



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
MARCH 14, 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 FEBRUARY 22, 2016**

**PUBLIC HEARING: BYLAW #1596: Land Use Bylaw Amendment**

**DELEGATION: RESIDENTS OF TAMARACK ROAD**

**RE: Sewer Installation Problems**

**ACTION ITEMS:**

1. **BYLAW #1596: Land Use Bylaw Amendment**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings (\*Schedules available at myclaresholm.com/council)
2. **BYLAW #1611: Borrowing Bylaw – Southcal Debt**  
RE: 1<sup>st</sup> Reading
3. **CORRES: Hon. Shannon Phillips, Minister of Environment and Parks**  
RE: Alberta Community Resilience Program (ACRP) Application
4. **CORRES: Mayor Rick Everett, Town of Nanton**  
RE: Regional Collaboration
5. **CORRES: Willow Creek Regional Waste Management Services Commission**  
RE: Lethbridge Biogas Facility Tour – April 6, 2016
6. **CORRES: Porcupine Hills Lodge**  
RE: 50<sup>th</sup> Anniversary Celebration June 11, 2016
7. **CORRES: Claresholm & District FCSS**  
RE: Volunteer Appreciation Event April 13, 2016
8. **REQUEST FOR DECISION: Letter of Support – Willow Creek Ag Society**
9. **INFORMATION BRIEF: Multi-use Community Building & Town Hall Update**
10. **INFORMATION BRIEF: Policy #PLDE 04-09 – Planning & Development Fees**
11. **INFORMATION BRIEF: Council Resolution Status**
12. **ADOPTION OF INFORMATION ITEMS**
13. **IN CAMERA: Annexation; Legal**

**INFORMATION ITEMS:**

1. Alberta SouthWest Regional Alliance Board Meeting Minutes – January 6, 2016
2. Alberta SouthWest Bulletin – March 2016
3. Oldman River Regional Services Commission Executive Committee Minutes – January 14, 2016
4. Willow Creek Regional Waste Management Services Commission – 2016 Requisition (\*Financial Statements for the year ended December 31, 2015 are available at the Town Office)
5. Willow Creek Regional Waste Management Services Commission Minutes – January 28, 2016
6. Alberta Urban Municipalities Association Annual Review of Electoral Zone Membership
7. Alberta Urban Municipalities Association – 2016 Annual Membership
8. 2015/16 Fire Services and Emergency Preparedness Program - \$1,500 Grant Awarded
9. Porcupine Hills Lodge Regular Meeting Minutes – December 8, 2015
10. Porcupine Hills Lodge Regular Meeting Minutes – February 9, 2016
11. Celebrate Canada's 150<sup>th</sup> Anniversary – Communities in Bloom
12. Alberta Environment and Parks – Status of Applications ACRP
13. Alberta Health Review of Alberta Rural Physician Action Plan (RPAP): Possible Closure or Reduction

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**FEBRUARY 22, 2016**

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

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

**REGRETS:** None

**STAFF PRESENT:** Chief Administrative Officer: Marian Carlson; Development Officer: Tara VanDellen

**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 – FEBRUARY 8, 2016**

Moved by Councillor McAlonan that the Regular Meeting Minutes of February 8, 2016 be accepted as presented.

**CARRIED**

**DELEGATIONS:** **ROYAL CANADIAN MOUNTED POLICE – Sergeant Terry Wickett**

Mr. Wickett presented to Council the RCMP annual performance plan. He spoke in regards to a focus on traffic enforcement. He updated Council on staffing, school campaigns, as well as recent fraud complaints. Traffic control and speed along Highway #2 remains a priority for Council and the RCMP.

**ACTION ITEMS:**

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

Received for information.

2. **CORRES: Meals on Wheels**  
**RE: Letter of request for General Liability Insurance**

Received for information.

3. **REQUEST FOR DECISION: Meals on Wheels General Liability Insurance**

MOTION #16-017 Moved by Councillor McAlonan to pay the Meals on Wheels general liability insurance for the 2016 only in the amount of \$656.74.  
Councillor Cutler requested a recorded vote.

FOR: Mayor Steel, Councillors: Fieguth, Ford, McAlonan and O’Neill  
AGAINST: Councillors: Cutler and Dixon

**CARRIED**

MOTION #16-018 Moved by Councillor Cutler to direct Administration to amend Policy #GA 09-07 (b) – Additional Named Insured Policy.

**CARRIED**

4. **REQUEST FOR DECISION: Reserve Bid #4 Skyline Crescent – Tax Recovery Sale**

MOTION #16-019 Moved by Councillor Fieguth to reduce the reserve bid for Lot 16, Block 63, Plan 0110064 to \$715,000.00.

**CARRIED**

5. **INFORMATION BRIEF: Animal Control Review**

MOTION #16-020 Moved by Councillor Fieguth to refer to Administration to amend the Cat Bylaw to increase the fines and place a restriction on the number of pets.

**CARRIED**

6. **INFORMATION BRIEF: Bylaw #1596 - Land Use Bylaw Amendments Update**

Received for information.

**7. INFORMATION BRIEF: CAO Report**

Received for information.

**8. INFORMATION BRIEF: Council Resolution Status**

Received for information.

**9. ADOPTION OF INFORMATION ITEMS**

Moved by Councillor Ford to adopt information items as presented.

**CARRIED**

**10. IN CAMERA: Land, Employment**

Moved by Councillor McAlonan that the meeting go In Camera at 8:00 p.m.

**CARRIED**

Moved by Councillor Dixon that this meeting come out of In Camera at 8:35p.m.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Ford that the meeting adjourn at 8:36 p.m.

**CARRIED**

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Mayor – Rob Steel

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Chief Administrative Officer – Marian Carlson

DRAFT

# **PUBLIC HEARING**

RECEIVED

MAR 04 2016

March 3, 2016  
Town of Claresholm  
221-45 Avenue West  
P.O. Box 1000  
Claresholm, Alberta  
TOL 0T0

**Attention: Town of Claresholm Town Council**

We, Ian and Dolores Hand, are the owners of # 1 Tamarack Road.

We are unable to attend the March 15/2016 town council meeting and are submitting our concerns in writing.

There are 2 issues that may affect us that we would like to address.

**Proposed Bylaw No. 1596**

- We appreciate the re-designation of our property from a R4 (Multi residential) to R1 (Single Detached Residential)
- We would prefer the proposed lots #2,3 and 4 to also be re-designated to a R1
- If the lots are developed we would like a back lot access to our property

**Sewer Installation Problems at Tamarack Road:**

**History:**

When this subdivision was developed, the town subcontracted the sewage line installation from the main sewage line at the curb, to each house. ( Reference Mike Schuweiler, February 26, 2016).

In 2011 the town was made aware of a problem with the sewage line between the houses and the main line, and the town replaced and paid for 4 of the 12 lines. 2 of the original owners remember receiving **letters at the time stating that the town would be replacing the remainder of the lines.**

11 of the 12 properties were scoped by the town. Our property was not scoped at the owners' request. Currently # 3 has had significant sewage back up.

At the meeting February 26/16, with Mike and Marian, Mike did make some suggestions on the approval of council:

- Take the concerns to the next town council meeting (March 15,2016)
- Scope all the remaining property lines and give each home owner their own report
- Put enzymes through each line
- Power flush each line
- Replace the remaining 8 property lines

March 3, 2016

**We strongly suggest that the remaining lines be scoped ( we receive a copy) and the lines be replaced in order of most urgent need to less urgent.**

If the replacement of our line is going to be later in the order we would like to have the line flushed and enzymes instilled in the line.

We are aware that traditionally the line from the house to the main is the responsibility of the land owner but the town has treated this area different from the onset and needs to complete the process they initiated. We did have a home inspection when we bought our house but this does not include a scope of the sewer line.

We will be away for the next 6 weeks and would like correspondence to be handled through emails. We can be reached @ [ihand@telusplanet.net](mailto:ihand@telusplanet.net).

Thank you for your attention to our concerns and we look forward to plans.

Yours truly,


Ian and Dolores Hand

# **DELEGATIONS**



# INFORMATION BRIEF

Meeting: March 14, 2016  
Agenda Item: Delegation

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## TAMARACK INFRASTRUCTURE

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### **BACKGROUND:**

February 24, 2016, Administration received a letter from residents within the Tamarack subdivision (see attached). This subdivision was created and sold by the Town of Claresholm in the late 90's. Their concerns are with the sewer service installations.

On February 26, 2016, Administration met with the residents to discuss their concerns regarding the sewer issues in that subdivision. At this meeting residents updated Administration in regards to sewer backup and problems that exist with their service. They feel this problem has existed prior to 2011 and the Town was made aware of it at that time. They feel that when some of the services were fixed in 2011, that set a precedent for the remaining services to be fixed as well.

All infrastructure for this subdivision was installed by the Town to the property lines. The wet conditions of the area over a number of years may have caused some settling in the sewer lines from the property lines towards the dwellings. As well, the sewer end connection may have been pushed down into the mud and not lifted back up at the time of connection by the builder. In 2011 this was discovered when #4 Tamarack experienced sewer problems. At the request of the owner Infrastructure Services removed a portion of the driveway. When the service was exposed it was discovered a portion of the line was back graded, and two improper fittings were installed closer to the dwelling, all of which were repaired.

#5 Tamarack also experienced sewer problems and made a request to Council for the Town to repair their sewer service. Once exposed, that service was also improperly graded into the property. Infrastructure Services replaced a portion of the line into the boulevard and on private property to resolve the issue. During that time Infrastructure Services inspected the area to determine other issues. All the homes in Tamarack were inspected. Two homes (#2, #10) were plugged at the time of inspection and were dug up and repaired. At no time has the Town's sewer main backed up to create the issues within the subdivision. Each sewer service issue has been stand alone with the problems being the individual services on private property.

No further work has been completed in the subdivision due to the extra costs incurred, and Infrastructure Services has not received any complaints or reports of issues until February 24, 2016 when #3 Tamarack reported sewer backup problems. Infrastructure Services had allocated a portion of its yearly budget for remediation if the problem's occurred again; however that allocation was removed from operations. It would not have covered the costs of the entire subdivision, and this project would have to be added to the capital project list.

### **DISCUSSION/OPTIONS:**

Administration has updated the residents with what the Town can do immediately to help alleviate their concerns while the existing infrastructure is investigated. The Town can flush their service into our system and have home owners use enzymes, supplied by the Town to try to mitigate any grease build-up. It is important to note that no grease can be put into the system. These options can be done through the Infrastructure Services Operational budget.

Possible options:

- Camera work to determine priorities for sewer service repairs.
- Repair existing services (initial cost estimates are approximately \$16,000-\$25,000 for each property depending on landscaping repairs required). Please note: the approximation has been received from contractors, however actual estimates cannot be received until inspection has been completed for each property. (All work to be done is on private property)
- Administration also recommends updates to the Town of Claresholm development standards to incorporate inspections by Infrastructure Services prior to connection on private lands to ensure the service installation is correct.

ATTACHMENTS:

- 1.) Photos, Drawing from 2011 - #2 Tamarack
- 2.) Correspondence dated February 24, 2016
- 3.) Correspondence dated March 4, 2016
- 4.) Correspondence dated September 25, 2012.

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 9, 2016

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STREET

SEWER SERVICE

CURB.

Property line.

curb stop → ⊗

Utilities

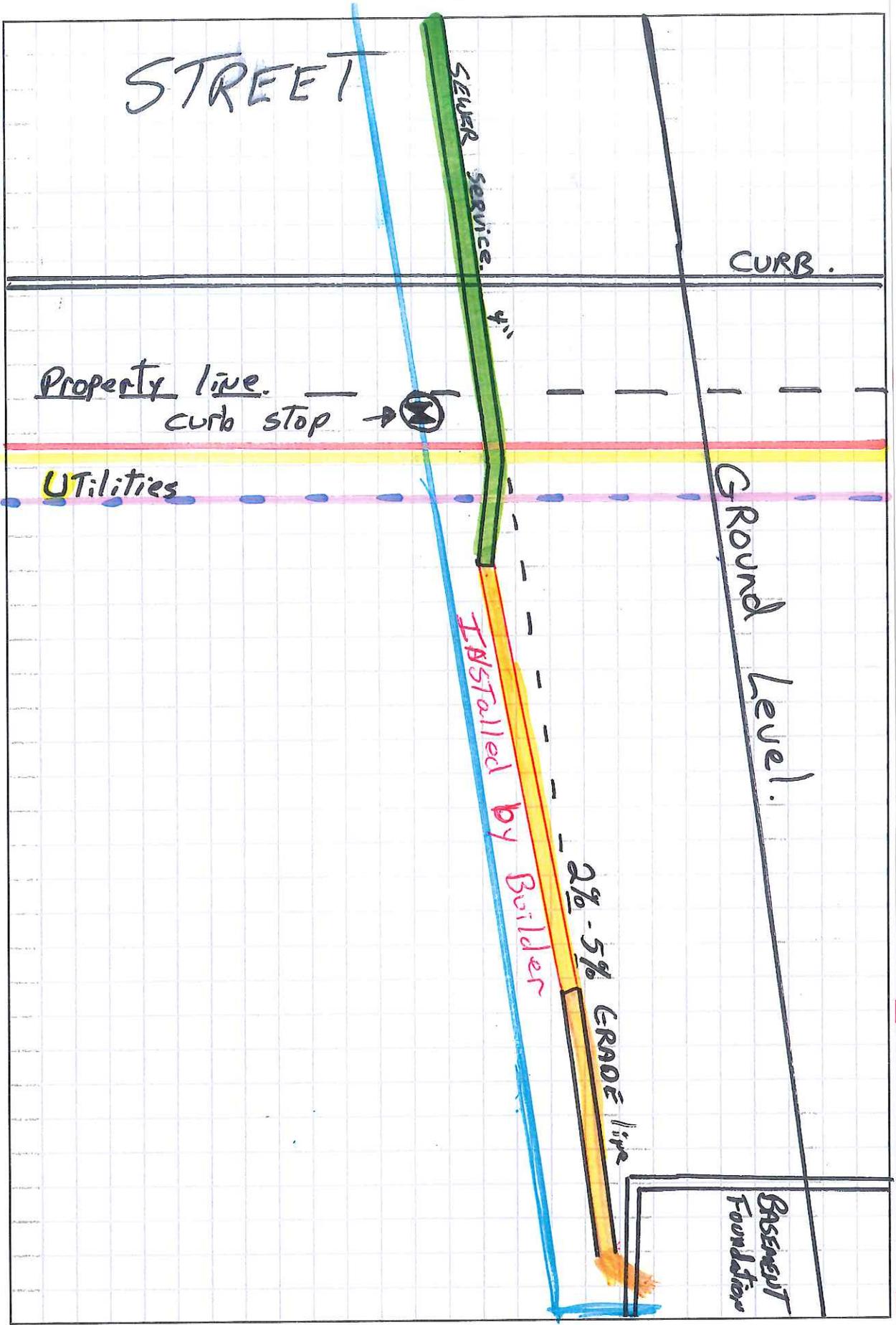
Ground Level.

