



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MAY 24, 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 MAY 9, 2016

DELEGATIONS: CAReS (Claresholm Animal Rescue Society)
RE: Animal Shelter

ACTION ITEMS:

1. CORRES: Hon. Danielle Larivee, Minister of Municipal Affairs
RE: *Municipal Government Act (MGA)* Review
2. CORRES: Alberta Municipal Affairs
RE: Asset Management & Planning for Future Infrastructure Needs
3. CORRES: Hon. Lori Sigurdson, Minister of Seniors and Housing
RE: Grants in Place of Taxes program
4. REQUEST FOR DECISION: Multiuse Community Building & Town Hall Update Proposal
5. REQUEST FOR DECISION: School Transfer
6. REQUEST FOR DECISION: Canada 150 Community Infrastructure Program
7. REQUEST FOR DECISION: Vacant Properties
8. INFORMATION BRIEF: Business License Bylaw Review
9. INFORMATION BRIEF: CAO Report
10. INFORMATION BRIEF: Council Resolution Status
11. ADOPTION OF INFORMATION ITEMS
12. IN CAMERA: Land

INFORMATION ITEMS:

1. Alberta SouthWest Bulletin – May 2016
2. Alberta SouthWest Regional Alliance Board of Directors Meeting Minutes – March 2, 2016
3. Oldman River Regional Services Commission Agenda – June 2, 2016
4. Claresholm & District Museum Board Minutes – March 16, 2016
5. Oldman Watershed Council Annual General Meeting – June 16, 2016
6. Willow Creek Agricultural Society Meeting Minutes – May 18, 2016

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MAY 9, 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; Finance Assistant: Karine Wilhauk

MEDIA PRESENT: None

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

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

CARRIED

MINUTES: **REGULAR MEETING – APRIL 25, 2016**

Moved by Councillor Cutler that the Regular Meeting Minutes of April 25, 2016 be accepted as amended.

CARRIED

ACTION ITEMS:

1. BYLAW #1611 – 2016 Mill Rates
RE: 2nd & 3rd Readings

Moved by Councillor Fieguth to give Bylaw #1611, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2016 taxation year, 2nd Reading.

CARRIED

Moved by Councillor Cutler to give Bylaw #1611, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2016 taxation year, 3rd & Final Reading.

CARRIED

2. BYLAW #1612 – Special Street Maintenance Tax
RE: 2nd & 3rd Readings

Moved by Councillor McAlonan to give Bylaw #1612, a bylaw to authorize the imposition and levy of a Special Street Maintenance Tax for 2016, 2nd Reading.

CARRIED

Moved by Councillor O’Neill to give Bylaw #1612, a bylaw to authorize the imposition and levy of a Special Street Maintenance Tax for 2016, 3rd & Final Reading.

CARRIED

3. BYLAW #1613 – Special Street Maintenance Tax
RE: 2nd & 3rd Readings

Moved by Councillor Cutler to give Bylaw #1613, a bylaw to authorize the imposition and levy of a Special Street Maintenance Tax Bylaw for 2016, 2nd Reading.

CARRIED

Moved by Councillor Ford to give Bylaw #1613, a bylaw to authorize the imposition and levy of a Special Street Maintenance Tax Bylaw for 2016, 3rd & Final Reading.

CARRIED

4. DELEGATION RESPONSE: Lethbridge College – Justin Sweeney
RE: Community Advisory Council Representation

MOTION #16-046 Moved by Councillor McAlonan to appoint a representative from Town Council, that being Councillor Ford, to the Lethbridge College Community Advisory Council (CAC) for Claresholm.

CARRIED

5. CORRES: Community Futures Alberta Southwest
RE: Board Representation

Received for information.

**6. CORRES: Alberta SouthWest
RE: Annual General Meeting – June 1, 2016**

Received for information.

7. REQUEST FOR DECISION: Traffic Safety Plan

MOTION #16-047 WHEREAS the Town of Claresholm Strategic Plan was approved by Town Council and recommended to “Develop a Traffic Safety Plan”; Therefore be it resolved by Councillor Ford to adopt the Traffic Safety Plan as presented.

CARRIED

8. REQUEST FOR DECISION: Municipal Emergency Advisory Committee

MOTION #16-048 Moved by Councillor Cutler to appoint Mayor Rob Steel and Councillor Chris Dixon to serve on the Municipal Emergency Advisory Committee, as per Bylaw #1566.

CARRIED

9. REQUEST FOR DECISION: Reserve Bids & Auction Date – Tax Recovery Sale

MOTION #16-049 Moved by Councillor Cutler that the 2016 tax recovery auction date is set for 9:00AM on July 26th, 2016.

CARRIED

MOTION #16-050 Moved by Councillor Fieguth that the 2016 tax recovery reserve bid for Lot 15, Block 63, Plan 0110064 is set at \$123,980.00.

CARRIED

MOTION #16-051 Moved by Councillor Dixon that the 2016 tax recovery sale is subject to the terms and conditions of a sale referenced herein.

CARRIED

10. REQUEST FOR DECISION: Regular Council Meeting Dates – July & August 2016

MOTION #16-052 Moved by Councillor Ford to set Thursday, July 21st and Monday, August 22nd as regular Council meeting dates for the 2016 summer months.

CARRIED

11. FINANCIAL REPORT: Consolidated Statement of Operations March 2016

Moved by Councillor McAlonan to accept the Consolidated Statement of Operations for the month ended March 31, 2016 as presented.

CARRIED

12. INFORMATION BRIEF: Tamarack Sewer Services Update

Received for information.

13. INFORMATION BRIEF: Council Resolution Status

Received for information.

14. ADOPTION OF INFORMATION ITEMS

Moved by Councillor Dixon to adopt the information items as presented.

CARRIED

15. IN CAMERA: Legal

Moved by Councillor O’Neill that the meeting go In Camera at 7:30 p.m.

CARRIED

Moved by Councillor Ford that this meeting come out of In Camera at 8:20 p.m.

CARRIED

ADJOURNMENT: Moved by Councillor Dixon that the meeting adjourn at 8:22 p.m.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

DELEGATIONS

May 5, 2016

Mayor and Town Council
Town of Claresholm
P.O. Box 1000
Claresholm, AB T0L 0T0

To Mayor Steel and Council Members,

RE: CAReS Animal Shelter

Claresholm Animal Rescue Society is greatly appreciative to the current and prior Councils for their tremendous support of the Animal Shelter operations through CAReS since September 2008. Since that time, we have had the privilege of protecting, altering, vaccinating, returning and rehoming hundreds of cats and dogs. In partnership with the Town of Claresholm, we built a sound, efficient and healthy facility for local stray animals. Over the years, while our volunteer resources have gradually dwindled to a core group, we have been able to provide employment opportunities for like-minded individuals in the community. Currently, we have four part-time and two casual employees on staff. CAReS Animal Shelter has become established as a progressive, humane and functional public service that is rather unique for a rural town.

It is for the above reasons, that the CAReS Board has been reluctant to make the necessary decision of beginning the process to end our shelter operations. Nevertheless, and out of sincere respect for all those concerned, we are dedicated to doing so in an orderly and cooperative manner. Therefore, we are bringing this to your attention in the early stages of our proposed timeline. In order to honor our grants and funding from the Town of Claresholm and surrounding areas, CAReS plans to continue intake of stray animals up to and including the last day of 2016. We would then request to further utilize the shelter space for approximately the following three months (the end of the fiscal year, March 31, 2017) to find homes and placements for the remaining animals in our care, as well as remove our property from the shelter.

As you will have heard from Shelley, Marian and Jason, it is the sincere hope of CAReS that the opportunity for another group of individuals to take over the shelter is considered and offered. As a registered charitable organization, CAReS fully intends to continue operating in an animal welfare capacity within the Town of Claresholm, including ongoing fundraising and public service (e.g. free or low cost spay/neuter clinics, TNR program). If the shelter operations were indeed transferred into the hands of another rescue organization (e.g. Nanton Animal Protection society) who share a complementary philosophy, CAReS would hope to work with them in the manner of supportive funding and services related to, but outside of, the shelter itself. For example, maintaining our work with Pet Smart adoptions in Lethbridge. It is our view, that this would be the most logical and respectful transition for the people and animals of our community. Furthermore, we have the equipment and staff in place already who are well-trained in the day-to-day operations of our animal shelter.

Another CAReS proposal is for the Town of Claresholm to create a staff position (approximately 15-20 hours per week) overseeing the operations and current employees of the animal shelter. As mentioned above, we currently have excellent staff who could continue in

their current capacity if they wished to do so. If however this is not of interest to the Town, CArES would like to recommend, with all due respect, that you consider maintaining one or two of these staff regardless, to care for stray animals during the three day holding period, should you ultimately decide on simply running a pound.

On that note, the idea has been raised of partnering with local rescues to whom strays could be transferred after the required holding period, however CArES does have concerns (based on our previous experiences) that these shelters will regularly be at capacity themselves. The outcome in these cases, of course, would be the euthanizing of otherwise healthy potential family pets. CArES therefore suggests, if this is the direction the Town chooses, that an agreement is firmly established with identified alternate rescues.

In any case, we thank you for taking the time to consider our thoughts and suggestions. CArES would be happy to meet with Council to discuss these and your thoughts further, should you wish to do so.

Regards,

Claresholm Animal Rescue Society Board

cc: Marian Carlson

ACTION ITEMS



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lesser Slave Lake*

RECEIVED

MAY 06 2016

AR83784

MAY 02 2016

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

Dear Mayor Steel,

As you are aware, the Government of Alberta is currently conducting a comprehensive review of the *Municipal Government Act (MGA)*. With the *MGA* defining how municipalities function, the types of services they provide, and how funds are raised it is critical that we hear from Albertans from all walks of life on how to strengthen this critical piece of legislation.

Over the last two years, my ministry has consulted and heard from many Albertans on how to improve and strengthen the *MGA*. We have received more than 1,200 written submissions and held 77 in-person sessions in 11 communities over 15 months of intensive policy discussions with municipal and industry associations. We have listened and are excited to introduce the Bill to the Legislature this spring. However, we want to hear more.

In June and July I will be touring the province to discuss with Albertans the impacts and implications of the proposed amendments. Once the tour has concluded, we will gather and analyze all the feedback and make any necessary adjustments prior to passing the Bill in fall 2016.

During my tour, I will be travelling to several communities across Alberta to host a series of public open houses. I am also scheduling some time prior to each open house to become more acquainted with elected officials from municipalities in the region and it would be my pleasure to personally greet you and your council members during this pre-session time. A listing of communities I will be visiting is attached for your reference.

.../2

Each session will be three hours in length (including the “meet and greet” time) and will be structured along the following lines:

- Meet and Greet Pre-Session for Elected Officials (30 minutes)
- Opening Remarks and Presentation on MGA Review (30 minutes)
- Question and Answer Period (30 minutes)
- Open House (90 minutes)

Should you and your council wish to join me for the elected officials’ pre-session and/or for the public open house, please register by visiting mgareview.alberta.ca/get-involved and sign up for the session closest to you. As the pre-sessions are limited to elected officials, you and any of your municipality’s council members who wish to attend the pre-session will need to enter the access code “**MunicipalAffairs2016**” into the promotional code box to view and register for a pre-session. To do so, please select the location closest to you from the options provided on the website, then click on the “Register to Join this Conversation” link. This will take you to our registration page where you will find the promotion code link, simply click on this link and enter in the aforementioned promo code and all pre-sessions will appear. Please note that online registration will close two weeks prior to each pre-session for logistical planning purposes.

If you are unable to attend in person, please visit our website at mgareview.alberta.ca to learn of other ways in which to share your thoughts. You can also stay in touch with us by signing up for email notifications at the site.

Please feel free to spread the word so others can attend the public sessions and share their ideas for the improved *MGA*. Everyone is welcome to attend the public sessions, so no password is needed to register.

Thank you for your involvement and support as we bring forward a modern and responsive piece of legislation to help build better, more sustainable communities in our province. I hope to see you in the summer.

Sincerely,



Hon. Danielle Larivee
Minister of Municipal Affairs

Attachment: Listing of Tour Communities

Listing of Tour Communities**Two Hills: June 1, 2016**

Elected Officials Pre-session (7:00 – 7:30 p.m.)

Open House Session (7:30 – 10 p.m.)

Lac La Biche: June 2, 2016

Elected Officials Pre-session (7:00 – 7:30 p.m.)

Open House Session (7:30 – 10 p.m.)

Athabasca: June 3, 2016

Elected Officials Pre-session (8:30 – 9:00 a.m.)

Open House Session (9 – 11:30 a.m.)

Rocky Mountain House: June 6, 2016

Elected Officials Pre-session (1:00 – 1:30 p.m.)

Open House Session (1:30 – 4 p.m.)

Chestermere: June 7, 2016

Elected Officials Pre-session (1:30 – 2:00 p.m.)

Open House Session (2:00 – 4:30 p.m.)

Cochrane: June 9, 2016

Elected Officials Pre-session (1:30 – 2:00 p.m.)

