



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JUNE 27, 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 JUNE 13, 2016

ACTION ITEMS:

1. DELEGATION RESPONSE: Claresholm Animal Rescue Society (CAREs)
RE: Animal Shelter
2. DELEGATION RESPONSE: Downtown Market – Darla Slovak & Linda Brooks
3. CORRES: Workers' Compensation Board – Alberta
RE: 2015 Surplus Distribution Cheque
4. CORRES: Claresholm Pharmacy
RE: Downtown Parking Lot
5. CORRES: West Meadow Elementary School Parent Board
RE: Letter of Support
6. INFORMATION BRIEF: Old Water Treatment Plant Property
7. INFORMATION BRIEF: Annexation Open House
8. INFORMATION BRIEF: 2016 Parade Attendance
9. INFORMATION BRIEF: CAO Report
10. INFORMATION BRIEF: Council Resolution Status
11. ADOPTION OF INFORMATION ITEMS
12. IN CAMERA: Personnel
DELEGATION: #4 Skyline Crescent

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – June 3, 2016
2. Willow Creek Agricultural Society Meeting Minutes – June 15, 2016
3. Claresholm & District Chamber of Commerce Meeting Minutes – May 18, 2016
4. Claresholm & District Museum Board Meeting Minutes – April 20, 2016
5. Canadian Union of Postal Workers re: Federal Government Review of Postal Services – June 6, 2016
6. Alberta Recreation & Parks Association Awards – June 8, 2016

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JUNE 13, 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 Lylal 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 Cutler that the Agenda be accepted as presented.

CARRIED

MINUTES: **REGULAR MEETING – MAY 24, 2016**

Moved by Councillor Ford that the Regular Meeting Minutes of May 24, 2016 be accepted as presented.

CARRIED

DELEGATIONS: **CLARESHOLM & DISTRICT MUSEUM**

RE: Claresholm & District Museum’s Strategic Plan

Ken Favrholt, Executive Director of the Claresholm & District Museum, presented the Museum’s Strategic Plan to Council.

ACTION ITEMS:

1. **DELEGATION RESPONSE: Downtown Market – Darla Slovak & Linda Brooks**

Referred to administration for more information.

2. **CORRES: Hon. Danielle Larivee, Minister of Municipal Affairs**
RE: Federal Gas Tax Fund (GTF)

Received for information.

3. **CORRES: Hon. Danielle Larivee, Minister of Municipal Affairs**
RE: Municipal Sustainability Initiative (MSI)

Received for information.

4. **CORRES: Hon. Danielle Larivee, Minister of Municipal Affairs**
RE: Municipal Safety Recognition Award

Received for information.

5. **CORRES: Government of Alberta**
RE: Update on Alberta Disaster Recovery Program

Received for information.

6. **CORRES: Alberta Seniors and Housing**
RE: Affordable Housing Engagement

Received for information.

7. **CORRES: Federation of Canadian Municipalities**
RE: 2016-2017 Membership

MOTION #16-057 Moved by Councillor Cutler for the Town of Claresholm to be a member of the Federation of Canadian Municipalities for the 2016-2017 year in the amount of \$675.51.

CARRIED

8. **CORRES: Royal Canadian Legion Branch #41**
RE: Municipal Portion of Property Taxes

MOTION #16-058 Moved by Councillor McAlonan to forgive the municipal portion of the 2016 property taxes of the Royal Canadian Legion in the amount of \$1,152.75.

CARRIED

**9. CORRES: Leanne Fisher, Tamarack Road
RE: Tamarack Road Block Party Request for July 1, 2016**

MOTION #16-059 Moved by Councillor Ford to allow the residents of Tamarack Road to close off the west and north entrances to their street on July 1, 2016 from 2:00 pm to midnight for a Community Block Party.

CARRIED

10. REQUEST FOR DECISION: Pavement Overlay Project – Engineer

Mayor Steel declared a pecuniary interest and left the meeting at 7:42 pm. Deputy Mayor Cutler took the position of Chair of the meeting.

MOTION #16-060 Moved by Councillor McAlonan to recommend MPE Engineering to complete engineering duties for the pavement overlay local improvement project at a cost of \$36,400 plus GST.

CARRIED

11. REQUEST FOR DECISION: Local Improvement Plan – Pavement Overlay

MOTION #16-061 Moved by Councillor O'Neill to approve the local improvement plans for pavement overlay for 47th Avenue West from 3rd Street West to 4th Street West and 52nd Avenue West from 2nd Street West to 1A Street West for a cost of \$222,583.20.

CARRIED

12. REQUEST FOR DECISION: Bylaw #1614 – Borrowing

MOTION #16-062 Moved by Councillor Ford to give Bylaw #1614, a borrowing bylaw, 1st Reading.

CARRIED

Mayor Steel rejoined the meeting and resumed the Chair position at 8:02 pm.

13. REQUEST FOR DECISION: Campground Office Project Completion

MOTION #16-063 WHEREAS option 1, in the amount of \$10,883.90, will alleviate further maintenance issues and utilize cost effectiveness;

AND WHEREAS using the remaining 2015 budget of \$7,401.00 and the balance of \$3,482.90 from 2016 Yard and Building Maintenance operational budget will finalize the repairs to protect the investment;

NOW THEREFORE it is moved by Councillor Fieguth to accept the proposal in the amount of \$10,883.90 plus GST for completion of the campground office project with the additional \$3,482.90 to be allocated from the 2016 Yard and Building Maintenance operational budget.

CARRIED

14. REQUEST FOR DECISION: Letter of Support – Willow Creek Ag Society

MOTION #16-064 Moved by Councillor Fieguth that although realizing the Claresholm Agriplex is a tremendous facility within our community, the Town regrettably declines to write a letter of support for the Willow Creek Agricultural Society's application to the Canada 150 Community Infrastructure Program Grant for the second indoor riding arena located at the Claresholm Agriplex at this time based on the Town's Strategic Plan and the competing application being submitted by the Town for the Multi-use Community Building.

CARRIED

15. REQUEST FOR DECISION: Letter of Support – Claresholm Curling Club

MOTION #16-065 Moved by Councillor Ford that administration write a letter of support towards the Claresholm Curling Club's application to the Community Facility Enhancement Program for the purpose of completing necessary repairs to the Claresholm Curling Rink roof.

CARRIED

16. REQUEST FOR DECISION: Letter of Support – Claresholm Minor Hockey

MOTION #16-066 Moved by Councillor Fieguth that administration write a letter of support towards Claresholm Minor Hockey's application to the Community Facility Enhancement Program for the purpose of upgrading washroom facilities and the sound system at the Claresholm Arena.

CARRIED

17. REQUEST FOR DECISION: Contractor Services

MOTION #16-067

Moved by Councilor Cutler to accept the proposal from Mowers and Blowers to become the Town of Claresholm General Contractor for the term of two (2) years with the option of the Town of Claresholm to extend the term of the agreement for an additional year.

CARRIED

18. FINANCIAL REPORT: Consolidated Statement of Operations April 2016

Moved by Councillor O'Neill to accept the Consolidated Statement of Operations for the month ended April 30, 2016 as presented.

CARRIED

19. INFORMATION BRIEF: Municipal Government Act Review

Received for information.

20. INFORMATION BRIEF: Annexation

Received for information.

21. INFORMATION BRIEF: Tax Recovery Sale

Received for information.

22. INFORMATION BRIEF: 2016 Parade Attendance

Received for information.

23. INFORMATION BRIEF: Tree Removal Request

MOTION #16-068

Moved by Councillor McAlonan to deny the request from Mr. Shepherd to remove the tree located at 5304 – 3rd Street East on recommendation by administration.

CARRIED

24. INFORMATION BRIEF: Council Resolution Status

Received for information.

25. ADOPTION OF INFORMATION ITEMS

Moved by Councilor Cutler to adopt the information items as presented.

CARRIED

26. IN CAMERA: Personnel; Legal DELEGATION: Harvest Square

Moved by Councillor Ford that the meeting go In Camera at 8:37 p.m.

CARRIED

Moved by Councillor McAlonan that this meeting come out of In Camera at 9:37 p.m.

CARRIED

MOTION #16-069

Moved by Councillor Ford that as per the Fair Hiring Policy, Council supports the hiring of Madison Wilhauk, who is a relative of a current employee of the Town, for a junior lifeguard position subject to proof of credentials.

CARRIED

ADJOURNMENT:

Moved by Councillor Fieguth that the meeting adjourn at 9:40 p.m.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

ACTION ITEMS



Claresholm Town Council

June 21, 2016

RE: CAREs SHELTER OPERATIONS

The Claresholm Animal Rescue Society would like to rescind its intention to end shelter operations as of December 31, 2016.

Due to an influx of support from our volunteer base, the CAREs Board of Directors has reevaluated our Society's ability to operate the Claresholm Animal Shelter. We now believe a solution that will be sustainable for the long term vision of animal rescue in our community has been developed.

On this note, we will need to renew our Lease Agreement and Facility Holding Agreement with the Town of Claresholm.

We wish to thank Claresholm Town Council for their past and future support of our mission in rescuing and rehoming stray and abandoned animals in our community.

Sincerely,

Claresholm Animal Rescue Society
Board of Directors

Claresholm Animal Rescue Society, Box 2579
Claresholm, AB T0L-0T0
4110 - 3rd Street East, Phone # 403-625-5370
www.claresholmcares.com claresholmcares@gmail.com

June 23/2016

To: Mayor Rob Steele and Town Council

We are asking permission to use the town parking stalls directly behind Claresholm Pharmacy for the purpose of a downtown market on Saturdays.

Our original proposal to council was to block access to the North alley from 50th Ave, West (Milnes Block) and the South corner of Claresholm Pharmacy to the parking jut out. This spot along with the parking from Claresholm Pharmacy would allow up to 50 vendors for a Saturday Market. The rest of the downtown parking lot will be accessible from Linderman Law Office from the West, Pharmasave from the South and both entrance and exit from 50th will be accessible.

We are hoping to draw more people to the downtown core on Saturdays, once there they are more likely to walk around and browse the area. We felt as a delegation that Amundsen Park is too far away from the core and people will drive there and drive away.

The more excitement we have downtown will keep our local people interested as well as drawing from travellers and visiting family.

The dates we are proposing are Saturday July 16th and Saturday August 20th. We would like to continue in September weather permitting.

We have a lady that is taking over the organization of this project with myself (Darla) and Linda Brooks as liasons. Jacquie Duhacek is her name and she has a lot of great ideas to go along with downtown revitalization and keeping the markets going and people coming to town. She has a great deal of experience in advertising and has a lot of contacts for vendors and experience running markets.

To sum it up: Sat July 16th and Sat Aug 20th downtown market in parking lot behind Claresholm Pharmacy. New organizer Jacquie Duhacek with Darla Slovak and Linda Brooks as Liasons. Want to go into September as well.

Sincerely,

Darla Slovak

RECEIVED

JUN 15 2016



Workers'
Compensation
Board

Customer Service & Risk Management

Alberta

PO Box 2415
Edmonton, Alberta T5J 2S5

Tel: 780-498-3999
Fax: 780-498-7999

June 13, 2016

Dear Employer,

A better-than-expected return on investments in 2015 means you, along with other eligible Alberta employers, are receiving a surplus distribution cheque.

WCB must be fully funded to safeguard worker benefits into the future and ensure long-term sustainability of the workers' compensation system. In years where the funding exceeds the required levels, as it did in 2015, WCB's Board of Directors may authorize a surplus distribution to employers registered with WCB in that year.

We encourage you to continue making your workplace, and Alberta, even safer.

The surplus distribution provides you with an excellent opportunity to invest even more into your safety and return-to-work programs. Your safety association can help. If you're in an industry with a funded safety association, your association may have applied for funding to enhance the services they offer to their membership.

Any safety association deductions are noted on your attached cheque information. If you have any questions about what projects or initiatives the money will be used for, please contact your safety association—their contact information is also listed on your cheque information.

You can visit www.wcb.ab.ca for detailed information on WCB programs, seminars and workshops that are available to help you make your workplace even safer.

Looking for more information on the surplus distribution?

Additional information about the surplus distribution is located on our website at www.wcb.ab.ca/surplus. Still have questions? Please contact us at 780-498-3999 or 1-866-922-9221.

Sincerely,

Employer Account Services

Enclosure

Surplus cheque received in 2015: \$8,955.89

Surplus cheque received in 2016: \$8,771.31

PS PHARMAZEE CORP. O/A CLARESHOLM PHARMACY
PO Box 580
Claresholm, AB T0L 0T0
403-625-3050 (Tel) 403-625-4817 (Fax)

RECEIVED
JUN 17 2016

June 16, 2016

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

Attention: Marian Carlson, Chief Administrative Officer

Dear Ms. Carlson:

Re: Downtown Parking Lot

Please accept this letter concerning public parking spots located directly behind my business, Claresholm Pharmacy, and other businesses that face Highway No. 2.

Currently there are ten spots parallel to the back alley and numerous other spots in the parking lot. Typically most of the parking spots are used by employees of businesses in the downtown area for at least 8 hours per day.

