



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
APRIL 24, 2017
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES APRIL 10, 2017

DELEGATION: AVAIL LLP – Darren Adamson, CPA, CA
RE: 2016 Financial Statements

ACTION ITEMS:

1. REQUEST FOR DECISION: Transfers to Reserves
2. REQUEST FOR DECISION: 2016 Financial Statements
3. BYLAW #1631 – Special Tax Bylaw
RE: 1st Reading
4. BYLAW #1632 – Special Tax Bylaw
RE: 1st Reading
5. REQUEST FOR DECISION: Final 2017 Operating & Capital Budgets
6. BYLAW #1630 – 2017 Mill Rate Bylaw
RE: 1st Reading
7. BYLAW #1626 – Local Improvement Tax Bylaw Amendment
RE: 2nd & 3rd Readings
8. CORRES: Alberta Municipal Affairs – MGA Review
RE: MGA Review Legislative Amendments
9. CORRES: Alberta Urban Municipalities Association
RE: Bill 8 (MGA Amendments)
10. CORRES: Hon. Lori Sigurdson, Minister of Seniors and Housing
RE: 2017 Minister's Seniors Service Awards
11. CORRES: Alberta Urban Municipalities Association
RE: Marijuana Legislation
12. CORRES: Alberta Urban Municipalities Association (AUMA)
RE : AUMA's Summer Mayor's Caucus June 14, 2017
13. CORRES: Alberta SouthWest Regional Alliance
RE: Tourism and Recreation Economic Impact Assessment
14. CORRES: Partners FOR the Saskatchewan River Basin
RE: Membership Application / Renewal
15. CORRES: Granum Canada Day Committee
RE: Invitation to Canada Day Celebration
16. CORRES: Willow Creek Regional Waste Management Services Commission
RE: 2017 Requisition
17. CORRES: Claresholm Bantam Football Association
RE: Score Clock Replacement
18. CORRES: Jb Marketing div. of Community Markets
RE: Saturday Downtown Markets
19. REQUEST FOR DECISION: Arena Ice Slab & Boards Replacement Project
20. FINANCIAL REPORT: Statement of Operations – February 28, 2017
21. INFORMATION BRIEF: CAO Report
22. INFORMATION BRIEF: Council Resolution Status
23. ADOPTION OF INFORMATION ITEMS
24. IN CAMERA: Contract (2); Legal

INFORMATION ITEMS:

1. Willow Creek Regional Waste Management Services Commission Meeting Minutes – February 23, 2017
2. Alberta SouthWest Bulletin – April 2017
3. Alberta SouthWest Regional Alliance Board Meeting Minutes – March 1, 2017

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
APRIL 10, 2017

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

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

ABSENT: Councillor Betty Fieguth

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

CARRIED

MINUTES: REGULAR MEETING – MARCH 27, 2017

Moved by Councillor McAlonan that the Regular Meeting Minutes March 27, 2017 be accepted as presented.

CARRIED

PUBLIC HEARING: BYLAW #1624 – Land Use Bylaw Amendment (Secondary Suites)

Mayor Steel declared the hearing open at 7:01 p.m.
Mayor Steel asked for any comments from Council. None noted.
Mayor Steel made the first, second and third calls for submissions from the public.
No submissions either verbal or written were noted.
Mayor Steel declared the hearing closed at 7:03 p.m.

ACTION ITEMS:

1. BYLAW #1624 – Land Use Bylaw Amendment (Secondary Suites)
RE: 2nd & 3rd Readings

Moved by Councillor Cutler to give Bylaw #1624, a Land Use Bylaw Amendment regarding Secondary Suites, 2nd Reading.

CARRIED

Moved by Councillor O’Neill to give Bylaw #1624, a Land Use Bylaw Amendment regarding Secondary Suites, 3rd & Final Reading.

CARRIED

2. BYLAW #1627 – Cat Bylaw
RE: 3rd Reading

Moved by Councillor McAlonan to give Bylaw #1627, the Cat Bylaw, 3rd & Final Reading.

CARRIED

3. BYLAW #1628 – Dog Bylaw
RE: 3rd Reading

Moved by Councillor Cutler to give Bylaw #1628, the Dog Bylaw, 3rd & Final Reading.

CARRIED

4. CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs
RE: ACP Grant – Regional Fire Service Feasibility Study Project

Received for information.

5. CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs
RE: ACP Grant – Shared Water Distribution Project

Received for information.

6. CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs
RE: ACP Grant – 2017 Orthophotography Project

Received for information.

7. CORRES: Hon. Stephanie McLean, Minister of Service Alberta
RE: SuperNet & Support of Rural Broadband

Received for information.

**8. CORRES: Federation of Canadian Municipalities (FCM)
RE: FCM's Legal Defense Fund**

MOTION #17-025 Moved by Councillor Cutler to support the Federation of Canadian Municipalities' Legal Defense Fund for 2017 in the amount of \$86.44 plus GST.

CARRIED

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

Referred to Administration to acknowledge the National Day of Mourning on April 28, 2017.

**10. CORRES: Oldman Watershed Council
RE: Annual Donation**

MOTION #17-026 Moved by Councillor Dixon to support the Oldman Watershed Council with a donation of \$0.35 per capita for the 2017 year.

CARRIED

11. REQUEST FOR DECISION: Mower Purchase Over Budget

MOTION #17-027 Moved by Councillor Ford to approve the purchase of 2015 John Deere 1575 Mower for \$42,072.00 as quoted from Cervus Ag Equipment.

CARRIED

12. REQUEST FOR DECISION: Purchase of Fire Command Vehicle

MOTION #17-028 Moved by Councillor Cutler to purchase the Fire Command Vehicle from the MD of Willow Creek for \$10,000.00 with the surplus budget from the administrative vehicle.

CARRIED

13. REQUEST FOR DECISION: Recycling Contract – Town of Stavely

MOTION #17-029 Moved by Councillor Dixon to include Town of Stavely at the cost of \$0.50 cents per kg in our recycling program on a trial basis for cardboard only, from April 1 to December 31, 2017, and to review costs at that time for a possible more permanent contract for recycling.

CARRIED

14. FINANCIAL REPORT: Statement of Operations – January 31, 2017

Moved by Councillor McAlonan to accept the Consolidated Statement of Operations for the month ended January 31, 2017 as presented.

CARRIED

15. INFORMATION BRIEF: Council Resolution Status

Received for information.

16. ADOPTION OF INFORMATION ITEMS

Moved by Councillor O'Neill to adopt the information items as presented.

CARRIED

17. IN CAMERA: Land; Personnel

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

CARRIED

Moved by Councillor Dixon that this meeting come out of In Camera at 7:57 p.m.

CARRIED

ADJOURNMENT: Moved by Councillor Ford that the meeting adjourn at 7:58 p.m.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

DELEGATIONS

TOWN OF CLARESHOLM
Consolidated Financial Statements
For the year ended December 31, 2016

Draft - April 21, 2017

TOWN OF CLARESHOLM
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For the year ended December 31, 2016

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Draft - April 21, 2017



CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To: The Mayor and Members of Council of
the Town of Claresholm

We have audited the accompanying consolidated financial statements of the Town of Claresholm which comprise the consolidated statement of financial position as at December 31, 2016, and the consolidated statements of operations, change in net financial debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Town of Claresholm as at December 31, 2016 and the results of its operations, changes in its net financial debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Lethbridge, Alberta

April 24, 2017

Chartered Professional Accountants

MANAGEMENT REPORT

The consolidated financial statements are the responsibility of the management of the Town of Claresholm.

These consolidated financial statements have been prepared from information provided by management. Financial statements are not precise since they include certain amounts based on estimates and judgments. Management has determined such amounts on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly, in all material respects.

The Town maintains systems of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and that the Town's assets are properly accounted for and adequately safeguarded.

The elected Council of the Town is responsible for ensuring that management fulfils its responsibilities for financial statements. Council carries out its responsibility principally through the Finance and Administration and General Services committees.

The Council meets annually with management and the external auditors to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, and to satisfy itself that each party is properly discharging its responsibilities. Council also considers the engagement or re-appointment of the external auditors. Council reviews the monthly financial reports.

The consolidated financial statements have been audited by Avail LLP Chartered Professional Accountants, the external auditors, in accordance with Canadian generally accepted auditing standards on behalf of the Council, residents and ratepayers of the Town. Avail LLP has full and free access to the Council.

Chief Administrative Officer

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31, 2016

	2016	2015
Financial assets		
Cash and temporary investments (note 2)	\$ 8,106,070	\$ 3,476,744
Taxes and grants in place of taxes receivable (note 3)	211,673	216,890
Trade and other receivables (note 4)	690,555	646,535
Land held for resale	145,486	150,688
	9,153,784	4,490,857
Liabilities		
Accounts payable and accrued liabilities	356,849	190,839
Employee benefit obligations (note 6)	241,365	203,209
Deposits	15,417	25,217
Deferred revenue (note 7)	4,989,802	944,444
Long-term debt (note 8)	4,621,314	4,987,006
	10,224,747	6,350,715
Net financial debt	(1,070,963)	(1,859,858)
Non-financial assets		
Prepaid expenses	27,586	20,513
Inventory for consumption	265,074	215,222
Tangible capital assets (schedule 2)	26,579,364	24,904,115
	26,872,024	25,139,850
Accumulated surplus (note 9)	\$ 25,801,061	\$ 23,279,992

Commitments and contingencies (note 21)

Approved on behalf of Council:

Councillor

Councillor

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF OPERATIONS
For the year ended December 31, 2016

	Budget (Unaudited)	2016	2015
Revenue			
Net municipal taxes (note 12)	\$ 3,114,221	\$ 3,084,230	\$ 3,033,872
User fees and sales of goods	2,005,450	2,090,090	2,059,875
Family and community support services	240,041	255,345	230,835
Government transfers for operating (note 13)	221,776	206,798	220,592
Other	110,251	162,031	193,436
Franchise and concession contracts	153,748	145,195	142,027
Rental	119,001	130,336	127,654
Penalties and costs of taxes	89,500	80,734	84,182
Investment income	45,744	73,582	49,134
Licenses and permits	37,800	56,142	39,594
Gain on disposal of capital assets	-	3,108	4,335
	6,137,532	6,287,591	6,185,536
Expenses (note 14)			
Legislative	112,000	85,936	104,377
Administration	1,096,935	1,072,170	945,874
Fire	117,553	106,505	163,773
Bylaw enforcement	135,892	133,052	142,592
Common and equipment pool	540,123	481,680	500,627
Roads, streets, walks and lighting	827,482	678,793	768,876
Airport	18,291	17,263	24,509
Storm sewers and drainage	147,356	140,691	129,948
Water supply and distribution	2,025,564	1,841,179	1,963,321
Wastewater treatment and disposal	621,028	529,774	542,536
Solid waste management	518,546	559,269	547,945
Family and community support services	236,556	243,981	223,512
Day care	64,511	64,511	62,151
Cemeteries and crematoriums	49,452	19,008	24,783
Other public health and welfare	34,500	32,134	14,104
Planning and development	356,100	296,549	202,650
Parks and recreation	877,916	896,387	859,441
Culture - libraries, museums and halls	367,799	360,311	336,872
	8,147,604	7,559,193	7,557,891
Deficiency of revenue over expenses before other	(2,010,072)	(1,271,602)	(1,372,355)
Other			
Government transfers for capital (note 13)	4,199,051	998,561	511,228
Contributed assets	-	2,794,110	-
	4,199,051	3,792,671	511,228
Excess (deficiency) of revenue over expenses	2,188,979	2,521,069	(861,127)
Accumulated surplus, beginning of year	23,279,992	23,279,992	24,141,118
Accumulated surplus, end of year	\$ 25,468,971	\$ 25,801,061	\$ 23,279,992

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL DEBT
For the year ended December 31, 2016

	Budget (Unaudited)	2016	2015
Excess (deficiency) of revenue over expenses	\$ 2,188,979	\$ 2,521,069	\$ (861,127)
Acquisition of tangible capital assets	(4,745,399)	(1,101,104)	(868,763)
Amortization of tangible capital assets	2,385,830	2,193,070	2,385,830
Contributed assets	-	(2,794,110)	-
Gain on disposal of tangible capital assets	-	(3,107)	(4,336)
Proceeds on disposal of tangible capital assets	-	30,000	38,100
	(2,359,569)	(1,675,251)	1,550,831
Net change in inventory for consumption	-	(49,850)	13,115
Net change in prepaid expense	-	(7,073)	(2,743)
	-	(56,923)	10,372
Increase (decrease) in net financial debt	(170,590)	788,895	700,076
Net financial debt, beginning of year	(1,859,858)	(1,859,858)	(2,559,934)
Net financial debt, end of year	\$ (2,030,448)	\$ (1,070,963)	\$ (1,859,858)

Draft - April 21, 2017

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF CASH FLOW
For the year ended December 31, 2016

	2016	2015
Operating transactions		
Excess (deficiency) of revenue over expenses	\$ 2,521,069	\$ (861,127)
Adjustments for items which do not affect cash		
Gain on disposal of tangible capital assets	(3,107)	(4,336)
Amortization of tangible capital assets	2,193,070	2,385,830
Contributed assets	(2,794,110)	-
	1,916,922	1,520,367
Net change in non-cash working capital items		
Taxes and grants in place of taxes receivable	5,217	115,242
Trade and other receivables	(44,020)	105,190
Land held for resale	5,202	-
Inventory for consumption	(49,850)	13,115
Prepaid expenses	(7,073)	(2,743)
Accounts payable and accrued liabilities	166,010	6,412
Employee benefit obligations	38,156	(12,863)
Deposits	(9,800)	(12,185)
Deferred revenue	4,045,358	65,242
	6,066,122	1,797,777
Capital transactions		
Proceeds on disposal of tangible capital assets	30,000	38,100
Acquisition of tangible capital assets	(1,101,104)	(868,763)
	(1,071,104)	(830,663)
Financing transactions		
Repayment of long-term debt	(365,692)	(354,676)
Increase in cash and temporary investments	4,629,326	612,438
Cash and temporary investments, beginning of year	3,476,744	2,864,306
Cash and temporary investments, end of year	\$ 8,106,070	\$ 3,476,744

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2016

1. Significant accounting policies

The consolidated financial statements of the Town of Claresholm are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Town are as follows:

(a) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenue and expenses, changes in fund balances and change in financial position of the reporting entity which comprises all of the organizations that are owned or controlled by the Town and are, therefore, accountable to the Council for the administration of their financial affairs and resources.

Taxes levied also includes requisitions for educational, health care, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

(b) Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expense during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

(d) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2016

1. Significant accounting policies, continued

(e) Debt charges recoverable

Debt charges recoverable consist of amounts that are recoverable from municipal agencies or other local governments with respect to outstanding debentures or other long-term debt pursuant to annexation orders or joint capital undertakings. These recoveries are recorded at a value that equals the offsetting portion of the unmatured long-term debt, less actuarial requirements for the retirement of any sinking fund debentures.

(f) Requisition over-levy and under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(g) Inventories for resale

Land held for resale is recorded at the lower of cost and net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping, and leveling charges. Related development costs incurred to provide infrastructure such as water and waste water services, roads, sidewalks, and street lighting are recorded as physical assets under their respective function.

(h) Tax revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

(i) Contaminated sites liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

(j) Government transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2016

1. Significant accounting policies, continued

(k) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Debt for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized over the estimated useful life as follows:

	Years
Land improvements	10-25 straight line
Buildings	25-50 straight line
Engineered structures	5-75 declining balance
Machinery and equipment	5-40 declining balance
Vehicles	10-25 declining balance

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(iv) Inventories

Inventories held for consumption are recorded at the lower of cost or net realizable value with cost determined by the average cost method.

(v) Cultural and historical tangible capital assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2016

2. Cash and temporary investments

	2016	2015
Cash	\$ 338,891	\$ 283,541
Temporary investments	7,767,179	3,193,203
	<u>\$ 8,106,070</u>	<u>\$ 3,476,744</u>

Included in cash and short-term investments is \$15,417 (2015- \$25,217) of deposit liability funds which are not available for current purposes.

Temporary investments consist of one to eight month term deposits with varying interest rates of 0.40% to 1.90% if held to maturity.

3. Taxes and grants in place of taxes receivables

	2016	2015
Current year	\$ 116,661	\$ 139,468
Arrears	95,012	77,422
	<u>\$ 211,673</u>	<u>\$ 216,890</u>

4. Trade and other receivables

	2016	2015
Trade accounts	\$ 311,856	\$ 323,952
Due from provincial government	175,928	89,936
Local improvement levies	115,143	143,846
Due from local governments	38,206	39,955
GST receivable	49,422	48,846
	<u>\$ 690,555</u>	<u>\$ 646,535</u>

5. Temporary Loans

A temporary loan has been authorized by Alberta Treasury Branches to a maximum of \$450,000 which bears interest at prime.

Security pledged on this loan includes a general security agreement. As at December 31, 2016 there was no balance outstanding on the loan.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2016

6. Employee benefit obligations

	2016	2015
Vacation	\$ 161,986	\$ 123,986
Sick time	79,379	79,223
	\$ 241,365	\$ 203,209

Vacation and sick time

The employee benefit obligations liability is comprised of the vacation and sick time that employees are deferring to future years. Employees have either earned the benefits (and they are vested) or are entitled to these benefits within the next budgetary year.

7. Deferred revenue

The deferred revenue balance represents funds received for specific purposes that have not been spent by year end. Deferred revenue consists of the following:

	2016	2015
Alberta Community Resilience Program	\$ 2,179,831	\$ -
MSI/BMTG capital grants	1,765,793	484,202
Alberta Community Partnership	350,000	-
Disaster Recovery Program	282,627	-
Sundry trust	247,255	343,404
Offsite levies	63,876	63,384
Community Facility Enhancement Program	42,500	-
Subdivision fund	36,941	36,667
Taxi token prepayments	6,730	5,403
Family and Community Support Services	5,697	5,697
Parking fund	3,715	3,684
Parks Society	2,818	-
Walking path fund	2,019	2,003
	\$ 4,989,802	\$ 944,444

8. Long-term debt

	2016	2015
Utility supported debentures	\$ 3,708,544	\$ 3,878,549
Tax supported debentures	512,770	608,457
Southcal Development Inc.	400,000	500,000
	\$ 4,621,314	\$ 4,987,006

Current portion	\$ 377,246	\$ 365,692
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TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2016

8. Long-term debt, continued

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2017	\$ 377,246	\$ 207,093	\$ 584,339
2018	389,365	194,974	584,339
2019	402,079	182,260	584,339
2020	415,418	292,543	707,961
2021	329,417	158,737	488,154
Thereafter	2,707,789	923,800	3,631,589
	<u>\$ 4,621,314</u>	<u>\$ 1,959,407</u>	<u>\$ 6,580,721</u>

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at rates ranging from 2.306% to 5.875% per annum, before Provincial subsidy, and matures in periods 2021 through 2033. The average annual interest rate is 4.47% (4.92% for 2015). For qualifying debentures, the Province of Alberta rebates 60% of interest in excess of 8%, 9%, and 11% to a maximum annual rate of 12.5%, depending on the date borrowed. Debenture debt is issued on the credit and security of the Town of Claresholm at large.

The promissory note payable to Southcal Development Inc. in the amount of \$400,000 is payable at \$100,000 per year at 0% interest and is due in 2020. Upon completion of the project \$120,000 is due within 30 days.

Interest on long-term debt amounted to \$217,344 (2015 - \$228,428). The Town's total cash payments for interest in 2016 were \$218,647 (2015 - \$229,664).

9. Accumulated surplus

Accumulated surplus consists of internally restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2016	2015
Unrestricted surplus	\$ 1,651,348	\$ 1,651,348
Internally restricted surplus (reserves) (note 11)	2,191,663	1,711,535
Equity in tangible capital assets (note 10)	21,958,050	19,917,109
	<u>\$ 25,801,061</u>	<u>\$ 23,279,992</u>

10. Equity in tangible capital assets

	2016	2015
Tangible capital assets (schedule 2)	\$ 88,427,661	\$ 84,829,834
Accumulated amortization (schedule 2)	(61,848,297)	(59,925,719)
Long-term debt (note 8)	(4,621,314)	(4,987,006)
	<u>\$ 21,958,050</u>	<u>\$ 19,917,109</u>

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2016

11. Reserves

Reserves for operating and capital activities are as follows:

	2016	2015
Operating		
General	\$ 216,063	\$ 216,063
Debt reduction	192,453	192,453
Physician recruitment fund	54,170	51,804
Trust accounts	51,358	51,358
Economic development	42,000	30,000
Office	28,780	28,780
Garbage equipment	38,709	25,739
Sewer main replacement	24,005	35,000
Waterworks	15,000	15,000
Fill dirt	11,427	11,427
Family and Community Support Services	11,365	-
Museum	10,000	-
Fire truck	8,819	8,819
Arena renovation	8,500	8,500
Tipping fees	5,449	5,449
Water pumps	2,500	2,500
Waterline replacement	1,910	1,910
Cemetery	723	723
Ball diamonds	245	245
	723,476	685,770
Capital		
General	385,588	392,988
Water and sewer	246,129	-
Multi-use Community Building	199,001	150,000
Arena ice slab/boards	154,135	154,135
Fire truck	100,000	100,000
Parks and pathways	100,000	-
Water supply	44,663	44,663
Acreage assessment	40,721	40,721
Curling rink roof replacement	39,238	-
Residential land sales	26,584	26,584
Town land	25,163	25,163
Tamarack subdivision	25,149	25,149
Playground rehabilitation	25,000	-
Airport land sales	20,677	20,677
Enforcement vehicle	14,500	14,500
Tax recovery land	11,854	11,854
Subdivision	8,510	8,510
Museum	1,155	10,701
Industrial land sales	120	120
	1,468,187	1,025,765
	\$ 2,191,663	\$ 1,711,535

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2016

12. Net municipal property taxes

	Budget (Unaudited)	2016	2015
Taxation			
Real property taxes	\$ 4,078,695	\$ 4,094,726	\$ 4,017,767
Linear property taxes	114,299	108,223	112,591
Government grants in place of property taxes	48,842	41,558	48,113
Special assessments and local improvements	70,813	43,327	50,138
	4,312,649	4,287,834	4,228,609
Requisitions			
Alberta School Foundation Fund	1,086,911	1,092,087	1,086,911
Porcupine Hills Lodge	111,517	111,517	107,826
	1,198,428	1,203,604	1,194,737
	\$ 3,114,221	\$ 3,084,230	\$ 3,033,872

13. Government transfers

	Budget (Unaudited)	2016	2015
Transfers for operating:			
Provincial government	\$ 148,276	\$ 137,415	\$ 181,288
Other local governments	73,500	69,383	39,304
	221,776	206,798	220,592
Transfers for capital:			
Provincial government	3,906,036	912,878	385,588
Federal government	293,015	85,683	125,640
	4,199,051	998,561	511,228
	\$ 4,420,827	\$ 1,205,359	\$ 731,820

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2016

14. Expenses by object

	Budget (Unaudited)	2016	2015
Salaries, wages and benefits	\$ 2,697,822	\$ 2,604,414	\$ 2,450,073
Contracted and general services	1,157,839	1,108,677	1,104,937
Materials, goods, supplies and utilities	1,273,885	1,032,474	1,008,136
Purchases from other governments	306,161	305,331	258,848
Interest on long-term debt	229,530	217,344	228,428
Other expenditures	67,152	69,404	90,852
Transfers to organizations and others	27,885	27,809	27,058
Bank charges and short-term interest	1,500	670	858
Provision for allowances	-	-	2,871
Amortization of tangible capital assets	2,385,830	2,193,070	2,385,830
	\$ 8,147,604	\$ 7,559,193	\$ 7,557,891

15. Salary and benefits disclosure

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	(1) Salary	(2) Benefits & allowances	2016	2015
Council				
Mayor Steel	\$ 12,507	\$ 1,452	\$ 13,959	\$ 13,930
Councillor Cutler	12,576	64	12,640	13,550
Councillor Dixon	8,039	64	8,103	9,661
Councillor Fieguth	10,355	64	10,419	10,362
Councillor Ford	11,198	424	11,622	12,301
Councillor McAlonan	11,528	224	11,752	12,024
Councillor O'Neill	11,505	64	11,569	12,333
Chief Administrative Officer	114,519	22,128	136,647	122,178
Designated Officers (2016: 6 positions, 2015: 7 positions)	\$ 310,524	\$ 74,403	\$ 384,927	\$ 363,658

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Benefits and allowances include the employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long- and short-term disability plans, professional memberships, and tuition.

Benefits and allowances also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances, and club memberships.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2016

16. Debt limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town be disclosed as follows:

	2016	2015
Total debt limit	\$ 9,431,387	\$ 9,278,304
Total debt	4,621,314	4,987,006
	\$ 4,810,073	\$ 4,291,298
Debt servicing limit	\$ 1,571,898	\$ 1,546,384
Debt servicing	584,339	584,339
	\$ 987,559	\$ 962,045

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

17. Local authorities pension plan

Employees of the Town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pensions Plans Act. The plan serves about 244,000 people and 426 employers. The LAPP is financed by the employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Town is required to make current service contributions to the LAPP of 11.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 15.84% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 10.39% of pensionable salary up to the year's maximum pensionable salary and 14.84% on pensionable salary above this amount.

Total current service contributions by the Town to the LAPP in 2016 were \$171,337 (2015 - \$186,272). Total current service contributions by the employees of the Town to the LAPP in 2016 were \$187,079 (2015 - \$170,875).

At December 31, 2015, the LAPP disclosed an actuarial deficiency of \$923 million.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2016

18. Financial instruments

The Town's financial instruments consist of cash and temporary investments, accounts receivable, accounts payable, and accrued liabilities, employee benefit obligations, deposit and long-term debt. It is management's opinion that the Town is not exposed to significant interest or currency risk arising from these financial instruments.

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

19. Approval of financial statements

These financial statements were approved by Council and Management.

20. Budget amounts

The 2016 budget for the Town was approved by Council on March 29, 2016 and has been reported in the consolidated financial statements for information purposes only. These budget amounts have not been audited, reviewed, or otherwise verified.

The approved budget contained reserve transfers, capital additions and principal payments on debt as expenditures. Since these items are not included in the amounts reported in the consolidated financial statements, they have been excluded from the budget amounts presented in these financial statements.

Budgeted surplus per financial statements	\$ 2,188,979
Less: Capital expenses	(4,745,399)
Long-term debt repayments	(379,058)
Add: Amortization	2,385,830
Transfers from reserves	138,796
Proceeds from long-term debt	360,000
Transfer from sundry trust	20,852
Club contributions	30,000
<hr/>	
Equals: Balanced budget	\$ -
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TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2016

21. Commitments and contingencies

The Town is a member of the Alberta Municipal Insurance Exchange (MUNIX) which provides liability insurance. Under the terms of membership, the Town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

The Town has made a commitment to the Municipal District of Willow Creek to pay for one half of the costs for monitoring and maintenance of the Municipal District of Willow Creek's landfill for the next 5 years.

The Town of Claresholm has entered an agreement with the Town of Granum for the conveyance and supply of potable water. This agreement is in effect until December 31, 2034.

The Town has entered into a contract with Ossa Terra Ltd. in the amount of \$2,467,000 for Phase 1 of the storm water project. The contract is expected to be completed within the next year and will be funded through MSI capital grants, Disaster Recovery Program funding and the Alberta Community Resilience Program .

22. Contaminated sites liability

The Town has adopted PS3260 liability for contaminated sites. The Town did not identify any financial liabilities in 2016 (2015 - nil) as a result of this standard.

23. Comparative figures

The comparative figures have been retroactively restated to reflect a decrease in accounts receivable and deferred revenue in the amount of \$107,069 relating to the Federal Gas Tax Fund allocation. The effect on accumulated surplus is nil.