Open House Session (2:00 – 4:30 p.m.)

Canmore: June 10, 2016

Elected Officials Pre-session (8:30 – 9:00 a.m.)

Open House Session (9 – 11:30 a.m.)

Edmonton: June 13, 2016

Elected Officials Pre-session (1:00 – 1:30 p.m.)

Open House Session (1:30 – 4 p.m.)

Hardisty: June 14, 2016

Elected Officials Pre-session (8:30 – 9:00 a.m.)

Open House Session (9 – 11:30 a.m.)

Hanna: June 15, 2016

Elected Officials Pre-session (1:00 – 1:30 p.m.)

Open House Session (1:30 – 4 p.m.)

Red Deer: June 16, 2016

Elected Officials Pre-session (1:00 – 1:30 p.m.)

Open House Session (1:30 – 4 p.m.)

High Prairie: June 21, 2016

Elected Officials Pre-session (1:00 – 1:30 p.m.)

Open House Session (1:30 – 4 p.m.)

Peace River: June 22, 2016

Elected Officials Pre-session (8:30 – 9:00 a.m.)

Open House Session (9 – 11:30 a.m.)

Grande Prairie: June 23, 2016

Elected Officials Pre-session (8:30 – 9:00 a.m.)

Open House Session (9 – 11:30 a.m.)

Hinton: June 27, 2016

Elected Officials Pre-session (1:00 – 1:30 p.m.)

Open House Session (1:30 – 4 p.m.)

Whitecourt: June 28, 2016

Elected Officials Pre-session (1:00 – 1:30 p.m.)

Open House Session (1:30 – 4 p.m.)

Brooks: July 13, 2016

Elected Officials Pre-session (1:00 – 1:30 p.m.)

Open House Session (1:30 – 4 p.m.)

Medicine Hat: July 14, 2016

Elected Officials Pre-session (8:30 – 9:00 a.m.)

Open House Session (9 – 11:30 a.m.)

Lethbridge: July 15, 2016

Elected Officials Pre-session (8:00 – 8:30 a.m.)

Open House Session (8:30 – 11:00 a.m.)

May 11, 2016

Ms. Marian Carlson
Chief Administrative Officer
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Dear Ms. Carlson:

I am writing to provide you with an update on recent developments related to asset management and planning for future infrastructure needs.

All levels of government continue to make substantial investments in municipal infrastructure. Typically, provincial and federal governments rely on municipalities to identify local priorities and plan for these investments. In most municipalities, these priorities and plans are based on comprehensive, reliable information and a thorough understanding of local infrastructure maintenance, replacement, and growth requirements. Asset management processes provide the foundation for that understanding.

Significant efforts have been made in recent years to improve the quality of asset management in Canadian municipalities. Many municipalities already operate with a high level of proficiency in asset management, but there is an increasing recognition that all municipalities need to operate at this standard.

The Government of Alberta recently developed an approach to asset management, as required under the terms of the Canada-Alberta Gas Tax Fund Agreement. The approach, which was approved by Infrastructure Canada, is available on the Municipal Affairs asset management web page at www.municipalaffairs.alberta.ca/asset-management.

The *Municipal Government Amendment Act, 2015* introduced a new corporate planning provision which, when proclaimed, will require that municipalities prepare a written plan respecting anticipated capital property additions over a period of at least the next five financial years. Although this new requirement does not specify how each municipality will determine the projects to be included in this plan, it does imply that appropriate asset management

processes will be used to ensure that the resulting plan adequately reflects local infrastructure pressures and needs.

Although the new corporate planning legislation will provide municipalities with sufficient time to prepare their first plans, I would encourage you to begin considering how your local practices can be improved to support this process. If your municipality has not already done so, implementation of basic asset management processes can produce immediate benefits.

To support your municipality in developing asset management capacity, links to asset management resources are available on the asset management web page noted above. This page includes links to resources that resulted from a project that the Consulting Engineers of Alberta (CEA) recently completed with the support of funding from Municipal Affairs to develop an asset management toolkit and handbook for smaller communities. An overview of the CEA project tools will be presented at upcoming regional training sessions that will be hosted by the department in partnership with the Local Government Administration Association and the Alberta Rural Municipal Administrators' Association in May and June 2016.

Additionally, Infrastructure Canada has recently announced two programs that will support municipal asset management in Canada. \$50 million will be provided to increase municipal capacity for asset management, including funding to develop and implement infrastructure asset management planning practices and support more reliable and comprehensive data collection on infrastructure assets. \$75 million will be provided to support enhanced municipal planning for climate change resilience, including funding to support municipal projects to identify and implement greenhouse gas reduction opportunities, assess local climate risks, and integrate climate change impacts into asset management planning practices. These programs will be administered by the Federation of Canadian Municipalities.

If you have questions about the ministry's role in supporting asset management, please contact the Municipal Services Branch toll-free in Alberta at 310-0000, then 780-427-2225, and ask to speak to an advisor.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brad Pickering', with a long horizontal flourish extending to the right.

Brad Pickering
Deputy Minister



ALBERTA
SENIORS AND HOUSING

Office of the Minister
MLA, Edmonton-Riverview

RECEIVED
MAY 12 2016

AR40981

May 5, 2016

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

Dear Mayor Steel:

Thank you for your April 4, 2016 letter regarding the Grants in Place of Taxes program, and the impact on the Town of Claresholm. As Minister of Seniors and Housing, I appreciate the opportunity to respond.

With current limited resources, our government must make tough choices that are fiscally responsible, while balancing the need to maintain sufficient programs and services for Albertans. The previous government made the decision to eliminate Grants in Place of Taxes in their proposed budget, and we were unable to reverse every proposed cut the previous government made. We understand that municipalities are affected by this reduction in revenue, and this impact is greater on some municipalities than others. While it is a difficult choice, our decision was to maintain the elimination of grants rather than reduce funding in areas like tenant supports and property maintenance. This will ensure that our Housing Management Bodies are able to keep tenants in units. At this time, the government is not looking at amending Section 27 of the *Alberta Housing Act*.

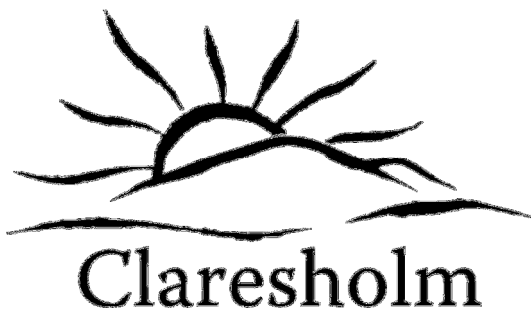
Municipalities are also facing similar budgetary restraints and the need to make difficult choices given today's fiscal reality. I extend my appreciation for your continued understanding as we all work to ensure front-line services and programs are protected for those vulnerable Albertans most in need. Through our collaborative efforts with our partners, such as the Town of Claresholm, I am confident we will continue to meet Alberta's housing requirements.

Thank you again for writing.

Sincerely,

Lori Sigurdson
Minister of Seniors and Housing

cc: Honourable Rachel Notley
Premier of Alberta



REQUEST FOR DECISION

Meeting: May 24, 2016

Agenda Item: 4

Multiuse Community Building & Town Hall Project Update Proposal

DESCRIPTION/BACKGROUND:

On March 14, 2016 Council referred the Multi-Use Community Building & Town Hall project back to the Committee to find cost saving solutions and investigate opportunities for funding for the project.

Since that time Administration has met with Hank from BRZ Partnership Architecture Inc. to update the project with alternatives to save costs during the modifications and renovations. There have been building safety code changes, as well as, minor alterations to the plan and systems that can potentially bring the total project cost from approximately \$5 million dollars to \$2-3 million. This will allow for greater success in funding the project.

The Committee has made recommendations to the architect in these areas on how the building could be used and the overall plan. The architect has presented a proposal for those changes and creating a new cost estimate to be used for funding application (see attached).

DISCUSSION/OPTIONS:

The Multi-Use Community Building Committee recommends Council accept the proposal from BRZ Partnership Architecture Inc. with the funds coming from the budgeted project allocation.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to accept the proposal from BRZ Partnership Architecture Inc. to amend the architectural plans for the Multi-Use Community Building in the amount of \$8,400 plus GST with funding to come from the multi-use community building reserve.

ATTACHMENTS:

- 1.) BRZ Proposal

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM CAO

DATE: May 19, 2016

May 3, 2016

Town of Claresholm
221 – 45 Avenue West
Claresholm, AB. T0L 0T0

Attention: Marian Carlson, CLGM
CAO

Re: Schematic Design Services for new Public Building

Dear Marian,

Thank you for inviting us to provide you with this fee proposal to provide schematic design services for the renovations/upgrades to the new public building.

Background

Council has elected to proceed with the plan that was developed last year, but would like to see some modifications to the design which might lower the estimated cost of construction. These changes included (but were not limited to) the following:

1. Remove portables from the project entirely.
2. Delete the 2nd floor addition (over the roof area)
3. Office storage to be located on the main level to reduce upgrading the floor system to carry the weight
4. Remove the Council Chamber overhang
5. Upper floor washrooms to remain in the plan. The lower floor washroom to remain in the same location
6. Provide a facelift only in the gymnasium. The stage floor may require repair/replacement
7. Reduce the size of the rear parking area. This would be staff parking only. Public parking would be at the front of the building on the street
8. The rear entry would be for staff only and can be reduced in size
9. Landscaping can be reduced to a minimum. In addition, the children's playground structure has been removed

The overall design should consider the following:

1. The overall construction budget should be in the order of \$2 – \$3 million
2. The exterior of the building should be upgraded in appearance so that it doesn't look like a school. The building should have a curb appeal. The building exterior should not be "cheap" in appearance. The existing brick should be maintained (cleaned if required). If the existing windows have higher units that have been covered up, these should be exposed and utilized.

Hank Brzezinski
Architect AAA, MRAIC, CaGBC
Principal

Trevor Floer
Architect AAA, LEED® AP,
MRAIC, CaGBC
Principal

3. Glazing should be replaced. The clerestory glazing should be replaced.
4. The upper floor office area does not have to have a ceiling. The structure could be exposed if it has character.
5. Flooring will have to be replaced throughout but should be durable
6. There should be a canopy over the rear staff entry
7. The gymnasium should be given a facelift only
8. The design should consider alternative energy sources such as solar panels
9. Examine the possibility of cost effective / efficient roof top units
10. Ideally, the building permit will be available for application in the spring of 2017

Scope of Services

Our understanding of our scope of services for this project is to review the current schematic design and develop an updated schematic design with the intent of finding efficiencies in the design and building systems that will reduce the estimated construction cost.

Deliverables will include rendered site plan and floor plans, 3D rendering(s) of the exterior, and an updated cost estimate. Drawings will be sufficient enough to accurately convey the design intent. We will focus on the architectural design in this phase. Structural, mechanical and electrical engineering will not be included, however, these engineers will be consulted to comment on specific systems in order to accurately estimate the construction cost. The cost estimate will be a high level opinion of probable construction costs based on the schematic design.

Our detailed scope of services will include the following:

- Schematic Design
 - ✓ Review of existing drawings and other information
 - ✓ Review program requirements and recommendations
 - ✓ Preparation of updated drawings and renderings
 - ✓ Meet with Town of Claresholm to review design and deliverables
 - ✓ Updated cost estimate
 - ✓ Prepare proposed schedule / project timeline

Anticipated Schedule

Assuming a start-up after the May 24th Council meeting, we anticipate the updated schematic design and cost estimate to be completed in approximately 2 months from the start up date. This could be fast tracked if the deliverables are required sooner to suit Council's schedule.

Fees & Disbursements

Our fees to complete this project will be as follows:

- Professional Fee: \$ 8,000
- Disbursements: \$ 400
- **Total fee = \$ 8,400 + GST.**

Professional fees are inclusive of architectural schematic design services and an estimate of probable construction costs. Structural, mechanical and electrical engineering design services are not included except for consultations to determine the best building systems to apply to the cost estimate.

Untracked disbursements are calculated at 5% of the design fee and include plotting, printing, copying, courier / mail charges, telephone charges, travel mileage and parking. Disbursements will be invoiced as a percentage of completion with each invoice to the maximum upset allowance.

Expenses that are not included in our disbursements allowance include:

- Printing costs of tender sets
- Printing costs for additional construction sets (for the contractor)
- Building permit costs
- Re-design after schematic design has been approved.

Fees and disbursements will be invoiced as a percentage of completion on the same invoice. GST will be added to each invoice.

Consulting Team & Hourly Rates

Design Team:	Hank Brzezinski	Principal-in-Charge	(\$185/hr)
	Kelvin Lim	Architect	(\$120/hr)
	Deborah Graham	Technologist	(\$ 90/hr)

Thank you for considering us for this project. Should you have any questions, please do not hesitate to contact me.