I would appreciate if the town would consider designating several spots as one hour parking for customers who frequent businesses that back onto these parking spots. A primary concern is the safety of seniors, particularly those with walking aids, accessing businesses from the back entrances.

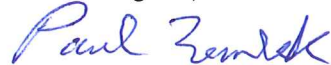
Parking in front of the business is an option however a huge safety concern with the volume of large vehicle traffic. A staff member recently rushed to assist a senior who was trying to put a walker into their vehicle when the light changed and a semi-truck approached.

Having reliable and accessible parking is important for any business. While my employees are instructed not to park in the closest parking spots to keep them free for customers, employees from other businesses (even if I ask them nicely) are not so accommodating. As a result, prime parking spots are being taken up for long periods of time thus reducing easy access to my business and others. With a reliable supply of accessible public parking it would make it possible for me to potentially expand my business and increase employment opportunities.

I hope town council will take a serious look at this issue as I believe it is important for the survival of downtown businesses. It seems to me that having adequate customer parking in downtown is a priority over employee parking. Right now employee parking is dominating the prime parking spots and I hope council will take action to change this by implementing one to two hour parking limits.

Thank you for considering my request.

Warmest regards,



Paul Zemplak
Owner

*Advice
for Life*



MEMO
Meeting: June 29, 2016
Agenda Item: 4


DOWNTOWN PARKING

Background Information

Area Map:



Legend:

- Existing Handicap stalls 
- Parking lot is currently signed for no overnight parking

Relevant Section of the Traffic Bylaw # 1550:

SECTION 3 TRAFFIC CONTROL DEVICE

- 3 The CAO or designate is hereby authorized to place, erect or mark traffic control devices at such locations as he/she may determine and shall place traffic control devices at such locations as Council may by resolution direct and may from time to time alter the location of such traffic control devices for the following purposes:

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

APPLICABLE LEGISLATION:

- 1.) Bylaw # 1550 – Traffic Bylaw – Part 3, Section 3, Subsection (k)

PREPARED BY: Jason Hemmaway Peace/Bylaw Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 24, 2016

June 23, 2016

To Whom It May Concern:

The parent council and fundraising society at the West Meadow Elementary School are very pleased to take this opportunity to ask for a letter of support to assist in obtaining the CFEP and Alberta Recycling grant to help us to build our new playground.

The existing large playground at West Meadow Elementary was built to accommodate grade 4 through 6 students however with the closer of the old elementary school, West Meadow gained grades K through 3 as well. As a result of capacity limitations and safety issues the older students are left to play field sports or basketball. There is an existing small play structure on the far north end of the school at present. However, because of limited equipment and updated safety standards the existing play structure is not a viable playground for our children.

Studies show that unstructured outside play is an exceptionally valuable learning experience for our children and we want to build a playground that allows every child the chance to play. The playground will be accessible for a wide range of special needs inclusive of all cognitive and physical impairments. This playground will prove to be a positive feature in the community of Claresholm, a place where adults can take their children to enjoy a fun and safe environment.

The parent council and fundraising board has been working hard to raise funds for this project and we are now in need of government grants to help us to achieve our goal. Your letter of support will go a long way in obtaining the very crucial funds that will allow our vision to become reality.

Thank you for your consideration of this worthy endeavour and for taking the time to read our letter. If you have any questions as to what needs to be included please free to contact either myself Nikki Van Rootselaar at 403-634-5319 or Lashauna Smith at 403-393-3869.

Sincerely,

Nikki Van Rootselaar (Vice chair of the West Meadow parent board)
Box 1425
Fort Macleod, AB
T0L 0Z0
nikcola1@hotmail.com



INFORMATION BRIEF

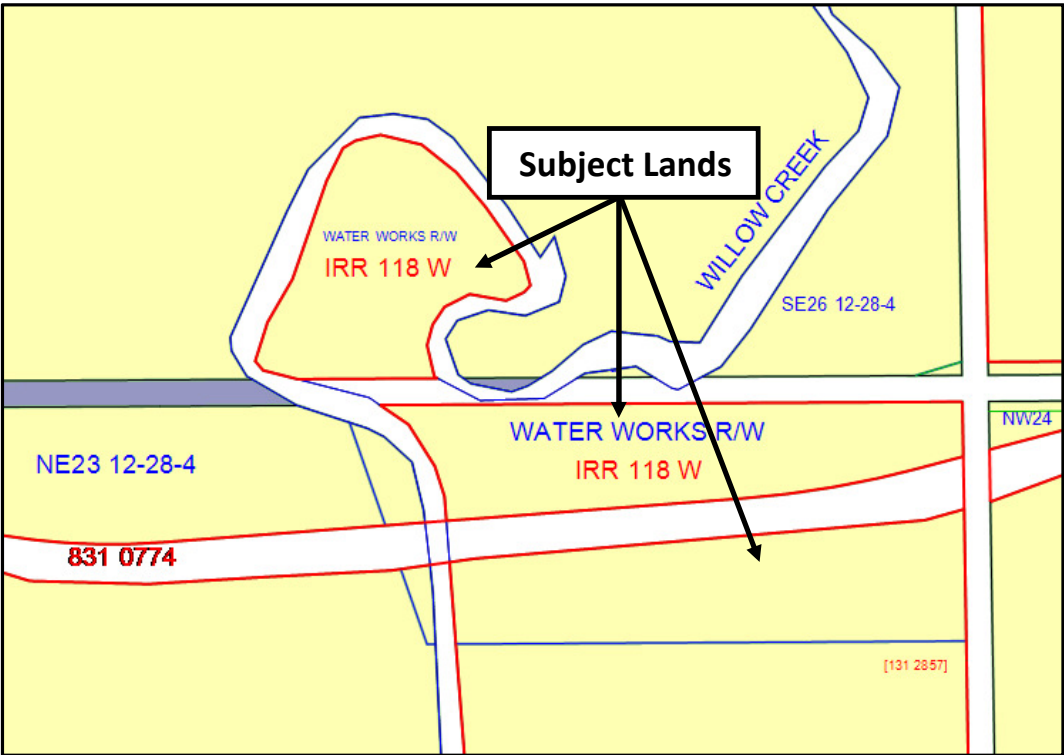
Meeting: June 27, 2016
Agenda Item: 6

OLD WATER TREATMENT PLANT PROPERTY

DESCRIPTION / BACKGROUND:

The Town of Claresholm Water Treatment plant property (shown below) is no longer in use. January 23, 2012 Council passed a motion to lower the insured value of the Water Treatment plant to \$100,000 for the building with no value for any contents. At that time, Council's intention was also to keep power available at that location for future potential development. August 19, 2015 Council passed a motion to have the power line and transformer removed.

The north parcel (where the buildings are located) is 2.3 acres. The south parcel (south side of roadway) is 3.42 acres in size. It is speculated that there may be asbestos in the insulation or other applications at the facility, but no testing or reports have been completed.





DISCUSSION/OPTIONS:

A few options can be evaluated for this property moving forward;

- Obtain quotes for the removal of the building.
- Post the property for sale in an “as is” condition (may require an appraisal).
- Lease the property for pasture.

The longer the property remains without any development, the longer there is potential costs associated. There has been interest in the property in the past and Town Council could seek bids for either leasing or purchasing opportunities. The Development Department has contacted the MD of Willow Creek in regards to the flood mapping or any potential development concerns on the property.

The MD of Willow Creek is currently updating their flood mapping for the area. Once it has been updated it will require approval. At this time the MD is unsure how the mapping will affect development on the property. Please note, there is an MD road allowance running through the property which may affect development, however since the allowance was not suitable for a road, a new road plan was created for where the road exists today.

2014 flood photo



ATTACHMENTS:

- 1.) Water Treatment Plant Condition Report

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 23, 2016

TOWN OF CLARESHOLM OLD WEST WATER TREATMENT PLANT

CONDITION REPORT

APRIL 9th 2015

Brad Burns

UTILITY SERVICES MANAGER

1-403-625-1687 brad.burns@townofclaresholm.com



THE FOLLOWING IS A REPORT ON THE CONDITION OF THE WEST WATER TREATMENT PLANT

- **The West Water Treatment plant was built in 1956 to improve the quality of water, both for the town and the Air Force station (airport pump station), a joint cost sharing of a new Water Treatment Plant was undertaken. The plant was still in service prior to the commissioning of the new Regional Water Treatment Plant in 2010. The following power point shows the condition of the West Water Plant as it now sits at 281008 TWP RD 124.**

SOUTH SIDE OF WEST WATER TREATMENT PLANT LOOKING FROM TWP RD 124



**EAST SIDE OF WEST PLANT SHOWING THE
CONCRETE PAD THE OLD PEAK PLANT USED TO
BE LOCATED**



NORTH SIDE OF THE WEST PLANT



INSIDE THE WEST PLANT CEILING TILES ARE FALLING DUE TO A LEAKING ROOF



INSIDE THE BACKWASH AREA OF THE WEST PLANT SHOWING THE DAMAGE



LOOKING INTO THE CHEMICAL ROOM FROM THE FILTER GALLERY



INSIDE THE WASHROOM LOOKING AT THE NORTH WEST WALL



LOOKING INSIDE THE CHLORINE ROOM FROM THE FILTER GALLERY



DOWNSTAIRS IN THE WEST PLANT LOOKING EAST AT THE OLD DISTRIBUTION PUMPS





INFORMATION BRIEF

Meeting: June 27, 2016
Agenda Item: 7

ANNEXATION OPEN HOUSE

BACKGROUND / DESCRIPTION:

Administration has met with the MD of Willow Creek to update them on the application process and update them on the process from now until submission of the application. We are required to advertise and hold an open house for the public. The date set for the Public Open House is **July 28th at 7pm** here at the Town of Claresholm Council Chambers. All affected landowners will also be notified in writing of this open house.

The proposed annexation will be presented at that time by Gavin Scott from ORRSC. This is required for the application. Once the open house is complete, all information and feedback gathered from that evening will be added to the final report submitted by ORRSC.

ATTACHMENTS:

- 1.) N/A

PREPARED BY: Tara VanDellen

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 23, 2016



INFORMATION BRIEF

Meeting: June 27, 2016

Agenda Item: 8

2016 PARADE ATTENDANCE

DESCRIPTION:

An update to Council regarding parades in 2016.

BACKGROUND:

The list of parades we have so far for 2016 and who will be taking the Town float is as follows:

- June 18th – Bellevue – Tilly & Roy Wall (attended and won 1st place in their category)
- July 1st – Granum – Fred Palmer
- July 9th – Coaldale – Tilly & Roy Wall
- July 16th – Lomond (100th Anniversary) – Tilly & Roy Wall
- August 1st – Nanton – Fred Palmer
- August 13th – Claresholm – Fred Palmer
- August 20th – Pincher Creek – Tilly & Roy Wall
- September 3rd – Lundbreck – Darlene Newson
- November 26th – Santa Claus Parade in Fort Macleod – undecided

Two Town employees, Tilly Wall and Darlene Newson, have stepped up to attend parades in Fred & Ellen's place. Any members of Town Council are welcome to attend as well.

ATTACHMENTS:

- 1.) None

APPLICABLE LEGISLATION:

- 1.) None

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 23, 2016



CAO REPORT

June 27, 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

Municipal Emergency Management Agency

The Town hosted a Municipal Emergency meeting on May 26th where representatives from the MD of Willow Creek, Livingstone Range School Division, Claresholm General Hospital, Willow Creek Continuing Care, the Transportation Society and Cottonwood Village were in attendance. The focus of the meeting was to discuss the expectations for support or use of facilities between various organizations in the event of an emergency.

Strategic Plan

Staff is continuing to work on their various assignments. Please see progress report attached.