TOWN OF CLARESHOLM
SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2016

	Schedule of changes in accumulated surplus			Schedule 1	
	Unrestricted	Restricted	Equity in tangible capital assets	2016	2015
Balance, beginning of year	\$ 1,651,348	\$ 1,711,535	\$ 19,917,109	\$ 23,279,992	\$ 24,141,119
of revenue over expenses	2,521,069	-	-	2,521,069	(861,127)
Unrestricted funds					
designated for future use	(516,469)	516,469	-	-	-
Restricted funds used for					
tangible capital assets	-	(36,341)	36,341	-	-
Current year funds used for					
tangible capital assets	(1,064,762)	-	1,064,762	-	-
Contributed tangible capital					
assets	(2,794,110)	-	2,794,110	-	-
Disposal of tangible capital					
assets	26,894	-	(26,894)	-	-
Amortization of tangible					
capital assets	2,193,070	-	(2,193,070)	-	-
Long term debt repaid	(365,692)	-	365,692	-	-
Change in accumulated surplus	-	480,128	2,040,941	2,521,069	(861,127)
Balance, end of year	\$ 1,651,348	\$ 2,191,663	\$ 21,958,050	\$ 25,801,061	\$ 23,279,992

TOWN OF CLARESHOLM
SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2016

Schedule of tangible capital assets

Schedule 2

	Land	Land improvements	Buildings	Engineered structures	Machinery and equipment	Vehicles	Construction in progress	2016	2015
Cost:									
Balance, beginning of year	\$ 990,764	\$ 1,577,638	\$ 11,837,654	\$ 66,013,380	\$ 1,618,916	\$ 1,298,560	\$ 1,492,921	\$ 84,829,834	\$ 83,998,588
Acquisitions	182,280	-	2,649,694	142,662	407,664	-	512,913	3,895,213	868,762
Transfers	-	-	22,599	38,372	105,285	-	(166,256)	-	-
Disposals	-	-	-	-	(175,100)	(122,286)	-	(297,386)	(37,516)
Balance, end of year	1,173,044	1,577,638	14,509,947	66,194,414	1,956,765	1,176,274	1,839,578	88,427,661	84,829,834
Accumulated amortization:									
Balance, beginning of year	-	465,013	5,560,236	51,980,915	951,340	968,216	-	59,925,720	57,543,642
Annual amortization	-	84,024	263,445	1,654,626	117,819	73,157	-	2,193,071	2,385,828
Disposals	-	-	-	-	(150,890)	(119,604)	-	(270,494)	(3,751)
Balance, end of year	-	549,037	5,823,681	53,635,541	918,269	921,769	-	61,848,297	59,925,719
Net book value	\$ 1,173,044	\$ 1,028,601	\$ 8,686,266	\$ 12,558,873	\$ 1,038,496	\$ 254,505	\$ 1,839,578	\$ 26,579,364	\$ 24,904,115
2015 net book value	\$ 990,764	\$ 1,112,625	\$ 6,277,418	\$ 14,032,465	\$ 667,576	\$ 330,344	\$ 1,492,921	\$ 24,904,113	

TOWN OF CLARESHOLM
SCHEDULE TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2016

Schedule of segmented disclosure

Schedule 3

	General government	Protective services	Transportation services	Environmental services	Public health services	Planning and development	Recreation and culture	Total
Revenue								
Net municipal taxes	\$ 3,040,903	\$ -	\$ 43,327	\$ -	\$ -	\$ -	\$ -	\$ 3,084,230
User fees and sales of goods	4,488	15,145	-	1,923,071	14,450	9,235	123,701	2,090,090
Family and community support services	-	-	-	-	255,345	-	-	255,345
Government transfers for operating	110,915	6,883	-	-	37,500	1,500	50,000	206,798
Other	33,394	-	-	45,174	-	-	83,463	162,031
Franchise and concession contracts	145,195	-	-	-	-	-	-	145,195
Rental	33,923	-	9,010	-	-	-	87,403	130,336
Penalties and costs of taxes	47,791	32,943	-	-	-	-	-	80,734
Investment income	73,582	-	-	-	-	-	-	73,582
Licenses and permits	31,200	-	-	-	-	24,942	-	56,142
Gain on disposal of capital assets	-	-	3,108	-	-	-	-	3,108
	3,521,391	54,971	55,445	1,968,245	307,295	35,677	344,567	6,287,591
Expenses								
Salaries, wages and benefits	588,298	90,076	365,329	673,780	177,974	150,394	558,563	2,604,414
Contracted and general services	381,337	81,007	317,426	229,812	38,405	1,816	58,874	1,108,677
Materials, goods, supplies and utilities	67,321	45,921	265,472	335,786	78,484	61,344	178,146	1,032,474
Purchases from other governments	71,170	-	-	-	64,511	-	169,650	305,331
Interest on long-term debt	-	-	-	203,958	-	-	13,386	217,344
Other expenditures	13,481	-	-	-	260	55,663	-	69,404
Transfers to organizations and others	-	-	-	-	-	-	27,809	27,809
Bank charges and short-term interest	670	-	-	-	-	-	-	670
Amortization of tangible capital assets	35,827	22,553	370,200	1,486,886	-	27,333	250,271	2,193,070
	1,158,104	239,557	1,318,427	2,930,222	359,634	296,550	1,256,699	7,559,193
Excess (deficiency) of revenue over expenses before other	2,363,287	(184,586)	(1,262,982)	(961,977)	(52,339)	(260,873)	(912,132)	(1,271,602)
Other								
Government transfers for capital	31,900	75,686	-	871,098	-	-	19,877	998,561
Contributed assets	2,794,110	-	-	-	-	-	-	2,794,110
	2,826,010	75,686	-	871,098	-	-	19,877	3,792,671
Excess (deficiency) of revenue over expenses	\$ 5,189,297	\$ (108,900)	\$ (1,262,982)	\$ (90,879)	\$ (52,339)	\$ (260,873)	\$ (892,255)	\$ 2,521,069

ACTION ITEMS



REQUEST FOR DECISION

Meeting: April 24, 2017
Agenda Item: 1

Reserve Transfers – December 31, 2016

DESCRIPTION:

Administration requires a motion of Council in order to allocate unrestricted funds to restricted funds (Reserves) included in the draft 2016 Financial Statements.

BACKGROUND:

On April 20, 2017, the Audit Committee and Administration met with Darren Adamson, CPA, CA from Avail CPA LLP to go over the draft 2016 Financial Statements. At that point, a discussion was held regarding the balance of reserves at the end of 2016 and what transfers should be completed for 2016, along with approving all other reserve transfers in the 2016 yearend.

COSTS / SOURCE OF FUNDING:

The proposed unrestricted funds designated for future use (Reserves) in the amount of \$507,698 are as follows. This does not include the \$8,771.31 added to the Capital reserve for the Multi-use Community Building already approved by council on June 27, 2016:

1. Add \$2,366 to the General physician recruitment fund from operating surplus in that department for future physician recruitment expenditures.
2. Add a new General FCSS reserve in the amount of \$11,365 for unspent funding in the current year which must be spent in the subsequent year to maintain funding. This will be for use in the 2017 year. This surplus primarily consists of donations received for the Unstoppable Conversations project that was not carried out until 2017.
3. Add \$12,000 to General Economic Development reserves from unspent budgeted amount in 2016 for the economic development and rebranding project. These funds will be reserved to assist with economic development costs in 2017.
4. Add \$12,970 to the General garbage equipment reserve to assist with future solid waste infrastructure and equipment capital costs.
5. Add \$10,000 to General museum reserve for the \$10,000 Atco Museum Donation that was recognized into revenue in the current year but unspent. It was recognized into revenue as the donation is not restricted for specific use.
6. Add an additional \$48,630 to the Capital multi-use community building reserve from operating surplus in recycling and remaining general operating surplus to assist with the future construction of this project.
7. Add a new Capital Water & Sewer reserve in the amount of \$246,129 from operating surpluses. This is proposed to be used for future water, sanitary sewer or storm sewer infrastructure needs.
8. Add a new Capital Curling Rink reserve in the amount of \$39,238 for curling rink roof replacement project that was to be funded through operations per the 2016 budget but was not completed in 2016. This project has been carried forward into the 2017 budget.
9. Add a new Capital Playground rehabilitation reserve in the amount of \$25,000. This is being proposed in relation to policy REC 01-08 which states that the 8 playgrounds are to be rehabilitated on a rotational basis, with one completed every other year, with an estimated cost of \$50,000 per playground (\$25,000/year).

10. Add a new Capital Parks and Pathways reserve in the amount of \$100,000 from additional operating surpluses for future parks and pathway projects as part of our upcoming recreation master plan.

Reserves used for capital expenditures that were included in the 2016 budget totaled \$27,941. This does not include the additional \$8,400 from the Capital multi-use community building reserve that was already approved by council on May 24, 2016.

1. Reduce the General sewer main replacement reserve by \$10,995 for the purchase of a sewer camera that was included in the 2016 approved budget.
2. Reduce the Capital general reserve by \$7,401 for the campground office that was included in the 2016 approved budget.
3. Reduce the Capital museum reserve by \$9,545 for the museum storm window project included in the 2016 approved budget.

RECOMMENDED ACTION:

Council pass a motion to approve the transfers as presented.

PROPOSED RESOLUTION:

Moved by Councillor _____ to transfer unrestricted funds of \$507,698 to Reserves and to transfer from Reserves \$27,941 for capital projects for the year ended December 31, 2016 as follows:

General Reserves

Transfers to Reserves:

Physician recruitment fund – \$2,366

FCSS – \$11,365

Economic development – \$12,000

Garbage equipment – \$12,970

Museum - \$10,000

Transfers from Reserves:

Sewer main replacement - \$10,995

Capital Reserves

Transfers to Reserves:

Multi-use community building – \$48,630

Water and sewer – \$246,129

Curling rink roof replacement – \$39,238

Playground rehabilitation – \$25,000

Parks and pathways - \$100,000

Transfers from Reserves:

General – \$7,401

Museum – \$9,545

Attachments:

Reserve Schedule

Applicable Legislation: Not applicable.

PREPARED BY: Blair Bullock, CPA, CA, Director of Corporate Services

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: April 21, 2017

**TOWN OF CLARESHOLM
RESERVES
FOR THE YEAR ENDED DECEMBER 31, 2016**

NAME	BALANCE DEC 31/15	INCREASES	DECREASES	BALANCE DEC 31/16
General Reserves				
General	216,062.50			216,062.50
Debt reduction	192,453.04			192,453.04
Physician recruitment fund	51,804.16	2,366.00		54,170.16
FCSS		11,365.00		11,365.00
Trust accounts	51,357.68			51,357.68
Sewer main replacement	35,000.00		10,995.00	24,005.00
Economic development	30,000.00	12,000.00		42,000.00
Office	28,780.14			28,780.14
Garbage equipment	25,739.04	12,970.00		38,709.04
Waterworks	15,000.00			15,000.00
Fill dirt	11,426.55			11,426.55
Museum		10,000.00		10,000.00
Fire truck	8,819.42			8,819.42
Arena renovation	8,500.00			8,500.00
Tipping fees	5,449.00			5,449.00
Water pumps	2,500.00			2,500.00
Waterline replacement	1,909.84			1,909.84
Cemetery	722.51			722.51
Ball diamonds	244.95			244.95
	685,768.83	48,701.00	10,995.00	723,474.83
Capital Reserves				
General	392,989.41		7,401.00	385,588.41
Arena ice slab/boards	154,135.00			154,135.00
Multi-Use Community Building	150,000.00	8,771.31		158,771.31
		48,630.00	8,400.00	199,001.31
Fire Truck	100,000.00			100,000.00
Storm Water		346,129.00		346,129.00
Water supply	44,663.34			44,663.34
Acreage assessment	40,721.11			40,721.11
Curling rink roof replacement	0.00	39,238.00		39,238.00
Residential land sales	26,583.28			26,583.28
Town land	25,163.31			25,163.31
Tamarack subdivision	25,149.13			25,149.13
Playground Rehabilitation	0.00	25,000.00		25,000.00
Airport land sales	20,677.45			20,677.45
Enforcement vehicle	14,500.00			14,500.00
Tax recovery land	11,853.09			11,853.09
Museum	10,700.00		9,545.00	1,155.00
Subdivision	8,510.25			8,510.25
Industrial land sales	120.47			120.47
	1,025,765.84	467,768.31	25,346.00	1,468,188.15
	1,711,534.67	516,469.31	36,341.00	2,191,662.98
Already Approved by Council		8,771.31	8,400.00	
Total to be approved by Council		507,698.00	27,941.00	



REQUEST FOR DECISION

Meeting: April 24, 2017
Agenda Item: 2

2016 FINANCIAL STATEMENTS

DESCRIPTION:

Council must pass a motion to accept the Audited Financial Statements for the year ended December 31, 2016.

BACKGROUND:

Darren Adamson, CPA, CA from Avail CPA LLP will present the draft Financial Statements for the year ended December 31, 2016 to Council with transfers to reserves included as previously noted.

RECOMMENDED ACTION:

Council pass a motion to accept the Audited Financial Statements for the year ended December 31, 2016 as presented.

PROPOSED RESOLUTION:

Moved by Councillor _____ to accept the Audited Financial Statements for the year ended December 31, 2016 as presented.

Attachments:

Draft Financials

Applicable Legislation: MGA.

PREPARED BY: Blair Bullock, CPA, CA, Director of Corporate Services

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: April 20, 2017



REQUEST FOR DECISION

Meeting: April 24, 2017
Agenda Item: 3, 4, 6

Bylaw #1630 – Property Tax Bylaw
Bylaw #1631 – Special Street Maintenance Tax Bylaw
Bylaw #1632 – Special Street Maintenance Tax Bylaw

DESCRIPTION/BACKGROUND:

Property Tax

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

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

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

Special Tax

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

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

DISCUSSION/OPTIONS:

As the bylaws in relation to property tax and special taxes must be completed annually the appropriate bylaws must be completed for the Town of Claresholm. The draft bylaws for property tax and special taxes have been attached and are being presented for their first reading for the 2017 year.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ that Bylaw #1630, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2017 taxation year receive 1st Reading.

Moved by Councillor _____ that Bylaw #1631, a bylaw to authorize the imposition and levy of a Special Street Maintenance Tax for 2017 receive 1st Reading.

Moved by Councillor _____ that Bylaw #1632, a bylaw to authorize the imposition and levy of a Special Street Maintenance Tax Bylaw for 2017 receive 1st Reading.

ATTACHMENTS:

- 1.) Draft Bylaw #1630
- 2.) Draft Bylaw #1631
- 3.) Draft Bylaw #1632
- 4.) Property Assessment Changes Evaluation from Prior to Current Year

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act

PREPARED BY: Blair Bullock, CPA, CA Director of Corporate Services

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 19, 2017



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1631**

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

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

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

WHEREAS the total estimated cost to maintain roads and streets reflected in the 2017 Municipal operating budget is \$441,690; and

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

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

SECTION 1 TITLE

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

SECTION 2 DEFINITIONS

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

SECTION 3 SPECIAL TAX LEVY

- 3.1 The CAO or such other official as may from time to time be authorized, shall in the year 2017, levy against all properties identified in Schedule “A”, a uniform Special Street Maintenance Tax in the amount of one dollar (\$1.00) per assessable front foot.
- 3.2 No maintenance tax shall be levied on property presently assessed for local improvements for pavement or any property on which local improvements were prepaid until the original estimated lifetime has lapsed.
- 3.3 No maintenance tax shall be levied on properties that are exempt under section 351 of the *Municipal Government Act*.
- 3.4 The Special Tax referred to in 3.1 shall be in addition to all other taxes and shall be levied on properties as outlined in Schedule “A” attached hereto and forming part of this Bylaw.
- 3.5 Pursuant to the provisions of Section 404 of the *Municipal Government Act*, those parcels of land which are corner lots or are differently sized or shaped from other parcels, may be assigned the number of units of measurement the council considers appropriate to ensure that they will bear a fair portion of the maintenance tax.

SECTION 4 SEVERABILITY

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

SECTION 5 REPEAL

5.1 Bylaw #1612 is hereby repealed.

SECTION 6 ENACTMENT

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

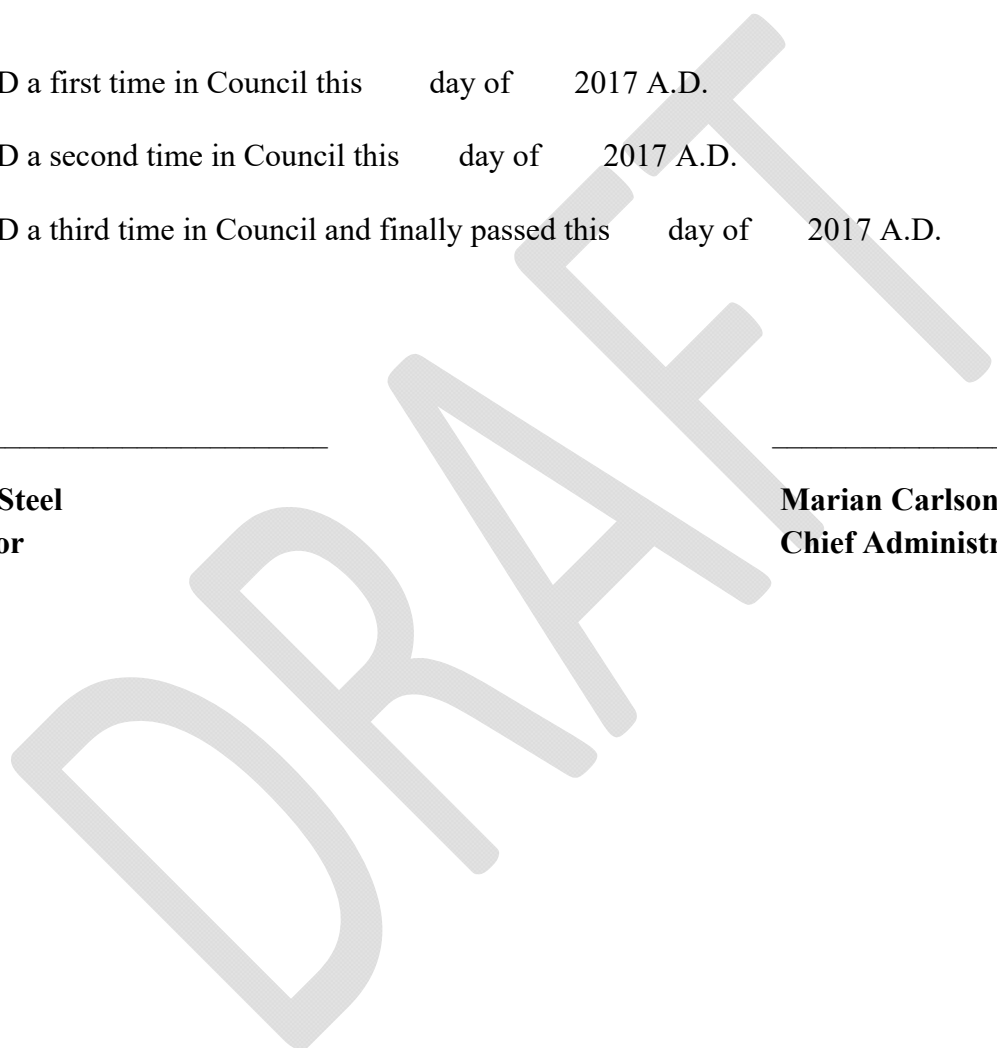
READ a first time in Council this day of 2017 A.D.

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READ a third time in Council and finally passed this day of 2017 A.D.

Rob Steel
Mayor

Marian Carlson
Chief Administrative Officer



SCHEDULE "A"

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

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



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1632**

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

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

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

WHEREAS the total estimated cost to maintain roads and streets reflected in the 2017 Municipal operating budget is \$441,690; and

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

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

SECTION 1 TITLE

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

SECTION 2 DEFINITIONS

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

SECTION 3 SPECIAL TAX LEVY

- 3.1 The CAO or such other official as may from time to time be authorized, shall in the year 2017, levy against all properties fronting or abutting on any street on which an asphaltic overlay has been placed, a uniform Special Street Maintenance Tax in the amount of fifty cents (\$0.50) per assessable front foot.
- 3.2 No maintenance tax shall be levied on property presently assessed for local improvements for pavement or any property on which local improvements were prepaid until the original estimated lifetime has lapsed.
- 3.3 No maintenance tax shall be levied on properties identified in Bylaw #1631 Schedule “A”.
- 3.4 No maintenance tax shall be levied on properties that are exempt under section 351 of the *Municipal Government Act*.
- 3.5 The Special Tax referred to in 3.1 shall be in addition to all other taxes.
- 3.6 Pursuant to the provisions of Section 404 of the *Municipal Government Act*, those parcels of land which are corner lots or are differently sized or shaped from other parcels, may be assigned the number of units of measurement the council considers appropriate to ensure that they will bear a fair portion of the maintenance tax.

SECTION 4 SEVERABILITY

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

SECTION 5 REPEAL

5.1 Bylaw #1613 hereby repealed.

SECTION 6 ENACTMENT

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

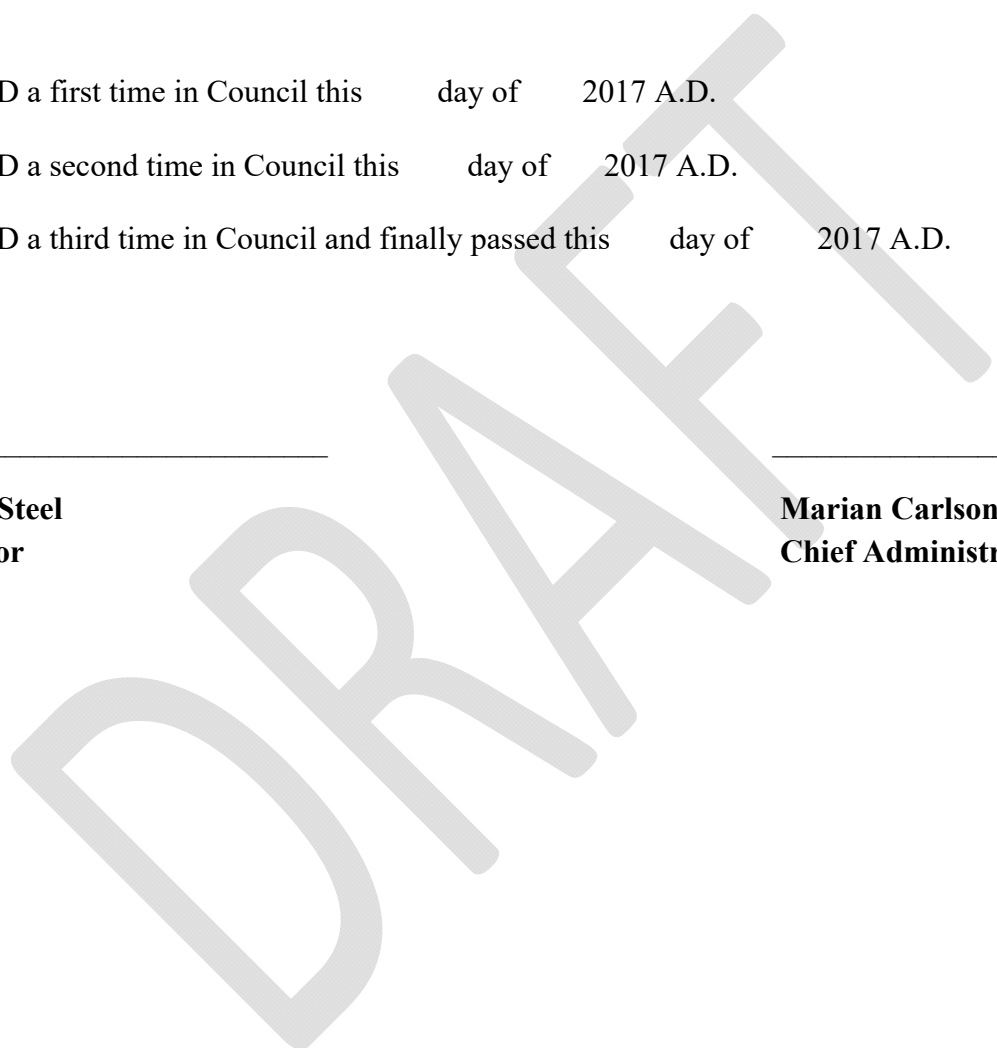
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Rob Steel
Mayor

Marian Carlson
Chief Administrative Officer





REQUEST FOR DECISION

Meeting: April 24, 2017
Agenda Item: 5

FINAL BUDGET 2017

DESCRIPTION:

Administration has amended the approved 2017 operating and capital budgets (Approved by Council on March 13, 2017) for various changes based on additional information received since the date of the last approval. These adjustments include the following (see attached for more details):

- 2017 mill rate
- Updates for actual, instead of estimated, figures for Education Property Tax Requisition, MSI Operating Grant, and some capital expenditures
- Approved capital projects from 2016 budget that were not completed in 2016 and have been carried forward into the 2017 budget
- Adjustments in which grants are being used for which capital projects based on eligibility issues noted.
- Adjustments for approved variances (April 10, 2017) from prior approved budget for capital purchases
- Additional funding required for final round of testing required for consent to vary the setback application for the non-operating landfill.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the 2017 Operational and Capital Budgets as presented.

ATTACHMENTS:

1. Description of Budget Changes
2. 2017 Operational (only pages with any changes) and Capital Budget (full - due to changes on most pages).

PREPARED BY: Blair Bullock, CPA, CA, Director of Corporate Services

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: April 20, 2017

**Town of Claresholm
Budget Changes**

	2017 Approved Budget	2017 Amended Budget	Change	
Gross Taxes	4,243,191	4,243,000	(191)	Adjustment to balance budget
Tax Requisitions - School Foundation Program	(1,092,089)	(1,087,744)	4,345	Update to Actual per Provincial Budget
Net Taxes			4,154	
MSI Grant Funding (operating)	110,915	107,261	(3,654)	Update to Actual per Provincial Budget
Total Decrease to Operating Revenue			500	
Equipment Pool - Materials, Supplies & Operating Costs	330,900	326,400	(4,500)	Remove Utility Lawn Mower operating budget to funded by grant
Garbage Collection - Landfill Closure	30,000	35,000	5,000	Additional round of testing required. See additional note below
Total Decrease to Operating Expenditures			500	
Net Adjustment to Operating Budget			<u><u>-</u></u>	
Capital Funding				
Government Transfers for Capital (Grants)	5,058,323	5,324,112	265,789	See details below
Transfer from capital reserves	52,000	124,233	72,233	See details below
Total Increase to Capital Funding			338,022	
Capital Projects				
Sewer Main Replacement	-	220,000	220,000	Carryforward of 2016 project
Curling Rink Roof Replacement (CF from 2016 Budget)	-	84,388	84,388	Carryforward of 2016 project
Arena Bathroom Renos (CF from 2016 Budget)	-	20,000	20,000	Carryforward of 2016 project
Lawnmower (Parks Department)	32,000	42,072	10,072	Increase budgeted expense per quote - approved April 10
Lawnmower (Utility)	-	3,562	3,562	Decreased budgeted expense per quote - approved April 10
Fleet Replacement (admin)	35,000	25,000	(10,000)	Decreased budgeted expense per quote - approved April 10
Fire Department Command Vehicle	-	10,000	10,000	New project - approved April 10
Total Increase to Capital Expenditures			338,022	
Net Adjustment to Capital Budget			<u><u>-</u></u>	

Note:

In 2016 Alberta Environment and Parks requested additional rounds of groundwater and vapor testing (for the consent to vary the setback application for the non-operating landfill) which was approved by Council. Since that time Alberta Environment has requested one additional round of groundwater and vapor testing. Once completed TetraTech can compile their report and submit for final review. This increase is to allow for this additional round of testing.

Government Transfers for Capital

Sewer Main Replacement - As budgeted in 2016	197,005	FGTF Grant
Curling Rink Roof Replacement - As budgeted in 2016 (reduced)	45,150	CFEP Grant
Arena Bathroom Renovations - as budgeted in 2016	10,000	CFEP Grant
Lawn Mowers (both) - Increased funding	13,634	MSI Capital
	<u>265,789</u>	

Transfers from capital reserves

		<u>Reserve Account</u>
Sewer Main Replacement - As budgeted in 2016	22,995	General Sewer Main Replacement
Curling Rink Roof Replacement - transferred to reserves in 2016 for this project	39,238	Capital Curling Rink Roof Replacement
Arena Bathroom Renovations - as budgeted in 2016	10,000	Capital Arena Ice Slab/Boards
	<u>72,233</u>	



Claresholm

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Town of Claresholm

Budget Document

2017

Approved by Council _____

**Changes From Budget Approved March 13, 2017
Highlighted**

Town of Claresholm Budget
Comparative Statement of Operations

	2017 Budget	2016 Budget
Revenue		
Net municipal taxes	\$ 3,113,876	\$ 3,114,221
User fees and sales of goods	2,060,870	2,005,450
Government transfers for operating	396,595	221,776
Investment income	58,000	45,744
Penalties and costs of taxes	121,100	89,500
Licenses and permits	41,400	37,800
Franchise and concession contracts	202,538	153,748
Rental	112,150	119,001
Other	285,375	258,111
Family and community support services	240,605	240,041
Total Revenue	6,632,509	6,285,392
Expenses (includes amortization)		
Legislative	113,500	112,000
Administration	1,220,098	1,096,936
Fire	301,612	117,553
Bylaw enforcement	131,778	135,892
Common and equipment pool	511,064	537,123
Roads, streets, walks and lighting	843,242	902,482
Airport	18,379	18,291
Storm sewers and drainage	63,545	72,356
Water supply and distribution	2,026,296	2,096,439
Wastewater treatment and disposal	558,131	649,303
Solid waste management	621,765	564,271
Family and community support services	240,605	240,041
Day care	38,202	64,511
Cemeteries and crematoriums	54,180	51,952
Other public health and welfare	27,000	34,500
Weed & pest control	45,204	43,597
Economic development	174,350	50,000
Subdivision land and development	189,503	262,503
Parks and recreation	904,162	877,916
Culture - libraries, museums and halls	408,844	367,799
Total Expenses	8,491,460	8,295,464
Deficiency of revenue over expenses before other	(1,858,951)	(2,010,072)

Other		
Government transfers for capital	5,324,112	4,199,051
Surplus (deficiency)	3,465,161	2,188,979

Adjustments for Non-Cash items

Amortization expenses	2,166,952	2,385,830
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Adjustments for cash items that are not revenues & expenses (but are sources or uses of funds)

Capital expenditures (excluding tax-funded)	(5,448,345)	(4,745,399)
Debt proceeds		360,000
Debt principal repayment - Prior year's debt	(277,246)	(265,692)
8th Ave NW Promissory Note	(100,000)	(100,000)
Debt principal repayment - New debt		(13,366)
Club contributions		30,000
Transfer from sundry trust		20,852
Transfer from reserves	193,478	138,796

Budget balance	(0)	0
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Schedule 1	2017 Budget	2016 Budget
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Taxation

Property taxes: Vacant residential & farmland	\$ 79,535	\$ 83,972
Property taxes: Non-residential	974,888	960,230
Property taxes: Linear property	107,270	114,299
Property taxes: Residential	1,951,126	1,947,582
Education property tax: Residential & farmland	833,474	832,287
Education property tax: Non-Residential	254,270	254,625
Federal grants in lieu of taxes	6,694	6,939
Provincial grants in lieu of taxes	35,743	41,903
Local improvement taxes	65,271	70,813
	4,308,271	4,312,649

Less: Requisitions

Alberta school foundation fund	1,087,744	1,086,911
Porcupine Hills Lodge	106,651	111,517

	3,113,876	3,114,221
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4 Year Summary By Function

Excluding Amortization and Capital

OPERATING BUDGET DEFICIT (SURPLUS)	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
Council	113,500	85,936	112,000	104,377	98,908
Tax & Requisitions	(3,640,224)	(3,554,817)	(3,598,438)	(3,488,340)	(3,497,213)
General Administration	1,210,389	1,079,391	1,092,558	951,100	862,168
Fire Department	120,905	74,415	85,049	136,666	146,655
Bylaw Enforcement	37,032	81,838	76,288	83,280	45,424
Equipment Pool	430,120	542,557	458,187	422,238	455,008
Roads & Streets	460,890	356,735	482,018	427,853	518,002
Airport	8,219	4,093	3,131	7,349	(4,230)
Water Services	(77,306)	(268,635)	(130,829)	(325,683)	119,842
Storm Sewer	22,352	37,296	22,701	16,337	102,745
Sewer Services	(116,862)	(148,266)	(62,334)	(141,459)	(133,557)
Garbage Collection	(314)	(35,844)	(41,590)	(27,265)	(58,705)
Recycling	(20,703)	(30,224)	(11,167)	(11,944)	(13,392)
Family & Community Support Services (FCSS)	(0)	(7,880)	-	(4,344)	(12,224)
Daycare	38,202	64,511	64,511	62,151	69,126
Cemetery	36,180	1,881	33,952	10,966	3,442
Other Public Health & Welfare	-	(2,366)	-	(1)	12,907
Weeds & Pests	17,871	19,743	16,264	12,387	5,597
Economic Development	121,850	115,824	50,000	-	-
Planning & Development	144,103	81,311	220,703	120,011	222,300
General Recreation	76,350	65,907	70,088	40,557	17,679
Parks	103,943	82,724	86,099	70,204	45,306
Arena	100,363	157,242	110,564	95,872	106,903
Aquatic Centre	164,062	156,149	160,533	174,507	193,636
Museum	63,458	69,422	50,724	55,127	73,517
Library	208,376	197,459	197,535	191,755	186,168
NET DEFICIT (SURPLUS) AFTER OPERATIONS	(377,246)	(773,597)	(451,453)	(1,016,298)	(433,986)

MUNICIPAL GENERAL REVENUE AND REQUISITIONS

General Revenue is generated from Municipal Property Taxes and Grants In Lieu. Grants In Lieu are paid for property which is owned by the Provincial and Federal Governments. The **grant** is equal to the taxes that would have been paid if the property was not exempt from taxation. The *Municipal Government Act* defines "requisition" as any part of the amount required to be paid into the Alberta School Foundation Fund that is raised by imposing a tax rate, and any amount to be paid to a management body referred to in the *Alberta Housing Act*. The Town of Claresholm pays requisitions to the Alberta School Foundation Fund and the Porcupine Hills Lodge Foundation. This budget also includes the ATCO Gas Franchise Agreement in the amount of \$103,972 and the Fortis Franchise Agreement in the amount of \$98,566.

