	ASSOCIATED ENGINEERING	28,724.83
52635	11/15/2016	EFT	EFT	787511	BELL, BARBARA	16.91
52636	11/15/2016	EFT	EFT	6390	BISHOFF AUTO & AG CENTRE	577.75
52637	11/15/2016	EFT	EFT	11250	CANADIAN LINEN SUPPLY	705.63
52638	11/15/2016	EFT	EFT	786578	CENTRAL SHARPENING LTD.	130.20
52639	11/15/2016	EFT	EFT	56100	CIMCO REFRIGERATION	4,131.59
52640	11/15/2016	EFT	EFT	126050	Cintas First Aid & Safety 030G	59.11
52641	11/15/2016			13150	CLARESHOLM CASTING	78.75
52642	11/15/2016	EFT	EFT	13175	CLARESHOLM COMMUNITY CENTRE HALL BOARD	4,650.00
52643	11/15/2016			13325	CLARESHOLM FIRE DEPARTMENT	4,020.00
52644	11/15/2016	EFT	EFT	13400	CLARESHOLM GLASS '88' LTD	1,479.45
52645	11/15/2016			786465	CLARESHOLM GOLF CLUB	450.00
52646	11/15/2016	EFT	EFT	13525	CLARESHOLM IGA	46.18
52647	11/15/2016	EFT	EFT	13660	CLARESHOLM LOCAL PRESS	1,856.14
52648	11/15/2016	EFT	EFT	14085	CLARESHOLM NAPA AUTO	954.39
52649	11/15/2016	EFT	EFT	13900	CLARESHOLM PHARMACY LTD	30.34
52650	11/15/2016			786950	CLARESHOLM SELF STORAGE	367.50
52651	11/15/2016	EFT	EFT	786303	CLARESHOLM VETERINARY SERVICES LTD	26.25
52652	11/15/2016	EFT	EFT	14150	CLARESHOLM WELDING & FABRICATING LTD	84.00
52653	11/15/2016	EFT	EFT	14205	CLEAN BRITE CHEMICAL SERVICES LTD.	1,835.66
52654	11/15/2016	EFT	EFT	786784	DAVIS Chevrolet GMC Buick Claresholm	196.30
52655	11/15/2016	EFT	EFT	786202	EXOVA	274.80
52656	11/15/2016	EFT	EFT	786510	FENCO CONTRACTING LTD	5,667.41
52657	11/15/2016	EFT	EFT	26201	FERG'S SEPTIC SERVICE LTD	1,034.25
52658	11/15/2016			785952	FIEGUTH, BETTY	456.84
52659	11/15/2016	EFT	EFT	49980	HARRY'S TIRE SALES (1984) LTD.	1,570.80
52660	11/15/2016	EFT	EFT	787522	HIFAB HOLDINGS LTD.	50.86
52661	11/15/2016	EFT	EFT	11310	HI-WAY 9 EXPRESS LTD.	117.18
52662	11/15/2016	EFT	EFT	36800	HOME HARDWARE	1,026.97
52663	11/15/2016	EFT	EFT	786136	JOE JOHNSON EQUIPMENT INC.	475.94
52664	11/15/2016	EFT	EFT	787535	KFJ SIGNS & GRAPHICS	406.35
52665	11/15/2016	EFT	EFT	786267	LAWSON PRODUCTS INC.	48.29
52666	11/15/2016	EFT	EFT	56155	LIFESAVING SOCIETY	85.00
52667	11/15/2016	EFT	EFT	786659	LIVINGSTONE RANGE SCHOOL DIVISION	398.30
52668	11/15/2016	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	14,127.14
52669	11/15/2016	EFT	EFT	786704	MINISTER OF FINANCE (LT)	20.30
52670	11/15/2016	EFT	EFT	786872	MPE ENGINEERING LTD.	1,158.68
52671	11/15/2016	EFT	EFT	65000	MUNICIPAL DISTRICT OF WILLOW	9,059.89
52672	11/15/2016			66100	NATIONAL SECRETARY-TREASURER	1,309.99
52673	11/15/2016	EFT	EFT	786905	ONECONNECT SERVICES INC. T46194	52.79
52674	11/15/2016	EFT	EFT	787519	O'NEILL, LYAL	499.34
52675	11/15/2016	EFT	EFT	786635	ORKIN CANADA CORPORATION	131.25
52676	11/15/2016	EFT	EFT	97050	PHARMASAVE	4.19
52677	11/15/2016	EFT	EFT	786453	PRAXAIR CANADA INC.	1,055.32
52678	11/15/2016	EFT	EFT	786697	Productivity Plus Account	1,008.24
52679	11/15/2016	EFT	EFT	786534	PROFESSIONAL POWER WASH	748.44