BYLAW ENFORCEMENT

See enclosed report

CORPORATE SERVICES

See enclosed report

DEVELOPMENT

See enclosed report

FCSS

[See enclosed report](#)

HR & TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

Strategies

YEAR 1

YEAR 1	Assigned to	Update on Progress
POLICY & PLANNING		
Storm Water Infrastructure		
Apply for funding for infrastructure and upgrades	Simon/Mike	Applying for the 2016 capital projects that are being funded from MSI, BMTG and FGTF grants per the 2016 capital budget.
Develop plan for infrastructure upgrades: Harvest Square storm water infrastructure	Mike	Harvest Square has changed title. Development Agreement is still being negotiated. Developer to submit plans for approval.
Develop plan for infrastructure upgrades: Frog Creek Drainage system upgrade	Mike	Preliminary work has been undertaken. Engineering is underway.
Develop plan for infrastructure upgrades: Storm pond on South end of town	Mike	Preliminary work has been undertaken. Engineering is underway. Project planned for 2016.
Develop plan for infrastructure upgrades: Upgrade to 8th St. Ditch	Mike	This project is planned for 2017. Initial topographic surveys will be started in 2016.
Relocate Town Office		
Plan & apply for funding for old elementary school building purchase and Town Office relocation	Marian/Mike Simon/Tara	Met with the committee March 22 to receive direction and had a further meeting with the Architect on April 28 to discuss cost saving measures. The committee met again on May 11th and a recommendation for architectural changes will be presented to Council at the May 24, 2016 Council meeting. Council approved moving forward with architectural redesign to reduce costs and this is underway.
Development Application Process & Procedure		
Review and Streamline Development Application Processes and Procedures	Tara	Land Use Bylaw Amendment complete. Business License Bylaw review underway. Presented to Chamber for review and feedback May 18th. Information gathered from surrounding municipalities for comparison. Survey sent to 250 businesses deadline June 30th.
ECONOMIC & COMMUNITY DEVELOPMENT		
Build the Economic Development Committee		
Develop annual plan of activities.	EDO	

Strategies

YEAR 1

YEAR 1	Assigned to	Update on Progress
Work on town brand creation	EDO	
Revitalize Downtown & Highway Corridor		
Develop/review policies pertaining to unsightly premises & vacant lands & buildings in retail, commercial & industrial areas.	EDO	
Implement branding strategy	EDO	
Partner with Chamber, Claresholm Garden Club and Economic Development Committee to develop revitalization and beautification plan.	EDO	Downtown Revitalization Working Group has been established. A public forum was held April 21st and the EDC is reviewing the recommendations from that session. The working group has numerous programs they are working on such as cleanup, downtown market, signage, washrooms, rest stops. They are also organizing a vacant properties tour in August.
Develop an Economic Development Plan, which aligns with highway corridor revitalization plans and includes a strong Business Attraction and Retention component as well as investigates possibilities for various types of housing.	EDO	
Increase Business Attraction & Retention		
Partner with the Chamber of Commerce, Alberta Southwest, Community Futures and the Economic Development Committee to create awareness and training on business succession and transition planning	EDO	
Annexation		

Strategies

YEAR 1

YEAR 1	Assigned to	Update on Progress
	Proceed with process and finalize	Marian/Tara All agreements are in place. Met with the MD of Willow Creek to present an update. Open house being planned for July or August.
Housing Opportunities		
	Contact Housing Authority to investigate possibilities for various types of housing	EDO
	Identify need & opportunities to apply for various grants	EDO/Simon Identifying and examining new grants on an ongoing basis. Particular have researched grants for green technology and ways in which the town can access and use these grants.
GOVERNANCE & INTERNAL OPERATIONS		
Strengthen Human Resources To Meet Needs		
	Continue to review current Human Resources policies and procedures to update and identify gaps especially in relation to performance evaluation, and advancement criteria	Lisa
	Develop a formal succession plan for key positions in the organization	Marian Preliminary work has been undertaken.
Develop and Implement a Coordinated Communications Strategy		
	Develop a Communications Strategy that includes the identification and development of strategic communication tools	Karine Preliminary work has been undertaken.
	Develop a Communications Strategy that includes strategic alignment of key messaging to stakeholders	Karine Preliminary work has been undertaken.
	Develop a Communications Strategy that includes a media relations strategy	Karine Preliminary work has been undertaken.

Strategies

YEAR 1

YEAR 1	Assigned to	Update on Progress
	Karine	Preliminary work has been undertaken.
Develop a Communications Strategy that includes continual public awareness	Karine	Preliminary work has been undertaken.
Develop a Communications Strategy that includes communication between municipal department and stakeholders	Karine	Preliminary work has been undertaken.
Develop a Communications Strategy that includes protocols for Council and staff communication with stakeholders	Karine	Preliminary work has been undertaken.
Review & Update Administration & Council Policies		Preliminary work has been undertaken.
Identify required Administration and Council Policies (HR, Financial, etc.)	Marian	Preliminary work has been undertaken.
Review and update policies	Marian	
Communicate changes as well as new policies as appropriate	Marian/Karine	
Develop Multi-Year Business Plan & Budget		
Develop financial policies & procedures	Simon	Have developed the following financial policies and procedures: New credit card policy, proposing petty cash policy, EFT procedures, journal entry procedures. Will be examining the amortization policy and other policies and procedures as the needs arise.
Develop a three year operational and five year capital budget cycle	Simon	Completed the 2016 operational and capital budgets. Have began planning on the 5 year capital budget and will be presenting a 3 year and 5 year operational budget in fall 2016.
Update Strategic Plan		
Review & approve strategic plan	Marian	2016 -2019 Strategic Plan adopted by Council March 29/16
Align strategic plan with operational & capital budget	Marian/Simon	Strategic Plan helped guide budget preparation for 2016.

Strategies

YEAR 1

YEAR 1	Assigned to	Update on Progress
PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS		
Celebrate Successes with the Community		
Communicate at least one success per month with the community to celebrate progress and innovative thinking. Recognizing the achievements of Council, Administration, Stakeholders, Citizens, etc.	Karine	Preliminary work has been undertaken.
Report progress via monthly Council report to the citizens through various mediums	Karine	Preliminary work has been undertaken.
Recognize key volunteers in the community	Karine	Preliminary work has been undertaken.
Profile key Council and Administration members	Karine	Preliminary work has been undertaken.
Report progress on or completion of key initiatives	Karine	Preliminary work has been undertaken.
Build Government Relations at All Levels		
Immediately, develop relationship with provincial Ministers	Council	
Share plans and progress with the MD	Council	
Keep abreast of provincial MLA and federal MP visits and leverage these by having discussions pertaining to Claresholm's priorities	Council	
Enhance Regional Collaborations Amongst the Five Towns and the MD		
Host BBQ with Councils from towns and the MD	Council	
CAO continue to build relationships through quarterly meetings	Marian	Two CAO meetings have been held in 2016 where partnerships have been explored. Met with Fort Macleod and Nanton in June to discuss possible partnerships
Attend Mayors and Reeves meetings	Council	

Strategies

YEAR 1	Assigned to	Update on Progress
Attend Alberta Southwest meetings and share information on other communities' priorities with Council	Council	
Strengthen Stakeholder Relationships		
Discuss priorities and plans with the Chamber of Commerce	EDO/Council	EDO has been attending Chamber of Commerce meetings
Partner with the Chamber of Commerce, Alberta Southwest, Community Futures and the Economic Development Committee to create awareness and training on business succession and transition planning	EDO	
Identify other joint initiatives where the Town can support the Chamber	EDO/Council	
Continue to Enhance Relationships with AHS and Other Service Providers	Council	
VIBRANT COMMUNITY, QUALITY OF LIFE		
Work with the Food Bank Board to improve operations and service to the community	Council	
Develop a Traffic Safety Plan	Jason	Traffic Safety Plan complete and adopted by Council May 9, 2016.
Establish an on-going relationship with the RCMP	Jason	Work with RCMP ongoing
Investigate optimal model for fire services provision to residents	Marian	Have been working with the MD and the other Towns in our region to develop a draft agreement which is currently being reviewed by administration and will be presented to Council for input and direction. Council direction provided June 2016. Met with MD CAO to discuss possible options moving forward
Develop plan to implement the Optimal Fire Services Model	Marian	

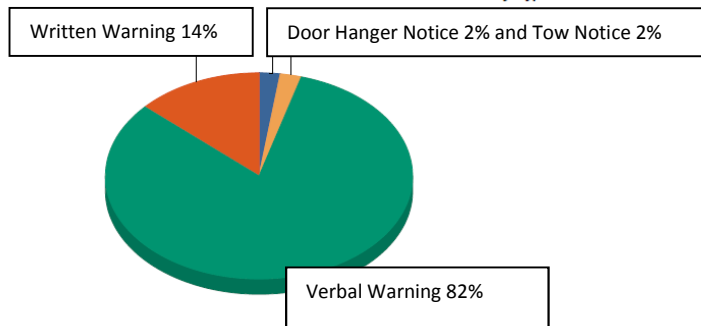
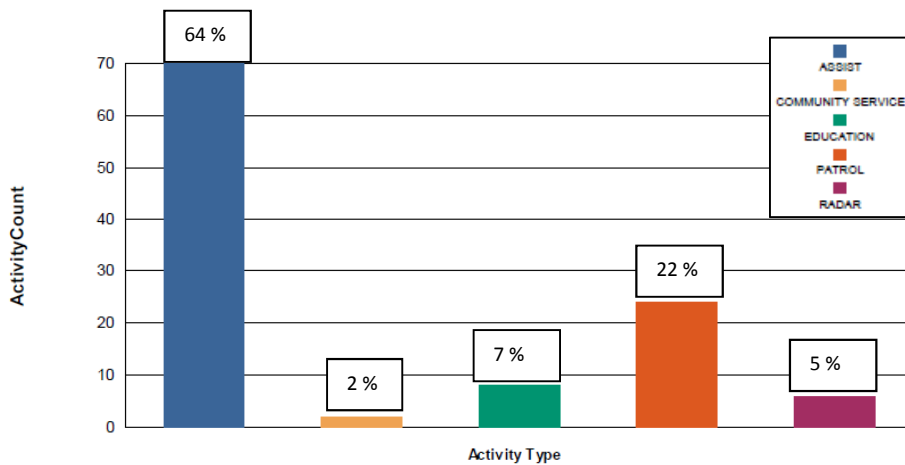


INFORMATION BRIEF

Meeting: June 27, 2016
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT

Community Engagement



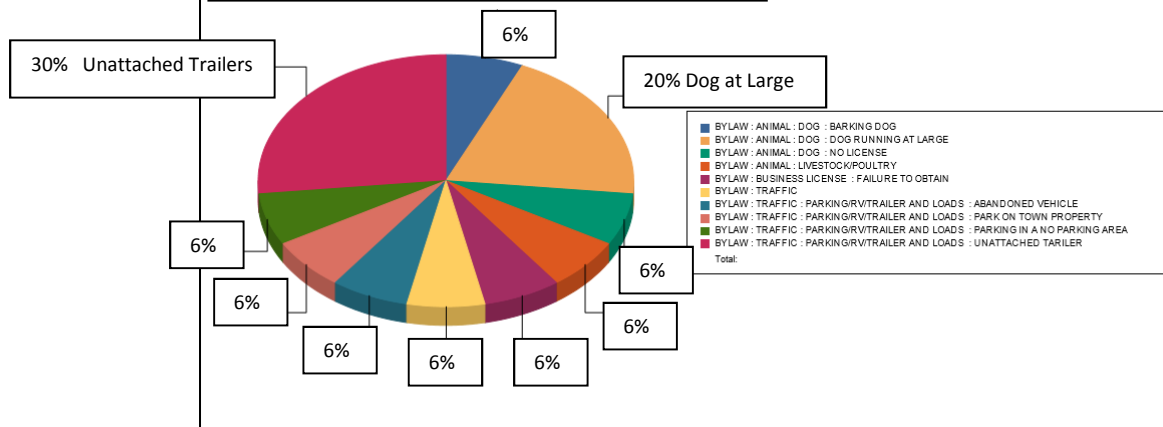
May Newspaper Focus:

1. Requests for proposals for the Enforcement General Contractor

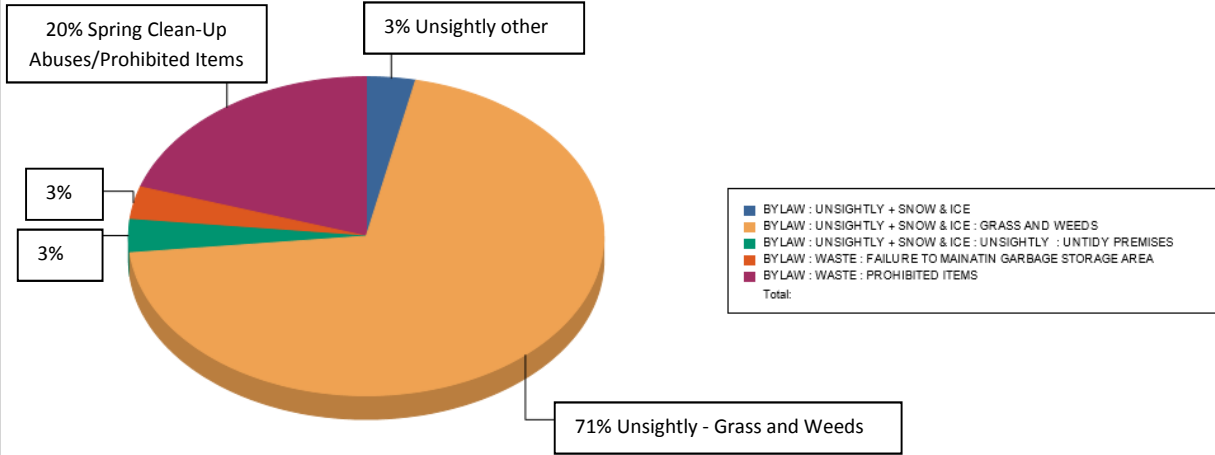
May Enforcement highlights:

1. Radar on line at the North and South highway locations.
2. Working with several residents and property owners to remedy unsightly issues.
5. **9 Notices mailed and/or posted. Enforcement contractor hired for 5 properties.**
6. Work with Down Town Revitalization Committee (DTRC) to continue work that had begun with EDO and the Chamber to help plan revitalization projects.
7. Work with Sanitation to document and remedy spring clean-up program infractions.
 - 15 separate locations had extreme abuses of what the program was intended for.
8. Participated in 5 Bike Rodeos with SARSS and 2 with the local Play School.
9. Worked with the RCMP on an educational program that was done at the WMES school that consisted in class talks on pedestrian, bike and helmet safety and the rules of the road.