Gen Revenue and Requisition Summary Operating Budget

MUNICIPAL GENERAL REVENUE & REQUISITIONS					
	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
TAXES	(3,112,819)	(3,110,861)	(3,106,083)	(4,130,358)	(4,272,863)
EDUCATION TAXES	(1,087,744)	(1,092,088)	(1,086,911)	-	-
FEDERAL GRANTS IN LIEU	(6,694)	(6,694)	(6,939)	(6,835)	-
PROVINCIAL GRANTS IN LIEU	(35,743)	(34,864)	(41,903)	(41,278)	-
REVENUE TAXES AND GRANTS IN LIEU	(4,243,000)	(4,244,507)	(4,241,836)	(4,178,471)	(4,272,863)
REVENUE GENERAL MUNICIPAL	(522,374)	(513,914)	(479,335)	(504,606)	(462,038)
TRANSFER FROM RESERVES	(69,245)	-	(75,695)	-	-
REVENUE GENERAL ADMINISTRATION	(591,619)	(513,914)	(555,030)	(504,606)	(462,038)
HOME FOR AGED-POR. HILLS LODGE	106,651	111,517	111,517	107,826	109,350
SCHOOL FOUNDATION PROGRAM - RES & FARMLAND	833,474	847,182	832,287	832,286	1,128,338
SCHOOL FOUNDATION PROGRAM - NON RES	254,270	244,907	254,625	254,625	-
EXPENSE REQUISITIONS	1,194,395	1,203,605	1,198,428	1,194,737	1,237,688
NET DEFICIT (SURPLUS) TAX & REQUISITIONS	(3,640,224)	(3,554,817)	(3,598,438)	(3,488,340)	(3,497,213)

• ROADS, STREETS, WALKS & LIGHTS

The Roads, Streets, Walks and Lights budget is focused mainly on Public Works activities. This department is responsible for road maintenance including plowing, sanding, street sweeping, curb repairs, infrastructure maintenance, etc. This budget also includes the cost for street lighting.

Roads, Streets, Walks & Lights Summary Operating Budget

EQUIPMENT POOL	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
SERVICES TO OTHER DEPARTMENTS & RENTALS	(72,000)	(70,850)	(72,000)	(71,453)	(70,300)
REVENUE EQUIPMENT POOL	(72,000)	(70,850)	(72,000)	(71,453)	(70,300)
WAGES & BENEFITS	175,720	314,810	191,487	199,531	178,111
MATERIALS, SUPPLIES & OPERATING COSTS	326,400	298,596	338,700	294,159	347,198
EXPENSES EQUIPMENT POOL	502,120	613,407	530,187	493,691	525,308
NET DEFICIT (SURPLUS) EQUIPMENT POOL	430,120	542,557	458,187	422,238	455,008

Variance Highlights

- Increased equipment insurance by \$5,200.
- We reviewed the potential impact of the carbon tax on total fuel costs and determined based on the three year average, no additional adjustment is required. This same review was also made for other departments and for heating costs for buildings and facilities but not separately noted.

WASTE MANAGEMENT

The Solid Waste and Recycling function provides weekly curbside waste collection services through the Infrastructure Services department. Claresholm is one of five member municipalities who belong to the Willow Creek Regional Waste Management Services Commission, which is the body that manages the regional landfill.

Waste Management Summary Operating Budget

GARBAGE COLLECTION	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
GARBAGE SERVICE FEES	(413,670)	(414,603)	(408,500)	(415,922)	(412,219)
REVENUE GARBAGE COLLECTION	(413,670)	(414,603)	(408,500)	(415,922)	(412,219)
WAGES & BENEFITS	150,131	140,052	142,350	145,783	151,182
LANDFILL FEES	120,000	120,321	125,000	106,917	117,644
LANDFILL CONTRACT	40,000	39,835	39,835	28,486	27,133
LANDFILL CLOSURE	35,000	12,302	4,000	49,695	4,402
MATERIALS, SUPPLIES & OPERATING COSTS	22,500	20,524	10,000	12,052	7,429
SERVICES FROM OTHER DEPARTMENTS	45,725	45,725	45,725	45,725	45,725
EXPENSES GARBAGE COLLECTION	413,356	378,759	366,910	388,658	353,515
NET DEFICIT (SURPLUS) GARBAGE COLLECTION	(314)	(35,844)	(41,590)	(27,265)	(58,705)

Variance Highlights

- Increase in collection revenue based on 3 year average.
- Landfill closure costs of \$25,000 are for testing of old landfill setback along highway and \$4,433 for the Town's share of airport landfill testing.
- Supplies costs includes \$10,500 in fuel for the garbage truck that had been included in Equipment Pool costs in the 2016 budget.

DEPARTMENT
CAPITAL
BUDGETS

DRAFT

Funding Sources for Capital Projects

Provincial and Federal grants are available each year to assist the municipality to fund major infrastructure projects. The Council has additional options to consider such as reserves, tax or utility funding. The following is a brief explanation of capital project funding source options.

Federal Gas Tax Fund (FGT)

Each year, the federal FGT assists municipalities by providing funding for local infrastructure projects. Funding is provided to the Province, who in turn flows this funding to the municipality. This program has been legislated as a permanent source of Federal infrastructure funding for municipalities. The program is broad-based and allows municipalities to use the funding toward a wide range of projects to meet local priorities.

Municipal Sustainability Initiative (MSI)

Municipalities in Alberta are eligible for funding under the MSI program based on the terms set out in long-term funding agreements with the Province. Municipalities determine projects and activities to be funded based on local priorities within the general criteria set out in the program guidelines and are encouraged to take a long-term approach to planning for capital projects.

Alberta Municipal Water/Wastewater Partnership (AMWWP)

The AMWWP is a competitive grant program that provides cost-shared funding to eligible municipalities to assist in the construction of municipal water supply and treatment and wastewater treatment and disposal facilities. Funding is provided for the construction of high-priority water supply and treatment and wastewater treatment and disposal facilities. Water distribution and/or sewage collection systems are not eligible for assistance.

Alberta Historic Resources Conservation Grant

Historic Resource Conservation grants provide project funding for conservation of Alberta's historic places and can include restoration, architectural and/or engineering services, studies reports or plans associated with the conservation of the historic place. Matching grants are awarded up to 50% of eligible costs. Conservation includes actions or processes that safeguard character-defining elements of a historic place to retain the heritage value and extend physical life. This may involve one or more conservation treatments—preservation, rehabilitation or restoration. The maximum matching grants per application per year are as follows: Provincial Historic Resources – \$100,000; Municipal Historic Resources – \$50,000; Local (non-designated) Historic Resources – one-time grant of \$5,000.

Alberta Community Resilience Program (ACRP)

The **ACRP** is a multi-year provincial grant program supporting the development of long-term resilience to flood and drought events, while supporting integrated planning and healthy, functioning watersheds. These grants will support the design and construction of projects that enhance or enable the protection of critical infrastructure from flooding and drought events, and help ensure public safety is protected.

Community Facility Enhancement Program (CFEP)

The **CFEP** is a competitive grant program that assists with foster the unique characteristics of Alberta's many communities. The aim of the program is to reinvest revenues generated from provincial lotteries into communities, empower local citizens and community organizations to work together and to respond to local needs. The maximum amount per application (one facility) is \$125,000 per fiscal year.

Municipalities are not eligible for this funding and therefore must partner with a local organization to access these grants.

Alberta Recycling – Municipal Demonstration Grant Program

The grant program offers up to \$30,000 per applicant to purchase recycled tire products for public projects such as parks, arenas, walking trails, and recreational facilities etc.

Reserves/Restricted Surplus

As a means of solid financial planning, Council has created a number of special reserve funds to address both future operational and especially, capital resource needs. These funds address new acquisition and replacement, but have general restrictions on use. Through the budget process, the Town will designate funds that have been internally restricted to finance those projects for which the funds have been ear-marked.

Sundry Trust

Sundry trust is an account where funds that have been donated or provided to the Town to be held in trust for a specific purpose are retained.

Utility Funded

Revenue generated through utility rates is intended to fully fund operational costs including amortization. As the utilities become closer to full-cost recovery, amounts generated to fund amortization can be used to fund capital projects. If there is no required capital replacement for a utility in any given year, the amortization amount may be reserved for future capital projects.

The following table summarizes the anticipated funding sources for the capital projects for the upcoming year.

FUNDING SOURCES FOR THE YEAR	
Alberta Community Resilience Program Grant (ACRP)	(2,849,360)
Municipal Sustainability Grant (MSI)	(1,701,330)
Basic Municipal Transportation Grant (BMTG)	(145,000)
Federal Gas Tax Fund (FGTF)	(508,505)
Community Facility Enhancement Program (CFEP)	(97,650)
DRP	-
Alberta Recycling Grant	(22,267)
ALBERTA HISTORICAL RESOURCES FOUNDATION	-
Other	-
<i>Total government transfers for capital</i>	(5,324,112)
Club contributions	-
Sundry trust	-
Transfers from reserves	(124,233)
Tax funded	(4,000)
Proceeds from long-term debt	-
TOTAL FUNDING	(5,452,345)

Capital Summary Budget

CAPITAL BUDGET

ENGINEERING STRUCTURES	NOTES	2017
Municipal Stormwater system upgrade	<i>Phase 1, Part 2</i>	3,611,870
<i>Funding: ACRP Grant</i>		(2,849,360)
<i>Funding: MSI</i>		(762,510)
5th street - 5500 to 5600 Block Storm sewer line replacement		256,000
<i>Funding: MSI</i>		(256,000)
4th street west sewer repairs		213,000
<i>Funding: MSI</i>		(213,000)
Alberta Road Upgrade		63,186
<i>Funding: MSI</i>		(63,186)
4 blocks pavement overlay		380,000
<i>Funding: FGTF</i>		(235,000)
<i>Funding: BMTG</i>		(145,000)
New sidewalk Construction - Lion's Park		14,000
<i>Funding: FGTF</i>		(14,000)
52nd Ave Sewer Main Replacement		220,000
<i>Funding: FGTF</i>		(197,005)
<i>Funding: Reserves</i>	<i>General Sewer Main Replace.</i>	(22,995)
TOTAL ANNUAL EXPENDITURE		4,758,056

BUILDINGS CAPITAL PROJECT DESCRIPTION	2017	
Museum Station Deck Replacement	25,000	
<i>Funding: FGTF</i>	(25,000)	
Arena floor header and mainsreplacement	81,000	
<i>Funding: MSI</i>	(81,000)	
Curling rink roof replacement	84,388	
<i>Funding: CFEP grant</i>	(45,150)	
<i>Funding: Reserves</i>	<i>Capital curling rink roof replace</i>	(39,238)
Arena Bathroom Renovations	20,000	
<i>Funding: CFEP grant</i>	(10,000)	
<i>Funding: Reserves</i>	<i>Capital arena ice slab/boards</i>	(10,000)
TOTAL ANNUAL EXPENDITURE	210,388	

MACHINERY & EQUIPMENT CAPITAL PROJECT DESCRIPTION		2017
Scissor Lift		17,000
<i>Funding: Reserves</i>	<i>General Capital Reserves</i>	(17,000)
Sewer flushing truck		280,000
<i>Funding: MSI</i>		(280,000)
Lawn Mower	<i>Parks Department</i>	42,072
<i>Funding: MSI</i>		(42,072)
Lawn Mower	<i>Utility Services</i>	3,562
<i>Funding: MSI</i>		(3,562)
Bobcat	<i>Replacement program</i>	4,000
<i>Funding: Tax funded</i>		(4,000)
TOTAL ANNUAL EXPENDITURE		346,634

LAND IMPROVEMENTS PROJECT DESCRIPTION		2017
Lions park playground		102,267
<i>Funding: Alberta recycling grant</i>		(22,267)
<i>Funding: CFEP grant</i>		(42,500)
<i>Funding: FGTF</i>		(37,500)
TOTAL ANNUAL EXPENDITURE		102,267

VEHICLES PROJECT DESCRIPTION		2,017
Fleet replacement	<i>Administration Vehicle</i>	25,000
<i>Funding: Reserves</i>	<i>General Capital Reserves</i>	(25,000)
Fire department command vehicle	<i>Fire Department</i>	10,000
<i>Funding: Reserves</i>	<i>General Capital Reserves</i>	(10,000)
TOTAL ANNUAL EXPENDITURE		35,000

TOTALS FOR THE YEAR		2,017
TOTAL CAPITAL EXPENDITURES		5,452,345

ENGINEERING STRUCTURES

2017 Capital Project	
Project Name	Phase 1, Part 2 - Storm water management plan
Anticipated Start	2017
Project Description	8 th Street west ditch
Project Cost	\$3,611,870
Funding Sources	MSI and ACRP grants
Rationale for need	As recommended in Town's Storm water Management plan for flood prevention.
Impact on future operating costs	No more maintenance is anticipated than what currently is the Town's practice.

2017 Capital Project	
Project Name	5th Street West Storm sewer replacement 55th Ave to 57th
Anticipated Start	2017
Project Description	Replacement of storm line
Project Cost	\$256,000.
Funding Sources	MSI grant
Rationale for need	Line is in very poor condition, leaking of the line has caused frost lift in the street and raised manholes and it is deteriorating year after year. Roadway is traveled by buses and is heavily used with school traffic.
Impact on future operating costs	No impact on future operating costs.

2017 Capital Project	
Project Name	4th St West Sewer repairs
Anticipated Start	2017
Project Description	Replacement of sewer main 55 th Ave. north to 57 th .
Project Cost	\$213,000.
Funding Sources	MSI grant
Rationale for need	Existing line is damaged. This portion of the system is on the Town's monthly flushing list and still there have been backups in the sanitary sewer.
Impact on future operating costs	Reduced maintenance and liability.

2017 Capital Project	
Project Name	Alberta Road Upgrades (Engineering)
Anticipated Start	2017
Project Description	Widening and repaving of Alberta Road. Possible addition of a sidewalk.
Project Cost	\$63,186.
Funding Sources	MSI
Rationale for need	The increase in traffic has resulted faster deterioration of the road surface. Due to constant parking issues and difficult approach areas, upgrades are needed. Improvement of landscaping will enhance the entrance into Claresholm + relocating of the Entrance signs.
Impact on future operating costs	Reduction in PW man hours required for maintenance.

2017 Capital Project	
Project Name	Pavement Overlay
Project Description	Street pavement overlay to damaged roads.
Project Cost	\$380,000
Funding Sources	FGTF and BMTG
Rationale for need	Currently 22 blocks are in need of repaving. The worst blocks will be addressed first. The longer we wait to repair the more costly it will be. Complaints are increasing over conditions drivers face every day. (approx. 4 blocks are repaved every year)
Impact on future operating costs	No extra costs are anticipated. Less manpower required for maintenance next few years.

2017 Capital Project	
Project Name	New Sidewalk Construction (Lion's Park)
Anticipated Start	2017
Project Description	New sidewalk in front of Lions park.
Project Cost	\$14,000.
Funding Sources	FGTF
Rationale for need	Public safety. The number of people walking on roadways is increasing.
Impact on future operating costs	Maintenance budget/time will increase in future as more sidewalks are added.

2016 Capital Project – Carryforward	
Project Name	52nd Ave Sewer Main Replacement
Anticipated Start	2017
Project Description	Replacement of sewer main on 52 nd Avenue West from 1A Street West to 2 nd Street West.
Project Cost	\$220,000
Funding Sources	FGTF and Sewer main reserve
Rationale for need	This block has had 3 sewer backups in the last 5-6 years. After video inspection was completed it was determined to be in need of replacement.
Impact on future operating costs	Less maintenance to ensure proper operation. This block now requires extra flushing to operate trouble free.

BUILDINGS

2017 Capital Project	
Project Name	Museum Station deck replacement
Anticipated Start	2017
Project Description	Front deck replacement
Project Cost	\$25,000.
Funding Sources	FGTF
Rationale for need	Existing wooden deck is rotten on the bottom.
Impact on future operating costs	No impact on future operating costs.

2017 Capital Project	
Project Name	Arena Floor Header and Mains Replacement
Anticipated Start	2017
Project Description	Ice Arena floor header and mains replacement
Project Cost	\$81,000.
Funding Sources	MSI grant
Rationale for need	Replacement was recommended approximately 8 years ago, by CIMCO. The in floor piping system will be 35 yrs. old in 2017. One major leak and the arena will be unusable for the season. The boards are worn out as well which will be included in a later budget request.
Impact on future operating costs	A newer system will operate more efficiently, therefore optimizing energy requirements.

2016 Capital Project – Carryforward	
Project Name	Curling Rink Roof Replacement
Anticipated Start	2017
Project Description	Roof replacement of main building (ice surface portion).
Project Cost	\$84,388
Funding Sources	CFEP Grant and Curling Rink Roof Replacement reserve
Rationale for need	Roofing material has long out lived its reliable protection of this building. Inspection of the roof by experts three years ago recommended replacement.
Impact on future operating costs	No impact on future operating costs.

2016 Capital Project – Carryforward	
Project Name	Arena Bathroom Renovation
Anticipated Start	2017
Project Description	Upgrade to bathrooms in the Arena
Project Cost	\$20,000.
Funding Sources	Arena/ Ice slab reserves and CFEP grant
Rationale for need	Arena bathrooms are out of date and in desperate need of repair.
Impact on future operating costs	No impact on future operating costs.

MACHINERY & EQUIPMENT

2017 Capital Purchase	
Project Name	Scissor lift for maintenance
Anticipated Start	2017
Project Description	To enable maintenance staff to safely access ceilings inside for repairs.
Project Cost	\$17,000.
Funding Sources	Capital Reserves
Rationale for need	A-frame ladders are no longer to be used and rental machines are expensive. Lights are 22-24 feet high in some buildings, and safety is foremost in this request.
Impact on future operating costs	Reduced maintenance time.

2017 Capital Purchase	
Project Name	New Sewer flushing truck
Anticipated Date	2017
Project Description	Replacement of sewer flusher.
Project Cost	\$280,000.
Funding Sources	MSI grant
Rationale for need	This unit is a 1991 truck with a 1999 flusher mounted on the rear. This unit maintains the sewer system and is essential to unplug the sewer mains when there is a problem. The machine works in a harsh environment and deteriorates at an increased rate.
Impact on future operating costs	Reduced repair costs.

2017 Capital Purchase	
Project Name	1445 Lawn mower Purchase
Anticipated date	2017
Project Description	1445 Lawn mower purchase (Parks Dept.)
Project Cost	\$42,072.
Funding Sources	MSI grant
Rationale for need	Existing 2008 mower is getting worn out. Replacement prior to increased parts pricing over the value of the machine is recommended. A replacement cycle based on priority list has been implemented.
Impact on future operating costs	No extra costs are anticipated.

2017 Capital Purchase	
Project Name	Lawnmower Purchase
Anticipated date	2017
Project Description	Lawn mower purchase (Utility Services)
Project Cost	\$3,562.
Funding Sources	MSI grant
Rationale for need	The water plant grounds, HPS, airport and lagoons areas consist of rough terrain. The mower deck is repaired yearly and the mower motor has started to burn oil. The current WTP mower could be used to replace the older cemetery mower.
Impact on future operating costs	Future operating costs would consist of regular scheduled maintenance.

2017 Capital Purchase	
Project Name	Bobcat replacement program
Anticipated Start	Yearly
Project Cost	\$4,000.
Funding Sources	Operations budget
Rationale for need	The program involves rotating 1 year old machine for a new machine yearly. The equipment is only covered by one year warranty and with some service of the machine included, we are keeping our costs for operations at the lowest possible for the Town.
Impact on future operating costs	This purchase procedure eliminates the chance of major repairs as we always have new warranty coverage

LAND IMPROVEMENTS

2017 Capital Project	
Project Name	Lions Park Upgrades
Anticipated Start	2017
Project Cost	\$102,267
Funding Sources	Alberta recycling grant, CFEP grant and FGTF.
Rationale for need	This park was installed in 1980 and some of the original equipment is still in use. The surrounding pole/rail fence is in very poor condition.
Impact on future operating costs	No impact on operating is expected.

VEHICLES

2017 Capital Purchase	
Project Name	Fleet Replacement
Anticipated Start	2017
Project Description	New Administration vehicle
Project Cost	\$25,000.
Funding Sources	General Capital Reserves
Rationale for need	Reliable vehicles are needed in all departments. To maintain the fleet of 15 vehicles (7 Depts.) one should be replaced yearly to optimize the repair costs and asset value.
Impact on future operating costs	Maintenance and replacement parts costs are constantly increasing.

2017 Capital Purchase	
Project Name	Fleet Replacement
Anticipated Start	2017
Project Description	Fire Department Command Vehicle
Project Cost	\$10,000.
Funding Sources	General Capital Reserves
Rationale for need	Required for advance response to enable the Fire Chief to travel to the scene of an emergency and determine the response needed prior to sending out a full contingent.
Impact on future operating costs	In situations where full response is not required, will save on call-out time and related risks to personnel and equipment.



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1630**

A bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2017 taxation year.

WHEREAS, the Town of Claresholm has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on April 24, 2017; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Claresholm for 2017 total \$13,344,494; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$9,101,494; and the balance of \$4,243,000 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)

Residential & Farmland	\$833,474
Non-Residential	\$254,270

Porcupine Hills Lodge Foundation (PHL)

Residential & Non-Residential	\$106,651
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WHEREAS, the Council of the Town of Claresholm is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

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

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

Residential	\$323,141,690
Vacant Residential & Farmland	\$4,561,100
Non –Residential	\$68,643,070
Machinery & Equipment	\$966,030
Annexed Residential	\$1,428,360
Annexed Farmland	\$87,900
Annexed Non –Residential	\$299,400
Annexed Machinery & Equipment	\$106,470
Total	\$399,234,020

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

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

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$2,124,980	\$323,141,690	6.5760
Vacant Residential & Farmland (VR&F)	\$65,908	\$4,561,100	14.4500
Non-Residential	\$850,041	\$68,643,070	12.3835
Machinery & Equipment	\$0	\$966,030	0.000
Annexed Residential	\$4,856	\$1,428,360	3.4000
Annexed Farmland	\$606	\$87,900	6.8890
Annexed Non –Residential	\$2,243	\$299,400	7.4890
Annexed Machinery & Equipment	\$0	\$106,470	0.000
	\$3,048,633	\$399,234,020	
ASFF	Tax Levy	Assessment	Mill Rate
Residential & VR & F	\$829,689	\$327,702,790	2.5318
Non-Residential	\$253,036	\$66,768,930	3.7897
Annexed - Residential & VR & F	\$3,785	\$1,516,260	2.4960
Annexed - Non-Residential	\$1,234	\$299,400	4.1220
	\$1,087,744	\$396,287,380	
PHL	Tax Levy	Assessment	Tax Rate
Residential, Non-Residential VR & F	\$106,085	\$394,471,720	0.2689
Annexed - Residential, Non-Residential VR & F	\$566	\$1,745,750	0.3120
	\$106,651	\$396,287,380	

MILL RATES BY CLASSIFICATION

	RESIDENTIAL	NON-RESIDENTIAL	VACANT RESIDENTIAL & FARMLAND	PROVINCIAL COMMERCIAL
EDUCATION - ASFF	2.5318	3.7897	2.5318	
PORCUPINE HILLS LODGE REQUISITION	0.2689	0.2689	0.2689	
MUNICIPAL	6.5760	12.3835	14.4500	12.3835
TOTAL MILL RATE	9.3767	16.4421	17.2507	12.3835

MILL RATES BY CLASSIFICATION – ANNEXED LANDS

	RESIDENTIAL	NON-RESIDENTIAL	VACANT RESIDENTIAL & FARMLAND
EDUCATION - ASFF	2.4960	4.1220	2.4960
PORCUPINE HILLS LODGE REQUISITION	0.3120	0.3120	0.3120
MUNICIPAL	3.4000	7.4890	6.8890
TOTAL MILL RATE	6.2080	11.9230	9.6970

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

READ a first time in Council this day of 2017 A.D.

READ a second time in Council this day of 2017 A.D.

READ a third time in Council and finally passed this day of 2017 A.D.

Rob Steel
Mayor

Marian Carlson
Chief Administrative Officer

Town of Claresholm

Property Assessment Changes Evaluation from Prior to Current Year.

The Town of Claresholm experienced a fairly significant drop in the total assessed property value within the town. Most municipalities are dealing with similar declines, though some have more growth to help offset. These declines are related to the downturn in the economy. Claresholm's change by category is analyzed further below:

Residential & Vacant	2016/2017	2015/2016	Change	% Change
Previous - residential	323,141,690	326,559,910	(3,418,220)	-1.05%
Previous - vacant	4,561,100	5,868,700	(1,307,600)	-22.28%
	327,702,790	332,428,610	(4,725,820)	-1.42%
Annexed - residential	1,428,360		1,428,360	
Annexed - vacant/farmland	87,900		87,900	
	329,219,050	332,428,610	(3,209,560)	-0.97%

\$4.7M decrease in residential assessment value (excluding annexed lands) is due to an inflation rate (deflation) of (1.6)% (approximately \$5.24M). This is due to actual sales prices being down in 2016. There were numerous residential sales to base these assessments on in the current year, however sales of vacant land were lacking. Decline is based on similar sales elsewhere and other indicators. This was partially offset by growth (new construction and additions) of approximately \$520,000, plus the additional "growth" of the annexed lands to the Town of Claresholm of \$1.51M.

Non-Residential (excluding linear)	2016/2017	2015/2016	Change	% Change
Previous	62,169,650	63,181,990	(1,012,340)	-1.60%
Annexed	159,580		159,580	
	62,329,230	63,181,990	(852,760)	-1.35%

\$1.01M decrease in non-residential assessment value (excluding annexed lands) is due to an inflation (deflation) rate of (7.57)% (approximately \$4.72M). Actual sales of industrial properties were lacking to base these amounts on. Decline is based on similar sales elsewhere and other indicators. This was partially offset by growth (new construction and additions) of approximately \$3.24M. We also have the additional growth of the annexed lands to the Town of Claresholm of \$160,000.

Linear (non-residential)	2016/2017	2015/2016	Change	% Change
Previous	6,473,420	6,820,770	(347,350)	-5.09%
Annexed	69,910		69,910	
	6,543,330	6,820,770	(277,440)	-4.07%

\$347,000 decrease in linear assessment value (excluding annexed lands) is due to the same reasons as the non-residential deflation noted above without comparable growth. Majority of growth is from the annexed lands to the Town of Claresholm of \$70,000.

Machinery & Equipment	2016/2017	2015/2016	Change	% Change
Previous	966,030	672,510	293,520	43.65%
Annexed	106,470		106,470	
	1,072,500	672,510	399,990	59.48%

Machinery and equipment experience very little deflation, and received significant growth. Machinery and equipment however are not taxed by the town. There was also an increase of 106,470 from annexed property.