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2016-Dec-9

11:53:59AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
52680	11/15/2016	EFT	EFT	786156	Q.E.D. ENTERPRISES LTD.	2,798.58
52681	11/15/2016	EFT	EFT	786536	R P WATERWORKS INC.	2,804.18
52682	11/15/2016	EFT	EFT	86300	RECEIVER GENERAL	35,093.50
52683	11/15/2016	EFT	EFT	786180	RICOH CANADA INC.	955.19
52684	11/15/2016	EFT	EFT	786468	SHAW CABLE	358.85
52685	11/15/2016	EFT	EFT	786824	SOUTHERN REWIND LIMITED	137.20
52686	11/15/2016	EFT	EFT	787533	SPENCER, DENISE	291.32
52687	11/15/2016	EFT	EFT	786111	STEEL, ROB	98.66
52688	11/15/2016	EFT	EFT	786191	TENAQUIP LIMITED	264.94
52689	11/15/2016	EFT	EFT	101400	UNITED FARMERS OF ALBERTA	55.92
52690	11/15/2016	EFT	EFT	111705	WC CLASS II REGIONAL LANDFILL	10,328.17
52691	11/15/2016	EFT	EFT	111280	WESCLEAN EQUIPMENT & CLEANING SUPPLIES	327.13
52692	11/15/2016	EFT	EFT	786650	WFR WHOLESALE FIRE & RESCUE LTD.	790.34
52693	11/15/2016	EFT	EFT	111800	WORKERS' COMPENSATION BOARD	8,760.71
52694	11/15/2016	EFT	EFT	787549	WURTH CANADA LIMITED	117.60
52695	11/15/2016	EFT	EFT	900000	Claresholm & District Health Foundation	500.00
52696	11/15/2016	EFT	EFT	900000	CLARESHOLM ARTS SOCIETY	215.25
52697	11/15/2016	EFT	EFT	900000	FAVRHOLDT, KEN	355.12
52699	11/15/2016	EFT	EFT	900000	LETHBRIDGE MACHINE SHOP	252.28
52700	11/15/2016	EFT	EFT	900000	PLAYWORKS	64.68
52701	11/15/2016			900000	Sewer Equipment Co of Florida, Inc.	289.14
52702	11/15/2016			900000	WENLOCK, JOHN	282.39
						<hr/> 165,967.67