Installed by Builder

2% - 5%

GRADE line

Basement Foundation

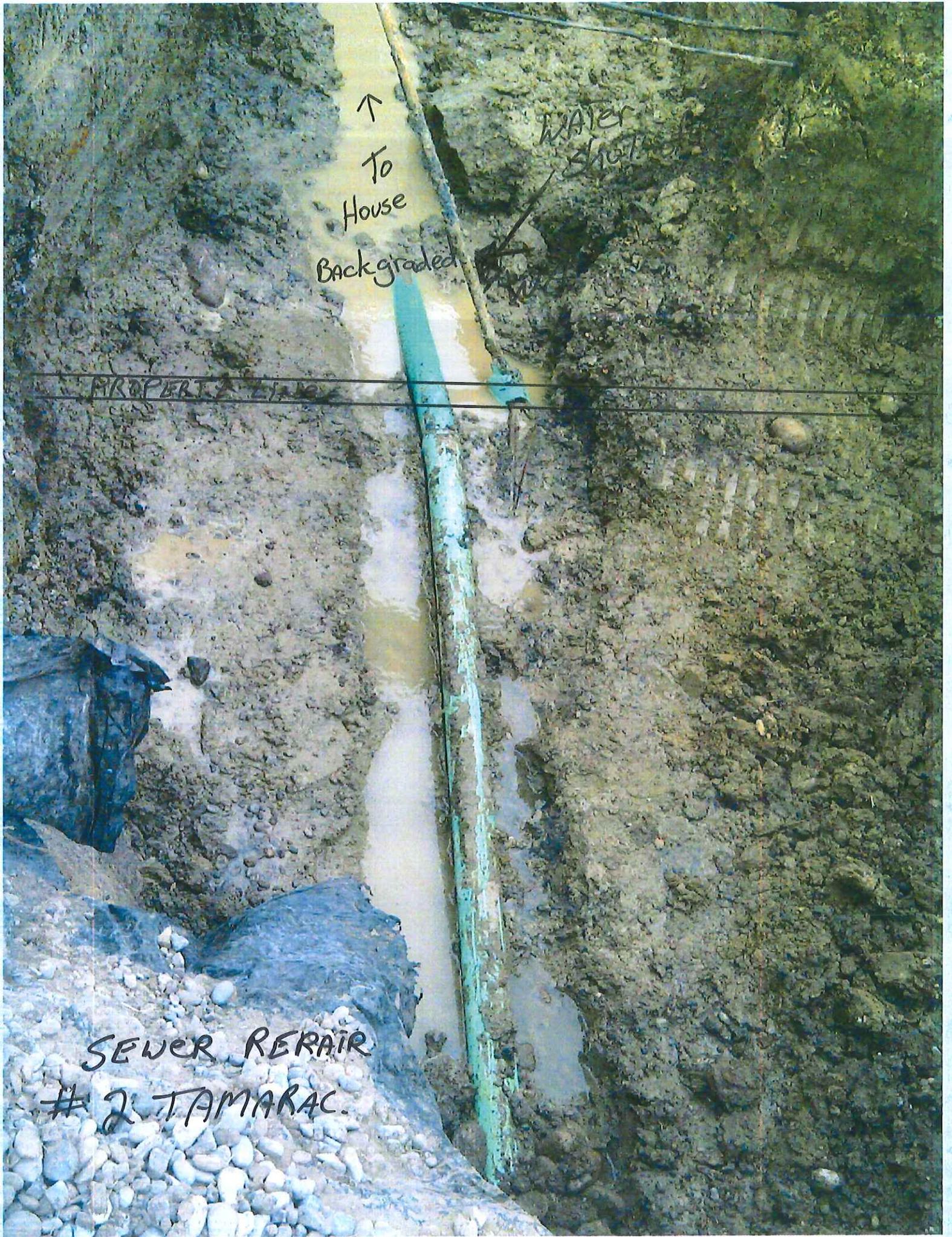


↑  
To  
House  
Backgraded

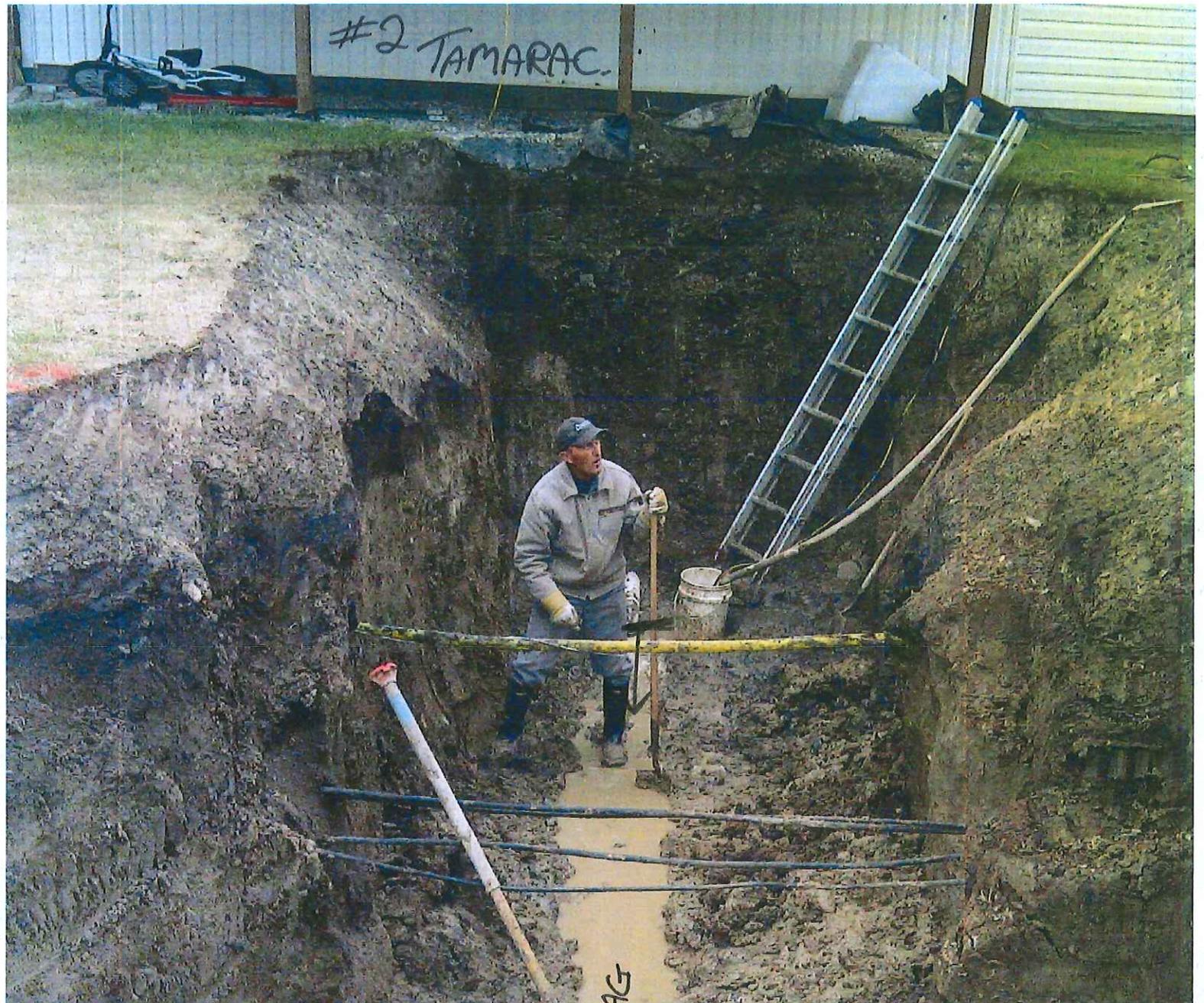
Water  
Shutoff

PROPERTY LINE

SEWER REPAIR  
# 2 TAMARAC



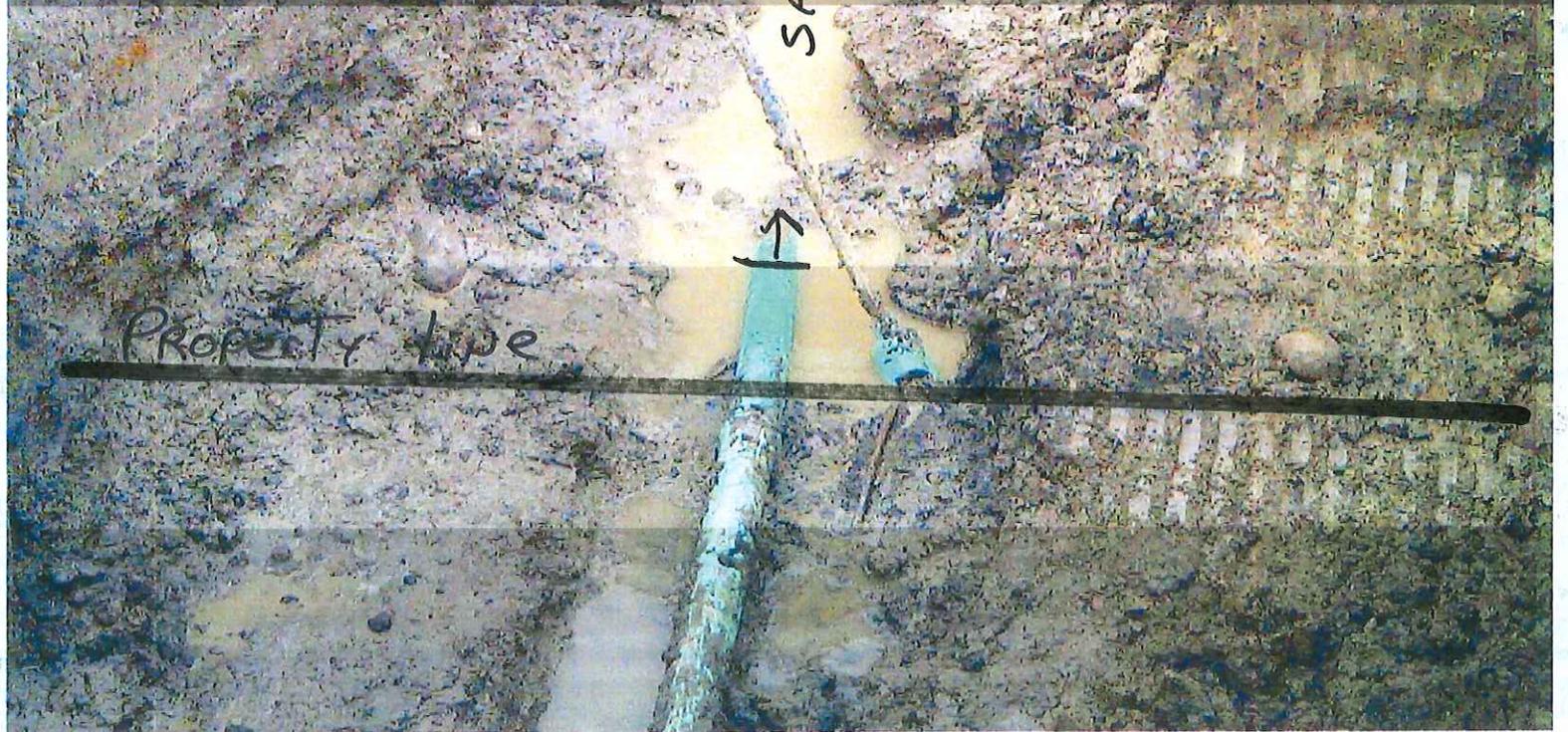
#2 TAMARAC.



SAG



PROPERTY LINE



RECEIVED

FEB 24 2016

February 24, 2016

Town of Claresholm  
221 – 45 Avenue West  
P.O. Box 1000  
Claresholm, Alberta  
T0L 0T0

**Attention: Town Administrator – Marian CARLSON**

Dear Marian CARLSON:

**Re: Sewer Installation Problems at Tamarack Road**

I am writing on behalf of a group of residents of Tamarack Road in Claresholm. We hereby make a formal request to arrange a meeting with you regarding the longstanding sewer installation problems affecting our homes.

We feel it would be beneficial to us and you to have the Town Superintendent, Mike SCHUWEILER present at this meeting. He is a town employee who is aware of the situation and will not only be able to provide you with background information on the outstanding situation, but would also be valuable in answering any questions we may have.

Time is of an essence in arranging this meeting as we have a residence currently experiencing issues with their sewer! Another resident is set to go away on vacation at the beginning of March for a period of six weeks – so we would like to have this meeting before they depart.

We appreciate your immediate attention to this matter and look forward to meeting with you as soon as possible. To arrange a meeting you can contact me directly at 403-625-3966 or 403-598-4099 and I will forward the meeting particulars on to the rest of the residents.

Yours truly,



Leanne Fisher  
on behalf of the below noted residents of Tamarack Road

Delores and Ian HAND	#1 Tamarack Road
Jackie and Lyle OLMSTEAD	#2 Tamarack Road
Al and Coleen McNEIL	#3 Tamarack Road
Leanne and James FISHER	#8 Tamarack Road
Ron and Helen DAVIS	#14 Tamarack Road
James and Arceli SMITH	#16 Tamarack Road
Mark and Corinna WYNIA	#18 Tamarack Road

RECEIVED

MAR 04 2016

March 04, 2016

Town of Claresholm  
221 – 45 Avenue West  
P.O. Box 1000  
Claresholm, Alberta  
T0L 0T0

**Attention: Town Administrator – Marian CARLSON**

Dear Marian CARLSON:

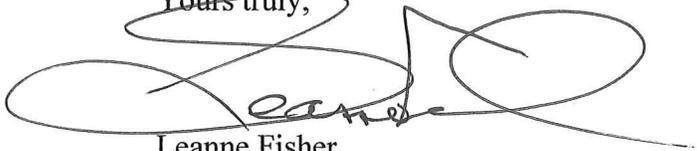
**Re: Sewer Installation Problems at Tamarack Road**

As per our meeting with yourself and Mike SCHUWEILER on February 26, 2016 you had indicated that this matter will be discussed with council at the March 14, 2016 Town Council Meeting.

This letter is to inform you that a group of residents will be attending this meeting and hereby request that we be added to the meeting as a delegation. We ask that we be given the opportunity to discuss this situation and be able to ask questions regarding councils discussion on this matter, should the need arise.

Should you need any further information, I can be contacted at 403-625-3966 or 403-598-4099.

Yours truly,



Leanne Fisher

on behalf of the below noted residents of Tamarack Road

Delores and Ian HAND	#1 Tamarack Road
Al and Coleen McNEIL	#3 Tamarack Road
Leanne FISHER	#8 Tamarack Road
Ron and Helen DAVIS	#14 Tamarack Road
James and Arceli SMITH	#16 Tamarack Road
Mark and Corinna WYNIA	#18 Tamarack Road

**From:** Neil Brint [<mailto:nmbrint@gmail.com>]  
**Sent:** Tuesday, September 25, 2012 7:29 PM  
**To:** Jeff Gibeau  
**Cc:** Mike Schuweiler  
**Subject:** Faulty Sewer Lines - Tamarack Road

**Hi Jeff**

Last fall I arranged with Mike that the repairs to mu sewer line to be done in the spring of 2012.

Then earlier this year (spring) I had a conversation with Mike. I discussed the possibility of delaying the sewer line repairs until such time as I actually had trouble.

I said that if the town was willing to put in writing that they would make repairs to the sewer line with the same conditions as they have done for the other residents of Tamarack Rd then I would be prepared to delay having repairs made.

I have not yet received this commitment in writing nor has anyone showed up to effect repairs. This means that yet another summer has gone by and nothing has been accomplished.

I look forward to hearing what yours plans are with regard to this matter.

**Neil Brint**

# **ACTION ITEMS**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1596**

BEING a bylaw of the Town of Claresholm in the Province of Alberta, to amend Bylaw No. 1525, being the Municipal Land Use Bylaw.

**WHEREAS** the Town of Claresholm Council is amending the Land Use Bylaw to update, enhance and clarify administrative procedures, amend the land use map to represent existing land use or land use recommended by the Municipal Development Plan, augment district and development criteria and standards, and include additional schedules and definitions.

**AND WHEREAS THE PURPOSE** of proposed Bylaw No. 1596 is to undertake a series of text amendments as identified in the attached "Schedule A" and to undertake a series of Land Use District map amendments as identified in the attached "Schedule B" in order to promote orderly, economical and beneficial development and enhance efficiency and service;

**AND WHEREAS** the municipality must prepare a corresponding bylaw and provide for its consideration at a public hearing.