REQUEST FOR DECISION

Meeting: April 24, 2017
Agenda Item: 7

BYLAW No. 1626 LOCAL IMPROVEMENT TAX BYLAW AMENDMENT

BACKGROUND / DESCRIPTION:

February 13, 2017 Council gave first reading to Bylaw No. 1626 a bylaw to amend Bylaw No. 1539. In April 2010, Bylaw No. 1539 was passed which imposed a local improvement tax in respect of land that directly benefited from the 8th street storm pond project east of Cottonwood. It was determined that there were 7 lots which were being assessed the tax, which were in fact not benefiting from the storm pond. Bylaw No. 1626 amends the area of the local improvement to reflect the lands benefitting from the original project.

In accordance with the Municipal Government Act (MGA) Sections 405 & 606, a local improvement bylaw must be advertised if the cost to be paid by the municipality exceeds 50% of the cost of the local improvement. Notice must be published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, or in which the meeting is to be held. The notice was published in the Local Press Town News on April 12th and April 19th.

PROPOSED RESOLUTIONS:

Council pass a motion to give Bylaw No.1626, a bylaw to amend Bylaw No.1539 2nd & 3rd readings.

RECOMMENDED ACTION:

Moved by Councillor _____ to give second reading to Bylaw No.1626, a bylaw to amend Bylaw No.1539.

Moved by Councillor _____ to give third & final reading to Bylaw No.1626, a bylaw to amend Bylaw No.1539.

ATTACHMENTS:

- 1.) Bylaw No. 1626

APPLICABLE LEGISLATION:

- 1.) Bylaw No. 1539
- 2.) MGA Section 405 & 606

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 20, 2017



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1626**

A BYLAW OF THE TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA TO AMEND BYLAW #1539, BEING A LOCAL IMPROVEMENT TAX BYLAW TO IMPOSE A LOCAL IMPROVEMENT TAX IN RESPECT OF ALL LANDS THAT DIRECTLY BENEFIT FROM THE 8TH STREET LOCAL IMPORVEMENT PROJECT.

WHEREAS Council for the Town of Claresholm passed Bylaw #1539, being local improvement tax bylaw to impose a local improvement tax in respect of all lands that directly benefit from the 8th street local improvement project;

AND WHEREAS Bylaw #1539 identified in Schedule A the parcels of land which directly benefit from the 8th street local improvement project and against which the annual, uniform local improvement tax rate is assessed;

AND WHEREAS it has been determined subsequent to Bylaw #1539 being passed that Lots 8 to 14, Block 7, Plan 9910869 do not directly benefit from the 8th street local improvement project;

NOW THEREFORE THE COUNCIL OF THE TOWN OF CLARESHOLM in the Province of Alberta, duly assembled, enacts as follows:

That Bylaw #1539 is hereby amended as follows:

1. By replacing the contributions to be applied to the project set out in the 4th paragraph of the Recitals with the following:

Municipality at Large	\$ 64,407.00
Benefiting Owners	\$ 60,543.00
Total Cost	\$124,950.00

2. By replacing the total amount levied annually against the benefitting owners set out in the 5th paragraph of the Recitals with \$6,054.30.
3. By replacing Schedule A to Bylaw #1539 with Schedule A attached hereto.
4. By replacing Schedule B to Bylaw #1539 with Schedule B attached hereto.

INTRODUCED AND READ a first time this **13th** day of **February**, 2017.

READ a second time this _____ day of _____, 2017.

READ a third time this _____ day of _____, 2017.

Date signed _____

MAYOR

Date signed _____

CAO

Schedule “A” to Bylaw #
Annual Levy For The 8th Street Local Improvement Project

1. Properties to be assessed:
 - Lot 1 Block 7 Plan 7911185
 - Lot 2 Block 7 Plan 7911185
 - Lot 9 Block 10 Plan 0010555
 - Lot 10 Block 10 Plan 0010555
 - Lot 3 Block 10 Plan 9910869
 - Lot 4 Block 10 Plan 9910869
 - Lot 5 Block 10 Plan 9910869
 - Lot 6 Block 10 Plan 9910869
 - Lot 7 Block 10 Plan 9910869
 - Lot 8 Block 10 Plan 9910869
 - Lot 34 Block 2 Plan 9910869
 - Lot 35 Block 2 Plan 9910869
 - Lot 36 Block 2 Plan 9910869

2. Total Area 4.343 Acres

3. Total Levy \$ 59,356.35

4. Total Levy per Acre \$ 13,667.13

5. Annual Unit Rate per Acre Payable
for a Period of Ten (10) years at 2% \$ 1,394.04

6. Total Yearly Assessment against all properties
to be assessed \$ 6,054.30

7. Unusual Parcels pursuant to Section 404
of the Municipal Government Act
 - None

Schedule “B” to Bylaw

Annual Levy For The 8th Street Local Improvement Project

1. Properties to be assessed:

No. of Parcels	Rate of Total Assessment Per Acre	Amount of Total Assessment
13	\$13,940.47	\$60,543.00

2. Total number of parcels 13
3. Total annual assessments \$ 6,054.30
4. Term of annual assessments 10 years
5. Total assessment against all parcels \$ 60,543.00

Karine Wilhauk

From: Alberta Municipal Affairs - MGA Review <mga.review@gov.ab.ca@mail169.atl61.mcsv.net> on behalf of Alberta Municipal Affairs - MGA Review <mga.review@gov.ab.ca>
Sent: Monday, April 10, 2017 4:45 PM
To: Karine Wilhauk
Subject: Minister message - Strengthening Municipal Government

A message from the Minister of Municipal Affairs to share the latest information on the *MGA* Review.

Email not displaying correctly?
[View it in your browser.](#)

The logo for the province of Alberta, featuring the word "Alberta" in a grey, cursive-style font. A small blue square is positioned at the end of the word, partially overlapping the letter 'a'.A banner for the Municipal Government Act Review. The background is a blurred photograph of a residential street with houses and trees. The text "BUILDING BETTER COMMUNITIES" is written in large, bold, blue and white capital letters. Below it, "Municipal Government Act Review" is written in white, sans-serif capital letters. The Alberta logo is visible in the bottom right corner of the banner.

BUILDING BETTER COMMUNITIES
Municipal Government Act Review

MGA Review Legislative Amendments

View the
Proposed
Changes

Today, I was proud to introduce an [Act to Strengthen Municipal Government](#) to the Legislature. This bill proposes practical changes that would help municipalities build stronger and more sustainable communities for everyone, and I'm proud to say that it was developed from ideas we heard from Albertans.

We heard from you. We're listening to Albertans and responding to your ideas for how our government can make practical changes that make your lives better. This round of changes to the *Municipal Government Act (MGA)* was identified during the summer tour last year. We heard some great ideas from you about how our government can make practical changes to make your lives and communities better. We took these ideas to all Albertans through the [Continuing the Conversation](#) discussion guide. Thanks to everyone who participated in this and the MGA review. You can check out the [What We Heard](#) summary to see how your feedback is reflected. And if you want to see what some key voices are saying about the bill, take a look at the [news release](#).

Practical changes for municipal government. The proposed changes in *an Act to Strengthen Municipal Government* were developed through careful analysis of the feedback received from Albertans on the discussion paper, and conversations with key groups including municipalities, school boards, Indigenous communities, business and industry.

The legislative amendments tabled today have been categorized into three broad policy questions:

- [How are Municipalities Empowered to Govern?](#)
- [How do Municipalities Work Together and Plan for Growth?](#)

- [How are Municipalities Funded?](#)

The consultation on MGA regulations is still underway. All [MGA related regulations](#) are being reviewed to support a modernized MGA and to ensure alignment with the amendments approved by the Legislature. We are committed to transparent and open engagement on these regulations, which is why we are posting each of them online for 60 days so we can hear what you think.

The first round of draft regulations were posted on the *MGA Review* website in January and were open for public feedback until March 31 2017. The second group of regulations is scheduled to be posted to the [MGA review website](#) later this year, and we look forward to hearing what you have to say about them.

Next steps. After an *Act to Strengthen Municipal Government* is passed in the spring 2017 session, the intention is for all amendments to be proclaimed before the fall 2017 municipal elections. We are working closely with municipalities and stakeholders to develop a change-management plan to support making the changes and identifying resources to assist in the implementation of the new policies as they come into effect over the next few years.

This is the third and final bill coming from the *MGA Review* process that will be in place before the election this fall. Once this comprehensive *MGA Review* process is complete, we will continue to work collaboratively and transparently to update and change the *MGA* as needed to ensure it remains a modern, forward-looking piece of legislation that responds to the changing needs of Alberta's municipalities.

Thank you for participating in the MGA Review. I am proud of how extensive, open, and accessible the consultation on this has been, and how these changes will make a real difference for how municipalities collaborate on what is important to families and communities.



Honourable Shaye Anderson
Minister of Municipal Affairs

[Forward to Friend](#)

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You are receiving this email because we wish to consult with you on the Municipal Government Act. There are several ways that you could have been added to this list, including attending a consultation, being involved with a municipality or stakeholder organization, sending input submissions, subscribing for updates, or contacting us about the MGA Review.

Our mailing address is:

Government of Alberta Municipal Affairs
10155 102 St NW
Edmonton, AB T5J 0A5
Canada

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Attention: News Editors
For immediate release

Progress on MGA appreciated, but bigger steps still needed for municipal success

(Edmonton, April 10, 2017) - While Bill 8 addresses some of the shortcomings of the Municipal Government Act (MGA) and enables greater regional collaboration, municipalities are concerned that it does not respond to our numerous requests to stabilize municipal funding so we can effectively plan for, and address, infrastructure and service requirements in our communities. "It is unrealistic to require municipalities to prepare three-year operating and five-year capital plans when we are so reliant on provincial grants that are changed without any notice", says AUMA President Lisa Holmes. "That's why we are disappointed that the province is ignoring our request to embed in the legislation a requirement for a three-year notice of municipal funding changes".

AUMA was dismayed by the province's statement that these amendments are the finishing touches to the Act. This Act is the foundation for everything that we do yet it seems that it is the province, not municipalities, who are able to determine priority changes. We will be reminding the province that there are many other important reforms that must be resolved after the municipal election.

Municipalities are uncertain on how many of the amendments will be realized since the details will be provided through regulations. "Similar to other MGA Bills, there is much that is yet to be determined based on what the regulations say and when they are released," said Holmes. "It took almost two years for the March 2015 Bill 20 regulations on public participation and corporate planning to be released for consultation and we are still waiting for regulations on council code of conduct and elected official training. We can't fully determine the applicability and feasibility of the MGA provisions without the details that the regulations provide," she added.

In particular, municipalities are looking forward to the regulations relating to collaboration. By enabling intermunicipal offsite levies, there is a greater ability for municipalities to work together and with developers on the planning and funding of new developments that impact multiple municipalities. As well, there will be stronger collaboration between municipalities and school boards on the planning and utilization of schools.

While some amendments in the Bill were not changes that AUMA was seeking, we are pleased that the province heard and acted upon our ideas in many cases, making these provisions more workable for municipalities. This includes correcting the timeframe for municipal development plans, outlining the scope of communication to Indigenous communities on land use planning, clarifying that the school boards' exemption from levies only relates to schools and simplifying the receipt process for property taxes.

There is much more work to be done to ensure this important legislation meets the needs of Alberta municipalities. As these amendments and the regulations are advanced, AUMA will continue to offer practical solutions on behalf of our members.

-30-

About the AUMA

Founded in 1905, the AUMA represents 269 urban municipalities including cities, towns, villages, summer villages, and specialized municipalities. We work with federal and provincial governments and business and community stakeholders on a broad range of issues to strengthen the economic, social, cultural, and environmental vitality of our member municipalities.

For more information:

Maegan Sheskey
Communications Coordinator, AUMA
780-668-2436

AUMA Analysis of Spring 2017 MGA Bill 8: An Act to Strengthen Municipal Government

Key elements of Bill 8 are as follows:

- **Indigenous Relations:** Requires municipalities to notify adjacent Indigenous communities of a new Municipal Development Plan or Area Structure Plan (this is a narrower application than originally proposed). Enables Indigenous communities to be included in an Intermunicipal Collaboration Framework (ICF) for regional infrastructure and services. Does not require Indigenous Awareness training (as was originally proposed).
- **General Minister Powers:** Provides the Minister with a suite of tools to enforce Ministerial Orders that resulted from an inspection of a municipality.
- **Parental leave policies:** Allows municipalities to develop parental leave policies to make political life more family-friendly and accessible for parents.
- **Environmental Stewardship as an Environmental Purpose:** Provides a new purpose of a municipality to “include consideration of the environmental well-being” (this is revised from the original proposed wording of “environmental stewardship as a municipal purpose”).
- **Annexations and Amalgamations:** Adds requirements for additional notifications for municipalities initiating amalgamations and annexations.
- **Collaboration with School Boards:** Requires municipalities to enter into Joint Use Agreements with school boards and increases flexibility within “catchment area” to increase land dedicated for parks and school sites.
- **Offsite Levies:** Enables municipalities to collect offsite levies for municipal connection roads to provincial highways. Enables collaboration through inter-municipal offsite levies and exempts school boards from paying offsite levies on public school projects.
- **Conservation Reserve:** Provides clarification on the transfer and disposal of conservation reserve and exemption of conservation reserve from municipal property taxes.
- **Property Assessment and Taxation Changes:** Removes the ability of municipalities to grandfather in tax rates above the 5:1 linkage and allows the Minister to exempt or set a schedule for compliance. Provides additional access to assessment information for assessments made by the Provincial Assessor and provides additional general technical provisions.

While the Bill contains a number of promising policy changes, there is still some uncertainty on their applicability and feasibility since much of the detail is not yet known and, similar to other MGA Bills, will be specified in a future regulation. This is a concern as there has been a very lengthy delay with these regulations (e.g., it took almost two years for the March 2015 Bill 20 regulations on public participation and corporate planning to be released for consultation and we are still waiting for regulations on council code of conduct and elected official training). Many other regulations from Bills 20 and 21 have not yet been released for consultation.

Disclaimer: This analysis is based on a verbal update and not the actual legislative text of the Bill. AUMA may alter, or change, this analysis once the actual legislative text is received.

Many of the provisions in the Bill respond to AUMA's call for intermunicipal offsite levies, mandatory joint use agreements for schools, and various technical amendments to property assessment and taxation. Further, due to AUMA's advocacy, the province adjusted its intended approach and has softened municipal responsibility for environmental stewardship to "consideration of environmental well-being", and has narrowed the scope of land use planning notification to Indigenous communities. As well, the province has clarified that school boards' offsite levy exemption applies only to school projects. The province has also simplified the receipt process for property taxes.

The province's depiction of this Bill as being the "finishing touches" before the municipal election is disappointing since many issues have not been resolved. AUMA's news release highlights the critical need for funding changes and for a minimum three years of notice of any significant change to municipal funding. We also require changes to provisions relating to municipal liability so municipalities only have to pay their fair share of a claim involving a municipal service or infrastructure. Other unresolved matters include affordable housing, municipal reserves and redevelopment levies. AUMA will be reminding the province that these important issues must be addressed at the earliest possible opportunity.

SUMMARY OF BILL 8 MGA AMENDMENTS

COLLABORATION WITH INDIGENOUS COMMUNITIES

Topic	Current Status	2017 Bill Changes	AUMA Perspective
Agreements with Indigenous Communities	<p>The MGA is currently silent on the relationship between municipalities and Indigenous communities.</p>	<p>Provides the opportunity for a municipality to invite a neighboring Indigenous community to enter into an Intermunicipal Collaboration Framework (ICF) or any sub-agreement that is part of an ICF.</p> <p>Note: This change is part of the province’s commitment to implement the principles of the United Nations Declaration on the Rights of Indigenous Peoples. The province wants to ensure that municipalities are taking reasonable and meaningful steps to understand and engage with neighboring Indigenous communities in a respectful and culturally appropriate manner, particularly with land use planning and service delivery.</p>	<p>While AUMA supports encouraging municipalities to seek new opportunities to work collaboratively with neighbouring Indigenous communities, the amendment could bring about several challenges. Though this change is written in a permissive manner and suggests that this is a voluntary action for municipalities, it is very possible that municipalities will be expected to make every effort to accommodate requests for Indigenous communities to be included in infrastructure and service delivery. This could be a challenge if municipalities lack the capacity or financial resources to develop these complex agreements within the two year deadline.</p> <p>AUMA had instead proposed that a Memorandum of Understanding (MOU) would be a more appropriate mechanism than an ICF to involve Indigenous communities in municipal planning and service delivery.</p> <p>AUMA will review the legislation to determine if the following considerations have been incorporated or addressed:</p> <ul style="list-style-type: none"> ○ The definitions for the terms “neighbouring”, “community”, and “adjacent” need to be clear and the process and the timeframe for notification of MDP and area structure plans need to be outlined. ○ The legislation must make it clear that it is optional. ○ Municipal Affairs will need to provide information regarding the difference between federal and provincial legislation and how it relates to these agreements, along with which legislation takes precedence in the event of variation. ○ A potential complexity may be in understanding which Indigenous communities are to be included in an ICF (e.g. Treaties, Reserves, Metis Settlements etc.) There will need to

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			<p>be clarification whether this provision applies to Traditional Indigenous lands.</p> <ul style="list-style-type: none"> ○ Consideration should also be given to disputes among municipalities party to a multi-municipality ICF where one municipality disagrees with the inclusion of an Indigenous community. ○ Further consideration should be given to situations where an Indigenous community does not wish to participate in an ICF. <p>AUMA recommends that the legislation must address outstanding jurisdiction and enforceability matters before membership in ICFs and growth management boards (GMB) could be evaluated. This includes clarifying the relationship between federal and provincial legislation and their associated precedence in the event of variation, as well as how related financial provisions will be addressed by the federal government for the Indigenous component of the regional service.</p> <p>There should be an appropriate dispute resolution process, and in the absence of this clarity, the participation of neighbouring Indigenous communities should be as a stakeholder, rather than as a full participant in an ICF or GMB.</p> <p>As the province indicates this is a “first step” to improving the Indigenous/municipal relationship, further information is being sought on future requirements.</p>
<p>Statutory Plan Preparation</p>	<p>The MGA does not outline any specific requirements for municipalities to notify or engage Indigenous communities in land use planning. The MGA currently exempts Metis Settlements from the</p>	<p>Requires municipalities to notify neighboring Indigenous communities of any new Municipal Development Plans (MDPs) or area structure plans.</p> <p>Municipalities will need to implement policies on how they will keep neighbouring Indigenous communities informed during the development of area structure plans and municipal</p>	<p>AUMA was generally supportive of the notification to inform providing that this was not a full consultation and has some definitive scope. In response to our advocacy, the province outlined a narrower scope relating to MDPs and area structure plans.</p> <p>AUMA will remind the province of the following:</p> <ul style="list-style-type: none"> • The province will need to specify which groups should be informed (e.g. Treaties, Reserves, Metis Settlements, etc.) and provide clarity regarding the term “common boundary”.

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	<p>Planning and Development portion of the Act (Part 17).</p>	<p>development plans* and require municipalities to inform Indigenous communities that share a common boundary with two-week’s notice of a public hearing for statutory plans including notice information (i.e. statement of purpose, date, time, and address of the meeting).</p> <p>Note: This change is part of the province’s commitment to implement the principles of the United Nations Declaration on the Rights of Indigenous Peoples. The province wants to ensure municipalities are taking reasonable and meaningful steps to understand and engage with neighboring Indigenous communities in a respectful and culturally appropriate manner, particularly with land use planning and service delivery.</p> <p>*Note that this is revised from the discussion guide as statutory plans are specifically outlined and includes only those plans that border an Indigenous community.</p>	<ul style="list-style-type: none"> • This notification requirement should not allow for further appeals over and above existing appeal mechanisms. • This provision may be better suited to being included in a municipality’s public participation policy for consistency.
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Note: Although the province had originally intended to add Indigenous Awareness training to the scope of Bill 21’s training requirements for municipal elected officials, they have not made this addition. However, it is expected that the need to notify Indigenous communities about land use planning matters will be part of the overall discussion on public participation.

ENFORCEMENT OF MINISTERIAL ORDERS

Topic	Current Status	2017 Bill Changes	AUMA Comment in response to Nov. 2016 discussion guide
General Minister Powers	<p>Currently the Minister lacks adequate authority to enforce Ministerial orders that implement:</p> <ul style="list-style-type: none"> • decisions of an official administrator; or • decisions that settle intermunicipal disagreements. 	<p>Allows the Minister the same authority currently available with respect to the inspection process for situations where, in the Minister’s opinion, a municipality has not complied with direction provided by an Official Administrator or by the Minister in respect of an intermunicipal disagreement.</p> <p>With this authority, the Minister could:</p> <ul style="list-style-type: none"> • suspend the authority of a council to make resolutions or bylaws in respect of any matter specified in the order; • exercise resolution or bylaw-making authority in respect of all or any of the matters for which resolution or bylaw-making authority is suspended under the above measure; • remove a suspension of resolution or bylaw-making authority, with or without conditions; and, • withhold money otherwise payable by the Government to the municipality pending compliance with an order of the Minister. <p>This provision also includes a series of tests to ensure that it is used as a last resort, including:</p> <ul style="list-style-type: none"> • was a ministerial directive issued? • Is the situation improper, imprudent, and irregular? • Have all other reasonable efforts been attempted? • Require the Minister to provide the municipality with 14 days notice prior to it taking effect. <p>*Note – this provision now includes a series of tests which was not included in the Nov 2016 Discussion Guide.</p>	<p>AUMA has sought that these Ministerial powers only be deployed as a matter of last resort and under extraordinary circumstances, as municipal autonomy remains a core foundation of local governance in Alberta.</p> <p>AUMA recommendations not yet addressed:</p> <ul style="list-style-type: none"> • In an intermunicipal dispute, the Minister should not use these provisions to benefit one municipality over another and where appropriate should apply these provisions equally to all parties involved in the dispute. • The Minister should not be able to suspend authority to make bylaws/resolutions or withhold money from an entire council for the actions of an individual councillor. <ul style="list-style-type: none"> ○ Suspending a council’s authority to make resolutions or bylaws may be problematic when the council is unable to pass a bylaw that is necessary for the operation of the municipality (e.g. tax rate annual bylaw). ○ Withholding money payable to a municipality may also be problematic when a municipality has contractual obligations that rely on grants to be funded, which may lead to legal or financial repercussions if funds are withheld. • To ensure continuity, the MGA needs to account for these situations (e.g. by determining where authority transfers or to whom it is delegated when a council is suspended).

Disclaimer: This analysis is based on a verbal update and not the actual legislative text of the Bill. AUMA may alter, or change, this analysis once the actual legislative text is received.

<p>Judicial Review</p>	<p>Individuals have the constitutional right to apply for judicial review of Ministerial decisions.</p>	<p>Require 10-day notice be given to the Minister prior to applying for injunctive relief against a decision of the Minister. The Ministerial Order would remain in effect during an appeal of the Minister’s decision.</p>	<p>AUMA is not supportive of increasing the timeline for appeals as it adds an unnecessary time constraint to the process.</p> <ul style="list-style-type: none"> As the Minister’s decision is unilateral and without a court system, and as there is no ability for a councillor to defend themselves prior to the decision of the Minister, the elected official, or CAO, is essentially guilty until proven innocent. There either needs to be a process that mirrors how the court system operates, or alternatively, the convention that an individual is innocent until proven guilty needs to be followed. Therefore the Ministerial Order should not be required to remain in effect during an appeal. This may be problematic for a council especially as it relates to the ability of the Minister to withhold money payable to the municipality.
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PARENTAL LEAVE FOR MUNICIPAL COUNCILLORS

Topic	Current Status	2017 Bill Changes	AUMA Perspective
Parental Leave Policy	<p>There are no specific provisions for parental leave. However, Council can approve extended absences for an elected official for a variety of reasons, including parental leave exceeding eight consecutive weeks, but there is no requirement to do so.</p>	<p>Enables councils to create a bylaw that outlines provisions for parental leave.</p> <p>The contents of the policy will be determined by each municipality in accordance with the needs of that municipality. If the municipality allows for parental leave, it must also then address how the constituents will be represented during the councillor's absence.</p>	<p>AUMA supports this change as it will allow municipalities to determine whether they want to have a parental leave policy and, if so, determine the provisions that are appropriate for their community.</p> <p>AUMA recommendations not yet addressed:</p> <ul style="list-style-type: none"> • The amendment needs to clarify how a parental leave policy will differ from existing provisions that enable Council to grant a leave. • While it would be beneficial to make a parental leave policy mandatory, the specific provisions must be set by each municipality in accordance with their capacity to accommodate (e.g. full leave vs. partial leave, scope of duties required/permitted during leave such as community events or committee participation, time period of leave, compensation during leave, etc.). • The policy must outline how constituents will be represented when their elected official is on leave and how quorum will be achieved at council meetings. • As well, the policy should specify that an elected official on approved leave is not required to vote on matters during this period.
Reasons for Disqualification of Councillors	<p>The <i>MGA</i> (s.174) sets out the disqualification provisions for municipal councillors, such as being ineligible for nomination, being absent from regular council meetings for 8 consecutive weeks, the councillor becoming an employee of the municipality, etc.</p>	<p>Specifically state that a councillor is not disqualified by being absent from regular council meetings under subsection (1)(d) if the absence meets the criteria set out in a parental leave policy bylaw.</p>	<p>AUMA is supportive of this clarification.</p> <p>AUMA recommendation not yet addressed:</p> <ul style="list-style-type: none"> • There needs to be consideration regarding quorum so that it is clear when a councillor is absent from council meetings, how quorum will be maintained.

ENVIRONMENTAL STEWARDSHIP

Topic	Current Status	2017 Bill Changes	AUMA Comment in response to Nov. 2016 discussion guide
Environmental Stewardship as a Municipal Purpose	<p>The <i>MGA</i> identifies the following municipal purposes:</p> <ul style="list-style-type: none"> • to provide good government; • to provide services, and • to develop and maintain safe and viable communities. <p>Bill 21 provisions also include the following as a municipal purpose:</p> <ul style="list-style-type: none"> • to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services. 	<p>Include consideration of environmental well-being as a municipal purpose</p> <p>*Note – this provision stated consideration of the stewardship of the environment as a municipal purpose in the Nov 2016 Discussion Guide.</p>	<p>AUMA is supportive of enabling municipalities to have a greater role in preserving the environment; however, this may be better served by being included in the preamble to the MGA.</p> <ul style="list-style-type: none"> • Further to this, municipalities require the regulatory and financial tools to be environmental stewards, which are not provided for under the current framework. • Municipalities should also be allowed to define their municipal purposes through bylaw in order to provide greater flexibility.

NOTIFICATION OF AMALGAMATIONS AND ANNEXATIONS

Topic	Current Status	2017 Bill Changes	AUMA Comment in response to Nov. 2016 discussion guide
Amalgamations: Initiation by a Municipal Authority	The <i>MGA</i> (s.103 (1)) indicates who a municipal authority must notify when initiating an amalgamation.	Require that a municipality initiating an amalgamation must notify all local authorities that operate or provide services in the affected municipalities, and include proposals for consultation with local authorities in the requirement for notice.	<p>AUMA is not supportive of the need for municipalities to include proposals for consultation with local authorities during an amalgamation. The decision to amalgamate should be the responsibility of the involved municipalities and should not require the agreement of local authorities.</p> <p>However, AUMA has advocated for a requirement for municipalities to notify local authorities as it will ensure that local authorities are aware of an impending amalgamation and can properly plan and prepare.</p> <p>Further AUMA recommendations not yet addressed:</p> <ul style="list-style-type: none"> • The local authorities that need to be notified would need to be clarified, and clearly defined, so as to ensure consistency.
Initiation of Annexation	The <i>MGA</i> (s.116) indicates who a municipal authority must notify of a proposed annexation.	Require that a municipality initiating an annexation must notify the Minister of Municipal Affairs and all local authorities that operate or provide services in one or both of the affected municipalities be notified.	<p>AUMA is supportive for a requirement to notify local authorities, as it will ensure that the Minister and local service providers are aware of the intended annexation.</p> <p>AUMA recommendations not yet addressed:</p> <ul style="list-style-type: none"> • The local authorities that need to be notified would need to be clarified, and clearly defined, so as to ensure consistency.

MUNICIPAL COLLABORATION WITH SCHOOL BOARDS

Topic	Current	2017 Bill Changes	AUMA Comment in response to Nov. 2016 discussion guide
<p>Benefitting Area Contribution</p>	<p>The MGA authorizes the taking of reserve land by a subdivision authority (e.g. provision of land, provision of money in lieu of land, etc.), as well as restrictions on that authority (e.g. percentage of lands taken and percentage of money required to be paid). The MMGA proposes maintaining that same structure for Conservation Reserve.</p>	<p>Provides municipalities with increased flexibility to use a ‘benefitting area contribution structure’ that would support land dedication and development parameters with respect to assembly of parks and school sites. Cash taken in lieu can also be used for costs relating to servicing of the land.</p>	<p>AUMA is supportive of increasing a municipality’s ability to effectively take reserve land. However, 10% is too low to provide the appropriate size of site, particularly for high schools. AUMA recommends that the percentage be increased to 15%.</p> <p>AUMA recommendations not yet addressed:</p> <ul style="list-style-type: none"> • This benefitting contribution area mechanism would be very difficult to implement in all communities where development is slow and would not meet the criteria for the taking of reserve land from multiple developments. • Further, it has the potential to negatively impact urban design by increasing urban sprawl and the loss of local parks and green space by having all of the schools in one area and residential in another area. • If this mechanism is implemented, then it should be enabled to allow for subdivisions across a region to contribute to the land. This will allow this provision to be more useful for smaller municipalities and for municipalities that provide schools for their greater region. • The province should consider: <ul style="list-style-type: none"> ○ when cash in lieu can be taken, given that it is to be different from the current basis for determining cash in lieu; ○ if there will be an ability to charge the cash in lieu at the time the larger site is required; and ○ when the developer will be paid for the extra land dedication. If the municipality is required to pay up-front (and the balance recovered from future developers), then this will place a large burden on municipalities and the province should provide bridge financing.