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					Batch #	19630
52703	11/28/2016	EFT	EFT	650	ALBERTA BLUE CROSS	7,600.58
52704	11/28/2016			87028	Alberta Elevating Devices & AR Safety Assoc.	266.70
52705	11/28/2016	EFT	EFT	787526	Alberta Municipal Services Corporation	35,110.89
52706	11/28/2016	EFT	EFT	1025	ALBERTA ONE CALL LOCATION CORP	50.40
52707	11/28/2016			786517	AMSC INSURANCE SERVICES LTD.	3,575.50
52708	11/28/2016			786195	Benchmark Assessment Consultants Inc.	4,813.20
52709	11/28/2016			786578	CENTRAL SHARPENING LTD.	90.30
52710	11/28/2016			56100	CIMCO REFRIGERATION	4,382.75
52711	11/28/2016			126050	Cintas First Aid & Safety 030G	267.74
52712	11/28/2016	EFT	EFT	13250	CLARESHOLM CHILD CARE SOCIETY	3,183.50
52713	11/28/2016	EFT	EFT	13660	CLARESHOLM LOCAL PRESS	70.09
52714	11/28/2016			13600	CLARESHOLM PUBLIC LIBRARY	750.00
52715	11/28/2016			900004	CORONA ELECTRIC LTD	6,700.18
52716	11/28/2016	EFT	EFT	786097	FOOTHILLS SYSTEMS division of	211.21
52717	11/28/2016			786800	GDM ELECTRIC LTD.	1,393.26
52718	11/28/2016	EFT	EFT	786777	HEMMAWAY, JASON	40.00
52719	11/28/2016	EFT	EFT	26900	IRON ROCK ENTERPRISES LTD	21,000.00
52720	11/28/2016			786267	LAWSON PRODUCTS INC.	398.59
52721	11/28/2016	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	14,277.85
52722	11/28/2016			65040	MUNICIPAL INFORMATION SYSTEMS	997.89
52723	11/28/2016			66100	NATIONAL SECRETARY-TREASURER	1,275.49
52724	11/28/2016			71400	Oldman River Regional Services Commission	604.00
52725	11/28/2016	EFT	EFT	75955	PALMER, FRED	125.00
52726	11/28/2016			786205	PIPELINE WATER CO-OP LTD.	200.00
52727	11/28/2016			4090	PVH CANADA, INC.	635.00
52728	11/28/2016	EFT	EFT	86300	RECEIVER GENERAL	18,699.49
52729	11/28/2016			787552	RED CAP VENTURES INC.	5,238.92
52730	11/28/2016	EFT	EFT	91265	SCHUWEILER, MIKE	682.44
52731	11/28/2016			900	TELUS	3,744.82
52732	11/28/2016			786501	TOM HARRIS CELLULAR	21.00
52733	11/28/2016			97015	TOWN OF FORT MACLEOD	990.00
52734	11/28/2016			111280	WESCLEAN EQUIPMENT & CLEANING SUPPLIES	429.02
52735	11/28/2016			787541	WILLOW CREEK LOCK & KEY	86.10
52736	11/28/2016			900000	ALBERTA NWT COMMAND	445.00
52737	11/28/2016			900000	Alberta Whitewater Association	270.00
52738	11/28/2016			900000	ANDORNOT CONSULTING INC.	374.85
52739	11/28/2016			900000	Claresholm Seniors Drop-in Centre	20.00
52740	11/28/2016			900000	FAVRHOLDT, KEN	279.78
52741	11/28/2016			900000	LETHBRIDGE MACHINE SHOP	204.12
52742	11/28/2016			900000	NEW-LINE PRODUCTS LTD.	448.88
52743	11/28/2016			900000	NIXON, JAMES	500.00
52744	11/28/2016			900000	PREMIUM FIRE PROTECTION	173.25
52745	11/28/2016	EFT	EFT	900000	The Legacy Human Capital Group Ltd.	5,948.25
52746	11/28/2016			900000	TOWN OF PINCHER CREEK	57.00
						146,633.04

Total

550,639.91

*** End of Report ***



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES – 3 (2016)