Yours truly,



Hank Brzezinski *Architect AAA, MRAIC*
Principal



REQUEST FOR DECISION

Meeting: May 24, 2016

Agenda Item: 5

SCHOOL TRANSFER

BACKGROUND / DESCRIPTION:

At the Council meeting held May 11, 2015, Council passed a motion to direct Administration to notify the Livingstone Range School Division that the Town of Claresholm was prepared to take possession of the surplus Elementary School located at 5318 – 2nd Street West.

At that time, the School Division sent a request to the Minister's office requesting permission to dispose of the surplus property. In December of 2015, the School Division received notification of the approval to transfer the ownership to the Town. In January, the Division prepared and provided the transfer agreement to the Town.

At the February 8, 2016 regular Council meeting, Council discussed the school transfer and 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. On Saturday, May 14, 2016, the purchasing party removed the playground equipment.

The items of note are:

1. The intended transfer date needs to be set for the sum of \$1.00.
2. The Town agrees it is purchasing the property on an "as is" basis.
3. The Town acknowledges that asbestos has been found on the property and the Town agrees to indemnify the School Division from all claims arising from the asbestos and the Town will be responsible for any environmental issues respecting the property. (There have been no environmental tests done on the grounds at this time.)
4. The Transfer Agreement will be going to the Livingstone Range School Division Board of Trustees on June 14th for approval.

RECOMMENDATION:

Council pass a motion to proceed with the transfer and approve the transfer agreement.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the proposed school transfer agreement with Livingstone Range School Division as presented.

ATTACHMENTS:

- 1) Proposed Transfer Agreement.

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications

APPROVED BY: Marian Carlson, CLGM CAO

DATE: May 19, 2016

TRANSFER AGREEMENT

MEMORANDUM OF AGREEMENT made this ___ day of _____, 20__.

Made Between:

THE LIVINGSTONE RANGE SCHOOL DIVISION NO. 68

(“Livingstone”)

-and-

TOWN OF CLARESHOLM

(the “Town”)

WHEREAS:

- A. Livingstone is the legal owner of the Claresholm Elementary School (the “School”) located on the lands municipally described as 5318 – 2nd Street West, Claresholm, Alberta and legally described as:

Plan 147N Block 86 Lots 1-2

Plan 147N Block 87

(the “Property”)

- B. The Town wishes to purchase the School from Livingstone and Livingstone wishes to sell the School to the Town;
- C. The Parties agree that the transfer of the School shall be effective on _____ [Insert Date] (the “Date of Transfer”);
- D. The Town acknowledges that asbestos has been found in and on the School and Property;
- E. The Town agrees that it will indemnify and release Livingstone from any and all claims and damages arising from the existence of asbestos in and on the School and the Property;

NOW THEREFORE in consideration of the premises and the mutual terms, covenants and conditions herein contained, the parties hereto hereby covenant and agree as follows:

1. The preamble to this Agreement forms part of this Agreement.
2. Livingstone agrees to transfer the School to the Town on the Date of Transfer for the sum of one (\$1.00) dollar.
3. The Town does and will rely upon its own expertise and due diligence in determining to purchase the School and it agrees and acknowledges that it is purchasing the School on an “as is” basis and that there are no warranties or representations, verbal or written, express or implied, with respect to the School.

4. The Town acknowledges having been made aware that the School contains asbestos and that the Town will, from and after the Date of Transfer, be responsible for any environmental issues respecting the Property and the School. The Town further agrees to indemnify and save harmless Livingstone and its members, officers and employees as well as Her Majesty the Queen in Right of the Province of Alberta, from and against any and all environmental liabilities and responsibilities respecting the Property and the School and any incident or occurrence which may be suffered or which may occur from and after the Date of Transfer

IN WITNESS WHEREOF the parties hereto have endorsed their signatures, by their duly authorized representatives where applicable, as of the dates set forth below.

The Livingstone Range School Division No. 68

Town of Claresholm

Per: _____

Per: _____

Name: _____

Name: _____



REQUEST FOR DECISION

Meeting: May 24, 2016

Agenda Item: 6

CANADA 150 COMMUNITY INFRASTRUCTURE PROGRAM

DESCRIPTION:

Exactly one year ago, a new program was announced by the Canadian Government "to rehabilitate and improve existing community infrastructure." On May 18, 2016, the government made a second call for submissions for this grant.

BACKGROUND:

On May 20, 2015, Administration received notification from MP John Barlow's office regarding a new program announced by the federal government. Aiming to celebrate Canada's 150th Birthday, this program seemed to fit perfectly into the plans of the Town of Claresholm for the new Multi-use Community Building and Town Hall.

Following discussions at the May 25, 2015 regular Council meeting, Council passed a motion to apply for funding under the Canada 150 Community Infrastructure Program for the Multi-use Community Building and Town Hall. An application was submitted but was unsuccessful. Administration would like Council's permission to resubmit another application for this second round.

COSTS/ SOURCE OF FUNDING:

There is no extra cost to the Town to apply for this funding.

RECOMMENDED ACTION:

1. Council pass a resolution to apply for funding under the Canada 150 Community Infrastructure Program for the Multi-use Community Building and Town Hall.

PROPOSED RESOLUTION:

Moved by Councillor _____ to apply for funding under the Canada 150 Community Infrastructure Program for the Multi-use Community Building and Town Hall.

Attachments:

1. Email from Western Economic Diversification Canada regarding the Canada 150 Infrastructure Program dated May 17, 2016.

Applicable Legislation: Not applicable.

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications

APPROVED BY: Marian Carlson, CLGM CAO

DATE: May 19, 2016

From: Canada150 AB <wd.abcanada150-canada150ab.deo@canada.ca>

Date: May 17, 2016 at 3:25:38 PM MDT

To: Lavinia Henderson <lhenderson@civicsolutionsinc.com>

**Subject: Canada150 Community Infrastructure Program - Second Call for Proposals /
Programme d'infrastructure communautaire de Canada 150 - second appel de propositions**



Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada

(Le français suit)

The **Canada 150 Community Infrastructure Program** is part of Canada 150 Celebrates, the Government of Canada's celebration of our country's 150th anniversary of Confederation. Through investments in community infrastructure, the Government of Canada will invest in projects that celebrate our heritage, create jobs, and improve the quality of life for Canadians.

Western Economic Diversification Canada (WD) has received an additional \$46.2 million in funding through Budget 2016 as part the Canada 150 Community Infrastructure Program to invest in projects aiming to rehabilitate existing community infrastructure in Western Canada.

WD will be seeking new applications under a second call for proposals that will open on May 24th. Under the second call for proposals priority will be given to:

- Recreational facilities;
- Projects that support a clean growth economy (i.e., energy efficiency upgrades); and/or,
- Projects that support Indigenous communities and Peoples.

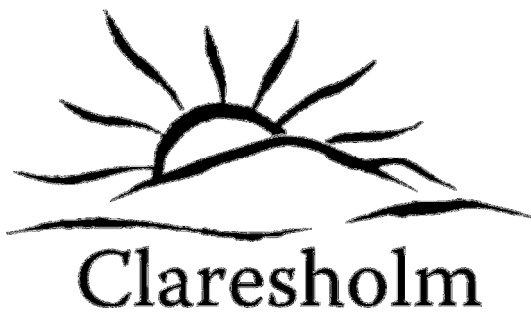
Detailed information on WD's second call for proposals to the Canada 150 Community Infrastructure Program, including important details on eligibility, application requirements and program priorities, are available at <http://www.wd-deo.gc.ca/eng/18872.asp>.

**Applications in Western Canada will be accepted from Tuesday, May 24th, 2016
until Wednesday, June 22nd, 2016 @
1:00 p.m. Pacific Time
2:00 p.m. Mountain Time
3:00 p.m. Central Time.**

If you are aware of other organizations that may be interested in the Canada 150 Community Infrastructure Program, we invite you to share this information within your network.

If you do not want to continue to be included on this email list, please reply to this email with "unsubscribe" in the subject line. Or, if you would like to be added to our mailing list, please send your request to the WD email address provided in the original email.

Thank you.



REQUEST FOR DECISION

Meeting: May 24, 2016

Agenda Item: 7

VACANT PROPERTIES

DESCRIPTION:

The new Economic Development Committee (EDC) is looking at ways to increase interest and awareness in our vacant properties in the downtown core and elsewhere in Claresholm.

BACKGROUND:

One of the ways the EDC is looking to enhance business development is through a vacant buildings tour. To encourage traffic through vacant buildings the idea has been presented to have "pop-up markets" in the properties. That would entail having artisans, home-based businesses, students who have talent, craftspeople, bakers, etc. set up markets in the buildings for one day to showcase their products and sell them if possible. The committee is requesting that the Town allow this without business licenses. Realtors or property owners would be at the buildings to provide information and market the property for sale or rent.

The objectives would be to:

- Show case properties;
- Attract out of town people to consider the opportunities and potential in Claresholm;
- Generate enthusiasm amongst local community about movement on the economic development end;
- Clean up vacant buildings; and
- Have a downtown event that has folks considering the many possibilities in Claresholm.

Administration would like Council's direction as to whether it would be acceptable to allow these "pop-up markets" without a business license.

COSTS/ SOURCE OF FUNDING:

Under this proposal, the Town would not make any revenue off of business licenses for these events. The amount a business would be charged for one of these markets would be \$50 per day.

RECOMMENDED ACTION:

1. Council pass a resolution to allow the Economic Development Committee to hold pop-up markets in vacant properties in Claresholm for the vacant property tour without charging a business license fee.

PROPOSED RESOLUTION:

Moved by Councillor _____ to allow the Economic Development Committee to hold pop-up markets in vacant properties in Claresholm for the vacant property tour without charging a business license fee.

Attachments: None

Applicable Legislation: Bylaw #1332 – Business License Bylaw

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications

APPROVED BY: Marian Carlson, CLGM CAO

DATE: May 19, 2016

E.P.

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1332

A Bylaw of the Town of Claresholm to amend Bylaw #1300, being a bylaw providing for licensing and regulation of business within the Town of Claresholm.

WHEREAS it is necessary from time to time to make additions and amendments to existing bylaws;

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

1. Section 9 of Bylaw #1300 shall be amended to read as follows:

9.0 License Fees

1. Where there is a distinction made between types of businesses or activities in the zoning Bylaw, the distinction shall be deemed to be made in this Bylaw and separate business license shall be required for each business or activity. However, where different activities are operated under one management then only one License is required per business site.
2. All businesses operating whether wholly or partially within the Town shall pay an annual license fee of \$50.00 per business unless otherwise provided for in this Bylaw.
3. A business license shall not be required for publicly funded, educational or institutional establishments in the Town.
4. No person is required to take out a license under this Section who is in the employ of some other person who holds a license under this section.

Without limiting the generality of the foregoing, the license fee for each of the following business shall be the amount set opposite their common designation:

Auctioneers \$100.00 per annum

<u>Canvassers</u>	Resident	\$100.00 per annum
	Non-Resident	\$ 50.00 per day
		\$100.00 per week
		\$200.00 per month
		\$300.00 per year

Carnivals and circuses \$100.00 per day

<u>Resident Contractors</u>	
operating from a residence site	\$100.00 per annum
operating from a business site	\$ 50.00 per annum

Non-Resident Non-Construction \$100.00 per annum

Non-Resident Contractors

\$ 100.00 per year when doing under \$15,000.00 gross business in Town

\$ 175.00 per year when doing over \$15,000.00 but under \$40,000.00 gross business in Town

\$ 225.00 per year when doing over \$40,000.00 but under \$75,000.00 gross business in Town

\$ 325.00 per year when doing over \$75,000.00 but under \$150,000 gross business in Town

\$ 650.00 per year when doing over \$150,000.00 but under \$250,000.00 gross business in Town

\$1,000.00 per year when doing over \$250,000.00 gross business in Town

And that the onus of establishing the amount of the contract to the satisfaction of the License Inspector shall be on the nonresident contractor. If a nonresident contractor undertakes further contracts in the Town of Claresholm prior to December 31st in the year in which the license was issued, further fee or fees will be levied but not to exceed the maximum total fee of \$1,000.00 for that calendar year.

Hawkers, Peddlers, and Direct Sellers:

Non-Resident	\$ 50.00 per day or \$100.00 per week or \$200.00 per month or \$300.00 per year
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Resident	\$100.00 per year
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Itinerant Shows and entertainments and other transient businesses:

	\$ 50.00 per day or \$300.00 per annum
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Photographers:

Resident	
operating from business	\$ 50.00 per annum
operating from residence	\$100.00 per annum

Non-Resident	\$300.00 per annum
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Salvage Dealers and Secondhand Dealers:

Resident	\$ 50.00 per annum
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Non-Resident	\$300.00 per annum
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<u>Christmas Tree Vendors</u> (No fee for religious or community groups)	\$ 50.00 per annum per site
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Spiritualist, Fortune Tellers & Hypnotist:

Resident	
operating from business	\$ 50.00 per year
operating from residence	\$100.00 per year

Non-Resident	\$ 50.00 per day \$100.00 per week \$200.00 per month \$300.00 per year
--------------	--

Esp.