			<ul style="list-style-type: none"> ○ The province and school boards need to be engaged with municipalities to ensure that planning is done in a strategic manner. ● The MGA requires an amendment to allow for the taking of reserve land necessary due to significant redevelopment. This would address instances when there is significant redevelopment arising out of annexations (and the taking of cash in lieu for reserve lands prevents the annexing municipality that redevelops the land from taking reserve land.) Also, if the MGA does not allow for the retaking of reserve land, or cash in lieu, then developments under a certain density should not be allowed to take cash in lieu until the target density is reached.
<p>Mandatory Joint Use Agreements</p>	<p>The MGA (s.670) enables Joint Use Agreements (JUA) as a voluntary agreement to address the allocation of municipal and school reserves.</p>	<p>Requires municipalities to enter into JUAs with school boards within their municipal boundaries and to collaborate with respect to addressing the effective and efficient use of municipal and school reserve lots. The contents of a JUA would include:</p> <ul style="list-style-type: none"> ● the process for acquiring and disposing of land and associated servicing standards for the schools; ● a process for enabling and developing long term and integrated planning for school sites/facilities; ● a process for determining access agreements for facilities and playing fields, including matters related to any maintenance, liabilities and fees; ● a dispute resolution mechanism agreed to by both the municipality and the school boards; ● a process for determining ancillary reserve use to complement or enhance the primary school uses for reserve land 	<p>AUMA is supportive of this amendment as we have advocated to require greater cooperation between municipal authorities and school boards, particularly in regard to school reserves and the planning and servicing of schools and the disposition of school property and school reserves, as well as transparency as to future school site need.</p> <p>AUMA recommendations not yet addressed:</p> <ul style="list-style-type: none"> ● Terminology needs to be clear to differentiate between a joint use agreement (which speaks to the utilization of a facility) versus joint planning (which speaks to the issues identified here). ● Parameters of Joint Use Agreement committee accountability and membership should be reviewed to ensure that the governance is appropriate and that there is appropriate municipal representation. For instance, the administration of the Joint Use Agreement itself should ensure that the responsibility of planning involvement is appropriately distributed so that authority is proportional to accountability for boards and the municipality. ● This provision should also address a municipality’s ability to repurpose surplus school sites as there have been instances where a municipality’s access has been restricted.

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		<p>outlined in the MGA and that have a public benefit;</p> <ul style="list-style-type: none"> • a time frame and mechanism for regular review of the joint use agreement. <p>Consequential amendments may be required to the <i>School Act</i> and the <i>Education Act</i>.</p>	<ul style="list-style-type: none"> • Provisions should be made to require a Joint Use Agreement to address how reserves collected in the municipality will be used to contribute to school site acquisition and development in any other municipality to which that municipality sends its students. • Municipalities need to retain the authority to follow their own planning needs and a school board should not be able to impede a municipality's authority. • Consideration should be given to municipalities where there are multiple school boards (e.g. Public, Catholic, Francophone, Charters, etc.) as this will increase the complexity of these agreements. • Further, a Joint Use Agreement is difficult to carry out unless the province is an active participant in the agreement, as they are central to the infrastructure decisions regarding school sites.
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OFF-SITE LEVIES

Topics	Current Status	2017 Bill Changes	AUMA Comment in response to Nov. 2016 discussion guide
Provincial Transportation Systems	The MGA (s.648) authorizes councils, by bylaw, to impose levies on land that is to be developed or sub-divided and sets out parameters for the imposition and collection of levies. The legislation does not currently allow for levies related to provincial infrastructure upgrades.	Enables off-site levies, by bylaw, to be charged for provincial transportation connection projects that serve the new or expanded developments. Require approval of the Minister of Transportation before this type of levy can be collected. Consequential amendment to the <i>Public Highways Development Act</i> may be required to authorize the Minister of Transportation to approve municipal off-site levy bylaws pertaining to provincial highway off-site levies.	AUMA does not support municipalities collecting offsite levies to pay for the provincial transportation system. The system should be funded through provincial revenues not local fees and charges. <ul style="list-style-type: none"> The levies may manipulate the prioritization of provincial infrastructure projects and distort property prices in some communities. If this provision goes forward, it needs to be at the discretion of individual municipalities as to whether to use this tool and it may be better advanced through city charters or growth management boards.
Intermunicipal Off-Site Levies	The legislation does not currently allow for intermunicipal off-site levies.	Enables municipalities to collaborate with one another on the sharing of intermunicipal off-site levies, including the expanded uses (libraries, police stations, fire halls, community recreation facilities).	AUMA has advocated for this change as it will allow for intermunicipal projects and will provide smaller municipalities the opportunity to utilize the new offsite levy powers. <ul style="list-style-type: none"> Permitting intermunicipal off-site levies between jurisdictions would allow for a more coordinated regional approach and allow neighbouring municipalities to share a common philosophy, and better support the development of projects. AUMA recommendations not yet addressed: <ul style="list-style-type: none"> This provision should specifically allow municipalities to charge an offsite levy to support a facility in a neighbouring municipality and transfer the funds to that municipality where the facility is supported by appropriate studies and either a separate agreement in respect of cost sharing or as part of an ICF, or IDP. Having a clear agreement in place would provide clear reporting requirements, financial obligations etc., and ensure that risks and responsibilities are shared appropriately.

			<ul style="list-style-type: none"> • Consideration must also be given to how an appeal would function for an intermunicipal levy, the process in cases where a municipality does not wish to contribute/participate, and the mechanisms each municipality has in order to access appeals. • Also, this provision should include the opportunity for redevelopment levies in areas where new factors are introduced such as a significant increase in density where an original offsite levy no longer is sufficient to meet the needs of the area.
Validating Existing Off-Site Levy Bylaws	This item is not currently addressed in the legislation.	Specifically, states that any off-site levy fee or charge made by bylaw or agreement before November 1, 2016 is deemed to be valid.	AUMA is supportive of this administrative clarification.
Education	This item is not currently addressed in the legislation.	Exempts school boards from paying off-site levies on non-reserve lands that are developed for public school projects. *Note- this provision stated an exemption for “school board purposes” in the Nov 2016 Discussion Guide.	AUMA is supportive of this provision to only apply to schools.

CONSERVATION RESERVE

Topic	Current Status	2017 Bill Changes	AUMA Comment in response to Nov. 2016 discussion guide
Transfer of conservation reserve	The <i>MGA</i> (s.127) identifies what an order to annex lands may require.	Requires the municipality receiving the annexed land to pay compensation to the other municipality for any conservation reserve lands within the annexed area in the amount that the municipality originally paid for the land.	<p>AUMA is supportive of this change as it will ensure that the municipality that derives benefit from conservation reserve lands are the ones who pay for it; however, limiting the amount to what the municipality originally paid for the land should be removed and municipalities should have the ability to negotiate remuneration.</p> <p>AUMA recommendations not yet addressed:</p> <ul style="list-style-type: none"> • AUMA is concerned that the conservation reserve provision may see limited use, as the province is downloading responsibility to municipalities to protect environmentally sensitive areas without providing adequate funding. • Consideration should be given to allowing conservation reserves to be taken in the form of a caveat as is provided for environmental reserves. Provisions should also be made to allow administration of the caveat to be delegated to a qualified third party (e.g. Ducks Unlimited). This provision may broaden the appeal of conservation reserves to developers and municipalities.
Transfer of conservation reserve	The <i>MGA</i> ensures that during formations, annexations, amalgamations, and dissolutions ownership of any land, or portion of land, designated as a public utility lot, environmental reserve, municipal and school reserve, transfers to the new municipal authority (s.135(1)(c), (2) and (2.1)). The <i>MGA</i> also indicates that if reserve lands are sold or money instead of land is received by the old municipality after notification of	Specifically states that the proposed new Conservation Reserve designation is treated the same as these other categories of land and that the designation would remain on that land until such time as it is changed through any required processes.	AUMA is supportive of this administrative change as it increases clarity and consistency regarding the new conservation reserve provisions.

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	annexation or amalgamation, the proceeds of the sale or money received must be paid to the new municipal authority by the old municipal authority.		
Identification of conservation reserve	The <i>MGA</i> outlines what a Municipal Development Plan (MDP) must and may contain (s.632(3))	Clarifies that in addition to other types of reserve land that must be included in an MDP, a municipality may include policies addressing the proposed new conservation reserve designation, including types and locations of environmentally significant areas and the environmental purpose of conservation.	<p>AUMA is supportive of this change as it will enable a municipality to plan for their needs consistently through their statutory plans. This provision should remain optional.</p> <p>AUMA recommendations not yet addressed:</p> <ul style="list-style-type: none"> • It is not clear how this change will relate to proposed section 664.2(1)(d) requiring that the taking of a conservation reserve must be consistent with the municipality’s MDP. • The MDP should require that land intended for a conservation reserve be kept in a natural state prior to being provided to the municipality.
Identification of conservation reserve	The <i>MGA</i> indicates that an Area Structure Plan may contain any other matters a council considers necessary (s.633(2)(b)).	Specifically states that municipalities may develop policies addressing reserve lands within their area structure plans. This would include identifying types and locations of environmentally significant areas and the environmental value of conservation.	<p>AUMA was supportive of this change as it provides a municipality the option of including conservation reserves in their Area Structure plans but does not require them to do so.</p>
Exempting conservation reserve lands from paying municipal property taxes.	The <i>MGA</i> exempts environmental reserves, municipal reserves, school reserves, municipal and school reserves and other undeveloped property reserved for public utilities from paying municipal property taxes (s.361.c).	Exempts land designated as conservation reserve under the proposed new provisions from paying municipal property taxes.	<p>AUMA is supportive of this change as it provides consistent rules for all reserve land and increases clarity.</p>

<p>Disposal of conservation reserve</p>	<p>The proposals in Bill 21 do not address removal of the conservation reserve designation or sale of conservation reserve lands.</p>	<p>Allows municipalities to dispose of land designated as the proposed new conservation reserve when a substantive change outside of municipal control occurs to the feature being conserved, while ensuring the public process used to dispose of municipal reserve and school reserves is followed with the disposal of conservation reserve lands. Specifically state that any proceeds from the disposal of conservation reserve would have to be used for conservation purposes.</p>	<p>AUMA is supportive of this change as there may be circumstances where the specific conservation reserve land is no longer environmentally sensitive and there needs to be a mechanism for its disposal.</p> <p>AUMA recommendations not yet addressed:</p> <ul style="list-style-type: none"> • AUMA is concerned that the conservation reserve provision may see limited use, as the province is downloading responsibility to municipalities to protect environmentally sensitive areas without providing adequate funding. • Consideration should be given to allowing conservation reserves to be taken in the form of a caveat as is provided for environmental reserves. Provisions should also be made to allow administration of the caveat to be delegated to a qualified third party (e.g. Ducks Unlimited). This provision may broaden the appeal of conservation reserves to developers and municipalities.
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COMPLIANCE WITH THE LINKED TAX RATE RATIO

Topic	Current Status	2017 Bill Changes	AUMA Comment in response to Nov. 2016 discussion guide
Compliance Timeframe	No required compliance date has been proposed for municipalities outside of the proposed ratio.	<p>Adds a provision requiring municipalities to comply with the proposed maximum tax rate ratio.</p> <p>Allow the Minister to set a schedule through regulation with progressively lower maximum tax ratios that municipalities exceeding the 5:1 ratio would have to meet in the intervening years. The Minister would have authority to set timeframes by which municipalities or groupings of municipalities would have to reach the 5:1 ratio, based upon how much their local ratio diverges from the legislated 5:1 ratio. Municipalities would always set their own tax rates, but within the ratios set out in the regulation.</p> <p>Add a provision giving the Minister authority to exempt a municipality from any aspect of the proposed compliance schedule if and when they consider it appropriate.</p>	<p>Although AUMA has advocated for the removal of the 5:1 ratio, we are supportive of this amendment as it will reduce the potential for inconsistencies across the province. Further, allowing for the Minister to set a schedule will account for lowering the tax rate ratio with local needs.</p> <p>AUMA also supports providing the Minister with the authority to exempt a municipality indefinitely from the 5:1 ratio as this would allow for specialized municipalities, such as Jasper, to be accommodated under the framework.</p> <p>AUMA recommendations not yet addressed:</p> <ul style="list-style-type: none"> • Consideration also needs to be given to how a timeline that brings a municipality in line with the 5:1 ratio impacts residential property taxes and assessments. • Further authority should be given to allow a municipality to specify a subclass to be exempt from the 5:1 ratio to accommodate property classes such as brownfields or vacant property where the municipality should have the authority to apply a tax rate that would exceed the 5:1 maximum link.

TAXATION OF INTENSIVE AGRICULTURAL OPERATIONS

Topic	Current Status	2017 Bill Changes	AUMA Comment in response to Nov. 2016 discussion guide
Levy on Intensive Agriculture	There are no specific provisions for intensive agriculture operations	No change (status quo) *NOTE-The discussion document used as part of the province’s Bill 8 consultations had included a provision to authorize municipalities to pass a bylaw imposing a levy on intensive agricultural operations. This provision was not included as part of Bill 8.	AUMA was supportive of the proposed provision to enable the collection of a levy on intensive agricultural operations as municipal services are required to support intensive agriculture operations and they are different needs than that of conventional farms.

ACCESS TO ASSESSMENT INFORMATION

Topic	Current Status	2017 Bill Changes	AUMA Comment in response to Nov. 2016 discussion guide
Access to DIP Assessment Information	Bill 21 as written would not allow municipalities access to information regarding how a designated industrial property (DIP) assessment was prepared.	Includes provisions to allow a municipality to request information regarding assessments of designated industrial property in their jurisdiction. The provincial assessor would have to comply with this request except while there is an active complaint from the municipality on the property. Under this amendment, municipalities requesting information on provincially prepared assessments could be required to sign a standardized confidentiality agreement to ensure that information provided by property owners is only used to determine if the property is assessable, if the assessment is prepared correctly, if a complaint is warranted; and to prepare a case.	AUMA is supportive of this provision as it will increase clarity and consistency for assessors and municipalities, and supports an efficient assessment process where the relevant information is accessible. AUMA recommendations not yet addressed: <ul style="list-style-type: none"> • This provision does not go far enough. This Designated Industrial Properties (DIP) information should be automatically provided to the municipality and should not hinge on a request. Further, a municipality should have full access to all of the information that has been utilized to prepare the assessment of DIPs. • Municipalities should be considered “equal” partners (with Municipal Affairs) and not excluded from “privileged” information as they are already held to account by privacy rules. • Also, the requirements for accessing assessment records from the provincial assessor should not be substantially different for an assessed person than the requirements for a ratepayer to access information from a municipal assessor.

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<p>Providing the Information to Municipalities</p>	<p>The MGA is silent on this matter.</p>	<p>Specifically states that information provided to the province by property owners under sections 294 and 295 could be provided to municipalities upon request, subject to confidentiality requirements.</p>	<p>AUMA is supportive of this provision as it will increase clarity and consistency for assessors and municipalities and supports an efficient assessment process where the relevant information is accessible.</p> <p>AUMA recommendations not yet addressed:</p> <ul style="list-style-type: none"> • There should not be a confidentiality clause required, and this information should be automatically provided to the municipality and should not hinge on a request. • The Act needs to set out that municipalities can use information deemed confidential in appeals. • Further, the provincial assessor should be required to copy the municipality on disclosure requests, disclosed documents, and any related correspondence. • An arm’s length audit process should be required for the province to implement to verify and report that the assessments prepared for DIPs by the provincial assessor are correct and accurate. The auditor of the DIPs should be in addition to the Auditor General role of the government, as the Auditor General reviews broad processes but would not typically re-assess individual properties.
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ASSESSMENT NOTICES

Topic	Current Status	2017 Bill Changes	AUMA Comment in response to Nov. 2016 discussion guide
<p>Notice of Assessment Date</p>	<p>Assessment notices must include the deadline for filing a complaint about the assessment, which must be 60 days from the date the assessment notice is sent.</p>	<p>Requires municipalities and, in the case of the Bill 21 provisions, the provincial assessor to set a “notice of assessment date” which would be required to be between January 1 and July 1. The notice of assessment date would be included on assessment notices, and assessment notices would be sent prior to the notice of assessment date.</p>	<p>AUMA is supportive of providing clarity regarding when documents are understood to be sent and received. The notification by the municipality of the date of assessment will assist property owners in determining their opportunity for filing a complaint.</p> <p>AUMA recommendations not yet addressed:</p> <ul style="list-style-type: none"> • The MGA will need to note that this provision applies notwithstanding the “7 days from the date of mailing” in the Interpretation Act. Specifically, Section 23(1) of the Interpretation Act states, “If an enactment authorizes or requires a document to be

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		<p>Enable municipalities and the proposed provincial assessor to establish additional notice of assessment dates for amended and supplementary assessment notices, which could occur at any time throughout the year.</p> <p>The deadline for filing a complaint about an assessment would be 60 days from the notice of assessment date.</p>	<p>sent, given or served by mail and the document is properly addressed and sent by prepaid mail other than double registered or certified mail, unless the contrary is proved the service shall be presumed to be effected (a) 7 days from the date of mailing if the document is mailed in Alberta to an address in Alberta”. As this could be in contradiction with the new provision, this will need to be clarified.</p> <ul style="list-style-type: none"> As a note of clarification, this amendment should specify that it is regarding the “date the assessment notice is sent”, not the “notice of assessment date”.
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CLARITY REGARDING TAX EXEMPTIONS

Topic	Current	2017 Bill Changes	AUMA Comment in response to Nov. 2016 discussion guide
Taxation of Provincial Agencies	<p>Under the MGA, any property interest held by a Provincial agency is exempt from taxation.</p>	<p>Specifically states that properties owned, leased and held by provincial agencies (as defined in the <i>Financial Administration Act</i>) are taxable for the purposes of property taxation. This would not include Alberta Health Services, housing management bodies established under the <i>Alberta Housing Act</i>, schools, colleges and universities.</p>	<p>AUMA is supportive of adding these properties to the municipal tax base to compensate municipalities for the services the municipality provides (such as water, sewer, and fire protection).</p> <p>AUMA recommendations not yet addressed:</p> <ul style="list-style-type: none"> The property tax exemptions that are set out in the Financial Administration Act and the MGA (Alberta Health Services, housing management bodies, schools, colleges, and universities) should be removed (i.e. should be included in the tax base) as these properties utilize municipal services. In order to increase clarity and longevity of the legislation, the MGA should specify those properties that are exempt from municipal property tax, and state that anything else is taxable. This would then include the majority of properties, regardless of whether they are in the Financial Administration Act and Alberta Public Agencies Governance Act, or part of the Agencies, Boards and Commissions review, or future reviews or name changes, etc.

CORRECTIONS TO ASSESSMENTS UNDER COMPLAINT

Topic	Current Status	2017 Bill Changes	AUMA Comment in response to Nov. 2016 discussion guide
Changes to Assessments under complaint	Under the <i>MGA</i> as amended by Bill 21, assessors would be permitted to revise an assessment even after a complaint has been filed on the assessment.	Establishes the following process for revising an assessment that is under complaint: <ul style="list-style-type: none"> • Requires an amended assessment notice, along with written reasons for the changes to the assessment, to be sent to: <ul style="list-style-type: none"> ○ the assessed person; ○ the municipality (if the property is Designated Industrial Property); ○ the complainant (if it is not the assessed person); and ○ the assessment review board or Municipal Government Board (depending on the property type). • Requires the assessment review board or Municipal Government Board to cancel the complaint, notify the property owner of the cancellation, and refund the complaint fee. • An amended assessment notice is not required if an assessment is revised as a result of a complaint being withdrawn by agreement between the complainant and the assessor, except in the case of the proposed new Designated Industrial Property class. • An assessed person or a municipality would be able to file a complaint about the amended assessment notice within 60 days of the assessment notice date. • Does not permit an assessor to revise an assessment after an assessment review board or the Municipal Government Board has rendered a decision on a complaint regarding the assessment. 	<p>AUMA is supportive of this provision as it allows for the efficient review and amendment of an assessment, regardless if it is under complaint or not. This will streamline the current process and still allow a property owner to retain their right to review their assessment, or to file a complaint.</p> <p>AUMA recommendations not yet addressed:</p> <ul style="list-style-type: none"> • This provision needs to be used in good faith, so that it is not used to reset timing for an assessment appeal by a property owner (i.e. under section 299 where it resets the 60 day appeal period).

GENERAL TECHNICAL AMENDMENTS - GOVERNANCE

Current	2017 Bill Changes	AUMA Comment in response to Nov. 2016 discussion guide
<p>Other Requirements for a Petition s.224 (MGA) This section indicates that a witness to a petition signature must take an affidavit indicating the signatory to a petition is eligible to sign.</p>	<p>Clarifies that the inclusion of witness affidavits is required upon submission of a petition.</p>	<p>AUMA is supportive of this amendment so that municipal petitions are consistent with provincial rules and requirements for petitions.</p> <ul style="list-style-type: none"> • The MGA should maintain the requirement that all sheets of a petition containing signatures must indicate the topic of the petition. • The legislation should specify that Municipal Affairs must disclose to the municipality the subject of the petition, including the wording of the question.
<p>Contents of an Operating Budget s.243(1) This indicates that a municipal operating budget must include the estimated amount of specific expenditures and transfers.</p>	<p>Adds a requirement to include the estimated amount of expenditures and transfers needed to meet the municipality's obligations for services funded under a proposed Intermunicipal Collaboration Framework (ICF) or a revenue sharing agreement.</p>	<p>AUMA is supportive of this amendment as it will improve transparency in financial planning by creating a connection between the operating plan agreements stemming from an ICF.</p> <ul style="list-style-type: none"> • Additionally, this provision should be extended to include reference to a municipality's capital plan as an ICF may also speak to the provision of infrastructure and this should also be properly accounted for.
<p>Advertisement Bylaw s.606(2)(c) (MGAA, 2015) This section authorizes a municipality to advertise only on its website and without the requirement of a bylaw.</p>	<p>Repeals subsection (2)(c), repeal the reference to it in s.606.1(4) and repeals the additional notice requirement in s.606(6)(e) that relates only to notification given on a website under subsection (2)(c).</p>	<p>AUMA would be supportive of including this provision in a municipality's public participation policy, (instead of a separate bylaw), in order to add clarity to a municipality's engagement with the public by including all information relating to public participation in one document.</p> <ul style="list-style-type: none"> • Albertans expect information to be available online and the legislation should be written in such a way that not only encourages this, but also enables a municipality to do so without undue inefficiencies. • Additionally, many Albertans do not have access to door-to-door mail delivery, or access to newspapers, and as such, rely on the internet for local information. The MGA should enable municipalities to post information online in the most cost-effective manner.

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<p>Form of Nomination The Local Authorities Elections Act (LAEA) (s.27(1)) includes the requirement that each candidate must provide a written acceptance, which includes the statements that the candidate is eligible to be elected and will accept the office if elected.</p>	<p>Adds a new provision to the LAEA to require candidates to acknowledge the requirement to read and comply with the municipality's code of conduct if elected.</p>	<p>AUMA is supportive of this provision as it will ensure consistency for councillors across the province.</p> <ul style="list-style-type: none"> • Additionally, there should be a code of conduct for all candidates, and not only elected officials. • The LAEA should include a provision that disqualifies a candidate if they do not comply. • Once a code of conduct is in place, this provision should require a candidate "to have read" the code of conduct, rather than requiring the candidate to read it in the future.
<p>Revision Authorized s.63 (MGA) This section allows council, by bylaw, to authorize administration to revise a bylaw in accordance with a list of permitted revisions.</p>	<p>Adds a requirement to allow council, by resolution, to authorize the Chief Administrative Officer of a municipality to revise a bylaw in accordance with a list of permitted revisions.</p>	<p>AUMA is supportive of this change as fixing minor errors or omissions should not need to be subject to a rigorous bylaw approval process.</p>
<p>Requirements Relating to Substituted Bylaws s.65 (MGA) This section sets out deeming requirements for passing revised bylaws.</p>	<p>Clarifies that this section operates despite the provisions in s.191, which deals with the power to amend or repeal a bylaw.</p>	<p>AUMA is supportive of this change as fixing minor errors or omissions should not need to be subject to a rigorous bylaw approval process.</p>
<p>*NEW*</p>	<p>Provides the Minister with the ability to create a regulation to define the terms "held by" and "used in connection with" if required.</p>	<p>AUMA is supportive of this change as it will allow the needed flexibility to meet unique and diverse situations.</p>

GENERAL TECHNICAL AMENDMENTS—PLANNING AND DEVELOPMENT

Current	2017 Bill Changes	AUMA Comment in response to Nov. 2016 discussion guide
<p>Environmental Reserve s.664(1)(a) This section identifies the types of land that can be dedicated as Environmental Reserve during subdivision application processes.</p>	<p>No change (status quo)</p> <p>*NOTE- The discussion document used as part of the province’s Bill 8 consultations had included a provision to change the reference from swamp to wetland.</p>	<p>AUMA had advocated for this amendment as it would bring the MGA in line with Alberta’s wetland policy, which is important for clarity and consistency due to the expanded definition of “wetlands”.</p>
<p>Statutory Plans s.636.1 The <i>MGA</i> addresses notifications with respect to statutory plans and the provision of opportunities for suggestions or representations regarding those plans.</p>	<p>Adds a requirement that area structure plans with a provincial highway component will need to be referred to Alberta Transportation.</p>	<p>AUMA is supportive of requiring municipalities to circulate Area Structure Plans to Alberta Transportation to allow the department the opportunity to provide a comment on the suitability of the development. This should be done through the existing stakeholder process and would include authority for a municipality to include a deadline for input to be received from Alberta Transportation. In the absence of a response by this deadline, it should be assumed that there are no issues or impediments.</p>
<p>Subdivision and Development Appeals s. 686(1.1) This section indicates the date of notification of an order, decision or development permit is deemed to be 7 days from the date mailed.</p>	<p>Ensures that the appeal period is the same for posted, advertised or mailed notices.</p>	<p>AUMA is supportive of this administrative change as it provides consistency for appeal periods regardless of how the notification is posted or delivered.</p>

GENERAL TECHNICAL AMENDMENTS—ASSESSMENT AND TAXATION

Current	2017 Bill Changes	AUMA Comment in response to Nov. 2016 discussion guide
<p>New Extension of Linear Property Regulation</p>	<p>Excludes the Extension of Linear Property Regulation from s.603.1(3) and have it become repealed either upon the coming into force of a new regulation or on December 31, 2020</p>	<p>AUMA is supportive of this administrative change, as it proposes a solution for a temporary regulation made under Section 603 so that it can be extended (and is not required to be repealed), and the matters can be revised within other regulation review.</p>
<p>New Electric Energy Exemption Regulation Elevation</p>	<p>Elevates the policy of this s.603 regulation directly into the MGA, thereby enabling the Minister by Order to exempt certain components of properties from education property tax, where those components are used for or in the generation of electricity.</p>	<p>AUMA is supportive of this administrative change, as it proposes a solution for a temporary regulation made under Section 603 by elevating the policy into the legislation.</p>
<p>Right to enter on and inspect a property s. 294 Assessors have the right to enter and inspect property for the purpose of preparing an assessment or determining if a property is to be assessed (section 294 of the MGA). Assessors also have the right to compel people to provide any information necessary for the assessor to carry out their duties under the MGA.</p>	<p>Clarifies the legislation so that the purposes for which assessors are permitted to inspect properties are aligned with the right of assessors to request information to carry out their duties under Parts 9-12 of the MGA.</p>	<p>AUMA is supportive of this change as it ensures assessors have the necessary information for which to do their job. This provision is needed to ensure that this remains the case.</p> <ul style="list-style-type: none"> • The MGA should clarify that the information can be used in the defense of assessments once a complaint has been filed.
<p>Assessment information An assessed person may ask the municipality or, under the Bill 21 proposals, the provincial assessor for sufficient information to determine how the assessor prepared the assessment of that person’s property. The municipality or proposed provincial assessor must comply unless the property owner</p>	<p>Clarifies that assessors may not compel a property owner to provide records during an inspection or respond to a request for information relative to the current assessment year if the property owner has filed a complaint about their assessment.</p>	<p>AUMA is not supportive of an amendment as it appears to limit information requests from owners regarding information for the current year.</p> <ul style="list-style-type: none"> • This provision needs to enable the processes of assessments while one is under complaint for the upcoming assessment year.

Disclaimer: This analysis is based on a verbal update and not the actual legislative text of the Bill. AUMA may alter, or change, this analysis once the actual legislative text is received.