GENERAL BOARD OF DIRECTORS’ MEETING

Thursday, September 1, 2016 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Bill Graff (absent)	Village of Arrowwood	Brad Koch (absent)	Village of Lomond
Jane Jensen	Village of Barnwell	Richard Van Ee	Town of Magrath
Ed Weistra	Village of Barons	David Hawco	Town of Milk River
Tom Rose (absent).....	Town of Bassano	Scott Schroeder (absent)	Village of Milo
Fred Rattai	City of Brooks	Christophe Labrune	Town of Nanton
Jim Bester.....	Cardston County	Clarence Amulung	County of Newell
Dennis Barnes	Town of Cardston	Pete Pelley	Village of Nobleford
Kym Nichols.....	Village of Carmangay	Henry de Kok.....	Town of Picture Butte
Jamie Smith (absent)	Village of Champion	Quentin Stevick - alternate	M.D. of Pincher Creek
Betty Fieguth (absent)	Town of Claresholm	Don Anderberg	Town Pincher Creek
Bill Chapman	Town of Coaldale	Ronald Davis (absent)	M.D. of Ranchland
Sheldon Watson	Town of Coalhurst	Greg Robinson (absent).....	Town of Raymond
Ken Galts	Village of Coutts	Barry Johnson	Town of Stavely
Garry Hackler (absent)	Village of Cowley	Ben Nilsson (absent).....	Village of Stirling
Bill Kovach.....	Mun. Crowsnest Pass	Ben Elfring.....	M.D. of Taber
Dave Filipuzzi	Mun. Crowsnest Pass	Margaret Plumtree (absent)	Town of Vauxhall
Gordon Wolstenholme	Town of Fort Macleod	Derrick Annable (absent)	Vulcan County
Darrell Edwards	Village of Glenwood	Rick Howard	Town of Vulcan
John Connor (absent).....	Town of Granum	Don Heggie - alternate	County of Warner
Monte Christensen (absent)	Village of Hill Spring	Ian Glendinning	Village of Warner
Henry Doeve (absent)	County of Lethbridge	Henry Van Hierden	M.D. Willow Creek

STAFF:

Lenze Kuiper.....	Director	Gavin Scott.....	Senior Planner
Mike Burla.....	Senior Planner	Barb Johnson	Executive Secretary
Diane Horvath.....	Senior Planner		

AGENDA:

1. **Approval of Agenda** – September 1, 2016
2. **Approval of Minutes** – June 2, 2016..... (attachment)

3. **Business Arising from the Minutes**
 4. **Staff Presentation** – *The Modernized MGA & How It Will Affect ORRSC*
 5. **Reports**
 - (a) Executive Committee Report..... (attachment)
 - (b) GIS Update.....
 6. **Business**
 - (a) Strategic Plan Presentation..... (attachment)
 - (b) Budget Preparations and Special Projects.....
 - (c) 2016 - 2036 ORRSC Population Projections
 7. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the 7-month period:
January 1 - July 31, 2016 (attachment)
 8. **Adjournment** – December 1, 2016
-

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

1. APPROVAL OF AGENDA

Moved by: Jane Jensen

THAT the Board of Directors approve the agenda of September 1, 2016, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Rick Howard

THAT the Board of Directors approves the minutes of June 2, 2016, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. STAFF PRESENTATION –

The Modernized MGA & How It Will Affect ORRSC
by Senior Planners Diane Horvath and Gavin Scott

Staff has completed an Impact Analysis which reflects ORRSC's preliminary understanding of the May 31, 2016 Municipal Government Act amendments as they relate to planning matters found in Parts 16, 17, 17.1 and 17.2. Senior Planner Diane Horvath highlighted the following sections which will require some municipal response in order to comply with the MGA (see agenda attachment):

- 608(1) Sending Documents
- 638.2 Listing and Publishing Policies (New)
- 644 Acquisition of Land Designated for Public Use
- 648 Off-Site Levy
- 664 Environmental Reserve
- 664.1 Agreement Respecting Environmental Reserve (New)
- 664.2 Conservation Reserve (New)
- 683 Development Permits

Senior Planner Gavin Scott then identified the following plans that will need to be addressed. ORRSC's role to bring these plans into compliance includes: outlining the number and type of plans that need to be completed, setting out the scope of work and timelines for each type of plan, and working with municipalities to produce quality plans that meet the requirements set out by the government.

Municipal Development Plans

- 16 MDPs have never been written because current MGA did not require them for municipalities with less than 3500 population
- 25 MDPs exist in various states of currentness
- All plans must comply with the SSRP and are required in accordance with proposed MMGA section 632
- Cost estimates will vary dependent on status of plan and scope of work – consult with your planner to estimate cost for budgeting purposes

Urban-Rural Intermunicipal Development Plans (IMDP)

- 15 IMDPs have never been written because current MGA made it voluntary
- 20 IMDPs exist in various states of update
- All plans must comply with the SSRP and are required in accordance with proposed MMGA section 631
- Cost estimates will vary dependent on status of plan and scope of work – consult with your planner to estimate cost for budgeting purposes