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

1. That the amendments as indicated in attached Schedule A and B are adopted.
2. That Bylaw No. 1525, being the municipal Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.
4. That Bylaw 1525 is consolidated to incorporate the amendments in Schedule A and B.

Read a first time in Council this **25<sup>th</sup>** day of **January** 2016 A.D.

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

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

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Rob Steel, Mayor

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Marian Carlson, Chief Administrative Officer

# Memorandum

**To:** Town of Claresholm Council

**From:** Gavin Scott, Planner

**Date:** March 8, 2016

**Re:** Bylaw 1596 public hearing – additional amendments

Subsequent to first reading, planning staff have noted several items that should be clarified and adopted with this bylaw as amendments to second reading. The suggestions will be introduced into the record at public hearing which will allow them to be considered prior to third reading.

The suggested changes are as follows:

1. Under Interpretation Definitions that the following replace the definition for Home Occupation.

*Home occupation means a development of an occupation, trade, profession, service or craft carried on by an occupant of a dwelling unit as a use secondary to the residential use of the lot, and which does not change the character thereof or have any exterior evidence of such secondary use. (See Schedule 10)*

*Home Occupation 1 means a home occupation where no traffic will be generated as a result of the operation, no outside storage, and no related vehicles or trailers. Typical such uses may include an in home office for business administration or book keeping, computer or internet based business, direct sales from home.*

*Home Occupation 2 means a home occupation that may generate business-related visits, may have non-resident employees, and may have business related vehicles or trailers.*

2. Under Schedule 12 Telecommunication Antenna Structures Section 4 delete the second sentence struckthrough below.

*The Municipality will notify all land owners within a distance of 500 metres of the proposed structure at the expense of the applicant. ~~Optionally the town will consider providing a mailing list to the applicant for the required 500 meter notification.~~*

3. Under Schedule 3 Section 2(f) read as follows.

*(f) in all districts the erection, maintenance or alteration of a fence, gate, wall, hedge or other means of enclosure that does not exceed 0.9 m (3 ft) in height in any front or secondary front yard, and 1.8 m (6 ft) in height in any rear or side yard (see Schedule 7);*

4. Add Building and Trade Contractors to the Industrial – I1 district as a permitted use.



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

This Bylaw authorizes the Council of the Town of Claresholm to incur indebtedness by the issuance of Promissory Note in the amount of **\$ 920,000** for the purpose of **construction of a sanitary sewer main and pavement of 8<sup>th</sup> Street West (“Southcal Debt”)**.

**WHEREAS:**

Section 258 of the *Municipal Government Act* allows a Council to pass a bylaw to authorize financing of the **Southcal Debt**;

The outstanding debt has been verified and the Town of Claresholm estimates the following grants and contributions will be applied to the Project:

Capital Reserves:	\$ nil
Provincial Grants	\$ nil
Promissory Note	<u>\$ 920,000</u>
Total Cost	<u>\$ 920,000</u>

In order to finance the **Southcal debt**, it will be necessary for the Town to pay the sum of **\$ 920,000** to **Southcal Development Inc.**, with payment over eight (8) years, plus 30 days after the final pavement lift is complete on the terms and conditions referred to in this bylaw.

The lifetime of the sanitary sewer main is estimated to be 75 years and the lifetime of the pavement of 8<sup>th</sup> Street West is estimated to be 20 years, which is not equal to, or in excess of the term of the borrowing under this bylaw.

The Promissory Note was executed by the Town of Claresholm on May 1, 2013, pursuant to the Resolution of Councillor MacPherson on April 18, 2013. The amount of the Southcal Debt which remains outstanding by the Town of Claresholm at **December 31, 2015** is **\$620,000** and no part is in arrears. Payments of \$100,000 each were made to Southcal Development Inc. on May 14, 2013, March 28, 2014 and September 30, 2015 in accordance with the terms of the Promissory Note.

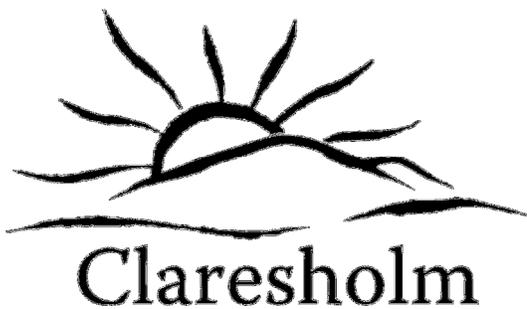
All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

The principal amount of the outstanding debt of the Town of Claresholm at December 31, 2015 is \$4,487,006 and no part of the principal or interest is in arrears.

**NOW THEREFORE**, under the authority and subject to the provisions of the *Municipal Government Act*, the Council of the Town of Claresholm duly assembled does hereby enact:

1. That for the purpose of financing the **Southcal debt**, the sum of **Nine Hundred and Twenty Thousand Dollars (\$ 920,000)** be paid to **Southcal Development Inc.** by way of a Promissory Note on the credit and security of the Town at large, of which amount the full sum of **\$ 920,000** is to be paid by municipal property taxes.
2. The proper officers of the Town are hereby authorized to enter into a Promissory Note on behalf of the Town for the amount and purpose as authorized by this bylaw, namely the **Southcal debt**.
3. The Town shall repay the indebtedness according to the repayment structure in effect, namely annual payments of \$100,000 plus GST, yearly for eight (8) years, with the first such payment payable upon the execution of the Promissory Note, May 1, 2013. The Town shall pay \$120,000 plus GST for the agreed-upon road work on 8<sup>th</sup> Street West, 30 days after the final pavement lift is complete.
4. The Town shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Town.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.





# REQUEST FOR DECISION

Meeting: March 14, 2016

Agenda Item: 2

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## Bylaw #1611 - Borrowing Bylaw

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### **DESCRIPTION/BACKGROUND:**

During the preparation for the 2015 audit, it was discovered that the debt owing to Southcal Development Inc. had not been properly acknowledged on the financial statements. Further investigation revealed no borrowing bylaw was in place as per the legislation.

On April 8, 2013, Council passed the following resolution:

*“Moved by Councillor MacPherson to sign the Promissory Note for the 8<sup>th</sup> Street Sanitary Sewer project costs with Southcal Development Inc. as presented.”* No borrowing bylaw was passed at that time.

The definition of borrowing under the Municipal Government Act (MGA) includes *“an agreement to purchase capital property that creates an interest in the capital property to secure payment of the capital property’s purchase price if payment of the purchase price under the agreement exceeds 5 years.”* Section 258(1) of the MGA outlines the requirements for capital property long-term borrowing (see attached).

### **DISCUSSION/OPTIONS:**

Municipal Affairs has advised that to rectify the situation a bylaw must now be passed that fits with the borrowing to ensure compliance with the MGA. The borrowing bylaw must also be advertised for 2 consecutive weeks prior to second reading.

The purpose of a borrowing bylaw and the advertising requirements is to give the public the ability to speak to the borrowing and possibly petition against it. On May 1, 2013, the Town signed a Promissory Note and if the borrowing is successfully petitioned against and voted down, the municipality would be in breach of the Promissory Note. If Council doesn’t pass the bylaw, then the Town continues to be in breach of the MGA requirement for a borrowing bylaw. There is no definitive penalty in the MGA, but affected parties could seek judicial review of the decision and a court order requiring Council to comply with the Act.

The Town is non-compliant with the MGA requirements currently and the bylaw will bring the Town into compliance, although the bylaw does not retroactively address the breach.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ that Bylaw #1611, a Borrowing Bylaw for the Southcal Development Inc. Debt receive 1<sup>st</sup> Reading.

ATTACHMENTS:

- 1.) Southcal Promissory Note
- 2.) Minutes April 8, 2013
- 3.) MGA Section 258(1)
- 4.) Draft Bylaw #1611

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act

PREPARED BY: Marian Carlson, CLGM - CAO

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 18, 2016

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Per Kris, the work has been completed on the project, however the Town hasn't signed final papers to turn the project assets over to Town control (expected to occur in 2014). Therefore at December 31, 2013 the developer was still the owner of the asset. The payments to date have been set up as WIP and will be adjusted and recorded at the full cost in 2014 once ownership of the project transfers. Promissory note payable will also be set up in 2014 for remaining payments.

amandavh  
2014-2-12

**PROMISSORY NOTE**

Date: 17th 1, 2013

FOR VALUE RECEIVED, TOWN OF CLARESHOLM (the "Promisor") hereby promises to pay to SOUTHCAL DEVELOPMENT INC., at its office at 202, 3505 - 52nd Street S.E., Calgary, AB T2B 3R3, or such other place as it shall from time to time designate:

1. One Hundred Thousand Dollars (\$100,000.00), plus G.S.T., yearly for eight (8) years, with the first such payment due and payable upon the execution of this Promissory Note, and with the subsequent seven (7) yearly payments due and payable on each anniversary of the date of this Promissory Note, beginning on the first anniversary of the date of this Promissory Note;
2. One Hundred Twenty Thousand Dollars (\$120,000.00), plus G.S.T., for the agreed-upon road work on 8<sup>th</sup> Street West from 55<sup>th</sup> to 59<sup>th</sup> Avenue, Claresholm, that Southcal Development Inc. is to complete for the Town of Claresholm, due and payable thirty (30) days after the final pavement lift is complete on such project.

Notice of Dishonour, Protest and Notice of Protest are hereby waived and the Promisor hereby agrees to remain as fully liable as if presentation, Notice of Dishonour, Protest and Notice of Protest were duly made and given.

The Promisor shall have the right and privilege to prepay the whole or any part of the amounts payable hereunder plus G.S.T., without notice, penalty or bonus. If applicable, such prepayment shall be applied against any payments not yet due, in reverse order of maturity.

All amounts in this Promissory Note are stated and will be paid in Canadian currency.

TOWN OF CLARESHOLM

SOUTHCAL DEVELOPMENT INC.

Per: [Signature]

Per: Bill Maher

Per: [Signature]

Per: \_\_\_\_\_

Dmw



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
APRIL 8, 2013

**CALL TO ORDER:** The meeting was called to order at 7:00pm by Mayor David Moore.

**PRESENT:** Mayor David Moore; Councillors: Betty Fieguth, David Hubka, Doug MacPherson, Connie Quayle, Daryl Sutter and Judy Van Amerongen; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk

**ABSENT:** None

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

**CARRIED**

**MINUTES:** REGULAR MEETING – MARCH 25, 2013

Moved by Councillor Van Amerongen that the Regular Meeting Minutes of March 25, 2013 be accepted as presented.

**CARRIED**

**DELEGATIONS:**

- 1. KELLY STARLING, Fire Chief  
RE: 2013 Proposed Budget and Updates

Kelly Starling updated Council about what is happening in the Fire Department and discussed his draft budget for 2013. He explained the expenses he is budgeting for and what equipment he is planning to upgrade and replace this year. Kelly spoke about the programs the fire department are undertaking this year including yearly inspections on businesses, hosting fire courses (of which there will be two this year), fire prevention program with the schools during fire prevention week, and first aid courses for Town employees.

- 2. DENISE SPENCER, Aquatic Centre Supervisor  
RE: 2013 Proposed Budget and Updates

Denise Spencer updated Council about what is happening at the Aquatic Centre. Denise spoke about a proposal she has regarding increasing some of the fees to be more in line with other aquatic centres, mainly with the costs for lessons and for schools. She also spoke about programming they are planning for this year.

**ACTION ITEMS:**

- 1. BYLAW #1583 – Fortis Franchise Agreement  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings

Moved by Councillor MacPherson to give Bylaw #1583, regarding a Fortis Franchise Agreement, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Quayle to give Bylaw #1583, regarding a Fortis Franchise Agreement, 3<sup>rd</sup> & Final Reading.

**CARRIED**

- 2. CORRES: Porcupine Hills Classic Cruisers  
RE: 21<sup>st</sup> Annual Show 'n' Shine

Moved by Councillor Sutter to allow the Porcupine Hills Classic Cruisers to hold their 21<sup>st</sup> Annual Car Show 'n' Shine in Centennial Park on August 11, 2013.

**CARRIED**

- 3. CORRES: Hazel Perrier, Indoor Walking Group  
RE: Funding

Moved by Councillor Sutter to support the Indoor Walking Group through the Municipal Sustainability Initiative Operating Program for the 2013-2014 year in the amount of \$1,000 for rental of the community centre.

**CARRIED**

- 4. BUDGET 2013: Claresholm Fire Department

Moved by Councillor MacPherson to refer the Claresholm Fire Department's 2013 proposed budget to the Town's budget.

**CARRIED**

**5. BUDGET 2013: Claresholm Aquatic Centre**

Moved by Councillor Fieguth to refer the Claresholm Aquatic Centre's 2013 proposed budget to the Town's budget.

**CARRIED**

**6. FINANCIAL STATEMENTS for the Year Ended December 31, 2012**

Moved by Councillor MacPherson to accept the Audited Financial Statements for the year ended December 31, 2012 as presented.

**CARRIED**

**7. ADOPTION OF INFORMATION ITEMS**

Moved by Councillor Hubka to accept the information items as presented.

**CARRIED**

**8. IN CAMERA – DEVELOPMENT**

Moved by Councillor Fieguth that this meeting go In Camera.

**CARRIED**

Moved by Councillor Van Amerongen that this meeting come out of In Camera.

**CARRIED**

Moved by Councillor Sutter to continue the Town's support of the eastern alignment of the power distribution line per the Town of Claresholm's long range planning documents.

**CARRIED**

Moved by Councillor MacPherson to sign the Promissory Note for the 8<sup>th</sup> Street Sanitary Sewer project costs with Southcal Development Inc. as presented.

**CARRIED**

Moved by Councillor Quayle to enter into the water/sewer rate study with Aquatera Utilities Inc. as presented.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Sutter that this meeting adjourn at 9:30pm.

**CARRIED**

  
\_\_\_\_\_  
Mayor – David Moore

  
\_\_\_\_\_  
Chief Administrative Officer – Kris Holbeck

(2) The expenditure for the capital property must be included in a budget.

(3) Repealed 1998 c24 s13.

(4) A borrowing bylaw that authorizes the borrowing does not have to be advertised.

1994 cM-26.1 s257;1996 c30 s14;1998 c24 s13

#### **Capital property - long-term borrowing**

**258(1)** This section applies to a borrowing made for the purpose of financing a capital property when the term of the borrowing exceeds 5 years.

(2) This section does not apply to a borrowing referred to in section 263.

(3) The expenditure for the capital property must be included in a budget.

(4) The term of the borrowing must not exceed the probable lifetime of the capital property.

(5) If

- (a) a borrowing bylaw that authorizes the borrowing has been passed,
- (b) the money to be borrowed is insufficient because the cost of the capital property has increased, and
- (c) the increased cost does not exceed 15% of the original cost of the capital property,

the borrowing bylaw that authorizes the borrowing of the increased cost does not have to be advertised.

1994 cM-26.1 s258;1996 c30 s15

#### **Capital property - interim financing**

**259(1)** This section applies to a borrowing made for the purpose of temporarily financing a capital property for which a borrowing bylaw has been passed under section 258.

(2) The term of the borrowing must not exceed 5 years.

(3) The amount borrowed must not exceed the

- (a) amount of the expenditures in the budget for that and previous calendar years to acquire, construct or improve the capital property,

minus



76942

ALBERTA  
ENVIRONMENT AND PARKS

*Office of the Minister  
MLA, Lethbridge - West*

February 26, 2016

His Worship Rob Steel, Mayor  
Town of Claresholm  
PO Box 1000  
Claresholm AB T0L 0T0

Dear Mayor Steel:

Thank you for your ongoing leadership in mitigation planning and projects in your community. Your dedication is appreciated as we enhance or enable the protection of critical infrastructure from flooding and drought events and help ensure the protection of public safety.