Bylaw Infractions/Complaints



Bylaw Infractions/Complaints



Radar Statistics Summary Report – North 50km/h zone

Statistics Summary Report

Technician Name: administrator

Location: N end of Claresholm (50 zone)
 Address: 5831 - 1st W , Claresholm, Alberta, Canada, T0L 0T0
 Speed Limit: 50

Report Period: 2016-05-23 to 2016-05-27
 Total Vehicle Count: 22,882



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	314	63	223	71 %	6	150	56	13
01-02	213	43	141	66 %	15	94	56	13
02-03	141	28	98	70 %	25	118	57	14
03-04	122	24	77	63 %	28	114	57	14
04-05	151	30	84	56 %	6	90	52	13
05-06	316	63	204	65 %	8	111	54	13
06-07	700	140	535	76 %	6	109	56	14
07-08	1,071	214	783	73 %	5	100	54	13
08-09	1,545	309	1,016	66 %	5	111	54	13
09-10	1,668	334	1,169	70 %	6	97	54	13
10-11	1,745	349	1,160	66 %	5	94	54	13
11-12	1,368	342	914	67 %	5	102	54	13
12-13	1,333	333	949	71 %	5	108	55	13
13-14	1,363	341	935	69 %	5	88	54	13
14-15	1,441	360	983	68 %	5	102	54	13
15-16	1,480	370	1,009	68 %	5	92	54	13
16-17	1,550	388	1,115	72 %	5	94	55	13
17-18	1,430	358	1,055	74 %	5	90	56	13
18-19	1,175	294	845	72 %	5	100	55	13
19-20	1,071	268	773	72 %	5	100	55	13
20-21	873	218	629	72 %	9	96	56	13
21-22	769	192	519	67 %	5	113	54	13
22-23	581	145	375	65 %	10	99	54	13
23-24	462	116	302	65 %	5	87	54	13
	22,882	5,322	15,893	69 %	8	102	55	13

Count by Speed Bins	
Speed	Count
0...5	47
5...10	49
10...15	69
15...20	50
20...25	112
25...30	226
30...35	219
35...40	368
40...45	1,010
45...50	4,839
50...55	6,171
55...60	4,937
60...65	2,654
65...70	1,065
70...75	636
75...80	247
80...85	77
85...90	56
90...95	19
95...100	17
100...105	4
105...110	4
110...115	4
115...120	1
120...125	0
125...130	0
130...135	0
135...140	0
140...145	0
145...150	1



Radar Statistics Summary Report – South 50km/h zone

Statistics Summary Report

Technician Name: administrator

Location: S end of Claresholm (50 zone)

Report Period: 2016-05-23 to 2016-05-27

Address: 4312 - 1st W, Town of Claresholm, Alberta, Canada, T0L 0T0

Total Vehicle Count: 20,232

Speed Limit: 50



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	231	46	132	57 %	22	106	53	12
01-02	150	30	98	65 %	38	101	55	13
02-03	128	26	82	64 %	42	99	56	14
03-04	129	26	91	71 %	40	90	56	13
04-05	159	32	114	72 %	41	100	57	13
05-06	277	55	205	74 %	19	98	58	14
06-07	552	110	433	78 %	17	90	58	14
07-08	894	179	688	77 %	33	97	56	13
08-09	1,102	220	883	80 %	20	88	57	13
09-10	1,327	265	1,024	77 %	33	88	56	13
10-11	1,543	309	1,188	77 %	8	96	56	13
11-12	1,320	264	998	76 %	24	105	56	13
12-13	1,417	354	1,062	75 %	26	89	56	13
13-14	1,392	348	1,004	72 %	14	93	55	13
14-15	1,361	340	1,025	75 %	20	94	56	13
15-16	1,447	362	1,135	78 %	14	92	57	13
16-17	1,525	381	1,183	78 %	14	95	57	13
17-18	1,313	328	967	74 %	8	93	55	13
18-19	1,159	290	870	75 %	12	87	57	13
19-20	881	220	632	72 %	37	93	56	13
20-21	702	176	486	69 %	38	106	55	13
21-22	560	140	385	69 %	39	92	56	13
22-23	433	108	262	61 %	33	86	54	12
23-24	230	58	142	62 %	36	79	54	13
Total	20,232	4,667	15,089	72 %	26	94	56	13

Count by Speed Bins

Speed	Count
0...5	0
5...10	38
10...15	6
15...20	5
20...25	5
25...30	8
30...35	20
35...40	118
40...45	771
45...50	4,172
50...55	5,378
55...60	4,801
60...65	2,706
65...70	1,209
70...75	640
75...80	230
80...85	59
85...90	41
90...95	15
95...100	5
100...105	3
105...110	2
Total:	20,232



Generated on May 27, 2016 at 11:08 AM

SafePace® Pro by Traffic Logix®

Pictures of Spring Clean-Up Abuses/Infractions





CAO REPORT

DIRECTOR OF CORPORATE SERVICES

Finance updates

2016 Capital Projects

Local improvement letters are being drafted for the pavement overlay project and being sent to residents. They have thirty days to file a petition from the date of the letter.

We received the first instalment of grant funding for the Storm Water Management project. The first year amount of \$2,475,670 was received.

Training and conferences

I attended the GFOA Alberta annual conference May 29th to June 1st. The theme of the conference was "Growing Beyond Numbers". It was a great opportunity to meet and network with municipal finance professionals. In addition, all of the sessions were really informative.

I attended a course taught through GFOA Alberta on Long Term Financial Planning June 15th to 17th. The course was one of the best I have been to. I have obtained many new tools and ideas on how to implement long term financial sustainability practices within the municipality. I will present to the Audit and Budget committee about the long term financial planning and what goals we have to move in that direction.

Budget

Plans have begun for the operational budget 2017 and operational plans for 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.

Prepared by: Simon Janhunen

DEVELOPMENT OFFICER REPORT

For: 5/24/2016 - 6/24/2016



Development Permits

- ❖ 9 development permit applications.
- ❖ 8 development files closed.

Compliance / Information Requests

- ❖ 3 compliance requests processed.
- ❖ There have been many inquiries regarding fencing, decks, lot dimensions, development scenarios, etc.
- ❖ Business License Bylaw review is still underway – 250 surveys sent to businesses, deadline to return is June 30, 2016. Currently working to compare application forms with surrounding municipalities.

Miscellaneous

- ❖ MPC June 3, 2016
- ❖ MPC June 17, 2016
- ❖ Local Press Town News focused on education information regarding fences, decks, and door to door sales, etc.
- ❖ Fencing Brochure completed for residents information (see attached).

Upcoming/Continued projects/events

Annexation

- ❖ Currently all consents have been sent to ORRSC. Administration has met with the MD of Willow Creek to discuss the next steps in the process.

Frog Creek Drainage Corridor

- ❖ Continue to work with landowners regarding agreements and the DRP repairs.

*Submitted by
Tara VanDellen
Development Officer*

There are many different options for fencing materials. Please contact the Town of Claresholm Development Department to ensure the materials you are using are suitable for the property.



Always remember to call Alberta One Call at 1.800.242.3447 before you dig.



Inquiries please contact:
Town of Claresholm
Development Department
403-625-3381
www.townofclaresholm.com



TOWN OF CLARESHOLM

1. Fences shall be constructed to encompass property lines only.
2. Gates shall not open over a public sidewalk.
3. Fences shall be made of suitable building material or decorative metal to the satisfaction of the Development Authority.
4. The use of barbwire or other security fencing must be approved by the Municipal Planning Commission.
5. Fences shall be located on or just within property lines.
6. Chain link fences may be constructed subject to the approval of the Development Authority.
7. For corner lots in all districts, nothing shall be erected, placed, planted or allowed to grow in such a manner as to materially impede vision in excess of a height of 0.8 m (2.5 ft.) above the center line grades of the intersecting streets.
8. Fencing shall not be permitted to be constructed within any developed or undeveloped roadway or laneway right-of-way. Removal of such fencing will be at the property owner's expense.

RESIDENTIAL DISTRICTS

1. No fence, wall, hedge or any combination thereof shall extend more than 0.9 m (3 ft.) above the ground in any front yard area, as illustrated in Figure 1 labelled as B, without a development permit approved by the Municipal Planning Commission.
2. Fences in the rear and side yards shall be 1.8 m (6 ft.) in height or less (see Figure 1 where Dimension A = 1.8 m).

3. Fences shall not be more than 0.5 m (1.5 ft.) away from the nearest edge of the sidewalk, where applicable.
4. All multiple residential developments are required to fence side and rear yards.

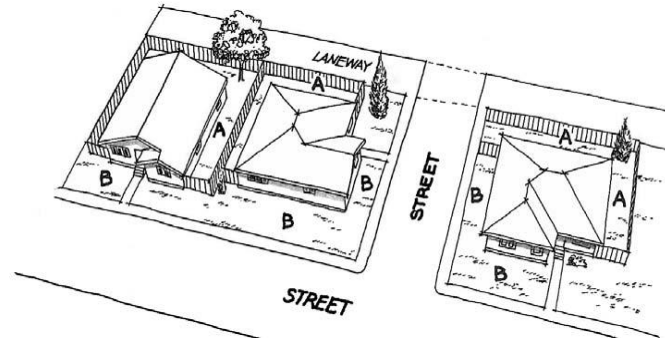
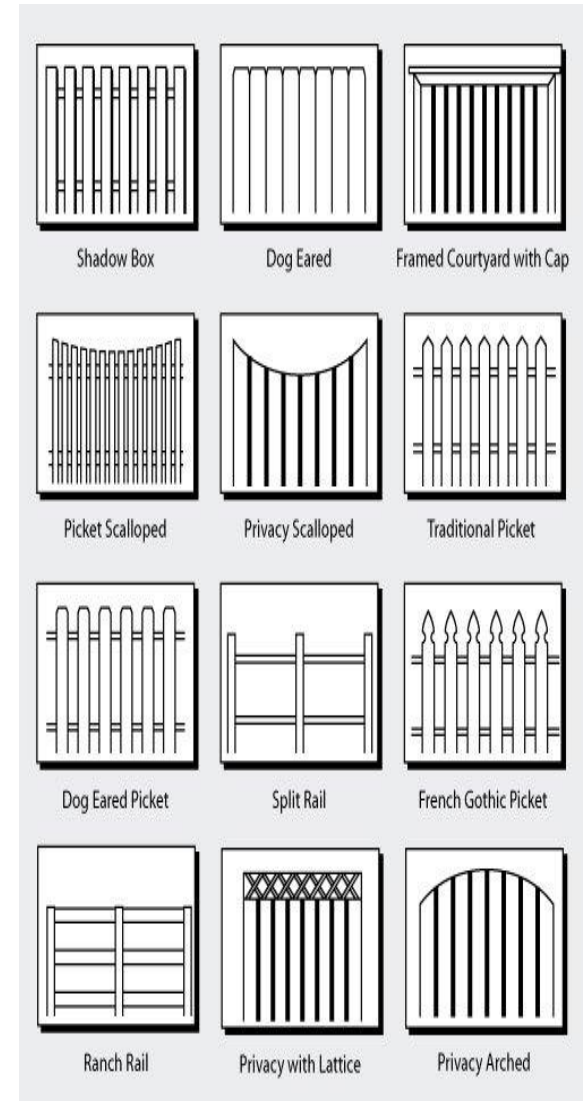


Figure 1

COMMERCIAL, PUBLIC, AND INDUSTRIAL DISTRICTS

1. All industrial users must fence their development.
2. Fences for commercial and industrial uses shall provide specification of building materials prior to permit approval.
3. In an Industrial district, no fence, wall, gate, hedge or other means of enclosure shall extend more than 2.4 m (8 ft.) in height in any side or rear yard. A fence, wall, gate, hedge or other means of structural enclosure that exceeds 0.9 m (3 ft.) in height within a front yard or secondary front yard requires approval by the Development Authority.



Fences are the responsibility of the property owner(s). Any costs for construction and/or maintenance of the fence are between neighbors. Disputes outside the parameters of the Land Use Bylaw must be settled as a civil matter.

A Real Property Report will show the location of property lines and all utility rights-of-way. The Town of Claresholm does not come out and mark your property lines. You must hire an Alberta Land Surveyor to perform this service.