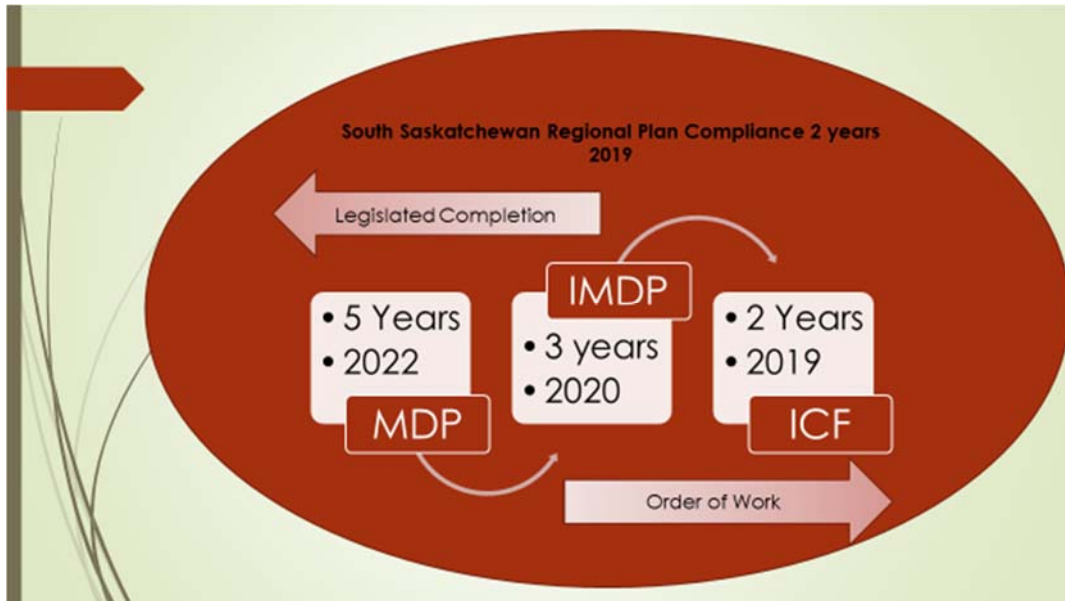
Rural-Rural Intermunicipal Development Plans (IMDP)

- 17 IMDPs have never been written because current MGA made it voluntary
- 11 IMDPs exist but need to be updated for changes to MMGA
- All plans must comply with the SSRP and are required in accordance with proposed MMGA section 631
- Cost estimates will vary dependent on status of plans and scope of work – consult with your planner to estimate cost for budgeting purposes

Intermunicipal Collaborative Framework (ICF)

- The approach to an ICF may take on more than one form:
 - It is possible to adopt an ICF bylaw which points to the required components that may exist as separate Agreements or Bylaws
 - It is possible to adopt an IDP by bylaw that contains the components of the ICF
- A municipality may choose to utilize ORRSC in doing all of the work or may choose to have ORRSC do the IMDP portion and work in house or contract out for other portions of the ICF

Legislated Completion Dates



Municipal Planning Priorities

- o Given the province has set the priorities of statutory planning for the coming years, it is important that each council set budgets and strategic plans for accomplishing the tasks
- o Each council should consult with their administration and planning staff
- o As part of ORRSC, each municipality should be cognizant of the need to be flexible in their approach to completing the plans in a timely fashion

* A copy of the above presentation will be e-mailed to all Board members.

5. REPORTS

(a) Executive Committee Report(attachment)

- Chair Gordon Wolstenholme briefly reviewed the Executive Committee Report which was attached to the agenda and answered questions from the Board.

Moved by: David Hawco

THAT the Board of Directors receive the Executive Committee Report for the meetings of June 9 and August 11, 2016, as information. **CARRIED**

(b) GIS Update

- GIS staff will be sending out information shortly regarding a two-year Orthophoto Project beginning in 2017. Participating councils will be required to submit a letter of support for the grant application by December 1, 2016.