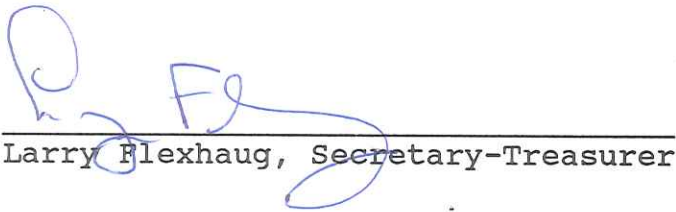
2. Bylaw #1300 is hereby amended.

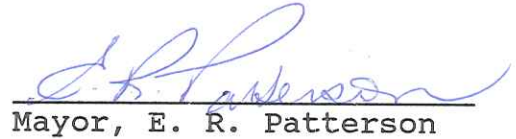
3. This amendment shall come into effect on January 1, 1993

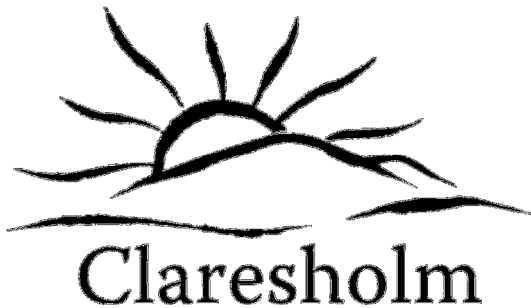
READ a first time in Council this 14th day of December 1992 A.D.

READ a second time in Council this 14th day of December, 1992 A.D.

READ a third time in Council and finally passed this 14th day of December 1992 A.D.


Larry Flexhaug, Secretary-Treasurer


Mayor, E. R. Patterson



INFORMATION BRIEF

Meeting: May 24, 2016
Agenda Item: 8

BUSINESS LICENSE BYLAW REVIEW

DESCRIPTION:

The Town of Claresholm Business Licence Bylaw, which provides for the licensing and regulating of business within the Town of Claresholm, dates to 1991. Town staff responsible for issuing business licences report that the Business Licence Bylaw is adequate generally, but that it has some shortcomings related to exemptions (instances where a licence is not required) and to recent developments in business types that were not foreseen when the Bylaw was adopted. December 14, 2015 Council recommended a review of the Business License Bylaw by Administration, Council, the business community and the Economic Development Committee.

BACKGROUND:

For a new business with a physical location in town we first process the required development approval for a change of use (which might also require one of more safety codes approvals) and then the business license can be processed once development (and safety codes, if required) approval is achieved (we also review to ensure active professional registration for social workers, dentists, lawyers, psychologists, AMVIC, etc. before issuing a municipal business license in accordance with the Fair Trading Act (section 108)).

For the development approval we use our Land Use Bylaw and for the business license we use our Business License Bylaw. For out-of-town contractors, direct sellers, hawkers etc. we use only the business license bylaw, checking first to be sure that they have a Direct Sellers license from Service Alberta when required: <http://www.servicealberta.ca/976.cfm>

The business license bylaw was presented to the Chamber of Commerce for their feedback. A general survey was also sent out to the Chamber of Commerce. Some feedback has been that there is a lack of business start-up information as well as a checklist for small businesses to ensure they have all the pertinent information they require. Administration will continue to work on creating checklists and have updated the information brochure on the website. Also see the attached information sheet created to assist in business start-ups. There has been feedback regarding timelines in the information sheet as well for people's information. Timelines are very difficult to give in generalities since every approval may require different steps. For example, if AHS, MPC (change in use), or Safety Codes approval is required this will increase the timelines significantly, but if applicants have those in place the timeline for approval decrease.

Since December 2015 the Development Department has gathered information on business licensing in various communities. Below is a comparison chart for business license fees. Please note the Town of Claresholm also has a scale for out of town contractors based upon the value of work within the municipality, the chart below compares businesses located within the municipality.

Municipal Fees Comparison

Municipality	Business License Fees
Claresholm	• Home-Based Residential: \$100 • Commercial and Industrial: \$50
Granum	• Home-Based Residential: \$100 • Commercial and Industrial: \$35
Fort Macleod	• Home-Based Residential: \$225 • Commercial and Industrial: \$100
MD Willow Creek	• Home-Based Residential: \$200 • Commercial and Industrial: \$100
Nanton	• Home-Based Residential: \$120 • Commercial and Industrial: \$100
Pincher Creek	• Home-Based Residential: \$125 • Commercial and Industrial: \$125
Cardston	• Home-Based Residential: \$60 • Commercial and Industrial: \$50
Milk River	• Home-Based Residential: N/A • Commercial and Industrial: \$50
High River	• Home-Based Residential: o Minor: \$50 o Major: \$150 • Commercial and Industrial: \$120
Nobleford	• No fee
Lethbridge	Commercial and Industrial: \$178 • Nonresidential \$737

Administration will continue to collect feedback and work towards recommendations for a business license bylaw amendment.

ATTACHMENTS:

- 1.) Business License Information Sheet

APPLICABLE LEGISLATION:

- 1.) Town of Claresholm Business Licence Bylaw No. 1300 (Amended to Bylaw No. 1332)

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 19, 2016



Business Licensing

Town of Claresholm

Why Obtain a Business License?

Most cities and countries require you to obtain a business license, permit or registration when you start a business, typically as a means to protect public health and safety, or for tax purposes. Licenses are also used to identify your business and make sure the business is accountable for their actions. Business licenses, permits, and tax registrations are issued and administered by all levels of government which includes municipal governments.

When you are caught up in the excitement of starting a new business, it's easy to ignore the need for licenses and permits. However, licenses and permits are mandatory, and before you can legally operate your business, you need to have all its licenses and permits in place. Additionally, if your business has employees or sells taxable goods and services, you need to register with the taxing authorities. Requirements vary by industry and depend on how and where you conduct business.

How to Obtain a Business License?

STEP 1- Apply for a development permit

Before we can process your business license, you may need to apply for a development permit to authorize the change in the use of land / buildings. (Please contact the Development Officer to see if this applies to your business.)



Links

Please see the links below for further information on the rules and regulations, as well as, additional resources for starting a business in Alberta.

<http://businesslink.ca/> -Business link for Alberta Entrepreneurs

<http://southwest.albertacf.com/> - Community Futures

<http://www.canadabusiness.ca/eng/page/2749> - Business start-up checklists

For information regarding provincial or other regulated licenses:

<http://www.servicealberta.gov.ab.ca/consumer-licences.cfm>



If you are establishing a business from a location that has previously been vacant for an extended period of time, or was being used for a purpose that is different from your proposed business, you are likely to require a development permit. Subject to the Land Use Bylaw, your proposed business will be reviewed by the appropriate Development Authority and may require circulation to the surrounding property owners, and/or other licensing bodies (ie: Alberta Health Services, AMVIC or Alberta Transportation). The Development Authority will process the application with respect to land use zoning, Provincial safety code regulations, parking requirements, landscaping requirements, independent licensing requirements, etc.

The Town of Claresholm Municipal Development Plan has a goal to create a positive environment for the future sustainable growth and development of the Town.

Provincial Requirements

- *Automotive (sales, leasing, repair and consignment sales) [Alberta Motor Vehicle Industry Council](#)*
- *Funerals (businesses, directors, embalmers, pre-arranged funeral plans) [Alberta Funeral Services Regulatory Board](#)*
- *Gambling (casinos, raffles, bingo, pull tickets) [Alberta Gaming and Liquor Commission](#)*
- *Real Estate (agents, brokers, mortgage brokers, property managers) [Real Estate Council of Alberta](#)*
- *Insurance (agents, brokers and adjusters) [Alberta Insurance Council](#)*
- *Food Retail and Food Services Code: <http://www.health.alberta.ca/documents/Food-Code-Alberta-2003.pdf>*

STEP 2- Apply for a Business License

If you are operating out of a commercial or industrial location, you should submit a Business License application at the same time as your development permit application (ie. change in use applications)

A **Business License** gives a business owner the right to conduct entrepreneurial activities as set forth in the license application. No person shall, whether in the Town of Claresholm or partially within the Town, carry on or operate any business without obtaining the necessary license. Every license expires on the 31st day of December in the year in which it was issued and must be renewed annually if the business remains in operation. Please refer to the Business License bylaw for more information. A Town of Claresholm business license directory can be found at the link below;

<http://www.townofclaresholm.com/wp-content/uploads/Business-Licenses-2016.pdf>



STEP 3- Fees & Approval

Once you have submitted your application and other required documents, you need to pay your fees before we can process it. Once your fees are paid, the Development Department can process your application. Business license fees can be found at the link below;

<http://www.townofclaresholm.com/do-business/business-information/>

Step 4- Renewal

Your license will have an expiry date on it. In Claresholm the licenses follow the calendar year. You must renew the license at the beginning of the next calendar year, otherwise your license could expire and you will have to go through the application process again.

Non-resident business licenses

A person or business that does not have a permanent base of operations in either a home or commercial / industrial location within Claresholm, but are working in this municipality must complete the Town of Claresholm Business License Application Form and pay a non-resident License fee. The fees are based upon the time frame and amount of work being done within the municipality.

More Information

If you are no longer operating a business within the Town of Claresholm, it is your responsibility to either contact the town, or to sign at the bottom of your renewal invoice, to verify that you are no longer operating a business. Closed businesses will not be invoiced the following year.

Utilities

Water:	Town of Claresholm
Electricity:	Fortis Alberta (403) 310-WIRE (310-9473)
Communication:	Telus (403) 310-2255
Natural Gas	ATCO Gas(403) 245-7888
Cable	Shaw(403) 380-7361
Alberta-1-Call	1-800-242-3447



*A **Home Occupation** is any occupation, service or craft, profession, trade, carried on by the occupant of a residence as a use that is secondary to the residential use of the lot. A Home Occupation is non-transferable; the permit is only valid for the property for which it was applied for. The annual fee for a home occupation is \$100.00. All Home Occupations (from home office to contractors and day homes) must possess a valid town-approved business license. Home Occupations are separated into two categories.*

***Home Occupation 1;** Approved by the Development Officer - \$50.00 application fee. Includes: Home offices, & businesses with no client traffic or any storage of goods or material, etc.*

***Home Occupation 2;** Approved by the Municipal Planning Commission - \$125.00 application fee. Includes: Day homes, bed & breakfasts, contractors and trades persons, businesses with client traffic to and from the home, etc. Refer to the Land Use Bylaw or contact the Development Officer for more information.*



CAO REPORT

May 24, 2016

The following report is designed to provide Council with an update on the activities and projects of the Town. The report is not intended to provide an all-encompassing review of Town activities, but to provide Council with a brief update on some of the more noteworthy activities and events.

CAO

Alberta Community Resilience Program (ACRP) Grant

The ACRP Grant agreement for Phase I of the Stormwater Management Project has been received and sent back to the granting agency. The year 1 funding in the amount of \$2,475,670 was received May 17th. Associated Engineering has begun work on the project with data collection, pond grading design, utility coordination and drafting work. Arrangements have been made with AMEC to do the geotechnical drilling and we expect that they'll be on-site within 2 weeks or so. Associated Engineering is planning to do some topographic surveys along the project starting Monday, May 16. A ground breaking event will be planned prior to the start of construction.

Economic Development

We have engaged the services of a consultant to continue to move forward with the Economic Development initiatives until a replacement can be found. She has met with the Downtown Revitalization Working Group and is actively engaged in moving their projects forward.