FCSS Report to Council for June 2016

- The contract for CFSA (Child and Family Services) has been finalized and signed. The new contract goes from July 1, 2016 to March 31, 2017. There will be no interruption of funding payments received.
- The Teen Center hosted a Drumming Circle and about 15 teens participated and it was well received.
- The teens are working on a name for themselves and we are having a display banner made for them to display when they are volunteering around town. The teens are hosting the BBQ in Amundsen Park for Canada Day celebrations. The money raised will go towards a field trip.
- Hosted the final wrap up classes for Roots of Empathy with the two grade 2 classes at West Meadow Elementary. Surveys were done with the students of both classes and all positive results were given. The survey results will be used on the final report to the Government of Alberta.
A meeting was held with the Principal and Roots of Empathy will be hosted again in two grade 2 classes next year.
- A meeting was held at Town Council Chambers to update all Emergency Social Services procedures that will happen in town in case of an emergency.
- Two information sessions were held during Seniors' Week. One was about senior benefits, facilitated by Alberta Government and there were 8 people in attendance. The other session was facilitated by Service Canada, sharing info about CPP, guaranteed income etc and there were 7 people in attendance.
- The Longest Day of Play was held on June 17th in conjunction with the Chamber of Commerce Mexican Fiesta again. There was an estimated 170 to 200 people that attended the event. The Longest Day of Play is a day when we ask families to join us for old fashioned fun in the park and to leave all electronic equipment behind. The attendance has grown consistently over the past 3 years since it has been created. Surveys were taken randomly around the park and the results were positive and will be submitted to the Provincial Government. The Teen Center youth were on site to help with the activities. There were 23 youth in attendance for helping with the occasion.
- The Wellness Challenge wrap up was held during the Longest Day of Play and it was poorly attended. There 12 participants that showed up to receive their awards. There were 18 teams in total. All participants received a coupon for a free meal at Mexican Fiesta. There will be discussions on the best way to run this wrap up in the future. The Wellness Challenge was started by the Healthy Community Coalition and was hosted by the coalition until 2015 when there were no members of the Coalition to take over the organization of the event. FCSS has decided to keep it going based on community demand. The Challenge consists of teams of 4 competing for points (self regulated) for activity or fitness participation. Awards were won for the top teams in each category (mild, medium and vigorous).

- Eight students participated in a Home Alone course that was subsidized by FCSS. The woman that facilitates our Babysitting Courses also runs the Home Alone course.
- Will be meeting with Mental Health and 6 of their clients to discuss plans for holding another Caring for the Caregiver course.
- Meetings are commencing for plans for the 2017 Women's Conference
- FCSS along with Claresholm Housing Authority will be hosting a bus trip to Waterton for underprivileged seniors.

June 2016 Taxation/HR Report

From: Lisa Chilton



Human Resources

- Congratulations to Marianna Orge for her 25th anniversary with the town in June.
- We are currently interviewing for the Economic Development Officer position. The process is ongoing.
- The new LAPP Pension Portal was introduced on June 1st. Karine and I have been training for this transition for at least a year and a half. The system and processes have completely changed and everything seems to be working fine so far.



Taxation

- Taxes past due, and in arrears at June 22nd, 2016 are:

\$123,384.34


Summary of outstanding taxes:

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

\$ 25,770.05 Tax Arrears List for 2016 (subject to sale after March 31st 2017)

\$ 3,754.03 Property on Tax Agreement with the Town

\$ 50,110.72 Other remaining taxes in arrears.

- The 2016 Arrears list had 7 properties. There are 6 properties left, for a total outstanding taxes of \$25,770.00.
 - The tax notices were mailed May 13th and are due June 30th for anyone not on the Tax Installment Payment Program. The complaint date for tax payers is July 12th except for any that had 305-1 changes.
- 

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES



6/22/2016

Report for May/June 2016

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES

REPORT FOR MAY/JUNE 2016

Buildings Regular weekly inspections and minor maintenance is completed as required. The annual Municipal Building/Recreation center inspections have started. Painting at the Centennial park washrooms has started and painting of Mackin hall is next. Fire extinguishers in all Town buildings have been inspected and recertified. Alarm systems inspections as needed is underway.

Sidewalks The 2016 sidewalk program was tendered and 13 quotes were received for summer replacement/installation. Contract was awarded, work has been started and over 200 meters of removal and replacement has been completed.

Streets Pothole repairs are continuing as manpower is available. Pavement repair patches have been completed up to date.

Sanitary Sewers The sewer main on 4th St. west experienced a main blockage and some homes were affected. The cause of the blockage was not known. The PW crew was on site in 15 min. and unplugged the system. #1 Tamarack work is proceeding with pricing for concrete driveway replacement being collected. Work to be scheduled in July for sewer repairs.

Water Distribution Our Water main flushing program is underway and hydrant inspections are completed at the same time. Our valve exercising program is continuing as time allows.

Storm Sewer Drainage No problems to report at this time. Frog Creek Storm water Project to start in July. Tenders are ready and will be out before the end of June.

Parks/Arena Parks staff are mowing, and will be working on repairing irrigation systems in the main parks. Weekend schedules at the arena for Lacrosse games are covered by Parks staff with no overtime needed. Gophers are an issue in various areas around town. We are and have been poisoning them since March. Holes dug in the off leash areas have created walking hazards for people using these areas. 100's of holes have been filled, but some have re-appeared overnight. We are working on a level of service/risk management policy for all parks and grounds.

RECYCLING Program is operating well and no complaints to report. Staff is working on pricing for possibly taking on new customers. Our operator is on holidays for the next three weeks, and PW staff will be covering his duties.

GARBAGE Town wide spring cleanup has finished and the program was well received, with only minor issues in operations. Tonnages are being tallied and 80 cubic yards of metal was recycled.

EQUIPMENT Maintenance and repairs are done daily, with no major problems to report. The Town's new emergency generator was purchased and testing at two buildings will be scheduled to ensure all is ready for implementation when needed.

STAFF No problems to report. Holidays have started in all departments. PW staff will cover for all departments.

This Report by
Mike Schuweiler
Director of Infrastructure
Town of Claresholm

RECREATION DEPARTMENT

June 2016 Report



TOWN OF CLARESHOLM

June 14, 2016

By: Denise Spencer





RECREATION DEPARTMENT

June 2016 Report

General Overview

Facilities

Arena:

Discussed with Mike Schuweiller to put a plan in place for the user groups regarding painting of the facility in August 2016. Waiting on new Thunder logo (updated logo) for Minor Hockey as this is the current colour scheme of the facility. Would like to have the paint ready for the user groups, with them picking from colour swatches that are picked out prior to the painting. Also it is recommended that Town Staff be at the facility to help head up the project.

The Arena User Agreement is being changed to be in the same format as the Parks and Event User Agreement that was reformatted in April 2016.

The Mezzanine will need a separate user agreement. The mezzanine will need a user group to rent during the 2016/2017 season, in 2015/2017 season it was empty as the Dance Groups used another facility in Claresholm.

Aquatic Centre:

Our monthly revenue was higher than last May, showing increases in Daily Receipts, Locker Rentals, Lessons, Quarter Passes, and Pool Shop. Our total attendance was up by over 600 compared to last year as well. We are pleased by the number of registrants in our summer lessons.

We are looking to hire 3 staff to be trained during summer, to work in September. Part of their training will be a co teach for lessons, to ensure we will continue to offer a high standard of lessons to the public. There is not an urgency in the hiring process as the schedule for the summer months has been completed, and the hours are sufficiently covered for June, July and August. These new staff members will be replacing 3 of our junior staff members who will be going off to secondary education this fall.

During the middle of May (May 18), there was an issue with a lane rope. AHS maintenance cut one of our ropes while replacing the ends. We ordered a new rope, and it arrived the June 3, 2016, the same day as the Swim Meet was going to start. We managed to restring the rope, and have it ready for the swim meet.

During this same time period we received a new lane reel, lane rope slide and 3 new lane ropes that the Kraken Swim Club had purchased with the grant funding they had received from the Community Foundation. After the lane reel was put together, we discovered it was much to big

(not the same one that was advertised in the catalog) we had maintenance dismantle it and sent it back to Commercial Aquatics, who then issued a credit and placed an order for the correct one to be manufactured.

Due to a family emergency, our trainer had to reschedule our Weekend NL course that was scheduled May 13, 14, 15 and May 27, 28, 29. We ran the NL on May 27, 28, 29 and June 10, 11, and 12 with another instructor teaching it on the condition that she would have an Examiner with her on the final day of the course to sign off on the skills, and that she would recertify her skills on the next available National Lifeguard Instructor Trainer Course (June 18 & 19 in Okotoks). This has worked out very well for us, there were 5 people registered in the course, and 6 people registered for the recertification. And now we are fortunate to have 2 people trained on staff, and she is now enrolled in the Lifesaving Swim Instructor Trainer course in Calgary, which will ensure we always have a trainer available when classes are scheduled.

Curling Club:

The Curling Club put in their application for the Community Facility Enhancement Program (CFEP) for \$45,150 towards roof replacement of the facility. Total cost of the replacement was estimated at \$86,000 (as of October 2015) with the final quote obtained being \$90,300 with taxes.

Millennium Ball Complex

High school ball wound down for the season the last week of May, while the girls slow-pitch finished the league in 5th place with their post season tournament in Lethbridge June 2. Minor League wraps up their season June 22, and then goes into summer league. Recreation Slow pitch is still going strong with playoffs scheduled are July 22 & 23. The Claresholm Fair Days Annual Slo-pitch Tournament will be August 12-14, with the concession being ran by Claresholm Minor Ball.

Soccer

Chris Dixon proposed a plan for a new soccer complex using the Heinz Project Play, <http://kraftheinzprojectplay.com/en/> and after some discussion and speaking with the Agriplex board the land south and adjacent of the Millennium Ball complex was determined to be a good location. Central to other recreation facilities in this area. The last date for submissions was June 12, 2016. If the proposal gets approved, or nominated we will be in the running for an on line contest where voting will give us a chance to win \$250,000 for this project. The goal is to generate interest in Claresholm Soccer, and try to promote Claresholms Recreation as a whole.

Parks

There was an incident regarding a community member at our off leash area, that has emphasized the need for a Risk Management Program for the Town of Claresholm. I am presently working on developing this, it will include the process, and policies that will ensure strategies are in place for the Town and Community members alike that will minimize the adverse effects of incidents or accidents. AUMA/AMSC has a great program that provides education, templates, and the process to help manage risks.

Marketing / Promotion

The Claresholm Local Press is working on a proposal regarding Community Events that will be posted monthly. It should be out soon. In their yearly publication "Your Local User Friendly Phone Directory" they have a listing of all Community Service Listings, with contacts.

The Arenas advertising program from last year will be evaluated to ensure it is being promoted in such a way that Claresholm being "partway to everywhere" will be seen as a benefit for tournament organizers. Once we find out the schedule for hockey in October, this game plan will need to be put into effect quickly to maximize rentals.

Progress

Master Plan:

After looking through the community needs assessment by FCSS I found that a lot of the information was dated, and while there was good information gathered, a lot was not pertinent to our recreation needs, and we need to reach a broader audience that participate in our community's recreation.

Due to summer holidays, a meeting between the different service and community groups will be scheduled for the end of August to develop collaborate support for us to move forward with the development of our master plan.



UTILITY SERVICES REPORT



JUNE 2016

3700 8th Street West

Box 1000 T0L-0T0

Claresholm, Alberta

Work# 1-403-625-3100

Cell # 1-403-625-1687

Fax # 1-403-625-3869

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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, 4
- 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:

- May 17th AC6508 B blower to reservoir compressor back online.
- May 18th Issues with water plant SCADA.
- May 19th Cleaned coagulant system and replaced tubes in pumps COP7341 A and B.
- May 20th MPE online debugging water plant SCADA.
- May 20th Cleaned CL 17 (online chlorine analyzer).
- May 24th EFM (enhanced flux maintenance) clean on both PALL racks.
- May 25th MPE working with SCADA system for Harvest Square tie-in.
- May 25th Drain and clean CIP tanks.
- May 26th SCADA issue (technician online to repair).
- June 1st Check all Building management System exhaust fans.
- June 2nd Inspect membrane racks for fiber breach (see photos pg.7, 8 & 9).
- June 2nd Check all emergency eye wash stations (repair leak on PALL area supply line).
- June 3rd Warranty claim sent to PALL representative for membrane claim approval.
- June 6th Tested backup generator and checked transfer switch gear.
- June 7th Clean and calibrate all online meters.
- June 7th Praxair tank issue (Charlton & Hill onsite to repair) waiting on parts.
- June 8th Calibrate and tested Co2 gas detector.
- June 15th CIP clean both membrane racks.
- June 16th Rinse and clean CIP tanks (check inlet/outlet lines and pump seal).
- June 17th Investigate CL 7648_B chlorine low vacuum issue.
- June 20th Paint outer doors at Regional Water Plant.
- June 22nd Charlton & Hill onsite working on Co2 tank compressor.
- June 23rd Transfer sodium hypochlorite (check lines and pump).

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.

GOVERNMENT COMPLIANCE

- May 18th Interim approval by Alberta Environment and Parks on the use of NSF 60/61 approved products (cooper sulfate pentahydrate and citric acid granules) for algae control.
- Currently investigating the addition of CUSo4 and citric acid to raw water for algae control.
- June 1st Contacted Alberta Environment and Environment Canada about NSF approval on chemical addition to raw water for algae control.
- June 2nd Alberta Environment inspector approval to keep using algae control (require info).
- June 8th Update from AEP on usage of algaecide (Drinking Water branch investigating).