<p>has filed a complaint about their assessment and the issue has not been resolved. Under Bill 21, assessors could compel property owners to provide records during an inspection or respond to a request for information at any time, regardless of whether an assessment on the property is under complaint.</p>	<p>The assessor may still request information or compel the property owner to provide records relative to the upcoming assessment year.</p>	
<p>Subclasses Under the <i>MMGA</i> proposals, councils would be permitted to set different tax rates for sub-classes of non-residential property (as defined in the regulations). Assessors would be required to apply the sub-classes defined in the regulation to assessments even if council wishes to tax all sub-classes at the same rate.</p>	<p>Clarifies that assessors would only be required to apply non-residential sub-classes in the assessment process if council chooses to tax the sub-classes differently.</p>	<p>AUMA is supportive of this amendment as many municipalities will not be able to, or have no need to, implement non-residential subclasses. As such, they should not undertake the sub-classing process if it is not needed.</p>
<p>Liability Code Assessments rolls and notices are required to include a “liability code”, which is assigned by the assessor (section 303(f.1)).</p>	<p>Removes the requirement to include a liability code on assessment rolls and notices.</p>	<p>AUMA is supportive of this administrative change.</p>
<p>Receipts Municipalities are required to provide a receipt when taxes are paid (section 342).</p>	<p>Clarifies that municipalities will not be required to provide a receipt when taxes are paid, unless otherwise requested by the property owner.</p> <p>*Note- this is changed from the 2016 Discussion Guide where municipalities would have had to provide a receipt unless otherwise instructed by the property owner</p>	<p>AUMA is supportive of this amendment, as the default should be to not provide a receipt unless there is an error in the payment, or the Bill is not fully paid, etc.</p>
<p>*NEW*</p>	<p>Strengthens the sections in the MGA regarding the Business Improvement Area (BIA) committees’ ability to collect fees from business owners.</p>	<p>AUMA is supportive of this administrative amendment that allows for consistent application of measures to collect on delinquent taxes.</p>



ALBERTA
SENIORS AND HOUSING

*Office of the Minister
MLA, Edmonton-Riverview*

RECEIVED

APR 10 2017

AR 42404

March 30, 2017

Dear Seniors Serving Organization:

Each year the Minister's Seniors Service Awards recognize the important volunteer work that individuals and organizations provide to assist seniors in Alberta. To date this program has honoured 128 recipients. This year, the Alice Modin Award is being introduced to recognize a senior who has provided long-term volunteer service to their community, promotes volunteerism, or whose volunteer efforts have had a provincial impact. Alice Modin was instrumental in spearheading Seniors' Week in Alberta more than 30 years ago, and was a lifelong community volunteer.

Attached is a poster and nomination booklet for the 2017 Minister's Seniors Service Awards. Please consider nominating volunteers in your community and help us promote the awards by displaying the poster and spreading the word. The deadline for nominations is May 19, 2017.

All nominees will be recognized at community celebrations taking place across Alberta this summer, and award recipients will be recognized at a ceremony in the fall. Additional information on the community events will be available in the spring.

Please visit my ministry website at www.seniors-housing.alberta.ca for more information or email seniorsinformation@gov.ab.ca to request additional nomination packages.

Thank you for supporting seniors in Alberta.

Sincerely,

Lori Sigurdson
Minister of Seniors and Housing

Attachments

From: President [<mailto:President@auma.ca>]
Sent: Thursday, April 13, 2017 3:28 PM
Subject: Marijuana Legislation
Importance: High

To Mayors and CAOs:

As you may know, the federal government tabled legislation today relating to the legalization of marijuana. Public consultation is expected to occur over the summer and fall so that the legislation can be passed by the end of the year. The federal government states that full implementation is targeted for summer 2018. This is a full year earlier than originally planned and is extremely ambitious given the need to develop federal and provincial regulations and associated municipal bylaws. AUMA's news release (see attached) outlined the challenges with this timeline and profiled the complex health and safety issues that need to be resolved.

The legislation largely follows the federal Marijuana task force recommendations that were presented by the Honourable Anne McClellan at AUMA's March Mayors Caucus. They are rooted in the concept of alignment with alcohol provisions. As part of their responsibility for ensuring the marijuana supply is safe, the federal government will license producers. While the federal government has set the minimum age of consumption at 18 years, the provinces can increase the age limit at their discretion, similar to how alcohol is handled. As well, the provinces will be in charge of regulations concerning distribution and price.

The proposed law would provide for:

- New legal limits to allow individuals to have up to 30 grams (a little more than an ounce) of cannabis on hand at a time, to consume as they wish — to smoke or eat it in home-baked — and to grow four plants in their own home, without breaking the law. There would still be tickets for possession of small amounts, or up to five years in jail for illegal possession of larger amounts, depending on the amount held.
- New criminal penalties for illegally supplying to minors (up to 14 years in jail) and for driving while impaired by marijuana. Penalties can range from \$1,000 to life imprisonment for driving within two hours of having an illegal level of drugs in the blood. The penalty depends on whether someone was hurt or killed during the offence.
- Strict controls on advertising, marketing and branding of legal marijuana, such as standardized serving sizes and potency, and packaging and labeling.

AUMA met with Parliamentary Secretary, Bill Blair, this week in Ottawa to profile health and safety issues. This follows recent discussions with Minister Ganley on the opportunity for AUMA to work with the province to ensure our provincial regulations and municipal bylaws will collectively provide a comprehensive framework. In particular, we must ensure that municipalities have the ability to influence the sale and consumption of marijuana in their communities and that enforcement is appropriately coordinated by the various law enforcement bodies.

With respect to drug testing, there are two issues impacting enforcement. The first issue is defining what levels of drug consumption affect a person's ability to drive a motor vehicle. The Canadian Center of Forensic Science is currently conducting research to try to ascertain this. The other issue is around how to detect drug consumption. Public Safety Canada is working with police services, including the RCMP, to test various devices that use oral fluid samples to detect drugs (cannabis, opioids, cocaine,

methamphetamine, etc.). Field trials are ongoing and AUMA will be closely monitoring the results so we can keep you updated.



Lisa Holmes

President, AUMA

Mayor, Town of Morinville

E: president@auma.ca

C: 780.237.2920

Alberta Municipal Place

300, 8616 - 51 Avenue Edmonton, AB T6E 6E6

www.auma.ca

www.amsc.ca



Attention: News Editors
For immediate release

Municipalities call for measured pace and a local voice in legalization of marijuana

(Edmonton, April 13, 2017) – Alberta’s urban municipalities are very concerned about the apparent short timeframes for implementing the legalization of marijuana for recreational use.

AUMA was the first municipal association in Canada to take definitive action to assess the potential health and safety implications and has been working with other associations across Canada to proactively identify the importance of an integrated approach between federal, provincial and municipal governments so we can collectively ensure appropriate systems are in place to educate the public, restrict inappropriate usage, address health and safety issues and enable coordinated enforcement through RCMP and municipal law enforcement bodies.

"The speed at which government intends to move ahead puts municipalities at risk in preventing adverse impacts in our communities," says AUMA President Lisa Holmes. "Many of the health and safety impacts are complex and require collaboration between all three levels of government and time to address".

These health and safety issues span the production, distribution and consumption of marijuana. For example, municipalities have been advocating for sufficient fire and building codes to regulate the growth of marijuana, particularly in residential properties so that current and prospective property owners are protected from the adverse effects that home grow can create. As well, action needs to be taken to ensure that commercial production facilities have to pay property taxes, similar to other businesses. The sale of marijuana needs to be carefully considered to ensure it eliminates the illegal drug market while not occurring in a way that is dangerous to youth or to the community. In particular, municipalities will need to set out restrictions around where marijuana can be publically consumed.

Federal, provincial and municipal governments all play a role in traffic and workplace safety and enforcement. Municipalities want to ensure that they, and the taxpayers who fund them, are not burdened by the permitting, inspection and enforcement activities. As well, greater certainty needs to be provided on the level of consumption that causes impairment and how that level of impairment can be detected.

"Our core message to the federal government is to take a measured pace that allows provincial and municipal governments to work together to create an appropriate framework for their province. In particular, we need to ensure that the federal legislation and associated programs provide sufficient authority for municipalities to influence the sale and consumption of marijuana in their communities", says Holmes. "We have also requested that Minister Ganley include municipalities in the provincial Cannabis Secretariat that she has created to develop a framework for Alberta’s implementation. We need to be engaged as we cannot fully align local bylaws until the federal and provincial regulations are appropriately set".

-30-



About the AUMA

AUMA represents 269 urban municipalities including cities, towns, villages, summer villages, and specialized municipalities. We work with federal and provincial governments and business and community stakeholders on a broad range of issues to strengthen the economic, social, cultural, and environmental vitality of our member municipalities.

For more information:

Maegan Sheskey
Communications Coordinator, AUMA
780-668-2436



WE ARE
economies
OF SCALE

WE ARE THE
support
YOU NEED

WE ARE THE
experts
IN MUNICIPALITIES

WE ARE YOUR
advocate



Registration now open for AUMA's 2017 summer Mayors' Caucus

April 20, 2017

Registration is now open for AUMA's summer Mayors' Caucus being held from June 13 to 15, at the Best Western Inn in Okotoks, Alberta. [Click here to register](#). If you require a hotel room, please contact the Best Western Inn in Okotoks at 403-995-6262, quoting AUMA summer Mayors' Caucus.

The Caucus is open to all AUMA urban municipality members and will follow the traditional format where members attend one day, according to their municipality's population size.

June 13 - municipalities under 2,500

June 14 - municipalities between 2,500 and 10,000

June 15 - municipalities over 10,000

The Caucus also provides members with an opportunity to submit a Request for Decision (RFD) that proposes action on a municipal matter that cannot wait for the resolution process at the annual AUMA convention. Any RFD approved at the June caucus that affects other members will be sent to all regular members so they can advise of any concerns before the AUMA Board reviews the proposed action. The RFD template is available [here](#). The submission deadline is Tuesday, June 6. All RFDs can be sent to Jennifer Jobs.

The full agenda for summer Mayors' Caucuses will be posted in the coming weeks.

If you have any other questions about summer Mayors' Caucus, please email [Maegan Sheskey](#) or call 780-431-4528.

Home page:

[no](#)

[Back to news](#)

AUMA / AMSC 300-8616 51 Ave, Edmonton, AB, T6E 6E6

Main line: 780-433-4431

Toll-free within Alberta: 310-AUMA (2862)

From: Bev Thornton [<mailto:bev@albertasouthwest.com>]

Sent: Wednesday, April 12, 2017 7:22 PM

To: Barney Reeves; Barney Reeves2; Beryl West; Bill Peavoy; Blair Painter; Brent Feyter; Dennis Gillespie; Garry Marchuk; John Connor ; Jordan Koch; Kathy Wiebe; Lloyd Kearl; Lorne Jackson; Maryanne Sandberg; Monte Christensen; Ron Davis; Shelley Ford; Warren Mickels

Cc: Chad Parsons; Chad Parsons2; Cheryl Tully - Granum (office@granum.ca); Cindy Cornish; Cindy Vizzutti; Clayton Gillespie; Greg Brkich; Janet Edwards; Jeff Shaw; Kevin Miller; Laurie Wilgosh; Lorrie O'Brien; Marian Carlson; Murray Millward; Sandy Chrapko (sandy@granum.ca); Scott Barton; Susan Keenan; Wendy Kay

Subject: AlbertaSW letter of request to Minister Miranda

Dear AlbertaSW Board and CAOs,

The Board agreed at the meeting last Wednesday to send a letter that supported a letter from ID#4 Waterton, requesting a Tourism and Recreation Economic Impact Assessment.

Further to that, the Board felt it was important to request that the entire region be included in such a study, as any new developments i.e. provincial parks, will impact all of us in this southwest landscape.

Attached is a letter to that effect addressed to Minister Miranda, cc'd Ministers Bilous and Philips. Thank you to everyone who offered suggested revisions. I think this now captures what we had discussed at the meeting.

Have included both word and pdf format for your convenience.

If any communities have a perspective to share regarding this request, it is always useful to make the department aware of that support.

Once the Chair has signed this letter it will be forwarded to the Ministers' offices.

Happy Easter!

Bev Thornton
President, Economic Developers Alberta
Executive Director
Alberta SouthWest
Regional Economic Development
Box 1041, Pincher Creek AB T0K 1W0
403-627-3373
bev@albertasouthwest.com
www.albertasouthwest.com
www.edaalberta.ca

ALBERTA SOUTHWEST REGIONAL ALLIANCE
221 - 782 Main Street
Box 1041 Pincher Creek, Alberta T0K 1W0
www.albertasouthwest.com
403-627-3373

April 12, 2017

The Honourable Ricardo Miranda,
Minister of Culture and Tourism
227 Legislature Building 10800 - 97 Avenue Edmonton, AB T5K 2B6
culturetourism.minister@gov.ab.ca

Re: Southwest Alberta Tourism/Recreation Economic Impact Assessment Study

Dear Minister Miranda,

On behalf of the Directors and the 16 member communities of Alberta SouthWest Regional Economic Development Alliance (AlbertaSW REDA), we applaud the initiative to establish the Castle Wilderness and Castle Provincial Parks, and anticipate positive regional and provincial economic impact.

We request that your government commission a "Tourism and Recreation Regional Economic Impact Assessment" to determine the assets, gaps and opportunities in the region. Facts and research are essential to informed discussion and opportunity development.

To that end, please know that you have 16 communities with a stake in the future of the region, the planning and outcomes. We offer our time, local knowledge and ideas to assist the department. Together we can create a valuable perspective not only of economic impacts related to tourism and recreation, but also of the social, cultural and environmental considerations of permitted activities and developments related to the Parks.

Highways, 2, 22, and 3 are corridors that interconnect our rural communities and landscapes. While early consultations have focused on the municipalities adjacent to the proposed park areas, we request an economic impact study that would include our entire region. The impacts, benefits and challenges are shared issues. And, as a collaborative network, we can also serve to effectively communicate information to our communities, businesses and stakeholders.

We welcome to opportunity to work with you. Please contact Bev Thornton, Executive Director, AlbertaSW bev@albertasouthwest.com 403-627-3373

Best regards, on behalf of the Board and Communities,

Lloyd Kearl
Chair, Alberta SouthWest Regional Economic Development Alliance/2

Cardston
Cardston County
Claresholm
Cowley
Crowsnest Pass
Fort Macleod
Glenwood
Granum
Hill Spring
Nanton
Pincher Creek
MD of Pincher Creek
MD of Ranchland
Stavely
MD of Willow Creek
Waterton Lakes



cc:

- The Honourable Shannon Philips, Minister of Environment and Parks
- The Honourable Deron Bilous, Minister of Economic Development and Trade
- Bev Thornton, Executive Director, AlbertaSW
- Alberta SouthWest Board of Directors; and Councillors of member communities:
 - Mr. Lloyd Kearl, Councillor, Cardston County; Chair, AlbertaSW
 - Dr. Brian “Barney” Reeves, Mayor, ID #4 Waterton; Vice-Chair, AlbertaSW
 - Mr. Jordan Koch, Councillor, Village of Glenwood; Secretary-Treasurer, AlbertaSW
 - Mr. Garry Marchuk, Councillor, MD Pincher Creek, Designated signing authority
 - Mr. Lorne Jackson, Councillor, Town of Pincher Creek;
 - Mr. Blair Painter, Mayor, Crowsnest Pass
 - Mr. Ron Davis, Councillor, MD Ranchland
 - Mr. Warren Mickels, Councillor, Village of Cowley
 - Dr. Maryanne Sandberg, Councillor, MD Willow Creek
 - Ms. Beryl West, Councillor, Town of Nanton
 - Mr. Dennis Gillespie, Councillor, Town of Stavely
 - Ms. Shelley Ford, Councillor, Town of Claresholm
 - Mr. John Connor, Councillor, Town of Granum
 - Mr. Brent Feyter, Deputy Mayor, Town of Fort Macleod
 - Mr. Monte Christensen, Mayor, Village of Hill Spring
 - Mr. Bill Peavoy, Councillor, Town of Cardston



Partners FOR the Saskatchewan River Basin

Managing Partner: Meewasin Valley Authority
402 Third Avenue South, Saskatoon, Saskatchewan S7K 3G5
Telephone: (306) 665-6887 or 1-800-567-8007
Facsimile: (306) 665-6117

Email: partners@saskriverbasin.ca
Web Site: <http://www.saskriverbasin.ca>

RECEIVED
APR 13 2017

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

March 29, 2017

Partners FOR the Saskatchewan River Basin (PFSRB) would like to request your support. **Your membership and financial support is key to realizing our mission.** The progress in building awareness and knowledge of water issues, research, and solutions in the Saskatchewan River Basin (SRB) would not be possible without public support. Help us to continue doing this crucial work.

PFSRB has been promoting watershed stewardship and sustainability of the SRB since 1993. The SRB is an international watershed that includes the three Prairie Provinces and a small portion of Montana. It contains the North Saskatchewan, Battle, Vermillion, South Saskatchewan, Red Deer, Bow, Oldman, St. Mary, Saskatchewan and Carrot Rivers. PFSRB is the only non profit, non-governmental organization with a mandate to promote watershed sustainability across the entire Saskatchewan River Basin.

Our popular educational board game, Moopher's Amazing Journey to the Sea, has been transformed into a tri-lingual version by incorporating Michif and Cree language into the game. We developed partnerships with both the Gabriel Dumont Institute and the Saskatchewan Indigenous Cultural Centre to complete this work. As always, there is no charge for receiving the game, although assistance with postage is always welcome. Please contact our office to request your copy.

The expansion of the educational Stan the Sturgeon Fish Habitat Program was completed last year with the development of three additional consensus building scenarios. This was completed with the generous support of SaskPower. All of the scenarios were translated into French and made available on our website. Information on our other programs and informational materials can be found on our website: www.saskriverbasin.ca.

Save the dates! Our annual conference will be held October 17 to 19, 2017 in Edmonton, Alberta. The theme for this year's conference is water quality and transboundary issues. As more information becomes available, it will be posted on our website and Facebook pages.

As added benefit to memberships, we are now offering a \$25.00 discount to members on conference registration fees. In addition, PFSRB is currently undergoing some changes and you can expect there to be more opportunities available to members over the coming year.

Please help us continue this important work by becoming a member. Your support is invaluable. Please find a membership form enclosed.

Sincerely,

Lis Mack
Manager

Enclosure

Mission - to promote watershed sustainability through awareness, linkages and stewardship



Partners FOR the Saskatchewan River Basin
 402 Third Avenue South
 Saskatoon, Saskatchewan S7K 3G5
 Ph: 306-665-6887 Fax: 306-665-6117
 Toll Free: 1-800-567-8007
 Email: partners@saskriverbasin.ca
 Website: www.saskriverbasin.ca

Partners FOR the Saskatchewan River Basin
Membership Application/Renewal
 April 1, 2017 - March 31, 2018

Name: _____ Organization: _____

Address: _____ City: _____

Province _____ Postal Code: _____ Phone: _____ Fax: _____

Email: _____

Visa or Mastercard Number: _____ Expiry: _____

Signature: _____

Please send me the quarterly newsletter by:

email mail

Please check the appropriate contribution level. Payment can be processed by Credit Card or Cheque.
 Please make cheques payable to **Partners FOR the Saskatchewan River Basin**.

Contribution	Criteria
<input type="checkbox"/> \$25	Individuals/Families
	Businesses with Annual Budget OR Municipalities with Population
<input type="checkbox"/> \$50	\$0-\$50,000 less than 999
<input type="checkbox"/> \$125	\$50,000-\$200,000 1,000-9,999
<input type="checkbox"/> \$250	\$200,000-\$500,000 10,000-24,999
<input type="checkbox"/> \$500	\$500,000-\$999,999 25,000-49,000
<input type="checkbox"/> \$2,000	\$1,000,000-\$1,499,999 50,000-99,000
<input type="checkbox"/> \$5,000	\$1,500,000-\$1,999,999 100,000-499,000
<input type="checkbox"/> \$10,000	\$2,000,000 or greater over 500,000

* Please see other side for more details



Partners FOR the Saskatchewan River Basin
402 Third Avenue South
Saskatoon, Saskatchewan S7K 3G5
Ph: 306-665-6887 Fax: 306-665-6117
Toll free: 1-800-567-8007
Email: partners@saskriverbasin.ca
Website: www.saskriverbasin.ca

Benefits of Membership

- Network with organizations focused on stewardship and sustainability.
- Market and promote your project or initiatives to a broader audience.
- Extend your contact beyond regional and/or provincial boundaries.
- Discover opportunities to collaborate with or tap into existing knowledge or expertise.
- Highlight your organization in our quarterly newsletters.
- Actively participate on committees, the Board of Directors, or Development Teams.
- Contribute to an organization that speaks for the entire River Basin.
- Receive quarterly newsletters.
- Receive discounts on registration fees for conferences and workshops.
- All contributions over \$2,000 receive 1 complementary registration to our annual conference.

Thank you for your support!

Please note: Your contact information will be used for mailing The River Current and to keep you up to date with our organization. Your information will not be shared with any other organization.

About Partners

Since 1993, **Partners FOR the Saskatchewan River Basin (PFSRB)** has promoted stewardship and sustainability of the Saskatchewan River Basin, an international watershed stretching over the three Prairie Provinces and a portion of Montana. More than 3 million people live within the 405,864 km² Basin which includes the North Saskatchewan, Battle, Vermillion, South Saskatchewan, Red Deer, Bow, Oldman, St. Mary, Saskatchewan and Carrot Rivers.

Partners FOR the Saskatchewan River Basin is composed of a growing network of participating partner organizations. To date, there are over 100 active members and over 1500 on our newsletter mailing list.

You can become a Partner too! See our website for membership information at www.saskriverbasin.ca



A child dips in a pond as part of PFSRB's Water Watchdog program, which teaches children about water quality and conservation.

We accomplish our mission by developing

- ◆ Education and public awareness programs to teach the importance of the basin's biodiversity
- ◆ Partnerships and networks of organizations that cross political and sectoral boundaries
- ◆ Environmental stewardship projects involving participants across the basin

Sample Projects and Programs



From the Mountains to the Sea - The State of the Saskatchewan River Basin

- ◆ Report gathering together existing current science across the Basin.

Click on Climate



- ◆ An outdoor climate change field day program for ages 8-13
- ◆ Helps understand the causes and impacts of climate change.

Water Watchdog



- ◆ An outdoor water quality monitoring field day program for ages 8-13.
- ◆ Helps understand water quality, riparian areas, invertebrates.

Moopher's Amazing Jourey to the Sea/le voyage extraordinaire à la mer



- ◆ Board game for ages 7-12+ that teaches about basin geography, ecosystems, culture and resources

Why is FOR Capitalized?



"FOR" is capitalized to remind everyone that this organization is directed toward taking action. Every resident of the basin has opportunities and responsibilities to work FOR the health and sustainability of the river basin that is home to us, and to many other living things.

For Membership Information, Contact Us at

Partners FOR the Saskatchewan River Basin

402 Third Avenue South
Saskatoon, Saskatchewan S7K 3G5

Phone: (306) 665 6887 Toll Free: 1 800 567 8007

Fax (306) 665 6117

Email: partners@saskriverbasin.ca

Web: www.saskriverbasin.ca



Mission: To promote watershed sustainability through awareness, linkages and stewardship



The RIVER is our CLIENT...

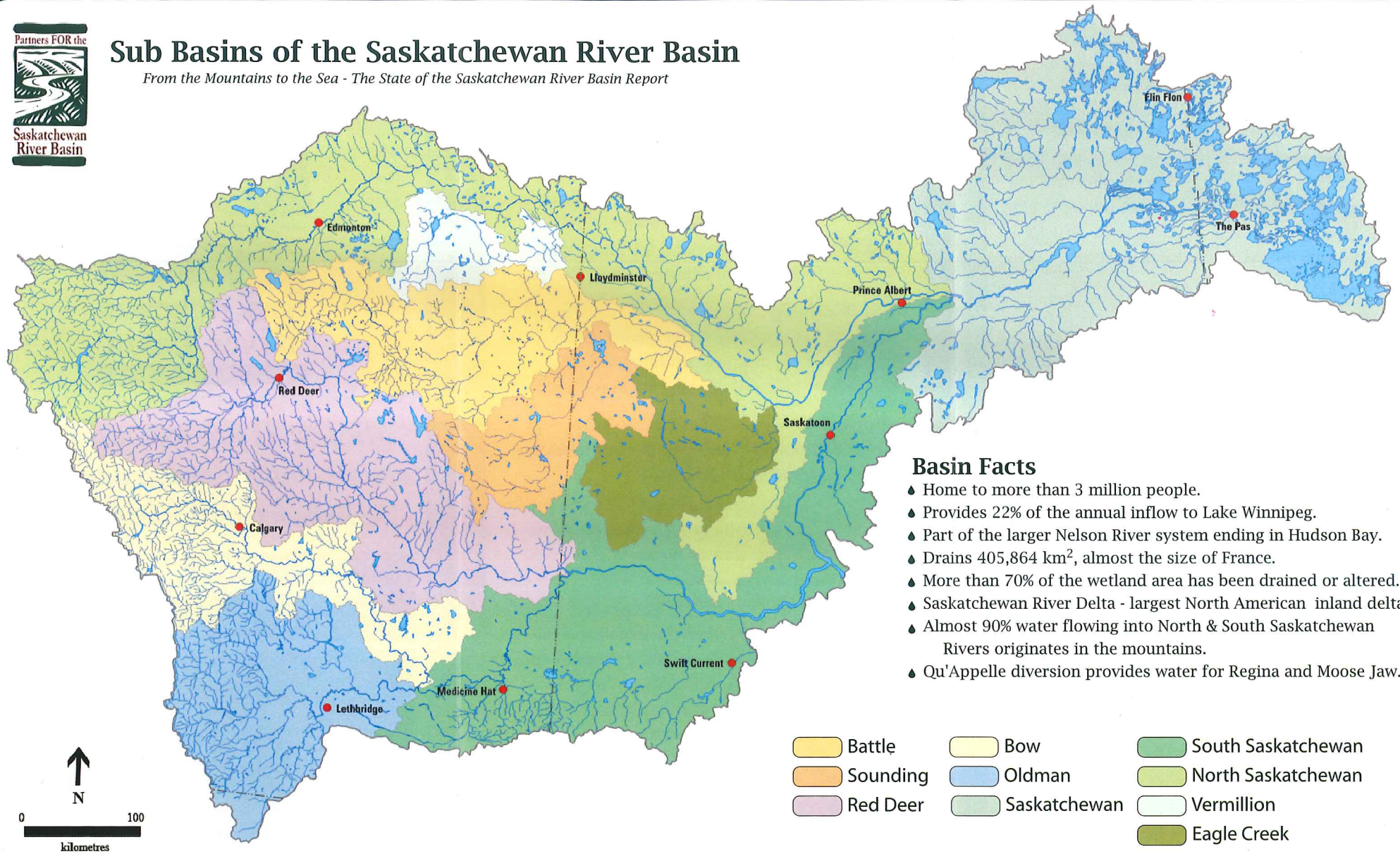
We serve a growing network of hundreds of active and supporting Partners.

YOU can become a Partner too!



Sub Basins of the Saskatchewan River Basin

From the Mountains to the Sea - The State of the Saskatchewan River Basin Report



Basin Facts

- ◆ Home to more than 3 million people.
- ◆ Provides 22% of the annual inflow to Lake Winnipeg.
- ◆ Part of the larger Nelson River system ending in Hudson Bay.
- ◆ Drains 405,864 km², almost the size of France.
- ◆ More than 70% of the wetland area has been drained or altered.
- ◆ Saskatchewan River Delta - largest North American inland delta.
- ◆ Almost 90% water flowing into North & South Saskatchewan Rivers originates in the mountains.
- ◆ Qu'Appelle diversion provides water for Regina and Moose Jaw.

Battle	Bow	South Saskatchewan
Sounding	Oldman	North Saskatchewan
Red Deer	Saskatchewan	Vermillion
		Eagle Creek

Mission: To promote watershed sustainability through awareness, linkages and stewardship

www.saskriverbasin.ca



Partners FOR the Saskatchewan River Basin

402 Third Avenue South
Saskatoon, Saskatchewan S7K 3G5

Phone: (306) 665 6887 Toll Free: 1 800 567 8007

Fax (306) 665 6117

Email: partners@saskriverbasin.ca

Celebrate Canada 150
Canada Day in Granum
Granum Canada Day Committee
Granum, Alberta

RECEIVED

APR 07 2017

April 1, 2017

Mayor and Council
Town of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0

Dear Mayor Steel and Council,

Every year residents from the Town of Granum and district, gather together in celebration of Canada's birthday. This year's event will kick off with a pancake breakfast followed by the annual Canada Day parade, children's games, face painting, live entertainment, the cutting of Canada's birthday cake and of course a spectacular fireworks finale.

On behalf of the Canada Day Committee, I would like to take this opportunity to invite you to participate in our Canada Day celebration. We would be honoured to have you or a member of your council represent the Town of Claresholm in our annual Canada Day Parade.

Please RSVP to the undersigned at guech@shaw.ca by May 15, 2017.

Sincerely,



Cheryl Guenther
Granum Canada Day Committee
guech@shaw.ca

WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES
COMMISSION

Box 2820 Claresholm, Alberta T0L 0T0
Phone: 403-687-2603
Fax: 403-687-2606

RECEIVED
APR 10 2017

April 3, 2017

Town of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0

Dear Mayor and Council,

The Willow Creek Regional Waste Management Services Commission approved the Operating and Capital Budget for the 2017 fiscal year on March 29, 2017.

Please find attached the 2017 Requisition in the amount of \$39 834.80. This is based on a per capita rate of \$10.60 and a population of 3758.

The Commission has approved the 2017 tipping fees. Member rates remain unchanged and will be as follows:

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

Fees Bylaw 1-2017 is attached for your reference.

I have also enclosed the 2017 landfill operating and capital budget, as well as a copy of the 2016 audited Financial Statements for your information.

Available at the Town Office

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

Sincerely,



Cheryl Guenther
CAO
Willow Creek Regional Waste Management
willowcreekregionallandfill@cciwireless.ca

April 10, 2017

To: Town of Claresholm Council

RE: Score Clock Replacement

On behalf of the Claresholm Bantam Football Association, I am writing to request the Town of Claresholm support the Association in their bid for the FCC Agrispirit fund.

The Claresholm Bantam Football Association has to replace the existing score clock located at the WCCHS field because the clock is having some functionality issues and repair parts are no longer available. This field supports programs for youth of all ages such as High School, two minor football teams and now a Flag Football League, which on average hosts twenty home games a year. If we do not have a functional clock, these games cannot be played in Claresholm. The Claresholm Bantam Football Association was formed by parents and coaches to upgrade the field, provide programs and build community sport initiatives. The proposed score clock would function for soccer and football, to allow for future expansion and incorporation into a multi-use facility.