Strategic Plan

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

BYLAW ENFORCEMENT

See enclosed report

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

HR & TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

Strategies

YEAR 1

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

Strategies

YEAR 1

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

Strategies

YEAR 1

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

Strategies

YEAR 1

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

Strategies

YEAR 1

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

Strategies

YEAR 1

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

Strategies

YEAR 2

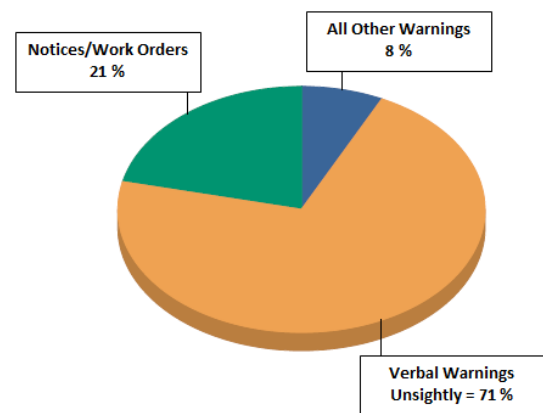
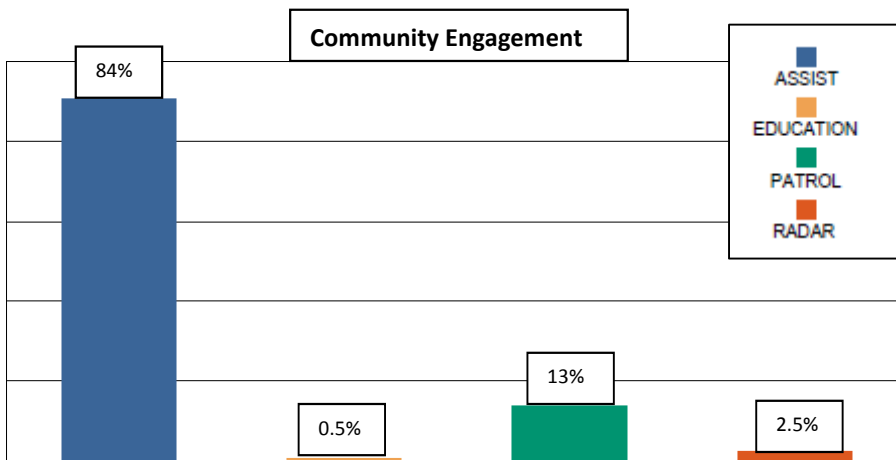
	Assigned to	Update on Progress
POLICY & PLANNING		
Focus on Storm Water Infrastructure		
	Implement Phase one of the Storm Water Master Plan	Mike
Relocate Town Office		
	Develop renovation plans	Marian/Mike Simon/Tara
Develop a Facility Enhancement & Recreation Master Plan		
	Apply for funding for the Facility Enhancement and Recreation Master Plan	Denise
	Exploration of grants, participated in a Grant Writing Workshop. Researching community needs regarding Facility and Park upgrades and repairs, and working towards building a timeline for community facilities, structures, playgrounds etc.	
	Develop Facility Enhancement and Recreation Master Plan	Denise
	Currently researching 4 Recreation Facility master plans, (Brooks, Medicine Hat, Devon, Longview) and started a template on the key points these plans have that are, or will be relevant to the community of Claresholms Recreation Master plan.	
ECONOMIC & COMMUNITY DEVELOPMENT TO REVITALIZE CLARESHOLM		
Revitalize Downtown, Industrial Area and Highway Corridor		
Increase Business Attraction and Retention.		
	Implement branding strategy created by the Economic Development Committee.	EDO
Annexation		
	Finalize	Marian
GOVERNANCE & INTERNAL OPERATIONS		
Continue to Strengthen Human Resources To Better Meet Needs		
Continue to develop and update financial, administrative and Council policies and procedures		
Implement a Co-ordinated Communications Strategy		
	Review protocols & standards for communications	Marian/Karine
	Develop a social media strategy	Karine



INFORMATION BRIEF

Meeting: May 23, 2016
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT



April Newspaper Focus:

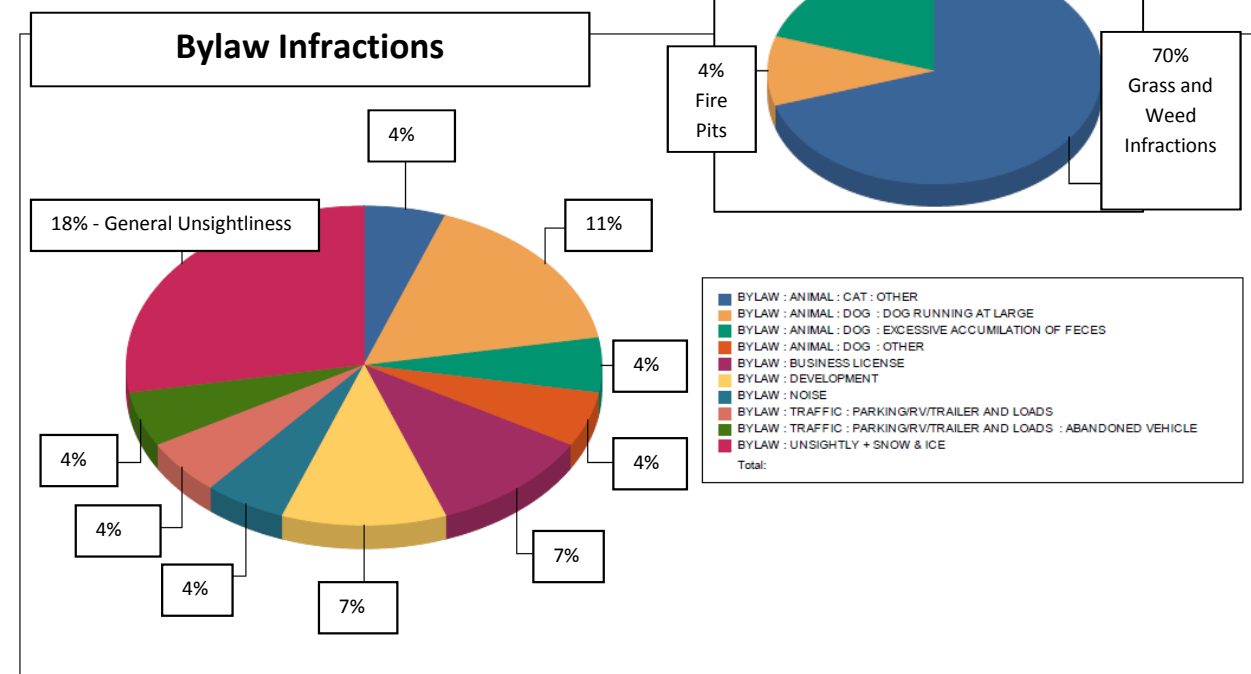
1. Spring Clean-up reminders, dates and what is permitted
2. Off-Road vehicles rules, regulations and penalties. (Ditches and alleys are not permitted)

April Enforcement highlights:

1. Radar off line due to radar sensor failure
2. Traffic flow issues at the West Meadow School addressed
3. Cat catch done on East side.
4. Working with several residents and property owners to remedy unsightly issues.

5. 8 Notices mailed and/or posted. 5 different properties have enforcement work slated for June 17.

6. Work with EDO to help revitalization projects.
7. Traffic Safety Plan finalized
8. Draft Animal Control Bylaw
9. Work with Sanitation and Recycling to solve abuses.



CAO REPORT

DIRECTOR OF CORPORATE SERVICES

Finance updates

2016 Capital Projects

Completing applications for 2016 projects for MSI and FGTF grants.

Local improvement plans are being drafted for the 2016 projects that are to be funded through local improvement taxes.

A detailed cash flow analysis is being completed to determine needs to fund the many capital projects that are being undertaken in 2016. Many of the grants are provided after reporting to the grant providers so the projects must be funded first with the municipality's dollars prior to receiving the grant funding. On May 17th the Town received the Alberta Community Resilience Program funding for the stormwater project in the amount of \$2,475,670 so this will provide sufficient funding to allow the project to move forward without difficulty.

Budget

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

Museum

The Museum has opened. Opening day was May 6th and the Grand opening proceedings will occur on May 20th, 2016

Other Information

- The mill-rate bylaw for 2016 was approved and tax notices have been sent for the 2016 tax year
- The street maintenance tax bylaws were approved and included in the tax notices

Prepared by: Simon Janhunen

DEVELOPMENT OFFICER REPORT

For: 4/25/2016 - 5/20/2016



Development Permits

- ❖ 6 approved development permits.
- ❖ 18 development files closed.

Compliance / Information Requests

- ❖ 3 compliance requests processed.
- ❖ 2 Environmental search letters processed.

Miscellaneous

- ❖ Grant writing workshop May 4, 2016 – valuable information presented, another session scheduled for June 15, 2016.
- ❖ Webinar – Ideas to move brownfield projects forward, street revitalization.
- ❖ Business License Information Sheet updated for website found at the link below; <http://www.townofclaresholm.com/wp-content/uploads/Business-License-Information-Sheet-.pdf>
- ❖ Business Bylaw & Licensing info presented to the Chamber of Commerce May 18th for feedback and discussion, small survey also sent out.
- ❖ MPC May 20, 2016 (development list presented).
- ❖ Local Press Town News focused on education information regarding signs etc.
- ❖ Completed the Alberta Housing & Data Reporting Survey (for multi-family dwellings in rural communities) for Claresholm.
- ❖ Information gathered regarding subdivision of properties. Many fence, deck, and subdivision inquiries this month.

Upcoming/Continued projects/events

Annexation

- ❖ Currently one outstanding updated consent of the landowner.

Frog Creek Drainage Corridor

- ❖ Continue to work with landowners regarding agreements and the DRP repairs. Contacted affected landowners as the surveyors are beginning work.

*Submitted by
Tara VanDellen
Development Officer*

FCSS Report to Council for May 2016

Prepared by: Barb Bell

- ❖ The Teen Drop-In is gaining participation. There have been about 18 teens attending twice a week to The Station for activities planned by our Coordinator. The Coordinator is planning a bus trip to Calgary with the teens using a \$500 donation. Once a month the teens attend a media course facilitated by a community member. He is offering this at The Station free of charge. Wednesdays offers a Hidden Talent course (sponsored by Further Education from Calgary). This offers a venue for teens to draw, journal, write, paint, play music, sing etc. This is also free of charge and is a drop in session.

The teens are also looking at a drumming circle on May 24th.

- ❖ Director's Network was held in Edmonton from Wednesday May 4 to Friday May 6. It was the best attended conference to date. There was lots of opportunity to network with other director's to share programming ideas.
- ❖ The process for applying for CFSA (Children and Family Services) funding has changed with the new government. There are two steps: one is to apply for a prequalified registration for funding and once

approved, an application can be submitted. I have qualified and now am working on the application process. It has taken two weeks to get all the information organized and the day before I was to submit it the agency changed the templates so all the information had to be transposed. The forms are all submitted and awaiting approval now.

- ❖ The Claresholm Wellness Challenge has begun for this year. We have been organizing all the paperwork for each team to join and putting out ads and posters. There are 20 teams registered. The event will wrap up at the Longest Day of Play (in conjunction with Mexican Fiesta) event in Amundsen Park on June 17.
- ❖ Roots of Empathy is wrapping up for this year and there are two presentations at the end of this month for the babies and moms that participated. We are waiting on staff organization of West Meadow School before we will know if this program will run again.
- ❖ June 4th we will be hosting a Home Alone course for junior students
- ❖ Events are being planned for Seniors Week which is June 5 to 12. There will be presentations for seniors about government programming on June 8th and 10th.
- ❖ The Station is hosting a 1 year anniversary BBQ on June 7th at The Station.

May 2016 Taxation/HR Report

From: Lisa Chilton

Human Resources

- We have filled the gardener position.
- We are currently advertising for the Economic Development Officer position. It closes on May 27th.

Taxation

- Taxes past due, and in arrears at May 16th, 2016 are:
\$173,560.86

Summary of outstanding taxes:

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

\$ 8,231.44 (subject to sale July 26th, 2016)

\$ 27,302.38 Tax Arrears List for 2016 (subject to sale after March 31st 2017)

\$ 4,254.03 Property on Tax Agreement with the Town

\$ 90,023.47 Other remaining taxes in arrears.

- The 2016 Arrears list has been processed. There are 7 properties, for a total outstanding taxes of \$31,598.22, that are on the list for 2016 to be potentially auctioned in 2017. One property has already been paid in full and another has had \$2000.00 paid down on it.
 - Simon and I have attended an Assessment Review Board Clerk training program on May 17th and 18th.
 - The tax notices were mailed May 13th and are due June 30th for anyone not on the Tax Installment Payment Program.
-

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES



5/18/2016

Report for April/May 2016

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES

REPORT FOR APRIL / MAY 2016

Buildings Regular weekly inspections and minor maintenance are completed as required.

Sidewalks All Town sidewalks have been inspected. 9 pages of deficiencies have been identified. The worst portions have been identified and will be repaired as budget allows. (approx. 1 Page). 52 trip hazards were marked and have been eliminated. Holes and small patches will be repaired by PW crew, and the 2016 sidewalk program is out to tender for summer replacement/installation.

Streets New street sweeper has arrived and will be on the streets weekly. Pothole repairs are continuing as manpower is available. Most alleys have been graded, with approximately 4 to be re-graded this summer.

Sanitary Sewers The Town's entire sanitary sewer system has been flushed and cleaned. This is done twice annually. Downtown business with sewer problems required the Town's help to repair their sewer service. # 8 Tamarack sewer service has been repaired. Town's cost was approximately \$5000.00. Next repair #1 Tamarack planned for some time in June.

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

Storm Sewer Drainage No problems to report at this time. Frog Creek Storm water Project to start by end of the month.

Parks / Arena Parks staff are cutting grass as of the first week in May. Dandelions have been sprayed in all major areas and spot spraying for weeds is ongoing in various areas.

Recycling Program is operating well and no complaints to report.

Garbage Town wide spring cleanup has started. Lots of materials have been set out. We are separating dry waste by making two pickups at each place with different garbage trucks. Metal is done by separately again by pickup trucks.

Equipment Maintenance and repairs are done daily, with no major problems to report.

Staff No problems to report. Holidays have started in all departments. PW staff will cover for all departments. A gardener has been hired and will start after the May long weekend.