6. BUSINESS

(a) Strategic Plan Presentation

- The **Strategic Plan 2016 - 2026** (agenda attachment) incorporates results from a joint strategic planning session between ORRSC Staff and the Executive Committee held on June 9, 2016 in preparation for the next 5 to 10 years of service to our member municipalities. Objectives are identified within the following four focus areas, as well as specific actions needed to achieve these objectives (see agenda attachment):

MEMBER SERVICES: ORRSC needs to define and enhance our member services to ensure value and relevancy while strengthening our professional relationships with both member councils and administration.

FISCAL SUSTAINABILITY: ORRSC needs to ensure sufficient funding is in place to deliver the services agreed to by member municipalities. Current funding is derived from member fees (planning requisition based on Total Equalized Assessment formula – GIS requisition based on per capita fee), fee for service and subdivision processing fees.

ADMINISTRATIVE LEADERSHIP: Internally, ORRSC needs strong administrative capabilities to ensure day-to-day functions and office operations remain focused on the ability to efficiently and effectively serve our members.

GOVERNANCE: Externally, ORRSC requires our members to provide direction/advice and to participate in our operations while fully utilizing all of our services.

- In the discussion regarding fiscal sustainability, it was pointed out that the four meetings between the lobbying group and Municipal Affairs for planning agencies to receive some provincial funding have not produced a definitive answer; therefore, there is a need for our elected officials and Executive Committee to get involved. Perhaps the Mayors and Reeves could act as a conduit for this purpose. The province is downloading a lot of work to be completed within legislated deadlines and additional funding is needed to accomplish these projects as well as stable long-term funding similar to Calgary and Edmonton.

Moved by: Dennis Barnes

THAT the Board of Directors approve the Strategic Plan 2016 - 2026, as presented. **CARRIED**

(b) Budget Preparations and Special Projects

- The Director is currently investigating various computer programs which could automate some office functions and help manage our data more effectively. Some software has a fairly substantial cost and a special levy for this purchase outside of the existing budget may be necessary if we proceed in this direction. Additional information and software demonstrations are needed before the matter is brought to the Board for a decision.

(c) 2016 - 2036 ORRSC Population Projections

- ORRSC Population Projections 2016 - 2036 (based on 1991 - 2011 Census Canada data) is in the final draft stage. When the document is completed, we will notify our member municipalities by e-mail and post it on the ORRSC website (orrsc.com) for your reference.

7. ACCOUNTS

- (a) **Summary of Balance Sheet and Statement of Income for the 7-month period:
January 1 - July 31, 2016**

Moved by: Fred Weistra

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 7-month period: January 1 - July 31, 2016, as information. **CARRIED**

8. ADJOURNMENT

Moved by: Richard Van Ee

THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:20 p.m. until **Thursday, December 1, 2016 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: 

The background is a dark, textured wooden surface. Scattered across it are various Christmas-themed items: a red gift box with a gold ribbon, a gingerbread candy cane with white icing stripes, a red Christmas ornament, a gold Christmas ornament, and several cookies. The cookies are decorated with white, red, green, and yellow icing, and are shaped like a snowflake, a Christmas tree, a heart, and a star. The text is written in a white, cursive font.

*Rejoice the spirit of Christmas
with friends, family and
colleagues...*

*Please join us at our
office on December 22nd
between
2:00 & 6:00 PM for
Coffee & Cookies.*

John Barlow

**Member of Parliament for Foothills
109 4th Avenue SW High River**



Municipal District of Willow Creek

www.mdwillowcreek.com
273129 SEC HWY 520
Claresholm Industrial Area
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351
Fax: (403) 625-3886
Shop: (403) 625-3030
Toll Free: 888-337-3351

December 6, 2016



The Municipal District of Willow Creek No. 26 Agricultural Service Board will be hosting the

26th Annual Legacy of Our Land Banquet

Friday, January 20, 2017. The banquet will be held at the Fort Macleod & District Community Hall.

Our guest speaker this year is **CHRIS KOCH** from Nanton, AB. He is described as "the most inspirational and hardest working farmer" and has been featured on Oprah's "Super Soul Sunday". <https://www.facebook.com/ifican.chriskoch/>

Each year, the MD of Willow Creek Agricultural Service Board hosts this event to celebrate our farmers, ranchers and agricultural producers. This evening recognizes their dedication to agriculture and thanks them for being a vital part of our community.