- The clock will cost approximately \$11,000.00 + installation.
- The goal is to apply for a \$5,000.00 grant.
- The Claresholm Bantam Football Association will put in the remaining funds.
- The Claresholm Bantam Football Association has hired a grant writer to assist us with this project, specifically the grant writing process.

Please consider this request as we endeavor to upgrade the recreational and sport facilities in Claresholm.

Regards,

Jeff Perry

Treasurer
Claresholm Bantam Football Association



Jb Marketing Div. Of Community Markets

Box 2528

Claresholm, Ab

T0L 0T0

April 5, 2017

Town of Claresholm

Town Council

221 - 45 Avenue West

P.O. Box 1000

Claresholm, AB

T0L 0T0

Attention Town Council

Members of the Claresholm Town Council, we are hoping this letter can be addressed at the next Town Council meeting on April 10, 2017.

I would like to introduce ourselves again to the Council. We are Becky LeSaux and Jaquie Duhacek, the individuals that organized the 2016 markets behind the PharmaChoice during the summer months. We had amazing community support with the markets. The downtown businesses were very helpful with marketing the events. We had seen many council members visit the events and support the community initiative. We would like to thank the Council for such great support.

We are excited for 2017 spring and summer months and what it can bring to our down town core once again. This year we have been asked by a Darla Slovak a member of the Claresholm Downtown revitalization committee if we are willing to bring the market to the community. We are very excited to announce that we are wanting to bring the great outdoor market to the Town Of Claresholm again this year.

We again will run the markets on Saturdays behind Pharmachoice with the support of Paul and the administration. Once again we would like to ask the council for support and permission to use the downtown parking lot. This year we are wanting to expand the market to another row of the parking lot? The additional space would be used to extend the market attracting more community members and visitors to the downtown core on Saturday's.

The plan for that additional space is to allow community members to sell from their vehicles. This is a twist on the old garage sale. Load up your trunk and sell your "stuff" from the back of your vehicle but the idea is to get a parking stall and sell your used wares from that spot. You bring the "junk" we bring the people! Just drive up and sell! Vendors will be assigned one slot to park and one to set up sales. Event will run rain or shine. Must pre- register!

We then will use the original space we used last year strictly for Trade show vendors new items exactly like what was done last year.

The following are some highlighted points of information

Safety will be a first priority for the Organizers

Following regulations set out by the Town and governments will be observed

There is no profit from the events

There is a desire to incorporate fundraising for community organizations

We are not asking the town for any financial support to provide an event to promote downtown revitalization.

We will be seeking as many local contributors as are interested in participating as vendors

J_bmarketing will be applying for a business license this year and not ask for a waiver like we had last year

We will be setting out an advertising campaign inviting the community and visitors to the town and we are hoping that we can market more in outlying communities.

The current dates we are wanting to run the events are as follows

May 20

June 10

June 24

July 1 possibly

July 15

July 29

Aug 12

Aug 26

The above is a list of tentative dates and we are not sure at this time if the market will be feasible at this point in September.

We do thank the Council for taking time to discuss and consider the possibility of doing another summer of community events in the downtown core

Respectfully

Jaquie Duhacek

Becky LeSaux



2016 location

Request for additional space for 2017 markets



REQUEST FOR DECISION

Meeting: April 24 2017
Agenda Item: 19

ARENA ICE SLAB & BOARDS REPLACEMENT PROJECT

DESCRIPTION:

Claresholm Minor Hockey is working on grant applications towards securing funding for the ice slab and boards replacement at the Claresholm Arena. They are seeking the support of Council in their efforts.

BACKGROUND:

Claresholm Minor Hockey appeared before Council as a Delegation at the December 12, 2016 regular Council meeting along with Claresholm Pond Hockey and the Claresholm Skating Club. At the time, they voiced their concerns regarding the aging condition of the Claresholm Arena, and offered their assistance in any way possible. It was around that same time that a new large funding stream was announced through the Community Facility Enhancement Program (CFEP). Claresholm Minor Hockey stated that they would be working towards completing an application for the CFEP grant prior to the October 2017 deadline. They are currently working with a grant writer to ensure their application is completed in a satisfactory fashion in the necessary time frame. They are also searching for other possible grant funding for this project.

There is currently \$154,135 held in Capital Reserves that is earmarked for the arena ice slab and boards replacement. This money had been set aside by prior councils for this specific purpose. Administration is asking for a formal resolution from Council to commit this funding towards the Arena Ice Slab and Boards Replacement Project. This will enable Minor Hockey to apply for grants with the secure knowledge that this money is available for the project.

As well, Minor Hockey will require letters of support from the Town of Claresholm as they go through the process of applying for grants, as the Town is the owner of the facility. Administration would like approval from Council to write letters of support as needed for their applications.

COSTS/ SOURCE OF FUNDING:

- \$154,135 currently held in Capital Reserves

PROPOSED RESOLUTION:

Moved by Councillor _____ to commit \$154,135 currently held in Capital Reserves towards the Claresholm Arena Ice Slab and Board Replacement Project, and to write letters of support as needed for Claresholm Minor Hockey as they apply for grants to fund this project.

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 19, 2017

Town of Claresholm**Statement of Operations****For the month ended February 28, 2017**

	2017	2017 Budget
Revenue		
Net municipal taxes	(455)	3,113,376
User fees and sales of goods	16,230	2,052,470
Government transfers for operating	29,900	404,995
Investment income	10,038	58,000
Penalties and costs of taxes	34,545	121,100
Licenses and permits	18,671	41,400
Proceeds from disposal of capital assets	-	-
Franchise and concession contracts	14,030	202,538
Rental	3,063	112,150
Other	1,827	137,300
Family and community support services	59,819	240,605
	\$ 187,667	\$ 6,483,934
Expenses		
Legislative	301	113,500
Administration	231,698	1,220,098
Fire	423	301,612
Bylaw enforcement	14,166	129,778
Common and equipment pool	47,283	518,564
Roads, streets, walks and lighting	22,594	768,242
Airport	2,114	18,379
Storm sewers and drainage	56	138,545
Water supply and distribution	18,366	1,955,421
Wastewater treatment and disposal	883	529,856
Solid waste management	17,391	571,040
Family and community support services	17,650	236,905
Day care	3,184	38,202
Cemeteries and crematoriums	183	51,680
Other public health and welfare	9,000	27,000
Economic and agricultural development	6,442	219,554
Subdivision land and development	14,977	189,503
Parks and recreation	61,549	904,162
Culture - libraries, museum and halls	61,158	408,844
	\$ 529,416	\$ 8,340,885
Deficiency of revenue over expenses before other	\$ (341,749)	\$ (1,856,951)
Other		
Government transfers for capital	-	5,310,478
Excess (deficiency) of revenue over expenses	\$ (341,749)	\$ 3,453,527
Capital project expenditures to date	(62,707)	(5,434,711)



CAO REPORT

April 24, 2017

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.

March and April have been very active months. I continue to work on files that are outstanding from previous years such as the Airport water system transfer to the MD of Willow Creek and others. Phase I of the Storm Water project is well underway and with the improved weather conditions, this project has been moving along as expected. We are now moving forward with the 2017 capital projects and expect to have a very productive and successful year.

It has been very helpful to have the new Director of Corporate Services in place and we have been able to finalize the audit as well as the budget and draft mill rate bylaw.

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

HR & TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

MUSEUM

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

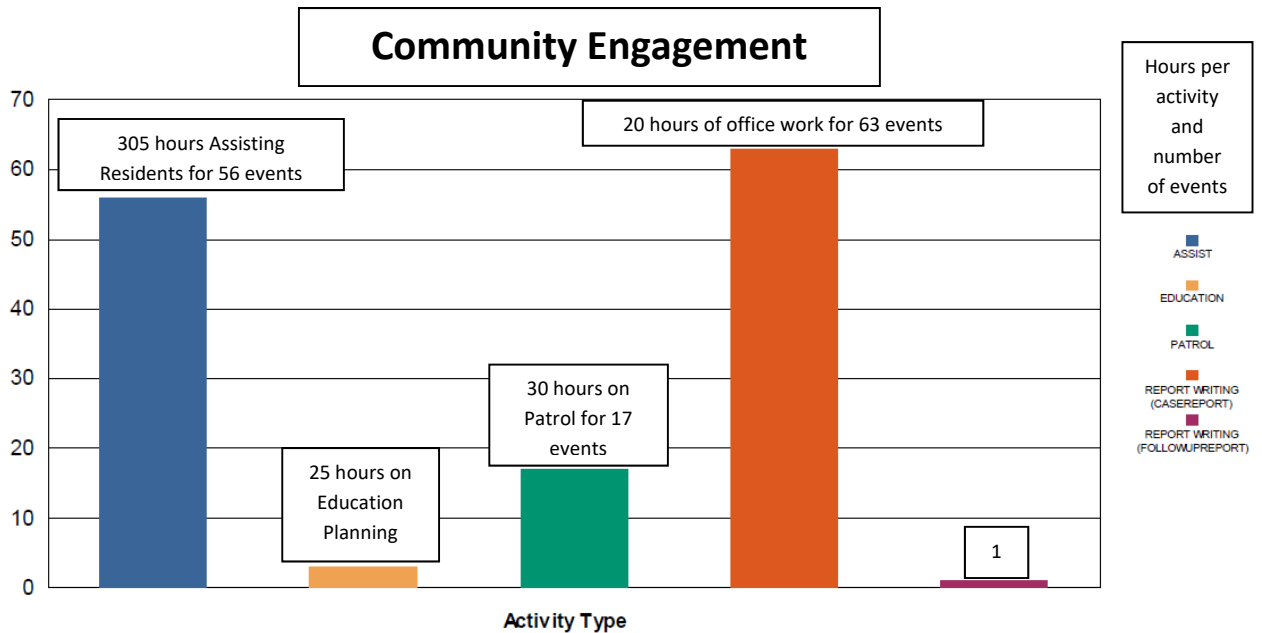
Marian Carlson, CLGM
CAO



INFORMATION BRIEF

Meeting: April 24, 2017
 Agenda Item: CAO REPORT

MARCH BYLAW ENFORCEMENT REPORT



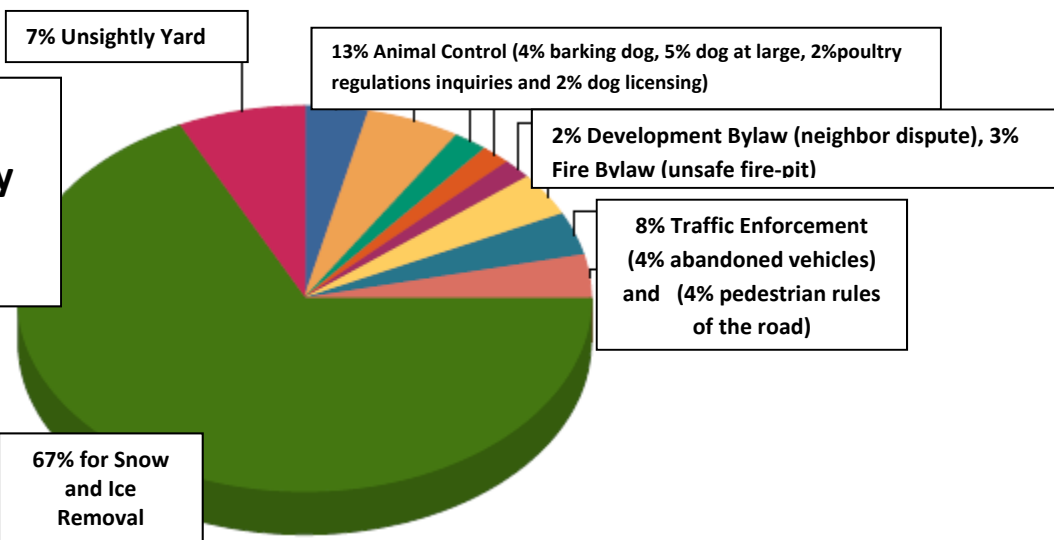
March Newspaper Focus:

1. Public Notice ... Off-Leash Dog areas, where they are located, rules and caution around bait stations for gophers.

March Enforcement Highlights:

1. New Dog and Cat bylaw finalized and presented to Council.
2. Time was spent on Sidewalk Snow Removal verbal warnings and notices, with the Enforcement Contractor hired 19 times.
3. Peace Officer from Fort Macleod was in Clareholm 4 days, issued 40 tickets with fines totaling \$12,566.00.
4. Loose dog concerns and 72 hour verbal warnings issued to dog owners for failure to pick up after their dog.
5. Plans finalized for the bike rodeo event to be held in Clareholm on June 15th
6. Plans finalized for Students Against Drunk Driving (SADD) assembly in conjunction with the RCMP and AHS for May 18th at the WCCHS high school.
7. Encouraging participation in Unstoppable Conversations with many community efforts being initiated and prioritized.

The Percent of Time Allocated to Community Enforcement Actions



DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 3/13/2017 - 4/21/2017

It has been just over a month that I have been with the Town now and I am settling in well with much accomplished. The Local Press in their April 19, 2017 weekly paper even had a wonderful article welcoming me (even if they did say I worked in Creston, BC instead of Salmon Arm, BC). It has been a steep learning curve in some areas, but everyone here has been great to work with and always ready to help or teach were available and needed. Marian especially has been great teacher. Highlights over the last 6 weeks:

2016 Financials and Audit

- Worked with the auditors from Avail to complete our 2016 year-end audit.
- Met with Audit Committee on April 20 to finalize the financials and reserves transfers so they would be ready for council motion April 24th.
- Grant reporting (SFEs) for 2016 for MSI, BMTG, and MSI have been prepared and submitted.

2017 Budget

- Worked with Lisa to finalize our 2016 assessment for 2017 mill rate, primarily working out report discrepancies on new annexed lands in Claresholm's assessment.
- Drafted 2017 mill rate bylaw
- Worked with Mike and Tara to draft additional adjustments to the 2017 budget from the approved 2017 budget passed on March 13, 2017 for presentation and approval on April 24th.

2017 Capital Projects

- Drafted and submitted grant project applications for all 2017 projects that are to be funded by MSI, BMTG or FGTF grants.
- Working with Mike Schuweiler and MPE to finalize tender documents for our 2017 capital infrastructure projects, including sewer & storm line replacements and road work. Hoping these projects will be underway in June. Also working with them to move forward on our Alberta Road Upgrade design and engineering.

Management

- Met with my direct reports, along with Marian, for annual evaluations for 2016 and to set goals for 2017. Also discussed how I, or Marian and I, could help each of them in their positions or individually.
- In response to those meetings I will start holding regular computer training courses for office staff, and others if there is interest and need identified. This will be primarily Microsoft Office training, but will include other topics as well, such as specific training on our financial software.
- Drafted new monthly reports for each department to improve knowledge and communication over the finances, helping departments to keep a better eye on their budgets and ensuring transactions are being recorded as expected.

Submitted by
Blair Bullock, CPA, CA
Director of Corporate Services

DEVELOPMENT OFFICER REPORT

For: 3/23/2017 - 4/20/2016



Development Permits

- ❖ 5 permit applications received.
- ❖ 8 development permits closed.

Compliance Requests

- ❖ 6 compliance requests processed.

Miscellaneous

- ❖ MPC meeting held March 31, 2017.
- ❖ Continue to work with TetraTech Engineering regarding the non-operating Landfill Setback. Met with Alberta Environment to discuss next steps and additional required information.
- ❖ Newsletter prepared regarding spring clean-up and additional information on permits, bylaws etc. (see attached).
- ❖ Local Press focus on land use bylaw amendments & MPC approved developments.
- ❖ With the nice spring weather there have been many questions regarding fences, sheds etc. People are starting to plan summer projects.

Continued projects/events

Land Use Bylaw Amendment

- ❖ Bylaw received 2nd and 3rd readings April 10th, 2017. The bylaw has been sent to ORRSC to update the Land Use Bylaw. (New maps have also been ordered to update existing maps since annexation is complete.)

MDP Review & Update

- ❖ Request for Proposals drafted and sent out. Deadline for proposals is May 31, 2017.

*Submitted by
Tara VanDellen
Development Officer*

Town of Claresholm



Town of Claresholm Office

Phone: 403-625-3381

Fax: 403-625-3869

www.townofclaresholm.com

REMINDER

**May 5th 2017 – Electronic Round-up, Town Shop
424 41 Ave East (1pm to 5 pm)**

**May 13th 2017 – Toxic Round-up, Town Shop
424 41 Ave East (10 am to 2 pm)**

Spring Clean Up items that will be picked up between May 1 and May 26 at your regular garbage date & location include:

- METALS (must be able to be manually lifted and in a separate pile from other spring cleanup items)
- Small piles of bundled wood
- Carpet, max 5' width, tied
- Household Items

↓ ITEMS THAT WILL NOT BE PICKED UP ↓

- Glass patio Doors
- Fridges
- Freezers
- Propane tanks
- Upholstered furniture (even if upholstery is cut off)
- Toxic Products (take to round up May 13)
- Electronics (take to round up May 5)
- Compostable Materials (use compost area)
- Contractor Construction Materials
- Mattresses
- Asphalt Shingles
- Tires or rubber

Spring clean-up items are **NOT** to be put out more than **3 DAYS** prior to May.

1. Note: If you are not sure if an item is approved to be picked up or if you require a bin please contact the Town Office at (403) 625-3381.

Anyone digging or excavating must call ALBERTA ONE CALL at 1-800-242-3446 at least two working days before work starts (please contact the Town Office for any applicable permits.)



Reminder: When a holiday occurs your regular garage and recycling pick-up may be altered, please check the Town News or contact our office to see how holidays may affect your pick-up. Please have your garbage / recycling out by 7:00am to ensure pick-up.

PITCH-IN CANADA COMMUNITY WIDE CLEAN-UP

SATURDAY, April 29th

Meet in the downtown parking lot at 10:00am for t-shirts & gloves provided by Tim Hortons, and garbage bags. Thanks for helping to keep our Town beautiful!!

DID YOU KNOW??? – PERMITS

Development Permit – The Development Permit is the document that authorizes the construction or demolition of a development. This includes all specific plans and applicable conditions of approval. This is the permit that indicates “what” will go “where”. These permits are issued by the Town.

Building Permit – A Building permit is a document that authorizes construction. Building inspection is a legal requirement of the Safety Codes act and ensures that all construction meets the Alberta Building Code requirements. Submissions are made to the Town and the inspections are carried out by Superior Safety Codes Inc. Please note, electrical, gas and plumbing permits are different from the building permit but still may be required for certain projects.

Compliance Certificate / Letter – These are documents signed by the Town certifying that a development complies with the Land Use Bylaw in respect to yard requirements – it’s properly located on the site, does not exceed lot coverage or building height requirements etc. These certificates are done as a service, for a fee, when required by mortgage companies or others.

RECYCLING PROGRAM



Recyclable Materials:

- Food cans, cleaned with labels removed
- Paper and cardboard, clean and dry
- Clean rigid plastics (numbered one through seven)
- No glass, No toxic containers, No batteries, No light bulbs or tubes, No styrofoam
- Place the recycling in front, on the boulevard by 7:00 a.m. on your regular garbage day
- Your recycling is picked up using a different truck than garbage. Please place your recycling on the boulevard in front of your house (in a clear bag) and continue to place your garbage at your regular pickup location
- All beverage containers can be taken to any bottle depot for deposit refund

We are fortunate to have a curbside recycling program! Thank you for your participation and keeping Claresholm green!

Contractors and Door-to-Door Salespersons



Any business or person attempting to sell you services/products;

- either from their home
- an out of town business who will come do work at your home
- door to door salespeople

operating anywhere within the municipal boundaries of Claresholm **MUST have a valid Town of Claresholm Business License or a Regional Business License.** (Energy sales companies are no longer able to sell certain products door to door)

Ask if they have one or look to see if it is in plain view at the business (this applies to businesses coming to your home or business location).

More information can be obtained at the Town Administration Office or the Town’s website.



Thank you to all our local businesses for operating within and surrounding Claresholm with a valid license!

General Regulations for Dog Ownership & Off-Leash Areas

Wondering what the rules in Claresholm are for your furry friend? Well here are a few of the important rules to keep your pooch safe.

- Dog owners **MUST** license their dog annually. Licenses make it faster and easier for lost pets to be returned to their owners.
- Dog owners **MUST** clean up their dog’s defecation.
- If your dog goes missing, contact CARES animal rescue at 403-625-5370, the local vet and/or the Town’s Peace Officer to make sure if the dog is found that you are contacted.
- Dog owners **MUST** keep their dog on a leash.

There are two off leash dog areas in town for your enjoyment.

1. On the East side of Town (bounded by 5th Street East on the East, by Division Avenue on the North, by 2nd Street East on the West and by Patterson Heights Blvd on the South). Please note that this area **DOES NOT** include Patterson Park.

2. On the West side of Town the area lies east of 8th Street West, west of Willow Road and south of Westover Avenue. Please note that this area **DOES NOT** include the portion of Willow Park that lies east of Willow Road.



Claresholm Economic Development

Monthly Report

April, 2017

Prepared & Submitted By;
Economic Development Officer

Economic Development Officer (EDO)

- Completed the following University of Calgary Courses as part of the Economic Developers accreditation;
 - Business Management (A)
 - Human Behaviour in Organizations (B+)
- Commencing the following course for the same;
 - Management Communications; Interpersonal Skills
- Reduced meeting load to focus on completing required work to move Defining a Promise towards completion
- Participated in 27 meetings between February 24 and March 21 to help move the current projects forward

Economic Development Committee (EDC)

- Joint Meeting with Chamber on April 17
- General Meeting on April 17
 - Consultant Performance to Date
 - Incentives
 - Reviewing MGA for feasibility
 - Reviewing external programs for applicability
 - Marketing Plan Review
- Capacity Building
 - Building a Better Business
 - Ran March 29 at Business Growth & Development Centre
 - Facilitated by Community Futures
 - 5 Participants in Total

- No cost to offer

Defining a Promise

- EDC & Council Options and Message in March 29 Paper
- Approximately 20 Persons Providing Feedback via E-mail & Phone
- 3rd Community Session on April 5
 - 2 Clear Directions
 - Generally Well-Received
 - 52 People in Attendance
- Content Development
 - Approved for \$3000 in Matching Funds from Travel AB for Digital Image Development
 - Completed 2/3rds of Image Development to Date
 - Golf Course, Campground, Events, Spray Park & Brand Specific Remain
- Final Decision-Making Meeting for EDC & Council on April 20
- Currently Reviewing Stage 1 & Stage 2 Deliverables

Beautification

- EDC, EDO & Chamber of Commerce met on April 17 to discuss beautification recommendations from the April, 2016 Downtown Revitalization Forum
- Immediate projects for joint development
 - Blade Sign Program
 - Mural Assessment and Touch up
 - Town/Business Directory in Downtown
 - Summer Bathrooms
 - Planter & Flower Program

Investment Attraction

- Lease finalized at Airport for Sunstrand LLC (Biomass) following 6 month recruitment and facilitation process
 - 10 000 SQFT of manufacturing space
 - Number of jobs TBD
 - Taking possession in early May
- Additional packages on available opportunities provided to one other entity seeking relocation and one other entity seeking startup

Broadband

- Axia Fibre
 - Still awaiting final announcement following completion of engineering report
- Shaw Business
 - Presentations to Shaw Business Operations team are complete with anticipated response on both the Alberta Rd. and southeastern industrial sectors expected in the coming weeks
 - Backend improvements approved and underway (upgrades to existing coaxial backbone and increased number of nodes)

- Potential investment in coaxial now to exceed \$500 000 and anticipation is for both builds to be approved by Shaw Business and then brought to Town for permitting and development considerations

Other Activities

- Discovery Days
 - EDO finished entrepreneurial program at West Meadow Elementary School
 - Will continue to meet with students Friday at lunch as they develop their group product

Digital Content Examples;



FCSS Director's Report for April 2017

- ✓ The Board met in March and April to go over and discuss external funding applications. The following decisions have been made: Claresholm Childcare \$2000, Foothills SNAPS \$9000, Books for Babies \$1500, MOPS \$4500, Wild Rose Community Connections \$3500, Claresholm Chaplaincy \$1700 and Junior Achievement \$3000. There is \$1000 remaining and will be discussed at the next board meeting.
- ✓ Met with Dana McLeod from Community Health as per request from Board to discuss the Healthy Moms, Healthy Babies program that they used to host. Looking into partnering with Food Bank to keep this program going. It would involve cooking circle, outreach worker and healthy food.
- ✓ Women's Conference was held April 8th at community centre. We had 205 women join us this year for keynote speaker Janice Butler from Parkland and some dance movement with Lise Schultz. Lunch was provided by Meadow Creek meats and lunch entertainment was supplied by The Broad Squad from Fort McLeod. Survey information will follow but upon a quick glance at the surveys after the event, it appears that everyone was quite happy with the event and the organizers felt it was very successful.
- ✓ Watched a webinar on engaging youth in programs hosted by Youth Central. Informative and helpful and reaffirms the things we are doing with our Youth of Tomorrow are on track.
- ✓ Had a discussion with John Wenlock on youth programming and plans for another field trip; possibly to Calgary to a wave pool and eating at food court. Money for this would come from money the kids earned in Canada Day fundraiser.
- ✓ Discussion with Justin on housing bikers from Texas and possibly having some food donated.
- ✓ Met with Blair Bullock to discuss Provincial Annual Report items and questions from auditors
- ✓ Telephone call with facilitator in provincial FCSS office to discuss Provincial Report and what new things are required.

- ✓ Attended two coaching calls with Volunteer Alberta for Generative Conversations. Discussed with Annand, Volunteer Alberta lead about having video conference call with Generative Group instead of many coaching calls. Date booked coincided with Chamber event so looking into other dates.
- ✓ Working with auditors for final figures and questions about overages and shortages from last year.
- ✓ Attended a free social media workshop in High River to learn how to use social media for awareness of program and events being hosted.
- ✓ Attended Lion's dinner with The Station coordinator to explain how FCSS fits into the workings of The Station and also to remind them of what FCSS does in and for the community.
- ✓ Talked with Terry Wickett about a homeless very young man, with no identification found sleeping on street in Stavely. The man was brought here by a Stavely resident for help and did not want to go to police. Police will call Stavely resident (known to police) and get more information.

April 2017 HR Report/Taxation Report

From: Lisa Chilton



Human Resources

- The hiring process has begun for the summer staff for 2017. Three (3) employees have been hired for the museum and the other 2 positions are on hold, awaiting the outcome of the grant applications from Young Canada Works and Canada Summer Jobs.
- A letter of resignation has been put forth by the Outreach Worker, Julia Thompson. Her last day will be April 28th.
- Our meeting with, Mike Cutler and Lynn Heward, members of the Mental Health Facility, seemed to be very informative and gave us a great deal of insight into living with a mental illness. It has helped all of our employees understand better what individuals with mental illness face on a daily basis and the two speakers gave us many tips in dealing with situations in the workplace.



Taxation

- Taxes past due, and in arrears at April 19, 2017 are:

\$174,156.95

Summary of outstanding taxes:

\$ 49,965.44 Tax recovery property - #4 Skyline

\$ 23,339.62 Tax Arrears List for 2016 (subject to sale after March 31st, 2017)

\$ 68,468.17 Tax Arrears List for 2017 (subject to sale after March 31st, 2018)

\$ 29,383.72 Other outstanding taxes after December 31, 2016 deadline.

- There are 3 properties that will be auctioned for tax sale this year after the March 31st, 2017 deadline. A brief will be prepared in the near future to outline the properties, to set a sale date and to set auction reserve bids.
- The 2017 Tax Arrears List has been registered at the Land Titles Office.
- Our mill rate bylaw has been prepared, by Blair, for review at the April 24th, 2017 council meeting.
- We received the 2017, MD of Willow Creek mill rates necessary for calculation of the newly annexed properties as per the annexation order.
- Our goal for mailing of tax notices for 2017 is May 12th. That date is dependent on the passing of the mill rate bylaw for 2017 for the Town of Claresholm as we already have the MD rates.

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES REPORT



4/13/2017

Report for March/April 2017

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

Sidewalks Sidewalk inspections are underway and the repair list will be made up of the worst ones to be repaired first on the list.

Streets Volker Steven has billed the Town for \$3400.00 for the extra sand that we used this winter for traffic control. Work is under way to sweep this up. We will clean streets and boulevards in all areas. Potholes and frost heaves are being repaired as manpower allows. Streets are breaking up a little more each year. Frost boils are being dealt with one by one. Some alleys have been damaged by the garbage truck, but cannot be repaired until the wet areas are hard and dry.

Sanitary Sewers The semi-annual maintenance program on the sanitary sewer system is underway. i.e. The entire flushing of every line and washing of every manhole. No sewer backups have been reported again this month.

Water Distribution There are no current problems to report. PW focus will be on the replacement of 12 water main valves this year. One valve will be replaced every week starting in May.

Storm Sewer Drainage The PW crew will repair the pathway for the golf course bridge, as soon as the contractors work is completed. The storm water pond project is projected to be completed at the end of May, according to the latest info from our contractor.

Parks/Arena The Arena shut down is done and all went well, the header replacement is under way and will be completed during the off season. Thirty-two Gopher bait stations have being installed in various areas in Town again to control the pests.

Recycling Program is operating well. Training for Recycling employees and management with mental health professionals has been completed.

Garbage The collection program is running well. No problems reported.

Equipment Maintenance and repairs are done daily, as needed.