Our government is pleased to partner with your community to build a stronger, more resilient Alberta. I am pleased to advise you that the Stormwater Improvements – Phase I has been approved for funding under the Alberta Community Resilience Program in the amount of \$5,325,030.

The Grant Administration office will be in contact with your administration shortly to review and finalize the details of your grant agreement.

Please be reminded that your project has only been approved for funding. All required regulatory authorizations must be obtained prior to initiating construction.

If you require additional information, please feel free to contact Ms. Micaela Gerling, at 403-297-3304 or at [micaela.gerling@gov.ab.ca](mailto:micaela.gerling@gov.ab.ca).

Sincerely,

Shannon Phillips  
Minister

cc: Cathy Maniego, Environment and Parks  
Micaela Gerling, Environment and Parks



**Town of Nanton**

1907 21 Avenue, P.O. Box 609, Nanton, Alberta T0L 1R0  
P 403.646.2029 F 403.646.2653 [nanton.ca](http://nanton.ca)

February 29, 2016

Town of Claresholm  
c/o Mayor Rob Steel  
P.O. Box 1000  
Claresholm, Alberta  
T0L 0T0

Dear Mayor Steel:

**RE: Regional Collaboration**

As we are all aware, the Province of Alberta continues to promote regional collaboration to help protect and ensure the long-term sustainability of our communities. The new Provincial government has continued to support this direction, as evidenced by the Province's announcement to make the Calgary Regional Partnership a mandatory Growth Management Board.

In November of 2015, the Town of Nanton Council made the decision to discontinue membership with the Calgary Regional Partnership, based on the mandatory Growth Management Board changes. Nanton Council is committed to developing regional collaboration and partnerships through the promotion of cooperation and sustainability for all communities within the MD of Willow Creek. This was identified as a major strategic initiative for our Council in 2016.

Our Council and Administration believes there are many opportunities that we collectively could take advantage of to help each other grow and prosper. The opportunities range from the sharing of knowledge and resources to shared service delivery, much like the existing collaboration with the M.D. of Willow Creek with our Community Peace Officer program.

As the Mayor of the Town of Nanton, I cordially invite you to a dinner gathering on March 24, 2016 at 6pm at Stuthornes On Main (formally the Main Street Café), as an opportunity to get together, strengthen our relationships with each other, and discuss projects and initiatives where regional collaboration may benefit our communities.

Please RSVP to Lisa Lockton, [clerk@nanton.ca](mailto:clerk@nanton.ca) or (403) 646-2029 prior to March 17, 2016. Thank you.

Yours truly,  
Town of Nanton

Mayor Rick Everett

RE:II

**Lethbridge Biogas Facility Tour**

**April 6, 2016**

**1 P.M.**

4456 – 8<sup>th</sup> Avenue North  
Lethbridge, Alberta

Could a biogas plant be an alternative to landfilling organics?

The Willow Creek Regional Waste Management Services Commission has arranged a tour of the Lethbridge Biogas Facility and we invite you to join us.

Municipal District of Willow Creek Reeve, Council and CAO

Town of Claresholm Mayor, Council and CAO

Town of Fort Macleod Mayor, Council and CAO

Town of Granum Mayor, Council and CAO

Town of Stavely Mayor, Council and CAO

Please RSVP to Cheryl at [guech@shaw.ca](mailto:guech@shaw.ca) or by telephone at 403-687-2603

by March 24, 2016.



BOX 790  
CLARESHOLM, AB TOL OTO  
CANADA

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Phone 403.625.3988  
Fax 403.625.2964 (fax)

**February 20, 2016.**

**PLEASE JOIN US IN MEMORIES AND MILESTONES  
PORCUPINE HILLS LODGE 50<sup>TH</sup> ANNIVERSARY**

You are cordially invited to The Porcupine Hills Lodge 50<sup>th</sup> Anniversary celebration.

This celebration will take place on June 11, 2016 from 1 PM m- 4 PM at The Porcupine Hills Lodge, 5312 5<sup>th</sup> Street East in Claresholm Alberta.

Please join us for a Barbeque, Door Prizes, and lots of conversation and mingling.

Please RSVP to Lisa Anderson, Chief Administrative Officer at 403.625.3988 Extension 5 by May 1 2016.

Everyone here at The Porcupine Hills Lodge, including our Board of Directors look forward to meeting with you and sharing in our 50<sup>th</sup> Anniversary Celebration of Memories and Milestones.

Warmest Regards,

Lisa Anderson, CAO  
Porcupine Hills Lodge  
Claresholm, Alberta





4925 – 1<sup>st</sup> Street West  
PO Box 1297  
Claesholm, AB  
T0L 0T0

Tel: 403-625-4417  
Fax: 403-625-4851  
[claesholmfcss@shaw.ca](mailto:claesholmfcss@shaw.ca)  
[www.claesholmfcss.ca](http://www.claesholmfcss.ca)

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February 26<sup>th</sup> 2015

Dear Mayor Steel and Council,

We would like to invite you to this year's Volunteer Appreciation event, and would be honored to have you once again say a few words to formally begin the evening's festivities.

When: April 13<sup>th</sup> from 7 to 9pm

Where: Claesholm Community Centre

This year we are planning another fun evening with entertainment by the Claesholm Arts Society, along with Fern Brothers and Friends. Desserts and coffee will be available and small recognition items for our community's many volunteers.

The Chamber of Commerce will also be presenting their annual awards for Citizen and Junior Citizen of the Year.

We will also be on-site earlier this year, with a Volunteer Recruitment Fair from 5 to 7pm for organizations wishing to display volunteer opportunities within the community.

This is a free community event open to everyone.

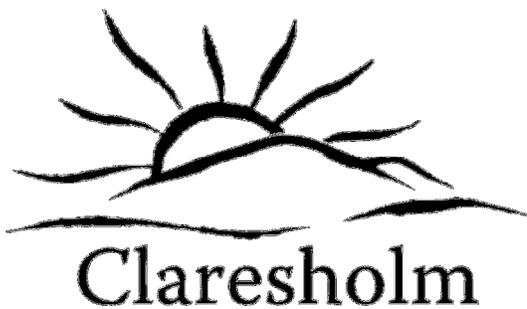
Please RSVP to FCSS.

Thank you, and hope to see you there!

Sincerely,

A handwritten signature in blue ink that reads 'Barbara Bell'. The signature is written in a cursive, flowing style.

Barbara Bell, Director  
Claesholm & District FCSS  
403-625-4417  
[claesholmfcss@shaw.ca](mailto:claesholmfcss@shaw.ca)



# REQUEST FOR DECISION

Meeting: March 14, 2016

Agenda Item: 8

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## LETTER OF SUPPORT – WILLOW CREEK AG SOCIETY

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### **DESCRIPTION:**

The Willow Creek Agricultural Society is applying to the Community Initiatives Program (CIP) Grant for a new tractor and requires a letter of support from Council.

### **BACKGROUND:**

The Willow Creek Agricultural Society operates the Claresholm Agriplex, which is a Town of Claresholm facility. The Agriplex is a very busy venue year-round and the Society applies for grants as much as possible. As this is a Town-owned facility, the Society requires a letter of support from the Town of Claresholm. The Agriplex is very active and brings a lot of people into our community. At this point, they are applying for the CIP grant to cover the cost of a new tractor.

### **COSTS/ SOURCE OF FUNDING:**

1. None.

### **RECOMMENDED ACTION:**

1. Council pass a motion to write a letter of support for the Willow Creek Agricultural Society's application to the Community Initiatives Program (CIP) for the purpose of purchasing a new tractor.

### **PROPOSED RESOLUTION:**

1. Moved by Councillor \_\_\_\_\_ that administration write a letter of support towards the Willow Creek Agricultural Society's application to the Community Initiatives Program for the purpose of purchasing a new tractor.

**Applicable Legislation:** Not applicable.

### **ATTACHMENTS:**

- 1.) Email from David Hansma of the Willow Creek Ag Society.

### **APPLICABLE LEGISLATION:**

- 1.) N/A

**PREPARED BY:** Karine Wilhauk

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**APPROVED BY:** Marian Carlson, CLGM - CAO

**DATE:** March 10, 2016

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## Karine Wilhauk

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**From:** Claresholm Agriplex <clhmagriplex@telus.net>  
**Sent:** March-10-16 12:17 PM  
**To:** Karine Wilhauk  
**Subject:** letter of support for a CIP application for the WCAS  
**Attachments:** 2015 letter of support.pdf

Attn: Karine

The WCAS has is applying for a Community Initiative Program Grant (CIP) for a new tractor for the Claresholm Agriplex. As we lease the land from the Town of Claresholm they are requiring a Letter of support for the project. If it could say something like the one I received from the town when I applied for a CFEG (attached) for the second indoor facility, that would be great. If you have any further questions, please call me on my cell at 403-625-9286. Thanks David Hansma



August 24, 2015

Community Facility Enhancement Program  
50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5

**RE: MUNICIPAL LETTER OF SUPPORT – Willow Creek Ag Society**

Please consider this letter of support from the Town of Claresholm regarding the grant application being submitted by the Willow Creek Agricultural Society for the purpose of constructing a new indoor arena.

Based on the information supplied to us, we wish to notify you that the Town of Claresholm supports the project as outlined. It should be noted that in the opinion of the Town of Claresholm, the Willow Creek Ag Society, and acting within the Claresholm Agriplex, provides a great service both to our residents, and the residents of the surrounding areas. The facilities are amongst the most highly utilized in our community. The Town wishes the Society great success in their efforts.

If you have any questions or concerns regarding this matter, please contact the undersigned at your convenience.

Yours truly,

Marian Carlson, CLGM  
Chief Administrative Officer  
Town of Claresholm

MC/kw



# INFORMATION BRIEF

Meeting: March 14, 2016  
Agenda Item: 9

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## MULTI USE COMMUNITY BUILDING & TOWN HALL PROJECT UPDATE

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### **BACKGROUND:**

In May & June of 2014, all available stakeholders were consulted regarding the space requirements of their organization. Through July 2014, the Architect and Steering Committee worked on various programming exercises to determine if the existing building footprint could incorporate all of the stakeholders' needs. Upon the accomplishment of this task, August and September were spent revising layout options and identifying pros and cons of each scenario. In October 2014, the Town of Claresholm hosted an open house in which valuable information was received from stakeholders and the public.

Since then, the preliminary drawings were presented and funding sources were sought out. The Town of Claresholm has been working towards grant applications and possible allocation of funds towards this project. Thus far, the Town has been unsuccessful in securing funding for this project. (Note: The Town of Claresholm will take control of the facility once the playground equipment has been removed from the property.) Administration feels the longer the newly acquired building is vacant, the more costs the Town of Claresholm may incur.

Administration has recently been in contact with the Architect to find cost cutting measures or potential solutions to allow this building to be used without major structural changes. After reviewing the property and the plans, the architect can present ideas to use the existing space more efficiently (ie: as already laid out in the existing floor plan) without major renovations. This will greatly decrease the cost of renovations. There have also been changes to the building code that may allow for specific types of users in the building without incurring significant costs, ie: sprinklers. If the cost of the project can be decreased, finding funding sources and grant approval may increase. Administration is seeking direction from Council on how further to proceed.

### **DESCRIPTION / OPTIONS:**

Two notable questions remain to be considered:

1. Could Administration work towards a revision of the drawings?
  - change in floor plan to remove any costly structural changes (re-look at original proposal)
  - review of mechanical, and other alterations not required at this time
  - work with other organizations using the building to revise the design designated for their use
2. Would Town Council support a move to this facility in stages? ie: Administration, followed by other users to allow funding sources to be spread out over a few years?

ATTACHMENTS:

1.) none

APPLICABLE LEGISLATION:

1.) none

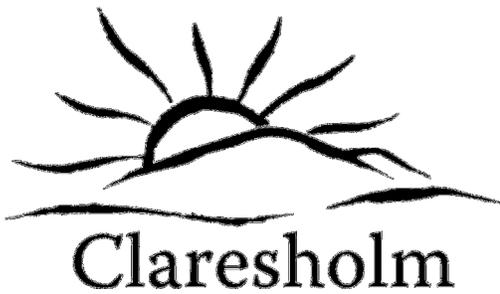
PREPARED BY: Tara VanDellen - Development Officer

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APPROVED BY: Marian Carlson, CGLM - CAO

DATE: March 9, 2016

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# INFORMATION BRIEF

Meeting: March 14, 2016  
Agenda Item: 10

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## POLICY # PLDE 04-09 – PLANNING & DEVELOPMENT FEES

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### **BACKGROUND:**

On June 22, 2015, the Town of Claresholm Strategic Plan was approved by Town Council. On July 24, 2015 Implementation of Year One Item 1(c): “Review and Streamline Development Application Processes and Procedures”; a motion was carried by the Municipal Planning Commission (MPC) to direct the Development Officer to use services of ORRSC and other resources to generate options, including Land Use Bylaw Amendments, to address item 1 (c) of the Town of Claresholm Strategic Plan.

As Town Council reviews the development application processes by way of Bylaw No. 1596 to amend Bylaw No. 1525, the Policy in regards to Planning & Development Fees may require a review as well. The MPC discussed the existing fees at their meeting held on February 26, 2016, and carried a motion as follows;

*Motion to refer to Town Council Policy PLDE #04-09 for review and feedback in respect to goals and direction for planning & development fees.*

One area the MPC feels could use review is the classification of Home Occupation 1 and 2. Currently the Planning & Development fee structure has one classification for Home Occupations as all were referred to the MPC at the cost of \$125.00. As noted in the municipality comparisons High River, for example, has classifications for home occupations reflected in the fees (see attached comparison chart). It should also be noted that the MPC and Development Officer feel the Town of Claresholm is in line with the planning and development fees as compared to many municipalities. This policy was created with Land Use Bylaw No. 1596 and has not been reviewed since 2009. *(Please note, this is a review of fees associated with the Land Use Bylaw only, an additional review of the Business License Bylaw for streamlining the process and procedure is in progress, and may be discussed with the newly formed Economic Development Committee for feedback and recommendations prior to presenting to Council for their review.)*

### **DESCRIPTION / OPTIONS:**

- Option 1: Continue to use the existing Planning & Development Fees as per Policy #PLDE 04-09 without any changes.
- Option 2: Update the Planning & Development Fees as per Policy #PLDE 04-09 to reflect the changes in the proposed Bylaw No.1596.

### **ATTACHMENTS:**

- 1.) Policy #PLDE 04-09 Planning & Development Fees for Bylaw #1525
- 2.) Municipal Fees comparison

### **APPLICABLE LEGISLATION:**

- 1.) Town of Claresholm Land Use Bylaw

PREPARED BY: Tara VanDellen - Development Officer

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APPROVED BY: Marian Carlson, CGLM - CAO

DATE: March 9, 2016



## Policy #PLDE 04-09

### Bylaw #1525 – Land Use Bylaw Planning & Development Fees

**PURPOSE:** To establish a document showing the Planning and Development Fees as required by Bylaw #1525, the Land Use Bylaw.

**POLICY:** Planning and Development Fees as required by Bylaw #1525, the Land Use Bylaw, shall be charged based on the attached fee listing.

**PARAMETERS:** The attached listing shows the fees to be charged for planning and development projects within the Town of Claresholm as administered by the Development Department.

**NOTE:** Fees on this policy may be changed by Council resolution and updated to the policy at such time as deemed necessary by Administration and/or Council.