This Report by
Mike Schuweiler
Director of Infrastructure

RECREATION DEPARTMENT

APRIL 2016 REPORT



TOWN OF CLARESHOLM

May 16, 2016

By: Denise Spencer



April 2016 Report

General Overview

Facilities

Arena:

Arena user meeting, April 18, 2016

The following concerns were addressed; replacement of boards and floor is still a huge priority. Washroom upgrades between the change rooms needs to be addressed (Skate club is applying for Grant funding, CFEP), a sound system partnership between Minor Hockey, and Skate Club is in the works.

The two main groups are also putting together volunteers to paint the Lobby this summer. The Town of Claresholm may need to assist with color choices for the walls, determine if bleachers will need to be painted at the same time, and possibly provide a lead hand for the project, as it will help alleviate potential conflicts. This upgrade may also include newer showcases, grouping of pictures, logo's, for the different user groups.

A code of conduct is in the works, will need to be reviewed before it is finalized, as it will need to cover many users, and be consistent with others in the community.

Lacrosse has confirmed the dates for tournaments and playoffs for the 2016 season, Saturday June 4th, and June 25th & 26th.

Aquatic Centre:

Registrations are consistent and steady for summer, which can be contributed to the program guide being out in March. The last session of Afterschool Lessons before Kraken Swim Club rental (May 1-August 19) filled up nicely, as our preschool programs during the day had maximum capacity. We are also happy to state that our Baby and Me and Parent and Tot programs have also had high registration numbers.

Our focus during our scheduled Inservice on April 24 was customer service, incident reports, quality of lessons, and the general recording of information. Swim Club starts May 1, 2016.

We discussed a potential code of conduct for the Aquatic Centre, which would also state that we are a harassment free area. This is still in the review stage as it is needed at other facilities in the town, and should have a set standard.

Swim Abilities Proficiency and Instructor was hosted at our facility April 22 & 23. This program is designed to teach instructors the skills to facilitate lessons to a parent or aid of a child with

special needs. We had 4 attend the program and 3 staff members who benefitted as well. During the inservice it was determined by staff that we should implement some of the programs key points for our preschool program (ask permission, a visual board with pictures that are easily identifiable, breakdown of skills).

On April 15, 2016 I had the pleasure of receiving a Community Foundations Grant of \$4,000 on behalf of The Kraken Swim Club. These funds will be used towards Lane ropes, a new lane reel and a lane rope slide.

Please see attached for a description of awards we have received. The Junior Lifeguard Award, we have won 2 years running, The Anne Resek Award has been 6 years, and the Jordan Neave Swim to Survive Award we are very pleased to win as we narrowly missed winning last year. Denelle and myself will be travelling to Calgary on June 17th to receive the awards.

Curling Club:

At the April 19, 2016 meeting, it was determined that The Curling Club is filing a grant application for the Community Facility Enhancement Program (CFEP) for \$60,000 towards roof replacement of the facility. Total cost of the replacement was estimated at \$120,000, \$30,000 has been budgeted, and the Curling Club will come up with the remaining \$30,000.

Millennium Ball Complex

The shale at Millennium Ball Complex needs to be replaced, as the shale is now very fine and dusty. Chris Dixon recommended that the home plate areas be repacked with clay, as they are quite soft. These issues may be addressed through grant funding in the future. Overall the fields are looking good, and are well maintained.

A new easy to read user agreement for the facility has been developed, and still needs reviewing. Questions that have arose; should we let our service groups have first dibs on running the concession, keeping profits local? Is letting renters use equipment such as the tractor for grooming the infield a risk? Do we need to have a town employee onsite while out of town tournaments are running?

The goal is to advertise the facility and rent it out for tournaments.

The facility is currently being used by Minor ball, Willow Creek Composite High School Boys and Girls Teams, as well as recreation teams that are practicing for the start of Co-ed Recreation Slo-pitch.

Parks

Many of our current parks are in need of upgrades within the next five years. This includes the Skate Park. Service groups within the community are pushing for upgrades to some of these parks, although the larger push appears to be in developing new ones. The existing parks are in prime locations, central to neighbourhoods. I'd like to see Amundson Park developed with an area for seating, stage and sound, an upgraded playstructure, and fitness equipment. A model that would be relatable is the community of Longview.

There is a Replacement List for parks, and Play Structures, although a detailed assessment of what our parks will need for replacement will be necessary to begin a plan of action.

Marketing / Promotion

This is an area that is currently being spread out between different departments and organizations, and the goal will be a collaborate effort, starting with the Town Website. A couple models that are similar to the format of the Claresholm Website, yet different in their approach to Recreation are The Town of Taber, and Okotoks. My recommendation is for our website to apply a few changes to make it easier for tourists and community members to know what is going on in our community, regarding programming, events, and recreation opportunities. Online registrations may be a benefit to some of our facilities, although my belief is you cannot go wrong with person to person contact and great customer service. We need to think of this website as advertising for a business, and that business is selling Claresholm's Recreation.

One of the biggest selling features for Claresholms recreation community will be the production of a Spring/Summer & Fall/Winter Program Guide. This would be for all activities, organizations from crafts to sports to classes. This will be available online as well as hard copy with support from members and businesses of the community. This requires a web program where organizations can submit activities, events onto a template that will be posted online, and categorized accordingly. It should have the capability of being downloaded into a format for printing and editing by the local press. Knowing what is needed and finding a program that does this are two different things, if you're aware of someone with the capabilities to create this, please have them contact me.

Currently most advertising is through The Town Website, The Local Press, Facebook, Association for Recreational Facility Personnel Website, and Posters throughout the community. By combining everything our community has to offer, we'll provide a comprehensive guide for all residents, tourists, and families who are looking for a place to call home.

Progress

Master Plan:

1. Data Base started April 2016, for the creation of Program guide, Claresholm and Community
2. Review of Community needs assessment, FCSS 2012

What would we/ townspeople like to see in regards to recreation in the town

a. Examples:

- i. Walking paths*
- ii. Outdoor Gym equipment (eg. Longview)*
- iii. Roller skates, for arena rentals*
- iv. Ball Hockey Equipment*
- v. Frisbee golf*
- vi. Miniature golf*
- vii. Trees for complex*
- viii. Outdoor Rink*
- ix. Repairs/reno's/ improvements to existing facilities*

3. User agreements updates
4. Code of conducts for all facilities
5. Creation of the "key Points" for our Recreational Facility Master Plan has begun, through reviewing of Banff, Medicine Hat, Longview AB and Devon Alberta's Facility Master plans
6. New vibrant pictures are needed to sell our Community
7. Facility needs are being established, and contacts are being made with Community members
8. The goal to create a "Recreation Alliance" has been considered, and will need to be made up of the key players in our sporting/ organized activities throughout the community. We have great volunteers, with solid ideas. These players will become the building blocks to create a cohesive identity within our community.





LIFESAVING SOCIETY®
The Lifeguarding Experts



125 YEARS OF
COMMONWEALTH
DROWNING
PREVENTION

Alberta and Northwest
Territories Branch

May 11, 2016

Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Attention: Denise Spencer, Pool Supervisor

Dear Denise,

On behalf of the Lifesaving Society, it is my pleasure to inform you that the Town of Claresholm has come in first place in 3 of our affiliate award categories. Congratulations on earning the following awards:

Class 11C Terry Cavanagh Junior Lifeguard Award is presented to the affiliate member, serving a community of less than 7,500 population, accumulating the highest point total of Junior Lifeguard Members.

Class 16C Anne Resek Swim for Life Award is presented to the affiliate member, serving a community of less than 7,500 population, accumulating the highest point total in conducting Swim for Life Programs during a calendar year.

Class 20C Jordan Neave Swim to Survive Award is presented to the affiliate member, serving a community of less than 7,500 population, accumulating the highest point total in conducting Swim to Survive Programs during a calendar year.

Your Lifesaving Society trained staff were instrumental in providing leadership, engaging individuals and inspiring inclusive participation in our education and training programs, ultimately contributing to the health and safety of the community.

The 2016 AGM and Branch Recognition Event will be held at Fort Calgary in Calgary, Alberta. The meeting will commence at 1:30 pm and end around 3:00 pm.

[Reg. Charity No. 11912 9021 RR0001](#)

13123 – 156 Street

Edmonton, Alberta T5V 1V2 Canada



T: 780-415-1755
F: 780-427-9334
experts@lifesaving.org
www.lifesaving.org

Your response, by June 8, 2016, as to whether you are able to attend would be appreciated.

To RSVP to the Annual General Meeting and Branch Recognition Awards please register online at <http://conta.cc/1o9qOxJ>.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Costache". The signature is written in black ink and is positioned above the printed name and title.

Barbara Costache
Chief Administrative Officer



UTILITY SERVICES REPORT



MAY 2016

3700 8th Street West

Box 1000 T0L-0T0

Claresholm, Alberta

Work# 1-403-625-3100

Cell # 1-403-625-1687

Fax # 1-403-625-3869

brad.burns@townofclaresholm.com

www.townofclaresholm.com

Utility Services Manager Brad Burns

Summary

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

- Regional Water Treatment Plant.....pg. 3
- Pumping Stations and Reservoirs.....pg. 4
- Water Distribution.....pg. 5
- Lagoon and Waste Water Collection....pg. 6
- Raw Water Supply.....pg. 6
- Photos.....pg. 7, 8, 9, 10,11

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

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

- May 3rd MPE working with SCADA system for Harvest Square tie-in.
- May 4th CIP (clean in place) on both PALL racks.
- May 6th Drain and clean CIP tanks.
- May 6th Paint south side railing of loading dock.
- May 7th Repair transfer line chlorine pump 7941 chemical tube.
- May 10th Tested backup generator and checked transfer switch gear.
- May 13th Calibrate and tested Co2 gas detector.
- May 13th Clean and calibrate all online meters.
- May 14th Compressor AC 6008A overload (reset with no issue at present time).
- May 16th CUSo4 7141B (copper sulfate pentahydrate) pump motor issue.
- May 16th Grounds grass cut and trimmed.
- May 17th Check all emergency eye wash stations.

TESTING/MONITORING REQUIREMENTS

- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town.
- Bacteriological samples have been absent of total coliforms and E coli.

GOVERNMENT COMPLIANCE

- Currently investigating the addition of CUSo4 and citric acid to raw water for algae control.
- One staff member from Public Works onsite May 4th, 12th to train for succession planning in water treatment.

SAFETY

- May 2nd Attended monthly safety meeting with public works.
- May 9th Onsite safety meeting (review SOP for changing chlorine bottles).

CHEMICAL

- May 2nd Citric acid granules onsite. Citric acid is mixed with copper sulfate and used for algae control when filling the raw water storage pond with water from Pine Coulee reservoir.
- May 6th Sodium hypochlorite (liquid chlorine used for cleaning and boosting HPS reservoir) and 50% citric acid (liquid citric acid used for cleaning PALL membranes and adjusting pH) onsite.
- May 12th KLEAR Water chemical sales onsite to discuss chemical pricing and options.
- May 17th CLEAR TECH chemicals onsite to discuss chemical addition and transportation costs.

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- April 29th CL 17 Online chlorine analyzer cleaned and calibrated.
- May 3rd Grounds grass cut and trimmed.
- May 5th Backup generator tested.

AIRPORT PUMP STATION

- April 29th Atco Gas onsite checking gas meter.
- May 2nd PARCON onsite to quote on repair.
- May 4th Grounds grass cut and trimmed.
- May 4th SimplexGrinnell onsite to quote on repair.
- May 5th Chrysler domestic water back up motor tested (running well).
- May 16th PARCON Construction onsite to repair reservoir fill line inside building.

UFA RESERVOIR

- Sump pump working to control leak around reservoir.
- Outfall overflow ditch is clean of debris and open to the storm sewer system in case of overflow.
- All manholes and valves are dry and accessible.

WEST WATER PLANT (decommissioned)

- No signs of trespassing
- All fences are secure.

WATER DISTRIBUTION

UNIVERSAL METERING

- Replace/check ERT's and inspected meters as requested by office.
- May 2nd Quote from METERCOR to replace ITRON MC Lite for capital budgeting proposes.
- May 10th Checked customer pressure issue at 5119-2A St. (no meter screen issue)
- May 25th monthly residential and commercial meter readings.

GOVERNMENT COMPLIANCE

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

TOWN OF GRANUM SUPPLY LINE

- Supply line to Granum and Claresholm/Granum meter vault dry and secure.
- May 3rd MPE online looking at trending for Granum supply line.

METER VAULTS

- Pressure reducer in vault to acreages working well.
- Booster Station meter vault dry and secure.

DISTRIBUTION LINES

- Chlorine grab samples continue to be satisfactory within the distribution system.
- April 24th Fire department using hydrants for training purposes.

LAGOON AND WASTE WATER COLLECTION

NORTH/HARVEST SQUARE LIFT STATION

- North lift station is running on average 1.5 hours per week.
- May 3rd CORONA electric onsite working with call out system.
- May 3rd MPE onsite to start work on Harvest Square Lift Station/SCADA tie-in.
- May 11th MPE onsite continuing work on SCADA tie-in.