SAFETY

- May 30th/June 13th Onsite safety meetings.
- June 6th Attended monthly safety meeting with public works.
- Hazard assessments continue to be filled prior to working with WTP chemicals etc.

CHEMICAL

- June 7th Coagulant bulk delivery order (Clear Tech Industries).
- May 26th Received copper sulfate pentahydrate and citric acid results from EXOVA Labs.
- June 13th Change hook up point for coagulant bulk unload line to storage tank.
- June 14th Offload bulk load of CPAC- 180 coagulant.

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- CL 17 Online chlorine analyzer cleaned and calibrated.
- Grounds grass cut and trimmed.
- June 6th Backup generator tested (no issues).
- June 9th Painted reservoir lids, railing and door.

AIRPORT PUMP STATION

- Grounds grass cut and trimmed.
- May 25th SimplexGrinnell to gather information.
- May 30th Chrysler domestic water backup motor (tested on low pressure sensor).
- June 1st ARMAX Electrical quote.
- June 2nd SimplexGrinnell quote.
- June 6th Chrysler backup tested during power outage (no issues).
- June 23rd Paint reservoir lids and vents.

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.
- June 20th Grounds cut and trimmed.

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.
- May 25th Monthly residential and commercial meter readings.
- June 9th Test ITRON meter route after service upgrade.
- June 10th Replace noisy meter at 235 54 Ave East.
- June 23rd Monthly residential and commercial meter readings.

GOVERNMENT COMPLIANCE

- 6 Bacteriological samples have been taken in June 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

- June 1st inspection of the meter vault. Check the water conveyance and supply agreement between the town of Claresholm, Granum and M.D of Willow Creek (for future maintenance issues).

METER VAULTS

- Pressure reducer in vault to acreages working well.
- Booster Station meter vault dry and secure.
- June 8th Spray Park double check valve on water supply line tested and passed.

DISTRIBUTION LINES

- Chlorine grab samples continue to be satisfactory within the distribution system.
- Public works continuing hydrant flushing program.

LAGOON AND WASTE WATER COLLECTION

NORTH/HARVEST SQUARE LIFT STATION

- North lift station is running on average 1.5 hours per week.
- May 18th Electrical contractor onsite fixing pump rotation issue.
- May 18th MPE online continuing work on SCADA tie-in.
- May 25th Public Works prepping area around wet well to grade.
- June 9th Chain link fence installed.

LAGOON

- May 26th Engineering firms replied to the Claresholm Lagoon RFP (MPE, ASSOC & OPUSWER).
- May 30th MPE Engineering onsite gathering information for RFP.
- June 6th Tested backup generator (running good with no issues).
- June 10th Associated Engineering onsite gathering information for RFP.
- June 15th Clean grease and solids from the top of anaerobic cell (FERG's Septic).
- June 22nd Opus Stewart Weir onsite gathering information for RFP.

RAW WATER SUPPLY

PINE COULEE

- May 25th Diversion canal open to reservoir. Pine Coulee level increased 2% during fill.
- June 22nd Pine Coulee Reservoir 70 % and Chain Lakes 82 % capacity.

STORAGE RESERVOIR

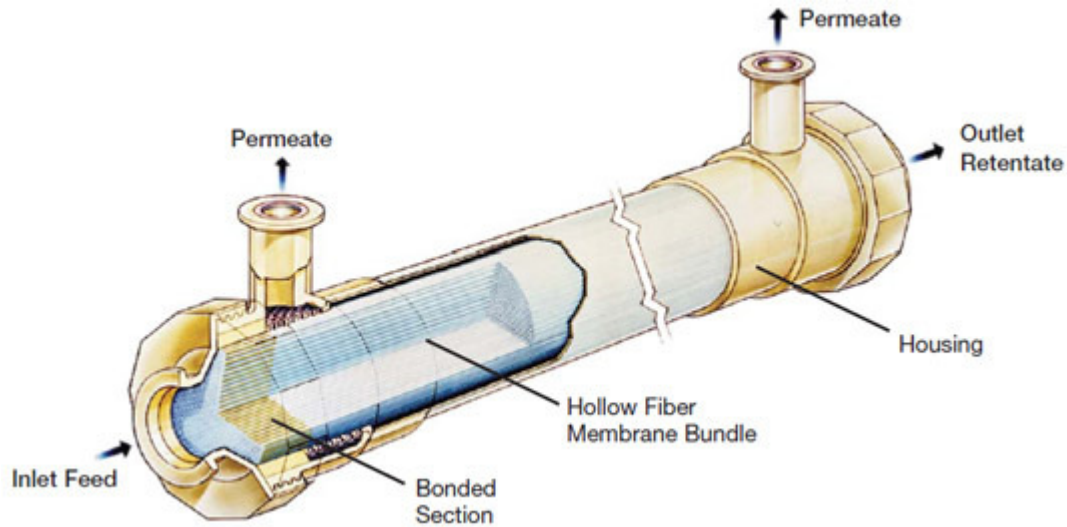
- Reservoir shows no signs of algae.
- June 6th Raw water supply to storage from Pine Coulee open.

PALL MEMBRANE RACKS

The Membrane Filtration System is a pressure driven process that uses a semi-permeable membrane to separate particulate matter from water.



The microfiltration membranes have a 0.1 micron nominal pore size (bacteria particle size are 0.3-60), which is intended to ensure that no particle matter, exceeding 0.1 micron in size, including Giardia and Cryptosporidium cysts, will pass into the treated water system.

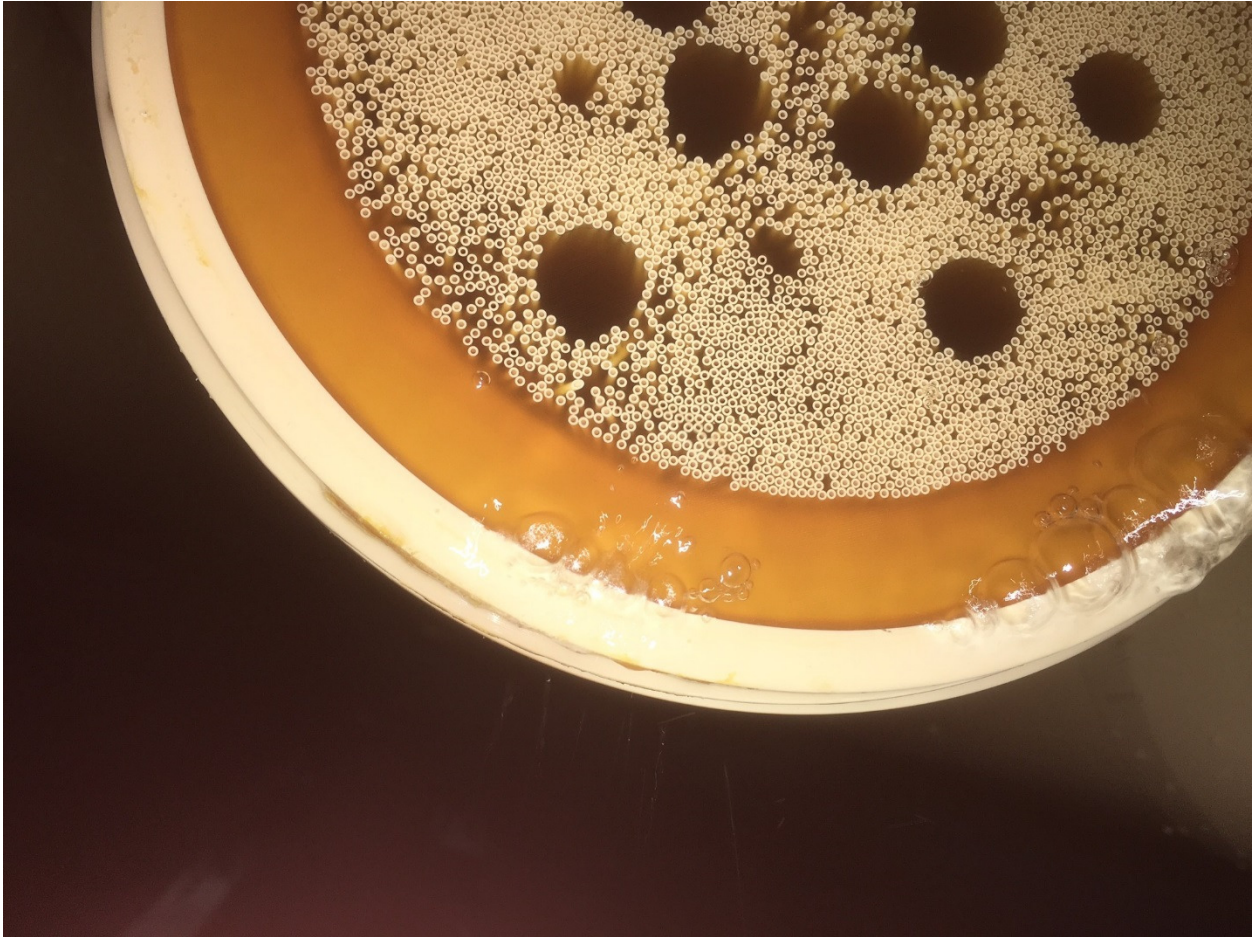


INTEGRITY TESTS

Membrane Integrity Tests (IT's) are performed automatically on a daily basis, a requirement of the Water Treatment Plant approval to operate from Alberta Environment. IT's are performed automatically every 24 hours as stipulated by Alberta Environment. The integrity test involve the pressurization of the membrane system. Pressure is monitored for a predetermined period of time, should the pressure drop during this time period be in excess of the allowable amount (3.0 – 4.0 kPa), an alarm is sent to SCADA notifying the operator of the failed test.

Below is an end view look at a breach (air bubbles) in the epoxy coating next to the membrane module housing. This leak was noticed during routine inspections of the PALL membrane. The cost of a replacement module will be covered by a prorated warranty from the PALL Corporation (\$1,428.78). The Town of Claresholm PALL module warranty expires October 1st 2019.

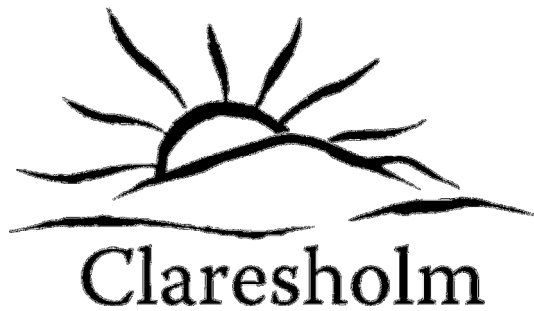
MEMBRANE OUTLET END



New replacement membrane costs are currently \$3,673.47 per module. The Membrane Filtration System consists of two identical racks. Both racks have a combined total of 108 (\$396,734.76 cost) membrane modules. Each rack has a capacity of 4,420 m³/day, for a total of 8,840 m³/day.

Each PALL membrane module has over 6200 hollow fibers (550 square feet of surface area) encased in the module housing. A typical breach in a membrane would involve plugging a single fiber with no need for a replacement module.