**EFFECTIVE DATE:** April 15, 2009

## Planning & Development Fees

(April 2009)

Residential:	
New Residential Dwellings: \$50 per new dwelling unit created + \$1 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)	
Other Residential Development: \$20 per development + \$1 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)	
Commercial / Industrial / Institutional:	
\$2 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)	
Sign Permit & Temporary Sign Permit: (One sign per application)	
\$50 + \$2 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)	
Miscellaneous Development Fees:	
Variance to the Land Use Bylaw	\$125.00
Discretionary Uses	\$125.00
Home Occupation Application	\$125.00
Change in Use (permitted use)	\$20.00
Change in Use (discretionary use)	\$125.00
Parking (cash-in-lieu (per stall))	\$4,000.00
Demolition Permit	\$50.00
Zoning Letter	\$20.00
Environmental Search Request Letter	\$20.00
Residential Certificate of Compliance	\$50.00
All Other Certificate of Compliance	\$100.00
Condominium Conversions (per unit)	\$40.00
Performance Security Deposits / Building Damage Deposits:	
<b>Single Family Dwellings &amp; Duplex Dwellings (new construction)</b>	
Adherence to Proposed Site Plan	\$ 750.00
Final Grades Achieved	\$ 750.00
Completion of Landscaping & Building Exterior	\$ 500.00
<b>TOTAL</b>	<b>\$2000.00</b>
Residential exterior renovations and additions (when structural alterations are proposed) and accessory buildings over 250 sq. ft. and *balconies, *decks, *porches & *verandas. (*that require building permits)	\$500.00
<b>Multi-family, Industrial and Commercial (new construction)</b>	
Adherence to Proposed Site Plan	\$1000.00
Final Grades Achieved	\$1500.00
Completion of Landscaping & Building Exterior	\$1000.00
<b>TOTAL</b>	<b>\$3500.00</b>
Industrial and Commercial intensification of use (including exterior renovations, landscaping, parking, screening, etc)	\$1,500.00
Moved in (Moved out) Buildings or Building Demolition using cartage & heavy equipment (to cover any damage to street, sidewalks, curbs)	\$5,000.00
Penalty Fees:	
Commencing Without Approved Development Permit	Permit Fees Double
Post Construction Waiver Applications	Permit Fees Double
Sign Impoundment Fee	\$250.00
Planning Fees:	
Statutory Plan Amendment (MDP, ASP, ARP, LUB) Not Redesignation	\$400.00
Statutory Plan Amendment (MDP, ASP, ARP, LUB) Redesignation	\$400.00
Municipal Reserve Disposal Application	\$250.00
Road Closure Application	\$250.00
New Area Structure Plan	\$1,000.00
Subdivision and Development Appeal Board Fees	\$300.00
Agreement Preparations Small Scale	\$125.00
Agreement Preparations Large Scale	\$500.00 + legal expenses
Document / Products Fees:	
Land Use Bylaw	*cost + 50%
Municipal Development Plan	*cost + 50%
Inter-Municipal Development Plan	*cost + 50%
Other Statutory Plans	*cost + 50%
Land Use Map	*cost + 50%
Legal Base Map	*cost + 50%
Civic Address Map	*cost + 50%
Servicing Standards for Municipal Improvements	*cost + 50%
* Hardcopy only (fees may be subject to additional postage costs)	

## Municipal Fees Comparison

Municipality	Development Permit	Business Licence	Compliance Request
<b>Claresholm</b>	• Residential Dwelling: \$50.00 + \$1.00 per \$1000.00 construction value. • Commercial and Industrial: \$2.00 per \$1000.00 construction value	• Home-Based Residential: \$100.00 • Commercial and Industrial: \$50.00	• Residential: \$50.00 • Commercial and industrial: \$100.00
<b>Granum</b>	• Residential Dwelling: \$50.00 • Commercial and Industrial: \$100.00	• Home-Based Residential: \$100.00 • Commercial and Industrial: \$35.00	• Residential: \$50.00 • Commercial and industrial: \$50.00
<b>Fort Macleod</b>	• Residential Dwelling: \$100.00 • Commercial and Industrial: \$100.00	• Home-Based Residential: \$225.00 • Commercial and Industrial: \$100.00	• Residential: \$50.00 • Commercial and industrial: \$50.00 (\$100.00 rushed 2 days)
<b>Vulcan County</b>	• Residential Dwelling: \$150.00 • Commercial and Industrial: \$250.00	• No fee	• Residential: \$75.00 • Commercial and industrial: \$100.00
<b>MD Willow Creek</b>	• Residential Dwelling: \$50.00 • Commercial and Industrial: \$50.00	• Home-Based Residential: \$200.00 • Commercial and Industrial: \$100.00	• Residential: \$100.00 • Commercial and industrial: \$100.00
<b>Nanton</b>	• Residential Dwelling: \$150.00 • Commercial and Industrial: \$200.00	• Home-Based Residential: \$120.00 • Commercial and Industrial: \$100.00	• Residential: \$50.00 • Commercial and industrial: \$50.00
<b>Pincher Creek</b>	• Residential Dwelling: \$50.00 • Commercial and Industrial: \$50.00	• Home-Based Residential: \$125.00 • Commercial and Industrial: \$125.00	• Residential: \$50.00 • Commercial and industrial: \$50.00 (\$150.00 expedited)
<b>Cardston</b>	• Residential Dwelling: \$50.00 • Commercial and Industrial: \$50.00	• Home-Based Residential: \$60.00 • Commercial and Industrial: \$50.00	• Residential: \$25.00 • Commercial and industrial: \$25.00
<b>Milk River</b>	• Residential Dwelling: \$20.00 • Commercial and Industrial: \$30.00	• Home-Based Residential: N/A • Commercial and Industrial: \$50.00	• Residential: \$30.00 • Commercial and industrial: \$30.00
<b>High River</b>	• Residential Dwelling: \$300.00 • Commercial and Industrial: \$600.00	• Home-Based Residential: o Minor: \$50.00 o Major: \$150.00 • Commercial and Industrial: \$120.00	• Residential: \$100.00 • Commercial and industrial: \$100.00 (\$175.00 2-3 days)
<b>Nobleford</b>	• Residential Dwelling: \$30.00 • Commercial and Industrial: \$30.00	• No fee	• Residential: \$50.00 • Commercial and industrial: \$50.00



# INFORMATION BRIEF

Meeting: March 14, 2016

Agenda Item: 11

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 25, 2015				
13	INFO BRIEF: Golf Course Bridge - Direction to proceed with temporary repairs and to identify the project in the infrastructure master list for future discussion.	Mike	Repairs to be completed upon Golf Course season closure. (waiting for DRP approval)	In progress
Regular Scheduled Meeting - December 14, 2015				
10	INFO BRIEF: Business License Bylaw - Council direction for administration to follow option 3.	Tara	Dale to present to EDC once sub-committee formed. Research from other municipalities gathered.	In progress
Regular Scheduled Meeting - January 25, 2016				
12	IN CAMERA: Moved by Councillor McAlonan to extend the Fire Chief Service Agreement with the MD of Willow Creek for six months, to expire June 30, 2016. CARRIED MOTION #16-008	Marian	Jan 27th - Notice sent to MD	In progress
Regular Scheduled Meeting - February 8, 2016				
1	Delegation Response: AXIA - Referred to administration to investigate the opportunity further.	Dale	Still researching	In progress
11	INFO BRIEF: School Transfer Agreement - Council directed Administration to notify the Livingstone Range School Division that possession of the property would not proceed until after the playground equipment is removed by the purchasing party.	Marian	Talked to Jeff Perry Feb 9th	In progress
Regular Scheduled Meeting - February 22, 2016				
3	CORRES / RFD: Meals on Wheels - Moved by Councillor McAlonan to pay the general liability insurance for 2016 in the amount of \$656.74. CARRIED MOTION #16-017	Karine	Cheque & letter sent	Complete

3	RFD Meals on Wheels - Moved by Councillor Cutler to direct Administration to amend policy #GA 09-07 (b) for Town facilities only. CARRIED MOTION #16-018	Karine		In progress
4	RFD: Moved by Councillor Fieguth to reduce the reserve bid for Lot 16, Block 63, Plan 0110064 to \$715,000.00. CARRIED MOTION #16-019	Marian	Contract entered into with Avison Young	Complete
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		In progress
	Contact MD of Willow Creek Re: Summer Games	Marian	Email sent to Cindy Vizzutti Feb 23/16	Complete
	Contract Associated Engineering	Marian	Contacted Associated Engineering Feb 23/16	Complete

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 10, 2016

# **INFORMATION ITEMS**

**Alberta SouthWest Regional Alliance**  
**Minutes of the Board of Directors Meeting**  
Wednesday January 6, 2016 - Roy's Place, Claresholm



**Board Representatives**

Lloyd Kearl, Cardston County  
Barney Reeves, Waterton  
Jordan Koch, Glenwood  
Maryanne Sandberg, MD Willow Creek  
Dennis Gillespie, Stavely  
Shelley Ford, Claresholm  
John Connor, Granum  
Brent Feyter, Fort Macleod  
Warren Mickels, Cowley  
Lorne Jackson, Pincher Creek  
Garry Marchuk, MD Pincher Creek  
Beryl West, Nanton  
Ron Davis, MD Ranchland  
Blair Painter Crowsnest Pass  
Bill Peavoy, Cardston

**Guests and Presenters**

Lonnie Mesick, CEO AgSpectra  
Leif Fossheim, chief Biologist, Ag Spectra  
Pat Provost, Piikani Nation  
Darren Smith, Piikani Nation  
Clara Yagos, LRSD  
Martha Ratcliffe, LRSD  
Micah Feyter

**Resource Staff**

Leah Wack, Lethbridge College  
Bill Halley, RINSA, AI-TF  
Linda Erickson, AEDT  
Marian Carlson, CAO, Claresholm  
James Tessier, Community Futures, Alberta Southwest  
Bev Thornton, Executive Director, AlbertaSW  
Bob Dyrda, Communications Coordinator, AlbertaSW

1. Welcome and Introductions

2. Approval of Agenda

Moved by Maryanne Sandberg THAT the agenda be approved as presented.

**Carried.** [2016-01-472]

3. Approval of Minutes

Moved by Shelley Ford THAT the minutes of December 4, 2015 be approved as presented.

**Carried.** [2016-01-473]

4. Approval of Cheque register

Moved by Bill Peavoy THAT cheques #1938-#1959 be approved as presented.

**Carried.** [2016-01-474]

5. AgSpectra Presentation

CEO Lonnie Mesick provided an overview of the vision and plan for Starfield Centre Greenhouse developments. Using proprietary materials, innovative construction techniques, and renewable energy sources, the initiative is intended to create multi-generational employment opportunities within a state of the art farm, a wholesome plant, water science research facility, K- 12 education hub and ag-tourism visitor centre.

6. EDA 2016 Conference update

AlbertaSW will cover registration fee for Board representatives. Alberta REDAs will be a Bronze Sponsor for the conference. Alberta REDAs have proposed doing a breakout session on Broadband for Economic Development. Bev will run for reelection to a two-year term on the EDA Board.

7. Priorities for 2016-2017
- There are active initiatives in all three Core Business areas that will roll into next phases: these include:
- Broadband next steps;
  - Crown of the Continent;
  - Tourism destination development;
  - 13 WAYS leadership development;
- Renewed multi-REDA activity related to
- Southern Alberta Alternative Energy Partnership (SAAEP)
  - *Reel Adventures Alberta Movie Maps.*
8. Invest in Alberta magazine and  
Vacation Country Travel Guide
- Alberta REDAs will share the cost of a full page ad in the *Invest in Alberta* publication.  
AlbertaSW will place an ad in the *Vacation Country Travel Guide* 40<sup>th</sup> Anniversary issue. Communities will be invited to provide advertorial and photos that will be featured on the website and may possibly be edited for magazine inclusion.
9. Project Lead Report
- Accepted as information.  
Next Broadband Meeting is January 27, 2016, 2:00pm
10. Executive Director Report
- Accepted as information.
11. Roundtable updates
12. Board Meetings:  
February 3, 2016 - no meeting  
March 2, 2016 - Fort Macleod  
April 6, 2016 - EDA Conference; no meeting
13. Adjournment
- Moved by Garry Marchuk THAT the meeting be adjourned.  
**Carried.** [2016-01-475]

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Chair

**Approved March 2, 2016**

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Secretary/Treasurer

# Alberta SouthWest Bulletin March 2016

## Regional Economic Development Alliance (REDA) Update

### Becoming Albertan video clips

Summer 2015 saw completion of a project that filmed local attractions as seen through the eyes of newcomers to southern Alberta. SouthGrow and Alberta SW assisted in helping the film crew make some local contacts. Video clips can be viewed at <http://becomingalbertan.com/activities>

### Broadband conversation continues at the provincial level ...

❖ REDA Managers and staff of Entrepreneurship and Regional Development Branch met for a planning and information-sharing day on February 25 in Edmonton. The Department is developing a *Broadband Preparedness* tool and is offering matching funding to support new initiatives.

❖ AlbertaSW and SouthGrow Boards met jointly on March 2, 2016 to share information and brainstorm possibilities for broadband initiatives. Representatives from AUMA Small Communities Committee were also in attendance; this committee is looking at broadband issues on behalf of that provincial organization.

### For your viewing pleasure: Great messages and information!

There is need to help provide our communities with more information about the importance of high speed connectivity to social and economic development.

Here is a link to the video that was referenced at the meeting called *Connected Countryside*.

<https://www.intelligentcommunity.org/index.php?src=gendocs&ref=connected-countryside&category=Services>

Such an approach may provide value for officials in all levels of government, as well as citizens.

Also of interest is the story of the two counties in Kentucky. It is a great story for the very rural.

[http://www.bbcmag.com/2016mags/Jan\\_Feb/BBC\\_Jan16\\_GigabitHollers.pdf](http://www.bbcmag.com/2016mags/Jan_Feb/BBC_Jan16_GigabitHollers.pdf)



The next **AlbertaSW Broadband Committee meeting** is scheduled for **Wednesday March 30, 2016, 2:00pm** and will explore some of these ideas further.

Anyone willing to join this conversation is welcome to attend; please contact Bob for details.

### OTHER UPCOMING EVENTS

#### ❖ Digital Futures, Medicine Hat

Tuesday, March 8, 7:00pm to Thursday, March 10, 2016 <https://digitalfuturesandlocaltglobal.eventbrite.ca>

#### ❖ 2016 Economic Developers Alberta (EDA) Conference, Kananaskis

Wednesday April 6 to Friday April 8, 2016. Registration and information at [www.edaalberta.ca](http://www.edaalberta.ca)

#### ❖ Montana Governor's Conference on Tourism, Kalispell MT

Sunday April 10 to Tuesday April 12, 2016 <http://tourism.mt.gov/governorsconference/agenda>

#### ❖ Crown Roundtable Conference, Fernie BC

Thursday October 13 to Friday October 14, 2016; mark your calendar!

<http://www.crownroundtable.org/7thconference2016.html>

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

403-627-3373 or 1-888-627-3373

[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

[bob@albertasouthwest.com](mailto:bob@albertasouthwest.com)





*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

MINUTES - 1 (2016)

**EXECUTIVE COMMITTEE MEETING**

**Thursday, January 14, 2016 at 7:00 p.m.**

**ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

**EXECUTIVE COMMITTEE:**

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

Bill Chapman  
Tom Rose  
Barry Johnson

**STAFF:**

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

**AGENDA:**

1. **Approval of Agenda** – January 14, 2016 .....
2. **Approval of Minutes** – November 12, 2015 .....(attachment)
3. **Business Arising from the Minutes**
4. **New Business**
  - (a) Organizational Retreat Update .....
  - (b) Vehicle Purchase..... (handout)
  - (c) Provincial Funding – Lobbying Strategy Update .....(attachment)
  - (d) Assessment Review Board – Court of Queen’s Bench Update .....
  - (e) Planning Position Update & Interim Coverage .....
  - (f) Municipal Borrowing Bylaw Form – ATB Financial .....
  - (g) Fee For Service Update ..... (handout)
  - (h) Flood Mapping Update .....
5. **Accounts**
  - (a) Office Accounts –
    - (i) October 2015.....(attachment)
    - (ii) November 2015 .....(attachment)
  - (b) Financial Statements –
    - (i) January 1 - October 31, 2015.....(attachment)
    - (ii) January 1 - November 30, 2015 .....(attachment)

- 6. Director's Report .....
  - 7. Executive Report .....
  - 8. Adjournment .....
- 

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

**1. APPROVAL OF AGENDA**

**Moved by: Tom Rose**

THAT the Executive Committee approve the agenda, as amended:

ADD: 4(h) Flood Mapping Update

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Jim Bester**

THAT the Executive Committee approve the minutes of November 12, 2015, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

- None.