LAGOON

- May 4th FERG's Septic onsite to remove grease sludge build up off anaerobic cells.
- May 10th Tested backup generator (running good with no issues).

RAW WATER SUPPLY

PINE COULEE

- May 12th Contact Alberta Environment and Parks about Pine Coulee and Chain Lakes Reservoir capacity (see pgs. 7-10).

STORAGE RESERVOIR

- Reservoir is clean of debris.
- April 18th Raw water supply to storage from Pine Coulee open (adding CUSo4 to process).



CHAIN LAKES RESERVOIR

Construction of the new spill way at the chain lakes reservoir is ongoing. The need to replace the spill way was determined after the 1995 and 2005 floods and the previous 2013 flood when the water levels became dangerously high on the dam freeboard. Water levels in Chain Lakes were lowered in order to work on the reservoir and is now nearing completion. The water level in Chain lakes must be raised 5,747 dam³ (approx. 2 meters) higher before any extra water will be released to willow creek. Alberta Environment and Parks employee ensured me that no water from Willow Creek will be diverted into the head water ponds above Pine Coulee reservoir until the Chain Lakes reservoir has been filled to its operating capacity. Robert Plant stated that there was no concern at this time. A dryer than normal winter and no snow pack in the basin above Chain Lakes will require that the water to fill chain lakes come from spring and summer rains.





PINE COULEE RESERVOIR

Pine Coulee Reservoir is a man-made reservoir owned and operated by Alberta Environment. The storage volumes in Pine Coulee Reservoir are currently at 74% capacity and slowly dropping, because of the mild winter and lack of moisture over the past year. Water levels and storage volumes in Pine Coulee reservoir will continue to be monitored. The town will assess the data and make decisions regarding implementation of part or all of the Water Shortage Response Plan. Pine Coulee Reservoir would have to drop to a geodetic level of 1045.0 m (6 meters lower) before a decision would be made to trigger the criteria for the water shortage alert – Phase 1 (initiate discussion with Alberta Environment etc.).



CHAIN LAKES RESERVOIR

- Below are the current levels of the Chain Lakes reservoir.



Date	Chain Lakes			Downstream				
	FSL: 1297.1 m Capacity: 14,413 dam ³			North Outlet	South Outlet	Spillway	Total Release	Willow Creek at Oxly Ranch
	Level	Storage	% Full					
May 05	1,294.987	8,238	57.2	n/a	n/a	n/a	n/a	0.6
May 06	1,294.990	8,247	57.2	n/a	n/a	n/a	n/a	0.6
May 07	1,294.993	8,255	57.3	n/a	n/a	n/a	n/a	0.7
May 08	1,294.992	8,252	57.3	n/a	n/a	n/a	n/a	0.7
May 09	1,295.026	8,341	57.9	n/a	n/a	n/a	n/a	0.8
May 10	1,295.026	8,341	57.9	n/a	n/a	n/a	n/a	1.1
May 11	1,295.031	8,354	58.0	n/a	n/a	n/a	n/a	1.0
May 12	1,295.068	8,448	58.6	n/a	n/a	n/a	n/a	1.2
May 13	1,295.089	8,501	59.0	n/a	n/a	n/a	n/a	2.0
May 14	1,295.110	8,555	59.4	n/a	n/a	n/a	n/a	1.8
May 15	1,295.132	8,611	59.7	n/a	n/a	n/a	n/a	1.5
May 16	1,295.154	8,666	60.1	n/a	n/a	n/a	n/a	1.3

PINE COULEE RESERVOIR

- Below are the current levels of the Pine Coulee reservoir.



Date	Upstream		Pine Coulee Reservoir			Downstream		
	Willow Creek at Oxly Ranch	Pine Coulee Diversion Canal below Head Gates	Level	Storage	% Full	Pine Coulee Outflow below Reservoir	Willow Creek near Claresholm	Willow Creek at Highway No. 811
May 05	0.6	n/a	1,050.336	37,934	75.0	0.3	0.9	1.2
May 06	0.6	n/a	1,050.322	37,863	74.8	0.3	0.8	1.1
May 07	0.7	n/a	1,050.313	37,817	74.7	0.3	0.7	1.1
May 08	0.7	n/a	1,050.306	37,781	74.7	0.3	0.7	0.8
May 09	0.8	n/a	1,050.307	37,786	74.7	0.3	0.8	1.0
May 10	1.1	0.0	1,050.301	37,755	74.6	0.4	0.8	0.9
May 11	1.0	0.0	1,050.285	37,673	74.5	0.4	0.9	1.3
May 12	1.2	0.0	1,050.288	37,689	74.5	0.4	1.1	1.0
May 13	2.0	0.0	1,050.283	37,663	74.4	0.4	1.4	1.5
May 14	1.8	0.0	1,050.274	37,617	74.3	0.4	2.0	1.8
May 15	1.5	0.0	1,050.266	37,576	74.3	0.4	1.7	1.9
May 16	1.3	n/a	1,050.256	37,525	74.2	0.4	1.5	2.1

REGIONAL WATER TREATMENT PLANT RAW WATER RESERVOIR

The Regional Water Plant onsite storage has a 227,000 m³ capacity and is located immediately adjacent to the WTP. Raw water from Pine Coulee Reservoir east of Stavely, AB is conveyed by gravity through a 500 mm diameter pipeline to the water treatment plant. With an average daily use in the summer of 3,500 m³ the water in the reservoir would last approximately 50-60 days without enforcing water restrictions. During the **winter** months or a water restriction situation the average daily use is 1,500 m³ or 100-150 days of storage.



Utilizing reservoir water from lower elevations in the Pine Coulee reservoir will not effect the operation of the Claresholm Regional Water Treatment Plant. The current water treatment plant design allows water to be taken directly from Pine Coulee Reservoir or the raw water storage reservoir.



INFORMATION BRIEF

Meeting: May 24, 2016

Agenda Item: 10

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 25, 2015				
13	INFO BRIEF: Golf Course Bridge - Direction to proceed with temporary repairs and to identify the project in the infrastructure master list for future discussion.	Mike	Have not received confirmation as to whether the bridge will be eligible for grant funding.	In progress
Regular Scheduled Meeting - December 14, 2015				
10	INFO BRIEF: Business License Bylaw - Council direction for administration to follow option 3.	Tara	Present to EDC once sub-committee formed. Research from other municipalities gathered.	In progress
Regular Scheduled Meeting - January 25, 2016				
12	IN CAMERA: Moved by Councillor McAlonan to extend the Fire Chief Service Agreement with the MD of Willow Creek for six months, to expire June 30, 2016. CARRIED MOTION #16-008	Marian	Regional CAO meeting held April 21st. Draft agreement to be presented to Council soon.	In progress
Regular Scheduled Meeting - February 8, 2016				
11	INFO BRIEF: School Transfer Agreement - Council directed Administration to notify the Livingstone Range School Division that possession of the property would not proceed until after the playground equipment is removed by the purchasing party.	Marian	Contact from Jeff Perry on April 22nd indicated playground should be removed May long weekend. Playground removed May 14th. Transfer agreement on agenda for May 24th Council meeting.	Complete
Regular Scheduled Meeting - February 22, 2016				
5	INFO BRIEF: Animal Control Review: Moved by Councillor Fieguth to refer to Administration to amend the Cat Bylaw to increase the fines and place a restriction of the number of pets. CARRIED MOTION #16-020.	Jason	Review was initiated, new Animal Control bylaw (Cat/Dog & All Other) has been written, needs to be reviewed/finalized	In progress

Regular Scheduled Meeting - March 29, 2016				
21	IN CAMERA: Moved by Councillor Ford to enter into the proposed Development Agreement with 1428495 Alberta Ltd from Calgary, Alberta for Lots 1-16, Block 1, Plan 1014361, Lots 1-22, Block 2, Plan 1014361, Lots 1-20, Block 3, Plan 1014361. CARRIED MOTION #16-033	Marian/Tara	Development Agreement sent to owner March 31/16 Follow up email sent May 3/16	In progress
Regular Scheduled Meeting - May 9, 2016				
1	BYLAW #1611: 2016 Mill Rates - Moved by Councillor Fieguth for 2nd Reading. CARRIED Moved by Councillor Cutler for 3rd & Final Reading. CARRIED	Lisa/Karine	Bylaw printed, signed & filed, tax notices sent	Complete
2	BYLAW #1612: Special Street Maintenance Tax - Moved by Councillor McAlonan for 2nd Reading. CARRIED Moved by Councillor O'Neill for 3rd & Final Reading. CARRIED	Lisa/Karine	Bylaw printed, signed & filed, tax notices sent	Complete
3	BYLAW #1613: Special Street Maintenance Tax - Moved by Councillor Cutler for 2nd Reading. CARRIED Moved by Councillor Ford for 3rd & Final Reading. CARRIED	Lisa/Karine	Bylaw printed, signed & filed, tax notices sent	Complete
4	Delegation Response: Lethbridge College - Moved by Councillor McAlonan to appoint a representative from Town Council, that being Councillor Ford, to the Lethbridge College Community Advisory Council (CAC) for Claresholm. CARRIED MOTION #16-046	Karine	Letter sent	Complete
7	RFD: Traffic Safety Plan - Moved by Councillor Ford at adopt the Traffic Safety Plan as presented. CARRIED MOTION #16-047	Jason	Plan has been adopted and will be followed.	Complete
8	RFD: Municipal Emergency Advisory Committee - Moved by Councillor Cutler to appoint Mayor Rob Steel and Councillor Chris Dixon to serve on the Municipal Emergency Advisory Committee, as per Bylaw #1566. CARRIED MOTION #16-048	Marian	Committee established. Meeting will be arranged.	Complete
9	RFD: Reserve Bids & Auction Date - Tax Recovery Sale - Moved by Councillor Cutler that the 2016 tax recovery auction date is set for 9:00AM on July 26th, 2016. CARRIED MOTION #16-049	Lisa	Date set	Complete
9	RFD: Reserve Bids & Auction Date - Tax Recovery Sale - Moved by Councillor Fieguth that the 2016 tax recovery reserve bid for Lot 15, Block 63, Plan 0110064 is set at \$123,980.00. CARRIED MOTION #16-050	Lisa	Reserve bid set	Complete
9	RFD: Reserve Bids & Auction Date - Tax Recovery Sale - Moved by Councillor Dixon that the 2016 tax recovery sale is subject to the terms and conditions of a sale referenced herein. CARRIED MOTION #16-051	Lisa	Terms & conditions set	Complete
10	RFD: Regular Council Meeting Dates - July & August 2016 - Moved by Councillor Ford to set Thursday, July 21st and Monday, August 22nd as regular Council meeting dates for the 2016 summer months. CARRIED MOTION #16-052	Karine	Posted to website. To be posted in Town News.	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 20, 2016

INFORMATION ITEMS

Alberta SouthWest Bulletin May 2016

Regional Economic Development Alliance (REDA) Update

❖ **Alberta REDAs meet with Minister at EDA**

REDA Chairs and Managers had a very productive meeting with Minister Deron Bilous and senior staff of Alberta Economic Development and Trade. Discussion included acknowledging the value of collaborative initiatives among our communities and advantages of working together on issues that are of importance to all the regions, such as transportation corridors and digital connectivity

❖ **AlbertaSW Receives Project Award of Excellence**

The Alberta SouthWest Regional Economic Development Alliance (REDA) received the Economic Developers Alberta Award of Excellence for its project "13 Ways Performance Review for Ambitious Communities".

The book *13 Ways to Kill Your Community* by Doug Griffiths and Kelly Clemmer postulates that if we know what makes a community fail, we should be able to achieve success by doing just the opposite!

Based upon this compelling idea, the 16 communities of Alberta SouthWest piloted an innovative and effective community performance assessment process to inspire communities to examine attitudes and reflect upon the importance of meaningful and positive aspirations. Communities are complex and, beneath it all, important determinants of success are "Attitude" and "Leadership".



*Bev Thornton, Executive Director, AlbertaSW;
The Honourable Deron Bilous,
Minister, Economic Development & Trade;
Lloyd Kearl, Chair, AlbertaSW*

❖ **AlbertaSW contributes to leadership of Economic Developers Alberta (EDA)**

Bev Thornton was elected to a second term on the provincial EDA Board, and will serve as Vice-President.

❖ **AlbertaSW gathers more international perspectives on Broadband and Digital Connectivity**

Bob Dyrda attended the Broadband Summit in Austin TX and has a wealth of video presentations, reports and documents that illustrate success stories and provide new ideas from across North America.