We'd like to ask your business to contribute a door prize for "Legacy of our Land" with a value of \$50.00 or more. These door prizes have been such a huge success in the past. Your company will be recognized for its contribution upon presentation of your door prize, listed in the event program and also listed in our advertising in all the local M.D. papers.

Door Prize donation(s) can be mailed or delivered to:

Municipal District of Willow Creek No.26
Attn: Agricultural Service Board
Box 550 (273129 Hwy 520 West)
Claresholm, Alberta T0L 0T0

Please call Carla Preachuk, Agricultural Fieldman 403 625-1656 or Rachel Hallson, Admin for ASB, 403 625-3351 ext. 260.

Thank you,

Carla Preachuk
Agricultural Fieldman

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

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility October 28th, 2016 at 3:00 P.M.

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

1. Chair Earl Hemmaway called the Meeting to order at 3:00 P.M.

2. Approval of Agenda

16.113 **Moved by Barry Johnson** to approve the Agenda as presented.

CARRIED

3. Delegations

No delegations

4. Approval of Minutes

a) September 22, 2016 Regular Meeting

16.114 **Moved by Gord Wolstenholme** to approve the Minutes of the September 22, 2016 Regular meeting as presented.

CARRIED

5. Financial Information

a) Approval of Check Detail September 23 – October 21, 2016

Cheryl presented the members with the Check Detail from September 23, 2016 to October 21, 2016.

16.115 **Moved by John Connor** to accept the Check Detail Sept. 23, 2016 to Oct. 21, 2016 as presented.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility October 28th, 2016 at 3:00 P.M.

5. Financial Information cont.

b) Bank Reconciliation September 2016 – Checking & 90 Day Notice Accts.

Cheryl presented the members with the September 2016 Bank Reconciliation reports for the Checking and the 90 Day Notice Accounts.

16.116 **Moved by Lyal O’Neill** to accept the August 2016 Bank Reconciliation reports for the Checking Account and the 90 Day Notice Account as presented.

CARRIED

c) Accounts Payable

Cheryl presented the members with the Accounts Payable in the amount of \$16 318.90

16.117 **Moved by Gord Wolstenholme** to approve for payment, the accounts payable in the amount of \$16 318.90.

CARRIED

d) ATB Financial Statement – Account Balances – For Information

Cheryl presented to the members, for information, page 1 of the ATB Financial Bank Statement displaying the balances of all accounts held at ATB Financial.

6. New Business

a) Cell Development

Cheryl reported to the members that the WCRWMSC will have to construct a Class II waste cell in 2017. Cheryl further explained that this work is typically done in September, however she would like to get started on the design and tender as soon as possible. Contractors will be looking to secure contracts for the 2017 construction season late in 2016 into the early months of 2017 and Cheryl would like to have the design work and tender complete so we can secure the best pricing for the Commission. Cheryl asked the members how they would like to proceed with this cell development. We could choose to tender by invitation or post to the Alberta Purchasing Connection. Cheryl explained that this project should fall below the Alberta Purchasing Connection thresholds therefore we could send bid packages by invitation.

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6. New Business cont'd

a) Cell Development

Cheryl further explained that Hasegawa has been involved in the cell development for many years and there would be no benefit to changing engineers.

16.118 **Moved by Barry Johnson** to have Cheryl instruct Hasegawa to begin design work for the development of the next Class II cell and further that they submit a proposal to the WCRWMS for the costs associated with design and quality control including tender

CARRIED

b) Christmas Hours

Cheryl asked the members to set our hours for the 2016 Christmas season so she can meet submission deadlines for Cheryl explained that she had spoken to Mike from the Town of Claresholm and they had discussed what Claresholm will likely do for scheduled time off during the holidays.

16.119 **Moved by Lyal O'Neill** that the landfill post their holiday hours as follows and further that we advertise in the Claresholm Local Press, Fort Macleod Gazette and our local newsletters.