**4. NEW BUSINESS**

**(a) Organizational Retreat Update**

- Several facilitator options suggested by the Executive at the last meeting were investigated, but most perform mediation rather than strategic planning. Following discussion, consensus was that the retreat be organized inhouse with duties divided among ORRSC planners. The Director will prepare a draft survey for the Executive Committee to review before circulation to municipal councils for input prior to the retreat. A retreat date has not been set, but should occur before the end of April 2016.

**Moved by: Jim Bester**

THAT the Oldman River Regional Services Commission hold an organizational retreat for the Executive Committee and staff facilitated by ORRSC planners before the end of April 2016. Prior to the retreat, a survey will be provided to all member municipal councils and administration for input.

**CARRIED**

**(b) Vehicle Purchase**

- Invitations to quote were sent to nine automotive dealerships with only two responding with quotes on 4 vehicles (prices + GST, tire levy, A/C tax):

2016 Jeep Patriot North 4x4	\$22,781.00
2016 Jeep Cherokee Sport 4x4	\$26,469.00
2015 Chevrolet Equinox AWD	\$23,575.25
2016 Chevrolet Equinox AWD	\$25,531.25

**Moved by: Don Anderberg**

THAT the Executive Committee approve the purchase of a 2016 Chevrolet Equinox AWD from Murray Chevrolet for \$25,531.25 + GST, tire levy, A/C tax, as quoted. **CARRIED**

**(c) Provincial Funding – Lobbying Strategy Update**

- An email from Dionne Comeau of Parkland Community Planning Services who is spearheading the funding effort was attached to the agenda. In a meeting on December 17, 2015 with Brad Pickering, Deputy Minister of Municipal Affairs, he requested additional information on the services we offer and the level of population we represent, and has agreed to set aside funding for us until we meet with grant staff in the new year. We have also requested that one of the changes they make to the grant outline is to include us as entities that can apply for a grant on behalf of our municipalities without having to get a sponsor like we do now. Director Lenze Kuiper and Senior Planner Mike Burla will meet with the lobby group in Edmonton on January 28, 2016.

**Moved by: Tom Rose**

THAT the Executive Committee receive the Provincial Funding – Lobbying Strategy Update, as information. **CARRIED**

**(d) Assessment Review Board – Court of Queen’s Bench Update**

- One 2015 Assessment Review Board decision has been appealed to the Court of Queen’s Bench on grounds that proper notification was not given. The matter went before the judge and he asked for a special chambers meeting which is scheduled for July 18, 2016. Legal costs to prepare for this meeting could be \$5000 - \$6000. Following discussion, the Executive Committee recommended that an offer be extended to hear the appeal again in 2016 and waive the fee in order to avoid legal costs.

**Moved by: Bill Chapman**

THAT the Executive Committee receive the Assessment Review Board Update, as information. **CARRIED**

**(e) Planning Position Update & Interim Coverage**

- The Planner position vacated by Spencer Croil has been advertised with a closing date of January 31, 2016 and 22 applications have been received to date. Interim coverage for his municipalities is as follows:

Bassano – Cam Klassen (Diane Horvath and Ryan Dyck backup)

Brooks – Gavin Scott

Coaldale – Cam Klassen (Ryan Dyck backup)

Fort Macleod – Mike Burla

**(f) Municipal Borrowing Bylaw – ATB Financial**

- In order to maintain a \$500,000 revolving line of credit for ORRSC, ATB Financial requires the Chair and Director to sign a municipal borrowing bylaw and record its approval by the Executive Committee in the minutes of the first meeting of each year. Therefore, a resolution is required authorizing the Chair and Director to sign the bylaw. The line of credit currently has a \$0 balance and was last used in 2013.

**Moved by: Jim Bester**

THAT the Executive Committee authorize the Chair and Director to endorse the 2016 Municipal Borrowing Bylaw Form (Revolving Line of Credit) for ATB Financial. **CARRIED**

**(g) Fee For Service Update**

- The updated Fee For Service table was reviewed.

**Moved by: Henry Van Hierden**

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

**CARRIED**

**(h) Flood Mapping Update**

- ORRSC sent a letter to the Minister of Municipal Affairs in 2014 on behalf of our member municipalities requesting updated floodway mapping. Although several River Hazard Studies are currently underway in the province, none are occurring in our area. Therefore, Don Anderberg asked ORRSC to send another letter requesting an update of floodway mapping in our region.

**Moved by: Bill Chapman**

THAT the Executive Committee authorize ORRSC to send a letter to the Minister and Deputy Minister of Municipal Affairs and Environment regarding the status of floodway mapping in our region, with a copy to all member municipalities. **CARRIED**

**5. ACCOUNTS**

**(a) Office Accounts –**

**(i) October 2015**

5150	Staff Mileage .....	B. Brunner .....	\$ 87.50
5150	Staff Mileage .....	B. Brunner .....	158.00
5150	Staff Mileage .....	S. Croil .....	72.00
5150	Staff Mileage .....	D. Horvath .....	315.00
5150	Staff Mileage .....	K. Kinniburgh .....	56.35
5151	Vehicle Gas & Maintenance .....	Imperial Oil .....	345.43
5536	Rural IMDP Grant .....	Imperial Oil .....	36.72
5280	Janitorial Services .....	Madison Ave Business Services .....	475.00
5320	General Office Supplies .....	Madison Ave Business Services .....	15.79
5310	Telephone .....	Shaw Business .....	309.65
5310	Telephone .....	Shaw Business .....	309.65
5310	Telephone .....	Bell Mobility .....	627.60
5310	Telephone .....	Telus .....	61.68
5310	Telephone .....	Yellow Pages .....	29.04
5320	General Office Supplies .....	Desjardin Card Services .....	18.00
5320	General Office Supplies .....	Desjardin Card Services .....	283.52
5380	Printing & Printing Supplies .....	Desjardin Card Services .....	137.50
5320	General Office Supplies .....	Desjardin Card Services .....	92.40

5380	Printing & Printing Supplies .....	Desjardin Card Services .....	75.53
5330	Dues & Subscriptions .....	Sunny South News .....	24.00
5330	Dues & Subscriptions .....	Temple City Star .....	52.00
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	22.00
5430	Aerial Photos & Maps .....	County of Warner .....	180.00
5440	Land Titles Office .....	Minister of Finance .....	391.00
5500	Subdivision Notification .....	Lethbridge Herald .....	124.80
5500	Subdivision Notification .....	Lethbridge Herald .....	274.56
5540	Other .....	Purolator .....	34.20
1160	GST Receivable .....	GST Receivable .....	287.95
		<b>TOTAL</b>	<b><u>\$4,896.87</u></b>

**(ii) November 2015**

5150	Staff Mileage .....	M. Burla .....	\$ 290.00
5150	Staff Mileage .....	S. Harty (March - November) .....	150.50
5150	Staff Mileage .....	S. Johnson .....	68.50
5151	Vehicle Gas & Maintenance .....	S. Johnson .....	112.13
5320	General Office Supplies .....	S. Johnson .....	151.85
5536	Rural IMDP Grant .....	S. Johnson .....	36.86
4140	Approval Fees .....	Lorne Hazell .....	175.00
5151	Vehicle Gas & Maintenance .....	Imperial Oil .....	358.78
5280	Janitorial Services .....	Madison Ave Business Services .....	475.00
5285	Building Maintenance .....	Wild Rose Horticultural .....	160.00
5285	Building Maintenance .....	Weing's Sprinkler .....	100.00
5285	Building Maintenance .....	Kost Fire .....	84.00
5310	Telephone .....	Bell Mobility .....	652.65
5310	Telephone .....	Shaw Business .....	309.65
5310	Telephone .....	Yellow Pages .....	30.49
5310	Telephone .....	Telus .....	2.00
5320	General Office Supplies .....	Desjardin Card Services .....	205.03
5320	General Office Supplies .....	Wal Mart .....	27.41
5320	General Office Supplies .....	Petty Cash (name badge, bowls) .....	32.88
5530	Coffee & Supplies .....	Petty Cash (green tea, coffee filters) ....	31.69
5350	Postage & Petty Cash .....	Postage by Phone .....	1,500.00
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	22.00
5380	Printing & Printing Supplies .....	Desjardin Card Services .....	633.72
5380	Printing & Printing Supplies .....	Paramount Printers .....	364.75
5430	Aerial Photos & Maps .....	M.D. of Willow Creek .....	240.00
5440	Land Titles Office .....	Minister of Finance .....	486.00
5460	Public Relations .....	Jaime Thomas .....	100.00
5460	Public Relations .....	Lenze Kuiper .....	100.00
5460	Public Relations .....	Diane Horvath .....	150.00
5460	Public Relations .....	Gail Kirkman .....	200.00
5460	Public Relations .....	Costco .....	264.79
5480	Recruitment & Relocation .....	AUMA .....	450.00
5532	Assessment Review Board .....	D. Gillespie .....	760.32
5532	Assessment Review Board .....	H. Van Hierden .....	770.34
5580	Equipment & Furniture Rental .....	Xerox Canada .....	2,389.58

1160	GST Receivable .....	GST Receivable .....	238.53
		<b>TOTAL</b>	<b><u>\$12,124.45</u></b>

**Moved by: Don Anderberg**

THAT the Executive Committee approve the Office Accounts of October (\$4,896.87), and November (\$12,124.45) 2015, as presented. **CARRIED**

**(b) Financial Statements –**

- (i) January 1 - October 31, 2015**
- (ii) January 1 - November 30, 2015**

**Moved by: Henry Van Hierden**

THAT the Executive Committee approve the following unaudited financial statements:

- January 1 - October 31, 2014
- January 1 - November 30, 2014
- January 1 - December 31, 2014

**CARRIED**

**6. DIRECTOR’S REPORT**

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

**7. EXECUTIVE REPORT**

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

**8. ADJOURNMENT**

**Moved by: Henry Van Hierden**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:40 p.m. until **Thursday, February 11, 2016 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: \_\_\_\_\_

RECEIVED

MAR 09 2016

WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES  
COMMISSION

Box 2820 Claresholm, Alberta T0L 0T0

Phone: 403-687-2603

Fax: 403-687-2606

---

March 4, 2016

Town of Claresholm  
Box 1000  
Claresholm, Alberta  
T0L 0T0

Dear Mayor and Council,

The Willow Creek Regional Waste Management Services Commission approved the Operating and Capital Budget for the 2016 fiscal year on February 23, 2016.

Please find attached the 2016 Requisition in the amount of \$39 834.80. This is based on a per capita rate of \$10.60 and a population of 3758.

The Commission has approved an increase in tipping fees. The member rates, effective March 1, 2016, will be as follows:

- |                                 |                          |
|---------------------------------|--------------------------|
| • Domestic Household Waste      | \$65.00 per metric tonne |
| • Dry, Concrete and Metal Waste | \$65.00 per metric tonne |
| • Minimum Charges up to 150kg   | \$10.00                  |
| • Minimum Charge 151 to 300 kg  | \$20.00                  |
| • Minimum Charge 301 to 450 kg  | \$30.00                  |

Schedules A & B of Bylaw 1-2016 is attached.

I have also enclosed the 2016 landfill operating and capital budget, as well as a copy of the 2015 Financial Statements for your information.

I trust this to be in order, however, if you have any questions, please do not hesitate to call.

Sincerely,



Cheryl Guenther  
CAO  
Willow Creek Regional Waste Management  
[willowcreekregionallandfill@cciwireless.ca](mailto:willowcreekregionallandfill@cciwireless.ca)

Willow Creek Regional Waste Management Services Commission

Box 2820  
 Claresholm, AB  
 T0L0T0

# Invoice

Date	Invoice #
3/4/2016	1602

Invoice To
Town of Claresholm Box 1000 Claresholm, Alberta T0L 0T0

P.O. No.	Terms	Project

Qty	Description	Rate	Amount
3,758	2016 Requisition	10.60	39,834.80

<b>Sales Tax Summary</b>		
Total Tax		0.00

<b>Total</b>		<b>\$39,834.80</b>
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**Schedule A**  
**Customer Rates**

<b>Waste</b>	<b>0 to 140 kg</b>	<b>141 to 285 kg</b>	<b>286 to 425 kg</b>	<b>over 425 kg</b>
Domestic Waste	\$10.00	\$20.00	\$30.00	\$70.00 tonne
Construction/General Waste	\$10.00	\$20.00	\$30.00	\$70.00 tonne
Concrete Waste	\$10.00	\$20.00	\$30.00	\$70.00 tonne
Heavy Metals	\$10.00	\$20.00	\$30.00	\$70.00 tonne
Barbed Wire (tightly rolled & no posts)	\$10.00	\$20.00	\$30.00	\$70.00 tonne
Clean Fill (non-contaminated)	\$10.00	\$20.00	\$30.00	\$70.00 tonne

<b>Waste</b>	<b>0 to 130 kg</b>	<b>131 to 260 kg</b>	<b>261 to 400 kg</b>	<b>over 400 kg</b>
Hard to handle/mixed bins	\$10.00	\$20.00	\$30.00	\$75.00 tonne

<b>Waste</b>	<b>Rates per single unit</b>
Bagged refuse	\$2.00 per bag
Mattress or Box Spring	\$10.00
Chair	\$5.00
Couch or loveseat	\$10.00
Washer, dryer, stove, hot water tank, etc.	\$5.00
Fridges, freezers, A/C units, water coolers	Weight charge plus \$25.00 surcharge
Low weight/high volume material Styrofoam block/cedar shingles etc.	\$75.00 per load (Scale operator's discretion)

**Schedule B**

**Member Rates**

<b>Waste</b>	<b>0 to 150 kg</b>	<b>151 to 300 kg</b>	<b>301 to 450 kg</b>	<b>over 450 kg</b>
Domestic Waste	\$10.00	\$20.00	\$30.00	\$65.00 tonne
Construction/General Waste	\$10.00	\$20.00	\$30.00	\$65.00 tonne
Concrete Waste	\$10.00	\$20.00	\$30.00	\$65.00 tonne
Heavy Metals	\$10.00	\$20.00	\$30.00	\$65.00 tonne
Barbed Wire (tightly rolled & no posts)	\$10.00	\$20.00	\$30.00	\$65.00 tonne
Clean Fill (non-contaminated)	\$10.00	\$20.00	\$30.00	\$65.00 tonne

<b>Waste</b>	<b>0 to 250 kg</b>	<b>251 to 500 kg</b>	<b>501 to 750 kg</b>	<b>over 750 kg</b>
Compost	\$10.00	\$20.00	\$30.00	\$40.00 tonne

<b>Waste</b>	<b>0 to 150 kg</b>	<b>151 to 300 kg</b>	<b>301 to 450 kg</b>	<b>over 450 kg</b>
Hard to handle/mixed bins	\$10.00	\$20.00	\$30.00	\$65.00 tonne