INFORMATION BRIEF

Meeting: June 27, 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	Presented to Chamber of Commerce for feedback. Survey sent to all business owners.	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. Draft agreement presented to Council June 20th.	Complete
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				
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. Presentation to Council June 13th. Proceeding with new agreement. Follow up email sent May 3/16	Complete

Regular Scheduled Meeting - May 24, 2016				
5	RFD: School Transfer - Moved by Councillor Fieguth to approve the proposed school transfer agreement with Livingstone Range School Division as presented. CARRIED MOTION #16-054	Marian	Notification sent to Jeff Perry May 25/16. Transfer to be effective June 30/16	Complete
6	RFD: Canada 150 Community Infrastructure Program - Moved by Councillor Ford to apply for funding under the Canada 150 Community Infrastructure Program for the Multi-use Community Building and Town Hall. CARRIED MOTION #16-055	Simon/Karine	Grant application is being worked on. Grant application sent June 21/16	Complete
Regular Scheduled Meeting - June 13, 2016				
7	CORRES: Federation of Canadian Municipalities RE: 2016-2017 Membership - Moved by Councillor Cutler for the Town of Claresholm to be a member of the Federation of Canadian Municipalities for the 2016-2017 year in the amount of \$675.51. CARRIED MOTION #16-057	Karine	Payment sent.	Complete
8	CORRES: Royal Canadian Legion RE: Municipal Portion of Property Taxes - Moved by Councillor McAlonan to forgive the municipal portion of the 2016 property taxes of the Royal Canadian Legion in the amount of \$1,152.75. CARRIED MOTION #16-058	Lisa	Letter sent & taxes waived	Complete
9	CORRES: Leanne Fisher, Tamarack Road RE: Block Party Request for July 1, 2016 - Moved by Councillor Ford to allow the residents of Tamarack Road to close off the west and north entrances to their street on July 1, 2016 from 2:00 pm to midnight for a Community Block Party. CARRIED MOTION #16-059	Mike	Letter sent.	Complete
10	RFD: Pavement Overlay Project - Engineer - Moved by Councillor McAlonan to recommend MPE Engineering to complete engineering duties for the pavement overlay local improvement project at a cost of \$36,400 plus GST. CARRIED MOTION #16-060	Mike/Simon	Contacted MPE Engineering & notified them of their successful bid. Project on hold until final approval of the local improvement tax.	In progress
11	RFD: Local Improvement Plan - Pavement Overlay - Moved by Councillor O'Neill to approve the local improvement plans for pavement overlay for 47th Avenue West from 3rd Street West to 4th Street West and 52nd Avenue West from 2nd Street West to 1A Street West for a cost of \$222,583.20. CARRIED MOTION #16-061	Mike/Simon	Notification to property owners prepared.	Complete
12	RFD: Bylaw #1614 - Borrowing - Moved by Councillor Ford to give Bylaw #1614, a borrowing bylaw, 1st Reading. CARRIED MOTION #16-062	Simon	Advertised in Town News June 22nd & 29th.	Complete
13	RFD: Campground Office Project Completion - NOW THEREFORE it is moved by Councillor Fieguth to accept the proposal in the amount of \$10,883.90 plus GST for completion of the campground office project with the additional \$3,482.90 to be allocated from the 2016 Yard and Building Maintenance operational budget. CARRIED MOTION #16-063	Mike	Contractor notified. To be completed in July.	Complete
14	RFD: Letter of Support - Willow Creek Ag Society: Moved by Councillor Fieguth that although realizing the Claresholm Agriplex is a tremendous facility within our community, the Town regretfully declines to write a letter of support for the Willow Creek Agricultural Society's application to the Canada 150 Community Infrastructure Program Grant for the second indoor riding arena located at the Claresholm Agriplex at this time based on the Town's Strategic Plan and the competing application being submitted by the Town for the Multi-use Community Building. CARRIED MOTION #16-064	Karine	Email sent to Dave Hansma.	Complete

15	RFD: Letter of Support - Claesholm Curling Club: Moved by Councillor Ford that administration write a letter of support towards the Claesholm Curling Club's application to the Community Facility Enhancement Program for the purpose of completing necessary repairs to the Claesholm Curling Rink roof. CARRIED MOTION #16-065	Karine	Letter sent.	Complete
16	RFD: Letter of Support - Claesholm Minor Hockey: Moved by Councillor Fieguth that administration write a letter of support towards Claesholm Minor Hockey's application to the Community Facility Enhancement Program for the purpose of upgrading washroom facilities and the sound system at the Claesholm Arena. CARRIED MOTION #16-066	Karine	Letter sent.	Complete
17	RFD: Contractor Services - Moved by Councilor Cutler to accept the proposal from Mowers and Blowers to become the Town of Claesholm General Contractor for the term of two (2) years with the option of the Town of Claesholm to extend the term of the agreement for an additional year. CARRIED MOTION #16-067	Jason	Contractor has been notified.	Complete
23	INFO BRIEF: Tree Removal Request - Moved by Councillor McAlonan to deny the request from Mr. Shepherd to remove the tree located at 5304 – 3rd Street East on recommendation by administration. CARRIED MOTION #16-068	Mike	Property owner notified, and the property owner is prepared to pay the cost of removal himself.	Complete
25	IN CAMERA: Personnel - Moved by Councillor Ford that as per the Fair Hiring Policy, Council supports the hiring of Madison Wilhauk, who is a relative of a current employee of the Town, for a junior lifeguard position subject to proof of credentials. CARRIED MOTION #16-069	Denise	Prospective employee hired.	Complete
	Acquire further information from the Downtown Market delegation	Marian	Talked with Darla and Linda June 15th. On agenda for June 27th.	Complete
	Set up meeting with MD re: Annexation	Tara/Marian	Email sent to Cindy Vizzuitti June 15/16. Further meeting held June 22nd to update MD on progress. Open House scheduled for July 28th.	Complete
	Send list of parade dates to Council and thank you to Fred & Ellen Palmer	Karine	Email & letter sent	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 24, 2016

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

June 3, 2016

Town of Claresholm – Council Chambers

Attendees: Lyal O'Neill - Council Member (Chairperson)
Jamie Cutler- Council Member
Sharon Duncan - Member-at-Large

Regrets: Shelley Ford - Council Member (Vice-Chairperson)
Jeff Kerr – Member-at-Large

Staff: Tara VanDellen – Development Officer
Darlene Newson – Infrastructure Administrative Assistant

Public Present: Maury Vogel

8:30 am	Call to Order /Adoption of Agenda	Motion to adopt the Agenda by Councillor O'Neill
		CARRIED

Adoption of Minutes	Motion to adopt the Meeting Minutes by Councillor Cutler
<ul style="list-style-type: none">• May 20, 2016	
	Seconded by Sharon Duncan
	CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT	Motion to approve with conditions as presented by Councillor Ford
	File: D2016.039 Applicant: Maury Vogel (Online Auto World Inc.) Owner: Mike Anderson Civic Address: 4505 1 St West Legal Land Description: Lot E 75' 1-3, Block 6, Plan 147N Land Use District: High way Commercial (C2) Regarding: Change in Use Application: Vacant to Vehicle Sales with variance to minimum lot size	
	Conditions:	Seconded by Sharon Duncan
	<ol style="list-style-type: none">1. The applicant shall obtain a license from the Alberta Motor Vehicle Industry Council (AMVIC) and provide the Town of Claresholm with a copy prior to operating.2. The applicant shall maintain 4 or more parking spaces as required by the Town of Claresholm Land Use Bylaw No. 1525 Schedule 8 – Parking and Loading Space Requirements Highway Commercial. Parking areas shall be laid out and delineated in a manner that will provide for orderly parking.3. Access to the property shall be from 45 Ave West, and	CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

June 3, 2016

Town of Claresholm – Council Chambers

not onto Highway 2.

4. The parking lot and property shall be constructed (graveled) and maintained in a manner that will permit adequate drainage, snow removal & maintenance. Development should be of high quality and lot maintained to a desired standard.
5. Perimeter screening shall be used in the form of fencing. (6 ft. treated wood fence along the west property line & a combination of 6 ft. & 3 ft. along the north property line)
6. The applicant is required to obtain a Town of Claresholm Business License. For more information please contact the Town of Claresholm Administration Office (403) 625-3381.
7. The use of the temporary trailer (mobile unit) for an office is approved for 1 year that expires 365 days from this approval. At which time the Development Department will request a new application for an office.
8. The Municipal Planning Commission would like to emphasize the property shall not involve the display or storage of goods and garbage upon or inside the premises in such a manner that these items are exposed to public view.

Notes:

1. Please note that any future change in use (or additions or intensifications of use, or buildings and development) will require Development and Safety Codes approvals.
2. The Notice of Decision for Application D2016.039 does not include any modifications or signs that may be proposed by the applicant. The applicant and owner are responsible to obtain all relevant development and safety codes approvals.

10:05 am

Meeting adjourned

Motion to Adjourn
By Councillor Cutler

Willow Creek Agricultural Society

P.O. Box 1401
Claresholm, Alberta, Canada T0L 0T0

Minutes of the Willow Creek Ag. Society held June 15, 2016.

Call to Order: Meeting called to order at 6:30pm at Roy's Place.

Present: David Hansma, Wally Mandel, Rod Jensen, Gerry McGuire, Sid Gray, Lorraine Norgard, Sheldon Smeltzer

Absent: Shawna Burton, Gordon Weerstra, Chris Dixon, Neil Watt, Judy Minor, Shawna Burton, Allan Minor, Dave Elliot

Reading of Minutes: David read the minutes of the last regular meeting held May 18, 2016. Adopted by Gerry. Seconded by Wally. Motion carried.

Business Arising from Minutes: The concrete work for the new building is complete and the back filling has begun. This should be done by next week and then the grater and packer can come in and start leveling. A letter to the MD of Willow Creek is being made up to ask for a donation of up to 1000 cubic yards of gravel to put towards the new building. The LED lights have been chosen for new and existing building from Endurolite. They are a sealed unit with a dimmer switch, these will be put in by Shayne Waddell.

Treasurers Report: Report was read by David. Lorraine moved the adoption of the report as read. Gerry seconds. Motion Carried.

Managers Report: David read the Managers report. David told the board about upcoming events at the Agriplex. David brought up the following items for discussion:
-We are applying for the Can150 grant, however we did not receive a letter of support from the town as they were sending in an application as well. We are still applying and will attach the building application which shows the building approval.
-To get our actual building permit there needed to be a mechanical blueprint done, this is being completed at this time.
-The Kinsmen are still interested in pursuing the idea of a park, camp kitchen, RV plugs and parking on the west end of the Agriplex property. WCAS is also still on board with this idea.
-M&P Trailer sales would like to know if we are interested in selling one of the lots of the Leased land on the south side of the Agriplex. As of right now the WCAS sees this as very useful parking and is not interested in selling.
-David asked the committee for names to call for cattle for the July cutting show.

New Business: -Lorraine made a motion for a porta potty to be added to the outdoor arena. Wally seconds. Motion carried.
-Lorraine also asked if there could be a table and four chairs permanently out at the outdoor arena.
-The WCAS will plant trees around the outdoor arena for wind protection once the ground work for the new building is complete.

Adjourn: Gerry moves the meeting be adjourned at 8:15pm.

Claresholm & District Chamber of Commerce
MINUTES

Wednesday, May 18, 2016
Putters Restaurant, Claresholm

Present: Justin Sweeney, Marilyn, Curry, Hayley Welpton, Tara VanDellen, Kelsie Bowen-Preeete, Donna Courage, Brandy Morrison, Cheryl Kustra, Lori Beazer, Amanda Zimmer, Rob Vogt, Michelle Smith, Iqbal Nurmohmed, Todd Budmiller, Shelpa Stocker, Darla Slovak, Barbara Bell, Betty Fieguth, Lorraine Norgard and Ali Shivji.

1. Call Meeting to Order

President Justin Sweeney called the meeting to order at 12:05 p.m.

2. Acceptance/Additions to Agenda

The agenda was accepted as presented on a motion made by Donna Courage, seconded by Todd Budmiller, carried.

3. Lunch & Learn Series

Members were advised of the upcoming June 15 Lunch & Learn will be by Leo Durand speaking on "Chamber Benefits & Employee Insurance" (location to be determined).

4. Mexican Fiesta Ad Hoc Committee

Kelsie Bowen-Preeete gave an update on plans for the June 17 Mexican Fiesta event. She still needs more help to set up and take down as well some to be security people. If you can help in any way, please contact her at 403-512-0342. Lorraine will send out email to all members asking for more help.

Todd Budhmiller volunteered to do free promotional videoing.

5. New Business

5.1 Alberta Chamber of Commerce Fort McMurray Relief Program

After discussion, Donna Courage moved we donate \$250.00 towards the Alberta Chamber of Commerce for the Fort McMurray Relief Program. Seconded by Tony Walker, carried. At this time fires are continuing to burn and spread, so there may also be other areas needing assistance as well. Justin will keep us apprised of other areas of concern.

Ali Shivji mentioned that we need to need to look after our area should a disaster happen here and that we look into presenting or providing information on disaster planning. We will take forward to our next Executive meeting.

5.2 Unstoppable Conversations

Executive had discussed donating \$250 to FCSS for the upcoming "Unstoppable Conversations" program. Barb Bell presented more information on the 2 day program on leadership to move forward in town. Lorraine Norgard moved we donate \$250.00 towards the program, seconded by Marilyn Curry, carried.

5.3 CDCC Step Employee

Justin Sweeney reviewed our approval for a STEP student position and the duties and our plans for such an employee. Our plan is to have someone in the position starting June 6.

6. Guest Speaker/Roundtable

Tara VanDellen – Development Officer from the Town of Claresholm presented on reasoning for bylaws and that the Town is currently looking to update their bylaws. They are looking for feedback on business development bylaws, so we were provided with a short survey that will also be circulated to all members.

7. Next Meeting

The next regular meeting will be held on Wednesday, July 20, 2016 at 12:00, location TBD.

Wednesday June 15th will be a Lunch & Learn Series presentation.

8. Adjournment

Tony Walker moved the meeting be adjourned at 12:55 p.m.

Please use president@claresholmchamber.ca or (403) 625-0375 for future contact with the Claresholm & District Chamber of Commerce.