This Report by
Mike Schuweiler
Director of Infrastructure
Town of Claresholm



Executive Director Report to Claresholm & District Museum Board

April 19/17

The past month has been busy with administrative items, interviews for summer staff, miscellaneous meetings, plus some curatorial work. These are the highlights:

March 13 – reviewed student applications

March 15 – Chamber of Commerce meeting; Museum Board meeting

March 20 – performance appraisal

March 23 – visit of Foothills Systems of Calgary to look at the storage system

March 24 - Greenacres tour group from Lethbridge – Betty Hoare helped guide them

March 24 – Vimy Ridge anniversary event – Museum display work

March 28 – visit of Kirk Thompson from Department of Canadian Heritage (in charge of funding programs)

March 30-31 – interviews of students

March 31 – meeting with Justin Sweeney and Denise Spencer re: Chautauqua proposal

April 3 – interview of summer student

April 4 – meeting with Donna Courage, re: Chamber of Commerce/Museum project

April 7 – interview of summer student

April 9 – Vimy Ridge Anniversary event, Legion

Upcoming:

AMA Certificate course (Museums and Society) – April 21-22, Airdrie

April 25 – Volunteer event

My new contract began April 18/17.

Respectfully submitted,

Ken Favrholdt

RECREATION DEPARTMENT

March-April 2017

The Player Code

I love to **Play**, I Love my **friends**, I love this **Place**

Dream Chasers Get **out** of your own **way**

Look **forward**, it is where you are **going**

I **OWN** it! Go **beyond** your limits

Comfort Zone..Learning Zone..Panic Zone...**Guess where I live?**

Relentless Pursuit **Be** a **Player**

Effort **over** Outcome Belief **creates** the actual fact

The Game teaches the Game Things happen

Do or Do not, there is no Try

The harder I **go**,the luckier I **get** Attitude is **everything**

Prepare with **Passion** **Bring your Best**

When you are in the Gym, Be in the Gym

I **practice to perform** versus **looking good**

Passion is my **driver** The greatest **risk** is to do **nothing**

There is **ALWAYS** a way Let there be no mistake what you value

Know the **Why**

Set 2 Hour Goals **Now is Your Time, Don't let it Pass**

 **GLOBAL**
SPORT ACADEMY GROUP
Authored by: Mark Maloney

TOWN OF CLARESHOLM

April 20, 2017

Authored by: Denise Spencer



March-April 2017

General Overview Facilities

Arena:

1. Arena Restoration project, the MD of Willow Creek has confirmed \$144,000 matching the Town of Claresholms contribution. Claresholm Minor Hockey is contributing \$40,000. With the in kind donations of \$90,000 Jason Bishoff says, "we're at \$418,000, meaning we've got the money for the major work, and grant funding to match will be for the extra's." Look for mail outs regarding other promotions for fundraising in the near future.
2. Minor Hockey is hosting Mark Maloney with Global Sports Academy for a Kids Sport themed "Give Back To The Community" event May 3rd. They have requested groups contribute information/ posters showcasing the different sports/ recreation opportunities in the community.
3. Arena change rooms have been painted
4. The Claresholm Lacrosse League started practices April 4, and will run Tuesdays and Thursdays until the end of June.
5. Ice removal from the rink was March 27 & 28

Aquatic Centre:

1. On March 22, 23 the West Meadow School held their annual resource and registration fair. Registrations were well received. The Kraken Swim Club at the same table, had to cap their registrations for their little swimmers.
2. Private lessons are still a draw, we've developed a system where they place their name on the list, and we offer them the spaces as they come in.
3. Our old Dolphin pool Vacuum that was sent back to be refurbished (so we'd have a backup) but it was determined to be too costly (approx. \$1,300 plus shipping and tax). Maintenance has requested we put in the vacuum nightly, where we were scheduled every second night in the past. This will shorten the lifespan of the vacuum, which is why we needed 2 that were operational.
4. Recent events have determined that we will have the staff necessary for summer, although we will need to have a minimum of 3 junior, and 2 senior hired for fall/winter.

5. Coaching 101 with Swim Alberta was March 24-26, with 10 registrants. Swim Alberta paid for 2 junior staff members to take the course.

Parks:

1. The new Lions Park should be installed this spring, highlights are that it will be wheelchair assessable.

Pickleball:

1. WCHS has opened up their gym Thursday evenings from 7-9pm for pickleball

2. 3 portable Pickleball nets with paddles and balls were delivered April 13 from Red Deer Pickleball Supplies. A user agreement will be in the works for the Pickleball group to use these supplies, while ensuring they will be replaced without the Town covering the cost.

Floor tape was sent that will be used to set up courts at the arena for use in the summer months.

Floor Hockey:

Drop in floor hockey will be available at the arena this summer, dates are to be determined. It has been established that members of the Adult Shiny league are also interested in attending. One goal is to work in partnership with both groups to gather fees, and place any extras accrued into a fund that can be used to purchase supplies (eg. pinnies) that can be left at the arena for user groups.

Football & Soccer:

The Livingstone School Division & Claresholm Football Association have committed to the following; surface drainage east and west of the existing infrastructure, and resurfacing of the Track around the field for 2017-2018.

The Claresholm Football Association and Soccer Association are committed to working together and the Football Club can apply for grants (Soccer association is not a registered society) to ensure The Town of Claresholm has adequate facilities, and a multi-functional Football and Soccer complex on the North side of the High School property. This will be a benefit to the Southern Alberta Summer Games that we are hoping to host in 2020.

Millennium Ball Diamonds:

The ball Diamonds are set to be opened as soon as weather permits, and the fields are dry and groomed, early to mid-May.

The shale on the diamonds still needs to be replaced, and it was scheduled to happen this spring. Due to the high cost of the shale, town staff are looking at a shale, clay mix that should withstand usage.

Kickoff to the season has started with registrations on March 22 & 23 for Minor Ball. The last 3 years registration numbers have averaged 96 participants.

The co-ed slo-pitch league starts right after the May long weekend, and will run until play-offs in the middle of July.

Marketing / Promotion

1. Pickleball posters are out

Progress

Master Plan: Phase 2 has been submitted to be reviewed. The goal is to have it ready for May 1, 2017.

Unstoppable Conversation: I have sat on 3 unstoppable conversation coaching sessions by teleconference.

Claresholm Champions: Economic Develop Branding meeting
Wednesday March 29, 2017 6pm

Community Fitness Challenge/ Run: North and Company are on board for assisting in fall. April 10, 2017 meeting determined we'd like to do the Participation Challenge, with a twist and finish off with a 2-5km family fun run. September 24-November 4, with the run November 4, 2017

WHMIS 1. WHMIS Instructor Training was held in Stettler on Thursday March 16. Grant Bishop, and myself were trained to teach the new Harmonized Whmis Training course. With the training we also received access to a power point presentation, and other materials. There is now a binder set up at the Town Office that has these materials for future training for Town employees.

The course is 4 hours in length, and will be a review for a lot of employees. The Claresholm Aquatic Centre is looking at training when we receive new staff (summer), and Public Works will be scheduled in 2 sessions.

SARA: The Brooks Logo for Summer games is out, packages will be coming the beginning of May.



UTILITY SERVICES REPORT



APRIL 2017

**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, 4, 5, 6
- Pumping Stations and Reservoirs.....pg. 7
- Water Distribution.....pg. 8
- Lagoon and Waste Water Collection.....pg. 9
- Raw Water Supply.....pg. 10, 11

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

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

- March 24th check DAF (dissolved air filtration) FV 1222B (valve) to determine low DAF LIT 1326 level transmitter issue.
- March 24th MPE SCADA technician online retrieving lost March 12th
- March 28th inspect and grease roof top exhaust fans.
- March 29th clean online meters.
- March 29th clean and inspect CPAC 180 strainer and coagulant line to process.
- March 31st clean CL 17 and change solutions.
- April 2nd power outage (backup generator started and alarms dialed).
- April 4th PALL service engineer onsite for PALL Pro Health Check.



- April 5th CIP (PALL inspection).
- April 6th EFM (PALL inspection), PALL inspecting SCADA control for HMI/PALL communication, look at rack sequence.
- April 6th replace micro filtration membrane.

Changing Faulty Membrane Module

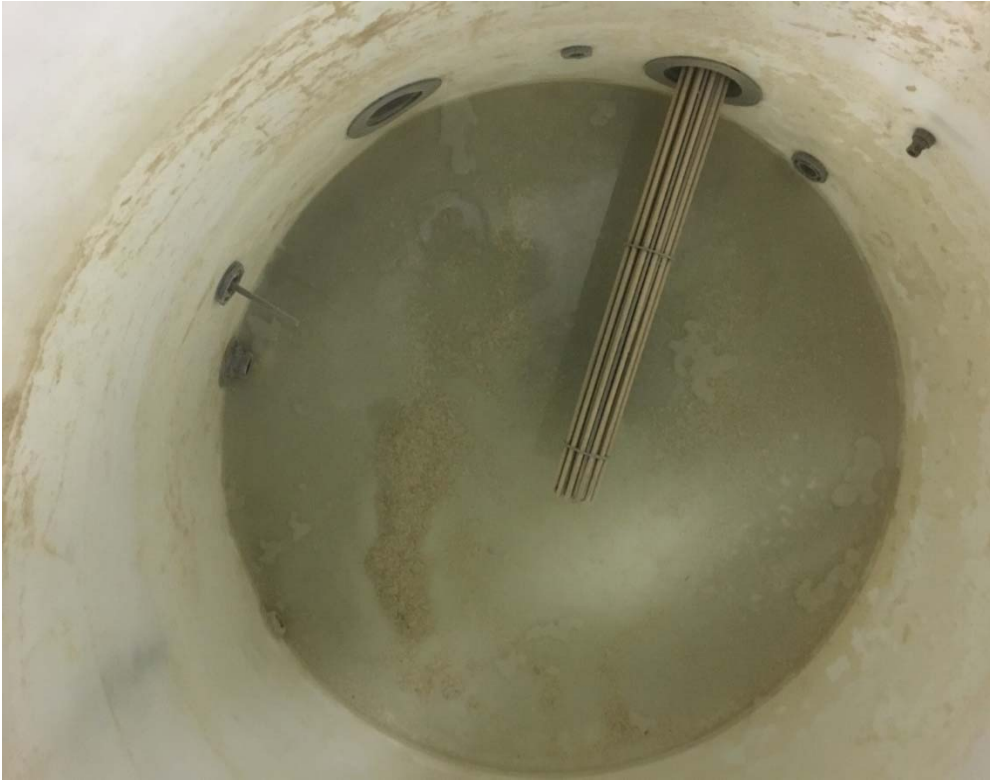


- April 7th drain CIP tanks and inspect tank heaters.
- April 7th PALL/MPE online remotely working on PALL programming.
- April 10th cleaned CIP caustic tank.
- April 11th cleaned neutralization tank.

VAC-Truck Onsite Cleaning Neutralization Tank



Caustic Tank



Caustic Tank Cleaning



- April 11th cleaned neutralization tank with vacuum truck. Inspect high, low level bulbs and all connections.
- April 11th forward PALL required information for final report.
- April 13th EFM both racks to check PALL requirements and test system.

GOVERNMENT TESTING/MONITORING REQUIRMENTS

- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town.
- 6 Bacteriological samples have been taken in April and have been absent of total coliforms and E coli.
- April 3rd THM's (trihalomethanes) sent to EXOVA.

SAFTEY

- March 29th SCBA tanks sent for air refill.
- April 5th monthly safety meeting at shop.
- April 12th onsite safety meeting (confined space).

INSTRUMENTATION

- March 9th calibrate HQ 40d verify 2100N Turbidimeter and validate online/bench equipment.
- March 10th & 13th calibrate 2100N Turbidimeter.

CHEMICAL

- April 6th transfer citric acid.
- April 10th change chlorine bottles and test CL2 call out alarm system.
- April 12th delivery of citric acid, sodium hypochlorite and gas chlorine.
- April 13th order 6 drums of PURA-FI 420 Algaecide for onsite reservoir (blue green algae).

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- March 28th inspect and grease roof top exhaust fans.
- March 31st sweep and wash floor.
- April 2nd power outage (backup generator started and alarms dialed).
- April 4th work on the water tower hatch and inspection of telemetry equipment.
- April 13th clean CL-17 and change solutions.
- April 16th reset tower lights controller.

AIRPORT PUMP STATION

- April 3rd check jockey pump.
- April 11th run backup Chrysler (no issues).

UFA RESERVOIR

- Overflow ditch is clear of debris.
- April 18th check reservoir site and telemetry equipment. Sump pump adjusted and working fine.

WEST WATER PLANT (decommissioned)

- No signs of trespassing.
- Building and fences are secure.

WATER DISTRIBUTION

UNIVERSAL METERING

- Monthly meter reading as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- March 23rd monthly town meter reading.
- March 24th meter reads for office.
- March 27th check car wash and trailer park meters (replace ERT and update information).

GOVERNMENT COMPLIANCE

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

TOWN OF GRANUM/SUPPLY LINE

- April 14th discussions with town operator about clear well level and possible supply line issues.

METER VAULTS

- April 18th check Granum meter vault.

DISTRIBUTION LINES

- Chlorine grab samples continue to be satisfactory within the distribution system.
- March 2nd unthaw service line on west plant grounds to run water to increase free chlorine residual on west water co-op line.

LAGOON AND WASTE WATER COLLECTION

HARVEST SQUARE LIFT STATION

- Waiting on final as built drawings from CICON Engineering.
- March 23rd run backup generator.
- March 31st check electrical equipment.
- April 10th check vault and electronics.

LAGOON

- March 28th inspect overhead furnace, makeup air unit and electric back up heater.
- April 7th lost communication (PLC and analog).
- April 10th MPE technician onsite to determine communication loss.
- April 12th MPE onsite to replace compact Logix Ethernet PLC and 8 channel analog current output card.
- April 15th communication failure (MPE called).



RAW WATER SUPPLY

PINE COULEE

- The recent snowfall is encouraging in respect to filling Pine Coulee reservoir with spring runoff.
- April 13th water is being released into the canal to fill Pine Coulee.



RAW WATER STORAGE RESERVOIR

- March 16th start filling onsite reservoir.
- March 23rd check blowers to lake.
- April 11th add acid to Lake Blower lines to clean any impurities that have buildup in the lake and feeder lines.
- April 11th inspect reservoir and pick trash along edges.
- April 16th stop filling onsite reservoir.

GOLF COURSE

- Backwash water from process continues through the neutralization system to the holding ponds.
- March 29th check bathroom (old town farm) meter and turn water on.



INFORMATION BRIEF

Meeting: April 24, 2017
Agenda Item: 22

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - September 12, 2016				
1	Delegation Response: Claresholm Public Library RE: Claresholm Calendar - Referred to Administration to expand on the Electronic Community Sign Usage Policy in the hopes that the new policy could be used in this instance.	Karine	letter sent to Library informing them of the potential new policy.	In progress
Regular Scheduled Meeting - November 28, 2016				
8	RFD: Community Futures Business Improvement Loans MoU - Referred to the Economic Development Committee to provide Council will an all-encompassing solution for business revitalization incentives.	Justin	Will be discussed with EDC.	In progress
Regular Scheduled Meeting - December 12, 2016				
13	INFO BRIEF: CFEP & CIP Grants - Referred to Administration to prepare grant applications for the Claresholm Arena and Multi-use Community Building and Town Hall.	Denise/Karine	Committee has met about the Arena application, which will be delayed until Oct 2017. Town Hall application submitted by Jan 15, 2017 deadline.	In progress
Regular Scheduled Meeting - February 27, 2017				
7	RFD: RCMP Memorandum of Understanding - Moved by Councillor O'Neill to approve the Memorandum of Understanding between the Town of Claresholm and the Royal Canadian Mounted Police for the period January 1, 2017 through December 31, 2021, as presented. CARRIED MOTION #17-014	Marian	Signed copies received from RCMP	Complete
Regular Scheduled Meeting - April 10, 2017				
1	BYLAW #1624 - Moved by Councillor Cutler to give Bylaw #1624 2nd Reading. CARRIED Moved by Councillor O'Neill to give Bylaw #1624 3rd & Final Reading. CARRIED	Tara	Bylaw printed & signed. Sent to ORRSC to update LUB.	Complete
2	BYLAW #1627 - Moved by Councillor McAlonan to give Bylaw #1627, the Cat Bylaw, 3rd & Final Reading. CARRIED	Jason	Bylaw prepared & signed.	Complete
3	BYLAW #1628 - Moved by Councillor Cutler to give Bylaw #1628, the Dog Bylaw, 3rd & Final Reading. CARRIED	Jason	Bylaw prepared & signed.	Complete

8	CORRES: FCM - Moved by Councillor Cutler to support the Federation of Canadian Municipalities' Legal Defense Fund for 2017 in the amount of \$86.44 plus GST. CARRIED MOTION #17-025	Karine	Payment sent.	Complete
9	CORRES: Workers' Compensation Board - Alberta - Referred to Administration to acknowledge the National Day of Mourning on April 28, 2017.	Mike/Karine	Advertise in newspaper, lower flags to half-mast.	Complete
10	CORRES: Oldman Watershed Council - Moved by Councillor Dixon to support the Oldman Watershed Council with a donation of \$0.35 per capita for the 2017 year. CARRIED MOTION #17-026	Karine	Payment sent.	Complete
11	RFD: Mower Purchase Over Budget - Moved by Councillor Ford to approve the purchase of 2015 John Deere 1575 Mower for \$42,072.00 as quoted from Cervus Ag Equipment. CARRIED MOTION #17-027	Mike/Blair	Purchase completed.	Complete
12	RFD: Purchase of Fire Command Vehicle - Moved by Councillor Cutler to purchase the Fire Command Vehicle from the MD of Willow Creek for \$10,000.00 with the surplus budget from the administrative vehicle. CARRIED MOTION #17-028	Mike/Blair	Purchase initiated with the MD.	Complete
13	RFD: Recycling Contract - Town of Stavely - Moved by Councillor Dixon to include Town of Stavely at the cost of \$0.50 cents per kg in our recycling program on a trial basis for cardboard only, from April 1 to December 31, 2017, and to review costs at that time for a possible more permanent contract for recycling. CARRIED MOTION #17-029	Mike	Contract changes initiated.	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 21, 2017

INFORMATION ITEMS

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

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility February 23rd, 2017 at 3:00 P.M.

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

1. Chair Earl Hemmaway called the meeting to order at 3:00 P.M.
2. Delegation
 - a) James Nakashima Avail CPA

Chair Hemmaway welcomed James to the meeting. James provided the members and Cheryl with the draft financial statements and report for year ending December 31, 2016. James went through each page of the financial statements and allowed opportunity for the members to ask questions.

James explained that the WCRWMSA had a total surplus of \$215 598.00 for 2016 and further that Cheryl had recommended that \$104 598.00 be transferred to the waste cell reserve, \$72 500.00 to the equipment reserve, \$30 000.00 into the engineered structures reserve and \$8 500.00 into the post closure plan reserve. James explained that the board would have to make a motion to accept these transfers as well as a motion to accept the 2016 audited financial statements.

17.14 Moved by Barry Johnson to approve the 2016 Financial Statements for the Willow Creek Regional Waste Management Services Commission as presented by James Nakashima of Avail CPA.

CARRIED

17.15 Moved by Gord Wolstenholme to transfer \$215 598.00 into the WCRWMSA reserve accounts as follows:

\$104 598.00 waste cells
\$72 500.00 equipment
\$30 000.00 engineered structures
\$8 500.00 post closure plan

CARRIED

With acceptance of the financial statements, James had the documents endorsed by the Commission's signing authorities, thanked the members and left the meeting.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility February 23rd, 2017 at 3:00P.M.

3. Approval of Agenda

Cheryl asked that 7a) Mattress Pile be added to the agenda.

17.16 Moved by John Connor to approve the agenda as amended.
CARRIED

4. Approval of Minutes

a) Regular Meeting February 1, 2017

Cheryl presented the members with the draft minutes from the February 1, 2017 regular meeting.

17.17 Moved by Lyal O'Neill to approve the minutes of the February 1st, 2017 regular meeting as presented
CARRIED

5. Financial Information

a) Check Detail January 31, 2017 – February 21, 2017

Cheryl presented the members with the check detail report from January 31, 2017 to February 21, 2017.

17.18 Moved by Gord Wolstenholme to accept the check detail report as presented.
CARRIED

b) Bank Reconciliation January 2017 – Checking & 90 Day Notice Accounts

Cheryl provided the members with the reconciliation reports for January 2017 for the ATB checking account and the ATB 90 day notice account.

17.19 Moved by Barry Johnson to accept the January bank reconciliation reports for the ATB checking and 90 day notice accounts as presented.
CARRIED

c) Bank Statement – For Information

Cheryl provided the members with page 1 of the January 2017 ATB Financial bank statement, which included all account balances, for information.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility February 23rd, 2017 at 3:00P.M.

5. Financial Information cont.

d) Accounts Payable

Cheryl presented the accounts payable in the amount of \$20 123.92. This included the February 28, 2017 payroll amount of \$9527.74.

17.20 **Moved by John Connor** to approved the accounts payable in the amount of \$20 123.92.

CARRIED

6. New Business

a) Budget 2017

Cheryl stated that she is at a bit of a stand-still with the 2017 budget. The cell development tender documents were on hold because Alberta Recycling could not verify that we would get tire shred. Cheryl explained that we had been approved for the shred last fall, however Alberta Recycling representative was stating she didn't have any record of that approval. Cheryl further explained that prior to the start of this meeting, she had received a call from Carol from Alberta Recycling verifying that we would in fact get the tire shred as applied for and that we could move forward with the tendering.

Vice Chair O'Neill expressed some urgency in getting the operating budget passed. Chair Hemmaway asked about an interim budget. Cheryl explained that the board passed the 2016 operating budget as the interim budget. Cheryl further explained that the operating budget will come together very quickly as we use the audited figures from the previous year for the current year's budget. Cheryl also stated that we cannot pass our capital budget without knowing what the cost of the cell development will be. With the extra work that needs to be done in this contract there is no way of knowing cost without seeing the bids and we don't want to leave ourselves short.

a) Proxy – Genesis Insurance Annual Meeting

Cheryl presented the members with a proxy document to appoint an individual to vote at the annual general meeting of the Genesis Reciprocal Insurance Exchange. Cheryl asked Chair Hemmaway if he was attending the spring conference as he could also vote on behalf of the WCRWMSC.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility February 23rd, 2017 at 3:00 P.M.

6. New Business cont.

b) Proxy – Genesis Insurance Annual Meeting

Chair Hemmaway could not commit to attending the annual meeting of Genesis Insurance.

17.21 **Moved by Lyal O'Neill** to appoint Duanne Gladden to act as proxy at the annual general meeting of Genesis for the Willow Creek Regional Waste Management Services Commission.

CARRIED

c) Summer Temporary Employment Program (STEP)

Cheryl explained that it was brought to her attention that the Alberta Summer Temporary Employment Program deadline for application is February 24, 2017. She stated that to her knowledge, the WCRWMSC has never participated in this program in the past. Cheryl presented the members with the application for one position, with a potential obligation of \$2 184.00.

Cheryl further mentioned that we will have one hundred trees that will need to be planted, watered and weeded this year and a STEP employee could assist our regular staff with this task.

It was the consensus of the members that Cheryl submit the application.

17.22 **Moved by Gord Wolstenholme** that the WCRWMSC make application to the 2017 Summer Temporary Employment Program for funding in the amount of \$2 940.00.

CARRIED

7. Old Business

a) Mattress Pile

Cheryl explained that she had received a telephone call from Aaron at Brazel Construction. Brazel Construction has built a portable unit that will grind mattresses as well as other furniture and wood. They will be at Medicine Hat landfill testing the machine and have invited us to see the machine work. Vice Chair O'Neill didn't feel it was necessary to see the machine working.

Cheryl stated that she would get further information from Aaron regarding potential grinding costs as well as some pictures or videos of the machine working.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility February 23rd, 2017 at 3:00 P.M.

8. Correspondence

No correspondence

9. General Landfill Information

Cheryl reported that all of the year end work is coming to an end. The annual Alberta Environment report has been submitted together with our 2016 Groundwater Monitoring Report, T4's and annual WCB reporting has also been completed. Cheryl further reported that we have received a refund from Canada Revenue Agency for approximately \$7800.00.

10. In Camera

17.23 **Moved by John Connor** to go In Camera at 4:12 P.M.
CARRIED

17.24 **Moved by Lyal O'Neill** to come out of In Camera at 4:18 P.M.
CARRIED

17.25 **Moved by Gord Wolstenholme** that Cheryl advertise for a temporary full time employee and further that the rate of pay be \$17.00 per hour with an increase to \$18.00 after a one month probation period.
CARRIED

11. Adjournment

17.26 **Moved by Gord Wolstenholme** to adjourn at 4:27 P.M.
CARRIED

Chairman Earl Hemmaway

CAO Cheryl Guenther

Alberta SouthWest Bulletin April 2017

Regional Economic Development Alliance (REDA) Update

Award of Excellence to Southern Alberta -China Investment and Trade Initiative (SACITI)

Economic Development Lethbridge, SouthGrow Regional Initiative, Lethbridge County, and AlbertaSW received the Investment Attraction Award of Excellence from Economic Developers Alberta (EDA). The initiative included training and coaching local businesses, then hosting, by invitation, a business delegation of investors and companies that best-fit with regional strengths in agriculture, agri-food, renewable energy, clean-technologies and tourism.



Economic Developers Alberta Board of Directors for 2017-2018

Bev Thornton takes over as President of Economic Developers Alberta (EDA) for 2017-2018.

This organization was established in 1974, and offers a solid foundation on which economic developers can continue build local, national and international partnerships. This strong network of professionals achieves measurable results and represents a distinct competitive advantage for our communities and province.

Social Media Workshops

In partnership with Chambers of Commerce, AlbertaSW is helping support a series of social media workshops for business. The enthusiastic response suggests the opportunities for future offerings.

Southern Alberta alternative Energy Partnership (SAAEP)

SouthGrow, Economic Development Lethbridge and AlbertaSW continue to work on the "Powering Opportunity" project to review, update the revitalize the SAAEP research and industry contacts. We have received answers to some questions posed by the AlbertaSW board regarding geothermal opportunities in our regions; call Bev if you are interested in that document.

Request to Alberta Tourism for Recreation Economic Impact Assessment Study

Waterton Lakes Improvement District #4 has put forward a letter to the Ministry of Culture and Tourism to request a regional economic impact assessment addressing the current value of the tourism economy in our regions and quantifying the opportunities and impacts of proposed new tourism-and recreation development. This study would greatly facilitate informed public discussion and decision making regarding the appropriate locations of permitted activities, considering potential economic benefits and costs to park areas, neighboring municipalities and private sector tourism operators. Contact Barney Reeves, Chairman of Waterton Lakes ID#4 for information.

Regional Broadband Preparedness Project

This matching grant from Alberta Economic Development and Trade enabled AlbertaSW to delve into the specifics and planning needed to deploy fibre and high-speed service networks in our rural region. This 6-month project concludes with a visit to the region from CRTC Commissioner, Dr Linda Vennard.

OTHER USEFUL INFORMATION TO CHECK OUT!

Canada-Alberta Jobs Grant

Employers pay only one- third of direct training costs, up to a maximum of \$10,000 per trainee for eligible skill training. <http://www.albertacanada.com/opportunity/employers/about-jobgrant.aspx>

Biz info- Starting and Growing a Business

Alberta Agriculture and Forestry has excellent new resources for entrepreneurs: checklists and short videos related to all stages of evaluating an idea, planning, starting and growing a business.

[http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/bdv11347](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/bdv11347)

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 1, 2017 – The Silk Purse, Cardston



Board Representatives

Lloyd Kearl, Cardston County
Barney Reeves, Waterton Lakes
Jordan Koch, Glenwood
Bill Peavoy, Cardston
Maryanne Sandberg, MD Willow Creek
Gentry Hall, Stavely
Doug Thornton, Pincher Creek (alt)
Brent Feyter, Fort Macleod
Shelley Ford, Claresholm

Cardston Council

Bill Creed
Dave Edmonds

Guests and Resource Staff

Linda Erickson, AEDT
Bradley Toone, LRSD
Bev Thornton, Executive Director, AlbertaSW
Bob Dyrda, Project Lead, AlbertaSW
Shereyah Feyter

1. Call to Order
Chair Lloyd Kearl called the meeting to order.
2. Approval of Agenda
Waterton Springs added as Item #9.
Moved by Bill Peavoy THAT the agenda be approved as amended.
Carried. [2017-03-520]
3. Approval of Minutes
Moved by Maryanne Sandberg THAT the minutes of February 1, 2017 be approved as presented.
Carried. [2017-03-521]
4. Approval of Cheque Register
Doug Thornton excused himself from the meeting and this vote.
Moved by Jordan Koch THAT cheques #2158-#2171 be approved as presented.
Carried. [2017-03-522]
Doug Thornton rejoined the meeting.
5. SAAEP “Powering Opportunities”
Board discussed geothermal presentation presented at last meeting. Bev will forward questions to TerrapinGeo for comment.
6. Municipal Tourism Reference Guide
Bev and Bob gathered information from communities in preparation for input interview. That is available by request. Consultants expressed appreciation for the good input from the region.
7. Travel Alberta planning day outcomes
About 60 participants from the region and SouthGrow attended a daylong workshop led by Travel Alberta, “Marketing to Cultural Explorers. Presentations from Parks Canada and Crown of the Continent Geotourism coordinator highlighted issues related to expectation of increased visitation for summer 2017. Summary of outcomes available from Bev.
8. Year to date financial resources/priorities
Expenditures and project outcomes on track for current fiscal year.

- 9. Project Lead Report Accepted as information.
- 10. Executive Director Report Accepted as information.
- 11. Board and guest updates
- 12. Upcoming Board Meetings and Events
 - March 22-24- EDA Conference, Banff
 - April 5, 2017 - Crowsnest Pass
 - April 6 - meeting with CRTC commissioner
 - May 3, 2017 - Waterton
 - June 7, 2017 - AGM - Claresholm suggested
- 13. Adjournment Moved by Bill Peavoy THAT the meeting be adjourned.
Carried. [2017-03-523]

Chair

Approved April 5, 2017

Secretary/Treasurer