<b>Waste</b>	<b>Rates per single unit</b>
Bagged refuse	\$2.00 per bag
Mattress or Box Spring	\$10.00
Chair	\$5.00
Couch or loveseat	\$10.00
Washer, dryer, stove, hot water tank, etc.	\$5.00
Fridges, freezers, A/C units, water coolers	Weight charge plus \$25.00 surcharge
Low weight/high volume material Styrofoam block/cedar shingles etc.	\$75.00 per load (Scale operator's discretion)

<b>Willow Creek Regional Waste Management Services Commission</b>							
<b>Budget</b>							
<b>For the year ending December 31, 2016</b>							
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
	1430550	Return on interest		5,640.00			
	1430990	Service charge		300.00			
	1431400	Bank account interest		4,500.00			
	1500100	Metal Recycling		5,000.00			
	1500110	Paint Recycling		300.00			
	1500200	Electronics Recycling		1,500.00			
	1500401	Town of Claresholm		126,268.00			
	1500402	Town of Fort Macleod		85,580.00			
	1500403	Town of Stavely		10,492.00			
	1500404	Town of Granum		8,080.00			
	1500405	M.D. of Willow Creek		17,185.00			
	1500406	Cash Customers		105,400.00			
	1500407	Other customer charge accts.		87,880.00			
	1500990	Other income (landfill)		300.00			
	5430991	Rent		10,050.00			
<b>Total Income less requisition</b>				<b>468,475.00</b>			
<b>Expense</b>							
	2430762	Fuel		19,000.00			
	2430990	Other expenses		3,252.00			
	2436100	Group benefits		4,740.00			
	2436200	Water Monitoring		7,000.00			
	2436201	Insurance - general		6,000.00			
	2436210	Audit		6,750.00			
	2436300	WCB premiums		1,990.00			
	2436400	Building security		300.00			
	2436410	Postage		500.00			
	2436450	Building Maintenance		1,500.00			
	2436500	Post Closure/Closure Plan		8,500.00			

	2436510	Telus		1,860.00		
	2436520	CCI Wireless		840.00		
	2436550	Training & expenses		2,520.00		
	2436762	Computer & software		6,500.00		
	2500100	PPE & Safety (boot allowance)		2,000.00		
	2500110	Scale tickets, checks, etc.		2,000.00		
	2500200	Memberships & Licensing		600.00		
	2500210	Sewer		804.00		
	2500300	Misc. office & sanitary supply		1,400.00		
	2500310	Yard maintenance		2,400.00		
	2500400	Freon removal		1,000.00		
	2500410	Misc. shop tools		1,700.00		
	2500500	Equipment maintenance		3,500.00		
	2500501	Equipment maintenance - loader		2,750.00		
	2500510	Epcor		1,750.00		
	2500520	Little Bow Gas		1,550.00		
	2500610	Water		840.00		
	2500620	Recycling Expenses		1,000.00		
	2500650	Cell Maintenance		1,200.00		
	2500820	Interact charges		1,200.00		
	2500991	Equipment repair - Loader		2,016.00		
	2500992	Equipment repair - Compactor		3,216.00		
	2500993	Equipment repair - Excavator		3,216.00		
	2500994	Equipment repair - Truck		816.00		
	2500996	Equipment repair - Mower		816.00		
	2500990	Equipment repair - Wind Fence		2,500.00		
	66000	Payroll Expenses		193,000.00		
	<b>Total Expenses</b>			<b>302,526.00</b>		
	<b>Net Income from ordinary operations less requisition</b>				<b>165,949.00</b>	

		<b>Net Income from ordinary operations less requisition</b>		165,949.00	
		<b>Budgeted capital projects for the year</b>			
		<b>Building</b>	134,885.00		
		<b>Equipment</b>	8,000.00		
		<b>Total Capital</b>		142,885.00	
		<b>Net Income from ordinary operations including capital projects</b>		23,064.00	
		2500800 Closure and Post Closure		20,000.00	
		2501000 Amortization		140,000.00	
		<b>Reserves</b>			
		4430905 Capital reserve - machinery & equipment			
		4430910 Capital reserve - waste cells			
		4000763 Capital reserve - site restoration			
		4430900 Capital reserve - engineer structures			
		<b>Total Reserves</b>		0.00	
		<b>Required requisition</b>		136,936.00	

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

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility January 28<sup>th</sup>, 2016 at 3:00 P.M.

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

Absent: John Connor

1. Chair Earl Hemmaway called the Meeting to Order at 2:55 P.M.
2. Approval of Agenda

Cheryl added items 6e and 6f.

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

3. Delegations

No delegations

4. Approval of Minutes

**16.05 Moved by Lyal O'Neill** to approve the Minutes of the November 30<sup>th</sup>, 2015 meeting as presented.  
**CARRIED 4-0**

5. Financial Information

- a) Approval of Accounts Payable

Cheryl presented the members with the Accounts Payable in the amount of \$20 805.88.

**16.06 Moved by Lyal O'Neill** to approve the Accounts Payable as presented.  
**CARRIED 4-0**

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility January 28<sup>th</sup>, 2016 at 3:00 P.M.

5. Financial Information cont.

- b) Approval of Check Detail November 30, 2015 to January 25, 2016

**16.07 Moved by Barry Johnson** to accept the Check Detail as presented.  
**CARRIED 4-0**

- c) Bank Statement December 2015 – For Information

Cheryl presented the Bank Statement ending December 31, 2015 for information including a comparison from December 2014.

- d) Bank Reconciliation November & December 2015-Checking Account

Cheryl presented the members with the November and December 2015 Bank Reconciliation report for the Checking Account.

- e) Bank Reconciliation November & December 2015-90 Day Notice Account

Cheryl presented the members with the November and December 2015 Bank Reconciliation report for the 90 Day Notice Account.

**16.08 Moved by Lyal O’Neill** to accept the November and December Bank Reconciliation reports for the Checking Account and the 90 Day Notice Account as presented.  
**CARRIED 4-0**

6. New Business

- a) CARE Spring Recycling Conference

Cheryl brought forth information on the CARE Spring Recycling Seminar in Lethbridge in February. The seminar runs from February 24<sup>th</sup> to the 26<sup>th</sup> at a cost of \$350.00 plus GST. Cheryl expressed that she would like to attend the CARE Spring Seminar.

**16.09 Moved by Barry Johnson** to send Cheryl to the CARE Spring Seminar  
**CARRIED 4-0**

Chairman Hemmaway asked if Cheryl wanted to stay in Lethbridge during the seminar instead of driving back and forth every day. Cheryl said she would decide when closer to the seminar.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility January 28<sup>th</sup>, 2016 at 3:00 P.M.

6. New Business cont'd

b) 2015 Waste Volumes – For Information

Cheryl presented the waste volumes for 2015. The landfill accepted approximately 1000 tonne more of waste than in 2014. Cheryl felt this was owing to the new power line construction and clean up. Cheryl also stated that we will not use 2015 volumes to budget for 2016 as we may not see those volumes in 2016. Typically, on average, the landfill accepts approximately 7000 metric tonne of waste per year.

c) Budget Items – For Discussion

Cheryl explained that she will begin work on the 2016 budget. Cheryl typically takes audited figures to create the new budget. Audit is scheduled for February 2. Cheryl asked the members what direction they wanted to go as far as capital expenditures. Cheryl explained that she would like to see a household hazardous waste collection site constructed at the landfill at a cost of approximately \$12000.00. The members were in favor of including a HHW site in the capital budget. Cheryl also mentioned that she would like to have a laptop with new scale software that the staff could operate as well as her. The current system is old and requires manual tracking and posting. She thought this may be upwards of 5-6 thousand dollars. The members also discussed where to go with wage increases this year. Member O'Neill stated that we certainly have to ensure we budget for depreciation as well as reserve for future capital projects/equipment.

d) Presentation of Financial Statements – Meeting Time

Cheryl explained that YPM will attend our next regular meeting to present the 2015 financial statements. To accommodate for time that James will require, Cheryl thought it would be wise to begin at 2:30 P.M. instead the normal 3:00 P.M. start time. All members presented were in favor of the early start. Cheryl also mentioned that she felt we should have a preliminary budget meeting. All members were in favor of meeting on February 18<sup>th</sup> at 3:00 P.M.

e) Insurance – Legal Expense Coverage

Cheryl presented an offer from Jubilee Insurance for legal expense coverage for consideration.

16.10 **Moved by Lyal O'Neill** to accept the offer from Jubilee Insurance for legal expense insurance at an annual premium of \$200.00

**CARRIED 4-0**

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility January 28<sup>th</sup>, 2016 at 3:00 P.M.

6. New Business cont'd

f) Building Grand Opening

Cheryl asked the members what their intent was for a grand opening of our new facility. Member O'Neill thought the landfill wouldn't be a very good venue for a barbeque. Cheryl thought a Wednesday would be a good day of the week to host as the facility is closed. All the members were in favor of organizing a grand opening but thought we should wait to decide until the Granum member could offer some input as well.

7. Old Business

a) Building Update

Cheryl gave a verbal report on the status of the building construction. Cheryl explained that we were granted occupancy by Superior Safety Codes and further that Kelly Starling conducted the fire codes inspection as well. We are scheduled to move our scale equipment over to the new facility on February 3 and should be fully operational in the new building on February 4. There will still be some odds and ends to finish up, but we are finally seeing the end.

b) Canada 150 Program

Cheryl informed the members that she has received notification that we were not successful in our application for funds to assist in the construction of a HHW site at the landfill.

c) SAEWA

Member Johnson provided the Board with documentation from SAEWA regarding the 2016 membership dues etc. Vice Chairman O'Neill stated that he has not seen anything regarding SAEWA at council, and that the Town of Claresholm was a member of SAEWA in 2015. Member Johnson again stated that the Town of Stavely could not stand alone in waste disposal and would follow what the Commission decided. The Town of Fort Macleod, the Town of Granum and the M.D. of Willow Creek did not pay their 2015 membership dues. It was the consensus of the Board that until SAEWA provided a business and governance plan, the Commission would not participate in SAEWA at this time.

8. Correspondence

No correspondence.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility January 28<sup>th</sup>, 2016 at 3:00 P.M.

9. General Landfill Information

No general landfill items

10. In Camera

No In Camera items

11. Adjournment

**16.11 Moved by Gord Wolstenholme to adjourn the meeting at 5:00P.M.  
CARRIED 4-0**

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Chairman Earl Hemmaway

---

CAO Cheryl Guenther

APPROVED

February 23, 2016

Attention: AUMA Town Member CAOs

Pursuant to AUMA Policy AP010, AUMA conducts an annual review of electoral zone membership for Towns and Villages.

Please review the current list of electoral zones for Towns below. If you wish to propose a change for your Town please provide your submission by no later than April 8, 2016 to Sandy Bugeja at [sbugeja@auma.ca](mailto:sbugeja@auma.ca). Any proposed changes will be reviewed at the May meeting of the AUMA Board.

If no changes are proposed by your Town you do not need to make any submissions, take any action or reply to this email.

Thank you for your attention to this request. If you have any questions about the process please contact Lee Simants at [lsimants@auma.ca](mailto:lsimants@auma.ca).

Towns East Zone		Towns West Zone		Towns South Zone	
Athabasca	Millet	Barrhead	Manning	Banff	Magrath
Bashaw	Morinville	Beaverlodge	Mayerthorpe	Bassano	Milk River
Beaumont	Mundare	Bentley	McLennan	Black Diamond	Nanton
Blackfalds	Ponoka	Bowden	Onoway	Bow Island	Okotoks
Bon Accord	Provost	Calmar	Peace River	Canmore	Olds
Bonnyville	Redwater	Devon	Penhold	Cardston	Oyen
Bruderheim	Sedgewick	Drayton Valley	Rainbow Lake	Carstairs	Picture Butte
Castor	Smoky Lake	Eckville	Rimbey	Claresholm	Pincher Creek
Coronation	Stettler	Edson	Rocky Mountain House	Coaldale	Raymond
Daysland	St. Paul	Fairview	Sexsmith	Coalhurst	Redcliff
Elk Point	Tofield	Falher	Slave Lake	Cochrane	Redwood
Gibbons	Trochu	Fox Creek	Spirit River	Crossfield	Meadows
Hardisty	Two Hills	Glendon	Stony Plain	Crowsnest	Stavely
Innisfail	Vegreville	Grande Cache	Swan Hills	Pass	Strathmore
Killam	Vermilion	Grimshaw	Sylvan Lake	Didsbury	Sundre
Lac La Biche	Viking	High Level	Valleyview	Drumheller	Taber
Lamont	Wainwright	High Prairie	Wembley	Fort Macleod	Three Hills
Legal		Hinton	Westlock	Granum	Turner Valley
		Jasper	Whitecourt	Hanna	Vauxhall
				High River	Vulcan
				Irricana	



RECEIVED  
FEB 24 2016

February 17, 2016

Ms. Marian Carlson, CAO  
Town of Claresholm  
PO Box 1000  
Claresholm, AB T0L 0T0

Dear Ms. Carlson:

**SUBJECT: 2016 Annual Membership**

Enclosed is your 2016 membership invoice, based on 2014 population data provided by Municipal Affairs. Thanks to your support through these membership fees, AUMA is able to provide policy and program solutions to economic, environmental, social, and governance matters that impact cities, towns, villages, summer villages, and specialized municipalities across our province.

AUMA works with elected and administrative leaders to identify, develop, and advocate for solutions to municipal issues and opportunities. We develop policies and toolkits, provide education and training, and advocate to other orders of government and organizations on required changes.

- **Events: AUMA Annual Convention and Trade Show:** You receive discount registration fees for this premier event which brings together over 1,200 municipal, provincial and federal elected officials, senior administrators, business leaders and other key stakeholders to share best practices, attend education sessions, network and collaborate. **Mayors' Caucuses:** This twice yearly event brings members together to discuss emergent issues and table discussion topics. **Ad Hoc events:** In the past, AUMA has held Regional Sessions, President's Summits, and in 2016, AUMA held the Linear Taxation Symposium. These events are based on top of mind issues for our members.
- **Keep informed:** You can receive the *Weekly Digest* newsletter, containing key articles related to current municipal challenges, opportunities and events as well as updates on our advocacy initiatives, government funding, and economic and political issues.
- **Learning:** A number of webinars and other learning opportunities, including the Elected Officials Education Program (EOEP), are available to members. Expand your area of expertise and learn more about municipal issues and programs.

In addition, AUMA provides essential business services through the Alberta Municipal Services Corporation (AMSC).

- **Business Services:** As member, you have the opportunity to participate in our valuable member offerings in the areas of employee benefits and retirement plans, insurance and risk management, and utilities, including energy and water services. Members receive highly competitive pricing from staff dedicated to delivering outstanding service and with the understanding of the challenges of municipalities and their related entities. Our newest offering—the *AMSC Purchasing Program*—is built with the strength of other public sector entities, providing discount prices from a range of vendors, purchasing advice, as well as access to Purchasing Cards; providing an annual rebate back to members through purchase volumes. The enclosed materials outline these service offerings and your current levels of participation.

- **Casual Legal Services:** The service is an important risk management tool for members in an increasingly litigious environment. Members are encouraged to be proactive in their risk management initiatives, and look for ways to obtain information at an early stage to avoid more costly legal issues and litigation down the line.
- **Recruitment:** Recruiting municipally-minded staff is easy with our Job Postings service, and includes all of the latest opportunities.

We encourage you to file a copy of this letter with your Council so that they can appreciate the many benefits afforded by your membership.

Should you have any questions or comments, please contact our Client Development team at 310-AUMA.