All notes and reports are available upon request; just contact bob@albertasouthwest.com

MARK YOUR CALENDAR

❖ **Alberta SouthWest Annual General Meeting, Bomber Command Museum, Nanton AB**

Wednesday June 1, 2016

❖ **7th Annual Crown Roundtable Conference, Fernie BC**

Thursday October 13 to Friday October 14, 2016

❖ **2nd Annual EDA Ministry Dinner, Matrix Hotel, Edmonton AB**

Thursday, October 27, 2016,

❖ **2017 Economic Developers Alberta (EDA) Conference, Banff Centre, Banff AB**

Wednesday March 22 to Friday March 24, 2017

❖ **2017 Montana Governor's Conference on Tourism, Helena MT**

Sunday March 12 to Tuesday March 14, 2017

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

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

bev@albertasouthwest.com

bob@albertasouthwest.com



Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday March 2, 2016 – Structural Truss, Fort Macleod



Board Representatives

Lloyd Kearl, Cardston County
Barney Reeves, Waterton
Maryanne Sandberg, MD Willow Creek
Gentry Hall, Stavely (alternate)
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
Blair Painter Crowsnest Pass
Bill Peavoy, Cardston

SouthGrow Board

Greg Robinson, Raymond; SouthGrow Chair
Margaret Plumtree, Mayor, Vauxhall; AUMA Committee
Ken Galts, Coutts
Sheila Smidt, Carmangay

Guests

Barb Michel, Glenwood; AUMA Committee
Bill Michel, Glenwood
Clara Yagos, LRSD

Resource Staff

Leah Wack, Lethbridge College
Linda Erickson, AEDT
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 John Connor THAT the agenda be approved as presented.
Carried. [2016-03-476]
3. Approval of Minutes
Moved by Maryanne Sandberg THAT the minutes of January 6, 2016 be approved as presented.
Carried. [2016-03-477]
4. Approval of Cheque register
Moved by Bill Peavoy THAT cheques #1960-#1987 be approved as presented.
Carried. [2016-03-478]
5. Canada China Business Council
Moved by Lorne Jackson THAT AlbertaSW contribute up to \$2,000 toward this partnership if funds are needed for matching grant dollars.
Carried. [2016-03-478]
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. "Becoming Albertan" video clips
A 2015 project filmed local attractions as seen through the eyes of newcomers. Video clips can be viewed at <http://becomingalbertan.com/activities>

8. Broadband Opportunity Discussions

9. Project Lead Report

Accepted as information.
Next Broadband Meeting is March 30 2016, 2:00pm

10. Executive Director Report

Accepted as information.

11. Roundtable updates

12. Board Meetings:

April 6, 2016 - EDA Conference; no meeting

May 4, 2016 – Waterton

June 1, 2016 – AGM, Nanton

13. Adjournment

Moved by John Connor THAT the meeting be adjourned.
Carried. [2016-03-479]

Chair

Approved May 4, 2016

Secretary/Treasurer



3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344
Toll-Free: 1-844-279-8760
Fax: (403) 327-6847
E-mail: admin@orrsc.com
Website: www.orrsc.com

*Full report available to
view at the Town
Office.*

AGENDA - 2 (2016)

**OLDMAN RIVER REGIONAL SERVICES COMMISSION
ANNUAL GENERAL BOARD OF DIRECTORS' MEETING**

**Thursday, June 2, 2016 – 7:00 p.m.
ORRSC Conference Room
3105 - 16th Avenue North, Lethbridge (rear parking lot & entrance)**

1. **Approval of Agenda** – June 2, 2016
2. **Approval of Minutes** – March 3, 2016 (attachment)
3. **GUEST SPEAKER: Jason O'Connor – Axia Community Relations**
"Delivering the Ultimate Internet to Alberta, One Town at a Time"
4. **Business Arising from the Minutes**
5. **Reports**
 - (a) Executive Committee Report (attachment)
 - (b) GIS Update
6. **Business**
 - (a) Draft ORRSC Annual Report and Financial Statements 2015..... (attachment)
 - (b) Municipal Fiber Optics Planning..... (attachment)
 - (c) Fee For Service Update..... (attachment)
7. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the 4-month period:
January 1 - April 30, 2016..... (attachment)
8. **Adjournment** – until September 1, 2016

CLARESHOLM AND DISTRICT MUSEUM BOARD MINUTES

March 16, 2016

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

1. Mike McAlonan called meeting to order 4:35 PM.
2. Adoption of agenda as amended by Don Glimsdale.
3. Minutes from February 17, 2016 read by Betty, approved with changes moved by Arden, motion carried.
4. Financials discussed moving the AMSC Insurance charge of \$897.94 from museum programs to Fax/Internet account. Also moving the Premium Fire Protection charge of \$192.80 from Museum Materials to Fax/Internet account. This would allow better management of the museum programs and museum materials accounts. Ken to look into this. Moved by Arden to request the change - motion carried.
 - ATCO donation of \$10,000 that is currently "in trust fund", found out that \$6,200 has been used by the town for their portion of payment for the two new furnaces. The remaining \$3,800 is marked for use for the Museum Storm Windows project. No board members knew or had given approval for the use of these funds. Mike will check with the town as to who authorized the use of the in trust funds. The board members recognized the need for more transparency as to the activity in this account. Monthly report to be included with the monthly financials.
5. Correspondence – Alberta Historical Resources Foundation re: grant application for historical walking tour. Thank you was received from AHRF for the grant application that was sent in. The decision will be mailed in June 2016. The letter from the Arts Group requesting the use of the museum for an art show in the fall was discussed. It was felt that it was a good fit but needed more details to make a final decision.
6. **Old Business**
 - Update on hiring summer students – 14 student applications were received. Ken will be meeting with Lisa Chilton and Simon Janhunen from the town to go over the applications.
 - Canada Summer Job application - extra student for VIC. The application was not finished in time by Simon so it will not happen.
 - Community Foundation of Lethbridge and Southern Alberta - \$7500 has been approved for the storage unit. Matching hopefully to come from the museum assistance program.
 - New board members – need to keep working on recruiting more members.
 - Cottonwood Village request – Ken still working with Ali on request for artifacts.
 - Bus tours – Ken waiting to hear back from the companies, moved forward.

- Application by Board to Chamber of Commerce for \$1,000 financial assistance. They are currently running in a deficit – decision made to hold off until a later date.
- Volunteer Appreciation Event April 13 – confirmation the museum would have a table for display. Talked about a handout being created with details on what being a board member is about.
- Planning for a display shed for vehicles – hold off on obtaining drawings for a potential building until a later date.
- Farmer’s Market – in green space – Ken is still waiting to contact Barb Uhl.

7. New Business:

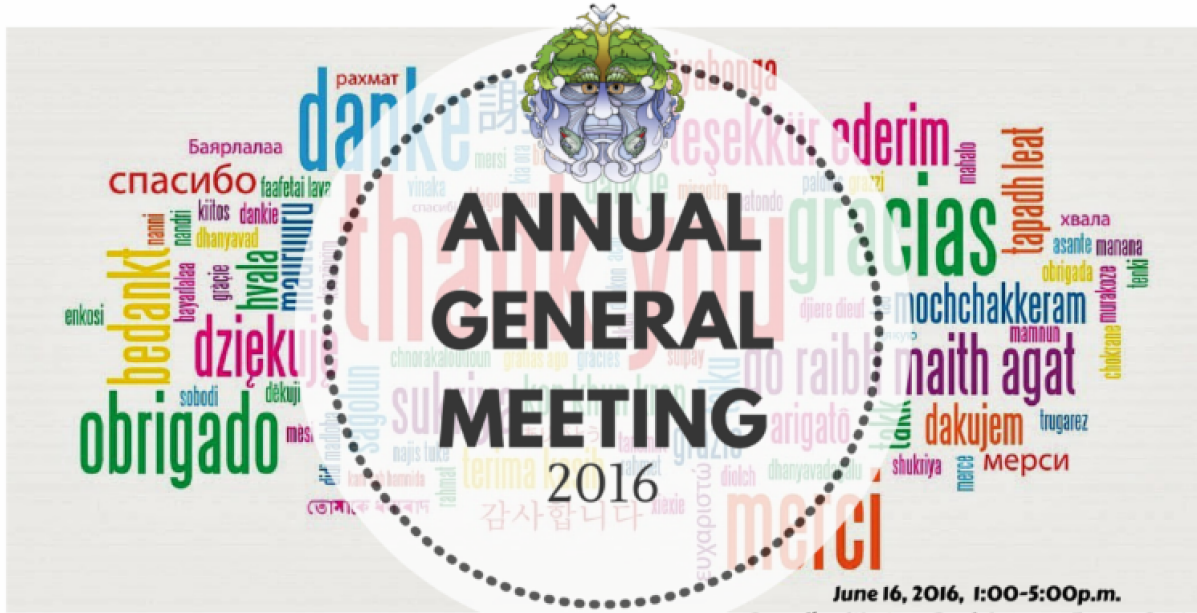
- ED’s report for volunteer hours handed out.
- Strategic planning workshop – Ken talked about the upcoming workshop on Friday March 18, 2016.
- Use of seniors centre for events \$50 rental – Ken has tentatively booked May 14 for an afternoon presentation of the traveling exhibit of the Macleod Trail and May 30 for an evening presentation by Ellin Bessner regarding a plane crash in 1943 at Woodhouse.
- Oral workshop on June 11 in Stavely put on by the University of Lethbridge on producing oral histories. Tickets are \$25 and is an all day event. Let Ken know if you are interested.

8. Other

- Montana Museums Conference – report giving by Ken after his attendance.
- Mike made motion to go in camera 6:35 PM. Don made motion to go out of camera at 7:00 PM.

Don moved meeting be adjourned at 7:00 PM.

Next meeting April 20, 2016 at 4:30 at the town office.

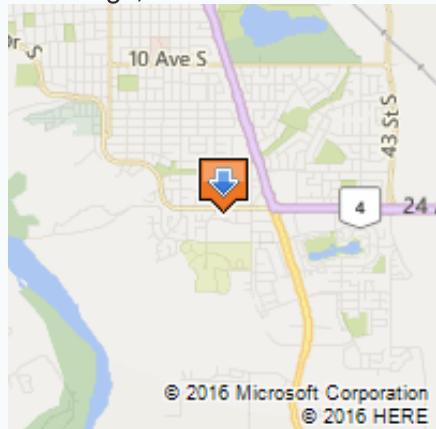


When

Thursday June 16, 2016 from 12:30 PM to 5:00 PM MDT
[Add to Calendar](#)

Where

Enmax Centre, Canadian Western Bank Lounge
2510 Scenic Drive South
Lethbridge, AB T1K 1N2



[Driving Directions](#)

Greetings!

You are invited to attend the OWC's Annual General Meeting on June 16, 2016 at the Enmax Centre. Join us for a FREE afternoon of meeting, mingling and refreshments as we look at the OWC's accomplishments over the past year and acknowledge the heart of the OWC, our volunteers and donors. This also gives the membership the opportunity to meet our current Board of Directors and find out about our up and coming projects and volunteer opportunities! Lots of door prizes to give out!! We hope to see you there!

Click on the link below to register or RSVP.

[Get more information](#)

[Register Now!](#)

[I can't make it](#)

Please contact Taren at the information below if you have any questions about the event or how to register.

Thank you for your attention and response, we look forward to seeing you at the AGM!

Sincerely,

Taren Hager
Oldman Watershed Council
taren@oldmanwatershed.ca
403-330-1346

Willow Creek Agricultural Society

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

Minutes of the Willow Creek Ag. Society held May 18, 2016.

Call to Order: Meeting called to order at 6:30pm at Casa Roma.

Present: David Hansma, Judy Minor, Wally Mandel, Neil Watt, Rod Jensen, Allan Minor, Dave Elliot, Gerry McGuire, Sid Gray, Lorraine Norgard, Sheldon Smeltzer

Absent: Shawna Burton, Gordon Weerstra, Chris Dixon

Reading of Minutes: David read the minutes of the last regular meeting held April 20, 2016. Adopted by Allan. Seconded by Wally. Motion carried.

Business Arising from Minutes: Building committee has decided to go with Fernie to do the foundation for the new indoor arena. The board discussed the amount of plug ins and the voltage, as there have been some complaints about blowing breakers. The board discussed changing some of the plug ins to 30 or 50 amp to accommodate the larger trailers. These sites would cost more to rent. It was also discussed if there should be plug ins added to the exterior of the barn A or if there was a way to have a temporary line of plug ins set up for larger events. The board discussed the permit that will be needed to start digging for the foundation. Right now there is an unoccupied permit in place and David will be working on getting an architectural permit. It was also discussed on how the site should be secured. David brought up the idea of free standing panels with orange snow fence for visibility. Construction fence was also discussed and Allan and Sheldon will look into prices. David will ask the town for construction signs to be put up around the site as well.

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

Managers Report: David read the Managers report. David told the board about upcoming events at the Agriplex. David brought up the following items for discussion:

- David explained that he had not heard anything on the CIP grant for a new tractor, but will be reapplying for it again this year to cover the insulation, electrical and metal lining of the walls.
- Replacing the existing lights in the current indoor arena with LEDs is not as simple as first thought, still trying out numerous lights, currently waiting for a light with a dimmer option that will be more efficient.
- The second cheque has been sent to Behlen for the building in the amount of \$420 000.
- The building has started to arrive; first load was received on May 11th, with the next two arriving this week.
- The arena walls were washed again this year by Sammy Hamilton Washing on May 16th and 17th.

New Business: No new business at this time.

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