CLARESHOLM AND DISTRICT MUSEUM BOARD MINUTES

April 20, 2016

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

Guests: Simon Janhunen, Town of Claresholm;

Karen Lindeman, Claresholm Society for the Arts

1. Mike McAlonan called the meeting to order at 4:05 PM.
2. Adoption of agenda made by Don Glimsdale.
3. Guest: Simon Janhunen from the Town of Claresholm addressed the board in regards to "monies in trust". Various factors: new Town council, new Board members and a new Executive Director, resulted in a miscommunication as to how the funds that were "monies in trust" were to be used. Simon said that the storm windows project was placed on hold until the outcome of this meeting was determined. The board members asked that there be a more open line of communication between the three groups at the table. It was also asked that Simon check into the \$60,000 that was approved as a capital budget in the Claresholm town council's approved 2013 capital budget for a museum storage building. This was reported in the Claresholm Local Press on January 23, 2013. It also appears in the board minutes of January 30, 2013: *"Doug McPherson said \$60,00 from Capital budget has also been approved for the new storage building and will be carried into this year's budget. The estimated total cost of the building will be closer to \$200,000."* After Simon left the meeting the board and executive director discussed how to proceed forward. Don Glimsdale made a motion to advise the Town of Claresholm to go forward with the storm windows project. Monies to come from museum trust accounts. All in favour. Motion carried.

Guest: Karen Lindeman, Claresholm Society for the Arts presented the idea of their organization and the museum co-hosting an art show at the museum the last week of September. After her presentation and some discussion, it was felt by all at the table it was an event that would showcase the museum. Arden made a motion that Claresholm and District Museum work in co-operation with the Claresholm Arts Society for an art show to be held September 30 to October 1. Motion carried. Betty volunteered to be part of a committee consisting of Karen Lindeman and Ken Favrholt to meet sometime in May to discuss details. Karen Lindeman left the meeting.

4. Arden moved the minutes be approved as presented – motion approved.
5. There was no financials available to look at. They will be sent out this week.
6. Correspondence – n/a.
7. **OLD BUSINESS**
 - a. Hiring of fall staff – 3 students will start on May 2, 2016.

- b. Community Foundation of Lethbridge and Southern Alberta – Don and Ken travelled to Lethbridge and were presented with a cheque for \$7,000. Monies to go towards the storage unit project.
 - c. Volunteer appreciation event on April 13 was a well planned and attended function.
 - d. Bus tours – letters have been sent to over 10 companies. Ken will do a follow-up.
 - e. Strategic planning presentation to Town changed to April 25, 2016 at 7:00PM. Ken would appreciate support from all members of the board with their attendance.
 - f. Farmer's Market in green space – Ken has talked with Denise Spencer, town's recreation director and Barb Uhl from the farmer's market. The idea has been placed and we will have to wait to see if it develops into anything.
 - g. Economic Development office in station – a desk has been placed in the backroom for a temporary office.
 - h. Ellin Bessner talk regarding Rose Goodman – the Legion has been booked for May 30, 2016 at 7:00 PM. Rent is free and admission by donation.
 - i. Community oral history workshop – June 11 in Stavely, a digital brochure to be sent out.
- 8. NEW BUSINESS**
- a. ED report was presented and discussed.
 - b. Museum gift shop operation in fall – Arden made a motion that the gift shop be closed once the students have left. Motion carried.
 - c. Off-site storage update – Don Glimsdale, Anola Laing and Ken Favrholt went thru some of the items. Ken to setup a date in June for a workshop to go thru the units.
 - d. "Orchid Tree" proposal by Jean Schiebout. Mike made a motion that because this does not fit within the museum criteria that we do not proceed any further. Motion carried. Betty and Ken to draft a letter in reply to Joan Schiebout.
 - e. Monetary donation policy – Myrna Glimsdale and Anola Laing from the Friends of the Museum and Ken Favrholt to come up with a policy.
 - f. Southern Alberta Museums Association meeting was organized by Ken.
 - g. Other – as discussed above Simon attended the first part of the meeting.

Adjournment at 5:45 by Mike McAlonan.

Next Meeting May 18 at 4:30 at Town Office

June 6, 2016

Marian Carlson
CAO
Town of Claresholm
PO Box 1000 221 45 Ave W.
Claresholm, AB T0L 0T0

Marian Carlson,

Re: Federal government reviewing our public postal service - Have your say!

I am writing to let you know that the federal government is conducting a review of Canada Post. It says that everything but postal privatization is on the table. This means daily mail delivery, restoring home delivery, postage rates, the moratorium on post office closures and more.

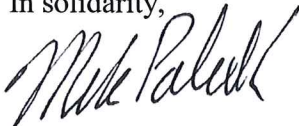
The review will have two phases. The government has appointed an independent task force to collect input from Canadians, do research, gather facts and identify options for the future of our postal service by September 2016. Following this, a parliamentary committee will consult with Canadians on the options identified by the task force and make recommendations to the government by year's end. The government expects to announce its decisions about Canada Post in the spring of 2017. For more information, go to CUPW.ca/canadapostreview and Canada.ca/canadapostreview

While CUPW welcomes the opportunity to look at the future of our public postal service, we have a number of concerns about the review. The review's first phase – the part that determines the options that will be examined – is being held over the summer. As well, there has been very little information and advertising about the review, except in social media. We are concerned people will not learn about the review until it's too late.

CUPW would like to ensure that the views of municipalities are considered. Therefore, we would like you, if at all possible, to provide input to the Canada Post Review. We have attached a resolution for your consideration, information on providing input and some fact sheets on key issues.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. We would also like to take this opportunity to express our gratitude to the many municipalities that supported our campaign to stop the cuts that Canada Post announced in December 2013, including the end of home mail delivery. We had a major victory when Canada Post announced a temporary hold on its plan to eliminate door-to-door delivery. CUPW is confident that we can build on this success and convince the Canada Post Review to recommend against further cuts in favour of new services that generate revenues and allow us to build a universal, affordable and green public postal system for future generations.

In solidarity,



Mike Palecek
National President

c.c. National Executive Committee, Regional Executive Committees, National Union Representatives, Regional Union Representatives, Specialists, Campaign Co-ordinators, Negotiators, CUPW locals



A Canada Post for Everyone



Our Postal Service is Under Review: What's In It For You?

The federal government says it wants to ensure that "Canadians receive quality postal services at a reasonable price."

It's asking Canadians for our input. So, how do you think our national postal service should change with the times?

High Quality Service to Meet Our Changing Needs.

People everywhere are sending fewer letters through the mail, which has affected the revenues of post offices around the world. Some postal systems have raised prices or cut services and jobs, as Canada Post did when the Conservatives were in power.

But post offices in many other countries have expanded their services and branched out into new avenues in order to make more money.

It's time for Canada Post to make full use of its presence in every community and add new revenue-generating services. Here are a few options to think about:

Why Not Get More At The Counter?

With 6,300 outlets, Canada Post has the largest retail network in the country. It could be doing a lot more with this network.

Get Your Documents:

Canada Post already processes passport applications and issues fishing and hunting licenses. It could also accept identity card applications, provide identity authentication services, register voters, certify documents, issue permits and much, much more.

Canada Post could also process payments and cheques for federal and provincial governments, and offer government services in places that don't have any.

Get a Bank for Everyone:

Canada Post used to and could still provide financial and banking services like other post offices around the world. We could provide savings and chequing accounts; bank machines; lines of credit, mortgages, money transfers, etc.

Postal banking is profitable in many parts of the world and could reinvest its profits back into our communities. See CUPW's A Bank for Everyone campaign and go to cupw.ca/PostalBanking.

Get Display Space:

Canada Post's retail space could be better used in many locations. Why not rent display space to artists and producers for showcasing their specialty goods for fixed lengths of time? Showcase "Canadiana"? Or help on-line sales of products through a website portal like the Swiss post office?

Why Not Get Better Cell, Internet and Secure Data Service?

Canadians want simple, affordable internet and cell phone service. Canada Post could offer basic cell phone packages. It could also use its infrastructure to provide high-speed internet in rural and remote areas that do not have access to this service. Many post offices in Europe, such as the UK, Italy and France, already offer internet and cell service.

Canada Post could also collect data quickly and frequently for ethical use in transportation, infrastructure and public planning.

Why Not Get More at the Door?

With the largest delivery network in the country, Canada Post could deliver a lot more.

Get More Parcels:

The parcel delivery sector is growing rapidly as a result of e-commerce and internet marketing. It doesn't make sense to have multiple courier companies driving down the same streets every day to deliver parcels.

Canada Post could provide last mile delivery for the entire sector. This would lower prices and be good for the environment because it would reduce our use of fossil fuels, and cut pollution and traffic congestion.

Canada Post already provides last mile for FedEx in rural and small communities.

Get Your Groceries:

Canada Post could partner with large grocery stores to offer home delivery across the country like the Swiss and Danish post offices.

Remember, It's A Canada Post for Everyone

Of course, Canada Post isn't simply about making money. Like other Crown corporations, it is supposed to serve our public interest.

As well as considering revenue-generating services, Canada Post ought to be strengthening and expanding the services it provides to all Canadians. For example:

Get Better Services to Indigenous and Northern Communities:

- Postal Banking
- Food Mail

Get a Greener Canada Post:

- Electric Car Charging Stations at Post Offices
- Made in Canada Electric Postal Fleet
- Door-to-door as the greener option

For more information, visit cupw.ca and deliveringcommunitypower.ca



Get Better Services for Seniors and People with Mobility Issues:

Our population is aging and we need to keep our communities connected.

Canada Post used to have a service called Letter Carrier Alert that allowed letter carriers to monitor seniors and people with disabilities. Many letter carriers still informally check up on their neighbourhoods and the people on their routes. In partnership with municipal governments, communities, health care providers and seniors, we can keep doing this, helping older Canadians to remain in their homes for as long as possible.

La Poste in France is a leader in testing such new roles for the letter carriers. It partners with pharmacies to deliver medicine and works with organizations to check on people who are vulnerable, isolated or disabled.

Japan Post also has a service called "Watch Over" that checks on seniors and reports back to family members for a small monthly fee.

This service costs the equivalent of about \$8.40 US per month. According to the Inspector General of the United States Postal Service, a similar service in the US would generate \$12.6 million in revenues annually if just one per cent of its 12.5 million older adults that live alone signed up.

Japan Post will deliver 4-5 million iPads to seniors by 2020. The iPads will have apps that facilitate check-ins and remind seniors to take their medications, eat and exercise.

CONTACT INFORMATION FOR CANADA POST REVIEW

Step 1: Providing input to the task force now

The task force is collecting input from Canadians through a 'question of the week'. It is also providing a number of ways for people to make general comments (June 23rd deadline for municipalities and organizations, end of July deadline for public):

- Online: Canada.ca/canadapostreview
- Email: TPSGC.ExamendeSPC-CPCReview.PWGSC@tpsgc-pwgsc.gc.ca
- Twitter: Tweet and use #CPReview2016 hashtag
- Facebook: Like, share and comment at [Facebook.com/Canada-Post-Review-521437564704406](https://www.facebook.com/Canada-Post-Review-521437564704406)
- Instagram: Share photos and include the #CPReview2016 hashtag
- Fax: 1-844-836-8138
- Mail:
Canada Post Review
CP 2200
Matane, QC G4W 0K8

Please share your input with us at Feedback@cupw-sttp.org or mail to Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

What to say?

Tell the task force what you want from your public postal service and what you don't want. Make suggestions on how postal services could be expanded. You can get information on new services and other issues in the weeks to come at CUPW.ca/canadapostreview

Step 2: Providing input to the parliamentary committee in the fall

The government says that details about the parliamentary committee's consultations will be made public as they become available.

June 8, 2016

RECEIVED

JUN 13 2016

Mayor Steel and Councillors
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0



Dear Mayor Steel and Members of Council;

**Subject: Alberta Recreation and Parks Association and the Government of Alberta
Honour Outstanding Work in your Community**

The Alberta Recreation and Parks Association (ARPA), alongside the Government of Alberta, are pleased to present a variety of awards that celebrate leadership and excellence in the province's recreation and parks sector.

Award recipients will be honoured in front of 550 delegates at the President's Awards Banquet on Saturday, October 22, 2016, as the concluding event of our annual Conference and Energize Workshop, held at the Fairmont Jasper Park Lodge. We believe this formal recognition inspires Albertans to further outstanding work, and we ask that you consider nominating deserving members of your community for one of the following prestigious awards.

The Lieutenant Governor's Leadership for Active Communities Award program honours the achievements of groups and individuals who are leading their communities to increase citizen participation in active living, recreation, and sport, resulting in healthier people and communities. This year, the program is presenting the Group Spirit of Community Leadership Award, the Elected Community Leader Award and the Professional Leadership Award. The Lieutenant Governor will be in attendance at the President's Awards Banquet to present these three awards.

The Government of Alberta's Recreation Volunteer Recognition Awards acknowledge volunteers who have made significant contributions to recreation development at the community level.

The Alberta Recreation and Parks Association's A.V. Pettigrew Award honours communities or organizations that have made a significant impact on improving the quality of life of their citizens through recreation and parks.

Please visit the ARPA website at www.arpaonline.ca/awards/main to view more details on any of the above awards and to submit a digital nomination form.

We look forward to hearing about the devoted individuals and groups working to improve our province and the lives of Albertans.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Mike Roma". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Mike Roma
President

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6

ph: 780 415 1745 • fax: 780 451 7915 • email: arpa@arpaonline.ca • web: www.arpaonline.ca