Yours truly,



Sue Bohaichuk, CPA, CMA; ICD.D  
AUMA CEO

Enclosures

# your AUMA

Providing members with  
advocacy and business solutions

## Town of Claresholm currently subscribes to these member services:

Employee Benefits

General Insurance

Energy Services – Electricity and Natural Gas

## Contact us today about these other valuable member services:

### NEW! Purchasing Program

As a leader in providing innovative community and business solutions to members, we bring you our newest member service, the AMSC Purchasing Program. In response to your requests we launched this exciting new program in September at the recent AUMA Convention, and is already gaining momentum. See the attached benefits sheet for more information and to apply.

### Retirement Services

Provides members with a variety of options for enhancing retirement planning for the employees of AUMA members. From supplementary pension plans, group RRSPs and tax free savings accounts—we have something for everyone!

### Investment Services

We have designed a number of investment products to meet the unique needs of investors. The program enables members to direct reserve funds to professional investment management to achieve greater potential investment returns, improved risk reduction through diversification and lower fees through economies of scale.

### Water & Wastewater Services

Designed to support the sustainable operation and maintenance of municipal water distribution systems, Water & Wastewater Services provides municipalities with water loss control tools to optimize the infrastructure and operations of water and wastewater delivery systems.



WE ARE  
economies  
OF SCALE

WE ARE THE  
support  
YOU NEED

WE ARE THE  
experts  
IN MUNICIPALITIES

WE ARE YOUR  
advocate

RECEIVED

MAR 04 2016

AR82511

March 2, 2016

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

Dear Mayor Steel,

Thank you for submitting your municipality's grant application under the 2015/16 Fire Services and Emergency Preparedness Program. Your application has been reviewed and I am pleased to advise that your municipality has been awarded a total grant of \$1,500 to carry out training as outlined in the conditional grant agreement (CGA) under Schedule A.

Two copies of the CGA are attached for your review. Please ensure the two copies of the agreement are signed by the chief elected official and duly authorized signing officer for your municipality. Return both original copies to:

Grants Coordinator  
Public Safety Division  
Municipal Affairs  
16th Floor, Commerce Place  
10155 - 102 Street  
Edmonton AB T5J 4L4

Payment will be processed upon receipt of the signed CGA and a copy will be sent for your records.

If you have any questions regarding the grant process, please contact the Grants Coordinator, toll-free, at 1-866-421-6929.

.../2

Mayor Rob Steel

- 2 -

I would like to wish you every success with your emergency management training initiatives.

Sincerely,

A handwritten signature in cursive script, appearing to read "D Larivee".

Hon. Danielle Larivee  
Minister of Municipal Affairs

Attachment

cc: ✓ Marian Carlson, Chief Administrative Officer



## PORCUPINE HILLS LODGE REGULAR MEETING

December 8, 2015 at 3:00 p.m.

Members Present: Janice Binmore (Town of Stavely Representative), Earl Hemmaway (MD Representative), Lyal O'Neill (Town of Claresholm Representative), Lisa Anderson (CAO), Audrey Hoffman (MD Member at Large), Judy Van Amerongen (Town of Claresholm Member at Large/acting secretary), Pam Crone (Town of Stavely Member at Large).

1. Meeting called to order by Earl Hemmaway at 3:00 p.m.
2. Additions to Agenda Annual Organizational meeting. Lisa to chair.
3. Acceptance of Agenda Janice moved acceptance. Carried
4. **Organizational Nominations:** Lisa called nomination for Chair. Lyal nominated Earl Hemmaway for Chairperson. Janice seconded. Nomination opened for Vice-Chair. Audrey nominated Judy. Pam seconded. Nominations for Secretary. Judy proposed a rotating secretarial position whereas each board member takes a turn recording meeting minutes. Lyal moved we do so. Lisa will send out template to those who require. Schedule is Judy Dec. 8, 2015. **Janice Binmore, January 5, 2016, Lyal O'Neill, Pam Crone, Audrey Hoffman** and then back to Judy. Carried.
5. Financial Report Judy moved acceptance. Carried.
6. Manager's Report
  - Pam moved the Porcupine Hills Newsletter be printed in black and white for one month to see if there are complaints and to calculate savings from colour. Carried.
  - ENCON Benefits – A switch from Great West Life to Encon will give 20% savings.
  - Sign Quote and Camera Quote for 2016 – Taken as information. Sign quote moved to budget.

- Reminder of Resident, Staff, Volunteer and Board xmas party December 18 at 7 p.m.
- Saturday is Come and go Resident Party at 2:30 p.m.  
✓ Pam moved acceptance of Manager's Report. Carried
- 7. Recreation report Judy moved acceptance. Carried
- 8. Maintenance Report Lyal moved acceptance. Carried.
- 9. Supportive Units One moveout (#17) December 20, 2015
- 10. Correspondence None.
- 11. In Camera None.
- 12. Adjournment Lyal moved to adjourn at 3:350 PM. Carried.

*Next Regular Board Meeting January 5, 2016 @ 3:00 p.m.  
Janice Binmore will be acting secretary.*

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*Chairman of the Board Signature*

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*Chief Administrative Officer Signature*



## PORCUPINE HILLS LODGE REGULAR MEETING February 9, 2016

Members Present: Janice Binmore (Town of Stavely Representative), Earl Hemmaway (MD Representative), Lyal O'Neill (Town of Claresholm Representative), Lisa Anderson (CAO), Audrey Hoffman (MD Member at Large), Judy Van Amerongen (Town of Claresholm Member at Large/acting secretary), Pam Crone (Town of Stavely Member at Large).

- **Meeting called to order** at 4:00 pm
  - **Additions to Agenda** none
  - **Acceptance of Agenda** Judy Van Amerongen moved acceptance. Carried
  - **Acceptance of Last Month's Minutes** Audrey Hoffman moved acceptance of minutes from January 5, 2016 as presented. Carried
  - **Financial Report** Janice Binmore moved acceptance. Carried.
  - **Manager's Report**
  - We are still looking for Casino Volunteer workers.
  - Update: Porcupine Hills Lodge 50th Anniversary. Lisa is looking for ideas. It was decided to invite residents and families. Letters to go to Mayors and Reeves of Claresholm and Stavely, as well as John Barlow and Pat Stier. Lisa will send letters of invites to the invitees. A barbecue was discussed as well as a special order cake for the occasion.
  - Pam Crone moved to obtain 2 more quotes for the replacement of Air Condenser Units. Carried
- Pam Crone moved to accept Manager's Report. Carried.
- **Recreation report** Pam Crone moved acceptance. Carried
  - **Maintenance Report** Janice Binmore moved acceptance. Carried.

- **Supportive Units Full** at this time. 3 vacancies in the Lodge as of the end of February.
- **Correspondence** None.
- **Adjournment** Janice Binmore moved to adjourn at 4:25 PM. Carried.

Budget 2016 Meeting called to order at 5:05 pm. Suzanne is present to input the budget with the Board.

- **In Camera.** Lyal O'Neill moved to go In camera at 5:50 PM. Carried.
- Audrey Hoffman moved come out of In camera at 6:00 PM. Carried
- Judy Van Amerongen moved to accept the budget for 2016. Carried.
- **Adjournment** Pam Crone moved to adjourn at 6:40 PM. Carried.

***Next Regular Board Meeting March 1, 2016 @3:00***

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*Chairman of the Board Signature*

---

*Chief Administrative Officer Signature*

Enhancing Green Spaces  
in Communities



Mise en valeur des espaces  
verts au sein des collectivités

# Celebrate

Canada's 150<sup>th</sup> Anniversary

Showcase your Community  
by participating in the  
Communities in Bloom Program  
and prepare for 2017



CANADA 150  
1867-2017

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[www.arpaonline.ca/program/cib](http://www.arpaonline.ca/program/cib)

Enhancing Green Spaces  
in Communities



Mise en valeur des espaces  
verts au sein des collectivités

***An Invitation to participate in a program that will  
showcase, involve and benefit your community***

Since 1995, communities have recognized numerous benefits from participating in the program:

**Economic benefits**

- Best practices and information exchange
- Valuable information and feedback from the judges
- Marketing and promotional opportunities
- Positive benefits for the tourism, hospitality and retail industries

**Social benefits**

- Increased civic pride and community involvement
- Mobilization of citizens, groups, businesses and municipality working together
- Participation from all ages and walks of life learning more about their community
- Information exchanges with provincial, national and international communities
- Improved quality of life

**Environmental stewardship through the enhancement of green spaces**

- Mitigation of heat islands
- Reducing soil erosion
- Improving air quality
- Responsible use of water

**In a 2015 Survey on the quality of the judging evaluations, over 95% of communities indicated that the evaluation reports were practical and applicable. Comments received:**

- Provides input into the direction we need to go to improve our community overall.
- We have used recommendations to direct management, operational and staffing decisions.
- We use the information to create our strategic plan at the community association level.

**For more information about the Alberta Provincial Edition, go to <http://arpaonline.ca/program/cib>**

**Please find enclosed registration information for the participation of your community**

Communities in Bloom is made possible by the support of sponsors and partners

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**National Sponsors**

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National Capital Commission

Beauti-Tone ♦ Ball Horticultural Company ♦ Natura

Miracle-Gro ♦ Scotts EcoSense ♦ RoundUp ♦ Turf Builder

Municipal World ♦ Teck Canadian ♦ Nursery Landscape Association ♦ VIA Rail Canada

March 8, 2016

His Worship, Rob Steel, Mayor  
Town of Claresholm  
221 - 45 Avenue West  
P.O. Box 1000  
Claresholm, AB T0L 0T0

Dear Mayor Steel and Council:

**Subject: Status of Applications - Alberta Community Resilience Program – Town of Claresholm**

Thank you for your interest in the Alberta Community Resilience Program. We continue to receive a significant number of applications from communities across the province. All applications submitted on or before September 30, 2015 have now been reviewed and evaluated by the Grant Review Committee for eligibility and priority. Due to the amount of interest and the limited amount of funding available, we would remind you that not all projects, nor all municipalities will receive funding.

The Alberta Community Resilience Program is in receipt of one [1] application from the Town of Claresholm for consideration for funding.

As outlined in your letter from the Minister of Environment and Parks, your funding request for the **Stormwater Flood Mitigation** project has been approved in the amount of \$5,325,030. A grant agreement for this project will be forwarded to your administration shortly.

Your community is welcome to submit any new, eligible applications for consideration; the next submission deadline is September 30, 2016. If you have any questions or concerns regarding the Town's pending grant agreement, please feel free to contact your Program Coordinator, Ms. Micaela Gerling, at 403-297-3304, or by email at [micaela.gerling@gov.ab.ca](mailto:micaela.gerling@gov.ab.ca) for more information or assistance.

Thank you for your interest in the Alberta Community Resilience Program. We look forward to working closely with you in the future.

Yours truly,



Andy Lamb  
Director, Alberta Community Resilience Program

cc. Marion Carlson, Chief Administrative Officer



## RPAP

16 February 2016

His Worship Mayor Steel  
PO Box 1000  
Claresholm, Alberta  
T0L 0T0

Dear Mayor Steel,

### **Re: Alberta Health Review of Alberta Rural Physician Action Plan (RPAP): Possible Closure or Reduction**

#### **Request for action**

The purpose of this letter is to respectfully request your input as to the valuable contribution RPAP has made and will hopefully continue to make in your community. Without your *immediate* input, decision makers on the fate of RPAP will not have a clear understanding of the impact of RPAP programs to rural Albertans and the valuable services we provide in your community. Please help your MLA and the Minister of Health Hon. Sarah Hoffman recognize RPAP's contributions to attracting and retaining your local health labour force.

#### **The Issue**

Alberta Health has communicated that they will be conducting a review of RPAP's programs and services and it is expected that recommendations on the fate of RPAP will be provided to the Deputy Minister by 31 March 2016. As RPAP's current grant funding ends on 31 March 2016, Alberta Health has indicated that in the interim they will provide 6 months funding to 30 September 2016.

#### **Background**

The purpose of the review as stated in a letter from the Deputy Minister Carl Amrhein is "To ensure there is an alignment with Alberta's rural health system needs and outcomes, the strategic scope and parameters of the RPAP Review are as follows:

- A review of Alberta Health's investment based on RPAP's mandate;
- An assessment of potential redundancies in funding; and,
- An assessment of where the best operational efficiencies can be gained for provincial programs."

Assistant Deputy Minister (ADM) of the Professional Services and Health Benefits Division Miin Alikhan will be conducting the review. Also of note is that the two faculties of medicine at the University of Alberta and the University of Calgary have indicated in a letter to Alberta Health, that RPAP's role in rural medical education is both redundant and potentially jeopardizes their accreditation. Regarding redundancy, your input as to the services RPAP provides directly to your community will be invaluable in presenting a true picture of the value RPAP brings to rural Alberta. Regarding the accreditation of the faculties, we believe this matter is baseless and that there is no jeopardy to accreditation.

#### **RPAP is effective and efficient**

Earlier in December 2015, RPAP completed an external summative evaluation of its functioning by outside, independent researchers. **This external report, part of the RPAP multi-part evaluation framework, was very positive.** Quoting from the report, the external evaluators noted:



## RPAP

- “RPAP is making a valuable contribution to the attraction and retention of physicians in rural Alberta. RPAP has a clear vision and mission which are underpinned by a number of objectives and goals. The initiatives within each goal align with both the direction of the goal and with each other.”
- “Physicians, residents and medical students all reported that RPAP was a positive driver within the rural Alberta health care environment. All three user groups stated that RPAP initiatives provided them with insights into rural practice and rural community living that might otherwise be unknown to them. Medical students felt that they were exposed to the advantages of rural practice through RPAP initiatives, and that the initiatives informed their career choices. Furthermore, medical students and residents reported that RPAP initiatives influence their decision to pursue rural practice. The seven-year retention rate of rural physicians has increased, year on year, as has the number (headcount) of physicians practicing in rural Alberta.”
- “RPAP initiatives are currently seen as the vanguard of Canadian rural physician recruitment and retention practices, and are aligned with most best practices.”

**If you value the programs and services provided by RPAP, and wish to have them continue in your community, please immediately contact your MLA and the Minister of Health Hon. Sarah Hoffman to provide your input to the review. Otherwise the support you have come to expect from RPAP might not be there.**

For your reference, we have attached a Highlight Sheet of RPAP’s programs and services. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "David Kay".

David Kay, CHE, FACHE  
Executive Director  
RPAP | Health Workforce for Alberta

Attach. 1

CC. Mr. Pat Stier, MLA  
livingstone.macleod@assembly.ab.ca



HEALTH  
WORKFORCE  
FOR ALBERTA

**RPAP**

## HIGHLIGHT SHEET – RPAP PROGRAMS AND SERVICES

We are a not-for-profit organization who receives a grant of approximately \$10 million per year from Alberta Health and this is what RPAP does for your community:

- Facilitate and fund the rural placements of medical students and Family Medicine residents so that they might select rural practice as a viable option upon graduation
- Attract and path find Canadian and internationally trained physicians, and Alberta-trained resident physicians to available posts in Alberta
- Support the recruitment of all health care providers through our cutting edge provincial recruitment jobsite APLJobs.ca
- Work with rural communities through attraction and retention committees to attract and retain physicians and their families
- Work with resident physicians in career planning
- Provide professional development programs and locum services for rural physicians
- Invest in research and analysis to tell the story about rural health care and Alberta's physician workforce
- Provide grants to local communities for attraction and retention innovations, and fund medical students and resident physicians to attend rural health care conferences and training events
- Support and sponsor rural students to go to medical school
- Work collaboratively within Alberta, across Western Canada, and nationally to support health care in Alberta
- Measure what we do and continuously improve our programmes and supports
- **LISTEN** to rural communities, health care workers, and service partners and **ACT** on their ideas

We are honoured to deliver programs and services that are needed, and to do so efficiently and effectively. RPAP has proven it delivers effective and efficient programming in service to non-metro Albertans. If you agree, your MLA and the Minister of Health Hon. Sarah Hoffman need to proactively hear from you **as soon as possible**.