December 19 to 22 open 9 a.m. to 4:30 p.m.

December 23 to 26 closed

December 27 to 30 open 9 a.m. to 4:30 p.m.

December 31 to January 2 closed

January 3 to 6 open 9 a.m. to 4:30 p.m.

Regular hours to resume January 9

CARRIED

c) 2016 Groundwater Monitoring Proposal

Cheryl presented the members with the proposal from Hasegawa Consulting for the 2016 groundwater monitoring and report. Cheryl explained that this is an annual event and that we budget for it every year.

16.120 **Moved by John Connor** to accept the proposal from Hasegawa Consulting for the 2016 Groundwater Monitoring and Report.

CARRIED

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6. New Business cont'd

d) Closure/Post Closure Plan – For Information

Cheryl updated the members on the status of our Closure/Post Closure Plan that Hasegawa is working on. Ian Franks from Hasegawa informed Cheryl that he is waiting to hear from Alberta Environment regarding landfill gas regulations. Ian mentioned that there may be some regulatory changes in the near future and explained that it would be counter-productive to complete the plan before the changes come into effect.

e) Budget vs Actual For Information

Cheryl provided the members with the Budget vs Actual report. Cheryl explained that the expense amounts were from January 1 to the end of October and the income amounts were up to the end of September on this report. Cheryl explained that we should be under budget on several of the expenses.

f) Auditing Firm 2017 Fiscal Year

Cheryl explained that we will need to appoint an auditor for the ensuing year. Cheryl also explained that in 2013, the board accepted a proposal from YPM and appointed them as our auditors for 2014, 2015 and 2016. Cheryl further explained that two other firms also submitted proposals in 2013 and both were substantially higher than the YPM proposal. Cheryl asked the board how they wanted to proceed. After some discussion, the members agreed to have Cheryl contact James from Avail CPA and ask him to provide the board with a one year proposal as well as a three year proposal for the next board meeting.

g) CAO OT and Vacation Accumulation to October 31, 2016 – For Information

Cheryl provided the members with an updated accumulation of overtime and vacation time for the CAO to October 31, 2016 for information.

7. Old Business

a) PC Scale Update For Information

Cheryl informed the members that the PC Scale software has been loaded onto our new computer. The WCRWMS purchased the PC Scale Lite version, however the Lite version does not allow for rounding up and down. Because the software does not allow for rounding up and down, we have been upgraded to the full version of PC Scale for the same price. Staff will continue training on the new software with the change over from Transact to PC Scale happening January 1, 2017.

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7. Old Business cont.

b) AWWRA Workshop Red Deer - CAO Report - For Information

Cheryl gave a verbal report on the Alberta Waste Wood Recycling Association workshop she attended in Red Deer. Cheryl explained that there was opportunity to network with other landfill operators as well as companies that offer grinding services for wood as well as bulk items like mattresses. The cost associated with this type of machine is in the one million dollar range. Other discussion at the workshop included the carbon tax and marketing of wood waste.

c) Leachate Management – For Information

Cheryl provided the members with information regarding leachate at the landfill. Cheryl explained that when the last wet waste cell was constructed, NLSS constructed a “pond” at the south east corner of the wet waste landfilling area, for the purpose of holding leachate. Landfill staff are currently pumping from the clean out at the north east end of the landfill up into the holding pond. This will allow for loss of leachate through evaporation. While the current pond area is not to final waste elevation, Cheryl further explained that we should have the contractor construct a larger leachate holding pond where we have reached final waste grades when we construct our new class II cell. This will allow us to complete the cells furthest east, giving us more room for leachate retention if required.

8. Correspondence

No correspondence items

9. General Landfill Information

a) Landfill Tour

16.121 **Moved by Gord Wolstenholme** to postpone the landfill tour until ground conditions improve.

CARRIED

10. In Camera

No In Camera items

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11. Adjournment

16.122 **Moved by Gord Wolstenholme** to adjourn the meeting at 4:18 P.M.
CARRIED

Chairman Earl Hemmaway

CAO Cheryl Guenther

APPROVED